

BOARD OF EDUCATION  
Millburn School District 24

REGULAR MEETING  
July 19, 2010

BOARD MEMBERS PRESENT

Diane Campbell  
Kenneth Dewitt  
Shawn Lahr  
Lisa Scanio

ADMINISTRATION PRESENT

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

BUSINESS MANAGER

Mary Taylor

TREASURER

Roger Manderscheid

BOARD CLERK

Dorothy Pazanin

VISITORS

Bernadette Hanna  
Jennifer Carter  
Jane Gattone  
Jason Hutchinson  
Sarah Berry  
Bridget Sieracke  
Alicia Keys  
Jenn Kiddle  
Laura Brown  
Randy Stotz  
Kim Dodd  
Chandra Solberg  
Karen Thomason  
Steve Cipolla  
Lori Cipolla

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 7:04 p.m. by President Shawn Lahr. Roll call was taken with the following Board Members in attendance: Diane Campbell, Kenneth Dewitt, Shawn Lahr and Lisa Scanio. Robert Buehler, Robert Reding and Chris Stream were absent.

Due to the absence of Board Secretary Chris Stream, it was decided to name a Secretary Pro Tem. A motion was made by Diane Campbell and seconded by Kenneth Dewitt to appoint Lisa Scanio as Secretary Pro Tem. On a voice vote, all Board Members voted Aye. Nays: none. Absent: Robert Buehler, Robert Reding and Chris Stream. The motion passed.

PUBLIC COMMENTS – There were none at this time.

ADDITION OF NON-ACTION ITEMS – Diane Campbell asked if the discussion item “Policy 8:20 Community Use of School Facilities” could be tabled, possibly until the next time Facility Use fees are discussed. She also asked for further information about the rental of classrooms, including those rented to SEDOL, the special education cooperative. Dr. Ellen Mauer said she would add the discussion items to future agendas.

Kenneth Dewitt asked if action on the Resolution for Referendum Question could be postponed to a meeting in which all seven Board Members were present. Dr. Mauer said filing deadlines were approaching. The Board agreed to keep the Referendum Question as an action item on tonight’s agenda, and add an affirmation of the vote to a future agenda when all Board Members are present.

### ACTION ITEMS

CONSENT AGENDA – Lisa Scanio asked that the Minutes of the Committee of the Whole Meeting of June 7 be removed from the Consent Agenda. A motion was made by Kenneth Dewitt and seconded by Diane Campbell to approve the Consent Agenda, as amended. The Consent Agenda consisted of the following:

1. Approval of Minutes
  - a. Regular Meeting of May 17, 2010
  - b. Executive Session of June 7, 2010
2. Treasurer’s Report and Approval
  - a. Approve Transfer of Entire Amount of Interest from Site and Construction Fund and Bond and Interest Fund to the Education Fund.
  - b. Abolish and Transfer Working Cash Fund to Education Fund
  - c. Re-establish Working Cash Fund for 2010-11 School Year
3. Bill Approval and Payment Authorization
4. Approval of Activity Funds of Millburn Central and Millburn West
5. Personnel Report
  - a. Accept FMLA Request from **Jodi Laughman**, 1.0 FTE Grade 1 Teacher at West
  - b. Accept FMLA Request from **Lisa Erickson**, 1.0 FTE Grade 3 Teacher at West
  - c. Hire **Jennifer Carter** as 0.7 FTE ED/LD Teacher for the 2010-11 School Year
  - d. Reinstate 0.5 FTE Office Position at Millburn Central
6. Review of Closed Session Minutes
  - a. To Be Opened – July 20, 2009; October 7, 2009; December 16, 2009; January 4, 2010; April 6, 2010
  - b. To Remain Closed – July 7, 2008; May 18, 2009; November 23, 2009; December 7, 2009; June 7, 2010
7. Second Reading and Approval of Board Policy
  - a. General Personnel – 5:80 Court Duty
  - b. General Personnel – 5:90 Abused and Neglected Child Reporting
  - c. General Personnel – 5:100 Staff Development Program
  - d. General Personnel – 5:120 Ethics

