

Board of Education

Educational Focus

Monday, June 23, 2014

Board Room, District Administrative Offices

7:30 PM

AGENDA

1. Call To Order

2. Pledge of Allegiance

3. Roll Call

4. Petitions and Hearings

It is the practice of this Board of Education to provide a place on the agenda for and welcome comments and suggestions from the public.

5. Recognition of District 88 Successes

A. Special Olympics Track & Field State Team 4

6. Educational Focus Items

A. Performance Evaluation Reform Act "PERA" 5

7. Information Item

A. Response to Villa Park TIF Presentation 6

8. Motion To Establish Consent Agenda

The items of the consent agenda were reviewed and discussed by the board and administration at a previous meeting. Reports and data were reviewed prior to being recommended for the consent agenda.

A. Approve the List of Bills for May 2014 in the amount of \$5,233,778.32. 7

B. Approve the fundraiser contract for Addison Trail Blazettes to sell candy. 8

C. Adopt the Prevailing Wage Resolutions as presented at the June 9, 2014, Board meeting. 9

D. Authorize the placement of the 2014-15 Tentative Budget for public display. 10

E. Approve the Vending Machine Contracts as presented. 20

F. Adopt the Resolution Authorizing Participation in ISDLAF "The Fund." 22

G. Approve the Personnel Report as presented at the June 9, 2014, Board meeting. 23

9. Motion To Approve Consent Agenda

10. Separate Action Items

A. Treasurer's Report - May 2014	25
B. Budget Status Report - May 2014	27
C. List of Bills Exceeding \$5,000.00	34
D. Technology Equipment Bid	36
E. Energy Efficiency & Retro-Commissioning Project Proposal	38
F. Fundraiser Contracts Exceeding \$1,000.00	41
G. Personnel	42
H. Revised Board Policies	44
1) 5:30 Hiring Process and Criteria	
2) 5:50 Drug and Alcohol Free Workplace; Tobacco Prohibition	
3) 5:260 Student Teachers	

11. Approve meeting minutes from May 6, 2014 through May 19, 2014.

(All minutes will be approved with one motion unless requested otherwise.)

A. Approve the minutes of the May 6, 2014, Buildings & Grounds Committee meeting.	50
B. Approve the minutes of the May 12, 2014, Policy Committee meeting.	53
C. Approve the minutes of the May 12, 2014, Regular Business Board meeting.	57
D. Approve the minutes of the May 12, 2014, Closed Session Board meeting. (Closed Session tab)	
E. Approve the minutes of the May 19, 2014, Educational Focus Board meeting.	64
F. Approve the minutes of the May 19, 2014, Closed Session Board meeting. (Closed Session tab)	

12. Information/Discussion Items

A. Credit Card Summary	72
B. Freedom of Information Request	76
C. Revised Board Policies	77
1) 7:140 Search and Seizure	

13. School Recognition - Principals

14. Board Member Report(s) / Future Agenda Items

15. Public Comments: Related to the discussion and/or actions of the board on the above agenda items.

16. Announcements:

Regular Business Board Meeting: Monday, August 11, 2014, 7:30 p.m., District Boardroom located at District Administrative Offices, 2 Friendship Plaza, Addison, IL 60101.

Educational Focus Board Meeting: Monday, August 25, 2014, 7:30 p.m., District Boardroom located at District Administrative Offices, 2 Friendship Plaza, Addison, IL 60101.

17. Closed Session Meeting

The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity; and collective bargaining matters.

18. Reconvene To Open Meeting

19. Roll Call

20. Action Necessitated by Closed Session

A. Notice to Remedy for Employee (#06232014)

80

21. Adjournment

District 88 Strategic Plan

Goal 1: Addison Trail, Willowbrook High Schools and District 88 will develop plans to improve student performance, close the achievement gap and monitor the acquisition of 21st Century knowledge and skills.

Goal 2: Learning programs will focus on high local and global standards, incorporating: critical thinking, applied learning, interdisciplinary curriculum, project-based, career connected, articulated programs and digital learning.

Goal 3: Provide time and resources for on-going professional growth, and development programs that focus on learning standards, Diverse learners, assessment and data practices, instructional strategies and social-emotional learning.

Goal 4: Create school-community partnerships that embrace youth, learning and activity before/during/after school hours.

SPECIAL OLYMPICS TRACK & FIELD STATE TEAM

Willowbrook High School will present their student champions who have participated in recent state competitions.

Performance Evaluation Reform Act “PERA”

The Board will hear a presentation on the progress of PERA implementation in District 88.

RESPONSE TO VILLA PARK TIF PRESENTATION

John Izzo from Sraga Hauser will share a response/additional opinion to the Board concerning the proposed Villa Park TIF.

LIST OF BILLS -- MAY 2014

It is recommended that the expenditures, by fund, be approved for May 2014

	<u>Payroll Expense</u>	<u>Accounts Payable</u>	<u>Total</u>
Education Fund	\$3,014,931.41	\$651,489.93	\$3,666,421.34
O&M Fund	\$243,179.63	\$177,181.57	\$420,361.20
Debt Services	\$0.00	\$1,605.00	\$1,605.00
Transportation Fund	\$3,400.27	\$285,452.20	\$288,852.47
IMR Fund	\$181,204.71	\$0.00	\$181,204.71
Capital Projects Fund	\$0.00	\$0.00	\$0.00
Total Board	<u>\$3,442,716.02</u>	<u>\$1,115,728.70</u>	<u>\$4,558,444.72</u>
Activity Fund	\$281.12	\$675,052.48	\$675,333.60
Grand Total	<u><u>\$3,442,997.14</u></u>	<u><u>\$1,790,781.18</u></u>	<u><u>\$5,233,778.32</u></u>

FUNDRAISER CONTRACT

The following fundraiser with anticipated revenue in excess of \$1,000 has been proposed:

1. Addison Trail Blazettes (Poms) – Selling candy to raise money for costume tops.

It is recommended that the proposed fundraiser be approved as presented.

PREVAILING WAGE RESOLUTIONS

The district is required to annually adopt the prevailing wage resolution, file it with the Secretary of State, and publish a notice in the paper. In an effort to save the cost of publishing, the district coordinates with other governmental agencies in Addison and Villa Park to publish one notice for all of the public bodies. Following are separate resolutions – one for Addison and one for Villa Park.

It is recommended that the the prevailing wage resolutions be adopted as presented.

TENTATIVE BUDGET 2014-2015

It is recommended that the tentative budget for 2014-2015 be authorized to place on public display in the District 88 Office and on the District website.

TO: Dr. Scott Helton
Board of Education

DATE: June 3, 2014

FROM: Mr. Edward Hoster

RE: Fiscal Year 2014-15 Tentative Budget

The 2014-15 Tentative Budget is hereby presented to the Board of Education for review and further discussion. This budget is considered a “tentative” version in that there are some unconfirmed sources of funding and uses of funds that still need to be finalized before adoption at the September 22, 2014 meeting. We will be filing the end of year state and federal claim reports in July which will determine the funding reimbursement amounts for 2014-15. It is quite common that we are still awaiting final funding determinations for these areas of the budget when placing it on file for the public access and review in June. However, we will finalize and update the tentative budget in time for adoption at the September meeting as required by Illinois School Code. One of the most critical unknown at this point in the budgeting process is how much advance or early June property tax collections will be. As this represents 79% of our annual revenue we are hopeful that the collection/distribution percentage returns to a normal 48.5% or greater.

In addition, while the certified staffing has been completed the final staffing needs for teacher aide’s supporting the needs of students continues to develop pending special education assessments and related decisions. This will take place throughout the summer and we expect that most of the staff who were released in the spring will be returning. The transportation service contract provides for rate increase linked to the consumer price index as of June. Finally, we continue to bargain with the maintenance/custodial union for new contract terms beginning 2014-15.

At this June board meeting all that is required by statute is Board of Education approval to place the budget on public display for a minimum of thirty (30) days before the scheduled public hearing and adoption. Following the June 23, 2014 meeting we are prepared to publish the required notice declaring that a public hearing will be held in September. The budget adoption schedule is as follows:

1. June 9, 2014 – Tentative Budget presented for discussion with the full Board of Education.
2. June 23, 2014 - the Tentative Budget will be presented for approval by the full Board of Education and put on display for 30 days before the scheduled budget hearing on September 22, 2014 at 7:30 PM. The Secretary of the Board of Education will publish a notice of where, when, and during what hours the Tentative Budget will be on display for public inspection and the time and place for the budget hearing. A copy of said notice is attached to this memo.

3. September 22, 2014 – at the regularly scheduled board meeting there will be a public hearing for the community to comment on the budget for fiscal year 2014-15. Subsequent to that hearing the final budget will be presented for adoption, as required by the Illinois School Code.

While we all understand that the budget planning process reflects a conservative approach given the relatively unpredictable nature of the state and local economy, we are committed to exercising strong management of the expenditures throughout the year. We believe that revenue collections will meet our expectations and possibly help to minimize the use of reserves, but we will not be able to fully cover the projected deficit. We will need to continue the active work toward achieving balanced budgets through intentional efforts with the Board of Education and staff in the coming year. This will entail important discussions to prioritize programs, identify efficiencies and recommendations to creatively modify the operations for the future. Although the Illinois School Code requires a balanced budget, we are within the allowable use of reserves due to our having sufficient fund balances as outlined in the state budget form (see the last page of this report). Therefore, we are not required to submit a deficit reduction budgeting plan at this time.

HIGHLIGHTS AND KEY BUDGET DRIVERS REGARDING TENTATIVE BUDGET FOR 2014-15

GENERAL

As expected, the cost of programs and services continue to outpace available resources coming in and we will draw upon financial reserves. Overall the budget outlook continues to be challenging, due to instability and uncertainty with state funding and the low property tax growth. The 2014-15 Tentative Budget is based upon the latest known revenue and expenditure information.

We have initiated a number of budget contraction decisions in this budget development process including:

- ✓ Student fee increases for driver education, parking and technology
- ✓ Signed agreement to generate revenue for electricity load shedding
- ✓ Secured grants for both safety repairs and energy efficiency projects
- ✓ Secured matching grant for roof replacement
- ✓ Staffing reductions & restructuring – most through attrition
- ✓ Supply budget reduction
- ✓ Contractual service reductions
- ✓ Transportation routing contraction
- ✓ Ombudsman+ initiative to reduce program cost

We will continue to pursue other budget reduction opportunities throughout the coming months as this budgeting process continues.

The best measure of our budget is to look at what is referred to as the “Operating Funds” (Education, Oper. & Maintenance, Transportation, IMRF {pension} and Working Cash Funds) as these exclude the restricted funds of Debt Service, Capital Projects and Health, Life Safety. The remainder of this report will focus on the Operating Funds.

When reviewing Operating Funds, **revenues of \$63,503,986 are expected to decrease by \$295,775 or 0.46% from fiscal year 2014 budget.** (see page 4) This is primarily due to the delayed property tax collections of \$1.4M that we budgeted and received in the prior July 2013. This unique cash basis budget adjustment minimizes the rate of increase for this coming fiscal year due strictly to timing. In addition, we are projecting a continued deterioration of some state funding at the present time. If we adjust for the delayed tax revenue the revenue, the budget would reflect an increase of a more normal 1.8% or \$1.1M.

The Operating Funds **expenditures of \$66,054,948 are projected to increase by \$623,364 or 0.95% over the 2013-14 budget.** (see page 6). The Operating Funds deficit is projected to be \$2,550,962 and the fund balance as of June 2015 is projected to be \$37,203,714. **(see page 1, Budget Summary of Cash Transactions)** The financial projections as of March 2014 estimated financial deficit of \$3.5M for fiscal year 2015 and a decline of reserves to \$36.2M.

The Tentative Budget reflects:

- A. Estimated (Budgeted) June 30, 2014 fund balance cash reserves.
- B. Estimated property tax collection percentages of 51% for 2013 (September) and 48.5% for 2014 (June) advanced taxes based on the historical trends.
- C. Preliminary estimates for state/federal funding based upon the most recent information.

REVENUES: (see pages 4 & 5)

Property tax revenue in the Operating Funds (Education, Operations & Maintenance, Transportation and IMRF) are projected to actually decrease by 0.57% or \$290,499 due to the combination of delayed tax revenue collections from the prior June 2013 and declining State and Local revenue.

- The delayed June tax collections from the prior year account for approximately \$1.4M additional revenue in this fiscal year, strictly due to timing only. While favorable to this fiscal year budget we are not expecting this to be repeated again this June. If we adjust for the delayed collection the estimated increase would be \$1.1M.
- Property tax revenue represents 79% of the operating budget.
- The September 2014 tax collections are based upon the actual tax extension for 2013.
- The December 2014 tax levy (June advance tax collections) will be based upon the 1.50% CPI plus an estimate for new property.
- New property growth is estimated to be \$10M or 0.40% as was realized in the 2013 tax cycle and total property values are estimated to improve to a minor decrease of 2% or better.
- The Corporate Personal Property Replacement Tax is estimated to be \$1,697,000 which is the same as this current year. We will check with the Illinois Department of Revenue for their final estimate when it is released in August.
- Investment earnings of \$88,000 are estimated to decline to approximately 90% of what we expect to earn in fiscal year 2014.
- Other local revenue for textbooks, student fees, cafeteria sales etc. continue to decline annually approximately 15% per year so budget is down \$150,750 for next year.
- All state funding/grants are based on the latest information available from the state. We are estimating that General State Aid (GSA) & Supplemental poverty funding will remain at 89%

proration as approved in the final state budget. We qualified for \$359 per student attendance day prorated down to \$319.51 this past year. That was down from the prior year 2013 at \$330.

- Special Education funding (commonly known as Mandated Categoricals) is projected to decrease by \$199,000 due primarily to a reduction in orphanage reimbursement.
- State funding overall is projected to increase by 1.11% or \$82,654 but this is overstated by the two new grants in the Operation & Maintenance Fund for \$147,000. If we adjust for these one time funds the actual net change reflects a decrease of 1%. Because our special education transportation expenses are up, we expect a corresponding increase in that area which helps to offset the other estimated decrease of \$200,000 in the Education Fund. State aid represents 11% of the operating budget including transportation.
- Federal funding is expected to increase slightly by \$62,820 or 2.81%.

EXPENDITURES: (see pages 6 & 7)

- Salaries are projected to decrease by \$246,727 or 0.64% with bargaining still continuing for the maintenance/custodial employee group. Preliminary staffing reflects the reduction of 9 teaching positions through attrition/scheduling:
 - Certified Staff Teachers: (271) Admin./Management: (20)
 - Classified Staff Clerical: (73) Student Supervisor: (19)
 - Teacher Aides (93)
 - Maintenance & Custodial (48)
- Retirements (Certified) – outgoing 8 plus two additional staff leaving voluntarily. Retirement track increased by 7 who will be starting their cycle to retire by 2017-18 so they begin receiving 6% incentive pay bump, equivalent in total to \$52,120. However, the total group of 21 is down compared to 2014 by approximately \$213,000.
- Retirements (Non-Certified) – three in for June 2015 and four in for June 2016 with combined 6% incentive pay bump equivalent to \$17,000
- Benefits {medical/dental, pension and employee tuition reimbursement} are projected to increase by \$87,285 compared to prior year budget.
 - Although the medical insurance rates are down (PPO decreased 1%, HMO decrease of 0.35%) and the dental rates also were favorable, there was an increase in the number of staff who signed up to be on our insurance during the open enrollment period. Consequently, we added \$110,000 of additional expense to the benefit plan.
 - On a positive note, the IMR pension rate continued to decline with this year's rate at 10.93% which is down by 0.55% over the prior year.
- Purchased Services are projected to increase by \$135,141 or 1.93% including the food service management contract with Arbor Management which is increasing 2.1% and transportation services contract rates estimated to increase by 2%, pending actual June CPI. Unfortunately we continue to see significant pressure on the special education transportation budget which is projected to increase by 7%. **The actual special education transportation expenses have increased by approximately 78% or \$884,000 over the past three years.** We anticipate some savings from the changes to routing but the strong trend in services for special education and homeless needs will offset some of these adjustments. In addition, we expect to realize some savings from the new local Ombudsman+ program partnership with Glenbard Twp. HS next year.

