

BOARD OF EDUCATION
Millburn School District 24

COMMITTEE OF THE WHOLE MEETING
Sept. 12, 2012

BOARD MEMBERS PRESENT

Diane Campbell
Jane Gattone
Scott Miller
Robert Reding
Lisa Scanio

ADMINISTRATION PRESENT

Jason Lind, Superintendent
Dr. Stephen Johns, Business Manager
Joanne Rathunde, Technology Director
Elizabeth Keefe, Special Services Director
Marybeth DeLaMar, Principal
Jake Jorgenson, Principal

BOARD CLERK

Dorothy Pazanin

ADMINISTRATIVE ASSISTANT

Bernadette Hanna

A 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 p.m. by President Robert Reding. Roll call was taken with the following Board Members in attendance: Diane Campbell, Jane Gattone, Scott Miller and Robert Reding. Joseph Pineau and Chris Stream were absent. Lisa Scanio entered the meeting at 7:13 p.m.

Due to the absence of Board Secretary Chris Stream, it was decided to name a Secretary Pro Tem. A motion was made by Diane Campbell and seconded by Robert Reding to name Jane Gattone as Secretary Pro Tem. On a voice vote, all Board Members voted Aye: Nays: none. Absent: Joseph Pineau, Lisa Scanio and Chris Stream.

PUBLIC COMMENT – There was none.

RECOGNITION – Supt. Jason Lind recognized Middle School teacher Don Perusich for organizing a school ceremony in remembrance of September 11, 2001. Activities included a panel discussion with community members, and the showing of a documentary. At the Elementary School, the song “We Remember” was played over the intercom after the Pledge of Allegiance. The song was written in remembrance of Sept. 11, and was performed by Millburn students at last year’s spring music concerts. Supt. Lind thanked the principals and all staff members for their efforts in commemorating this date.

INFORMATION/DISCUSSION ITEMS

GENERAL SUPERVISION AND STAFFING NEEDS – Supt. Jason Lind said it was determined that additional supervision was needed in several areas. Two part-time aides have been hired to help with lunch and recess supervision at the Elementary School, and one part-time aide has been hired to help with one period each of lunch, Resource and Rtl support at the Middle School. Although these are new positions, the funds have been allocated in the budget as stipend expenses.

SOCIAL STUDIES CURRICULUM – Supt. Jason Lind discussed a proposal to realign the 7th and 8th grades Social Studies curriculum. The goal is to create a more cohesive, continuous curriculum between the two grade levels. Seventh grade will study U.S. History from the early formation of the country through the Cold War era. The 8th Grade curriculum will include the Civil Rights Movement through current events. The U.S. Constitution Test will be given in 7th Grade. The Illinois Constitution Test will be given in 8th Grade.

COMMON CORE STANDARDS IMPLEMENTATION – Supt. Jason Lind explained that Millburn is working diligently to implement the Common Core Standards, a national initiative designed to ensure that all students receive a quality education. The State of Illinois is expecting all public schools to implement the reading and math Common Core Standards this year. Supt. Lind presented a Power Point highlighting the ways Common Core will affect teaching content and methods. Millburn teachers in all grade levels have attended training workshops to prepare for the changing expectations. Supt. Lind showed examples of how Millburn teachers are preparing to implement the standards in reading and math, and how information is being shared with area districts. More information about the Common Core Standards can be found on the district website.

MATH CURRICULUM SEQUENCE – Supt. Jason Lind presented the Math Curriculum Sequence for 3rd-8th Grades. It outlines the various levels of math taught at each grade level, and shows the path a student follows toward high school math courses. Supt. Lind said this was designed as a communication vehicle for parents. He said the district's goal is to meet student needs, at all ability levels.

CERTIFIED STAFF EVALUATION PROCESS – Elizabeth Keefe presented a Power Point on the new teacher evaluation process. It is being implemented this year to meet new state requirements. A Millburn Teacher Evaluation Committee met throughout the summer to develop the Evaluation Plan, and administrators completed extensive evaluator training. Details about the evaluation process were presented to staff members at inservice meetings at the beginning of the school year. The Evaluation Plan focuses on evidence collected on the four domains of teaching as set forth in *Enhancing Practices: A Framework For Teaching* by Charlotte Danielson. The four domains are: Planning and Preparation; Classroom Environment; Instruction; and Professional Responsibilities. Evaluations are based on formal and informal observations, and pre- and post-observation conferences. By 2016, student growth will play a role in the evaluation process. Millburn's evaluation process will be on a two-year cycle. The four Performance Rating categories for staff are Excellent, Proficient, Needs Improvement, and Unsatisfactory. Teachers are expected to maintain a rating of Proficient or Excellent. If they do not, they must undergo professional development or remediation.

