



11-12

## Glen Ellyn School District 41

Dr. Ann K. Riebock, Superintendent

### AGENDA

#### GLEN ELLYN SCHOOL DISTRICT 41 BOARD OF EDUCATION REGULAR MEETING

FEBRUARY 7, 2011  
7:30 PM

CENTRAL SERVICES OFFICE  
793 NORTH MAIN STREET  
GLEN ELLYN, ILLINOIS

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Roll Call**
- IV. Public Participation**
- V. Recognition**
- VI. Presentations, Reports and Initiative Updates**
  - A. Five-year financial plan
- VII. Action Items**
  - A. Consent Agenda
    - 1. Human Resources
      - (a) Personnel Report Handout
        - Employment Recommendations
        - Resignations
    - 2. Finance Facilities and Operations
    - 3. Other Matters
      - (a) Board Meeting Minutes: January 18, 2011 Regular Meeting Attachment 1
      - (b) Semi-annual Review of Closed Meeting Minutes Attachment 2
      - (c) Destruction of Closed Meeting Audio Recordings Attachment 3
      - (d) CASE Board Meeting Action Items Attachment 4
  - B. Superintendent's Recommendations
    - 1. Class Size Targets Attachment 5
    - 2. Request for Proposal for Auditor Services Attachment 6

3. Board Policy and Procedures Revisions-2<sup>nd</sup> Reading and Adoption Attachment 7

**VIII. Superintendent's Report**

A. Enrollment Report Attachment 8

**IX. Board Reports**

**X. Discussion Items**

A. 2011-2012 Student Fees Attachment 9

B. 2011 Request for Proposal Results: Electric services Attachment 10

C. Acceptable Uses of Accumulated Fund Balances

**XI. Upcoming Meetings**

- February 21, 2011: Public Hearing, 7:15 pm, Abraham Lincoln School; Board of Education Regular Meeting, 7:30 pm (or immediately following Public Hearing)
- March 7, 2011 Board of Education Regular Meeting, Central Services Office

**XII. Other**

**XIII. Public Participation**

**XIV. Adjourn to Closed Session**

**XV. Return to Open Session**

**XVI. Adjournment**



**Glen Ellyn School District 41**

Dr. Ann K. Riebock, Superintendent

**MINUTES**

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

**JANUARY 18, 2011  
7:30 P.M.**

**CHURCHILL SCHOOL  
240 GENEVA ROAD  
GLEN ELLYN, ILLINOIS**

**Call to Order**

Board Vice President Bob Solak called the meeting to order at 7:33 p.m.

**Pledge of Allegiance**

Board member Erica Nelson led in the recital of the Pledge of Allegiance.

**Roll Call**

Upon the roll being called, the following members answered present: Drew Ellis, John Kenwood, Erica Nelson, Terra Howard, Dan Smith and Bob Solak. Steve Vondrak was absent.

**Public Participation**

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

**Presentations, Reports and Initiative Updates**

- Churchill School Presentation: Churchill principal Scott Klespitz gave a presentation on Churchill's participation in Powerful Learning Practices (PLP), an online professional development network of educators who are focused on learning to use technology to improve teaching and connect to learning worldwide. The consortia are comprised of educators from United States as well as other countries and meets regularly on-line to learn and share practices involving their teaching and use of 21<sup>st</sup> century skills and technology. A team of teachers at Churchill and Franklin schools are a part of PLP's Dallas/Dublin Cohort. The cohort is made up of 26 learning teams from 19 schools representing the states of Ohio, Illinois, Iowa, Maryland, Virginia and Texas and are part of a global team where all of the work is done virtually. Mr. Klespitz demonstrated how teachers are exploring social media and online learning as a way in which to increase teaching power using platforms such as Nings, PLP Blogs, Delicious, Twitter and Youtube and how this technology is being used to enhance professional development and instruction. The goal is to create a learning environment where teachers and learners are able to connect in the virtual world. Over time, Churchill and Franklin PLP members

will be able to assist other staff members in expanding their use of technology in learning as well.

Following the presentation the Board discussed the value of PLP as it relates to global learning.

### **Superintendent's Report**

- Board meeting agenda format: Superintendent Dr. Ann Riebock provided a synthesis of Board member feedback regarding possible changes to the Board meeting agenda format in order to provide more time and better accommodate future discussion topics. Dr. Riebock noted that in general, Board members felt that the board meeting agenda serves its purpose and there is ample time to discuss needed topics. The Board determined that it would try the revised agenda format on a trial basis during its February meetings and then assess whether the changes should be kept. The main change is that action items will be placed first on the agenda after presentations and reports and discussion will be placed at the end of the meeting and will include some time parameters.

The Board also discussed creating a template with talking points that could be used to deliver Board reports during meetings and determined individual Board members would continue to deliver reports in the usual manner, but requested that a template be created for reporting at PTA and other meetings.

### **Board Reports**

- Mr. Smith distributed information on the board policy session that he attended during the Triple I Conference he attended this past November.
- Mr. Solak reported on the following:
  - Forest Glen PTA meeting – Mr. Solak provided attendees with a report on the current Board work and the work of the Finance Committee as it relates to the Master Facility Plan (MFP).
  - January 13, 2011 Finance Committee meeting: Discussion items included next year's student fees and a review of the context of the draft MFP report. At its February 7, 2011 meeting, the Committee will examine the Spalding property and whether it is still a viable option for a school. Mr. Solak encouraged Board members to attend the February 7, 2011 Finance meeting where FGM will present the Spalding option. The Finance Committee expects to present the final MFP report at the February 21, 2011 Board meeting.
- Erica Nelson noted that she will attend SERC this Thursday evening at 7 p.m.

### **Discussion Items**

A. Class Size Targets: The Board discussed the Administration's recommendation for no change to the current class size targets or to the process and to maintain the following class size targets for the 2011-2012 school year.

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

While the targets help to create equity in class size from classroom to classroom across the District, there may be circumstances when the students' needs dictate the consideration of adding a section or an instructional aide. Therefore, the Administration

is recommending a review of the targets with consideration given to, but not a guarantee of, adding staff in the following situations:

- The academic performance of a grade level at a particular school is significantly below the norm for the district. Grade level MAP Testing results and ISAT results will be used as the comparative measure.
- Class sizes across a grade level rise to at least an average of two students above the grade level target.

The review and, if necessary, recommendation for additional staff would be completed by the Administrative Team.

The Board will take action on this matter at its February 7, 2011 Regular Board meeting.

The Board discussed current class sizes at Hadley and in the portable classrooms, and asked about the status of the software scheduling issues at Hadley. Dr. Riebock provided the Board with the current class sizes and noted that the software schedules have not yet been resolved, but the District is currently looking at new software.

- B. Request for Proposal for Auditor Services: On October 14, 2010, Glen Ellyn School District 41 posted legal notice for a Request for Proposal (RFP) for audit services for the years ending June 30, 2011, 2012 and 2013. Eight RFP's were sent to regional firms located in the metropolitan area and were due on November 5, 2010. Below are the results of the five proposals received:

<b>Fiscal Year 2011</b>	<b>Miller Cooper</b>	<b>Mathieson Moyski</b>	<b>Evans Marshall</b>	<b>Klein Hall</b>	<b>Baker Tilly</b>
Annual Audit Fees	\$27,000	\$22,500	\$26,325	\$19,600	\$27,000
Single Audit Fees	<u>4,500</u>	<u>4,000</u>	<u>2,025</u>	<u>3,300</u>	<u>5,000</u>
Total for 2011	\$31,500	\$26,500	\$28,350	\$22,900	\$32,000
<b>2012</b>					
Annual Audit Fees	\$28,000	\$23,175	\$27,115	\$20,180	\$27,800
Single Audit Fees	<u>4,600</u>	<u>4,120</u>	<u>2,085</u>	<u>3,400</u>	<u>5,100</u>
Total for 2012	\$32,600	\$27,295	\$29,200	\$23,580	\$32,900
<b>2013</b>					
Annual Audit Fees	\$29,000	\$23,870	\$27,950	\$20,780	\$28,600
Single Audit Fees	<u>4,700</u>	<u>4,250</u>	<u>2,150</u>	<u>3,500</u>	<u>5,200</u>
Total for 2013	\$33,700	\$28,120	\$30,100	\$24,280	\$33,800
Additional Fees Per Year	\$800	0	Unknown	0	0
Three-Year Audit Fee Total	\$100,200	\$81,915	\$87,650	\$70,760	\$98,700
Number of Employees in the Public Sector	34	15	Unknown	8	125
Number of K-12 Clients	30	20	6	16	120

On December 9, 2010, Bob Ciserella, Phyllis Hanna and Drew Ellis interviewed three candidate firms for auditor services, Miller Cooper, Mathieson Moyski and Baker Tilly. The firms of Evans Marshall and Klein Hall were not selected for interviews, as each of these firms is significantly smaller than the three selected. The following factors were considered in order to arrive at a consensus in making a recommendation to the Finance and Facilities Committee.

- Single and multi-year costs
- Size of audit firm
- Number of educational audit clients
- Proven track record
- Capacity of the firm for the rotation of staff
- Capacity for higher level of internal review
- Additional staff time required in the initial year to make an auditor change
- Internal training to audit clients provided
- Internal technology department expertise
- Available external resources to assist in the fraud detection process

The Board discussed the rationale for the Administration's recommendation to continue using Baker Tilly for auditing services. The Administration noted that while the interview team thought each of the candidate firms could provide the district with excellent services, the administration felt that Baker Tilly would provide services which surpass the other candidate firms due to a number of factors including Baker Tilly's past performance and its strength and experience to do an outstanding job, a greater capacity for higher level of internal review, internal fraud detection processes, size and ability to rotate its auditing staff, and finally, the downfall from the disruption that a change in auditors would create.

The administration will present its recommendation to the Board on February 7, 2011, to approve the contract extension with Baker Tilly for auditing services for fiscal years 2011, 2012 and 2013 in the amount of \$32,000, \$32,900 and \$33,800 for a three-total of \$98,700.

- C. Glenbard Area Property Tax Appeals Cooperative Proposed IGA: The Board discussed the Administration's recommendation to support the Glenbard Area Property Tax Cooperative, an intergovernmental agreement that would formalize a partnership among the Glenbard associated school districts, (87, 15, 16, 41, 44, 89 and 93) to share costs and legal counsel when the districts wish to intervene in a real estate tax protest. The purpose of the agreement is to allow the affected districts to share the financial burden associated with contesting tax appeals at both the Property Tax Appeal Board (PTAB), and the DuPage County Board of Review (BOR). School districts are notified when there is a change in assessed valuation of a property that exceeds \$100,000.

The cooperative will be led by a governing board which will include one representative of each of the participating districts. Powers of the board will include the ability to hire and retain appraisers, consultants and attorneys to effectuate the purpose of the agreement. Funding will be achieved through each affected district contributing a pro-rata share based upon the school district's tax rate for each property in question during an assessment year. District 87 as the high school district for each elementary school district will serve as the chair of the committee and be responsible for handling all financially related matters. Each district has the right to withdraw from the IGA, once the board of the withdrawing district passes a resolution of its intent to withdraw, by providing a minimum thirty days notice.

The Board asked for clarification on residential vs. commercial property and Dr. Riebock noted that the district only considers appeals of commercial property. Board members asked if the language should be more explicit related to the cost-sharing, voluntary participation in each appeal and the exclusion of residential property. Some Board members questioned whether participation in this agreement was effectively relinquishing the District's control to District 87 and potentially losing our preferred attorney representation. The Board requested that the Administration follow-up on the following: What is the timing for finalization of this agreement? Is it possible to revise the language to further clarify that the appeals process is limited to commercial property only? What are the implications if the District chooses not to participate?

(Attachment)

- D. Board Policy and Procedures Revisions-First Reading: The Board discussed recommendations for revisions to Section II, School Board policies and/or procedures that were presented to the Board for a first reading. Additionally, the Board discussed proposed revisions to the District's investment policy #4.30 as recommended by the Finance and Facilities Committee.

This recommendation will be presented to the Board of Education for a second reading and adoption at its February 7, 2011 meeting.

Board members asked some clarifying questions and made an additional revision to Policy 2:120. Dr. Riebock asked that any additional questions and/or comments be emailed to her and committee members Nelson and Smith so that any additional revisions can be incorporated into the second reading to presented to the Board on February 7.

(Attachment)

### **Action Items**

- A. Consent Agenda: Mr. Solak asked if there were any items Board members would like removed from the Consent Agenda to be considered separately. It was noted that the January 3, 2011 closed and open session minutes were corrected. Hearing no other requests,

*Mr. Ellis moved and Mr. Kenwood seconded to approve the actions and recommendations of the Consent Agenda as presented and listed below. On a roll call vote answering "Aye: Ellis, Smith, Kenwood, Nelson, Howard and Solak; answering "Nay": None. Motion carried.*

1. Human Resources
  - (a) Personnel Report (Attachment)
    - Employment Recommendations
    - Additional Supplemental Pay Position
    - Multi-year Employment Contract
2. Finance Facilities and Operations (Attachment)
  - (a) Treasurer's Report
  - (b) Investment Schedule
  - (c) Monthly Revenue/Expenditure Summary Report
  - (d) Summary of Bills & Payroll
  - (e) School District Payment Order
  - (f) Vandalism/Damage Report

- (g) Disposal of Surplus Property
- (h) 2010-2011 FOIA Report
- 3. Other Matters
  - (a) Board Regular Meeting Minutes
    - January 3, 2011 Regular Meeting and Closed Session Minutes

B. Superintendent's Recommendations

1. Innovative Modular Solutions Lease Renewal: At its January 3, 2011 regular meeting, the Board of Education discussed the Administration's recommendation to approve a three-year lease extension in the amount of \$138,250 per year for a total of \$414,750 over the course of the lease with Innovative Modular Solutions for 20 modular classrooms at Abraham Lincoln, Benjamin Franklin, Churchill, Forest Glen and Hadley Junior High Schools.

