

BOARD OF EDUCATION
Millburn C.C. School District 24

REGULAR MEETING
July 20, 2009

BOARD MEMBERS PRESENT

Robert Buehler
Diane Campbell
Kenneth Dewitt
Shawn Lahr
Robert Reding
Lisa Scanio
Chris Stream

ADMINISTRATION PRESENT

Ellen Mauer, Superintendent
Elizabeth Keefe, Special Services Director
Joanne Rathunde, Technology Director
Jake Jorgenson, Principal
Jason Lind, Principal

TREASURER

Roger Manderscheid

VISITORS

Bernadette Hanna
Thomas Heinrich
Alli Chase
Jonathan Chase
Kim Dodd
Karen Thomson
Mike Ryan

ACCOUNTANT

Gary White
Mary Taylor

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 West School, was called to order at 7:19 p.m. by President Shawn Lahr. Roll call was dispensed with because it had been taken prior to the start of the meeting with the following Board Members in attendance: Robert Buehler, Diane Campbell, Kenneth Dewitt, Shawn Lahr, Robert Reding, Lisa Scanio and Chris Stream.

SPECIAL BUSINESS

OATH OF OFFICE -- Board President Shawn Lahr administered the Oath of Office to Board Member Chris Stream.

REGULAR BUSINESS

APPROVAL OF MINUTES -- A motion was made by Kenneth Dewitt and seconded by Lisa Scanio to approve the Minutes of the Regular Meeting of June 15, 2009. On a voice vote, all Board Members voted Aye. Nays: none. Absent: none. The motion passed.

In the Minutes of the Special Meeting of July 16, 2009, under the heading "Activity Fee Increase," it was agreed that the words "to provide a financial cushion" should be removed and replaced with "to cover some underlying costs." A motion was made by Kenneth Dewitt and seconded by Lisa Scanio to approve the Minutes of the Special Meeting of July 20, 2009, as amended. On a voice vote, all Board Members voted Aye, except Shawn Lahr and Robert Reding who abstained. Nays: none. Absent: none. The motion passed.

TREASURER'S REPORT -- Roger Manderscheid reported that the district ended the fiscal year with a balance of \$4.8 million. This includes the first large installment of property tax revenue that was received in June. Mr. Manderscheid reminded the Board that the \$3.7 million Tax Anticipation Warrant needs to be repaid Sept. 30. This will be possible because the second large installment of property tax revenue is expected in August. He recommended that the district begin approaching banks regarding a new TAW as soon as the auditor's preliminary figures are available. A motion was made by Kenneth Dewitt and seconded by Diane Campbell to approve the Treasurer's Report. On a roll call vote, the following Board Members voted Aye: Robert Reding, Diane Campbell, Robert Buehler, Shawn Lahr, Chris Stream, Kenneth Dewitt and Lisa Scanio. Nays: none. Absent: none. The motion passed.

JUNE BILLS -- A motion was made by Kenneth Dewitt and seconded by Lisa Scanio to approve payment of the June bills. On a roll call vote, the following Board Members voted Aye: Diane Campbell, Robert Buehler, Shawn Lahr, Chris Stream, Kenneth Dewitt, Lisa Scanio and Robert Reding. Nays: none. Absent: none. The motion passed.

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

EXPENDITURES		7/31/2009	
EDUCATION		BUILDING	
BILLS PAYABLE	\$248,208.25	BILLS PAYABLE	\$50,243.29
PAYROLL	\$891,420.55	PAYROLL	\$61,737.43
MICS	\$10.50		
TOTAL	\$1,139,639.30	TOTAL	\$111,980.72
TRANSPORTATION		IMRF	
BILLS PAYABLE	\$86,227.02	BILLS PAYABLE	\$10,583.00
PAYROLL	\$22,792.12	PAYROLL	\$32,268.16
TOTAL	\$109,019.14	TOTAL	\$42,851.16
SITE & CONSTRUCTION		BONDS&INTEREST	
BILLS PAYABLE	\$0.00	BILLS PAYABLE	\$0.00
		TORT	
		PAYROLL	\$4,169.19
		BILLS PAYABLE	\$140,882.00
		TOTAL	\$145,051.19
		FUNDS TOTAL	\$1,548,541.51

ACTIVITY FUNDS -- Jason Lind gave an overview of the Activity Fund, explaining that it is a "flow-through account" in which funds can be collected, and then disbursed for various activities at each of the two schools. There is a receipt for every transaction. The funds are counted by one staff member, and deposited in the bank by another staff member.

The June report closes out the fiscal year. It includes a complete accounting of all transactions from July 1, 2008 through June 30, 2009.

Jake Jorgenson said the report format now in use is more efficient than the past, and it is easier to reconcile.

A motion was made by Lisa Scanio and seconded by Kenneth Dewitt to approve the Activity Funds for Millburn Central and Millburn West. On a roll call vote, the following Board Members voted Aye: Robert Buehler, Shawn Lahr, Chris Stream, Kenneth Dewitt, Lisa Scanio, Robert Reding and Diane Campbell. Nays: none. Absent: none. The motion passed.

