



# 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

SEPTEMBER 10, 2012 - 7:30 PM

CENTRAL SERVICES OFFICES  
793 NORTH MAIN STREET  
GLEN ELLYN, ILLINOIS

*(The Board of Education meeting was preceded by an informal reception at 7 p.m. for new staff.)*

#### **Call to Order**

The Regular Meeting of the Board of Education was called to order at 7:31 p.m.

#### **Pledge of Allegiance**

Vice President Drew Ellis led in the recital of the Pledge of Allegiance.

#### **Roll Call**

Upon the roll being called, the following answered present: John Kenwood, Dan Smith, Jr., Terra Costa Howard, Drew Ellis and Erica Nelson. Mr. Black joined the meeting at 7:34 p.m.; Mr. Vondrak joined the meeting at 8:50 p.m.

#### **Electronic Participation**

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

*Mrs. Howard moved and Mr. Smith second to approve Mr. Vondrak's participation in the meeting. On a roll call vote answering "Aye": Kenwood, Howard, Ellis, Smith and Nelson; answering "Nay": None. Motion carried.*

#### **Public Participation**

There was no public participation.

## **Recognition**

Board members welcomed staff members new to District 41.

### **Abraham Lincoln**

Catherine DelGuidice–Food Server  
Marnie Fabis–Food Server  
Trisha Gauri–4<sup>th</sup> Grade  
Ryan Ignacio–3<sup>rd</sup> Grade  
April Macatangay–Art  
Michael Murphy–Computer Lab  
Judy Smith–Food Server

### **Churchill**

Kristyn Bustos–Bilingual Sp and ENL  
Hilda Esparza–Bilingual Liaison  
Vasillaq Kolce (Bill)–Custodian  
Analynda Lara–Lagunes–Spanish  
Inst.Aide  
Harriette Morrison–Food Server  
Luis Medrano CH/FG–Tech Support  
Tina Roeda–Food Server

### **Forest Glen**

Denise Bailey–Food Server  
Sandra Osborn–Special Ed Aide  
Rudy Schuh FG/CSO–Custodian  
Amy Secrest–Food Server  
Deborah Wettour–Food Server

### **Benjamin Franklin**

Jennifer Donovan–Food Server  
Kristin Slezak–Food Server

### **Hadley Jr. High School**

Bridget Adkins–Math  
Anne Berg–Math  
Alyssa Gray–Special Ed GIP  
Kenneth Kozin–Student Services  
Coordinator  
Samantha Lorens–Band

### **Central Services Office**

Dave Scarmardo–Director of Building & Grounds

## **Presentations, Reports and Initiatives**

Student Achievement Presentation: Assistant Superintendent for Teaching, Learning and Accountability Karen Carlson presented an overview of the District's [annual report on student progress](#) that included the 2012 ISAT results and the fall MAP assessment results. Overall, 91.7% of our students meet or exceed standards. Below are highlights of the report:

- Student achievement is largely stable with most students doing well, especially in math. A number of grade levels showed an overall shift to higher performance, with more students exceeding standards and fewer in Below and in Academic Warning. This could be due to the alignment of the literacy and math curricula to the more rigorous standards of the New Common Core, the impact of guided reading instruction at the elementary level and the curriculum revisions for English Language Learners.
- Science results generally have shown a slight downward trend. This could be due to the increased focus on reading and math and is something the district is addressing.
- Subgroup performance remains a concern; each sub-group of students is expected to improve on the ISATs each year as required by No Child Left Behind (NCLB). Students tend to do better the longer they are in the district.
- Reading levels are improving at all elementary grades with more students at or above grade level as measured by Fountas and Pinnell.

Next steps: The District will continue to monitor student progress using the instruments noted above as well as track progress as part of each school's improvement plan. There are a number of initiatives underway to strengthen student achievement based on embedding the New Common Core; creating rigorous "great tasks" in math; assessing the D41 Learner Characteristics; continuing use of the Odyssey online learning program to support learning

at home; and preparing for a revision of the science curriculum in 2012-2014.

**Action Items**

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

*Board members Ellis moved and Howard seconded to approve the reports and recommendations contained in the consent agenda which included:*

1. *Human Resources*
  - a. *Personnel Report*
    1. *Employment Recommendations*
    2. *Resignations*
2. *Finance, Facilities and Operations*
3. *Other Matters*
  - a. *Approval of Board Meeting Minutes*
    1. *August 27, 2012 Regular Board Meeting*
    2. *August 27, 2012 Regular Meeting - Closed Session*
  - b. *Semi-Annual Review of Closed Session Minutes*
  - c. *Destruction of Closed Session Audio Recordings*

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

- B. Superintendent's Recommendations

1. FGM Contract Renewal-Amendment 23-Professional Services Agreement: At its August 27<sup>th</sup> meeting, the Board discussed the administration's recommendation to renew the district's contract with FGM Architects. Amendment 23 of the Professional Services Agreement between District 41 and FGM Architects incorporates all of the anticipated work that will be required of FGM Architects during fiscal year 2013 at an estimated cost of \$250,000.

In response to a Board member request, Superintendent Dr. Ann Riebock reported that the Board was provided with supplemental Master Facilities Planning information that included a more detailed description of the rationale for weekly meetings with FGM as well as a detailed breakdown of the phases for basic services. The Board asked if FGM's rates are negotiated. It was noted that cost adjustments have been made in the past at the conclusion of the project work. Dr. Riebock explained that the \$250,000 is the maximum projected cost based on the scope of the work and added that costs could be less if the scope of the work was to change.

It was the consensus of the Board that FGM Architects has met all of the criteria of the evaluation matrix and to renew its contract with the firm

*Board members Howard moved and Black seconded to approve the administration's recommendation to renew the district's contract with FGM Architects as outlined on the attached... On a roll call vote answering "Aye": Howard, Black, Ellis, Smith, Kenwood and Nelson; answering "Nay": None. Motion carried.*

(Attachment)

### **Superintendent's Report**

- A. Enrollment Report: The Monthly Enrollment Report through August 29, 2012 (Sixth Day) is attached.

(Attachment)

- B. Long Range Plan: In the interest of time, Dr. Riebock presented the Board with a written update of the Long Range Plan and suggested deferring her verbal report until the next Board meeting.

### **Board Reports**

#### **1. Board Committee Reports**

- A. Finance and Facilities Committee: Board member and Chair Drew Ellis reported on the meeting which was held earlier in the evening. Discussion topics included preferred and alternate summer projects. The majority of the proposed projects are focused on the Hadley Library Learning Center and discussion is still in its preliminary stages. There will be more information forthcoming at a future Finance meeting.

#### **2. Other**

- A. Board member Terra Costa Howard provided highlights of the September 6, 2012 Learning Leadership Team meeting. The group agreed upon final revisions to the posters of the Learner Characteristics which are different for elementary and middle school and will be displayed in classrooms. Mrs. Howard noted that LLT's work is focused on embedding and promoting the Learner Characteristics and teachers are showing a sense of ownership.
- B. Board member Erica Nelson reported on the work of the Policy Committee. Sam Black will take over as chair. Future work will include a review of Section 3 and possibly Section 8.

### **Discussion Items**

- A. Superintendent Search Firms: Board President Erica Nelson summarized the Board's discussion at its August 20 and 27, 2012 meetings regarding the selection of a firm to conduct the district's search for a superintendent to replace Superintendent Dr. Ann Riebock who is retiring on June 30, 2013. Mrs. Nelson noted that the purpose of this meeting is to discuss and consider new information about the two preferred firms: Hazard, Young, Attea & Associates and Ray & Associates. Mr. Kenwood and Mrs. Howard reported that both firms were contacted again and both provided references and supplemental information that meets the Board's criteria for experience with similar districts. Additionally, JoAnn Desmond, the third member of their team and senior associate of Hazard, Young and Attea for 10 years was present to provide the Board with her background information as well as answer any questions.

The outcome of a straw poll vote: Ray and Associates: Dan Smith, Sam Black, Drew Ellis and John Kenwood; Hazard, Young, Attea and Associates: Erica Nelson, Terra Costa Howard and Steve Vondrak. The Board will take a formal vote on the matter after closed session.

### **Upcoming Meetings**

- A. September 24, 2012 Regular Board Meeting, 7:30 p.m., Central Services Office  
B. October 9, 2012 Regular Board Meeting, 7:30 p.m., Central Services Office

### **Other**

There were no additional matters discussed by the Board.

**Public Participation**

There was no public participation.

**Adjourn to Closed Session**

*At 9:33 p.m., Board members Kenwood moved and Smith seconded to adjourn to closed session to discuss the following matters:*

- 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": Ellis, Smith, Kenwood, Vondrak, Howard, Black and Nelson; answering "Nay": None. Motion carried*

**Return to Open Session**

The Board returned to open session at 10:58 p.m.

