

BOARD OF EDUCATION  
Millburn School District 24  
COMMITTEE of the WHOLE MEETING  
June 10, 2019

BOARD MEMBERS PRESENT

Carissa Casbon LaTourette, President  
Jim Guziak, Secretary  
Sean Coleman  
Stephen Gray  
Brendan Murphy

BOARD CLERK

Bernadette Hanna  
Veronica Willis

ADMINISTRATION PRESENT

Jason Lind, Superintendent of Schools  
Stephen Johns, Business Manager/CSBO  
Joanne Rathunde, Director of Technology  
Elizabeth Keefe, Director of Special Services  
Jake Jorgenson, Principal, MMS

GUESTS

Kari Gedville  
Carol McGill

The Committee of the Whole Meeting of the Board of Education of Millburn School District 24, Lake County, Illinois, held at Millburn Elementary 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, Sean Coleman, Stephen Gray, Jim Guziak, Brendan Murphy, and Ardre Orie. Absent: Denise Ide.

**PUBLIC COMMENTS** Carol McGill addressed the board on behalf of the Millburn Federation of Teachers to thank Mrs. Bernadette Hanna for all of her years of service in Millburn School District.

**ADDITION of INFORMATION/DISCUSSION ITEMS** - Purchasing one or more 3-D Printers.

**PRESENTATIONS**

Millburn Education Foundation

Kari Gedville presented The Board with a check for The STEM Initiative in the amount of \$115,000.00 on behalf of the Millburn Education Foundation, which will join with the PTO and be called EPIC beginning July 1, 2019. The initial goal was for \$100,000.00 to be presented. Kari thanked all of the teachers and parents of the district.

**INFORMATION/DISCUSSION ITEMS**

District Superintendent Goals

Dr. Lind has created live links to his goal items to make it easier to read. The tool will be filled out at the next meeting, shared with Jason by Carissa and then installed in August.

Solar Panel Update

The roof at MES is over 20 years old, where the company prefers a roof 5 years old because it loses added value. Dr. Lind and Dr. Johns will contact the engineer and architect to inquire about cost effectiveness.

Preschool Playground Surface

The preschool playground surface will cost the district, though under the \$25,000.00 threshold, for the poured surface that was not originally included into the price unknowingly.

Non-Union Classified Salary Rates 2019-2020

In closed session, The Board will discuss a raise for non-union classified staff, including bus drivers and administrative assistants effective July 1, 2019.

#### Addition of Tech Support

Dr. Lind is proposing to add a position for tech support at MMS and restructure the media center clerk position. Currently, the media clerk does a lot of tech support serving as the first layer of tech at MMS. The change would reduce the full-time media clerk position to part time while adding full time tech support to that role.

#### Business Office Minor Reorganization

The role of the current book keeper will change to the Assistant Director of Business Services to include more HR responsibilities and streamline duties to make the district more efficient.

#### Apple Professional Development

When spending \$110,000.00, Apple discounts their professional development component. There is a \$3,200.00 discount on laptops and an \$8,000 discount on professional development. The laptops cannot be purchased without the professional development component.

#### Private Sale of Equipment

The Board considered the disposition of used equipment.

#### Consolidated Application

Consolidated applications have been completed for years however, now the state requires Board approval. Elizabeth will create the PDF of the grants and send to Dr. Lind for the Board to review and approve.

#### Board Governance Recognition

This tool is a great self-check for The Board. Carissa is looking for a volunteer to write the application this year with assistance from Jason and herself. Sean stated that he wants to look at the application.

#### Board Policy Review Committee

Two Board Members and Dr. Lind are needed to form the Board Policy Review Committee. This is a good way for new members to become acquainted with Board Policy.

#### Review Closed Session Minutes

Every 6 months closed session minutes are supplied to each member for The Board's review. Veronica will track the packages containing the minutes prepared for each Board Member and collect them all back at the next meeting.

#### Approve Destruction of Tape Recordings of Closed Sessions for the past 18 months

The destruction of recordings older than 18 months will be an agenda item at the next meeting.

#### **FUTURE AGENDA ITEMS**

- Public Hearing for Inter-Fund Transfers and Amended Budget
- ARC Core ELA Curriculum
- Updated Annual Impact Agreement with Cottonwood Estates
- Budget FY20 Adoption
- Fund Transfers Resolutions
- Approval to Purchase 2 Color Copiers
- Meal Pricing for 2019-2020
- Emergency Management Plan MES/MMS
- Parent/Student Handbook Changes
- Appoint School Treasurer
- Treasurer's Bond

- 3-D Printers

## **SUPERINTENDENT REPORT**

Dr. Lind informed the Board that today was the last day of school. Also, he will be out of the office at a Cultural Competencies Workshop on Tuesday, June 11, 2019.

**FOIA Requests** - None

## **BUSINESS OFFICE REPORT**

Dr. Johns informed the Board about the purchase of furniture in excess of \$10,000.00, which will also include bus cameras, 2 color copiers and the extended agreements on two current copiers. Also, the cafeteria system that will replace Revtrack has a net cost of \$3,000.00 per year. Electronic time cards have begun to be used in place of paper timesheets.

## **BOARD REPORTS**

Ms. Casbon LaTourette attended a meeting at the Tim Smith housing property. Carissa also attended an event at the Lake County Health Department when the measles outbreak was discussed.

Mr. Guziak attended the Staff Appreciation event and reported it was well attended.

Mr. Murphy attended the graduation and said the band was excellent, everyone did a great job and there were quite a few honors earned by students.

## **CLOSED SESSION**

A motion was made by Carissa Casbon LaTourette, with a second by Brendan Murphy, to enter into Closed Session for the following purpose:

For the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.

On a roll call vote the following members voted Aye: Carissa Casbon LaTourette, Sean Coleman, Stephen Gray, Jim Guziak, Brendan Murphy, and Ardre Orie. Nays: none. Absent: Denise Ide. The motion passed and the Board entered into Closed Session at 9:15 p.m.

## **RETURN TO OPEN SESSION**

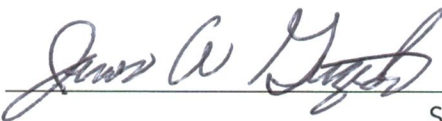
A motion was made by Carissa Casbon LaTourette, with a second by Sean Coleman to return to Open Session. On a voice vote all Board Members voted Aye. Nays: none. Absent: Denise Ide. The Board returned to Open Session at 9:48 p.m.

## **ADJOURNMENT**

There being no further business, a motion was made by Carissa Casbon LaTourette, with a second by Sean Coleman, to adjourn the Committee of the Whole Meeting. On a voice vote, all Board Members voted Aye. Nays: none. Absent: Denise Ide. The motion passed. The meeting adjourned at 9:48 p.m.

Board of Education  
Millburn School District 24  
Lake County, Illinois

By: \_\_\_\_\_  
President

Attest: \_\_\_\_\_  
Secretary

June 24, 2019

\_\_\_\_\_  
Date