

BOARD OF EDUCATION
Millburn School District 24

REGULAR MEETING
May 17, 2010

BOARD MEMBERS PRESENT

Diane Campbell
Kenneth Dewitt
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

TREASURER

Roger Manderscheid

VISITORS

Melissa Watters
Karen Ende
Heidi Anderson

BOARD CLERK

Dorothy Pazanin

The Regular Meeting of the Board of Education of Millburn 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: Diane Campbell, Kenneth Dewitt, Shawn Lahr, Robert Reding, Lisa Scanio and Chris Stream. Robert Buehler was absent.

PUBLIC COMMENTS – There were none.

ADDITION OF NON-ACTION ITEMS – Diane Campbell said she is organizing the recognition portion of the upcoming district picnic. She said she will be asking Board Members to help present the various awards and announce raffle winners.

Lisa Scanio asked if the Board wanted to change the date of the next Committee Meeting, scheduled for June 7. She said it appears that three Board Members will be unavailable on June 7 and June 14; two Board Members will be unavailable on Tuesday, June 1. It was agreed to leave the meeting schedule unchanged.

She also asked that a discussion about the Parent Survey be added to the agenda. It was agreed to include that topic at the end of the meeting.

ACTION ITEMS

CONSENT AGENDA – A motion was made by Kenneth Dewitt and seconded by Robert Reding to approve the consent agenda, consisting of the following:

1. Approval of Minutes
 - a. Regular Meeting of April 19, 2010
 - b. Committee of the Whole Meeting of May 3, 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. Personnel Report
 - a. Accept Resignation of **Sandra Stein**, 1.0 FTE LRC Clerk
 - b. Hire **Carol Milazzo** as 0.7 FTE ED/LD Teacher for the 2010-11 School Year
6. Approve Appointments for 2010-11 School Year
 - a. Architect – GreenAssociates Architecture Construction Services
 - b. Board Clerk – Dorothy Pazanin
 - c. Depository – State Bank of the Lakes
 - d. Legal Counsel – Hodges, Loizzi, Eisenhammer, Rodick & Kohn
7. Second Reading and Approval of Board Policy
 - a. School Board – 2:30 School District Elections
 - b. Instruction – 6:50 School Wellness
 - c. Instruction – 6:80 Teaching About Controversial Issues
 - d. Students – 7:10 Equal Educational Opportunities
 - e. Students – 7:310 Restrictions on Publications and Written or Electronic Material
8. Approve Memberships
 - a. IASB – Illinois Association of School Boards
 - b. LCESC – Lake County Educational Service Center

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

May-10

EXPENDITURES

EDUCATION		BUILDING	
BILLS PAYABLE	\$127,937.37	BILLS PAYABLE	\$52,345.70
PAYROLL	\$682,521.72	PAYROLL	\$39,852.83
MANUAL CHECKS	\$102,819.79	MANUAL CHECK	\$7,490.00
TOTAL	\$913,278.88	TOTAL	\$99,688.53
		IMRF	
		BILLS PAYABLE	\$0.00
		PAYROLL	\$38,926.30
		VOID	\$0.00
		TOTAL	\$38,926.30
		BONDS&INTEREST	
		BILLS PAYABLE	\$65,482.36
		TORT	
		PAYROLL	\$7,970.82
		BILLS PAYABLE	\$0.00
		TOTAL	\$7,970.82
SITE & CONSTRUCTION			
BILLS PAYABLE	\$0.00		
		FUNDS TOTAL	\$1,198,450.08

APPOINTMENT OF TREASURER – Dr. Ellen Mauer explained that the Treasurer is the lawful custodian of the school funds. As such, he is responsible for all receipts, disbursements and investments of school funds and does pay orders issued by the School Board. A motion was made by Kenneth Dewitt and seconded by Lisa Scanio to approve Roger Manderscheid as Treasurer for the 2010-11 School Year. On a roll call vote, the following Board Members voted Aye: Robert Reding, Kenneth Dewitt, Shawn Lahr, Chris Stream, Diane Campbell and Lisa Scanio. Nays: none. Absent: Robert Buehler. The motion passed.

