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**An Invitation to Lead**

**Millburn Community  
Consolidated School District 24**

**Wadsworth, Illinois**



**August 2008**

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## ANNOUNCEMENT OF VACANCY

The Board of Education of Millburn Community Consolidated School District 24, Wadsworth, Illinois, is accepting applications for the position of Superintendent. The successful candidate will be expected to assume the post on July 1, 2009 to succeed Dr. James Menzer who is retiring.

## THE SCREENING COMMITTEE

A Consultant Committee from the Illinois Association of School Boards has been selected to assist the Board of Education in securing and screening applicants. The committee will be facilitated by:

**DAWN E. MILLER**, Consultant, Executive Searches, Illinois Association of School Boards, Lombard, Illinois

## COMPENSATION

The compensation package will be regionally competitive. The compensation package for the superintendent will be determined by professional preparation, experience in educational administration, record of success and other qualifications. The superintendent is expected to assume the post on or before **July 1, 2009**.

## TIMELINE

November 30, 2008	Deadline for receiving applications and credentials
January, 2009	Search team presents candidates to the Board
January, 2009	Board interviews candidates
February/March, 2009	Board offers contract
No later than July 1, 2009	New superintendent assumes post

## THE APPLICATION PROCEDURE

To be considered for this position, an applicant's file must be completed and received by the IASB office by **November 30, 2008** and contain:

1. A formal letter of application indicating your desire to be considered a candidate for the position of Superintendent of Schools **Millburn Community Consolidated School District 24**.
2. A Personal Information Form completed in full. (This form will be mailed to all candidates upon receipt of a formal letter of application and may also be obtained by calling the Lombard Office of the Illinois Association of School Boards or visiting our website at [www.iasb.com](http://www.iasb.com).)
3. A complete set of up-to-date credentials sent to IASB from your university. Please note: the credentials should include transcripts of all academic work and closed, confidential letters of recommendation.
4. An up-to-date vita sheet or resume and, if available, a listing of your accomplishments as an educational administrator.

## CANDIDATE PROFILE

5. Legal proof or other evidence showing qualifications to be a superintendent in the State of Illinois (copy of an administrative certificate with a superintendent endorsement). Information regarding certification may be obtained by contacting the Illinois State Board of Education, Department of Accountability and Quality Assurance, Professional Preparation, 100 North First Street, Springfield, Illinois 62777. For review of transcripts, send request or call (800) 845-8749. **Out of state candidates should apply at once for the superintendent's endorsement in Illinois.**

All letters of application, nominations, inquiries, credentials, and copies of legal proof of administrative qualifications should be mailed to:

### **Screening Committee -**

#### **Millburn Community Consolidated School District 24**

Illinois Association of School Boards

One Imperial Place

1 East 22nd Street, Suite 20

Lombard, Illinois 60148

(630) 629-3776

Millburn Community Consolidated School District 24 and the Illinois Association of School Boards are equal opportunity employers.

The Board of Education, community and staff of Millburn CCSD 24 are committed to quality education. The Superintendent is expected to be the chief executive officer and provide professional and educational leadership to the school district. Successful candidates will be evaluated on their merits with emphasis on demonstration of the following attributes:

- A visionary leader who will work with board members, staff, students and parents and all other segments of the community to develop and articulate a comprehensive plan for the future of the district.
- A visible, accessible, approachable leader who is committed to building mutual respect and trust, who will serve as a model and mentor to staff, students and community. One who enjoys working with others, who inspires them to grow as professionals.
- An educational leader who will forge a strong partnership with the Board of Education, build an effective management team with administrators, and develop a supportive relationship with teachers and support staff. One who encourages participatory management and collaborative problem solving.
- A "people person". Someone who is warm and energetic, with strong interpersonal management skills. A skilled communicator who will listen carefully and facilitate two way conversations with staff and community.
- A sound fiscal manager, with successful experience in the operation and supervision of a district's financial programs. One who will maximize financial resources, manage human resources wisely and seek creative solutions for the challenges facing the district.

