

BOARD OF EDUCATION
Millburn School District 24
COMMITTEE OF THE WHOLE MEETING
April 12, 2021

BOARD MEMBERS PRESENT

Brendan Murphy, President
Denise Ide, Vice President
Jim Guziak, Secretary
Sean Coleman
Stephen Gray
Peter Pettorini
Jose Quiñones

BOARD CLERK

Veronica Lynn Willis

ADMINISTRATION PRESENT

Jason Lind, Superintendent of Schools
Stephen Johns, Business Manager/CSBO
Elizabeth Keefe, Director of Special Services
Jake Jorgenson, Principal, MMS
Bennett Walshire, Principal, MES
*Note: All Administrators were excused due to Social Distancing.

GUESTS

Via Zoom

The Committee of the Whole Meeting of the Board of Education of Millburn School District 24, Lake County, Illinois, held via Live Stream Link due to COVID-19 Social Distancing Order, was called to order at 7:25 p.m., immediately following a Special Meeting, by President Brendan Murphy. Roll call was taken with the following Board Members in attendance: Sean Coleman, Stephen Gray, Jim Guziak, Denise Ide, Brendan Murphy, Peter Pettorini, and Jose Quiñones. Absent: None.

ADDITION of INFORMATION/DISCUSSION ITEMS

As an addition of Information/Discussion, Dr. Lind presented Mr. Adam Rowlands to the board in his new role as the Director of Student Services beginning the 2021-2022 school year. Mr. Rowlands is currently the assistant principal at MMS.

Next, Dr. Lind introduced Ms. Autumn Elrod, who will be replacing Mr. Rowlands in becoming the assistant principal at MMS beginning the 2021-2022 school year.

INFORMATION/DISCUSSION ITEMS

First Reading of Board Policies

The Board members were given the following policies for a first reading. A second reading and adoption will be on the agenda for the April 26, 2021, Regular Board Meeting.

- [4:20 - Fund Balances](#)
- [4:60 - Purchases and Contracts](#)
- [8:95 - Parent Involvement](#) *New

Summer School

Dr. Lind has been meeting with the Admin team regarding summer school. There will be a brochure created to peak parents interest. Dr. Lind will keep the board informed about Summer School plans. The plan is that there are 2 sessions of summer school.

District Goals Update

Dr. Lind wanted to update the board on the goals as he displayed them all. The board is focusing on one goal at a time, with five goals in total, this time being Priority #1: Social and Emotional Health of Students and Staff.

The purpose of the goal is to monitor the social and emotional health of students and staff and offer a wide variety of support options for students and staff to mitigate the adverse emotional impact of COVID-19 and the abrupt changes to our school learning environment.

The Superintendent will deliver a plan to the Board of Education in November and give updates as necessary in his Superintendent Reports in board meetings as he investigates the possibility of bringing back extracurricular activities.

Remote Learning Update

There are 34 days left to the school year. In the last week or so, there have been many room relocations though none that have been due to confirmed cases of COVID. Students have exhibited COVID like symptoms.

School Board Meeting Dates

A draft of meeting dates for the 2021-2022 school year was presented to the Board Members for their review and reconciliation with personal calendars. The Board will take a vote on the meeting dates at the April Regular Board of Education Meeting.

Financial Projections Presentation

Dr. Johns and Dr. Lind worked on the District's Financial projections and shared them with the board in anticipation of the new budget. More information is found in the Business Office Report.

FUTURE AGENDA ITEMS

- Press Policy Updates
- Phone System Update

SUPERINTENDENT REPORT

Dr. Johns and Dr. Lind worked on the District's Financial projections and shared them with the board in anticipation of the new budget. More information is found in the Business Office Report

BUSINESS OFFICE REPORT

Dr. Johns [Business Office Report](#) was displayed for the Board and reviewed.

BOARD REPORTS

There were no board reports.

ADJOURNMENT

There being no further business, a motion was made by Brendan Murphy, 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: None. The motion passed. The meeting adjourned at 9:09 p.m.

Board of Education
Millburn School District 24
Lake County, Illinois

By: B. Murphy President

Attest: Sean P. Coleman Secretary

May 24, 2021

Date Amended
6/28/2021

**Business Office Update
COW Meeting
April 12, 2021**

Property Taxes

- We received our final property tax collection on April 2, 2021 and April 7, 2021. We received 99.65% tax collection in 2019pay2020. In the 2018pay2019 year, we received 99.00% collection.
- Property taxes in Lake County will go back to 2 payments for the 2020pay2021 tax year.
 - Property installment payment deadlines are June 7, 2021 and September 7, 2021.

Funding the 2021 Summer Program

- The FY2021 Title I Grant will fund the salary of 21 teachers @ 4 hours per day for the 12 days of the Summer program and \$4500 in classroom supplies for 15 teachers @ \$300 each.
- The ESSERS II and/or III grant will pay for the salary of the Summer Coordinator and any additional teachers or supplies that are needed.
- The FY2022 Title I grant or ESSERS II or III will be used to fund the July/August 8-day session of the summer program.

