

**Minutes of the Committee of the Whole Meeting and the Business Meeting of the
Board of Education of Hawthorn Community Consolidated District Number 73, Lake County, Illinois
held in the Board Room at 841 West End Court, Vernon Hills, IL 60061 at
7:00 p.m. on 9th day of October 2017**

CALL TO ORDER

Sonali Patil called the Committee of the Whole meeting to order at 7:00 p.m. Those present recited the Pledge of Allegiance.

ROLL CALL

Wes Polen, Board Secretary, called the roll with the following Board of Education members answering present: Jayson Tran, Julie Simpson, Robin Cleek, Wes Polen, Matt Jacobs and Sonali Patil. Jeff Bard participated via conference call. Also present was Superintendent Nick Brown and Abe Singh, CSBO, Director of Finance and Business Operations.

PUBLIC COMMENT – No one from the public chose to comment.

PRESENTATIONS – Kindergarten Design Team Building presentation

The Design Team began the presentation with the reading of a story written by the Kindergarten teachers about the history and growth of Hawthorn 73. Many hours, thought, creativity and teamwork went in to the story and presentation. Jason Lembke, DLR Group principal architect, led the schematic design presentation and was joined by Tom McGrath and Ian Lamp of LAMP, Inc. Mr. Lembke began with a review of the Educational Facilities Master Plan process. On June 6, 2016, "A Day in the Life of an Elementary Student in 2026" was held allowing teachers time to participate and share their vision. Mr. Lembke reviewed the parameters set forth by the School Board for the planning of a kindergarten center. The Design Team participated in building tours of local facilities to see the difference of traditional construction versus pre-fab construction. During the early conception stage, team members used building blocks to create building concepts. Through the process, the design became a flower with sections becoming "petals". This design allowed the architects to shorten hallways which added value to the building space. The team also determined that Aspen Elementary had the ideal kindergarten classroom in regard to square footage per room which is approximately 867 sq. ft. for an average class size of 19. The next step in the process is "The Plan"- when the team looked at the concept and developed the schematic design. A review of the EFMP requirements for the building was done as well. Requirements were for 18 classrooms, 1 multi-purpose room and 1 administrative area. The plan includes a future 2-story addition. The building is oriented East-West to allow for better control of natural light. The exterior of the building will be comprised of materials, shapes and colors to mimic surrounding buildings. Mr. Lembke provided a card with QR codes to show a virtual reality tour of three classrooms. Tom McGrath and Ian Lamp provided information about the budget and schedule. Sonali Patil thanked the Design Team for their presentation. Mrs. Patil asked when presentations would be made to the Park District and Village? Mr. Brown stated that the Park District presentation is October 10th. The Village has several steps to go through before a presentation would be made and it is likely that it would be done in November. Jeff Bard asked what are some cost saving areas that could be looked at? Mr. Lembke said the mechanicals would be the greatest cost control followed by materials. Wes Polen asked if the square footage shown was gross or net? Mr. Lembke stated gross. Jayson Tran asked how student drop-off/pick-up is envisioned? From the Village's perspective, they would like traffic to come in from Atrium Drive and stay off of Aspen Drive. Mr. Brown added that staging would be done in the gym to reduce a bottle neck at the front of the building. Robin Cleek asked if reducing the classroom size would allow for additional rooms to be added? Mr. Lembke stated that the design is for 46 sq. ft. per student and he would not recommend going below 45 sq. ft. per student. Each petal is designed to accommodate 112 students. Mrs. Cleek would like to see the class size lower than 25:1. Mrs. Cleek asked where the food prep area was located? Mr. Lembke explained that there would be a warming kitchen and food preparation would be at another kitchen within the district. Mrs. Cleek also asked about building security. Mr. Lembke would prefer not to discuss building security in a public setting. Jayson Tran asked how difficult it would be to turn the "maker space" into classroom space if needed? Mr. Lembke indicated that it was possible but that the room would not have a dedicated toilet facility. Julie Simpson asked how large the outdoor play area was? Mr. Lembke indicated that a basketball court plus fits inside the space. Mr. Lembke also noted that additional outdoor space would be available in the location designated for a future addition but it would require fencing. Mr. Bard asked what spaces would be available for outside use? Mr. Brown stated the

sensory room and the multi-purpose room. The schematic design approval will be an Action Item at the October 23rd board meeting.

