

BOARD OF EDUCATION  
Millburn School District 24  
COMMITTEE of the WHOLE MEETING  
January 8, 2018

BOARD MEMBERS PRESENT

Carissa Casbon LaTourette, President  
Casandra Slade, Vice President  
Jim Guziak, Secretary  
Denise Ide, Member  
Irshad Khan, Member  
Brendan Murphy, Member  
Maggie Wentzell, Member

ADMINISTRATION PRESENT

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

BOARD CLERK

Bernadette Hanna

GUESTS

Carol McGill

The Committee of the Whole Meeting of the Board of Education of Millburn School District 24, Lake County, Illinois, held at Millburn Middle School, was called to order at 7:01 p.m. by President Carissa Casbon LaTourette. Roll call was taken with the following Board Members in attendance: Carissa Casbon LaTourette, Jim Guziak, Denise Ide, Irshad Khan, Brendan Murphy, Casandra Slade, Maggie Wentzell.

**PUBLIC COMMENT** – There were no public comments.

**ADDITION of INFORMATION/DISCUSSION ITEMS** – There were no items to be added.

**INFORMATION/DISCUSSION ITEMS**

Review of Closed Session Minutes

Dr. Lind explained to the board that since Closed Session minutes are not open to the public, they need to be reviewed every six months. Dr. Lind makes recommendations on which minutes can be open but the board makes the final decision. This will be an action item on the Regular Board meeting of January 22, 2018.

Fees – Registration, Activities, Clubs, Bus, Facilities Use

Dr. Lind will have a recommendation for the Board regarding fees at the next meeting. Since iPad fees will now be a part of the registration process, these will be added to the list.

Preliminary Administrative Structure

Dr. Lind presented a spreadsheet to the Board regarding the transition plan with three of the administrators on the retirement track. Ms. Rathunde and Ms. Keefe are open to working part time while assignments are realigned and their replacements are trained. Dr. Johns is open to delaying his retirement.

Board Agreements

The approval of the Board Agreement document will be on the agenda at the January 22, 2018 meeting. The document has been restructured and updated.

Board Meeting Monitor Tool

Ms. Ide created a document using the IASB form as a guideline. Some suggestions were made and will continue to be discussed.

IASB Superintendent Evaluation Class

Ms. Casbon LaTourette noted that she completed a webinar about the superintendent evaluation process. Board members also attended the class at the Tri Conference. Dr. Lind was asked to find out whether the IASB representative can present the evaluation class at their scheduled meeting on June 6.

**FUTURE AGENDA ITEMS**

- Selection of Architect
- Official School Calendar for 2018-19
- Semi-Annual Review of Closed Session Minutes
- Destruction of Audio Tapes from Closed Session Minutes older than 18 months
- Review of Summer 2017 Projects (February COW)
- Summer Projects 2018 (April BOE)
- Board Agreements
- Mid-Year Superintendent Informal Evaluation

**BOARD REPORTS**

Dr. Wentzell reported that the next SEDOL Governing Board Meeting is January 25. Members are encouraged to bring other interested board members to this meeting. The main agenda item is the selection of the new SEDOL Superintendent.

**SUPERINTENDENT REPORT**

Dr. Lind reported that it was a good start to the second half of the school year. He asked board members to please respond with their availability so he can set up diversity sessions.


**BUSINESS OFFICE REPORT**

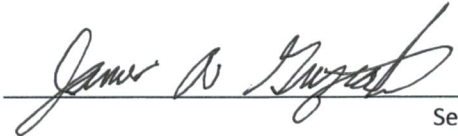
Dr. Johns reported that over winter break he worked with our financial software support and finally balanced June 30<sup>th</sup>. The July's Treasurer Report is completed so at the next meeting several reports will be available.

**ADJOURNMENT**

There being no further business, a motion was made by Casandra Slade, with a second by Brendan Murphy, 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 8:31 p.m.

Board of Education  
Millburn School District 24  
Lake County, Illinois

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

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

January 22, 2018

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Date