



11-10

Glen Ellyn School District 41

Dr. Ann K. Riebock, Superintendent

MINUTES

GLEN ELLYN SCHOOL DISTRICT 41 BOARD OF EDUCATION REGULAR MEETING

**JANUARY 3, 2011
7:30 P.M.**

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

Call to Order

The Board of Education Regular meeting was called to order at 7:33 p.m.

Pledge of Allegiance

Board member John Kenwood 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, Bob Solak and Steve Vondrak. Dan Smith was absent.

Public Participation

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

Presentations, Reports and Initiative Updates

Elementary Interventions in District 41: Assistant Superintendent Karen Carlson and Assistant Director for Student Services Stacy Onak gave a presentation via PowerPoint of ways in which intervention is provided to at risk children in District 41 which included an overview of the district's Reading Improvement Services, Response to Intervention (RtI) and Summer School Programs. Below are highlights of the presentation

Reading Improvement Services:

- A program evaluation was completed spring of 2007. Following the program evaluation, consistent identification procedures and entrance and exit criteria were implemented at the building level using various assessment instruments (ISEL; Fountas & Pinnell; MAP)
- Selected new materials: Leveled Literacy Intervention (LLI)
- Teachers closely monitor student progressing and use a range of research based teaching methods at the building level, recognizing that different approaches work better for different children including LLI for grades K through 2, Guided Reading Plus for grades 3 through 5 and Targeted Learning Time.

Response to Intervention (RtI):

- RtI is a federally mandated initiative that began in the 2010-2011 school year, designed to help struggling elementary students before they can be considered for special education services.
- Schools are required to show what interventions and steps have been taken in the RtI three-tiered model before a child can be placed in a special education program.
- RtI represents a change from the traditional philosophy about how to help students and emphasizes early intervention within a general education classroom environment.
- The District's general process for RtI includes universal screening in literacy and math, data analysis, setting SMART Goals, reviewing and monitoring goals and progress with intervention/differentiated instruction in the classroom, staff Targeted Learning Time (TLT) and on-site support from both general and special education resources.

Summer School:

- District 41 offered summer school for students entering grades 1-8 for the first time this past summer
- Summer School was held three weeks in June and 2 weeks in August (Monday through Thursday)
- One fourth of the students did not return in the August session; therefore summer school of 2011 will be held for twenty days in July.
- Projected class sizes were 20; however, the high class size was 14 or 15 and the smallest 7
- Students were pre-identified using winter MAP test data and Fountas & Pinnell data. Fall MAP testing and Fountas & Pinell assessment provided growth data for those students who attended
- Based on survey feedback from staff and participants, some adjustments will be made to the plans for this year

Next Steps for Elementary Interventions:

- Develop a systematic approach to identification, data collection and progress monitoring of reading improvement services
- Determine appropriate allocation of staff (needs-based)
- Continue to monitor student progress for Reading Improvement and Summer School (multiple years)
- Continue to build our Response to Intervention model
- Continue to look for opportunities/time for math intervention
- Continue to expand Positive Behavioral Interventions and Supports (PBIS)
- Monitor all program data
- Build stronger links to program/support at Hadley

The Board discussed enrichment opportunities and a more formalized approach to providing those opportunities for the children that are progressing above the norm.

Superintendent's Report

Superintendent Dr. Ann Riebock reported on the following items:

- Enrollment through December 17, 2010 was 3,627 and holding steady. (Attachment)
- A water main break at Churchill School earlier in the day impacted the District's after school program. Dr. Riebock noted that Mr. Ciserella did a great job in handling the matter and in facilitating the move of the after school activities from Churchill to Forest Glen.

Board Reports

- Erica Nelson reported on the work of the Policy Committee and provided highlights of the December 20, 2010 meeting including the Committee's review of Section II red-line revisions as well as compliance-related revisions to a number of policies and procedures. The Committee determined that red-line drafts of Section II will be presented to the Board for a first reading on January 18, 2011 and a second reading and adoption on February 7, 2011. Compliance policies/procedures revisions to Family Medical Leave Act (FMLA), 5:185; Access to the District's Public Records (FOIA), 2:250 and Food Allergy Management, 7:285 will be presented to the Board for a first reading and adoption on January 18, 2011.

Mrs. Nelson also reminded Board members of their responsibilities as liaison to the PTA's and the rotation schedule.

- Mr. Solak reported on an earlier Finance Committee discussion related to the Master Facility Plan (MFP) and noted that the options have been narrowed down to the B Series and that the committee expects to bring a report to the full Board in February rather than in January as originally planned.

Discussion Items

- A. Innovative Modular Solutions Lease Renewal: The Administration is recommending that the Board approve the renewal of the district's current leases with Innovative Modular Solutions (IMS) for twenty (20) portable classrooms in the amount of \$138,250 per year for a total of \$414,750 over the course of the lease. This three-year renewal lease agreement does provide the district an opportunity to opt out of the lease after two years with no penalty. Below is the breakdown

• Lincoln	4 classrooms	\$24,300
• Churchill	4 classrooms	\$23,800
• Franklin	4 classrooms	\$22,950
• Forest Glen	2 classrooms	\$12,250
• Hadley	<u>6 classrooms</u>	<u>\$54,950</u>
	20	\$138,250

The Board expects to take action on this matter at its January 18, 2011, meeting.

Mr. Ciserella noted that the portable classroom behind Lincoln building, which is owned, not leased, will likely need to be replaced in the short term.

(Attachment)

- B. Resolution Authorizing Intervention in Proceedings before the State of Illinois Property Tax Appeal Board: Franczek Radelet has represented the school district in the past relative to the Property Tax Appeals Board, most notably the appeal process with Commonwealth Edison. In order for Franczek to serve as the representative of the school district, a resolution must be approved by the Board. This resolution serves as an extension of an existing agreement with Franczek Radelet to represent the District in matters such as this one. The Board will take action on this matter at its January 18, 2011 meeting.

Dr. Riebock noted that Glenbard elementary feeder districts are working on an intergovernmental agreement whereby the districts would work as a consortium on all property tax appeals with Franczek acting as the law firm representing the consortia.

(Attachment)

- C. Board Process for Discussion and Decision-making: The Board reviewed its current processes and protocols relative to identifying Board agenda items and making sure there is adequate time for introducing, discussing and taking action on recommendations. Currently, the process begins with a discussion of an item by the Finance and Facilities Committee. If the Finance Committee is satisfied with its discussion, the matter is placed on the Board agenda for discussion, and is presented to the Board for action at its next meeting.

Board discussion included the current meeting structure for board meetings (1st meeting of the month designed as workshop meeting format in order the Board to place items of interest on the agenda for discussion and 2nd meeting of the month is the business meeting.) It was noted that this structure was intended to allow the Board ample time at workshop meetings to have open discussion about philosophical topics of interest rather than meeting topics discussed by the Board in one meeting, becoming a precursor to Board action in the same meeting. It was suggested that discussion items be moved to the end of the agenda so as not to interfere with the more business-oriented matters.

- D. Acceptable Uses of Accumulated Fund Balances: In the interest of time, discussion of this item was tabled until the January 18, 2011 Regular Board meeting. Additionally, it was suggested that a separate meeting be scheduled should this item require a deeper, longer discussion.

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. It was noted that the CASE meeting minutes need to be corrected. Hearing no requests,

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

1. Human Resources (Attachment)
 - (a) Personnel Report
 - Employment Recommendations
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 & Special Meeting Minutes
 - December 6, 2010 Public Hearing, Regular Meeting and Closed

Session Minutes
(b) CASE Board Meeting Action Items (Attachment)

Upcoming Meetings

- January 18, 2011 Board of Education Regular Meeting, Churchill School
- February 7, 2011 Board of Education Regular Meeting, Central Services Office

Other

The Board asked that Board Book be placed on a future Board meeting agenda for discussion.

Public Participation

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

Adjourn to Closed Session

At 9:30 p.m. Ellis moved and Kenwood 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": Ellis, Kenwood, Nelson, Howard, Solak and Vondrak; answering "Nay": None. Motion carried.

Return to Open Session

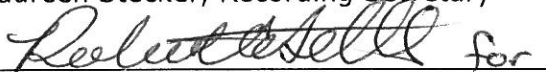
The Board returned to open session at 10:30 p.m.

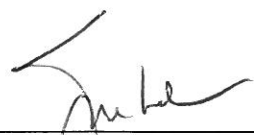
Adjournment

There being no further business, Kenwood moved and Howard seconded to adjourn the Regular Meeting of the Board of Education at 10:31 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: January 18, 2011

Glen Ellyn School District 41
Monthly Enrollment Report Summary
December 17, 2010

School	Grade	Total Enrollment	Enrollment/section						Self Contained Spec Ed
Abraham Lincoln	K	101	19	22	18	22	20		
	1	90	22	23	22	23	3**		
	2	112	22	23	22	23	22		
	3	94	24	24	22	24			
	4	109	23	22	23	21	20		
	5	107	22	23	19	22	21		
Total Enrollment:		613							
November 30		615							

**Self-Contained Newcomer Program

Benjamin Franklin	K	70	22	23	21				4
	1	95	24	23	23	23			2
	2	110	23	19	22	21	22		3
	3	91	23	21	22	22			3
	4	130	25	26	25	26	25		3
	5	91	21	21	22	22			5
Total Enrollment:		587							
November 30		585							

Churchill	K	83	20	22	20	21			
	1	123	21	21	22	21	16	22	
	2	117	20	20	19	21	20	17	
	3	97	21	14	20	21	21		
	4	69	22	23	24				
	5	114	23	23	22	23	23		
	PreK/EC	76							
Total Enrollment:		679							
November 30		680							

Forest Glen	K	69	23	23	23				
	1	85	22	20	20	23			
	2	79	20	20	19	20			
	3	78	24	27	27				
	4	105	27	26	26	26			
	5	79	24	24	25				6
	PreK/EC	53							
Total Enrollment:		548							
November 30		549							

Hadley			Enrollment/Team						
	6	414							6
	7	407							2
	8	379							4
Total Enrollment		1,200							
November 30		1201							

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

District Total Current Nov 30 2010

EC/Pre-K	129	125	Special Education: Churchill: PreK/EC Franklin: MIP Forest Glen: PreK/EC, GIP (Guided Program of Instruction) Hadley: MIP, GIP, ED (Emotional Disorders)
K	323	323	
1	393	398	
2	418	417	
3	360	362	
4	413	412	
5	391	392	
6	414	414	
7	407	407	
8	379	380	
Grand Total	3,627	3,630	

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



Innovative Modular Solutions
297 East South Frontage Road, Suite B
Bolingbrook, Illinois 60440
Telephone: 630-972-0500
Fax: 630-972-0555

November 29, 2010

Glen Ellyn School District 41
793 Main Street
Glen Ellyn, IL 60137

RE: Expired Lease Number: L30236
Unit Number: 30235-38
Location of Unit: Churchill Elementary

Dear Bob:

Your modular building lease with Innovative Modular Solutions is set to expire. Per our discussion, here is a 3-year renewal option. Please place a "✓" mark by accepting that line item. For a lease renewal, sign this renewal letter as an authorized agent for your organization. The terms and conditions of your current Lease Agreement will continue to apply.