**Action Item**

*Superintendent Search Firm Selection: Board members Black moved and Kenwood seconded to engage the firm of Ray & Associates to conduct the superintendent search for the District 41 superintendent as discussed earlier in the meeting. On a roll call vote answering "Aye": Kenwood, Smith, Black, Ellis and Nelson; answering "Nay": Howard and Vondrak. Motion carried.*

**Adjournment**

*There being no further business to be considered by the Board, Board members Black moved and Kenwood seconded to adjourn the September 10, 2012 meeting at 11:00 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: September 24, 2012



## District 41 Student Achievement Data - 9/10/12

### Main Goal and Requirement of NCLB

- 100% of students meeting standards in reading and mathematics by 2014
- Disaggregate student achievement data by:
  - Race/ethnicity
  - Limited English proficiency
  - Low income
  - Special needs



## AYP - Adequately Yearly Progress

AYP represents the annual academic performance targets in reading and math that the State, school districts, and schools must reach.

All students and subgroups of **45 or more** students are calculated for AYP.

AYP calculations in Illinois are based on three factors:

- Meeting Target Math and Reading Scores
- Participation Rates – a 95% participation rate of students in all measurable subgroups
- Performance Targets for Attendance Rate

# Adequate Yearly Progress Schedule

Year	% of Students in a Subgroup Meeting/Exceeding for AYP	Attendance Schedule for AYP (95% of all subgroups must take either the ISAT/IAA)
2004	40%	89%
2005	47.5%	89%
2006	47.5%	89%
2007	55%	90%
2008	62.5%	90%
2009	70%	90%
2010	77.5%	91%
2011	85%	91%
2012	85%*	91%
2013	92.5%	92%
2014	100%	92%

\* Changed by ISBE in Aug 2012



## ISAT/MAP

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The **Illinois Standards Achievement Test (ISAT)** measures individual student achievement relative to the Illinois Learning Standards. The results give parents, teachers, and schools *one measure* of student learning and school performance.

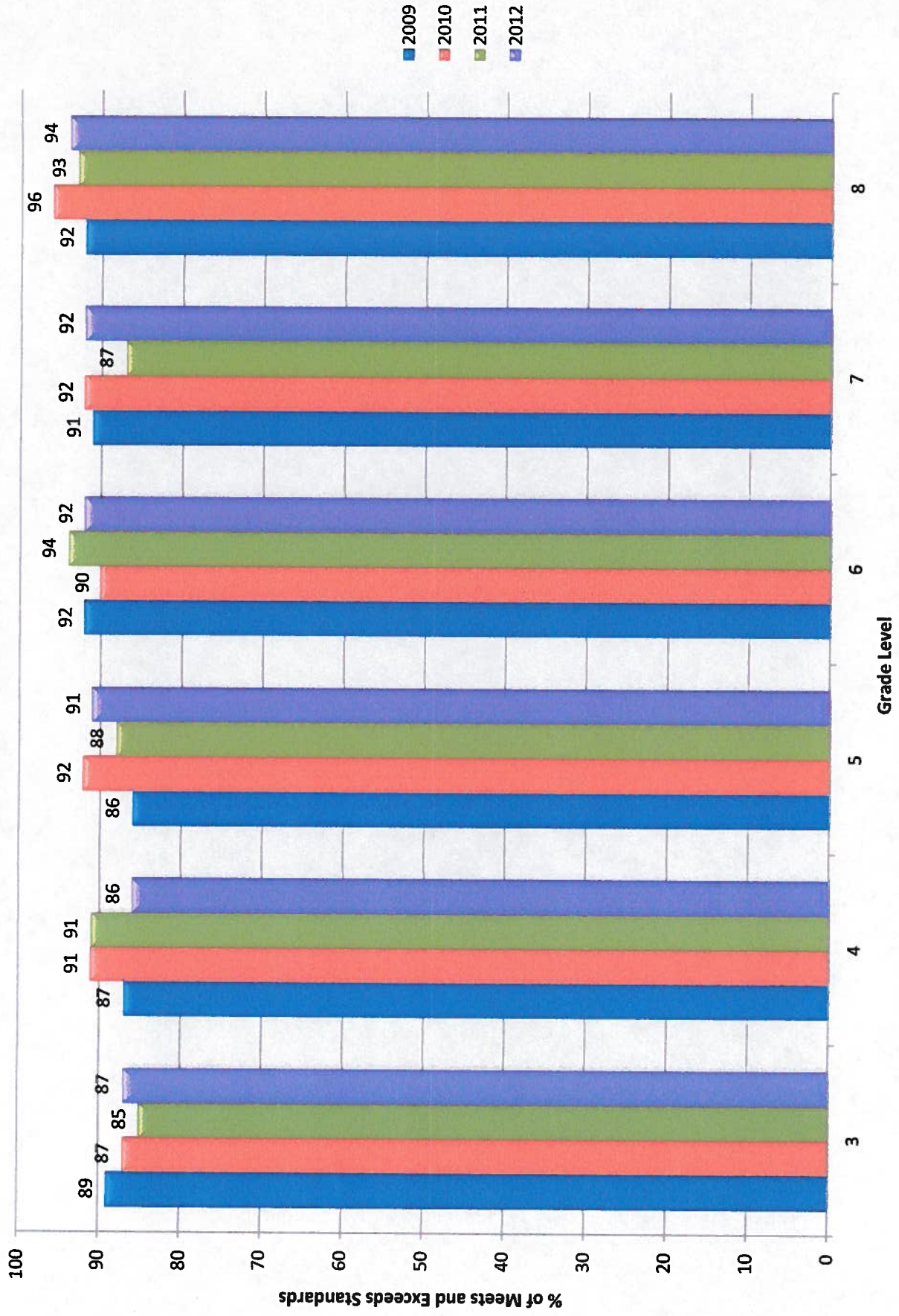
The **Measures of Academic Progress (MAP)** test is a state-aligned computerized, adaptive test that reflects the instructional level of each student and measures growth over time, independent of grade level or age. The results give parents, teachers, and schools an additional *measure* of student learning.

# Percentage of Student Scores in Performance Levels

## Percent of Student Scores in Performance Levels

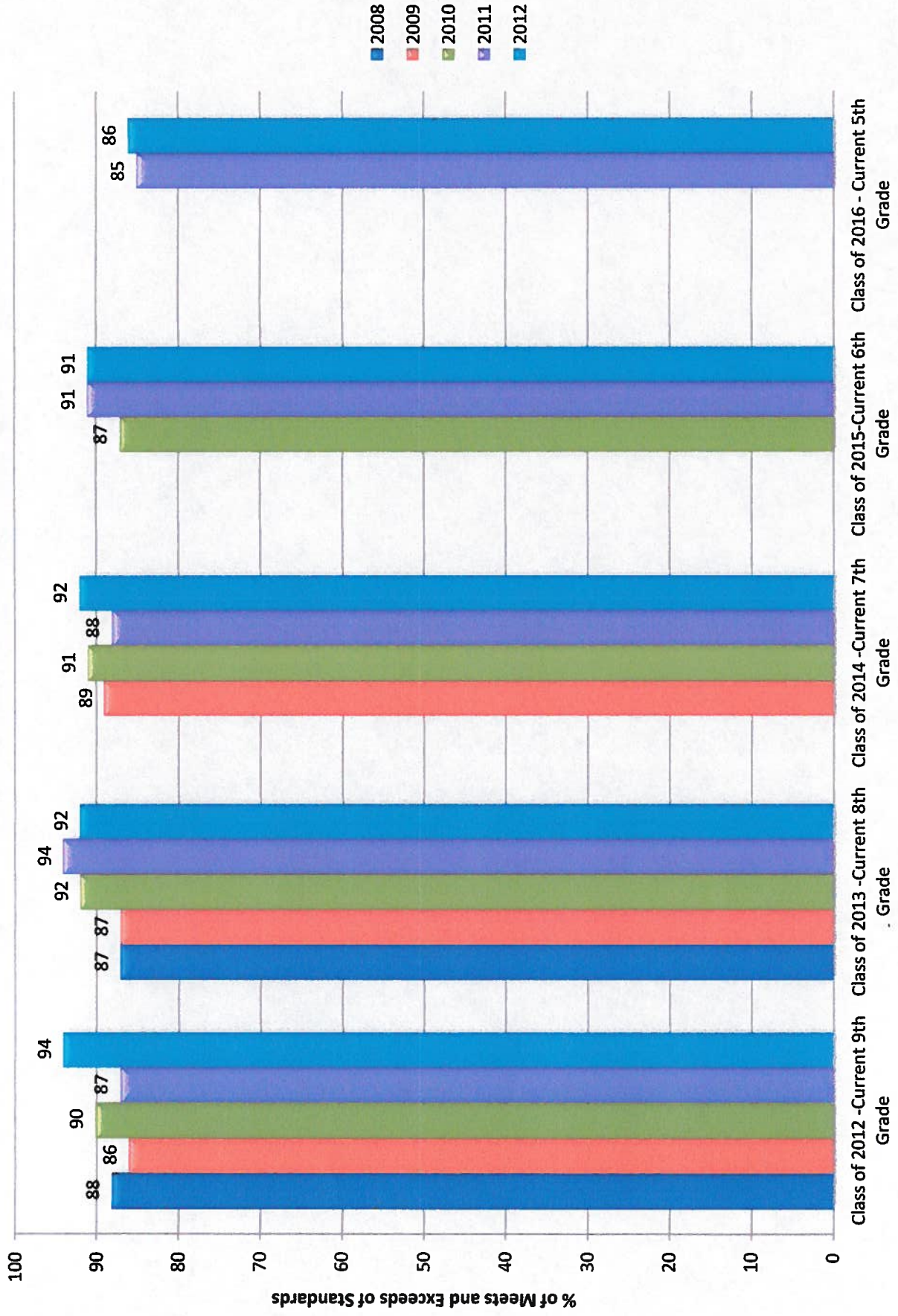
Subject	Year	Grade Level	Academic Warning	Below	Meets	Exceed	Meets or Exceeds Standards District	Meets or Exceeds Standards State
Reading	2012	3rd	1	12	37	50	87	76
	2011		4	11	34	51	85	75
	2010		2	11	40	47	87	74
	2012	4th	0	14	33	53	86	76
	2011		0	9	38	53	91	75
	2010		1	8	37	54	91	74
	2012	5th	0	9	37	54	91	78
	2011		0	12	37	51	88	76
	2010		0	8	37	54	92	75
	2012	6th	0	8	40	52	92	82
	2011		0	6	47	47	94	84
	2010		0	10	45	45	90	81
	2012	7th	0	8	49	43	92	78
	2011		0	12	54	33	87	79
	2010		0	8	53	38	92	78
	2012	8th	0	6	78	16	94	86
	2011		0	7	69	24	93	85
	2010		0	5	73	23	96	84

