

BOARD OF EDUCATION
Millburn C.C. School District 24

REGULAR MEETING
APRIL 14 2008

BOARD MEMBERS PRESENT

Kenneth Dewitt
Thomas Heinrich
Stacy Freeman
Shawn Lahr
Therese Schmidt

ADMINISTRATION PRESENT

James Menzer, Superintendent
Elizabeth Keefe, Special Ed. Director
Cheryl Kucera, Curriculum Director
Joanne Rathunde, Technology Director
Jason Lind, Principal

ACCOUNTANT

Gary White

VISITORS

Nancy Reding
Jane Tabourot

TREASURER

Roger Manderscheid

BOARD CLERK

Dorothy Pazanin

The Regular Meeting of the Board of Education of Millburn C.C. School District 24, Lake County, Illinois, held at Millburn Central School, was called to order at 7 p.m. by President Kenneth Dewitt.

Roll call was dispensed with because it had been taken prior to the start of the meeting with the following Board Members in attendance: Kenneth Dewitt, Stacy Freeman, Thomas Heinrich and Therese Schmidt. Robert Buehler and Chris Stream were absent. Shawn Lahr was absent at this time.

Because Board Secretary Chris Stream was absent, it was decided to elect a Secretary Pro Tem. A motion was made by Stacy Freeman and seconded by Thomas Heinrich to appoint Therese Schmidt as Secretary Pro Tem. On a voice vote, all Board Members voted Aye. Nays: none. Absent: Robert Buehler, Shawn Lahr and Chris Stream.

APPROVAL OF MINUTES -- A motion was made by Stacy Freeman and seconded by Thomas Heinrich to approve the Minutes of the Regular Board Meeting of March 17, 2008. On a voice vote, all Board Members voted Aye. Nays: none. Absent: Robert Buehler, Shawn Lahr and Chris Stream. The motion passed.

TREASURER'S REPORT -- Roger Manderscheid reported that the fund balances were in positive territory, with about two and a half months before property tax revenue starts to come in. He said the district, in looking toward next year's budget, should plan on increasing the amount of Tax Anticipation Warrants. A motion was made by Stacy Freeman and seconded by Thomas Heinrich to approve the Treasurer's Report. On a roll call vote, the following Board Members voted Aye: Thomas Heinrich, Kenneth Dewitt, Therese Schmidt and Stacy Freeman. Nays: none. Absent: Robert Buehler, Shawn Lahr and Chris Stream. The motion passed.

MARCH BILLS -- A motion was made by Stacy Freeman and seconded by Thomas Heinrich to approve payment of the March bills. On a roll call vote, the following Board Members voted Aye: Kenneth Dewitt, Therese Schmidt, Stacy Freeman and Thomas Heinrich. Nays: none. Absent: Robert Buehler, Shawn Lahr and Chris Stream. The motion passed.

It was noted that Roger Manderscheid and Gary White exited the meeting at 7:08 p.m.

It was also noted that Shawn Lahr entered the meeting at 7:10 p.m.

EXPENDITURES		4/30/2008	
EDUCATION		BUILDING	
BILLS PAYABLE	\$235,839.91	BILLS PAYABLE	\$70,930.80
PAYROLL	\$618,704.00	PAYROLL	\$38,611.47
MICS	\$0.00		
TOTAL	\$854,543.91	TOTAL	\$109,542.27
TRANSPORTATION		IMRF	
BILLS PAYABLE	\$29,157.63	BILLS PAYABLE	\$0.00
PAYROLL	\$57,928.70	PAYROLL	\$33,994.53
TOTAL	\$87,086.33	TOTAL	\$33,994.53
SITE & CONSTRUCTION		BONDS&INTEREST	
BILLS PAYABLE	\$0.00	BILLS PAYABLE	\$0.00
		TORT	
		PAYROLL	\$3,710.66
		BILLS PAYABLE	\$294.00
		TOTAL	\$4,004.66
		FUNDS TOTAL	\$1,089,171.70

ACTIVITY FUNDS -- The Board reviewed the Activity Fund reports from both schools. Jason Lind pointed out that, at this time of year, the majority of transactions involve paying money out, rather than collecting it. A motion was made by Thomas Heinrich and seconded by Shawn Lahr to approve the Activity Funds for Millburn Central and Millburn West. On a roll call vote, the following Board Members voted Aye: Therese Schmidt, Stacy Freeman, Thomas Heinrich, Shawn Lahr and Kenneth Dewitt. Nays: none. Absent: Robert Buehler and Chris Stream. The motion passed.

