

BOARD OF EDUCATION  
Millburn C.C. School District 24

COMMITTEE OF THE WHOLE MEETING  
Oct. 7, 2009

BOARD MEMBERS PRESENT

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

ADMINISTRATION PRESENT

Ellen Mauer, Superintendent

VISITORS

Sharon Gitles Uslan  
Dave Zeivel  
Roger Zeivel  
Kim Dodd

BUSINESS MANAGER

Mary Taylor

BOARD CLERK

Dorothy Pazanin

The Committee of the Whole 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 Shawn Lahr. Roll call was taken, with the following Board Members in attendance: Robert Buehler, Diane Campbell, Shawn Lahr, Robert Reding, Lisa Scanio and Chris Stream. Kenneth Dewitt was absent at this time, but arrived later during the meeting.

PUBLIC COMMENT -- Roger Zeivel asked for a clarification on the wording of the recent Snow Plow Bid Proposal. He said there is some confusion about the phrase "clean all entrances." He asked whether that meant all entrances to the parking lots, or all entrances to the buildings. He said the bid he submitted included clearing all entrances to both the parking lots and the buildings. He wanted to sure that when the Board compared the bids, they were comparing similar work proposals.

Mary Taylor said that four bids had been received. She said the phrase was intended to mean all entrances to the parking lots, but that most bidders also included clearing the entrances to the buildings. She said she will make sure that similar work descriptions are compared during the review process.

Dr. Ellen Mauer said she expects the Snow Plow Bid to be listed as an Action Item on the agenda of the Regular Board Meeting on Oct. 19.

Kim Dodd asked the Board to reconsider the newly enacted Facilities Use Fee Schedule. Boy Scout Pack 187 has requested to use the Millburn Central cafeteria for the upcoming Pinewood Derby and Crossover Ceremony. The group wants to use the facility for about eight hours on a Saturday, as it has done in the past. In previous years, there was no charge for school use. This year, the Scouts will be charged \$25 for use of the cafeteria for a day, plus \$40 an hour for a custodian to be on the premises.

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Mrs. Dodd said the total cost would be prohibitive for the non-profit organization. If the fee is not lowered, the Scouts will have to seek another site for the event. She suggested that the Board consider charging a deposit, and if the custodial cost to the district is less than the deposit, then the balance could be refunded to the organization. She said that all of the Scouts who participate are Millburn School District residents, and they would be disappointed if the event had to be moved to a different location.

Shawn Lahr said the Facilities Use Fee Schedule was an agenda item that would be discussed later in the meeting, and he invited Mrs. Dodd to stay.

### INFORMATION AND DISCUSSION

CHEVRON PRESENTATION -- Sharon Gitles Uslan spoke to the Board regarding a program offered by Chevron. The company will do a free feasibility study of the district's facilities to find ways to reduce operating expenses. The study would include: a review of energy use; an onsite inspection of buildings and maintenance procedures and costs; and a review of capital improvement needs and plans. Chevron would then present to the Board a facility improvement plan that would outline savings opportunities, project costs, capitalization alternatives, and engineering and equipment recommendations.

Dr. Ellen Mauer said she had heard of the program at a recent conference. She thinks a feasibility study such as this could help the district with its long-term financial projections.

BUILDING RENTAL FEES -- Robert Reding said he would like the Board to review the Building Rental Fees that were approved in July. He said he personally has a conflict on what he thought the fees would be and what they actually are. He said he now regrets his vote to approve the fee schedule. He asked if the cost of using the facilities was properly identified, and if it's in the district's best interest to set costs so high that organizations must move elsewhere.

Dr. Ellen Mauer explained that the purpose of the fee schedule is to cover the cost to the district, not to make a profit. She also pointed out that the Financial Advisory Committee had recommended the district adopt a Facilities Use Fee Schedule.

Other aspects of the issue discussed included the Board's fiscal responsibility to the taxpayers, the reaction from taxpayers who are being asked to pay the fees, and whether it is necessary or prudent to have a custodian or other staff member on duty during the entire time the building is being used.

It was agreed that Dr. Mauer should check with the district's attorney and insurance agents concerning liability when the building is in use and the minimal staffing requirements. Further discussion and another Board vote would be needed to change the Facilities Use Fees.

It was noted that Kenneth Dewitt entered the meeting at 9:08 p.m.

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FIRST READING OF BOARD POLICIES -- Dr. Ellen Mauer presented the following Board Policies for First Reading:

School Board 2:20 Powers and Duties of the School Board  
School Board 2:220 Types of School Board Meetings  
School Board 2:240 Board Policy Development  
General School Administration 3:30 Chain of Command

It was decided to postpone the First Reading of School Board Policy 2:110 Qualifications, Term, and Duties of Board Officers. The length of the School Board officers' terms may be discussed at a later date.

HEALTH/LIFE SAFETY ANNUAL INSPECTION -- The Board was given a report from the Regional Office of Education regarding the district's compliance with Health/Life Safety regulations. An annual inspection of the fire alarm and sprinkler system is scheduled for Oct. 21 and 22. Also, the annual bleacher inspection should be completed by the end of the month.

SCHOOL AWARD -- Dr. Ellen Mauer noted that Millburn District 24 is one of 58 districts (out of 868) in Illinois to be awarded the SchoolSearch 2009 Bright A+ Award. The award recognizes districts whose students' academic performance ranks in the upper 5 percent of Illinois districts based on the 2008 Illinois School Report Card data. SchoolSearch is an educational research and consulting firm that publishes handbooks of school system rankings.

BOARD PACKETS POSTED TO WEBSITE -- Dr. Ellen Mauer said she would like to post the Board of Education information meeting packets on the district website for the public to view. The exception would be employment applications and Executive Session documents. These would be withheld because of confidentiality issues. The Board agreed to leave this to Dr. Mauer's discretion.

CONTRACT AMENDMENT -- Dr. Ellen Mauer said that the provision to pay 50 percent of an employee's family insurance coverage had been inadvertently omitted from the negotiated contract. At the next Regular Board Meeting she plans to present for approval an amendment to the contract that corrects this oversight.

PAYROLL PROPOSAL -- Dr. Ellen Mauer suggested the Board consider outsourcing the payroll portion of the Business Manager's duties. This would give the Business Manager more time to work on long-term projections and projects. Gary White, retired district accountant, said he is willing to perform payroll duties. Dr. Mauer would like to contact several companies to compare the cost of such a service. She recommended the district pay no more than \$15,000 annually. It was agreed that administration should research the costs and bring a proposal to the Board.

It was noted that Mary Taylor exited the meeting at 9:30 p.m.

EXECUTIVE SESSION

A motion was made by Shawn Lahr and seconded by Kenneth Dewitt to enter into Executive Session for the purpose of discussing a real estate issue. On a roll call vote, the following Board Members voted Aye: Robert Buehler, Diane Campbell, Kenneth Dewitt, Shawn Lahr, Robert Reding, Lisa Scanio and Chris Stream. The Board entered Executive Session at 9:30 p.m.

A motion was made by Kenneth Dewitt and seconded by Chris Stream to exit Executive Session at 9:45 p.m. On a voice vote, all Board members voted Aye. Nays: none. Absent: none. The motion passed.

COMMITTEE MEETING RESUMES

The Committee of the Whole Meeting resumed at 9:46 p.m. Due to the extended length of the meeting, it was decided to table the following discussion items: Superintendent Evaluation Process; Support Staff Salary Compensation; and Program Costs. The Committee Meeting adjourned at 9:50 p.m.

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

ATTEST:

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

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Date