

BOARD OF EDUCATION  
Millburn School District 24

REGULAR MEETING  
Sept. 20, 2010

BOARD MEMBERS PRESENT

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

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

BOARD CLERK

Dorothy Pazanin

VISITORS

Bernadette Hanna  
Martin Hanna  
Laura Brown  
Alicia Keys  
Michelle Helland  
Jane Gattone  
Lorie Cipolla  
Alex Kalous  
Kim Dodd  
Michael Loizzi

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 6:15 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 and Lisa Scanio. Chris Stream was absent.

PUBLIC COMMENTS -- The Board Clerk asked if anyone was present for Public Comment. There was no one present for Public Comment.

EXECUTIVE SESSION

A motion was made by Robert Reding and seconded by Lisa Scanio to enter into Executive Session for the purpose of discussing appointment, employment, compensation or dismissal of employees. On a roll call vote, the following Board Members voted Aye: Robert Buehler, Diane Campbell, Kenneth Dewitt, Shawn Lahr, Robert Reding and Lisa Scanio. Nays: none. Absent: Chris Stream. The motion passed. The Board entered Executive Session at 6:17 p.m.

A motion was made by Robert Reding and seconded by Lisa Scanio to exit Executive Session at 7 p.m. On a voice vote, all Board Members voted Aye. Nays: none. Absent: Chris Stream. The motion passed.

## REGULAR MEETING RESUMES

The Regular Meeting resumed at 7:05 p.m. Due to the absence of Board Secretary Chris Stream, it was decided to name a Secretary Pro Tem. A motion was made by Lisa Scanio and seconded by Diane Campbell to appoint Robert Reding as Secretary Pro Tem. On a voice vote, all Board Members voted Aye. Nays: none. Absent: Chris Stream. The motion passed.

PUBLIC COMMENTS – There were none at this time.

ADDITION OF NON-ACTION ITEMS – Lisa Scanio asked for an update on the bus stop issue that was discussed at the Committee Meeting of Sept. 7, 2010. Mary Taylor explained that bus route changes were made, and that the parent who addressed the Board was satisfied with the changes.

Diane Campbell noted that in the past the Board had publicly thanked the administrators for taking a pay freeze this year, and certified staff for agreeing to decrease their negotiated raise from 4 percent to 2 percent. She said she had not realized that the anticipated raise for non-certified staff also was decreased from 4 percent to 2 percent. She said she wanted to publicly express her gratitude to the non-certified staff in this regard.

## ACTION ITEMS

CONSENT AGENDA – Kenneth Dewitt asked that the Item “Superintendent Goals” be removed from the Consent Agenda, and be tabled until the Regular Meeting in October.

A motion was made by Robert Reding and seconded by Lisa Scanio to approve the Consent Agenda, excluding the Superintendent Goals, and including the following:

1. Approval of Minutes
  - a. Public Hearing on Budget FY11 of Aug. 16, 2010
  - b. Regular Meeting and Closed Session of Aug. 16, 2010
  - c. Committee of the Whole Meeting and Closed Session of Sept. 7, 2010
  - d. Special Meeting and Closed Session of Sept. 13, 2010
  - e. Special Meeting and Closed Session of Sept. 17, 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. Resignations
    - 1) **Adam Rowlands** – 1.0 FTE Middle School Teacher
    - 2) **Michelle Lord** – 0.5 FTE Special Services Assistant
  - b. New Employees
    - 1) **Elizabeth Boron** -- 1.0 FTE Social Worker
    - 2) **Paula Kallner** -- 1.0 FTE Special Services Assistant
    - 3) **Janene Cermak** – 1.0 FTE Special Services Assistant
    - 4) **Brent McCutcheon** – Bus Driver
    - 5) **David Plahuta** – Bus Driver
  - c. New Substitutes
    - 1) Heather Palmer
    - 2) Jennifer Melberg
    - 3) Katelin Foster
    - 4) Karen Thomason
    - 5) Sharon Merriman
  - d. Accept FMLA Request – Catherine Duffy – 1.0 FTE Middle School Teacher
6. Application for Recognition of Schools
7. Second Reading and Approval of Board Policy
  - a. Operational Services – 4:40 Incurring Debt
  - b. Operational Services – 4:70 Resource Conservation
  - c. Operational Services – 4:90 Activity Funds
  - d. Operational Services – 4:140 Waiver of Student Fees