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

Jul-10		EXPENDITURES	
<b>EDUCATION</b>			<b>BUILDING</b>
BILLS PAYABLE	\$220,206.89	BILLS PAYABLE	\$62,078.30
PAYROLL	\$855,223.29	PAYROLL	\$66,773.06
MANUAL CKS	\$1,106,636.71		
VOIDS	-\$5,610.66		
TOTAL	\$2,176,456.23	TOTAL	\$128,851.36
<b>TRANSPORTATION</b>			<b>IMRF</b>
BILLS PAYABLE	\$8,482.41	BILLS PAYABLE	\$0.00
PAYROLL	\$17,834.40	PAYROLL	\$31,997.61
MANUAL CHECKS	\$122,365.28	TOTAL	\$31,997.61
TOTAL	\$148,682.09		
<b>SITE &amp; CONSTRUCTION</b>			<b>BONDS&amp;INTEREST</b>
BILLS PAYABLE	\$0.00	BILLS PAYABLE	\$140,930.00
		<b>TORT</b>	
		PAYROLL	\$4,169.59
		BILLS PAYABLE	\$149,377.00
		TOTAL	\$153,546.59
		<b>FUNDS TOTAL</b>	\$2,780,463.88

APPROVAL OF COMMITTEE MINUTES – Lisa Scanio suggested three changes to the Minutes of the Committee of the Whole Meeting of July 6, 2009. First, under the heading Referendum Options, Chris Stream is listed as voting “no” in a straw poll. Ms. Scanio said that although Mr. Stream indicated some concerns about a referendum, the Minutes should reflect that all seven Board Members were in agreement about the need for a referendum. Secondly, she would like more specific reasons listed as to why the Board decided not to recommend a referendum for a Working Cash Bond. These reasons were part of the PMA presentation at the June Regular Meeting. Some of the arguments against a Working Cash Bond referendum include: it limits what may be borrowed in the future; if used as a short-term fix, the district will be back in debt well before the bonds are paid off; if used as a savings account to avoid TAWs, substantial cuts will still be necessary to avoid deficit spending; and there is the potential for downgrading the district’s bond rating. Ms. Scanio’s third proposed change to the Minutes was in regard to the discussion about the Red Apple Academy Facilities Use application. She asked that the phrase “kindergarten enrichment program” be changed to “preschool programs.” She also asked that the tally of the straw poll vote be deleted, and be replaced with wording to indicate that the Board agreed that the administration should continue with its plan to rent to Red Apple Academy. A motion was made by Lisa Scanio and seconded by Kenneth Dewitt to approve the Minutes of the

Committee of the Whole Meeting of July 6, 2009, with the suggested amendments. On a roll call vote, the following Board Members voted Aye: Shawn Lahr, Diane Campbell, Kenneth Dewitt and Lisa Scanio. Nays: none. Absent: Robert Buehler, Robert Reding and Chris Stream. The motion passed.

TENTATIVE BUDGET –Dr. Ellen Mauer said that a tentative budget needs to be approved to start the new fiscal year so the district can continue to make payroll and pay bills. The final draft will be available at the Regular Board Meeting in August. A motion was made by Kenneth Dewitt and seconded by Diane Campbell to approve the Tentative Budget for 2010-11. On a roll call vote, the following Board Members voted Aye: Diane Campbell, Kenneth Dewitt, Lisa Scanio and Shawn Lahr. Nays: none. Absent: Robert Buehler, Robert Reding and Chris Stream. The motion passed.

