

BOARD OF EDUCATION  
Millburn C.C. School District 24

REGULAR MEETING  
Dec. 16, 2009

BOARD MEMBERS PRESENT

Diane Campbell  
Kenneth Dewitt  
Shawn Lahr  
Robert Reding  
Lisa Scanio  
Chris Stream

ADMINISTRATION PRESENT

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

BUSINESS MANAGER

Mary Taylor

VISITORS

Jane Gattone

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 Central School, was called to order at 7:05 p.m. by President Shawn Lahr. Roll call was taken with the following Board Members in attendance: Diane Campbell, Kenneth Dewitt, Shawn Lahr, Robert Reding, Lisa Scanio and Chris Stream. Robert Buehler was absent.

REGULAR BUSINESS

APPROVAL OF MINUTES -- A motion was made by Robert Reding and seconded by Diane Campbell to approve the Minutes of the Public Hearing for Levy FY10 of Nov. 23, 2009; the Regular Meeting and Executive Session of Nov. 23, 2009; and the Committee of the Whole Meeting and Executive Session of Dec. 7, 2009. On a voice vote, all Board Members voted Aye. Nays: none. Absent: Robert Buehler. The motion passed.

TREASURER'S REPORT -- Mary Taylor reported that a bond payment of about \$1.2 million was made this month. That left a fund balance of about \$976,000. Mrs. Taylor said there are three payrolls in December. Therefore, she will need to start accessing funds from the Tax Anticipation Warrant as of next week. Dr. Ellen Mauer explained that if the district had received the ARRA stimulus funds from the state, as promised, the TAW funds would not have been needed until January. A motion was made by Kenneth Dewitt and seconded by Robert Reding to approve the Treasurer's Report. On a roll call vote, the following Board Members voted Aye: Kenneth Dewitt, Diane Campbell, Lisa Scanio, Shawn Lahr, Chris Stream and Robert Reding. Nays: none. Absent: Robert Buehler. The motion passed.

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

**EXPENDITURES**

<u>EDUCATION</u>		<u>BUILDING</u>	
BILLS PAYABLE	\$185,963.83	BILLS PAYABLE	\$54,975.93
PAYROLL	\$986,130.35	PAYROLL	\$62,529.98
VOID	-287.7		
MISC.	\$25.00	TOTAL	\$117,505.91
TOTAL	\$1,171,831.48		
 <u>TRANSPORTATION</u>		 <u>IMRF</u>	
BILLS PAYABLE	\$18,133.90	BILLS PAYABLE	\$0.00
PAYROLL	\$74,825.89	PAYROLL	\$51,582.61
TOTAL	\$92,959.79	TOTAL	\$51,582.61
 <u>SITE &amp; CONSTRUCTION</u>		 <u>BONDS&amp;INTEREST</u>	
BILLS PAYABLE	\$0.00	BILLS PAYABLE	\$252,562.50
		 <u>TORT</u>	
		PAYROLL	\$9,678.15
		BILLS PAYABLE	\$0.00
		TOTAL	\$9,678.15
		FUNDS TOTAL	\$1,696,120.44

ACTIVITY FUNDS -- A motion was made by Kenneth Dewitt and seconded by Diane Campbell to approve the Activity Funds for Millburn Central and Millburn West. On a roll call vote, the following Board Members voted Aye: Lisa Scanio, Shawn Lahr, Chris Stream, Robert Reding, Kenneth Dewitt and Diane Campbell. Nays: none. Absent: Robert Buehler. The motion passed.

PUBLIC COMMENT -- There was none.

ADDITION OF NON-ACTION ITEMS -- Shawn Lahr said two Board Members will be needed to participate in contract negotiations next year with the certified staff. Dr. Ellen Mauer explained that the teacher contract expires June 30, 2011. The Board will need to have its team ready by the end of the summer. It is recommended that two Board Members be designated. Robert Reding and Chris Stream both said they would not volunteer because their spouses are employed by the district and it would be a conflict of interest. Dr. Mauer said a decision does not need to be made immediately, but that Board Members should be aware of the process.

#### INFORMATION ITEMS

SCHOOL IMPROVEMENT REPORT -- Principal Jake Jorgenson presented a report on Millburn West's School Improvement Plan for 2009-10. He discussed the school's mission, vision, values and goals. He said the highlights from last year included receiving the Bright A+ Award for high achievement in 2008 and 2009. Successful programs that promote a positive climate include: Core Essentials, a character education program; Playground Pals, a program designed to include all children in positive social interaction with their peers; and charitable fundraisers like the Heifer Project and the Diabetes Walk. He said the Millburn West staff is proud of its accomplishments and has set goals to continue to achieve at a high level. These include increasing the percentage of students in the Exceeds category on ISAT tests, and improving school-to-home communication.

