



**OFFICIAL MINUTES BOARD OF EDUCATION
Bensenville Elementary School District 2
DuPage County, Illinois
Rescheduled Regular Board of Education Meeting
July 18, 2008**

President Patty Reyes called the Rescheduled Regular Meeting of Bensenville Elementary School District 2 Board of Education, DuPage County, to order at 5:55 p.m., Doubletree Hotel – Salon A, 1200 N Mittel Blvd., Wood Dale, IL 60191

Roll call verified that there was a quorum of the Board present with the following members present and absent as listed below:

Board of Education	Title	Present	Absent
Kathleen Bossier	Vice-president	X	
Kathy Lane	Member	X	
Beth Mattson	Member		X
Nancy Quinn	Secretary	X	
Patty Reyes	President	X	
Jorge Sanchez	Member	X.	
Craig Weldon	Treasurer	X	

Administration			
Dr. William Jordan	Superintendent	X	
Dr. Michael Heggerty	Asst. Supt. For Learning	X	
Mr. James Stelter	Asst. Supt. For Business Services	X	
Staff			
Cindy Snyder	Administrative Asst. to the Superintendent & Clerk of the Board	X	

President Reyes asked for approval of the Agenda.

A motion was made by Mrs. Lane and seconded by Mrs. Quinn that the Board of Education approve the agenda. Upon voice vote, all board members present voted aye. Motion carried.

Hearing of Delegations

- none

Administrative Reports

A. Strategic Plan Update – Dr. Jordan reviewed with the Board the following items:

- 1.1.1. Implement the approved curriculum review cycle.

- 1.3.1 Implement the replacement or repair of band instruments per schedule or based upon greatest need.

- 6.1.1 Develop a sound framework for Human Resource and Benefit policies and practices, to guide the District in improving the acquisition and retention of certified, non-certified, support, and administrative personnel. – Dr. Stelter reported that the following actions support 6.1.1:
 1. An annual non-certified, support staff evaluation process is in place and being used successfully (6.1.2).
 2. Cross-training is an ongoing activity in the school district. Continued refinement and development of additional procedures will continue to support cross-training (6.1.3).
 3. A new hire check list is being utilized to allow a smooth transition of a new employee into the district (6.1.4)
 4. An exit interview process is being utilized to capture key feedback and comments from employees who leave the district (6.1.5).
 5. Job descriptions are revised and presented to the Board of Education for approval throughout the year as required. New job descriptions for new positions that are part of a

Program Review are brought to the Board of Education in tandem with the Program Review action (6.1.6).

6. Contract notice requirements are listed on the capacity sheet and other calendaring tools to make sure deadlines are met for both certified and classified staff (6.1.7 & 6.1.8).
7. Classified staff professional development is integrated into the professional development activities of certified staff, where appropriate (6.1.9).
8. Many human resources policies and procedures are reviewed on a regular basis for required changes. In FY 08/09, the Human Resources Department will complete a review and update of the Support Staff Handbook originally approved by the Board of Education in August 2002.

6.2.1 Develop a retention and succession plan strategy that builds a profile for future district leadership. – (information to be discussed during retreat)

7.3.2 Develop investment plan for maximum returns within policy.

7.3.3 Monitor investment returns throughout the year.

7.4.1 Monitor Capital Development Board funding status

B. Construction Update – Dr. Stelter reported that the Commissioning report has been very informative. 64 issues have been noted as deficient and action is being made to reconcile these items.

Consent Agenda

A. Approval of Minutes

1. Regular Board of Education Meeting – June 18, 2008

B. Approval of Financial Reports

- 1 Bills June 2008
- 2 Treasurer's Cash Report as of June 30, 2008
- 3 Budget Report as of June, 2008
- 4 Investment Summary as of June 30, 2008

C. Approval of Personnel

D. Resignation of Employment – Certified Staff

That the Board of Education accept the resignation from the following certified staff:

1. Tammy Balestri, 2nd Grade Teacher, Tioga School, effective July 15, 2008.
2. Karen Eckert, 5th Grade Teacher, Mohawk School, effective July 14, 2008.
3. Danielle Moran, Kindergarten Teacher, Tioga School, effective July 14, 2008.
4. Christina Podraza, 4th Grade Teacher, Chippewa School.
5. Katherine Tumaneng, School Psychologist, Johnson/Mohawk/Tioga Schools, effective June 19, 2008.
6. Erika VanHootegeem, 2nd Grade Teacher, Tioga School, effective July 11, 2008.