*Mrs. Howard moved and Mrs. Nelson seconded to approve the Administration's recommendation as presented. On a roll call vote answering "Aye": Smith, Kenwood, Nelson, Howard, Ellis and Solak; answering "Nay": None. Motion carried.*

(Attachment)

2. Resolution Authorizing Intervention in Proceedings before the State of Illinois Property Tax Appeal Board: At its January 3, 2011 regular meeting, the Board of Education discussed the Administration's recommendation to approve the extension of the existing agreement between the law firm of Franczek Radelet and Glen Ellyn School District 41, that permits the District's legal counsel to represent the District in two Property Tax Appeal Board (PTAB) matters that could result in a reduced assessment for commercial properties.

The Board asked for clarification on the decision-making process for moving forward with a tax appeal. Dr. Riebock explained that the decision is made by the District in consultation with its attorneys. The Board also discussed whether this agreement would be rescinded or become inactive should the Board decide to approve the IGA discussed earlier.

*Mr. Kenwood moved and Mr. Ellis seconded to approve the administration's recommendation as presented. On a roll call vote answering "Aye": Kenwood, Nelson, Howard, Ellis, Smith and Solak; answering "Nay": None. Motion carried.*

(Attachment)

3. Board Policy and Procedures Compliance Revisions-First Readings and Adoption: The Board discussed the Administration's recommendation to approve revisions to Board policies and/or procedures that are required in order to bring District policy into compliance with recent changes in law. Dr. Riebock explained that the recommendations outlined on the attached summary require immediate Board action since they are based on changes in the law and must be adopted. Dr. Riebock also noted that the discipline policy will be further updated once the Bullying Task Force has completed its review and the Parent/Teacher Advisory Committee meets to review the task force recommendations as well as current discipline data.



*Mr. Smith moved and Mr. Ellis seconded to approve the Administration's recommendation as presented. On a roll call vote answering "Aye": Nelson, Howard, Ellis, Smith, Kenwood and Solak; answering "Nay": None. Motion carried.*

(Attachment)

**Upcoming Meetings**

- February 7, 2011 Board of Education Regular Meeting, Central Services Office
- February 21, 2011 Public Hearing, 7:15 p.m., Abraham Lincoln School; Regular Board Meeting, 7:30 p.m. (or immediately following the Public Hearing), Abraham Lincoln School

**Other**

- Terra Howard gave kudos to the Hadley staff and students on the orderly and respectable behavior exhibited in the lunch room. She said that the changes that have been made in the lunch room make it a nice place to be.
- Erica Nelson thanked Dr. Riebock for the letter and update on the Orchestra changes.

**Public Participation**

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

**Adjournment**

*There being no further business, Mr. Kenwood moved and Mr. Ellis seconded to adjourn the Regular Meeting of the Board of Education at 9:45 p.m. Motion carried on a unanimous voice vote.*

Respectfully submitted,

Maureen Stecker, Recording Secretary

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Steve Vondrak, Board President

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Erica Nelson  
Secretary, Board of Education

Minutes approved: February 7, 2011

Glen Ellyn School District 41  
Board of Education Regular Meeting  
February 7, 2011  
Semi-Annual Review of Closed Session Minutes

**Superintendent's Recommendation:**

**Semi-Annual Review of Closed Session Minutes, August 2010 through January 2011:** That the need for confidentiality still exists as to all of the following closed session minutes or recordings or portions thereof: August 2, 2010 Regular Meeting; August 16, 2010 Regular Meeting; September 7, 2010 Regular Meeting; September 20, 2010 Regular Meeting; October 4, 2010 Regular Meeting; October 18, 2010 Regular Meeting; December 6, 2010 Regular Meeting; January 3, 2011 Regular Meeting.

Glen Ellyn School District 41  
Board of Education Regular Meeting  
February 7, 2011  
Destruction of Closed Meeting Audio Recordings

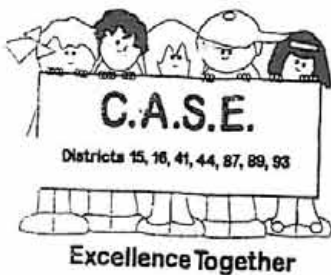
**Superintendent's Recommendation:**

**Destruction of Closed Meeting Audio Recordings**, The Board approve for destruction, the following audio recordings of closed session minutes that are at least 18 months old and for which approved minutes of the closed meeting already exist: February 19, 2009 Regular Meeting; March 2, 2009 Regular Meeting; March 2, 2009 Regular Meeting-Amended; March 12, 2009 Special Meeting; March 16, 2009 Regular Meeting; March 16 Regular Meeting Reconvened March 17, 2009; April 6, 2009 Regular Meeting; April 20, 2009 Regular Meeting; May 4, 2009 Regular Meeting; May 18, 2009 Regular Meeting; June 1, 2009 Regular Meeting; June 22, 2009 Special Meeting Reconvened June 29, 2009.

## January 28, 2011 C.A.S.E. Board Meeting Action Items

The Board approved the following items:

- Minutes of the December 17, 2010 Regular and Closed Sessions;
  - Approval of December and January Accounts Payable and Payrolls:
    - December 17, 2010 503,982.02
    - January 14, 2011 510,077.43
  - Approval of Projected February Payrolls:
    - February 1, 2011 550,000
    - February 15, 2011 550,000
- Total \$2,114,059.47
- Notice of Intent to Retire for Mary Anderson;
  - Leave of Absence for Erin Herman;
  - Draft 1, FY 2011 C.A.S.E. Budget;
  - Jamie Robitaille request to rescind approved leave of absence.
  - Draft 1, FY2012 C.A.S.E. Budget
  - Strategic Planning Proposal
- **Personnel**
    - Employment of Chris Rzemieniecki, Teacher, assigned to Glenwood, at a salary of BA Step 3, \$46,934 prorated to \$25,813 for 99 days.
    - Employment of Erin Hoving, Transition Specialist to Glenbard District 87, at a salary of \$22.00/hour, prorated to \$5,808.00 for 88 days at 3 hours per day.



# Attachment 4 COOPERATIVE ASSOCIATION for SPECIAL EDUCATION

22W600 Butterfield Road  
Glen Ellyn IL 60137-6957

Voice or TTY (630) 942-5600  
FAX (630) 942-5601

Jim T. Nelson  
Executive Director

## Board Meeting Minutes Monday, December 17, 2010

The December business meeting of the Cooperative Association for Special Education Executive Board was held on Friday, December 17, 2009 at C.A.S.E. The meeting was called to order at 9:00 a.m. and the following roll call was taken:

District #15 – Dr. Loren May, Superintendent  
District #16 – Ms. Victoria Tabbert, Superintendent  
District #41 – Dr. Ann Riebock, Superintendent  
District #44 – Dr. James Blanche, Superintendent  
District #87 – Dr. Michael Meissen, Superintendent Absent  
District #93 – Dr. William Shields, Superintendent Absent  
District #89 – Dr. John Perdue, Superintendent and Chairperson

### OTHERS PRESENT/VISITORS

Jim Nelson, C.A.S.E. Executive Director  
Tammy Prentiss, C.A.S.E. Assistant Director  
Diane Pisowicz, C.A.S.E.  
Deborah Marszalik, C.A.S.E.  
Maureen Quirk, C.A.S.E. Education Association  
Karen Cannon-Janettas, CIS Administrator  
Brett Mathieson, Mathieson, Moyski, Celer & Co., LLP

### ITEMS FOR BOARD ACTION

**CONSENT AGENDA:** Dr. May moved and Dr. Riebock seconded a motion to adopt the consent agenda consisting of the following:

- Minutes of the November 12, 2010 Regular;
- November and December Accounts Payable and Payrolls;
- Estimated December and January Accounts Payable and Payrolls;
- Treasurer's Report
- Employment of Catherine Rogers, 1:1 Program Assistant assigned to Glenwood, at a salary of \$11.16/hour prorated to \$8,777.34 for 121 days at 6.5 hours/day. This position is necessary in order to meet IEP requirements. Sarah Kowall, Job Coach assigned to Glenbard North, at a salary of \$15.00/hour, 16 hours per week, prorated to \$5,520.00. This position is necessary in order to meet IEP requirements. Kerrie Wiedman, Program Assistant assigned to Glenbard East, at a salary of \$10.36/hour prorated to \$8,391.60 for 115 days and 5 hours extra duty. This position is necessary in order to fill a vacancy. Increase in hours for Ben Jeffrey, Social Worker assigned to District 87, Directions Program and Glenwood, at a salary of MA Step 2 prorated to \$42,009.00 for 105 days 1.0 FTE. This position is necessary in order to meet IEP requirements at Glenwood.

*It is the mission of CASE to collaborate as educational advocates for children with special needs in order to provide appropriate and high quality educational programs and services.*

**Discussion:** None

Roll Call: Ms. Tabbert, Yes  
 Dr. Riebock, Yes  
 Dr. Blanche, Yes  
 Dr. May, Yes  
 Dr. Perdue, Yes

MOTION CARRIED

#### OTHER ACTION ITEMS

**FY 2009/10 C.A.S.E. AUDIT:** Dr. Blanche moved and Dr. May seconded a motion to accept the 2009/10 C.A.S.E. Audit.

**Discussion:** Brett Mathieson, Mathieson, Moyski, Celer & Co., LLP, gave a brief overview of the 2009/10 C.A.S.E. Audit. He thanked Jim Nelson, Rick Finck and Diane Pisowicz for their hard work in regards to the audit.

Roll Call: Dr. Riebock, Yes  
 Dr. Blanche, Yes  
 Dr. May, Yes  
 Ms. Tabbert, Yes  
 Dr. Perdue, Yes

MOTION CARRIED

**FY 2010-2011 – BUDGET ASSUMPTIONS AND TIMELINES:** Dr. May moved and Dr. Blanche seconded a motion to approve FY 2010-2011 Budget Timelines and Assumptions with a 1-4 percent salary increase assumption for administrative and support staff.

**Discussion:** Mr. Nelson stated he expected the budget to remain the same or be slightly reduced. He will produce Draft I of the budget at the next Board Meeting on January 28, 2011.

Roll Call: Dr. May, Yes  
 Ms. Tabbert, Yes  
 Dr. Riebock, Yes  
 Dr. Blanche, Yes  
 Dr. Perdue, Yes

MOTION CARRIED

**C.A.S.E. EXTENDED SCHOOL YEAR SUMMARY AND 2011 PROPOSAL:** Dr. Blanche moved and Dr. May seconded a motion to approve the 2010 C.A.S.E. Extended School Year Report and the 2011 Extended School Year Proposal.

**Discussion:** Ms. Cannon-Janettas reported that the 2010 program held in District 89 at Park View had 250-260 attendees and was successful. She stated different locations can be a hardship to parents. The 2011 ESY program will be held at Queen Bee District 16, Pheasant Ridge School in Glendale Heights, from June 29 to July 27, 2011.

Roll Call: Dr. Blanche, Yes  
Dr. May, Yes  
Ms. Tabbert, Yes  
Dr. Riebock, Yes  
Dr. Perdue, Yes

MOTION CARRIED

**JAMIE ROBITAILLE REQUEST FOR LEAVE OF ABSENCE:** Dr. May moved and Dr. Riebock seconded a motion to approve a leave of absence for Jamie Robitaille.

**Discussion:** Ms. Robitaille requested a leave of absence from March 14 to June 1, 2011 for child rearing purposes.

Roll Call: Dr. Blanche, Yes  
Dr. May, Yes  
Ms. Tabbert, Yes  
Dr. Riebock, Yes  
Dr. Perdue, Yes

MOTION CARRIED

**JOB DESCRIPTION FOR BUSINESS OFFICE MANAGER POSITION:** Dr. Riebock moved and Dr. May seconded a motion to accept the Job Description for Business Office Manager Position.

**Discussion:** The Board read and discussed the job description for the Business Office Manager position and changed #17 to read; *Assist the Director in the evaluation of all support personnel staff assigned to the Business office.* The Board would like an interview team set-up. The position should be posted as soon as possible for hire on July 1, 2011. Interviews will be conducted in January, 2011.

Roll Call: Dr. Blanche, Yes  
Dr. May, Yes  
Ms. Tabbert, Yes  
Dr. Riebock, Yes  
Dr. Perdue, Yes

MOTION CARRIED

**ITEMS FOR INFORMATION, DISCUSSION AND/OR FUTURE BOARD APPROVAL****RtI AND LD ELIGIBILITY**

Dr. May would like to see consistency in RtI implementation in identification and alignment across the districts. Would also like to see alignment with general education. Dr. Riebock requested this be a GCC agenda item. Dr. May suggested district reports of RtI and LD Eligibility in Board Meetings.

**INTERNAL PROCESS REVIEW**

Mr. Nelson is compiling a list of agencies that review special education cooperatives. He estimated the cost to be \$8,000-\$15,000. He will provide more information at the January 28 Board Meeting.

**DIRECTOR'S REPORT**

Mr. Nelson discussed new at Glenwood for the 2010/11 year are the AIMSweb Monitoring and Benchmarking, PBIS, Increased, Anti-Bullying Celebration, Yoga Education, Focus Groups, Newsletter Introduced, Behaviorist Investigating Intervention. The Board stated their interest in having a future Board Meeting at Glenwood.

Mr. Nelson stated Music Therapy in the eight AIP classrooms has been a huge success with students and parents. The cost of this program is covered by the IDEA Grant.

Mr. Nelson reported C.A.S.E. began offering CPI trainings in April, 2009. During the 2009-10 school year, C.A.S.E. CPI Instructors trained 285 staff throughout C.A.S.E. and member districts. As a response to the increasing interest and need, the Autism Spectrum Disorders Refresher has been added to training options. Over 130 staff have been trained this school year with 12 additional trainings scheduled for the remainder of the year, which will result in close to 350 trained staff. C.A.S.E. Senior Level CPI Instructors provide support that is consistent with school code and current legislation and recommendations. An additional C.A.S.E. employee will be added to the instructor team this winter.

