

BOARD OF EDUCATION
Millburn C.C. School District #24

PUBLIC HEARING
Nov. 24, 2008

BOARD MEMBERS PRESENT

Kenneth Dewitt
Stacy Freeman
Thomas Heinrich
Shawn Lahr
Therese Schmidt
Chris Stream

ADMINISTRATION PRESENT

James Menzer, Superintendent
Elizabeth Keefe, Special Services Director
Cheryl Kucera, Curriculum Director
Joanne Rathunde, Technology Director
Jake Jorgenson, Principal
Jason Lind, Principal

TREASURER

Roger Manderscheid

VISITORS

Dawn Miller
Kim Dodd
Justin Dodd
Bryon Schardt
M. David Cain
Randee Hudson
Beth Reich
Shannon Lockas
Brigid Tuley
Priscilla Kreamer
Greg Rothermel
Kevin Tuley
Amy Langilli
Mark Langilli
Mary Lou McClain

ACCOUNTANT

Gary White

BOARD CLERK

Dorothy Pazanin

A Public Hearing by the Board of Education of Millburn C.C. School District 24, Lake County, Illinois, held at Millburn West School, was called to order at 7 p.m. by President Kenneth Dewitt.

Mr. Dewitt stated that the purpose of the hearing was to allow public comment regarding the district's proposed Levy for School Year 2008-09. He gave a short explanation of the Levy and asked if there was any public comment.

Kevin Tuley asked if a copy of the proposed Levy was available for viewing. Dr. James Menzer explained that the Levy Notice was published in the *News Sun*. He also said he would give Mr. Tuley a copy of the Levy if he stopped by the office.

Mark Langilli asked if the amount of revenue obtained through the Levy, considering the tax cap, would be enough for the district. Dr. Menzer replied that it would not be enough revenue. He explained that the district plans to borrow \$3.7 million this fiscal year in Tax Anticipation Warrants to cover a budget shortfall.

Priscilla Kreamer asked how the district knows the amount to levy. Dr. Menzer explained that he estimates on the high side, based on how much new construction he expects to be added to the assessed valuation.

There being no further comment, the Public Hearing was adjourned at 7:15 p.m.

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

ATTEST:

Chris Stream, Secretary
Board of Education
Millburn C.C. School District 24

Date

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Kevin Tuley
Amy Langilli
Mark Langilli
Mary Lou McClain
Mike Ryan

The Regular Meeting of the Board of Education of Millburn C.C. School District 24, Lake County, Illinois, held at Millburn West School, was called to order at 7:16 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, Shawn Lahr, Therese Schmidt and Chris Stream. Robert Buehler was absent.

APPROVAL OF MINUTES -- A motion was made by Stacy Freeman and seconded by Shawn Lahr to approve the Minutes of the Regular Board Meeting of Oct. 20, 2008. On a voice vote, all Board Members voted Aye. Nays: none. Absent: Robert Buehler. The motion passed.

TREASURER'S REPORT -- Roger Manderscheid reported that at the end of October the district had more than \$6.2 million. Bond and interest payments are due in November, which will be a large expenditure. Mr. Manderscheid has opened discussions with M & I Bank in Milwaukee regarding Tax Anticipation Warrants, which will be needed by February. He hopes to have information about interest rates by the next Board meeting. A motion was made by Stacy Freeman and seconded by Shawn Lahr to approve the Treasurer's Report. On a roll call vote, the following Board Members voted Aye: Stacy Freeman, Therese Schmidt, Kenneth Dewitt, Chris Stream, Shawn Lahr and Thomas Heinrich. Nays: none. Absent: Robert Buehler. The motion passed.