Sonali Patil requested a short recess in the meeting at 9:05 p.m. The meeting was called back to order at 9:09 p.m.

RECOGNITION – None scheduled

FINANCE – Presentation of Audit by Kevin Smith, Eder, Casella & Co.

Mr. Kevin Smith of Eder, Casella & Co. provided an overview of the 2016-2017 audit that was conducted during the summer. Overall, the audit went well with no significant issues noted. The only comment from the management letter pertained to journal entries. The ending fund balance is approximately \$40 million which is within the good range and without warning signs. The General Fund, main operating fund, ending balance is approximately \$27 million which also falls within the good range and without warning signs. No questions followed Mr. Smith's presentation.

POLICY - None scheduled

TRANSPORTATION – Lakeside Transportation Renewal

Abe Singh reported that the proposal from Lakeside Transportation is due on October 11th. Until the proposal is received there is no new information to report.

PRESIDENT'S REPORT – None scheduled

SUPERINTENDENT'S REPORT – Report on Aspen Family Partnership Council Parent Night

Bill Fredricksen, Principal of Aspen Elementary, joined Mr. Brown to explain the Aspen Family Partnership Council. The focus is to strengthen the Aspen community by bringing families together to enhance relationships between the students, families and staff through various activities and events. Mr. Fredricksen also discussed the Glasser Choice Theory and quality schools model. Glasser offers professional development training for staff. The presentation last year was on how to reduce student anxiety in the classroom and the session ended with a question/answer time. The Glasser model is not curriculum. All building principals have a professional development budget. Aspen teachers participate in Guaranteed Viable Curriculum (GVC) just like every other teacher in the district.

DISCUSSION ITEMS:

Cuneo Farms development building placement

Superintendent Brown provided information on building assignment for the new neighborhoods of Cuneo, Woodland Chase and Melody Farms. The recommendation is based on the assumption that a kindergarten center is constructed. Mr. Brown's recommendation is to assign Cuneo to Elementary North and Middle School North. Woodland Chase and Melody Farms would be assigned to Aspen Elementary and Middle School South. Jeff Bard asked what other options were looked at? Mr. Brown indicated that Elementary South would not work and Townline has some displaced programs that would be moved back to classrooms after the kindergarten was moved to a new building. A 4-section building would provide for better absorption. Mr. Bard asked if adjusting boundaries was considered? Mr. Brown indicated that he is trying to maintain the current boundaries. Matt Jacobs asked if Middle School North will also be able to handle a large incoming class with the addition of the Cuneo neighborhood? Principal Robert Collins feels he will have the space to handle a large class due to the dual language expansion and how students will be scheduled. Robin Cleek added that she was under the impression that Middle School North was over capacity and Middle School South had some room to grow and did not expect Cuneo to be distributed to Middle School North. She is not able to picture where there would be space available in the building for the additional students. Mr. Brown will be receiving information from the Village about the amount of homes expected to close in the spring of 2018. Robin Cleek asked if the builder has been approached for a goodwill donation to the district and suggested naming rights to a room. Mr. Brown will look in to this.

Educational Facilities Master Plan Open Ended Question & Answer time

Sonali Patil asked for Board consensus to table this discussion item to the next Board meeting, October 23rd, due to the length of the meeting. Board members verbally agreed.

ADJOURNMENT – Sonali Patil adjourned the Committee of the Whole meeting at 9:40 p.m.

REGULAR BUSINESS MEETING

CALL TO ORDER – Sonali Patil called the Regular Business Meeting to order at 9:40 p.m.

PUBLIC COMMENT – No one chose to comment.

CONSENT AGENDA:

- 10/9.30 Board minutes 9/25/17
- 10/9.31 Closed Session minutes 9/25/17
- 10/9.32 Closed Session minutes 9/27/17
- 10/9.33 Personnel: A-B
Leave of Absence:
A. Jami Dehn – Enrichment teacher, ES
ESP: B.

