

BOARD OF EDUCATION
Millburn C.C. School District 24

PUBLIC HEARING
Nov. 23, 2009

BOARD MEMBERS PRESENT

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

ADMINISTRATION PRESENT

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

BUSINESS MANAGER

Mary Taylor

VISITORS

Randee Hudson
Larry Beake
Kim Dodd

TREASURER

Roger Manderscheid

BOARD CLERK

Dorothy Pazanin

A Public Hearing by the Board of Education of Millburn C.C. School District 24, Lake County, Illinois, held at Millburn West School, was called to order at 7:03 p.m. by Vice President Robert Buehler.

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

Mr. Buehler stated that the purpose of the hearing was to allow public comment regarding the Levy for School Year 2009-2010. He asked if there was any public comment; there was none. It was decided to leave the Public Hearing open while listening to a presentation about the Millburn school libraries.

Randee Hudson, Media Specialist, updated the Board on the district's progress toward meeting the Illinois Standards. She discussed the three elements of the state guidelines and the school library programs: Learning and Teaching; Information Access; and Program Administration. Mrs. Hudson emphasized that the Millburn libraries provide activities to support instruction in all content areas at all levels. The libraries have "flexible scheduling," meaning that teachers and students have access to the library throughout every day. So far this school year the LRCs in both buildings have taught 1,097 instructional lessons and circulated more than 39,000 items. Mrs. Hudson reported that she plans to use the Illinois State Library Per Capita grant for "Readers' Advisory: Staff and Collection Development," as she has done for the last two years.

Mr. Buehler asked again for public comment regarding the proposed levy. Again, there was none.

2

A motion was made by Kenneth Dewitt and seconded by Lisa Scanio to adjourn the Public Hearing. On a voice vote, all Board Members voted Aye. Nays: none. Absent: Shawn Lahr. The motion passed.

The Public Hearing was adjourned at 7:23 p.m.

Robert Buehler, Vice President
President Pro Tem
Board of Education
Millburn C.C. School District 24

ATTEST:

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

Date

BOARD OF EDUCATION
Millburn C.C. School District 24

REGULAR MEETING
Nov. 23, 2009

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VISITORS

Larry Beake
Kim Dodd

TREASURER

Roger Manderscheid

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 7:24 p.m. by Vice President Robert Buehler. Roll call was taken with the following Board Members in attendance: Robert Buehler, Diane Campbell, Kenneth Dewitt, Robert Reding, Lisa Scanio and Chris Stream. Board President Shawn Lahr was absent.

REGULAR BUSINESS

APPROVAL OF MINUTES -- A motion was made by Kenneth Dewitt and seconded by Robert Reding to approve the Minutes of the Regular Meeting of Oct. 9, 2009; the Board Training Session of Oct. 31, 2009; and the Committee of the Whole Meeting of Nov. 2, 2009. On a voice vote, all Board Members voted Aye. Nays: none. Absent: Shawn Lahr. The motion passed.

TREASURER'S REPORT -- Roger Manderscheid reported that at the end of October the district had a balance of slightly less than \$3 million. A bond payment of about \$1.2 million is due Dec. 1. Also, it is anticipated that about \$1 million will be spent in both November and December. Therefore, it is critical that the Tax Anticipation Warrant be approved, he said. The State Bank of the Lakes will issue the TAW funds in \$500,000 increments, as needed. Issuing the money in \$100,000 increments, as previously discussed, would involve much more paperwork. The interest rate will be 4 percent, the same as last year. A motion was made by Chris Stream and seconded by Lisa Scanio to approve the Treasurer's Report. On a voice vote, all Board Members voted Aye. Nays: none. Absent: Shawn Lahr. The motion passed.

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

EXPENDITURES - Nov. 2009

<u>EDUCATION</u>		<u>BUILDING</u>	
<u>BILLS PAYABLE</u>	\$310,633.92	<u>BILLS PAYABLE</u>	\$61,465.21
<u>PAYROLL</u>	\$645,966.95	<u>PAYROLL</u>	\$42,746.87
voids	-\$12,829.92		
<u>TOTAL</u>	\$943,770.95	<u>TOTAL</u>	\$104,212.08
 <u>TRANSPORTATION</u>		<u>IMRF</u>	
<u>BILLS PAYABLE</u>	\$21,699.43	<u>BILLS PAYABLE</u>	\$0.00
<u>PAYROLL</u>	\$58,577.67	<u>PAYROLL</u>	\$36,714.63
<u>TOTAL</u>	\$80,277.10	<u>TOTAL</u>	\$36,714.63
 <u>SITE & CONSTRUCTION</u>		<u>BONDS&INTEREST</u>	
<u>BILLS PAYABLE</u>	\$0.00	<u>BILLS PAYABLE</u>	\$1,252,097.50
		 <u>TORT</u>	
		<u>PAYROLL</u>	\$4,181.23
		<u>BILLS PAYABLE</u>	\$0.00
		<u>TOTAL</u>	\$4,181.23
		 <u>FUNDS TOTAL</u>	\$2,421,253.49

ACTIVITY FUNDS -- 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: Chris Stream, Robert Buehler, Diane Campbell, Kenneth Dewitt, Robert Reding and Lisa Scanio. Nays: none. Absent: Shawn Lahr. The motion passed.