- Supplies are estimated to decline by 3.19% reflecting the approved 2% reduction at the building level and other adjustments throughout the budget.
- Capital outlay is budgeted to increase 50% due to a number of factors. The funding for facility improvements this year is completely from the O&M Fund rather than the Non-Operating Capital Projects Fund where there was some remaining bond proceeds in the prior year. More importantly, the carry-over of the culvert project (\$114,400) and the two new grant funded projects for IEMA replacement doors etc. and the energy grant projects. There is offsetting revenue in the amount of \$150,000 for the grant projects in this budget. Unfortunately, the ISBE matching school maintenance grant proceeds were already received and deposited in March of this year so the funds will be coming out of our reserves. The budget also includes the purchase of five (5) driver education cars that we deferred from the prior year as they are scheduled for replacement. Technology related capital investment of \$362,000 is down \$180,000 from the prior year.
- Tuition for special education, alternative education, and vocational programs continues to experience significant increases with the budget up \$234,000 over the prior year. This is the one area of the district budget that is receiving intense focus as we have experienced an average increase of 14.9% per year or \$627,000 per year for the past three years. The commitment of resources to support the needs of this student population is exponentially greater than any other area of the district budget.

Detailed revenue and expenditure budget information by fund compared to the prior year budget is as follows:

Education Fund {pages 9 through 16}

The Education Fund revenues are projected to be \$52.8 million compared to expenditures of \$53.5 million forecasting an overall deficit of \$695,435. Some of the key expense drivers are outlined below:

- Staffing/hiring for 2014-15 includes an overall staffing decrease for certified teachers by 9.0 Full Time Equivalent (FTE) positions. This includes a combination of attrition through retirements and other staffing decisions. In addition there are some other adjustments to stipend positions and such that help to contain the budget. Overall salaries are projected to decrease by (\$323,269) or (0.91%). Teacher contract salaries include a 0.5% base increase and step advancement is now up to 2.96% as less experienced staff are hired and advancing. Classified salary increase is estimated to be 5.50% (including the base increase of 2.25%) due to this being the year they advance in their every other year step schedule. Teacher Aide salaries will increase by 3% as agreed.
- Staff benefits are projected to increase by \$108,953 or 2.09% over the prior year budget. Included in this category are medical/dental/life insurance premiums, tuition reimbursement and TRS pension expenses. The Early Retirement Option TRS payment for a retiring teacher is \$145,000. As previously stated, the expected savings from the rate reductions for insurance were unfortunately offset by new enrollment into our plans. Furthermore, the TRS reduction of 1% under Senate Bill 1 was put on hold by the court so we didn't include at this time. In addition, we are not accounting for a possible TRS pension cost shift that is still being debated at the state level.

- Purchased Services are projected to decrease by \$20,504. Supplies are budgeted to decrease by \$107,237 or (7.85%). However, as the student fee collections continue to decline this is becoming more of a concern, particularly for some of the supply intensive curriculum programs. Capital Outlay has decreased by \$86,000 or 12% including a \$180,000 reduction in technology.
- Technology budget of \$641,851 is based upon the 2014-15 Technology Plan that was reviewed with the Technology Committee. The budget is down \$186,000 from the prior year with the commitment to better matching the equipment needs to the students in a cost effective and sustainable manner. This budget includes ongoing operational expenses, purchases of computers and other equipment needed to maintain the quality of programs. The district staff continue to create many effective solutions that minimize the financial impact on the annual budget.
- Tuition expense budget for special education, vocational and alternative education programs, is \$5.8M as enrollment in these programs remains strong. This is an increase of \$234,000 or 4.20% over the prior year budget. **We are hopeful that this holds as the past three year total increase was 44% or approximately \$1.9M.** This preliminary budget will continue to develop during the summer as more student placement decisions are made and enrollments are finalized.
- Insurance premiums for workers' compensation decreased by 10.5% to \$334,000 which is a savings of \$39,000 and property, casualty, liability increased by 1.80% to \$217,085. These expenses are shared with the O&M Fund.
- Budgeted amounts for state/federal programs, grants etc. are based on the latest information available. Revenues and expenses are intended to offset each other and are outlined on pages 10 and 14 respectively.

O&M FUND {pages 17 through 19}

The Operations and Maintenance Fund revenues are projected to be \$4.5M compared to expenditures of \$6.7M forecasting an overall deficit of \$2,263,289. This is an intentional budget allocation as the property tax revenue is shifted to the Education Fund to shore up the fund balance. The projected ending fund balance for the O&M Fund will still be sufficient at \$4.5M. The key expense drivers are outlined below:

- Salaries are subject to ongoing negotiations and benefits are the same as outlined in the Education Fund.
- Utility costs are expected to increase by 3.8% with the electricity rate contract that expires December 2014 still being negotiated. At this time we know that the market is well above the expiring rate locked in last year. In addition, the new assessments from ComEd for their distribution network will be passed along to us as of mid-year. We are hoping to secure favorable contract terms to offset this scheduled increase.

- The capital outlay budget is \$746,541 including the roof repair project work at full cost although there is offsetting revenue of \$50,000 from the ISBE matching grant. Unfortunately, we received those funds already in March of 2014 so they are in the cash balance and will reflect as part of the deficit for this year's budgeting purposes. In addition, the budget includes the carry-over culvert project work at Willowbrook (\$114,400) and two grant funded projects that have offsetting revenue at the full 100% level in this budget. The culvert project could not be scheduled for completion before the fiscal year end. The balance of the budget is for equipment replacement and smaller facility project work along with \$50,000 contingency funds for unexpected project repair work that may arise.
- The decrease in the "Other" category reflects the reduction of Worker's Compensation (10.5%) and slight increase (1.80%) for property, casualty and liability insurance premiums.

TRANSPORTATION FUND {pages 20 through 22}

The Transportation Fund revenues are projected to be \$3.5 M compared to expenditures of \$3.6M forecasting an overall deficit of \$86,703 with a projected fund balance of \$2.8M. The key revenue and expense drivers are outlined below:

- Estimating level funding for regular/vocational program and an increase in reimbursement for special education related expenses. As this is a reimbursement based program and we continue to see increases for special education related transportation the state level of funding has continued to increase as long as they don't prorate any lower. We will not know what the final funding levels will be for some time and the claim is not filed until August.
- Expenditures are all service related this year and budgeted to increase by \$116,000 or 3.31%. We deferred replacement of buses again for the second year as we look to possibly fund these with a future bond issue. We did budget for some additional repair funds for those vehicles that are at 14 or more years and experiencing more down time. The final contract rate increase is linked to the June CPI so we are estimating a 2% increase at this time. The real pressure in this fund is coming from the expanding demand for services from both homeless and the special education programs as previously outlined. This will be a primary focus for us to better understand options to contain the service cost for this area in the coming year.

DEBT SERVICE FUND {page 23}

Revenue and expenditures are based on the anticipated property tax revenue and required principal and interest payments on existing bonds.

- Debt service for principal and interest will increase by \$903,000 or 10.2% to \$9.7M

IMRF/SOCIAL SECURITY FUND {page 24}

The IMRF/Social Security fund revenues are projected to be \$2.6 M compared to expenditures of \$2.1M, forecasting an overall positive increase of \$487,000. This is intentional to restore some level of cash reserves for this fund as it has been in a deficit for many years with annual temporary transfers to meet expenses.

- The expenditures are projected to be down compared to the prior year budget as the board share IMR rate declined by 0.55% to 10.92% for the coming year. This is the second consecutive year of a rate decline as the IMR pension fund investment earnings are helping us all.
- This fund also covers employer portion of social security and medicare.

CAPITAL PROJECTS FUND {page 25}

- The Capital Projects Fund was closed out as of the past year and will not be used again until we issue bonds for future facility related work.

WORKING CASH FUND {page 26}

- No activity has been budgeted and the balance is projected to be \$5.4M

FIRE PREVENTION AND SAFETY FUND {page 27}

- No activity has been budgeted.

BALANCED BUDGET LEGISLATION

Public Act 94-0234 became effective July 1, 2006 and requires that school districts adopt a “balanced budget”, and if the budget is not balanced, a deficit reduction plan must be submitted to the Illinois State Board of Education. ISBE defines a “balanced budget” as follows:

Total expenditures for the Educational, Operations & Maintenance, Transportation, and Working Cash funds will be compared to total revenues in the same funds. If the total expenditures are greater than the total revenues, the total deficit must be less than one-third of the total ending fund balance of the four funds.

The “balanced budget” calculations for the 2014-15 Tentative Budget:

<u>Fund</u>	<u>Excess/Deficit</u>	<u>Projected Ending Balance</u>
Education	\$ (695,435)	\$23,126,856
O&M Fund	(2,263,289)	4,232,115
Transportation	(86,703)	2,786,568
Working Cash	0	5,432,572
Total	\$(3,045,427)	\$35,578,111

$$(1/3 = \$11,740,777)$$

A deficit reduction plan is not required by the District at this time.

NOTICE OF PUBLIC HEARING

Notice is hereby given by the Board of Education of DuPage High School District 88, in the County of DuPage, State of Illinois, that a tentative budget for said school district for the fiscal year beginning July 1, 2014 and ending June 30, 2015 is on file and conveniently available to public inspection during regular working hours at the District 88 Office, Board of Education, 2 Friendship Plaza Addison, Illinois. In addition, for your convenience a copy of said budget will also be posted on the district website of www.dupage88.net

Notice is further given that a public hearing on said budget will be held at 7:30 p.m. on the 22nd day of September, 2014 in the District 88 Office Board Room, 2 Friendship Plaza, Addison, Illinois.

Dated this 23rd day of June, 2014

Board of Education of DuPage High School District 88 in the County of DuPage, State of Illinois.

Sharon Kucik, Secretary
Board of Education
DuPage High School District 88

To be published Friday, June 27, 2014

TO: Dr. Scott Helton
Board of Education

DATE: June 2, 2014

FROM: Mr. Robert Flemming

RE: **Vending Machine Services for 2014-15**

It is recommended that the Board of Education approve the renewal of the contract for snack vending services for 2014-15. Additionally it is recommended that the Board approve a new beverage vending agreement with Dr Pepper Snapple Group for 2014-15. Both of these contracts will provide an option to extend the terms for up to an additional two years upon mutual agreement of both parties.

As background, the district has historically collected commissions for deposit into the building activity accounts for student related activities from beverage and snack vending machine sales. These agreements do not involve the purchase of any product and are simply turnkey service of vendor owned equipment and product with remittance of commissions from sales to the district, and therefore do not require a bid. These agreements are for limited beverage and snack machine sales in both buildings and are **not** related to product purchased separately by building administration, concessions, or booster organizations from their vendors of choice, none of which are bound by the machine vending agreements. It should also be noted that new USDA guidelines effective July 1, 2014 impose additional restrictions on the types of product and service times of machine operation. We will be working with our vendors to maximize product opportunities within the guidelines.

The current vendor for the snack products (Complete Vending Service) has provided consistent service with the highest commission structure (36%) for the past four years and is willing to continue with extending the existing commission structure. It is recommended that this agreement be extended one more year. The Dr Pepper Snapple Group who has also provided consistent beverage service and offered to extend the agreement but we chose to initiate a Request for Proposal (RFP) from all 3 major beverage suppliers in order to determine best value. You will see on the attached proposal matrix of current vended products that, as in the past, the Dr Pepper Snapple Group is offering the highest commission percentage (35% for all products) and overall value based on current volume. Based on previous Board review of selection of beverage vendors, consideration was also given to the possibility of increased volume based on brand preference. Given that brand preference on bottled water is not likely to be strong, we considered the profit differential based primarily on soda volume. That said, to equalize profit, volume would need to be increased by approximately 3600 units or 40%. This may be difficult given the restricted time guidelines for product availability.

Based on this, it is recommended that we enter into an agreement with Dr Pepper Snapple as noted above. If however, the Board would like to initiate an agreement with another supplier on a trial basis to see the effect on commissions, we would recommend a one year agreement with Pepsi Beverages Company with an option to renew up to 2 years upon mutual agreement of both parties.


Suggested Motion:

Move that the Board of Education approve the renewal of 1) the agreement for snack vending services with Complete Vending Services for 2014-15 and 2) approve a new beverage vending agreement with Dr Pepper Snapple Group for 2014-15 with an option to extend both for up to an additional two years upon mutual agreement of both parties.

Cc: Mr. Edward Hoster

TO: Dr. Scott Helton
Board of Education

DATE: May 27, 2014

FROM: Mr. Edward Hoster 

RE: **Illinois School District Liquid Asset Fund Resolution**

The attached resolution is necessary to update the authorized treasurer information and allow us to continue using the Illinois School District Liquid Asset Fund for investing and banking purposes. The previous resolution on file was from September 12, 2011. We use this account for the temporary investment of funds and have been a member of ISDLAF for many years.