Mr. Nelson reported C.A.S.E. December 1 Child Count data successfully transmitted 4,100 IEP students to ISBE on behalf of the member districts. This ISBE required data is used for funding and indicator compliance.

Mr. Nelson stated that transition to the new On-demand System by Netchemia has caused substantial frustration through all our districts among teachers, case managers, and administrators. In response to C.A.S.E concerns Netchemia will meet in our office with I.T. teams and district special education directors on January 4 to explore solutions.

**CLOSED SESSION**

At 9:42 a.m. Dr. May moved and Dr. Tabbert seconded a motion to adjourn to Closed Session for the purpose of personnel.

Roll Call:      Dr. May, Yes  
                      Ms. Tabbert, Yes  
                      Dr. Riebock, Yes  
                      Dr. May, Yes  
                      Dr. Perdue, Yes

MOTION CARRIED

No action was taken as a result of Closed Session.



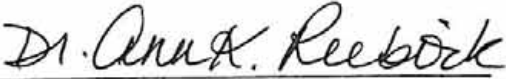
There being no further business, at 9:49 a.m., Dr. May moved and Dr. Riebock seconded a motion to adjourn.

MOTION CARRIED ON A VOICE VOTE

The next regular meeting of the C.A.S.E. Board of Directors will be held at 9:00 a.m. at C.A.S.E. on Friday, January 28, 2011.

Respectfully submitted,

  
Deborah Marszalik, Recording Secretary

  
Dr. Ann Riebock, Acting Chairperson for  
John S. Perdue, Ed. D., Chairperson

COOPERATIVE ASSOCIATION  
FOR  
SPECIAL EDUCATION

Glen Ellyn, Illinois

C.A.S.E.

CHECK REGISTER AND PAYROLLS  
FOR December, 2010

Reviewed and approved,



\_\_\_\_\_  
Chairperson  
C.A.S.E. Board of Directors

12-17-2010  
Date

## PAYROLL SUMMARY

<b>NOVEMBER 15, 2010</b>	<b>505,523.06</b>
<b>DECEMBER 1, 2010</b>	<b>504,994.73</b>
<b>DECEMBER 15, 2010</b>	<b>512,259.45</b>

### PROJECTED

<b>DECEMBER 17, 2010</b>	<b>550,000.00</b>
<b>JANUARY 14, 2010</b>	<b>550,000.00</b>

<b>TOTAL</b>	<b>2,622,777.24</b>
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# A/P Check Register

Printed: 12/3/2010 11:34 AM  
CASE

Vendor #	Vendor Name	Batch #	Check Date	Check #	Total
03370	Illinois Municipal Retirement Fund	105	11/30/2010	105	
03334	Il Dept Revenue	103	11/15/2010	205	36,208.47
	*** Voided Check(s) ***		11/15/2010	207	12,517.37
					0.00
50205	Internal Revenue Service	103	11/15/2010	206	
12037	Teachers Health Insurance Security	104	11/15/2010	208	82,410.38
08060	Teachers Retirement System	104	11/15/2010	209	5,842.48
651507	IATP	9323	10/22/2010	119079	38,382.69
651474	Kelly Rebecca	9323	10/22/2010	119084	(600.00)
12122	Pisowicz, Diane	25	11/09/2010	119310	(162.00)
50532	Arnold, William	99	11/12/2010	119311	137.92
50004	CASE Education Association Dues	99	11/12/2010	119312	300.00
09278	DuPage Credit Union	99	11/12/2010	119313	4,187.86
651035	ILCCBD Treasurer	99	11/12/2010	119314	3,375.00
50496	Illinois NCPERS	99	11/12/2010	119315	80.00
650867	Illinois Student Assistance Commission	99	11/12/2010	119316	56.00
651289	Marilyn O. Marshall	99	11/12/2010	119317	349.16
651300	MG Trust Co. LLC	99	11/12/2010	119318	262.50
651067	Minnesota Child Support Payment Center	99	11/12/2010	119319	12,865.96
					240.00
13451	Phillips Flowers And Gifts	99	11/12/2010	119320	
651023	Sharkey, Tricia	99	11/12/2010	119321	52.95
50590	SLJ Properties, L.L.C.	99	11/12/2010	119322	298.80
50086	State Disbursement Unit	99	11/12/2010	119323	3,875.00
651179	Total Broker Benefits	99	11/12/2010	119324	1,107.24
651197	Total Broker Benefits	99	11/12/2010	119325	169.70
50744	NICOR	33	11/22/2010	119326	2,533.16
12122	Pisowicz, Diane	33	11/22/2010	119327	124.06
651556	Soren Bennick Production Inc.	33	11/22/2010	119328	193.19
651555	Illinois Transition Conference	34	11/22/2010	119329	295.55
650284	Kelly, Leslie	34	11/22/2010	119330	600.00
50237	Advanced Telecommunications of Illinois, Inc.	92	11/23/2010	119331	162.00
					11,507.50
00222	American Express	92	11/23/2010	119332	
651550	Ark Therapeutic Services Inc.	92	11/23/2010	119333	339.73
14803	Arnold, Penelope	92	11/23/2010	119334	127.50
50532	Arnold, William	92	11/23/2010	119335	150.00
651369	CPI Qualified Plan Consultants, Inc.	92	11/23/2010	119336	100.00
651558	Globalcom Inc.	92	11/23/2010	119337	12.00
50709	Positive Promotions	92	11/23/2010	119338	1,328.07
16461	Purchase Power	92	11/23/2010	119339	1,051.20
50497	Sams Club	92	11/23/2010	119340	353.90
14959	Wilson Language Training Copr	92	11/23/2010	119341	40.10
650247	Educational Benefit Cooperative	106	11/30/2010	119342	4,000.00
					17,876.06
<b>Report Total</b>					<b>\$242,751.50</b>

## A/P Check Register

Printed: 12/15/2010 9:35 AM

CASE

Vendor #	Vendor Name	Batch #	Check Date	Check #	Total
03334	Il Dept Revenue	101	12/01/2010	100	
	*** Voided Check(s) ***				
			12/01/2010	102	12,500.98
50205	Internal Revenue Service	101	12/01/2010	101	0.00
12037	Teachers Health Insurance Security	102	12/01/2010	103	81,653.74
08060	Teachers Retirement System	102	12/01/2010	104	5,846.28
651506	ALEKS Corporation	98	12/01/2010	119343	37,992.83
14027	AT & T	98	12/01/2010	119344	7,665.00
50004	CASE Education Association Dues	98	12/01/2010	119345	763.27
12266	District #16	98	12/01/2010	119346	4,220.41
13077	District #41	98	12/01/2010	119347	43,772.00
12480	District #44	98	12/01/2010	119348	27,688.00
50735	District #87 Berkley	98	12/01/2010	119349	517,340.00
12671	District #89	98	12/01/2010	119350	148,338.00
09278	DuPage Credit Union	98	12/01/2010	119351	3,372.71
650247	Educational Benefit Cooperative	98	12/01/2010	119352	3,375.00
651558	Globalcom Inc.	98	12/01/2010	119353	150,175.66
651480	Hinckley Springs	98	12/01/2010	119354	450.48
50496	Illinois NCPERS	98	12/01/2010	119355	79.90
650867	Illinois Student Assistance Commission	98	12/01/2010	119356	56.00
651087	Kryzak, Linda	98	12/01/2010	119357	349.16
651289	Marilyn O. Marshall	98	12/01/2010	119358	150.00
651300	MG Trust Co. LLC	98	12/01/2010	119359	262.50
651067	Minnesota Child Support Payment Center	98	12/01/2010	119360	12,865.96
					240.00
650751	Nelson, Leah	98	12/01/2010	119361	
650484	Purchase Advantage Card	98	12/01/2010	119362	199.50
650598	Reliance Standard	98	12/01/2010	119363	107.23
50497	Sams Club	98	12/01/2010	119364	1,960.36
50086	State Disbursement Unit	98	12/01/2010	119365	135.49
651197	Total Broker Benefits	98	12/01/2010	119366	1,107.24
50181	United Parcel Service	98	12/01/2010	119367	2,533.16
16075	Verizon Wireless	98	12/01/2010	119368	44.24
50718	Waste Management	98	12/01/2010	119369	315.91
12452	District #87-Glenbard High Schools	97	12/02/2010	119370	78.07
50532	Arnold, William	96	12/10/2010	119371	148,338.00
14027	AT & T	96	12/10/2010	119372	100.00
50703	ComEd	96	12/10/2010	119373	271.75
650724	FlagHouse	96	12/10/2010	119374	272.61
651558	Globalcom Inc.	96	12/10/2010	119375	1,009.06
50701	Nelson, James	96	12/10/2010	119376	470.74
16461	Purchase Power	96	12/10/2010	119377	174.99
650196	Sertoma Speech & Hearing Center	96	12/10/2010	119378	133.49
00222	American Express	95	12/13/2010	119379	6,695.00
651529	AG Bell Listening and Spoken Language Workshop	93	12/13/2010	119380	220.46
					250.00
651557	A+ Educators	121710	12/17/2010	119381	448.00
651553	AATP	121710	12/17/2010	119382	95.00
650494	Aavex Technology Corporation	121710	12/17/2010	119383	
651121	Academic Communication Associates	121710	12/17/2010	119384	10,893.78
50837	Accutech Services	121710	12/17/2010	119385	31.50
650509	Advanced Keyboard Technologies	121710	12/17/2010	119386	252.00
651361	Adventist GlenOaks TDS	121710	12/17/2010	119387	446.16
650425	AJS Publications	121710	12/17/2010	119388	1,560.00
14969	AMBUTECH	121710	12/17/2010	119389	160.95
651443	Apple Inc.	121710	12/17/2010	119390	75.40
651178	ATIA Registration	121710	12/17/2010	119391	3,214.80
651563	August, Ashley	121710	12/17/2010	119392	950.00
					129.00

Specialized Data Systems, Inc.

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## A/P Check Register

Printed: 12/15/2010 9:35 AM  
CASE

Vendor #	Vendor Name	Batch #	Check Date	Check #	Total
651564	Austin, Kay	121710	12/17/2010	119393	
651248	Autism Inspiration	121710	12/17/2010	119394	33.50
651013	Avila, Etta	121710	12/17/2010	119395	149.95
651576	Barker, Jayna	121710	12/17/2010	119396	226.85
50055	Bauer, Laura	121710	12/17/2010	119397	13.90
15038	Bertels, Elizabeth	121710	12/17/2010	119398	86.65
650474	Briscoe, Eric	121710	12/17/2010	119399	21.98
651565	Bryan, Sarah	121710	12/17/2010	119400	147.60
651566	Buckley, Jennifer	121710	12/17/2010	119401	76.17
12739	Bureau of Education & Research	121710	12/17/2010	119402	50.00
650647	Burns, Michelle	121710	12/17/2010	119403	645.00
651014	CareerStaff Unlimited	121710	12/17/2010	119404	176.00
13076	Colley, Diane	121710	12/17/2010	119405	2,538.00
651468	Constructive Play Things	121710	12/17/2010	119406	371.40
12348	Costello, Paula	121710	12/17/2010	119407	209.52
50390	Cotter, Linda	121710	12/17/2010	119408	1,102.59
50402	Cross Country Education	121710	12/17/2010	119409	226.30
651567	Crowe, Claudia	121710	12/17/2010	119410	189.00
651561	Curricu-la-la-la	121710	12/17/2010	119411	48.00
651568	Davit, Christine	121710	12/17/2010	119412	92.95
651577	DE LAGE LANDEN	121710	12/17/2010	119413	193.09
13466	District #15	121710	12/17/2010	119414	826.00
12266	District #16	121710	12/17/2010	119415	8,899.01
13077	District #41	121710	12/17/2010	119416	7,507.08
12480	District #44	121710	12/17/2010	119417	4,519.34
12452	District #87-Glenbard High Schools	121710	12/17/2010	119418	217,716.66
12671	District #89	121710	12/17/2010	119419	19,502.47
13081	District #93	121710	12/17/2010	119420	434.70
50192	Domanico Psychological Services	121710	12/17/2010	119421	405.14
50077	Don Johnston Inc.	121710	12/17/2010	119422	975.00
650798	Douglas, Michael	121710	12/17/2010	119423	90.39
650462	DuPage County Health Dept.	121710	12/17/2010	119424	133.20
651252	DynaVox Mayer-Johnson	121710	12/17/2010	119425	190.00
16498	Enabling Devices	121710	12/17/2010	119426	378.00
650870	Fair, Deborah	121710	12/17/2010	119427	345.90
651499	Fields, Debbie	121710	12/17/2010	119428	5,100.00
50239	Free Spirit Publishing	121710	12/17/2010	119429	270.00
650674	Gagen, Kelly	121710	12/17/2010	119430	142.84
651569	Gonzales, Mary	121710	12/17/2010	119431	251.55
651021	Good, Jill	121710	12/17/2010	119432	25.00
15618	Graham, Kara	121710	12/17/2010	119433	292.80
15704	Granrath, Christine	121710	12/17/2010	119434	72.90
02840	Hawthorne Ed Ser Inc	121710	12/17/2010	119435	59.46
50442	Health Ed	121710	12/17/2010	119436	684.50
50707	Hillock, Hope	121710	12/17/2010	119437	507.00
12361	Hollowed, Barbara	121710	12/17/2010	119438	176.00
651559	HP Public Sector Sales	121710	12/17/2010	119439	100.00
14258	Hubbell, Linnea	121710	12/17/2010	119440	330.98
650719	IAER	121710	12/17/2010	119441	84.30
16006	IMAGETEC L.P.	121710	12/17/2010	119442	1,880.00
50270	Jedrzejek, Linda	121710	12/17/2010	119443	184.99
13285	Kafkes, Anastasia	121710	12/17/2010	119444	1,536.00
650284	Kelly, Leslie	121710	12/17/2010	119445	56.50
651570	King, Peggy	121710	12/17/2010	119446	183.00
651441	Kirby, Lori	121710	12/17/2010	119447	340.71
50453	Knowles-Porn, Terra	121710	12/17/2010	119448	50.00
651571	Kraus, Ruth	121710	12/17/2010	119449	386.90
					5,175.00

Specialized Data Systems, Inc.