RESOLUTION FOR REFERENDUM QUESTION – Dr. Ellen Mauer said the proposed referendum resolution calls for a 73-cent increase in the Education Fund tax rate. This tax increase, along with some additional cuts, would allow the district to offer a quality program, but not an overly expensive, all-encompassing program. The district would continue to rely on TAWs for cash flow. Dr. Mauer said the revenue from an increased tax rate would basically cover the state funding that has been cut. If the referendum does not pass, the district will have to cut \$1.1 million from the budget in December.

Mary Taylor presented data to show how the proposed tax rate increase was determined. Calculations were based on the current assessed valuation, and on information received from the state regarding anticipated funding. She said the cost of the tax increase to homeowners would be \$243 per \$100,000 of assessed value, or an average of \$2 a day. She said she will continue to update the Board as new information is received regarding state aid projections.

The Board discussed the changes in data since the last presentation. Mrs. Taylor said the current figures reflect the reduction of the teacher salary increase from 4 percent to 2 percent, compounded over the next four years. The Board also discussed the impact of the budget on textbook adoptions.

Roger Manderscheid noted that the banking community is becoming more aware of the delays and decreases in state funding for education. The district may face tough questioning from the lending institution each year when it applies for TAWs concerning when the debt will be paid down.

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

It was noted that Roger Manderscheid exited the meeting at 7:49 p.m.

## DISCUSSION ITEMS

USE OF SCHOOL FACILITIES POLICY – The item was tabled by request of a Board Member, as discussed earlier in the meeting.

SUMMER WORK PROJECTS – Mary Taylor reviewed a list of summer projects scheduled to clean and maintain the facilities for the upcoming school year. The most expensive project is replacing the chiller coil at West. Mrs. Taylor said the warranty has expired. The damage occurred more than a year ago after condensation caused the coils to crack. The parking lot project at Central is needed to redirect the traffic flow for safety reasons. This change was recommended by the insurance company.

PUBLIC COMMENT -- Jason Hutchinson asked for clarification on the amount of anticipated budget cuts. Mary Taylor said that various scenarios will be presented at the Regular Board Meeting in August as to how the budget will look, whether the referendum passes or fails. Dr. Ellen Mauer said that if the referendum does not pass, the district will have to make \$1.1 million in cuts in December. Mr. Hutchinson asked if the district has an end-point, or a long-term goal, for reaching financial stability. Dr. Mauer said she could not predict a finite point in the future in which the district would be out of debt. She said school funding is designed so that districts will run out of money at some point and they have to go back to the voters for additional funding. She said the tax cap whittles away at the amount of revenue the district can obtain under current rates. Mr. Hutchinson said that comments he hears from community members are that the district did not do enough the last two or three years, and now it's come to the district being ranked as one of the last in the state financially.

Randy Stotz asked how much it will cost the district to run a referendum. Kenneth Dewitt answered that it will not cost the district anything. A Political Action Committee, which is not a part of the School Board, will be formed to endorse the referendum. The PAC will use donations to support its campaign. Mr. Dewitt said that about \$1,200 to \$1,300 was raised by the PAC that supported the last referendum.

Christy Metzger asked if Lakes High School was planning to run a referendum at the same time. Dr. Mauer said that, to her knowledge, District 117 will not have a referendum on the ballot this fall.

Laura Brown said she is heading up the Citizens Committee to support the referendum. She said some parents have volunteered to help, but many more are needed. She said monetary donations also are needed, as well as donations of professional services.

Jane Gattone asked for a clarification regarding how much money will be raised by the referendum and how much needs to be cut from the budget. She said the figures show that

the referendum will raise about \$2 million, and the state cuts are projected to be about \$1.1 million. She asked if some budget items that are cut could be reinstated once the full amount of the referendum revenue is collected. Dr. Mauer said the Board will have to make decisions each year. She said class size is something that can be readjusted each year as needed.

