



MINUTES OF REGULAR MEETING  
OF THE  
GLENCOE BOARD OF EDUCATION  
MONDAY, JUNE 6, 2016

President Gary Ruben called the Regular Meeting of the Glencoe Board of Education to order at 7:00 p.m. on Monday, June 6, 2016, in Young Auditorium at Central School, Glencoe, Illinois.

ROLL CALL

Present: Mrs. Ackerman, Mr. Bailey, Mr. Chez, Mrs. Estes, Dr. Glucksman, Mrs. Hahn, and Mr. Ruben  
Absent: None

APPROVAL OF MINUTES

Dr. Glucksman made a motion to approve the Regular minutes for May 2, 2016, and Closed session minutes of May 2 and May 17, 2016. Mr. Bailey seconded the motion.

Aye: Mrs. Ackerman, Mr. Bailey, Mr. Chez, Mrs. Estes, Dr. Glucksman, Mrs. Hahn, and Mr. Ruben  
Nay: None  
Absent: None

PUBLIC COMMENTS

There were no comments during the first opportunity for public comment.

PTO CO-PRESIDENTS

Mrs. Glauberman, Co-President of the Glencoe PTO, presented the Board with a check for \$111,000. The funds paid for student clubs at each school, science curriculum materials and enhancements, Kindness Connection activities, outdoor education programs, WE CARE and Family Evening Events, and Cultural Art opportunities. Additionally the PTO funded parent education programs, staff appreciation lunches and gifts, author visits at each school, and contributed to the McKeon fund. The PTO also shared \$10,500 in Scholastic dollars with our schools. Mrs. Glauberman and Mrs. Goldstein will remain as Co-Presidents for the 2016-2017 school year. Mr. Ruben thanked the PTO for their generosity and dedication in support of the school district.

## ENROLLMENT UPDATE

Dr. Wang provided end-of-year enrollment data to the Board. Student enrollment was at 1207 on June 3, 2016. This represents an increase of four students from the opening enrollment of 1203. Based on the current student enrollment and data on prospective students, an opening enrollment of 1170 is projected. Dr. Wang will share a summer update at the July Board meeting.

## BEHAVIOR INTERVENTION GUIDELINES FOR STUDENTS WITH DISABILITIES

Mrs. Lamberti provided an update on the District's Draft *Behavior Intervention Guidelines for Students with Disabilities*. Public Act 89-191 requires all Illinois school districts to develop a policy and procedures addressing the use of behavior interventions for students with identified disabilities. Throughout the year a District team has reviewed the information and considered best practice in options to share the revised information with parents. Mrs. Lamberti requested a summer meeting with the Communication and Behavior Committee members to review the recommended documentation.

## POLICY REVISIONS

Dr. Wang shared two policy revisions for the Board's review. The revisions were provided by the Illinois School Board Association and intended to keep the policy manual current with changes in legislation. Additionally, District 35 is adding a policy for service animals to ensure we are prepared to meet the needs of students in our schools. The Board was asked to review the policy revisions and the Board will be asked to take action upon changes at the July Board meeting:

*7:290 Students - Suicide and Depression Awareness and Prevention*

*7:295 Students - Service Animals on School Premises*

## FREEDOM OF INFORMATION ACT REQUEST

Dr. Wang reported on two requests. The first request was received from the Chicago Tribune. The request was for the following information:

*"...public records from Glencoe SD 35 relating to water quality testing and associated environmental testing contracts dating back to July 1, 2012."*

The second FOIA request was received from the Illinois Retired Teachers Association (IRTA). The request was for the following information:

*"Names, addresses, phone numbers, email of your retiring Illinois educators and education personnel that receive a pension from TRS."*

A response to both requests was made within the required timeframe.

