

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

Monday, May 4, 2009

President Robert Bailey called the Regular Meeting of the Glencoe Board of Education to order at 7:30 p.m. on Monday, April 6, 2009 in Young Auditorium of Central School, Glencoe, Illinois.

ROLL CALL

Present: Bailey, Burnham, Chez, Malehorn, Sigurdson and Stauber
Absent: None

APPROVAL OF MINUTES

Ms. Malehorn made a motion to approve the Regular Meeting Minutes and Closed Session Minutes held March 9, 2009 and Mr. Sigurdson seconded the motion.

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

PUBLIC COMMENTS

There were no public comments during the first scheduled opportunity.

SWEARING IN OF BOARD MEMBERS

Vice President Burnham administered the oath of office to elected Board Members: Rob Bailey, Eddie Chez, Nancy Shaw and Keith Stauber.

ORGANIZATION OF THE BOARD OF EDUCATION

ELECTION OF OFFICERS

Mr. Burnham nominated Mr. Bailey for School Board President, Mr. Stauber nominated Mrs. Malehorn for Board Vice President, Ms. Malehorn nominated Dr. Cathlene Crawford for Secretary and Mr. Chez nominated Mr. Burnham for Secretary Pro Tem. Mr. Sigurdson seconded the nominations.

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

DESIGNATION OF REGULAR MEETING DATES, TIME AND PLACE

Mr. Burnham made a motion to designate the second Monday of the month as the date for regularly scheduled Board meetings. The meetings will begin at 7:30 p.m. in Young Auditorium of Central School. Mr. Chez seconded the motion. The meeting dates were identified as follows:

Monday	June 8, 2009
Monday	July 13, 2009
Monday	August 17, 2009
Monday	September 14, 2009
Monday	October 19, 2007 (Third Monday due to Columbus Day)
Monday	November 9, 2009
Monday	December 14, 2009
Monday	January 11, 2010
Monday	February 8, 2010
Monday	March 8, 2010
Monday	April 19, 2010
Monday	May 10, 2010

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

APPOINTMENT OF COMMITTEE ASSIGNMENTS

Dr. Crawford reviewed committee assignments asking for comments and requests from Board members. Mr. Chez made a motion to confirm committee assignments. Mr. Stauber seconded the motion. The assignments were as follows:

Committees	Board Representatives
Behavior Intervention	Rob Bailey
Communications	Laura Malehorn/Nancy Shaw
Glencoe Educational Foundation	Eddie Chez
Facilities	Rob Bailey/Keith Stauber/James Burnham/Laura Malehorn
Finance	Eddie Chez/Laura Malehorn/Rob Bailey/Keith Stauber
Glencoe Junior High Project	Laura Malehorn
Intergovernmental Affairs	James Burnham
IASB	Laura Malehorn
NSSSED	Rob Bailey / Eric Sigurdson (Alternate)
Plan Commission	Eddie Chez
PTO	Nancy Shaw
Technology	Eddie Chez/ Eric Sigurdson/James Burnham (Alternate)

GEA/Board Liaison	Laura Malehorn - Liasion
Strategic Planning/Vision and Values	Laura Malehorn/James Burnham

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

ADMINISTRATOR REPORTS

STAFF DEVELOPMENT

The administrator report included a review of staff development information gathered at each school and planning for the coming school year. Dr. Howe, reported the requirements for planning Teacher Institute Days and documentation submitted to the Regional Office of Education. He also reviewed the district and building level committee responsibilities in planning the staff development programs.

Mrs. Wang reviewed the staff survey results which were used by the Staff Development Committee to determine areas of need and focus for staff development. One hundred six staff members completed the survey:

- 45 or 42.5% General Education Teachers
- 17 or 16.0% Special Education Teacher
- 18 or 17.0% Special Area Teachers
- 18 or 17% Teacher Associates
- 8 or 7.5% Administrators

The areas of greatest need were identified as training in technology, special education, and social emotional education. Mr. Rongey reviewed the specific topics of interest for West School. Those topics included training with SMARTBoards, Internet safety, RtI and problem solving, behavior management, and dealing with difficult people. Staff also provided comments regarding their desire to continue teacher associate training, articulation between buildings, and differentiation of the curriculum training.

Mrs. Wang indicated that each school would work with their Staff Development Committee to plan the opening Teacher Institute Days and October Teacher Institute Day. She also indicated that Glencoe University classes and Monday meeting times would be used to address pertinent topics.

Dr. Mollet reviewed the master schedule for Central School and explained the process of developing the schedule. A timeline of events from December through June was reviewed for creating the master schedule. Dr. Cinnamon explained the process of creating each individual student schedule. The information gathered, steps taken, and timing of this process were described for the Board members.

Dr. Crawford reviewed the information obtained and shared with parents and staff regarding the outbreak of H1N1 flu (swine flu). To date there has not been a reported increase in the number of absences in our school district due to influenza or influenza type symptoms. Information regarding healthy habits has been distributed to families

and posted on the web page. The school district has been working with Glencoe Public Safety, NSSD, and the township schools coordinating plans and sharing information.

