

Itasca School District #10
Itasca, IL 60143

BOARD OF EDUCATION REGULAR MEETING MINUTES

March 12, 2008

- I. Call to order and roll call – The meeting was called to order at 6:30 p.m. by President DiCiolla with the following ROLL CALL:

PRESENT

Mrs. DiCiolla
Mrs. Hogan
Ms. Pawinski
Mr. Sprandel
Mr. Maier
Mrs. Miller

ABSENT

Mrs. Dyra

Also in Attendance:

Dr. Kenneth Cull, Superintendent of Schools
Dr. Marcia Tornatore, Assistant Superintendent for Curriculum & Instruction

- II. Closed Session – A motion was made by President DiCiolla and seconded by Member Pawinski that the Board of Education enter into a closed session for the purpose of discussing negotiations. The motion carried on the following ROLL CALL VOTE:

AYES

Mr. Sprandel
Mrs. DiCiolla
Ms. Pawinski
Mrs. Miller
Mr. Maier
Mrs. Hogan

NAYS

The Board entered a closed session at 6:35 P.m.

A motion was made by Secretary Maier and seconded by Member Pawinski that the Board of Education return to open session. The motion carried on the following ROLL CALL VOTE:

AYES

Mrs. Miller
Mrs. DiCiolla

NAYS

Ms. Pawinski
Mrs. Hogan
Mr. Sprandel
Mr. Maier

The Board returned to open session at 7:46 P.M.

President DiCiolla stated that while in closed session, the Board had discussed personnel and that no action was taken.

Also in Attendance:

Dr. Dawn Turner, Principal, Raymond Benson Primary School
Dr. Joanna Medwick, Principal, Elmer H. Franzen Intermediate School
Dr. Reinhard Nickisch, Principal, F.E. Peacock Middle School
Mr. Charles Kapachinski, Director of Technology
Ms. Deb Mitsui, Recording Secretary

- III. Pledge of Allegiance – President DiCiolla led all present in the Pledge of Allegiance.
- IV. Welcome to Visitors – President DiCiolla welcomed everyone present and reported that Member Dyra was unable to attend this evening’s meeting due to illness.
- V. Communications – Secretary Maier read communications received during the past month.
- VI. Additional Agenda Items – Member Pawinski requested to add a discussion on Board self-evaluation. The discussion will replace President DiCiolla’s report for Character Counts! The Character Counts! meeting was cancelled earlier this evening.
- VII. Superintendent’s Report – Dr. Cull reviewed the Superintendent’s report, a copy of which is attached to these official minutes. The report included that he has begun the process to facilitate Dr. Tornatore’s smooth transition to the Superintendency. President DiCiolla reiterated areas at a minimum to be included.

A budget workshop date was set for April 14th, 2008 at 6:00 p.m. at the district office. Member Miller requested that the Finance

Committee members be invited to the budget meeting and materials related to the workshop be forwarded to them.

Dr. Cull informed the Board that Itasca School District 10 has won the Bright Red Apple Award for the 15th year in a row.

VIII. Board Requested Reports

- A. NDSEC – Member Pawinski, District #10 representative to N.D.S.E.C. reviewed the Operational Board Briefs.

Member Pawinski reported that ABC News is planning to do a feature on the service dog for the special needs student at Benson sometime in April.

- B. Middle School Report – Dr. Nickisch, principal of F.E. Peacock Middle School, reviewed his report. A copy of his report is attached to these official minutes.

Member Miller inquired about correspondence entitled “Sixth Grade Struggles” that was sent to parents by the 6th grade team. Dr. Reinhard responded that the letter had been distributed to every 6th grade parent. Of the class count of 102, it applied to approximately 40 students. Two previous letters had been distributed. The letter was designed to make parents aware of particular concerns being observed by the 6th grade team and to communicate to students and parents all of the help that is available to them.

- C. Curriculum – Dr. Tornatore, Assistant Superintendent for Curriculum & Instruction, reviewed her report. A copy of her report is attached to these official minutes. The report included preparation for ISAT testing, and the continuation of analyzing available assessment programs.

Vice President Hogan asked if the Illinois State Board of Education standards remain stable for a certain length of time. Dr. Tornatore responded that the Standards have been in place for 10 years however; definitions for the frameworks have changed.

The Interactive Illinois Report Card listing the assessment frameworks for math was distributed to Board members.

- D. Technology Update – Mr. Kapachinski, Director of Technology, reviewed his report, a copy of which is attached to these minutes.

Member Sprandel asked what percentage of the computers purchased last summer was having problems. There are 6 to 8 computers that sporadically shut down. The technology team has been researching solutions. At this time, Dell does not acknowledge the problem. Member Sprandel asked if the printers were inkjet or laser. There are two personal laser printers locally connected in each of the rooms. One is for the teacher workstation and one for the students. Also discussed was a need for updating of the district infrastructure, i.e., server patch updates, patch management upgrade, virus protection, anti spy ware, student management system, etc. The updating is a time-cost issue and is not under the current technology plan. President DiCiolla asked Dr. Cull if there was a plan of action to see that the infrastructure issues are addressed. Dr. Cull responded that it is a budgetary issue related to time costs for requests for additional staff. Requests also include more time for nurses, social workers, etc. The best plan is to attempt to build a balanced first draft budget that would include additional staffing for some of these requests.