Suggested Motion:

Move that the Board of Education adopt the Resolution Authorizing or Reauthorizing Participation in "The Fund"

PERSONNEL REPORT

JUNE 9, 2014

CERTIFIED STAFF CHANGE IN STATUS:

It is recommended that the board approve the following certified staff change in status:

Dana Whittaker
Willowbrook Guidance Counselor to Willowbrook Title I Community Outreach School
Counselor
Effective: July 1, 2014

CERTIFIED STAFF RESIGNATIONS:

It is recommended that you accept the following certified staff resignations:

Kimberly Deutsch
Willowbrook Special Education Teacher
Effective: end of the 2013-2014 school year

Kirk Ziemke
Addison Trail Physical Education Teacher and Head Boys Swimming Coach
Effective: end of the 2013-2014 school year

CLASSIFIED STAFF CHANGE IN STATUS:

It is recommended that you approve the following classified staff change in status:

Michelle Joiner
Willowbrook 10 Month Level II, Step 1 Building Assistant to Willowbrook 12 month Level IV,
Step 1 Administrative Assistant to the Assistant Principal
Salary: Level IV, Step 1 - \$40,591.45
Effective: July 1, 2014

SUMMER SCHOOL STAFF APPOINTMENTS:

It is recommended that the board approve the following summer school staff appointments:

Category	Posting Title	Location	Note
Summer School	English/Reading ACT Preparation Teacher	Addison Trail	Filled by Kelly Carey
Summer School	Math Teacher	Addison Trail	Filled by Jean Boston
Summer School	Math Teacher	Addison Trail	Filled by Stephanie Ciura
Credit Recovery	Credit Recovery Teacher	Addison Trail	Filled by Marianne Eisley, Kathy Smead 1/2, Dan Cossa 1/2
Extended School Year	ESY LINK Special Education Teacher	Addison Trail	Filled by Melissa Morales, Jessica Sokolowski
Freshmen Intervention Program	Math Teacher	Addison Trail	Filled by Bruce MacTaggart, Lynn Frazier
Freshmen Intervention Program	Reading Teacher	Addison Trail	Filled by Sabrina Macek, Anna Jakubka
Freshmen Intervention Program	Science Teacher	Addison Trail	Filled by Jamie Mroz, Nicholas Pingel
Math Enrichments Geometry	Geometry Teacher	Addison Trail	Filled by Emili Schultz 1/2, Judy Kruse 1/2
So/Jr Direct Instruction	Direct Instruction Special Education Teacher	Addison Trail	Filled by Annette Severino
So/Jr Direct Instruction	Direct Instruction Special Education Teacher	Addison Trail	Filled by Kelly Downer

Summer School Student Supervisor	Summer School Coordinator	Addison Trail	Filled by Keith Marston
Summer School, ESL	ESL Teacher	Addison Trail	Filled by Mirela Mehmeti 1/2, Dan Cossa 1/2
Summer School, Speech	Speech Teacher	Addison Trail	Filled by Jim Perusich 1/2, Don Miller 1/2
Extended School Year	ESY Transition Special Education Teacher	District Office	Filled by Lori Labarbera, Ann Eakley
Summer School	AP Preparation Teacher	Willowbrook	Filled by Brian Eslick
Summer School	Social Worker	Willowbrook	Filled by Erik Engel (17%), Irene Johnson (83%)
Summer School	Special Education Teacher	Willowbrook	Filled by Jeremy Pack
Credit Recovery	Credit Recovery Teacher	Willowbrook	Filled by Pete Makrinski, Mike Burns (.6), Kim Mikesell (.4)
Extended School Year	ESY Special Education Teacher	Willowbrook	Filled by Nicholas Hildreth, Michael Marotta
Freshmen Intervention Program	Math Teacher	Willowbrook	Filled by Heidi Beckwith (1/2), Nicole Longo (1/2), Carrie Skala
Freshmen Intervention Program	Reading Teacher	Willowbrook	Filled by Lindsey Thomas, Megan Derricott
Freshmen Intervention Program	Science Teacher	Willowbrook	Filled by John Fouser
So/Jr Direct Instruction	Direct Instruction English Teacher	Willowbrook	Filled by Lisa Cuscaden
So/Jr Direct Instruction	Direct Instruction Math Teacher	Willowbrook	Filled by Steven Bridges
So/Jr Direct Instruction	Direct Instruction Science Teacher	Willowbrook	Filled by Conrad Rogers
Summer School Student Supervisor	Summer School Coordinator	Willowbrook	Filled by Jose Jaramillo 4/5, Travanna Green 1/5
Summer School, ESL	ESL Teacher	Willowbrook	Filled by Kim Tobin(1/2), Francesca Ratner (1/2)
Summer School, Speech	Speech Teacher	Willowbrook	Filled by Kathryn Wilson
Credit Recovery	Credit Recovery Teacher Aide	Addison Trail	Filled by Tim Homan
ESL	Teacher Aide (ESL)	Addison Trail	Filled by Mona Chandhok
Extended School Year	ESY Special Education Teacher Aide	Addison Trail	Filled by Karen Pierropoulos, Maryellen Marisie
Freshman Intervention Program	Teacher Aide (Math)	Addison Trail	Filled by Pam Sifuentes
Special Education	Special Education Credit Recovery Teacher Aide	Addison Trail	Filled by Steven Tadlock
Extended School Year	ESY Special Education Teacher Aide	District Office	Filled by John Nyman, Olga Berlina
Extended School Year	ESY Special Education Teacher Aide (1:1)	District Office	Filled by Lionel Williams
Extended School Year	ESY Translator	District Office	Filled by Alessandra Passarelli
Credit Recovery	Credit Recovery Teacher Aide	Willowbrook	Filled by Maureen Lindhorst, Barbara Meredith
ESL	Teacher Aide (ESL)	Willowbrook	Filled by Kim Tobin 1/2, Francesca Ratner 1/2
Extended School Year	ESY Special Education Teacher Aide	Willowbrook	Filled by Julie Mazzone, Sheila Elliott
Extended School Year	ESY Special Education Teacher Aide (1:1)	Willowbrook	Filled by Susan Bower
Freshman Intervention Program	Teacher Aide (Math)	Willowbrook	Filled by Nicole Longo 1/2, Heidi Beckwith 1/2
Reading	Teacher Aide (Reading)	Willowbrook	Filled by Jessica Sibigtroth

TREASURER'S REPORT

May 2014

It is recommended that the Treasurer's Report for May 2014, reflecting the following cash ending balances, be approved as follows:

Education Fund	\$8,694,377.12
O&M Fund	\$2,453,641.54
Transportation Fund	\$2,342,201.42
Activity Fund	\$2,191,998.17
Fire Prevention/Safety (L/S)	\$718.28
Capital Projects	\$0.00
Debt Fund	\$266,989.74
IMR Fund	\$304,464.35
Working Cash Fund	\$3,624,338.68
Total Cash Balance	<u>\$19,878,729.30</u>
Investments	\$7,954,285.21
Grand Total	<u><u>\$27,833,014.51</u></u>

DUPAGE HIGH SCHOOL DIST 88
TREASURER'S REPORT FOR MAY 2014

FUND	Cash Balance 4/30/2014	Monthly RECEIPTS	Monthly DISBURSEMENTS	Cash Balance 5/31/2014	INVESTMENTS @ COST 4/30/14	CASH PLUS INVESTMENTS
Education	\$10,933,167.11	\$3,415,056.13	\$4,320,134.81	\$10,028,088.43	\$4,044,559.41	\$14,072,647.84
{Technology}	(\$1,272,102.26)	\$0.00	\$61,609.05	(\$1,333,711.31)	0.00	(\$1,333,711.31)
Activity	\$1,113,399.32	\$180,576.64	\$187,812.82	\$1,106,163.14	0.00	\$1,106,163.14
{Reserved for Medical Self-Insurance}	\$1,071,182.81	\$518,241.07	\$503,588.85	\$1,085,835.03	0.00	\$1,085,835.03
O & M	\$2,848,621.13	\$71,339.32	\$466,318.91	\$2,453,641.54	\$2,109,725.80	\$4,563,367.34
Transportation	\$627,744.94	\$2,003,308.95	\$288,852.47	\$2,342,201.42	0.00	\$2,342,201.42
Fire Prevention & Safety	\$718.28	\$0.00	\$0.00	\$718.28	0.00	\$718.28
Capital Projects	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00
Debt Service	\$78,915.81	\$400,578.94	\$212,505.01	\$266,989.74	0.00	\$266,989.74
IMR	\$494,962.00	\$47.38	\$190,545.03	\$304,464.35	0.00	\$304,464.35
Working Cash	\$2,422,540.80	\$1,201,797.88	\$0.00	\$3,624,338.68	\$1,800,000.00	\$5,424,338.68
	<u>\$18,319,149.94</u>	<u>\$7,790,946.31</u>	<u>\$6,231,366.95</u>	<u>\$19,878,729.30</u>	<u>\$7,954,285.21</u>	<u>\$27,833,014.51</u>

NOTE: Technology is listed separately, but is part of the Education Fund.

Reserve for medical insurance is listed separately, but is part of the Activity Fund.

	Matured	Purchased
Investments Matured/Purchased :	\$5,800,000.00	\$0.00
Interest Received 5/1/14-5/31/14		<u>\$10,865.34</u>

Bank Balance as of May 31, 2014

Inland Bank [WB Cafe]	\$76,593.93
MB Financial Bank	\$258,207.45
MB Financial Bank Money Market	\$16,028,271.37
Fifth Third/Elmhurst	\$1,480,874.28
Fifth Third-Money Market	\$1,670,493.46
Fifth Third-Allied	\$0.00
Oxford Bank [AT Cafe]	\$74,898.68
Harris Bank-Villa Park	\$277,819.30
Harris Bank Imprest Petty Cash	\$5,000.00
Petty Cash	\$3,100.00
ISDLAF	<u>\$3,470.83</u>
	<u>\$19,878,729.30</u>

Investments as of May 31, 2014

Principal	Type	Purchase Date	Due Date	Institution	Rate
\$248,234.24	cpn	06/15/12	06/16/14	PMA751	0.45%
\$248,232.57	cpn	06/20/12	06/20/14	PMA752	0.80%
\$2,109,725.80	CD	06/18/13	06/02/14	PMA774	0.20%
\$2,800,399.65	CD	09/03/13	06/02/14	PMA 780	0.23%
\$498,600.00	CD	09/03/13	06/03/14	PMA 781	0.25%
\$249,092.95	CD	09/03/13	06/06/14	PMA 782	0.25%
\$600,000.00	CD	09/03/13	06/11/14	PMA 783	0.25%
<u>\$1,200,000.00</u>	CD	09/17/13	06/02/14	PMA 786	0.21%
<u>\$7,954,285.21</u>					

BUDGET STATUS REPORT

It is recommended that the Budget Status Report for May 2014 be accepted as presented.

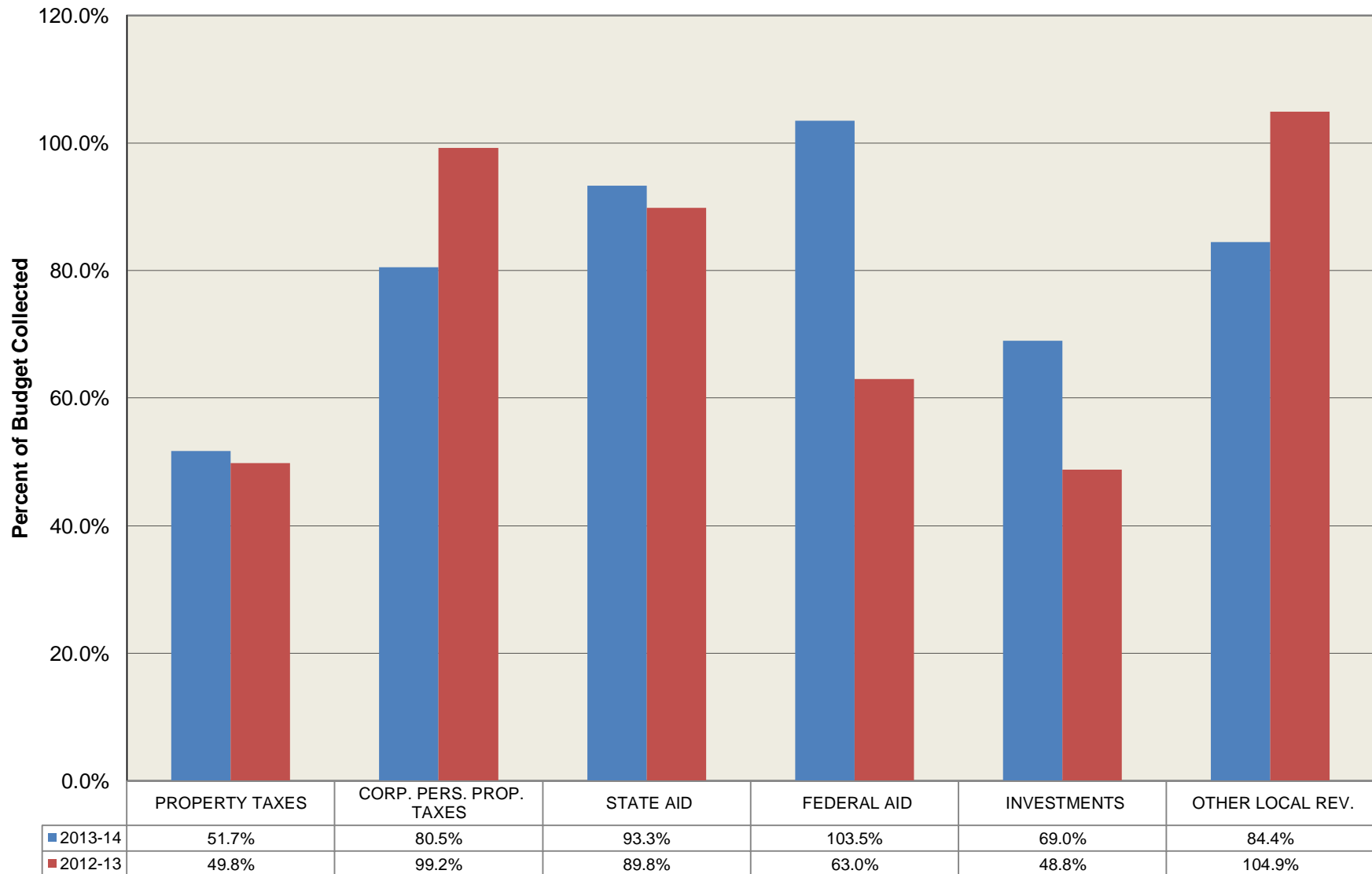
DUPAGE HIGH SCHOOL #88
REVENUE and EXPENSE ANALYSIS by SOURCE & USE
As of May 31, 2014