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## A/P Check Register

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Vendor #	Vendor Name	Batch #	Check Date	Check #	Total
650443	Kunce, Tracy	121710	12/17/2010	119450	24.95
651533	Lathrop, Judith	121710	12/17/2010	119451	17.75
650446	Lauer, Jill	121710	12/17/2010	119452	98.55
12182	Layer, Barbara A	121710	12/17/2010	119453	103.15
650709	Liebenow, Cathy	121710	12/17/2010	119454	630.00
651350	LinguiSystems Inc.	121710	12/17/2010	119455	323.60
651536	Lopez, Melissa	121710	12/17/2010	119456	39.83
651498	Loquercio, Lori	121710	12/17/2010	119457	472.50
13617	LRP Publications	121710	12/17/2010	119458	222.00
651387	Luif, Jaci	121710	12/17/2010	119459	20.43
50358	Luka, Pam	121710	12/17/2010	119460	395.00
14888	Marco Products	121710	12/17/2010	119461	89.98
650402	Matczak, Lynne	121710	12/17/2010	119462	224.05
12748	Mathieson Moyski-Celer	121710	12/17/2010	119463	3,866.00
650286	Maupin, Sherri	121710	12/17/2010	119464	123.27
12184	May, Mary F	121710	12/17/2010	119465	304.25
650872	Mayer-Johnson	121710	12/17/2010	119466	3,108.00
50066	McCoy, Denise	121710	12/17/2010	119467	174.05
650505	McGivern, Cindy	121710	12/17/2010	119468	34.00
650926	McGowan, Renee	121710	12/17/2010	119469	231.57
650577	McGraw-Hill Companies	121710	12/17/2010	119470	1,963.06
651551	MedExSupply Medical Supplies	121710	12/17/2010	119471	99.56
650802	Megow, Karla	121710	12/17/2010	119472	394.21
651240	Mina, Robin	121710	12/17/2010	119473	346.20
650989	Mola, Carol	121710	12/17/2010	119474	185.08
650726	Multi-Health Systems, Inc.	121710	12/17/2010	119475	114.00
651483	National Geographic School	121710	12/17/2010	119476	56.48
651560	National Rehab Serv	121710	12/17/2010	119477	304.88
50045	NCS Pearson Inc.	121710	12/17/2010	119478	592.35
650567	Netrix	121710	12/17/2010	119479	19,240.00
650850	Northern Illinois Round Table	121710	12/17/2010	119480	60.00
50838	Office Max	121710	12/17/2010	119481	551.02
651572	Orbegoso, Rosemary	121710	12/17/2010	119482	133.20
12299	Oriental Trading Co Inc	121710	12/17/2010	119483	389.66
15593	Oriental Trading Company	121710	12/17/2010	119484	128.84
650581	Oticon Inc-FM Service Center	121710	12/17/2010	119485	1,388.00
651163	Pacchiano, Debra Mary	121710	12/17/2010	119486	2,200.00
06403	Palos Sports Inc	121710	12/17/2010	119487	2,716.18
651573	Parker, Suzanne	121710	12/17/2010	119488	40.51
50534	PESI LLC	121710	12/17/2010	119489	179.00
	*** Voided Check(s) ***		12/17/2010	119491	0.00
				119492	
50552	Phonak, LLC	121710	12/17/2010	119490	24,758.87
12190	Polinski, Lisa	121710	12/17/2010	119493	331.90
650721	Prentke Romich Company	121710	12/17/2010	119494	1,190.74
16247	Pro-ED	121710	12/17/2010	119495	1,103.30
	*** Voided Check(s) ***		12/17/2010	119497	0.00
06857	Quill Corp	121710	12/17/2010	119496	3,633.69
14573	R & G Consultants	121710	12/17/2010	119498	4,876.59
13428	Rahn, Nancee	121710	12/17/2010	119499	32.00
651359	Ramirez, Julie	121710	12/17/2010	119500	53.77
651552	Readings for the Blind & Disleexic	121710	12/17/2010	119501	350.00
651574	Riemenschneider, Melissa	121710	12/17/2010	119502	15.14
16488	Riverside Publishing	121710	12/17/2010	119503	227.70
651575	Sanders, Sue	121710	12/17/2010	119504	232.00
07478	SASED	121710	12/17/2010	119505	950.00
651578	Schaffnit, Lindsay	121710	12/17/2010	119506	52.50

Specialized Data Systems, Inc.

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13 TJ

# A/P Check Register

Printed: 12/15/2010 9:35 AM

CASE

Vendor #	Vendor Name	Batch #	Check Date	Check #	Total
13104	Scharinger, Michelle L	121710	12/17/2010	119507	
15540	School Health	121710	12/17/2010	119508	69.75
	*** Voided Check(s) ***				137.83
15451	School Specialty Inc.		12/17/2010	119510	0.00
12958	Schweppe	121710	12/17/2010	119509	1,541.05
650776	Segatti, Julie	121710	12/17/2010	119511	175.54
15502	Sego, Arita	121710	12/17/2010	119512	61.95
651023	Sharkey, Tricia	121710	12/17/2010	119513	686.61
14815	Smith, Melinda	121710	12/17/2010	119514	149.20
651540	Social Thinking	121710	12/17/2010	119515	245.40
50432	Sodexo, Inc. & Affiliates	121710	12/17/2010	119516	278.10
651354	Speech Corner	121710	12/17/2010	119517	1,122.50
16203	Sraga Hauser, LLC	121710	12/17/2010	119518	137.91
15739	SSCIP	121710	12/17/2010	119519	546.00
651260	Sticken, Eric	121710	12/17/2010	119520	2,601.00
650937	Suburban Life Publications	121710	12/17/2010	119521	296.00
650720	Summit Professional Education	121710	12/17/2010	119522	868.52
651276	Super Duper Publications	121710	12/17/2010	119523	179.00
50454	Taraska, Kathleen	121710	12/17/2010	119524	977.32
651009	Tenacious Cleaning Service, Inc.	121710	12/17/2010	119525	150.00
650508	The Center/IRC	121710	12/17/2010	119526	7,360.00
50802	The Comprehensive Group	121710	12/17/2010	119527	100.00
50201	Therapy Shoppe	121710	12/17/2010	119528	16,440.00
651400	Think Social Publishing, Inc.	121710	12/17/2010	119529	185.82
650706	Tiger Direct	121710	12/17/2010	119530	176.29
651254	Time Timer	121710	12/17/2010	119531	185.95
13089	Trantowski, Mary	121710	12/17/2010	119532	240.00
650614	UCP Infnitec	121710	12/17/2010	119533	74.55
50181	United Parcel Service	121710	12/17/2010	119534	400.00
651513	US Toy	121710	12/17/2010	119535	219.81
650458	Varitronics	121710	12/17/2010	119536	58.50
50456	Von de Bur, Maureen	121710	12/17/2010	119537	620.62
13751	Westone	121710	12/17/2010	119538	238.35
14959	Wilson Language Training Copr	121710	12/17/2010	119539	44.70
651274	Woodlake Technologies, Inc.	121710	12/17/2010	119540	86.90
651126	Yeager, Abigail	121710	12/17/2010	119541	2,986.00
50046	Youthlight, Inc	121710	12/17/2010	119542	67.45
				119543	110.99
<b>Report Total</b>					<b>\$1,647,456.51</b>



**Cooperative Association for Special Education**Treasurer's Report for the month of September, 2010  
Cash, Investment and Book Balances**Book Balance:**


General Fund Balance - SDS \$ 1,916,881.16

ISDLAF Liquid Accounts \$ 1,616,437.23

**Investment Balance:**

ISDLAF Max Account \$ 300,093.93

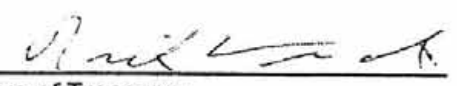
Petty Cash \$ 350.00

**Total Funds** \$ **1,916,881.16**  
\_\_\_\_\_  
Signature of Treasurer

Prepared by Diane Pisowicz 12/14/2010

**Cooperative Association for Special Education**  
Treasurer's Report for the month of October, 2010  
Cash, Investment and Book Balances

<b>Book Balance:</b>		
General Fund Balance - SDS	\$	3,075,876.76
ISDLAF Liquid Accounts	\$	1,275,386.90
<b>Investment Balance:</b>		
ISDLAF Max Account	\$	1,800,139.86
Petty Cash	\$	350.00
<b>Total Funds</b>	<b>\$</b>	<b>3,075,876.76</b>

  
\_\_\_\_\_  
Signature of Treasurer

**Cooperative Association for Special Education**

Treasurer's Report for the month of November, 2010

Cash, Investment and Book Balances

**Book Balance:**

General Fund Balance - SDS	\$	2,569,297.55
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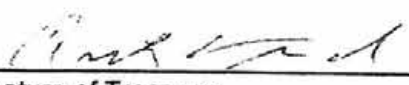
ISDLAF Liquid Accounts	\$	768,703.68
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**Investment Balance:**

ISDLAF Max Account	\$	1,800,243.87
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Petty Cash	\$	350.00
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<b>Total Funds</b>	<b>\$</b>	<b>2,569,297.55</b>
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 \_\_\_\_\_  
 Signature of Treasurer

Prepared by Diane Pisowicz 12/7/2010

COOPERATIVE ASSOCIATION  
FOR  
SPECIAL EDUCATION

Glen Ellyn, Illinois

C.A.S.E.

CHECK REGISTER AND PAYROLLS  
FOR December, January & February, 2011

Reviewed and approved,

*Dr. Ann Riebock*

Dr. Ann Riebock  
Acting Chairperson  
C.A.S.E. Board of Directors

*January 28, 2011*  
Date

## PAYROLL SUMMARY

DECEMBER 17, 2010	503,982.04
JANUARY 14, 2011	510,077.43

### PROJECTED

FEBRUARY 1, 2011	550,000.00
FEBRUARY 15, 2011	550,000.00

TOTAL	2,114,059.47
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## A/P Check Register

Printed: 1/7/2011 4:06 PM

CASE

Vendor #	Vendor Name	Batch #	Check Date	Check #	Total
03334	II Dept Revenue	103	12/15/2010	105	12,623.46
	*** Voided Check(s) ***		12/15/2010	107	0.00
50205	Internal Revenue Service	103	12/15/2010	106	82,861.16
12037	Teachers Health Insurance Security	104	12/15/2010	108	5,887.72
08060	Teachers Retirement System	104	12/15/2010	109	38,368.88
03334	II Dept Revenue	105	12/17/2010	110	12,474.14
	*** Voided Check(s) ***		12/17/2010	112	0.00
50205	Internal Revenue Service	105	12/17/2010	111	81,701.69
12037	Teachers Health Insurance Security	106	12/17/2010	113	5,825.34
08060	Teachers Retirement System	106	12/17/2010	114	37,857.12
03370	Illinois Municipal Retirement Fund	108	12/30/2010	115	55,013.11
50139	CASE	1	12/31/2010	116	2,359.20
650672	HAVE Dreams	9362	07/08/2010	118582	(750.00)
651496	Novel-Tees Screen Printing	9362	09/17/2010	118892	(585.00)
651291	Easter Seals DuPage and the Fox Valley Region	9362	09/20/2010	118946	(200.00)
651517	Bulanda, Michelle	9361	10/07/2010	118987	(750.00)
651516	Cahill, Susan	9361	10/07/2010	118989	(750.00)
651523	Hagar, Kim	9361	10/15/2010	119012	(400.00)
50735	District #87 Berkley	9361	12/01/2010	119349	(148,338.00)
50402	Cross Country Education	9004	12/17/2010	119409	(189.00)
50045	NCS Pearson Inc.	9361	12/17/2010	119478	(592.35)
50086	State Disbursement Unit	90	12/15/2010	119544	1,107.24
00222	American Express	91	12/17/2010	119545	649.19
50404	Durkee, Darcy	99	12/15/2010	119546	40.85
13775	IAASE	99	12/15/2010	119547	175.00
14716	Nurczyk, Joan	99	12/15/2010	119548	287.44
651174	Pisowicz, Katherine	92	12/17/2010	119549	206.70
50004	CASE Education Association Dues	99	12/15/2010	119550	4,220.41
09278	DuPage Credit Union	99	12/15/2010	119551	3,375.00
50496	Illinois NCPERS	99	12/15/2010	119552	56.00
650867	Illinois Student Assistance Commission	99	12/15/2010	119553	349.16
651289	Marilyn O. Marshall	99	12/15/2010	119554	262.50
651300	MG Trust Co. LLC	99	12/15/2010	119555	15,865.96
50534	PESI LLC	99	12/15/2010	119556	189.99
651197	Total Broker Benefits	99	12/15/2010	119557	2,533.16
14803	Arnold, Penelope	89	12/17/2010	119558	250.00
50004	CASE Education Association Dues	89	12/17/2010	119559	4,220.41
651369	CPI Qualified Plan Consultants, Inc.	89	12/17/2010	119560	15.00
12671	District #89	89	12/17/2010	119561	3,373.65
09278	DuPage Credit Union	89	12/17/2010	119562	3,375.00
651291	Easter Seals DuPage and the Fox Valley Region	89	12/17/2010	119563	400.00
50496	Illinois NCPERS	89	12/17/2010	119564	56.00
650867	Illinois Student Assistance Commission	89	12/17/2010	119565	349.16
651289	Marilyn O. Marshall	89	12/17/2010	119566	262.50
651300	MG Trust Co. LLC	89	12/17/2010	119567	12,865.88
50590	SLJ Properties, L.L.C.	89	12/17/2010	119568	3,875.00
50086	State Disbursement Unit	89	12/17/2010	119569	1,107.24
651179	Total Broker Benefits	89	12/17/2010	119570	169.70
651197	Total Broker Benefits	89	12/17/2010	119571	2,533.15
50045	NCS Pearson Inc.	10	12/28/2010	119572	515.35
50040	PAR, Inc	10	12/28/2010	119573	77.00
651369	CPI Qualified Plan Consultants, Inc.	109	12/30/2010	119574	12.00
650247	Educational Benefit Cooperative	109	12/30/2010	119575	165,022.64
13775	IAASE	108	12/30/2010	119576	175.00
50819	ISPA Convention	109	12/30/2010	119577	270.00

Specialized Data Systems, Inc.