- E. Board Self Evaluation – Member Pawinski spoke about the Board’s earlier discussions pertaining to an IASB School Board Governance Review as it relates to our Board policy. Member Pawinski has been in contact with Mr. John Cassel, member of the field services team for IASB. The team provides in-district workshops and visits, school board self-evaluations and goal setting, superintendent searches, and educational administration relations. Member Pawinski distributed packets outlining the purpose, process and procedure for a Board self-evaluation. President DiCiolla stated that it has been part of Board Policy to do so long before any of the current members were on the board. The recommendation was that scheduling for the evaluation will take place once budget and negotiation work are completed. It is the Board’s consensus to pursue the self-evaluation. Discussion continued regarding an online survey. Member Pawinski will investigate the online option and report back to the Board.

- F. Quarterly Financial Report – Dr. Cull reviewed the Quarterly Financial Report. His report included that preliminary budget increase estimates for medical benefits costs are coming in at 11.7%. President DiCiolla highlighted the anticipated variance of actual over budget of \$200,000 in NDSEC Tuition Expense. She also inquired about what appears to be additional cost in Instructional Salaries over budget. Dr. Cull said he will look into it.

- G. Superintendent Transition – President DiCiolla reviewed the Superintendent Transition Outline included in the Board packet and reiterated the Board’s concern regarding the transition for the new Superintendent. Dr. Cull and Dr. Tornatore have already begun meeting regularly to review Superintendent Responsibilities, processes, procedures, etc.

- H. RTI Update – Dr. Cull briefly described Response to Intervention (RTI), an approach to teaching and learning that applies to behavior as well as student learning. RTI requires data-driven decisions about instruction and behavioral programming and can change the way students become eligible for special education services. The district must submit their implementation plan for RTI by July 1, 2009. Implementation of the plan is required to begin by July 1, 2010.

- I. Discussion on 2008 Summer Projects – Dr. Cull reviewed the draft budget prepared by our architects. This draft was prepared so that the Board would have a general idea of what the architect anticipates but we won’t know costs until the work goes out to bid. Expenses listed that are not included in the draft are moving expenses, a professional cleaning service, and replacement of intercoms. At Franzen we may want to consider the possibility of updating/replacing the cable for network wiring. When Franzen was originally networked the company used a cable with a capacity for less data than at the other two schools.

Wight & Company representative, Ms. Stella Koop, was available to answer Board member questions. Member Pawinski inquired about overtime. Bids from sub contractors have a timeframe they need to meet; it is reflective in their bid. If meeting their deadline means working weekends, nights or

bringing in a larger crew; these are all acceptable. If they fail to meet the deadline, they pay. Should Wight & Co. have to employ another sub contractor other than the one hired to get the job done, Wight and Co. will bear that cost. Change orders should only come up if there are unforeseen problems and will be addressed with Dr. Medwick. With Wight working as our agent under the “Integrated Services” agreement, a supervisor will be on site daily to oversee the sub contractor’s work and schedules. Vice President Hogan asked questions regarding “lowest bidders”. Wight writes a specification manual and encourages the contractors to use the same quality of materials but at a lower price. Member Miller shared her concerns with the timing and completion of the project. Mrs. Medwick responded that teachers would be out of the buildings by noon on June 6th with proposed contractor work schedules for Saturdays and 16-hour work shifts. The target date for completion is August 6th. Once school resumes on August 20th for students, punch list items will need to be completed after hours. Vice President Hogan asked if provisions had been discussed for disconnecting wiring for technology. In the network rooms, crates are being built around the site. President DiCiolla and Dr. Cull thanked Ms. Koop for attending the meeting.

President DiCiolla expressed her concern to Dr. Cull over some of the “projects” that have been referred to at times including ceiling work, asbestos removal & carpet replacement, technology infrastructure, parking seal coating. Completion of these projects would be an estimated cost in more than the remaining bond funds by about half a million dollars, and that excludes other future capital projects. Where is the shortage going to come from? She asked Dr. Cull as in charge of the District’s fiscal activities and facilities to prepare a hard copy report by the next Board meeting. The plan should include timing of completion for the projects on the horizon, “must do” projects in the next few years, and options presented to the Board for financial support of capital projects and major repairs.

- J. Freedom of Information – Dr. Cull – There were none received.

- K. Opportunity for Community Input Regarding Board Requested Reports - There were none requested.

IX. Action Items -

- A. Consent Agenda - A motion was made by Member Maier and seconded by Member Pawinski that the Board of Education approve Action Memorandum FY08-#35; The Consent Agenda.
- Approval of Minutes:
February 9, 2008 Closed Session Minutes (Discussion of Personnel)
February 13, 2008 Special Meeting (Mission & Goals)
February 13, 2008 Regular Meeting Minutes
 - Approval of Expenditure Reports, Feb., 2008
 - Approval of hiring of:
Candice Bickett, Science Teacher at Peacock
 - Approval of the resignation of:
Erin Infusino, Currently on Leave of Absence

Following a further opportunity for questions, discussion, and community input, the motion carried on the following ROLL CALL VOTE:

AYES

Mr. Sprandel
Mrs. DiCiolla
Ms. Pawinski
Mrs. Miller
Mr. Maier
Mrs. Hogan

NAYS

ABSTAIN

- B. A motion was made by Secretary Maier and seconded by President DiCiolla that the Board of Education approve Action Memorandum FY08-#36; Approval of Wight & Co. Physical Condition Assessment.

