

BOARD OF EDUCATION
Millburn C.C. School District 24

REGULAR MEETING
Jan. 19, 2010

BOARD MEMBERS PRESENT

Robert Buehler
Diane Campbell
Shawn Lahr
Lisa Scanio
Chris Stream

ADMINISTRATION PRESENT

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

BUSINESS MANAGER

Mary Taylor

TREASURER

Roger Manderscheid

VISITORS

Howard Crouse
Laura Brown
M. David Cain
Larry Kreuzchen_
Carole Machnics
Steve Cipolla

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

PUBLIC COMMENT -- There was none.

ACTION ITEMS

CONSENT AGENDA -- Shawn Lahr noted that Item 7, "Review of Closed Session Minutes," would be removed from the Consent Agenda and discussed later in Executive Session.

A motion was made by Diane Campbell and seconded by Lisa Scanio to approve the Consent Agenda, as amended, and including the following:

1. Approval of Minutes
 - a. Regular Meeting and Executive Session of December 16, 2009
 - b. Committee of the Whole Meeting and Executive Session of January 4, 2010
2. Treasurer's Report and Approval
3. Bill Approval and Payment Authorization
4. Approval of Activity Funds for Millburn Central and Millburn West

5. Personnel Report

- a. Hire **James Menzer** for the stipend position of wrestling coach
- b. Hire **David Schroeder** for the stipend position of wrestling coach
- c. Hire **Jacob Dietmeyer** for the stipend position of wrestling coach
- d. Hire **Michelle McGinnis** as a substitute teacher
- e. Hire **Amy Strutzel** as a substitute teacher
- f. Hire **Sherry Pooley** as a substitute teacher

6. Second Reading and Adoption of Board Policies

- a. Instruction – 6:15 School Accountability
- b. Operational Services – 4:120 Food Services
- c. Operational Services – 4:130 Free and Reduced-Price Food Services
- d. Operational Services – 4:150 Facility Management and Expansion Programs

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

Jan-10	EXPENDITURES			
	EDUCATION		BUILDING	
	BILLS PAYABLE	\$222,658.89	BILLS PAYABLE	\$73,018.59
	PAYROLL	\$648,698.94	PAYROLL	\$41,484.59
	MICS	\$0.00	VOID CK55653	-\$25.00
	TOTAL	\$871,357.83	TOTAL	\$114,478.18
	TRANSPORTATION		IMRF	
	BILLS PAYABLE	\$18,540.50	BILLS PAYABLE	\$0.00
	PAYROLL	\$44,526.46	PAYROLL	\$33,603.91
	TOTAL	\$63,066.96	TOTAL	\$33,603.91
	SITE & CONSTRUCTION		BONDS&INTEREST	
	BILLS PAYABLE	\$0.00	BILLS PAYABLE	\$400.00
			TORT	
			PAYROLL	\$4,010.62
			BILLS PAYABLE	\$0.00
			TOTAL	\$4,010.62
			FUNDS TOTAL	\$1,086,917.50

PREVAILING WAGE -- Dr. Ellen Mauer said that the Prevailing Wage Ordinance must be approved every year. It guarantees that the prevailing wage in Lake County will be paid to workers covered by the ordinance. A motion was made by Lisa Scanio and seconded by Chris Stream to approve the Prevailing Wage Ordinance. On a voice vote, all Board Members voted Aye. Nays: none. Absent: Kenneth Dewitt and Robert Reding. The motion passed.

INFORMATION AND DISCUSSION ITEMS

AUDIT PRESENTATION -- Larry Kreuzchen, senior audit manager with Milburn Cain & Co., presented an overview of the district's most recent audit. He noted that district records are well maintained and that the district has competent people responsible for its business operations. Financial statements show a deficit in the district fund balances, and he said that Millburn will again be on the state's financial watch list. He said the district needs to consider ways to increase its revenues and reduce its expenditures if it is to eliminate these deficits.

David Cain said that new regulations require the auditors to meet with representatives of a district Finance Committee or Audit Committee in the spring to discuss the purpose and objectives of next year's audit. When the audit is complete, they will meet again with the committee to discuss the results. The committee can be made up of Board Members, administrators or members of the community.

It was noted that Roger Manderscheid exited the meeting at 7:24 p.m.

PRESENTATION BY PMA -- Howard Crouse, vice president of Financial Planning Services for PMA Financial Network, presented information on services offered by his company. He explained that PMA provides financial advisory assistance to about 150 school districts in Illinois, plus other municipalities and governmental agencies. He gave several examples of how specific data and variables can be charted to show their impact on the district now and over the next five years. He said the services offered by PMA can be used in budget analysis, staffing projections, community meetings, contract negotiations, bond sales and referendum planning. The cost of a service contract would be around \$10,000 the first year. The current renewal rate in subsequent years is \$8,000.

BUS LEASE -- Dr. Ellen Mauer explained that there are significant maintenance issues with eight of the older buses. Also, the employees who have been performing many of the maintenance duties will be unable to continue in this capacity after June. Mary Taylor presented a list of bus options, including leasing or purchasing part or all of the bus fleet.

