

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

**BOARD MEMBERS PRESENT**

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

**BOARD CLERK**

Veronica Lynn Willis

**ADMINISTRATION PRESENT**

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

**VISITORS**

Via Zoom

The Regular Board of Education Meeting of the Board of Education of Millburn School District 24, Lake County, Illinois, held at Millburn Elementary School via Live Stream Link due to COVID-19 Social Distancing Order, was called to order at 7:17 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, Denise Ide, Brendan Murphy and Andre Orie. Absent: None

**PUBLIC COMMENTS**

There were no public comments.

**ADDITION of NON ACTION ITEMS**

There were no addition of non action items.

**ACTION ITEMS**

**Final Reading and Approval of Board Policies**

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

4:10 Fiscal and Business Management  
4:15 Identity Protection  
4:40 Incurring Debt  
4:45 Insufficient Funds Checks  
4:70 Resource Conservation  
4:90 Activity Fund Management (Press Activity Funds)  
4:100 Insurance Management  
4:110 Transportation  
4:120 Food Services  
4:130 Free and Reduced-Price Food Services  
4:150 Facility Management and Building Programs  
4:170 Safety

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

Approve the District Leadership Team Proposal in the amount of \$26,350

A motion was made by Denise Ide, with a second by Stephen Gray, to Approve the District Leadership Team Proposal in the amount of \$26,350. On a roll call vote, the following board members voted Aye: Carissa Casbon LaTourette, Sean Coleman, Stephen Gray, Jim Guziak, Denise Ide, Brendan Murphy and Ardre Orie. Nays: None. Absent: None. The motion passed.

Approval of Construction Change Order #5 - Additional Sealcoat and Striping at MES in the amount of \$2,075

A motion was made by Denise Ide, with a second by Sean Coleman, to Approve the Construction Change Order #5 - Additional Sealcoat and Striping at MES in the amount of \$2,075. On a roll call vote, the following board members voted Aye: Ardre Orie, Carissa Casbon LaTourette, Sean Coleman, Stephen Gray, Jim Guziak, Denise Ide and Brendan Murphy. Nays: None. Absent: None. The motion passed.

Approve the 2020-2021 Salary Rate Sheet

A motion was made by Denise Ide, with a second by Stephen Gray, to Approve the 2020-2021 Salary Rate Sheet. 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.

Approval of Adjustment to Staffing in the Approximate Total Amount of \$45,000 as Follows Below:

A motion was made by Denise Ide, with a second by Stephen Gray, to approve the Adjustment to Staffing in the Approximate Total Amount of \$45,000 as Follows:

- i. Add 15 days to the contract of Suzanne Dekorsi to create additional professional development for teaching staff related to remote learning.
- ii. Add 15 days to the contract of Carine Lancaster to create additional professional development for teaching staff related to remote learning.
- iii. Add 10 days to the contract of Kari Gedville to assist in fall planning at a rate of \$450 per day.
- iv. Hire Joanne Rathunde for Powerschool training and tech training at a rate of \$62.50 per hour not to exceed 160 hours.
- v. Increase of .17 FTE teacher to reduce class sizes in Middle School.

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.

Approval of HVAC Repairs at MMS Possibly In Excess of \$10,000 (Possibly Covered by Insurance)

A motion was made by Denise Ide, with a second by Stephen Gray, to Approve the HVAC Repairs at MMS Possibly in Excess of \$10,000 (Possibly Covered by Insurance). On a roll call vote, the following board members voted Aye: Stephen Gray, Jim Guziak, Denise Ide, Brendan Murphy, Ardre Orie, Carissa Casbon LaTourette and Sean Coleman. Nays: None. Absent: None. The motion passed.

Approve Non-Union Classified Salaries

A motion was made by Denise Ide, with a second by Stephen Gray, to Approve Non-Union Classified Salaries. On a roll call vote, the following board members voted Aye: Sean Coleman, Stephen Gray, Jim Guziak, Denise Ide, Brendan Murphy, Ardre Orie and Carissa Casbon LaTourette. Nays: None. Absent: None. The motion passed.

Approve Consent Agenda

A motion was made by Carissa Casbon LaTourette, with a second by Denise Ide, to approve the Consent Agenda. 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.



The Consent Agenda is as follows:

Consent Agenda

- Approval of Minutes
  - Committee of the Whole Meeting June 8, 2020
  - Committee of the Whole Meeting June 8, 2020 Closed Session
  - Public Hearing June 22, 2020
  - Regular Board of Education Meeting June 22, 2020
  - Regular Board of Education Meeting June 22, 2020 Closed Session
- Treasurer's Report and Approval
- Bill Approval and Payment Authorization
- Activity Account
- Personnel Report
  - Hire: Melissa Olhausen - MBAC Counselor

## INFORMATION/DISCUSSION

### Return to Learn Update

When considering those families who have already registered, 2 percent of MES families have not registered. Under 30% of parents have requested to have their student attend school remotely. The only factor for re-opening school is can the district meet the safety guidelines laid out by the Illinois State Board of Education and The Department of Public Health.

## FUTURE AGENDA ITEMS

- Press Policy Updates
  - 4:20 Fund Balances
  - 4:30 Revenue and Investments
- Review of Board Self Governance Goals and Draft of Revised Goals 2019-2020
- Review of Board Agreements
- Construction Change Orders
- Review and Revise (if necessary) Board Agenda Calendar found in the BOE Drive
- Review Superintendent Evaluation Goal
- Board Self Evaluation With IASB
- FY 2021 Budget Review and Adoption (August 10, 2020)
- Staff Diversity Report

## SUPERINTENDENT REPORT

Dr. Lind reported the calendar changes that need to be approved. The first day of school is August 4, 2020. Dr. Lind will send the new school calendar to families tomorrow. On August 18, 2020, Teacher In-Service will begin, while new teachers report this Thursday, July 31, 2020, for training. An unofficial announcement has already been sent to families.

## BUSINESS OFFICE REPORT

Dr. Johns reported at the next meeting the board will be able to review the tentative budget. The tentative budget will be put on public display at the August 24, 2020, meeting. The public budget hearing will be held at the September Regular Board of Education Meeting. The property tax collection is just under 49%, last year at this point it was at 51% which means based upon this and the tax levy the district is down at about \$350,000. Next payments are due in September and November. Dr. Johns also included pictures of the current construction in his business office report.

## BOARD REPORTS

Carrissa Casbon LaTourette spoke with the district auditors who pointed out District 24 has shown improvement each year and they have no concerns. Last year there were no errors for correction and they foresee this year to be the same. Ms. Casbon LaTourette also met with Congresswoman Underwood who

wanted to know the needs of the district. There was also an inquiry as to whether the district received PPE from the county, which Dr. Johns will look into.

#### CLOSED SESSION

A motion was made by Carissa Casbon LaTourette, with a second by Denise Ide, to enter into Closed Session for the purpose of:

- 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: Ardre Orie, Sean Coleman, Stephen Gray, Jim Guziak, Denise Ide, Brendan Murphy and Carissa Casbon LaTourette. Nays: None. Absent: None. The motion passed and the Board entered into Closed Session at 8:28 p.m.

#### RETURN TO OPEN SESSION

A motion was made by Carissa Casbon LaTourette, with a second by Denise Ide, to return to Open Session. On a voice vote all Board Members voted Aye. Nays: None. Absent: None. The motion passed. The Board entered into Open Session at 8:57 p.m.

#### 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 8:57 p.m.

Board of Education  
Millburn School District 24  
Lake County, Illinois

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

President

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

Secretary

August 24, 2020

Date