Please renew our lease as indicated below.

Lease Term	("✓")	Number of Years	Annual Lease Rate*
Expiration 7/31/2014	_____	3	\$23,800.00

**Effective from the current expiration date of 7/31/2011. The school reserves the right to opt out of this renewal after 2 years. If so, they will do so without any penalty. If the school does not formally notify IMS of the exercising of this option by 12/31/2012, they will commit to the full renewal period of 3 years.*

Authorized signature X

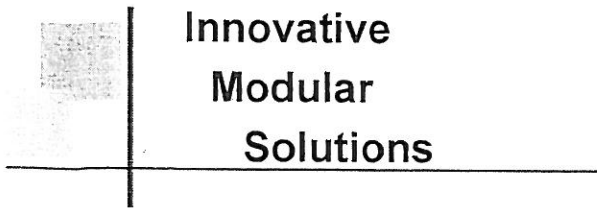
Please Print Name and Title

Please respond within **thirty (30) days** so that we may best serve your needs.

You may return this letter by fax, mail, or phone to:

Innovative Modular Solutions
297 East South Frontage Rd,
Suite B
Bolingbrook, IL 60440
(630) 972-0500 (Phone)
(630) 972-0555 (Fax)

Thank you for your continued business with Innovative Modular Solutions.



**Innovative
Modular
Solutions**

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Bolingbrook, Illinois 60440
Telephone: 630-972-0500
Fax: 630-972-0555*

November 29, 2010

Glen Ellyn School District 41
793 Main Street
Glen Ellyn, IL 60137

RE: Expired Lease Number: L30698
Unit Number: 30698-99
Location of Unit: Forest Glen Elementary

Dear Bob:

Your modular building lease with Innovative Modular Solutions is set to expire. Per our discussion, here is a 3-year renewal option. Please place a "✓" mark by accepting that line item. For a lease renewal, sign this renewal letter as an authorized agent for your organization. The terms and conditions of your current Lease Agreement will continue to apply.

Please renew our lease as indicated below.

Lease Term	("✓")	Number of Years	Annual Lease Rate*
Expiration 7/31/2014	_____	3	\$12,250.00

**Effective from the current expiration date of 7/31/2011. The school reserves the right to opt out of this renewal after 2 years. If so, they will do so without any penalty. If the school does not formally notify IMS of the exercising of this option by 12/31/2012, they will commit to the full renewal period of 3 years.*

Authorized signature **X**

Please Print Name and Title

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November 29, 2010

Glen Ellyn School District 41
793 Main Street
Glen Ellyn, IL 60137

RE: Expired Lease Number: L30232
Unit Number: 30231-34
Location of Unit: Franklin Elementary

Dear Bob:

Your modular building lease with Innovative Modular Solutions is set to expire. Per our discussion, here is a 3-year renewal option. Please place a "✓" mark by accepting that line item. For a lease renewal, sign this renewal letter as an authorized agent for your organization. The terms and conditions of your current Lease Agreement will continue to apply.

Please renew our lease as indicated below.

Lease Term	("✓")	Number of Years	Annual Lease Rate*
Expiration 7/31/2014	_____	3	\$22,950.00

**Effective from the current expiration date of 7/31/2011. The school reserves the right to opt out of this renewal after 2 years. If so, they will do so without any penalty. If the school does not formally notify IMS of the exercising of this option by 12/31/2012, they will commit to the full renewal period of 3 years.*

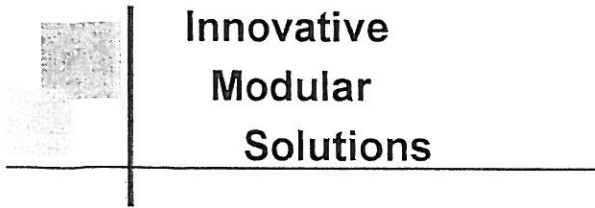
Authorized signature X _____

Please Print Name and Title _____

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Fax: 630-972-0555*

November 29, 2010

Glen Ellyn School District 41
793 Main Street
Glen Ellyn, IL 60137

RE: Expired Lease Number: L30836
Unit Numbers: 30836-42
Location of Units: Hadley JH

Dear Bob:

Your modular building lease with Innovative Modular Solutions is set to expire. Per our discussion, here is a 3-year renewal option. Please place a "✓" mark by accepting that line item. For a lease renewal, sign this renewal letter as an authorized agent for your organization. The terms and conditions of your current Lease Agreement will continue to apply.

Please renew our lease as indicated below.

Lease Term	("✓")	Number of Years	Annual Lease Rate*
Expiration 7/31/2014	_____	3	\$54,950.00

**Effective from the current expiration date of 7/31/2011. The school reserves the right to opt out of this renewal after 2 years. If so, they will do so without any penalty. If the school does not formally notify IMS of the exercising of this option by 12/31/2012, they will commit to the full renewal period of 3 years.*

Authorized signature X

Please Print Name and Title

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Bolingbrook, Illinois 60440
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Fax: 630-972-0555*

November 29, 2010

Glen Ellyn School District 41
793 Main Street
Glen Ellyn, IL 60137

RE: Expired Lease Number: L30700
Unit Number: 30700-03
Location of Unit: Lincoln Elementary

Dear Bob:

Your modular building lease with Innovative Modular Solutions is set to expire. Per our discussion, here is a 3-year renewal option. Please place a "✓" mark by accepting that line item. For a lease renewal, sign this renewal letter as an authorized agent for your organization. The terms and conditions of your current Lease Agreement will continue to apply.

Please renew our lease as indicated below.

Lease Term	("✓")	Number of Years	Annual Lease Rate*
Expiration 7/31/2014	_____	3	\$24,300.00

**Effective from the current expiration date of 7/31/2011. The school reserves the right to opt out of this renewal after 2 years. If so, they will do so without any penalty. If the school does not formally notify IMS of the exercising of this option by 12/31/2012, they will commit to the full renewal period of 3 years.*

Authorized signature X _____

Please Print Name and Title _____

Please respond within **thirty (30) days** so that we may best serve your needs.

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Suite B
Bolingbrook, IL 60440
(630) 972-0500 (Phone)
(630) 972-0555 (Fax)

Thank you for your continued business with Innovative Modular Solutions.

**Resolution Authorizing Intervention
in Proceedings before the
State of Illinois Property Tax Appeal Board**

Whereas, an owner or manager of a parcel or parcels of real property located within the boundaries of the State of Illinois has the right to file an appeal challenging the assessed value of the parcel or parcels of real property with the State of Illinois Property Tax Appeal Board ("PTAB"); and

Whereas, an appeal before the PTAB seeks a reduction in the assessed value of the parcel or parcels; and

Whereas, a reduction granted by the PTAB in the assessed value of a parcel or parcels located within the boundaries of Glen Ellyn School District No. 41 will lead to the issuance of a real estate tax refund from the Board of Education of Glen Ellyn School District No. 41 (the "Board"); and

Whereas, a taxing district has the right to intervene in proceedings before the PTAB in order to protect the taxing district's revenue interest in the assessed value of a parcel or parcels; and

Whereas, the time period during which a taxing district may intervene is 60 days after the taxing district's receipt, from the local county Board of Review, of notice of the filing of an appeal by an owner or manager of a parcel or parcels of real property; and

Whereas, the Board has determined that it is necessary, desirable, advantageous, and in the public interest to defend the Board's real property tax base by intervening in PTAB appeals filed on parcels within the boundaries of the Board.

NOW THEREFORE, BE IT HEREBY RESOLVED, by the Board of Education of Glen Ellyn School District No. 41, DuPage County, Illinois, as follows:

1. The Board finds that all of the recitals contained above are true and correct, and that the same are hereby incorporated herein by reference.
2. The Board hereby authorizes Franczek Radelet P.C., as its legal representative, to: a) file a Request to Intervene in Appeal Proceedings in all 2008-11 assessment appeals filed at the PTAB for which the Board receives notice from the local county Board of Review, and b) represent the Board's interests in those proceedings.
3. All motions and resolutions or parts thereof in conflict with the provisions of this Resolution are, to the extent of such conflict, hereby repealed.
4. If any section, paragraph, clause, or provision of this Resolution shall be held invalid, the invalidity of such section, paragraph, clause, or provision shall not affect any of the other sections, paragraphs, clauses, or provisions of this Resolution.

5. This Resolution shall be in full force and effect upon its adoption.

After a full and complete discussion thereof, Member _____ moved that the foregoing Resolution be adopted and Member _____ seconded the motion. The President directed the Secretary to call the roll for a vote upon the motion to adopt this Resolution. Upon a roll call vote taken, the Board of Education voted as follows:

AYES: _____

NAYS: _____

Abstaining: _____

PRESENT: _____

Absent from Meeting: _____

The President declared the motion carried and the Resolution duly adopted.

Dated: _____

By: _____
President, Board of Education

ATTEST:

Secretary, Board of Education

Glen Ellyn School District #41 Board Report

Date: January 3, 2011

Title: Personnel Report – Final

Contact: Laurie Campbell, Director of Human Resources

Long-Range Plan Focus: The recommendations contained in this Personnel Report support Goal #1, Target 6 of the Superintendent's five and two year plans: We will recruit, hire, support and retain high quality staff.