E. Ratification of Employment – Certified Staff

That the Board of Education ratify the employment of the following certified staff for the 2008-2009 school year:

1. Carol Calderin, ELL Teacher, Blackhawk Middle School.
2. Armando Campos, Bilingual Kindergarten Teacher, Mohawk School.
3. Nichole Casolari, Reading Specialist, Mohawk School.
4. Stuart Gipson, .2 Physical Education Teacher, Tioga School.
5. Lisa Kellogg, Counselor, Blackhawk Middle School.
6. Dan Tucker, 4th Grade Classroom Teacher, Johnson School.
7. Katie Vivoda, 3rd Grade Classroom Teacher, Chippewa School.

F. Ratification of Employment – Classified Staff

That the Board of Education ratify the employment of the following classified staff for the 2008-2009 school year:

1. Virginia Amara, Clerical Aide, Tioga School.
2. Emilia Criel, Bus Driver for the District.
3. Coral Morgan, Pre-Kindergarten Teaching Aide, Tioga School.

A motion was made by Mrs. Bossier and seconded by Mrs. Lane that the Board of Education approve the consent agenda items as presented.

Roll Call Vote

Aye: Bossier, Lane, Quinn, Sanchez, Weldon, Reyes
Nay: None
Absent: Mattson
Motion Carried.

Conference/Action Items

A. 1st Reading of Policy Revisions - Dr. Jordan reported that the administration received a PRESS packet from the IASB dated June 2008 with several revised policies, and recommends them for 1st reading.

- 2:105 Ethics and Gift Ban
- 2:120 Board Member Development
- 4:20 Fund Balances
- 4:50 Payment Procedures
- 4:55 Use of Credit and Procurement Cards
- 4:80 Accounting and Audits
- 4:90 Activity Accounts
- 4:170 Safety
- 6:20 School Year Calendar and Day

Discussion was held, policies 4:20, 4:50, 4:55, 4:80 and 4:90 will be referred back to Dr. Stelter for further minor revisions.

A motion was made by Mrs. Lane and seconded by Mrs. Bossier that the Board of Education approve the revised policies as presented for first reading.

Roll Call Vote:

Aye: Lane, Bossier, Quinn, Sanchez, Weldon, Reyes
Nay: None
Absent: Mattson
Motion Carried.

B. Investment Plan Approval – Dr. Stelter reported that the investment objectives for the school district are:

1. Safety of principal and operating balances collateralized.
2. Liquidity if the operating cash needs change.
3. Rate of return that is consistent with current market trends.
4. Diversification so as to obtain a balanced investment earnings profile.

Dr. Stelter reported that the administration is recommending that the investment plan consist of four essential elements:

1. Investment excess operating funds in the money market account with the Board designated financial institution (MB Financial). The current rate is tied to the Federal Funds rate plus 11 basis points. This rate is currently 2.11%. Also, the Business Office will prepare bi-weekly cash flow forecasts to maximize the invested money market balance while keeping the general operating account balance at a minimum since this account does not earn interest.
2. Employ an active 90 to 120 day duration Certificate of Deposit program with the Board designated financial institution (MB Financial) to leverage possible higher interest rate differentials in the financial marketplace.
3. Raise the utilization of the IDSLAF Liquid Asset investment fund with PMA Financial as appropriate and opportunities are presented for investment of funds not required for current operations.
4. Raise the utilization of the Illinois Funds with the State of Illinois Treasurer as appropriate and opportunities are presented for investment of funds not required for current operations.

Dr. Stelter reported that all of these investment strategies are aligned with Board Policy 4:30 and State law, and the Board of Education will review and approve the list of authorized depositories and investment sources annually, based upon creditworthiness, reputation, qualifications under State law, and well as a long history of dealing with public funds.

MB Financial	Main Depository	General Account
MB Financial	Main Depository	Money Market Account
MB Financial	Main Depository	Certificates of Deposit
ISDLAF	Investment Account	Money Market Account
The Illinois Funds	Investment Account	Market Market/Prime Funds

A motion was made by Mrs. Lane and seconded by Mr. Weldon that the Board of Education approve this investment plan for the FY 08/09 school year.

