

BOARD OF EDUCATION  
Millburn C.C. School District 24

REGULAR MEETING  
Oct. 19, 2009

BOARD MEMBERS PRESENT

Robert Buehler  
Diane Campbell  
Kenneth Dewitt  
Shawn Lahr  
Robert Reding

ADMINISTRATION PRESENT

Ellen Mauer, Superintendent  
Cheryl Kucera, Curriculum Director  
Joanne Rathunde, Technology Director

VISITORS

Laura Brown  
Kristen Paul  
Tina Kupsco  
Kim Dodd  
Scott Solberg  
Jane Gattone

BUSINESS MANAGER

Mary Taylor

TREASURER

Roger Manderscheid

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 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 and Robert Reding. Absent were Lisa Scanio and Board Secretary Chris Stream. A motion was made by Kenneth Dewitt and seconded by Diane Campbell to appoint Robert Reding as Secretary Pro Tem. On a voice vote, all Members voted Aye. Nays: none. Absent: Lisa Scanio and Chris Stream. The motion passed.

REGULAR BUSINESS

APPROVAL OF MINUTES -- A motion was made by Diane Campbell and seconded by Robert Reding to approve the Minutes of the Regular Meeting of Sept. 21, 2009; and the Committee of the Whole and Executive Session Minutes of Oct. 7, 2009. On a voice vote, all Board Members voted Aye. Nays: none. Absent: Lisa Scanio and Chris Stream. The motion passed.

TREASURER'S REPORT -- Roger Manderscheid reported that at the end of September the district showed a net balance of about \$3.7 million. He has received word that the

Loan Committee at the State Bank of the Lakes has approved Tax Anticipation Warrants for the district at an interest rate of 4 percent. A commitment must still be received from the bank's Board of Directors. The warrants will be issued in \$100,000 increments to be used by the school district as the money is needed. 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: Diane Campbell, Robert Buehler, Shawn Lahr, Kenneth Dewitt and Robert Reding. Nays: none. Absent: Lisa Scanio and Chris Stream. The motion passed.

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

It was noted that Roger Manderscheid exited the meeting at 7:10 p.m.

**EXPENDITURES**

<b>EDUCATION</b>		<b>BUILDING</b>	
BILLS PAYABLE	\$307,079.20	BILLS PAYABLE	\$55,707.95
PAYROLL	\$667,371.55	PAYROLL	\$41,078.38
MANUAL	\$10,075.00		
TOTAL	\$984,525.75	TOTAL	\$96,786.33
<b>TRANSPORTATION</b>		<b>IMRF</b>	
BILLS PAYABLE	\$25,773.56	BILLS PAYABLE	\$10,583.00
PAYROLL	\$57,269.60	PAYROLL	\$36,797.48
TOTAL	\$83,043.16	TOTAL	\$47,380.48
<b>SITE &amp; CONSTRUCTION</b>		<b>BONDS&amp;INTEREST</b>	
BILLS PAYABLE	\$0.00	WIRE TRANSFER	\$52,972.64
		<b>TORT</b>	
		PAYROLL	\$4,220.64
		BILLS PAYABLE	\$0.00
		TOTAL	\$4,220.64
		<b>FUNDS TOTAL</b>	<b>\$1,268,929.00</b>

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

PUBLIC COMMENT -- Kim Dodd addressed the Board regarding the custodial fee that is charged when outside groups use the school facilities. She asked if the employee who lives in the house on school property could be responsible for the custodial duties. Dr. Ellen Mauer said the district's attorney has said that a custodian needs to be in the

school building during the entire time it is being used because of property liability and insurance issues.

Scott Solberg asked about the duties of the employee who lives in the house. Dr. Mauer said the employee is responsible for building checks on the weekends. The employee performs the duties in exchange for lease of the home. The terms of the agreement are covered in a written contract.

Dr. Mauer said the issues of Facility Use Fees and the House Lease are scheduled to be discussed at the Committee of the Whole meeting on Nov. 2, 2009.

