

BOARD OF EDUCATION  
Millburn C.C. School District 24

REGULAR MEETING  
Dec. 16, 2009

BOARD MEMBERS PRESENT

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

ADMINISTRATION PRESENT

Ellen Mauer, Superintendent  
Cheryl Kucera, Curriculum Director  
Joanne Rathunde, Technology Director  
Jake Jorgenson, Principal  
Jason Lind, Principal

BUSINESS MANAGER

Mary Taylor

VISITORS

Jane Gattone

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 7:05 p.m. by President Shawn Lahr. Roll call was taken with the following Board Members in attendance: Diane Campbell, Kenneth Dewitt, Shawn Lahr, Robert Reding, Lisa Scanio and Chris Stream. Robert Buehler was absent.

REGULAR BUSINESS

APPROVAL OF MINUTES -- A motion was made by Robert Reding and seconded by Diane Campbell to approve the Minutes of the Public Hearing for Levy FY10 of Nov. 23, 2009; the Regular Meeting and Executive Session of Nov. 23, 2009; and the Committee of the Whole Meeting and Executive Session of Dec. 7, 2009. On a voice vote, all Board Members voted Aye. Nays: none. Absent: Robert Buehler. The motion passed.

TREASURER'S REPORT -- Mary Taylor reported that a bond payment of about \$1.2 million was made this month. That left a fund balance of about \$976,000. Mrs. Taylor said there are three payrolls in December. Therefore, she will need to start accessing funds from the Tax Anticipation Warrant as of next week. Dr. Ellen Mauer explained that if the district had received the ARRA stimulus funds from the state, as promised, the TAW funds would not have been needed until January. A motion was made by Kenneth Dewitt and seconded by Robert Reding to approve the Treasurer's Report. On a roll call vote, the following Board Members voted Aye: Kenneth Dewitt, Diane Campbell, Lisa Scanio, Shawn Lahr, Chris Stream and Robert Reding. Nays: none. Absent: Robert Buehler. The motion passed.

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

**EXPENDITURES**

<u>EDUCATION</u>		<u>BUILDING</u>	
BILLS PAYABLE	\$185,963.83	BILLS PAYABLE	\$54,975.93
PAYROLL	\$986,130.35	PAYROLL	\$62,529.98
VOID	-287.7		
MISC.	\$25.00	TOTAL	\$117,505.91
TOTAL	\$1,171,831.48		
 <u>TRANSPORTATION</u>		 <u>IMRF</u>	
BILLS PAYABLE	\$18,133.90	BILLS PAYABLE	\$0.00
PAYROLL	\$74,825.89	PAYROLL	\$51,582.61
TOTAL	\$92,959.79	TOTAL	\$51,582.61
 <u>SITE &amp; CONSTRUCTION</u>		 <u>BONDS&amp;INTEREST</u>	
BILLS PAYABLE	\$0.00	BILLS PAYABLE	\$252,562.50
		<u>TORT</u>	
		PAYROLL	\$9,678.15
		BILLS PAYABLE	\$0.00
		TOTAL	\$9,678.15
		FUNDS TOTAL	\$1,696,120.44

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

PUBLIC COMMENT -- There was none.

ADDITION OF NON-ACTION ITEMS -- Shawn Lahr said two Board Members will be needed to participate in contract negotiations next year with the certified staff. Dr. Ellen Mauer explained that the teacher contract expires June 30, 2011. The Board will need to have its team ready by the end of the summer. It is recommended that two Board Members be designated. Robert Reding and Chris Stream both said they would not volunteer because their spouses are employed by the district and it would be a conflict of interest. Dr. Mauer said a decision does not need to be made immediately, but that Board Members should be aware of the process.

#### INFORMATION ITEMS

SCHOOL IMPROVEMENT REPORT -- Principal Jake Jorgenson presented a report on Millburn West's School Improvement Plan for 2009-10. He discussed the school's mission, vision, values and goals. He said the highlights from last year included receiving the Bright A+ Award for high achievement in 2008 and 2009. Successful programs that promote a positive climate include: Core Essentials, a character education program; Playground Pals, a program designed to include all children in positive social interaction with their peers; and charitable fundraisers like the Heifer Project and the Diabetes Walk. He said the Millburn West staff is proud of its accomplishments and has set goals to continue to achieve at a high level. These include increasing the percentage of students in the Exceeds category on ISAT tests, and improving school-to-home communication.

FINANCIAL PROJECTION -- Mary Taylor presented a five-year financial projection for the district. She explained that projections are constantly subject to change as new information becomes available. She said this projection deals only with the operating funds: Education; Operations and Maintenance; Transportation; and Working Cash. It does not include the restricted funds: debt service, IMRF/Social Security, and capital expenditures. She presented the history of the district's Equalized Assessed Valuation from 2005 and projected the EAV through 2014. A chart showing a revenue-to-expense ratio predicts that by 2012 expenses will significantly overtake revenues. Recommendations include: monitoring enrollment projections, creating a scatter-gram to project salaries, updating financial projections 3-4 times a year, and continuing to inform the community about the school financial picture. The Board discussed several ideas including: considering a referendum, tying salary increases to the cost-of-living index, and using a professional firm to provide projections.