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

EXPENDITURES

11/30/2008

EDUCATION

BILLS PAYABLE	\$362,990.50
PAYROLL	\$679,005.79
MICS	\$0.00
TOTAL	\$1,041,996.29

TRANSPORTATION

BILLS PAYABLE	\$31,396.86
PAYROLL	\$67,295.18
TOTAL	\$98,692.04

SITE & CONSTRUCTION

BILLS PAYABLE	\$0.00
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BUILDING

BILLS PAYABLE	\$68,097.60
PAYROLL	\$43,068.67
TOTAL	\$111,166.27

IMRF

BILLS PAYABLE	\$10,828.00
PAYROLL	\$39,233.13
TOTAL	\$50,061.13

BONDS&INTEREST

BILLS PAYABLE	\$1,351,022.50
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TORT

PAYROLL	\$4,188.86
BILLS PAYABLE	\$526.95
TOTAL	\$4,715.81

FUNDS TOTAL	\$2,657,654.04
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ACTIVITY FUNDS -- Jason Lind said October is a popular month for field trips, which accounted for many of the transactions in the Millburn Central Activity Fund. He explained that the deposit on Page 4 in the amount of \$3,151.65 was an error, due to the use of an incorrect deposit slip. The funds should have been deposited into the district's general funds. The correction will show on next month's Activity Fund Report. Jake Jorgenson said there were also many transactions involving field trips in the Millburn West Fund. He noted a deposit of \$1,067.60 represented cash raised by the West students who participated in a Diabetes Walk. The cash amount combined with check donations added up to more than \$7,000 raised for this charitable organization. A motion was made by Thomas Heinrich and seconded by Therese Schmidt to approve the Activity Funds for Millburn Central and Millburn West. On a roll call vote, the following Board Members voted Aye: Kenneth Dewitt, Chris Stream, Shawn Lahr, Thomas Heinrich, Stacy Freeman and Therese Schmidt. Nays: none. Absent: Robert Buehler. The motion passed.

PUBLIC COMMENT -- Mike Ryan asked what steps the district was taking to decrease its spending in case it was not able to obtain Tax Anticipation Warrants. He also asked if the district was considering delaying payables as a way to improve the financial situation. Roger Manderscheid answered that the district will have to get Tax Anticipation Warrants in February to continue operating, and he's confident that it will be done. Dr. James Menzer added that the district could balance the budget by having larger class sizes, but that has never been the district's philosophy.

Priscilla Kreamer asked how the community would be involved in the search process for a new superintendent. Kenneth Dewitt responded that the superintendent search would be discussed later in the meeting, and her question could be addressed at that time.

NEW BUSINESS

ANNUAL LIBRARY REPORT -- Randee Hudson and Mary Lou McClain, media specialists at Millburn Central and Millburn West, spoke to the Board about the progress being made by the district's school libraries toward meeting the Illinois Standards. Three components of the library programs are: Learning and Teaching; Information Access; and Program Administration. Mrs. Hudson pointed out that so far this school year, more than 35,000 items have been checked out of our school libraries. That's about 21 items per student, or an average of 583 items a day. Funds received last year from the Illinois State Per Capita Grant were designated for staff development and the purchase of materials to enhance the curriculum. This year's funds would be used to continue with those plans. The librarians thanked the Millburn District 24 Education Foundation and the PTOs for generous donations that have funded items such as audio books and Spanish curriculum materials.

AUDIT REPORT -- David Cain of Millburn Cain & Co. provided a summary of the district audit for the fiscal year ended June 30, 2008. He pointed out that the district spent \$2.5 million more than it received. This compares to last year's fund financial deficit of \$2.2 million. He said this is a matter of concern, and the district needs to increase its revenues, possibly through a referendum, if it is to continue to provide a quality education. He predicted the district will again to be on the state's financial watch list. He emphasized that the district has good competent people responsible for its business operations, and that records are precise and well maintained.

It was noted that Roger Manderscheid and Gary White exited the meeting at 7:55 p.m.

SUPERINTENDENT SEARCH -- Dawn Miller of the Illinois Association of School Boards, who is coordinating the superintendent search, said 35 completed applications have been received. Applications will be accepted for another week. She will be screening applications the week of Dec. 8, and then starting interviews. A slate of about six candidates will be presented to the Board in January. After the initial interviews with the Board, two or three candidates will be invited back for second interviews. At that time, the finalists could be invited to spend a day in the district and meet at an informal reception with the community. Ms. Miller will attend the Board's next Regular Meeting on Dec. 15. At that time she would like the Board Members to give her dates when they are available to conduct their interviews.