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## THE COMMUNITY

Millburn C.C. School District #24 serves the residential communities of Wadsworth, Old Mill Creek, unincorporated Lake Villa, and Lindenhurst. Old Mill Creek and Wadsworth are unincorporated. The district is located just northwest of the Gurnee Mills Shopping Center, west of Interstate 94 and Illinois Route 41. It is situated just east of the Chain of Lakes area about half way between Milwaukee and Chicago. The boundaries include the eastern third of Lindenhurst east to the Des Plaines River. The south boundary is the Woodland Elementary District #50 north line. The district sends its graduates to Lakes High School, (part of Antioch High School District #117), Warren High School 121, and Grayslake North High School part of, Grayslake High School District 127.

The community has supported the school consistently by passing the last five referenda from 1995 to present. The school has responded by providing the highest caliber programming possible, has always made AYP, and test scores that rank with the highest in the state. The two K-8 schools feature low class sizes and a challenging curriculum. Parent involvement is encouraged and is at a high level. While per pupil expenditure remains low, the students enjoy a technology-rich learning environment.

## THE DISTRICT

Millburn School District was consolidated in 1918 from several small one room school houses. The original building was built on Route 45 in 1925, and the current site for Millburn Central was built in 1961. The district remained a small, one school K-8 school until the mid 1990s. Beginning in 1995 the district began to grow from 350 students to 1200 by 2002. The community supported building additions in 1967, 1988, 1995, 2003. In 2005 a second school was constructed northwest of the intersection of Route 45 and Grass Lake Road. Millburn Central serves 1150 students and can accommodate 1450. Millburn West serves 535 students and can accommodate 720. These projections are based on a class size of 20 students in grades 1-8 and 15 in kindergarten. The teachers are in the third year of a five year contract, and they are not affiliated with any teachers' union. While the district staff has grown rapidly because of student enrollment increases, staff members tend to stay in the district once employed. A cooperative family atmosphere is pervasive within the district.

The district enjoys a strong community tie with an excellent Board of Education which has traditionally encouraged a high degree of participation from parents and staff. A newly formed Millburn Educational Foundation is actively seeking ways to support district programming.

## Curriculum

The curriculum is aligned with state standards PreK-8th grade. Harcourt is the reading publisher in kindergarten. Scott Foresman is the reading publisher for grades 1-5, and McDougal-Little is the publisher for 6-8. Math is the University Chicago Math curriculum published by Scott Foresman, 'Everyday Math.' Strong basic skills is the linchpin of the curriculum. Reading is phonics-based and math is constructionist. The curriculum is based on teaching students problem solving skills and preparing them to be lifelong learners. The school articulates often with the high school districts and indeed sends several high performing students to the high schools for classes. Teachers work in teams and support the curriculum goals set jointly by all staff. They enjoy input into most aspects of the schools' operation and participate in a representative Administrative Council in addition to regular school staff meetings and weekly team meetings. Once per month the school is dismissed early to allow for articulation among the grade levels.

## THE STAFF

The District has a strong gifted program which features pull out and push in classroom experiences. The District operates its own learning disabilities, social work, speech and language, behavioral disorders resource special education classes. The District is a member of the Special Education District of Lake County, (SEDOL).

In grades K-5, students are in self contained classes with special teachers for P.E., art, music, and computer education. Next year the district will offer Spanish in the middle school for the first time.

The administration includes a Superintendent, Director of Curriculum, Director of Special Education, Director of Technology, and two school principals.

## Support services

The district operates its own transportation program bussing 1450 of the 1700 students. Arbor Management is the current food service provider. The district hires its own custodians and other staff.

District Web site: [millburn24.net](http://millburn24.net)

## Staff

Superintendent — 1

Principals — 2

Directors — 3

Teachers — 140

Teacher assistants — 30

## FINANCIAL INFORMATION

EAV . . . . .	\$ 287,345,846
Bonds outstanding . . . . .	\$ 15,000,000
Total Budget: . . . . .	\$ 12,000,000