Employment Recommendations:

Name	School	Position	Placement/Salary	Effective Date
Rachel Brown	Hadley	FMLA Substitute	Substitute Pay Rate	January 3, 2011-February 14, 2011 (approx.)
Briana Garza	Franklin	Aide Substitute	Substitute Aide Pay Rate	December 17, 2010-May 27, 2011
Cathy Kast	Lincoln	FMLA Substitute	Substitute Pay Rate	December 15, 2010-January 26, 2011
Marianne Kelley	Lincoln	Parental Leave	Substitute Pay Rate	December 16, 2010 through end of school term
Susan Selzer	Churchill	Student Leadership Team	Group V, step 2/\$108.00 (0.2 FTE)	2010-2011 School Year
Janet Weiland	Elementary Schools	Band (Increase from .7 to .9)	Net increase of \$7,408.83	January 3, 2011

Recommendation:

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

**Finance, Facilities, and Operations
Consent Agenda Items**

January 3, 2011

Table of Contents

- (a) Treasurer's Report
- (b) Investment Schedule
- (c) Monthly Revenue/Expenditure Summary Report
- (d) Summary of Bills and Payroll
- (e) School District Payment Order for period November 6 – December 13
- (f) Vandalism/Damage Report
- (g) Disposal of Surplus Property
- (h) 2010-2011 FOIA Report

Glen Ellyn School District 41
Treasurer's Report

November 2010												
FUND	FUND BALANCE 10/31/2010	CASH BAL. 10/31/2010	REVENUE	EXPENDITURES	INVESTMENTS (Increase/Decrease)	LIABILITIES (Increase/Decrease)	CASH BAL. 11/30/2010	INVESTMENTS AT COST	CASH + INVESTMENTS	LIABILITIES - RECEIVABLE (YTD)	FUND BALANCE 11/30/2010	
Education	28,837,986.48	\$ 172,386.07	\$ 1,041,074.07	\$ 2,753,425.35	\$ 1,846,073.38	\$ 724,080.74	1,030,188.91	\$26,348,886.02	\$27,379,074.93	\$ 253,439.73	27,125,635.20	
Self-Insurance Dental	76,662.80	76,662.80	25,865.14	16,003.71	-	-	86,524.23	-	86,524.23	-	86,524.23	
Operations and Maintenance	5,424,231.41	308,446.76	57,827.48	183,720.76	(167,787.48)	-	14,766.00	5,283,572.13	5,298,338.13	-	5,298,338.13	
Debt Service	2,964,936.37	285.97	53,202.65	-	(53,202.65)	-	285.97	3,017,853.05	3,018,139.02	-	3,018,139.02	
Transportation	848,708.81	172.39	90,371.23	235,723.91	145,591.37	-	411.08	702,945.05	703,356.13	-	703,356.13	
Municipal Retirement/Social Security	1,004,930.20	97.12	19,726.44	87,757.15	69,273.56	(1,009.59)	330.38	936,472.12	936,802.50	(96.99)	936,899.49	
S&C Life Safety	-	-	-	-	-	-	-	-	-	-	-	
Capital Projects	199,758.89	115.94	6.24	-	(6.24)	-	115.94	199,649.19	199,765.13	-	199,765.13	
Working Cash	3,234,566.95	7,444.60	55.25	-	(7,455.25)	-	44.60	3,234,576.60	3,234,621.20	-	3,234,621.20	
Tot	2,173.68	73.48	28.33	-	(28.33)	-	73.48	2,128.53	2,202.01	-	2,202.01	
Totals	\$42,593,954.59	\$ 565,685.13	\$ 1,288,156.83	\$ 3,276,630.88	\$ 1,832,458.36	\$ 723,071.15	\$ 1,132,740.59	\$39,726,082.69	\$40,858,823.28	\$ 253,342.74	\$40,605,480.54	

November 2010

Identifier	Certificate #	Issue Date	Maturity Date	#of Days	Amount	Rate	Interest	Type
Education Fund								
P415	156123	09/15/10	01/28/11	135	249,800.00	0.178%	164.47	CD
P416	156120-2	09/15/10	02/24/11	162	659,400.00	0.251%	397.71	CD
P417	157004-8	10/04/10	03/14/11	161	1,000,000.00	0.220%	999.88	CD
P405	151455-6	06/15/10	04/14/11	303	2,500,000.00	0.310%	6,586.96	CD
P418	158474	11/30/10	04/14/11	135	200,000.00	0.120%	90.74	CD
P406	150633-8	06/02/10	04/28/11	330	999,500.00	0.480%	4,345.51	CD
P407	150622-32	06/02/10	05/12/11	344	2,600,000.00	0.510%	12,652.14	CD
P408	150621	06/02/10	05/31/11	363	1,010,000.00	0.543%	5,455.36	CD
P409	150620	06/02/10	06/02/11	365	1,926,000.00	0.543%	10,460.83	CD
P419	158466-473	11/30/10	06/14/11	196	1,197,098.00	0.150%	990.58	CD
P410	151451-4	06/15/10	06/15/11	365	2,000,000.00	0.500%	10,018.76	CD
P420	158460-65	11/30/10	06/29/11	211	700,000.00	0.180%	752.17	CD
P412	155216-20	09/01/10	09/01/11	365	2,000,000.00	0.310%	7,723.91	CD
P413	155214-5	09/01/10	09/14/11	378	1,000,000.00	0.310%	3,309.80	CD
P411	150619	06/02/10	09/15/11	470	1,197,000.00	0.621%	9,538.82	CD
IPTIP					433,109.84			
ISDLAF					6,676,978.18			
Total Education Fund:					26,348,886.02	0.348%	73,487.64	
Operations and Maintenance Fund								
P414	15521	09/01/10	01/20/11	141	200,000.00	0.230%	177.70	CD
P417	157004-8	10/04/10	03/14/11	161	300,000.00	0.220%	300.01	CD
P406	150633-8	06/02/10	04/28/11	330	301,200.00	0.480%	1,304.32	CD
P408	150621	06/02/10	05/31/11	363	300,000.00	0.543%	1,620.58	CD
P413	155214-5	09/01/10	09/14/11	378	400,000.00	0.310%	1,323.83	CD
P411	150619	06/02/10	09/15/11	470	45,000.00	0.621%	242.06	CD
IPTIP					637,634.92			
ISDLAF					3,099,737.21			
Total Operations and Maintenance Fund:					5,283,572.13	0.357%	4,968.50	
Debt Service Fund								
P411	150619	06/02/10	09/15/11	470	56,000.00	0.621%	302.48	CD
IPTIP					164,602.67			
ISDLAF					2,797,250.38			
Total Debt Service Fund:					3,017,853.05	0.621%	302.48	
Transportation Fund								
IPTIP					24.24			
ISDLAF					702,920.81			
Total Transportation Fund:					702,945.05	0.000%	-	
Municipal Retirement/Social Security Fund								
P416	156120-2	09/15/10	02/24/11	162	90,000.00	0.251%	54.29	CD
P406	150633-8	06/02/10	04/28/11	330	90,000.00	0.480%	391.48	CD
P408	150621	06/02/10	05/31/11	363	90,000.00	0.543%	486.25	CD
P409	150620	06/02/10	06/02/11	365	74,000.00	0.543%	407.92	CD
IPTIP					118,008.07			
ISDLAF					474,464.05			
Total Municipal Retirement/Social Security Fund:					936,472.12	0.454%	1,339.94	
Capital Improvements Fund								
G405	50016574	09/20/10	09/20/11	365	100,000.00	1.850%	1,850.00	CD
IPTIP					1,320.83			

November 2010

Identifier	Certificate #	Issue Date	Maturity Date	#of Days	Amount	Rate	Interest	Type
ISDLAF					98,328.36			
Total Capital Improvements Fund:					199,649.19	1.850%	1,850.00	
Working Cash								
G386	50016574	01/29/10	01/29/11	365	1,200,000.00	1.100%	13,200.00	CD
P411	150619	09/15/10	06/02/11	470	702,000.00	0.621%	5,594.20	CD
G405	50016574	09/20/10	09/20/11	365	900,000.00	1.850%	16,650.00	CD
IPTIP					4,741.02			
ISDLAF					427,835.58			
Total Working Cash fund:					3,234,576.60	1.190%	35,444.20	
TORT Fund								
IPTIP					-			
ISDLAF					2,128.53			
Total Tort Fund:					2,128.53		-	
Total Current Operating Funds Investments					39,726,082.69			

Total Investment Interest Due	117,392.76
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Average Portfolio Yield	0.47%
Account Balances	
IPTIP Monthly Average Rate	1,359,441.59
ISDLAF Monthly Average Rates:	0.155%
Liquid Class	1,548,979.53
Max Class	12,730,663.57
	0.020%
	0.07%

Note: C in the "Identifier" column denotes Community Bank
 G in the "Identifier" column denotes Glen Ellyn Bank & Trust
 M in the "Identifier" column denotes MB Financial Bank
 P in the "Identifier" column denotes PMA/ISDLAF

Note: CD in the "Type" column denotes Certificate of Deposit
 CP in the "Type" column denotes Commercial Paper
 TN in the "Type" column denotes Treasury Notes
 FHLB in the "Type" column denotes Federal Home Loan Bank Note
 FNMA in the "Type" column denotes Federal Natl Mortgage Assn Note
 FHLMC in the "Type" column denotes Federal Home Loan Mortgage Corporation Note



Glen Ellyn School District 41

Finance, Facilities & Operations

Monthly Revenue/Expenditure Summary Report Overview November 2010

Revenues

Overall district revenues are approximately 1.34% greater than last year for the same fiscal period. Year to date, Corporate Personal Property Taxes, CPPRT, and federal funds are substantially greater than the same period of last year.

Expenditures

Expenditures are less than last year's amount by .19% for the same fiscal period.

Scorecard Summary

The administration has reviewed the criteria established during the Scorecard development process and feels significant progress has been made in aligning budgeted and actual financial results. However, the administration continues to be concerned with the lack of state financing and the resulting effect on the district's financial condition.

