

BOARD OF EDUCATION  
Millburn School District 24

COMMITTEE OF THE WHOLE MEETING  
Sept. 9, 2013

BOARD MEMBERS PRESENT

Greg Ball  
Diane Campbell  
Jane Gattone  
Nichol Mangino  
Scott Miller  
Joseph Pineau

BOARD CLERK

Dorothy Pazanin

ADMINISTRATION PRESENT

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

ADMINISTRATION ASSISTANT

Bernadette Hanna

VISITORS

Gabriel Gonzalez	Stephen Novak
Terry Miller	Rhonda Prosser
Nancy Harmon	Dawn Swindle
Guadalupe Smith	Maria Cordova
Ana Rodriguez	Susana Rodriguez
Evangelina Reyes	Adan Gallegos
Alma Maynez	Daniel Stagg
Carol McGill	Sandy Jacobs

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 Joseph Pineau. Roll call was taken with the following Board Members in attendance: Jane Gattone, Nichol Mangino, Scott Miller and Joseph Pineau. Greg Ball entered at 7:03 p.m. and Diane Campbell entered at 7:12 p.m. Trak Patel was absent.

PUBLIC COMMENT – There was none.

ADDITIONAL INFORMATION/DISCUSSION ITEMS – Two topics were added to the agenda under Information/Discussion: Budget/TAWs and Crossing Guards.

RECOGNITION – Supt. Jason Lind and Dr. Stephen Johns recognized the custodial staff for its work this summer getting the buildings ready for the start of school. Terry Miller, head of Building and Grounds, introduced the head custodians, Gabriel Gonzalez and Stephen Novak. The other custodians in the audience also were introduced. The Millburn Middle School staff includes Maria Cordova, Ana Rodriguez, Daniel Stagg and Adan Gallegos. The Millburn Elementary staff includes Nancy Harmon, Alma Maynez, Rhonda Prosser, Evangelina Reyes, Susana Rodriguez and Guadalupe Smith. Dawn Swindle was part of the summer custodial staff.

In conjunction with the recognition of the custodial staff, Dr. Johns showed a slide presentation highlighting many of the summer building projects. These included a major renovation in the elementary cafeteria, outside door repairs and repainting, removing several layers of wax from the floors, landscaping upgrades and tree removal, new playground equipment, outdoor lighting, roof installation, student recreation room, energy-saving projects, ventilation cleaning and maintenance, refinishing stage and gym floors, and parking lot repairs. Dr. Johns said the custodial staff has been working under the guidelines of the Green Cleaning Schools Act that requires the use of

environmentally sensitive cleaning supplies. He said custodian training sessions will continue this year along with periodic inspections to identify areas that are in need of attention.

Terry Miller recapped other projects accomplished by the custodial staff over the past year. He said the purchase of some new equipment has improved efficiency. Areas that have been improved include boilers, heating systems, safety detectors, the chlorine system and wells.

## INFORMATION/DISCUSSION ITEMS

SUMMER BUILDING PROJECTS – This topic was covered under Recognition.

SUPERINTENDENT GOALS – The Board discussed the need to establish Superintendent Goals. The goals currently in place were set for the 2011-12 school year. The Board reviewed these goals and suggested various updates. Topics discussed included:

- Student Performance and Academic Improvement goals
- Goals that are part of the Superintendent's contract
- Changes in ISAT tests that affect student scores
- Implementation of Common Core State Standards
- Aligning goals with the district's Strategic Plan
- Simplifying and streamlining content of the goals
- Elimination of goals that have been accomplished or no longer apply
- Newly implemented teacher evaluation process
- Ongoing financial goals for the district
- Creation of an electronic dashboard
- Addressing results of the 5-Essentials survey

Board Members who have additional comments should send them to Diane Campbell. She will organize all the topics into a document to be presented to the Board and Superintendent.

DASHBOARD – The Board reviewed Dashboards on other district websites. Board Members directed Supt. Jason Lind to use the four areas of the Strategic Plan as a basis for Dashboard information, with a goal of creating a concise, visual display of district activity and goals.

BOARD VISITS – There were no reports.

SEDOL: IMPACT OF DISTRICTS WITHDRAWING – Diane Campbell reported that the latest estimate from SEDOL is that tuition costs to member districts may increase about 6 percent if certain districts withdraw from the cooperative. Supt. Jason Lind estimated that would be an increase of about \$15,000 to \$20,000 for Millburn next year. Implications for future years were discussed, but are difficult to predict. The cost depends on the number of students using the services, which changes every year.

HOUSE LOTTERY – Supt. Jason Lind reviewed the process for determining who will reside in the district-owned house adjacent to Millburn Elementary. The house is leased rent-free to an employee who agrees to do weekend building checks. The lease is open for reassignment every three years. Nine employees have applied for the next three-year lease. A lottery will be conducted at the Regular Board Meeting in September to determine which employee will be offered the lease. The issue of whether residents of the house would be allowed to have a firearm on the property was discussed. Supt. Jason Lind will ask the attorney how firearm laws and school policy should be enforced.

BUDGET/TAW DISCUSSION – Dr. Stephen Johns presented information concerning the FY14 Budget and estimated cash flow. He said the FY14 Budget adopted last month results in a balanced budget for purposes of meeting ISBE requirements. However, it does not meet the

standard set by Board policy. The treatment of the Capital Projects Fund and the retroactive pay for certified staff is impacting the issue of whether the FY14 budget is balanced. He said he will prepare an amendment to the FY14 Budget to bring it into compliance with Board policy that requires a balanced budget. He said this will require the Board to put the amended Budget on display for 30 days, conduct a Budget Hearing and adopt the amended Budget.

Dr. Johns also reviewed the cash flow analysis in relation to the amount of Tax Anticipation Warrants that will be needed for FY 14. He recommended that \$2 million to \$2.5 million in TAWs be authorized. He said he could not recommend going lower than \$2 million.

CROSSING GUARDS – The Board discussed whether crossing guards should be re-instated in the areas where students are walking to school, in light of recent police reports of suspicious vehicles. Based on the age and number of students walking to school, it was decided not to consider re-instating the crossing guards.

BOARD REPORTS – There were none.

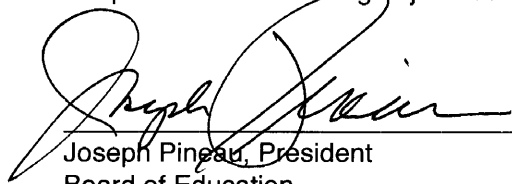
BUSINESS OFFICE REPORT – There was nothing additional to report.

SUPERINTENDENT REPORT—Supt. Jason Lind said he is preparing information to report on student performance, including ISAT scores from last spring.

FUTURE AGENDA ITEMS -- Upcoming agenda items include:

- Application for Recognition of Schools
- Salary Compensation Report
- Board Policies – First Readings
- LRC report and future staffing scenarios
- School Board Recognition
- School Improvement Plan

There being no further business, a motion was made by Diane Campbell and seconded by Jane Gattone to adjourn the Committee of the Whole Meeting. On a voice vote, all Board Members voted Aye. Nays: none. Absent: Trak Patel. The motion passed. The meeting adjourned at 10:20 p.m.



Joseph Pineau, President  
Board of Education  
Millburn School District 24

ATTEST:



Greg Ball, Secretary  
Board of Education  
Millburn School District 24

Date 5/23/13