FINANCIAL PROJECTION -- Mary Taylor presented a five-year financial projection for the district. She explained that projections are constantly subject to change as new information becomes available. She said this projection deals only with the operating funds: Education; Operations and Maintenance; Transportation; and Working Cash. It does not include the restricted funds: debt service, IMRF/Social Security, and capital expenditures. She presented the history of the district's Equalized Assessed Valuation from 2005 and projected the EAV through 2014. A chart showing a revenue-to-expense ratio predicts that by 2012 expenses will significantly overtake revenues. Recommendations include: monitoring enrollment projections, creating a scatter-gram to project salaries, updating financial projections 3-4 times a year, and continuing to inform the community about the school financial picture. The Board discussed several ideas including: considering a referendum, tying salary increases to the cost-of-living index, and using a professional firm to provide projections.

## ACTION ITEMS

PERSONNEL REPORT -- A motion was made by Diane Campbell and seconded by Chris Stream to approve the following personnel actions:

- Hire **Scott Bretthauer** as a Bus Driver
- Hire **Mariana Grigsby** as a 0.2 FTE Special Services Assistant for the ELL Program
- Approve a Medical Leave of Absence for **Kathryn Gardner**, Bus Driver

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

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

- Community Relations -- 8:90 Parent Organizations and Booster Clubs
- School Board -- 2:120 Board Member Development
- Operational Services -- 4:160 Environmental Quality of Buildings and Grounds
- Operational Services -- 4:180 Pandemic Preparedness

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

PUBLIC COMMENT -- Jane Gattone asked for a clarification on the Financial Projection report regarding the Tax Anticipation Warrant. Mary Taylor said the district will continue to need TAWs for cash flow, and pay off the TAW before the end of the fiscal year. The projected fund balances in her report reflect anticipated figures as of June 30, the end of each fiscal year. Therefore, the projected fund balances do not include the TAW amount.

BOARD MEMBER REPORTS -- Dr. Ellen Mauer and the five Board Members who participated in the recent IASB Conference in Chicago gave reports on sessions they attended. Board Members who attended were Lisa Scanio, Diane Campbell Robert Reding, Kenneth Dewitt and Shawn Lahr. They all agreed it was a worthwhile and informative experience. Topics discussed included contract negotiations, health care costs, "Dashboard" technology to disseminate information through the district website, school board goal-setting, the tax levy, organization of the district and school board, labor costs, and advances in technology for both conservation and teaching.

## ADMINISTRATIVE REPORTS

TECHNOLOGY DIRECTOR'S REPORT -- Joanne Rathunde reported that an agreement is in place to start using an automated calling system to schedule substitute teachers. She also is researching companies that can service electronic fee payments. She also reported on cost savings that were realized with the purchase of Microsoft 2008 licenses.

SPECIAL SERVICES DIRECTOR'S REPORT -- Elizabeth Keefe was not in attendance because of illness. Kenneth Dewitt referred to a previous discussion about SEDOL withholding stimulus funds because some school districts had not provided necessary information. He wanted to clarify that Millburn has complied with all terms. Also, Joanne Rathunde said that Millburn does not qualify for ARRA stimulus funds designated for technology because of a small low-income population.

CURRICULUM DIRECTOR'S REPORT -- Dr. Cheryl Kucera said she is researching and obtaining materials that can be used with at-risk and special education students. She also said that she has ordered material for ISAT testing, which will take place in late winter.

PRINCIPAL'S REPORTS -- Jason Lind said several music programs have been planned for the holidays at Millburn Central. He also reported that Millburn Central received an honor from the Lake County Regional Office for high attendance. Student Council also sponsored a successful blood drive.

Dr. Ellen Mauer reported she was dissatisfied with the service provided during the recent H1N1 vaccination clinic at Millburn Central. She wrote a letter expressing her concerns to the private company that provided the vaccinations. Dr. Mauer said that, despite long lines, the response from the community was positive.

It was noted that Mary Taylor, Dr. Cheryl Kucera, Joanne Rathunde, Jake Jorgenson and Jason Lind exited the meeting at 9:24 p.m.

