

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

Monday, June 13, 2011

Vice-President Nancy Shaw called the Regular Meeting of the Glencoe Board of Education to order at 7:30 p.m. on Monday, June 13, 2011 in Young Auditorium of Central School, Glencoe, Illinois.

ROLL CALL

Present: Bailey, Chavin, Hahn, Ruben, Shaw, and Stauber
Absent: Chez

APPROVAL OF MINUTES

Mr. Stauber made a motion to approve the Regular and Closed session minutes of May 2, 2011. Mr. Bailey seconded the motion.

Aye: Bailey, Chavin, Hahn, Ruben, Shaw, and Stauber
Nay: None
Absent: Chez

PUBLIC COMMENTS

During this first opportunity there were no comments from the public.

ADMINISTRATOR REPORTS

PTO CO-PRESIDENTS

Dawn Kaminski, Stephanie Mackakanja, and Stacey Michelon, former and present Co-Presidents of the Glencoe PTO, presented the Board with a check for \$180,000. These funds paid for student clubs at each school, professional development activities, Generation E grant programs, WE CARE and Family Evening Events, and Social Emotional Learning materials. In addition to these programs the PTO funded parent education programs, staff appreciation, educational programs at each school, and hosted the McKeon fund. In total the PTO gave \$276,000 to the school district during the 2010-2011 school year. Mrs. Shaw thanked the co-presidents for their generosity and support of the school district.

TENTATIVE BUDGET HEARING FOR FY 12

Mr. Bailey made a motion to call to order the Tentative Budget Hearing. Mr. Stauber seconded the motion.

Aye: Bailey, Chavin, Hahn, Ruben, Shaw, and Stauber
Nay: None
Absent: Chez

Mr. Edelheit, Director of Finance and Operations, presented the tentative budget for Fiscal Year 2012. 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 2.7% for levy year 2010. Previous years were 0.01% for levy year 2009 and 4.1% for levy year 2008. It was anticipated that the collection of tax extensions would be approximately 98.5% of the total extension.
2. Interest revenue was estimated using an average rate of 0.3%. Investment earnings were anticipated to drop and estimated at \$20,000.
3. The revenue to be received by the District was budgeted at a level similar to 2010-2011, with local revenue at approximately 96%, state revenue at approximately 3%, and federal revenue 1%.
4. Funding from the P.T.O. and Educational Foundation were included at an estimated level of donation.
5. State and Federal revenues were reported as volatile and would be adjusted as additional information was made available.
6. Fees for busing, materials, and athletics were reflected at the levels approved by the Board.
7. Total revenue was expected to decline by approximately 0.82% from 2011. If the bond proceeds are not included, then the total FY11 revenue is estimated to increase 0.2% from FY11.

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 thirteen years, \$300 per child, was incorporated for supply/equipment budgets.

3. The budget reflected the contractual agreement with Alltown Bus Service. Seven (7) South/West bus routes were incorporated into the budget with consistent ridership anticipated. As previously negotiated in the bus contract, the cost of FY12 decreased from FY11. The auditors and safety/security vendors held fees flat for FY12.

4. Contingencies were budgeted at approximately \$101,750 for FY12 (0.4% of the operating budget).

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 0.5% (\$126,279) when compared to the FY11 budget. The total FY12 expenditures excluding related bond funds were expected to decrease 0.57% (\$154,164) when compared to FY11.

7. The expenditure allocation level remained consistent with previous budgets as salary/benefits represented approximately 70% of the operating budget.

8. The Education Fund budget represented approximately 76% of the operating budget (78% for FY11).

Mr. Edelheit indicated the financial condition of the district remained strong projecting revenues going into cash reserve during FY12. Savings were realized in the areas of utility costs and transportation. Additionally, many vendors held prices flat for the coming fiscal year. Building renovation and maintenance projects were under original budgeted amounts. The long-term financial goal remained utilizing resources and options available to the Board to continue delaying the need for a future operating referendum.

Mr. Bailey made a motion to adjourn the Tentative Budget Hearing and Mr. Ruben seconded the motion.

Aye: Bailey, Chavin, Hahn, Ruben, Shaw, and Stauber
Nay: None
Absent: Chez

SMOKE STACK REPAIR UPDATE

Mr. Edelheit updated the Board members on repairs to the Central School smoke stack hit by lightning. Due to changes in the code the rebuilt smoke stack will be approximately 20 feet shorter than the existing structure. It is anticipated that this project will continue throughout the summer break and be completed prior to the start of the 2011-2012 school year. Mr. Edelheit also indicated the West School maintenance and repair projects were on schedule and proceeding as planned.

PAPERLESS BOARD PACKET

Mrs. Wang reviewed the option of paperless Board packets. The Board Technology Committee will meet to review options and report back to the Board as a whole.

WEB PAGE HIGHLIGHT: GEA AND DISTRICT 35

Dr. Crawford reviewed a web page highlight featuring comments from teachers, nurses, social workers, associates, secretaries, custodians, administrators and board members. The purpose of this feature was focusing positive attention on the strengths of our educational community. The idea originated from the GEA and would be included on the school district web page. The Board of Education members were encouraged to participate.

ROTH 403B

Mr. Edelheit indicated the addition of a Roth 403b option for staff members would diversify retirement savings opportunities, without incurring costs to the school district. The Board discussed adding this option and was asked to approve this proposal at the July Board meeting.