ATTACHMENT ONE

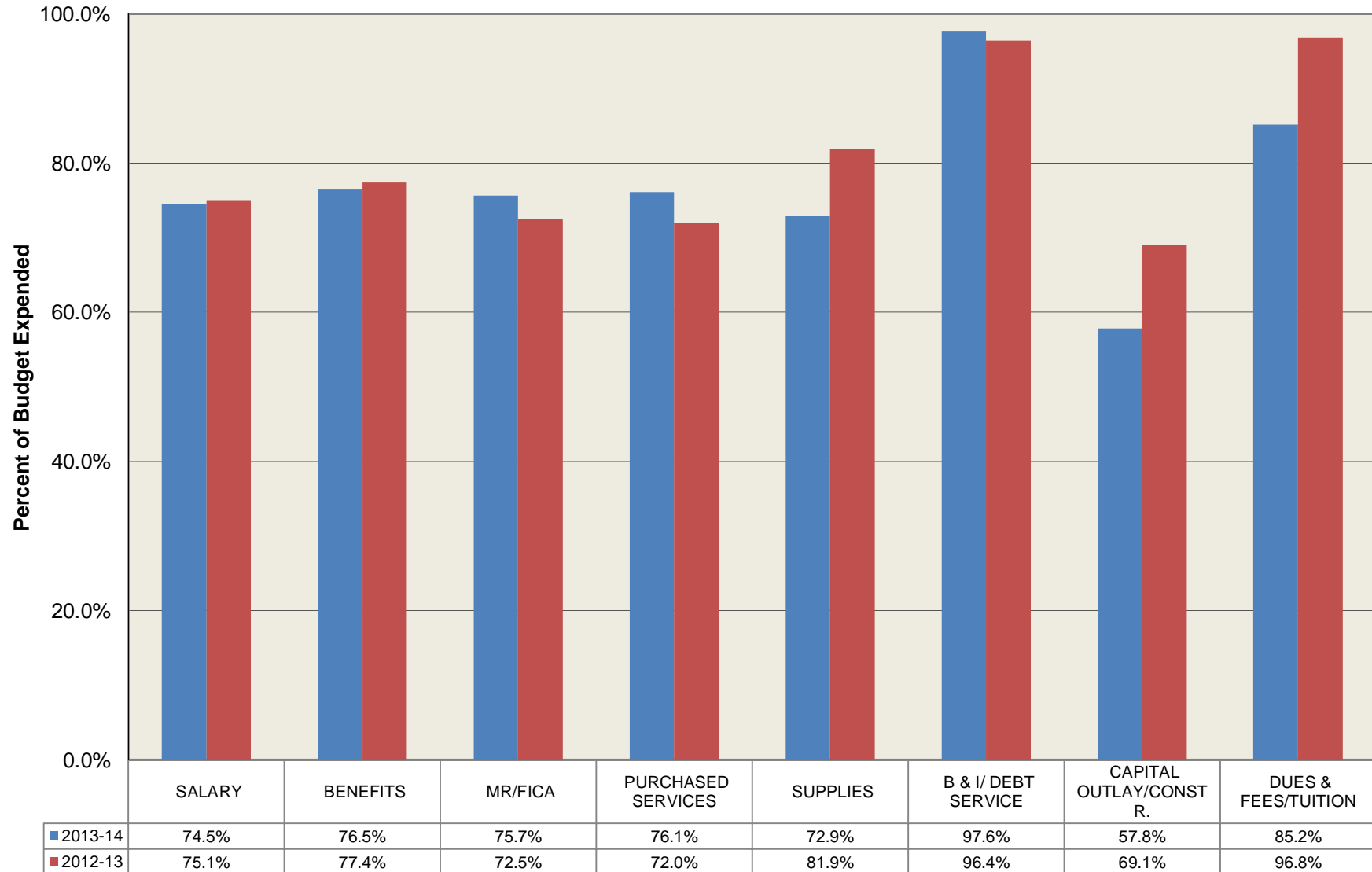
	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>PRIOR YEAR ANALYSIS</u>	
	ANNUAL BUDGET 2013-14	% OF TOTAL REVENUE	ACTUAL YTD 2013-14 REVENUE	% OF TOTAL YTD REVENUE	VARIANCE BUDGET TO YEAR-TO-DATE	% OF BUDGET REALIZED	2012-13 % OF BUDGET REALIZED	Change from Prior Yr. 2012-13
<u>REVENUES</u>								
1 PROPERTY TAXES	\$59,902,397	81.9%	\$30,995,375	70.1%	(\$28,907,022)	51.7%	49.8%	1.9%
2 CORP. PERS. PROP. TAXES	1,697,258	2.3%	1,636,389	3.7%	(\$60,869)	96.4%	124.1%	-27.7%
3 STATE AID	7,477,598	10.2%	7,342,818	16.6%	(\$134,780)	98.2%	107.2%	-9.0%
4 FEDERAL AID	2,238,179	3.1%	2,507,307	5.7%	\$269,128	112.0%	67.1%	44.9%
5 INVESTMENTS	97,170	0.1%	77,914	0.2%	(\$19,256)	80.2%	59.6%	20.6%
6 OTHER LOCAL REV.	1,736,070	2.4%	1,663,109	3.8%	(\$72,961)	95.8%	114.9%	-19.1%
7 BONDS	0	0.0%	0	0.0%	\$0	0.0%	0.0%	0.0%
8 TOTAL REVENUES	\$73,148,672	100.0%	\$44,222,910	100.0%	(\$28,925,762)	60.5%	59.1%	1.4%
9 INTERFUND TRANSFER	700,000		700,000			100.0%		
GRAND TOTAL	\$73,848,672		\$44,922,910					
				%			2012-13	
<u>EXPENDITURES</u>	ANNUAL BUDGET 2013-14	% OF TOTAL EXPENSE	ACTUAL YTD 2013-14 EXPENSE	% OF TOTAL YTD EXPENSE	VARIANCE BUDGET TO YEAR-TO-DATE	% OF BUDGET EXPENDED	% OF BUDGET EXPENDED	Change from Prior Yr. 2012-13
9 SALARY	\$39,707,418	53.0%	\$32,876,417	51.6%	(\$6,831,001)	82.8%	83.6%	-0.8%
10 BENEFITS	5,997,805	8.0%	5,053,679	7.9%	(\$944,126)	84.3%	85.0%	-0.7%
11 MR/FICA	2,193,845	2.9%	1,850,425	2.9%	(\$343,420)	84.3%	79.9%	4.4%
12 PURCHASED SERVICES	7,909,078	10.6%	6,709,047	10.5%	(\$1,200,031)	84.8%	80.0%	4.8%
13 SUPPLIES	2,413,317	3.2%	1,852,108	2.9%	(\$561,209)	76.7%	86.4%	-9.6%
14 B & I/ DEBT SERVICE	8,789,200	11.7%	8,791,980	13.8%	\$2,780	100.0%	99.9%	0.1%
15 CAPITAL OUTLAY/CONSTR.	1,627,559	2.2%	963,006	1.5%	(\$664,554)	59.2%	71.7%	-12.5%
16 DUES & FEES/TUITION	6,258,814	8.4%	5,632,669	8.8%	(\$626,145)	90.0%	104.4%	-14.4%
17 TOTAL EXPENDITURES	\$74,897,036	100.0%	\$63,729,330	100.0%	(\$11,167,706)	85.1%	85.8%	-0.7%
INTERFUND TRANSFER	700,000		700,000			100.0%		
GRAND TOTAL	\$75,597,036		\$64,429,330					

* Other Revenue Sources: Student Fees, Textbooks, Cafeteria, Summer School, Bldg. Rental, etc

Benchmark Comparison: Revenue
Actual % of Budget Year to Date
As of May 31, 2014



Benchmark Comparison: Expenditures
Actual % of Budget Year to Date
As of May 31, 2014



BUDGET STATUS SUMMARY

MAY 2014

EDUCATION FUND

<u>REVENUES</u>	<u>BUDGET</u>	<u>YTD TOTAL</u>	<u>BALANCE</u>	<u>% REC'D</u>	<u>PRIOR YEAR</u>	<u>VARIANCE</u>
LOCAL SOURCES	\$ 43,218,192	\$ 23,818,928	\$ 19,399,264	55.11%	54.06%	1.05%
STATE SOURCES	6,163,536	5,981,197	182,339	97.04%	102.91%	-5.87%
FEDERAL SOURCES	2,238,179	2,507,307	(269,128)	112.02%	67.13%	44.89%
TOTAL REVENUES	\$ 51,619,907	\$ 32,307,432	\$ 19,312,475	62.59%	60.04%	2.55%

<u>EXPENDITURES</u>	<u>BUDGET</u>	<u>YTD TOTAL</u>	<u>BALANCE</u>	<u>% EXP</u>	<u>PRIOR YEAR (3)</u>	<u>VARIANCE</u>
INSTRUCTION	\$ 35,789,594	\$ 29,172,414	\$ 6,617,180	81.51%	83.46%	-1.95%
SUPPORT	15,655,506	13,016,570	2,638,936	83.14%	88.36%	-5.22%
OTHER/CATEG.	2,209,721	2,053,682	156,039	92.94%	73.67%	19.27%
TOTAL EXPENDITURES	\$ 53,654,821	\$ 44,242,665	\$ 9,412,156	82.46%	84.41%	-1.95%

TECHNOLOGY	\$ 837,717	\$ 418,114	\$ 419,603	49.91%	50.19%	-0.28%
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Notes:

1. Education Fund Revenue Budget of \$51,619,907 includes \$10,000 of investment earnings allocated to Technology.
2. Education Fund Expenditure Budget of \$53,654,821 includes \$837,717 for Technology expenditures.
3. Prior year expenditures exclude encumbrances. (All Funds)

BUDGET STATUS SUMMARY MAY 2014

OPERATION & MAINTENANCE FUND

<u>REVENUES</u>	<u>BUDGET</u>	<u>YTD TOTAL</u>	<u>BALANCE</u>	<u>% REC'D</u>	<u>PRIOR YEAR</u>	<u>VARIANCE</u>
LOCAL SOURCES	\$ 6,261,995	\$ 3,408,500	\$ 2,853,495	54.43%	53.20%	1.23%
STATE SOURCES	0	50,000	(50,000)	0.00%	0.00%	0.00%
FEDERAL SOURCES	0	0	0	0.00%	0.00%	0.00%
TOTAL REVENUES	\$ 6,261,995	\$ 3,458,500	\$ 2,803,495	55.23%	53.20%	2.03%

<u>EXPENDITURES</u>	<u>BUDGET</u>	<u>YTD TOTAL</u>	<u>BALANCE</u>	<u>% EXP</u>	<u>PRIOR YEAR (3)</u>	<u>VARIANCE</u>
SUPPORT SERV.	\$ 6,064,210	\$ 5,192,753	\$ 871,457	85.63%	85.47%	0.16%
PERM. TRANSFER	0	0	0	0.00%	0.00%	0.00%
TOTAL EXPENDITURES	\$ 6,064,210	\$ 5,192,753	\$ 871,457	85.63%	85.21%	0.42%

O & M UTILITY EXPENSES

	<u>Budget</u>	<u>YTD</u>	<u>Balance</u>	<u>% Exp.</u>	<u>Prior Year</u>	<u>Variance</u>
Heating	\$ 192,000	\$ 275,110	\$ (83,110)	143.29%	99.99%	43.30%
Electricity	960,000	753,180	206,820	78.46%	77.73%	0.73%
Water	149,500	102,058	47,442	68.27%	85.54%	-17.28%
Telephone	165,000	131,831	33,169	79.90%	63.06%	16.84%
Total	\$ 1,466,500	\$ 1,262,178	\$ 204,322	86.07%	79.47%	6.60%

Note:

1. Heating expenditures are through 4/30/14 .
2. Electricity expenditures are through 4/14/14.
3. Prior year expenditures exclude encumbrances. (All Funds)

**BUDGET STATUS SUMMARY
MAY 2014**

TRANSPORTATION FUND

<u>REVENUES</u>		<u>BUDGET</u>	<u>YTD TOTAL</u>	<u>BALANCE</u>	<u>% REC'D</u>	<u>PRIOR YEAR</u>	<u>VARIANCE</u>
LOCAL SOURCES	\$	2,206,178	\$ 1,135,267	\$ 1,070,911	51.46%	50.64%	0.82%
STATE SOURCES		1,314,062	1,311,621	2,441	99.81%	129.26%	-29.45%
TOTAL REVENUES	\$	3,520,240	\$ 2,446,887	\$ 1,073,353	69.51%	77.02%	-7.51%

<u>EXPENDITURES</u>		<u>BUDGET</u>	<u>YTD TOTAL</u>	<u>BALANCE</u>	<u>% EXP</u>	<u>PRIOR YEAR</u>	<u>VARIANCE</u>
TOTAL EXPENDITURE	\$	3,518,708	\$ 2,976,425	\$ 542,283	84.59%	83.93%	0.66%

ILLINOIS MUNICIPAL RETIREMENT (IMR) PENSION FUND

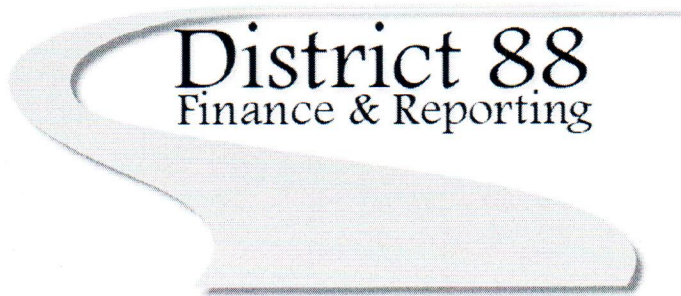
<u>REVENUES</u>		<u>BUDGET</u>	<u>YTD TOTAL</u>	<u>BALANCE</u>	<u>% REC'D</u>	<u>PRIOR YEAR</u>	<u>VARIANCE</u>
LOCAL SOURCES	\$	2,391,444	\$ 1,243,466	\$ 1,147,978	52.00%	52.44%	-0.44%
OTHER SOURCES	\$	-	\$ 700,000	\$ (700,000)	0.00%	0.00%	0.00%

<u>EXPENDITURES</u>		<u>BUDGET</u>	<u>YTD TOTAL</u>	<u>BALANCE</u>	<u>% EXP</u>	<u>PRIOR YEAR (3)</u>	<u>VARIANCE</u>
SOC. SEC./IMR/MEDICARE	\$	2,193,845	\$ 1,850,425	\$ 343,420	84.35%	79.91%	4.44%

3. Prior year expenditures exclude encumbrances. (All Funds)

APPROVAL OF LIST OF BILLS EXCEEDING \$5,000.00

Attached for approval to release is a list of payments to vendors whose total for the month to date is in excess of \$5,000.00. This would include individual payments in excess of \$5,000.00 as well as any payments for a given vendor which bring the cumulative total for the month above the \$5,000.00 threshold.



Vendors over \$5,000.00
 06-01-2014 to 06-18-2014
 Generated on 06-18-2014 at 10:06 AM
 Total Results: 8

CORPORATE CONCEPTS (52143)					\$4,985.59
06-11-2014	Regular - NON CAP OTHER CENTRAL SUP	507659	10	Education Fund	\$4,985.59
DISCOUNT RAMPS.COM LLC (50428)					\$7,502.40
06-18-2014	Regular - CAP/OUTLAY OTH CENT SUPP	507833	10	Education Fund	\$7,502.40
HEARTLAND BUSINESS SYSTEMS (53590)					\$6,720.00
06-18-2014	Regular - NON-CAP CARL PERKINS	507843	10	Education Fund	\$6,720.00
IASB (28285)					\$835.00
06-04-2014	Regular - PUR SVC BOE OTHER	507459	10	Education Fund	\$835.00
LOWERY MCDONNELL CO. (584)					\$4,714.00
06-18-2014	Regular - CAP/OUTLAY OTH CENT SUPP	507864	10	Education Fund	\$4,714.00
PROQUEST LLC (51318)					\$7,185.00
06-11-2014	Regular - DIST TECH PURCH SERVICE	507715	10	Education Fund	\$7,185.00
SHI (54318)					\$8,650.60
06-04-2014	Regular - DIST TECH PURCH SERVICE	507494	10	Education Fund	\$8,650.60
SHOPBOT TOOLS, INC. (55076)					\$7,035.00
06-18-2014	Regular - CAP/OUTLAY CARL PERKINS	507883	10	Education Fund	\$7,035.00

TO: Dr. Scott Helton
Board of Education

DATE: June 13, 2014

FROM: Mr. Robert Flemming

RE: **Technology Equipment Bid**

It is recommended that the Board approve the lowest responsive and responsible bids for technology equipment as noted below. This bid represents the purchase of 220 Chromebooks and Google Chrome console licenses. Bids were received from six vendors as noted on the attached spreadsheet. The lowest responsive and responsible bids are shown below.

Items #1:	Insight, Inc. Tempe, AZ	\$66,822.80
Item #2	Insight, Inc. Tempe, AZ	\$ 5,497.80
Total		\$72,320.60

Suggested Motion:

Move that the Board of Education approve the acceptance of the lowest responsible and responsive bids submitted by Insight, Inc. in the amount of \$72,320.60. Payment will be made from the Education Fund in the 2014-15 fiscal year.