Glen Ellyn District 41
Monthly Revenue/Expenditure Summary Report

November 2010

Revenues

Function	Category	MTD Received	YTD Received		Revenue Budget	To Be Received	YTD % Received	Prior Year % Rec'd
1100	Property Taxes	763,785.70	20,081,575.61		39,387,238.00	19,305,662.39	50.98%	52.08%
1200	Personal Property Taxes	-	385,724.25		870,000.00	484,275.75	44.34%	29.66%
1300	Tuition	256,533.00	259,058.00		231,750.00	(27,308.00)	111.78%	109.34%
1400	Field Trip/Bus Fees	-	861.50		25,500.00	24,638.50	3.38%	23.05%
1500	Interest Earnings	3,985.19	123,941.98		245,750.00	121,808.02	50.43%	30.23%
1600	Food Services	14,399.85	79,758.08		202,600.00	122,841.92	39.37%	35.11%
1700	Student Fees	3,164.91	348,251.80		423,000.00	74,748.20	82.33%	86.16%
1900	Donations/Misc Revenue	40.00	43,312.86		187,700.00	144,387.14	23.08%	61.94%
3000	Unrestricted State Funds	120,240.96	480,963.84		1,013,720.00	532,756.16	47.45%	33.24%
3100	Restricted State Funds	81,131.20	1,035,518.62		1,907,159.00	871,640.38	54.30%	43.83%
4000	Federal Funds	19,010.88	622,870.05		949,943.00	327,072.95	65.57%	16.84%
7000	Fund Transfers	-	116,272.24		116,273.00	0.76	100.00%	0.00%
Grand Total All Funds		1,262,291.69	23,578,108.83	-	45,560,633.00	21,982,524.17	51.75%	50.41%

Expenditures

Object		MTD Expended	YTD Expended	YTD Encumbrances	Expenditure Budget	Budget Available	YTD % Expended	Prior Year % Exp'd
100	Salaries	2,258,475.74	7,412,659.73	-	26,271,451.00	18,858,791.27	28.22%	28.09%
200	Benefits	410,836.63	1,556,372.93	-	5,456,672.00	3,900,299.07	28.52%	30.51%
300	Purchased Services	385,349.50	1,841,761.00	104,873.41	3,957,744.00	2,011,109.59	46.54%	44.80%
400	Supplies/Materials	132,387.40	751,851.14	166,608.10	2,273,279.00	1,354,819.76	33.07%	37.40%
500	Capital Outlay	16,308.88	1,144,542.76	265,088.68	2,021,177.00	611,545.56	56.63%	53.26%
600	Dues & Fees	3,626.84	27,999.45	-	66,970.00	38,970.55	41.81%	51.82%
600	Principal/Interest Payments		254,750.00		2,609,500.00	2,354,750.00	9.76%	11.24%
600	Tuition	53,642.18	782,665.37		1,579,511.00	796,845.63	49.55%	49.24%
	Fund Transfers	-	116,272.24		116,273.00	0.76	100.00%	0.00%
Grand Total All Funds		3,260,627.17	13,888,874.62	536,570.19	44,352,577.00	29,927,132.19	31.31%	31.50%

Glen Ellyn School District 41
Monthly Summary of Bills and Payroll

November, 2010

<u>FUND</u>	<u>OTHER EXPENDITURES</u>	<u>GROSS PAYROLL</u>	<u>TOTAL EXPENDITURES</u>
Education	\$489,058.35	\$2,264,367.00	\$2,753,425.35
Self-Insurance Dental	\$16,003.71	0.00	16,003.71
Operations & Maintenance	\$183,720.76	0.00	183,720.76
Debt Service	\$0.00	0.00	0.00
Transportation	\$235,723.91	0.00	235,723.91
Municipal Retirement/Social Security	\$87,757.15	0.00	87,757.15
Capital Projects	\$0.00	0.00	0.00
Working Cash	\$0.00	0.00	0.00
Tort	<u>\$0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL	<u><u>\$1,012,263.88</u></u>	<u><u>\$2,264,367.00</u></u>	<u><u>\$3,276,630.88</u></u>



Glen Ellyn School District 41

Robert J. Ciserella, Assistant Superintendent for Finance, Facilities & Operations

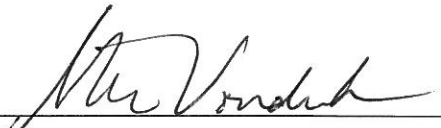
School District Payment Order

The Treasurer, Robert J. Ciserella, of Glen Ellyn School District 41 in DuPage County, shall pay to the order of the attached list of vendors the sum of \$1,312,180.47 for November Accounts Payable and Payroll Liability checks and \$429,031.66 for December Interim Account Payable and checks.

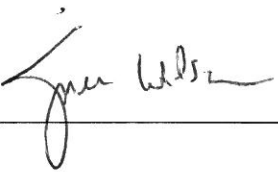
This order authorizes the Treasurer to pay Board-approved bills before the meeting minutes are officially approved.

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

Order Date: January 3, 2011



President



Secretary

CHECK		CHECK	CHE	
NUMBER	VENDOR	DATE	AMOUNT	TYP
8223	INSECT LORE	11/15/2010	-117.59	V
8335	AFLAC	11/15/2010	86.46	R
8336	AFSCME	11/15/2010	1,650.41	R
8337	AMERIPRISE FINANCIAL	11/15/2010	250.00	R
8338	DUPAGE CREDIT UNION	11/15/2010	2,075.00	R
8339	FIDELITY INVESTMENTS	11/15/2010	3,059.66	R
8340	FORTUNATO, KNOBBE, DAVENPORT & ARNO	11/15/2010	41.18	R
8341	GLEN ELLYN EDUCATION ASSN	11/15/2010	16,175.86	R
8342	GLEN STEARNS CHAPTER 13 TRUSTEE	11/15/2010	407.50	R
8343	GREAT AMERICAN LIFE INS	11/15/2010	1,330.00	R
8344	JAY K LEVY & ASSOCIATES	11/15/2010	69.23	R
8345	LINCOLN INVESTMENT PLANNING	11/15/2010	1,520.00	R
8346	SDU	11/15/2010	300.00	R
8347	ACCARDI, DAVID	11/12/2010	35.00	R
8348	ALARCON, LILI	11/12/2010	600.00	R
8349	AT&T	11/12/2010	6,664.13	R
8350	AT&T INTERNET SERV	11/12/2010	1,050.00	R
8351	CULLIGAN WATER CONDITIONING	11/12/2010	106.00	R
8352	DAVELIS, CRAIG	11/12/2010	35.00	R
8353	GURDAK, TONY	11/12/2010	35.00	R
8354	ICE MOUNTAIN SPRING WATER	11/12/2010	61.20	R
8355	ILL DIR EMPLOY SEC	11/12/2010	8,253.00	R
8356	ILLINOIS STATE POLICE	11/12/2010	34.25	R
8357	KONICA MINOLTA BUSINESS SYSTEMS	11/12/2010	4,951.52	R
8358	NORTHERN ILLINOIS GAS	11/12/2010	1,603.43	R
8359	NORTHERN ILLINOIS GAS	11/12/2010	164.11	R
8360	SAMPLES, KIRK	11/12/2010	68.01	R
8361	SCULLY, SUSAN	11/12/2010	57.26	R
8362	SHANNON, KATY	11/12/2010	13.00	R
8363	VANGUARD ENERGY SERVICES LLC	11/12/2010	5,042.38	R
8364	VERIZON WIRELESS	11/12/2010	2,047.59	S
8365	PILUT, MARK	11/16/2010	250.00	R
8366	SMITH, DANA	11/16/2010	250.00	R
8367	ACUTE CARE EDUCATION SYSTEMS	11/18/2010	60.00	R
8368	AJMERI, MUBEENA	11/18/2010	18.75	R
8369	ALARCON, LILI	11/18/2010	587.50	R
8370	AMERICAN SCIENCE & SURPLUS	11/18/2010	34.45	R
8371	AMERICAN TAXI DISPATCH	11/18/2010	685.50	R
8372	AMLINGS	11/18/2010	45.99	R
8373	ANDERSON PEST CONTROL	11/18/2010	416.00	R
8374	ANDERSON'S BOOKFAIR CO	11/18/2010	96.34	R
8375	ANDERSON, EDWIN	11/18/2010	9,000.00	R
8376	ANSI INC OF IL	11/18/2010	40.00	R
8377	ARAMARK CORP	11/18/2010	31,265.38	R
8378	ARMBRUST PLUMBING INC	11/18/2010	1,850.00	R
8379	ARTELT, KEITH	11/18/2010	4,800.00	R
8380	AT&T LONG DISTANCE	11/18/2010	70.98	R
8381	BAKER TILLY VIRCHOW KRAUSE	11/18/2010	6,000.00	R
8382	BIRDSELL, ANTONIETTA	11/18/2010	179.22	R
8383	BLUE CROSS/BLUE SHIELD	11/18/2010	16,003.71	R
8384	BOUND TO STAY BOUND BOOKS	11/18/2010	1,374.18	R
8385	BRITTON, HEATHER	11/18/2010	682.50	R
8386	BUIKEMAS ACE HARDWARE	11/18/2010	35.47	R
8387	C ACITELLI HEATING & PIPING	11/18/2010	1,413.88	R
8388	CAMELOT SCHOOL LLC	11/18/2010	7,533.00	R
8389	CAMPBELL, ARLENE	11/18/2010	32.84	R

CHECK NUMBER	VENDOR	CHECK DATE	CHE	
			AMOUNT	TYP
8390	CARE OF TREES	11/18/2010	4,750.00	R
8391	CAROLINA BIOLOGICAL SUPPLY	11/18/2010	1,259.69	R
8392	CHICAGO EDUCATION PROJECT	11/18/2010	5,742.56	R
8393	CHMELIK, JEANNE	11/18/2010	84.05	R
8394	CHOICE LITERACY	11/18/2010	396.00	R
8395	COMMONWEALTH EDISON	11/18/2010	106.75	R
8396	CONVERGIENT TECHNOLOGIES	11/18/2010	665.00	R
8397	COONEY, FRANK CO INC	11/18/2010	96.45	R
8398	COUNTRYSIDE WELDING INC	11/18/2010	144.00	R
8399	CRISIS PREVENTION INST INC	11/18/2010	279.18	R
8400	DAILY HERALD	11/18/2010	43.00	R
8401	DAVELIS, CRAIG	11/18/2010	35.00	R
8402	DEPENDABLE BUILDING SERVICES	11/18/2010	233.75	R
8403	DEVELOPMENTAL STUDIES CENTER	11/18/2010	191.84	R
8404	DUPAGE SECURITY SOLUTIONS INC	11/18/2010	607.30	R
8405	EATON CORP	11/18/2010	4,393.00	R
8406	ELIM CHRISTIAN SERVICES	11/18/2010	4,804.72	R
8407	FGM ARCHITECTS-ENGINEERS	11/18/2010	6,476.99	R
8408	FITNESS FINDERS	11/18/2010	114.04	R
8409	FOLLETT LIBRARY RESOURCES	11/18/2010	115.86	R
8410	FOREST HEIGHTS LODGE	11/18/2010	8,765.25	R
8411	FOX VALLEY FIRE & SAFETY	11/18/2010	197.55	R
8412	FRANCZEK RADELET & ROSE	11/18/2010	5,004.08	R
8413	GLEN ELLYN PARK DISTRICT	11/18/2010	1,768.50	R
8414	GLENOAKS THERAPEUTIC DAY SCHL	11/18/2010	6,548.40	R
8415	GRAPHICS PLUS INC	11/18/2010	346.00	R
8416	GREAT LAKES SERVICE	11/18/2010	201.00	R
8417	H-O-H CHEMICALS INC	11/18/2010	3,702.37	R
8418	HEARTLAND BUSINESS SYSTEMS	11/18/2010	20,500.00	R
8419	HEINEMANN WORKSHOPS	11/18/2010	836.00	R
8420	HEINEMANN	11/18/2010	2,223.82	R
8421	HOUGHTON MIFFLIN RECEIVABLES CO LLC	11/18/2010	4,123.52	R
8422	ILLINOIS PRINCIPALS ASSN	11/18/2010	0.00	C
8423	ILLINOIS PRINCIPALS ASSN	11/18/2010	1,225.00	R
8424	ILLINOIS STATE POLICE	11/18/2010	1,000.00	R
8425	INSECT LORE	11/18/2010	866.69	R
8426	IVERSON PUBLISHING	11/18/2010	452.10	R
8427	JUVENILE DIABETES RESEARCH FOUNDATI	11/18/2010	50.00	R
8428	KOREAN TRANSLATION NETWORK	11/18/2010	150.00	R
8429	KRANZ	11/18/2010	256.34	R
8430	LAIDLAW TRANSIT	11/18/2010	95,057.35	R
8431	LAKE SHORE LEARNING MATERIALS	11/18/2010	180.46	R
8432	LECTORUM PUBLICATIONS	11/18/2010	25.91	R
8433	LEGO EDUCATION	11/18/2010	117.59	R
8434	LIBRARY SKILLS INC	11/18/2010	139.32	R
8435	LIBRARY VIDEO CO	11/18/2010	449.00	R
8436	LITTLE FRIENDS INC	11/18/2010	4,653.72	R
8437	LOCKWOOD DAIRY	11/18/2010	2,447.64	R
8438	LUSCOMBE MUSIC	11/18/2010	200.00	R
8439	MC MASTER-CARR SUPPLY CO	11/18/2010	57.97	R
8440	METRO PROFESSIONAL PRODUCTS	11/18/2010	5,810.55	R
8441	MINKUS, GAIL	11/18/2010	1,260.00	R
8442	MOGK, NANCY	11/18/2010	10.00	R
8443	NEW HOPE ACADEMY	11/18/2010	7,989.93	R
8444	NORTHERN AV INC	11/18/2010	229.27	R
8445	NWEA	11/18/2010	100.00	R

