

**MINUTES OF BUDGET HEARING  
OF THE  
GLENCOE BOARD OF EDUCATION**

**Monday, September 14, 2009**

President Rob Bailey called the annual Budget Hearing to order at 7:00 p.m.

Mr. Edelheit, Director of Finance and Operations, presented the final draft of the 2009-2010 Fiscal Year Budget. The document represented items discussed by the Board concerning staffing levels and budget allocations. Assumptions utilized when preparing the document included:

**Revenue**

1. Taxes were indicated at a tax cap level of 3.3% for the tax levy year 2005, and 3.4% for levy year 2006, 2.5% for levy year 2007, and 4.1% for levy year 2008. It was anticipated that the collection of tax extensions would be approximately 97% of the total extension.
2. Interest revenue was estimated at 1% in the Operating Funds.
3. The revenue to be received by the District was budgeted at a level similar to 2008-2009, with local revenue at approximately 94%, state revenue at approximately 4%, and federal revenue 2%.
4. Funding from the P.T.O. and Educational Foundation were included at an estimated level of donation.
5. It was anticipated that state revenue would decline from FY09 by approximately \$59,000 with an estimated General State Aid of \$235,335.
6. Fees for busing, materials, and athletics were reflected at the levels approved by the Board.
7. Total revenue was expected to increase by approximately 46%. This includes proceeds from the recent bond sales.
8. Under the direction of bond counsel and district auditors the procedures for budgeting bond proceeds, transfers, and expenditures continued to move forward.

**Expenditures**

1. Staffing levels approved by the Board, salaries reflecting the negotiated agreement, and actual salaries of new staff, support staff and administrators were included.

2. The same allocation as used for the past eleven years, \$300 per child, was incorporated for supply/equipment budgets.

3. The budget reflected the extended contractual agreement with Alltown Bus Service. Seven (7) South/West bus routes were incorporated into the budget with consistent ridership anticipated. The cost of the FY10 contract was held constant with the FY09 contract.

4. Contingencies were budgeted at approximately \$70,000 for FY10.

5. A TRS fund was again included in the non-operating category as recommended by district auditors. The fund was created for reporting purposes only and reflected anticipated payroll expenses and the associated state cost for retirement.

6. Operating expenses were anticipated to increase by 9.45%.

7. The expenditure allocation level remained consistent with previous budgets as salary/benefits represented 76% of the operating budget.

8. The Education Fund represented approximately 83% of the operating budget (80% for 2008-2009).

9. Bond proceeds will be utilized to address capitol and maintenance projects identified by the Facilities Committee.

Mr. Edelheit indicated the financial condition of the district remains strong with revenue from the bond proceeds adding to district reserves. The long-term financial goal remains utilizing resources and options available to the Board to continue delaying the need for a future operating referendum.

Following discussion by the Board the budget hearing was adjourned at 7:25 p.m.

**MINUTES OF REGULAR MEETING  
OF THE  
GLENCOE BOARD OF EDUCATION**

**Monday, November 9, 2009**

President Robert Bailey called the Regular Meeting of the Glencoe Board of Education to order at 7:40 p.m. on Monday, November 9, 2009 in Young Auditorium of Central School, Glencoe, Illinois.

**ROLL CALL**

Present: Bailey, Burnham, Chez, Malehorn, Shaw and Sigurdson  
Absent: Stauber

**APPROVAL OF MINUTES**

Mr. Chez made a motion to approve the Interfund Transfer Hearing Minutes and Regular Meeting Minutes held October 19, 2009 and Mr. Burnham seconded the motion.

Aye: Bailey, Burnham, Chez, Malehorn, Shaw and Sigurdson  
Nay: None  
Absent: Stauber

**PUBLIC COMMENTS**

There were no comments from the public during this opportunity in the meeting.