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# A/P Check Register

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CASE

Vendor #	Vendor Name	Batch #	Check Date	Check #	Total
50744	NICOR	109	12/30/2010	119578	159.35
650598	Reliance Standard	109	12/30/2010	119579	1,965.52
651311	Wellspring Clinical Associates, Inc.	109	12/30/2010	119580	620.00
<b>Report Total</b>					<b>\$413,405.62</b>

## A/P Check Register

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CASE

Vendor #	Vendor Name	Batch #	Check Date	Check #	Total
03334	Il Dept Revenue	101	01/14/2011	200	12,747.61
	*** Voided Check(s) ***		01/14/2011	202	0.00
50205	Internal Revenue Service	101	01/14/2011	201	84,436.88
12037	Teachers Health Insurance Security	102	01/14/2011	203	5,888.79
08060	Teachers Retirement System	102	01/14/2011	204	38,268.27
650451	Glenwood Activity Account	90	01/04/2011	119581	1,000.00
14773	IASA	90	01/04/2011	119582	1,371.00
00222	American Express	91	01/06/2011	119583	1,114.41
14027	AT & T	91	01/06/2011	119584	735.32
651558	Globalcom Inc.	91	01/06/2011	119585	899.53
651480	Hinckley Springs	91	01/06/2011	119586	41.02
50480	Northern Illinois University	91	01/06/2011	119587	245.00
651174	Pisowicz, Katherine	91	01/06/2011	119588	42.40
651072	Prentiss, Tammy	91	01/06/2011	119589	466.00
650484	Purchase Advantage Card	91	01/06/2011	119590	132.81
50497	Sams Club	91	01/06/2011	119591	119.80
650196	Sertoma Speech & Hearing Center	91	01/06/2011	119592	6,695.00
50181	United Parcel Service	91	01/06/2011	119593	78.18
16075	Verizon Wireless	91	01/06/2011	119594	315.21
50718	Waste Management	91	01/06/2011	119595	78.07
13775	IAASE	92	01/07/2011	119596	175.00
651286	403b ASP	98	01/14/2011	119597	0.00
50405	AIG VALIC	98	01/14/2011	119598	0.00
00222	American Express	98	01/14/2011	119599	375.00
14803	Arnold, Penelope	98	01/14/2011	119600	320.00
651586	Arrowhead Golf Club	98	01/14/2011	119601	1,000.00
14027	AT & T	98	01/14/2011	119602	272.41
650522	AXA Equitable	98	01/14/2011	119603	0.00
01849	Equitable Life	98	01/14/2011	119610	0.00
08820	Variable Annuity Life Ins	98	01/14/2011	119619	0.00
50004	CASE Education Association Dues	98	01/14/2011	119620	4,263.81
50703	ComEd	98	01/14/2011	119621	252.99
651369	CPI Qualified Plan Consultants, Inc.	98	01/14/2011	119622	12.00
12671	District #89	98	01/14/2011	119623	2,881.33
09278	DuPage Credit Union	98	01/14/2011	119624	3,375.00
651298	DuPage ROE	98	01/14/2011	119625	375.00
50496	Illinois NCPERS	98	01/14/2011	119626	56.00
650867	Illinois Student Assistance Commission	98	01/14/2011	119627	349.16
651289	Marilyn O. Marshall	98	01/14/2011	119628	262.50
650751	Nelson, Leah	98	01/14/2011	119629	123.38
12122	Pisowicz, Diane	98	01/14/2011	119630	198.48
50590	SLJ Properties, L.L.C.	98	01/14/2011	119631	3,875.00
50086	State Disbursement Unit	98	01/14/2011	119632	1,107.24
651197	Total Broker Benefits	98	01/14/2011	119633	2,014.33
651300	MG Trust Co. LLC	93	01/14/2011	119636	12,201.96
650577	McGraw-Hill Companies	11	01/25/2011	119637	121.63
50701	Nelson, James	11	01/25/2011	119638	191.76
650300	University of Oregon	11	01/25/2011	119639	250.00
650494	Aavex Technology Corporation	12811	01/28/2011	119640	4,949.39
12573	AbleNet Inc.	12811	01/28/2011	119641	40.00
650509	Advanced Keyboard Technologies	12811	01/28/2011	119642	4,221.56
651361	Adventist GlenOaks TDS	12811	01/28/2011	119643	270.00
651584	AERBVI	12811	01/28/2011	119644	155.00
13218	Amendt, Margaret	12811	01/28/2011	119645	249.25
651580	Apple Store	12811	01/28/2011	119646	1,553.85
14027	AT & T	12811	01/28/2011	119647	735.32

Specialized Data Systems, Inc.

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## A/P Check Register

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Vendor #	Vendor Name	Batch #	Check Date	Check #	Total
651111	Autism Shop	12811	01/28/2011	119648	279.67
651545	AVCS Books	12811	01/28/2011	119649	154.25
651013	Avila, Etta	12811	01/28/2011	119650	410.15
50055	Bauer, Laura	12811	01/28/2011	119651	56.80
651055	Belich, Karen	12811	01/28/2011	119652	138.00
15038	Bertels, Elizabeth	12811	01/28/2011	119653	1,041.82
15587	Borri, Kimberly	12811	01/28/2011	119654	78.40
650474	Briscoe, Eric	12811	01/28/2011	119655	216.55
12739	Bureau of Education & Research	12811	01/28/2011	119656	199.00
650647	Burns, Michelle	12811	01/28/2011	119657	239.85
651323	Cambium Learning Technologies	12811	01/28/2011	119658	903.00
651014	CareerStaff Unlimited	12811	01/28/2011	119659	8,370.00
13070	Carter, Nancy	12811	01/28/2011	119660	206.65
50705	Cassidy, Cynthia	12811	01/28/2011	119661	329.90
650851	Chafekar, Rashmi	12811	01/28/2011	119662	325.00
651587	Clary, Staci	12811	01/28/2011	119663	51.84
16002	Cochlear Corp.	12811	01/28/2011	119664	465.00
13076	Colley, Diane	12811	01/28/2011	119665	65.75
651590	Comprehensive Neurocognitive Assessments	12811	01/28/2011	119666	2,275.00
650457	Conley, Rachel	12811	01/28/2011	119667	23.30
650944	CPI	12811	01/28/2011	119668	200.00
50402	Cross Country Education	12811	01/28/2011	119669	298.00
651577	DE LAGE LANDEN	12811	01/28/2011	119670	751.00
50253	Discount School Supply	12811	01/28/2011	119671	236.61
13466	District #15	12811	01/28/2011	119672	13,960.09
12266	District #16	12811	01/28/2011	119673	75,718.54
13077	District #41	12811	01/28/2011	119674	9,077.81
12480	District #44	12811	01/28/2011	119675	8,059.61
12452	District #87-Glenbard High Schools	12811	01/28/2011	119676	164,108.43
12671	District #89	12811	01/28/2011	119677	13,044.25
13081	District #93	12811	01/28/2011	119678	7,729.34
651252	DynaVox Mayer-Johnson	12811	01/28/2011	119679	479.00
651582	Enabling Devices	12811	01/28/2011	119680	387.75
650870	Fair, Deborah	12811	01/28/2011	119681	2,550.00
650365	Fick, Janice	12811	01/28/2011	119682	561.10
650724	FlagHouse	12811	01/28/2011	119683	983.60
650674	Gagen, Kelly	12811	01/28/2011	119684	69.35
650482	Gander Publishing	12811	01/28/2011	119685	1,933.64
12194	Gebbie, Jo Ann	12811	01/28/2011	119686	195.65
50152	Gesell, Julie	12811	01/28/2011	119687	17.96
15618	Graham, Kara	12811	01/28/2011	119688	81.50
651024	Hanson, Rebecca	12811	01/28/2011	119689	542.85
50706	Herman, Erin H	12811	01/28/2011	119690	505.55
50707	Hillock, Hope	12811	01/28/2011	119691	104.50
651480	Hinckley Springs	12811	01/28/2011	119692	41.02
15303	Houghton Mifflin	12811	01/28/2011	119693	907.94
14258	Hubbell, Linnea	12811	01/28/2011	119694	49.05
16006	IMAGETEC L.P.	12811	01/28/2011	119695	184.99
50270	Jedrzejek, Linda	12811	01/28/2011	119696	2,048.00
650284	Kelly, Leslie	12811	01/28/2011	119697	105.00
651570	King, Peggy	12811	01/28/2011	119698	24.00
651146	Kline, Tracy	12811	01/28/2011	119699	73.20
12192	Koresch, Vicki	12811	01/28/2011	119700	210.49
651542	Kozin, Nicholas	12811	01/28/2011	119701	340.20
650666	LaDuca, Katie	12811	01/28/2011	119702	73.21
	*** Voided Check(s) ***		01/28/2011	119704	0.00

Specialized Data Systems, Inc.

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Vendor #	Vendor Name	Batch #	Check Date	Check #	Total
	*** Voided Check(s) ***		01/28/2011	119704	0.00
16459	Lakeshore Learning	12811	01/28/2011	119703	928.67
651537	Lambert, Dan	12811	01/28/2011	119705	32.50
650446	Lauer, Jill	12811	01/28/2011	119706	69.10
12182	Layer, Barbara A	12811	01/28/2011	119707	147.80
650709	Liebenow, Cathy	12811	01/28/2011	119708	630.00
04519	Lingui Systems Inc	12811	01/28/2011	119709	173.85
651350	LinguiSystems Inc.	12811	01/28/2011	119710	742.75
650285	Loconte, Deanie	12811	01/28/2011	119711	54.25
13617	LRP Publications	12811	01/28/2011	119712	439.67
13492	Mack, Tracy	12811	01/28/2011	119713	472.24
12184	May, Mary F	12811	01/28/2011	119714	201.40
650872	Mayer-Johnson	12811	01/28/2011	119715	648.20
650366	McCarthy, Tara	12811	01/28/2011	119716	153.00
50801	McReynolds, Jill	12811	01/28/2011	119717	391.90
651240	Mina, Robin	12811	01/28/2011	119718	224.36
50785	Modzelewski, Beth	12811	01/28/2011	119719	4.75
50108	NASP	12811	01/28/2011	119720	395.00
	*** Voided Check(s) ***		01/28/2011	119722	0.00
50045	NCS Pearson Inc.	12811	01/28/2011	119721	4,183.63
12188	Oates, Deborah	12811	01/28/2011	119723	292.32
50314	ORegan, Mike	12811	01/28/2011	119724	150.00
12299	Oriental Trading Co Inc	12811	01/28/2011	119725	180.73
651583	Pacific NW Publishing	12811	01/28/2011	119726	127.33
06403	Palos Sports Inc	12811	01/28/2011	119727	725.99
16458	PCI EDUCATIONAL PUBL	12811	01/28/2011	119728	555.80
50534	PESI LLC	12811	01/28/2011	119729	189.00
50552	Phonak, LLC	12811	01/28/2011	119730	2,294.38
12190	Polinski, Lisa	12811	01/28/2011	119731	209.75
650721	Prentke Romich Company	12811	01/28/2011	119732	526.91
16247	Pro-ED	12811	01/28/2011	119733	215.60
650484	Purchase Advantage Card	12811	01/28/2011	119734	74.14
	*** Voided Check(s) ***		01/28/2011	119736	0.00
06857	Quill Corp	12811	01/28/2011	119735	2,225.91
50193	Quirk, Maureen	12811	01/28/2011	119737	99.00
13428	Rahn, Nancee	12811	01/28/2011	119738	113.92
651592	Reilly PhD, Renee M.	12811	01/28/2011	119739	400.00
50764	Ruge, Jane	12811	01/28/2011	119740	47.41
16499	Sammons Preston	12811	01/28/2011	119741	35.88
15451	School Specialty Inc.	12811	01/28/2011	119742	1,763.92
651588	Senase, Judith	12811	01/28/2011	119743	800.00
650196	Sertoma Speech & Hearing Center	12811	01/28/2011	119744	201.85
651023	Sharkey, Tricia	12811	01/28/2011	119745	69.60
14815	Smith, Melinda	12811	01/28/2011	119746	98.75
16481	Specialized Data Systems	12811	01/28/2011	119747	958.50
16203	Sraga Hauser, LLC	12811	01/28/2011	119748	351.00
651260	Sticken, Eric	12811	01/28/2011	119749	131.05
651276	Super Duper Publications	12811	01/28/2011	119750	2,573.45
651287	Tarver, Candice	12811	01/28/2011	119751	325.00
651562	TEACHERS COLLEGE PRESS	12811	01/28/2011	119752	499.57
650740	Teachers Institute Fund	12811	01/28/2011	119753	1,051.00
651367	Teelucksingh, Ellen	12811	01/28/2011	119754	287.00
651009	Tenacious Cleaning Service, Inc.	12811	01/28/2011	119755	7,310.00
650508	The Center/IRC	12811	01/28/2011	119756	125.00
50802	The Comprehensive Group	12811	01/28/2011	119757	6,678.75
13007	Therapro, Inc.	12811	01/28/2011	119758	42.95

Specialized Data Systems, Inc.