Cc: Mr. Edward Hoster

TO: Dr. Scott Helton
Board of Education

DATE: May 29, 2014

FROM: Mr. Edward Hoster

RE: **Energy Efficiency & Retro-Commissioning Project Proposal**

In our continued pursuit of minimizing energy costs and our carbon footprint, we have a new opportunity to continue our partnership with both Enernoc and the Illinois Department of Commerce and Economic Opportunity (DCEO). The DCEO has a program run by the Smart Energy Design Assistance Center (SEDAC) for public sector retro-commissioning to help us identify low cost to no-cost energy saving improvements that will combined have an estimated payback of 18 months or less. The program is completely funded by the DCEO and targets areas to improve building system controls, scheduling and operations such that we maximize both peak performance and best use of the facilities.

The program is funded by partnership's with ComEd, Ameren Illinois, NiCor Gas, North Shore Gas and Peoples Gas. The only obligation to us is a commitment to implement the measures that they recommend with a minimum of \$10,000, we complete the improvements in a timely manner, attend meetings and assist with the service providers (Enernoc) to gather the data for analysis and recommendations.

At this point we are asking for approval of phase I, submitting a Notice of Interest to SEDAC which will evaluate our eligibility for participation in this study. The estimated cost to SEDAC/DCEO for such a study is approximately \$20,000 to \$30,000 fully funded by the state program. As we continue our efforts to find ways to reduce operating costs and the annual budget, with minimal impact upon the student educational programs, this is an excellent opportunity to leverage the investment in systems and staff within the district. More information is attached for your reference. I would like to make this recommendation to the B&G Committee and full Board in June to meet the deadline for next phase of the program.

Suggested Motion:

Move that the Board of Education accept the proposal for Retro-Commissioning services from Enernoc funded by the DCEO/ Smart Energy Design Assistance Center (SEDAC).

CUSTOMER AND PROJECT INFORMATION

Project contact name/title: Tom Manka

Project contact phone: 1-630-530-3996

Project contact email: Tmanka@Dupage88.net

Facility name/type: Addison Trail HS

Facility address: 213 N. Lombard Rd. Addison IL, 60101

Year(s) of construction (including additions): 1962,1975,2010

Building size (gross square footage): 525,000 Conditioned square footage 525,000

Electric Delivery Company (Com Ed or Ameren): ComEd

Gas Delivery Company (Ameren, Nicor Gas, North Shore Gas, Peoples Gas): Nicor

Electrical Supplier: Vanguard

Natural Gas Supplier: Hudson

Total annual electric use (kWh/yr): 5,161,295 kWh Annual electric cost (\$): \$393,143.00

Total gas use (therms/yr): 164,210 Therms Annual gas cost (\$): \$85,028.00

Are there any major system renovations or upgrades planned for the building? If so, please describe:
None

Has the building been commissioned or retro-commissioned in the past? If so, when None

Has there been an energy audit performed for the building in the past? If so, when None and
can you share a copy? _____

Program referred to you by: EnerNOC Inc.

Please send this completed Notice of Interest Form to: 312-264-2379 (fax) or RCx@SEDAC.org (email) to
determine program eligibility

Questions may be directed to:
Ashley Collins, 360EG SEDAC Program Manager
312-267-2864 (voice) or ashley@SEDAC.org (email)

CUSTOMER AND PROJECT INFORMATION

Project contact name/title: Tom Manka

Project contact phone: 1-630-530-3996

Project contact email: Tmanka@Dupage88.net

Facility name/type: Willowbrook HS

Facility address: 1250 S. Ardmore Ave. Villa Park IL, 60181

Year(s) of construction (including additions): 1957,1975,2010

Building size (gross square footage): 510,000 Conditioned square footage 510,000

Electric Delivery Company (Com Ed or Ameren): ComEd

Gas Delivery Company (Ameren, Nicor Gas, North Shore Gas, Peoples Gas): Nicor

Electrical Supplier: Vanguard

Natural Gas Supplier: Hudson

Total annual electric use (kWh/yr): 5,331,115 kWh Annual electric cost (\$): \$395,671.00

Total gas use (therms/yr): 166,782 Therms Annual gas cost (\$): \$87,026.00

Are there any major system renovations or upgrades planned for the building? If so, please describe:
None

Has the building been commissioned or retro-commissioned in the past? If so, when None

Has there been an energy audit performed for the building in the past? If so, when None and
can you share a copy? _____

Program referred to you by: EnerNOC Inc.

Please send this completed Notice of Interest Form to: 312-264-2379 (fax) or RCx@SEDAC.org (email) to
determine program eligibility.

Questions may be directed to:
Ashley Collins, 360EG SEDAC Program Manager
312-267-2864 (voice) or ashley@SEDAC.org (email)

FUNDRAISER CONTRACTS

The following fundraisers with anticipated revenue in excess of \$1,000 have been proposed:

1. Willowbrook Football – Selling coffee, cookie dough & popcorn to raise money for summer travel camp to Ripon College.
2. Willowbrook Cheerleading – Selling cookie dough to purchase varsity cheer uniforms.

It is recommended that the proposed fundraisers be approved as presented.

PERSONNEL REPORT

JUNE 23, 2014

ADMINISTRATIVE STAFF RETIREMENT:

It is recommended that the board accept the following administrative staff retirement:

Candace Richardson

District Office Data Management Specialist

Effective: June 30, 2019 at which time Candace will have 26 years of service with District 88.

CERTIFIED STAFF APPOINTMENTS:

It is recommended that the board approve the following certified staff appointments:

Jeffrey Angle

Addison Trail I & T Part Time Teacher

Salary: Scale 1, Step 3 - \$43,750.35 – 9/11ths of \$53,472.71

Effective: 2014-2015 school year

Brandi Kisse

Addison Trail Physical Education Teacher

Salary: Scale II, Step 1- \$51,959.33

Effective: 2014-2015 school year

Tricia Mueller

Addison Trail Math Teacher

Salary: Scale 1, Step 2 - \$51,959.33

Effective: 2014-2015 school year

CERTIFIED STAFF RE-HIRES:

It is recommended that the board approve the following certified staff re-hires:

Kelly Carey

Addison Trail Part Time English Teacher

Salary: Scale 1, Step 1 - \$4,585.99 – 1/11th of \$50,445.95

Effective: 2014-2015 school year

Stephen Kallaus

Willowbrook Part Time Art Teacher

Salary: Scale 2, Step 8 - \$11,758.48; 2/11ths of \$64,671.72

Effective: 2014-2015 school year

Michael Marotta

Willowbrook Special Education Teacher

Salary: Scale II, Step 1 - \$51,959.33

Effective: 2014-2015 school year

CLASSIFIED STAFF APPOINTMENTS:

It is recommended that the board approve the following classified staff appointments:

Heather Caron
District Office Vocational Teacher Aide
Salary: \$15.50/hour
Effective: 2014-2015 school year

Mark Hood
District Office Vocational Teacher Aide
Salary: \$15.50/hour
Effective: 2014-2015 school year

Julie Mahnke
District Office Vocational Teacher Aide
Salary: \$15.50/hour
Effective: 2014-2015 school year

CLASSIFIED STAFF RE-HIRE:

It is recommended that the board approve the following classified staff rehire:

Jeremy Pack
District Office Vocational Teacher Aide
Salary: \$16.27/hour
Effective: 2014-2015 school year

CLASSIFIED STAFF RESIGNATIONS:

It is recommended that the board accept the following classified staff resignations:

Conrad Rogers
Willowbrook Literacy Teacher Aide
Effective: end of the 2014-2015 school year

Adam Wood
Willowbrook Literacy Teacher Aide
Effective: June 12, 2014

INTERN STAFF APPOINTMENTS:

It is recommended that the board approve the following intern staff appointments:

Shelly Berst
Willowbrook Social Work Intern
Salary: \$8,000 stipend
Effective: August 20, 2014

Janet Hurtado
Willowbrook Social Work Intern
Salary: \$8,000 stipend
Effective: August 20, 2014

REVISED AND AMENDED BOARD POLICIES

The following board policies were reviewed at the June 9, 2014 board meeting and are being brought back for approval and adoption.

- **5:30 Hiring Process and Criteria**
 - Deletion of language related to investigation of an applicant's credit history
 - Addition of language to request a credit history for Chief Financial Officer/CSBO, Financial Secretary, Bookstore Manager and Administrative Assistant to the Athletic Director
 - Addition of language ensuring that the District does not engage in any investigation or inquiry prohibited by law
- **5:50 Drug and Alcohol Free Workplace; Tobacco Prohibition**
 - Modification of language to include e-cigarette products
- **5:260 Student Teachers**
 - Addition of language concerning background check

Suggested motion:

Move to adopt the following revised and amended Board Policies:

5:30 Hiring Process and Criteria; 5:50 Drug and Alcohol Free Workplace, Tobacco Prohibition; and 5:260 Student Teachers, as presented.

General Personnel

5:30 Hiring Process and Criteria

The District hires the most qualified personnel consistent with budget and staffing requirements and in compliance with School Board policy on equal employment opportunities and minority recruitment. The Superintendent is responsible for recruiting personnel and making hiring recommendations to the Board. If the Superintendent's recommendation is rejected, the Superintendent must submit another. No individual will be employed who has been convicted of a criminal offense listed in Section 5/21B-80 of the School Code.

All applicants must complete a District application in order to be considered for employment.

Job Descriptions

The Superintendent or designee shall develop and maintain a current comprehensive job description for each position or job category; however, a provision in a collective bargaining agreement or individual contract will control in the event of a conflict.

Investigations

The Superintendent or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Violent Offender Against Youth Database is performed on each applicant as required by State law. The Superintendent or designee shall notify an applicant if the applicant is identified in either database. The School Code requires the Superintendent or designee to keep a conviction record confidential and share it only with the Regional Superintendent, State Superintendent, State Educator Preparation and Licensure Board, or any other person necessary to the hiring decision, or for purposes of clarifying the information, the Department of State Police and/or Statewide Sex Offender Database.

Each newly hired employee must complete an Immigration and Naturalization Service Form as required by federal law.

The District retains the right to discharge any employee whose criminal background investigation reveals a conviction for committing or attempting to commit any of the offenses outlined in Section 5/21B-80 of the School Code or who falsifies, or omits facts from, his or her employment application or other employment documents.

The Superintendent shall ensure that the District does not engage in any investigation or inquiry prohibited by law and complies with each of the following:

1. The District uses an applicant's credit history or report from a consumer reporting agency only when a satisfactory credit history is an established bona fide occupational requirement of a particular position. The following positions are recommended to request a credit history: a) Chief Financial Officer/CSBO b) Financial Secretary c) Bookstore Manager d) Administrative Assistant to the Athletic Director.
2. The District does not ask an applicant or applicant's previous employers about claim(s) made or benefit(s) received under the Workers' Compensation Act.
3. The District does not request of an applicant or employee access in any manner to his or her social networking website, including a request for passwords to such sites.
4. The District provides equal employment opportunities to all persons. See policy 5:10, *Equal Employment Opportunity and Minority Recruitment*.

Physical Examinations

New employees must furnish evidence of physical fitness to perform assigned duties and freedom from communicable disease, including tuberculosis. All physical fitness examinations and tests for tuberculosis must be performed by a physician licensed in Illinois, or any other state, to practice medicine and surgery in any of its branches, or an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations. The employee must have the physical examination and tuberculin test performed no more than 90 days before submitting evidence of it to the Board.

Any employee may be required to have an additional examination by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, or an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations, if the examination is job-related and consistent with business necessity. The Board will pay the expenses of any such examination.

Orientation Program

The District's staff will provide an orientation program for new employees to acquaint them with the District's policies and procedures, the school's rules and regulations, and the responsibilities of their position.

ADOPTED:

REVISED:

General Personnel

5:50 Drug and Alcohol Free Workplace; Tobacco Prohibition

All District workplaces are drug- and alcohol-free workplaces. All employees are prohibited from engaging in any of the following activities while on District premises or while performing work for the District:

1. Unlawful manufacture, dispensing, distribution, possession, or use of an illegal or controlled substance.
2. Distribution, consumption, use, possession, or being under the influence of an alcoholic beverage.
3. Possession or use of medical cannabis.

For purposes of this policy a controlled substance means a substance that is:

1. Not legally obtainable,
2. Being used in a manner different than prescribed,
3. Legally obtainable, but has not been legally obtained, or
4. Referenced in federal or State controlled substance acts.

As a condition of employment, each employee shall:

1. Abide by the terms of the Board policy respecting a drug- and alcohol-free workplace; and
2. Notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring on the District premises or while performing work for the District, no later than 5 calendar days after such a conviction.

Unless otherwise prohibited by this policy, prescription and over-the-counter medications are not prohibited when taken in standard dosages and/or according to prescriptions from the employee's licensed health care provider, provided that an employee's work performance is not impaired.

To make employees aware of the dangers of drug and alcohol abuse, the Superintendent or designee shall perform each of the following:

1. Provide each employee with a copy of this policy.
2. Post notice of this policy in a place where other information for employees is posted.
3. Make available materials from local, State, and national anti-drug and alcohol-abuse organizations.
4. Enlist the aid of community and State agencies with drug and alcohol informational and rehabilitation programs to provide information to District employees.
5. Establish a drug-free awareness program to inform employees about:
 - a. The dangers of drug abuse in the workplace,
 - b. Available drug and alcohol counseling, rehabilitation, re-entry, and any employee assistance programs, and
 - c. The penalties that the District may impose upon employees for violations of this policy.

Tobacco Prohibition

All employees are covered by the conduct prohibitions contained in policy 8:30, *Visitors to and Conduct on School Property*. The prohibition on the use of tobacco products applies both (1) when an employee is on school property, and (2) while an employee is performing work for the District at a school event regardless of the event's location. *Tobacco* shall have the meaning provided in section 10-20.5b of the School Code, in addition to e-cigarette products.

District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action, including termination. Alternatively, the School Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse rehabilitation program.

The Board shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace within 30 days after receiving notice of the conviction.

Should District employees be engaged in the performance of work under a federal contract or grant, or under a State contract or grant of \$5,000 or more, the Superintendent shall notify the appropriate State or federal agency from which the District receives contract or grant monies of the employee's conviction within 10 days after receiving notice of the conviction.

LEGAL REF.: Americans With Disabilities Act, 42 U.S.C. §12114.
Compassionate Use of Medical Cannabis Pilot Program, 410 ILCS 130/.
Controlled Substances Act, 21 U.S.C. §812; 21 C.F.R. §1308.11-1308.15.
Drug-Free Workplace Act of 1988, 41 U.S.C. §701 et seq.
Safe and Drug-Free School and Communities Act of 1994, 20 U.S.C. §7101 et seq.
Drug-Free Workplace Act, 30 ILCS 580/.
105 ILCS 5/10-20.5b.

CROSS REF.: 8:30 (Visitors to and Conduct on School Property)

ADOPTED:

REVISED:

General Personnel

5:260 Student Teachers

The Superintendent is authorized to accept students from university-approved teacher-training programs to do student teaching in the District. Prior to a student teacher beginning any field experiences in the District, the Superintendent or designee will ensure that the District performs a complete criminal history records check pursuant to 105 ILCS 5/10-21.9; i.e. *background check* or *background investigation*.