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

ADOPT BUDGET FY11 -- A motion was made by Robert Reding and seconded by Diane Campbell to adopt the Budget for Fiscal Year 2011. On a roll call vote, the following Board Members voted Aye: Lisa Scanio, Robert Buehler, Shawn Lahr, Robert Reding, Diane Campbell and Kenneth Dewitt. Nays: none. Absent: Chris Stream. The motion passed.

It was noted that Roger Manderscheid exited the meeting at 8:05 p.m.

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**EXPENDITURES**

<b>EDUCATION</b>		<b>BUILDING</b>	
BILLS PAYABLE	\$319,879.04	BILLS PAYABLE	\$72,219.38
PAYROLL	\$666,906.51	PAYROLL	\$41,421.10
MANUAL CHECKS	\$1,532,109.14		
VOIDS	-\$6,260.47		
TOTAL	\$2,512,634.22	TOTAL	\$113,640.48
<b>TRANSPORTATION</b>		<b>IMRF</b>	
BILLS PAYABLE	\$7,839.54	BILLS PAYABLE	\$0.00
PAYROLL	\$54,688.50	PAYROLL	\$39,860.84
TOTAL	\$62,528.04	TOTAL	\$39,860.84
<b>SITE &amp; CONSTRUCTION</b>		<b>BONDS&amp;INTEREST</b>	
BILLS PAYABLE	\$12,680.00	BILLS PAYABLE	\$0.00
		<b>TORT</b>	
		PAYROLL	\$4,212.09
		BILLS PAYABLE	\$0.00
		TOTAL	\$4,212.09
<b>FUNDS TOTAL</b>			\$2,745,555.67

**INFORMATION/DISCUSSION ITEMS**

**SELECTION OF A PLAN** – Dr. Ellen Mauer explained that the Board Members had previously determined to continue with the K-8 configuration for next school year. Currently, there are three proposed budget scenarios for the K-8 configuration: one if the referendum fails, and two if the referendum passes. At tonight's meeting, the Board planned to determine which scenario they supported if the referendum passes.

Several aspects of the options for the 2011-12 school year were discussed, including giving the voters more clarity when they go to the polls, and the balance between keeping class sizes as small as possible while being fiscally responsible. Other points of discussion included: registration fees; fees for activities that meet during and after school; a long-term district vision and strategic plan; consolidating sports teams and bands; and restructuring the middle school schedule.

The Board agreed to support Scenario 3B if the referendum passes. This plan takes a more aggressive approach to paying down the debt while raising class sizes slightly higher than under the alternate plan of 2B.

Dr. Mauer reviewed plans for the upcoming public forums. The forums will start with a short welcome and introduction. Then administrators will present two scenarios: 1B that deals with the referendum failing; and 3B that deals with the referendum passing. Finally, Dr. Mauer and Board Members will field questions and comments from the public.

It was noted that Dr. Cheryl Kucera entered the meeting at 7:45 p.m.

EMAIL CORRESPONDENCE TO THE BOARD – Kenneth Dewitt said he asked for an agenda discussion item to clarify who is viewing and responding to the emails sent by the public to the Board of Education. Currently, emails sent to the Board are also viewed by the superintendent. It was noted that any correspondence between the Board and the community needs to be archived because this information is attainable under the Freedom of Information Act. It was decided to update the website to say that emails sent to the Board of Education are also sent to the superintendent. If this does not resolve the issue, it will be readdressed at a later date.

