

Itasca School District #10
Itasca, IL 60143

BOARD OF EDUCATION REGULAR MEETING MINUTES

August 10, 2011

- I. Call to order and roll call – The meeting was called to order at 6:00 p.m. at the Itasca Village Hall, 550 West Irving Park Road, Itasca, by President Miller with the following ROLL CALL:

PRESENT

Mrs. Burke
Mrs. Gatbunton
Mrs. G. Hoss
Mrs. Miller
Mr. Sprandel

ABSENT

Mr. Kolar
Ms. Pawinski

Also in attendance:

Dr. Marcia Tornatore, Superintendent of Schools

- II. Closed Session – A motion was made by Member Burke and seconded by Member G. Hoss that the Board of Education enter into a Closed Session for the purpose of discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District, 5 ILCS 120/2(c)(1); collective negotiating matters, 5 ILCS 120/2(c)(2). The motion carried on the following VOICE VOTE: All AYES: NAYS none.

The Board entered Closed Session at 6:03 p.m.

- III. Return to Open Session – A motion was made by Member G. Hoss and seconded by President Miller that the Board return to open session. The motion carried on the following VOICE VOTE: All AYES: NAYS none.

The Board returned to open session at 6:55 p.m. While in Closed Session, no action was taken.

- IV. Call to Order and Roll Call – President Miller

PRESENT

Mrs. Burke
Mrs. Gatbunton
Mrs. G. Hoss
Mrs. Miller
Mr. Sprandel

ABSENT

Mr. Kolar
Ms. Pawinski

Also in attendance:

Dr. Marcia Tornatore, Superintendent of Schools
Dr. Dawn Turner, Principal, Raymond Benson Primary School
Mr. Jeffrey Murphy, Principal, Elmer H. Franzen Intermediate School
Dr. Reinhard Nickisch, Principal, F. E. Peacock Middle School
Mr. Vincent DiBeasi, Network Manager
Ms. Deb Mitsui, Recording Secretary to the Board
Community and Staff Members

Secretary Pawinski was unable to be present at the meeting. A motion was made by Member G. Hoss and seconded by Member Gatbunton to nominate Member Sprandel as Secretary Pro Tem.

V. Pledge of Allegiance – President Miller led everyone present in the Pledge of Allegiance.

VI. Welcome to Visitors – President Miller welcomed visitors.

VII. Communications – There were no communications received during the month of July.

VIII. Additional Agenda Items – There were no additional agenda items added.

IX. Superintendent's Report – Dr. Tornatore reviewed the Superintendent's Report, a copy of which is attached to these official minutes. Items of interest included in her report:

- ✓ Adequate Yearly Progress Report (AYP)
- ✓ IASB-IASA-IASBO-Joint Conference
- ✓ Ninth Annual Law Conference – Ottosen, Britz, Kelly, Cooper, Gilbert & DiNolfo, Ltd.
- ✓ Approval of Final FY12 Budget
- ✓ Renovation of Projects During the Summer of 2011

VII. Board Reports

A. NDSEC – Dr. Tornatore reviewed the minutes of the June 13, 2011 Operational Board Meeting, a copy of which is attached to these official minutes. Minutes of the August 8th Operational Board meeting will be included within next month's agenda. Additional documents requiring Board signature for Addison District #4's Accession (revised) Agreement will be listed as a discussion topic within the September Board packet. The agreement will be presented for Board approval at the October Board of Education Meeting.

B. Finance Committee – President Miller reported that the committee had not met during the months of June or July. President Miller stated that there will probably be a meeting scheduled in the near future.

C. Policy Committee – Member Gatbunton and Member Sprandel reported that the committee had not met during the months of June or July. Dr. Tornatore will be contacting the committee members to schedule an upcoming meeting date to review the latest PRESS policies.

D. Finance, Buildings & Grounds, and Technology – Mr. Aggen reviewed the Business Report, a copy of which is attached to these official minutes. Items of interest included in his report:

Finance

- ✓ FY 2012 Budget Update
- ✓ Audit Overview
- ✓ Transfer of Funds
- ✓ FY 2013 Budget Preparation

Buildings and Grounds

- ✓ Overview of Summer 2011 Building Projects

Technology

- ✓ Summer 2011 Technology Projects

In Mr. Aggen's absence, Dr. Tornatore provided a brief overview of the business report and updated the Board on the progress of the flooring and roofing projects conducted during summer break. The legal process for transfer of funds was reviewed.

E. School Reports – Copies of which are attached to these official minutes. Items of interest included in the Primary School Report:

- ✓ Start of the School Year
- ✓ Curriculum Night
- ✓ Interactive Whiteboards

Items of interest included in the Intermediate School Report:

- ✓ Start of the School Year
- ✓ Curriculum Night
- ✓ New Parent Orientation
- ✓ Outdoor Education

Items of interest included in the Middle School Report:

- ✓ 6th Grade Parent Orientation Night
- ✓ Curriculum Night
- ✓ Middle School Principal's Coffee

F. Curriculum – Superintendent Tornatore reviewed her Curriculum Report. A copy of her report is attached to these official minutes. Items of interest included in the Curriculum Report:

- ✓ New Teacher Induction Program
- ✓ Medical Training
- ✓ District Advisory Committee (DAC)
- ✓ Implementation of Adopted Curriculum Materials
- ✓ Student Assessments

The traditional three day new teacher induction has been condensed into a one day workshop scheduled for August 12th. For the remainder of the week, Dr. Tornatore will be assisting with the culminating summer construction projects. Our new teaching staff is scheduled to meet with Dr. Tornatore on Friday, August 12th.