TAX LEVY RESOLUTIONS -- A motion was made by Chris Stream and seconded by Stacy Freeman to approve the Tax Levy for School Year 2008-09. On a roll call vote, the following Board Members voted Aye: Chris Stream, Shawn Lahr, Thomas Heinrich, Stacy Freeman, Therese Schmidt and Kenneth Dewitt. Nays: none. Absent: Robert Buehler. The motion passed.

POLICY CUSTOMIZATION SERVICE -- Dr. James Menzer explained that the Board Policy Manual has not been formally reviewed in six years. He recommended that the Board use the review service offered by the Illinois Association of School Boards. A motion was made by Stacy Freeman and seconded by Chris Stream to approve the Agreement for Policy Customization Service submitted by IASB for \$5,800. On a roll call vote, the following Board Members voted Aye: Shawn Lahr, Thomas Heinrich, Stacy Freeman, Therese Schmidt, Kenneth Dewitt and Chris Stream. Nays: none. Absent: Robert Buehler. The motion passed.

LEAVE OF ABSENCE REQUESTS -- A motion was made by Stacy Freeman and seconded by Chris Stream to approve FMLA requests from **Nomita Umarwadia**, full-time Receptionist, and **Teresa Roberts**, full-time Gifted Education Teacher. On a voice vote, all Board Members voted Aye. Nays: none. Absent: Robert Buehler. The motion passed.

RESIGNATION -- A motion was made by Therese Schmidt and seconded by Chris Stream to approve the resignation of **Nancy Miklautsch**, full-time Flex Teacher. On a voice vote, all Board Members voted Aye. Nays: none. Absent: Robert Buehler. The motion passed.

POSITION CHANGES -- A motion was made by Stacy Freeman and seconded by Shawn Lahr to approve the following position changes: **Megan Shewan**, currently a 0.5 full-time Kindergarten Teacher, will also be employed as a 0.5 full-time Flex Teacher at \$16.48 an hour for that position; and **Cara Anderson**, currently a full-time Special Services Assistant, will now be employed as a 0.5 full-time Special Services Assistant, and a 0.5 full-time Flex Teacher at \$16.48 an hour for that position. On a roll call vote, the following Board Members voted Aye: Thomas Heinrich, Stacy Freeman, Therese Schmidt, Kenneth Dewitt, Chris Stream and Shawn Lahr. Nays: none. Absent: Robert Buehler. The motion passed.

APPLICATIONS FOR EMPLOYMENT -- A motion was made by Stacy Freeman and seconded by Thomas Heinrich to approve the employment of **Terri Harris** as a 0.5 full-time Special Services Assistant at \$8.81 an hour. On a roll call vote, the following Board Members voted Aye: Stacy Freeman, Therese Schmidt, Kenneth Dewitt, Chris Stream, Shawn Lahr and Thomas Heinrich. Nays: none. Absent: Robert Buehler. The motion passed.

A motion was made by Therese Schmidt and seconded by Shawn Lahr to approve the employment of **Susan Castelvechi** as a Crossing Guard at \$8.81 an hour. On a roll call vote, the following Board Members voted Aye: Therese Schmidt, Kenneth Dewitt, Chris Stream, Shawn Lahr, Thomas Heinrich and Stacy Freeman. Nays: none. Absent: Robert Buehler. The motion passed.

A motion was made by Thomas Heinrich and seconded by Therese Schmidt to approve the employment of **Gina Winiewicz** as a 0.25 Recess Supervisor at \$8.81 an hour. On a roll call vote, the following Board Members voted Aye: Therese Schmidt, Kenneth Dewitt, Chris Stream, Shawn Lahr, Thomas Heinrich and Stacy Freeman. Nays: none. Absent: Robert Buehler. The motion passed.

SUBSTITUTE TEACHER -- A motion was made by Chris Stream and seconded by Stacy Freeman to approve Gabrielle Nichols as a Substitute Teacher. On a voice vote, all Board Members voted Aye. Nays: none. Absent: Robert Buehler. The motion passed.