#### EXECUTIVE SESSION

A motion was made by Kenneth Dewitt and seconded by Lisa Scanio to enter into Executive Session at 9:25 p.m. for the purpose of discussing personnel (Goals Update for Superintendent). On a roll call vote, the following Board Members voted Aye: Chris Stream, Robert Reding, Kenneth Dewitt, Diane Campbell, Lisa Scanio and Shawn Lahr. Nays: none. Absent: Robert Buehler. The motion passed.

A motion was made by Kenneth Dewitt and seconded by Robert Reding to exit Executive Session at 9:59 p.m. On a voice vote, all Board Members voted Aye. Nays: none. Absent: Robert Buehler. The motion passed.

#### REGULAR MEETING RESUMES

The Regular Meeting resumed at 9:59 p.m. There being no further business, a motion was made by Kenneth Dewitt and seconded by Robert Reding to adjourn the Regular Meeting. On a voice vote, all Board Members voted Aye. Nays: none. Absent: Robert Buehler. The motion passed. The Regular Board Meeting adjourned at 9:59 p.m.

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

ATTEST:

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

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Date

BOARD OF EDUCATION  
Millburn C.C. School District 24

COMMITTEE OF THE WHOLE MEETING  
Jan. 4, 2010

BOARD MEMBERS PRESENT

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

ADMINISTRATION PRESENT

Dr. Ellen Mauer, Superintendent

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 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, Kenneth Dewitt, Shawn Lahr, Robert Reding, Lisa Scanio and Chris Stream.

PUBLIC COMMENT -- There was none.

ADDITION OF NON-ACTION ITEMS -- Kenneth Dewitt said he would like to share information on school consolidation that he learned during a session at the recent IASB convention. A discussion on that topic was added to the end of the agenda.

Shawn Lahr said that Board Member Lisa Scanio would give a presentation on the benefits of foreign language instruction. This was added to the agenda in place of the Chevron Proposal, which had to be postponed.

Chris Stream discussed two recent items in the news that will affect the Millburn School community. The first is that Community High School District 117 has hired co-superintendents for next year. They are the current principals of Antioch Community High School and Lakes Community High School. Two new principals have been hired to replace them. Other Board Members and Dr. Ellen Mauer said they also heard the news and have talked to some of those involved. It is a unique situation that Board Members said they will be interested to follow.

Secondly, Mr. Stream said he heard that traffic roundabouts are planned for two intersections within Millburn boundaries: Hunt Club and Wadsworth roads and Hunt Club and Millburn roads. He said he would like an assurance that the traffic design will be able to accommodate school buses. Dr. Mauer said she will contact the county transportation department for information on the project.

It was suggested that the school should remind parents of a new Illinois law that prohibits cell phone use when driving through a school zone. Dr. Mauer said she plans to include this information in the next Digital Digest.

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The Board discussed the recent resignation of a principal in Grayslake and how the new Freedom of Information laws will affect school personnel. Dr. Mauer said there will probably be test cases to determine what personnel information can be released to the public. She said she has discussed the new laws with the staff.

### INFORMATION AND DISCUSSION

PROGRAM COSTS -- As part of a continuing discussion of program costs, Mary Taylor reviewed the costs associated with the lunch program. Dr. Ellen Mauer pointed out that this is a program with off-setting revenue, and the district should not make a profit on lunches. The district is required to go out for bid on the lunch program every three years, with the next time being in June. It was suggested that the bid proposal have an alternate bid option that includes an electronic purchase procedure.

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

Instruction 6:15 School Accountability  
Operational Services 4:120 Food Services  
Operational Services 4:130 Free and Reduced-Price Food Services  
Operational Services 4:150 Facility Management and Expansion Programs

When discussing the Food Services policy, the Board reviewed the various sales of snacks during the school day, including middle school Snack Shack and PTO ice cream sales. Board Members discussed the ramifications as far as nutrition, social interaction and money collection.

CHEVRON PROPOSAL -- Dr. Ellen Mauer said she postponed a presentation on the Chevron proposal regarding the school buildings. She said that during a preliminary meeting with Chevron, several topics were not sufficiently addressed, including equipment life expectancy, electrical costs and roofing issues.

WORLD LANGUAGE PRESENTATION -- Lisa Scanio spoke to the Board about the benefits of foreign language study. She said research shows that foreign language learning supports academic achievement and improves cognitive abilities. She said that learning a second language is an essential skill in the 21st century. Including foreign language in the Millburn curriculum would allow Millburn students to remain competitive with their peers in other high-achieving districts. Without foreign language, Millburn is not eligible to apply for the No Child Left Behind Blue Ribbon Award. Ms. Scanio recommended that the Board consider the benefits of foreign language as the district works on its strategic plan and future goals.

