



Glen Ellyn School District 41

Dr. Ann K. Riebock, Superintendent

AGENDA

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

**APRIL 4, 2011
7:30 PM
FOREST GLEN SCHOOL
561 ELM STREET
GLEN ELLYN, ILLINOIS**

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Roll Call**
- IV. Public Participation**
- V. Presentations, Reports and Initiative Updates**
 - A. Forest Glen School Presentation
- VI. Action Items**
 - A. Consent Agenda
 - 1. Human Resources
 - (a) Personnel Report Handout
 - Employment Recommendations
 - Internal Transfers
 - Resignations
 - 2. Other Matters
 - (a) Board Meeting Minutes: March 21, 2011 Regular Meeting and Closed Session Attachment 1
 - B. Superintendent's Recommendations
- VII. Superintendent's Report**
 - A. Enrollment Report Attachment 2
 - B. LEND Update
- VIII. Board Reports**

IX. Discussion Items

- | | |
|--|--------------|
| A. 2011-12 Copier Paper Bid Results | Attachment 3 |
| B. Smart Board Rollout | Attachment 4 |
| C. Intergovernmental Agreement with Marquardt School District 15 for Food Services | Attachment 5 |

X. Upcoming Meetings

- April 11, 2011 Board of Education Special Meeting, 6:00 p.m., Central Services Office
- April 18, 2011 Board of Education Regular Meeting, 7:30 p.m., Central Services Office
- May 2, 2011 Board of Education Regular Meeting and Reorganizational Meeting, 7:30 p.m., Central Services Office

XI. Other

XII. Public Participation

XIII. Adjourn to Closed Session

XIV. Return to Open Session

XV. Adjournment



Glen Ellyn School District 41

Dr. Ann K. Riebock, Superintendent

MINUTES

GLEN ELLYN SCHOOL DISTRICT 41 BOARD OF EDUCATION REGULAR MEETING

MARCH 21, 2011
7:30 PM

CENTRAL SERVICES OFFICE
793 NORTH MAIN STREET
GLEN ELLYN, ILLINOIS

Call to Order

The Board of Education Regular meeting was called to order at 7:35 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, Erica Nelson, Dan Smith, Bob Solak and Steve Vondrak. Mr. Kenwood arrived at 7:40 p.m.

Public Participation

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

Adjourn to Closed Session

At 7:36 pm Mr. Ellis moved and Mrs. Howard seconded to adjourn to closed session to discuss:

- *The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee or against legal counsel for the District to determine its validity.*

On a roll call vote answering "Aye": Solak, Ellis, Smith, Nelson, Howard and Vondrak; answering "Nay": None. Motion carried.

Return to Open Session

The Board returned to open session at 8:20 p.m.

Presentations, Reports and Initiative Updates

Long Range Plan (LRP) Renewal: Superintendent Dr. Ann Riebock presented an overview via PowerPoint of the Long-Range Plan renewal. Highlights of the presentation included:

The current plan, 2006 to present

- Three goals focused on learning, finances and stakeholder relations
- Accomplishments under the current plan include transitioning to standards-based learning, assessment and reporting; creating financial processes that promote greater transparency and accountability; improving stakeholder relations through community engagement.

The renewal plan, 2011-2015

Developed through a collaborative process with the Continuous Improvement Team (CIT) and feedback from staff, parent and community focus groups, six goals focus on deepening and broadening the previous LRP work and creating a 21st Century Learning community.

Goal 1: Student Learning and Achievement in the 21st Century

Goal 2: Development of Human Capital

Goal 3: 21st Century Learning through Technology

Goal 4: Ambassadorship

Goal 5: Communication

Goal 6: 21st Century Finance and Facilities

Dr. Riebock noted that the renewal plan outlines organizational structures, is aligned with the district's Vision, Mission and Values and is driven by the District's Learner Characteristics, which were created by the Board in 2007. Dr. Riebock further noted that the plan represents a huge paradigm shift from the first plan and is significantly more ambitious.

Next steps will include building a framework and timeline for the initial action plan development which the Administration hopes to accomplish by the end of the school year.

Following the presentation, Dr. Riebock asked for Board feedback and facilitated Board discussion on its support of the plan. Ensuing discussion was focused on the matter of accountability and how goals progress will be measured. Mr. Kenwood felt that it was important for the Board to have an opportunity to discuss the renewal plan so that it can establish its own goals and priorities.

