

BOARD OF EDUCATION  
Millburn School District 24

REGULAR MEETING  
June 21, 2010

BOARD MEMBERS PRESENT

Diane Campbell  
Shawn Lahr  
Lisa Scanio  
Chris Stream

BUSINESS MANAGER

Mary Taylor

TREASURER

Roger Manderscheid

BOARD CLERK

Dorothy Pazanin

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

VISITORS

Jon Salakan  
Kathleen Beckman  
Jay Sabatino  
Laura Brown  
Jaclyn Shapiro  
Jason Hutchinson  
Georgene Loos  
Steven Loos  
Jane Gattone  
Anne-Marie Maier  
Howard Crouse

The Regular 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, Lisa Scanio and Chris Stream. Robert Buehler, Kenneth Dewitt and Robert Reding were absent.

EXECUTIVE SESSION -- It was noted that the Executive Session that was scheduled before the start of the Regular Meeting was postponed.

PUBLIC COMMENTS – Steven Loos said there were some errors in the Tentative Budget that was posted online and that was included for approval on the Consent Agenda. He asked if there was an updated Tentative Budget. Mary Taylor replied that she has made some corrections to the Tentative Budget, but they are not yet posted online. Board Member Lisa Scanio said she intended to ask to have the Tentative Budget removed from the Consent Agenda when the time came to take a vote on that issue.

ADDITION OF NON-ACTION ITEMS – There were none.

### ACTION ITEMS

CONSENT AGENDA – A motion was made by Lisa Scanio and seconded by Diane Campbell to approve the Consent Agenda, excluding the Tentative Budget for 2010-11. The Consent Agenda consisted of the following:

1. Approval of Minutes
  - a. Regular Meeting of May 17, 2010
  - b. Committee of the Whole Meeting and Executive Session of June 7, 2010
2. Treasurer's Report and Approval
3. Bill Approval and Payment Authorization
4. Approval of Activity Funds of Millburn Central and Millburn West
5. Approve Treasurer's Bond
6. Personnel Report
  - a. Accept Resignation of Carol Milazzo (Hired at meeting of 5/17/10 as 0.7 FTE ED/LD Teacher for the 2010-11 School Year)
  - b. Accept Intent to Retire from James Markus, 1.0 FTE Maintenance, effective 6/30/11
  - c. Hire Summer Custodians
    - (1) Daniel Reding
    - (2) Mark Yocius
    - (3) Socrates Kaitson
    - (4) August Winter (substitute)
    - (5) Joel DeGrave (substitute)
7. Second Reading and Approval of Board Policy
  - a. General Personnel – 5:20 Workplace Harassment Prohibited
  - b. General Personnel – 5:30 Hiring Process and Criteria
  - c. General Personnel – 5:35 Compliance with the Fair Labor Standards Act
  - d. General Personnel – 5:40 Communicable and Chronic Infectious Disease
8. Parent Student Handbook Changes for 2010-11

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

TENTATIVE BUDGET --Board Members agreed to postpone action on the Tentative Budget until the next Regular Board Meeting.

30-Jun-10

**EXPENDITURES**

<b>EDUCATION</b>		<b>BUILDING</b>	
BILLS PAYABLE	\$1,154,193.73	BILLS PAYABLE	\$61,199.82
PAYROLL	\$667,689.11	PAYROLL	\$41,484.32
VOIDS	-\$360.38		
TOTAL	\$1,821,522.46	TOTAL	\$102,684.14
<b>TRANSPORTATION</b>		<b>IMRF</b>	
BILLS PAYABLE	\$9,490.39	BILLS PAYABLE	\$0.00
PAYROLL	\$43,669.30	PAYROLL	\$33,781.78
TOTAL	\$53,159.69	TOTAL	\$33,781.78
<b>SITE &amp; CONSTRUCTION</b>		<b>BONDS&amp;INTEREST</b>	
BILLS PAYABLE	\$0.00	BILLS PAYABLE	\$0.00
		<b>TORT</b>	
		PAYROLL	\$0.00
		BILLS PAYABLE	\$3,841.40
		TOTAL	\$3,841.40
		<b>FUNDS TOTAL</b>	<b>\$2,014,989.47</b>

ADMINISTRATIVE CONTRACTS – Dr. Ellen Mauer explained that each of the administrators has agreed to a one-year contract with a salary freeze, with the following exceptions: Dr. Cheryl Kucera, who is on a retirement contract; Mary Taylor, whose contract includes a TRS payment that was negotiated when she was hired last year; and a 3 percent increase for Elizabeth Keefe due to the market value of her position. Dr. Mauer estimated that these contract changes would produce a savings of about \$16,800, plus whatever salary increases might have been negotiated for two contracts that were expiring this year.