CHECK		CHECK	CHE	
NUMBER	VENDOR	DATE	AMOUNT	TYP
8446	OFFICE DEPOT	11/18/2010	0.00	C
8447	OFFICE DEPOT	11/18/2010	1,929.71	R
8448	OLIVE GROVE LANDSCAPING INC	11/18/2010	4,100.00	R
8449	PALADIUM ENTERPRISES	11/18/2010	1,500.00	R
8450	PEPPERS, KEVIN	11/18/2010	35.00	R
8450	PEPPERS, KEVIN	11/23/2010	-35.00	V
8451	PREMIER	11/18/2010	684.80	R
8451	PREMIER	11/23/2010	-684.80	V
8452	PYONE, CHO	11/18/2010	437.50	R
8453	QUINLAN & FABISH MUSIC	11/18/2010	177.06	R
8454	REALLY GOOD STUFF INC	11/18/2010	85.26	R
8455	RENTAL MAX LLC	11/18/2010	245.91	R
8456	ROSCOE CO	11/18/2010	837.56	R
8457	ROSELLE MUSIC	11/18/2010	85.00	R
8458	SASED	11/18/2010	100.00	R
8459	SASED-ILLINOIS PBIS NETWORK	11/18/2010	325.00	R
8460	SCHAEFER, BILL	11/18/2010	35.00	R
8461	SCHOLASTIC INC	11/18/2010	23.04	R
8462	SCHOLASTIC MAGAZINES	11/18/2010	121.00	R
8463	SCHOOL SPECIALTY	11/18/2010	0.00	C
8464	SCHOOL SPECIALTY	11/18/2010	3,581.68	R
8465	SEPTRAN INC	11/18/2010	41,609.76	R
8466	SIMPLEX TIME RECORDER CO	11/18/2010	434.25	R
8467	SIMS RECYCLING	11/18/2010	265.00	R
8468	SKYWARD INC	11/18/2010	1,450.00	R
8469	SOARING EAGLE ACADEMY	11/18/2010	7,604.60	R
8470	SOUND INC	11/18/2010	206.50	R
8471	SRA/MCGRAW HILL	11/18/2010	729.68	R
8472	TCI	11/18/2010	299.75	R
8473	TEACHERS DISCOVERY	11/18/2010	36.85	R
8474	TIGERDIRECT.COM	11/18/2010	272.15	R
8475	TRI-ANGLE SCREEN PRINT	11/18/2010	250.00	R
8476	UNISOURCE GREAT LAKES	11/18/2010	5,031.00	R
8477	UNITED RADIO COMMUNICATIONS	11/18/2010	310.00	R
8478	US MARKERBOARD	11/18/2010	159.81	R
8479	VILLA PARK ELECTRIC SUPPLY	11/18/2010	102.41	R
8480	VILLAGE OF GLEN ELLYN	11/18/2010	72.50	R
8481	VOLPE, MARIEL	11/18/2010	50.00	R
8482	WATSON, ROB	11/18/2010	35.00	R
8483	WEBSTER MCGRATH & AHLBERG	11/18/2010	1,500.00	R
8484	WEST CHICAGO ELEMENTARY SCHOOLS	11/18/2010	775.00	R
8485	AFLAC	11/30/2010	86.46	R
8486	AFSCME	11/30/2010	1,682.28	R
8487	AMERIPRISE FINANCIAL	11/30/2010	250.00	R
8488	DUPAGE CREDIT UNION	11/30/2010	2,075.00	R
8489	FIDELITY INVESTMENTS	11/30/2010	3,058.90	R
8490	FORTUNATO, KNOBBE, DAVENPORT & ARNO	11/30/2010	41.18	R
8491	GLEN ELLYN EDUCATION ASSN	11/30/2010	16,146.19	R
8492	GLEN STEARNS CHAPTER 13 TRUSTEE	11/30/2010	407.50	R
8493	GREAT AMERICAN LIFE INS	11/30/2010	1,330.00	R
8494	JAY K LEVY & ASSOCIATES	11/30/2010	69.23	R
8495	LINCOLN INVESTMENT PLANNING	11/30/2010	1,620.00	R
8496	SDU	11/30/2010	300.00	R
8497	UNITED STATES TREASURY	11/30/2010	60.42	R
8498	AGGER, DENISE	11/24/2010	120.81	R
8499	ALARCON, LILI	11/24/2010	775.00	R

CHECK		CHECK	CHE	
NUMBER	VENDOR	DATE	AMOUNT	TYP
8500	ALEMIS, GEORGIA	11/24/2010	64.89	R
8501	ASSESS FOR SUCCESS CONSULTING INC	11/24/2010	1,450.00	R
8502	BMO MASTERCARD	11/24/2010	0.00	C
8503	BMO MASTERCARD	11/24/2010	0.00	C
8504	BMO MASTERCARD	11/24/2010	0.00	C
8505	BMO MASTERCARD	11/24/2010	0.00	C
8506	BMO MASTERCARD	11/24/2010	0.00	C
8507	BMO MASTERCARD	11/24/2010	0.00	C
8508	BMO MASTERCARD	11/24/2010	15,195.30	R
8509	BRIDGES FOR LANGUAGE, TRNG & STAFFI	11/24/2010	308.40	R
8510	CAWIEZEL, PAT	11/24/2010	35.00	R
8511	CENTER, THE	11/24/2010	160.00	R
8512	CHA, SUNGKI	11/24/2010	150.00	R
8513	CPI QUALIFIED PLAN CONSULTANTS INC	11/24/2010	43.50	R
8514	DONATO, ANTONIO	11/24/2010	460.00	R
8515	ENGSTROM, VANESSA	11/24/2010	625.00	R
8516	EQUAL OPPORTUNITY COUNCIL	11/24/2010	995.00	R
8517	GUMDROP BOOKS	11/24/2010	992.77	R
8518	HEINEMANN	11/24/2010	33.00	R
8519	ICE MOUNTAIN SPRING WATER	11/24/2010	701.01	R
8520	IDENTITRONICS	11/24/2010	458.13	R
8521	ILLINOIS ASSN OF SCH BOARDS	11/24/2010	20.00	R
8522	KHATTAB, FALASTIN	11/24/2010	25.00	R
8523	KRAUSE, DON	11/24/2010	70.00	R
8524	LAIDLAW TRANSIT	11/24/2010	97,997.78	R
8525	MACGILL & CO, WM V	11/24/2010	179.56	R
8526	OFFICE DEPOT	11/24/2010	640.62	R
8527	PELLETIER, JEROME	11/24/2010	35.00	R
8528	PEPPERS, BOB	11/24/2010	35.00	R
8529	PEPPERS, PAT	11/24/2010	35.00	R
8530	PREMIER	11/24/2010	603.44	R
8531	ROSCOE CO	11/24/2010	158.62	R
8532	ROSELLE MUSIC	11/24/2010	170.00	R
8533	SCHOLASTIC EDUCATION	11/24/2010	22,944.50	R
8534	SCULLY, SUSAN	11/24/2010	81.03	R
8535	SOUND INC	11/24/2010	371.50	R
8536	SRA/MCGRAW HILL	11/24/2010	780.82	R
8537	TIGERDIRECT.COM	11/24/2010	207.23	R
8538	WATSON, ROB	11/24/2010	35.00	R
201000182	AXA EQUITABLE LIFE INS CO	11/15/2010	11,427.33	W
201000183	CERIDIAN BENEFITS SVCS	11/15/2010	6,386.32	W
201000185	ILLINOIS DEPT OF REVENUE	10/29/2010	28,085.39	W
201000186	INTERNAL REV SERVICE	10/29/2010	168,324.42	W
201000187	T H I S	10/29/2010	14,556.73	W
201000188	TEACHERS RETIREMENT SYSTEM	10/29/2010	94,855.10	W
201000190	V A L I C	11/15/2010	6,267.32	W
201000192	ILLINOIS DEPT OF REVENUE	11/15/2010	439.24	W
201000193	INTERNAL REV SERVICE	11/15/2010	1,473.06	W
201000194	T H I S	11/15/2010	415.73	W
201000195	TEACHERS RETIREMENT SYSTEM	11/15/2010	2,693.94	W
201000196	UNUM LIFE INSURANCE	11/16/2010	2,242.44	W
201000197	RELIANCE STANDARD LIFE	11/16/2010	312.50	W
201000198	AXA EQUITABLE LIFE INS CO	11/30/2010	11,627.33	W
201000199	CERIDIAN BENEFITS SVCS	11/30/2010	6,386.32	W
201000200	ILL MUNICIPAL RETIREMENT FUND	11/15/2010	54,161.72	W
201000201	ILLINOIS DEPT OF REVENUE	11/30/2010	27,423.62	W