RECOMMENDED MOTION: Wes Polen moved that the Board of Education approve the Consent Agenda as presented. Matt Jacobs seconded the motion.

Jeff Bard requested Board discussion on the Consent Agenda. Mr. Bard would like Consent Agenda item 10/9.32 Closed Session minutes 9/27/17 be moved to a separate motion.

Jayson Tran stated that the Consent Agenda does not normally include discussion. If a change is requested to the Consent Agenda a motion needs to be made prior to the recommended motion. Since a motion is on the table it must be withdrawn before the Board can proceed.

Wes Polen rescinded her motion to approve the Consent Agenda as presented.

AMENDED RECOMMENDED MOTION: Sonali Patil moved that the Board of Education approve the Consent Agenda excluding item 10/9.32 Closed Session minutes 9/27/17. Jayson Tran seconded the motion.

Roll Call Vote: Jayson Tran, Julie Simpson, Jeff Bard, Robin Cleek, Wes Polen, Matt Jacobs and Sonali Patil voted aye.
Motion Carried: 7 ayes; 0 nay

AMENDED RECOMMENDED MOTION #2: Robin Cleek moved that the Board of Education approve Consent Agenda item 10/9.32 Closed Session minutes 9/27/17. Wes Polen seconded the motion.

Roll Call Vote: Jayson Tran, Julie Simpson, Robin Cleek, Wes Polen, Matt Jacobs and Sonali Patil voted aye. Jeff Bard abstained.
Motion Carried: 6 ayes; 1 abstain; 0 nays

ACTION ITEMS: None scheduled

PRESIDENT'S REPORT – Sonali Patil

Middle school 8th grade placement testing for District 128 (VHHS/LHS) will be held on Saturday, October 14th. Mrs. Patil thanked Principal Katie Waggoner for reading at the Aspen Drive library. October is National Principals month and we honor the hard work and dedication of Hawthorn 73's principals and assistant principals; on behalf of the Board "thank you"!

SUPERINTENDENT'S REPORT

Middle School South Girl's Cross Country team finished 1st at the Sectionals this past weekend and will be heading to the State meet next weekend. On October 5th, the School of Dual Language had their first all school "Second Step Assembly" which focused on showing empathy. Brittany Ebarle, a 4th grade teacher, wrote a theme song that she sang and taught. The NEST program is presenting "Raise a Reader" on Thursday, October 12th at 6:00 p.m. at Elementary North. October 15th is the Health deadline; all required health forms must be on file with the school nurse. Those students not in compliance will be excluded from school. Mr. Brown also thanked the Design Team for their time and dedication to the Kindergarten Center project.

GENERAL INFORMATION:

1. The Board article
2. Hawthorn in the News
3. Tax Distribution #6
4. Tax Distribution #7
5. Tax Distribution #8
6. Tax Distribution #9

PUBLIC ANNOUNCEMENT - None scheduled

TOPICS FOR FUTURE DISCUSSION

1. Robin Cleek asked to schedule a closed session meeting for Board members to review the new evaluation tool that will be used for Mr. Brown's evaluation. Sonali Patil added that this would need to be done during an open session.
2. Robin Cleek asked if the Board had received the metric goals from Mr. Brown? Mr. Brown stated that he was working with the HPC Team and would provide information at the first Board meeting in November.

ADJOURNMENT – Sonali Patil asked for a motion to adjourn the Business Meeting. Robin Cleek made a motion to adjourn the Business Meeting. Jayson Tran seconded.

Sonali Patil called for a Voice Vote

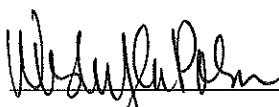
Motion carried: 7 ayes; 0 nay

The Regular Business Meeting adjourned at 9:51 p.m.

*Respectfully submitted,
Wendy Peterson*



Sonali Patil, President



Wes Polen, Secretary

Date Minutes Approved: 10/23/17