



# Glen Ellyn School District 41

A K-8 district serving parts of Carol Stream, Glendale Heights, Glen Ellyn, Lombard and Wheaton

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Dr. Ann K. Riebock, Superintendent

## MINUTES

### GLEN ELLYN SCHOOL DISTRICT 41

#### BOARD OF EDUCATION REGULAR MEETING OCTOBER 9, 2012 - 7:30 PM CENTRAL SERVICES OFFICES 793 NORTH MAIN STREET GLEN ELLYN, ILLINOIS

I. **Call to Order**

The October 9, 2012 Board meeting was called to order at 7:33 p.m.

II. **Pledge of Allegiance**

Terra Costa Howard led in the recital of the Pledge of Allegiance.

III. **Electronic Participation**

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

*Board members Dan Smith and Sam Black seconded to approve Mrs. Nelson's participation by in the Board meeting. On a roll call vote answering "Aye": Kenwood, Howard, Black, Ellis and Smith; answering "Nay": None. Motion carried.*

IV. **Roll Call**

Upon the roll being called, the following members answered present: John Kenwood, Dan Smith Jr., Terra Costa Howard, Sam Black, Drew Ellis and Erica Nelson (participated by phone.)

V. **Public Participation**

There was no public participation.

VI. **Presentations, Reports and Initiatives**

There were no scheduled presentations or reports.

VII. **Action Items**

- A. Consent Agenda: Board Vice President Drew Ellis asked if there were any items board members would like removed from the consent agenda to be considered separately.

*Hearing none, Board members John Kenwood moved and Terra Costa Howard seconded*

*to approve the reports and recommended actions of the Consent Agenda which included:*

1. *Human Resources*
  - a) *Personnel Report*
    - 1) *Employment Recommendations*
2. *Finance, Facilities and Operations*
  - a) *Appointment of Illinois Municipal Retirement Fund (IMRF) Agent*
  - b) *Resolution Transferring Money from the Education Fund to the Debt Service Fund*
3. *Other Matters*
  - a) *Approval of Board Meeting Minutes*
    - 1) *September 24, 2012 Regular Board Meeting*
    - 2) *September 24, 2012 Regular Meeting - Closed Session*

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

**B. Superintendent's Recommendations**

There were no additional recommendations for Board action.

**VIII. Superintendent's Report**

Superintendent Dr. Ann Riebock reported on the following matters:

- A. Enrollment remains stable at 3,635 students through September 30, 2012. Mr. Black noted that there are approximately 454 in portable classrooms. A copy of the enrollment report is attached. (Attachment)
- B. October 9 Institute Day: Two guest speakers gave presentations that were directly related to the District's Long Range Plan, in particular the Learner Characteristics and Positive Core. Nationally known psychologist Dr. Robert Brooks spoke about nurturing motivation and resilience in students; Dr. Tim Wahlberg of the Prairie Clinic in Geneva, Illinois spoke about working with autistic students including ways to motivate them and deal with their unique needs in the classroom.

**IX. Board Reports**

- A. Committee Reports
  1. Finance and Facilities Committee meeting: Board member and Finance Committee Chair Drew Ellis gave a report on the meeting held earlier in the evening which included discussion about the 2013 functional budget analysis, a review of the annual fund transfer from the Education Fund to the Debt Service Fund and a review of the concept diagrams for remodeling the Hadley Library Learning Center.
- B. Other
  1. Teams for Excellence Summit (TFE): Board President Erica Nelson (and Dr. Riebock) reported on the TFE Summit that was held on September 27, 2012 at the Lake Ellyn Boathouse. Approximately 100 teachers, support staff, administrators and parents, gathered for a three hour working session focused on the Long Range Plan in action through the Teams for Excellence. The session included identifying specific actions and practices that will support the Long Range Plan at all levels of the organization. The group's work also focused on identifying ways in which we are demonstrating and embedding the Learner Characteristics in classrooms and in the work environment across the district, and "unpacking" the D41 Positive Core (what does it look like, feel like, sound like.) The Board has discussed the importance of

teachers and staff and parents having ownership of our 21<sup>st</sup> educational practices as the District begins a leadership transition next year and the commitment by this group sends a strong message that in fact is the case. Dr. Riebock noted that it was one of the most energizing meetings in a while and demonstrated the high commitment of our leadership and ambassadors across the district.