A complete criminal history records check pursuant to 105 ILCS 5/10-21.9 shall include:

1. Fingerprint-based checks through (a) the Illinois State Police (ISP) for criminal history records information (CHRI) pursuant to the Uniform Conviction Information Act (20 ILCS 2635/1), and (b) the FBI national crime information databases pursuant to the Adam Walsh Child Protection and Safety Act (P.L. 109-248);
2. A check of the Statewide Illinois Sex Offender Database and Statewide Registry (see the Sex Offender Community Notification Law (730 ILCS 152/101 et seq.); and
3. A check of the Illinois Murderer and Violent Offender Against Youth Database prior to any participation in field experiences in a school Registry (Murderer and Violent Offender Against Youth Community Notification Law (730 ILCS 154/75-105, amended by 97-154).

Each student teacher must provide written authorization for, and pay the costs of, his or her criminal history records check (including any applicable vendor's fees), and the Superintendent or designee will provide each student teacher with a copy of his or her report.

Assignment

The Superintendent or designee shall be responsible for coordinating placements of all student teachers within the District. Student teachers should be assigned to supervising teachers whose qualifications are acceptable to the District and the students' respective colleges or universities. A teacher may be eligible for Continuing Professional Development Units (CPDU) for supervising a student teacher or teacher education candidate in clinical supervision.

LEGAL REF.: Adam Walsh Child Protection and Safety Act, P.L. 109-248.
Uniform Conviction Information Act, 20 ILCS 2635/1.
105 ILCS 5/21-14(e)(3)(E)(viii) and 5/10-22.34.
23 Ill.Admin.Code § 25.875.

CROSS REF.: 5:190 (Teacher Qualifications)

ADOPTED:

REVISED:

Buildings and Grounds Committee Meeting

Tuesday, May 6, 2014

Board Conference Room, District Administrative Office

MINUTES

Present: Jay Irvin, Tommy Edmier, Mark Johnson, Scott Helton, Ed Hoster, Bob Flemming, Tom Cantlin, Courtney DeMent, Tom Manka, Scott Flanagan & James Mark (Wight & Co.)

Absent:

Meeting called to order at 5:36 p.m. in the District 88 Conference Room.

o **Roofing Repair Recommendation**

Mr. Hoster presented the bid information and recommendation to accept the lowest responsible and responsive bid from R.B. Crowther Roofing including the base bid and alternate #1 for \$306,000. This is under the budget estimate by \$161,000 as Wight & Co. found a number of areas in which to reduce the scope of work during the roof survey and coring of the insulation prior to bid. Combined with the matching State of Illinois grant of \$50,000 the net local budget cost will be \$256,000 plus some contingency. The Committee approved the recommendation to proceed to the full board for consideration.

o **WBHS Fieldhouse Beam Investigation & AHS floor settling update**

Dr. Helton updated the committee regarding the legal demand that is still in process by attorney. Once Mr. Martin from Eagle Concrete is presented and given an opportunity to respond we will be able to move ahead with corrective work. Must give him a chance to choose if cooperating and taking responsibility for not performing the work as designed at both Willowbrook and Addison Trail.

Control joint material order is being finalized for work that Wight & Co. will be taking care of with Libertyville Tile. There is a long lead time so must complete order before May 14th.

Further discussion with the committee included the suggestion to call a meeting with Mr. Martin to review the scope of work, cost estimates and hear what his position is to expedite the process.

Dr. Helton will work with Jeannine E. from Lend Lease to coordinate this meeting and try to get commitment to order the tile so this remediation work can get started by June 16, 2014.

- **Summer 2014 Facility Improvement Project Update**

Mr. Hoster mentioned to the Committee that the door replacement for Addison Trail remains as the only remaining project to award but quotations were greater than the board limit of \$10,000 so we will need to go out to bid. This project design and bidding process will move ahead in coordination with the new IEMA grant for door replacement and be performed during the 2014-15 school year. A bid recommendation will be brought back to the Committee in the near term.

- **Culvert Repair at WBHS Project Update**

Mr. Manka informed the committee that he was able to convince Hoppy's Landscaping to deliver the replacement culvert units to the campus. Scheduling of this project is challenging with spring sports and the weather but having the supply on site will motivate contractor to complete the work so they can be paid. Concern has been mostly with the rainy weather and requirements of the permit to damn up the creek without causing damage to surrounding area during construction. Targeting late May or after graduation to get started.

- **Highlander Field Update**

Mr. Manka updated the Committee regarding the expected installation of the water hydrant by the Village of Addison. Work has not been completed but should be soon. Seeding contract is between Village and McGinty so we are hoping that additional seeding will be done throughout areas that are not growing in.

○ **Other Items for consideration:**

- Mr. Hoster presented recommendation to purchase replacement mower for Addison Trail for older 1998 unit that is smaller and in disrepair. Committee approved to present to the full Board of Education. Funds are available in current year budget.
- Mr. Hoster updated committee regarding the Illinois Clean Energy grant approval for \$25,120 for lighting replacement. This is the first of two grants with the other one for the Dept. of Commerce and Economic Opportunity (DCEO) being submitted in June.
- Mr. Irvin asked about the tennis court resurfacing work that Chicagoland Paving is to complete. Mr. Manka explained that he has been in active conversations with Mr. Bowes from Chicagoland and that he is promising to complete the work the week of July 7th but not in writing. Still doesn't have a subcontractor committed to perform the work. Mr. Hoster will escalate conversations, see if we can get a meeting to firm this up before taking legal action as time is running out.
- Mr. Irvin asked about the detention area at Addison Trail, how is reseeding of bad areas going, is McGinty responding to fulfill their contract. Mr. Manka explained that he is in contact with them and they want additional resources to complete the work due to poor soil according to their tests. Mr. Hoster will assist in contacting them and reviewing scope of their contract to expedite remediation work.

- Next meeting will be Tuesday, June 3, 2014 at 5:30 p.m.

Meeting was adjourned at 6:20 P.M.

President, Board of Education

Secretary, Board of Education

Attest: _____
Date

Policy Committee Meeting

Monday, May 12, 2014

Board Room, District Administrative Offices

MINUTES

Present: Dr. Scott Helton, Donna Craft-Cain, Lisa Lullo, Mark Johnson,

Meeting called to order at 6:35 p.m. in the District 88 Conference Room.

The committee reviewed and discussed changes to the following policies:

4:80 Accounting and Audits

- Add language regarding capitalization thresholds for new purchases and for capital improvements

4:150 Facility Management and Building Programs

- Removal of language related to BTF

5:30 Hiring Process and Criteria

- Deletion of language related to investigation of an applicant's credit history
- Addition of language ensuring that the District does not engage in any investigation or inquiry prohibited by law

Committee recommended additional changes

5:50 Drug and Alcohol Free Workplace; Tobacco Prohibition

- Modification of language

Committee recommended additional changes

5:90 Abused and Neglected Child Reporting

- Modification and addition of language concerning observing and reporting of incidents, providing staff development regarding detection, reporting, etc.

5:120 Ethics and Conduct

- Addition of language

5:130 Responsibilities Concerning Internal Information

- Addition of language

5:170 Copyright

- Deletion of language

5:220 Substitute Teachers

- Deletion and addition of language to comply with Illinois School Code 105 ILCS 5/24-11
- Determination of school term changed to being present and participating for 120 days or more
- Addition of language restricting the number of days a substitute can work to avoid awarding substitute with tenure

5:260 Student Teachers

- Addition of language concerning background check

Committee recommended additional changes

6:185 Remote Educational Program

- Add policy that provides for the development, maintenance and supervision of a Remote Educational Program consistent with Section 10-29 of the School Code

7:140 Search and Seizure

- Addition of language in the Student category
- Addition of language regarding Notification Regarding Student Accounts or Profiles on Social Networking Websites

Committee recommended additional changes

7:180 Preventing Bullying, Intimidation, and Harassment

- Addition of language defining bullying and providing purpose of policy.
- Addition of language supporting implementation and enforcement

- Addition of language related to communication of the Policy and Reporting.
- Addition of language protecting First Amendment Rights.

7:185 Teen Dating Violence

- Addition of new Policy

7:190 Student Discipline

- Addition of language related to use, possession, distribution, purchase or selling of medical cannabis, marijuana, and hashish.
- Addition of language concerning performance-enhancing substances
- Addition of language concerning creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person
- Addition of language regarding prohibition of conduct involving use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing bullying, bullying using a school computer or a school computer network.
- Addition of language concerning an explicit threat on an Internet website against a school employee, student or any school-related personnel
- Addition of language concerning weapons, including guns, rifle, shotgun, knife, and brass knuckles.

16. 7:340 Student Records

- Addition of language to support the inclusion of video and electronic recordings into student records
- Addition of language concerning students who are less than 17 years of age
- Elimination of language associated with the collection of student biometric information

The following policies will be recommended for movement to the full Board of Education on May 19, 2014: 4:80 Accounting and Audits; 4:150 Facility Management and Building Programs; 5:90 Abused and Neglected Child Reporting; 5:120 Ethics and Conduct; 5:130 Responsibilities Concerning Internal Information; 5:170 Copyright; 5:220 Substitute Teachers; 7:180 Preventing Bullying, Intimidation and Harassment; 7:190 Student Discipline; 7:340 Students Records; 6:185 Remote Educational Program (new policy); and 7:185 Teen Dating Violence (new policy).

The following policies were recommended for revision: 5:30 Hiring Process and Criteria; 5:50 Drug and Alcohol Free Workplace, Tobacco Prohibition; 5:260 Student Teachers; and 7:140 Search and Seizure.

Meeting adjourned at 7:00 p.m.

President, Board of Education

Secretary, Board of Education

Attest: _____
Date



Board of Education Regular Business Board Meeting

Monday, May 12, 2014
Board Room, District Administrative Offices

7:30 P.M.

MINUTES

Call to Order

Mrs. Cain, president of the board, called the meeting to order at 7:30 p.m.

Pledge of Allegiance

Roll Call

Members Present: Mrs. Lullo, Mrs. Kucik, Mr. Johnson, Mr. Gillen, Mr. Edmier, Mrs. Cain

Members Absent: Mr. Irvin

Others Present: Dr. Helton, Messrs. Hoster, Bentsen, Bolden, Flemming, Lenaghan,
Mss. Barbanente, Duffin, Brink, Presta and community members

Petitions and Hearings

None

RECOGNITION OF DISTRICT 88 SUCCESSES

88's Best Students

88's Best Students Abby Meinen from Addison Trail and Rokas Dubinas Willowbrook were recognized for the month of April. The students were congratulated on their many accomplishments. The students thanked the Board, their teachers and their families for their support. As a token of their achievements, Abby and Rokas were given an 88's Best glass sculpture, and a certificate.

Mrs. Cain called for a break at 7:48 p.m.

Mrs. Cain called the meeting back to order at 7:59 p.m.

Roll Call

Members present: Mr. Gillen, Mr. Edmier, Mrs. Lullo, Mrs. Kucik, Mr. Johnson, Mrs. Cain

Members absent: Mr. Irvin

DISCUSSION ITEMS REQUIRING NO ACTION

A. Financial Reports:

1. List of Bills – April 2014

Mr. Edward Hoster, Chief Financial Officer/Chief School Business Official, recommended that the List of Bills for April 2014 in the amount of \$5,223,655.32 be approved.

B. Early Taxes Resolution

Mr. Hoster recommended the Early Taxes Resolution be adopted as presented.

C. Bank Depositories 2014-15

Mr. Hoster recommended that the following financial institutions be designed as bank depositories for the 2014-15 school year: Bank of New York Mellon, Chicago; Fifth Third Bank, Chicago; Harris Trust & Savings Bank, Chicago; Harris Trust & Savings Bank, Villa Park; Inland Bank, Villa Park; JP Morgan Chase Bank, Dallas, Texas; MB Financial, Inc., Chicago; MB Financial, Inc., Addison; Oxford Bank & Trust, Addison; PMA Investments, Warrenville; West Suburban Bank, Lombard; and First Empire Securities, New York.

D. Purchases

1. Custodial Supplies – Addison Trail/Willowbrook/District Office

Mr. Robert Flemming, Director of Business Services, recommended the Board accept the lowest responsible bids for custodial supplies from the following vendors in the total amount of \$71,581.78: Jon-Don, Calico Industries, Industrial Soap, The Standard Companies, Wipeco, Central Poly, Pyramid, Cicero Manufacturing, UniPak, Expert Chemical, Valdes, HP Products and Ramrod.

2. Athletic & PE Supplies – Addison Trail/Willowbrook

Mr. Flemming recommended the Board accept the lowest responsible bids for athletic and PE supplies from the following vendors in the total amount of \$7,235.55: MFAC, BSN Sports, Bill Fritz Sports and Pyramid School Products.

3. Athletic Trainer Services – Addison Trail/Willowbrook

Mr. Flemming recommended the Board accept the renewal contract with NovaCare Rehabilitation for athletic trainer services at Willowbrook and accept a new agreement with NovaCare Rehabilitation for athletic trainer services at Addison Trail, with an option to renew both for up to an additional two years upon mutual agreement of both parties.

4. Grounds Equipment (Mower-Addison Trail)

Mr. Flemming recommended the Board approve the purchase of a replacement riding lawn mower, Toro Groundmaster 4000-D, for Addison Trail from the CMS state contract in the amount of \$54,369.44, including the additional sunshade. The item was discussed at the B&G Committee meeting and the Committee concurred.

E. Certification of Hazardous Bus Route Conditions

Mr. Flemming stated that the Illinois School Code requires that the Board of Education annually review areas within 1.5 miles of school where free bus transportation is provided because conditions are such that walking constitutes a serious hazard to the safety of the students due to vehicular traffic. Currently, four such areas have been approved by the

Illinois Department of Transportation:

- From North Entrance Kings Point to Junction of Rohlwing Road and Army Trail Road
- From Frontage on Rohlwing Road to Junction of Rohlwing Road and Army Trail Road
- Along Riordan Road from Ardmore Avenue to Monterey Avenue
- Along Ardmore Avenue from Roosevelt Road to Canterbury

Mr. Flemming recommended the Board certify the hazardous conditions in these areas remain unchanged and that walking continues to constitute a serious hazard to students due to the vehicular traffic.

F. Personnel

Mrs. Vanessa Duffin, Director of Human Resources, recommended that the following Personnel be approved:

CERTIFIED STAFF RETIREMENT:

- Margaret Wealton, Willowbrook Special Education Teacher, effective at the end of the 2018-19 school year, at which time Margaret will have completed 11 years of service with District 88.

CLASSIFIED STAFF RETIREMENTS:

- Rita DeFilippis, Willowbrook 10-Month Student Supervisor, effective June 2016, at which time Rita will have 27 years of service with District 88.
- Nancy Oskin, District Office Executive Assistant, effective June 30, 2016, at which time Nancy will have 20 years of service with District 88.

CLASSIFIED STAFF RESIGNATIONS:

- Nelda Byers, Willowbrook Administrative Assistant to the Assistant Principal, effective June 30, 2014.
- Patricia Picardi, Willowbrook 10-Month Student Supervisor, effective June 12, 2014.

