

BOARD OF EDUCATION  
Millburn School District 24  
REGULAR BOARD of EDUCATION MEETING  
April 27, 2020

**BOARD MEMBERS PRESENT**

Carissa Casbon LaTourette, President  
Denise Ide, Vice President  
Jim Guziak, Secretary  
Sean Coleman  
Stephen Gray  
Brendan Murphy  
Ardre Orie

**ADMINISTRATION PRESENT**

Jason Lind, Superintendent of Schools  
Stephen Johns, Business Manager/CSBO  
\*Note: All Administrators were excused due to Social Distancing.

**VISITORS**

Via Zoom

**BOARD CLERK**

Veronica Lynn Willis

The Regular Board of Education Meeting of the Board of Education of Millburn School District 24, Lake County, Illinois, held at Millburn Middle School, was called to order at 7:00 p.m. by President Carissa Casbon LaTourette. Roll call was taken with the following members in attendance: Carissa Casbon LaTourette, Stephen Gray, Jim Guziak, Denise Ide, Brendan Murphy and Ardre Orie. Absent: Sean Coleman

**PUBLIC COMMENTS**

Public comments were read by Carissa CasbonLaTourette.

**ADDITION of NON ACTION ITEMS**

There were no addition of non action items.

**ACTION ITEMS**

Approval of Board Policies

A motion was made by Denise Ide, with a second by Brendan Murphy, to approve the second reading of board policies.

5:20 Workplace Harassment Prohibited  
5:30 Hiring Process and Criteria  
5:60 Expenses  
5:90 Abused and Neglected Child Reporting  
5:100 Staff Development Program  
5:120 Ethics and Conduct  
5:150 Personnel Records  
5:170 Copyright for Publication or Sale of Instructional Materials and Computer Programs Developed by Employees (Press Copyright)

On a voice vote, the following board members voted Aye: Carissa Casbon LaTourette, Stephen Gray, Jim Guziak, Denise Ide, Brendan Murphy, and Ardre Orie. Nays: None. Absent: Sean Coleman. The motion passed.

It was noted that Sean Coleman entered the meeting at 7:07 PM

Approve Changing the Name of Columbus Day to Indigenous People Day

A motion was made by Denise Ide, with a second by Brendan Murphy, to approve changing the name of Columbus Day to Indigenous People Day. On a voice vote, the following board members voted Aye: Stephen Gray, Denise Ide, Brendan Murphy, and Ardre Orie. Nays: Sean Coleman and Jim Guziak. Absent: None. The motion passed.

Approve the Life Safety Amendment

A motion was made by Carissa Casbon LaTourette, with a second by Denise Ide, to approve the Life Safety Amendment in the amount of \$50,000.00. On a roll call vote, the following board members voted Aye: Jim Guziak, Denise Ide, Brendan Murphy, Ardre Orie, Carissa Casbon LaTourette, Sean Coleman and Stephen Gray. Nays: None. Absent: None. The motion passed.

Approve the Amended Part Time Contract for Elizabeth Keefe

A motion was made by Denise Ide, with a second by Brendan Murphy, to approve the amended part time contract for Elizabeth Keefe. On a roll call vote, the following board members voted Aye: Denise Ide, Brendan Murphy, Ardre Orie, Carissa Casbon LaTourette, Sean Coleman, Stephen Gray, and Jim Guziak. Nays: None. Absent: None. The motion passed.

Approve the Amended Part Time Contract for Joanne Rathunde

A motion was made by Denise Ide, with a second by Brendan Murphy, to approve the amended part time contract for Joanne Rathunde. On a roll call vote, the following board members voted Aye: Brendan Murphy, Ardre Orie, Carissa

Casbon LaTourette, Sean Coleman, Stephen Gray, Jim Guziak, and Denise Ide. Nays: None. Absent: None. The motion passed.

#### Approve Consent Agenda

A motion was made by Denise Ide, with a second by Brendan Murphy, to approve the Consent Agenda. On a roll call vote, the following board members voted Aye: Brendan Murphy, Andre Orie, Carissa Casbon LaTourette, Sean Coleman, Stephen Gray, Jim Guziak, and Denise Ide. Nays: None. Absent: None. The motion passed.

