

BOARD OF EDUCATION  
Millburn School District 24

REGULAR MEETING  
April 25, 2011

BOARD MEMBERS PRESENT

Robert Buehler  
Diane Campbell  
Kenneth Dewitt  
Jane Gattone  
Scott Miller  
Joseph Pineau  
Robert Reding  
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

|                  |                    |
|------------------|--------------------|
| Carla Blanchard  | Brigid Tuley       |
| Stacy Janda      | Kevin Tuley        |
| Geneen Hoetzer   | Gretchen Polenzani |
| Terryl Rajcevich | Laura Brown        |
| Cindy Brugioni   | Cheryl Drake       |
| Rachel Nichols   | Kathy Duncan       |
| Alex Kalous      | Bernadette Hanna   |
| Nomita Umarwadia | Donna Gonzalez     |
| Alicia Keys      |                    |

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

PUBLIC COMMENT – There was none at this time.

ACTION ITEMS

ELECTION RESULTS – The abstract of votes for the recent School Board election was presented. A motion was made by Kenneth Dewitt and seconded by Diane Campbell to confirm the results from the Consolidated General Election of April 5, 2011 as canvassed by the Lake County Clerk's Office. On a voice vote, all Board Members voted Aye. Nays: none. Absent: Shawn Lahr. The motion passed.

CONSENT AGENDA – A motion was made by Robert Reding and seconded by Lisa Scanio to approve the Consent Agenda, including the following:

1. Approval of Minutes
  - a. Regular Meeting and Executive Session of March 21, 2011
  - b. Committee of the Whole Meeting of April 4, 2011

## 2. Treasurer's Report and Approval

**EXPENDITURES**

| <b>EDUCATION</b>               |              | <b>BUILDING</b>           |                       |
|--------------------------------|--------------|---------------------------|-----------------------|
| BILLS PAYABLE                  | \$190,132.12 | BILLS PAYABLE             | \$59,106.21           |
| PAYROLL                        | \$645,224.45 | PAYROLL                   | \$41,306.94           |
| MANUAL                         | \$7,145.32   | MANUAL                    | \$2,600.00            |
| TOTAL                          | \$842,501.89 | TOTAL                     | \$103,013.15          |
| <b>TRANSPORTATION</b>          |              | <b>IMRF</b>               |                       |
| BILLS PAYABLE                  | \$26,503.94  | BILLS PAYABLE             | \$0.00                |
| PAYROLL                        | \$42,218.18  | PAYROLL                   | \$34,521.87           |
| TOTAL                          | \$68,722.12  | TOTAL                     | \$34,521.87           |
| <b>SITE &amp; CONSTRUCTION</b> |              | <b>BONDS&amp;INTEREST</b> |                       |
| BILLS PAYABLE                  | \$0.00       | BILLS PAYABLE             | \$22,812.50           |
|                                |              | <b>TORT</b>               |                       |
|                                |              | PAYROLL                   | \$3,927.05            |
|                                |              | BILLS PAYABLE             | \$0.00                |
|                                |              | TOTAL                     | \$3,927.05            |
|                                |              | <b>FUNDS TOTAL</b>        | <b>\$1,075,498.58</b> |

3. Bill Approval and Payment Authorization
4. Activity Funds of Millburn Central and Millburn West
5. Personnel Report
  - a. Open 1.0 FTE Teacher and Rehire **Dana Ready** (to cover transfer to 0.7 FTE position)
  - b. Open 1.0 FTE Teacher and Rehire **Andrea Rouse** (to cover T. Roberts)
  - c. Open 1.0 FTE LD Teacher and Rehire **Becky Curran** (to cover A. Schiever)
  - d. FMLA Requests
    - (1) **Kristin Brandt**
    - (2) **Leah Langanke**
  - e. Resignation – **Mary Taylor**, 1.0 FTE Business Manager effective June 30, 2011
  - f. Resignation – **Joanne Verney**, 1.0 FTE Middle School Teacher effective June 7, 2011
  - g. Open 1.0 FTE LD Teacher and Rehire **Cynthia Gallagher** (to cover J. Verney)
6. Amended Official School Calendar SY 2010-11
7. Support Staff Raises of 2 percent for SY 2011-12
8. Approve Overnight Field Trip Request to Silver Cliff, WI for rafting May 31- June 1, 2011
9. Second Reading and Approval of Board Policy
  - a. School Board – Organizational School Board Meeting 2:210
  - b. Operational Services – Identity Protection 4:15
  - c. Students – Student Assignment and Intra-District Transfer 7:30
  - d. Students – Nonpublic School Students, Including Parochial and Home-Schooled Students 7:40
  - e. Students – Release Time for Religious Instruction/Observance 7:80
  - f. Students – Student Support Services 7:250
  - g. Students – Orders to Forgo Life-Sustaining Treatment 7:275