# ISAT Performance - Reading





# ISAT Reading Performance by Cohort



## Sub Group Performance in Reading

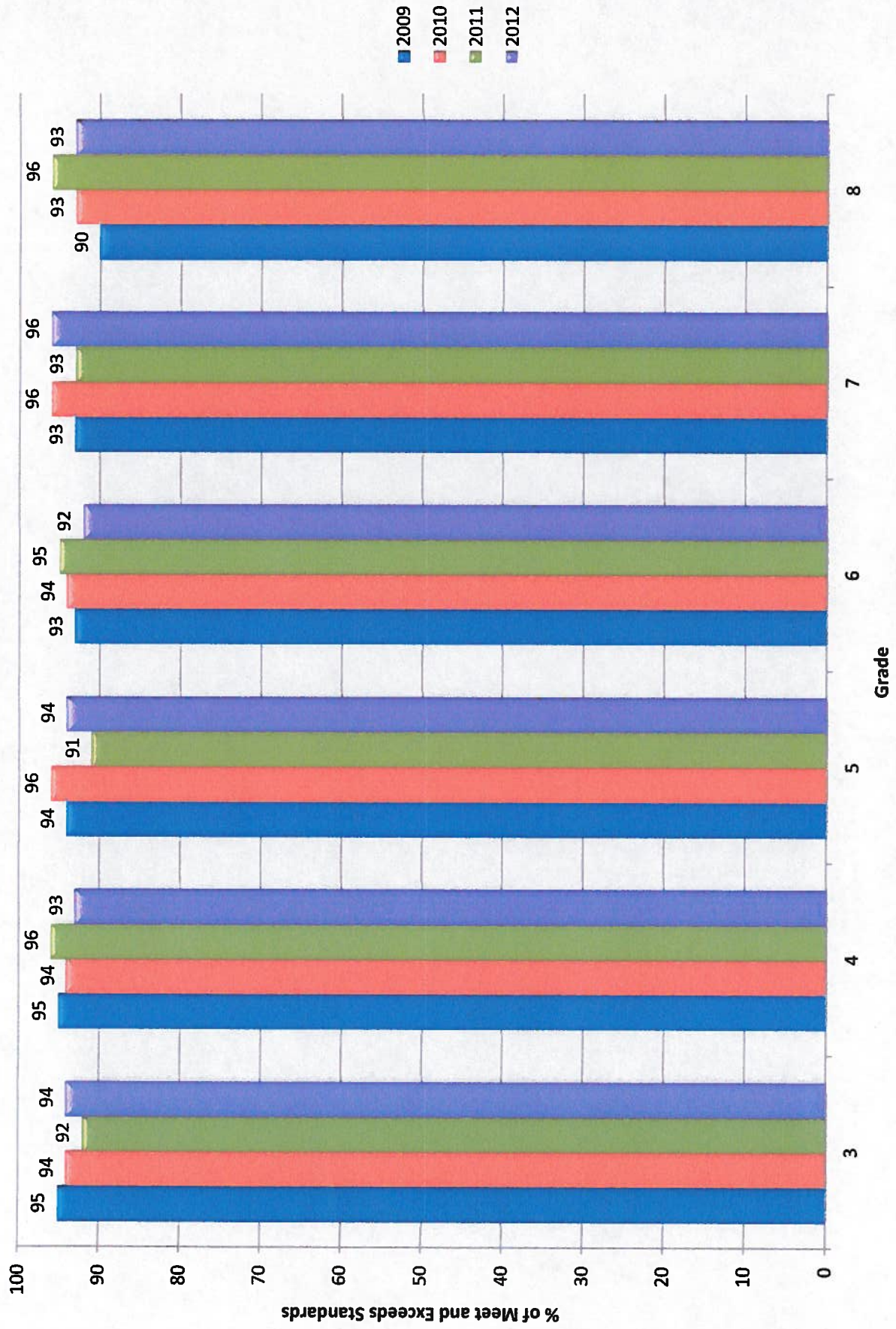




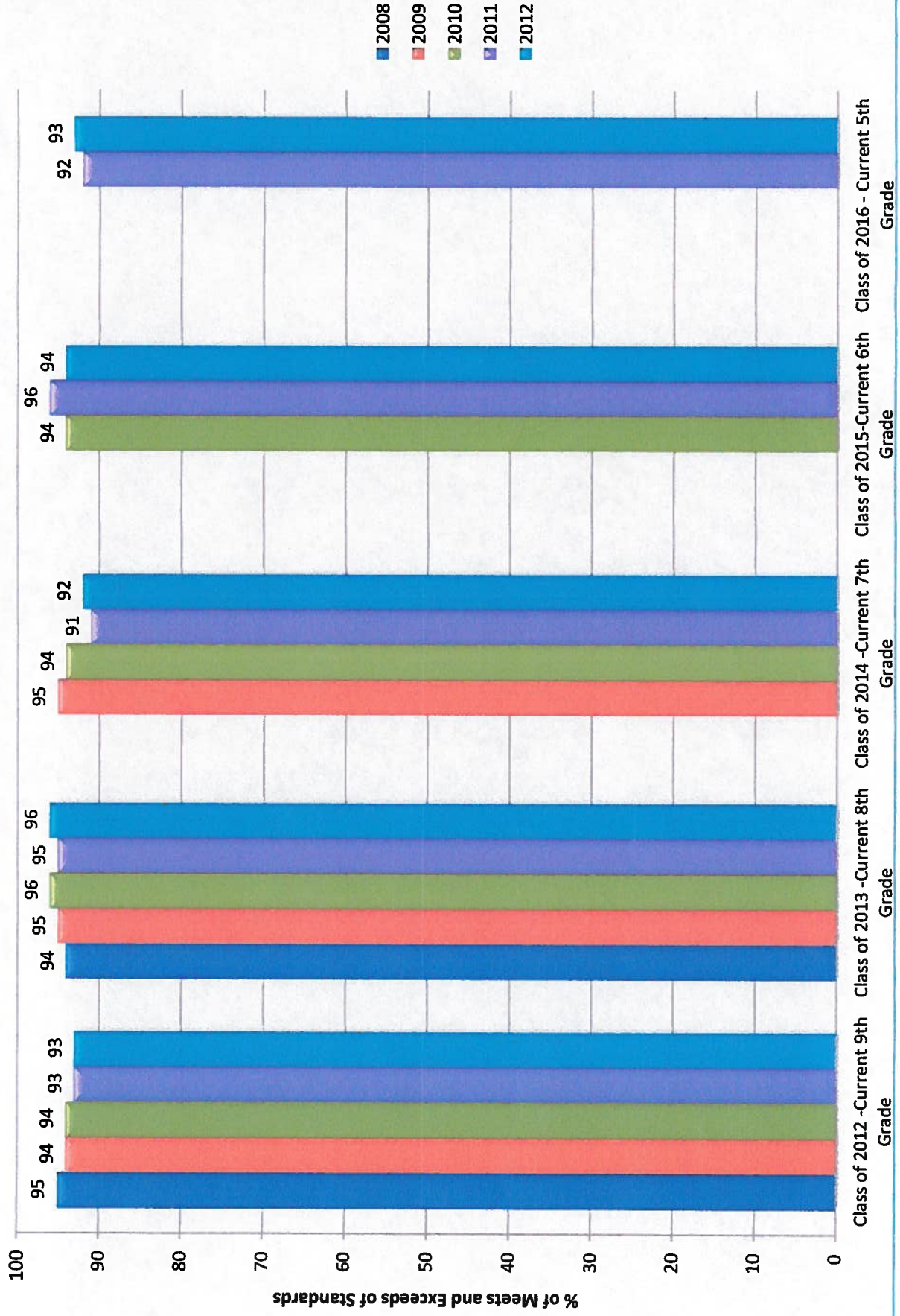
# Percentage of Student Scores in Performance Levels

