

BOARD OF EDUCATION
Millburn School District 24

REGULAR MEETING
July 18, 2011

BOARD MEMBERS PRESENT

Diane Campbell
Jane Gattone
Scott Miller
Joseph Pineau
Robert Reding
Lisa Scanio

ADMINISTRATION PRESENT

Jason Lind, Superintendent
Elizabeth Keefe, Special Education Director
Dr. Cheryl Kucera, Curriculum Director
Marybeth DeLaMar, Principal
Jake Jorgenson, Principal

BUSINESS MANAGER

Dr. Stephen Johns

VISITORS

Bernadette Hanna

BOARD CLERK

Dorothy Pazanin

The Regular Meeting of the Board of Education of Millburn School District 24, Lake County, Illinois, held at Millburn West School, was called to order at 7 p.m. by President Robert Reding. Roll call was taken with the following Board Members in attendance: Diane Campbell, Jane Gattone, Scott Miller, Joseph Pineau, Robert Reding and Lisa Scanio. Chris Stream was absent.

Due to the absence of Board Secretary Chris Stream, a motion was made by Lisa Scanio and seconded by Robert Reding to name Jane Gattone as Secretary Pro Tem. On a voice vote, all Board Members voted Aye. Nays: none. Absent: Chris Stream. The motion passed.

ADDITION OF NON-ACTION ITEMS – Lisa Scanio asked that the Board discuss the policy and procedures of approving Executive Session Minutes. The Board Members discussed several aspects of this topic including: how long individual Executive Session Minutes must continue to be reviewed; how the privacy rights of individuals, including personnel and students, can be protected; if specific names or situations can be redacted; if Board Members should receive hard copies or emailed copies of the Minutes; and what information legally needs to be included in the Minutes. Jason Lind said he would review the guidelines regarding Executive Session Minutes. It was agreed to discuss the topic further during the upcoming Board training session.

Mrs. Scanio also notified Board Members that some information has been added to the Board portal on the website, including a calendar of events and recent actions and discussions.

ACTION ITEMS

CONSENT AGENDA – Board Members asked to remove three items from the Consent Agenda: Bill Approval and Payment; Treasurer’s Report and Approval; and Activity Funds for Millburn Central and Millburn West. A motion was made by Lisa Scanio and seconded by Jane Gattone to approve the Consent Agenda, excluding three items, but including the following:

1. Approval of Minutes
 - a. Regular Meeting and Executive Session of June 20, 2011
 - b. Committee of the Whole Meeting of July 5, 2011
2. Personnel Report
 - a. Accept FMLA Request from **Renee Marasco**, 1.0 FTE Reading Resource Teacher
 - b. Accept Resignations:
 - (1) **Elizabeth Tschanz**, 1.0 FTE Middle School Tech/Math Teacher
 - (2) **Sarah Kilcoin-Johnson**, 1.0 FTE Reading Resource Teacher
3. Semi-Annual Review of Closed Session Minutes
 - a. Motion for Minutes to be Opened
 - b. Motion for Minutes to remain Closed
4. Adopt Resolution to Enter into Agreement with Bank of Montreal for Procurement Card (p-Card)
5. Adopt Resolution to Appoint Stephen Johns as Authorized Agent for Illinois Municipal Retirement System (IMRF)
6. Change Bank Signatories
 - a. Jason Lind to be a signer on the following accounts: General Account, Activity Fund Accounts for Millburn Central, Activity Account for Millburn West, Imprest Fund Account.
 - b. Marybeth DeLaMar to be a signer on the Activity Fund Account for Millburn Central
 - c. Jake Jorgenson to be a signer on the Activity Fund Account for Millburn West

On a roll call vote, the following Board Members voted Aye: Scott Miller, Diane Campbell, Robert Reding, Joseph Pineau, Jane Gattone and Lisa Scanio. Nays: none. Absent: Chris Stream. The motion passed.

ITEMS REMOVED FROM CONSENT AGENDA – The Board discussed the items that had been removed from the Consent Agenda.

Treasurer’s Report -- Jane Gattone noted that \$2 million had been repaid on the Tax Anticipation Warrants. She asked when the final \$1 million would be repaid. Dr. Stephen

Johns said the final payment will probably be made in September, when the second large installment of tax revenue is expected from the county.

