

BOARD OF EDUCATION

Millburn School District 24

REGULAR MEETING

Feb. 16, 2010

BOARD MEMBERS PRESENT

Robert Buehler  
Diane Campbell  
Shawn Lahr  
Lisa Scanio  
Chris Stream

ADMINISTRATION PRESENT

Dr. Ellen Mauer, Superintendent  
Elizabeth Keefe, Special Education Director  
Dr. Cheryl Kucera, Curriculum Director  
Joanne Rathunde, Technology Director  
Jake Jorgenson, Principal  
Jason Lind, Principal

BUSINESS MANAGER

Mary Taylor

VISITORS

Kim Dodd  
Steven Loos  
Angie Demo

TREASURER

Roger Manderscheid

BOARD CLERK

Dorothy Pazanin

The Regular Meeting of the Board of Education of Millburn School District 24, Lake County, Illinois, held at Millburn Central School, was called to order at 7 p.m. by President Shawn Lahr. Roll call was taken with the following Board Members in attendance: Robert Buehler, Diane Campbell, Shawn Lahr, Lisa Scanio and Chris Stream. Kenneth Dewitt and Robert Reding were absent.

PUBLIC COMMENT -- There was none.

ACTION ITEMS

CONSENT AGENDA -- Elizabeth Keefe noted that the proposal to create a new full-time ED/BD teaching position could be amended to a 0.7 FTE position. A motion was made by Lisa Scanio and seconded by Diane Campbell to approve the Consent Agenda, amending the ED/BD position to 0.7 FTE, and including the following:

1. Approval of Minutes
  - a. Regular Meeting of Jan. 16, 2010
  - b. Committee of the Whole Meeting of Feb. 1, 2010
2. Treasurer's Report and Approval
3. Bill Approval and Payment Authorization

4. Approval of Activity Funds for Millburn Central and Millburn West
5. Personnel Report
  - a. Hire **Kerri Harris** as a substitute teacher
  - b. Hire **Chad Lafferty** as a substitute teacher
  - c. Hire **Christopher Dempsey** as a substitute teacher
  - d. Hire **Michelle McGinnis** as a substitute teacher
  - e. Accept Intent to Retire from **Kathy Mark** -- June 2014
6. Create Positions for the 2010-11 School Year
  - a. Technology Department -- 0.5 FTE Tech Support
  - b. Special Services -- 1.0 FTE LD Teacher for Autism Classroom (Grades 1, 2, 3)
  - c. Special Services -- 0.7 FTE ED/BD Teacher
7. Second Reading and Adoption of Board Policies
  - a. School Board – 2:250 Access to District Public Records
  - b. Operational Services – 4:110 Transportation
  - c. General Personnel – 5:10 Equal Employment Opportunity and Minority Recruitment
  - d. Students – 7:20 Harassment of Students Prohibited
8. Appoint Freedom of Information Act (FOIA) Officers -- Dorothy Pazanin and Bernadette Hanna
9. Approve Official Calendar for 2010-11 School Year

On a roll call vote, the following Board Members voted Aye: Chris Stream, Lisa Scanio, Shawn Lahr, Robert Buehler and Diane Campbell. Nays: none. Absent: Kenneth Dewitt and Robert Reding. The motion passed.

Feb-10

EXPENDITURES

EDUCATION		BUILDING	
BILLS PAYABLE	\$240,995.29	BILLS PAYABLE	\$65,998.91
PAYROLL	\$645,237.91	PAYROLL	\$40,639.66
MISC	\$2,276.02		
TOTAL	\$888,509.22	TOTAL	\$106,638.57
TRANSPORTATION		IMRF	
BILLS PAYABLE	\$17,123.59	BILLS PAYABLE	\$0.00
PAYROLL	\$61,658.15	PAYROLL	\$38,723.40
TOTAL	\$78,781.74	TOTAL	\$38,723.40
SITE & CONSTRUCTION		BONDS&INTEREST	
BILLS PAYABLE	\$0.00	BILLS PAYABLE	\$0.00
		TORT	
		PAYROLL	\$4,278.81
		BILLS PAYABLE	\$0.00
		TOTAL	\$4,278.81
		FUNDS TOTAL	\$1,116,931.74

PMA FINANCIAL SERVICES -- A motion was made by Chris Stream and seconded by Robert Buehler to approve a one-year contract with PMA Financial Services. On a roll call vote, the following Board Members voted Aye: Lisa Scanio, Shawn Lahr, Robert Buehler, Diane Campbell and Chris Stream. Nays: none. Absent: Kenneth Dewitt and Robert Reding. The motion passed.

BUS LEASE BID -- Dr. Ellen Mauer explained that two bus lease bids were received. The lowest was Midwest Transit Equipment. Dr. Mauer said she will include a letter to the community on the website explaining the advantages of this lease. A motion was made by Chris Stream and seconded by Robert Buehler to approve the Bus Lease with Midwest Transit Equipment. On a roll call vote, the following Board Members voted Aye: Shawn Lahr, Robert Buehler, Diane Campbell, Chris Stream and Lisa Scanio. Nays: none. Absent: Kenneth Dewitt and Robert Reding. The motion passed.

It was noted that Roger Manderscheid exited the meeting at 7:15 p.m.