Jane Gattone said she was pleased with the new system of posting Board Meeting documents online. She also asked if the federal stimulus funds have been received. Dr. Mauer explained that the district will be reimbursed in the future for purchases being made now under the stimulus plan.

ADDITIONAL NON-ACTION ITEMS -- The Board agreed to discuss the possibility of having a cap on the Activity Fee.

#### INFORMATION ITEMS

ACTIVITY FEE CAP -- Dr. Ellen Mauer said she had received an e-mail from a parent asking if the Activity Fee could have a cap, or a maximum amount paid each year by a student or family. She said a few other parents have approached the building principals regarding the issue.

Several aspects of an Activity Fee cap were discussed, including the following:

- \* Increasing the Activity Fee was a recommendation of the Finance Committee.
- \* To change this policy after the school year has started could create problems, such as reimbursement issues.
- \* Other schools have per-student or per-family caps.
- \* It is the responsibility of the Board to cover the cost of sponsoring the activity.
- \* Families approved for Fee Waiver are exempt from paying the Activity Fee.

Dr. Mauer said she would research Activity Fees at area schools. She also will ask the Millburn coaches if they think participation is down because of the fees. A further discussion of the Activity Fee will be added to the November Committee Meeting agenda.

BOARD POLICY REGARDING OFFICER TERMS -- The Board discussed School Board Policy 2:110 Qualifications, Term and Duties of Board Officers. The Board had postponed adoption of the policy at a previous meeting in order to allow for further discussion.

Robert Reding said he would like to see one-year terms for Board officers, as opposed to the two-year terms specified in the current policy. He said that new Board Members often have to vote immediately for officers before they've had any experience on the

Board. He said that one-year terms could facilitate more members serving as president and becoming more connected to issues. He believes in the concept of shared power, and believes that it will lead to a better Board overall. A one-year term would not be a term limit; the same person could be re-elected.

The Board discussed the amount of time it takes to feel comfortable fulfilling the duties of Board president. It also discussed the ways other types of boards handle the issue of succession of officers.

It was suggested that Board Members discuss the issue with their peers at upcoming joint Board meetings. The topic will be added to the November Committee Meeting agenda.

SUPERINTENDENT EVALUATION PROCESS -- Dr. Ellen Mauer explained that the evaluation form was altered slightly from the one that had previously been presented to add extra space for comments. The Board discussed the Public Relations segment of the evaluation, and the superintendent's participation in school events and in the greater community.

SUPPORT STAFF SALARY COMPENSATION --The Board recently asked Dr. Ellen Mauer to research the amount other area districts pay special education assistants. In response, Dr. Mauer presented a chart comparing Millburn's pay rates in several non-certified categories to those of 11 surrounding districts. She said Millburn appears to be in the middle of the pay range. She pointed out that Millburn does not have a problem finding excellent employees to fill support staff positions.

PROGRAM COSTS -- The Board reviewed the annual costs of the athletic program and the Learning Resource Center. This was part of the continuing review of the costs of various school programs and the impact they have on the overall district budget.

PAYROLL OUTSOURCE -- Dr. Ellen Mauer explained that she would like to outsource the payroll duties that are now being done by Mary Taylor, School Business Manager. This would give Mrs. Taylor more time for long-term financial forecasting, which was one of the goals of hiring a certified business manager. Currently, Mrs. Taylor's job description includes that of the previous accountant, Gary White, plus oversight of transportation. In addition to financial forecasting, Dr. Mauer would like to add oversight of buildings and grounds to the Business Manager's job duties.

Dr. Mauer said estimates from four companies she contacted ranged from \$10,804 to \$16,900 for handling payroll. None of these estimates include TRS services and a knowledge of the paper time sheet system used at Millburn. Mr. White has offered to handle payroll duties, including TRS, at an annual cost of \$11,200.