### Tax Rates

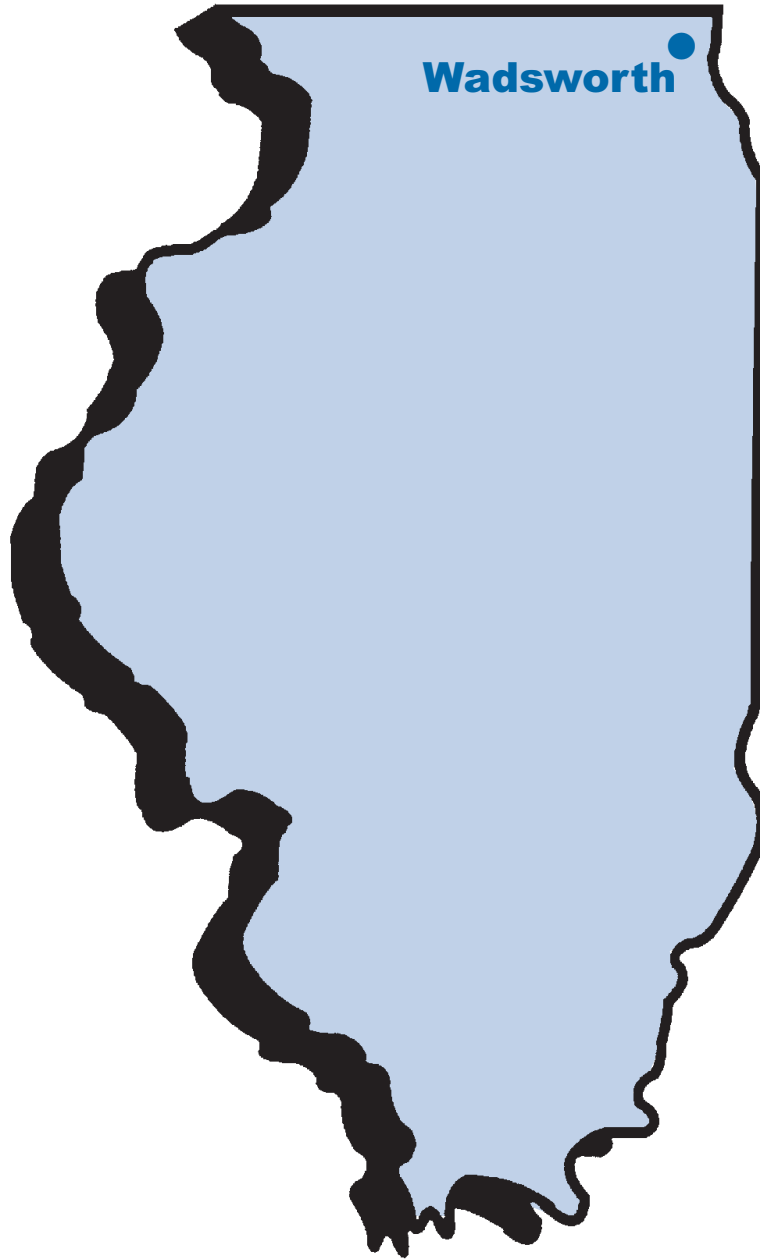
Education . . . . .	1.865
Operations . . . . .	.550
Transportation . . . . .	.141
Working Cash . . . . .	.002
Special Education . . . . .	.038
SEDOL IMRF . . . . .	.008
IMRF . . . . .	.000
Tort . . . . .	.074
Social Security . . . . .	.070
School Bonds . . . . .	.558
Total Tax Rate . . . . .	3.306

## BOARD OF EDUCATION

	<b>Years of Service</b>	<b>Term Expires</b>	<b>Occupation</b>
Ken Dewitt President	9 years	2011	Computer Support Manager
Bob Buehler Vice President	5 years	2011	Auto repair shop owner
Chris Stream Secretary	3 years	2009	Non-Profit Executive
Therese Schmidt	7 years	2009	Office Furniture Sales
Stacy Freeman	3 years	2009	Teacher
Tom Heinrich	1 year	2009	Retired HR Professional/ Adjunct Professor
Shawn Lahr	1 year	2011	Home Maker

## *Mission Statement*

In cooperation with our communities, District #24 is committed to efficiently preparing students to become productive, responsible members of a changing world by providing a nurturing environment that stimulates a voluntary desire to learn and educational experiences that rigorously promote the realization of individual potential and excellence in achievement.



**This Professional  
Superintendent Search**  
is conducted by the

