

BOARD OF EDUCATION  
Millburn School District 24

SPECIAL MEETING  
Dec. 6, 2010

BOARD MEMBERS PRESENT

Diane Campbell  
Shawn Lahr  
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  
Jason Lind, Principal

BUSINESS MANAGER

Mary Taylor

BOARD CLERK

Dorothy Pazanin

VISITORS

Randee Hudson  
Andrea Rouse  
Valerie Powley  
Joan Green  
Denise Oswald

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

PUBLIC COMMENTS – Valerie Powley informed the Board that Laura Brown was stepping down as the chair of the “Yes! Millburn” committee. Mrs. Powley said that herself and Carla Blanchard will be taking Mrs. Brown’s place, effective this month.

LIBRARY PRESENTATION – Librarian Randee Hudson addressed the Board concerning the district’s progress toward meeting the Illinois School Library Media Program Guidelines. She reviewed the mission of the school library, which is to empower students with the skills to become lifelong learners. She discussed ways in which students are using their skills and the resources of the LRC to think critically, draw conclusions, share knowledge and pursue personal growth. Examples of lessons taught in the LRC include: learning the Dewey Decimal system using “Dewey Ducks”; experiencing the election process by voting for the Monarch Awards; and “hopping the solar system” to learn the distance between the planets. Mrs. Hudson emphasized that the LRC teaches every student in the district--Early Childhood through eighth grade. She said that on average 580 items are checked out each day from the LRCs at the two schools.

## INFORMATION/DISCUSSION ITEMS

REGISTRATION FEES – Dr. Ellen Mauer reviewed the current registration fees. She presented a chart showing the fees charged in other districts in the county. She said the administrative team is recommending at least a \$5 increase to cover the cost of an online fee payment system. Robert Reding distributed his analysis of the fees charged by various districts. He then compared the averages to districts with similar per capita family incomes. Based on this data, he recommended that the Kindergarten and Early Childhood fees remain at \$100, and that other registration fees be raised by \$30. He said this would move Millburn fees closer to similar districts and the county average. The Board agreed to the following registration fee proposal: Early Childhood and Kindergarten, \$100; Grades 1-5, \$130; and Grades 6-8, \$150. This proposed fee schedule will be on the Consent Agenda at the next Regular Board Meeting.

ACTIVITY FEES – The Board reviewed the current Activity Fees, which now apply only to Band and Sports. Dr. Ellen Mauer recommended charging a fee for every extracurricular activity, and basing the fee on the staff stipend. Various aspects of the issue were discussed, including: that band is a year-long activity; fees probably cannot be raised enough to cover the costs of band and most sports; many parents are expecting to pay higher fees; some families may not be able to pay the increased fees; and there is an added benefit of extracurricular activities to the school program.

The Board agreed that the following Activity Fee Schedule should be added to the next Consent Agenda: Scholastic Bowl, \$100; Choir, \$25; Drama, \$15; and Newspaper, Game, Math Team, Student Council, Yearbook and Chess, \$10. The Board said it would table action on Band and Sports fees until further information could be obtained and considered.

The Board also discussed charging an admission fee into sporting events. The discussion centered on whether the benefits to be gained by charging an admission fee would be worth the work involved in collecting it. Dr. Mauer said she would survey the schools in the athletic conferences regarding collecting admission fees, and report back to the Board at a later time.

RENTAL FEES – The Board reviewed the current Building Usage Fees. The Board consensus was that a separate category should be added for use of the buildings during the school day by any entity, whether non-profit or for-profit. Also, it was agreed that an equipment charge should be added in certain situations. Various aspects of renting to commercial businesses, including what constitutes a fair rate and covering the costs incurred by the district, also were discussed.

Dr. Ellen Mauer agreed to restructure the Building Use Fee schedule, considering the number of rooms used, and the differences between various for-profit and non-profit uses.

REDUCTION IN FORCE UPDATE – Dr. Ellen Mauer informed the Board of the method that will be used to notify staff members about reduction in force. The administrative team prepared the plan after consulting with the district lawyer and the teaching staff. Notices will be put in all staff member mailboxes at 2:30 p.m. on the Friday before the March Board meeting in which action will be taken. The Board packet would be posted online at 4 p.m. that day.

The Board discussed whether individual staff member names need to be listed on the agenda and posted online. Dr. Mauer said she would check on the legality of what information must be posted, and by what method.

Dr. Mauer said the district will offer a series of workshops to all interested staff on the topics of unemployment, COBRA, resume writing, interviewing skills and finding employment.

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

Professional Development – 5:200 Terms and Conditions of Employment and Dismissal

Professional Development – 5:210 Resignation and Retirement

Professional Development – 5:230 Maintaining Student Discipline

Professional Development – 5:240 Suspension

Dr. Ellen Mauer said that the major change in these policies is that wording referring to the collective bargaining agreement has been removed. She said it is advisable to delete this wording in order to be in compliance with all state and federal laws, and to avoid the need to update the collective bargaining agreement every time a policy is updated.

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

PUBLIC COMMENT – Valerie Powley suggested that the Building Usage Fees be raised more than a nominal amount for the commercial businesses, especially in light of increased fees parents will have to pay for student registration and activities.

SNOW REMOVAL – The Board discussed the condition of the parking lots following the weekend snowfall. Mary Taylor said she contacted the snow removal firm to discuss the job expectations and requirements. Dr. Ellen Mauer said the district's dissatisfaction has been conveyed.

EXECUTIVE SESSION – Dr. Ellen Mauer said the parties scheduled for the Residency Hearing were not in attendance. Therefore, there was no need for an Executive Session for that reason.

There being no further business, the Special Meeting adjourned at 8:55 p.m.

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Shawn Lahr, President  
Board of Education  
Millburn School District 24

ATTEST:

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Chris Stream, Secretary  
Board of Education  
Millburn School District 24

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Date