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

ADJOURNMENT OF RETIRING BOARD OF EDUCATION – A motion was made by Kenneth Dewitt and seconded by Lisa Scanio to Adjourn the Retiring Board of Education. On a voice vote, all Board Members voted Aye. Nays: none. Absent: Shawn Lahr. The motion passed.

*SINE DIE*

RECOGNITION OF RETIRING BOARD MEMBERS – Dr. Ellen Mauer recognized retiring Board Members Robert Buehler, Kenneth Dewitt and Shawn Lahr. She thanked them on behalf of the community, staff and students for their years of service.

NEW BUSINESS

PRESIDENT PRO TEM – A motion was made by Lisa Scanio and seconded by Diane Campbell to name Chris Stream as President Pro Tem during the time of the Organization of the New Board. On a voice vote, all Board Members voted Aye. Nays: none. Absent: none. The motion passed.

OATH OF OFFICE – All Board Members stood and recited the official Oath of Office as required by state law.

ROLL CALL – New Board Members took their seats at the front table. Roll call was taken with the following Board Members in attendance: Diane Campbell, Jane Gattone, Scott Miller, Joseph Pineau, Robert Reding, Lisa Scanio and Chris Stream.

NOMINATIONS AND ELECTION OF PRESIDENT – Lisa Scanio nominated Robert Reding for Board President; Diane Campbell seconded the nomination. Joseph Pineau nominated Scott Miller for Board President; Scott Miller seconded the nomination. Each nominee gave a short statement regarding their background and goals for the Board. On a roll call vote, the following Board Members voted for Robert Reding: Diane Campbell, Chris Stream, Jane Gattone, Robert Reding and Lisa Scanio. The following Board Members voted for Scott Miller: Joseph Pineau and Scott Miller. Absent: none. Robert Reding was named Board President by a 5-2 vote.

NOMINATIONS AND ELECTION OF SECRETARY – Lisa Scanio nominated Chris Stream for Board Secretary; Robert Reding seconded the nomination. Scott Miller nominated Jane Gattone for Board Secretary; Jane Gattone seconded the nomination. Each nominee gave a short statement regarding their background and qualifications for the office. On a roll call vote, the following Board Members voted for Chris Stream: Robert Reding, Lisa Scanio, Joseph Pineau and Diane Campbell. The following Board Members voted for Jane Gattone: Chris Stream, Jane Gattone and Scott Miller. Absent: none. Chris Stream was named Board Secretary by a 4-3 vote.

NOMINATIONS AND ELECTION OF VICE PRESIDENT – Diane Campbell nominated Lisa Scanio for Board Vice President; Robert Reding seconded the nomination. Scott Miller nominated Joseph Pineau for Board Vice President; Jane Gattone seconded the nomination. Again, each nominee gave a short statement regarding their background and vision for the Board. On a roll call vote, the following Board Members voted for Lisa Scanio: Jane Gattone, Robert Reding, Lisa Scanio, Diane Campbell and Chris Stream. The following Board Members voted for Joseph Pineau: Joseph Pineau and Scott Miller. Absent: none. Lisa Scanio was named Board Vice President by a 5-2 vote.

