

BOARD OF EDUCATION  
Millburn School District 24  
REGULAR BOARD OF EDUCATION MEETING  
May 24, 2021

**BOARD MEMBERS PRESENT**

Brendan Murphy, President  
Sean Coleman Vice President  
Vanessa Boss  
John Lorentzen  
Peter Pettorini  
Jose Quiñones

**BOARD CLERK**

Veronica Lynn Willis

**ADMINISTRATION PRESENT**

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

**VISITORS**

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 7:07 p.m. by President Brendan Murphy. Roll call was taken with the following members in attendance: Brendan Murphy, Sean Coleman, Vanessa Boss, John Lorentzen, Peter Pettorini, and Jose Quiñones. Absent: Stephen Gray.

**PUBLIC COMMENTS**

There were no public comments.

**ADDITION of NON ACTION ITEMS**

There were no addition of non action items.

**ACTION ITEMS**

Approve the Board of Education (BOE) Meeting Dates 2021-2022

A motion was made by Peter Pettorini, with a second by John Lorentzen, to approve the Approve the Board of Education (BOE) Meeting Dates 2021-2022. On a roll call vote, the following board members voted Aye: Brendan Murphy, Sean Coleman, Vanessa Boss, John Lorentzen, Peter Pettorini, and Jose Quiñones. Nays: None. Absent: Stephen Gray. The motion passed.

Approve the Cottonwood Estates Annual Impact Fee

A motion was made by John Lorentzen, with a second by Jose Quiñones, to approve the Cottonwood Estates Annual Impact Fee. On a roll call vote, the following board members voted Aye: Brendan Murphy, Sean Coleman, Vanessa Boss, John Lorentzen, Peter Pettorini, and Jose Quiñones. Nays: None. Absent: Stephen Gray. The motion passed.

Approval to Purchase District Membership for the Lake County Educational Services Professional Development Cooperative for the 2021-2022 School Year in the Amount of \$3,209

A motion was made by Sean Coleman, with a second by Jose Quiñones, to approve the Consent Agenda. On a roll call vote, the following board members voted Aye: Brendan Murphy, Sean Coleman, Vanessa Boss, John Lorentzen, Peter Pettorini, and Jose Quiñones. Nays: None. Absent: Stephen Gray. The motion passed.

Approve Amendment 2 With Arbor Management for the Summer Food Service Program Effective April 1, 2021

A motion was made by Peter Pettorini, with a second by Sean Coleman, to approve Amendment 2 With Arbor Management for the Summer Food Service Program Effective April 1, 2021. On a roll call vote, the

following board members voted Aye: Brendan Murphy, Sean Coleman, Vanessa Boss, John Lorentzen, Peter Pettorini, and Jose Quiñones. Nays: None. Absent: Stephen Gray. The motion passed.

Approve the Arbor Management Contract Renewal for the 2020-2021 School Year

A motion was made by Sean Coleman, with a second by Peter Pettorini, to approve the Arbor Management Contract Renewal for the 2020-2021 School Year. On a roll call vote, the following board members voted Aye: Brendan Murphy, Sean Coleman, Vanessa Boss, John Lorentzen, Peter Pettorini, and Jose Quiñones. Nays: None. Absent: Stephen Gray. The motion passed.

Approve Tentative Amended FY 2021 Budget for Public Display

A motion was made by Peter Pettorini, with a second by Jose Quiñones, to approve Tentative Amended FY 2021 Budget for Public Display. On a roll call vote, the following board members voted Aye: Brendan Murphy, Sean Coleman, Vanessa Boss, John Lorentzen, Peter Pettorini, and Jose Quiñones. Nays: None. Absent: Stephen Gray. The motion passed.

Approve iPad Lease and/or Purchase

A motion was made by Peter Pettorini, with a second by John Lorentzen, to approve iPad Lease and/or Purchase. On a roll call vote, the following board members voted Aye: Brendan Murphy, Sean Coleman, Vanessa Boss, John Lorentzen, Peter Pettorini, and Jose Quiñones. Nays: None. Absent: Stephen Gray. The motion passed.

Approve Consent Agenda

A motion was made by Sean Coleman, with a second by Jose Quiñones, to approve the Consent Agenda. On a roll call vote, the following board members voted Aye: Brendan Murphy, Sean Coleman, Vanessa Boss, John Lorentzen, Peter Pettorini, and Jose Quiñones. Nays: None. Absent: Stephen Gray. The motion passed.