## TENTATIVE BUDGET HEARING AND 5-YEAR FINANCIAL PROJECTIONS

Present: Mrs. Ackerman, Mr. Bailey, Mr. Chez, Mrs. Estes, Dr. Glucksman, Mrs. Hahn, and Mr. Ruben

Absent: None

The Tentative Budget Hearing for FY17 was called to order and Mr. Edelheit, Director of Finance and Operations, presented information regarding anticipated revenues and expenditures. Assumptions utilized when preparing the document included:

### Revenue

1. Taxes are indicated at a tax cap level 0.7% for levy year 2015. It is also anticipated that collection of the tax extensions will be approximately 98% of the total extension.
2. Interest earnings are estimated using an average rate of 0.2%.
3. Revenue anticipated by the district is budgeted with local revenue at 96%, state at 3%, and federal at 1%.
4. Monies are included in the Tentative Draft of the Budget for PTO and GEF donations. These donations reflect the conversations between the district administrators and the organizations.
5. State revenue and pension reform information remain volatile. As information is clarified, shifting of funds may occur before the final budget is adopted.
6. Fees (busing, athletic, materials) are reflected at current levels as proposed by the Administration and approved by the Board this spring.
7. Total operation revenue is estimated to increase 1.3% from FY16. As the timeline for final budget submission in September draws nearer, revenue numbers will be updated to reflect the best information available.

### Expenditures

1. Staffing levels approved by the board are incorporated into this document.

2. Supply/equipment budgets for instructional purposes are again categorized in a site-based format. This includes an allocation of \$300 per child for each building, incorporating supplies, textbooks, equipment and Crawford Learning Center resources. This amount has not increased and continues to meet the educational programming needs of the district.
3. The District is in the second year of a contractual agreement with Alltown Bus Service. Eight (8) South/West bus routes are incorporated into the Budget document.
4. Contingencies in the Educational and Operations and Maintenance Funds are budgeted at a total of \$105,000 for FY17 (0.4% of the operating budget).
5. TRS Fund is again included in the non-operating category, as is recommended by district auditors. This fund was created for state reporting purposes only and reflects anticipated payroll expenses and the anticipated state costs for retirement.
6. Budgeted operating expenses are anticipated to increase by 2.77% (\$672,346) when compared to the FY16 budget.
7. Expenditure allocation levels remain consistent with previous budgets, with salary/benefits accounting for 77% of the operating budget.

Mr. Edelheit indicated the preliminary FY17 budget reflects anticipated revenues, including normal tax collections, as well as assumptions made for revenue from state and federal funding sources. The long-term financial goals included utilizing resources and options available to the Board to support student needs, district goals, and continue delaying the need for a future operating referendum.

Mr. Edelheit also reviewed the 5-year financial projections while also considering possible implications of decreased state funding. He identified the continued need for repair and maintenance of District facilities. Overall, due to conservative fiscal practices, the District remains in a sound financial condition.

Following this report the Tentative Budget Hearing was adjourned.

### MONTHLY FINANCIAL SUMMARY

Mr. Edelheit identified the April 2016 revenues as \$146,299 and the April 2016 expenditures as \$1,789,159. Mr. Edelheit reported an April End Fund Balance of \$39,920,836. Mr. Edelheit reported that we have collected approximately 98% of tax revenue. Within June the Board will see the processing of the six summer payroll cycles for teachers and teacher associates.

## APPROVAL OF PAYMENT OF BILLS – JUNE 2016

Mr. Bailey made a motion to authorize payment of the June 2016 bill list. Mr. Chez seconded the motion.

Aye: Mrs. Ackerman, Mr. Bailey, Mr. Chez, Mrs. Estes, Dr. Glucksman, Mrs. Hahn, and Mr. Ruben  
Nay: None  
Absent: None

## APPROVAL OF PERSONNEL REPORT – JUNE 2016

Dr. Glucksman made a motion to approve the June 2016 personnel report. Mrs. Ackerman seconded the motion.

Aye: Mrs. Ackerman, Mr. Bailey, Mr. Chez, Mrs. Estes, Dr. Glucksman, Mrs. Hahn, and Mr. Ruben  
Nay: None  
Absent: None

The Board approved the June Personnel Report. Within this report, the Board approved the appointment of Mrs. Holaday as the Director of Curriculum and Instruction.

## APPROVAL OF DESIGNATION OF DEPOSITORY

Mr. Bailey made a motion to approve the annual Designation of Depositories for District funds.. Mrs. Hahn seconded the motion.