Some Board Members expressed concerns about the reaction from the citizens if they see a whole new fleet of buses on the road. Dr. Mauer explained that the cost of leasing the new fleet shown does not reflect payment the district will receive for selling the current buses. There actually will be a financial advantage the first two years if a new fleet of buses is leased.

Other issues discussed included state reimbursement, safety, maintenance and the need for new bus radios. It was emphasized that the discussion was about equipment, not the bus drivers. Millburn will

continue to employ its own drivers. Mrs. Taylor said she anticipated the cost of leasing would increase about 1-2 percent a year.

The Board asked Dr. Mauer to seek bids on leasing the total fleet of buses, with the exception of two or three of the newest buses. She said she would start the process and report back to the Board.

NEGOTIATIONS -- Dr. Ellen Mauer announced that Robert Buehler and Lisa Scanio have agreed to represent the Board during contract negotiations with the teachers. Mr. Buehler expressed a desire to start the process early. Dr. Mauer said she would approach the teachers about opening negotiations early, and report back to the Board with their response.

PUBLIC COMMENT -- Laura Brown said she and Carole Machnics were attending the meeting as representatives of the Millburn Central PTO. She said the PTO planned to send a representative as often as possible to future meetings. Mrs. Brown asked if laptop computers could be provided for audience members so they could access documents online. It was explained that laptops are available at every meeting for members of the audience, and her request can be accommodated.

ADMINISTRATIVE REPORTS

TECHNOLOGY DIRECTOR'S REPORT -- Joanne Rathunde reported that she researched the option of a "dashboard" concept for the district website. She has found a person in the area willing to work with her on launching such a project, if it is something the Board wants to pursue. Start-up fees would be in the range of \$3,500-\$5,000. The cost in subsequent years would vary on services requested.

CURRICULUM DIRECTOR'S REPORT -- Dr. Cheryl Kucera said she is offering an opportunity to adults in the community to experience the Reading Plus program. She will be conducting a class from 6:30 to 7:30 p.m. Feb. 18 where adults can use the program as the students do. The adults will take a test to find out their grade level in areas of vocabulary and comprehension, and then start a program to update their skills.

SPECIAL SERVICES DIRECTOR'S REPORT -- Elizabeth Keefe discussed staff changes she would like to see for next year. She is recommending adding an autism class for first-through-third graders. Three district students are currently enrolled in out-of-district programs, and they could attend in-district if this classroom is created. She also recommended adding a Behavior Disorder teacher to handle a growing caseload.

PRINCIPAL'S REPORTS -- Jake Jogenson's report included information on a blood drive to support a student with leukemia, and upcoming events including the Spelling Bee and Talent Show.

Jason Lind's report included information on eighth graders registering for high school classes, and the schedule for AIMSweb and NWEA testing.

EXECUTIVE SESSION -- It was agreed that the discussion of Executive Session minutes would be postponed.

There being no further business, a motion was made by Chris Stream and seconded by Lisa Scanio to adjourn the Regular Meeting. On a voice vote, all Board Members voted Aye. Nays: none. Absent: Kenneth Dewitt and Robert Reding. The motion passed. The Regular Board Meeting adjourned at 8:30 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

BOARD OF EDUCATION
Millburn C.C. School District 24

COMMITTEE OF THE WHOLE MEETING
Feb. 1, 2010

BOARD MEMBERS PRESENT

Robert Buehler
Diane Campbell
Kenneth Dewitt
Shawn Lahr
Robert Reding
Lisa Scanio

ADMINISTRATION PRESENT

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

BUSINESS MANAGER

Mary Taylor

VISITORS

Dan Brandolino
Sharon Uslan
Catherine Loney
Barb Hubbard
Laura Brown

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 6:05 p.m. by President Shawn Lahr. Roll call was taken, with the following Board Members in attendance: Robert Buehler, Shawn Lahr, Robert Reding and Lisa Scanio. Diane Campbell and Kenneth Dewitt arrived later during the meeting. Chris Stream was absent.

PUBLIC COMMENT -- There was none.

ADDITION OF NON-ACTION ITEMS -- There were no additional non-action items. However, it was decided to change the order of the agenda until more Board Members arrived.

INFORMATION AND DISCUSSION

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

School Board -- 2:25 Access to District Public Records
Operational Services -- 4:10 Transportation
General Personal -- 5:10 Equal Opportunity and Minority Recruitment
Students -- 7:20 Harassment of Students Prohibited

Dr. Mauer explained that the policies have been updated to reflect new laws and to update the names of compliance officers.

FREEDOM OF INFORMATION ACT (FOIA) OFFICERS -- Dr. Ellen Mauer explained that new laws require the district to appoint FOIA officers who will need yearly training. She recommended appointing Office Manager Bernadette Hanna and Board Clerk Dorothy Pazanin. It was agreed to add this item to the Consent Agenda at the next Regular Meeting.

REVIEW OF 2010-11 CALENDAR -- Dr. Ellen Mauer presented a proposed calendar for the next school year. It was designed to have as many 5-day weeks as possible and to cluster the non-attendance days. Three staff development days are scheduled before school starts. Any snow days will be made up at the end of the year, not by waiving a holiday in the middle of the year.