DANIELSON MODEL FOR EFFECTIVE TEACHING – Principals Marybeth DeLaMar and Jake Jorgenson explained that they have been providing professional development for their teaching staffs on the Danielson Model for Effective Teaching, the model by which teachers will be evaluated. The principals presented to the Board the same Power Point that they presented to the teachers during the recent Early Dismissal inservice time. The principals discussed ways teachers can incorporate the Danielson framework into their everyday teaching and strengthen their teaching skills. Key elements involve a teacher's personal reflections on the effectiveness of their teaching, followed by conversations with and support

from administration. The goal is to promote higher quality teaching that is continually improving. The principals will continue to offer professional staff development opportunities on the Danielson framework throughout the year.

REALIGNMENT OF FACILITIES MAINTENANCE MANAGEMENT – Dr. Stephen Johns presented a proposal for restructuring the Building & Grounds Department. It involves filling the Director of Maintenance position that has been vacant since October 2011, and replacing the head custodians at each building who recently resigned. He discussed the funding options, including salary variations and the cost of building maintenance and contract services. He reviewed the job descriptions for the two positions, and the qualifications he will look for in prospective candidates. He discussed staffing, training, and recent repair projects that have been completed or are under way.

MISSION AND VISION STATEMENTS – Supt. Jason Lind asked the Board their thoughts on updating the district's Mission and Vision Statements, as was discussed during Board Governance Training this past summer. The Board expressed an interest in updating the statements to align with the Strategic Plan, and inviting staff and community members to be a part of the process. Board Members agreed to research various mission and vision statements, and present their preferences at a future meeting.

In a related topic, Supt. Lind proposed a Celebration Day to highlight the accomplishments of the Strategic Plan and to re-focus on goals for the future. He also suggested honoring volunteers, planning a vision-setting activity, and reviewing financial information. He proposed a Saturday afternoon in October, possibly Oct. 13 or 20.

MEETING DATE CHANGE – Supt. Jason Lind said that the date of the next Committee of the Whole Meeting conflicts with an IASB meeting with area districts. The Board agreed to change the October Committee Meeting to Monday, Oct. 15.

FUTURE AGENDA ITEMS – Supt. Jason Lind discussed several topics that will be on future Board Meeting agendas, including:

- Budget FY13 Adoption
- Overnight Field Trip – 24-Hour Challenge (9/21/12)
- Compensation Reporting for certified and non-certified employees
- Application for Recognition of Schools
- Parent/Student Handbook 2012-13
- Updated Builder Contribution Agreement

BUSINESS OFFICE REPORT – Dr. Stephen Johns reviewed recommended changes to the Tentative Budget that is on display, and that is scheduled for adoption at the next Regular Meeting. The changes are included in his Business Office Update that can be found on the district website.

SUPERINTENDENT'S REPORT – Supt. Jason Lind said that Curriculum Night at Millburn Elementary earlier this week was very successful. He said he heard many positive comments. The Middle School Curriculum Night is scheduled for Thursday, Sept. 13.

It was noted that Marybeth DeLaMar, Jake Jorgenson, Dr. Stephen Johns, Elizabeth Keefe and Joanne Rathunde exited the meeting at 9:55 p.m.

EXECUTIVE SESSION

A motion was made by Lisa Scanio and seconded by Diane Campbell to enter into Executive Session to discuss matters pertaining to the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. On a roll call vote, the following Board Members voted Aye: Lisa Scanio, Robert Reding, Scott Miller, Jane Gattone and Diane Campbell. Nays: none. Absent: Joseph Pineau and Chris Stream. The motion passed. The Executive Session began at 9:56 p.m.

A motion was made by Jane Gattone and seconded by Lisa Scanio to adjourn the Executive Session. On a voice vote, all Board Members voted Aye. Nays: none. Absent: Joseph Pineau and Chris Stream. The motion passed. The Executive Session adjourned at 10:44 p.m.


REGULAR MEETING RESUMES

A motion was made by Lisa Scanio and seconded by Diane Campbell to adjourn the Committee of the Whole Meeting. On a voice vote, all Board Members voted Aye. Nays: none. Absent: Joseph Pineau and Chris Stream. The motion passed. The Committee of the Whole Meeting adjourned at 10:45 p.m.



Robert A. Reding, President
Board of Education
Millburn School District 24

ATTEST:



Jane Gattone, Secretary Pro Tem
Board of Education
Millburn School District 24

9/19/12
Date