Aye: Mrs. Ackerman, Mr. Bailey, Mr. Chez, Mrs. Estes, Dr. Glucksman, Mrs. Hahn, and Mr. Ruben  
Nay: None  
Absent: None

The following were approved as the designated district depositories:

Harris Bank of Glencoe:

Checking account, student activity account, payroll account, revolving account, investments

Illinois School District Liquid Asset Funds:

Investments

### **APPROVAL OF PREVAILING WAGE RESOLUTION**

Mr. Bailey made a motion to approve the prevailing wage resolution. Mr. Chez seconded the motion.

Aye: Mrs. Ackerman, Mr. Bailey, Mr. Chez, Mrs. Estes, Dr. Glucksman, Mrs. Hahn, and Mr. Ruben

Nay: None

Absent: None

This annual resolution states contractors working in the District are paid wages comparable to other contractors in the immediate area. The prevailing wage is determined by the Department of Labor.

### **APPROVAL TO PAY SUMMER BILLS**

Mrs. Hahn made a motion to approve payment of summer bills. Dr. Glucksman seconded the motion.

Aye: Mrs. Ackerman, Mr. Bailey, Mr. Chez, Mrs. Estes, Dr. Glucksman, Mrs. Hahn, and Mr. Ruben

Nay: None

Absent: None

### **APPROVAL OF THE TENTATIVE BUDGET FY17**

Mr. Chez made a motion to approve the tentative budget FY17. Mrs. Ackerman seconded the motion.

Aye: Mrs. Ackerman, Mr. Bailey, Mr. Chez, Mrs. Estes, Dr. Glucksman, Mrs. Hahn, and Mr. Ruben

Nay: None

Absent: None

## APPROVAL OF CERTIFICATE OF NOTICE PUBLICATION AND NOTICE OF PUBLIC HEARING FOR FY17 BUDGET

Mrs. Hahn made a motion to approve the certificate of notice publication and notice of public hearing for FY17 budget. Mr. Bailey seconded the motion.

Aye: Mrs. Ackerman, Mr. Bailey, Mr. Chez, Mrs. Estes, Dr. Glucksman, Mrs. Hahn, and Mr. Ruben  
Nay: None  
Absent: None

The Tentative Budget will be available on the District #35 web page [www.glencoeschools.org](http://www.glencoeschools.org).

### PUBLIC COMMENTS

There were no comments during the second opportunity for public comment.

### COMMITTEE REPORTS

During Committee Reports, Mr. Chez commented on the positive NSSED retirement celebration for Dr. Tim Thomas held on May 25, 2016. Dr. Kurt Schneider will officially assume his duties as the Superintendent of NSSED on July 1, 2016.

Mrs. Hahn provided an update from the Communications Committee, which met on May 17, 2016. The District shared a Request for Qualifications (RFQ) to review vendor qualifications, obtain comparative rates and evaluate support and services for website support and maintenance. An RFQ was developed and sent to seven vendors in April 2016. Firms that specialize in school communication, local design firms, and the current provider, Simple Studio, were contacted. Four of the seven firms completed the RFQ. The Communications Committee reviewed all submissions and recommended continuing with Simple Studio as the website support vendor for the following reasons:

- Simple Studio, and their sister company, Emma Charles, offer the lowest hourly rate and extended support hours.
- The team is familiar with District needs, the existing websites, and our Content Management System (CMS). Therefore, work can continue seamlessly and no resources will be devoted to transition activities or staff training.

Mrs. Hahn also shared an update as the Board representative on the newly formed Village of Glencoe Sustainability Task Force. The task force has begun monthly meetings. Additional information will be gathered from District 35 to document practices and initiatives in place to support sustainability.

### ADJOURNMENT TO CLOSED SESSION

Mrs. Hahn made a motion to adjourn to Closed Session for the purpose of discussing matters related to the employment and performance of specific employees of the school district. Mr. Bailey seconded the motion.

Aye: Mrs. Ackerman, Mr. Bailey, Mr. Chez, Mrs. Estes, Dr. Glucksman, Mrs. Hahn, and Mr. Ruben  
Nay: None  
Absent: None

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Board President

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Board Secretary