The Consent Agenda is as follows:

Consent Agenda

- Approval of Minutes
  - Committee of the Whole Meeting Minutes April 12, 2021
  - Regular Board of Education Meeting Minutes April 26, 2021
  - Personnel Report

FMLA: Meghan Edlmann **Sept - Dec 2021**  
Danielle Butts **Aug - Sept 2021**

Hires: Laura Larson - MES Special Education Teacher **21/22 School Year**  
Anna Rodelwald - Substitute teacher; Long Term Sub for Fall FMLA **21/22 School Year**

Year Stacy Bergman - 2nd Grade Teacher **21/22 School Year**  
Jack Cantle - 5th Grade Teacher **21/22 School Year**

Resignations: Ellyson Martens - MES Special Ed Paraprofessional **End of 20/21 School Year**  
Christie Hutson - MMS Psychologist **End of 20/21 School Year**  
Gianna Heelan - 5th Grade Teacher **End of 20/21 School Year**  
Anna Rodewald - MES Special Ed Paraprofessional **End of 20/21 School Year**

Retirements: Kelly Chamernik - MES Learning Disabilities Teacher **End of 2026/27 School Year**



Extended School Year Teachers

Dana Booker  
 Jen Allie  
 Kayla Radtke  
 Kelly Chamernik  
 Sandra Hessing  
 Sarah Blue

Extended School Year Paraprofessionals

Caitlin Bethancourt  
 Cindy Sodt  
 Dawn Swindle  
 Dianna Cajka  
 Emric Montano  
 Jo-Elle Kincaid  
 Joanne O'Brien  
 Joe Lisy  
 Karen Ende  
 Linda Smith  
 Sally Miksch

Summer School Session 1 Teachers

Aaron Lacey  
 Abbigail House  
 Amy Sooley  
 Andrea Frank  
 Brigid Tuley  
 Cathy Coleman  
 Erica Miller  
 Erin Aunet  
 Erin Lackey  
 Hannah Metzelaar  
 Jennifer Fritsch  
 Julie Murray  
 Kelly Clendening  
 Kelsie Loumeau

Summer School Session 1 Teachers

Laura Klier  
 Lisa Anderson  
 Lisa Jazo  
 Maureen Catalano  
 Meghan Edelmann  
 Rebecca Tallian  
 Sandra Cliffgard

Summer School Session 1 Paraprofessional

Patti Wescott

Summer School Session 2 Teachers

Aaron Lacey  
 Amy Sooley  
 Andrea Frank  
 Brigid Tuley  
 Erica Miller  
 Erin Aunet  
 Hannah Metzelaar  
 Jennifer Fritsch  
 Jodi Laughman  
 Kelly Clendening  
 Kelsie Loumeau  
 Lisa Anderson  
 Lisa Jazo  
 Meghan Edelmann  
 Melissa Lowrance  
 Rebecca Habetler  
 Rebecca Tallian  
 Sandra Cliffgard  
 Terri Clay  
 Tricia Phelan

Summer School Session 2 Paraprofessional

Patti Wescott

- Treasurer's Report
- Bill Approval and Payment Authorization
- Activity Account

**INFORMATION/DISCUSSION**Summer School

Dr. Lind reported there are enough teachers for summer school, which starts June 7, 2021. with the exception of what might be needed at MES, another first-grade teacher because there are forty-three first-grade students. Many students at MMS signed up for classes. Fifty-three students signed up for the cooking class, Karissa Berg, Summer School Coordinator, worked the schedule out to accommodate the numbers. Bus routes are being assigned for distribution to the drivers this week Thursday. Echo Day Camp will be open; MBAC will not.

District Goals 2020-2021

District goal number 5 is Financial. The goals were to operate with a balanced budget and communicate finances to the Board. The district has done well with this goal. The board has discussed finances all year, including the Business Reports. This goal has been met and will continue moving forward.

#### Remote Learning Update

Dr. Lind reported last week the state released a resolution that states the idea is to have in-person instruction for all students. The only exception being considered are medically fragile students with a doctor's note. School districts would be responsible for providing the standard home bound tutoring, as in the past before Covid. Home bound tutoring is 5 hours per week. Millburn, like other districts, is waiting for the criteria from ISBE.

