



## MINUTES

### BOARD OF EDUCATION SPECIAL MEETING AUGUST 27, 2015

CENTRAL SERVICES OFFICE  
793 N MAIN ST  
GLEN ELLYN ILLINOIS

#### **Call to Order**

Board President Erica Nelson called the August 27, 2015 Special Board of Education Meeting to order at 7:01 a.m.

Mrs. Nelson noted that Board member Dean Elger was not able to attend the meeting in person due to employment-related obligations. In accordance with District 41 policy, Mr. Elger notified the superintendent's office that he would not be physically present for the board meeting, but would like to participate in the meeting by phone.

*Board members Bochenski moved and Clark seconded to allow Dean Elger to participate by phone. On a roll call vote answering "Aye": Bochenski, Clark, and Nelson answering "Nay": None. Motion carried.*

#### **Roll Call**

Upon the roll being called, the following members answering present: Dean Elger, Stephanie Clark, Joe Bochenski and Erica Nelson. Drew Ellis arrived at 7:04 a.m. Patrick Escalante and Kurt Buchholz were absent.

#### **Public Participation**

There was no public participation.

#### **Action**


*Board members Bochenski moved and Clark seconded to approve the contract for Interim Assistant Superintendent of Finance Facilities and Operations. Assistant Superintendent of Human Resources Laurie Campbell provided the Board with an overview of the contract and Ms. Allard's resume, noting she and Ms. Allard will work on creating a work calendar to use her allowable 100 days to best fit the needs of the district and that the contract includes a 30 day termination clause to allow for a dissolution of the contract should the district find a permanent replacement who can begin prior to the end of the school year. On roll call vote answering "Aye": Clark, Ellis, Bochenski, and Nelson answering "Nay": None. Motion carried.*

#### **Adjournment**

*Board member Bochenski moved and Ellis seconded to adjourn the August 27, 2015 special meeting at 7:08 a.m. Motion carried on a unanimous voice vote.*

Respectfully submitted,

Nancy Mogk, Board Recording Secretary

  
\_\_\_\_\_  
Erica Nelson, Board President

  
\_\_\_\_\_  
Dean Elger, Board Secretary

Minutes approved: September 14, 2015

**EMPLOYMENT AGREEMENT**  
**(Interim Assistant Superintendent for Finance, Facilities and Operations)**

This Agreement is made and entered into by and between the Board of Education (the "Board") of Glen Ellen School District No. 41, DuPage County, Illinois (the "School District") and Rebecca Allard (the "Administrator"), an Illinois Certified Chief School Business Official.

The Board and the Administrator agree as follows:

1. Employment. The Board hereby employs the Administrator as the Interim Assistant Superintendent of Finance, Facilities and Operations to perform the duties set forth in Section 2 of this Agreement for the period beginning on August 28, 2015, and ending no later than June 30, 2016. The Administrator accepts such employment and commits to carry out such duties under the direction of the Board and the Superintendent.

2. Duties. The Administrator shall have the duties set forth in the job description attached as Exhibit A, and shall, in general, perform all duties incident to the office of Assistant Superintendent of Finance, Facilities and Operations as well as such other duties as may be prescribed by the Board and the Superintendent from time to time and as set forth in the Board's Policies, as may be modified from time to time by the Board. The Administrator shall be bound by all policies, rules and directions prescribed by the Board from time to time and the directions of the Superintendent.

3. Compensation. For all services satisfactorily rendered by the Administrator during the term of this Agreement, the Board shall pay the Administrator at a rate of Eight Hundred Fifty and No/100 (\$850.00) Dollars per workday, less deductions required by law.

4. Work Days. During the term of this Agreement, unless further agreed to in writing by the Board and the Administrator, the Administrator shall work no more than 100 workdays as determined in accordance with the requirements of the Illinois Teachers' Retirement System. The number of the Administrator's workdays and hours scheduled on such days shall be determined by the Superintendent in consultation with the Administrator to meet the needs of the School District.