Member Miller stated that the district is embarking on a large project with Wight and Co., and would like to ask if they would consider negotiating the cost of the Physical Condition Assessment. Dr. Cull said that he would attempt to negotiate with them regarding the fee, and report back to the Board.

Following a further opportunity for questions, discussion, and community input, the motion carried on the following ROLL CALL VOTE:

<u>AYES</u>	<u>NAYS</u>	<u>ABSTAIN</u>
Mrs. Hogan		
Mr. Maier		
Ms. Pawinski		
Mrs. Miller		
Mr. Sprandel		
Mrs. DiCiolla		

- C. A motion was made by Secretary Maier and seconded by Member Pawinski that the Board of Education approve Action Memorandum FY08-#37; Amendment to the FY 2008 Budget.

A motion was made by President DiCiolla and seconded by Member Miller to table the Amendment to the FY 2008 Budget until we receive a compliance notice letter from the State Board of Education.

Following a further opportunity for questions, discussion, and community input, the motion carried on the following ROLL CALL VOTE:

<u>AYES</u>	<u>NAYS</u>	<u>ABSTAIN</u>
Mrs. Miller		
Mrs. DiCiolla		
Ms. Pawinski		
Mrs. Hogan		
Mr. Sprandel		
Mr. Maier		

- D. A motion was made by Secretary Maier and seconded by Member Pawinski that the Board of Education approve Action Memorandum FY08-#38; Permanent Transfer of \$106,000 in Interest from Working Cash I Funds to Education Funds.

President DiCiolla cautioned the Board to not become comfortable with using interest for normal operating expenses.

Following a further opportunity for questions, discussion, and community input, the motion carried on the following ROLL CALL VOTE:

<u>AYES</u>	<u>NAYS</u>	<u>ABSTAIN</u>
Mrs. Hogan		
Mr. Maier		
Ms. Pawinski		
Mrs. Miller		
Mr. Sprandel		
Mrs. DiCiolla		

- E. A motion was made by Secretary Maier and seconded by Vice President Hogan that the Board of Education approve Action Memorandum FY08-#39; Tax Extension Reduction Allocation Resolution.

Following a further opportunity for questions, discussion, and community input, the motion carried on the following ROLL CALL VOTE:

<u>AYES</u>	<u>NAYS</u>	<u>ABSTAIN</u>
Ms. Pawinski		
Mr. Sprandel		
Mrs. Miller		
Mr. Maier		
Mrs. Hogan		
Mrs. DiCiolla		

- F. A motion was made by Secretary Maier and seconded by Member Pawinski that the Board of Education approve Action Memorandum FY08-#40; the 2008-2009 School Calendar.

Following a further opportunity for questions, discussion, and community input, the motion carried on the following VOICE VOTE:

<u>AYES</u>	<u>NAYS</u>	<u>ABSTAIN</u>
Mr. Sprandel		
Mrs. DiCiolla		
Ms. Pawinski		
Mrs. Miller		
Mr. Maier		
Mrs. Hogan		

- G. A motion was made by Secretary Maier and seconded by Member Pawinski that the Board of Education approve Action Memorandum FY08-#41; The FY09 Mission Statement and Goals.

Following a further opportunity for questions, discussion, and community input, the motion carried on the following VOICE VOTE:

<u>AYES</u>	<u>NAYS</u>	<u>ABSTAIN</u>
Mrs. Miller		
Ms. Pawinski		
Mr. Sprandel		
Mrs. Hogan		
Mr. Maier		
Mrs. DiCiolla		

- X. Board Requested Reports – President DiCiolla requested that previously distributed STI and Graph Tech reports be provided for Member Dyra, Vice President Hogan, Member Miller and Member Sprandel.

Member Pawinski requested service records for the past two years regarding water spots, leaks, signs of mold, include: location, date, method of fix, repair, cause, preventive measures, and related costs for Peacock Middle School. The Board supported her request.

President DiCiolla reminded Dr. Cull of the report request on recommended Capital Projects and major repairs, and the method of financing.

- XI. Adjournment – There being no further business, President DiCiolla adjourned the meeting at 10:11 p.m.

Fred Maier, Secretary
Board of Education

Nancy DiCiolla, President
Board of Education

BOE Action Memorandum FY08 - #35

**Consent Agenda
March 12, 2008**

Included in the consent agenda:

- Approval of Minutes:

February 9, 2008 Closed Session Minutes (Discussion of Personnel)

February 13, 2008 Special Meeting Minutes (Mission and Goals)
February 13, 2008 Regular Meeting Minutes

- Approval of Expenditure Reports, February, 2008.
- Approval of the hiring of:
Candice Bickett, Science Teacher at Peacock
- Approval of the resignation of:
Erin Infusino, Currently on Leave of Absence

The Superintendent recommends that the Board approve all items on the consent agenda.