PUBLIC COMMENT --There was none.

NEW BUSINESS

READING PRESENTATION -- Dr. Cheryl Kucera said that after two years of reviewing various Reading series, the Reading Committee is prepared to recommend a book adoption purchase. Seventh grade teacher Jane Tabourot said the middle school teachers chose the McDougal Littell *Literature: 2008* series. It supports several interdisciplinary units already in place, accommodates various ability levels, and has a strong technological component that accommodates both students and parents. Second grade teacher Nancy Reding said the primary teachers selected *StoryTown 2008* by Harcourt School Publishers. The series emphasizes spelling, grammar and writing with a robust vocabulary component and appealing illustrations. It also has a strong cross-curricular connection with science and social studies. Dr. Kucera said the 4th and 5th grade teachers chose *Reading Street 2008* by Pearson Scott Foresman. It also is well matched to the social studies and science curriculums already in place, and also has a strong connection for parents. It stresses the beginning of analysis which is good preparation for future middle school work.

READING SERIES ADOPTION -- A motion was made by Stacy Freeman and seconded by Thomas Heinrich to approve the Reading textbook order as recommended, at a cost not to exceed \$192,000. On a roll call vote, the following Board Members voted Aye: Stacy Freeman, Thomas Heinrich, Shawn Lahr, Kenneth Dewitt and Therese Schmidt. Nays: none. Absent: Robert Buehler and Chris Stream. The motion passed.

RESOLUTIONS TO REDUCE FORCE -- A motion was made by Therese Schmidt and seconded by Stacy Freeman to approve the Resolution to Reduce-in-Force (RIF) the following full-time certified staff: **Kathryn Anderson**, full-time Kindergarten Teacher at Millburn Central; **Joyce Mol**, full-time Second Grade Teacher at Millburn Central; and **Michelle Petersen**, full-time Kindergarten Teacher at Millburn Central. On a voice vote, all Board Members voted Aye. Nays: none. Absent: Robert Buehler and Chris Stream. The motion passed.

A motion was made by Therese Schmidt and seconded by Stacy Freeman to approve the Resolution to Reduce-in-Force (RIF) the following part-time certified staff: **Susan Kopff**, 0.5 full-time Flex Teacher at Millburn Central; and **Stacy Buckland**, 0.5 full-time Flex Teacher at Millburn Central. On a voice vote, all Board Members voted Aye. Nays: none. Absent: Robert Buehler and Chris Stream. The motion passed.

LEAVES OF ABSENCE -- A motion was made by Therese Schmidt and seconded by Thomas Heinrich to approve Requests for a Leave of Absence from: **Tricia Phelan**, full-time Sixth Grade Teacher, first year LOA; **Cynthia Hyne**, second year LOA; and **Heather Butner**, second year LOA. On a voice vote, all Board Members voted Aye. Nays: none. Absent: Robert Buehler and Chris Stream. The motion passed.

INTENT TO RETIRE -- A motion was made by Shawn Lahr and seconded by Therese Schmidt to approve an Intent to Retire letter from **Diana Ames**, full-time Elementary Physical Education Teacher at Millburn Central, no later than the 2010-11 school year. On a voice vote, all Board Members voted Aye. Nays: none. Absent: Robert Buehler and Chris Stream. The motion passed.

APPLICATION FOR EMPLOYMENT -- A motion was made by Stacy Freeman and seconded by Shawn Lahr to approve the employment of **Kathy Gardner** as a bus driver. On a roll call vote, the following Board Members voted Aye: Thomas Heinrich, Shawn Lahr, Kenneth Dewitt, Therese Schmidt and Stacy Freeman. Nays: none. Absent: Robert Buehler and Chris Stream. The motion passed.

COMPUTER LEASE -- Joanne Rathunde explained that the remainder of the current lease with Apple Computer that provides laptops for full-time certified staff is being combined with a new lease, for a total of four years. The current annual payment will remain the same, but will be extended for four more years. A motion was made by Stacy Freeman and seconded by Shawn Lahr to approve the lease with Apple, Inc. for a total of \$245,884.28. On a roll call vote, the following Board Members voted Aye: Shawn Lahr, Kenneth Dewitt, Therese Schmidt, Stacy Freeman and Thomas Heinrich. Nays: none. Absent: Robert Buehler and Chris Stream. The motion passed.

