

BOARD OF EDUCATION
Millburn School District 24
COMMITTEE OF THE WHOLE MEETING
March 8, 2021

BOARD MEMBERS PRESENT

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

ADDITION of INFORMATION/DISCUSSION ITEMS

There were no addition of information/discussion items.

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 March 29, 2021, Regular Board Meeting.

- [2:210 - Organizational Board of Education Meeting](#)
- [7:160 - Student Appearance](#)
- [7:170 - Vandalism](#)
- [7:185 - Teen Dating Violence Prohibited](#)
- [7:220 - Bus Conduct](#)
- [7:280 - Communicable and Chronic Infectious Disease](#)
- [7:300 - Extracurricular Athletics](#)
- [7:305 - Student Athlete Concussions and Head Injuries](#) * Adding
- [7:345 - Use of Educational Technologies; Student Data Privacy and Security](#) * New
- [8:10 - Connection with the Community](#)
- [8:20 - Community Use of School Facilities](#)
- [8:70 - Accommodating Individuals with Disabilities](#)
- [8:80 - Gifts to the District](#)
- [8:100 - Relations with Other Organizations and Agencies](#)
- [8:110 - Public Suggestions and Concerns](#)

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.

The admin team will be updating the Board on our year-to-date progress. The Board will receive an update on each priority over the next 5 meetings.

The MES and MMS principals presented information on Restorative Practices. Restorative Practices are important because they:

- strengthen relationships and community
- Teach youth (and model) Social Emotional Learning (SEL) competencies
- To be more trauma-informed
- Help with equity (being more equitable)
- To improve culture and climate
- Create safe/brave spaces for people to come together and problem solve challenges that impact the community (home, school, community, etc.)
- An alternative to traditional discipline

Superintendent Evaluation 2020-2021

Last year was the first year the evaluation tool was on google drive as a Google Form. All board members were able to review and add to the information before meeting. During the meeting, the evaluation tool will be decided based on each board member's feedback. The board will compile the information within the evaluation tool. The board President will then meet with the Superintendent to review each evaluation tool. Using Google Forms is a good way to collect and analyze the answers.

Board Agreements

The Board Agreements will appear on the March 22, 2021, Regular Board of Education Agenda for approval.

IAR Assessments

It is the recommendation of Dr. Lind, if the students are administered the IAR Assessment that it be done the last week before school ends.

FUTURE AGENDA ITEMS

- Press Policy Updates
- Phone System Update

SUPERINTENDENT REPORT

Dr. Lind attended a meeting where The Lake County Superintendents met with the State Superintendents on Friday. The topics were Assessments, COVID-19 School Guidelines, Vaccines, Equity, and ESSERS (stimulus) money. There will be updates from the Illinois Department of Public Health (IDPH) on school guidelines and there will be some flexibility with assessments. Most of the discussion centered on assessments.

Dr. Lind will volunteer at the Round Lake COVID vaccine pod on Friday. Currently, Millburn has 42 staff members who are due for their second vaccine. An additional 100 staff members have already received both doses of the vaccine.

Dr. Lind congratulated Elizabeth Keefe, Director of Special Services, on her retirement after 18 years of service, as this is her last board meeting.

BUSINESS OFFICE REPORT

Dr. Johns sent and displayed a detailed [Business Office Report](#).

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: Peter Pettorini. The motion passed. The meeting adjourned at 9:17 p.m.

Board of Education
Millburn School District 24
Lake County, Illinois

By: Brendan Murphy President

Attest: James A. Hylton Secretary

April 26, 2021

**Business Office Update
Committee of the Whole Meeting
March 8, 2021**

Asbestos Abatement

- On Tuesday, February 23, 2021, I received a proposal for asbestos testing at an estimated cost of \$930. I signed the proposal and issued a purchase order for the work.
- On Friday, February 26, 2021, we received the results from the asbestos testing. The mastic (glue) used to install the floor tiles tested positive for asbestos.
- On Monday, March 1, 2021, three contractors did a walk-through of the 6 classrooms in the lower level at Millburn Elementary School to give us pricing to remove the floor tile and the mastic (glue). This includes all of the floor tile in the six classrooms and the hallway instead of just a portion of the floor tile.
- On March 3, 2021, the Environmental Consultant received pricing from the three companies. Midwest Environmental Consulting Services, Inc. is recommending that the Board award a contract to Kinsale Contracting Group, Inc. at a cost of \$35,200.
- The work is scheduled to begin the afternoon of March 19, 2021 and be completed on or about March 26, 2021. This means that the bulk of the work will be completed during Spring Break.
- This work will be covered by our insurance.
- I will begin discussions regarding the type of floor tile that will be used to replace the floor tile and base removed during the asbestos abatement.