Subject	Year	Grade Level	Academic Warning	Below	Meets	Exceed	Meets or Exceeds Standards District	Meets or Exceeds Standards State
Math	2012	3rd	1	5	28	66	94	88
	2011		2	5	22	70	92	87
	2010		2	4	28	66	94	86
	2012	4th	1	6	36	57	93	88
	2011		1	3	41	55	96	88
	2010		1	5	39	56	94	86
	2012	5th	0	6	53	41	94	84
	2011		1	7	47	44	91	84
	2010		0	4	57	39	96	83
	2012	6th	0	8	41	51	92	85
	2011		0	5	45	50	95	84
	2010		0	6	51	43	94	85
	2012	7th	0	4	35	61	96	85
	2011		1	5	38	55	93	84
	2010		1	3	39	57	96	84
	2012	8th	0	7	42	51	93	85
	2011		0	4	37	59	96	86
	2010		1	7	39	54	93	84
Science	2012	4th	1	11	50	38	88	80
	2011		1	9	52	37	89	79
	2010		1	6	61	32	93	77
	2012	7th	3	6	50	41	91	80
	2011		2	6	48	44	92	82
	2010		3	5	49	44	93	82

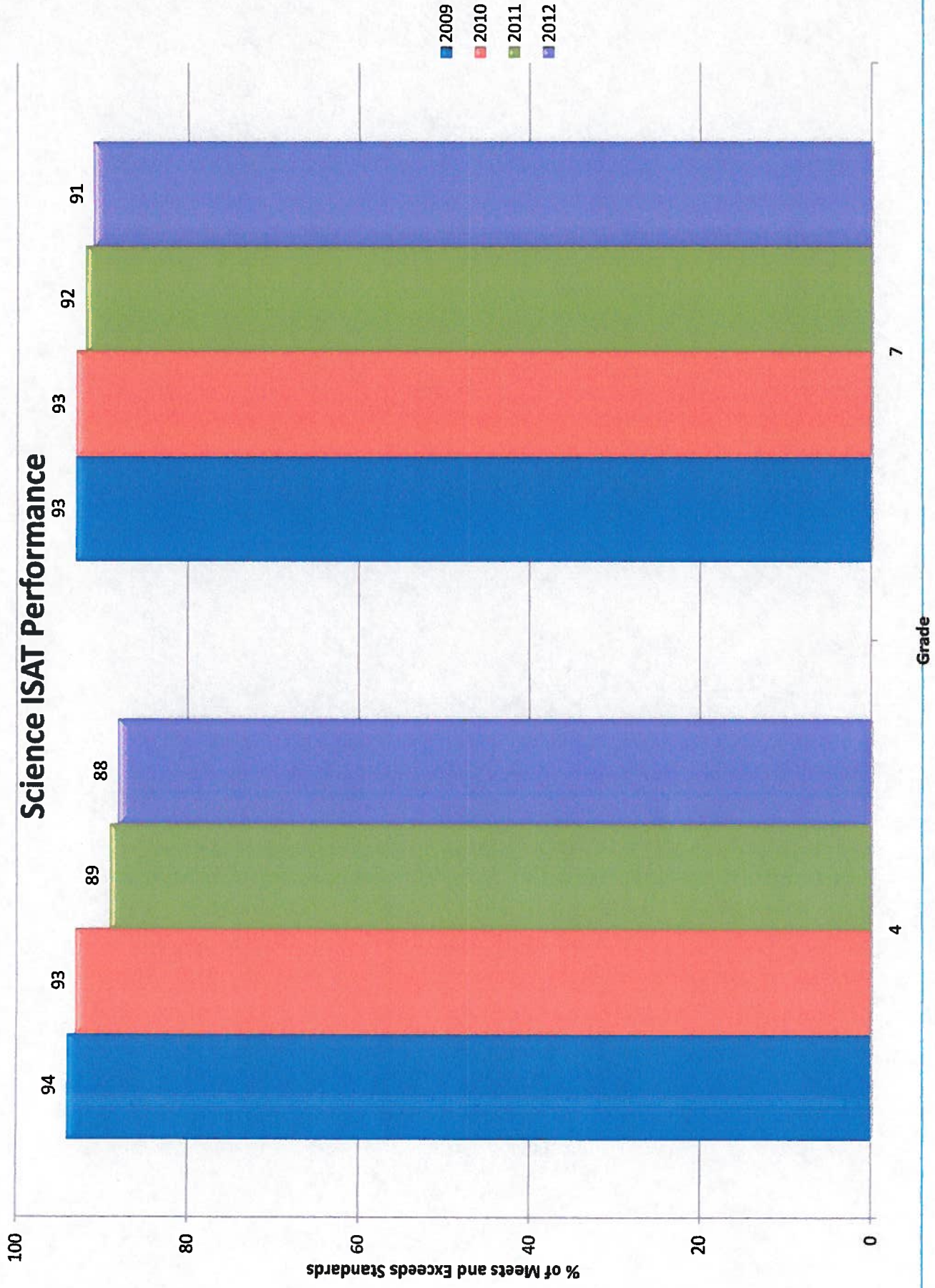
## ISAT Math Performance



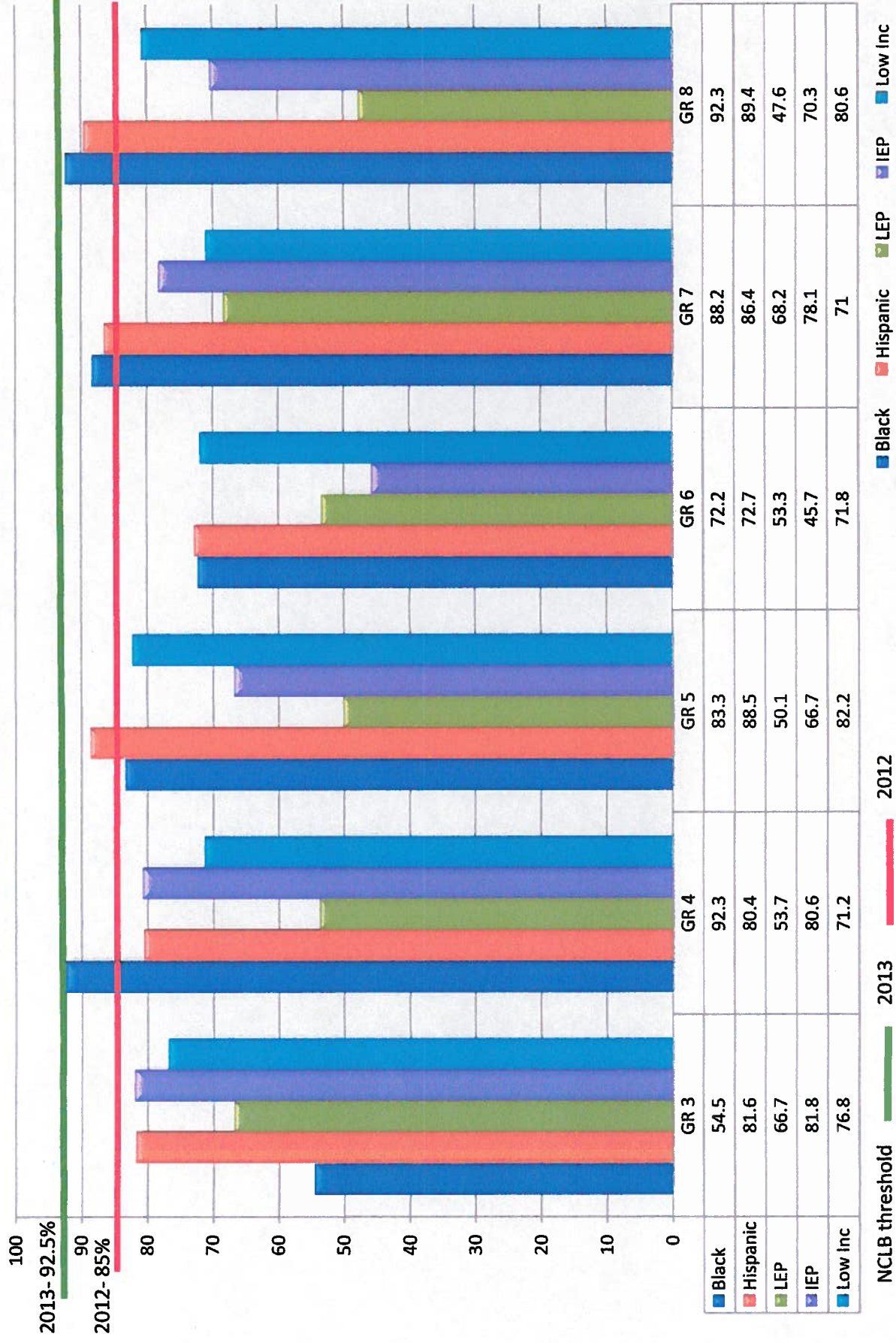
# ISAT Math Performance by Cohort







## Sub Group Performance in Math



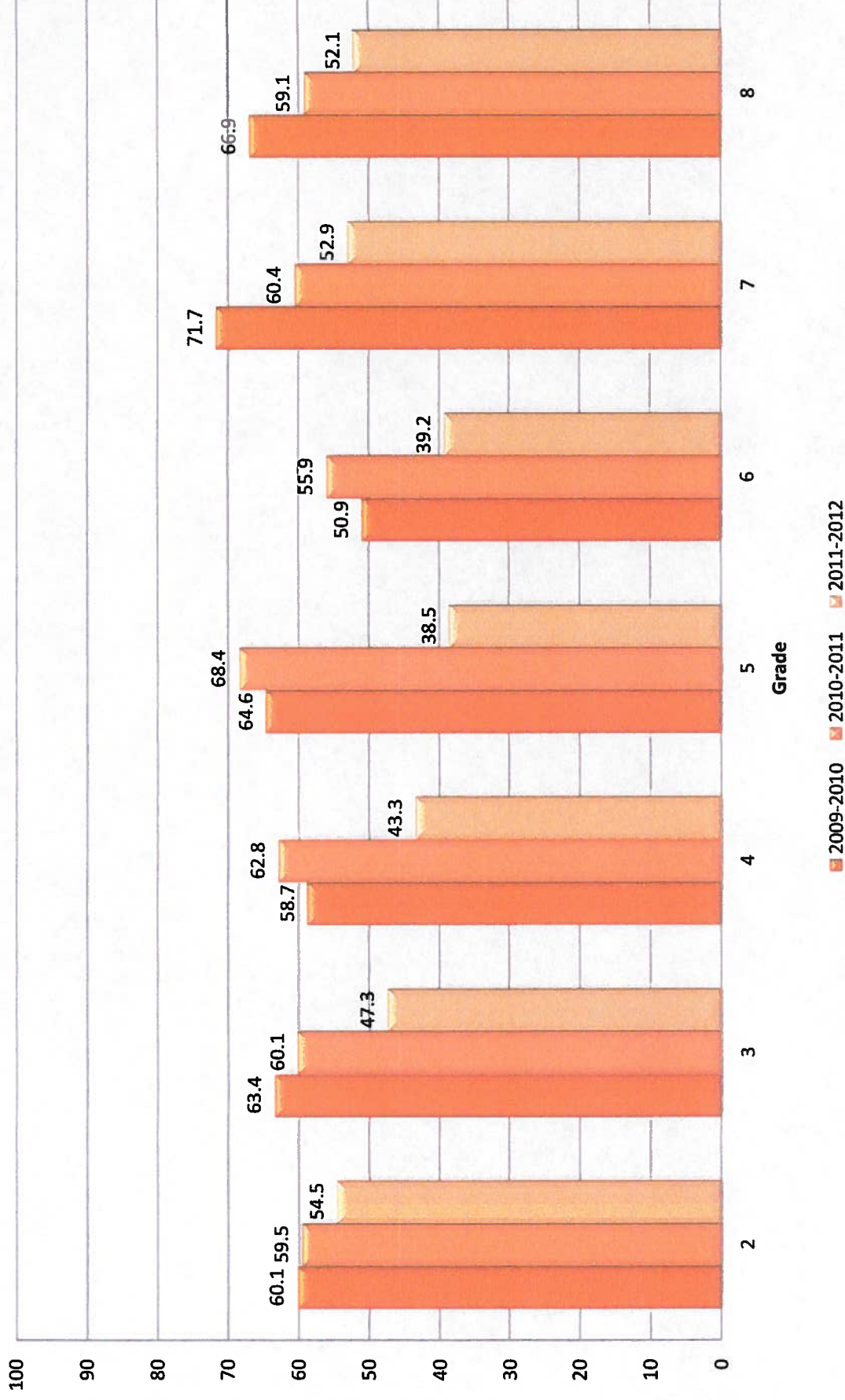


## MAP Growth in Reading (FA-SP)



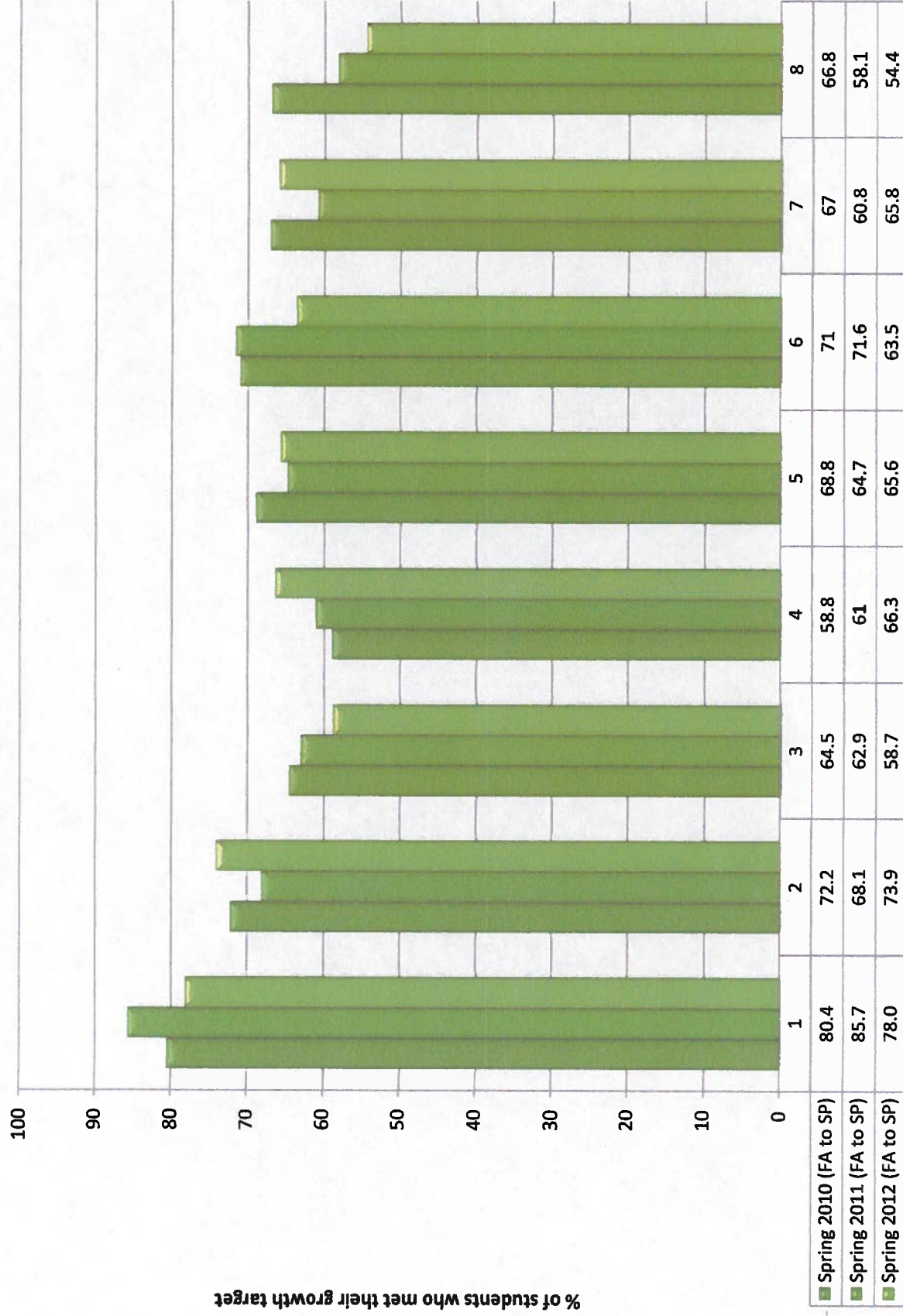
*2010 & 2011 Recalculated with New 2011 NWEA Target Norms*