FOOD GUIDELINES

Dr. Crawford explained that during the past year a variety of groups worked on a set of guidelines for food in our schools. The concerns identified included allergic reactions, candy used as reinforcers, overabundance of food brought for holidays or celebrations, etc. Edits were made to draft guidelines after members of the following groups reviewed the documents: PTO, Board of Education, GEA Representative Council, Central School Student Council, 8th Grade Executive Cabinet, and Administrative Team. The Board discussed the proposed guidelines and in July the Board will be asked approve guidelines.

FREEDOM OF INFORMATION REQUEST

Dr. Crawford reported two Freedom of Information Act requests were received. The first from Donna McShea in Winnetka asking for the 2006, 2007, 2008, and 2009 administrator's summary of the ERB/CPT4. The second from Jim Vodak in Fountain Hills, Arizona asking for a copy of the natural gas monthly invoices for Glencoe School District from 2008 to the present.

MONTHLY FINANCIAL SUMMARY

Mr. Edelheit reported the End Fund Balance for April 2011 as \$34,587,688 and May 2011 as \$32,899,266.

APPROVAL OF BILL LIST

Mr. Bailey made a motion to approve the June 2011 bill list and Mr. Ruben seconded the motion.

Aye: Bailey, Chavin, Hahn, Ruben, Shaw and Stauber
Nay: None
Absent: Chez

APPROVAL TO PAY BILLS

Mr. Stauber made a motion to approve the authorization to pay bills prior to the end of the fiscal year June 30, 2011. Mr. Bailey seconded the motion.

Aye: Bailey, Chavin, Hahn, Ruben, Shaw, and Stauber
Nay: None
Absent: Chez

APPROVAL OF REVISED PERSONNEL REPORT

Mr. Bailey made a motion to approve the revised personnel report and Mr. Stauber seconded the motion.

Aye: Bailey, Chavin, Hahn, Ruben, Shaw and Stauber
Nay: None
Absent: Chez

APPROVAL OF BUILDING RENTAL CUSTODIAL FEES

Mr. Edelheit reviewed that annually the Board establishes a rate for custodial overtime related to the rental of school facilities. Last year the Board approved an increase of \$5 placing the rate at \$35 per hour.

Mr. Bailey made a motion to continue the \$35 per hour rate for rental custodial fees for the 2011-2012 school year. Ms. Hahn seconded the motion.

Aye: Bailey, Chavin, Hahn, Ruben, Shaw and Stauber
Nay: None
Absent: Chez

APPROVAL OF FY 2012 TENTATIVE BUDGET

Mr. Stauber made a motion to approve the Tentative Budget FY 2012 as presented in the Budget Hearing. Mr. Bailey seconded the motion. The Tentative Budget will be available in the Board Office, Glencoe Public Library, and on the District #35 web page www.glencoeschools.org

Aye: Bailey, Chavin, Hahn, Ruben, Shaw and Stauber
Nay: None
Absent: Chez

APPROVAL OF CERTIFICATE OF NOTICE OF PUBLICATION AND NOTICE OF PUBLIC HEARING FOR 2011-2012 BUDGET

Mr. Bailey made a motion to approve the Certificate of Notice of Publication and Notice of Public Hearing for 2011-2012 Budget. Ms. Hahn seconded the motion.

Aye: Bailey, Chavin, Hahn, Ruben, Shaw and Stauber
Nay: None
Absent: Chez

APPROVAL OF PREVAILING WAGE RESOLUTION

Mr. Stauber made a motion to approve the Prevailing Wage Resolution. Mr. Ruben seconded the motion.

Aye: Bailey, Chavin, Hahn, Ruben, Shaw and Stauber
Nay: None
Absent: Chez

PUBLIC COMMENTS

During the second opportunity for Public Comments Mrs. Wang reminded the Board of the June 25th Glencoe Grand Prix sponsored by the Glencoe Educational Foundation. District 35 staff volunteers serve as Course Marshalls. Board members interested and available were asked to contact Mrs. Wang.

Mrs. Shaw reported a meeting was recently held to outline the Glencoe Washington trip. She stated it was clearly identified as independent of the school district.

COMMITTEE REPORTS

Mrs. Hahn reported she would serve as the Board Representative to the Village Sustainability Committee. This working committee would begin meeting in June.

Dates were set for several Committee meetings. The Technology Committee will meet at 6:00 p.m. on July 11th, the Finance Committee will meet at 7:00 p.m. on July 11th, and the Facilities Committee will meet on August 19th at 7:30 a.m.

ADJOURNMENT TO CLOSED SESSION

Ms. Hahn made a motion to adjourn to closed session for the purpose of discussing matters related to personnel. Mr. Bailey seconded the motion.

Aye: Bailey, Chavin, Hahn, Ruben, Shaw and Stauber
Nay: None
Absent: Chez

ADJOURNMENT TO OPEN SESSION

Mr. Stauber made the motion to adjourn to open session, and Mr. Ruben seconded the motion.

Aye: Bailey, Chavin, Hahn, Ruben, Shaw and Stauber
Nay: None
Absent: Chez

ADJOURNMENT OF OPEN SESSION

Mrs. Hahn made the motion to adjourn open session, and Mr. Stauber seconded the motion.

Aye: Bailey, Chavin, Hahn, Ruben, Shaw and Stauber
Nay: None
Absent: Chez

Board President

Board Secretary