A motion was made by Chris Stream and seconded by Diane Campbell to approve the following Administrative Contracts:

1. Dr. Ellen Mauer, Superintendent
2. Ms. Elizabeth Keefe, Director of Special Services
3. Dr. Cheryl Kucera, Director of Curriculum
4. Ms. Joanne Rathunde, Director of Technology
5. Mr. Jake Jorgenson, Principal, Millburn West
6. Mr. Jason Lind, Principal, Millburn Central
7. Ms. Mary Taylor, Business Manager

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

NEGOTIATED AGREEMENT – Dr. Ellen Mauer explained that the teachers agreed to open their contract a year early and not take the previously negotiated 4 percent raise. Instead, they have agreed to a new two-year contract, which includes a 2 percent salary increase for each year. She estimated a savings of about \$220,000 for next year. It was noted that the new contract was approved by more than 80 percent of those teachers who voted. Lisa Scanio, a member of the Board's Negotiations Committee, praised the teachers on their commitment to the district. A motion was made by Chris Stream and seconded by Lisa Scanio to approve the Negotiated Agreement for the 2010-11 and 2011-12 School Years. On a roll call vote, the following Board Members voted Aye: Shawn Lahr, Chris Stream, Diane Campbell and Lisa Scanio. Nays: none. Absent: Robert Buehler, Kenneth Dewitt and Robert Reding. The motion passed.

INTENT TO PAY OFF WARRANTS – Roger Manderscheid recommended the Board approve authorization to pay off the Tax Anticipation Warrants early, as tax receipts are received, thereby reducing the amount of interest incurred. He said this option of paying early was not available under the terms of TAWs in previous years. He clarified that the Board will need to obtain TAWs again in the next fiscal year, maybe in an amount greater than this year, depending on state funding. A motion was made by Lisa Scanio and seconded by Diane Campbell to approve a Resolution of Intent to Pay Off Tax Anticipation Warrants. On a roll call vote, the following Board Members voted Aye: Chris Stream, Diane Campbell, Lisa Scanio and Shawn Lahr. Nays: none. Absent: Robert Buehler, Kenneth Dewitt and Robert Reding. The motion passed.

It was noted that Roger Manderscheid exited the meeting at 7:15 p.m.

PMA PRESENTATION – Howard Crouse of PMA presented an overview of the district's current financial picture and options for the future. He said this year's budget reflects a significant decrease in expenditures over last year. He pointed out that the district is heavily dependent on the state for revenue. However, the state is in financial distress and behind in making its payments.

Mr. Crouse then recapped the outlook for local revenue, and explained the impact of the Consumer Price index and the housing market. He discussed various options for increasing revenue, including an operating rate increase referendum and a working cash bond referendum. The entire presentation is included on the district website.

PUBLIC COMMENT – The public was invited to comment concerning the PMA presentation, or any other issue.

Jason Hutchinson said he would support a referendum, maybe even as high as a 95 cent tax rate increase, but he does not think that there is widespread community support for any level of referendum. He suggested that if the Board intends to have a referendum on the ballot in November, the campaign needs to start immediately. He said the working cash

bond option seems to hope for a bright future, including increasing home values, new construction and an improving economy. He wondered what will happen if these things don't happen. He said decisions made in 2007 were based on rosy projections that did not develop. He said the Board needs to consider that neither the tax rate increase nor the working cash bond options will work.

Stephen Loos asked Howard Crouse what the projected interest rate would be on future TAWs. Mr. Crouse projected 5 percent to 6 percent. Mr. Loos said this could mean about a half million dollars in interest payments for the district. Mr. Loos also said the revenue assumptions in the district budget and in the PMA presentation seem to be different, and asked if these figures would be reconciled. Mr. Crouse said that numbers from the new teachers contract can now be added. He said the projections are an ongoing process, using information as it becomes available.

Jane Gattone said she had three questions. First, she asked about an earlier comment that the amount of TAW borrowing may increase next year. Mary Taylor responded that the district may ask the bank to authorize a larger amount because of the uncertainty of state funding. However, Mrs. Taylor said the district does not have to use the total amount authorized.

Mrs. Gattone also asked Mr. Crouse if his EAV projections might be overly optimistic since the quadrennial assessment was just completed this year, and property taxes have not yet reflected the decline in property values. Mr. Crouse responded that property taxes are based on a rolling 3-year average, and that the impact of the declining housing market is more likely to be felt a year from now. However, when property values are declining, tax rates may rise to generate the same amount of revenue. He said if he was "too optimistic" on current housing values, it would not impact the amount of revenue that would be generated. It would only have an impact if the figures were overly optimistic on new construction.