#### Summer 2021 Asbestos Floor Tile Abatement

The Elementary School had its second hot water and heating and ventilation leak, which happened in April. The first leak happened in February, downstairs in the 1968 addition. Considering the consultant and contracting fees combined, a much larger area can be serviced. The area is approximately 10' x 15'. Carly Kraft filed an insurance claim and the adjuster was onsite on May 18, 2021. The insurance will pay the cost of the removal and replacement of the damaged tile plus the cost of the project. The asbestos consultant was out on May 6, 2021, and again on May 21, 2021. This is the same company that we used for the previous two projects of asbestos floor tile removal/abatement at Millburn Elementary School.

#### FOIA Requests

Joe Sutton - A digital copy (PDF) of the following documents: The district's current website and/or content management system (CMS) provider contract; the district's current alerts and/or emergency notification provider contract; the district's current mobile app provider contract, and the district's current learning management system (LMS) provider contract.

#### **FUTURE AGENDA ITEMS**

- Press Policy Updates
- Phone System Update
- Approval of the District Consolidated Plan
- Approve the Title I, Title IIa, & Title IVa Grants
- Approve School Lunch Fees for the 2021-22 School Year

#### **SUPERINTENDENT REPORT**

The eighth-grade celebration was last Friday at MMS. Board Members Mr. Murphy and Mr. Coleman added it was nice to have an event for them, it was well organized, and volunteers were very much appreciated. There are two small group graduations planned for next week along with two drive through ceremonies. All Board Members are invited from 4:00 p.m. to 7:00 p.m.

The Staff Appreciation Event is Thursday, May 27, 2021, at MMS. There is a tent for inclement weather. Both gymnasiums will be used for proper spacing. Years of Service Awards and Retirements will be given out in the East Gym. Dr. Lind is looking forward to seeing the staff together in one place under one roof. Friday, is the last day of school. There is a week off then Summer School begins.

#### **BUSINESS OFFICE REPORT**

The only thing not discussed already was the insurance renewal for the worker's comp and liability. The insurance rate is being decreased by about \$20,000. The Business Office Report is Attached.

#### **BOARD REPORTS**

There were no Board Reports.



**Business Office Update  
Board Meeting  
May 24, 2021**

**Cottonwood Estates Impact Fee**

- The Millburn School District has an indemnification agreement with Lake County to collect impact fees on behalf of the school district for new construction. This provides the district with funds to offset the impact on school facilities relative to the additional students to the school district.
- The impact fee increases annually by the percentage increase in CPI that is also used to limit the amount of tax increase each year.

		Dec 2016	Dec 2017	Dec 2018	Dec 2019	Dec 2020
CPI Increase		2.10%	2.10%	1.9%	2.30%	1.40%
Cottonwood Estates Impact Fees	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
2 Bedrooms	\$ 1,205	\$ 1,230	\$ 1,256	\$ 1,280	\$ 1,309	\$ 1,328
3 Bedrooms	\$ 3,311	\$ 3,381	\$ 3,452	\$ 3,517	\$ 3,598	\$ 3,648
4 Bedrooms	\$ 4,816	\$ 4,917	\$ 5,020	\$ 5,116	\$ 5,233	\$ 5,307
5 Bedrooms	\$ 6,064	\$ 6,191	\$ 6,321	\$ 6,441	\$ 6,590	\$ 6,682

**Arbor Food Service Amendment & 2021-22 Renewal**

- Dr. Lind and I are recommending that the Board approve Amendment #2 for the Summer Food Service Program effective April 1, 2021. We are also recommending that the Board approve renewing the contract with Arbor for the 2021-22 school year.
  - Amendment #2 for the Summer Food Service Program
    - Foodservice Agreement Amendment #2 reduces the rate charged for meals from April 1 through the end of the 2020-21 school year. The reduction is primarily due to an increase in participation.
    - The rate for Breakfast will be reduced from \$2.2975 to \$2.00 per meal
    - The rate for Lunch will be reduced from \$3.8075 to \$3.550 per meal
  - Arbor renewal for 2021-22
    - The Arbor renewal is recommended for approval. All increases are within the parameters originally set in the original bid documents. The 2021-22 school is the last year of the current agreement. Foodservice agreements can be renewed up to four times (a total of 5 years). Next year will be the 5<sup>th</sup> year of our agreement.
    - The rates will be increasing by 3.9% based on the terms of the agreement. The meal rate increases are based on the December Food Away from Home CPI.
    - There is also a provision that allows Arbor to capture the increased labor cost based on the Illinois minimum wage increases. For the 2020-21 school year, this cost is \$9,135.53
      - July 1 – December 31, 2021 (\$11.00 IL Min Wage) = \$2229.65
      - January 1 – June 30, 2022 (\$12.00 IL Min Wage) = \$6905.88