Dr. Mauer said the decision to outsource payroll does not require formal Board approval because it is a service contract under \$25,000. She said it is not a new position; the School Business Manager will still be supervising payroll. Dr. Mauer said she brought the issue before the Board Members to ask for their support and make them aware of a

change in job duties. Board Members discussed various aspects of the proposal, and agreed to support the concept of outsourcing payroll.

## ACTION ITEMS

TAX LEVY RESOLUTION -- A motion was made by Shawn Lahr and seconded by Kenneth Dewitt to approve the 2009 Tax Levy Resolutions in the amount of \$21,000,151. On a roll call vote, the following Board Members voted Aye: Kenneth Dewitt, Robert Reding, Diane Campbell, Robert Buehler and Shawn Lahr. Nays: none. Absent: Lisa Scanio and Chris Stream. The motion passed.

SCHOOL REPORT CARD -- Dr. Ellen Mauer said Millburn made Annual Yearly Progress, a benchmark that about half of districts statewide did not meet. Curriculum Director Cheryl Kucera said she will make a presentation on the School Report Card at the next Regular Board Meeting. The Report Card will be posted on the district website. A motion was made by Kenneth Dewitt and seconded by Diane Campbell to approve the School Report Card. On a voice vote, all Board Members voted Aye. Nays: none. Absent: Lisa Scanio and Chris Stream. The motion passed.

NON-RESIDENT PETITION REQUEST --Dr. Ellen Mauer explained that a non-resident family has asked for permission for their child, who is in kindergarten, to attend Millburn on a tuition basis. The family owns a home in the district but does not reside there. They plan to remodel the home and move in sometime in the future. The family would be charged the current tuition rate. A motion was made by Robert Buehler and seconded by Kenneth Dewitt to approve the Non-Resident Petition Request. On a roll call vote, the following Board Members voted Aye: Robert Reding, Robert Buehler, Shawn Lahr and Kenneth Dewitt. Nays: none. Abstain: Diane Campbell. Absent: Lisa Scanio and Chris Stream. The motion passed.

CHEVRON FEASIBILITY STUDY -- The Board reviewed a proposal submitted by Chevron to conduct a free feasibility study. The company would evaluate building operations and determine ways to reduce operating expenses. Shawn Lahr and Robert Buehler volunteered to serve on the Evaluation Committee. A motion was made by Robert Buehler and seconded by Kenneth Dewitt to approve the Chevron Feasibility Study. On a voice vote, all Board Members voted Aye. Nays: none. Absent: Lisa Scanio and Chris Stream. The motion passed.

PERSONNEL REPORT -- A motion was made by Kenneth Dewitt and seconded by Diane Campbell to approve the following Personnel actions:

Hire **Rebecca Gundlach** as Choir Director as a stipend position for \$2,500 for the year.

Hire **Gabriel Valdez Gonzalez** as a full-time custodian at a rate of \$10.78 an hour.

Hire the following as Substitute Teachers: **Robert Dekorsi, Tracey Rapp, Jennifer Ruesch, Sarah Hagen, Darin Meyer and Tamar Lasko.**

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

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

Students 7:130 Student Rights and Responsibilities  
Students 7:190 Student Discipline  
Students 7:200 Suspension Procedures  
Students 7:210 Expulsion Procedures  
Students 7:220 Bus Conduct  
School Board 2:20 Powers and Duties of the School Board  
School Board 2:220 Types of School Board Meetings  
School Board 2:240 Board Policy Development  
General School Administration 3:30 Chain of Command

On a voice vote, all Board Members voted Aye. Nays: none. Absent: Lisa Scanio and Chris Stream. The motion passed.

OVERNIGHT FIELD TRIP -- A motion was made by Robert Buehler and seconded by Diane Campbell to approve Millburn Central Band's overnight field trip to Gatlinburg, Tenn. on April 21 through April 24, 2010. On a voice vote, all Board Members voted Aye. Nays: none. Absent: Lisa Scanio and Chris Stream. The motion passed.