2. DuPage IASB Fall Dinner Meeting -October 2, 2012: Mrs. Nelson attended the October 2 dinner meeting with Board members: Sam Black and Dan Smith and Dr. Riebock and noted the discussion about changes in the law regarding mandatory training for board members and reminded board members to complete the on-line training for the Open Meetings.

Board members Sam Black and Dan Smith reported on a presentation by Dr. Quintin Shepherd of Skokie School District 69 that included D69's recent teacher contract negotiations and a new model for teacher compensation that was developed. They also noted Erica Nelson's recognition for achievement Master Board Member status.

Sam Black described the IASB on-line professional course he recently completed and encouraged other Board members to take advantage of the professional development opportunities offered by IASB. Mr. Black also noted the next Policy Committee meeting is scheduled for October 26, 2012.

2. John Kenwood attended the Lincoln PTA meeting and reported that they are examining ways in which the PTA can support the District's STEM Lab projects.

#### **IX. Discussion Items**

- A. Superintendent Search Planning Discussion: Mary Fasbender and Don Kussmaul, representatives of the search firm Ray and Associates, facilitated the Board's discussion relative to finalizing the search timeline, scheduling meetings with stakeholder groups, developing the promotional brochure and determining a compensation range for the new superintendent. The Board reached consensus on the attached timeline but deferred its discussion on determining the compensation range until data from the stakeholder meetings is compiled and the leadership profile characteristics are identified. The Board will make a final determination at a special meeting scheduled for October 29, 2012.

#### **X. Upcoming Meetings**

- A. October 22, 2012 Regular Board Meeting, 7:30 p.m., Central Services Office
- B. November 12, 2012 Regular Board Meeting, 7:30 p.m., Hadley Jr. High School

#### **XI. Other**

There were no other matters considered by the Board.

#### **XII. Public Participation**

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

#### **XIII. Adjourn to Closed Session**

*At 9:12 p.m. Board members John Kenwood moved and Sam Black seconded to adjourn to closed session to discuss:*

- A. *Collective negotiating matters between the District and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.*
- B. *The purchase or lease of real property for the use of the District, including meetings held for the purpose of discussing whether a particular parcel should be acquired.*
- C. *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": Howard, Black, Ellis, Smith, Kenwood and Nelson; answering "Nay": None. Motion carried.*

**XIV. Return to Open Session**

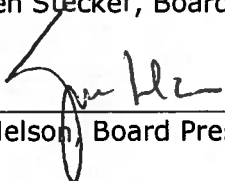
*The Board returned to open session at 10:38 p.m.*

**XVI. Adjournment**

*Board members John Kenwood moved and Sam Black seconded to adjourn the meeting at 10:38 p.m. Motion carried on a unanimous voice vote.*

Respectfully submitted,

Maureen Stecker, Board Recording Secretary

  
Erica Nelson, Board President

  
Terra Costa Howard, Board Secretary

Minutes approved: October 22, 2012

## Glen Ellyn School District #41 Board Report

**Date:** October 9, 2012

**Title:** Personnel Report – Final

**Contact:** Laurie Campbell, Director of Human Resources

**Long-Range Plan Focus:** The recommendations contained in this Personnel Report support Goal #2, Development of Human Capital, of the Superintendent's Long-Range Plan.