INTERN STAFF APPOINTMENT:

- Christine Palumbo, Willowbrook School Psychology Intern, effective for the 2014-15 school year.
- Lindsay Poole, Willowbrook School Psychology Intern, effective for the 2014-15 school year.

SEPARATE ACTION ITEMS

A. Roof Replacement – Willowbrook

Mrs. Kucik moved and Mr. Johnson seconded to accept the lowest and responsive bid and Alternate 1 (gas line elevation) in the total amount of \$306,000 from R.B. Crowther Roofing to complete the replacement areas A and A-1 at the Willowbrook campus.

Roll Call vote:

Ayes: Mrs. Kucik, Mr. Johnson, Mr. Gillen, Mr. Edmier, Mrs. Lullo, Mrs. Cain

Nays: None

Motion carried.

B. Approval of List of Bills Exceeding \$5,000.00

Mrs. Kucik moved and Mr. Edmier seconded to approve the List of Bills Exceeding \$5,000.00.

Roll Call vote:

Ayes: Mrs. Kucik, Mr. Edmier, Mr. Johnson, Mr. Gillen, Mrs. Lullo, Mrs. Cain

Nays: None

Motion carried.

C. Fundraiser

Mrs. Kucik moved and Mr. Gillen seconded to approve the following fundraiser contract: Willowbrook Football – selling Willowbrook attire to buy varsity home jerseys.

Roll Call vote:

Ayes: Mrs. Kucik, Mr. Gillen, Mr. Edmier, Mrs. Lullo, Mr. Johnson, Mrs. Cain

Nays: None

Motion carried.

D. Amendment of 2013-14 School Calendar

Mrs. Kucik moved and Mrs. Lullo seconded to adopt the final 2013-14 school calendar as presented.

Roll Call vote:

Ayes: Mrs. Kucik, Mrs. Lullo, Mr. Edmier, Mr. Johnson, Mr. Gillen, Mrs. Cain

Nays: None

Motion carried.

E. Adoption of Student Behavior & Bullying Policies

Mrs. Kucik moved and Mr. Gillen seconded to adopt the Student Behavior & Bullying Policies for the 2014-15 school year, as presented.

Roll Call vote:

Ayes: Mrs. Kucik, Mr. Gillen, Mr. Edmier, Mrs. Lullo, Mr. Johnson, Mrs. Cain

Nays: None

Motion carried.

INFORMATION/DISCUSSION ITEMS

Student Fee Changes for 2014-15

Mr. Edward Hoster, Chief Financial Officer/Chief School Business Official, outlined the student fee changes for the 2014-15 school year. The proposed fee changes show an increase in Student Parking, Driver Education and Technology. Discussion was had.

Educational Focus Items for May 19, 2014

Educational Focus Items for the May 19 Board meeting will include Koch and District 88 Art Scholarship recipients and PPS Interventions-Home Visits.

Freedom of Information Requests

The following Freedom of Information requests were received:

A request from Art Sears, SEIU Local No. 73, Member of District 88 Custodial/Maintenance Negotiation Team, for Board Recommendations/Proposals from: 1) the first meeting of each bargaining unit (i.e., Teachers Contract, Teacher Aides Contract and Secretarial/Clerical Contract); 2) each additional meeting with the above specified bargaining units; and, 3) final Board Recommendations/Proposals that were agreed upon by each of the above specified bargaining units that ultimately became the final contracts. This request was denied, as the items are exempt from FOIA.

A request from Ms. Katie Varnado, Midwest Director of Sport Medicine from ATI Physical Therapy, for the current sports medicine and athletic training services provider, services they offer the district and the price they are charging for such services at Addison Trail High School and Willowbrook High School, and copies of contracts. This request was fulfilled within the allowed timeframe.

Illinois School Security Grant Update

Dr. Scott J. Helton, Superintendent of Schools, informed the Board the district received \$50,000 from the Illinois School Security Grant. The grant was awarded through the Illinois Emergency Management Agency (IEMA). The grant supports security measures that will enhance the safety of students, staff and visitors.

School Recognition

Assistant Principals Michael Bolden and Sam Bentsen highlighted upcoming events, accomplishments and recognitions for each school.

Addison Trail

- Congratulations to Stefani Scimeca and Anthony Pham on their outstanding performance at Business Professionals of America (BPA) National Leadership Conference in Indianapolis! Stefani placed 3rd in the Nation in Accounting using Quickbooks, earning a medal and plaque. Both Stefani and Anthony participated in the Network Design Team event and finished in 5th place, earning a medal for their performance. Congratulations to all on a job well done!
- This past Saturday, students from various clubs and sports participated in the Park Pride Cleanup.
- Last weekend's Annual Plant Sale was a huge success. If you are looking for a few plants, see Mr. John Turner.
- Recognition Assembly is May 23, 2014, where students, staff and retirees will be recognized for their efforts.
- Congratulations to the following gymnasts, who qualified for State: Marco Martinez, Parallel Bars and High Bar; Marcus Rias, Vault; Akash Patel, Vault; Daniel Baeza, Vault; R.J. Infusino, Rings; and Alfredo Torres, Floor! Best of luck at State!
- Congratulations to the following members of Girls Track for their performance at the WSC Meet last Thursday: 2nd place in 400m -Lynette Banuelos; 3rd place in 100m Hurdles - Lauren Kroll; 1st place in 100m Dash & Long Jump and 2nd place in Triple Jump -Kaleen Smith; 1st place in 200m Run -Lauren Kroll; 1st place 4x100 team - Janely Sanchez, Kim Schonder, Maria D'ugo and Lauren Kroll; 1st place 4x200 team - Kaleen Smith, Jamie Borscha, Yulisa Vivero and Lauren Kroll!

Willowbrook

- Civitas Induction took place last week. Congratulations to the new inductees!
- The bands and showchoir performed last Thursday and Friday, respectively.
- The Annual Art Show begins Tuesday, May 13, with various festivities.
- Orchestra performs on Thursday, May 15. Come hear them play.
- Congratulations, Econ Challenge! The team finished 1st in the State and 17th in the Nation.
- Tyler Rusnak placed in the top 1 percent of the Finance event at the international DECA Competition in Atlanta. Congratulations!
- Congratulations to Cody Panfil and Jon Brunner, who finished 3rd in State at the Ford/AAA Troubleshooting Competition!
- Girls Badminton won the Sectional Championship and will compete at State on Thursday. Congratulations, and best of luck!
- Congratulations to the following gymnasts, who took 4th in Sectionals and qualified for State: Brett Golz, Floor and High Bar; Colton Bach, Vault; Corey Coman, Pommel Horse; and Keawe Winstead, Sectional Champ on Pommel Horse! Best of luck at State!
- Girls Track and Field finished 3rd in Conference, with Jada Stills, Discus Conference Champ and 4x4 Relay Conference Champs: Molly Krazekowski, Shannon Jones, Kayla Denwood and Taylor Burton. Congratulations!

Board Member Reports

Mrs. Kucik reported out on the mini-grants awarded to teachers by D88 Foundation. The winners will be presented a \$500 check at the school assemblies.

Mr. Johnson reported out on the LEND Dinner, which he and Mrs. Cain attended.

Mr. Gillen reported out on Freshman Recognition at Willowbrook.

Public Comments

None

Announcements

- o Educational Focus Meeting: Monday, May 19, 2014, 7:30 p.m., District Boardroom located at: District Administrative Offices, 2 Friendship Plaza, Addison, IL 60101.
- o Regular Business Board Meeting: Monday, June 9, 2014, 7:30 p.m., District Boardroom located at: District Administrative Offices, 2 Friendship Plaza, Addison, IL 60101.

Closed Session Meeting

Mrs. Kucik moved and Mr. Gillen seconded to go into closed session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity, and collective negotiating matters. The Board went into closed session at 8:39 p.m.

Roll Call Vote:

Ayes: Mrs. Kucik, Mr. Gillen, Mr. Johnson, Mr. Edmier, Mrs. Lullo, Mrs. Cain

Nays: None

Motion carried.

Reconvene to Open Meeting

The board returned to open session at 9:22 p.m.

Roll Call:

Members Present: Mr. Edmier, Mrs. Lullo, Mrs. Kucik, Mr. Johnson, Mr. Gillen, Mrs. Cain

Members Absent: Mr. Irvin

Action Necessitated by Closed Session

None

Adjournment

Mrs. Kucik moved and Mrs. Lullo seconded that the meeting adjourn.

Voice vote.

Motion carried. The board meeting adjourned at 9:22 p.m.

President, Board of Education

Secretary, Board of Education

Attest: _____
Date



Board of Education Educational Focus Meeting

Monday, May 19, 2014
Board Room, District Administrative Offices

7:30 P.M.

MINUTES

Call to Order

Mrs. Cain, president of the board, called the meeting to order at 7:31 p.m.

Pledge of Allegiance

Roll Call

Members Present: Mrs. Lullo, Mrs. Kucik, Mr. Gillen, Mr. Irvin, Mrs. Cain

Members Absent: Mr. Johnson, Mr. Edmier

Others Present: Dr. Helton, Messrs. Hoster, Krause, Bolden, Lenaghan, Flemming,
Ms. Barbanente, Duffin, Brink, Presta,
Ms. Piedra, Mr. Bendicsen, students, faculty and community
members

Petitions and Hearings

None

RECOGNITION OF DISTRICT 88 SUCCESSES

Koch Scholarship Recipients

Abby Meinen from Addison Trail and Mira Staykova from Willowbrook are the recipients of the David Koch Scholarship for 2014. Abby and Mira each received a \$1,500 scholarship. Since spring 1984, the David Koch Board of Education Scholarship has been given in honor of former District 88 superintendent Dr. David Koch.

District 88 Art Scholarship Recipients

Recipients of the District 88 Art Scholarship for 2014 are Cheyenne Lam and Aime Zuniga from Addison Trail and Kathrene Garcia and Laima Licitis from Willowbrook. The students' artwork will be displayed in the district boardroom for one year.

Mrs. Cain called for a break at 7:50 p.m.

Mrs. Cain called the meeting back to order at 8:03 p.m.

Roll Call

Members present: Mr. Irvin, Mrs. Lullo, Mrs. Kucik, Mr. Gillen, Mrs. Cain

Members absent: Mr. Edmier, Mr. Johnson

EDUCATIONAL FOCUS ITEMS

PPS Interventions-Home Visits

Assistant Superintendent Mrs. Jean Barbanente introduced members of District 88's PPS team, who gave a presentation on interventions to help students. PPS Interventions include home visits for a variety of reasons such as summer school, residency, truancy, discipline, and social and emotional interventions. Home visits are a way for the district to identify issues and assist students and their families and encourage students to invest in their education. Home visits have proven to be beneficial for the students and their families.

Motion to Establish Consent Agenda

Mrs. Kucik moved and Mr. Gillen seconded to establish the consent agenda for items 7A through 7I as presented.

Roll Call vote:

Ayes: Mrs. Kucik, Mr. Gillen, Mrs. Lullo, Mr. Irvin, Mrs. Cain

Nays: None

Motion carried.

List of Bills –April 2014

Approve List of Bills for April 2014 in the amount of \$5,223,655.32.

Early Taxes Resolution

Adopt the Early Taxes Resolution.

Bank Depositories 2014-15

Approve the list of authorized Bank Depositories for 2014-15 as presented.

Custodial Supplies – Addison Trail/Willowbrook/District Office

Accept the custodial supply bids in the total amount of \$71,581.78 as presented.

Athletic & PE Supplies – Addison Trail/Willowbrook

Accept the athletic and PE supply bids in the total amount of \$7,235.55 as presented.

Athletic Trainer Services

Accept the renewal contract for athletic trainer services at Willowbrook with NovaCare Rehabilitation for 2014-15 at the current contract rates and approve a new agreement for Addison Trail with NovaCare Rehabilitation for 2014-15 with an option to renew both for up to an additional two years upon mutual agreements of both parties.

Grounds Equipment (Mower- Addison Trail)

Approve the purchase of a replacement Toro Groundmaster 4000-D riding lawn mower for Addison Trail from CMS state contract in the amount of \$54,369.44 including the additional sunshade.

Certification of Hazardous Bus Route Conditions

Certify the hazardous conditions in these areas remain unchanged and the walking continues to constitute a serious hazard to students due to vehicular traffic.

Personnel

Approve the Personnel Report as presented at the May 12, 2014 board meeting.

Motion to Approve Consent Agenda

Mrs. Kucik moved and Mr. Gillen seconded to approve the consent agenda for items 7A through 7I as presented.

Roll Call vote:

Ayes: Mrs. Kucik, Mr. Gillen, Mr. Irvin, Mrs. Lullo, Mrs. Cain

Nays: None

Motion carried.

DISCUSSION ITEMS "REQUIRING ACTION"

A. **Treasurer's Report for April 2014**

Mrs. Kucik moved and Mr. Gillen seconded to approve the Treasurer's Report for April 2014.

Roll Call vote:

Ayes: Mrs. Kucik, Mr. Gillen, Mr. Irvin, Mrs. Lullo, Mrs. Cain

Nays: None

Motion carried.

B. **Budget Status Report for April 2014**

Mrs. Kucik moved and Mr. Gillen seconded to approve the Budget Status Report for April 2014.

Roll Call vote:

Ayes: Mrs. Kucik, Mr. Gillen, Mr. Irvin, Mrs. Lullo, Mrs. Cain

Nays: None

Motion carried.

C. **Treasurer Bond Renewal**

Mrs. Kucik moved and Mrs. Lullo seconded to accept the proposal from Brokers' Risk to purchase a treasurer surety bond in the amount of \$16,500,000 at a premium cost of \$10,762.

Roll Call vote:

Ayes: Mrs. Kucik, Mrs. Lullo, Mr. Gillen, Mr. Irvin, Mrs. Cain

Nays: None

Motion carried.

D. **Approval of List of Bills Exceeding \$5,000.00**

Mrs. Kucik moved and Mr. Gillen seconded to approve the List of Bills exceeding \$5,000.00.

Roll Call vote:

Ayes: Mrs. Kucik, Mr. Gillen, Mr. Irvin, Mrs. Lullo, Mrs. Cain

Nays: None

Motion carried.

E. **Personnel**

Mrs. Kucik moved and Mr. Gillen seconded to approve the following Personnel Report.

CERTIFIED STAFF APPOINTMENT:

- Kira Bonk, Addison Trail Part-time Science Teacher .8, Salary – Scale 1, Step 1 - \$41,273.92 – 9/11ths of \$50,445.95, effective for the 2014-15 school year.

CERTIFIED STAFF REHIRE:

- Laura Lopez, Willowbrook Career & Technical Education/Special-Education Teacher, Salary: Scale 3, Step 9 - \$72,339.51, effective for the 2014-15 school year.

CLASSIFIED STAFF RETIREMENT:

- Richard Rentner, Willowbrook Student Supervisor, effective June 4, 2015, at which time Richard will have completed 32 years of service with District 88.

CLASSIFIED STAFF RESIGNATIONS:

- Kristina Ciaglia, Addison Trail Special-Education Teacher Aide, effective June 13, 2014.

INTERN STAFF APPOINTMENTS:

- Jennifer Immen, Addison Trail School Psychologist Intern, Salary: \$15,000 Stipend, effective for the 2014-15 school year.
- Julie Rogers, Addison Trail School Psychologist Intern, Salary: \$15,000 Stipend, effective for the 2014-15 school year.