Bill Approval and Payment Authorization – Joseph Pineau asked for an explanation of the payment to Gary White. Dr. Johns said the payment covered Mr. White's duties processing payroll in addition to helping with the transition in the Business Office, preparing for the auditor, and filing the TRS report.

Activity Funds – Joseph Pineau asked about a donation for Millburn West's Eighth Grade Springfield Trip that was designated as from the PTO. Jake Jorgenson said the deposit entry should be corrected to list the donation as from the Millburn District 24 Education Foundation.

A motion was made by Lisa Scanio and seconded by Joseph Pineau to approve the following items from the Consent Agenda:

- Treasurer's Report and Approval
- Approve Transfer of Entire Amount of Interest from Site and Construction Fund and Bond and Interest Fund to Education Fund.
- Abolish and Transfer Working Cash Fund for 2011-12 School Year
- Re-establish Working Cash Fund for 2011-12 School Year
 - Bill Approval and Payment Authorization
 - Approval of Activity Funds of Millburn Central and Millburn West

On a roll call vote, the following Board Members voted Aye: Diane Campbell, Robert Reding, Joseph Pineau, Jane Gattone, Lisa Scanio and Scott Miller. Nays: none. Absent: Chris Stream. The motion passed.

EXPENDITURES		7/31/11	
EDUCATION		BUILDING	
BILLS PAYABLE	\$316,477.33	BILLS PAYABLE	\$59,810.41
PAYROLL	\$856,045.51	PAYROLL	\$69,041.07
MICS VOIDS	-\$32,114.89		
MICS CASH PAY	\$4,800.00		
MICS J.E.	\$1,066.48		
TOTAL	\$1,146,274.43	TOTAL	\$128,851.48
TRANSPORTATION		IMRF	
BILLS PAYABLE	\$255,811.15	BILLS PAYABLE	
PAYROLL	\$24,994.47	PAYROLL	\$34,448.85
TOTAL	\$280,805.62	TOTAL	\$34,448.85
SITE & CONSTRUCTION		BONDS&INTEREST	
BILLS PAYABLE	\$0.00	BILLS PAYABLE	\$400.00
		MICS J.E.	\$140,530.00
		TOTAL	\$140,930.00
		TORT	
		PAYROLL	\$3,929.91
		BILLS PAYABLE	\$136,786.00
		TOTAL	\$140,715.91
		FUNDS TOTAL	\$1,872,026.29

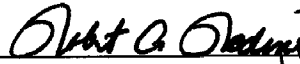
INFORMATION/DISCUSSION ITEMS

MEETING DATE CHANGE – Jason Lind suggested changing the Board's January Committee of the Whole meeting scheduled for Jan. 2, which is during Winter Break. The Board reached a general consensus to change the meeting date to Jan. 9, 2012.

SPECIAL BOARD MEETING – Jason Lind asked that the upcoming Committee of the Whole Meeting, scheduled for Aug. 1, be changed to a Special Meeting so that action can be taken on personnel issues. The Board agreed to this change.

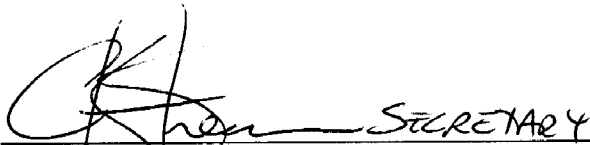
BOARD TRAINING DATE – The Board discussed a date to meet with Barbara Toney of the IASB for a Board reflection/training session. The Board agreed to schedule this as a Special Meeting on Aug. 3, 2011.

A motion was made by Lisa Scanio and seconded by Scott Miller to adjourn the Regular Meeting. On a voice vote, all Board Members voted Aye. Nays: none. Absent: Chris Stream. The motion passed. The Regular Meeting adjourned at 7:50 p.m.



Robert A. Reding, President
Board of Education
Millburn School District 24

ATTEST:



Jane Gattone, Secretary Pro Tem
Board of Education
Millburn School District 24

15 AUGUST 2011

Date