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# A/P Check Register

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Vendor #	Vendor Name	Batch #	Check Date	Check #	Total
651400	Think Social Publishing, Inc.	12811	01/28/2011	119759	1,913.55
651135	Time for Kids	12811	01/28/2011	119760	66.30
651033	Tobii ATI	12811	01/28/2011	119761	405.00
651488	Total Fitness	12811	01/28/2011	119762	5,329.00
13089	Trantowski, Mary	12811	01/28/2011	119763	189.00
650614	UCP Infnitec	12811	01/28/2011	119764	1,971.00
651446	USI Education Sales	12811	01/28/2011	119765	125.78
50456	Von de Bur, Maureen	12811	01/28/2011	119766	91.55
12353	Wallenberg, Debra K	12811	01/28/2011	119767	98.00
650772	Weinbrenner, Laura K	12811	01/28/2011	119768	3.60
651593	Wellman, Jaclyn	12811	01/28/2011	119769	300.00
50297	Westra, Kerri	12811	01/28/2011	119770	29.25
650400	Williams, Kathryn	12811	01/28/2011	119771	74.95
651126	Yeager, Abigail	12811	01/28/2011	119772	157.89
<b>Report Total</b>					<b><u>\$574,766.21</u></b>

**Cooperative Association for Special Education**

Treasurer's Report for the month of December, 2010

Cash, Investment and Book Balances

**Book Balance:**

General Fund Balance - SDS	\$	1,280,587.50
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ISDLAF Liquid Accounts	\$	389,141.95
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**Investment Balance:**

ISDLAF Max Account	\$	891,095.55
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Petty Cash	\$	350.00
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<b>Total Funds</b>	<b>\$</b>	<b>1,280,587.50</b>
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Signature of Treasurer

Prepared by Diane Pisowicz 1/10/2011

## Budget Draft

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ASE

## Direct Service 100

Account Number	Description	Current Budget	Next Year Budget
100	Salaries	245,000.00	255,000.00
200	Employee Benefits	141,720.00	143,920.00
300	Purchased Services	10,600.00	10,000.00
400	Supplies And Materials	0.00	0.00
1201	Program Asst/Health Aide	397,320.00	408,920.00
100	Salaries	0.00	0.00
200	Employee Benefits	0.00	2,400.00
300	Purchased Services	0.00	0.00
400	Supplies And Materials	0.00	0.00
500	Capital Outlay	0.00	0.00
1202	Transition Specialist	0.00	2,400.00
200	Employee Benefits	0.00	0.00
1207	Hearing Itinerant	0.00	0.00
200	Employee Benefits	0.00	0.00
300	Purchased Services	23,570.00	23,570.00
400	Supplies And Materials	267,191.00	267,220.00
500	Capital Outlay	56,525.00	56,530.00
700	Paid To Districts	0.00	0.00
1210	Assistive Technology	347,286.00	347,320.00
100	Salaries	360,000.00	350,000.00
200	Employee Benefits	57,280.00	59,260.00
300	Purchased Services	1,600.00	2,000.00
400	Supplies And Materials	10,000.00	10,000.00
1212	BD Teacher	428,880.00	421,260.00
100	Salaries	595,000.00	575,000.00
200	Employee Benefits	80,570.00	81,930.00
300	Purchased Services	8,500.00	9,000.00
400	Supplies And Materials	3,000.00	5,000.00
500	Capital Outlay	2,000.00	2,000.00
1216	Adaptive PE	689,070.00	672,930.00
100	Salaries	124,000.00	150,000.00
200	Employee Benefits	58,350.00	72,470.00
300	Purchased Services	3,200.00	3,500.00
1400	Job Coach	185,550.00	225,970.00
100	Salaries	183,500.00	199,000.00
200	Employee Benefits	13,000.00	13,000.00
300	Purchased Services	36,600.00	32,600.00
400	Supplies And Materials	5,500.00	6,000.00
1600	Extended School Year	238,600.00	250,600.00
100	Salaries	15,000.00	15,000.00
200	Employee Benefits	3,100.00	3,100.00
300	Purchased Services	3,000.00	3,000.00
1900	After School Program	21,100.00	21,100.00
1000	Instruction	\$2,307,806.00	2,350,500.00
100	Salaries	1,451,000.00	1,515,000.00
200	Employee Benefits	189,500.00	189,800.00
300	Purchased Services	15,210.00	15,210.00
400	Supplies And Materials	26,700.00	26,740.00

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## Budget Draft

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## Direct Service 100

Account Number	Description	Current Budget	Next Year Budget
2113	Social Work Services	1,682,410.00	1,746,750.00
100	Salaries	57,000.00	33,000.00
200	Employee Benefits	9,330.00	8,310.00
300	Purchased Services	500.00	500.00
2119	Directions Program D87	66,830.00	41,810.00
100	Salaries	1,554,300.00	1,581,000.00
200	Employee Benefits	481,680.00	484,600.00
300	Purchased Services	225,200.00	225,200.00
400	Supplies And Materials	33,000.00	25,000.00
500	Capital Outlay	15,000.00	15,000.00
700	Paid To Districts	0.00	0.00
2131	OT/PT Services	2,309,180.00	2,330,800.00
100	Salaries	1,450,000.00	1,400,000.00
200	Employee Benefits	208,650.00	216,700.00
300	Purchased Services	45,910.00	65,010.00
400	Supplies And Materials	44,100.00	44,120.00
500	Capital Outlay	0.00	0.00
2140	Psychological Services	1,748,660.00	1,725,830.00
100	Salaries	1,574,600.00	1,578,000.00
200	Employee Benefits	202,440.00	199,410.00
300	Purchased Services	117,800.00	119,810.00
400	Supplies And Materials	30,320.00	30,320.00
500	Capital Outlay	30,000.00	30,000.00
700	Paid To Districts	0.00	0.00
2152	Speech Pathology Service	1,955,160.00	1,957,540.00
100	Salaries	314,000.00	286,000.00
200	Employee Benefits	52,140.00	53,820.00
300	Purchased Services	440,320.00	440,330.00
400	Supplies And Materials	66,350.00	66,350.00
500	Capital Outlay	0.00	0.00
600	Other Objects	7,700.00	7,700.00
2210	Improvement Of Instruction	880,510.00	854,200.00
100	Salaries	252,885.00	287,650.00
200	Employee Benefits	78,940.00	78,390.00
300	Purchased Services	5,990.00	7,990.00
400	Supplies And Materials	0.00	0.00
2322	Office Of Coordinator	337,815.00	374,030.00
300	Purchased Services	58,600.00	58,600.00
400	Supplies And Materials	20,000.00	5,000.00
2610	Central & Computer Serv	78,600.00	63,600.00
100	Salaries	0.00	0.00
200	Employee Benefits	0.00	0.00
2900	Other Support Services	0.00	0.00
2000	Support Services	\$9,059,165.00	9,094,560.00
300	Purchased Services	0.00	0.00
2900	Other Support Services	0.00	0.00
200	Employee Benefits	0.00	0.00

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## Budget Draft

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## Direct Service 100

Account Number	Description	Current Budget	Next Year Budget
300	Purchased Services	2,000.00	2,000.00
400	Supplies And Materials	4,300.00	4,310.00
3100	Community Services	6,300.00	6,310.00
3000	Community Services	\$6,300.00	6,310.00
300	Purchased Services	0.00	0.00
4100	Pymnt Othr Gov Unit-In St	0.00	0.00
300	Purchased Services	19,000.00	0.00
700	Paid To Districts	0.00	0.00
4120	Payments Sp Ed Programs	19,000.00	0.00
200	Employee Benefits	1,600,000.00	2,300,000.00
4180	On Behalf Payment	1,600,000.00	2,300,000.00
400	Supplies And Materials	1,821,850.00	0.00
600	Other Objects	165,000.00	165,000.00
700	Paid To Districts	0.00	300,000.00
4320	Payments Sp Ed Transfers	1,986,850.00	465,000.00
4000	Paid To Other Districts	\$3,605,850.00	2,765,000.00
100	Direct Service	14,979,121.00	14,216,370.00

## Budget Draft

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Adm Serv 200

Account Number	Description	Current Budget	Next Year Budget
200	Employee Benefits	0.00	0.00
1199	Insurance Disbursement	0.00	0.00
1000	Instruction	\$0.00	0.00
100	Salaries	0.00	0.00
200	Employee Benefits	0.00	0.00
300	Purchased Services	300.00	0.00
2210	Improvement Of Instruction	300.00	0.00
100	Salaries	138,000.00	140,760.00
200	Employee Benefits	77,190.00	59,910.00
300	Purchased Services	32,800.00	32,800.00
400	Supplies And Materials	0.00	0.00
500	Capital Outlay	0.00	0.00
2321	Office Of Director	247,990.00	233,470.00
100	Salaries	206,640.00	173,910.00
200	Employee Benefits	48,360.00	37,050.00
300	Purchased Services	4,000.00	4,340.00
400	Supplies And Materials	4,530.00	4,530.00
500	Capital Outlay	2,000.00	2,000.00
600	Other Objects	2,600.00	2,600.00
2322	Office Of Coordinator	268,130.00	224,430.00
100	Salaries	146,000.00	156,500.00
200	Employee Benefits	53,340.00	48,490.00
300	Purchased Services	207,900.00	155,630.00
400	Supplies And Materials	25,000.00	25,000.00
500	Capital Outlay	50,000.00	50,000.00
700	Paid To Districts	0.00	0.00
2510	Business Office	482,240.00	435,620.00
300	Purchased Services	0.00	0.00
500	Capital Outlay	0.00	0.00
2530	Facilities Acquisition	0.00	0.00
100	Salaries	0.00	0.00
200	Employee Benefits	0.00	0.00
300	Purchased Services	78,300.00	58,500.00
400	Supplies And Materials	10,000.00	5,000.00
500	Capital Outlay	0.00	0.00
2542	Building Oper & Maint	88,300.00	63,500.00
2000	Support Services	\$1,086,960.00	957,020.00
200	Adm Serv	1,086,960.00	957,020.00

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## Budget Draft

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CIS 400

Account Number	Description	Current Budget	Next Year Budget
100	Salaries	195,000.00	172,900.00
200	Employee Benefits	33,030.00	34,180.00
300	Purchased Services	6,760.00	7,900.00
400	Supplies And Materials	2,100.00	2,000.00
500	Capital Outlay	0.00	0.00
1204	PH Itinerant	236,890.00	216,980.00
100	Salaries	663,020.00	707,500.00
200	Employee Benefits	103,210.00	117,600.00
300	Purchased Services	29,500.00	29,500.00
400	Supplies And Materials	10,000.00	10,000.00
500	Capital Outlay	1,000.00	1,000.00
1206	Vision Itinerant	806,730.00	865,600.00
100	Salaries	920,000.00	955,000.00
200	Employee Benefits	147,920.00	151,620.00
300	Purchased Services	49,000.00	49,200.00
400	Supplies And Materials	70,000.00	50,000.00
500	Capital Outlay	70,000.00	70,000.00
700	Paid To Districts	0.00	0.00
1207	Hearing Itinerant	1,256,920.00	1,275,820.00
100	Salaries	167,000.00	103,000.00
200	Employee Benefits	50,620.00	30,100.00
300	Purchased Services	31,800.00	26,800.00
400	Supplies And Materials	0.00	0.00
500	Capital Outlay	0.00	0.00
1208	Interpreter/Signer	249,420.00	159,900.00
100	Salaries	183,000.00	157,000.00
200	Employee Benefits	51,060.00	38,770.00
300	Purchased Services	5,000.00	5,000.00
400	Supplies And Materials	2,000.00	2,000.00
500	Capital Outlay	0.00	0.00
1218	O & M Itinerant	241,060.00	202,770.00
1000	Instruction	\$2,791,020.00	2,721,070.00
300	Purchased Services	100,000.00	100,000.00
400	Supplies And Materials	1,000.00	1,000.00
500	Capital Outlay	0.00	0.00
2152	Speech Pathology Service	101,000.00	101,000.00
100	Salaries	0.00	0.00
200	Employee Benefits	6,000.00	6,000.00
300	Purchased Services	13,000.00	13,000.00
400	Supplies And Materials	1,000.00	1,000.00
500	Capital Outlay	10,000.00	10,000.00
2210	Improvement Of Instruction	30,000.00	30,000.00
100	Salaries	0.00	0.00
200	Employee Benefits	0.00	0.00
300	Purchased Services	0.00	0.00
2321	Office Of Director	0.00	0.00
100	Salaries	159,000.00	159,540.00
200	Employee Benefits	36,030.00	38,290.00

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**Budget Draft**Printed: 1/19/2011 10:50 AM  
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CIS 400

Account Number	Description	Current Budget	Next Year Budget
300	Purchased Services	600.00	2,640.00
2322	Office Of Coordinator	195,630.00	200,470.00
100	Salaries	0.00	0.00
200	Employee Benefits	0.00	0.00
300	Purchased Services	71,000.00	63,000.00
400	Supplies And Materials	6,000.00	6,000.00
500	Capital Outlay	10,000.00	10,000.00
2510	Business Office	87,000.00	79,000.00
300	Purchased Services	93,000.00	88,800.00
2542	Building Oper & Maint	93,000.00	88,800.00
2000	Support Services	\$506,630.00	499,270.00
400	CIS	3,297,650.00	3,220,340.00

# Budget Draft

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CASE

GW 500

Account Number	Description	Current Budget	Next Year Budget
100	Salaries	1,081,360.00	1,018,000.00
200	Employee Benefits	296,800.00	291,100.00
300	Purchased Services	18,000.00	55,700.00
400	Supplies And Materials	46,500.00	46,500.00
500	Capital Outlay	10,000.00	10,000.00
600	Other Objects	0.00	0.00
700	Paid To Districts	0.00	0.00
1212	BD Teacher	1,452,660.00	1,421,300.00
100	Salaries	56,500.00	47,000.00
200	Employee Benefits	8,280.00	9,685.00
300	Purchased Services	350.00	350.00
400	Supplies And Materials	5,300.00	5,300.00
500	Capital Outlay	0.00	0.00
1219	Physical Education BD	70,430.00	62,335.00
1000	Instruction	\$1,523,090.00	1,483,635.00
100	Salaries	168,500.00	196,500.00
200	Employee Benefits	28,200.00	35,540.00
300	Purchased Services	800.00	800.00
400	Supplies And Materials	3,000.00	3,000.00
500	Capital Outlay	0.00	0.00
2113	Social Work Services	200,500.00	235,840.00
100	Salaries	0.00	0.00
200	Employee Benefits	0.00	0.00
2131	OT/PT Services	0.00	0.00
100	Salaries	25,000.00	17,500.00
200	Employee Benefits	14,620.00	15,440.00
300	Purchased Services	9,500.00	9,480.00
400	Supplies And Materials	1,050.00	1,000.00
500	Capital Outlay	0.00	0.00
2134	Nurse Services	50,170.00	43,420.00
100	Salaries	60,500.00	40,500.00
200	Employee Benefits	8,180.00	1,940.00
300	Purchased Services	800.00	500.00
400	Supplies And Materials	1,600.00	1,600.00
2140	Psychological Services	71,080.00	44,540.00
100	Salaries	0.00	0.00
200	Employee Benefits	0.00	0.00
400	Supplies And Materials	0.00	0.00
2152	Speech Pathology Service	0.00	0.00
100	Salaries	14,000.00	16,000.00
200	Employee Benefits	3,460.00	3,510.00
300	Purchased Services	7,500.00	7,500.00
400	Supplies And Materials	2,000.00	2,000.00
600	Other Objects	2,000.00	2,000.00
2210	Improvement Of Instruction	28,960.00	31,010.00
100	Salaries	0.00	0.00
200	Employee Benefits	0.00	0.00
300	Purchased Services	0.00	0.00