PUBLIC COMMENT -- Kim Dodd told the Board that one of the Academic Bowl coaches at Lakes High School had recently commented that the graduates from Millburn Central and Millburn West are an asset to the high school team. He said they come well prepared and know how to compete. Lakes placed 4th out of 34 teams in a recent tournament.

INFORMATION ITEMS

ISAT REPORT-- Dr. Cheryl Kucera presented information on the district's 2009 Illinois State Achievement Test (ISAT) scores. She explained that a certain percentage of students must meet Annual Yearly Progress every year, and the percentage increases every year. For the most recent tests, 70 percent were required to meet AYP in all groups and subgroups, and Millburn met the threshold. She presented several charts showing Millburn scores and comparing Millburn to area districts. She listed district goals for the current school year: to increase the percentage of students meeting minimal ISAT standards on the ISAT Reading exam; and to increase the percentage of students in the Exceeds category of the ISAT Reading exam.

SCHOOL IMPROVEMENT REPORT -- Principal Jason Lind presented a report on the district's School Improvement Plan for 2009-10. He said he gave a similar report to the staff at the beginning of the school year. He discussed the mission and vision of the district. He emphasized "Millburn values" that focus on how staff interact and how it reflects on the daily workplace. Goals for the current year include increasing ISAT scores; improving a supportive and safe environment for all students; improving the identification of students with academic needs and matching them with interventions; and improving school to home communication.

ALLERGY GUIDE -- Dr. Ellen Mauer asked the Board to review the final version of the district's Allergy Guidelines. Recent legislation requires school districts to approve an allergy guide. Dr. Mauer recommended the Board postpone formal approval until there is a suggested policy from the Illinois Association of School Boards.

BOARD POLICY ON PARENT ORGANIZATIONS -- The Board agreed to table the Second Reading of the policy: Community Relations--8:90 Parent Organizations and Booster Clubs. Dr. Ellen Mauer said she would like to conduct further research on this topic.

ACTION ITEMS

TAX LEVY -- A motion was made by Kenneth Dewitt and seconded by Robert Reding to approve the Certificate of Tax Levy in the amount of \$21,000,151. On a roll call vote, the following Board Members voted Aye: Robert Buehler, Diane Campbell, Kenneth Dewitt, Robert Reding, Lisa Scanio and Chris Stream. Nays: none. Absent: Shawn Lahr. The motion passed.

TAX ANTICIPATION WARRANT -- A motion was made by Kenneth Dewitt and seconded by Robert Reding to approve the Tax Anticipation Warrant in the amount of \$3.7 million to cover expenses for Fiscal Year 2010. On a roll call vote, the following Board Members voted Aye: Diane Campbell, Kenneth Dewitt, Robert Reding, Lisa Scanio, Chris Stream and Robert Buehler. Nays: none. Absent: Shawn Lahr. The motion passed.

It was noted that Roger Manderscheid exited the meeting at 8:06 p.m.

SNOW REMOVAL BID --Dr. Ellen Mauer reviewed the process that was followed in re-bidding Snow Removal for the 2009-10 school year. There were a total of eight bids. Two bids were disqualified for late arrival. The work was bid at an annual rate and a per push basis. References were checked for the two lowest bidders. A motion was made by Chris Stream and seconded by Diane Campbell to approve the bid from Mitch's Green Thumb at an annual cost of \$21,500. On a roll call vote, the following Board Members voted Aye: Kenneth Dewitt, Robert Reding, Lisa Scanio, Chris Stream and Diane Campbell. Abstain: Robert Buehler. Nays: none. Absent: Shawn Lahr. The motion passed.

PUBLIC AUCTION OF HOCKADAY PROPERTY -- The Board reviewed the Public Auction Resolution for the Hockaday Property. Dr. Ellen Mauer explained that the resolution needs to be passed by a 2/3 majority of the Board. Once the resolution is passed, a legal notice regarding the auction will be published once a week for three weeks. The auction will be scheduled the week of Jan. 4, 2010, and will be conducted by the district's lawyers. A motion was made by Kenneth Dewitt and seconded by Diane Campbell to approve the Public Auction Resolution for the Hockaday Property. On a roll call vote, the following Board Members voted Aye: Robert Reding, Lisa Scanio, Chris Stream, Robert Buehler, Diane Campbell and Kenneth Dewitt. Nays: none. Absent: Shawn Lahr. The motion passed.