## FY 2021 Amended Budget Schedule

### FY 2021 AMENDED BUDGET SCHEDULE

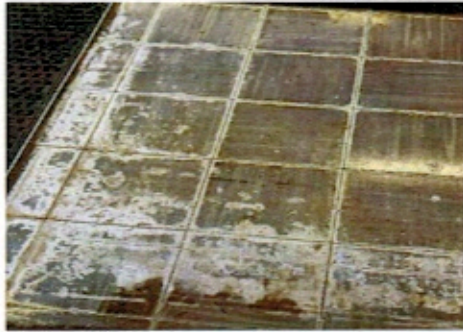
5/24/2021	Review of tentative amended budget. Board approval to put tentative amended budget on public display.
5/26/2021	Place legal notice of Public Hearing on the budget in newspaper. Public notice of availability of tentative budget published at least 30 days prior to adoption by the Board, ILCS 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"><li>• Filed with the County Clerk</li><li>• Transmitted electronically with a deficit reduction plan (if necessary) to ISBE</li><li>• Posted on the District Website</li><li>• Parents and guardians notified of budget's availability (105 ILCS 5/17-1, 105 ILCS 5/17-1.2, 35 ILCS 200/18-50)</li></ul>

### Apple Lease

- Dr. Lind and I are recommending that the Board approve a lease through Apple Financial to provide eight hundred twenty (820) iPads and cases to Millburn District 24 with a value of \$466,978. The proposed lease is a four-year lease with annual payments of \$117,989.83. This is lease is at an interest rate of 0.69%. The total financing cost for the lease is \$4981.34.
- The existing iPads will be sold to a 3<sup>rd</sup> party company for between \$110,000 and \$185,000. The actual sale price will be based on an analysis of the condition of the iPads. We are anticipating that we will receive somewhere between \$150,000 and \$185,000 for the iPads that we are replacing.
- This will require the Board to approve a resolution and the lease at the May 24, 2021 Board meeting if the iPads are to be received this summer and ready to be distributed to students when school resumes in August, 2021.



## Water Damage at Millburn Elementary



- We had two HVAC water pipes that sprung a leak on or about April 29, 2021 outside the Business Office just inside Door #2. The water went under the walk-off mat by the door and damaged a section of the floor tiles as well as the adhesive under the floor tile. The area is approximately 10' x 15'.
- Carly Kraft filed an insurance claim and the adjuster was onsite on May 18, 2021. The insurance will pay the cost of the removal and replacement of the damaged tile plus the cost of the project design/bidding, project management, air quality testing, and TEM air clearance for the damaged area.
- The asbestos consultant was out on May 6, 2021 and again on May 21, 2021. This is the same company that we used for the previous two projects of asbestos floor tile removal/abatement at Millburn Elementary School.
- Because of the contractor mobilization cost, it will be more cost effective to remove additional floor tile. If we remove all the asbestos floor tile, this project will be in excess of \$50,000. As a result, we will need to do a formal bid. The consultant is designing the project so that we can determine the total scope of work once we receive the bids. Ideally, we would like to remove and replace all the asbestos floor tile remaining in the building except tile that is under lockers and/or built-in casework. The consultant is designing the bid documents to have a base bid for the area covered by the insurance and five (5) add alternates.
  - Base Bid – Damaged area at the door 2 entrance (by the business office) - 150 square feet
  - Alternate 1 – Business office and Room 217 – 1700 square feet
  - Alternate 2 – Entire hallway and storage rooms – 1200 square feet
  - Alternate 3 – Three (3) small offices adjacent to the damaged area across from the main business office – 400 square feet
  - Alternate 4 – Original 1961 building – 3100 square feet
  - Alternate 5 – Upstairs section of the 1968 addition (directly above the area we recently abated) – 5000 square feet.
- Once the bids are received, we will have the information to recommend the scope of work that can be awarded. It is much more cost effective to do everything at once because the project management fees don't increase significantly with a larger project. If we do the entire area, the abatement will take 4 weeks versus 3 weeks if we do a smaller area.
- The tentative schedule for the project is:
  - May 25, 2021 - Publish Legal Ad
  - June 2, 2021 – Pre-bid meeting
  - June 8, 2021 – Receive Bids
  - June 9, 2021 – Bid review submitted to the District by the consultant
  - June 14, 2021 – Administrative Recommendation & Board approval
  - June 15, 2021 – Provide 10-day notice to the Illinois Department of Public Health, parents, & staff. Notice will also be posted on all entrances to the building.
  - June 28, 2021 – Contractor mobilizes on-site and begins setting up containment area
  - July 16, 2021 – Phase 1 completed (Any areas selected except the 1961 original building)
  - July 23, 2021 – Phase 2 completed if the base bid and all alternates are approved (1961 original building)