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## Budget Draft

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GW 500

Account Number	Description	Current Budget	Next Year Budget
2321	Office Of Director	0.00	0.00
100	Salaries	58,000.00	58,000.00
200	Employee Benefits	27,896.00	24,610.00
300	Purchased Services	600.00	640.00
2322	Office Of Coordinator	86,496.00	83,250.00
100	Salaries	187,000.00	182,000.00
200	Employee Benefits	20,850.00	36,320.00
300	Purchased Services	3,300.00	3,350.00
600	Other Objects	0.00	0.00
2410	Office Of Principal Serv	210,950.00	221,670.00
300	Purchased Services	13,300.00	13,300.00
400	Supplies And Materials	6,000.00	6,000.00
500	Capital Outlay	46,000.00	20,000.00
2510	Business Office	65,300.00	39,300.00
300	Purchased Services	50,000.00	0.00
2530	Facilities Acquisition	50,000.00	0.00
300	Purchased Services	315,990.00	329,000.00
400	Supplies And Materials	10,000.00	5,000.00
500	Capital Outlay	0.00	0.00
700	Paid To Districts	0.00	0.00
2542	Building Oper & Maint	325,990.00	334,000.00
400	Supplies And Materials	0.00	0.00
2559	Other Pupil Transp Serv	0.00	0.00
2000	Support Services	\$1,089,446.00	1,033,030.00
300	Purchased Services	30,000.00	30,000.00
4100	Pymnt Othr Gov Unit-In St	30,000.00	30,000.00
300	Purchased Services	0.00	10,000.00
4120	Payments Sp Ed Programs	0.00	10,000.00
4000	Paid To Other Districts	\$30,000.00	40,000.00
500	GW	2,642,536.00	2,556,665.00
Report Total:		\$22,006,267.00	\$20,950,395.00

**Cooperative Association for Special Education  
2011-2012  
Expenditure Distribution by Services**

	FY 11 Budget	Draft 1 FY 12 Tentative Budget
Direct Services	11,396,271	11,451,370
On Behalf Payment	1,600,000	2,300,000
Medicaid	165,000	165,000
ARRA IDEA Flow Thru	1,587,890	300,000
ARRA Preschool Flow Thru	233,960	0
Administrative Services	1,086,960	957,020
Low Incidence	3,297,650	3,220,340
Glenwood	2,638,536	2,556,665
Total Expenditures	22,006,267	20,950,395

**Cooperative Association for Special Education  
FY2012 Budget Draft 1  
Revenue Recap**

Revenue Source	FY 11 Current Budget	FY 12 Tentative Budget
<b>Local</b>		
Direct Services	6,350,895	5,998,320
Tuition	4,014,290	3,858,109
Extended School Year	238,600	250,600
Earnings on Investments	10,000	10,000
Rental-Modular Classroom	0	0
Textbooks	5,000	5,000
Pupil Athletic Activities	500	500
Services Provided other Districts		
CASE-Administration	128,000	128,000
Diagnostic Services	60,000	60,000
Private Source	2,100	2,100
Miscellaneous	1,500	1,500
<b>State</b>		
Personnel Reimbursement	1,546,796	1,546,796
On Behalf Payment	1,600,000	2,300,000
<b>Federal</b>		
ARRA IDEA Flow Thru	1,587,890	300,000
ARRA Preschool Flow Thru	233,960	0
IDEA	5,886,641	6,148,190
Preschool	172,095	176,280
Medicaid	168,000	165,000
Interest/Medicaid Fund Balance (for Glenwood Renovation)	500,000	n/a
<b>Total Revenue</b>	<b>\$22,506,267</b>	<b>\$20,950,395</b>

**Draft 1 changes:**

Total budget FY11	22,006,267.00		
ARRA budget FY11	1,821,850.00		
Difference	20,184,417.00		
Budget FY12	20,950,395.00		
ARRA budget FY12	300,000.00		
Difference	20,650,395.00		
Budget Increase FY11 to FY12	465,978.00	1.023	%

**Other Variables:**

Less 5 retirees (including longevity) to be replaced

Less 1 (retiring) Psychologist

Overall Salary Incr 1.037%

Overall Medical/Dental Incr 10% & 8%

Dpisowicz 1/19/11

Mr. Jim Nelson  
 Executive Director  
 And  
 CASE Board of Directors

January 24, 2011

Dear Mr. Nelson and CASE Board of Directors,

This letter is my preliminary draft proposal to work with the Cooperative Association for Special Education on a Strategic Planning and Goal Prioritization through the storyboarding compression training process. I bring more than 25 years of storyboarding experience to this process and well over 200 facilitations. My team is composed of trained storyboarding facilitators, who also have more than 50 storyboards to their credit with me as lead facilitator. They also conduct individual facilitations for their school districts, special education cooperatives and staff.

**COMPRESSION / STRATEGIC PLANNING:**

I have designed and presented over 200 Storyboard Workshops for strategic planning, quality educational programming and organizational prioritization of services on a Local, State, National, and International level.

These storyboards developed and inspired leadership talents, and created a vision for the future of many school communities and service organizations. For example, we have just completed facilitating and developing the current three-year plans through a storyboarding facilitation within the local area, with the School Association for Special Education in Du Page County (SASED) and the Special Education District of McHenry (SEDOM).

We successfully helped to establish the goals for the organizations and created a three-year plan including mission and vision. We facilitated teams of stakeholders, lead their Executive Board and 60 members through the storyboard process, worked with the Executive Director and administrative team and delineated important goals and actions as the blueprint for the future of SASED and SEDOM organizations. We created the goals and an action plan that has allowed continued proactive direction in shaping the future of special education that is responsive to the needs of the community and organization. This process was a positive and motivating experience for the participants and the results of the storyboards have been very productive and praiseworthy by all involved.

**COMMUNITY SERVICE ORGANIZATIONS, SCHOOL DISTRICTS, COOPERATIVES, and SCHOOL BOARDS** - Many entities throughout the state have benefited from these facilitations and the development of a strategic plan through the Storyboard/Compression Planning process. The ability of these organizations to be proactive in addressing local issues and promoting high professional standards matched to priorities, strengthened communication, met the needs of the school community, and



assured the delivery of services from each school system or agency. A limited list of past clients include:

School Association for Special Education in DuPage County (2 times)  
 Special Education District of McHenry County -2 times  
 Illinois Alliance of Administrators – 5 times  
 West Central Illinois Special Education Cooperative – 2 times  
 La Grange Area Special Education Cooperative - 3 times  
 Lisle School District and Lisle Special Education - 2 times  
 Eisenhower Special Education Cooperative  
 Southwest Cook County Special Education Cooperative  
 Plano School District 88  
 Yorkville School District 115  
 Oswego School District 308

**ISBE - (Illinois State Board of Education)** Strategic planning has been completed for the development the Administrator's Academy for on-going professional growth opportunities for administrators in the state.

Also, we conducted strategic planning for implementing REI and Illinois Special Education rules and regulations.

**SELA (Special Education Leadership Academy)** - Strategic planning was completed to develop the Standards for Special Education Directors- (first document of its kind in the nation.) Also story boarded a design for the Mentoring Program for Special Education Directors in Illinois.

**CASE (Council for Administrators of Special Education)** - Storyboarded for membership and organizational planning.

**CANADA-** Storyboarded to help Alberta Special Education Administrators visualize how they can contribute as part of a provisional team that makes their programs and services for students better and creates an special ed. organization for Administrators.

**Other organizations:** CSPD and Illinois 4H (Professional development and organizational goals)

The storyboarding process comes originally from the Disney Corporation and still is utilized in the creative and strategic planning processes of this dynamic organization. My training by the McNellis Corporation goes back over 25 years and they continue to be an active company in the business world and have applied this process to schools and other not for profits. They have a regular newsletter, network of support and there own design materials that I utilize in the workshops. Client feedback worldwide is our endorsement and research of this process.

The process totally engages all participants and gives the opportunity for input with each comment given equal treatment by being visually represented, written and non-judgmentally accepted, by posting on the storyboard. The facilitators utilize neutral facilitation techniques that elicit multiple responses from each group member without allowing speech making and utilize a 30 second rule that demands conciseness. We build

thoughts to rich ideas and finally do a voting technique that allows the most accepted concepts to rise to the top for consideration and inclusion in the plan. All ideas are maintained even when not a priority and recorded. This further validates ideas and the potential for revisiting secondary ideas at a future time. This validation of all stakeholders leaves participants with a strong sense that they have been heard equally and fully in a supportive engaging professional atmosphere.

## **Proposal**

The proposal, to facilitate the process for CASE can easily be modified but my preliminary discussion with Mr. Nelson indicated approximately 50 to 60 participants. A group this size would best be served by utilizing 4 experienced facilitators in groups of 15, to maximize opportunities for input and strategic plan completion. This process encourages positive, energized, cooperative interactions. I would continue to work together with you and your team and expand our client interview to insure successful sessions. I am envisioning 2 half days or evenings of about 2 1/2 to 3 hours to assure completion and reaching your expectations. We would continue to work together to develop background that would be utilized in the design and presentation as a first step.

Next, I would design an individual set of creative storyboards, which would be the basis of the first half-day of approximately three hours. The design will be a dynamic interactive review of the CASE background, a clear purpose for the timeframe and outcomes, explanation of the process and how the participation of participants will represent the best thinking of the District. The process emphasizes cooperation, interrelationships, and positive focused communication of participants that will lead to a quality strategic plan and goals for the future. This process allows participants to explore services and models for enhancing the Cooperative community, including ideas for innovation, policies and procedures, communication and way to maintain student successes and staff involvement and Board of Director's leadership .

The process then would be followed by a second half day, three hours in length, utilizing the synthesized and organized information from the first day storyboard data. This would result in designing a new second day storyboard for visioning the future, and developing goals through a goal setting and action planning process.

Following the two half days, I would provide a timely typed comprehensive document for the Executive Director and Board of Directors. I would review through a presentation a document ready for approval, distribution and the future use by the CASE Director and Board of Directors, staff and public.

My team and I will utilize McNellis materials that we provide to organize our actions and bring our experience to problem solve along the way should there be any unexpected situations.

The proposal includes the described services to be rendered by,

4 design facilitators, for two half-day strategic planning sessions, planning, consultations and implementation, all materials, mileage, final project document and Board presentation included, at \$10, 000.

Other options exist for individualization at your request.

I hope this adequately explains the process in writing and that my verbal presentation supplements your confidence in the process and my ability to deliver a high quality plan and document for CASE. I look forward to your endorsement of the Storyboarding and Compression Training process, and to set the stage for collaboration on the final storyboard design, dates for implementation and staffing arrangements. I can be reached by phone at 630-851-2328 and email at [elliottlenoff@gmail.com](mailto:elliottlenoff@gmail.com)

I am pleased to have had the opportunity to discuss this proposal with you and am looking forward to working together for the future of CASE and the Board of Directors, staff, students and families.

Sincerely,



Elliott Lenoff - Compression Planning Lead Designer and Facilitator

## Glen Ellyn School District #41 Board Report

**Date:** February 7, 2011  
**Title:** Class Size Targets  
**Contacts:** Laurie Campbell, Director of Human Resources

**Long-Range Plan Focus:** The Class Size Target Recommendation supports the following component of the Long-Range Plan:

Goal #2: Utilize district resources responsibly and in alignment with student learning priorities.

Target #1: Five year financial plan will demonstrate resource stability, long-range planning and fiscal responsibility, and address physical space needs.

**Discussion:** The administrative team is about to begin work on the staffing plan for the 2011-2012 school year. One of the first steps in the process is to identify class size targets for the upcoming school year. For the last six years, the class size targets have been as follows.

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

We are once again recommending guidelines for use when considering staffing below the targets within available resources. While the targets help us to create equity in class size from classroom to classroom across the District, there may be circumstances when the students' needs dictate the consideration of adding a section or an instructional aide. We recommend a review of the targets with consideration given to, but not a guarantee of, adding staff in the following situations:

- The academic performance of a grade level at a particular school is significantly below the norm for the district. Grade level MAP Testing results and ISAT results will be used as the comparative measure.
- Class sizes across a grade level rise to at least an average of two students above the grade level target.

The review and, if necessary, recommendation for additional staff would be completed by the Administrative Team.

For the 2009-2010 and 2010-2011 school years, we provided additional staff at Lincoln and at Churchill based on performance. The need for additional staff outside of the targets will be conducted on an annual basis as we prepare our staffing plan and analyze available resources.

**Recommendation:** The administration recommends Board of Education approval of the class size targets as presented in this report.

## Glen Ellyn School District #41 Board Report

**Date:** February 7, 2011

**Title:** Request for Proposal for Auditor Services

**Contact:** Bob Ciserella, Assistant Superintendent - Finance, Facilities & Operations

**Long-Range Plan Focus:** This recommendation provides alignment with Goal #2, Target #1 of the Superintendent's Five-Year Plan:

Target #1 – Five-year financial plan will demonstrate resource stability, long-range planning and fiscal responsibility, and address physical space needs.

