

BOARD OF EDUCATION  
Millburn School District 24

SPECIAL MEETING  
Aug. 12, 2013

BOARD MEMBERS PRESENT

Greg Ball  
Diane Campbell  
Jane Gattone  
Scott Miller  
Joseph Pineau

ADMINISTRATION PRESENT

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

BOARD CLERK

Dorothy Pazanin

ADMINISTRATION ASSISTANT

Bernadette Hanna

VISITORS

Carol McGill

A Special Meeting of the Board of Education of Millburn School District 24, Lake County, Illinois, held at Millburn Elementary School, was called to order at 7:06 p.m. by President Joseph Pineau. Roll call was taken with the following Board Members in attendance: Greg Ball, Diane Campbell, Jane Gattone, Scott Miller and Joseph Pineau. Nichol Mangino and Trak Patel were absent.

PUBLIC COMMENT – There was none.

RECOGNITION – There was none.

MOVE EXECUTIVE SESSION ON AGENDA – A motion was made by Diane Campbell and seconded by Jane Gattone to move the Executive Session forward on the agenda. On a roll call vote, the following Board Members voted Aye: Scott Miller, Joseph Pineau, Greg Ball, Diane Campbell and Jane Gattone. Nays: none. Absent: Nichol Mangino and Trak Patel. The motion passed.

It was noted that Dr. Stephen Johns, Elizabeth Keefe, Joanne Rathunde, Marybeth DeLaMar, Jake Jorgenson, Bernadette Hanna and Carol McGill exited the meeting at 7:08 p.m.

EXECUTIVE SESSION

A motion was made by Diane Campbell and seconded by Jane Gattone to enter into Executive Session to discuss matters pertaining to the appointment, employment or compensation of employees of the public body. On a roll call vote, the following Board Members voted Aye: Joseph Pineau, Greg Ball, Diane Campbell, Jane Gattone and Scott Miller. Nays: none. Absent: Nichol Mangino and Trak Patel. The motion passed. The Executive Session began at 7:09 p.m.

A motion was made by Jane Gattone and seconded by Diane Campbell to adjourn the Executive Session. On a voice vote, all Board Members voted Aye. Nays: none. Absent: Nichol Mangino and Trak Patel. The motion passed. The Executive Session ended at 7:41 p.m.

### SPECIAL MEETING RECONVENES

The Special Meeting was reconvened at 7:45 p.m. It was noted that Dr. Stephen Johns, Elizabeth Keefe, Joanne Rathunde, Marybeth DeLaMar, Jake Jorgenson, Bernadette Hanna and Carol McGill re-entered the meeting.

NON-CERTIFIED SALARY -- A motion was made by Diane Campbell and seconded by Jane Gattone to increase the base salary of non-certified staff by 2 percent, and accept the non-certified salary rates for 2013-14, as presented. On a roll call vote, the following Board Members voted Aye: Greg Ball, Diane Campbell, Jane Gattone, Scott Miller and Joseph Pineau. Nays: none. Absent: Nichol Mangino and Trak Patel. The motion passed.

PERSONNEL REPORT – A motion was made by Diane Campbell and seconded by Jane Gattone to approve the Personnel Report, including the following:

1. Resignations
  - a. **Susan Fischer** – 0.5 FTE Health Clerk
  - b. **Christine Fluhler** – 1.0 LRC Clerk
  - c. **Denise Oswald** – 1.0 FTE Middle School Teacher
2. Leave of Absence
  - a. **Elizabeth Dean** – 0.5 FTE Health Clerk
3. Hire
  - a. **Carolyn Smith** – 0.5 FTE Health Clerk
  - b. **Jessica Mitchell** – 0.5 FTE Health Clerk
  - c. **Anastasia Skowron** – 0.5 FTE MBAC Site Supervisor
4. Hire Substitutes
  - a. Erin Gallagher
  - b. Pia Gordon
  - c. Mary Ann Coland
  - d. Jolanda LaMothe
  - e. Michelle Gordon

On a roll call vote, the following Board Members voted Aye: Diane Campbell, Jane Gattone, Scott Miller, Joseph Pineau and Greg Ball. Nays: none. Absent: Nichol Mangino and Trak Patel. The motion passed.

EMERGENCY MANAGEMENT PLANS – Principals Marybeth DeLaMar and Jake Jorgenson presented an update on the Emergency Management Plans for both schools. Mr. Jorgenson explained that the principals met in June with representatives from the local fire departments and law enforcement agencies. Together they reviewed the emergency plans for both schools, which are based on a state template. Mrs. DeLaMar showed the Board an Emergency Bag, the kind that is kept in each classroom, and that staff members keep with them during emergency drills.

The principals reviewed ideas that were discussed during the meeting that the schools may try to implement, such as:

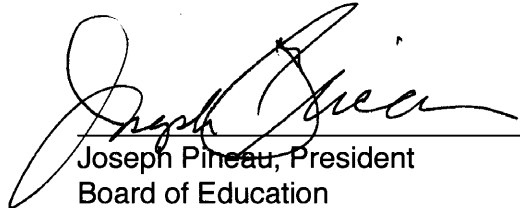
- Moving all staff and students from the upper levels to the first or lower levels during a Shelter In Place drill
- Conducting an evacuation drill that moves all staff and students to an off-site location
- Numbering classrooms and doors on the outside of the building
- Including student pictures on emergency rosters to help with identification
- Covering glass with a product that adds a thin layer of material to make it more difficult to penetrate

A motion was made by Greg Ball and seconded by Diane Campbell to approve the Emergency Management Plans for Millburn Elementary and Millburn Middle schools. On a voice vote, all Board Members voted Aye. Nays: none. Absent: Nichol Mangino and Trak Patel. The motion passed.

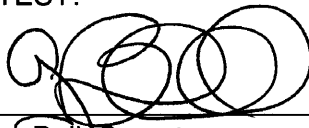
PARENT/STUDENT HANDBOOK – A motion was made by Diane Campbell and seconded by Jane Gattone to approve the Parent/Student Handbook Changes for 2013-14. On a voice vote, all Board Members voted Aye. Nays: none. Absent: Nichol Mangino and Trak Patel. The motion passed.

INTERGOVERNMENTAL TRANSPORTATION AGREEMENT – Supt. Jason Lind recommended that the Board approve an intergovernmental agreement with Warren High School District to transport two Millburn special education students to an out-of-district location. A Warren student is attending at the same location and the districts intend to share the transportation costs. Millburn will assign a paraprofessional to accompany the Millburn students. A motion was made by Diane Campbell and seconded by Jane Gattone to approve the intergovernmental agreement. On a roll call vote, the following Board Members voted Aye: Jane Gattone, Scott Miller, Joseph Pineau, Greg Ball and Diane Campbell. Nays: none. Absent: Nichol Mangino and Trak Patel. The motion passed.

There being no further business, a motion was made by Diane Campbell and seconded by Greg Ball to adjourn the Special Meeting. On a voice vote, all Board Members voted Aye. Nays: none. Absent: Nichol Mangino and Trak Patel. The motion passed. The Special Meeting ended at 8:07 p.m.

  
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 Joseph Pineau, President  
 Board of Education  
 Millburn School District 24

ATTEST:

  
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 Greg Ball, Secretary  
 Board of Education  
 Millburn School District 24

8/26/13  
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 Date