#### INFORMATION AND DISCUSSION ITEMS

ONLINE FEE/CAFETERIA PAYMENT -- Joanne Rathunde explained that she has researched systems by which parents can pay registration fees and buy student lunch tickets online. She said that RevTrak is a company used by many schools for such services. This type of system can be a convenience for parents. It also will save the district time that is spent processing checks. The cost charged by the company is 3.99 percent of each transaction. The Board discussed whether the transaction charge should be paid by the district or by the parents using the service. It was generally agreed that if the administration decides to offer an online payment service, the transaction fees should be paid by those using the service.

FINANCIAL FORECAST UPDATE -- Mary Taylor presented an updated 5-Year Forecast of the district's finances. Figures were adjusted based on the announcement of next year's Consumer Price index going to 2.7 percent. This is slightly higher than the estimated CPI used in the previous forecast. Mrs. Taylor is still waiting to hear from the assessor regarding the latest Equalized Assessed Valuation figures. Mrs. Taylor will continue to update the 5-Year Forecast on a regular basis.

CHEVRON STUDY -- It was generally agreed that the Board was not interested in pursuing the Chevron proposal for building renovations.

REVIEW OF CLOSED SESSION MINUTES -- A motion was made by Robert Buehler and seconded by Diane Campbell to accept the administration's recommendation for the release of some Executive Session Minutes. On a roll call vote, the following Board Members voted Aye: Robert Buehler, Diane Campbell, Chris Stream, Lisa Scanio and Shawn Lahr. Nays: none. Absent: Kenneth Dewitt and Robert Reding. The motion passed.

PUBLIC COMMENT -- Steven Loos asked for further information regarding the Bus Lease bid. Mrs. Taylor said she would make a copy of the bid specifications for Mr. Loos to review.

Angie Demos spoke regarding three issues. First, she questioned a letter from the principals regarding how class assignments are determined. She was dissatisfied with the letter, specifically portions about not seeking parent input, and about teachers making determinations about which students interact well with each other. Secondly, she said the announcement last year about which teachers would not be rehired was made too early. She said it adversely affected her children's education experience for three months. Finally, she asked if the coaches realized that the student athletes waiting in the bleachers during games are texting with their cell phones and doing their homework. She said she believes the student athletes not participating in a game should be supporting the students who are playing. She asked about the conduct code for the student athletes and if it is being enforced.

Jason Lind explained that the letter from the principals was a discussion of a process that has been in place for quite some time. Dr. Ellen Mauer said parents should meet with the school principal if their child has had a negative experience with a particular teacher. Regarding the second issue, Shawn Lahr explained that very few, if any, reductions in staff are planned for next year. Dr. Mauer said the district is required by law to give teachers at least 60 days notice if they will not be rehired. Responding to the final issue, Jake Jorgenson said athletes should not be texting during games, but that he would have a difficult time telling students they were not allowed to do their homework during the time when their team is not playing.

Kim Dodd asked if the Board was planning to reconfigure the schools into a K-5 building and a 6-8 building. Mr. Lahr said the topic was discussed at the February Committee Meeting as part of an ongoing review of the district's finances. He said there are no plans to make this type of change for next year. Mrs. Dodd also said she appreciated the district's new website design and being able to read district news in the Digital Digest.

#### ADMINISTRATIVE REPORTS

SPECIAL SERVICES DIRECTOR'S REPORT -- Elizabeth Keefe reported that she has received about 20 applications for the new positions for next year. She will attend an upcoming job fair in hopes of meeting promising candidates.

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

- \* She is preparing for ISAT testing, which will begin March 2.
- \* The fifth grade teachers met for a full-day inservice on strategies in guided reading. A second follow-up inservice is planned.
- \* She presented a graph showing how Millburn graduates are doing in math classes at Lakes High School. She said recent changes in the Millburn math program are showing positive results when the students continue into high school
- \* An evening program is planned on Feb. 18 to allow parents to experience the Reading Plus program used by students.

PRINCIPAL'S REPORTS -- Jake Jorgenson said more than 150 pints of blood were donated during a recent drive to support a student with leukemia, which is a higher total than had been previously reported. The Band hosted a successful dinner recital last week. Also, several Lakes High School students visited to share math games and activities with younger students and to promote their annual Math Night.

Jason Lind said a plan is being considered to have one start time at Millburn Central next year, as opposed to the dual start times currently in effect. A single start time would benefit families with more than one child in school. It should also benefit scheduling of sports and other after-school activities. There could be a potential cost savings on busing, and the faculty will have more efficient use of meeting times. He is working to resolve some scheduling issues that would occur with classes such as speech and AIM, and to handle the larger number students entering and exiting the building at the same time.

EXECUTIVE SESSION -- There was no need for an Executive Session.

There being no further business, a motion was made by Lisa Scanio and seconded by Robert Buehler to adjourn the Regular Meeting. On a voice vote, all Board Members voted Aye. Nays: none. Absent: Kenneth Dewitt and Robert Reding. The motion passed. The Regular Board Meeting adjourned at 8:24 p.m.

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Shawn Lahr, President  
Board of Education

Millburn School District 24

ATTEST:

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Chris Stream, Secretary

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Date

Board of Education

Millburn School District 24