Roll Call Vote:

Aye: Lane, Weldon, Bossier, Quinn, Sanchez, Reyes

Nay: None

Absent: Mattson

Motion Carried.

C. School Flooring Replacement Bid Award – Dr. Stelter reported that the Board recommended the replacement of various school flooring; targeted areas are as follows:

1. School Office, Chippewa, Mohawk schools
2. Conference Rooms, Chippewa, Mohawk schools
3. Hallways associated with the school office, Chippewa, Mohawk Schools
4. Other floor tile and cove base maintenance work as required, Mohawk (Foyer), and Blackhawk Middle school (Dish Room).

Dr. Stelter reported that four vendors attended the pre-bid conference, but only one vendor submitted a bid for the flooring project. The district contacted all of the vendors that attended the pre-bid conference and was not able to obtain a definite answer as to why the companies did not bid.

<u>Bidder</u>	<u>Amount</u>	
Reike Office Interiors	\$12,910	Labor and Materials, Cubic carpet tiles
Alternate 1.0	\$ 540	Move furniture as required
Alternate 2.0	\$ 590	Tile work, Mohawk foyer
Alternate 3.0	\$ 1,145	If Entropy carpet tiles are selected

The administration recommends that the Board of Education award the bid to Reike Office Interiors. They have successfully completed two prior projects in the school district (EAC carpet, EAC Sp Ed Offices). This work can commence quickly since the carpet tiles are available on the 'Quick Ship' program.

A motion was made by Mrs. Bossier and seconded by Mrs. Lane that the Board of Education award the flooring project as specified to Reike Office Interiors at a cost of \$12,910, plus costs of \$2,275 for Alternates 1, 2, and 3, if deemed necessary by Administration.

Roll Call Vote:

Aye: Bossier, Lane, Weldon, Quinn, Sanchez, Reyes

Nay: None

Absent: Mattson

Motion Carried.

D Approval of Life Skills Curriculum – Dr. Heggerty reported that the Encore program has been in place at Blackhawk Middle School for many years. It is deemed a critical, exploratory essential to a middle school in design and philosophy. District 2 staff revised the complete Encore curriculum in 2005. Dr. Heggerty also reported that the District has added procedural reading and procedural writing into the Encore program when the new 2006 ISAT began testing in those areas. We designed these two six week foci into the Life Skills program of Encore. This past year, there was concern by teachers and students that this program needed to be revised. Administration desires to keep the procedural reading and writing foci, but we wish to change the topics based upon input from students, staff and parents. We would like to use procedural reading for grade 6 with the focus on anti-bullying, grade 7 with the focus on Internet safety, and grade 8 with the focus on their autobiography to date better know at the 8th grade Showcase for each student. The Administration feels that the grade 6 and 7 topics are current day life skills which are very real and challenging for students.

A motion was made by Mrs. Bossier and seconded by Mrs. Lane that the Board of Education approve the revision of the Encore Life Skill curricula as proposed.

Roll Call Vote:

Aye: Bossier, Lane, Weldon, Quinn, Sanchez, Reyes

Nay: None

Absent: Mattson

Motion Carried.

E BMS Dedication & Tour – Dr. Jordan reported that last August the facilities additions and improvements were completed at Blackhawk Middle School. A plaque has been developed to document the addition. Dr. Jordan reported that the Board of Education decided to hold a tour of Blackhawk Middle School to showcase the work completed. Dr. Jordan reported that the Board of Education needs to reach consensus on the Blackhawk Dedication and Tour. Discussion was held. It was decided to review the calendar and choose a date mid to late September.

F Approval of Advance Checks – Dr. Stelter reported that the Technology Loan contract requires that all expenditures be made within six (6) months of funding. ISBE funded this loan on February 26, 2008. In order to process as many technology items as possible under this loan, the following advance checks will need to be issued prior to August 26, 2008. The district will bring final advance checks under the Technology Loan to the Board meeting on August 20, 2008 for approval.

Technology Costs	\$77,549
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A motion was made by Mrs. Bossier and seconded by Mrs. Lane that the Board of Education approve advance checks as attached, to be paid or checks printed by July 31, 2008, in the amount of \$77,549.

Roll Call Vote:

Aye: Bossier, Lane, Weldon, Quinn, Sanchez, Reyes

Nay: None

Absent: Mattson

Motion Carried.