It was noted that Jake Jorgenson entered the meeting at 6:25 p.m.

REGISTRATION AND ACTIVITY FEES -- Dr. Ellen Mauer reviewed the Registration and Activity fees, both of which were raised last year. She recommended keeping the fees the same for next year, but suggested they be reviewed every year.

BENEFITS PRESENTATION -- Dr. Ellen Mauer explained that as part of the on-going budget discussions, a focus this month is employee benefits. She introduced Catherine Loney, of GCG Financial, Inc. Ms. Loney is the manager of Cooperative 90's, the insurance cooperative to which Millburn School District belongs. She said that Millburn has grown to be the largest entity in the self-funded plan. The cooperative is looking at options such as a higher-deductible plan and an HMO. Dr. Mauer said a question had been brought up concerning whether the district would be better off to have employees opt out of the insurance plan if the employees had coverage elsewhere. Ms. Loney said this option was popular about 20 years ago, when employees were offered a cash payout to opt out of an insurance plan. However, there were several disadvantages to managing the opt-out program, including creating a high-risk pool of claimants, inflating premiums, and difficulty finding insurance carriers. She also discussed the history of rates and rate increases, and the advantages of the Flexible Benefit Plan.

It was noted that Kenneth Dewitt entered the meeting at 6:40 p.m., and Diane Campbell arrived at 6:42 p.m.

Dr. Cheryl Kucera exited the meeting at 6:45 p.m.

CHEVRON PRESENTATION -- Sharon Uslan and Dan Brandolino addressed the Board concerning a proposal from Chevron to renovate the school buildings, focusing on utilities, security, maintenance and energy conservation. Chevron proposes using leveraged funds within the existing school budget that are earmarked for capital projects. Ms. Uslan reviewed the building needs of the district as determined by Chevron, and presented two options for completing the work. Robert Buehler pointed out that the Chevron plans are designed to use money set aside in the Site and Construction Fund. The district, however, relies on that money for intrafund loans throughout the fiscal year. Several issues were discussed including the risk factors of major building systems and the future need for construction funds. The Board agreed to discuss the proposal further and respond to Chevron at a later date.

3

GRADE LEVEL CONFIGURATIONS -- Dr. Ellen Mauer presented another informational budget topic for the Board: the K-8 school configuration compared to the K-5 and 6-8 configuration. Data shows that with the K-5 and 6-8 configuration, the district could keep class sizes at current levels while saving about \$240,000. She emphasized that the information was being presented as a financial discussion item, not necessarily a plan for the future. The Board discussed issues such as the K-8 philosophy, duplication of services, busing, community support, class size flexibility and financial implications. The Board also discussed the community reaction to any changes and timelines for a possible referendum. Dr. Mauer said she would prepare a short community survey. It would present the basic options faced by the Board in terms of programs, class sizes and costs. It would ask community members what path they would like the Board to follow.

ENROLLMENT AND STAFFING -- Dr. Ellen Mauer discussed enrollment projections and staffing for next school year. Her goal is to keep staffing and class sizes relatively the same as this year. There are four teachers currently on leaves of absence. Dr. Mauer has asked them to notify her by March 1 if they plan on returning.

A change was proposed for the technology department. A full-time employee who is retiring could be replaced by with one full-time employee and one part-time employee for about the same cost. Joanne Rathunde is preparing job descriptions. She said the improved website and the increase of equipment has created the need for additional help. The Board discussed the ramifications of creating the additional position and whether the new hires would be certified teachers.

The Special Services department also would like to post for a BD/ED teacher and an autism teacher. Elizabeth Keefe said the autism position would be considered cost-neutral because students would return to Millburn instead of attending out-of-district programs that charge tuition. The BD position would involve adding an additional 0.6 or 0.7 FTE position, not a full-time person as previously discussed.

Dr. Mauer said it is important to be able to post the openings. The actual decisions to hire can be made at a later date.

Dr. Mauer said the building principals also have asked for a reading specialist in the middle school grades. She said she could not recommend this because of the cost. Reading support is available through RTI services and other programs.

ITEMS TABLED -- Due to time constraints, it was decided to table the following agenda items: PMA Financial Services; Online Fee/Cafeteria Payment; Financial Forecast Update; and Review of Closed Session Minutes.

SECRETARY PRO-TEM -- Because Board Secretary Chris Stream was absent, it was decided to name a Secretary Pro Tem. A motion was made by Lisa Scanio and seconded by Kenneth Dewitt to appoint Robert Reding as Secretary Pro Tem. On a voice vote, all Board Members voted Aye. Nays: none. Absent: Chris Stream. The motion passed.

A motion was made by Kenneth Dewitt and seconded by Robert Buehler to adjourn the meeting. On a voice vote, all Board Members voted Aye. Nays: none. Absent: Chris Stream. The motion passed and the Committee Meeting adjourned at 9:20 p.m.

Shawn Lahr, President
Board of Education
Millburn C.C. School District 24

ATTEST:

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

Date