BOE Action Memorandum FY08 - #36

**Approval of Physical Condition Assessment
March 12, 2008**

The Board of Education has discussed ways to identify potential issues related to our facilities before our Working Cash II funds are expended. Original discussions centered around having our 2010 Life/Safety Survey done this year. As those discussions progressed, it became clear to administration that the Board was interested in a more thorough assessment of the condition of our facilities. At that point, administration sought a proposal for a Physical Condition Assessment from our architects, Wight and Company. That proposal, along with a proposal to do the 2010 Life/Safety Survey early were presented to the Board at the February 13, 2008 meeting for discussion. As a result of that discussion, there was clear consensus on the Board to proceed with the full, Physical Condition Assessment.

The Superintendent recommends that the Board of Education approve the agreement with Wight and Company to provide a Physical Condition Assessment at a cost not to exceed \$31,000.

BOE Action Memorandum FY08 - #37

**Adjustment of FY08 Budget
March 12, 2008**

Each year, the Illinois State Board of Education monitors administrative expenses of school districts in many ways. One way is to compare the *actual* administrative costs of a school district in one year with the *budgeted* administrative costs in the next. If the difference in budgeted cost is greater than 5% over the actual cost of the prior year, the ISBE is now requiring an amended budget.

District 10's FY08 budget in administrative costs is greater than 5% over the FY07 actual budget. Did that happen because of inflated administrative spending? No. It's the exact opposite. Actual, audited figures for FY07 are known in November. The FY08 budget is already approved. However, because we under spent in FY07, it makes the budgeted FY08 figure look like a greater increase. For example, when looking at the entire Superintendent's area of the budget (one area that the ISBE looks at) you will see that the FY07 final totals were over \$15,000 under budget. In the business office (another area that the ISBE looks at) we were nearly \$10,000 under budget. That \$25,000 is "counting against" our budget growth.

Last year Itasca District 10 was the first district our auditors ever heard of that the ISBE required Board action to address this issue via a budget adjustment. Rather than wait to see if we are "caught" again, I would rather be proactive and make the adjustment now.

We are \$21,000 out of "compliance." Both Dr. Medwick and I have a portion of our salary paid out of the Operation and Maintenance fund. Principal salaries are not subject to this administrative cost limitation. Therefore, it is recommendation to adjust the budget to pay \$21,000 more of my salary from the O&M fund and \$21,000 less of Dr. Medwick's salary from the O&M fund. There is no "bottom line" change in the Education Fund or the O&M fund.

The Superintendent recommends that the FY08 budget be amended by moving \$21,000 in budgeted expenses from Superintendent Salary (10.2320.111) to Principal Salary [10.2410.111(4)].

BOE Action Memorandum FY08 - #38

**Permanent Transfer of \$106,000 of Working Cash I Interest to the Education Fund
March 12, 2008**

The FY08 budget approved by the Board of Education included a permanent transfer of interest from Working Cash I (\$6,000) and Working Cash II (\$100,000) to the Education Fund. The discussed purpose of the transfers is to help offset the cost of retirement incentives. In light of the fact that we should conserve as much of Working Cash II for yet unknown projects and in light of the fact that there will be unexpected expenditures from Working Cash II, the Superintendent believes that it would be more appropriate to make the entire permanent transfer from Working Cash I.

The Superintendent recommends the permanent transfer of \$106,000 in interest from Working Cash I to the Education Fund.

BOE Action Memorandum FY08 - #39

**Approval of Tax Extension Reduction Allocation Resolution
March 12, 2008**

Our tax extension will be made later in the month of March. The extension is made with specific dollar amounts in each fund. By approving this resolution, the Board is authorizing me to adjust amounts among funds as necessary to meet our budgetary needs. The total amount of tax dollars we receive is not adjusted: only the allocation to each fund.

The Superintendent recommends the approval of the Tax Extension Reduction Allocation Resolution.

BOE Action Memorandum FY08 - #40

**Approval of the 2008-2009 School Calendar
March 12, 2008**

Following you will find a copy of administration's recommendation for the 2008-2009 school calendar. In making the calendar, we first consult with Lake Park to align our spring and winter breaks with theirs. Our starting date is a bit earlier than usual. However, administration believes it will be important to get out as early a possible in June of 2009 to create a longer summer break to facilitate projects funded through Working Cash II. Like last year, this calendar eliminates some "chopped up" weeks by moving parent conferences and one institute day to the same week as Thanksgiving. That eliminates a four-day week before Thanksgiving and another four-day week in January. Students will be off the entire week of Thanksgiving.

This calendar was reviewed and recommended by the District Advisory Committee in January.

The Superintendent recommends that the Board of Education approve the presented calendar for the 2008 – 2009 school year.

BOE Action Memorandum FY08 - #41

**Approval of the 2008-2009 Board of Education Mission and Goals
March 12, 2008**

At the February 13, 2008 Special Meeting, the Board of Education held a discussion to review Board's Mission and Goals for 2008-2009. The Mission and Goals, as discussed and modified at that meeting, are presented for official approval.

The Superintendent recommends that the Board of Education approve the presented Board of Education Mission and Goals for the 2008 – 2009 school year.