CHECK		CHECK		CHE
NUMBER	VENDOR	DATE	AMOUNT	TYP
201000202	INTERNAL REV SERVICE	11/30/2010	165,351.75	W
201000203	T H I S	11/30/2010	14,176.56	W
201000204	TEACHERS RETIREMENT SYSTEM	11/30/2010	92,364.49	W
201000206	V A L I C	11/30/2010	6,267.32	W
201000207	AXA EQUITABLE LIFE INS CO	11/30/2010	200.00	W
Totals for checks			1,312,180.47	

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	Education Fund	680,764.35	13.00	213,484.68	894,262.03
11	Self-Insured Medical/Dental Fu	0.00	0.00	1,451.57	1,451.57
13	Fully Insured Medical Program	0.00	0.00	0.00	0.00
20	Operations & Maintenance Fund	0.00	0.00	91,976.22	91,976.22
40	Transportation Fund	0.00	0.00	235,723.91	235,723.91
50	IMRF/Social Security Fund	88,766.74	0.00	0.00	88,766.74
***	Fund Summary Totals ***	769,531.09	13.00	542,636.38	1,312,180.47

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

CHECK		CHECK	CHE	
NUMBER	VENDOR	DATE	AMOUNT	TYP
8428	KOREAN TRANSLATION NETWORK	12/13/2010	-150.00	V
8539	ACUTE CARE EDUCATION SYSTEMS	12/01/2010	60.00	R
8540	AMEREN ENERGY MARKETING	12/01/2010	31,448.96	R
8541	AT&T	12/01/2010	1,477.03	R
8542	BANC OF AMERICA LEASING	12/01/2010	5,615.47	R
8543	CERIDIAN FLEX FEE	12/01/2010	402.11	R
8544	EDUCATIONAL BENEFIT COOP	12/01/2010	354,570.64	R
8545	KONICA MINOLTA PREMIER FINANCE	12/01/2010	1,242.07	R
8546	PUBLIC STORAGE	12/01/2010	477.00	R
8547	RICOH	12/01/2010	530.20	R
8548	RIEBOCK, ANN K	12/01/2010	20.00	R
8549	SAM'S CLUB	12/01/2010	486.42	R
8550	VERIZON WIRELESS	12/01/2010	145.85	R
8551	WASTE MANAGEMENT WEST	12/01/2010	2,607.70	R
8556	AT&T	12/09/2010	1,580.76	R
8557	BARRETT, KIMBERLY	12/09/2010	152.00	R
8558	BRITTON, HEATHER	12/09/2010	525.00	R
8559	DOWNERS GROVE NORTH FINE ARTS	12/09/2010	50.00	R
8560	GLEN ELLYN DIST#41 PETTY CASH	12/09/2010	76.95	R
8561	HOWARD, TERRA	12/09/2010	252.03	R
8562	ILLINOIS MATHEMATICS LEAGUE	12/09/2010	30.00	R
8563	KHATTAB, FALASTIN	12/09/2010	25.00	R
8564	KONICA MINOLTA BUSINESS SYSTEMS	12/09/2010	1,079.85	R
8565	MINKUS, GAIL	12/09/2010	1,170.00	R
8566	NORTHERN ILLINOIS UNIVERSITY	12/09/2010	450.00	R
8567	PAW, EHKU	12/09/2010	25.00	R
8568	ROUDEBUSH NELSON, AMANDA	12/09/2010	337.28	R
8569	SAFARI VIDEO NETWORK	12/09/2010	1,000.00	R
8570	STOUT, STACEY	12/09/2010	152.00	R
8571	UIC OFFICE OF CAREER SERVICES	12/09/2010	125.00	R
8572	VILLAGE OF GLEN ELLYN	12/09/2010	3,656.69	R
8573	WHEELER, KAYLA	12/09/2010	44.15	R
8574	EISENHOWER WRESTLING	12/10/2010	266.00	R
8575	HAWTHORN DISTRICT 73	12/10/2010	200.00	R
8576	JAY STREAM MIDDLE SCHOOL	12/10/2010	300.00	R
8577	KONICA MINOLTA BUSINESS SYSTEMS	12/10/2010	3,871.67	R
8578	LAW, JENNIFER	12/10/2010	7.12	R
8579	NAPERVILLE CENTRAL HIGH SCL	12/10/2010	210.00	R
8580	NORTHERN ILLINOIS GAS	12/10/2010	2,439.72	R
8581	SCULLY, SUSAN	12/10/2010	63.96	R
8582	SIECK, KYLE	12/10/2010	139.10	R
8583	VERIZON WIRELESS	12/10/2010	2,018.81	R
8584	WELSH, EMMAH	12/10/2010	50.00	R
201000213	EFLEX GROUP	12/01/2010	610.03	W
201000218	EFLEX GROUP	12/01/2010	437.34	W
201000228	T H I S	12/06/2010	8,752.75	W

Totals for checks 429,031.66

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	Education Fund	356,020.12	0.00	27,141.26	383,161.38
20	Operations & Maintenance Fund	0.00	0.00	45,870.28	45,870.28
***	Fund Summary Totals ***	356,020.12	0.00	73,011.54	429,031.66

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

**November 2010
Vandalism Report**

Date of Occurrence	Facility	Nature of Vandalism	Initial response	Action Taken to Repair/Replace
		Nothing to Report		

**RESOLUTION FOR THE DISPOSAL
OF SURPLUS PERSONAL PROPERTY**

WHEREAS, the Board of Education of Glen Ellyn School District 41, DuPage County, Illinois, declares that there is surplus personal property in the School District; and

WHEREAS, such property is described in the attached document; and

WHEREAS, this personal property is no longer needed for school purposes and/or is not functioning; and

NOW, THEREFORE, Be It Resolved, by the Board of Education, as follows:

1. That the Superintendent is hereby authorized to properly dispose of the property listed on the attachment.

ADOPTED this 3rd day of January, 2011, by roll call vote as follows:

YES SOLAK, ELLIS, KENWOOD, NELSON, HOWARD, VONDRAK

NO NONE

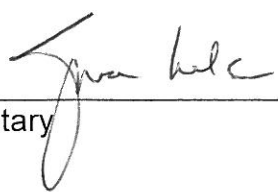
ABSENT SMITH

Board of Education, Glen Ellyn School
District, DuPage County, Illinois



President

ATTEST:



Secretary

Assets for Disposal
December 2010

Printed: 12/14/2010

Asset #	Current Location	Originating School Site	Description (Make, Model, etc.)	Serial Number	Qty.	Working Order	Obsolete Y/N?	Disposal, Donation, or Sale
00211	CSO Storeroom	HA	Compaq Evo 1020 Laptop	9X31LDLZH0D0	1	N	Y	Disposal
02114	CSO Storeroom	HA	Compaq Evo 1020 Laptop	9X31LDLZH0DG	1	N	Y	Disposal
	CSO Storeroom	CH	Toshiba Docking Station	34015567	1	Y	Y	Disposal
	CSO Storeroom	AL	APC 350 UPS	3B0723X49081	1	N	Y	Disposal
003041	CSO Storeroom	HA	HP 9010 Laptop	2UA422P17P	1	N	Y	Disposal
	CSO Storeroom	CH	Cisco 7960 VOIP Phone	INM0811187U	1	N	N	Disposal
004647	CSO Storeroom	HA	NEC VT580 Projector	5Z0227IFE	1	N	N	Disposal
	CSO Storeroom	AL	ELMO TT02S	119188	1	N	N	Disposal
	CSO Storeroom	HA	HP 1740 Monitor	CNK5220FP3	1	N	N	Disposal
	CSO Storeroom	FG	HP 1740 Monitor	CNK5220DKY	1	N	N	Disposal
	CSO Storeroom	CH	HP 1740 Monitor	CNK5220FZ3	1	N	N	Disposal
	CSO Storeroom	CSO	Xyron Cold Laminator	032504	1	N	Y	Disposal
	CSO Storeroom	HA	Sony TRV280 Handicam	350114	1	N	Y	Disposal
004079	CSO Storeroom	HA	Toshiba TLP S41 Projector	92220201	1	N	N	Disposal

**Glen Ellyn District #41
2010-2011 FOIA Report**

Reporting Period	Date Received	Date of Response	Request Summary
June			None Received
July	7/8/2010	7/13/2010	Illinois Central School Bus requested the following: "1. Copies of all detailed transportation invoices from May 2010, both regular education and special education. 2. Copies of your last bid form from your current vendor. 3. Copies of your current transportation contract. 4. Copies of any extension of your contract."
	07/22/10	08/11/10	Champion Energy Services requested the following: "Glen Ellyn School District 41's electric utility bills for accounts 0299119038, 0471113103, 0845141013, 2289079038, 6409604008, 7079221003, 7163213006, 7163214003, 7585480009, & 8171145009 for the months of May 2010, June 2010, and July 2010. I am requesting copies of both the Ameren bill for electricity supply and the ComEd bill for electric delivery along with a copy of the contract which was awarded to Ameren & the IEC for your 2010 power supply."
August	8/16/2010	8/16/2010	Champion Energy Services requested the following: "Based upon my original FOIA request (attached) I'd still like to get copies of your July 2010 bills which would have been billed to you in August."
September	09/03/10	09/08/10	Illinois Paper & Copier Co. requested the following: Current copier and/or printer lease and maintenance contracts.
	09/10/10	9/13/2010 Agreed extension of time; and 9/30/2010 Partial answer; Fully complied 10/4/10	Marie Newman requested via e-mail the following with reference to Board Highlights for Sept. 7, 2010, Satisfaction Survey results: ...the open response aggregates. ...various board member's reactions...
	09/14/10	10/07/10	Champion Energy Services requested the following: "Per my earlier request. I'm interested in reviewing the district's electricity bills for July 2010."
	09/27/10	10/07/10	Champion Energy Services requested the following: "Glen Ellyn School District 41's electric utility bills for accounts 0299119038, 0471113103, 0845141013, 2289079038, 6409604008, 7079221003, 7163213006, 7163214003, 7585480009, & 8171145009 for the month of August 2010. I am requesting copies of both the Ameren bill for electricity supply and the ComEd bill for electric delivery along with a copy of the contract which was awarded to Ameren & the IEC for your 2010 power supply."
October	10/26/2010	10/28/2010	Bob Buck from Neopost requested the following: "1. A copy of the original purchase order or warrant issued to purchase, lease or rent the mail equipment from the school district to Vendor Pitney Bowes. Or 2. A copy of the vendor agreement issued to purchase, lease or rent the mail equipment from the vendor Pitney Bowes to the school district."