DESIGNATE IASB REPRESENTATIVE – Joseph Pineau nominated Scott Miller to be the district's IASB Governing Board Representative; Robert Reding seconded the nomination. There were no further nominations. Therefore, Scott Miller was designated the IASB Representative.

DESIGNATE SEDOL REPRESENTATIVE – Lisa Scanio nominated Diane Campbell to be the district's SEDOL Representative; Chris Stream seconded the nomination. There were no further nominations. Therefore, Diane Campbell was designated the IASB Representative.

REAPPOINTMENT OF BOARD CLERK – A motion was made by Robert Reding and seconded by Chris Stream to reappoint Dorothy Pazanin as Board Clerk. On a roll call vote, the following Board Members voted Aye: Robert Reding, Lisa Scanio, Joseph Pineau, Scott Miller, Diane Campbell, Chris Stream and Jane Gattone. Nays: none. Absent: none. The motion passed.

BOARD OF EDUCATION MEETING DATES – A motion was made by Diane Campbell and seconded by Lisa Scanio to approve the proposed Board of Education Meeting Dates for School Year 2011-12. On a voice vote, all Board Members voted Aye. Nays: none. Absent: none. The motion passed.

FACILITIES USE WAIVER REQUEST – The Board discussed a request from Lake Villa Township Baseball to waive the Facilities Use Fee in exchange for field maintenance. Jane Gattone recused herself from the discussion because she is a coach with the organization. Discussion topics included: the number of groups that use the fields; abuses such as reserving facilities but then not using them; maintenance requirements; services provided by the various groups; district time spent on scheduling; setting a precedent; and the need to be consistent. A motion was made by Scott Miller to approve the Facilities Use Fee Waiver Request by Lake Villa Township Baseball. The motion failed for lack of a second.

FACILITIES USE FOR KINDERGARTEN ENRICHMENT – Dr. Ellen Mauer explained that Facilities Use Applications were received from the Afterschool Club and Kindergarten Connections, both to rent space for kindergarten enrichment programs during the school day. Dr. Mauer said two classrooms are available at Millburn West, adjacent to the classrooms currently rented by Red Apple Academy.

The Board discussed the applications at length. Discussion topics included: the correct rental fee to be charged; the fact that Red Apple also offers a kindergarten enrichment program; whether at least one of the kindergarten enrichment programs should be housed at Millburn Central; the physical logistics and security concerns of renting classrooms during the school day at both buildings; potential conflicts with arrival and dismissal times; estimated kindergarten enrollment for next year at both buildings; potential effect on school busing; use of other school property, such as furniture; revenue potential; and the order in which Facilities Use Applications are reviewed and approved. The Board decided to wait one week until taking action on this topic. The Committee of the Whole Meeting scheduled for May 2 will be changed to a Special Meeting. The Facilities Use requests for kindergarten enrichment programs will be added as an action item on the agenda of the Special Meeting of May 2.

#### INFORMATION/DISCUSSION ITEMS

REPLACEMENT OF BUSINESS MANAGER – The Board reviewed options for replacing Business Manager Mary Taylor, who has accepted a position in another district. These options include hiring another Business Manager or using an accountant to fulfill some of the duties. The qualifications, job descriptions and salaries of each position were discussed. The Board also discussed the possibility of hiring an interim. It was noted that Gary White, the district's former accountant who

currently does payroll, has agreed to help with bookkeeping in the transition. The Board asked for more detailed options. These will be presented and discussed at the next meeting.

It was noted that Roger Manderscheid exited the meeting at 8:30 p.m.

ENERGY AUDIT – Jane Gattone agreed to review information regarding a possible Energy Audit. She will contact former Board Member Shawn Lahr, who had previously gathered information on this topic.

SUMMER PROJECTS – The Board reviewed a list of planned summer projects and the projected costs. Parking lot drainage, bathroom repairs and installation of electricity to the flagpoles were discussed in. Formal Board approval was not necessary because none of the projects exceeds \$25,000. Further estimates and cost-saving measures for completing the projects will be investigated, wherever possible.