# Reading Growth % of students who met growth target Spring to Spring



2010 & 2011 Recalculated with New 2011 NWEA Target Norms

## MAP Growth in Math (FA-SP)



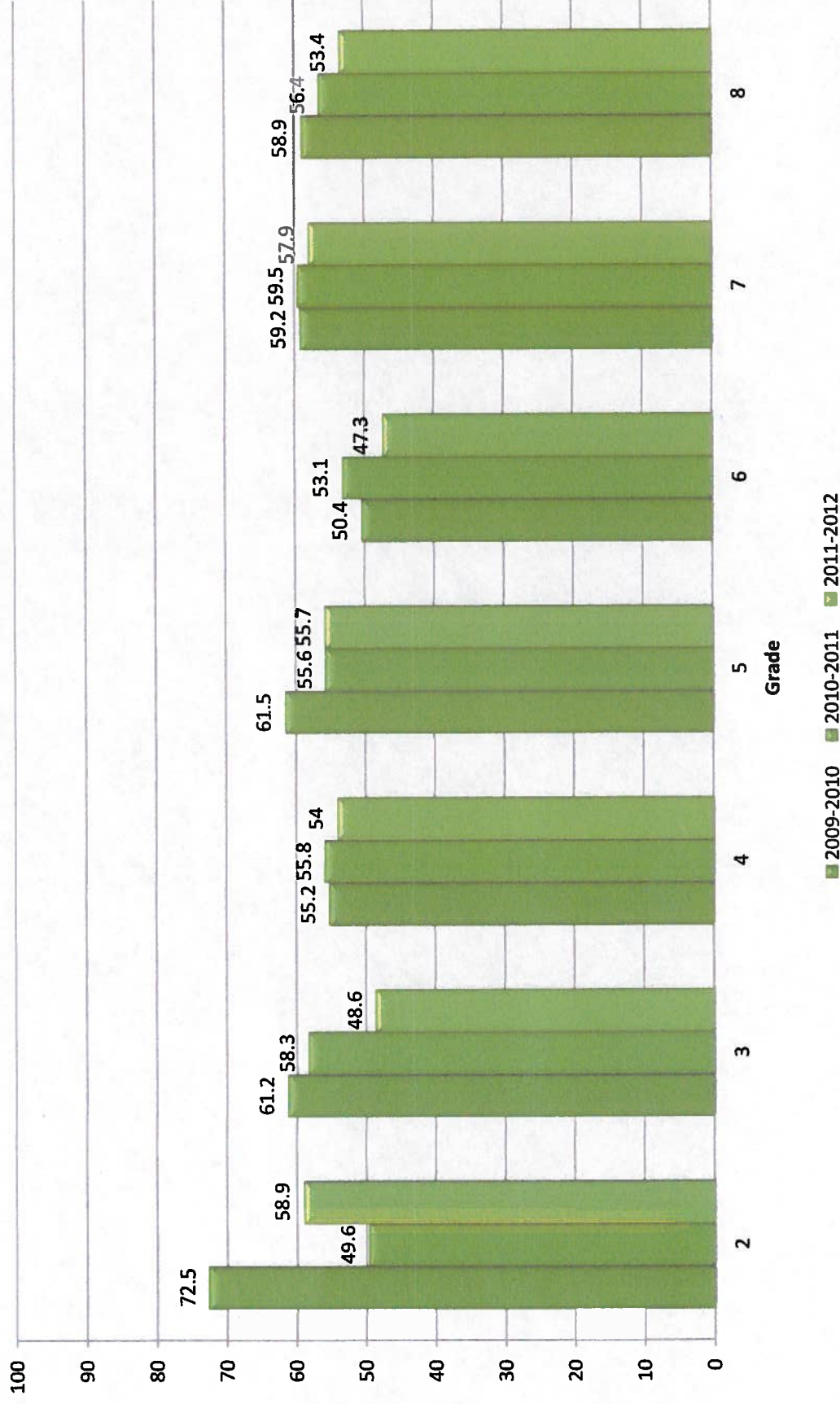
2010 & 2011 Recalculated with New 2011 NWEA Target Norms



# Math Growth

## % of students who met growth target

### Spring to Spring



2010 & 2011 Recalculated with New 2011 NWEA Target Norms

# Fountas and Pinnell End of Year Performance 2010 - 2012

Spring 2010

F&P Level	K	1	2	3	4	5
Pre A	16	5				
A	14	3				
B	63	5				
C	83	7				
D	58	7	2			
E	35	12	4			
F	16	12				
G	72	24		1		
H		26	2			
I	1	57	4	1		
J	1	61	1	3		
K		30	12	6		
L		40	14	12		
M		89	32	13		
N		3	62	23		
O			41	28		
P			148	55		
Q			1	47		
R				61		
S				147		
T				1		
U						
V				1		
W						
X						
Y						
Z						

Spring 2011

F&P Level	K	1	2	3	4	5
Pre A	14					
A	18	1				
B	22	5		2	1	
C	68	2				
D	58	3	3	1		
E	45	6	2	1		
F	19	8	5			
G	62	32	1	2		
H	4	14	6	2	1	
I	2	71	1	3		
J	2	62	12	1		
K		30	8	6		
L	1	33	30	9	1	
M		99	55	9	4	
N		8	58	15	4	
O			62	17	7	
P			161	32	9	
Q			7	32	8	
R				70	24	
S				127	49	
T				11	75	
U					85	
V					133	
W					3	
X						
Y						
Z						

Spring 2012

F&P Level	K	1	2	3	4	5
Pre A	5	1			1	
A	10	3				
B	45	2	1		1	
C	75					
D	93		2			1
E	44	8	1	1	1	
F	25	8	4		2	
G	49	15	6	0	3	
H	4	9		1	1	
I	3	58	4	1		
J	1	68	7	2	2	1
K	3	40	12	1	1	
L		35	12	5	5	1
M		98	58	6	6	
N	3		43	15	3	2
O			59	22	3	2
P			183	43	7	1
Q			1	61	4	4
R				91	24	6
S				167	48	7
T			1		64	14
U					73	20
V					111	30
W					1	50
X						61
Y						26
Z						153

Shaded areas represent 2009-2010 Benchmark Levels

Text in red represents proposed 2012-2013 End-of Year Expectation



# Fountas and Pinnell End of Year Performance 2010 - 2012 (%)

Spring 2010

F&P Level	K	1	2	3	4	5
Percentage of Students						
Pre A	4%	1%				
A	4%	1%				
B	18%	1%				
C	23%	2%				
D	16%	2%	1%			
E	10%	3%	1%			
F	4%	3%				
G	20%	6%		0%		
H		7%	1%			
I	0%	15%	1%	0%		
J	0%	16%	0%	1%		
K		8%	4%	2%		
L		10%	4%	3%		
M		23%	10%	3%		
N		1%	19%	6%		
O			13%	7%		
P			46%	14%		
Q			0%	12%		
R				15%		
S				37%		
T				0%		
U						
V				0%		
W						
X						
Y						
Z						

Spring 2011

F&P Level	K	1	2	3	4	5
Percentage of Students						
Pre A	4%					
A	6%	0%				
B	7%	1%		1%	0%	
C	22%	1%				
D	18%	1%	1%	0%		
E	14%	2%	0%	0%		
F	6%	2%	1%	0%		
G	20%	9%	0%	1%		
H	1%	4%	1%	1%	0%	
I	1%	19%	0%	1%		
J	1%	17%	3%	0%		
K		8%	2%	2%		
L	0%	9%	7%	3%	0%	
M		26%	13%	3%	1%	
N		2%	14%	4%	1%	
O			15%	5%	2%	
P			39%	9%	2%	
Q			2%	9%	2%	
R				21%	6%	
S				37%	12%	
T				3%	19%	
U					21%	
V					33%	
W					1%	
X						
Y						
Z						

Spring 2012

F&P Level	K	1	2	3	4	5
Percentage of Students						
Pre A	1%	0%			0%	
A	3%	1%				
B	13%	1%	0%		0%	
C	21%					
D	26%		1%			0%
E	12%	2%	0%	0%	0%	
F	7%	2%	1%		1%	
G	14%	4%	2%		1%	
H	1%	3%		0%	0%	
I	1%	17%	1%	0%		
J	0%	20%	2%	0%	1%	0%
K	1%	12%	3%	0%	0%	
L		10%	3%	1%	1%	0%
M		28%	15%	1%	2%	
N	1%		11%	4%	1%	1%
O			15%	5%	1%	1%
P			46%	10%	2%	0%
Q			0%	15%	1%	1%
R				22%	7%	2%
S				40%	13%	2%
T			0%		18%	4%
U					20%	5%
V					31%	8%
W					0%	13%
X						16%
Y						7%
Z						40%

Shaded areas represent 2009-2010 Benchmark Levels  
Text in red represents proposed 2012-2013 End-of Year Expectation

# Next Steps

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- Continue work with teachers on using MAP data to further inform their instruction
- Expand the use of Compass Learning's Odyssey Program aligned with MAP results for individual students
- Implementation of the New Illinois Learning Standards incorporating the Common Core in the area of math (continued transition)
- Onsite support from math specialists to assist with math implementation along with professional development opportunities on Institute Days
- Complete the creation of "Great Tasks" using the new mathematical principles and standards
- Implement new literacy modules in grades 3 – 8 aligned to PARCC Content Frameworks
- Finalize District Benchmark Assessments in literacy using the Common Core
- Examine the draft standards for Science in preparation for a Science curriculum revision in 2013-2014.
- Create an assessment tool for our District Learner Characteristics



# Glen Ellyn School District #41 Board Report

**Date:** September 10, 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
Alissa Duvall	Hadley	FMLA Substitute	Substitute Pay Rate	September 24 through December 21, 2012
Maria Faber	Hadley	Lunchroom Supervisor	\$25.20 per day	September 17, 2012
Terry Finnerty	Hadley	Wildcat Workshop	\$27.70 per hour	2012-2013 school term
Kelly Kardas	Hadley	Wildcat Workshop	\$27.70 per hour	2012-2013 school term
Analynda Lara Lagunes	Churchill	ELL/Bilingual Aide	\$11.90 per hour/\$14,904.71	September 11, 2012
Sandra Osborn	Forest Glen	Special Ed Aide	\$11.90 per hour/\$14,904.71	September 11, 2012
Frank Tomaszewicz	Hadley	Wildcat Workshop	\$27.70 per hour	2012-2013 school term
Brooke Wozniak	Churchill	Special Ed Aide (0.5 FTE)	\$11.90 per hour/\$7,452.35	September 11, 2012

*\*\*Because we are still in the process of negotiating with the Glen Ellyn Education Association, exact salary information is not available yet. We do know the lane and step placement for our new staff and this is included in the report.*

## Resignations:

Name	School	Position	Effective Date
Katie Cox	Hadley	Girls Basketball Assistant Coach	2012-2013 school term

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

# FGM ARCHITECTS

**Amendment 23** to Professional Services Agreement Dated: May 16, 2005

Between the Owner: Glen Ellyn School District 41  
793 N. Main Street  
Glen Ellyn, IL 60147

And the Architect: FGM Architects Inc.  
1211 West 22<sup>nd</sup> Street  
Oak Brook, IL 60523

Projects: 2012 and 2013 Work

FGM Project Numbers: Project 12-1499.01 2013 General Services  
Project 12-1499.02 2012-2013 Master Planning  
Project 12-1499.03 2013 Project Programming  
Project 12-1499.04 2013 Hadley Library Media Center  
Remodeling: Construction Document, Competitive  
Bidding Services and Contract Administration  
Services  
Project 12-1499.06 2013 Mobile Classroom Inspections  
Project 12-1499.07 2013 Roof Evaluation Updates

Date of Amendment: August 7, 2012

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## 1.1.2 Project Parameters:

### 1.1.2.1 Project Objective:

#### **12-1499.01: 2013 General Services**

Provide architectural and engineering Basic Services as requested by the Owner. The Scope of Work has not been established. The Scope of Work could include, but is not limited to, the following:

- 1) Meetings with Village of Glen Ellyn, City of Wheaton and DuPage County officials to review storm water management requirements.
- 2) Review of site drainage problems and make recommendations regarding corrective measures.
- 3) Review of deteriorated structural building components and make recommendations regarding remediation (i.e. Hadley ComEd vault repairs).
- 4) Coordination of review sub-surface conditions below paving in preparation for paving replacement.