FACILITIES USE AGREEMENT -- A motion was made by Diane Campbell and seconded by Lisa Scanio to approve the Revised Facilities Use Agreement. On a roll call vote, the following Board Members voted Aye: Lisa Scanio, Chris Stream, Robert Buehler, Diane Campbell, Kenneth Dewitt and Robert Reding. Nays: none. Absent: Shawn Lahr. The motion passed.

5

REQUEST FOR WAIVER -- Dr. Ellen Mauer explained that the district has asked the Lindenhurst Police Department to conduct a training session at Millburn West regarding a crisis plan in the case of a school emergency. The Police Department has requested a waiver from paying the Facilities Use Fee. A motion was made by Lisa Scanio and seconded by Robert Buehler to approve the Facilities Use Waiver Request. On a roll call vote, the following Board Members voted Aye: Chris Stream, Robert Buehler, Diane Campbell, Kenneth Dewitt, Robert Reding and Lisa Scanio. Nays: none. Absent: Shawn Lahr. The motion passed.

FOURTH READING AND APPROVAL OF BOARD POLICY -- A motion was made by Lisa Scanio and seconded by Chris Stream to approve the Fourth Reading and Adoption of School Board Policy 2:110 Qualifications, Term and Duties of Board Officers. On a voice vote, all Board Members voted Aye. Nays: none. Absent: Shawn Lahr. The motion passed.

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

Board of Education 2:230 Public Participation at Board of Education Meetings and Petitions to the Board
Students 7:50 School Admissions and Student Transfers To and From Non-District Schools
Students 7:325 Student Fund-Raising Activities

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

PERSONNEL REPORT -- A motion was made by Kenneth Dewitt and seconded by Lisa Scanio to approve the following Personnel actions:

Accept FMLA -- **Debra Kasserlian** -- 1.0 FTE Social Worker
Accept FMLA -- **Anne Scheiver** -- 1.0 FTE Grade 1 Teacher
Accept FMLA -- **Shannon Grams** -- 1.0 FTE Art Teacher
Hire **Jeanne Schreiber** to cover psychologist FMLA
Create 0.2 FTE Special Services Assistant for ELL Program
Hire **Brian Mellinger** as Bus Driver
Hire Kimberly Dodd as Substitute Special Services Assistant
Hire Sarah Blue as a Substitute Teacher

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

OVERNIGHT TRIP -- The Board discussed a proposal to offer an overnight trip for middle school students to Washington, D.C., sponsored by Educational Tours Inc. in Deerfield. The trip is scheduled for three days during Spring Break. The tour moderator will be a Millburn Central teacher who currently is on a leave of absence. He has moderated two similar trips in the past. A motion was made by Diane Campbell and seconded by Lisa Scanio to approve the overnight trip to Washington, D.C. On a voice

6

vote, all Board Members voted Aye. Nays: none. Absent: Shawn Lahr. The motion passed.

PUBLIC COMMENT -- Robert Buehler asked again for any Public Comment. There was none.

BOARD MEMBER REPORT: SEDOL -- Kenneth Dewitt reported on the September meeting of the SEDOL Governing Board. He said that personnel expenses comprise 97 percent of the SEDOL budget, and there were staff cutbacks for this year. He also reported on a presentation regarding the hearing impaired program. The December meeting will be at Sally Potter School.

ADMINISTRATIVE REPORTS

TECHNOLOGY DIRECTOR'S REPORT -- Joanne Rathunde reported that the 18 interactive whiteboard units, called Mimios, have been delivered. The technology department will provide staff training and ongoing support. Teachers will be encouraged to work with partners to help them become more comfortable with the new technology.

SPECIAL SERVICES DIRECTOR'S REPORT -- Elizabeth Keefe reported that many of the supplies and materials purchased under the federal government stimulus plan have been delivered and are now in use. This includes new computers, software, printers and curriculum materials. She said the stimulus funds, however, have not yet been received. SEDOL is the administering agent, and has not released the funds.

PRINCIPAL'S REPORTS -- Jake Jorgenson reported that upcoming events at Millburn West include Thanksgiving plays and feasts, and PTO assemblies. A fundraiser is also being planned to assist the family of a student with leukemia. Both principals have been meeting regularly with reading resource teachers, psychologists and administrators to monitor the progress of the Response To Intervention (RTI) initiative.

It was noted that Cheryl Kucera, Joanne Rathunde and Jake Jorgenson exited the Regular Meeting.