XIII. Discussions/Presentations –

- A. Enrollment Update – Dr. Tornatore reported that all of the class count enrollment numbers are within Board target guidelines.
- B. Update on Commercial Flyers – Per Board directive at the June 8, 2011 regular Board meeting, Dr. Tornatore surveyed neighboring districts to inquire about their procedure for distribution of flyers from for-profit and not-for-profit companies. Of the 16 districts that responded, only one district distributes for-profit flyers. Dr. Tornatore also consulted District 10's attorney of record. His recommendation is that the district should not distribute for-profit flyers. Dr. Tornatore discussed the option of providing a table or bulletin board within each building allowing visitors the opportunity to peruse community offerings. Other opportunities available are Career Day participation and the possibility for fund-raising events offered through the PTO and IEPTO, pending their approval. Following a lengthy discussion, Board members gave their consensus for District 10 to continue with its current procedure; not-for-profit only flyer distribution, encouraging "going green". There will be no table or bulletin board made available for for-profit flyers.
- C. Procedures for use of Technology – Vince DiBeasi has reviewed district procedure as it relates to a lost or stolen staff assigned laptop computer. There is no formal procedure for this particular situation. Mr. DiBeasi researched neighboring districts procedures as well, and the majority of districts work with their insurance companies if and/or when a computer is lost or stolen. To date, District 10 staff members have never lost nor had a laptop stolen. Mr. DiBeasi will be bringing a revised technology procedure to the Board for their review and approval at the September Board of Education meeting.

The revised procedure will include a section that identifies which staff member is assigned to a particular laptop (i.e., via it's serial number).

D. Freedom of Information – No requests were received during the months of June and July.

E. Opportunity for Community Input –

The following community member shared her thoughts on flyer distribution:

Faith Manguba – 927 Clover Ridge Lane, Itasca

IX. Action Items -

A. Consent Items – A motion was made by Member Sprandel and seconded by Member G. Hoss that the Board of Education approve Action Memorandum FY12-#01; the Consent Agenda.

1. Approval of Minutes:

June 8, 2011 Closed Session Minutes (Personnel & Negotiations) at 6:00 p.m.

June 8, 2011 Regular Meeting Minutes

June 8, 2011 Closed Session Minutes (Personnel & Negotiations) at 9:50 p.m.

2. Approval of Expenditure Reports – June & July, 2011

3. Approval of the rehiring of the following support personnel for the 2011-2012 school year:

Gina Pecoraro – Special Education Teacher Aide, Benson

4. Approval of the hiring of the following certified personnel for the 2011-2012 school year:

Dana Zucco: 8th Grade Special Education Teacher (1.0 FTE) – Peacock; Bachelors +15, Step 2

Kari Monegato: Spanish Teacher (1.0 FTE) – Peacock; Bachelors, Step 2

Dr. Tornatore introduced Ms. Dana Zucco, the new 8th grade special education teacher at F. E. Peacock Middle School and Ms. Kari Monegato, the new Spanish teacher at F. E. Peacock Middle School.

Following a further opportunity for questions, discussion, and community input, the motion carried on the following ROLL CALL VOTE:

AYES

Mrs. Burke
Mr. Sprandel
Mrs. Gatbunton
Mrs. Miller
Mrs. G. Hoss

NAYS

ABSTAIN

- B. Release of Closed Session Minutes and Destruction of Audio Records - A Motion was made by Member G. Hoss and seconded by Member Sprandel that the Board of Education approve Action Memorandum FY12-#02; Release of Closed Session minutes and Destruction of Audio Records.

Following a further opportunity for questions, discussion, and community input, the motion carried on the following ROLL CALL VOTE:

AYES

Mrs. Burke
Mrs. G. Hoss
Mrs. Gatbunton
Mrs. Miller
Mr. Sprandel

NAYS

ABSTAIN

- C. Ratify the Motion for Approval of Hourly Rates with an Increase for 2011-2012 for Union-Exempt Educational Support Personnel - A motion was made by Member Sprandel and seconded by Member G. Hoss that the Board of Education approve Action Memorandum FY12-#03; Hourly Rates with an Increase for 2011-2012 for Union-Exempt Educational Support Personnel at 80% of the consumer Price Index-All Urban Consumers (CPI-U) for the Calendar Year January 1, 2009-December 31, 2009 in a May 2010 Letter from the County Clerk.

Following a further opportunity for questions, discussion, and community input, the motion carried on the following ROLL CALL VOTE:

AYES

Mr. Sprandel
Mrs. Burke
Mrs. G. Hoss
Mrs. Miller
Mrs. Gatbunton

NAYS

ABSTAIN

- D. Ratify the Motion for Approval of Annual Base Salaries with an Increase for 2011-2012 for Administrators – A Motion was made by Member Gatbunton and seconded by President Miller that the Board of Education approve Action Memorandum FY12-#04; Annual Base Salaries with an Increase of 4.9% for 2011-2012 for Administrators.

Following a further opportunity for questions, discussion, and community input, the motion carried on the following ROLL CALL VOTE:

AYES

NAYS

ABSTAIN

Mrs. G. Hoss
Mrs. Gatbunton
Mr. Sprandel
Mrs. Burke
Mrs. Miller

- E. Resolution to Partially Abate and Permanently Transfer \$345,836.73 in Principal from Working Cash II Fund to the Educational Fund and then to the Operations and Maintenance Fund for Summer 2011 Projects - A motion was made by Member Burke and seconded by Member Sprandel that the Board of Education approve Action Memorandum FY12-#05; Resolution to Partially Abate the Permanently Transfer \$345,836.73 in Principal from Working Cash II Fund to the Educational Fund and then to the Operations and Maintenance Fund for Summer 2011 Projects.

Following a further opportunity for questions, discussion, and community input, the motion carried on the following ROLL CALL VOTE:

AYES

NAYS

ABSTAIN

Mrs. Burke
Mrs. G. Hoss
Mr. Sprandel
Mrs. Gatbunton
Mrs. Miller

- F. Approval of Cost for Moisture Barrier in Portions of the Floor at F. E. Peacock Middle School – A Motion was made by Member G. Hoss and seconded by President Miller that the Board of Education approve Action Memorandum FY12-#06; Approval of Cost for Moisture Barrier in Portions of the Floor at F. E. Peacock Middle School Not to Exceed \$37,000.