5. No Benefits. The Administrator shall be ineligible for any and all benefits which are provided to other professional staff members in the School District, including, but not limited to, sick, personal, and vacation leave; hospitalization/major medical/dental insurance; term life insurance; and, unpaid or paid leaves of absence of any type or kind.

6. Licensure. The Administrator will furnish and maintain, throughout the term of this Agreement, a valid and appropriate license to act as a Chief School Business Official in the State of Illinois.

7. Termination of Agreement. Notwithstanding any other provision of this Agreement, the Board or the Administrator may unilaterally terminate this Agreement, with or without cause, at any time upon thirty (30) days' prior written notice to the other. In the event

that this Agreement is so terminated, the Administrator shall be paid for workdays actually completed prior to such termination, not exceeding the value of workdays actually completed. After the effective date of termination of this Agreement, the Administrator shall not be entitled to any further payments of compensation of any kind under this Agreement.

8. Notice of Non-Renewal. Notice of non-renewal of this Agreement is not required of either the Board or the Administrator.

9. Notice. Any notice or communication permitted or required under this Agreement shall be in writing and shall become effective on the day of personal service or of mailing thereof by first class mail, registered or certified mail, postage prepaid, addressed to, in the case of the School District to the Superintendent at the School District's administrative office; and in the case of the Administrator to the Administrator's last known home address.

10. Indemnification. The Administrator shall be entitled to be indemnified and defended by the Board to the full extent provided in Section 10-20.20 of the School Code, 105 ILCS 5/10-20.20.

11. Background Investigation. This Agreement is contingent on completion of the background investigation required of all public school employees by Section 10-21.9 of the School Code and of any other background investigation required by law, such as a DCFS, or equivalent, pending investigation or indicated finding check. If the investigation discloses information which would prohibit employment or call into question the Administrator's fitness to serve the School District as the role model required by Section 27-12 of the School Code, the Board may, in its sole discretion, terminate this Agreement on ten (10) days' written notice to the Administrator. The background investigation may be repeated from time to time upon notice from the Board to the Administrator.

12. Miscellaneous.

A. This Agreement has been executed in Illinois, and shall be governed in accordance with the laws of the State of Illinois in every respect. Venue for any dispute pertaining to this Agreement shall be in DuPage County, Illinois.

B. This Agreement shall be binding upon, and inure to the benefit of, the Administrator, her successors, assigns, heirs, executors, and personal representatives and shall be binding upon, and inure to the benefit of, the Board, its successors, and assigns.

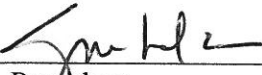
C. Except as may otherwise be provided, no subsequent alteration, amendment, change, or addition to this Agreement shall be binding upon the parties unless reduced to writing and duly authorized and signed by each of them.

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

E. This Agreement shall become effective as of the date the last of the parties signs this Agreement as set forth below.

BOARD OF EDUCATION,  
GLEN ELLYN PUBLIC  
SCHOOL DISTRICT NO. 41,  
DUPAGE COUNTY, ILLINOIS

ADMINISTRATOR

By:   
President

  
Rebecca Allard

Attest:   
Secretary

Dated: August 27, 2015

Dated: 8/28/15.



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

**Exhibit A**  
**Job Description:**  
**Interim Assistant Superintendent for Finance, Facilities and Operations**

**Performance Responsibilities:** The Interim Assistant Superintendent for Finance, Facilities, and Operations directs and manages all business operations of the District including finance, payroll, transportation, food service, and related support services.