Sarah Berry said that the citizens have already paid their taxes to the state, and, in effect, are now bailing it out. She asked what will happen if the referendum passes, and then the state funding is restored. Dr. Mauer said the Board has options such as rebating some of the money, paying off bonds or paying off tax anticipation warrants. It was suggested that Mrs. Berry contact her legislators and encourage her friends to do the same. Dr. Mauer said the IASB is lobbying the state on behalf of school districts. Mrs. Berry also asked for a description of the Education Fund. Mrs. Taylor explained that the school budget is divided into several funds that can only be used for specific purposes. The Education Fund, which is the largest fund, is used to pay salaries and buy books, supplies, computers and anything else directly related to educating the students.

Chandra Solberg asked if the referendum estimates were based on homes that are worth \$100,000. Mrs. Taylor explained the tax increase would be about \$243 per every \$100,000 of assessed value. Therefore, if a home is valued at \$300,000, the tax increase would be about \$729. Mrs. Taylor said she bases those figures on the total assessed value of the property in the school district, as determined by the county. Dr. Mauer said that the law requires that the ballot question use the \$100,000 value figure.

## ADMINISTRATIVE REPORTS

DIRECTOR OF TECHNOLOGY – Joanne Rathunde presented a detailed list of the various projects under way this summer, including a voicemail server replacement, firmware updates, network reconfiguration, and installing an antivirus server.

DIRECTOR OF CURRICULUM – Dr. Cheryl Kucera said replacement textbooks and workbooks are being ordered, as needed. She is reviewing the curriculum in light of possible budget cuts that may be necessary. She said that the state is suspending the Writing test this year.

DIRECTOR OF SPECIAL SERVICES – Elizabeth Keefe introduced Jenifer Carter, who was in the audience. Ms. Carter is the new ED/LD teacher hired for the upcoming school year.

PRINCIPAL'S REPORTS – Jake Jorgenson said the majority of registration is in at Millburn West. Custodians are cleaning rooms and waxing floors.

It was noted that Mary Taylor, Joanne Rathunde and Cheryl Kucera exited the meeting.

## EXECUTIVE SESSION

A motion was made by Lisa Scanio and seconded by Diane Campbell to enter into Executive Session for the purpose of discussing student issues and the superintendent's evaluation. On a roll call vote, the following Board Members voted Aye: Lisa Scanio, Shawn Lahr, Diane Campbell and Kenneth Dewitt. Nays: none. Absent: Robert Buehler, Robert Reding and Chris Stream. The motion passed. The Board entered Executive Session at 8:45 p.m.

A motion was made by Lisa Scanio and seconded by Kenneth Dewitt to exit Executive Session at 9:47 p.m. On a voice vote, all Board Members voted Aye. Nays: none. Absent: Robert Buehler, Robert Reding and Chris Stream. The motion passed.

## REGULAR MEETING RESUMES

The Regular Meeting resumed at 9:47 p.m. There being no further business, the meeting was adjourned at 9:48 p.m.

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Shawn Lahr, President  
Board of Education  
Millburn School District 24

ATTEST:

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Lisa Scanio, Secretary Pro Tem  
Board of Education  
Millburn School District 24

BOARD OF EDUCATION  
Millburn School District 24

COMMITTEE OF THE WHOLE MEETING  
Aug. 2, 2010

BOARD MEMBERS PRESENT

Diane Campbell  
Robert Reding  
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

BUSINESS MANAGER

Mary Taylor

VISITORS

Laura Brown  
Jenn Kiddle  
Alicia Keys  
Valerie Powley

BOARD CLERK

Dorothy Pazanin

The Committee of the Whole Meeting of the Board of Education of Millburn School District 24, Lake County, Illinois, held at Millburn Central School, was called to order at 7:02 p.m. by Secretary Chris Stream. Roll call was taken with the following Board Members in attendance: Diane Campbell, Robert Reding, Lisa Scanio and Chris Stream. Absent were Robert Buehler, Kenneth Dewitt and Shawn Lahr.