**Glen Ellyn District #41
2010-2011 FOIA Report**

Reporting Period	Date Received	Date of Response	Request Summary
November	11/30/10	12/06/10	<p>Scott O'Connell of Downers Grove requested:</p> <p>REQUEST No. 1: "This F.O.I.A. request is for all legal opinions – labeled "Formal", "Informal", "Memorandum" or some other title – issued by the ISBE since 1963 that mention either the tax levy (Section 17-2.11) and/or the bond proceeds (Section 17-2.11a) of the fire prevention and safety statute(s). The requested opinions may address the usage of "surplus life safety monies" in general that have accumulated as the result of either the "Nickel Levy" (17-2.11(j)) of a Bond Issuance (17-2.11(r)). Or, the requested opinions may address the issue of what is or is not a "violation". Or, the opinion(s) may discuss whether or not the levy and/or bond authority may be used for asbestos removal via the Tort Fund."</p> <p>REQUEST No. 2: "In addition, this F.O.I.A. request is for all legal opinions - labeled "Formal", "Informal", "Memorandum" or some other title - issued by the ISBE since 1963 that address the issue of whether a school district can substitute a new "violation" for an existing "violation" that had already been approved by the ISBE and ordered repaired by ROE. In other words, does the District need to complete the first set of "violations" in their entirety or can they unilaterally decide not to repair one or more of the "violations" and substitute a "newly" approved violation in its place? The issue is can bonds be sold or taxes levied for a list of identified projects be used for other projects that are substituted for the original projects with the intent being the original projects will not be completed or will be completed after the "newly" approved violations are repaired?"</p> <p>REQUEST No. 3: "In addition, this F.O.I.A. request is for all legal opinions - labeled "Formal", "Informal", "Memorandum" or some other title - issued by the ISBE since 1963 that address the issue of whether or not all of the code violation repairs need to be "accomplished and paid for in full" before any new projects can be undertaken with the original tax proceeds (levy and/or bonds). The issue is can taxes raised and/or bonds sold for a list of identified projects be used for other projects before all of the original projects have been accomplished and paid for in full?"</p> <p>REQUEST No. 4: And finally, this F.O.I.A. request is for all legal opinions - labeled Formal", "Informal", "Memorandum" or some other title - issued by the ISBE since 1963 that address the issue of whether or not the District has the authority to levy and/or issue bonds under either Section 17-2.11 or Section 17-2.11a at an amount equal to the "estimate" for the repair instead of the "actual" contracted amount when the estimated cost to effectuate the repairs is greater than the actual cost contained within a board-approved contract. The issue is when taxes are levied and/or bonds sold for a list of identified projects, must the District utilize a known, actual contracted cost when levying taxes or issuing bonds instead of the prior estimate when the estimate is greater than the known contracted cost? For example, if after 1) both the ROE and ISBE have reviewed the reasonableness of the "estimates" of the licensed architect/engineer (ISBE Forms 35-48 and 35-76) per statutory direction (Section 17-2.11), 2) both the ROE and ISBE have approved the "estimates" as being reasonable and 3) both the ROE and ISBE have approved the use of Fire Prevention and Safety funding in repairing the violations, the Board of Education approves an actual contract for the "violation" project at a cost less than the "estimate", does the Board of Education have the statutory authority to levy taxes and/or issue bonds in an amount that exceeds the "actual" known contracted cost for the project knowing full well that there will be a surplus of idle funds remaining when the project(s) is completed?"</p>

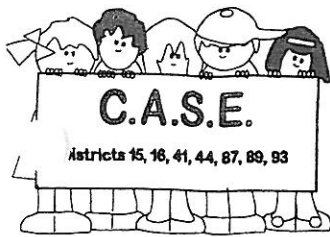
December 17, 2010 C.A.S.E. Board Meeting Action Items

The Board approved the following items:

- Minutes of the November 12, 2010 Regular Session;
- November and December Accounts Payable and Payrolls;
- Estimated December and January Accounts Payable and Payrolls;
- Treasurer's Reports September, October and November
- Employment of Catherine Rogers, Sarah Kowall and Kerrie Wiedman;
- Increase in hours for Ben Jeffrey;
- FY 2010 Audited Financial Statements and Supplementary Financial Information;
- FY 2012 Budget Assumptions and Timelines
- C.A.S.E. Extended School Year 2010 Summary Report and 2011 Proposal;
- A leave of absence for Jamie Robitaille from March 14 – June 1, 2011;
- Job Description for Business Manager Position

Other Action Items

- Approval of FY 2010 Audited Financial Statements & Supplementary Financial Information
- Approval of FY 2012 Budget Assumptions and Timelines
- Approval of C.A.S.E. Extended School Year Program Summary and Proposal
- Approval of Jamie Robitaille Request for Leave of Absence
- Approval of Job Description for Business Office Manager Position



Excellence Together

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 Friday, November 12, 2010

The October business meeting of the Cooperative Association for Special Education Executive Board was held on Friday, November 12, 2010, at C.A.S.E. The meeting was called to order at 9:15 a.m. and the following roll call was taken:

District #15 – Dr. May, Superintendent
District #16 – Ms. Victoria Tabbert, Superintendent
District #41 – Dr. Ann Riebock, Superintendent - Absent
District #44 – Dr. James Blanche, Superintendent
District #87 – Dr. Michael Meissen, Superintendent
District #93 – Dr. William Shields, Superintendent - Arrival 9:26 a.m.
District #89 – Dr. John Perdue, Superintendent and Chairperson

OTHERS PRESENT/VISITORS

Jim T. Nelson, C.A.S.E. Executive Director
Diane Pisowicz, C.A.S.E.
Deborah Marszalik, C.A.S.E.
Maureen Quirk, C.A.S.E. Education Association

CONSENT AGENDA

Dr. Riebock moved and Dr. Blanche seconded a motion to approve the consent agenda consisting of the following:

- Approval of Minutes of October 22, 2010 Regular
- Approval of November Accounts Payable and Payrolls
- Approval of Estimated November and December Accounts Payable and Payrolls
- Approval of increase in hours for Stacy Struebing, assigned to District 89 and Glenwood, at a salary of MA Step 9, \$65,187.00 prorated to \$17,672.92 at .20 FTE, 52 days, to .30 FTE, 128 days; and increase in hours for Elizabeth Molitor, assigned to District 89, at a salary of BA Step 10, \$56,552.00 prorated to \$44,487.57 at .7 FTE, 24 days and .8 FTE, 156 days. This position is necessary in order to meet IEP requirements.
- Resignation of Kelly Harrison, 1:1 Program Assistant at Glenbard East, effective November 12, 2010.

Discussion: None

Roll Call: Dr. Riebock, Yes
Dr. Blanche, Yes
Dr. Meissen, Yes
Dr. Shields, Yes
Dr. Perdue, Yes

MOTION CARRIED

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.

ITEMS FOR INFORMATION, DISCUSSION AND/OR FUTURE BOARD APPROVAL

Internal Audit

Mr. Nelson suggested a C.A.S.E. audit of accounting systems and human resources procedures. He feels it would be of assistance to C.A.S.E. to be more cost efficient and add a fresh perspective regarding current procedures and practices. Estimated cost would be \$18,000.00. Mr. Nelson will write a proposal, including cost and would then be put out for proposals.

Increase of Staff in Business Office

Discussion of Business Manager position and credentials in regards to hiring. Start date would be July 1, 2011. Mr. Nelson will provide formal job position description for approval at next Board Meeting.

DIRECTOR'S REPORT

Second Annual DuPage ROE RtI Showcase

Mr. Nelson stated on April 15, 2011, the ROE, in conjunction with district and cooperative representatives from DuPage County, will showcase teams and individuals that are successfully implementing innovative school improvement practices consistent with the RtI framework on any level of implementation from beginner to proficient.

Infinitec

Mr. Nelson reported that C.A.S.E. membership in the Infinitec Coalition has provided significant savings in software and assistive technology and has seen a substantial increase in staff utilizing the coalition.

There being no further business, Dr. Meissen moved and Ms. Tabbert seconded a motion to adjourn at 9:40 a.m.

MOTION CARRIED ON A VOICE VOTE

Other Business

The next regular meeting of the C.A.S.E. Board of Directors will be held on Friday, December 17 at 9:00 a.m. in the District 89 Board Room.

Respectfully submitted,

Deborah Marszalik, Acting Recording Secretary

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

12-17-10

Date

PAYROLL SUMMARY

NOVEMBER 15, 2010	505,523.06
DECEMBER 1, 2010	504,994.73
DECEMBER 15, 2010	512,259.45

PROJECTED

DECEMBER 17, 2010	550,000.00
JANUARY 14, 2010	550,000.00

TOTAL	2,622,777.24
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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	Slate 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
Report Total					<u>\$242,751.50</u>

A/P Check Register

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

Page 1 of 4

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	
651553	AATP	121710	12/17/2010	119382	448.00
650494	Aavex Technology Corporation	121710	12/17/2010	119383	95.00
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
51178	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
0453	Knowles-Porn, Terra	121710	12/17/2010	119448	50.00
651571	Kraus, Ruth	121710	12/17/2010	119449	386.90
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A/P Check Register

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

Vendor #	Vendor Name	Batch #	Check Date	Check #	Total
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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
51575	Sanders, Sue	121710	12/17/2010	119504	232.00
J7478	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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A/P Check Register

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

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

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
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ISDLAF Liquid Accounts	\$	1,616,437.23
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Investment Balance:

ISDLAF Max Account	\$	300,093.93
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Petty Cash	\$	350.00
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Total Funds	\$	1,916,881.16
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Signature of Treasurer

Cooperative Association for Special Education

Treasurer's Report for the month of October, 2010

Cash, Investment and Book Balances

Book Balance:

General Fund Balance - SDS	\$	3,075,876.76
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ISDLAF Liquid Accounts	\$	1,275,386.90
------------------------	----	--------------

Investment Balance:

ISDLAF Max Account	\$	1,800,139.86
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Petty Cash	\$	350.00
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Total Funds	\$	3,075,876.76
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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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Total Funds	\$	2,569,297.55
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Signature of Treasurer

2010 C.A.S.E. Extended School Year (ESY) Program Summary

The purpose of the C.A.S.E. Extended School Year Program (ESY) is to provide special education and related services for students with a range of disabilities from the seven C.A.S.E. member school districts. ESY services are intended to provide for the maintenance of a student's acquired skills and knowledge accrued during the school year. This includes both academic and functional life skills. Eligibility for services is determined by a student's IEP team.