Three-Year Asbestos Inspection

- I received proposals from Midwest Environmental Consulting Services, Inc. and Gallagher Bassett Technical Services. The proposal from Gallagher Bassett Technical Services was for a cost of \$1800 plus an additional \$825 for asbestos awareness training. Their contract didn't include any asbestos sampling. In addition, their contract shifts a significant amount of the contractor's liability to the school district. Their proposal took a week longer to receive than what I was promised.
- I awarded the contract for the three-year asbestos inspection at Millburn Elementary School to Midwest Environmental Consulting Services, Inc. at an estimated cost of \$3124.00 plus \$500.00 to develop the management plan. There was also an allowance of \$1200 for TEM sample testing. This cost includes up to 50 asbestos PLM bulk samples.
 - If any of the floor tile samples test negative, the Illinois Department of Public Health requires an additional test using Transmission Electron Microscopy (TEM).
 - This inspection includes all but the 1999-2000 addition at Millburn Elementary school since we have documentation stating that no asbestos was specified when the addition was constructed.
 - When 3-year asbestos inspections were first required, many companies did little testing. If a construction material could have contained asbestos, it was listed in the asbestos management plan and it requires the district to inspect each of these areas every six months to determine if the suspected asbestos containing materials are friable (damaged to the point the fibers can become airborne). By conducting sampling this year, we will hopefully reduce the number of items on our asbestos management plan that require ongoing monitoring.

Teacher Retirement System (TRS) Supplemental Savings Plan

- State law – 40 ILCS 5/16-204 requires TRS to offer an optional defined contribution benefit to any active members of the System who choose to participate. TRS plans to do this by providing a savings plan authorized by IRS Section 457. This is similar to the 403b plans that are currently offered by the district.
- In my last report, I provided information regarding the TRS Supplemental Savings Plan that had a March 31, 2021 deadline for every Board adopting a resolution. TRS has removed the March 31, 2021 deadline. They will work with school districts and professional organizations to address school district concerns related to implementation of the savings plan.

E-Rate C-2 Funding & Ceiling Mounted Projectors

- A walk-through is scheduled for Wednesday, March 10, 2021 to add Ethernet data drops at both buildings, to install five projectors at Millburn Middle School, and to install one projector at Millburn Elementary School.
- E-Rate funding will pay for 40% of the cost of the data drops and the Capital Projects Fund will pay for the installation of the projectors and the portion of the wiring drops that isn't covered by the E-Rate program.

Fire Department Connection (FDC) Relocation at Millburn Middle School

- The district is in the process of obtaining proposals to have this connection relocated. The cost is estimated to be in the \$5000 - \$10,000 range.

Review of FY21 Budget and 5-year Projection

- I have started working on a review of our FY21 budget. With the pandemic, there have been many changes in revenue and expenditures this school year.
- Listed below are a few of the changes that will need to be included in the projection for the FY21 budget.
 - Revenue
 - Reduced Before and After School Revenue
 - Reduced Building Rental Income
 - Addition of Title I funding
 - Addition of the Elementary and Secondary School Emergency Relief Fund II that can be spent retroactively to March 19, 2020 through September 30, 2023.
 - Clubs and Sports revenue
 - Expenditures
 - Additional Purchases of Personal Protective Equipment, disinfectant, air cleaners, etc...
 - Reduction in stipends corresponding to the reduction in activities
 - Purchase of additional hotspots for families without an internet connection
 - Additional staffing costs related to in-person learning such as hall monitors, lunch delivery, etc...
 - Difficulty replacing paraprofessionals and other staff that retired or resigned this year.
- Sometime this week, I anticipate that Dr. Lind, Carly Kraft, and I will begin work on the 5-year projection.
- As in past years, we will run 2-3 scenarios that we will review with the Board.

Millburn Elementary Water

- I want to start off by saying that the water at Millburn Elementary School is safe and is tested throughout the year. However, the high Sulphur content of the water in the 1999-2000 addition results in a Sulphur smell and sediment in the water where the Sulphur has separated from the water during the treatment process as well as sediment that is pumped with the water from the well since our water comes from an underground well.
- On Tuesday, March 2, 2021, Terry Miller and I met with Arnie Rapa and Jorge Alvarez from the Lake County Health Department as well as with representatives from Complete Water Solutions and Elemental Solutions, LLC at the request of the Lake County Health Department to better understand how we treat the well water before distributing it throughout the school.
- We met in the boiler and water treatment room at Millburn Elementary School. Each of the vendors reviewed how their equipment operates. We also discussed other options for water treatment that would reduce the amount of Sulphur remaining in the water as well as removing a large amount of sediment. We discussed installation of an:
 - In-line chlorine monitor
 - A charcoal filter system
 - Green sand filter
- As a result of the meeting, Complete Water Solutions will take water samples. Once they have the results of the water samples, they will provide some additional options to treat the water at Millburn Elementary along with estimated costs of installation as well as ongoing costs associated with each of the options.

Property Tax Collection

- We haven't received any additional property tax collections since January 14, 2021. The county treasurer is still anticipating that we will receive one more property tax distribution prior to the end of March, 2021. Based on our approved levy of \$15,554,041.60, we still have \$295,286.55 to collect. We will need to collect \$139,746.13 to achieve the 99% tax collection that we received in 2020.