Sources and Uses

Working Cash II Bonds Issued 2007

FY07

Fund Balance

Sources of Funds

Net Bond Proceeds	March	2,553,811
Capitalized Interest	March	85,995
Interest Earned	To Date	30,436
Total Sources		2,670,242

Uses of Funds	Date	Vendor
Interest Due	July	
Server Closet A/C	July	American Comfort
Roof Work	July	Colman Roofing
Cabinets	July	Expedia
Architect Fees for specs	July	Wight
Air Handler	August	Acitelli
Roof Work	August	Colman Roofing
Cabinets and Doors	August	Expedia
Bathroom Stalls	August	Newport Distribution
Architect Fees for specs	August	Wight
Cabinets	August	Bella
Phone System	September	CDW
Cabinets and Doors	September	Expedia
Franzen Park	September	Itasca Park District
Phone System	September	Technology Solutions
Locks and Hardware	October	M&M Lock
Cabinets and Doors	November	Expedia
Architect Fees for specs	November	Wight
Air Handler	December	Acitelli
Architect Fees for specs	January	Wight
Bathroom Stalls	February	Newport Distribution

Total Uses 0

Fund Balance (Funds at Itasca Bank + Funds in ISDLAF) 2,670,242

Sources and Uses

Working Cash II Bonds Issued 2007

FY08 Cap Expenditures Budget	Fund	
Phone System	Ed	Franzen and Benson
Routers	Ed	Franzen and Benson
Roof	O & M	District Office
Server Room A/C	O & M	District Office
Rooftop Unit	O & M	Peacock
Cabinet Replacement	O & M	Peacock
Bathroom Partitions	O & M	Peacock
Door Replacement	O & M	Benson
Park Renovation	O & M	Franzen
Roof	O & M	Franzen
Sinks	O & M	Franzen
Security Gate	O & M	Franzen
Capitalized Interest	Bond	District
Total Budget		

Budget Balance Remaining

Sources and Uses
Working Cash II Bonds Issued 2007

FY08

2,670,242

69,087

2,739,329

(85,995)

(5,612)

(24,365)

(47,489)

(11,960)

(2,286)

(2,707)

(94,334)

(9,770)

(2,500)

(3,665)

(187)

(24,374)

(100,000)

(65,637)

(4,351)

(11,405)

(1,299)

(134,714)

(1,240)

(9,770)

(643,660)

2,095,670

Sources and Uses

Working Cash II Bonds Issued 2007

50,000
25,000
25,000
6,000
160,000
40,000
36,000
90,000
100,000
30,000
12,000
10,000
85,995
<u>669,995</u>
<u>26,335</u>

Working Cash II Tracking

February 29, 2008

Funds at Itasca Bank and Trust

	Cash Account	CD'S
3/7/07	2,639,806.16 Opening Balance	
3/7/07	-500,000.00 Purchase CD's	500,000.00 (mature on 8/5/07)
3/7/07	-1,839,806.16 Purchase CD's	1,839,806.16 (mature on 9/5/07)
	300,000.00 Liquid Cash left in Working Cash #2	2,339,806.16
3/31/07	369.86 Interest Earned	
	300,369.86	
4/30/07	478.60 Interest Earned	9,638.91 Interest Earned
	300,848.46	
5/31/07	479.72 Interest Earned	9,366.53 Interest Earned
	301,328.18	
6/30/07	444.80 Interest Earned	9,658.15 Interest Earned
	301,772.98	
7/2/07	-33,345.00 (per auditor move for bond payment)	
	268,427.98	
7/31/07	416.87 Interest Earned	9,401.14 Interest Earned
	268,844.85	
8/1/07	-52,650.00 (per auditor move for bond payment)	
	216,194.85	2,377,870.89
8/5/07	508,874.68 CD Matures	508,874.68 CD Matures
	725,069.53	1,868,996.21
8/9/07	586,000.00 Transfer to ISDLAF	
	139,069.53	
8/31/07	1,227.49 Interest Earned	9,694.89 Interest Earned
	140,297.02	1,878,691.10
9/30/07	105.76 Interest Earned	7,463.29 Interest Earned
	140,402.78	1,886,154.39
10/31/07	124.77 Interest Earned	8,350.75 Interest Earned
	140,527.55	1,894,505.14
11/30/07	104.25 Interest Earned	7,601.38 Interest Earned
	140,631.80	1,902,106.52
12/31/07	98.95 Interest Earned	7,895.04 Interest Earned
	140,730.75	1,910,001.56
1/31/08	97.68 Interest Earned	8,192.08 Interest Earned
	140,828.43	1,918,193.64
2/29/08	86.07 Interest Earned	8,227.21 Interest Earned
	140,914.50	1,926,420.85