Following discussion, a motion was made by Member Burke and seconded by Member G. Hoss to amend the main motion and strike the amount of \$37,000 and insert the amount of \$42,000.

President Miller stated “It has been moved and seconded to strike the amount of \$37,000 and insert the amount of \$42,000. If the amended motion is adopted, the main motion would read: Approval of Cost for Moisture Barrier in Portions of the Floor at F. E. Peacock Middle School Not to exceed \$42,000”.

Following a further opportunity for questions, discussion, and community input, the amended motion carried on the following ROLL CALL VOTE:

<u>AYES</u>	<u>NAYS</u>	<u>ABSTAIN</u>
Mrs. Burke		
Mr. Sprandel		
Mrs. Gatbunton		
Mrs. Miller		
Mrs. G. Hoss		

A Motion was made by Member G. Hoss and seconded by Member Burke that the Board of Education approve Action Memorandum FY12-#06; Approval of Cost for Moisture Barrier in Portions of the Floor at F. E. Peacock Middle School Not to Exceed \$42,000.

Following a further opportunity for questions, discussion, and community input, the amended motion carried on the following ROLL CALL VOTE:

<u>AYES</u>	<u>NAYS</u>	<u>ABSTAIN</u>
Mrs. Burke		
Mr. Sprandel		
Mrs. Gatbunton		
Mrs. Miller		
Mrs. G. Hoss		

XVI. Board Requested Reports –

Mr. Vincent DiBeasi will provide a full overview for a revised procedure for laptops assigned to staff members.

Secretary Pawinski arrived at 8:00 p.m.

- XVII. Closed Session - A motion was made by Member G. Hoss and seconded by Member Burke that the Board of Education enter into a Closed Session for the purpose of discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District, 5 ILCS 120/2/(c)(1); collective negotiating matters, 5 ILCS 120/2(c)(2). The motion carried on the following VOICE VOTE: All AYES: NAYS none.

The Board entered closed session at 8:10 p.m.

- XVIII. Return to Open Session - A motion was made by President Miller and seconded by Secretary Pawinski that the Board return to open session. The motion carried on the following VOICE VOTE: All AYES: NAYS none.

The Board returned to open session at 9:00 p.m. While in Closed Session, no action was taken.

XIV. Call to order and Roll Call – President Miller

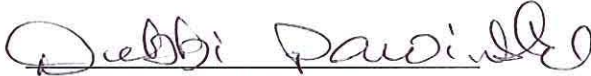
PRESENT


Mrs. Burke
Mrs. Gatbunton
Mrs. G. Hoss
Mrs. Miller
Ms. Pawinski
Mr. Sprandel

ABSENT

Mr. Kolar

XX. Adjournment – There being no further business, President Miller adjourned the meeting at 9:05 p.m.


Debbi Pawinski, Secretary
Board of Education


Kathryn Miller, President
Board of Education

SUPERINTENDENT'S REPORT
August 10, 2011

AYP Report

The Illinois State Board of Education (ISBE) provides districts with access to Adequate Yearly Progress (AYP) reports within the state's website. District #10's AYP report displayed that our district and all three schools attained "AYP" for the 2010-2011 school year.

IASB-IASA-IASBO Joint Conference

The annual "Joint Conference" will be held this year on November 18-20, 2011. It will again be held at the Hyatt and Sheraton Hotels in Chicago. For those who are not registered, please inform Deb Mitsui by August 26th if you would like to attend. More information regarding the conference will be provided in the coming months.

Ninth Annual Law Conference-Ottosen, Britz, Kelly, Cooper, Gilbert & DiNolfo, Ltd.

Itasca School Board members and administrative staff are invited to attend a law conference offered by attorneys Ottosen, Britz, Kelly, Cooper, Gilbert and DiNolfo law firm. The workshop is being held on Tuesday, September 20th, 2011, from 8:00 a.m. to 12:00 p.m. at the Hilton-Lisle/Naperville, located in Lisle, Illinois. If you are interested in attending the workshop, please contact Deb Mitsui by August 26th.

Approval of Final FY12 Budget

The final Itasca School District's FY12 Budget will be placed on the September Board agenda. The tentative budget was passed in June and has been on display. Notice of the budget hearing has been posted.

Renovation Projects during the Summer of 2011

Each of the three District #10 schools had renovation projects completed during the summer months. With all three projects being completed, school will start on time.

At Elmer H. Franzen Intermediate School and F.E. Peacock Middle School, flooring was replaced. Raymond Benson Primary School had their roof replaced.

The success of the project was due to the dedication and hard work of staff members in preparing for the project, as well as time and energy in arranging their work areas for the beginning of school.



You are invited to attend the
***Tenth Annual
School Law Conference***

Hosted by

**Ottosen Britz Kelly
Cooper Gilbert & DiNolfo, Ltd.**

**Tuesday, September 20, 2011
Registration begins at 7:30 a.m.
8:00 a.m. to 12:00 p.m.
Hilton-Lisle/Naperville
Lisle, Illinois**

This comprehensive seminar is aimed at providing school administrators and board members with an overview of legal issues affecting Illinois school districts. The seminar is free and open to administrators and school board members. Continental breakfast and lunch will be served.

Please complete the attached registration form and return it by mail or facsimile no later than September 13, 2011. If you have any questions regarding the seminar, please contact Maureen Anichini Lemon at (630) 682-0085 or by e-mail at mlemon@ottosenbritz.com.