APPROVAL OF PUBLISHER – Dr. Ellen Mauer said she requested rate quotes from the News Sun and Daily Herald for publishing legal notices. The Daily Herald had the lower rate. A motion was made by Chris Stream and seconded by Diane Campbell to approve the Daily Herald as the publisher of district legal notices for the 2010-11 School Year. On a voice vote, all Board Members voted Aye. Nays: none. Absent: Robert Buehler. The motion passed.

FOOD SERVICE BID – Dr. Ellen Mauer said that three companies submitted bids for the food service contract. She recommended the Board approve Arbor Management. A motion was made by Diane Campbell and seconded by Chris Stream to approve Arbor Management Food Services in the amount of \$244,578.30 per year not to exceed three years. On a roll call vote, the following Board Members voted Aye: Kenneth Dewitt, Shawn Lahr, Chris Stream, Diane Campbell, Lisa Scanio and Robert Reding. Nays: none. Absent: Robert Buehler. The motion passed.

SUMMER HELP – Dr. Ellen Mauer recommended the Board approve three temporary summer help positions at minimum wage. Two of the positions would be for Central and one for West. A motion was made by Kenneth Dewitt and seconded by Robert Reding to approve three temporary summer help positions. On a roll call vote, the following Board Members voted Aye: Shawn Lahr, Chris Stream, Diane Campbell, Lisa Scanio, Robert Reding and Kenneth Dewitt. Nays: none. Absent: Robert Buehler. The motion passed.

INFORMATIONAL

BOND TRENDS – Roger Manderscheid gave a short presentation regarding bond trends. He said the positive news is that rates have not increased, and are not expected to increase in the short term. An important factor when thinking about borrowing in the next fiscal year will be the district's credit rating. The district may be hurt by the fact that it is on the state's Financial Watch List. He said he anticipates the district being able to borrow at the same rate as last year, which was 4 percent. He recommends that the Board try to get an early commitment on a rate, and lock it in. Factors such as inflation and state and global crises could affect future rates.

It was noted that Roger Manderscheid exited the meeting at 7:25 p.m.

RACE TO THE TOP MEMORANDUM – Dr. Ellen Mauer explained that the Board president, the district superintendent and the head of the teacher organization are being asked to sign the federal Race To The Top Memo of Understanding. The district is expected to be in compliance with the mandates in the legislation, regardless of whether the memo is signed. Dr. Mauer said there is a chance that the district could get some funding for professional development if the memo is signed. Some Board Members expressed philosophical differences with the program. Dr. Mauer said she is inclined to sign because she doesn't want to bypass any chance for additional funding.

BUILDING RENTAL FEES – The building principals presented a comparison of building use from the previous school year to the current school year. In general, the comparison showed that community use of the buildings was not negatively impacted by the new fee structure put in place this year. The principals recommended keeping the same fee structure for next year with only a few minor changes. They recommended a minimum amount of \$25 per usage for the gyms during the week for all groups, including “for profit.” They also suggested charging \$10 per date for use of the outdoor fields, with the exception of the Lindenhurst Park District, which helps with field maintenance. Dr. Ellen Mauer said this Building Use Fee Schedule will be on the Consent Agenda next month.

METHOD OF PAYING BUS DRIVERS – Dr. Ellen Mauer said she is recommending changing the method of paying bus drivers to an hourly rate, and abandoning the current tiered system of pay. She said the hourly rate system is comparable to those used by other districts in the county. Dr. Mauer said she had a few meetings with the drivers concerning the change. She also put notes in their mailboxes notifying them that the topic would be discussed at tonight’s meeting.

PUBLIC COMMENT – There was none.

ADMINISTRATIVE REPORTS

DIRECTOR OF TECHNOLOGY – Joanne Rathunde reported that the district’s long-range technology plan was given final approval by the ISBE, and it is posted on the district website. She said the plan was modestly developed, considering the district’s financial situation. She also pointed out that funding is not necessarily budgeted for everything in the plan.

DIRECTOR OF CURRICULUM – Dr. Cheryl Kucera reported that at this time of the year, all books and materials are inventoried. Also, she is monitoring what is happening at the state level with Common Core Standards. She anticipates that teachers will be introduced to the new standards by October. Finally, teachers are reviewing test data to assess their progress toward meeting the goals they set for themselves in August.