Balance at Itasca Bank 2,067,335.35

Payments for Bond Projects Through ISDLAF

Working Cash II Tracking

February 29, 2008

8/9/07	586,000.00	Tranfered in to Pay for Bond Projects	
7/11/07	-5,612.00	American Comfort	Server Closet A/C 5 Years
	-24,364.80	Coleman Roofing	Roof Work 3 Years
	-47,488.50	Expedia	Cabinets 15-20 Years
	-11,960.00	Wight	Architect Fees
	496,574.70		
8/9/07	-2,286.00	Acitelli	Air Handler 15-20 Years
	-2,707.20	Coleman Roofing	Roof Work 3 Years
	-94,334.35	Expedia	Cabinets and Doors 15-20 Years
	-9,770.00	Newport Distribution	Bathroom Stalls 15 Years
	387,477.15		
8/31/07	-2,500.00	Wight	Services
	-3,665.00	Bella	Cabinets 15-20 Years
	381,312.15		
9/13/07	-186.61	CDW	Phone System 15 Years
	-24,374.24	Expedia	Cabinets and Doors 15-20 Years
	-100,000.00	Itasca Park District	Franzen Park 10-15 Years
	-65,637.11	Technology Solutions	Phone System 15 Years
	191,114.19		
10/31/07	-1,141.00	M&M Lock	Locks and Hardware 15-20 Years
	-160.00	M&M Lock	Locks and Hardware 15-20 Years
	-3,050.00	M&M Lock	Locks and Hardware 15-20 Years
	186,763.19		
11/14/07	-11,404.56	Expedia	Cabinets and Doors 15-20 Years
	-1,298.97	Wight	Services
	174,059.66	Balance at ISDLAF	
12/12/07	-134,714.00	Acetelli	Rooftop Unit 15-20 Years
	39,345.66		
1/9/08	-1,240.00	Wight	Services
	38,105.66		
2/13/08	-9,770.00	Newport Distribution	Stalls 15 Years
	28,335.66		

Balance at Itasca Bank + Balance at ISDLAF =

2,095,671.01



OPERATIONAL BOARD BRIEFS

February 11, 2008

**NDSEC
BOARD MEMBERS**

Dr. Kim Perkins
Chairperson
District #13 Superintendent

Mr. John Corbett
Vice Chairperson
District #7 Superintendent

Ms. Patricia Reyes
District #2 Board Member
Ms. Kathy Lane
District #2 Alternate Member
Dr. William Jordan
District #2 Superintendent

Ms. Merilyn Daniels
District #7 Board Member
To be named
District #7 Alternate Member
Mr. John Corbett
District #7 Superintendent

Ms. Debbi Pawinski
District #10 Board Member
To be named
District #10 Alternate Member
Dr. Kenneth Cull
District #10 Superintendent

Ms. Milissa Riley
District #11 Board Member
To be named
District #11 Alternate Member
Dr. Joseph Bailey
District #11 Superintendent

Ms. Robin Taucher
District #12 Board Member
To be named
District #12 Alternate Member
Dr. Lori Bein
District #12 Superintendent

Dr. Donald Litchfield
District #13 Board Member
To be named
District #13 Alternate Member
Dr. Kim Perkins
District #13 Superintendent

Ms. Dorothy Lange
District #100 Board Member
To be named
District #100 Alternate
Member
Ms. Kathie Pierce
District #100 Superintendent

Ms. Patricia Szerlong
District #108 Board Member
Ms. Barb Layer
District #108 Alternate
Member
Dr. John K. Butts
District #108 Superintendent

EXECUTIVE DIRECTOR
Dr. Rita A. Stevenson

BOARD SECRETARY
Ms. Susan Steele

The regular meeting of the Operational Board was called to order by Dr. Perkins at 3:02 p.m. at the NDSEC Administrative Office. All eight districts were represented at roll call. Fourteen board members attended.

Additional Agenda Items – none

Public Comments – none

Consent Agenda – approved: November & December meeting minutes, December & January bill lists, personnel issues (4 appointments, 3 resignations)

Action Items

A. **Acceptance of FY 07 Audit** – Mr. Mike Celer, Mathieson Moyski Celer & Co., LLP, reviewed the FY 07 audit report. The Board accepted the report.

Discussion/Reports

- A. **NDSEC Staff/Enrollment Profile** – The March profile will include tentative projections of next year’s staff and student enrollment as part of the planning process.
- B. **Monthly Financial Summaries** (December 2007 & January 2008) – As of 1/31/08 (50% of fiscal year completed), NDSEC has expended 46% of budgeted expenditures.
- C. **Administrative Space–Lease Update** – The lease for administrative office space at 255 E. Lake, Bloomingdale, has been signed. The tentative move-in date is May 1.
- D. **NDSEC Organizational Chart** – Work is ongoing to refine titles and job descriptions. The titles at the top of the organization chart have been modified to: Director of Programs and Services (Vic Morris), Director of Business and Operations (Jenny Kilkenny) and Director of Human Resources (Glen Peterson).
- E. **Administrative Outreach/Fee For Service** – Administrative Outreach reimbursement may be eliminated by the Federal government as of June 30, 2008. Because of this, timely Fee For Service reporting for reimbursement is more important than ever. Maureen Hill will distribute a Fee For Service Summary to district coordinators and superintendents to help them determine the completeness of their reporting.
- F. **Request for Mid-Term Bargaining** – Union concerns about lesson planning have been resolved. A meeting was held 1/31/08 with Cheryl Riley (Union Co-President), John Albrecht (UniServ Director), Dr. Perkins, Dr. Cull, Dr. Stevenson and Ms. Kilkenny to clarify union concerns about the salary schedule. Upon a thorough investigation by the administration and union, it was determined the formula was misapplied to the salary schedule for the 2007-08 school year. This resulted in an underpayment, and union employee salaries are being adjusted. Once the total cost of the adjustment is confirmed, the union will be notified of the amount. With these concerns resolved, mid-term bargaining is not being pursued.
- G. **Classroom Space for 2008-09** – At this time, NDSEC’s space needs for next year are status quo although needs at the high school level are being studied. Each district was given a letter specifying NDSEC’s space needs for next year. Dr. Stevenson asked each superintendent to sign and return the letter committing to NSDEC’s use of the space or call to discuss.