**MONTHLY ENROLLMENT REPORT AS OF:
August 1, 2011**

	Cls	Full Assign	*Part Assign	*Average	History
KINDERGARTEN 4					
Schaschwary A.M.		21			03/04
Schaschwary P.M.		22			Sept 791
Suptela A.M.		21			June 790
Suptela P.M.		19			
			Total	83 20.75	
FIRST GRADE 4					
Celenza		21			04/05
Gallagher		21			Sept 801
Santellano		22			June 817
Schultz		21			
			Total	85 21.25	05/06
SECOND GRADE 5					
Eich		22			06/07
McCarthy		21			Sept 825
Mitchell		22			June 830
Schingoethe		22			
Stines		23			07/08
			Total	110 22.00	Sept 838
THIRD GRADE 4					
Asimor		23			June 850
Buske		24			
Lindsay		24			08/09
Sitkiewitz		25			Sept 899
			Total	96 24.00	June 899
FOURTH GRADE 4					
Busse		23			09/10
Flanigan		23			Sept 890
Haines		23			June 892
Hanczar		24			
			Total	93 23.25	10/11
FIFTH GRADE 5					
Agnello		24			Sept 891
Bergmann		24			June 889
Cuzzone		24			
Rosales		24			11/12
			Total	96 19.20	Sept 857
SIXTH GRADE 4 101 25.25					
SEVENTH GRADE 5 98 19.60					
EIGHTH GRADE 5 83 16.60					
Core Sect					
Total Primary				278	Oct
Total Intermediate				285	Nov
Total Middle				282	Dec
District 10 Students in Middle School Special Ed				3	Jan
District 10 Students Placed out of District				8	Feb
District 10 Students in NDSEC MN Class				1	Mar
Total District 10 Enrollment				857	Apr
Early Childhood	2			13	6.50
Kindergarten Prep	1			18	18.00

NDSEC

NORTH DUPAGE SPECIAL EDUCATION COOPERATIVE

Dr. Rita Stevenson-Jacobson
Executive Director

BOARD BRIEFS

June 13, 2011

OPERATIONAL BOARD MEETING:

The regular meeting of the Operational Board was called to order by Dr. Corbett at 3:00 p.m. Six districts were represented at roll call. All except Dist. 108 were represented after the Consent Agenda.

Additional Agenda Items – none

Public Comments – none

NDSEC Education Association Comments – none

Consent Agenda – Approved: Minutes of 5/9/11 regular meeting (as corrected), 5/16/11 special meeting, 5/4/11 & 5/16/11 Joint Agreement Review Committee meetings (as corrected); May bill list; Personnel report dated 6/13/11 (1 termination of contracted services, 1 ESP resignation, 1 Certified appointment-.50FTE); Adoption of FY 12 Prevailing Wage Resolution.

Action Items:

- A. **2011 NDSEC Extended School Year Program** – Motion carried to approve the staffing plan for the 2011 ESY Program. The plan resulted in a 24% cost decrease from the prior year due to a decrease in hours and staff.
- B. **Renewal of Blue Cross/Blue Shield PPO** – Motion carried to approve the renewal of the Blue Cross/Blue Shield PPO effective 7/1/11, as recommended by the administration and NDSEC Education Association. The plan resulted in a total premium cost increase of 0.50%.

Discussion Items:

- A. **NDSEC Staff/Enrollment Profile** – The profile dated 6/8/11 was provided. Dr. Jacobson emphasized the importance of districts cross-checking enrollments and notifying NDSEC of any discrepancies.
 - 1) **2011-12 Projections** – The 2011-12 projected profile dated 6/6/11 was provided.
- B. **Financial Report**
 - 1) **May Financial Summary** – As of 5/31/11 (92% of FY 11 completed), NDSEC expended 78% of budgeted expenditures.
 - 2) **Revenue Analysis – Expected vs. Received** – In May, NDSEC received the following federal and state revenue: Personnel Reimbursement, IDEA Flow Through, ARRA IDEA Flow Through and ARRA IDEA Preschool.
 - 3) **Chicago Public Schools - Payment Status** – As of 4/15/11, CPS had paid the FY 11 tuition in full. CPS is also on time with its transportation payments.
 - 4) **FY 12 Estimated Tuition Billing** – The estimated FY 12 tuition bill was distributed to the districts following the board meeting.
- C. **FY 12 NDSEC Budget–First Reading** – Board members received the proposed FY 12 budget as well as the other analyses listed below. The FY 12 budget reflects a projected operating funds decrease of 4% from the prior year. NDSEC's goals are to be as cost effective as possible without compromising programs and services and to make the billing and reimbursement processes as equitable and transparent as possible. A legal notice will be placed in the Daily Herald notifying the public that the budget is available for public inspection at the NDSEC Administrative Office for the legally-required 30 days and the public hearing will be held on 8/8/11 prior to final action on the budget.
 - 1) **FY 2012 Budget**
 - 2) **Budget Comparison – All Funds**
 - 3) **Budget Comparison – Operating Funds**

NDSEC BOARD MEMBERS

OFFICERS:

Ms. Dorothy Lange
Governing Board
Chairperson
Ms. Marilyn Daniels
Governing Board
Vice Chairperson

Dr. John Corbett
Operational Board
Chairperson
Dr. Kathie Pierce
Operational Board
Vice Chairperson

BOARD MEMBERS:

Rev. Luis F. Reyes, Dist. 2
Governing & Operational
Board Member
Ms. Patricia Reyes, Alt.
Dr. James Steller,
Dist. 2 Supt & Operational
Board Member

Ms. Marilyn Daniels, Dist. 7
Governing & Operational
Board Member
Mr. Joe Petrella, Alt.
Dr. John Corbett,
Dist. 7 Supt & Operational
Board Member

Ms. Debbi Pawinski, Dist. 10
Governing & Operational
Board Member
Ms. Leslie Dyra, Alt.
Dr. Marcia Tomatore,
Dist. 10 Supt & Operational
Board Member

Mr. Mark Layne, Dist. 11
Governing & Operational
Board Member
Dr. Joseph Bailey,
Dist. 11 Supt & Operational
Board Member

Ms. Lisa Mondo, Dist. 12
Governing & Operational
Board Member
Mr. Patrick Devitt, Alt.
Dr. Lori Bein,
Dist. 12 Supt & Operational
Board Member