LEASE OF PROPERTY -- A motion was made by Stacy Freeman and seconded by Chris Stream to approve the Lease of Property at 18620 Millburn Road in Wadsworth to Keiko Johnson from July 1, 2009 through June 30, 2010. On a voice vote, all Board Members voted Aye. Nays: none. Absent: Robert Buehler. The motion passed.

EMERGENCY MANAGEMENT PLANS -- A motion was made by Stacy Freeman and seconded by Therese Schmidt to approve the Emergency Management Plan for Millburn Central. On a voice vote, all Board Members voted Aye. Nays: none. Absent: Robert Buehler. The motion passed.

A motion was made by Stacy Freeman and seconded by Chris Stream to approve the Emergency Management Plan for Millburn West. On a voice vote, all Board Members voted Aye. Nays: none. Absent: Robert Buehler. The motion passed.

SPRINGFIELD TRIP -- A motion was made by Therese Schmidt and seconded by Thomas Heinrich to approve the Overnight Trip to Springfield by District 8th Graders in May 2009. On a voice vote, all Board Members voted Aye. Nays: none. Absent: Robert Buehler. The motion passed.

RESIGNATION -- A motion was made by Chris Stream and seconded by Stacy Freeman to accept the resignation of Eric Dewitt, full-time Custodian. On a voice vote, all Board Members voted Aye, except Kenneth Dewitt, who abstained. Nays: none. Absent: Robert Buehler. The motion passed.

ADMINISTRATIVE REPORTS

SUPERINTENDENT'S REPORT -- Dr. James Menzer distributed information about a sales tax proposal, referred to as the "One Percent Solution." School districts representing more than 50 percent of the county's student enrollment need to pass a resolution endorsing the plan in order for the issue to be put on the ballot as a referendum. The districts that have passed the resolution to date represent about 35 percent of the county's student enrollment. Dr. Menzer said he plans to invite the media to Millburn's next Regular Board Meeting in the hopes of getting more news coverage about this proposal.

CURRICULUM DIRECTOR'S REPORT -- Dr. Cheryl Kucera reported that teachers responded very favorably to the inservice day in November. A variety of sessions were offered, with topics including RTI, differentiation for gifted students and the new reading curriculum. Additional opportunities included technology demonstrations and round table discussions.

Dr. Kucera said that she will be attending articulation sessions this month at all three local public high schools that Millburn students attend. She will discuss criteria for placement in the schools' honors math and reading classes.

TECHNOLOGY DIRECTOR'S REPORT -- Joanne Rathunde said teachers are learning to develop their own web pages. More than 60 teachers signed up to attend training during the recent inservice and during after-school training. She plan to have a few staff members present their pages during an upcoming Board meeting.

SPECIAL SERVICE'S DIRECTOR'S REPORT -- Elizabeth Keefe reported that the Special Services policy manual needs to be updated, and hopes this can be a part of the district policy review that was approved earlier in the meeting. Also, the district's RTI plan is complete and ready to be submitted to the state. The plan will be implemented over the next two years.

PRINCIPALS' REPORTS -- Jake Jorgenson reported the Millburn West boys basketball team participated in a tournament at Emmons. He commented that the students not only played well but their behavior was excellent, which is an attribute of which Millburn can be proud. He said a pep rally is being planned for December to honor the teams and band for their performances so far this year. The band also has winter concerts scheduled next month. Mr. Jorgenson said Millburn West is also receiving overstock donations from Office Max, which have been very helpful.

Jason Lind said that Millburn Central is going to use West's idea and sponsor Trash-Free Tuesdays in the cafeteria to promote conservation. The sports teams are performing very competitively in the new conference, and seem evenly matched in most contests. The girls basketball team recently won the Beach Park tournament. Mr. Lind said he also has heard compliments about the girls knowledge of the game and their demeanor on and off the court.

There being no further business, the Regular Board Meeting adjourned at 9:04 p.m.

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

ATTEST:

Chris Stream, Secretary
Board of Education
Millburn C.C. School District 24

Date