



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

MINUTES

BOARD OF EDUCATION

SPECIAL MEETING

FINANCE COMMITTEE OF THE WHOLE

May 26, 2015 – 6:00 PM

CENTRAL SERVICES OFFICE, 793 N. MAIN STREET, GLEN ELLYN, IL

Call to Order

Board President Erica Nelson called the special meeting to order at 6:00

Roll Call

Upon the roll being called, the following answered present: Patrick Escalante, Joe Bochenski, Kurt Buchholz, Dean Elger, Stephanie Clark, Erica Nelson. Drew Ellis arrived at 6:02 p.m.

Others present: Superintendent Paul Gordon, Assistant Superintendents Bob Ciserella, Laurie Campbell and Karen Carlson, Director of Student Services Michelle Gallo, Director of Bilingual/ELL Services Katie McCluskey, Director of Technology Mike Wood, Chief Communications Officer Erika Krehbiel, Principals Scott Klespitz, Kirk Samples, Mary Hornacek, Linda Schweikhofer, and Steve Diveley

Public Participation

Resident Jeff Cooper urged the Board of Education to consider stopping the district-paid employee portion of the Teachers' Retirement System benefit for administrators.

Discussion Items

Review of the 2015-2016 Preliminary Budget: Superintendent Paul Gordon, presented the board with information on the 2015-2016 Preliminary Budget. Highlights of the presentation included:

Dr. Gordon noted that the budget presented this evening is a draft of the tentative budget which will be presented to the Board of Education for approval to post for public viewing at the June 22, 2015, board meeting. This year the administration, acting on direction from the Finance Committee, updated the presentation of the budget to include departmental information, including costs associated with personnel, as well as a comparison of year-to-date actual expenditures compared to previous and current years' budgets.

Tonight's presentation is for board members to offer the administration feedback before the budget is posted for public viewing. Each department will briefly highlight their budgets and answer questions.

Mr. Ciserella presented a budget summary overview. District 41 uses a fund format budget. Funds included are: Educational Fund; Operation & Maintenance Fund (O & M); Debt Service Fund; Transportation Fund; Municipal Retirement Fund(IMRF); Social Security Fund; Capital Projects Fund; Working Cash Fund; and the Tort Immunity Fund. Within the different funds, the district is required to report different budget line items by their function code and then further by their object code.

The administration is working on updating the five-year financial projections and will have updates at the June 22, 2015, meeting.

Mr. Elger inquired whether the district fund balances will be within the 25% of operating expenses threshold as required by Board of Education policy. Mr. Ciserella stated that the fund balances will be below the threshold at the end of this year but that the balances will be rebuilt. A school district's fund balances affect its financial rating. The higher the fund balances are, the better the financial rating.

Mr. Escalante inquired about the budget for Education Fund Purchased Services line item and why it increased by 23.54%. Mr. Ciserella shared that a lot of that increase was due to preconstruction work that will occur and leases that the district entered into.

Mr. Ellis requested clarification of the reason for the shortfall in the Operations and Maintenance fund. Mr. Ciserella explained that the majority of the shortfall is attributed to the four additional classrooms at Churchill. Any expenses that occur as a result of ongoing construction that will be incurred after the close of the 2014-2015 fiscal year are budgeted in the 2015-2016 fiscal year; also included in that line item is the cost for the second classroom addition at Churchill.

In response to Mr. Buchholz's request, the administration agreed to show in the June 22 budget presentation where adjustments were made in order to reduce expenditures.

To date, the district has collected \$1,166,286 of the \$1,183,700 that was budgeted in General State Aid. Administration has heard that the state may not pay the last two GSA payments. In categorical payments, the district has received through the third quarter from the state. It's uncertain that the fourth quarter will be paid by the state.

Mr. Bochenski requested a further breakdown of personnel costs by instructional and support staff.

In the Transportation Fund, there was an increase in Purchased Services of \$63,570 as a result of the estimated increased cost for the extended school day to be implemented next year as well as the annual contract increase of 1.5%.

The actuals column in the budget presentation are as of mid-May.

Superintendent budget:

The Long-Range Plan - ensure that the long-range plan is being met through the superintendent's budgeting of dollars.

Closing the Achievement Gap - within the Continuous Improvement Team bringing people together to focus on closing the achievement gap.

Excellence in School Governance – ensure that the Board of Education has the proper professional development it needs to properly execute its duties.

The administration did not fill an open position that was created as a result of the superintendent's executive assistant's retirement. Ms. Mogk moved from her position and was not replaced but rather the administration reorganized responsibilities within the CSO staff.

Teaching, Learning and Accountability:

Curriculum and Instructional Resources - The Assistant Superintendent for TLA, Director of Student Services, and the Director of Bi-lingual/ESL Services work together to tightly align curriculum to the general education curriculum.