**ADMINISTRATOR REPORTS**

**SEL REPORT**

Mrs. Wang, Dr. Mollet, Mr. Kim, Dr. Cinnamon and Mrs. Lamberti reviewed the Social Emotional Learning training and programs being implemented in the school district. Discussion centered on the following points:

- What knowledge, skills and qualities do we wanted our students to possess by the time they leave our school district?
- How to promote social and emotional competency
- Improved academic outcomes when SEL is addressed
- Skills taught through SEL
- District programs in existence and next steps

## **MATHEMATICS PROGRAM REVIEW**

Dr. Mollet reviewed the mathematics programs at Central School. He reviewed the sequence for students in grades 5 - 9, the percentage of students enrolled in the specific math courses, information used to determine student placements and progress monitoring which occurs throughout the school year.

## **REVIEW OF COMPUTER INTEREST FREE LOAN PROGRAM FOR COMPUTERS AND COMPUTER RELATED EQUIPMENT**

Dr. Crawford identified that for over 15 years the District furnish interest-free loans to qualified district employees. The loans were for the purchase of computers and computer-related equipment. This program was initiated when technology was introduced into classrooms and teachers were encouraged to become comfortable with its integration into the curriculum. The cost of the loan was deducted from the employee's salary in equal installments over a 24-month period. This interest free computer loan was initiated during even numbered years.

Qualifying staff members included any district employee with at least two years of continuous experience in District 35. The guidelines for this plan set a minimum loan amount at \$750 and maximum at \$2,500. In 2008 this reflected a change from the previous range of \$500 - \$5,000. The Board discussed continuation of the program and an action item will be included in the December Board meeting agenda.

## **MONTHLY FINANCIAL SUMMARY**

Mr. Edelheit reported the Ending Fund Balance for October 2009 as \$21,244,954.

## **UPDATE ON FACILITIES PROJECT**

Mr. Edelheit reviewed a proposal received from David R. McCallum Associates, Inc., Landscape Architects as an update on facilities projects. This proposal included a design development phase and construction documents phase. The proposal included a review of each school site with the administration to identify existing conditions, possible landscape improvements, educational opportunities, preparation of preliminary concepts and final construction documents. The cost of the proposal excluding reimbursable expenses and additional services was \$8,400.

Mr. Edelheit also identified a proposal from Green Associates for LEED evaluation of the district facilities. The LEED rating System for Existing Building – Operations & Maintenance is a set of performance standards for certifying the operations and maintenance of existing commercial and institutional buildings. The intent is to promote high-performance, healthful, durable, affordable and environmentally sound practices in existing buildings. The LEED Rating System addresses seven topics:

Sustainable Sites

Water Efficiency  
Energy and Atmosphere  
Materials and Resources  
Indoor Environmental Quality  
Innovation in Operations  
Regional Priority

The scope of services proposed were to analyze the prerequisite requirements for each school in order to determine if LEED certification was possible and document this information. With documentation regarding water efficiency, energy efficiency, material policies and Indoor air quality, this documentation would be a guide to future renovation and improvement projects. The cost of the proposal did not include services related to the scope of work related to LEED certification. The cost for this evaluation excluding reimbursables and additional services was \$45,000.

The Board discussed the cost for the proposal and decided the district would not move forward with this evaluation of facilities.

### **APPROVAL OF BILL LIST**

Ms. Malehorn made a motion to approve the October 2009 bills and Mr. Sigurdson seconded the motion.

Aye: Bailey, Burnham, Chez, Malehorn, Shaw and Sigurdson  
Nay: None  
Absent: Stauber

### **APPROVAL OF PERSONNEL REPORT**

Ms. Malehorn made a motion to approve the November 2009 Personnel Report and Mr. Sigurdson seconded the motion.

Aye: Bailey, Burnham, Chez, Malehorn, Shaw and Sigurdson  
Nay: None  
Absent: Stauber

### **APPROVAL OF PTAB INTERVENTION – BLANKET RESOLUTION**

A blanket PTAB resolution to streamline the process and eliminate reoccurring attorney fees was tabled until the December Board meeting. Mr. Chez requested the inclusion of several items in the resolution.