Ms. Tamara Peterson, Dist. 13
Governing & Operational
Board Member
Ms. Diane Birkley, Alt.
Dr. Kim Perkins,
Dist. 13 Supt & Operational
Board Member

Ms. Dorothy Lange, Dist. 100
Governing & Operational
Board Member
Ms. Laura Wassinger, Alt.
Dr. Kathie Pierce,
Dist. 100 Supt & Operational
Board Member

Mr. Martin Tasch, Dist. 108
Governing & Operational
Board Member
Ms. Barbara Layer, Alt.
Dr. Lynne Panega,
Dist. 108 Supt & Operational
Board Member

EXECUTIVE DIRECTOR

Dr. Rita Stevenson-Jacobson

BOARD SECRETARY

Ms. Susan Steels

NDSEC Board Briefs

June 13, 2011

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- D. IDEA Flow Through Preliminary Allocations–FY 12 – FY 12 preliminary information indicates projected decreases from last year of 0.8% in IDEA Flow Through and 0.3% in IDEA Preschool funds.**
- E. NDSEC Education Association Request to Negotiate –** Administration received a request to negotiate “to establish the terms and condition of employment of all social workers and psychologists employed by NDSEC.” The first meeting date is 6/23/11. Dr. Corbett will be the Board representative on the negotiating team.
- F. Accession Agreement Between NDSEC and Addison Dist. #4 –** Board members received the documents listed below. On 5/25/11, Addison approved the Accession Agreement and its resolution requesting NDSEC membership. It has been requested the member district Boards of Education take action on their resolution prior to 6/28/11 to provide direction to their Governing Board member. Two-thirds of the member districts need to adopt the resolution for the Accession Agreement to be approved by the Governing Board making Addison a member of NDSEC effective August 1, 2011. Special Operational & Governing Board meetings are scheduled for Tuesday, 6/28/11, 3 p.m., to take final action. Board members asked questions to clarify their understanding of the impact of accession in the areas of future space and staff needs, student enrollment, tuition costs, and the accession fee calculation.
- 1) Attorney Letter Outlining Accession Process**
 - 2) Accession Agreement (signed by Addison, for NDSEC signature)**
 - 3) Resolution Approving Membership in and Accession to the North DuPage Special Education Cooperative (signed by Addison)**
 - 4) Resolution Approving Accession of Addison School District No. 4 to the North DuPage Special Education Cooperative (for Member District signature)**
- G. Joint Agreement Revisions-Status –** The Joint Agreement Review Committee met on 5/4/11 & 5/16/11; it made a complete review of the joint agreement and agreed to revisions for board consideration. If Addison is added to NDSEC, the joint agreement will require a few more revisions to incorporate Addison into the agreement. The process for revising the joint agreement requires that the Operational & Governing Boards have the revisions for 30 days prior to a vote. If approved by a majority vote of the Governing Board, the revisions then go to the member districts for consideration and must be ratified by two-thirds of the member districts to become effective. To go through the entire process only one time, it is recommended that a first reading of the revisions be an agenda item at the 6/28/11 special meetings. At that time, it will be known whether or not the Addison-related revisions should be included. A vote on the revisions will be an action item at the 8/8/11 meeting; and if approved, the ratification process will begin. The ratification process will include Addison if the Governing Board approves the accession of Addison.
- H. 2011-12 User Fee Agreements –** 2011-12 user fee agreements have been distributed for district superintendent signature to be returned by 6/24/11.
- I. In-Service on NDSEC–Overview of Programs & Fiscal Operations –** Board members received a form to indicate their available dates to attend a NDSEC in-service to provide an overview of NDSEC programs, fiscal operations and the joint agreement. Board members were encouraged to invite other district representatives who could benefit from the in-service. The in-service will be scheduled (on multiple dates if necessary) once interest and availability is known.
- J. Lincoln Academy Program Evaluation –** Board members received a summary of the Lincoln Academy program evaluation, and Mr. Morris and Ms. Murphy presented an overview of the process and results.
- K. Other –** Dr. Pierce thanked Ms. Murphy, Ms. Karpman and three additional staff members for participating in Fenton’s Relay for Life Event.

Information Items

A. Special Operating & Governing Board Meetings–June 28, 2011 – *Reminder*

B. DuPage/West Cook Governing Board Briefs–5/19/11 Meeting – Board members received the briefs.

The next *regular* meeting of the Operational Board meeting will be August 8, 2011, at 3:00 p.m. at the NDSEC Administrative Office.

If you have any questions regarding any of the above, please contact Dr. Rita Jacobson at 630-894-0490.



ITASCA SCHOOL DISTRICT 10 BUSINESS OFFICE REPORT – August 2011

Four departmental core values: Partnership, Excellence, Innovation and Efficiency.

I. FINANCE

- A. The final budget is being submitted for Board approval during the regular September 2011, meeting. The completed budget will contain all changes made thus far since the process began Board review. The tentative budget passed by the Board of Education in June 2011 (with any modifications made thus far), will remain on display in the Administrative Office until the meeting. As directed, the administration will present a balanced budget.

Many questions remain as to the funding levels approved by the State of Illinois. If any statewide changes occur, we will keep the Board apprised.

- B. The opening of the 2011 - 2012 fiscal year has been extremely successful. We are still completing the closing of the 2010 - 2011 year. The audit firm of Mathieson, Moyski, Celer and Co. and the Business Office have arranged the following audit schedule:

✚ Final Audit	August 15 - August 19, 2011
✚ Report to the Board	November 2011

The Finance Office will forward the audit report to the Board of Education upon receipt. We are anticipating another excellent report.

- C. With the summer projects in full-swing a request is being made this month to transfer funds from the Working Cash II Fund. This is an anticipated request to allow payments to be from the Operations and Maintenance Fund. Payments to vendors cannot be made directly from the Working Cash Fund. The details are on separate handouts.
- D. As FY 2012 Final Budget is being completed, the Finance Office has already initiated the foundation and development of the FY 2013 Budget.