PUBLIC COMMENT – Laura Brown thanked the Board for choosing a scenario. She asked if the principals would email parents a link to the scenarios before the forums. She said it will be important to stress the difference between instructional class sizes and homeroom class sizes in the middle school. She also asked for clarification about the dollar amount listed in the scenarios regarding the non-mandated programs such as band and AIM. She asked if this meant fewer children would participate or that staffing would be cut. Dr. Ellen Mauer said that the number of children in a group, such as a band lesson, would be increased. Therefore, fewer staff hours would be needed. Dr. Mauer said the reduction in AIM involves cutting the Bookworms program and reducing support at the lower grade levels.

Michelle Helland asked how students would be transported if athletics are changed to one district team instead of teams at both schools. Dr. Mauer said the students would be bused between buildings. This busing will not result in any additional cost to the district because of the previous restructuring of the bus drivers' salaries. Mrs. Helland also asked which athletic conference the district would join. Dr. Mauer said it would be the Lakeside Athletic Conference of which Millburn Central is currently a member. She said this is the conference for teams that draw from larger enrollments.

## ADMINISTRATIVE REPORTS

TECHNOLOGY DIRECTOR'S REPORT – Joanne Rathunde explained that this is the last year in a three-year lease with Apple for computer equipment. At the end of the lease, the district owns the equipment, which will probably last about another three years. She asked the Board to consider its options regarding computer equipment: enter into another 3-4-year lease to continue the current upgrade cycle, not to exceed the current payment of about \$65,000 a year; lease less equipment resulting in a smaller yearly payment; or delay the upgrade cycle by not entering into any lease. Ms. Rathunde said a decision is not needed now, but said the issue needs to be considered in the future. It was suggested as an item for the December agenda.

CURRICULUM DIRECTOR'S REPORT – Dr. Cheryl Kucera said all district teachers are participating in a joint staff development activity on Oct. 8 with Emmons, Grass Lake and

High School District 117. A main topic will be using the latest technology in the school setting. There also will be workshops on teaching and learning strategies. Millburn has been an active part of planning the institute day and some Millburn staff members will be presenting.

SPECIAL SERVICES DIRECTOR'S REPORT – Elizabeth Keefe said Millburn is beginning to lay the groundwork for implementation of PBIS—Positive Behavior Interventions and Supports. She said this is a key part of the Response to Intervention model. The plan for this year is to get the training for the building teams, which will include social workers, behavior specialists, the building principals and the Special Services Director.

PRINCIPALS' REPORT – Jason Lind reported that the switch to a single start time at Millburn Central is working very well. The buses are on time and the efficiency throughout the building is increased. He pointed out that 95 students from both schools are participating in Cross Country and the Millburn students are competing at a high level.

Jake Jorgenson said the Lindenhurst Police Department conducted a Bike Safety program last Friday during all Millburn West P.E. classes. He also reported that the Millburn West Band and Flag Squad participated in the Lakes High School Homecoming parade.

It was noted that Elizabeth Keefe, Dr. Cheryl Kucera, Jake Jorgenson, Jason Lind, Joanne Rathunde and Mary Taylor exited the meeting at 8:32 p.m.

## EXECUTIVE SESSION

A motion was made by Robert Reding and seconded by Diane Campbell to enter into Executive Session for the purpose of discussing employee contracts. On a roll call vote, the following Board Members voted Aye: Robert Buehler, Shawn Lahr, Robert Reding, Diane Campbell, Kenneth Dewitt and Lisa Scanio. Nays: none. Absent: Chris Stream. The motion passed. The Board entered Executive Session at 8:34 p.m.

A motion was made by Kenneth Dewitt and seconded by Lisa Scanio to exit Executive Session at 8:50 p.m. On a voice vote, all Board Members voted Aye. Nays: none. Absent: Chris Stream. The motion passed.

## REGULAR MEETING RESUMES

The Regular Meeting resumed at 8:50 p.m. There being no further business, the meeting was adjourned at 8:51 p.m.

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Shawn Lahr, President  
Board of Education  
Millburn School District 24

ATTEST:

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