Board Members discussed previous plans to add foreign language to the curriculum, the financial implications, the best age to teach a second language, and which language or languages should be offered.



REVIEW OF CLOSED SESSION MINUTES -- Dr. Ellen Mauer explained that Board Members are required to approve all Closed Session Minutes every six months. She said Board Members soon will be receiving a packet of Executive Session Board Minutes along with her recommendations as to whether the Minutes can be opened to the public or whether they should remain closed. After the Board Members have reviewed the Minutes, they will advise Dr. Mauer if they agree with her recommendations. Any discussion about her recommendations should take place during a closed session. Board Members will receive the packet of Minutes and instructions before the Jan. 19 Regular Board Meeting.

CONSENT AGENDA -- Dr. Ellen Mauer asked Board Members if they would like to reconsider the use of a consent agenda at Board meetings. The Board discussed the issue during the summer, and at that time decided to postpone a decision on the matter. In a consent agenda, all previously discussed items and regularly scheduled approvals are included in one vote. Any Board Member is allowed to remove an item from the consent agenda for more discussion or to be approved separately. The Board agreed to try using a consent agenda for the Regular Meeting in January.

BOARD SELF-REFLECTION -- Dr. Ellen Mauer said she has scheduled a free Board Self-Reflection session for April 6, the date of a Committee of the Whole Meeting. The session will be conducted by a representative from the Illinois Association of School Boards.

HOUSE LEASE -- The Board discussed options for use of the house and property adjacent to Millburn Central School that is owned by the district. The lease with the current renter expires June 30, 2010. Dr. Ellen Mauer summarized past discussions, and reviewed options that already have been discarded. Two options are still being considered: continue the lease with the current renter, with some clarification regarding the related job duties; or lease to another renter, with possible changes or additions to the job duties. Dr. Mauer pointed out that the cost savings realized by having the renter do weekend building checks is about \$22,464, which is higher than originally stated.

Dr. Mauer said the current renter and several other persons have expressed interest in leasing the house. Board Members agreed that there was no dissatisfaction with the current renter or her job performance. Several aspects regarding the lease were discussed, including: the background and qualifications of any potential renter; financial implications for the district; maintenance of the property; the perception of fairness in awarding the lease; the length of the lease; and the job duties of the renter.

The Board generally agreed it would extend the lease with the current renter for one more year with some clarification of the job duties. In the future, the lease will be offered on a lottery basis. Action on the house lease will be added to a future Board Meeting agenda.

SCHOOL CONSOLIDATION -- Kenneth Dewitt reported that one of the sessions he attended during the recent convention of the Illinois Association of School Boards was on the topic of school district consolidation. He said he learned that consolidation does not necessarily result in a cost saving, as many people believe. However, there is a benefit in expanding the academic and extracurricular options available to students.

Mr. Dewitt said Antioch and Lake Villa school districts considered consolidation in the past, but that the idea appears to have been dropped. He suggested Millburn consider opening consolidation discussions with Lake Villa School District 41.

Board Members discussed various aspects of consolidation including the quality of education currently offered, the possibility for expanded academic and extracurricular offerings, community reaction, changes in pay scales, demographic variables, alignment with high schools, partial annexation, labor union issues, the property tax base, tax liabilities and Board representation. It was generally agreed that the issue would need to be discussed further in a strategic planning session before any action was taken.

It was noted that Mary Taylor exited the meeting at 9:50 p.m.

EXECUTIVE SESSION

A motion was made by Kenneth Dewitt and seconded by Lisa Scanio to enter into Executive Session for the purpose of discussing employee contracts. On a roll call vote, the following Board Members voted Aye: Chris Stream, Robert Reding, Kenneth Dewitt, Lisa Scanio, Diane Campbell, Robert Buehler and Shawn Lahr. Nays: none. Absent: none. The motion passed. The Board entered Executive Session at 9:50 p.m.

A motion was made by Kenneth Dewitt and seconded by Robert Reding to exit Executive Session at 10:02 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 10:03 p.m. A motion was made by Kenneth Dewitt and seconded by Lisa Scanio to adjourn. On a voice vote, all Board Members voted Aye. Nays: none. Absent: none. The motion passed. The Committee Meeting adjourned at 10:03 p.m.

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

ATTEST:

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

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Date