



**OFFICIAL MINUTES BOARD OF EDUCATION  
Bensenville Elementary School District 2  
DuPage County, Illinois  
Special Board of Education Meeting  
August 6, 2008**

President Patty Reyes called the Special Meeting of Bensenville Elementary School District 2 Board of Education, DuPage County, to order at 6:38 p.m., in the Educational Administration Center, Conference Room, 210 S. Church Road, Bensenville, Illinois.

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

<b>Board of Education</b>	<b>Title</b>	<b>Present</b>	<b>Absent</b>
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

<b>Administration</b>			
Dr. William Jordan	Superintendent	X	
Dr. Michael Heggerty	Asst. Supt. For Learning	X	
Mr. James Stelter	Asst. Supt. For Business Services	X	
<b>Staff</b>			
Cindy Snyder	Administrative Asst. to the Superintendent & Clerk of the Board	X	
Ms. Lilith Werner	Principal, Chippewa School		

President Reyes asked for approval of the Agenda.

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

Dr. Jordan presented the following personnel item for approval:  
Personnel (8B) - Notice to Remedy

**At 6:40 p.m. a motion was made by Mrs. Lane and seconded by Mrs. Bossier that the Board of Education go into closed session for the purpose of Personnel. (The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee or against legal counsel for the District to determine its validity. 5 ILCS 120/2(c)(1), as amended by P.A. 93-0057.)**

**Roll Call Vote:**

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

**Nay: None**

**Absent: Mattson, Weldon**

**Motion Carried.**

**At 6:51 p.m. a motion was made by Mrs. Bossier and seconded by Mrs. Lane to adjourn from closed session.**

**Roll Call Vote:**

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

**Nay: None**

**Absent: Mattson, Weldon**

**Motion Carried.**

**At 6:52 p.m. a motion was made by Mrs. Lane and seconded by Mrs. Bossier that the Board of Education adopt the Resolution Authorizing Notice to Remedy.**

**Roll Call Vote:**

**Aye: Lane, Bossier, Sanchez, Reyes**

**Nay: Quinn,**

**Absent: Mattson, Weldon**

**Motion Carried.**

### **III. Curriculum**

Dr. Heggerty reported on the following strategic plan items

- 2.1.1 Prepare and distribute the comprehensive assessment plan. (distributed to BOE members for review)
- 2.1.2 Prepare and distribute the District Testing Calendar. (distributed to BOE members for review)
- 2.3.1 Train staff in ACCESS for ELL and W-APT screener.
- 3.1.2 Plan and implement an ongoing staff development program which will result in the consistent use of the identified best practices. Provide a menu of opportunities for professional development throughout the year in addition to those within the school day.
- 3.1.3 Plan and implement a staff development program which supports the implementation of curriculum, including the use of technology. (Reference 5.2 and 5.3)
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### **IV. Finance**

- A. Review of Accounts Payable and Year-to-date Revenue and Expenses** – Dr. Stelter distributed the bills payable list to Board Members. Year-to-date revenue and expenses were not available at this time.
- B. GASB45 Actuarial** – Dr. Stelter reported that a review of new rules to establish medical benefits after retirement will be prepared by Gallagher Bassett, and to be completed by June, 30, 2009.
- C. Collateral Agreements: 1.) Advantage National Bank, 2.) Beverly Bank & Trust, 3.) Wheaton Bank & Trust** – Dr. Stelter reported that the district has an established banking relationship with MB Financial Bank. Other banking relationships are necessary to take advantage of interest rates.

Dr. Stelter also reported that in order to take advantage of interest rate opportunities at different financial institutions, the Business Office has continued to survey the marketplace for possible opportunities. Advantage National Bank, Beverly Bank & Trust, and Wheaton Bank & Trust (all part of Wintrust Financial Corp.) currently have some attractive CD rates. These banks were selected for their relative proximity to the school district. The CD rates for these banks will be negotiated and established by a central governmental investment group with Wintrust Financial Corp.

Dr. Stelter also reported that a collateral agreement will be required before a new deposit institution can be used for the investment of district funds. This will ensure continued compliance with school code and Board of Education investment policy. Mr. Canna's office, the school Attorney, has reviewed the collateral agreement and is ready for Board approval.

**A motion was made by Mrs. Bossier and seconded by Mrs. Lane that the Board of Education approve the collateral agreements with Advantage National Bank, Beverly Bank & Trust, and Wheaton Bank & Trust (all part of Wintrust Financial Corp.)**

**Roll Call Vote:**

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

**Nay: None**

**Absent: Mattson, Weldon**

**Motion Carried.**

**D. School Construction Funding** – Dr. Jordan reported that the Board of Education will hold a meeting on August 27, 2008 at 6:30 p.m. regarding school construction funding.