- H. **State School Improvement Plans** – All districts that submitted a State School Improvement Plan regarding Early Childhood IEPs in the fall have been approved by ISBE.
- I. **Distribution of Board Materials** – Board members had no objection to NDSEC looking into the possibility of electronic distribution of board materials and use of laptops and projection at meetings as long as board members can receive hard copies of materials, if desired.
- J. **NDSEC Connections Conference** – Member district staff are encouraged to attend. Currently, 325 people are registered.
- K. **RtI (PBIS) Update** – By January 2009, each school district will have to submit a plan to the State outlining RtI staff development and implementation. RtI is a general education initiative but has limited scope (reading and math performance) and school districts are only required to develop a plan as it relates to the evaluation process for considering eligibility for special education services. Currently, District 2 is piloting RtI. Ms. Marianne Cassidy is overseeing it and will report to the Board in the spring or fall on their progress. It is hoped the other districts will be able to use the work of District 2 to build their plans. PBIS is built on the same conceptual framework as RtI (the three-tier pyramidal model of school supports) but relates to social behaviors. Legislation is pending at both the State and Federal levels to require participation in the PBIS model to teach pro-social behaviors. Mr. Morris is participating in a State advisory task force and will keep the Board informed.
- L. **IASBO Presentation** – Dr. Stevenson and Ms. Kilkenny will be presenting at the May IASBO Conference on “Special Education Cooperative Fiscal Accountability.” They have also submitted a proposal to make the same presentation at the IASB 2008 Triple I Conference in the fall.
- M. **National CEC Conference** – Board support was indicated regarding Dr. Stevenson’s request to attend the CEC Conference in April in Boston.

Meeting adjourned at 3:51 p.m.

The next Operational Board meeting will be **March 10, 2008**, at **3:00** p.m.

If you have any questions regarding any of the above, please contact Dr. Rita Stevenson at 630-894-0490.

MIDDLE SCHOOL REPORT

I. Student issues

2007-08 Discipline

Month	30-minute detentions	One-hour detentions	Two-hour detentions	Bus suspensions	In-school suspensions	Suspensions	Expulsions
Aug./Sep.	0	0	0	0	0	0	0
September 5-28	16	5	1	0	0	0	0
Oct.	30	3	0	0	1	2	0
November	44	10	1	0	0	0	0
December	31	14	2	0	0	0	0
January	21	14	8	0	0	0	0
February	13	5	4	0	1	0	0

2007-08 Counselor Student Contacts

Month	Academic	Attendance	Discipl.	Peer issues	Emotional concerns	Family issues	Health issues	Sexual harass.	Teasing
Aug./Sep.	1	0	0	9	3	3	5	0	5
Sept. 5-28	43	7	10	31	7	5	4	0	10
October	73	7	5	28	9	8	2	0	42
November	51	3	11	31	22	11	3	0	0
December	45	3	8	23	20	13	3	0	3
January	46	0	9	24	5	26	3	0	1
February	58	3	5	30	4	5	2	0	1

2007-08 Counselor Parent Contacts

Month	Academic	Attendance	Discipl.	Peer issues	Emotional concerns	Family issues	Health issues	Sexual harass.	Teasing
Aug./Sep.	7	0	0	1	0	1	0	0	0
September 5-28	24	2	1	7	6	4	1	0	3
Oct.	38	2	4	7	0	3	5	0	13
November	27	0	7	2	3	2	7	0	0
December	25	5	2	2	14	6	3	0	0
January	32	0	3	3	6	7	5	0	2
February	33	6	2	0	3	2	10	0	0

II. Graduation update

In my February report I noted that there were four students who at the end of the second quarter had a cumulative Grade Point Average of less than 1.70. A final GPA of less than 1.70 as determined on May 30th would render these students ineligible to participate in any graduation function including the graduation ceremony. An additional requirement for graduation eligibility is community service. All students at Peacock must complete a minimum of six community service hours for each year they are a student at our school. As of this very early date we have 72 8th graders missing one or more hours of

service they are required to complete by the May 30th deadline. While this number may seem alarming, it is quite typical of our students. Letters notifying parents of these deficiencies were distributed within Interim envelopes on March 6th.

III. Support program for 8th graders

On March 10th a group of 17 8th grade students began a program during their Common Time designed to provide additional support in curricular areas as well as in study skills and organization. These students will be allowed to use this class time to complete assignments and prepare for upcoming exams under the tutelage of a grade level staff member. In the event specific subject matter help is needed, the subject specialist at the 8th grade will provide that support. Letters to the parents of these 17 students preceded the start of the first classes.

The support program for our 8th graders has been in place for several years. However, this year its start has been moved up to the March date in order to provide at-risk students with more long-term intervention hopefully preventing any student from failing to meet our academic standards and subsequently graduation ineligibility.

CURRICULUM REPORT

I. English as a Second Language Assessment-ACCESS

For the third year, the assessment test referred to as “ACCESS” has been administered to all students within our district’s English as a Second Language (ESL) program. Students at grade levels kindergarten through eighth have completed assessments in speaking, listening, reading and writing during the months of January and February. Results of the assessment will become available by June 2008. As with other state and federal assessments, our students must reach a designated level of performance in order for our district to attain Adequate Yearly Progress (AYP).