## FGM ARCHITECTS

- 5) Meetings with Regional Office of Education official(s) regarding permits.
- 6) Meetings with the Illinois State Board of Education to review code compliance issues.
- 7) Assistance with grant applications (i.e. Hadley addition)
- 8) Meetings with Village of Glen Ellyn to review right-of-way requirements associated with site modifications.
- 9) Providing mechanical evaluations of individual teaching areas and make recommendations to improve ventilation requirements.
- 10) Coordination of hazardous material remediation with separate consultants to the Owner.
- 11) Coordination of Called Inspection reports with a separate consultant to the Owner.
- 12) Review of site circulation and traffic patterns with the Owner and make recommendations for corrective measures.
- 13) Assistance with planning and programming of athletic fields.
- 14) Review of power and information technology infrastructure issues, and then make recommendations regarding corrective measures.
- 15) Review of basement/foundation leaks and assist the Owner with the development of corrective measures.
- 16) Assistance with long range facility planning efforts and update Opinion of Probable Cost data associated with the long range plan.
- 17) Assistance with sustainable design efforts.
- 18) Review of interior building modifications (classroom entries, restrooms, etc.) for compliance with the Americans with Disability Act and Illinois Accessibility Code requirements.
- 19) Review of exterior building components (stairs, handrails, ramps, etc.) and make recommendations for compliance with the Americans with Disability Act and Illinois Accessibility Code requirements.
- 20) Review of masonry/water infiltration problems and recommend corrective measures.
- 21) Create Tabular Submittals and other documents required for storm water management submittals.
- 22) Painting plans

### **Project 12-1499.02: 2012-2013 Master Planning:**

- 1) Work with District 41 to develop a new building program for each existing site that will reflect the new District 41 curriculum initiative.
- 2) Meet with the District 41 Administrative Committee on a weekly (approximate) basis from July 2012- November 2012 to review the master planning process.
- 3) Meet with the 2012-2013 Master Facility Planning Committee in August 2012. Develop building concepts (test fits) to reflect the programming discussions.
- 4) Meet with the 2012-2013 Master Facility Planning Committee in September



## FGM ARCHITECTS

2012. Update building concepts (test fits) to reflect the programming discussions.
- 5) Meet with the 2012-2013 Master Facility Planning Committee in October 2012. Update building concepts (test fits) to reflect the programming discussions.
  - 6) Work with the District 41 Administrative Committee in November 2012 to finalize information for Board of Education review.
  - 7) See attached Exhibit C for additional Scope of Work information.

### **Project 12-1499.03: 2013 Project Programming:**

Provide Evaluation and Planning Services for the 2013 Hadley Library Media Center Remodeling Work and the 2013 Remodeling Work at Multiple Sites. The Scope of Work associated with these projects will be established and budget information generated.

Possible Library Media Center Remodeling scope to review:

- 1) Structural assessment to review the roof/add clerestory glazing
- 2) Study possible mezzanine
- 3) Relocation of the existing fire wall/relocation of main library entry
- 4) Roof drainage/storm sewer modifications
- 5) Sanitary system review
- 6) Mechanical system review
- 7) Area separation review
- 8) Space planning to meet new curriculum
- 9) Electrical loading evaluation
- 10) Sequencing study- demolition/heavy work
- 11) ROE review/approval

### **Project 12-1499.04: 2013 Hadley Library Media Center Remodeling:**

Provide architectural and engineering Construction Document Services, Competitive Bidding Services and Contract Administration for 2013 Hadley Library Media Center Remodeling.

### **Project 12-1499.06: 2013 Mobile Classroom Inspections**

Review mobile classrooms at five (5) school sites and complete temporary occupancy forms.

### **Project 12-1499.07: Roof Evaluation Updates**

Conduct visual observations of all five (5) sites and the District Office, then update the roof assessment plan developed under Amendment 8, Project No. 05-0120.05.

# FGM ARCHITECTS

## 1.1.2.2 Physical Parameters:

Work to occur at the following sites:

### **12-1499.01: 2013 General Services**

Locations to be determined

### **Project 12-1499.02: 2012-2013 Master Planning**

Abraham Lincoln School  
Benjamin Franklin School  
District Office  
Churchill School  
Forest Glen School  
Hadley Junior High School  
Spalding Site

### **Project 12-1499.03: 2013 Project Programming:**

Locations to be determined

### **Project 12-1499.04: 2013 Hadley Library Media Center Remodeling -Construction Document, Competitive Bidding Services and Contract Administration Services:**

Hadley Junior High School

### **Project 12-1499.06: 2013 Mobile Classroom Inspections**

Abraham Lincoln School  
Benjamin Franklin School  
Churchill School  
Forest Glen School  
Hadley Junior High School

### **Project 12-1499.07: 2013 Roof Evaluation Updates**

Abraham Lincoln School  
Benjamin Franklin School  
District Office  
Churchill School  
Forest Glen School  
Hadley Junior High School

## FGM ARCHITECTS

- 1.1.2.5 The financial parameters are:

**Project 12-1499.04:**

No financial parameters established

- 1.1.2.6 Time Parameters:

**12-1499.01: 2013 General Services**

Work to occur as requested by the Owner

**Project 12-1499.02: 2012-2013 Master Planning:**

Work to occur from June 2012 through March 2013

**Project 12-1499.03: 2013 Project Programming:**

Work to occur from June 2012 through August 2012

**Project 12-1499.04: 2013 Hadley Library Media Center Remodeling:  
Construction Document, Competitive Bidding services and Contract  
Administration Services:**

Construction Documents to be assembled in October and November of 2012. Bidding to occur in December of 2012. Board approval to occur in January and February of 2013. Construction to begin in June of 2013 and be completed by December of 2013.

**Project 12-1499.06: 2013 Mobile Classroom Inspections**

Work to occur from March 2013 - June 2013

**Project 12-1499.07: 2013 Roof Evaluation Updates**

Work to occur from March 2013 - June 2013

- 1.1.2.7 The proposed procurement or delivery method for the projects:

Design/bid/build. A single construction contract for each project will be awarded by the Owner to a General Contractor



## FGM ARCHITECTS

### 1.1.2.8 Other parameters are:

- 1.1.2.8.1 The completion of Called Inspection Records required by the Regional Office of Education and the State Board of Education are not included in this agreement.
- 1.1.2.8.2 Destructive testing is not included in this scope of work. The Architect will coordinate all destructive testing with a separate contractor hired by the Owner.
- 1.1.2.8.3 Roof cores and/or material testing may be required to be performed by a third party material testing service. The Architect could develop a Request for Proposal for this work, an agreement between the Owner and the testing service would be developed and the Architect would assist the Owner and the material testing service with the material testing process.
- 1.1.2.8.4 Infra-red roof scans may be required to be performed by a third party material testing service. The Architect could develop a Request for Proposal for this work, an agreement between the Owner and the testing service would be developed and the Architect would assist the Owner and the material testing service with the material testing process.
- 1.1.2.8.5 Fire alarm inspections will be required for all mobile inspections. All fire alarm inspections will be coordinated by the Owner under a separate agreement between the Owner and the testing service.
- 1.1.2.8.6 Soil borings may be required to be performed by a third party service. The proposed Hadley parking area may be re-shaped and the water table may need to be verified. The Architect could develop a Request for Proposal for this work, an agreement between the Owner and the testing service would be developed and the Architect would assist the Owner and the material testing service with the material testing process.
- 1.1.2.8.7 Soils analysis will be required to be performed by a third party testing service. The soil must be tested for hazardous material. The Architect could develop a Request for Proposal for this work, an agreement between the Owner and the testing service would be developed and the Architect would assist the Owner and the material testing service with the material testing process.
- 1.1.2.8.8 Site survey updates will be required to be performed by a third party survey firm. The Architect could develop a Request for Proposal for this work and an agreement between the Owner and the surveyor would be developed.