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- This will require the Board to approve a resolution and the lease at the May 24, 2021 Board meeting if the iPads are to be received this summer and ready to be distributed to students when school resumes in August, 2021.

### Insurance Renewal

- Workers Compensation
  - The National Council on Compensation Insurance (NCCI) reports that workers compensation rates are up 2.5% over last year.
  - Workers compensation premiums are also based on the employer's claim history and group size.
  - Experience Modification Factor - The claim history is based on a 3-year average. Ideally, we want a modification factor of less than 1.0. If it's higher, that means that claims were higher than premiums paid during the 3-year period. Millburn's Experience Modification factor reduced from 1.04 to 0.92 for the 2021-22 premium year.
  - Millburn's rates are reducing by 6.16% for FY22. The workers compensation premium is \$105,961 for FY22 versus \$112,911 in FY21.
- Liability Insurance Package – Increased to \$111,711 from \$89,007
  - Cyber Liability - \$2 million coverage with a \$10,000 deductible
    - The Cyber Liability market was significantly impacted when the Colonial gas pipeline was hacked recently. The market continues to harden by the day. Districts in the CLIC Cooperative that refused to comply with the following safety measures were limited to \$250,000 in coverage.
      - Training for Ransomware
      - Phishing Training
      - Backup of records in place
      - Multi-factor identification
  - Millburn's cost for Liability Insurance includes:
    - General liability, auto liability, garage liability, police professional/security guards, bullying, and crime
    - Property including auto physical damage - \$625,000,000 Limit
    - Boiler and Machinery
    - School Board Legal Liability - \$20,000 Deductible
    - Excess Liability \$36 million in excess of \$1 million
    - Student Mandatory & Catastrophic Accident Insurance
    - Pollution Liability
    - Cyber Liability/Identify Theft - \$2 Million/\$10,000 deductible
    - Crisis Protection
- Fiduciary Liability Insurance
  - Increased by 4.88% from \$2,050 to \$2,150



**Triennial Wellness Policy Review**

- The Wellness Policy Committee met on Wednesday, May 19, 2021 to complete the triennial review of the District's Wellness Policy 6:50. The comments and suggestions from the committee meeting will be presented to the Board at the June 14, 2021 Committee of the Whole meeting.
- This policy review is required every 3 years in order for the district to continue to receive reimbursement through the National School Lunch program. Millburn's Wellness Policy is Policy 6:50 A link to the policy is below
  - <https://www.millburn24.net/Page/204>

**CLOSED SESSION**

A motion was made by Brendan Murphy, with a second by Jose Quiñones, 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. 5 ILCS 120/2(c)(2).

On a voice vote all members voted Aye. Nays: None. Absent: None. The Board entered into closed session at 8:29 p.m.

**RETURN TO OPEN SESSION**

A motion was made by Brendan Murphy, with a second by Stephen Gray, to return to Open Session. On a voice vote, all Board Members voted Aye. Nays: None. Absent: None. The motion passed.

**ADJOURNMENT**

There being no further business, a motion was made by Peter Pettorini, with a second by Sean Coleman to adjourn the Committee of the Whole Meeting. On a voice vote all Members voted Aye. Nays: None. Absent: Stephen Gray. The motion passed. The Regular Meeting adjourned at 8:59 p.m.

Board of Education  
Millburn School District 24  
Lake County, Illinois

By: Bruny  
President

Attest: Sean P. Coleman  
Secretary

June 28, 2021  
Date