The Board noted that it was a good plan, thanked Dr. Riebock and the leadership for the high quality work and concurred that it would endorse the Long Range Plan Renewal as presented. In the interim, the Board will determine a vehicle in which to meet and discuss its goals and priorities relative to the LRP renewal plan.

Action Items

- A. Consent Agenda: Mr. Vondrak asked if there were any items Board members would like removed from the Consent Agenda to be considered separately. Hearing no requests,

Mr. Ellis moved and Mrs. Howard 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, Solak and Vondrak; answering "Nay": None. Motion carried.

1. Human Resources
 - (a) Personnel Report (Attachment)
 - Employment Recommendations
 - Resignations
 - Internal Transfers
 - (b) Re-employment or Release of Non-Tenured Personnel (Attachment)
 - (c) Resolution Authorizing Notice of Dismissal to Non-Tenured Teachers other than Final Year Probationary Teachers (Attachment)
 - (d) Resolution Authorizing Notice of dismissal to Non-Tenured Teachers in Final Year of Probation (Attachment)
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 Meeting Minutes: March 7, 2011 Regular Meeting; March 14, 2011 Special Meeting and Closed Session
 - (b) CASE Board Meeting Action Items (Attachment)

B. Superintendent's Recommendations

1. Benjamin Franklin Lead Abatement Project: At its March 7, 2011 meeting, the Board discussed the Administration's recommendation to approve the bid from Valor Technologies, Inc. in the amount of \$10,945 for lead abatement on the Benjamin Franklin historical entrance. This work will be included in the 2011 Summer Capital Projects work and the 2011/12 fiscal year budget.

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

2. Abraham Lincoln Stage Replacement: At its March 7, 2011 meeting, the Board discussed the Administration's recommendation to approve the proposal from E.T. Paddock Enterprises, Inc. in the amount of \$20,950 for construction of a new stage in the multipurpose room of Abraham Lincoln School. This work will be completed during spring of 2011 and has been included in the 2010/11 fiscal year budget.

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

Superintendent's Report

In the interest of time, there were no items reported.

Board Reports

- Mr. Smith reported on his attendance at the PTA Executive Council meeting earlier in the day. Highlights of the meeting included: A presentation by Jean Donovan, Regional Director of D36 PTA on the role of the PTA's, particularly in light of state funding issues. Also, discussed was the showing of the movie, Race to Nowhere at Hadley on April 26, 7-8:30 p.m.
- Mrs. Nelson reported on her attendance at the Franklin PTA meeting. Highlights of the meeting included a discussion on the ambassador program and a nominating committee report. Mrs. Nelson also noted that the Board Candidates' Forum, which preceded the PTA meeting, was well attended.
- Mr. Vondrak reported on his attendance at the CIT meeting. Highlights of the meeting included group work on the scorecard reviewing the current targets and discussed possible new targets for goals 2 and 3. Mr. Vondrak also reported on his attendance at the League of Women's Voters Candidates' Forum which included candidates from District 41, District 87 and the Glen Ellyn Park District.

Discussion Items

Erica Nelson provided highlights of the March 18, 2011 issue of LEND's Alliance Report which addresses the issue of school district consolidation and indicates the Alliance's opposition to the

state's proposed mandatory consolidation of school districts. Mrs. Nelson asked Board members to consider sending a collective response in support of the Alliance's position.

Upcoming Meetings

- April 4, 2011 Board of Education Regular Meeting, Forest Glen School
- April 11, 2011 Board of Education Special Meeting, Central Services Office
- April 18, 2011 Board of Education Regular Meeting, Central Services Office

Other

The Board applauded Hadley's Seussical the Musical which was held on March 20, 2011. There were no other matters discussed by the Board.

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 9:20 p.m. Motion carried on a unanimous voice vote.

Respectfully submitted,

Maureen Stecker, Recording Secretary

Steve Vondrak, Board President

Erica Nelson
Secretary, Board of Education

Minutes approved: April 4, 2011

Glen Ellyn School District 41
 Monthly Enrollment Report Summary
 March 25, 2011

School	Grade	Total Enrollment	Enrollment/section					Self Contained Spec Ed
Abraham Lincoln	K	99	18	22	17	22	20	
	1	90	22	23	22	23		
	2	112	21	23	22	23	23	
	3	95	23	24	24	24		
	4	109	23	22	22	21	21	
	5	107	21	23	19	22	22	
Total Enrollment:		612						
February 28		615						

Benjamin Franklin	K	69	22	23	21			3
	1	94	23	23	23	23		2
	2	111	23	20	22	21	22	3
	3	93	23	23	22	22		3
	4	132	27	26	25	26	25	3
	5	92	21	21	23	22		5
Total Enrollment:		591						
February 28		587						