**Discussion:** On October 14, 2010, Glen Ellyn School District 41 posted legal notice for a Request for Proposal (RFP) for Audit Services for the years ending June 30, 2011, 2012 and 2013. Said notice was published by Gatehouse Media Suburban Newspapers, a newspaper of general circulation in the areas of Glen Ellyn, Wheaton, Glendale Heights, Lombard and Carol Stream. Eight RFPs were sent to regional firms located in the metropolitan area. RFPs were due back to District 41 on November 5, 2010. Of the eight RFPs sent, five proposals were received. Pricing by year and other important data is detailed below:

<b>Fiscal Year 2011</b>	<b>Miller Cooper</b>	<b>Mathieson Moyski</b>	<b>Evans Marshall</b>	<b>Klein Hall</b>	<b>Baker Tilly</b>
Annual Audit Fees	\$27,000	\$22,500	\$26,325	\$19,600	\$27,000
Single Audit Fees	<u>4,500</u>	<u>4,000</u>	<u>2,025</u>	<u>3,300</u>	<u>5,000</u>
Total for 2011	\$31,500	\$26,500	\$28,350	\$22,900	\$32,000
<b>2012</b>					
Annual Audit Fees	\$28,000	\$23,175	\$27,115	\$20,180	\$27,800
Single Audit Fees	<u>4,600</u>	<u>4,120</u>	<u>2,085</u>	<u>3,400</u>	<u>5,100</u>
Total for 2012	\$32,600	\$27,295	\$29,200	\$23,580	\$32,900
<b>2013</b>					
Annual Audit Fees	\$29,000	\$23,870	\$27,950	\$20,780	\$28,600
Single Audit Fees	<u>4,700</u>	<u>4,250</u>	<u>2,150</u>	<u>3,500</u>	<u>5,200</u>
Total for 2013	\$33,700	\$28,120	\$30,100	\$24,280	\$33,800
Additional Fees Per Year	\$800	0	Unknown	0	0
Three-Year Audit Fee Total	\$100,200	\$81,915	\$87,650	\$70,760	\$98,700
Number of Employees in the Public Sector	34	15	Unknown	8	125
Number of K-12 Clients	30	20	6	16	120

On December 9, 2010, the administration and Drew Ellis, Finance Committee and Board of Education Member, interviewed three candidate firms for auditor services. The firms of Evans Marshall and Klein Hall were not selected for interviews, as each of these firms is significantly smaller than the three selected. Each firm was given approximately 45 minutes to make its presentation and answer any questions. On December 10, 2010, Drew Ellis, Phyllis Hanna and Bob Ciserella met to discuss the candidates and arrive at a consensus in making a recommendation to the Finance and Facilities Committee. Several factors were considered in making a final determination as to this recommendation. They are as follows:

- Single and multi-year costs
- Size of audit firm
- Number of educational audit clients
- Proven track record
- Capacity of the firm for the rotation of staff
- Capacity for higher level of internal review
- Additional staff time required in the initial year to make an auditor change
- Internal training to audit clients provided
- Internal technology department expertise
- Available external resources to assist in the fraud detection process

While the interview team thought each of the candidate firms could provide the district with excellent services, the administration believes the incumbent firm of Baker Tilly would provide services which surpass the other candidate firms. The interview team took into consideration the higher cost of selecting Baker Tilly and believes that the existing positive relationship, along with the certain disruption to staff in the event of a change in auditors, outweighs the cost differential. Significant factors which contribute to this decision include greater capacity for higher level of internal review, internal fraud detection processes, size of audit firm and proven track record with District 41.

The administration has provided for all possible costs relative to auditor services. However, it is possible costs could be reduced by elimination of the need for the single audit. School districts are required by federal law to complete a single audit when federal revenues exceed the threshold of \$500,000 annually. If federal revenues do not exceed the \$500,000 threshold, the cost of audit services will be reduced accordingly.

**Recommendation:** The administration recommends that the Board of Education approve the contract extension with Baker Tilly for auditing services for fiscal years 2011, 2012 and 2013 in the amount of \$32,000, \$32,900 and \$33,800 for a three-year total of \$98,700.

## Glen Ellyn School District #41 Board Report

**Date:** February 7, 2011  
**Title:** Board Policy and Procedures Section II Review-Second Readings and Adoption  
**Contact:** Dr. Ann Riebock, Superintendent

**Long-Range Plan Focus:** NA

**Discussion:** The Board of Education Policy Committee examines the policy manual on a regular basis for policy and/or procedures revisions, updates and/or additions. The recommended revisions that follow represent Section II Board policies and/or procedures that have been reviewed by the Policy Committee and updated as a result of changes in Illinois or Federal law that require revisions in order for the District to be compliant, or to reflect current policy and/or practices.

Policy #	Title	Comments
2:10	School District Governance	No change.
2:20	Powers and Duties of the School Board	Language update in red.
2:20E	Exhibit-Waiver and Modification Request Process	(replaces what was formerly Exhibit 2:210-E)
2:30	School Board Elections	Language update in red to coincide with language of Election Commission and changes in election law.
2:40 2:40AP (Deleted)	No changes Administrative Procedure-Board Member Oath of Office	No change. Deleted because it is not a practice that is followed.
2:50	Board Member Term of Office	No change.
2:60	Board Member Removal from Office	No change.
2:70 2:70E	Vacancies on School Board-Filling Vacancies Exhibit-Checklist for Filling Board Vacancy Appointment	No change. No change.
2:80 280E	Board Member Oath and Conduct Exhibit-Board Member Code of Conduct	No change. Language update in red.
2:90	Board Self-Evaluation	Language update in red.
2:100	Board Member Conflict of Interest	No change.

2:105	Ethics and Gift Bank	No change.
2:110	Qualifications, Term and Duties of Board Officers	No change.
2:120 2:120E (Deleted)	Board Member Development	No change.
2:125 2:125E1 2:125E2	Board Member Expenses Exhibit-Board Member Travel Expense Voucher Exhibit-Board Member Travel Expense Purchase Order	No change. No change. No change.
2:130	Board-Superintendent Relationship	No change.
2:140	Communications to and from the Board	Language update in red.
2:150	Committees	Language update in red.
2:150 AP	Administrative Procedure-Superintendent Committees	No change.
2:160	School Attorney	No change.
2:170 2:170AP	Procurement of Architectural, Engineering, and Land Surveying Services Administrative Procedure-Qualification Based Selection	No change. Language and format updated to coincide with IASB's.
2:190	Mailing Lists for Receiving Board Material	No change.
2:200 2:200AP	Types of School Board Meetings Administrative Procedure-Types of School Board Meetings	No change. No change.
2:210 2:210AP1 2:210AP2	Organizational School Board Meeting Administrative Procedure-Organizational School Board Meeting Agenda Administrative Procedure-Organizational School Board Meeting Scripts	Language update in red. No change. No change.
2:220 2:220E1 2:220E2 2:220E3	School Board Meeting Procedure Exhibit-Board Treatment of Closed Meeting Verbatim Records and Minutes Exhibit-Motion to Adjourn to Closed Meeting Exhibit-Closed Meeting Minutes	No change. No change. No change. No change.
2:230	Public Participation at School Board Meetings and Petitions to the Board	Language update in red to coincide with current practice.
2:240 2:240E1 2:240E2 2:240E3	Board Policy Development Exhibit-Policy Reference Education Subscription Service (PRESS) Issue Updates Exhibit-Policy Manual Updates	Language update in red to coincide with current practice. No change. No change.



<p>2:250 2:250AP  2:250E  2:250E1 (Deleted) 2:250E2 (Deleted) 2:250E3 (Deleted)</p>	<p>Access to District's Public Records Administrative Procedure-Access to and Copying of District's Public Records Exhibit-Written Request for District Records</p>	<p>Updated is included with Board Policy and Procedures Compliance Revisions Update is included with Board Policy and Procedures Compliance Revisions Update is included with Board Policy and Procedures Compliance Revisions</p>
<p>2:260 2:260AP</p>	<p>Uniform Grievance Procedure Administrative Procedure-Guidelines for Investigating Complaints and Allegations of Misconduct</p>	<p>Language update in red. Language update in red.</p>

**Recommendation:** The Administration recommends that the Board of Education approve and adopt the recommended revisions as presented above.

Glen Ellyn School District 41  
 Monthly Enrollment Report Summary  
 January 31, 2011

School	Grade	Total Enrollment	Enrollment/section					Self Contained Spec Ed
Abraham Lincoln	K	100	19	22	17	22	20	
	1	90	22	23	22	23		
	2	113	22	23	22	23	23	
	3	95	<b>24</b>	<b>24</b>	23	24		
	4	110	23	<b>22</b>	<b>23</b>	<b>21</b>	<b>21</b>	
	5	108	22	23	20	22	21	
Total Enrollment:		616						
December 17		613						

Benjamin Franklin	K	69	22	22	21				4
	1	95	23	23	23	23			3
	2	110	23	19	22	21	22		3
	3	92	23	22	22	22			3
	4	130	25	26	25	26	25		3
	5	92	<b>21</b>	<b>21</b>	<b>23</b>	<b>22</b>			5
Total Enrollment:		588							
December 17		587							

Churchill	K	83	21	21	20	21			
	1	126	21	22	22	22	17	22	
	2	117	<b>20</b>	<b>20</b>	<b>19</b>	<b>21</b>	20	17	
	3	97	<b>21</b>	<b>14</b>	<b>20</b>	<b>21</b>	21		
	4	69	22	23	24				
	5	114	23	23	23	23	22		
PreK/EC	72								
Total Enrollment:		678							
December 17		679							

Forest Glen	K	69	23	23	23				
	1	86	22	21	20	23			
	2	80	20	20	20	20			
	3	76	23	26	27				
	4	103	27	25	26	25			
	5	79	<b>24</b>	<b>24</b>	25				6
PreK/EC	53								
Total Enrollment:		546							
December 17		548							

Hadley	Enrollment/Team						Self Contained Spec Ed
6	414						6
7	407						2
8	379						4
Total Enrollment	1,200						
December 17	1,200						

PORTABLES 1-4 HOUSE 7TH AND 8TH GRADE MATH  
 PORTABLES 5-10 HOUSE 8TH GRADE LANGUAGE ARTS

District Total Current Dec 17 2010

EC/Pre-K	125	125	Special Education: Churchill: PreK/EC Franklin: MIP Forest Glen: PreK/EC, GIP (Guided Program of Instruction) Hadley: MIP, GIP, ED (Emotional Disorders)
K	321	323	
1	397	398	
2	420	417	
3	360	362	
4	412	412	
5	393	392	
6	414	414	
7	407	407	
8	379	380	
Grand Total	3,628	3,630	

Note: Shaded and bold numbers indicate children who are in mobile classrooms.

## Glen Ellyn School District #41 Board Report

Date: February 7, 2011  
 Title: 2011-2012 Student Fees  
 Contact: Bob Ciserella – Assistant Superintendent – Finance, Facilities & Operations

**Long-Range Plan Focus:** This recommendation provides alignment with Goal #2, Target #1 of the Superintendent's Three-Five Year Plan.

Goal #2 – Utilize district resources responsibly and in alignment with student learning priorities.

Target #1 – Five-year financial plan will demonstrate resource stability, long-range planning and fiscal responsibility.

**Discussion:** Annually, the administration reviews student fees for the coming school year. After review, the administration has determined that student fees should be held at last year's levels. The following table illustrates the fees structure for the coming school year:

<b>Basic Fees</b>	
Early Childhood	\$56.00
Kindergarten	\$56.00
Elementary School	\$75.00
Junior High School	\$115.00
<b>Activity Fees</b>	
First Activity	\$30.00
Second Activity	\$15.00
Third Activity	\$7.50
Fourth Activity	\$3.75

Fees for items considered pass-through purchases, i.e. gym uniforms, assignment books, recorders and yearbooks, will be determined on a case-by-case basis and will not be available until the spring.

**Recommendation:** This information is presented for discussion purposes. The administration will recommend to the Board of Education at its February 21, 2011, meeting that there be no increase in student basic and activity fees for the coming 2011-2012 school year.

## Glen Ellyn School District #41 Board Report

**Date:** February 7, 2011

**Title:** 2011 Request for Proposal Results: Electric Services

**Contact:** Bob Ciserella – Assistant Superintendent Finance, Facilities & Operations

### Long-Range Plan Focus:

This recommendation provides alignment with Goal #2, Targets #1 and #2 of the Superintendent's two-Year Plan:

Target #1 - Five-year financial plan will demonstrate resource stability, long-range planning and fiscal responsibility, and address physical space needs.

### Discussion:

On January 13, 2011, Glen Ellyn District 41 published a Request for Proposal for Electric Services for the period of March 21, 2011, through December 31, 2013. The deadline for receipt of proposals by the District was January 27, 2011. Proposals were to be all-inclusive with pricing quoted at a flat, around the clock guaranteed rate.

On January 27, 2011, five proposals were received. After review of the bids submitted, it is the recommendation of the administration that the low bidder, Integrys Energy Services/Nania Energy, be awarded the contract for services through December 31, 2013.

The bid results are itemized below:

Vendor Name	Pricing per Kilowatt Hour (kWh)
Integrys	\$0.05333
Vanguard (using MidAm)	\$0.05360
Champion Energy Services	\$0.05458
Vanguard (using Exelon)	\$0.05601
Illinois Energy Consortium	\$0.05959

Final fixed rates cannot be determined until board approval allowing rates to be locked in. This will occur on the morning of Tuesday, February 22, 2011, following board approval of the administrative recommendation.

### Recommendation:

This information is presented for discussion purposes. The administration will recommend at its February 21, 2011, meeting that the Board of Education approves the bid from Integrys Energy Services/Nania Energy in the amount of \$.05333 per kilowatt hour for the period beginning March 21, 2011, through December 31, 2013.