Roll Call vote:

Ayes: Mrs. Kucik, Mr. Gillen, Mrs. Lullo, Mr. Irvin, Mrs. Cain

Nays: None

Motion carried.

F. Minutes

Mrs. Kucik moved and Mr. Gillen seconded to approve the following Board of Education minutes: April 8, 2014, Buildings & Grounds Board meeting; April 14, 2014, Regular Business Board meeting; April 14, 2014, Closed Session Board meeting; April 16, 2014, Behavioral Interventions Committee meeting; April 21, 2014, Technology Committee meeting; April 28, 2014, Educational Focus Board meeting; April 28, 2014, Closed Session Board meeting.

Roll Call Vote:

Ayes: Mrs. Kucik, Mr. Gillen, Mr. Irvin, Mrs. Lullo, Mrs. Cain

Nays: None

Motion carried.

INFORMATION/DISCUSSION ITEMS**Credit Card Payment Summary**

Mr. Edward Hoster, Chief Financial Officer/Chief School Business Official, reviewed the district's credit card use report for April 2014, as outlined in Board Policy 4:55 Use of Credit and Procurement Cards.

Illinois Association of School Boards (IASB) Annual Dues

Dr. Scott J. Helton, Superintendent of Schools, shared that the Illinois Association of School Boards annual dues have been received for the 2014-15 school year in the amount of \$9,411.00, which is \$170.00 more than last year.

Revised Board Policies

The following Board policies were reviewed as first reading and will be brought back to the June Board meeting for further review: 4:80 Accountings and Audits; 4:150 Facility Management and Building Programs; 5:90 Abused and Neglected Child Reporting; 5:120 Ethics and Conduct; 5:130 Responsibilities Concerning Internal Information; 5:170 Copyright; 5:220 Substitute Teachers; 7:180 Preventing Bullying, Intimidation, and Harassment; 7:190 Student Discipline; and 7:340 Student Records.

New Board Policies

The following Board policies were reviewed as first reading and will be brought back to the June Board meeting for further review: 6:185 Remote Educational Program; 7:185 Teen Dating Violence.

School Recognition

Assistant Principal Mike Bolden and Principal Dan Krause highlighted upcoming events, accomplishments and recognitions for each school.

Addison Trail

- At the Ford/AAA Troubleshooting contest, Sam Ramos and Ryan Szabelski did an excellent job and represented Addison Trail well. Ramos and Szabelski each earned a scholarship. Congratulations!

Addison Trail - continued

- The Blazer Boutique is open during all lunch periods near the East Gym. The boutique has dresses for all special occasions from prom to senior breakfast to graduation. Come take a look! There also is a new area with items for boys, called The Blazer.
- All students and staff are invited to attend the PBIS Year-End BBQ on Wednesday, May 28, during all lunch periods outside on the West Lawn (Main Gym/Field House – rain location).
- Girls Track qualified for State in four events: Kaleen Smith – 100m and Long Jump; Lauren Kroll – 200m; Kaleen, Yulisa Vivero, Klea Gjonaj and Lauren – 4 x 100 team. The competition is May 22 through 24 at Eastern Illinois University. Congratulations, and best of luck!
- The Baseball Team has won nine of the last 11 games, including a win over IC last Saturday. Congratulations! Regionals begin at 11a.m. on Monday, May 26, at Hoffman Estates. Go, Blazers!
- Congratulations, Boys Volleyball! The team took 1st place at the Willowbrook Invite last Saturday. Currently, the team is 29-4 on the season.
- Upcoming events: May 20 – Spring Orchestra Concert; May 21 – Jazz Café in the Commons; May 22 – Senior Awards Night

Willowbrook

- Congratulations to seniors Cody Panfil and Jonathan Brunner! Panfil and Brunner placed 3rd in the state on May 9 at the FORD/AAA Troubleshooting contest.
- Amanda Wendt, Katherine Hinman, Brooke Bimber, Janine Johnson, Sydney Planz, and Maddie Arnold competed in the State Badminton Competition on May 16 and 17.
- Bret Golz, Keawe Winstead, Colton Bach and Corey Coman competed in the State Boys Gymnastics Competition on May 16 and 17.
- The Boys Track Team is the WSC Champions. Congratulations!
- Girls Track qualified for State in two events: Molly Krawczykowski – 800m, and Taylor Burton – 400m. The competition is May 22 through 24 at Eastern Illinois University. Congratulations! Go, Warriors!
- Upcoming events: May 22 – Human Relations Breakfast, Music Concerts; May 27 – NHS Induction; May 28 – Senior Athletic Awards Dinner; May 30 – Senior Recognition Ceremony, prom; June 5 – Warrior Code BBQ; June 8 - Graduation

Board Member Reports

Mrs. Kucik reported out that she and Mr. Gillen attended Willowbrook's CAC meeting. Mrs. Kucik thanked Mrs. Duffin for a wonderful job on the Staff Recognition Dinner. Mr. Gillen reported out on the Staff Recognition Dinner as well.

Public Comments

None

Announcements

- o Regular Business Board Meeting: Monday, June 9, 2014, 7:30 p.m., District, Board Room located at: District Administrative Offices, 2 Friendship Plaza, Addison, IL 60101.
- o Educational Focus Board Meeting: Monday, June 23, 2014, 7:30 p.m., District, Board Room located at: District Administrative Offices, 2 Friendship Plaza, Addison, IL 60101.

Closed Session Meeting

Mrs. Kucik moved and Mr. Gillen seconded to go into closed session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity, and collective negotiating matters. The Board went into closed session at 9:18 p.m.

Roll Call Vote:

Ayes: Mrs. Kucik, Mr. Gillen, Mr. Irvin, Mrs. Lullo, Mrs. Cain

Nays: None

Motion carried.

Reconvene to Open Meeting

The board returned to open session at 9:32 p.m.

Roll Call:

Members Present: Mrs. Lullo, Mrs. Kucik, Mr. Gillen, Mr. Irvin, Mrs. Cain

Members Absent: Mr. Johnson, Mr. Edmier

Action Necessitated by Closed Session

- A. Mrs. Kucik moved and Mr. Gillen seconded to adopt the Resolution for a Second Notice to Remedy for Employee #05192014.

Roll Call vote:

Ayes: Mrs. Kucik, Mr. Gillen, Mr. Irvin, Mrs. Lullo, Mrs. Cain

Nays: None

Motion carried.

- B. Mrs. Kucik moved and Mr. Gillen seconded to accept the resignation/retirement of Mrs. Ann Kimpton, Willowbrook Assistant Principal, effective at the end of the workday on June 27, 2014.

Roll Call vote:

Ayes: Mrs. Kucik, Mr. Gillen, Mr. Irvin, Mrs. Lullo, Mrs. Cain

Nays: None

Motion carried.

Adjournment

Mrs. Kucik moved and Mrs. Lullo seconded that the meeting adjourn.

Voice vote.

Motion carried. The board meeting adjourned at 9:35 p.m.

President, Board of Education

Secretary, Board of Education

Attest: _____
Date

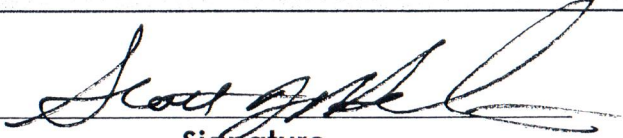
CREDIT CARD PAYMENT SUMMARY

The attached usage report details the credit card transactions for the month of May, total activity for the month is \$ 5,155.64.

This information is provided as outlined in Board Policy - 4:55

DuPage High School District 88
Credit Card Usage Report

Purchaser	Vendor	Purchase Description	Date Purchased	Amount	Account Number
Scott Helton	Monroe-Randolph Regional Office of Education	Lead...Focus...Connect Summer Conference (Springfield) (Helton, Barbanente, Krause & Cibulka)	05/28/14	\$400.00	52134


Signature

Submitted To Rita: 6/5/14


DuPage High School District 88 Credit Card Usage Report

To allow for timely processing of credit card billing, please submit to business office within 3 days of the purchase.
Purchase documentation must be attached to this form when submitted.

Purchaser	Vendor	Purchase description	Date Purchased	Purchase Amount	Budget Account (ASN) to be charged
J. Barbanente/ E. Delgado	College Board	AP Chemistry workshop - D. Reid (2/27/14)	5/11/2014	\$215.00	4633BB
J. Barbanente/ V. Noyola	College Board	AP Statistics- J. Bugajsky (3/21/14)	5/11/2014	\$215.00	5373A1
J. Barbanente/ V. Noyola	College Board	AP Statistics- C. Seitz (3/21/14)	5/11/2014	\$215.00	5373A1
J. Barbanente/ V. Noyola	The Midwest Chromebook Ins	Chromebook Conf. J. Gourley	5/11/2014	\$299.00	5373A2
J. Barbanente/ V. Noyola	ASCD	Membership -A. Lenaghan	5/28/2014	\$54.00	53740
J. Barbanente/ E. Delgado	Lewis University	Registration -R.Raike (Montini)	5/2/2014	\$41.10	4633BB
J. Barbanente/ E. Delgado	Marriott Hotel	Reservation K.Redding	4/22/2014	\$448.92	3713AA
J. Barbanente/ E. Delgado	Marriott Hotel	ReservationK. Thomas	4/22/2014	\$523.92	3731AA
J. Barbanente/ E. Delgado	Staples	Mobil Vault Cart (Student Files)	5/2/2014	\$536.51	53740
J. Barbanente/ E. Delgado	Lake Cook Dist.	Books for ESL (P. Sifuentes)	5/9/2014	\$157.23	37140
J. Barbanente/ E. Delgado	Saddleback	Books for ESL (P. Sifuentes)	5/9/2014	\$231.80	37140
J. Barbanente/ E. Delgado	Learning Resources	Books for ESL (P. Sifuentes)	5/13/2014	\$64.16	37140
J. Barbanente/ E. Delgado	Institute for Educational Dev.	Conf. Registration- T. Marzullo	5/21/2014	\$229.00	3713AA
				\$3,230.64	

Signature _____

Signature _____



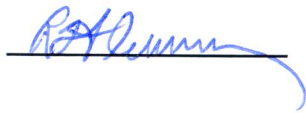
DuPage High School District 88 Credit Card Usage Report

To allow for timely processing of credit card billing, please submit to business office within 3 days of the purchase.
Purchase documentation must be attached to this form when submitted.

May-14

Purchaser	Vendor	Purchase description	Date Purchased	Purchase Amount	Budget Account (ASN) to be charged
Bob Flemming	Clary Business Machines	Crosscut Shredder for DO	5/16/2014	\$1,405.00	53755
Bob Flemming	Last Pass.com	Software subscription for tech	5/20/2014	\$120.00	55030
Total				\$1,525.00	

Signature



FOIA REQUEST

On June 10, 2014 DuPage High School District 88 received a request via email from Ms. Jeannine Erickson, for the following information through the Freedom of Information Act (FOIA):

Copies of all the Janitorial & Custodial supplies invoices for the last 3 months for District 88:

- Paper products, cleaning chemicals, soap, cleaning tools, machinery, etc.
- All invoices, for these products with prices as submitted to District 88 by our supplier.
- Grand total for these supplies computed for the previous fiscal year for District 88.

The information was sent via email to Ms. Jeannine Erickson on June 13, 2014.

REVISED AND AMENDED BOARD POLICY

The following board policy has recently been revised and amended due to new legislation and is being presented for review by the board.

- **7:140 Search and Seizure**
 - Addition of language in the Student category
 - Addition of language regarding Notification Regarding Student Accounts or Profiles on Social Networking Websites

Note: Deletions are noted by strikeouts. Additions are noted by bold and underline.

Students

7:140 Search and Seizure

In order to maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objective and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

When feasible, the search should be conducted as follows:

- 1. Outside the view of others, including students,**
- 2. In the presence of a school administrator or adult witness, and**
- 3. By a certificated employee or liaison police officer of the same sex as the student.**

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Notification Regarding Student Accounts or Profiles on Social Networking Websites

State law requires the District to notify students and their parents/guardians that school officials may request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website. This request may be made only if there is reasonable cause to believe that the student's account contains evidence that has violated a school disciplinary rule or Board policy.

LEGAL REF.: 105 ILCS 5/10-20.14, 5/10-22.6, and 5/10-22.10a.
Right to Privacy in the School Setting Act, 105 ILCS 75/.
Cornfield v. Consolidated High School Dist. No. 230, 991 F.2d 1316 (7th Cir., 1993).
People v. Dilworth, 661 N.E.2d 310 (Ill., 1996), *cert. denied*, 116 S.Ct. 1692 (1996).
People v. Pruitt, 662 N.E. 2d 540 (Ill.App.1, 1996), *app. denied*, 667 N.E. 2d 1061 (Ill.App.1, 1996).
T.L.O. v. New Jersey, 105 S.Ct. 733 (1985).
Vernonia School Dist. 47J v. Acton, 115 S.Ct. 2386 (1995).
Safford Unified School Dist. No. 1 v. Redding, 129 S. Ct. 2633 (2009).

CROSS REF.: 7:130 (Student Rights and Responsibilities), 7:150 (Agency and Police Interviews), 7:190 (Student Discipline)

ADOPTED:

REVISED:

**RESOLUTION AUTHORIZING AND APPROVING ISSUANCE OF A NOTICE TO REMEDY
TO Employee #06232014**

WHEREAS, Employee #06232014 is a teacher in the employment of DuPage High School District No. 88, DuPage County, Illinois; and

WHEREAS, the Board of Education has received reports from the administration concerning certain alleged conduct by Employee #06232014; and

WHEREAS, the Board hereby finds and determines that such reports state causes, charges, reasons and defects in the conduct of Employee #06232014 which, if not removed and remedied, are causes, charges and reasons warranting the discipline and/or discharge and dismissal of Employee #06232014 as a teacher and employee in this School District.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Education of DuPage High School District No. 88, DuPage County, Illinois, as follows:

1. The foregoing recitals are incorporated into and made a part of this resolution.
2. The Board of Education hereby approves, ratifies and adopts a Notice to Remedy and Direction to Act substantially in the form of the Notice discussed by the Board in closed session during its June 23, 2014, meeting and summarized in the minutes of said closed session as its Notice to Remedy and Direction to Act to Employee #06232014.
3. The Board Secretary or designee, shall cause a Notice to Remedy and Direction to Act substantially in the form of the Notice discussed by the Board in closed session during its June 23, 2014 meeting and summarized in the minutes of said closed session to be served on Employee #06232014 and placed within her personnel file.

4. This resolution shall be in full force and effect immediately upon its passage.

After a full and complete discussion thereof, member _____, moved and member _____, seconded the motion that this Resolution be adopted.

The President directed the Secretary to call the roll for vote upon the motion to adopt this Resolution.

Upon a roll call vote, the following vote was received:

AYES:

NAYS:

ABSENT:

WHEREUPON, the President declared this motion carried and the Resolution adopted this 23rd day of June 2014.

BOARD OF EDUCATION OF DuPAGE HIGH
SCHOOL DISTRICT NO. 88, DuPAGE COUNTY,
ILLINOIS

By: _____
President

Attest: _____
Secretary