Churchill	K	83	20	22	20	21		
	1	127	22	23	22	22	16	22
	2	116	20	20	19	20	20	17
	3	97	21	14	20	21	21	
	4	69	22	23	24			
	5	114	23	22	23	23	23	
PreK/EC	73							
Total Enrollment:		679						
February 28		682						

Forest Glen	K	67	21	23	23			
	1	86	22	21	20	23		
	2	78	20	18	20	20		
	3	77	24	26	27			
	4	103	27	25	26	25		
	5	80	25	24	25			6
PreK/EC	54							
Total Enrollment:		545						
February 28		548						

Hadley		Enrollment/Team	Enrollment/Team				
Hadley	6	414					6
	7	404					2
	8	376					4
Total Enrollment		1,194	PORTABLES 1-4 HOUSE 7TH AND 8TH GRADE MATH				
February 28		1,199	PORTABLES 5-10 HOUSE 8TH GRADE LANGUAGE ARTS				

District Total	Current	Feb 28 2011	
EC/Pre-K	127	127	Special Education: Churchill: PreK/EC Franklin: MIP Forest Glen: PreK/EC, GIP (Guided Program of Instruction) Hadley: MIP, GIP, ED (Emotional Disorders)
K	318	320	
1	397	398	
2	417	417	
3	362	362	
4	413	413	
5	393	395	
6	414	415	
7	404	406	
8	376	378	
Grand Total	3,621	3,631	Note: Shaded and bold numbers indicate children who are in mobile classrooms.

Date: April 4, 2011
Title: 2011-2012 Copy Paper Bid Results
Contact: Robert Ciserella, Assistant Superintendent – Finance, Facilities and Operations

Long-Range Plan Focus:

This recommendation provides for alignment with Goal #6 of the Superintendent’s Long-Range Plan:

The District will utilize its resources responsibly and provide facilities that align with a 21st century organization.

Discussion:

The administration has committed to identifying and reducing fixed costs as a short and long term financial goal. We are presently in the initial stages of developing a centralized information management system that will allow for the reduction of paper use in all district buildings. The district has committed to reduce paper consumption by 50% by fiscal year 2015. Examples of reduction include implementing an online application system, use of AESOP for employee absences, online purchase order and acquisition process, repair and maintenance request and electronic disposition of documents.

The District issued a call to bid for copier paper - Hammermill or comparable brand, 20 pound, white, 8 ½” x 11” - for use in all copiers, printers and fax machines in the District for the 2011-2012 school year. Deliveries are scheduled monthly to each building. The Call to Bid was advertised on February 24, 2011, for an opening on March 10, 2011. Six vendors requested bid documents and two vendors submitted a bid. Of the two vendors that submitted a bid, only one, Midland Paper, quoted Hammermill brand. Midland Paper offers a 1% discount for payment within 30 days of invoicing. A breakdown of 2011/2012 vendor bids follows:

Vendor	Brand	Number of Cases	Price per Case	Total
Midland Paper	Hammermill	1824	\$35.00	\$63,840.00 -1% \$63,201.60
Midland Paper	A-Plus	1824	\$29.89	\$54,519.36 -1% \$53,974.17
Unisource	Econosource	1824	\$29.50	\$53,808.00

Currently, Unisource Worldwide, Inc. is the District’s vendor with a cost of \$29.25/case for Econosource brand.

Recommendation:

This item is presented for discussion purposes. The administration will recommend at the April 18, 2011, Board of Education meeting that the Board approve the copier paper bid from Unisource in the amount of \$29.50 per case. Based on delivery of 1824 cases spread out over 12 months, the total cost will be \$53,808. This pricing will be effective for the 2011-2012 fiscal year (July 2011 – June 2012).

Glen Ellyn School District #41 Board Report

Date: April 4, 2011
 Title: Smart Board Rollout
 Contact: Mike Wood - Director of Technology

Long-Range Plan Focus:

This recommendation provides for alignment with Goal #3 of the Superintendent's Long-Range Plan:

District technology will stay current with industry standards that support 21st century learning.

Discussion:

The District currently has 37 Smart Boards; teachers have been piloting them over the last two school years to determine the educational value and reliability of the technology. The feedback from the teachers piloting the Smart Boards has been very positive. The pilot teachers have sited greater student engagement as well as the opportunity to enhance their teaching using 21st century tools. As part of our district-wide classroom hardware refresh the Smart Board will be a new technology tool added to the standard classroom set. Several of our neighboring school districts have already adopted this technology with positive results.