Because Board Secretary Chris Stream was conducting the meeting due to the absence of the President and Vice President, it was decided to elect a Secretary Pro Tem. A motion was made by Lisa Scanio and seconded by Diane Campbell to name Robert Reding as the Secretary Pro Tem. On a voice vote, all Board Members voted Aye. Nays: none. Absent: Robert Buehler, Kenneth Dewitt and Shawn Lahr. The motion passed.

PUBLIC COMMENTS – Laura Brown, chairperson of Citizens for Millburn, reported that there was a good turnout for the group's first meeting last week. The group, which is organizing support for the upcoming referendum, will be marching in the Lindenfest parade, in front of the Millburn Central Band. Parents and community members are invited to march. Cathy Duffy is contacting teachers who might be interested in joining in the parade. Helmuth Fendel, a Millburn graduate and parent of an incoming kindergarten student, is putting together a marketing plan. Jason Hutchinson, a parent of children starting school this fall, is coordinating the website. The group has opened a checking account and is accepting donations, large and small, to fund the effort. Mrs. Brown said she has submitted a grant application to the Millburn Education Foundation to cover the cost of signs and buttons. Lime green has been chosen as the group's theme color. The next meeting is scheduled for Aug. 10.



Robert Reding said that his neighbor, Carol Zerba, gave him a letter she had written, and asked him to read it to the Board during the Public Comments. Mr. Reding read the letter, which expressed Mrs. Zerba's opposition to the upcoming referendum.

### INFORMATION/DISCUSSION ITEMS

RESOLUTION FOR TAX ANTICIPATION WARRANTS – Mary Taylor said there will be an action item on the August Regular Meeting agenda asking for approval of a resolution to authorize \$4 million in TAWs for Fiscal Year 2011. This amount is higher than the \$3.7 million in TAWs authorized for Fiscal Year 2010, of which the district used \$3.5. Mrs. Taylor said it is necessary to increase the amount because of the possibility that the school district will not receive all of its general state aid. She's projecting that the district will start drawing on the TAWs by November or December. The money will be borrowed in \$500,000 increments, as needed. The interest rate is anticipated to be about 3-3.5 percent. Mrs. Taylor said she is attending a seminar on Aug. 11, which should provide the latest information on what to expect in state funding.

Robert Reding asked if the district could limit the TAWs to \$3.5 million, the same amount used this year, in an effort to curtail the borrowing. Mrs. Taylor said it is the district's goal to limit the borrowing to \$3.5 million. However, the authorization of the increased amount will provide a cushion if the state does not meet its funding obligations.

Chris Stream asked if the TAW resolution could be worded to reflect the district's intention to borrow "up to" \$4 million. Mrs. Taylor said that could be done.

REVIEW OF POLICY 4:60 REGARDING PURCHASING – Diane Campbell said she asked for a review of the policy because of the Board's recent decision to raise the limit on the amount of a purchase that required the district to go out for bids. The policy change, approved in August 2009, raised the limit from \$10,000 to \$25,000. Mrs. Campbell asked if the Board wanted to consider lowering the limit back to \$10,000, because of the current financial climate and because of their responsibility to the taxpayers.

Dr. Ellen Mauer explained that the current district policy does not prohibit competitive pricing on purchases under \$25,000. The policy follows state law that requires the district to seek bids through a formal process for expenditures of more than \$25,000, with some noted exceptions. Mrs. Taylor gave two examples of recent purchases under \$25,000 in which not going out for bids was an advantage for the district. In one case she was able to seek an additional price quote for a chiller at Millburn West after the initial quotes were submitted. The new quote lowered the price by about \$10,000. She said that if there had been a formal bidding process, she would not have been able to seek new quotes without restarting the formal procedures. The second example was a recent textbook order of about \$14,000. This type of purchase is difficult to bid because it involves specific publishers and book editions.

Dr. Mauer said it is the district's practice to get at least three price quotes on most purchases. She said that the district has more flexibility to negotiate when it is not bound to take the lowest bid. Dr. Mauer agreed to present the list of summer maintenance projects to the Board earlier next year, and to notify the Board as soon as possible regarding any major expenditures.