II. BUILDINGS AND GROUNDS

- A. In addition to the many **contracted** summer projects, extensive **in-house** summer building projects were completed as the buildings were made ready for the return of students and staff. Some of the projects accomplished over the summer include:

- ✚ Switches and access panels were installed on many univent air handlers in the district buildings.
- ✚ Many electrical types of ballasts were replaced to fix lighting issues in all district facilities.
- ✚ Painting of exterior soffit and fascia of district facilities along with interior painting.
- ✚ Complete facility interior cleaning and carpet shampooing at Benson and the District Office. Lockers and all flooring and walls were washed.

III. TECHNOLOGY

A. The following summer tasks have been completed by the Information Technology Department:

- ✦ Complete breakdown of Franzen and Peacock's IT equipment (computers, laptops, printers, fax machines, copiers, projectors, SmartBoards).
- ✦ Updated new firmware and test District anti-virus.
- ✦ Updated new firmware and test District Spam filter.
- ✦ Reconfigured the District Office wiring closet.
- ✦ Updated and test Email server and Aserve from Server 2003 to Server 2008 (Server 2003 no longer supported).
- ✦ Virtualized and test Email server and Aserve.
- ✦ Updated and test Exchange server from Exchange Server 2003 to Exchange Server 2010 (Exchange Server 2003 no longer supported).
- ✦ Created policy drafts for the Board of Education to review (laptop policy, security camera policy, IT policy).
- ✦ Imaged and test all new Franzen computers for students and faculty.
- ✦ Renewed Microsoft License Agreement to maintain accountability of District licensing scheme.
- ✦ Replaced Peacock Media Center printer due to costly repairs and 10 year life cycle.
- ✦ Installed security monitor at Peacock Principal's office.
- ✦ Replacement of Franzen and Peacock's IT equipment (computers, laptops, printers, fax machines, copiers, projectors, SmartBoard).

The Information Technology Department will continue to provide information management and technology guidance, as well as improve internal governance of IT operation and policy creation.

BENSON PRIMARY and FRANZEN INTERMEDIATE
August Report

BENSON PRIMARY SCHOOL

Start of the School Year- Benson Primary School is ready for students and staff to return for the 2011-12 school year. The building received much attention and a deep cleaning over the summer. The roof project was completed which included updated fascia and gutters. In addition, the gym floor was refinished, the exterior landscape was manicured, classrooms were cleaned and touch-up painting occurred as needed. There are several special events scheduled for the days just preceding the official first day of school. Students in early childhood, k-prep and kindergarten are invited to attend a "Meet and Greet" at the primary building on Tuesday, August 16th. This event allows students the opportunity to meet fellow classmates as well as their classroom teacher and staff members who will be working with them throughout the school year. The times are as follows: early childhood and k-prep students are invited to attend from 1:00-1:45 p.m. A.M. kindergarten students should plan on attending from 10:00-10:30 a.m. while P.M. kindergarten students are invited to attend from 10:45-11:15 a.m.

Curriculum Night- Benson Primary School will host its annual Curriculum Night on Thursday, September 8, 2011 from 6:30-8:00 p.m. Parents and community members are invited to hear presentations from classroom teachers and specialists regarding grade level curriculum. Additional presentations regarding English as a Second Language and Reading Support Programs are also planned for this evening. The IEPTO sponsored book fair will be open the evening of Curriculum Night for parents to browse and shop.

Interactive Whiteboards- Benson Primary School now houses four interactive whiteboards. Three of the four boards will be mounted in classrooms while the fourth board, on wheels, is available for teacher check-out. The primary staff is excited to begin using this new technology.

FRANZEN INTERMEDIATE SCHOOL

Start of the School Year- Franzen Intermediate School is excited to start the 2011-12 school year! With a superb returning staff, we are eager to begin what will prove to be another exciting school year. The wonderful renovations definitely provide classroom environments that are conducive to the students being able to maximize their learning and demonstrate their skills. In addition to the interior flooring, painting, and abatement project, the building has been thoroughly cleaned, touch ups to exterior painting have been completed as necessary, laptop computers are ready for staff, landscaping maintenance is complete, the new math series has arrived, and the new student management system is in place. The first day of school for students is Wednesday, August 17. The IEPTO sponsored book fair will be the week of August 22-25.

Curriculum Night- Franzen Intermediate School will host its annual Curriculum Night on Thursday, August 25, 2011 from 6:30-8:00 p.m. Parents and community members are invited to hear presentations from classroom teachers and specialists regarding grade level curriculum.

New Parent Orientation- Mr. Murphy is holding a "New Parent Orientation" for all parents who are new to Franzen School on Monday, August 15. The short presentation is intended for new parents to the district or for parents who have not had older students at Franzen School. This presentation allows for Franzen procedures and expectations to be articulated as well as to have questions answered about the school, prior to the school year starting.

Outdoor Education- Franzen Intermediate School will attend their outdoor education program at Laredo-Taft in Oregon, IL on September 7-9. This program will include activities such as orienteering, owl pellets, survival skills, and geology to name a few. Teambuilding activities will also be a focus of the trip. Teambuilding activities include various problem situations in which teams learn to work together, develop strategies to find solutions, and reflect upon the result, directly relating to our state social-emotional learning standards. Discussion follows each of these activities. A parent informational meeting will be held prior to the event later in August.

**MIDDLE SCHOOL
August Report**

I. 6th grade Parent Orientation Night

Peacock's 6th grade team will once again host a formal orientation program for all parents of incoming 6th graders on Thursday, August 18th from 7:00 p.m. to 8:00 p.m. The purpose of the program will be to present detailed information on 6th grade curriculum including TAG and advanced math, student expectations, communication procedures, and parent involvement. As in the past several years, the orientation program has been well received by parents that had attended.

II. Curriculum Night

On Thursday, September 1st, Peacock will host its annual Curriculum Night beginning at 7:00 pm. The evening for some families will begin at 6:00 p.m. with a district-wide ESL program for parents of students in grades 3rd-8th. A Peacock-based TAG program will follow at 6:30 p.m. to 6:50 p.m. Also that evening, parents at each grade level will have an opportunity to sign up for this year's Parent Advisory Committee that will meet about three times during the school year beginning in late October.