The District has worked with two different vendors on separate occasions to handle installation of Smart Boards and projectors, Chicago Office Technology Group (COTG) and United Visual. Both vendors are authorized by Smart Technology to participate in the special volume pricing available to the DuPage County buying consortium. The Administration asked both vendors to develop a proposal with scope of work for a large scale rollout of seventy-two Smart Board installations throughout the district. Twelve Smart Boards will be installed at each of the four grade schools and twenty-four at Hadley Jr. High.

Below are the proposals from both vendors for hardware and installation:

United Visual	Qty	Cost	Ext. Cost
Smart SB680 Board	72	\$1,199.00	\$86,328.00
Smart Cat 5 to USB	72	\$90.00	\$6,480.00
Pro AV SB3-680 Mount	72	\$110.00	\$7,920.00
50' Cat 5 Cable	72	\$15.00	\$1,080.00
2 Gang Wall Plate	72	\$55.00	\$3,960.00
Misc Hardware	72	\$35.00	\$2,520.00
Total Hardware		\$1,504.00	\$108,288.00

United Visual - continued

Installation Labor	72	\$346.00	\$24,912.00
Gang Box Install	72	\$49.50	\$3,564.00
Projector Move	72	\$49.50	\$3,564.00
Add Wire Mold	72	\$24.00	\$1,728.00
2 Gang Box w/Wire Mold	72	\$46.00	\$3,312.00
Additional Wire Mold	72	\$16.00	\$1,152.00
Total Labor		\$531.00	\$38,232.00
Total Labor & Materials		\$2,035.00	\$146,520.00

COTG	Qty	Cost	Ext. Cost
Smart SB680 Board	72	\$1,199.00	\$86,328.00
Smart Cat 5 to USB	72	\$89.00	\$6,408.00
Pro AV SB3-680 Mount	72	\$118.00	\$8,496.00
50' Cat 5 Cable	72	\$10.00	\$720.00
2 Gang Wall Plate	72	\$36.00	\$2,592.00
Additional Wire Mold	72	\$15.00	\$1,080.00
Misc Hardware	216	\$0.50	\$108.00
2 Gang Box w/Wire Mold	72	\$11.00	\$792.00
Total Hardware		\$1,478.50	\$106,524.00
Installation Labor	72	\$175.00	\$12,600.00
Total Labor		\$175.00	\$12,600.00
Total Labor & Materials		\$1,653.50	\$119,124.00

The District has worked with both vendors in the past and been satisfied with the quality of their work. The per-room cost for materials and installation from United Visual is \$2,035 and total cost of the project including labor is \$146,520. The per-room cost for materials and installation with COTG is \$1,653.50 and total cost of the project including labor is \$119,124.

Recommendation:

This information is presented for discussion. The administration recommends that the Board of Education approve the purchase of Smart Board hardware, materials and installation from Chicago Office Technology Group. The administration further recommends acquiring the hardware and materials with a five-year dollar buyout lease through American Capital. Labor costs will be paid at the satisfactory completion of work with a single payment from 2011/12 budgeted dollars in the amount of \$12,600. The total cost of hardware and materials is \$106,524. The annual payment for hardware and materials with a five-year dollar buyout will be \$23,130.58.

This information will be presented to the Board of Education for approval at its April 18, 2011, meeting.

Glen Ellyn School District #41 Board Report

Date: April 4, 2011

Title: Intergovernmental Agreement – Food Service

Contact: Robert J. Ciserella – Assistant Superintendent–Finance, Facilities & Operations

Long-Range Plan Focus:

This recommendation provides for alignment with Goal #6 of the Superintendent’s Long - Range Plan:

The district will utilize its resources responsibly and provide facilities that align with a 21st century organization.

Discussion:

District 41 offers food service to students at both the elementary schools and Hadley Junior High. The district currently participates in the following two lunch reimbursement programs: Illinois Free Lunch and Federal Special Milk Program. District 41 does not participate in the National School Lunch Program (NSLP).

Food service at the elementary schools is provided only to students who qualify for a free lunch under the Illinois income guidelines. These brown-bag lunches are served with milk and are created in the Hadley Junior High School cafeteria. The lunches are then delivered to the elementary schools via the district courier on a daily basis. Elementary students that do not qualify for the free lunch program have the option to purchase milk to accompany their lunch brought from home.