**E. Technology Loan Update** – Dr. Stelter reported that advance checks will be coming to the Board for approval at the August 20<sup>th</sup> meeting.

**F. Presentation of the FY08/09 Tentative Budget** – Dr. Stelter reported that the Business Office has been developing the FY 08/09 budget over the past few months. Budgetary guideline updates were previously provided at monthly Committee of the Whole meetings.

Dr. Stelter also reported that the FY 08/09 budget was developed using the Five Year Plan as a guideline. At the Board of Education meeting on July 18, 2008, a Five Year Plan update was presented and reviewed. The plan update indicated a planned deficit of (\$492,067) mainly due to continuing expenses from the Blackhawk renovation project and other planned capital activities. On an operating basis, a financial surplus of \$213,944 was indicated. The numbers have continued to be adjusted based upon updated information. Please see the following:

FY 08/09 Tentative Budget (As Shown to ISBE)

<b>Opening Cash</b>	<b>\$22,336,366</b>	
Revenues	\$27,114,044	
Expenditures	\$27,627,932	
Surplus/ (Deficit)	(\$ 513,888)	Due to the BMS Construction Project
<b>Ending Cash</b>	<b>\$21,822,478</b>	

FY 08/09 Tentative Budget (Operational Basis)

<b>Opening Cash</b>	<b>\$22,336,366</b>	(\$597,821 Site/Const. Fund)
Revenues	\$27,109,243	(Net-Bond Interest)
Expenditures	\$26,907,662	(Net-Construction Costs)
Surplus/ (Deficit)	\$ 201,581	Operational Basis (Board Goal \$200,000)
<b>Ending Cash</b>	<b>\$22,537,947</b>	

Some items still remain as estimates and are subject to change in the final adopted budget in September 2008. Some of the key items are listed as follows:

Revenue Items

General State Aid  
State Grants  
Federal Grants  
Special Education  
Medicaid Payments

Expense Items

Certified and classified staff salary estimates for open positions  
Certified and classified staff benefits cost estimates for open positions

**A motion was made by Mrs. Bossier and seconded by Mr. Sanchez that the Board of Education adopt the tentative budget as outlined above for the FY 08/09 school year and authorize the placement of a public notice.**

**Roll Call Vote:**

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

**Nay: None**

**Absent: Mattson, Weldon**

**Motion Carried.**

**G. Advance Checks:** – Dr. Stelter presented the following information pertaining to advance checks:

1.) **Pantel**  
The Board of Education awarded an annual services agreement to Pantel Business Systems to support the various telephone systems in the school district in June 2008, for \$20,750. The district received the invoice after billing cutoff for July check payments and therefore an advance check is necessary to process payment in a timely manner.

2.) **Doherty**  
The Board of Education awarded a construction contract to Doherty Construction Inc. as part of the Blackhawk classroom addition and renovation project. The lock and hardware work has now been completed to the satisfaction of the school district. Unspent construction allowances in the amount of \$5,000 for roofing

and \$2,892 for construction materials were identified by Dr. Stelter and subtracted from this payment. Finally, an advance check is necessary to process payment.

**A motion was made by Mrs. Lane and seconded by Mrs. Quinn that the Board of Education authorize the issuance of an advanced check to Pantel Business Systems, in the amount of \$20,750, for the annual service agreement for FY 08/09 authorized in June 2008 by the Board of Education.**

**And; authorize the issuance of an advanced check to Doherty Construction Inc., in the amount of \$26,241, for work completed on the Blackhawk classroom addition and renovation project.**

**Roll Call Vote:**

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

**Nay: None**

**Absent: Mattson, Weldon**

**Motion Carried.**

**V. Building**

**A. Construction Update** – Dr. Stelter reported that the Kindergarten classrooms are near completion. Dr. Stelter also reported that he will be meeting with Turner and the commissioning agent and the trades on Thursday to rectify items on the commissioning report.

**VI. Building Continued**

**A. Brick Staining Bid Advertisement** – Dr. Stelter reported that the Board of Education has directed the school district to obtain bids for brick staining at Blackhawk Middle school. The Board of Education specified a cost parameter of a maximum of \$25,000.