DIRECTOR OF SPECIAL SERVICES – Elizabeth Keefe presented data from districts across the county comparing the overall performance of students with and without IEPs. She said that not only has Millburn’s general student population grown in academic performance, but so has the special education population. The gap between the two groups has also decreased. When looking at the Least Restrictive Environment (LRE), that is, the percentage of students who spend the majority of their time in a general education setting, Millburn continues to do well. The data shows that Millburn had the lowest percentage of special education students who were educated in a separate setting.

PARENT SURVEY – Lisa Scanio gave Board Members a draft copy of a proposed survey to be distributed to district parents. A few corrections and changes were discussed. Ms. Scanio said Robert Reding and her would be presenting information at the upcoming community forums on the district’s financial situation. Plans are to distribute the survey to parents the day after the last forum. It was decided to email the survey link to all district parents.

STAFF SURVEY OF SUPERINTENDENT – The Board discussed the past practice of asking the staff to complete a survey on the superintendent’s job performance. Dr. Ellen Mauer explained that the topic had not been brought up previously. She said that if the Board is looking for staff feedback,

she would prefer using a formative business model. It was agreed that a staff survey was not mentioned when the Superintendent Evaluation Form was discussed and approved.

There being no further business, a motion was made by Lisa Scanio and seconded by Kenneth Dewitt 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 8:36 p.m.

Shawn Lahr, President
Board of Education
Millburn School District 24

ATTEST:

Chris Stream, Secretary
Board of Education
Millburn School District 24

BOARD OF EDUCATION
Millburn School District 24

COMMITTEE OF THE WHOLE MEETING
June 7, 2010

BOARD MEMBERS PRESENT

Robert Buehler
Kenneth Dewitt
Shawn Lahr
Robert Reding

ADMINISTRATION PRESENT

Dr. Ellen Mauer, Superintendent
Elizabeth Keefe, Special Education Director
Jake Jorgenson, Principal
Jason Lind, Principal

BUSINESS MANAGER

Mary Taylor

VISITORS

John Hutchinson
Scott Pfeiffer
Dan Wasserman
Melissa Watters
Laura Brown
Jenn Kiddle
Alicia Keys
Jane Tabourot
Kim Dodd
Scott Latza

BOARD CLERK

Dorothy Pazanin

The Committee of the Whole Meeting of the Board of Education of Millburn School District 24, Lake County, Illinois, held at Millburn Central School, was called to order at 7:02 p.m. by President Shawn Lahr. Roll call was taken with the following Board Members in attendance: Robert Buehler, Kenneth Dewitt, Shawn Lahr and Robert Reding. Diane Campbell, Lisa Scanio and Chris Stream were absent.

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

PUBLIC COMMENTS – There were none at this time.

INFORMATION/DISCUSSION ITEMS

ADMINISTRATIVE CONTRACTS – Dr. Ellen Mauer explained that the administrators have collectively decided to take a pay differential for next school year. The decision was discussed with the Board's Negotiations Sub-Committee consisting of Robert Buehler and Lisa Scanio. The proposal would impose an administrative pay freeze for one year, thereby

nullifying any previously negotiated salary increases. The proposal includes a few exceptions: retirees would be exempt; Elizabeth Keefe would get a 3 percent increase due to market value issues; and Mary Taylor would get the Teacher's Retirement System payment that was previously agreed upon and is given to the other administrators.

Robert Buehler said there were multiple discussions with the Teacher Negotiations Team regarding this issue. He said the teachers wanted the administration to act first regarding salaries for next year. The Board Negotiations Sub-Committee met for two hours with the administrators. Mr. Buehler said the administrators were very open and positive about the proposal. Dr. Mauer said the proposal would mean a savings of about \$16,802 to the district. Approval of the proposal will be included as part of the Consent Agenda at the next Regular Board Meeting.

BUDGET DISCUSSION – Dr. Ellen Mauer reported that the results of the parent survey have been distributed to the Board Members. She asked the Board to review the various options and ideas that have been presented and researched over the past several months, and determine which ones they want to continue to pursue.

After discussing each item, the Board generally decided that the following options should no longer be considered at this time: do nothing; change the Millburn Central/West boundaries and establish a lottery to encourage people to move from one school to another; borrow more money; consolidate with another district; and run a Building Fund referendum.