PUBLIC COMMENT -- Michael Ryan said the Financial Advisory Committee received the Administrative Response to the committee's recent recommendations. He said the committee will be organizing this week to proceed on five issues: three for the cost committee and two for the fund-raising committee. He said the long-term revenue committee will be working directly with the Millburn District 24 Education Foundation.

INFORMATION ITEMS

BULLYING POLICY -- Dr. Ellen Mauer said she was notified by the state that the district did not have a Bullying Policy on file. She presented Bullying Policy 7:180 for First Reading. Action to adopt the policy will be on the Regular Board Meeting agenda for August.

OPERATIONAL SERVICES POLICY -- Dr. Ellen Mauer explained that the state has raised the maximum amount a district can spend without going through a formal bid process from \$10,000 to \$25,000. Operational Services Policy 4:60 reflects this increased amount. She presented the policy for First Reading.

BUDGET HEARING DATE -- Dr. Ellen Mauer explained that the Budget Hearing Date has been moved to Aug. 17, 2009. This allows at least 30 days between the Hearing and the actual adoption of the Budget, which will be on the September agenda. Tonight's agenda includes approval of the Preliminary Budget.

NEW BUSINESS

APPLICATION FOR WAIVER -- A motion was made by Kenneth Dewitt and seconded by Lisa Scanio to approve the Application for Waiver to use Casimir Pulaski Day as a day of attendance from the 2009-10 school year through the 2013-14 school year. On a voice vote, all Board Members voted Aye. Nays: none. Absent: none. The motion passed.

PRELIMINARY BUDGET -- A motion was made by Kenneth Dewitt and seconded by Chris Stream to approve the Preliminary Budget for 2009-10. On a roll call vote, the following Board Members voted Aye: Shawn Lahr, Chris Stream, Kenneth Dewitt, Lisa Scanio, Robert Reding, Diane Campbell and Robert Buehler. Nays: none. Absent: none. The motion passed.

FACILITIES USE FEES-- Dr. Ellen Mauer explained that the proposed Facilities Use Fees in Exhibit N did not reflect all the recommended changes. The changes were reviewed, and should include the following: The first category should be "District Sponsored PTO, Foundation;" the second category should replace the words "Millburn students" with "district residents;" the Rental Charge for the second category should replace the word "Waived" with "\$5 per classroom, \$25 per gym, per day;" the Custodial Fee for the second category should include an asterisk after "\$40 per hour;" the third category should replace the words "64% or less Millburn students" with "less than 65% of district residents;" and for the Commercial category, under Rental Charge, the word "profit" should be replaced with "gross revenue." Dr. Mauer suggested that the Facilities Use charges be reviewed every year. A motion was made by Lisa Scanio and seconded by Kenneth Dewitt to approve the Facilities Use Fees, as amended. On a roll call vote, the following Board Members voted Aye: Chris Stream, Kenneth Dewitt, Lisa Scanio, Robert Reding, Diane Campbell, Robert Buehler and Shawn Lahr. Nays: none. Absent: none. The motion passed.

BUS BID -- One bid was received regarding the purchase of a bus with wheelchair accessibility. Southern Bus & Mobility provided pricing for either a diesel or gasoline engine. A motion was made by Diane Campbell and seconded by Lisa Scanio to accept the bid from Southern Mobility for a 12-passenger-plus-2-wheelchair bus with a gasoline engine for a total price of \$47,946. On a roll call vote, the following Board Members voted Aye: Kenneth Dewitt, Lisa Scanio, Robert Reding, Diane Campbell, Robert Buehler, Shawn Lahr and Chris Stream. Nays: none. Absent: none. The motion passed.

SCHOOL TREASURER'S BOND -- A motion was made by Diane Campbell and seconded by Robert Reding to approve the School Treasurer's Bond for 2009-10. On a roll call vote, the following Board Members voted Aye: Lisa Scanio, Robert Reding, Diane Campbell, Robert Buehler, Shawn Lahr, Chris Stream and Kenneth Dewitt. Nays: none. Absent: none. The motion passed.

PERSONNEL -- A motion was made by Chris Stream and seconded by Kenneth Dewitt to approve the following Personnel actions:

* Granting a 2nd Year Leave of Absence for **Andrea Kitowski**, full-time Reading Recovery/Reading Resource Teacher, for the 2009-10 School Year.

* Increasing teaching time for **Susan Stone** from 0.6 FTE to 1.0 FTE for Reading Recovery/Reading Resource.

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* Hiring **Allison Chase** for full-time Middle School Teaching Position at an annual salary of \$36,406.

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

CHANGE IN SIGNATORIES -- Dr. Ellen Mauer noted that because of retirements and new hires, the district must change the names of personnel who are approved signatories. Dr. James Menzer's name will be replaced with Dr. Ellen Mauer, and Gary White's name will be replaced with Mary Taylor. A motion was made by Lisa Scanio and seconded by Kenneth Dewitt to approve Change in Signatories. On a roll call vote, the following Board Members voted Aye: Diane Campbell, Robert Buehler, Shawn Lahr, Chris Stream, Kenneth Dewitt, Lisa Scanio and Robert Reding. Nays: none. Absent: none. The motion passed.