The Consent Agenda is as follows:

##### Consent Agenda

- Approval of Minutes
  - Committee of the Whole Meeting February 10, 2020
  - Regular Meeting February 24, 2020
  - Regular Meeting February 24, 2020-Closed Session
  - Committee of the Whole Meeting March 9, 2020
  - Regular Meeting March 16, 2020
  - Regular Meeting March 16, 2020-Closed Session
  - Committee of the Whole Meeting April 13, 2020
  - Committee of the Whole Meeting April 13, 2020-Closed Session
- Treasurer's Report and Approval
- Bill Approval and Payment Authorization
- Activity Account
- Personnel Report

Employ: Danielle Butts – 1.0 FTE 3<sup>rd</sup> Grade Teacher *Pending Background Check Results*  
 Kelsie Loumeau – 1.0 FTE 2<sup>nd</sup> Grade Teacher *Pending Background Check Results*  
 Position Change: Becky Habetler – From Substitute to 1.0 FTE 2<sup>nd</sup> Grade Teacher  
 Austin Thorsen – From Substitute to 1.0 FTE 4<sup>th</sup> Grade Teacher  
 Intent to Retire: Kristen Bethancourt – 1.0 FTE Social Worker – Effective June, 2026  
 Steven Robinson – 1.0 FTE Middle School RTI Teacher – Effective June, 2026  
 Sandra Stolzer – 1.0 FTE Second Grade Teacher – Effective June, 2026  
 Brigid Tuley – 1.0 FTE 3<sup>rd</sup> Grade Teacher – Effective June, 2026

## INFORMATION/DISCUSSION

### COVID 19 Update

The district is now under new orders from the Governor for the closure of schools and social distancing through May 31, 2020, which means there will be no instruction in the school for the rest of the year.

### Remote Learning

As a result of COVID-19 the district is in the remote learning phase which is going very well. Teachers are connecting with students in new ways with very few guidelines and the teachers have done a great job.

### Superintendent Goals

Carissa Casbon LaTourette announced the board has suspended the goals previously set for the 2019-2020 school year and are adopting new expectations in their place. The board was presented with the new expectations in a document constructed by Ms. Casbon LaTourette with feedback from Dr. Lind and Denise Ide. The new expectations are geared specifically toward COVID-19.

## FUTURE AGENDA ITEMS

- Press Policy Updates
- Renewal of Arbor contract for May, 2020

## SUPERINTENDENT REPORT

Dr. Lind is working on what returning to school in the fall looks like, which is undecided at this point. The district will plan around both options: remote learning and in person instruction. Millburn will be ready with a more defined remote learning plan that sets expectations regarding the reopening of school next year.

In order to return student belongings, teachers are starting to collect them and put them into bags for delivery next week. Teachers are coming in and cleaning out their classrooms also.

On May 8, 2020, there will be a parade at Gurnee Mills. The third grade team organized the parade where all the teachers and staff will be stationary and the parents and students will drive through. This will be a fun and exciting event.

## BUSINESS OFFICE REPORT

Dr. Johns briefly highlighted the business office report first citing a need to amend the 2020 budget. The process will begin with a draft budget to be reviewed at the May Committee of the Whole Meeting and put on public display at the May 18, 2020, Regular Board of Education Meeting, for approval at the June Regular Board of Education Meeting.

The Property Tax Levy has been finalized at about \$5,500.00 more than originally estimated.

The snow plow truck is in limbo because Ford shut down their plants making getting documentation and ordering impossible. Some summer projects have begun. There is a very good chance parking lot work will start in May as opposed to July. The district is working to get as many summer projects done early since students are not returning.

#### BOARD REPORTS

Carissa Casbon LaTourette attended a webinar about leadership where she gained knowledge about how to move forward as a board and how to lead during this time.

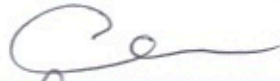
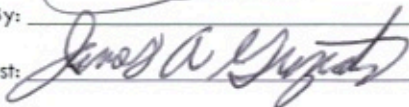
Sean Coleman thanked everyone who is putting in the effort to keep school going. He thanked the staff and administration on doing a good job.

The board appreciates all of the things that the teachers have done and thanked them and all of the staff especially during this week which is Teacher Appreciation Week.

#### ADJOURNMENT

There being no further business, a motion was made by Carissa Casbon LaTourette, with a second by Denise Ide to adjourn the Regular Meeting. On a voice vote all Members voted Aye. Nays: None. Absent: None. The motion passed. The Regular Meeting adjourned at 7:54 p.m.

Board of Education  
Millburn School District 24  
Lake County, Illinois

By:   
Attest:  President  
Secretary

May 18, 2020  
Date