REVIEW OF POLICY 8:20 REGARDING FACILITIES USE – Dr. Ellen Mauer presented the current Facilities Use policy, the one recommended by the IASB, and information on SEDOL's rental fee rates. Diane Campbell said she asked for the review of this policy based on the Board's recent decision to rent space to Red Apple Academy during the school day. Mrs. Campbell said the district's current Facilities Use policy was designed to recover costs associated with building use by outside groups. However, she believes the rental agreement with Red Apple Academy changes the district's intent. She said she is concerned about the philosophy of renting school space during the school day. She also expressed concern that this might open the door to non-profit organizations wanting to rent the school facilities during the school day, at a rate set lower than for-profit businesses.

The Board discussed various aspects of the Red Apple rental situation, such as the district's need to raise revenue and the time consumed by school personnel to accommodate a for-profit business. Because the Red Apple building use application has already been approved for this year, the Board Members agreed that it will evaluate the situation over the course of the next few months and review the policy again in November.

FIRST READING OF BOARD POLICY – The following policies were presented for a First Reading:

- Community Relations – 8:25 Advertising and Distribution Materials in Schools  
Provided by Non-School-Related Entities
- Community Relations – 8:30 Visitors to and Conduct on School Property
- Community Relations – 8:70 Accommodating Individuals with Disabilities

The policies will be included on the Consent Agenda at the next Regular Board Meeting for a Second Reading and Approval.

PUBLIC COMMENT – Laura Brown said she had a clipboard with her in which she was collecting names of district residents who are interested in volunteering with Citizens for Millburn, the community group in support of the upcoming school referendum.

Valerie Powley said there are many parents who understand the need for the referendum. However, she said there also are many parents, including herself, who are angry because they moved into this area for the promise of this great school district. She said there is a lot

of education that needs to be done with this group of parents because they may be coming in with “starry eyes” and may be surprised to find out that the district is in debt and that class

sizes may be increasing. She said many parents may not have been paying attention to school district news until now.

Board Members discussed various aspects of the referendum, including: the cumulative cost to a taxpayer over the cost of many years as compared to the “per day” cost; the fundraising limitations on the citizens committee; and being consistent and accurate with the financial data that is being disseminated. It also was suggested to reach out to Millburn alumni through social networking, such as Facebook.

It was noted that Elizabeth Keefe, Dr. Cheryl Kucera, Joanne Rathunde and Jake Jorgenson exited the meeting at 8:15 p.m.

#### EXECUTIVE SESSION

A motion was made by Robert Reding and seconded by Lisa Scanio at 8:17 p.m. to enter into Executive Session for the purpose of discussing the superintendent’s goals. On a roll call vote, the following Board Members voted Aye: Robert Reding, Lisa Scanio, Chris Stream and Diane Campbell. Nays: none. Absent: Kenneth Dewitt, Shawn Lahr and Robert Buehler. The motion passed.

A motion was made by Robert Reding and seconded by Diane Campbell to exit Executive Session at 9:08 p.m. On a voice vote, all Board Members voted Aye. Nays: none. Absent: Kenneth Dewitt, Shawn Lahr and Robert Buehler. The motion passed.

#### COMMITTEE MEETING RESUMES

The Committee of the Whole Meeting resumed at 9:20 p.m. There being no further business, a motion was made by Lisa Scanio and seconded by Robert Reding to adjourn the Committee Meeting. On a voice vote, all Board Members voted Aye. Nays: none. Absent: Kenneth Dewitt, Shawn Lahr and Robert Buehler. The motion passed. The Committee Meeting adjourned at 9:20 p.m.

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Chris Stream, Secretary  
Board of Education  
Millburn School District 24

ATTEST:

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Robert A. Reding, Secretary Pro Tem  
Board of Education  
Millburn School District 24