**Employment Recommendations:**

Name	School	Position	Placement/Salary	Effective Date
Jennifer Prosser	CSO	Human Resource Specialist	\$28.00 per hour/\$37,379.70	October 24, 2012

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



**RESOLUTION**

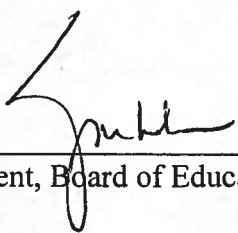
BE IT AND IT IS HEREBY RESOLVED by the Board of Education of Glen Ellyn School District No. 41, DuPage County, Illinois, that effective October 9, 2012, Robert Ciserella shall be appointed and shall serve as the designated agent of said School District No. 41 for Illinois Municipal Retirement Fund (IMRF) purposes and shall exercise all power and authority attendant to such official position.

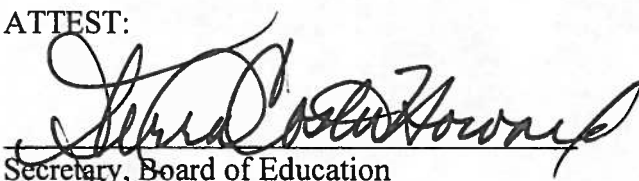
AYES: Howarth, Black, Ellis, Smith, Kenwood, Nelson

NAYS: None

ABSENT: Donbrak

Adopted 10-9, 2012.

  
\_\_\_\_\_  
President, Board of Education

ATTEST:  
  
\_\_\_\_\_  
Secretary, Board of Education



# NOTICE OF APPOINTMENT OF AUTHORIZED AGENT

IMRF Form 2.20 (Rev. 08/2011)

## INSTRUCTIONS

- Appointment of an Authorized Agent is to be made by adoption of a resolution by the governing body.
- The clerk or secretary of the governing body must certify the appointment (see Certification below).
- Mail the completed form to the Illinois Municipal Retirement Fund.
- A copy of the completed form should be retained by the employer.
- The new Authorized Agent will need to register for a new User ID on IMRF Employer Access.

Employer Name Glen Ellyn School District #41			Employer IMRF I.D. Number 1579	
Authorized Agent's First Name Mr.	Middle Initial Robert J.	Last Ciserella	Jr., Sr., II, etc.	Social Security Number 356-48-5113
Type of governing body Board of Education				
Date appointment made 10/09/2012		Effective date of appointment 10/09/2012		Position Title Assistant Superintendent FFO
Powers and duties delegated to Authorized Agent pursuant to Sec. 7-135 of Illinois Pension Code by governing body (P.A. 97-0328 removed the requirement that the Authorized Agent be a participant in IMRF to file a petition or cast a ballot):				
To file Petition for Nominations of an Executive Trustee of IMRF			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
To cast a Ballot for Election of an Executive Trustee of IMRF			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Signature of Authorized Agent 			Date	
<b>Certification</b> I, <u>Terra Costa Howard</u> , do hereby certify that I am <u>Secretary</u> (Name) (Clerk or Secretary) of the <u>Glen Ellyn School District #41</u> (Name of Employer) and the keeper of its books and records and the foregoing appointment and delegation were made by resolution duly adopted on the date indicated. SEAL  Signature of Clerk or Secretary				
<b>Business Address</b> All correspondence and communications with the Authorized Agent are to be addressed as follows:				
Name (if different from above) Mr. Robert J. Ciserella				
Business Address 793 N Main Street				
City State and Zip + 4 Glen Ellyn, IL 60137				
Telephone (w/area code and extension) (630) 534-7220			Alternate telephone number (w/area code and extension) (630) 790-6400	
FAX (w/area code) (630) 790-6540			Email address bciserella@d41.org	

Illinois Municipal Retirement Fund  
2211 York Road Suite 500 Oak Brook, IL 60523-2337  
Member Services Representatives 1-800-ASK-IMRF (1-800-275-4673)

[www.imrf.org](http://www.imrf.org)

**RESOLUTION TRANSFERRING MONEY  
FROM THE EDUCATION FUND TO THE DEBT SERVICE FUND**

WHEREAS, Part 100 of the Illinois Administrative Code, including without limitation 23 Ill. Adm. Code 100.50, and the Illinois Program Accounting Manual (the "IPAM"), requires Illinois school districts to document the funding of, accounting for, and expenditures from the Debt Service Fund; and