### **APPROVAL OF FOIA OFFICERS**

Mr. Sigurdson made a motion to approve the appointment of Mr. Edelheit and Dr. Crawford as the FOIA Officers for the school district. Ms. Malehorn seconded the motion.

Aye: Bailey, Burnham, Chez, Malehorn, Shaw and Sigurdson

Nay: None  
Absent: Stauber

**APPROVAL OF SUPERINTENDENT OR DESIGNEE TO APPROVE MEMORANDUM OF ACCEPTANCE WITH COOK COUNTY DEPARTMENT OF HEALTH**

Dr. Crawford reviewed the status of a township clinic for H1N1 vaccinations. As reported in October, the Cook County Department of Public Health (CCDPH) contacted all school districts in the county regarding the possibility of immunizing students for H1N1.

The New Trier Township School Districts have continued to work with the CCDPH to establish H1N1 immunization sites. A township plan has not yet been approved by CCDPH.

Mr. Burnham made a motion to authorize the superintendent or designee to approve the Memorandum of Agreement (MOA) with the CCDPH in the event township clinics are approved and school districts not acting as host sites are required to provide an MOA. Ms. Shaw seconded the motion.

Aye: Bailey, Burnham, Chez, Malehorn, Shaw and Sigurdson  
Nay: None  
Absent: Stauber

**APPROVAL OF 2010-2011 SCHOOL YEAR CALENDAR**

Ms. Shaw made a motion to approve the 2010-2011 school year calendar drafted by the District Committee. Mr. Sigurdson seconded the motion. Highlights include:

***August***

19	Thursday	Teacher Institute Day
20	Friday	Teacher Institute Day
23	Monday	Teacher Institute Day
24	Tuesday	First Day of Student Attendance - 1/2 Day
30	Monday	First Day of Kindergarten Attendance

***September***

6	Monday	Labor Day – <b>No School</b>
9	Thursday	Rosh Hashanah – <b>No School</b>

***October***

8	Friday	Teacher Institute Day
11	Monday	Columbus Day – <b>No School</b>

***November***

11	Thursday	Student Attendance in the Morning – 1/2 Day Parent/Teacher Conferences in Afternoon and Evening
12	Friday	Parent/Teacher Conferences (No School for Students)

	24-26	Wednesday-Friday	Thanksgiving Break – <b>No School</b>
<b>December</b>	20	Monday	Winter Break Begins
<b>January</b>	3	Monday	School Resumes after Winter Break
	17	Monday	Martin Luther King Jr. – <b>No School</b>
<b>February</b>	18	Friday	Parent/Teacher Conferences (No School for Students)
	21	Monday	Presidents’ Day – <b>No School</b>
<b>March</b>	28	Monday	Spring Break Begins
<b>April</b>	4	Monday	School Resumes after Spring Break
	21	Thursday	Teacher Institute Day – <b>No School</b>
	22	Friday	Good Friday – <b>No School</b>
<b>May</b>	30	Monday	Memorial Day – <b>No School</b>
<b>June</b>	1	Wednesday	8 <sup>th</sup> Grade Graduation
	2	Thursday	Last Day for Kindergarten (If no Emergency Days are used.)
	3	Friday	Last Day for Grades 1 -7 (If no Emergency Days are used.)
	7	Tuesday	Summer School Begins
<b>July</b>	1	Friday	Summer School Ends

Aye: Bailey, Burnham, Chez, Malehorn, Shaw and Sigurdson  
Nay: None  
Absent: Stauber

**PUBLIC COMMENTS**

A second opportunity was provided for public comments. There were no comments during this portion of the meeting.

**COMMITTEE REPORTS**

There were no committee reports.

**ADJOURNMENT OF OPEN SESSION**

Mr. Sigurdson made the motion to adjourn open session and Mr. Burnham seconded the motion.

Aye: Bailey, Burnham, Chez, Malehorn, Shaw and Sigurdson  
Nay: None  
Absent: Stauber

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Board President

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Board Secretary