III. Middle School Principal's Coffee

Dr. Nickisch will lead the Principal's Coffee, which will be held on Wednesday, August 31st at 7:00 p.m. The building principal will be joined by Mrs. Jen Gornik (counselor). All parents are invited to attend this event. The Principal's Coffee allows parents the opportunity to ask questions related to curriculum, programs, procedures and scheduled activities offered within the middle school.

CURRICULUM REPORT

I. New Teacher Induction Program

All newly employed District #10 teachers will be involved in a New Teacher Induction Program on Friday, August 12th. During the one-day workshop, the teachers will receive an overview of the district's curriculum, materials and programs. In addition, the teachers will meet with their building principal for a specific in-service on school-related procedures. Dan Aggen and Vincent DiBeasi will provide the teachers with a technology workshop. Due to the renovations within the buildings, the three-day workshop has been reduced to one-day. Additional days have been identified during August so as to provide the entire induction program to the newly employed teachers.

II. Medical Training

As in the past couple of years, medical training sessions for employed staff will be implemented within District #10. The following is a summary of the training programs to be offered to staff this fall.

A. OSHA Training

Workshops on OSHA requirements will take place within each individual school building. OSHA requirements include training new staff members within the first 10 days of their employment on designated components, such as Bloodborne Pathogens. In addition, all existing staff members will be involved in a review of OSHA requirements.

B. Special Needs Medical Training

Teachers who come into contact with children who have medical needs will receive basic information about the medical topic. Three medical categories will be covered: seizure disorders, diabetes and life threatening allergies. District #10's medical personnel organize the information, which is shared with the associated teachers.

C. General First Aid Presentations

District #10's medical staff members will be providing basic first aid procedures to staff members at each individual building. These sessions will occur during the month of September at staff meetings.

D. Confidentiality Laws

Teachers have to sign a document that they have been informed of OSHA and confidentiality laws.

A newly purchased on-line staff development program will greatly assisted the district in providing training to all of our staff members. The training site is referred to as Public SchoolWORKS. Sue Ricciardi (Secretary for Curriculum, Technology and Business) will be utilized as a trainer in preparing staff members in the use of the electronic staff development system.

III. District Advisory Committee (DAC)

The DAC committee will reconvene during September. Technology will continue to be a focus of this committee. Our district's Technology Plan will be reviewed throughout the school year, as well as gaining input and direction on such areas as, technology, staff development and calendar from certified staff members and community members who attend the DAC meetings.

IV. Implementation of Adopted Curriculum Materials

K-5 Grade Mathematics

The recently adopted mathematics series (enVision MATH by Pearson Publishing Company) will begin implementation in the fall of 2011 at grade levels kindergarten through fifth. During the 2011-2012 school year, in-service will be provided in the use of the program, intervention strategies, supplemental materials and software.

V. Student Assessments

Entering into their third year of adoption, the electronic assessments will be utilized at all three schools in District #10. Students will participate in the assessments at three intervals during the school year (fall, winter and spring). During November of each school year, the building principals will provide a presentation on the electronic assessment results.

During the fall of 2011, Otis-Lennon Abilities Test will be administered to students at grade levels 3-8.

Parents will be informed of the electronic assessment results, as well as the Otis-Lennon Abilities Test results during the month of November.

In October 2011, the Board will be presented with an assessment report reflecting the district's scores on the Illinois Standards Achievement Test.

Due to responses from the certified teacher surveys completed during the spring of 2011, meetings will occur during the fall of 2011 so as to clarify any issues with the use of Children's Progress electronic assessment at the primary grade levels. In addition, Discovery Education Assessment (currently utilized at grade levels 3-8) will be evaluated for possible use at the primary grade levels.

ENROLLMENT UPDATE
For
2011-2012
(Kindergarten – 5th Grade)

Revised 8-3-2011

Grade Level	Confirmed Student Count	Packets out	# of Teachers For 2011-2012	# of Students in Classrooms	General Information
K	83	6	2	21, 22, 21, 19	
1	85	1	4	21, 21, 21, 22	Count does not include 1 student placed out of district
2	110	0	5	22, 21, 22, 22, 23	Count does not include 1 student placed out of district
3	96	3	4	23, 24, 24, 25	Count does not include 2 students placed out of district
4	93	3	4	23, 23, 23, 24	Count does not include 1 student placed out of district
5	96	2	4	24, 24, 24, 24	Count does not include 3 students placed out of district

UPDATE ON COMMERCIAL (FOR-PROFIT COMPANY) FLYERS

Distribution of commercial flyers (for-profit companies) has been reviewed.

Current procedures for distribution of flyers in District 10 involve prior approval by the Superintendent. To enforce "going green", a Virtual Backpack has been placed within the district's website for distribution of most communication. Procedures for distribution of paper copies of approved flyers include the following:

1. Copies are to be duplicated by outside company submitting the flyer.
2. Flyers are to be bundled for distribution by the outside company with the counts provided by Administrative Center.
3. Flyers are to be delivered to the Administrative Center for distribution.

A survey was distributed to area Superintendents for the purpose of reviewing information on their procedures for distributing flyers from for-profit and non-profit companies. From the sixteen school districts that responded to the survey, only one school district distributes flyers from for-profit companies. Several school districts, as with District 10's current procedures, distribute flyers that have been promoted by their parent organization.

District #10's counsel has cautioned us regarding allowing for-profit organizations to distribute information through our school system. The basis for the caution is that once we do it for one, it is difficult to restrict others.

To assist District #10 parents in becoming knowledgeable of for-profit companies that could enhance or assist their child academically, the district will be providing a designated site within each building where approved flyers for this purpose could be displayed. These flyers must include the following statement: Not Endorsed by Itasca School District #10.