The 2010 ESY Program was housed by District 89 at Park View Elementary School from June 30 through July 28. Approximately 260 students attended the C.A.S.E. ESY Program. This year there were four double sessions of Early Childhood and one session of Structured Early Childhood. There were nine Guided Classrooms serving K-12, seven Modified Classrooms serving K-12, four Assisted Classrooms serving K-12 and two classrooms for students with Emotional/Behavioral Disorders. The Transition Apartment Program was housed in Lombard and served ten students. The ESY program hours were 8:30 a.m.-11:30 a.m. for students K-12 and the Structured Early Childhood Program. Staff hours were 8:00-12:00. Early Childhood held two sessions, one from 8:30 a.m. to 10:30 a.m. and the other session from 10:30 a.m.-12:30 a.m. Early Childhood staff hours were 8:00-1:00. Transportation was provided by Septran.

Each classroom teacher provided instruction based on their student's IEP goals and objectives. Occupational therapy, physical therapy, speech and language therapy, adapted physical education, social work and direct instruction services were provided to students individually or in small groups. Students in the Guided and Assisted Programs participated in one community trip.

Recreation and leisure activities were provided by NEDSRA Special Recreation Association staff during a weekly classroom activity, one field trip per classroom (Morton Arboretum or DuPage County Fair) and one all-school activity (skits/outside activities). This year the theme was "Underwater Adventures." A presentation by DuPage County Forest Preserve was provided to all classrooms which included a lesson and hands-on craft project. On the last day of ESY, each class performed theme based skits for parents. Students also participated in music and art activities outside following their performances.

A new component was added to the 2009 C.A.S.E. ESY Program and continued in ESY 2010. The DuPage County Health Department offered dental screenings, sealants and fluoride treatments to all ESY participants. In addition, the dentists working with DuPage County Health Department took x-rays, filled cavities and made referrals to other dentists if restorative work was indicated. These services were provided at no cost to the families.

A parent survey was distributed during the final week of ESY. On a scale of 1-5 (5 being best) 100% of the parents indicated they were very satisfied-satisfied (4 or 5) with the CASE ESY 2010 program. Comments included appreciating the frequent parent-teacher communication, hosting the "Meet and Great the Teacher Day" and the focus on academics and IEP goals. Suggestions included having more communication between the ESY teacher and the student's school year teacher, more homework, additional activities such as music therapy, gardening and swimming, and receiving information about transportation drop off/pick up prior to the start of ESY. Parent comments/suggestions will be used in planning the 2011 Extended School Year Program.

Staff surveys were completed during the final week. Certified teachers replied that having additional instructional and curricular materials available would be helpful. In addition, staff would like C.A.S.E. to hire additional OT/PT staff, have greater access to OT/PT equipment, and provide additional sensory materials and alternative rooms for students with challenging behaviors. Teachers would also like to see in-service training for classroom aides and first year ESY teachers prior to the start of ESY. Comments will be considered in planning the 2011 Extended School Year Program.

2011 C.A.S.E. EXTENDED SCHOOL YEAR (ESY) PROGRAM PROPOSAL

A. Program Objective

To provide an effective instructional program that will facilitate the maintenance of a student's acquired skills and knowledge consistent with each student's Individual Education Plan.

B. Eligibility

Only students meeting C.A.S.E. Extended School Year (ESY) criteria may be considered for eligibility in the C.A.S.E. ESY program. Final eligibility decisions are made at the district level by the local building IEP Teams in collaboration with parents.

C. Proposed Programs

Early Childhood Special Education	(Age Range 3 – 6)
Modified	(Age Range 6 – 21)
Guided	(Age Range 6 – 21)
Assisted	(Age Range 6 – 21)
Behavioral Disorders	(Age Range 6 – 18)
Learning Disabilities	(Age Range 6 – 14)

D. Size and Location of Programs

The C.A.S.E. ESY classes are projected to be located in Queen Bee District #16 Pheasant Ridge School, 43 E. Stevenson Drive, Glendale Heights, IL 60139, requiring approximately 25 classrooms. Additional classes will be held at the Transition Apartment. Current projections indicate approximately 530 students will be eligible and 300 will actually enroll in the 2011 ESY Program.

E. Staff Projections

Staff projections are based on enrollment of 300 students.

1	Extended School Year Coordinator
1	Transportation/Activity Coordinator
1	Secretary
27	Teachers
5	Early Childhood
9	Modified
6	Guided
4	Assisted
2	Behavior Disorders/Learning Disabilities (1 BD/ED)
1	Transition Apartment Teacher
1	Vocational Coordinators
1	Job Coach
4	Speech/Language Therapists
3	OT
2	PT
2	Adapted Physical Education
3	Social Workers
1	Nurse
57	Program Assistants

F. Dates and Hours

Dates for the ESY program will be June 29 through July 27 (20 days). School will be closed on July 4, 2011. Certified staff and aides will work 21 days plus one additional day (4 hours) on June 28 for set up and Teacher Meet and Greet. Early childhood hours will be 8:30 – 10:30 a.m. and 10:30 – 12:30 p.m. School aged student hours will be 8:30 – 11:30 a.m.

G. Salaries

Salaries (hourly) for the 2011 ESY program are projected to be as follows:

\$250/day	Administrator
\$31.47/hr	Teachers
\$10.60/hr	Secretary
\$31.47/hr	Psychologists
\$31.47/hr	Social Workers
\$31.47/hr	Speech/Language Clinicians
\$31.47/hr	School Nurse
\$36.41/hr	Occupational Therapists
\$36.41/hr	Physical Therapists
\$10.60/hr	Program Assistants

**2011 C.A.S.E.
EXTENDED SCHOOL YEAR PROJECT BUDGET**

EXPENDITURES

Supervision.....	\$ 9,000
Certified/Licensed Staff	\$122,000
Educational Support Salaries.....	\$68,000
FICA/Medicare.....	\$13,000
District Fees/Rent, Custodial/Utilities.....	\$10,000
Field Trips	\$16,000
Supplies & Materials	\$ 6,000
Travel	\$ 100
Equipment Rental	\$ 1,500
Contractual Services	\$5,000
TOTAL.....	\$250,600

REVENUE

Personnel Reimbursement	
Certified Staff	\$36,000
Educational Support Personnel.....	\$15,000
TOTAL.....	\$51,000

NET COST	\$199,600
2010 NET COST PER STUDENT	\$609
2011 PROJECTED COST PER STUDENT	\$615

Jamie M. Robitaille
192 Willey Street
Gilberts, IL 60136

December 5, 2010

Jim Nelson
Executive Director of Special Education
Cooperative Association for Special Education
22W600 Butterfield Road
Glen Ellyn, IL 60137

RECEIVED

DEC 08 2010

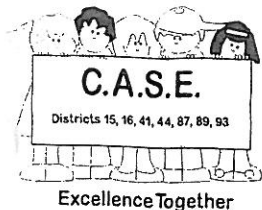
Dear Jim,

This is a letter to request an unpaid leave of absence to care for our newborn daughter. I would like to commence the leave on March 14, 2011 until June 1, 2011. I intend to return to full-time employment in August for the following 2011-2012 school term. If possible, I would like to remain in the current position assigned to District #41, Forest Glen Elementary School for the next school year. With the consent of the insurance carrier, I would request to maintain my insurance benefits by making timely payments of all premiums to the Business Office. Thank you in advance for your support and understanding. Please let me know if you need any additional information or have any questions at this time.

Sincerely,



Jamie M. Robitaille



COOPERATIVE ASSOCIATION for SPECIAL EDUCATION

22W600 Butterfield Road
Glen Ellyn IL 60137

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

Jim T. Nelson
Executive Director

JOB DESCRIPTION

TITLE: Business Manager

QUALIFICATIONS:

1. Master's Degree in Education, Business Management, or Accounting
2. Valid certification (Type 75) as a Chief School Business Official
3. Minimum of four years of successful experience in the school system
4. Alternative qualifications as the Board may find appropriate and acceptable

REPORTS TO: Executive Director

SUPERVISES

1. Business Office Staff
2. Payroll Office Staff

JOB GOAL: To assist the Executive Director in the daily operations of the Cooperative in such a way that financial and personnel resources are directed toward providing the best possible Special Education programs and services.

PERFORMANCE RESPONSIBILITIES:

1. Administer and coordinate all fiscal services of C.A.S.E. by developing, facilitating, and supervising programs of payroll, accounting, grant management and budget control.
2. Coordinate, facilitate, and monitor all purchases, invoicing and expenditures.
3. Monitor payroll contracts, processing, and reporting including the auditing of 403b and 457 plans, and review the production of annual W2's and 1099's.
4. Coordinate the review and maintenance of ongoing internal controls as well as the SDS Finance System.
5. Monitor finance and operations for Glenwood and CIS locations.
6. Monitor compliance with current regulations and reporting for TRS and IMRF.
7. Write and/or facilitate applications, amendments, and Maintenance of Effort for C.A.S.E. grants.
8. Monitor all grant expenditures and reporting in keeping with current regulations.
9. Develop a C.A.S.E. Annual Report of Fiscal Activities.
10. Monitor and manage insurance programs and risk management.
11. Monitor and manage property and equipment inventory records and reporting.
12. Calculate and prepare documentation for Personnel Reimbursement claims.

13. Prepare bidding documents and notices; advise Executive Director regarding bid outcomes.
14. Advise the executive director regarding policy and administrative regulations related to business and transportation operations.
15. Develop and prepare drafts of the tentative budget for consideration.
16. Prepare the adopted annual budget and facilitate its being placed on display by the administrative district and filed with ISBE as required by law.
17. Evaluate all education support personnel staff assigned to the business and payroll offices.
18. Provide leadership to the Board's bargaining team for negotiating with the C.A.S.E. Education Association.
19. Serve as a resource person to all educational support personnel regarding all C.A.S.E. fiscal services.
20. Provide a monthly Treasurer's Report for the Executive Director and the C.A.S.E. Board.
21. Serve as liaison with auditors and provide all required data.
22. Coordinate contractual agreements procuring transportation, and monitor the preparation of all transportation reports and claims.
23. Prepare and monitor applications and reporting for the Medicaid Outreach and Fee for Service Programs.
24. Develop and supervise procedures necessary for the implementation of federal and state laws regarding record storage and destruction.
25. Assist in the recruitment, screening, hiring, assigning, and evaluation of education support personnel.
26. Participate on internal committees and/or act as C.A.S.E. representative for outside committees as assigned.
27. Assume other responsibilities as assigned by the Executive Director.

TERMS OF EMPLOYMENT: Twelve (12) months.

SALARY: To be established by the Board.

EVALUATION: Performance of this job will be evaluated annually by the Executive Director based upon established criteria and procedures for administrative evaluations.

Revised 12/10

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.

Glen Ellyn School District 41
Board of Education
Public Hearing and Regular Meeting
January 3, 2011

Please sign in so that we may have record of your attendance. Thank you

[illegible]