## ACTION ITEMS

PERSONNEL REPORT -- A motion was made by Diane Campbell and seconded by Chris Stream to approve the following personnel actions:

- Hire **Scott Bretthauer** as a Bus Driver
- Hire **Mariana Grigsby** as a 0.2 FTE Special Services Assistant for the ELL Program
- Approve a Medical Leave of Absence for **Kathryn Gardner**, Bus Driver

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

SECOND READING AND ADOPTION OF BOARD POLICIES -- A motion was made by Kenneth Dewitt and seconded by Robert Reding to approve the Second Reading and Adoption of the following Board Policies:

- Community Relations -- 8:90 Parent Organizations and Booster Clubs
- School Board -- 2:120 Board Member Development
- Operational Services -- 4:160 Environmental Quality of Buildings and Grounds
- Operational Services -- 4:180 Pandemic Preparedness

On a voice vote, all Board Members voted Aye. Nays: none. Absent: Robert Buehler. The motion passed.

PUBLIC COMMENT -- Jane Gattone asked for a clarification on the Financial Projection report regarding the Tax Anticipation Warrant. Mary Taylor said the district will continue to need TAWs for cash flow, and pay off the TAW before the end of the fiscal year. The projected fund balances in her report reflect anticipated figures as of June 30, the end of each fiscal year. Therefore, the projected fund balances do not include the TAW amount.

BOARD MEMBER REPORTS -- Dr. Ellen Mauer and the five Board Members who participated in the recent IASB Conference in Chicago gave reports on sessions they attended. Board Members who attended were Lisa Scanio, Diane Campbell Robert Reding, Kenneth Dewitt and Shawn Lahr. They all agreed it was a worthwhile and informative experience. Topics discussed included contract negotiations, health care costs, "Dashboard" technology to disseminate information through the district website, school board goal-setting, the tax levy, organization of the district and school board, labor costs, and advances in technology for both conservation and teaching.

## ADMINISTRATIVE REPORTS

TECHNOLOGY DIRECTOR'S REPORT -- Joanne Rathunde reported that an agreement is in place to start using an automated calling system to schedule substitute teachers. She also is researching companies that can service electronic fee payments. She also reported on cost savings that were realized with the purchase of Microsoft 2008 licenses.

SPECIAL SERVICES DIRECTOR'S REPORT -- Elizabeth Keefe was not in attendance because of illness. Kenneth Dewitt referred to a previous discussion about SEDOL withholding stimulus funds because some school districts had not provided necessary information. He wanted to clarify that Millburn has complied with all terms. Also, Joanne Rathunde said that Millburn does not qualify for ARRA stimulus funds designated for technology because of a small low-income population.

CURRICULUM DIRECTOR'S REPORT -- Dr. Cheryl Kucera said she is researching and obtaining materials that can be used with at-risk and special education students. She also said that she has ordered material for ISAT testing, which will take place in late winter.

PRINCIPAL'S REPORTS -- Jason Lind said several music programs have been planned for the holidays at Millburn Central. He also reported that Millburn Central received an honor from the Lake County Regional Office for high attendance. Student Council also sponsored a successful blood drive.

Dr. Ellen Mauer reported she was dissatisfied with the service provided during the recent HINI vaccination clinic at Millburn Central. She wrote a letter expressing her concerns to the private company that provided the vaccinations. Dr. Mauer said that, despite long lines, the response from the community was positive.

It was noted that Mary Taylor, Dr. Cheryl Kucera, Joanne Rathunde, Jake Jorgenson and Jason Lind exited the meeting at 9:24 p.m.

#### EXECUTIVE SESSION

A motion was made by Kenneth Dewitt and seconded by Lisa Scanio to enter into Executive Session at 9:25 p.m. for the purpose of discussing personnel (Goals Update for Superintendent). On a roll call vote, the following Board Members voted Aye: Chris Stream, Robert Reding, Kenneth Dewitt, Diane Campbell, Lisa Scanio and Shawn Lahr. Nays: none. Absent: Robert Buehler. The motion passed.

A motion was made by Kenneth Dewitt and seconded by Robert Reding to exit Executive Session at 9:59 p.m. On a voice vote, all Board Members voted Aye. Nays: none. Absent: Robert Buehler. The motion passed.

#### REGULAR MEETING RESUMES

The Regular Meeting resumed at 9:59 p.m. There being no further business, a motion was made by Kenneth Dewitt and seconded by Robert Reding to adjourn the Regular Meeting. On a voice vote, all Board Members voted Aye. Nays: none. Absent: Robert Buehler. The motion passed. The Regular Board Meeting adjourned at 9:59 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