EMPLOYEE AGREEMENT AMENDMENT -- Dr. Ellen Mauer noted that a paragraph regarding family insurance was inadvertently left out of the collective bargaining agreement. The proposed amendment will rectify the omission. A motion was made by Robert Reding and seconded by Kenneth Dewitt to approve the Employee Agreement Amendment. On a roll call vote, the following Board Members voted Aye: Robert Buehler, Shawn Lahr, Kenneth Dewitt, Robert Reding and Diane Campbell. Nays: none. Absent: Lisa Scanio and Chris Stream. The motion passed.

## ADMINISTRATIVE REPORTS

TECHNOLOGY DIRECTOR'S REPORT -- Joanne Rathunde's report included information on the following:

- \* Equipment orders have been received for items on the stimulus fund grant worksheet.
- \* The new Power School server may be installed earlier than planned.
- \* Upgrade of the long-range technology plan has begun.
- \* The process of filing for e-rate for the year has begun.

Ms. Rathunde said she will investigate Board Members' concerns that there may have been a short period of time in September when e-mails sent to the School Board were not received.

CURRICULUM DIRECTOR'S REPORT -- Dr. Cheryl Kucera's report included information on the following:

- \* Faculty members participated in a successful staff development on Oct. 9.
- \* Testing data is being distributed to students and parents.
- \* Response to Intervention information is being sent home to the parents whose children are involved in RTI.

EXECUTIVE SESSION -- The Board determined there was no need for an Executive Session.

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

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

ATTEST:

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

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Date

## Minutes – Special Training Session of Saturday, October 31, 2009

The Board of Education held at special board training session on Saturday, October 31, 2009, at Millburn Central School, 18550 Millburn Road, Wadsworth, IL 60083 from 8:00 a.m. to Noon.

**BOARD MEMBERS PRESENT:** Diane Campbell, Ken Dewitt, Shawn Lahr, Robert Reding, Bob Buehler, Chris Stream

**BOARD MEMBERS ABSENT:** Lisa Scanio

**OTHERS PRESENT:** Ellen Mauer, Superintendent

Dr. David Clough, retired Superintendent from Libertyville High School District 128, began the session at 8:00 a.m. and discussed the following topics:

- Introductory Activity
- Brief review of previous session of August 8, 2009 including a sharing exercise, qualities of excellent School Board Members, qualities of effective Board/Superintendent and Board/Board teams, the nuts and bolts of District 24, goals for 2009-1, and evaluation.
- Board Operating Principles
- Next steps
- Review

The special training session ended at 12:30 p.m.



BOARD OF EDUCATION  
Millburn C.C. School District 24

COMMITTEE OF THE WHOLE MEETING  
Nov. 2, 2009

BOARD MEMBERS PRESENT

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

ADMINISTRATION PRESENT

Ellen Mauer, Superintendent  
Elizabeth Keefe, Special Services Director

VISITORS

Jason Leber

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 -- Jason Leber said he represented a group of Boy Scout leaders that has used the Millburn School facilities in the past for monthly meetings. Since Millburn recently raised its Building Use fees, however, the group can no longer afford it, and has moved its meetings to a different location. He emphasized that he represents a not-for-profit organization, and all the adult leaders are volunteers. He said the group realizes use of the facilities can not be free, but they hoped the fees could be reduced. He said the members of his organization also would be willing to trade service work for a portion of the fees, such as help with Menzer's Acres.

ADDITION OF NON-ACTION ITEMS -- Diane Campbell suggested the Board send a thank-you note to Bernadette Hanna, office manager, for coming to school last Saturday to help set up for a Board training session. Shawn Lahr said he would send a handwritten note.

Dr. Ellen Mauer reported that today at Millburn West the absence rate was 12 percent. Because the rate exceeded 10 percent, Dr. Mauer e-mailed a letter to all West parents to notify them of the absence percentage, as recommended by the Lake County Health Department. She explained that the percentage includes all absences, not just those due to illness.

Dr. Mauer gave a short recap of the Board training session that was held over the weekend. Topics included the protocol for Board meetings, Public Comment at Board Meetings and the district website.