BOARD RETREAT – Dr. Ellen Mauer said she had received requests for Board Member training. She said some areas could be covered in-house. She suggested IASB be hired as a facilitator for the more in-depth topics. The value of Board Member School Visits also was discussed. Dr. Mauer said she would present information at the next meeting regarding the cost of Board training.

STRATEGIC PLAN UPDATE – Lisa Scanio noted that the Community Engagement Day, which is part of the Strategic Plan, is scheduled for May 21 from 9 a.m. to 1 p.m. at Millburn West. More than 30 people have responded that they plan to attend, including members of the staff, School Board and community. A summary of the community survey will be available at the Community Engagement Day and posted on the district website.

PUBLIC COMMENTS – Brigid Tuley and Stacy Janda introduced themselves as the proprietors of Kindergarten Connections, one of the groups that submitted a Facilities Use Request for a kindergarten enrichment program. Ms. Tuley said the purpose of her kindergarten enrichment program was to offer the students and the community an extension to the education already provided by Millburn School District. Ms. Janda explained they would offer a five-day program, directly related to the Millburn kindergarten program.

Laura Brown asked each of the Board Members to tour the bathrooms at Millburn Central, and to try washing their hands and locking the doors. She said the bathrooms are definitely in need of repairs. Mrs. Brown also spoke in support of Brigid Tuley. Mrs. Brown asked the Board to consider which of the three kindergarten enrichment programs would benefit the students the most. She also asked the Board to consider having one of the programs housed at Millburn Central.

Carla Blanchard said she wanted to address several issues. First, she said she knows both Brigid Tuley and Stacy Janda personally, and endorsed their proposal for a kindergarten enrichment program. Mrs. Blanchard also said it would be logical to have at least one enrichment program at each school. Mrs. Blanchard expressed support for the proposal to run electricity to the flagpoles, saying the project was a necessity, not an option. She also asked that recycling bins be available in the cafeteria and in the fields. Mrs. Blanchard also volunteered to send out email reminders to her neighbors about the Community Engagement Day, and to encourage them to do the same.

Alicia Keys spoke in support of Mrs. Tuley and her proposed kindergarten enrichment program. She said it would be great to see a program offered at each school, and to know that it was being provided by someone with a background at Millburn School and someone who is a member of the Millburn community.

Alex Kalous said that as a PTO member she would like to remind the Board and the administration that the PTOs have available money and are looking for suggestions on projects to fund.

NEXT MEETING – The Board agreed to start the Special Meeting of May 2 at 6:30 p.m. There will be an Executive Session at the beginning of the meeting.

There being no further business, the meeting was adjourned at 9:05 p.m.

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Robert A. Reding, 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

BOARD OF EDUCATION  
Millburn School District 24

SPECIAL MEETING  
May 2, 2011

BOARD MEMBERS PRESENT

Diane Campbell  
Jane Gattone  
Scott Miller  
Joseph Pineau  
Robert Reding  
Lisa Scanio  
Chris Stream

ADMINISTRATION PRESENT

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

BUSINESS MANAGER

Mary Taylor

VISITORS

Carla Blanchard  
Brigid Tuley  
Donna Gonzalez  
Stacy Janda  
Joan Green  
Laura Brown  
Alicia Keys

BOARD CLERK

Dorothy Pazanin

A Special Meeting of the Board of Education of Millburn School District 24, Lake County, Illinois, held at Millburn West School, was called to order at 6:30 p.m. by President Robert Reding. Roll call was taken with the following Board Members in attendance: Jane Gattone, Scott Miller, Joseph Pineau, Robert Reding and Chris Stream. Diane Campbell and Lisa Scanio were absent at this time.

EXECUTIVE SESSION

A motion was made by Chris Stream and seconded by Jane Gattone to enter into Executive Session for the purpose of discussing personnel. On a roll call vote, the following Board Members voted Aye: Jane Gattone, Scott Miller, Joseph Pineau, Robert Reding and Chris Stream. Nays: none. Absent: Diane Campbell and Lisa Scanio. The motion passed. Executive Session began at 6:36 p.m.

It was noted that Lisa Scanio was in attendance when the Executive Session began. Diane Campbell entered the Executive Session at 6:54 p.m.