Different from prior years, the ESL students are also being administered ISAT instead of IMAGE (the test developed for English Language Learners). The Illinois State Board of Education (ISBE) provided guidelines for the administration of ISAT to ESL students that would provide for a few accommodations. An example of an accommodation allowable by ISBE was lengthening the time in which the ESL students are to complete the tests. Their ISAT test results will be a component of our district’s AYP designation.

II. Preparation for ISAT

School personnel have been working throughout the year to prepare our students for the administration of the Illinois Standards Achievement Test (ISAT). The teaching strategies have involved providing our students with instruction in areas defined within the Illinois Learning Standards. To work with the Standards in the classrooms, the teachers reference the Illinois Assessment Frameworks for further clarification. In fact, ISAT is built upon the Frameworks.

Our teachers have completed correlations of our district’s curriculum to the Illinois Assessment Frameworks and Learning Standards. Their work in aligning the Frameworks and Standards to instruction has been documented within our Curriculum Mapping System. In addition, newly adopted materials provide the teachers with a link to the Illinois Standards and Frameworks.

III. Software Training for Staff Members

Professional training in the use of purchased software is continuing in our schools.

District #10's two English as a Second Language (ESL) teachers have completed 6 hours of professional training in the use of a software program entitled, ELLIS. Professional staff from ELLIS provided the training. The software program assists students in learning the English language. All three schools have this program available to the identified students.

Training in the use of the Kurzweil software program has been completed at Peacock Middle School. This software program allows for students to work within the district's adopted textbook series and to have the materials read to them via the computer. Pacing of the visual text provides for increased opportunities for the students to learn grade level instructional materials. An on-site professional trainer from the Kurzweil Company completed that training earlier this year.

IV. District Advisory Committee (DAC) Update

The DAC team is continuing to analyze available assessment programs. At this time, the team is developing a plan to pilot two assessment programs throughout the 2008-2009 school year. The two electronic programs being considered for the pilot are as follows: MAP and Learnia.

At the April School Board meeting, a plan to pilot the assessments will be shared with the School Board.

TECHNOLOGY PLAN UPDATE

The following outlines activities and expenses related to the technology plan for the month of February.

Two uninterruptible power supplies at Franzen have been replaced with new units due to their critical state. The UPSs required the entire Franzen network and telephone system to be brought down for this upgrade so work was completed on Presidents Day when there was no school to ensure the work didn't affect operations during core business hours. The remaining 2 units at both Peacock and Benson should be replaced in the near future to prevent any damage to critical network components.

The latest generation of computers purchased during the summer have displayed numerous concerns during the course of the school year. Several users have indicated computers shutting down while in use as well as CD-ROMs not formatting correctly. These problems have been under investigation as our vendor claims no known issues exist. Recent information found on the Internet is leading to possible power issues with this computer model but at this point the anomalies remained unexplained and will continue to be researched until a cause has been identified.

The board has requested information on how much it would cost to begin replacing printers throughout the district based on an estimate that printers are approximately 8-10 years old and require increasing maintenance from an outside service provider. Several printers have already been replaced based on the excessive cost to provide maintenance and service. Attached is a document outlining all district printers and the category or type of printer along with the approximate amount to replace each type of printer.

A list has been attached outlining a number of critical infrastructure issues that are outstanding and due to the current workload have been overlooked during the course of the last 1-2 years. These key infrastructure components and services are crucial to ensuring a stable and available computing environment.

The expenditures for the month of February are as follows:

Consulting Charges	\$280.00
Repair/Replacement	\$3,742.83
Telecommunications Charges	
-WAN	\$590.18
-Internet (ISBE)	\$229.09
TOTAL EXPENDITURES	\$4,842.10

PRINTERS DISTRICT-WIDE

	<u>Personal</u>	<u>Networked</u>	<u>Color</u>	<u>Total</u>
Admin	6	2	1	8
Benson	43	8	4	51
Franzen	44	7	3	51
Peacock	59	9	3	68
NDSEC	2	0	0	2
	154	26	11	180

* Total printers = Personal + Networked (Color printers are included in the networked category)

UNIT COST

Personal Printer	\$200
Network Printers	\$1,700

Lapsed Administrative/Infrastructure Issues

Server patch updates automatically completing-Bad practice since this could crash servers

Patch management upgrade-No time to test or provided development opportunity to technology staff

Ghost 7.5->8->1.0->2.0

-System not operating correctly-will not complete disk-imaging process

EPo-Version behind since no time during past summer. Freezes intermittently requiring user intervention to ensure virus updates are being pushed throughout the day

Virus Scan 8.0->8.5-No time to build strategy and push out new version

AntiSpyware 8.0->8.5-No time to build strategy and push out new version

Virus protection for mail services needs update-Version 6.0->6.3

Illinois Century Network Router-Unit past useful life and no longer supported

Active Directory- Bserv will not sync with AD domain computers

SQL 2000 Server-Past Support date Need to Upgrade to SQL 2005

Windows 2000 Servers-Need to be updated to Win 2003 Server

Payroll and accounting software-Cumbersome piecemeal configuration due to rollout difficulties several years ago

Student management system-numerous Office and District module updates have been announced since start of school year