

BOARD OF EDUCATION
Millburn School District 24

COMMITTEE OF THE WHOLE MEETING
Nov. 12, 2013

BOARD MEMBERS PRESENT

Greg Ball
Diane Campbell
Jane Gattone
Nichol Mangino
Scott Miller

BOARD CLERK

Dorothy Pazanin

VISITORS

David Cain Colin Marshall
Carol McGill Chad Anderson

ADMINISTRATION PRESENT

Jason Lind, Superintendent
Dr. Stephen Johns, Business Manager
Elizabeth Keefe, Special Services Director
Joanne Rathunde, Technology Director
Marybeth DeLaMar, Principal
Jake Jorgenson, Principal

ADMINISTRATION ASSISTANT

Bernadette Hanna

A Committee of the Whole Meeting of the Board of Education of Millburn School District 24, Lake County, Illinois, held at Millburn Middle School, was called to order at 7:05 p.m. by Vice President Diane Campbell. Roll call was taken with the following Board Members in attendance: Greg Ball, Diane Campbell, Jane Gattone and Scott Miller. Trak Patel and Joseph Pineau were absent. Nichol Mangino was not in attendance when roll was taken but arrived later in the meeting.

PUBLIC COMMENTS – There were none.

ADDITIONAL INFORMATION/DISCUSSION ITEMS – There were none.

RECOGNITION – Supt. Jason Lind said he had two Recognition items. First, he recognized Administration Assistant Bernadette Hanna who was nominated by the Board of Education for the ISBE Holly Jack Outstanding Service Award. Supt. Lind read a letter from the Selection Committee stating that although Mrs. Hanna was not chosen for the award, she was a strong candidate and the committee encouraged that she be nominated again next year.

Secondly, Supt. Lind read a letter from Roycealee Wood, the Regional Superintendent of Schools, recognizing Millburn School District for being listed as one of the top five schools in Lake County for 8th grade Reading scores in 2013. Ms. Wood wrote that she and the staff of the Regional Office are pleased to recognize the Millburn staff and students for their exemplary achievement.

INFORMATION/DISCUSSION ITEMS

BAND COMMON CORE – Band Director Chad Anderson gave a presentation on how the Millburn Band Curriculum is aligned to Common Core focus areas in writing and math. He described parts of the band curriculum that emphasize college and career readiness such as writing on substantive topics, conducting research, using technology, solving problems with abstract and quantitative reasoning, making use of structure and attending to precision.

Mr. Anderson reviewed areas stressed in the Band Curriculum goals:

- Perceiving, performing and responding: Aesthetics
- Historical, cultural and social context

- Creative expression and production
- Aesthetic criticism

He emphasized that students are assigned to write about what they are learning and the steps they take to complete their assignments and reach their goals.

AUDIT FY13 PRESENTATION – Auditor David Cain discussed the results of the annual audit of the school district. Some highlights from the audit report include the following:

- The results of the audit support the issuance of an unmodified opinion on the financial statements.
- There were no material errors or any irregularities that came to the auditor’s attention.
- The district spent about \$290,000 on building and site improvements and replacement equipment.
- Revenues exceeded expenses by almost \$690,000.
- Payments during the year reduced Millburn’s debt by almost \$899,000.
- While the results of operations for the year yielded an improvement in the district’s financial position, the district still has an outstanding deficit of \$4.2 million compared to \$4.9 million a year ago.

The audit report recommended that the district establish capital asset accounting records independent of the appraisal records that are maintained for insurance purposes. Mr. Cain further recommended that the district raise the capitalization threshold to \$2,500 instead of the current \$500. The Board discussed this recommendation with the auditor, particularly on how it might affect future computer purchases.

ENERGY EFFICIENCY PROJECT GRANT – Dr. Stephen Johns explained that the district has been researching ways to improve energy efficiency for about two years. Architect Colin Marshall reported on his work assisting the district in identifying projects that might qualify for the ISBE Energy Efficiency Project Grant. The district’s total grant budget cannot exceed \$500,000, with a possible maximum grant award of \$250,000. The grant application must be submitted by Nov. 27. The projects proposed in the grant application are improvements at Millburn Elementary, such as replacing one or two boilers in the older section, adding lighting sensors, replacing HVAC pneumatic sensors, replacing selected unit ventilators, gym lighting upgrades, exterior door replacements, and lighting fixture replacements in the classrooms and corridors. Grants will be awarded based on a “need index,” and any grant award must be matched by the district. The Board will vote on the grant application at its next meeting.

CAPITALIZATION THRESHOLD FOR FIXED ASSETS – The Board reviewed its discussion earlier with the auditor about the recommendation to raise the capitalization threshold to \$2,500 instead of the current \$500. Board Members were in general agreement with the auditor’s recommendation. This issue will be an action item on the next Regular Board Meeting agenda.

BUDGET AMENDMENT – Dr. Stephen Johns explained that he will be recommending one change to the Budget Amendment before the Board votes on it at the Nov. 25 meeting. In order to be in compliance with the Limitation of Administrative Costs, \$7,250 will need to be shifted from the Executive Administration Services function to the Improvement of Instruction function. This will not result in any change to the total expenditures in the Amended Budget which was put on public display at the Oct. 15, 2013 Special Meeting.

FIRST READING OF BOARD POLICIES – The Board Members reviewed five updated policies for a First Reading:

1. Board of Education—Communications To and From the Board—Policy 2:140
2. Operational Services—Waiver of Student Fees--Policy 4:140
3. Instruction—Curriculum Content—Policy 6:60
4. Instruction—Access to Electronic Networks—Policy 6:235
5. Community Relations—Advertising and Distributing Materials in School Provided By Non-School Entities—Policy 8:25

BOARD REPORTS – There were none.

BUSINESS OFFICE REPORT – In addition to the Business Office topics discussed earlier in the meeting, Dr. Stephen Johns explained other items in his report, including a comparison of health insurance claims from last year to this year, and the results of “white glove” inspections conducted at both buildings.

It was noted that Nichol Mangino entered the meeting at 8:51 p.m.

SUPERINTENDENT REPORT—Supt. Jason Lind Supt. Lind said that he and Board President Joseph Pineau and Board Vice President Diane Campbell will be attending an upcoming dinner meeting with area legislators. He said the purpose of the meeting is to make the area politicians aware of issues that affect education and to keep lines of communication open.

FUTURE AGENDA ITEMS -- Upcoming agenda items include:

- Board Policies – Second Reading and Adoption
- Public Hearing for Amended School Budget FY14 and Tax Levy
- Tax Anticipation Warrant Resolution

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

There being no further business, a motion was made by Jane Gattone and seconded by Greg Ball to adjourn the Committee of the Whole Meeting. On a voice vote, all Board Members voted Aye. Nays: none. Absent: Trak Patel and Joseph Pineau. The motion passed. The meeting adjourned at 9:15 p.m.

Diane Campbell, Vice President
Board of Education
Millburn School District 24

ATTEST:

Greg Ball, Secretary
Board of Education
Millburn School District 24

Date