FINANCIAL UPDATE

Prior to reviewing the tentative budget for school year 2009-2010, Dr. Crawford identified measures taken to maximize revenues and minimize expenses. The three guiding principles of the Board were reviewed:

1. Maintain class size with the goal of 20 students per class
2. Maintain and enhance educational programs
3. Maintain fiscal responsibility

Information regarding maximizing revenues included:

Title II and Title IV = \$26,220 in FY09
Title I Funds Went from \$57,741 to \$76,475
 - Projected \$74,589 for FY 2010
 - Additional \$81,300 for FY 2010
Stimulus Funds – Additional IDEA Funds \$245,647
Village Impact Fees = \$16,000 in FY09
Scott Street Funds = \$226,728 in 2009 (100%)
 \$181,000 approximately in 2010 (80%)
PTO Support = Approximately \$160,000
GEF Support = Approximately \$80,000
E-Rate Funds = \$8,300 to date in FY09
PCard Funds = 1% of the Annual Purchases \$1,000

Estimated Annual Savings were identified as:

Summer Curriculum Work – \$50,000
Board Bulletin – \$6,200 Saved by Returning to 2 issues
Long-Term Disability Insurance – \$10,000 per year
Health Insurance Rates from 6.6% to 4.1% increase - \$18,000 per year
Illinois Energy Consortium – \$16,600 per year
Paper Purchasing – \$1,000 per year
Instant Alert Provider – \$4,000 per year
AESOP Substitute Procurement – \$5,325 per year
Telephone Service Repackaged - \$1,600 per year
Personnel – \$240,000

Additional Cost Saving Measures discussed were to minimize district costs through participation in cooperatives and cooperative ventures:

Health Insurance (EBC)
Liability Insurance (CLIC)
Utility Cooperatives (IEC)
Paper Purchasing
Shared Transportation Contract with NTHS

PTAB Intervention with NTHS

Monitoring Use of Professional and Purchased Services
Rebidding Contracts"
Custodial Supplies
NSSSED Transportation - Cabs

Shutting Off Boilers on Long Weekends
Utilizing Internal Resources, NSSSED options, PTO and Grant Funds for Professional Development

Working Cooperatively with Village and Park District:

Village Planting Trees
Fingerprinting at Public Safety
Snow Removal and Salt
Security, Crossing Guards, Traffic

REVIEW OF TENTATIVE BUDGET

Mr. Edelheit reviewed the tentative budget. The Board will be asked to approve a tentative budget for 2009-2010 at the June 8, 2009 Board Meeting.

MONTHLY FINANCIAL SUMMARY

Mr. Edelheit reported the End Fund balance for April 2009 as \$19,654,630

APPROVAL OF BILL LIST

Mr. Chez made a motion to approve the April 2009 bills and Mr. Sigurdson seconded the motion.

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

APPROVAL OF PERSONNEL REPORT

Ms. Shaw made a motion to approve the Personnel Report and Mr. Sigurdson seconded the motion.

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

APPROVAL OF AMENDED BUDGET FOR 2008-2009

Mr. Stauber made a motion to approve the amended budget as presented in the 7:15 p.m. Budget Hearing. The amended budget was required to incorporate new rules that

represent a comprehensive updating of the Illinois Program Accounting Manual (IPAM). Mr. Sigurdson seconded the motion.

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

APPROVAL OF DESIGNATION OF DEPOSITORY

Mr. Chez made a motion to approve the Designation of Depository as follows:

Harris Bank of Glencoe:	Checking account, student activity account, payroll account, revolving account, investments
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Illinois School District Liquid Asset Funds:	Investments
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Mr. Burnham seconded the motion.

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

APPROVAL OF PREVAILING WAGE RESOLUTION

Ms. Malehorn made a motion to approve the Prevailing Wage Resolution indicating contractors working for the District would pay wages comparable to other contractors in the immediate area determined by the Department of Labor for various areas in the State of Illinois. Mr. Burnham seconded the motion.

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

APPROVAL OF GLENCOE JUNIOR HIGH PROJECT STUDENT SURVEY

Mr. Burnham made a motion to approve the Glencoe Junior High Project Student Survey and Mr. Chez seconded the motion.

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

PUBLIC COMMENTS

During the second opportunity for public comments PTO co-presidents, Joy Fiorini and Wendy Williams, identified their understanding that a copy of the PTO survey had been e-mailed to each Board member. They asked that the Board use the information obtained by the survey in planning and programming.

COMMITTEE REPORTS

During Committee Reports Mr. Bailey indicated the Finance Committee met to review options for maintaining the strong financial standing of the school district. With the recent flat C.P.I. the Board continues to look to the future and options for maximizing revenues and minimizing expenses. At the June 8, 2009 Board meeting the option of refinancing grandfathered bonds will be discussed.

ADJOURNMENT OF OPEN SESSION

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

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

Board President

Board Secretary