G BMS Field Renovation – Dr. Stelter reported that the field behind Blackhawk Middle school supports various school-based and community-based programs for children. Dr. Stelter also reported that the field at Blackhawk Middle school has many issues such as proper drainage, uneven surfaces, and evidence of some construction debris from many years ago. Dr. Stelter also reported that the district has had discussions with the Bensenville Park District about the possibility of hosting various sport programs for the benefit of children on the Blackhawk field.

Based upon the recommendation from STR Partners (District Architect), the district recommends that Roake and Associates, Inc. be retained to complete the required civil engineering services for the proposed renovation of the play field at Blackhawk Middle school.

Item I: Final Engineering Plans (Lump Sum Fee)	\$ 4,500
Item II: Construction Phase Services (Budget)	\$ 3,200
Item III: Meeting Attendance (Budget)	\$ 1,600
Item IV: Printing and Misc. Expenses (Budget)	<u>\$ 200</u>
Total	\$ 9,500

From the Final Engineering Plans, Administration and the Board will be provided a scope to the work that needs to be completed on the field. Other costs will be incurred with the District's Architect to develop the Bid Specification and related documents for bidding the work required. If no works proceeds, the majority of cost in Items II-IV will then not be required. If consensus is obtained on the scope of work, the project is bid and awarded to a competent vendor in late August 2008, the work could commence as early as September 2008 so that appropriate seeding is completed. This would allow the field to be used the following calendar year.

Discussion was held.

A motion was made by Mr. Weldon and seconded by Mrs. Quinn that the Board of Education approve the civil engineering services proposal Item I: Final Engineering Plans (Lump Sum Fee) with Roake and Associates, Inc. in the amount of \$9,500.

Roll Call Vote:

Aye: Weldon, Quinn, Bossier,
Nay: Lane, Sanchez, Reyes,
Absent: Mattson

A motion was then made by Mr. Weldon and seconded by Mrs. Quinn that the Board of Education approve the civil engineering services proposal Item I: Final Engineering Plans (Lump Sum Fee) with Roake and Associates, Inc. in the amount of \$4,500.

Roll Call Vote:

Aye: Weldon, Quinn, Bossier, Sanchez, Reyes,
Nay: Lane,
Absent: Mattson

Motion Carried.

H BMS Final Project Spending – Dr. Stelter reported that the bond proceeds from the debt issued to fund the Blackhawk Middle School project were invested wisely and generated approximately \$589,000 in interest income through June 30, 2008. Since the project essentially came in on budget, the remaining funding can be expended either in Fund 60 Site & Construction or transferred to Fund 20 O&M with Board resolution. This was confirmed with Mr. Jack Canna, School Counsel, and Bret Mathieson at Mathieson & Moyski, the school auditing firm.

Administrative Considerations:

BMS Project Bonds Proceeds	\$8,101,947		BMS Field Land Survey	\$ 11,900	Board Approved
Interest Earnings	\$ 588,737		BMS Field Civil Engineering	\$ 9,500	Pending Approval
Total Proceeds thru 06/30/08	\$8,690,684		BMS Tack Boards, New Classrooms	\$ 10,000	Estimated
Spending thru 06/30/08	\$8,092,863		BMS Brick Staining	\$ 30,000	Estimated
Remaining Balance	\$ 597,821		BMS Field Renovations	\$ 325,000	Placeholder Only
Committed Project Spending	\$ 92,795		EAC Storage Enhancement	\$ 100,000	Placeholder Only
Available Balance	\$ 505,026		Unidentified Spending	\$ 18,626	Placeholder Only

A motion was made by Mrs. Bossier and seconded by Mr. Weldon that the Board of Education provides consensus on the above outlined spending plan to utilize the remaining Blackhawk Middle School project funds.

Roll Call Vote:

Aye: Bossier, Lane, Weldon, Quinn, Sanchez, Reyes
Nay: None
Absent: Mattson

Motion Carried.

New Business

Mrs. Reyes thanked Mr. Sanchez for driving the District suburban and Mrs. Quinn for walking with her in the 4th of July Parade.

Closed Session - none

Adjournment

At 9:00 p.m. a motion was made by Mrs. Lane and seconded by Mr. Weldon to adjourn the meeting. Upon voice vote all board members present voted aye. Motion carried.

There being no further business to come before the Board of Education Mrs. Reyes declared the meeting adjourned at 9:00 p.m.

President

Secretary