

BOARD OF EDUCATION  
Millburn School District 24  
COMMITTEE of the WHOLE MEETING  
September 14, 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 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.

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 7:02 p.m. by President Carissa Casbon LaTourette. Roll call was taken with the following Board Members in attendance: Carissa Casbon LaTourette, Sean Coleman, Jim Guziak, Denise Ide and Brendan Murphy. Absent: Stephen Gray, Andre Orie

**PUBLIC COMMENTS**

There were no public comments.

**ADDITION of INFORMATION/DISCUSSION ITEMS**

There were no additions added for information or discussion.

**PRESENTATION**

There were no presentations.

**INFORMATION/DISCUSSION ITEMS**

E-Learning Plan

Dr. Lind presented the District's E-Learning Plan, which can be found on the District's website following the Millburn Fall Learning Pathways link on the main web page. Immediately preceding the September 28, 2020, Regular Board of Education Meeting there will be a Public Meeting to approve the E Learning Plan and Resolution This E Learning Plan will be good for 3 years.

Denise Ide, School Board Vice President, will add the E Learning Renewal to the July portion of the Agenda Calendar.

Return to Learn Update

Dr. Lind reported to the Board today was the first day that first graders began in-person instruction; which adds to the kindergarten students who began in-person instruction on September 9, 2020. The day went relatively smooth. It took twenty-three minutes for parent pick up on the first day of kindergarten. Today we were at 23 minutes for both grade levels. Between 50 and 60 percent of parents transport their student to school. The top areas of focus are pick up and drop off along with washroom procedures.

#### Strategic Plan Update

Dr. Lind began by displaying the current final strategic plan document. When working on constructing the plan, the committee focused more on guiding principles this time which is incredible considering how much things changed from January to March. There is a focus on Restorative Practice which when effective works to bring the students into focus and keep them engaged with classmates and ultimately engaged in the learning environment. Twenty-five teachers participated in two days of training for Restorative Practice, and now more and more teachers are using it.

#### Responsible Bidder Ordinance

Carissa Casbon LaTourette made a suggestion to the Board and sought feedback with constructing a Responsible Bidder Ordinance for the district based upon examples from the County Board which recently adopted an Ordinance of this kind. The Responsible Bidder Ordinance is a way for the Board to assert their intent to fairly secure qualified companies to do work with the district. This is a way to ensure whoever does work within the schools are highly trained. This does not mean the contracted company has to be in the Union but should be certified, well trained and have gone through an apprenticeship; which can be union or non-union.

Dr. Johns will send the current bidding document to the Board for their review because much information is already outlined.

#### FY2021 Budget Discussion

Dr. Johns is working thorough the draft of the FY 2021 budget to nail down changes. After careful review PPE equipment, for example, may have been underbudgeted. There may be some additional amendments or changes down the road because of the uncertainty of the school year.

The FY2021 Budget Hearing will take place preceding the September 28, 2020, Regular Board of Education Meeting where the Board will have an opportunity to review the budget, vote, then possible adopt the FY2021 Budget.

#### FUTURE AGENDA ITEMS

- Report on Shared Services of Outsourcing
- Salary Compensation Report
- 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
- Administrator and Teacher Salary Benefit Report
- Staff Diversity Report
- FY 2021 Budget Review and Adoption

#### SUPERINTENDENT REPORT

The District is working on planning Parent Nights. Tomorrow the Administrative Team will meet at 8:00 am then in the afternoon the Steering Committee will meet. The steering Committee has been meeting in small groups every Tuesday all summer working on specific plans for K-2<sup>nd</sup> grades. It is Dr. Lind's hope to bring students in to the building, safely, as soon as possible. Dr. Lind continues to meet with the Lake County Superintendents and the Lake County Health Department.

#### BUSINESS OFFICE REPORT

Dr. Johns began by presenting the Business Office Report that was emailed to the Board. Dr. Johns outlined the budget time line dates. First reviewing the tentative budget, continuing discussion at the

September COW meeting with the Public Hearing and Adoption being on September 28, 2020. The last day to adopt the budget is September 30, 2020.

The total compensation package for all employees who earn over \$75,000 will be posted to the District's website before September 30, 2020. Millburn District #24 is eligible for \$34,454.76 in additional CARES Act funding through the Lake County Municipality/Fire Protection District Reimbursement Program. There are several items that are eligible for reimbursement that relate to expenses that Millburn District 24 has incurred relative to PPE, hand sanitizer, signage, and so on. The District has been tracking COVID related costs and estimate them to be \$ 244,000.


#### BOARD REPORTS

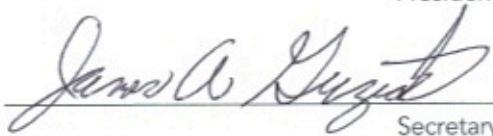
Carissa Casbon LaTourette reported Lake Division of IASB sent out correspondence looking for feedback on hosting a legal presentation regarding concerns that have come into play since May. The question is does the District want to focus on District liability regarding health and safety, focus on Special Education and what that looks like when students are learning remotely, or any other topics. Carissa asked if anyone had any ideas for discussion. The Lake Division meeting be held on October 14, 2020.

#### ADJOURNMENT

There being no further business, a motion was made by Carissa Casbon LaTourette, 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 8:26 p.m.

Board of Education  
Millburn School District 24  
Lake County, Illinois

By:   
President

Attest:   
Secretary

September 28, 2020  
Date