Elementary and Secondary School Emergency Relief Grants (ESSERS)

- Funding Allocation
 - The ESSERS II allocation is \$168,326
 - The ESSERS III allocation is 377,854
- Allowable Expenses – The ESSERS II & III grant expenditures must meet one of the following three bullet points:
 - addressing learning loss
 - preparing schools for reopening
 - testing, repairing, and upgrading projects to improve air quality in school buildings
- The ESSERS grants allow for expenses since March 13, 2020 to be included in the grant budget. Items that are being considered to be included in the ESSERS II & III grant budget are:
 - Summer program expenses in excess of the funds available through the Title I grant
 - Air Cleaners for classrooms and offices – \$20,000
 - Sound Field Systems for classrooms - \$21,500
 - Software and online resources that address learning loss that have been added and weren't covered by other grants.
 - Desks – We are looking to replace approximately 425 desks that range in age from at Millburn Elementary and Millburn Middle School with desks with ergonomic chairs and desks. The newest desks in the district are 14 years old. This is estimated to cost between \$65,000 and \$95,000
 - Library tables & seating - \$100,000
 - Completing the automation of the HVAC system at Millburn Elementary School - \$75,000 – I'll be working with the gas and electric utility to secure some energy rebates.
 - Installation of 6 classroom projectors – 1 @ MES & 5 at MMS
 - Purchase of one or two tents to provide shelter outside - \$10,000 - \$25,000 plus installation.

Possible Upcoming Expenditures > \$10,000

- Tents - \$10,000 - \$25,000 – time sensitive
- HVAC Controls upgrade - \$75,000
- Flooring upgrade – lower level at MES – waiting on pricing from the restoration company
- Desks - \$65,000 - \$95,000 – Time sensitive due to volume of districts ordering desks as they move away from using tables for instruction and lunch to allow for social distancing.
- Library tables and seating - \$100,000 – time sensitive
- Installation of 6 classroom projectors – waiting on pricing
 - Network data drops by Computer Power Systems, Grayslake, IL - \$45,004. After the E-Rate reimbursement, the cost to the district will be \$27,002.40
- Fire Department Connection (FDC) relocation at Millburn Middle School – After contacting seven (7) sprinkler system contractors, we were able to find one that was willing to give us a quote on this work. I anticipate having a quote the week of April 12, 2021.
- MES water system filtering upgrade

FY 2021 Amended Budget Schedule

- As a result of the

FY 2021 AMENDED BUDGET SCHEDULE

5/24/2021	Review of tentative amended budget. Board approval to put tentative amended budget on public display.
5/26/2021	Place legal notice of Public Hearing on the budget in newspaper. Public notice of availability of tentative budget published at least 30 days prior to adoption by the Board, ILCS 5/17-1
6/14/2021	Continue discussion of tentative budget at Board Meeting
6/28/2021	Public Budget Hearing and Budget Adoption. Last day to adopt the amended annual budget is June 30, 105 ILCS 5/17-1
June/July, 2021	Within 30 days of the budget adoption, the annual budget must be: <ul style="list-style-type: none"> • Filed with the County Clerk • Transmitted electronically with a deficit reduction plan (if necessary) to ISBE • Posted on the District Website • Parents and guardians notified of budget's availability (105 ILCS 5/17-1, 105 ILCS 5/17-1.2, 35 ILCS 200/18-50)

5-Year Projection

- Dr. Lind and I will be presenting a 5-year financial projection to the Board at the April 12, 2021 COW meeting.

Asbestos Abatement

- The asbestos abatement project is complete.
- Next Steps
 - Replacement of floor tile and base
 - Replacement of damaged ceiling tile
 - Putting a fresh coat of paint on the rooms if needed



As room was being sealed for the asbestos removal



After floor tile removal

Millburn Elementary Water Update

- I have received a quote to add a sensor to measure the chlorine level as it goes out to the building.
- I'm still waiting on pricing for a green sand and a charcoal filter system.
- Once I have all the pricing, I'll present that information to the Board for consideration.

School Lunch Program Update

- Triennial Wellness Policy Review
 - I'll reach out through the building newsletter to parents to participate in the Triennial Review of Wellness Policy (Policy 6:50). I'm planning on scheduling this meeting in late April or early May, 2021.
 - The Triennial review requires that the school district reach out to stakeholders and convene a meeting to review the current policy and make recommendations.
- Summer Food Service Program (SFSP)
 - The SFSP has been extended through September 30, 2021. This program is free to all children (18 years or under).
 - At this point, I'm looking at Millburn continuing the SFSP program through the week of August 2, 2021. We would offer families the opportunity to pick up a 1-week meal pack on Thursday, August 5, 2021. This would provide meals to students through Friday, August 13, 2021.
 - It may be possible to continue providing meals to students that are learning remotely through September 30, 2021.
- 2021-22 School Meals
 - At this point, we are planning on providing a hot lunch program for students when school resumes in August, 2021. Once we go back to a hot meal program, we will be operating under the National School Lunch Program (NSLP). We would go back to students paying either regular price, reduced price or receiving free meals depending on their eligibility.