EXECUTIVE SESSION

A motion was made by Kenneth Dewitt and seconded by Lisa Scanio to enter into Executive Session at 9:01 p.m. for the purpose of discussing personnel and student discipline. On a roll call vote, the following Board Members voted Aye: Diane Campbell, Kenneth Dewitt, Robert Reding, Lisa Scanio, Chris Stream and Robert Buehler. Nays: none. Absent: Shawn Lahr. The motion passed.

The Board agreed to take a short break before starting the Executive Session.

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

REGULAR MEETING RESUMES

The Regular Meeting resumed at 10:10 p.m. There being no further business, a motion was made by Chris Stream and seconded by Robert Reding to adjourn the Regular Meeting. On a voice vote, all Board Members voted Aye. Nays: none. Absent: Shawn Lahr. The motion passed. The Regular Board Meeting adjourned at 10:11 p.m.

Robert Buehler, Vice President
President Pro Tem
Board of Education
Millburn C.C. School District 24

ATTEST:

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

Date

BOARD OF EDUCATION
Millburn C.C. School District 24

COMMITTEE OF THE WHOLE MEETING
Dec. 7, 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

VISITORS

Kristana Hochstein
Carl Hochstein
Scott Vanderll

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 6:35 p.m. by President Shawn Lahr. Roll call was taken, with the following Board Members in attendance: Robert Buehler, Diane Campbell, Kenneth Dewitt, Shawn Lahr, Robert Reding, Lisa Scanio and Chris Stream.

EXECUTIVE SESSION

A motion was made by Chris Stream and seconded by Robert Reding to enter into Executive Session for the purpose of discussing confidential student information. On a roll call vote, the following Board Members voted Aye: Chris Stream, Shawn Lahr, Robert Buehler, Lisa Scanio, Diane Campbell, Robert Reding and Kenneth Dewitt. Nays: none. Absent: none. The motion passed. The Board entered Executive Session at 6:37 p.m.

A motion was made by Robert Buehler and seconded by Robert Reding to exit Executive Session at 7:12 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 7:15 p.m.

PUBLIC COMMENT -- There was none.

INFORMATION AND DISCUSSION

MIDWEST TRANSIT BUS PROPOSAL -- Dr. Mauer explained that the district will need to either purchase eight new buses next year or find another method in which to safely transport the students. She introduced Scott Vanderlee, sales manager for Midwest Transit Bus, who presented a proposal regarding a bus lease program.

The proposal involves trading the current buses and replacing them with one-year-old buses, which will have extended warranties. The proposal also includes the installation of new 2-way radios. Midwest Transit also is capable of doing on-site maintenance. The lease plan can be from 1-5 years, and involve all or just a portion of the district's buses. Mr. Vanderlee noted that leases include mileage limitations, and there is an additional cost if the limit is exceeded.

Dr. Mauer said she asked for legal advice as to whether the district would be required to seek bids before acting on this proposal. She was told that bids would not be required because it would be a lease and not a purchase. The Board asked Mary Taylor to prepare a list of pros and cons of the lease program, and a list of all expenses related to buses. Board Members also said they would like to seek bids for this type of lease program, and to get an estimate on purchasing eight buses.

PROGRAM COSTS -- In continuance of its periodic review of various program costs, the Board discussed the costs of Special Education and Technology.

It was noted that 300 students participate in Special Education programs at an average cost of \$6,431 per child. This represents 17 percent of the Education Fund and 11.7 percent of the total budget. Dr. Ellen Mauer pointed out that the figures do not include transportation costs, only expenses paid from the Education Fund.

All students participate in the Technology Program at a cost of \$358 per child. This represents 5.17 percent of the Education Fund and 3.5 percent of the total budget.

It was noted that Elizabeth Keefe exited the meeting at 8:25 p.m.

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

School Board 2:120 Board Member Development
Operational Services 4:160 Environmental Quality of Building and Grounds
Operational Services 4:180 Pandemic Preparedness

In a related item, Dr. Ellen Mauer reported that a flu shot clinic for staff, students and their families is scheduled at Millburn Central on Dec. 14, 2009.

BOARD MEMBER REPORT -- Kenneth Dewitt reported on the SEDOL meeting he attended Dec. 2 at Sally Potter School in Lake Forest. SEDOL Governing Board Members were given a tour of the new facilities at Sally Potter. He also heard a presentation on legislation that creates unfunded mandates for school systems. Some special education students received awards and were recognized for their achievements.

PUBLIC COMMENT -- There was none.

A motion was made by Robert Reding and seconded by Kenneth Dewitt to adjourn the Committee Meeting. On a voice vote, all Board members voted Aye. Nays: none. Absent: none. The motion passed. The Committee Meeting adjourned at 8:47 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