A motion was made by Lisa Scanio and seconded by Chris Stream to exit Executive Session at 7:14 p.m. On a voice vote, all Board Members voted Aye. Nays: no. Absent: none. The motion passed.

## SPECIAL MEETING RESUMES

It was noted that the Special Meeting resumed at 7:16 p.m.

PUBLIC COMMENT – There was none at this time.

### ACTION ITEMS

FACILITIES USE APPLICATIONS – The Board reviewed two Facilities Use applications, each requesting classroom space to operate separate kindergarten enrichment programs during the school day. Robert Reding opened the discussion by stating that the Board's role is to create the building use policy and to approve or deny requests, and not to judge the merits of the programs being offered. Board Members discussed several aspects of the issue, including the following:

- Having three similar programs in one building
- Whether the district should run its own kindergarten enrichment program
- Long-term effects of renting the buildings during the school day
- Impact on teachers, staff, parents and taxpayers
- The district's legal liability
- Whether one of the programs should be housed at Millburn Central
- Proposals to review the district policy and establish standards for the future

A motion was made by Lisa Scanio and seconded by Scott Miller to approve the Facilities Use Applications from Afterschool Club and Kindergarten Connections. On a roll call vote, the following Board Members voted Aye: Lisa Scanio, Scott Miller, Jane Gattone, Robert Reding, Chris Stream and Joseph Pineau. Nays: Diane Campbell. Absent: none. The motion passed.

### INFORMATION/DISCUSSION ITEMS

BUSINESSS MANAGER REPLACEMENT OPTIONS – The Board discussed several options for replacing the current Business Manager, Mary Taylor, who has resigned effective June 30, 2011. Options include staying with the full-time Business Manager model now in place, or using some combination of services from a bookkeeper, accountant, interim business manager and the superintendent. The Board discussed the job requirements, time commitment involved, the cost of services, required coursework and certification, and the importance of having a system of checks and balances. The Board directed Dr. Ellen Mauer to advertise for a full-time School Business Manager. The pool of candidates will be evaluated in about three weeks, and a report will be made to the Board.

MEMBERSHIPS – The Board reviewed three professional membership opportunities available to the district: Lake County Educational Service Center, ED-RED, and FED ED. The Board asked that approval of the Lake County ESC be included on the next Consent Agenda. There was no strong interest expressed in joining the other two organizations at this time. More information on ED-RED will be pursued, and the topic may be reviewed at a future date.



INTERGOVERNMENTAL AGREEMENT – The Board reviewed the Lake County School Districts Intergovernmental Agreement. This agreement allows participating districts to share equipment when possible in order to save money in rentals. It was agreed to have approval of the agreement added to the next Consent Agenda.

BOARD TRAINING – A representative from the Illinois Association of School Boards has proposed two School Board Member training sessions: a Board Self-Reflection at a cost of \$400, and a Starting Right workshop at a cost of \$600. The training would be tailored to specific topics of interest to the Millburn Board. The Board agreed to schedule one training session on June 1, and follow up with a second on a date to be determined in the future.

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

- Students – Attendance and Truancy 7:70
- Students – Agency and Police Interviews 7:150
- Students – Conduct Code for Participants in Extracurricular Activities 7:240
- Students – Exemption from Physical Activity 7:260
- Students – Administering Medicines to Students 7:270
- Students – Adolescent Suicide Awareness and Prevention Programs 7:290
- Community Relations – Relations with Other Organizations and Agencies 8:100

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

PUBLIC COMMENT – There was none at this time.

EXECUTIVE SESSION – There was no expressed need for another Executive Session.

STAFF APPRECIATION PICNIC – Board Members were reminded that the Staff Appreciation Picnic, hosted by the Board of Education, is scheduled for May 31 at Independence Grove.

There being no further business, the Committee Meeting adjourned at 8:58 p.m.

ATTEST:

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Robert A. Reding, President  
 Board of Education  
 Millburn School District 24

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Chris Stream, Secretary  
 Board of Education  
 Millburn School District 24

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Date