It is recommended by the Superintendent that we continue with our current procedures, which are similar to the majority of districts surveyed.

BOE Action Memorandum FY12 - #07

**Consent Agenda
September 14, 2011**

Included in the consent agenda:

1. Approval of Minutes:
 - a. August 10, 2011 Closed Session Minutes (Negotiations, Contracts and Personnel) 6:00 p.m.
 - b. August 10, 2011 Regular Meeting Minutes
 - c. August 10, 2011 Closed Session Minutes (Negotiations, Contracts and Personnel) 8:10 p.m.
2. Approval of Expenditure Reports – August, 2011
3. Approval of the hiring of certified staff:
 - a. Rachel Mastalski: Part-time Music Teacher (.14 FTE)-Benson; Bachelors, Step 1-effective August 15, 2011
4. Approval of the hiring of support staff:
 - a. Lucia Alegria: : Lunchroom/Patrol Supervisor-Benson
 - b. Teresa Positano: Lunchroom/Patrol Supervisor-Benson
5. Approval of resignation of support staff:
 - a. Shannon Tazeleer: Lunchroom/Patrol Supervisor-Benson
 - b. Gina Appari: Lunchroom/Patrol Supervisor-Benson
6. Approval of retirement of:
 - a. Dawn Schwent: Speech Pathologist Teacher (1.0 FTE)-Benson/Franzen; MA (off the salary schedule)-effective June 30, 2015

The Superintendent recommends that the Board approve the consent agenda.

August 11, 2011


Dawn Schwent
1530 Miami Lane
Des Plaines, Illinois 60018

Board of Education
Itasca School District #10
200 N. Maple Street
Itasca, Illinois 60143

Dear Board of Education Members,


Please accept this letter as my intent to retire from Itasca School District #10 on June 30, 2015. Since there will be no ERO penalty for the District, I will be retiring using the provisions and benefits listed under Article XVII of the "Retirement Program" in the current 2008-2012 negotiated agreement between the Itasca School Board and the Itasca Teachers' Association. In addition I request that any remaining sick days at the time of my retirement be applied to Teacher Retirement System benefits.

I am extremely grateful to have had the opportunity to serve as Speech Pathologist in this exceptional District and community.

Sincerely,

Dawn Schwent
Speech Pathologist
Itasca School District #10

cc: Dr. M. Tornatore, Superintendent
B. Parse

Hand Delivered

Received 8/11/11


BOE Action Memorandum FY12 - #08

**Final FY2012 Budget
September 14, 2011**

This is the final step in the budgeting process for Itasca School District 10. The Board of Education approved the Tentative FY12 budget at the June meeting. It has been posted for public view since that time. The Budget Hearing that occurred earlier this evening provided an opportunity for public comment. Upon Board approval, the Final FY2012 Budget will be submitted to the Illinois State Board of Education.

The Superintendent recommends that the Board approve the Final FY2012 Budget (provided under separate cover in your Board materials).

BOE Action Memorandum FY12 - #09
September 14, 2011

**RESOLUTION OF THE BOARD OF EDUCATION DIRECTING THE
SCHOOL TREASURER TO PARTIALLY ABATE AND PERMANENTLY
TRANSFER MONEYS FROM THE WORKING CASH II FUND TO THE
EDUCATIONAL FUND AND THEN TO THE OPERATIONS AND
MAINTENANCE FUND**

WHEREAS, the Working Cash II Fund of Itasca School District No. 10, DuPage County, Illinois (the "School District"), was duly created pursuant to Article 20 of The School Code of Illinois (the "School Code"), 105 ILCS 5/20-1 *et seq.*, for the purpose of enabling the School District to have in its treasury at all times sufficient money to meet demands thereon for ordinary and necessary expenditures for corporate purposes; and

WHEREAS, the School District presently has on deposit in its Working Cash II Fund moneys in an amount not less than \$5,919,321.38; and

WHEREAS, Sections 20-5, 20-9, and 20-10 of the School Code provide that the Board of Education has the authority to make permanent transfers from the Working Cash II Fund to another fund of the School District most in need of such funds from time to time; and

WHEREAS, it is in the best interest of the School District that the Board of Education direct the School Treasurer to partially abate and permanently transfer a portion of the fund balance in the Working Cash II Fund to the Educational Fund and then to make a transfer in that same amount to the Operations and Maintenance Fund.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Itasca School District No. 10, DuPage County, Illinois, as follows:

Section 1. The Board of Education hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does hereby incorporate them into this Resolution by reference.

Section 2. The School Treasurer is authorized and directed to partially abate and permanently transfer moneys currently on deposit in the School District's Working Cash II Fund

in the amount of \$814,455.00 to its Educational Fund, such transfer to be recognized and effective as of September 14, 2011.

Section 3. Upon receipt of the transfer to the Educational Fund, the School Treasurer is hereby directed to transfer that same amount to the Operations and Maintenance Fund.

Section 4. The amounts transferred pursuant to this Resolution shall be used solely to meet disbursements for those purposes allowed for the Educational Fund and the Operations and Maintenance Fund.

Section 5. All other resolutions or parts of resolutions in conflict herewith be and the same are hereby repealed, and this Resolution shall be in full force and effect immediately and forthwith upon its passage.

Adopted this 14th day of September, 2011 by the following roll call vote:

AYES: Mrs. Gatbunton, Mr. Kolar, Mrs. Burke, Ms. Pawinski,

Mrs. Miller, Mr. Sprandel, Mrs. G. Hoss

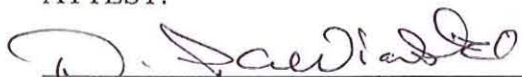
NAYS: _____

ABSENT: _____



President, Board of Education

ATTEST:



Secretary, Board of Education

The Superintendent recommends that Board of Education approve the Resolution to partially abate and permanently transfer \$814,455.00 in principal from the Working Cash II Fund to the Education Fund and then to the Operations and Maintenance fund for Summer 2011 projects.