Staff – personnel costs have been assigned to the different programs. The increased cost in the TLA budget for personnel was a result of the four PBL coaches being budgeted out of TLA. To help offset the cost of the PBL coaches, TLA had to reduce the budget by approximately \$200,000. The district is hiring one additional math coach which will be paid with money taken out of the TLA budget which will allow for one literacy and one math coach per building.

The ESL, bilingual and dual language, pre-k, and birth to 3 programs' personnel costs fall within Ms. McCluskey's budget as Director of Bi-lingual/ESL services. Budgeting for some of the programs is shared with the Student Services department. The \$400,000 FLES personnel line item includes four teachers and the 2.7% increase to all staff salaries.

Student Services personnel costs include six different categories of teachers, six psychologists, social workers, language pathologists, school nurses and special education aides. OT/PT and Adaptive P.E. staff are budgeted through Purchased Services.

Professional Development - conferences/Workshops to support the growth and learning of coaches and staff.

Supplies - support the implementation of the curriculum. Some supplies are paid for by TLA and some by the individual building.

Translation Services - mandated by law to support language needs of parents.

The Purchased Services budget is money moved from Curriculum Development. This supports programs such as the Robert Crown trip, Erin's Law, etc.

Federal and State Grants

IDEA (federal funds) - ensuring services for children with disabilities. IDEA governs how states and public agencies provide early intervention, special education and related services to eligible infants, toddlers, children and youth with disabilities.

IDEA Part C - Birth to age 2 - children and their families receive early intervention services.

IDEA Part B - Ages 3-21 - children with disabilities have the opportunity to receive a free appropriate public education.

Title I (federal funds) - The intent and purpose of Title 1 are to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging State academic achievement standards and state academic assessments

Title II (federal funds) -)- The intent and purposes of this program are to increase student academic achievement through strategies such as improving teacher and principal quality; increasing the number of highly qualified teachers, principals, and assistant principals in schools; and holding LEAs and schools accountable for improvements in student academic achievement.

Title III (federal funds) - funds support staff salaries, professional development required around language acquisition strategies, and parent outreach

TBE/TPI (state funds) - ESL/Dual language staff salaries

Human Resources:

Professional Development – money budgeted for institute days.

Wellness – this money is an incentive provided to the district by its insurance cooperative, Educational Benefit Cooperative, as a result of staff participation in wellness screening

Staffing Contingency Funds – this is money set aside in case of unexpected enrollment changes (i.e. ELL, Sp Ed, class size targets)

Compliance – covers staff immunizations, background investigations, contract travel, required physical exams

Automated Services – budgeted for costs associated with online job application system, online benefit enrollment, and online teacher review

Unassigned Staff was previously budgeted in another line item and are funds used to cover new staff needed but were unexpected.

Administration will remove the duplicated staff immunizations line item from the budget spreadsheet.

Elementary and Junior High Schools

Professional Development - funding for substitutes for planning, workshops

Resources - to support teachers and instruction; office and classroom supplies, lab supplies, musical instruments

Library - refresh library materials

Department Budgets –budgeted fund for Art, Music, PE

Extra-Curricular - supplies, stipends, equipment, officials, bussing for after school clubs and sports

Finance, Facilities and Operations

Financial Stewardship

Facility Maintenance

Capital Improvements

Transportation/Food Services

The committee had a question regarding the increase in Sub Salaries and the administration agreed to look into this and share the answer with the full board.

Technology

At the end of this fiscal year, there will be a retirement in the technology department. Through realignment of responsibilities, it has been decided that the position will not be filled at this time. The tech department will reassess this decision as the year progresses.

Lease Schedule – critical devices that are part of the technology age and obsolescence program. These devices include laptops, iPads, Chromebooks, Smart Boards etc. This equipment is to support student learning and operational efficiency.

Software – both operational and educational software are included in this account. All aspects of the organization rely on software and this account includes the ongoing annual licensing fees and new software investments.

Staffing – The Technology Department supports over 6000 devices for almost 4000 users, these accounts provide for qualified staff to implement, deploy and support the district's technology needs for student learning and operational efficiency.

B&G questions:

Custodians are included in the building personnel budgets.

Mr. Bochenski inquired as to how the administration monitors electricity usage. This is something the administration will look into over the summer.

Communications

Community Engagement – this includes the Facilities Task Force and Parent University

Digital Communications – this line item covers costs associated with the district website, District Digest and print publications.

The webmaster position was moved from the Technology budget to the Communications budget.

Dr. Gordon shared that administration will be auditing personnel coding to ensure proper personnel cost allocation

Adjournment

Mr. Elger moved and Mr. Bochenski seconded to adjourn the Special Meeting of the Board of Education at 7:26 p.m. Motion carried on a unanimous voice vote.

Respectfully submitted,

Carolyn Gust, Recording Secretary



Erica Nelson
President, Board of Education



Dean Elger
Secretary, Board of Education

Minutes approved: _____