### 1.1.3 Project Team:

- 1.1.3.3 The Consultants retained at the Owner's expense are:

# FGM ARCHITECTS

Site Survey work:

Webster, McGrath & Ahlberg, Ltd.  
207 S. Naperville Rd.  
Wheaton, IL 60187  
630.668.7603

Soil borings/material testing:

Testing Service Corporation  
457 E. Gundersen Drive  
Carol Stream, Illinois 60188-2492  
630. 653.3920

1.1.3.5 The Consultants retained at the Architect's expense are:

Structural Engineering:

DC Consulting Engineers, Inc.  
310 W. Lake Street  
Elmhurst, IL 6012

Mechanical, Plumbing and Electrical :

Amsco Engineering, Inc.  
5115 A Belmont  
Downers Grove, IL 60515

Civil Engineer:

Eriksson Engineering Associates, Ltd.  
145 Commerce Drive, Suite A  
Grayslake, IL 60030

1.5 Compensation:

**12-1499.01: 2013 General Services**

Services associated with General Services shall be billed on a time and material basis at hourly rates are noted in Exhibit A (attached). Additional engineering/consultant services will be billed in accordance with Article 1.5.3 of the original Professional Services Agreement dated May 16, 2005.

**Project 12-1499.02: 2012-2013 Master Planning**

Services associated with Master Planning shall be billed per meeting in accordance with the attached Exhibit C. Additional engineering/consultant services will be billed in accordance with Article 1.5.3 of the original Professional Services Agreement dated May 16, 2005.

# FGM ARCHITECTS

## **Project 12-1499.03: 2013 Project Programming**

Services associated with Project Programming shall be billed on a time and material basis at hourly rates as noted in Exhibit A (attached). Additional engineering/consultant services will be billed in accordance with Article 1.5.3 of the original Professional Services Agreement dated May 16, 2005.

## **Project 12-1499.04: 2013 Hadley Library Media Center Remodeling: Construction Document, Competitive Bidding Services and Contract Administration Services:**

Compensation for Construction Document Services, Competitive Bidding Services and Contract Administration shall be invoiced as a lump-sum fee based on a percent of construction costs in accordance with the attached Exhibit B.

The fee will be negotiated after the full Scope of Work and budget have been established.

Progress payments shall be based on the following phases:

Construction Document Phase:	to be determined
Bid Phase:	to be determined
<u>Contract Administration Services:</u>	<u>to be determined</u>
Total Basic Compensation:	to be determined

## **Project 12-1499.06: 2013 Mobile Classroom Inspections**

Compensation for Basic Services shall be billed as a lump sum fee of \$4,500. Reimbursable Expenses will be billed under Article 1.5.4 of the original Professional Services Agreement dated May 16, 2005.

## **Project 12-1499.07: Roof Evaluation Updates**

Compensation for Basic Services shall be billed as a lump sum fee of \$1,500. Reimbursable Expenses will be billed under Article 1.5.4 of the original Professional Services Agreement dated May 16, 2005.

### 2.8 Schedule of Services:

#### 2.8.1.2

**Project 12-1499.04:** Construction Administration services shall be negotiated after the scope and duration of project(s) have been established.

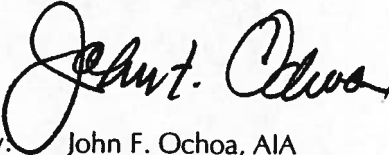



# FGM ARCHITECTS

Owner  
Glen Ellyn School District 41  
793 N. Main Street  
Glen Ellyn, IL 60147

By: Ann Riebock, Ed. D.  
Title: Superintendent

Architect  
FGM Architects Inc.  
1211 West 22<sup>nd</sup> Street  
Oak Brook, IL 60523

  
By: John F. Ochoa, AIA  
Title: President

  
By: Ronald W. Richardson, AIA  
Title: Vice President

# FGM ARCHITECTS

## EXHIBIT A

### FGM Hourly Rate Schedule

Effective November 1, 2011\*

Principal	\$205.00
Arch IV	170.00
Arch III	140.00
Arch II	105.00
Arch I	85.00
Construction Administrator	130.00
Project Administrator III	95.00
Project Administrator II	70.00
Project Administrator I	60.00

*\*Rates are subject to adjustment each November 1<sup>st</sup>.*

# FGM ARCHITECTS

## Education Client Fee Schedule

## 2011 EXHIBIT B

### Life Safety Survey

Fee  
\$.08/square foot

### Facility Analysis

Fee  
\$.15/square foot

### Renovation/Addition/Life Safety:

Lower Limit	Upper Limit	Fee
\$0	\$749,999	Hourly or Negotiated Lump Sum
\$750,000	\$999,999	9.50%
\$1,000,000	\$1,499,999	9.25%
\$1,500,000	\$1,999,999	9.00%
\$2,000,000	\$4,999,999	8.75%
\$5,000,000	\$9,999,999	8.50%
\$10,000,000	\$14,999,999	8.25%
\$15,000,000	\$19,999,999	8.00%
\$20,000,000		7.75%

### New:

Lower Limit	Upper Limit	Fee
\$0	\$749,999	Hourly or Negotiated Lump Sum
\$750,000	\$999,999	8.25%
\$1,000,000	\$1,499,999	8.00%
\$1,500,000	\$1,999,999	7.75%
\$2,000,000	\$4,999,999	7.50%
\$5,000,000	\$9,999,999	7.25%
\$10,000,000	\$14,999,999	7.00%
\$15,000,000	\$19,999,999	6.75%
\$20,000,000		6.50%

Basis of Compensation for work: Percentage of the lowest qualified construction proposal including all pre-approved alternates (80% of fee for alternates not accepted and 100% of fee for those that are accepted) and any Owner approved change orders issued during construction (other than those caused by error on the part of FGM) including a cost of general conditions and costs of management or supervision of construction or installation provided by a separate construction manager or contractor plus a reasonable allowance for their overhead and profit. These schedules are for a single construction contract per site. For multiple contracts the fee shall be adjusted during negotiation.

Fees include "normal" site observation defined as "an average of one day per week for the duration of construction". Fees are inclusive of normal structural and mechanical, electrical, plumbing and fire protection engineering; and phone, fax, postage and other miscellaneous expenses. Fees are exclusive of code required inspections. Reimbursable expenses would include travel, delivery service, reproductions, and non-ordinary requests of the client including models, renderings, environmental consultants and other specialty consultants, etc.



## Exhibit C

Meeting 1	Preparation and MFP Meeting 1 (August 2012)	\$ 20,000.00
Meeting 2	Preparation and MFP Meeting 2 (September 2012)	\$ 16,000.00
Meeting 3	Preparation and MFP Meeting 3 (October 2012)	\$ 14,000.00
Meeting 4	Preparation and final presentation (December 2012)	\$ 28,000.00
	<b>Total fee for Basic Services</b>	<b>\$ 78,000.00</b>

**Notes:**

1 No civil/storm water design included in Basic Services
2 No estimation consultant included in Basic Services
3 No tours included in Basic Services
4 General mechanical, electrical and plumbing review included in Basic Services
5 Facility Assessment not included in Basic Services
6 General cost per square foot estimation, based on historical data, is included in Basic Services
7 No Village or City presentations/meetings included in Basic Services

Monthly Enrollment Report  
6th day August 29, 2012

School	Grade	Total Enrollment	Enrollment/section						Self Contained Spec Ed
Abraham Lincoln	K	88	21	23	22	22			
	1	98	20	19	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							
May 31		622							

Benjamin Franklin	K	85	21	20	24	20			
	1	95	22	22	22	23			6
	2	75	18	17	18	19			3
	3	101	26	25	24	25			1
	4	108	26	25	27	27			3
	5	102	<b>25</b>	<b>24</b>	<b>24</b>	<b>25</b>			4
Total Enrollment:		566							
May 31		582							

Churchill	K	109	23	21	22	22	21		
	1	118	18	20	20	19	21	20	
	2	85	22	<b>23</b>	<b>22</b>	<b>18</b>			
	3	112	7	20	<b>21</b>	<b>22</b>	<b>22</b>	<b>20</b>	
	4	111	5	21	22	21	22	20	
	5	94	23	24	23	24			
Total Enrollment:		659							
May 31		630							

Forest Glen	K	84	20	19	20	17			8
	1	69	23	23	23				
	2	82	20	21	21	19			1
	3	91	23	23	<b>22</b>	<b>23</b>			
	4	83	28	27	28				
	5	83	<b>27</b>	<b>28</b>	<b>28</b>				
Total Enrollment:		564							
May 31		595							

Hadley			Enrollment/Team						
	6	414							1
	7	400							6
Total Enrollment		1,233							7
May 31		1,205							

**PORTABLES 1-4 HOUSE 6TH, 7TH AND 8TH GRADE MATH**  
**PORTABLES 5-10 HOUSE 6TH GR. MATH & 7TH-8TH SOCIAL STUDIES**

District Total Current 5/31/2012

EC/Pre-K	102	130	Special Education: Churchill: PreK Franklin: MIP Forest Glen: PreK/EC/PreK Tuition, MIP Hadley: MIP, GIP, ED (Emotional Disorders)
K	366	368	
1	380	345	
2	349	399	
3	401	416	
4	411	363	
5	374	408	
6	414	396	
7	400	416	Note: Shaded and bold numbers indicate children who are in mobile classrooms.
8	419	393	
Grand Total	3,616	3,634	