INTENT RESOLUTION FOR TAX -- A motion was made by Kenneth Dewitt and seconded by Robert Reding to approve the Intent Resolution for Tax Anticipation Warrant. On a roll call vote, the following Board Members voted Aye: Robert Buehler, Shawn Lahr, Chris Stream, Kenneth Dewitt, Lisa Scanio, Robert Reding and Diane Campbell. Nays: none. Absent: none. The motion passed.

ADMINISTRATIVE REPORTS

SUPERINTENDENT'S REPORT -- Dr. Ellen Mauer reported on the following:

* Summer Fun participants used the Central LRC extensively, according to statistics provided by Media Specialist Randee Hudson. About 85 Summer Fun classes were held in the LRC for activities such as team-building, art investigations, storytelling and hands-on science. In addition, the LRC hosted four family picnics. In related LRC news, Mrs. Hudson and other LRC staff members recently attended the American Library Conference and acquired many free materials for Millburn's school libraries.

* Milburn Cain & Co. started the annual external audit today.

* The School Board Retreat will be scheduled for Saturday, Aug. 8, from 8 a.m. to noon.

TECHNOLOGY DIRECTOR'S REPORT -- Joanne Rathunde said the revised district website should be ready for the start of the school year. She will be attending a Power School workshop in Chicago this month.

SPECIAL SERVICES DIRECTOR'S REPORT -- Elizabeth Keefe said that student data is being transferred to the new Special Services software, and staff members are being trained on its use.

PRINCIPALS' REPORTS -- Jake Jorgenson reported that Camp Echo day camp is enjoying a successful first year. This is a private enterprise run by four Millburn teachers that is renting Millburn West facilities. There are about 40 children at the camp each day.

Jason Lind reported that building maintenance has been a priority this summer.

Other important activities for the upcoming school year at both schools include Supply Kit pickup, posting of class lists and the open houses.

It was noted that Gary White, Joanne Rathunde, Elizabeth Keefe, Jason Lind and Jake Jorgenson exited the meeting at 9:25 p.m.

EXECUTIVE SESSION

A motion was made by Diane Campbell and seconded by Robert Reding to enter into Executive Session at 9:26 p.m. for the purpose of discussing personnel. On a roll call vote, the following Board Members voted Aye: Shawn Lahr, Chris Stream, Kenneth Dewitt, Lisa Scanio, Robert Reding, Diane Campbell and Robert Buehler. Nays: none. Absent: none. The motion passed.

A motion was made by Lisa Scanio and seconded by Chris Stream to exit Executive Session at 10:10 p.m. On a voice vote, all Board members voted Aye. Nays: none. Absent: none. The motion passed.

There being no further business, a motion was made by Lisa Scanio and seconded by Robert Reding to adjourn the Regular Meeting. On a voice vote, all Board members voted Aye. Nays: none. Absent: none. The motion passed. The Regular Board Meeting adjourned at 10.11 p.m.

Shawn Lahr, President
Board of Education
Millburn C.C. School District 24

ATTEST:

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

Date

Millburn C. C. School District 24
 Lake County, Wadsworth, IL 60083

Board of Education Meeting
 Executive Session

Date of Meeting July 20, 2009

<input checked="" type="checkbox"/>	Regular Meeting
<input type="checkbox"/>	Special Meeting

Board Members Present	Administrators Present	Guests
<input checked="" type="checkbox"/> Buehler, Robert	<input checked="" type="checkbox"/> Mauer, Ellen	<input checked="" type="checkbox"/> Dorothy Pazanin, Clerk
<input checked="" type="checkbox"/> Campbell, Diane		
<input checked="" type="checkbox"/> Dewitt, Kenneth		
<input checked="" type="checkbox"/> Lahr, Shawn		
<input checked="" type="checkbox"/> Reding, Robert		
<input checked="" type="checkbox"/> Scanio, Lisa		
<input checked="" type="checkbox"/> Stream, Chris		

Motion to enter into Executive Session:

Moved: <u>Diane Campbell</u>	Seconded: <u>Robert Reding</u>	Time: <u>9:26 p.m.</u>
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Roll Call Vote: YES NO

	YES	NO
Buehler, Robert	<input checked="" type="checkbox"/>	
Campbell, Diane	<input checked="" type="checkbox"/>	
Dewitt, Kenneth	<input checked="" type="checkbox"/>	
Lahr, Shawn	<input checked="" type="checkbox"/>	
Reding, Robert	<input checked="" type="checkbox"/>	
Scanio, Lisa	<input checked="" type="checkbox"/>	
Stream, Chris	<input checked="" type="checkbox"/>	
TOTAL	<u>7</u>	<u>0</u>

Topic of Discussion: Personnel

Motion to exit Executive Session:

Moved: <u>Lisa Scanio</u>	Seconded: <u>Chris Stream</u>	Time: <u>10:10 p.m.</u>
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 President, Board of Ed.

 Secretary, Board of Ed.

 Date