**Leadership Responsibilities:**

- Provide overall coordination and leadership to district personnel and programs related to business/finance services
- Coordinate budget control responsibility of all School District administrators
- Administer the overall financial operation of the district
- Supervise the payroll for the district as approved
- Supervise and evaluate the performance of the Fiscal Services Coordinator, Payroll Clerk, Accounts Payable Clerk, Admin Assistant/Registrar, and Admin Assistant/Transportation Coordinator
- Administer budget control to purchase supplies and equipment
- Oversee and administer the School District transportation and food service
- Oversee all activities associated with annual audit
- Coordinate and supervise support staff that has responsibilities for purchasing, school nutrition services, budgeting, transportation, auditing, payroll, accounts payable, and accounts receivable
- Keep abreast of governmental statutes, regulations, and laws relating to the School District
- Perform all other duties that are necessary to insure the proper functioning of the finance office
- Supervise any other projects assigned by the Superintendent or School Board
- Meet with direct reports on a regular basis to coordinate work
- Attend Board of Education and Finance Committee meetings as designated by the Superintendent
- Work with the chair of the Finance Committee to prepare agendas, minutes, and carry out the work of the committee

**Financial and Managerial Responsibilities:**

- Coordinate the development and implementation of the Budget for all Funds in accordance with the Illinois Program Accounting Manual
- Coordinate all State and Federal projects including required reporting for Grants
- Present budget at School Board meetings and other public hearings
- Cooperate with the Assessor's Office to ensure the proper assessment of property within district boundaries
- Establish the budget and payroll calendars
- Coordinate the publication of all required legal advertisements and postings
- Suggest budget recommendations to Superintendent and School Board



- Establish and administer a record keeping system for all funds
- Invest district monies
- Supervise the preparation of all monthly bills and accounts payable
- Prepare and manage district monthly service and other contracts
- Coordinate developing regular and periodic financial projection reports
- Provide program cost information
- Supervise the payment of all bonds, lease rental agreements, and loans
- Supervise the filing and storage of all payroll records, invoices, claims, and purchase orders
- Supervise the purchasing of School District supplies, equipment, and services
- Provide guidance in the preparation of specifications to secure quotes and bids on all District equipment and supplies
- Administer inventory control program for the School District building contents, supplies and other equipment
- Supervise the completion of annual budget forms
- Supervise all financial data processing
- Supervise preparation of required financial reports (i.e. reporting of earnings to IDES for unemployment)
- Coordinate school district liability insurance programs and reporting to insurers
- Prepare and present annual tax levy, truth in taxation hearing, and certify levy to County Clerk
- Manage the use of District credit and procurement cards by employees
- Oversee special education billing
- Prepare and make recommendations regarding student fees
- Serve as chief Freedom of Information Act Officer for the District

Reporting Responsibilities:

- Supervise the completion of the following reports and transfers monies as follows:
  - Federal Withholding Tax
  - State Withholding Tax
  - Social Security Tax
  - State Retirement (including voluntary IMRF)
  - Union Dues
  - Major medical, dental, life, and long-term disability insurance
  - Other insurance as needed
  - Tax Sheltered Annuities (403b and 457)
  - Flexible Spending Accounts
  - Health Reimbursement Accounts
  - Other reports as required



	Not Important	Desirable	Essential	Critical
<b>PHYSICAL ABILITY JOB REQUIREMENTS</b> (subject to the reasonable accommodations requirements of state and federal law)				
Walking or standing				X
Seeing				X
Hearing				X
Lifting/carrying objects weighing 5-20 lbs.		X		
Lifting/carrying objects weighing over 20 lbs.	X			
Pushing/pulling carts, dollies, etc.		X		
Climbing ladders, scaffolding, etc.	X			
Regularly working at assigned site(s).				X
Driving a car, van or truck on public roads or highways.				X
Proofreading and checking documents for accuracy.				X
Using a keyboard to enter, retrieve or transform data.				X
Dealing with employees, suppliers and/or customers in high-stress situations.				X
Conducting performance reviews with employees who report to you.				X
Disciplining and when necessary, discharging employees.				X
Working in an area that is somewhat uncomfortable due to noise, drafts, etc.		X		
Working in confined area for 2+ hours at a time.				X
Working in an area that is very unpleasant due to temperature, odor, noise, etc.		X		
Vocal communication is required for expressing or Exchanging ideas by means of spoken word				X