BUS PURCHASE -- A motion was made by Stacy Freeman and seconded by Thomas Heinrich to approve the purchase of a 2007 75-passenger bus from Nelson's Bus Service at a cost of \$59,979. On a roll call vote, the following Board Members voted Aye: Kenneth Dewitt, Therese Schmidt, Stacy Freeman, Thomas Heinrich and Shawn Lahr. Nays: none. Absent: Robert Buehler and Chris Stream. The motion passed.

SUPERINTENDENT SEARCH -- A motion was made by Stacy Freeman and seconded by Shawn Lahr to approve the Illinois Association of School Boards as consultants for a Superintendent Search at a cost of \$9,000. On a roll call vote, the following Board Members voted Aye: Therese Schmidt, Stacy Freeman, Thomas Heinrich, Shawn Lahr and Kenneth Dewitt. Nays: none. Absent: Robert Buehler and Chris Stream. The motion passed.

AMENDED 2007-08 CALENDAR -- Dr. James Menzer explained that the current school calendar needs to be amended to add in the three days that school was canceled due to heavy snow. A motion was made by Stacy Freeman and seconded by Shawn Lahr to approve the Amended Calendar for the 2007-08 School Calendar. On a voice vote, all Board Members voted Aye. Nays: none. Absent: Robert Buehler and Chris Stream. The motion passed.

OFFICIAL 2008-09 SCHOOL CALENDAR -- A motion was made by Stacy Freeman and seconded by Shawn Lahr to approve the Official 2008-09 School Calendar. On a voice vote, all Board Members voted Aye. Nays: none. Absent: Robert Buehler and Chris Stream. The motion passed.

ADMINISTRATIVE REPORTS

SUPERINTENDENT'S REPORT -- Dr. James Menzer discussed the Annual Financial Report from Lake County, which shows an increase in the Estimated Assessed Valuation for property in Millburn School District. It also ranks Millburn's per pupil expenditure as 17th out of the county's 29 grade school districts.

He also reported an incident that happened today after dismissal. An unauthorized woman entered the building and was seen walking aimlessly in the hallways. A teacher escorted the woman to the office, at which point the woman returned to her car in the parking lot. The sheriff's department was called, and the woman was taken into custody after trying to elude the officers. Dr. Menzer said he will send a note home tomorrow with all students concerning the incident.

CURRICULUM DIRECTOR'S REPORT -- Dr. Cheryl Kucera reported on the following:

- * The Homework Focus Group met today to continue its year-long research into the topic of homework. The committee hopes to have a general statement to be used in the handbook.

- * The Advisory Committee will meet this week to finalize its recommendations for next year's Parent-Student Handbook.

- * NWEA make-up tests are being administered this week.

- * Textbook adoption for the 2009-10 school year will focus on math in kindergarten through fifth grade.

TECHNOLOGY DIRECTOR'S REPORT -- Joanne Rathunde reported on the following:

- *The new staff laptops are being unboxed, inventoried and labeled.
- * The Power School software is being readied for next year, including new calendars.
- * Work is continuing for increasing the district's bandwidth.

SPECIAL SERVICES DIRECTOR'S REPORT -- Elizabeth Keefe reported on the following:

- *She submitted a grant proposal for an at-risk preschool program. She expects to hear in January if the grant is approved.
- *She is interviewing to fill vacancies for a Speech Pathologist and a Behavior Disorders Teacher.
- *Several Response To Intervention (RTI) deadlines are approaching. A school district self-assessment survey that will identify areas of need is due May 23 to the state. A district plan for implementing RTI is due in January 2009. Mrs. Keefe explained that as areas of concern are identified, there may be a need for additional staff.

PRINCIPALS' REPORT -- Jason Lind reported that Millburn Central events include a middle school Activity Night, a Family Reading Night, formation of a student Green Team to promote conservation, Earth Day festivities, and the planting of 10 new trees. Also, the principal of the Warren High School O'Plaine campus visited Millburn Central to meet with eighth grade students who live in the Warren district. A craft fair is scheduled this coming weekend at Millburn West. Also, both principals are planning a Safety Meeting to review current security policies and how they align with the Federal Emergency Management Administration plan.

There being no further business, the Regular Board Meeting adjourned at 8:45 p.m.

Kenneth Dewitt, President
Board of Education
Millburn C.C. School District 24

ATTEST:

Therese Schmidt, Secretary Pro Tem
Board of Education
Millburn C.C. School District 24

Date

Visitors, please sign in...

Signature

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