Mrs. Gattone's third question involved the "average teacher salary" of \$60,000 that is often used in financial planning. She asked how realistic it is, and how many years of service it takes to reach that level. Dr. Ellen Mauer explained the figure includes salary and benefits. She said non-tenured teachers probably average less, and tenured teachers could average more.

## ADMINISTRATIVE REPORTS

DIRECTOR OF TECHNOLOGY – Joanne Rathunde said that the automated substitute calling system, AESOP, will be ready for use in the fall. Also, the set-up and implementation of a new notification system, School Messenger, is progressing. An online payment option, RevTrak, should be operating in the fall for the purchase of lunch tickets and fee payments. Research is continuing on online programs for registration.

DIRECTOR OF CURRICULUM – Dr. Cheryl Kucera reviewed student accomplishments in reading and math. During the summer she will continue to evaluate programs and plan for the next school year.

DIRECTOR OF SPECIAL SERVICES – Elizabeth Keefe reported that she is preparing several grants that are due at the end of the month. The grant funds are used for professional development and program supplies, as required.

PRINCIPALS' REPORTS – Jake Jorgenson said Millburn West welcomed Dr. Ellen Mauer and Mary Taylor as they moved their offices from Millburn Central. Also, the school year ended with many successful and fun activities for the students.

Jason Lind complimented the teachers who participated with himself and Mr. Jorgenson during a two-day workshop on Response To Intervention. Staff members worked on problem-solving and procedures for delivering Rtl services. Mr. Lind also reviewed the reorganization of the Central office staff.

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

Millburn C. C. School District 24  
Board of Education

Committee of the Whole Meeting  
Minutes of July 6, 2010

**Board Members Present**

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

**Clerk**

Bernadette Hanna

**Administration Present**

Dr. Ellen E. Mauer, Superintendent  
Joanne Rathunde, Director of Technology  
Cheryl Kucera, Director of Curriculum  
Elizabeth Keefe, Director of Special Services  
Mary Taylor, Business Manager

**Visitors**

Jane Gattone

The Committee of the Whole meeting was called to order at 7:01 p.m. by Board President Shawn Lahr, followed by the Pledge of Allegiance.

Roll Call noted the following members present: Chris Steam, Diane Campbell, Kenneth Dewitt, Shawn Lahr, Robert Buehler, Lisa Scanio, Robert Reding. Absent: none.

Diane Campbell requested that at the next committee of the whole meeting, the Board review Policy 4:60 Business and Non-Instructional Operations-Purchases and Contracts, which was approved at the August 3, 2009 Special Board meeting. She also stated the need to go into Closed Session at this meeting.

Lisa Scanio requested that the policy items be moved to the end of the agenda since the other items take more discussion time. Ms. Scanio also requested that the Board complete the self-evaluation as suggested in the ISBA training.

**Referendum Options** - In moving forward with the referendum, the Board needed to decide whether to go with the Education Fund or the Working Cash and at what rate. An unofficial vote or "straw poll" was taken to see how many Board members wanted to run a referendum in November. The following members said YES: Ms. Campbell, Mr. Dewitt, Mr. Lahr, Mr. Buehler, Ms. Scanio, Mr. Reding. NO vote: Mr. Stream, who felt too many voters would be voting anti-incumbent/anti-tax. The Board members also stated that they wanted to run an Education Fund referendum and then began discussing what rate. The PMA presentation showed how a \$.35, \$.65, or \$.95 rate would affect the financial health of the district. The \$.65 rate only replaces the funds lost by the State's failure to make payments to the school district. After much discussion, the Board directed the Superintendent and Business Manager to find out the exact rate that is lost by the State's failure to pay and add a few cents.

The Board turned to the administrators in attendance to ask how they felt. Joanne Rathunde, Director of Technology spoke up to state that asking for a smaller rate and coupling that with other cost-cutting options would be more favorable. The survey sent to parents had more favorable responses to run a referendum than negative. Elizabeth Keefe, Director of Special Services agreed and said that we should consider grade level centers if it will save teachers and keep class sizes reasonable. Cheryl Kucera, Director of Curriculum, expressed her opinion that we need to find a way to contact the residents in the district who no longer have students in the school.

**Public Comment** – Mrs. Gattone stated that there were houses for sale in Heritage Trail by parents who wanted to get out of Millburn. She has spoken with parents in different neighborhoods who said they would pass a referendum. She cautioned the Board to be upfront with the scenarios that are being considered and the money involved in the referendum. She said there are still trust issues that have to be resolved between the Board and the parents.

Dr. Mauer discussed the timeline regarding the referendum. The Board would have to vote on the resolution at the regular meeting of July 19 as the official documents need to be at the County Clerk's office by the August 15 deadline.