WHEREAS, the Board of Education desires to remain in compliance with generally accepted accounting principles and the requirements set forth in the IPAM; and

WHEREAS, the Board of Education previously authorized and directed the School Treasurer to establish a Debt Service Fund in order to remain in compliance with generally accepted accounting principles and those requirements set forth in the IPAM; and

WHEREAS, the Board of Education has determined that it is in the best interest of the School District to direct the School Treasurer to transfer certain funds dedicated to capitalized lease payments from the Education Fund to the Debt Service Fund in order to provide moneys with which to meet those expenses, which are properly made from the Debt Service Fund pursuant to IPAM;

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

Section 1. The Board of Education hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does hereby incorporate them into this Resolution by reference.

Section 2. The School Treasurer of the School District is hereby directed to transfer \$268,455.74 from the Education Fund to the Debt Service Fund, such transfer to be made effective October 10, 2012.



Section 3. This Resolution shall be in force and effect upon its adoption.

AYES: Howard, Black, Ellis, Smith, Kenwood, Nelson

NAYS: None

ABSENT: Vandrak

Dated this 9<sup>th</sup> day of October, 2012.

[Signature]  
President, Board of Education

ATTEST:  
[Signature]  
Secretary, Board of Education

Monthly Enrollment Report  
October 1, 2012

School	Grade	Total Enrollment	Enrollment/section						Self Contained Spec Ed
Abraham Lincoln	K	87	20	22	22	23			
	1	99	20	20	20	20	19		
	2	107	21	21	22	21	22		
	3	97	24	25	<b>25</b>	<b>23</b>			
	4	109	<b>23</b>	<b>22</b>	<b>22</b>	<b>21</b>	<b>21</b>		
	5	95	24	23	24	24			
Total Enrollment:		594							
August 31		594							

Benjamin Franklin	K	87	23	20	24	20			
	1	94	22	22	22	23			5
	2	76	18	17	19	19			3
	3	101	26	25	24	25			1
	4	107	26	25	27	27			2
	5	103	<b>25</b>	<b>24</b>	<b>24</b>	<b>25</b>			5
Total Enrollment:		568							
August 31		566							

Churchill	K	110	27	21	22	21	19		
	1	118	19	21	20	17	21	20	
	2	85	22	<b>23</b>	<b>22</b>	<b>18</b>			
	3	113	7	20	<b>21</b>	<b>22</b>	<b>22</b>	<b>21</b>	
	4	110	5	20	21	21	22	21	
	5	94	23	24	23	24			
	PreK	30							
Total Enrollment:		660							
August 31		659							

Forest Glen	K	84	20	19	20	18			7
	1	71	23	24	23				1
	2	83	20	21	21	20			1
	3	92	23	23	<b>23</b>	<b>23</b>			
	4	83	28	27	28				
	5	84	28	28	<b>28</b>				
	PreK/EC	82							
Total Enrollment:		579							
August 31		564							

Hadley			Enrollment/Team						
	6	416							1 add 1 5th
	7	398							6 grd for GIP
	8	420							7
Total Enrollment		1,234	<b>PORTABLES 1-4 HOUSE 6TH, 7TH AND 8TH GRADE MATH</b>						
August 31		1,233	<b>PORTABLES 5-10 HOUSE 6TH GR. MATH &amp; 7TH-8TH SOCIAL STUDIES</b>						

District Total Current 8/31/2012

EC/Pre-K	112	102	Special Education: Churchill: PreK Franklin: MIP Forest Glen: PreK/EC/PreK Tuition, MIP Hadley: MIP, GIP, ED (Emotional Disorders)
K	368	366	
1	382	380	
2	351	349	
3	403	401	
4	409	411	
5	376	374	
6	416	414	
7	398	400	
8	420	419	
Grand Total	3,635	3,616	

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