Also, the option to close Millburn West School and move everyone into Millburn Central was not considered a viable option for the near future. District enrollment would have to be below 1,400 and that is not predicted to happen until possibly 2014-15. Dr. Mauer said the only way this option could work in the near future would be to use trailers as classrooms. She reviewed the results of her research on the use of trailers, including set-up and take-down fees, security, installation, plumbing and maintenance. The Board agreed that this option should not be considered for the 2011-12 school year.

Dr. Mauer said she would like to explore various combinations of three options: cutting non-mandated programs; raising class sizes; and converting the schools to grade level centers. Programs could be pared down, instead of cutting them completely.

Other options that are still considered viable are: running an Education Fund referendum; running a Working Cash Fund referendum; and raising fees.

The Board also discussed various suggestions, including those that were made in the parent survey comments.

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

General Personnel – 5:20 Workplace Harassment Prohibited

General Personnel – 5:30 Hiring Process and Criteria

General Personnel – 5:35 Compliance with the Fair Labor Standards Act

General Personnel – 5:40 Communicable and Chronic Infectious Disease

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

PARENT/STUDENT HANDBOOK CHANGES – The Board reviewed the recommended changes to the Parent/Student Handbook for the 2010-11 School Year. It was agreed to add the proposed changes to the Consent Agenda at the next Regular Board Meeting.

It was noted that Jason Lind entered the meeting at 8:10 p.m.

TENTATIVE BUDGET FOR 2010-11 – The Board reviewed the Tentative Budget for the 2010-11 School Year. Mary Taylor said salaries and benefits are the biggest portion of the budget. Salaries have been budgeted with a 2 percent increase; benefits reflect a 5 percent increase. Special education tuition is predicted at a 3 percent increase. Budgeted expenses for school supplies and capital outlay have been kept low. Approval of the Tentative Budget will be included on the Consent Agenda at the next Regular Board Meeting.

SURVEY RESULTS – Dr. Ellen Mauer asked the Board Members to consider how they would like to share the parent survey results. It was decided to put the survey results and all comments on the district website. The only exclusions would be personal information such as names and telephone numbers, and one comment about a specific teacher.

PUBLIC COMMENT – Laura Brown asked how many responses there were to the parent survey. Dr. Ellen Mauer replied that about 470 surveys were returned. Mrs. Brown suggested that a public forum be scheduled in August to discuss financial options that the Board is still considering, including any plans for a referendum. She also asked about teachers' supply budgets, because the PTO would like to work with the teachers in this regard. Mary Taylor said that the teachers will each have a \$100 budget.

Jason Hutchinson said that he, along with some other parents, founded the Facebook page for concerned residents of Millburn School District. He thought Facebook would be a great way to get feedback from the community, and he has invited all Board Members to join. About 225 residents have signed on, and he said there has been a lot of good discussion. He wanted the Board to know that his intentions were positive, not hostile, and he is interested in working with school officials to do what is best for kids.

Two Board Members said they joined the site, but they would not comment individually on the page. Dr. Mauer asked that participants on the page contact her if they are not sure about anything happening in the district.

It was noted that Jake Jorgenson, Jason Lind and Elizabeth Keefe exited the meeting at 8:35 p.m.

EXECUTIVE SESSION

A motion was made by Kenneth Dewitt and seconded by Robert Buehler at 8:36 p.m. to enter into Executive Session for the purpose of discussing negotiations. On a roll call vote, the following Board Members voted Aye: Kenneth Dewitt, Shawn Lahr, Robert Buehler and Robert Reding. Nays: none. Absent: Diane Campbell, Lisa Scanio and Chris Stream. The motion passed.

A motion was made by Kenneth Dewitt and seconded by Robert Reding to exit Executive Session at 9:19 p.m. On a voice vote, all Board Members voted Aye. Nays: none. Absent: Diane Campbell, Lisa Scanio and Chris Stream. The motion passed.

COMMITTEE MEETING RESUMES

The Committee of the Whole Meeting resumed at 9:20 p.m. There being no further business, a motion was made by Kenneth Dewitt and seconded by Robert Reding to adjourn the Committee Meeting. On a voice vote, all Board Members voted Aye. Nays: none. Absent: Diane Campbell, Lisa Scanio and Chris Stream. The motion passed. The Committee Meeting adjourned at 9:20 p.m.

Shawn Lahr, President
Board of Education
Millburn School District 24

ATTEST:

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