## INFORMATION AND DISCUSSION

PROGRAM COSTS/CLASS SIZE -- Dr. Ellen Mauer presented the Board with data regarding the financial implications of class size. The data compared current class sizes with scenarios as the sizes increase. She emphasized that the information is being provided as part of an ongoing discussion of various program costs and financial projections. She is not asking the Board to make any decisions for next school year.

Various aspects discussed included: the correlation between class size and student performance; a tiered approach, with smaller class sizes in the younger grades, then increasing as students get older; the effect of class size on teachers and classroom management; social and emotional implications for students; the effect of class size on special education; options for paying down the district debt; and community perception.

HOUSE LEASE -- Dr. Ellen Mauer presented information regarding the home to the west of Millburn Central that is owned by the district. The current lease to a school employee expires June 30, 2010. The Board discussed various options for future use of the property. These include: continuing the current situation, with minor adjustments in the lease; rent the home at a rate that covers costs, or at market value, including the cost of property taxes; and evaluate which renter will provide the best service to the district in return for the benefit of living in the home. Dr. Mauer said that the house does not meet the requirements needed to be used for student services. The Board will continue to research options for viable use of the property. The topic will be added to a future Committee Meeting agenda.

FACILITIES RENTAL -- Dr. Ellen Mauer said that the district's attorney has strongly recommended that a non-certified employee be on the premises during the entire time facilities are in use. This is because of property liability issues. Board Members generally agreed that they should follow the attorney's recommendation.

Dr. Mauer explained the background on how the fees were determined. Robert Reding distributed a written statement of why he thinks the fees should be reduced.

The Board discussed how the rental fees are affecting various community groups, and the cost to the school district when outside groups use the buildings. Board Members discussed some potential fee reductions, and the option of eliminating the different fee structure for residential and non-residential use. Proposed changes to the Facilities Use rates will be an item on the next Regular Board Meeting agenda.

ACTIVITY FEE CAP -- Dr. Ellen Mauer presented a survey of Activity Fees charged by area school districts, including information on any family caps. She prepared the information in response to a parent who asked if there would be a cap on the amount of fees paid per family. The Board reviewed the reasons why Millburn's fee was set at the current rate. Dr. Mauer pointed out that the current fee schedule allowed the district to reinstate activities that had been cut. The fees do not, however, cover the costs associated with all activities. The Board generally agreed that the Activity Fee Schedule should remain unchanged, and that a family cap on fees should not be instituted.

THIRD READING OF BOARD POLICY -- Shawn Lahr explained that a third reading of School Board Policy 2:110 was added to the agenda in order to hear the opinions of Board members who were absent for the second reading. The policy sets the term of Board President at two years. Robert Reding said he supports a one-year term because he believes it will create a stronger Board. He said he supports the idea of shared power and responsibility. Kenneth Dewitt, who served as Board President for four years, was asked for his perspective. He replied that the information he received as President was the same as the other Board Members. He said that he would speak to the superintendent before each meeting to be briefed on the agenda items. It was emphasized that any Board Member can call the superintendent at any time. Mr. Dewitt said the President controls the Board Meeting and is "the face of the Board" in the community. A fourth reading of the policy will be added to the next Regular Meeting agenda.

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

- Board of Education 2:230 Public Participation at Board of Education Meetings and Petitions to the Board
- Students 7:50 School Admissions and Student Transfers To and From Non-District Schools
- Students 7:325 Student Fund-Raising Activities
- Community Relations 8:90 Parent Organizations and Booster Clubs

She said the policies have been updated to include more specific guidelines that are required by state law or to coordinate with other school policies. Dr. Mauer said she was reviewing various fundraisers throughout the district, including those sponsored by the PTO, the Foundation, Booster clubs, and other charitable causes.

EXECUTIVE SESSION -- The Board determined there was no need for an Executive Session.

There being no further business, the Committee Meeting adjourned at 9:45 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