What can the Board do after the referendum vote? The Board members can go to "coffees" or other events that arranged to promote and inform voters about the need to pass the referendum. They cannot speak to it at Board meetings. They must give factual information – not personal opinion. No school funds, equipment, or supplies can be used. Donations can be made by board members as private citizens.

**Tentative Budget** – As the tentative budget was removed from the last agenda, Dr. Mauer asked for it to be on the July 19 agenda for approval. Dr. Mauer explained that the tentative budget is just that – tentative. It just gives the district permission to pay the bills and run payroll. Expenditures are not changed, only revenue. Ms. Keefe cited an example about the Reading Grant, which was approved for \$14,000. However, the General Assembly voted no to fund this. Mr. Reding asked if the TAWs would go up this year. Ms. Taylor answered that she didn't think so unless a large item repair was needed, such as a boiler going out. We will be asking for a \$4 million dollar TAW strictly for cash flow. The Tentative Budget will be placed on the July 19 agenda for approval.

**Staff Increase** – The Board discussed the request to increase a part time secretary to full time at Central. Currently there are two full-time secretaries at Millburn West for 495 students and two and a half full-time secretaries at Millburn Central for 1,138 students. Board members asked if we could find the money from somewhere else, perhaps by bringing back payroll or getting rid of PMA? Ms. Scanio felt that is was a bad time to hire a secretary because of public perception. Mr. Dewitt felt that the district had cut too much secretarial staff and the principal had to pick up paperwork that needs to be done. Discussion then turned toward the real needs of Millburn Central, which would be to add an assistant principal. After much discussion about costs to add another administrator, it was decided to direct Dr. Mauer to put the reinstatement of a .5FTE office position on the July 19 agenda.

**Review of Closed Session Minutes** - Dr. Mauer said that this item would be the six-month review of closed session minutes. With the Board's permission, this item would be on the July 19 agenda with her recommendation of which minutes should remain closed and which could now be opened.

**Red Apple Academy Facilities Use** – The director of the Red Apple Academy completed paperwork requesting one room for kindergarten enrichment program at Millburn West and two rooms for pre-school at Millburn Central. They will pay 8.5% of gross receipts, which may amount to approximately \$856 per month. This is a private facility in our district run by a Millburn parent. They are certified through the Illinois Department of Child and Family Services (DCFS). They will not be utilizing district phones or secretarial support. They will arrange their start and end times so they do not interfere with the schools' start and end times. The district reserves the right to cancel if things do not work out. They maintain their own insurance and list the district on the policy. Ms. Campbell stated her concerns about more kids in the building when the principal is already overworked. She also wanted to know if the Board should be concerned about the foreclosure of the Red Apple Academy building. Dr. Mauer said that the building in foreclosure is rented by Red Apple, not owned by them. Ms. Campbell felt the Board should have been informed of this request before it was agreed to rent the space since the difference is renting space during the school day.

Mr. Reding and Mr. Buehler both feel the district needs to rent out vacant rooms. On a straw poll vote on the issue of whether to move forward with the request to rent to Red Apple, the following members

said YES: Mr. Dewitt, Mr. Lahr, Mr. Buehler, Ms. Scanio, Mr. Reding. Ms. Campbell and Mr. Stream said NO. On a 5:2 vote it was agreed to rent to Red Apple Academy.

A last request was made to direct Dr. Mauer to look into a policy about renting space during the school day.

**First Reading of Board Policy** – Dr. Mauer presented four policies for updating. The first one was 5:80 Court Duty, which changed the current policy so that staff could just sign the court issued check to the district instead of having that amount deducted from their pay. The next policy 5:90 Abused and Neglected Child Reporting changed the current policy to include language regarding a hotline, informational items, and forms that must be kept. Since Board members are Mandated Court Reporters, a request was made for training on this topic. Ms. Keefe will share the information for the online training opportunity. The next policy 5:100 Staff Development Program changed the current policy language regarding the training of ADD/ADHD, the application of behavioral interventions, and the use of certain medications for children. It also requires training on educator ethics, teacher/student conduct, and school employee-student conduct. The last policy 5:120 Ethics deals with removal of the section on political activities and inclusion of that section under Ethics and Gift Ban. The section on Ethics and Gift Ban is new to this policy. These policies will be placed on the July 19 agenda for a second reading and adoption.

**Closed Session** – A motion was made by Ken Dewitt, seconded by Diane Campbell to enter into Closed Session for the purpose of discussing a personnel matter. On a voice vote, all members in attendance voted Aye. Nays: none. Absent: none. Closed Session was entered into at 9:25 p.m.

A motion was made by Lisa Scanio, seconded by Ken Dewitt, to exit Closed Session and return to the Committee of the Whole meeting. There being no further business to conduct, the meeting was adjourned at 10:23 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