***PLANNED TIMELINES-FF&E***

BOE Award Contract	September 17, 2008
Formal Bid Opening	September 10, 2008, 3 p.m.
Pre-Bid Meeting	September 3, 2008, 3 p.m.
Bid Notice Published	August 20, 2008
BOE Approval of Bid Notice	August 6, 2008

**A motion was made by Mrs. Bossier and seconded by Mrs. Quinn that the Board of Education Authorize the placement of a Bid Advertisement for BMS Brick Staining.**

**Roll Call Vote:**

**Aye: Bossier, Quinn, Sanchez,**

**Nay: Lane, Reyes**

**Absent: Mattson, Weldon**

**Motion Carried.**

**B. BMS Field Renovation Bid Advertisement** – Dr. Stelter reported that the field behind Blackhawk Middle school supports various school-based and community-based programs for children. The field needs various renovations so that the field is safe and effective for various programs. Funding for this project would come from the remaining BMS Project resources.

***PLANNED TIMELINES-FF&E***

BOE Award Contract	August 20, 2008
Formal Bid Opening	August 18, 2008, 3 p.m.
Pre-Bid Meeting	August 13, 2008, 3 p.m.
Bid Notice Published	August 7, 2008
BOE Approval of Bid Notice	August 6, 2008

**A motion was made by Mrs. Bossier and seconded by Mrs. Lane that the Board of Education authorize the placement of a Bid Advertisement for BMS Field Renovations.**

**Roll Call Vote:**

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

**Nay: none**

**Absent: Mattson, Weldon**

**Motion Carried.**

- C. Lunch Tables Bid Advertisement** – Dr. Stelter reported that the school district has the need for various repairs to lunch table tops, benches and hardware.

***PLANNED TIMELINES-FF&E***

BOE Award Contract	September 3, 2008
Formal Bid Opening	August 27, 2008, 10 a.m.
Pre-Bid Meeting (If needed)	August 20, 2008
Bid Notice Published	August 13, 2008
BOE Approval of Bid Notice	August 6, 2008

**A motion was made by Mrs. Bossier and seconded by Mrs. Lane that the Board of Education authorize the placement of a Bid Advertisement-Lunch Table Repairs.**

**Roll Call Vote:**

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

**Nay: none**

**Absent: Mattson, Weldon**

**Motion Carried.**

- D. Surplus Equipment** – Dr. Stelter reported that the school district has four (4) Océ Model 3133 Copiers in the school district that were purchased approximately eight years ago. The Océ Company informed the school district in June 2008 that the Model 3133 Océ Copier will no longer be supported nor will parts be made for this copier. Three of the four copiers still work, but the district can no longer obtain service on these units from the manufacturer. One of these copiers, located at Chippewa school is no longer functioning. Administration recommends the continued use of the working copiers until they eventually fail.

**A motion was made by Mrs. Lane and seconded by Mrs. Bossier that the Board of Education approve the disposal of the four (4) Océ Model 3133 copiers through the most efficient means of disposal, donation or sale. This equipment has little or no residual value.**

**Roll Call Vote:**

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

**Nay: none**

**Absent: Mattson, Weldon**

**Motion Carried.**

Dr. Jordan reported that the administration will be looking into the demolition of the portable units at Mohawk and Johnson.

Dr. Stelter reported that the chiller at Chippewa is in need of repair.

Dr. Stelter passed around a drawing for fields at BMS.

**VII. Community Relations**

- A. BMS Dedication Tour** - Dr. Jordan discussed dates with the Board regarding the BMS Tour. The date of September 15, 2008 at 6:00 p.m. has been tentatively set.
- B. BPD After School Program Transportation Request** - Dr. Jordan reported that the Bensenville Park District offers an after school program (The BPD Club). This program just completed the fourth year of operation. In FY 07/-08, the program serviced approximately 60 children. The school district provided transportation for these children from school to the Deer Grove Center.

Dr. Stelter reported that the school district has available capacity to handle the BPD Club Program. Mrs. Cooper, Transportation Director, has reviewed the transportation request, and is confident that the district can support it for up to sixty (60) children. The FY 08/09 budget will include the required costs for this program, but the costs are estimated to be minimal or none, since the routes just have

an extra stop at Deer Grove Leisure Center. The children in the BPD Club program are all students of the district.

**A motion was made by Mrs. Bossier and seconded by Mrs. Reyes that the Board of Education authorize the transportation for the Bensenville Park District After-School Program for the FY 08/09 school year, for up to sixty (60) children.**

**Roll Call Vote:**

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

**Nay: none**

**Absent: Mattson, Weldon**

**Motion Carried.**

**VIII. Personnel** – Dr. Stelter presented the following items for approval.

**I. Resignation of Employment – Classified Staff**

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

1. Jaime Araujo, Bilingual Assistant, Blackhawk Middle School, effective July 23, 2008.
2. Wanda Ramirez, Kindergarten Assistant, Tioga School, effective July 28, 2008.

**II. Termination of Employment – Classified Staff**

1. That the Board of Education terminate the employment of Judy Diaz, Breakfast/Lunch Aide, WA Johnson School, effective August 6, 2008.