At Hadley Junior High, a full hot lunch program is offered to all students and managed by ARAMARK. Students have a choice of plated hot lunches or ala carte items. Students who qualify for free lunch under the Illinois Income guidelines have the same hot lunch choice options as paying students, except students cannot use their “free lunch” account to purchase snack bar items.

In recent years, there has been a significant increase in students who qualify for the free lunch program. The cost of the free meals provided to these students is partially subsidized by district operating funds.

In the fall of 2010, Marquardt District 15 representatives contacted District 41 administration with a proposal to provide food service to District 41 schools. District 15 has an in-house food service program which currently provides food services for Districts 15 and 16. Their facilities are equipped with capacity to provide food services for an additional district the size of District 41.

Districts 15 and 16 participate in the National School Lunch Program (NSLP). This program provides the districts with reimbursement for costs associated with free and reduced lunches for qualifying families. A requirement of participating in the NSLP is the naming of a school food authority, SFA. SFAs are responsible for operating the school nutrition

programs in schools under their jurisdiction. District 15 acts as the SFA for the districts it serves.

School Districts which share services typically enter into an Intergovernmental Agreement (IGA). The IGA allows District 15 to become District 41's SFA and provide food services to our schools. The proposed agreement is attached for review.

On December 13, 2010, the Child Nutrition Reauthorization – Health, Hunger-Free Kids Act of 2010 was signed into law. This new law changes all meal patterns for school lunches beginning with the 2011-2012 school year. This new legislation, along with enrollment in the NSLP, will have a significant impact on meal options available at Hadley next year. There will still be choices of different meal options, but students will be required to take all components of a meal to make it reimbursable.

Hadley Junior High School will be the first school to participate as of July 1, 2011. The Hadley operation will continue to function as it is currently, including the brown-bag lunches for qualifying elementary school students. The reimbursement program will change to include the National School Lunch Program plus the Illinois Free Lunch and Special Milk Programs. During this first year of the program, the reimbursement for the elementary schools will remain with the Illinois Free Lunch and Federal Special Milk Programs.

Beginning July 1, 2012, District 41 elementary schools will be enrolled in the NSLP, which will provide the district with an opportunity to serve a hot lunch to its elementary students on a daily basis and receive the increased reimbursement for the meals served to students who qualify for the free or reduced lunch program.

The administration projects enrollment in the NSLP will result in savings of approximately \$30,000 during the initial year of implementation. As the district moves to enroll remaining schools in the program for the 2012-2013 school year, additional savings will be realized as a result of the increased reimbursement. Projected cost savings cannot be calculated at this time as meal reimbursements change annually.

Staffing as of July 1, 2011, for the Hadley cafeteria will be a shared employment with three District 15 staff placed at Hadley and three staff hired by District 41. The School Food service Director from District 15 will be the overall administrator of the Hadley operation working in conjunction with Dr. Dransoff and the business office.

Recommendation:

This item is presented for discussion. The administration will recommend approval of the Intergovernmental Agreement with District 15 at the April 18, 2011, Board of Education meeting.

Gleb Ellyn School District 41
Food Service Projections

Description	2009-10 Budget	2009-10 Actual	2010-11 Budget	YTD 2010-2011 as of 2/28/2011	Projected 2011-12
Revenues:					
Sales & Vending		148,122.25		99,681.48	86,827.50
Refunds Issued 7/1/2010		(687.25)		687.25	
Rollover balances to 2010-11		(4,086.84)		4,086.84	
Net Revenue	180,000.00	143,348.16	180,000.00	104,455.57	86,827.50
State Revenues - Free Lunch	4,260.00	5,667.88	3,365.00	4,810.87	7,854.00
Federal Revenues - Special Milk Program	29,300.00	33,118.72	29,300.00	19,990.03	28,574.03
Federal NSLP - Hadley Meals					73,552.20
Total State and Federal Revenues	33,560.00	38,786.60	32,665.00	24,800.90	109,980.23
Expenses:					
ARAMARK	275,900.00	270,871.31	275,900.00	189,117.00	
D15/41 Program Expenses					260,909.00
Elementary Milk Program	23,000.00	20,736.49	23,000.00	12,600.32	22,600.00
	298,900.00	291,607.80	298,900.00	201,717.32	283,509.00
Net Program Cost	(85,340.00)	(109,473.04)	(86,235.00)	(72,460.85)	(86,701.28)

FY 2011-12 Hadley Program only qualifies for NSLP reimbursement

FY2012 - 13 and future years, elementary schools will enroll in NSLP and receive the larger reimbursement for Free Meals served to those students