**III. 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. Jennifer D'Ambrosio, 2<sup>nd</sup> Grade Teacher, Tioga School.
2. Kelly Harrison, Kindergarten Teacher, Tioga School.
3. Allison Marshalla, 4<sup>th</sup> Grade Teacher, Chippewa School.
4. Angela Monson, 5<sup>th</sup> Grade Teacher, Mohawk School.
5. Kristi Mullen, 2<sup>nd</sup> Grade Teacher, Tioga School.

**IV. Extra Duty Stipends**

1. That the Board of Education approve the attached list of extra duty stipends for the FY 08/09 school year.

**V. Recommendation for Certified Staff Psychologists**

That the Board of Education awards a contract to the Center for Psychological Services, LLC for the following services:

1. 0.6 FTE for Blackhawk Middle School (anticipated being three days per week on Tuesday, Wednesday and Friday);
2. 0.8 FTE Bilingual for two (2) elementary schools (Monday through Thursday);
3. 0.8 FTE for two (2) elementary schools (Monday through Thursday).
4. Early education psychologist for a minimum of five (5) days in the Fall of 2008, to conduct evaluations/screenings

**VI. Approval of Bilingual Assistant for the Sheltered English at Mohawk**

1. That the Board of Education approve the placement of a bilingual teaching assistant in the sheltered English program at Mohawk, to be reevaluated annually as per need.

**VII. Approval of Job Description - Community Relations Coordinator\***

1. That the Board of Education approve the job description for the Community Relations coordinator as presented.

**VIII. Approval of Position - Community Relations Coordinator\***

1. That the Board of Education approve the position of Community Relations Coordinator as presented.
- 2.

**A motion was made by Mrs. Bossier and seconded by Mrs. Lane that the Board of Education approve the above list of personnel items as presented.**

**Roll Call Vote:**

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

**Nay:** none

**Absent:** Mattson, Weldon

**Motion Carried.**

**IX. Policy –**

**A. PRESS Revisions** - Dr. Jordan reported that there will be policy revisions presented at the August 20<sup>th</sup> meeting for 2<sup>nd</sup> reading and approval.

**X. Safety**

**A. School Safety Drill Act** – Dr. Stelter reported that the committee will be meeting on September 9<sup>th</sup> at 1:30 p.m. to review the Crisis Management Plan.

**B. Designated Safety Hazard Areas 2008-2009 Review** – Dr. Stelter reported that this item will be presented at the 8-20-08 meeting for approval.

**XI. Strategic Plan Items**

**A. Approval of Strategic Plan Revisions** – Dr. Jordan presented the Strategic Plan revisions for review. – No action taken.

**B. Approval of Capacity Sheet 2008-2009** - Dr. Jordan presented the Capacity Sheet 2008-2009 for review. – No action taken.

**C. Approval of Goals 2008-2009** – Dr. Jordan reported that each year since 2003 the Board of Education has developed District Goals as a means of measuring success of mission. The Board met on July 18/19, 2008 to develop new goals for the 2008/09 school year. Dr. Jordan also reported that the District Goals were based on the data related to past goals and the state of the student learning and operations of the schools. There are four goals (see attached) related to the mission of District 2. The goals are part of a philosophy of continuous improvement.

**A motion was made by Mrs. Lane and seconded by Mrs. Bossier that the Board of Education Approve the 2008-2009 District Goals as presented.**

**Roll Call Vote:**

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

**Nay:** none

**Absent:** Mattson, Weldon

**Motion Carried.**

**D. Approval of Operating Agreements** - Dr. Jordan reported that periodically, the Board of Education reviews and revises the operating agreements for the superintendent, Board President and Board of Education. The last revision was October of 2005. Dr. Jordan also reported that the Board of Education reviewed the operating agreements at the retreat on July 18, 200 and reached consensus on the proposed changes.

**A motion was made by Mrs. Bossier and seconded by Mrs. Lane that the Board of Education Adopt the Operating Agreements as revised.**

**Roll Call Vote:**

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

**Nay:** none

**Absent:** Mattson, Weldon

**Motion Carried.**

**XII. Committee of the Whole –**

**A. Bensenville Community Foundation** – Dr. Jordan reported that the meeting is tentatively schedule for 8/14/08.

Dr. Jordan reported that Thursday, August 14<sup>th</sup> is the District Welcome Back Breakfast for staff at 7:30 a.m. at White Pines Golf Club.

**Adjournment**

**At 8:20 p.m. a motion was made by Mrs. Lane and seconded by Mrs. Bossier 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 **8:20** p.m.

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President

\_\_\_\_\_  
Secretary