

**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 8<sup>th</sup> day of January 2018**

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, Jeff Bard, Robin Cleek, Wes Polen, Matt Jacobs and Sonali Patil. Also present was Dr. Lisa Leali, Assistant Superintendent of Curriculum and Instruction and Abe Singh, CSBO, Director of Finance and Business Operations. Superintendent Nick Brown was absent.

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

PRESENTATIONS – None scheduled

RECOGNITION – None scheduled

FINANCE – None scheduled

HUMAN RESOURCES – Proposed 2018-2019 School Year Calendar

Lynn Barkley presented survey results regarding the proposed 2018-2019 school year calendar. Choice #1 was the overwhelming choice and is similar to this year. Sonali Patil questioned if Early Release Days were included in the calendar or added after board approval? Mrs. Barkley indicated that the Early Release Days were already included on the proposed calendar. Dr. Leali noted that the only proposed change is moving the May Teacher Institute Day to March in order to align with neighboring districts so that Hawthorn 73 could participate in a multi-district event. The board had no additional questions. The 2018-2019 School Year Calendar will be an Action Item on the January 22<sup>nd</sup> agenda.

POLICY – Press 96

Press 96 contains 61 policies, Sonali Patil will be separating the packet into several chunks to make it easier for the board to review. Tonight, thirteen policies will be reviewed and voted on January 22<sup>nd</sup>.

6:280 – *Grading and Instruction*: SAT has to be administered during the school day and not part of a student record.

6:340 – *Student Testing and Assessment Program*: only changed footnotes in the policy

7:340 – *Student Records*: parent/student request to copy records number of days changed; statutory limit on timeline to copy records

7:340 AP1 – *Administrative Policy – School Student Records*: changes made to reflect the policy update

7:340 AP1 E1 – *Exhibit: Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records*:

2:20 E1-5 – *Exhibit: Waiver and Modification Request Resource Guide*: addresses waivers of school mandates

2:250 E2 – *Exhibit: Immediately Available District Public Records and Web-Posted Reports and Records*: FOIA requirements

6:60 – *Curriculum Content*: change in language for physical education on a daily basis as determined by the Board; case by case scenario for waivers in grades 7-12. Jayson Tran asked if this needs to be done on an annual basis? Ms. Patil stated no it is valid for 5 years.

6:310 – *High School Credit for Non-District Experiences; Course Substitution; Re-Entering Students*: waiver for kids who are participating in interscholastic activities – dual enrollment/dual credit students

7:260 – *Exemption from Physical Education*: the policy and footnotes are updated for the reasons discussed in Policy 6:60.

*The following are Department of Children and Family Services (DCFS) the Illinois General Assembly addressed the relationship between DCFS and schools with two statutory amendments. The following policies are updated:*

*5:90 – Abused and Neglected Child Reporting:* the policy, Legal References and footnotes are updated in response to 105 ILCS 5/10-23.12 (b). The policy includes more hotline numbers and a directive for school employees to immediately call 911 if they believe a student is in immediate danger of harm.

*5:240 – Suspension:* The policy, legal references and footnotes are updated in response to 325 ILCS 5/7.4(c-5).

*5:290 – Employment Termination and Suspensions:* only the footnotes have been changed

SEDOL – None scheduled

#### TRANSPORTATION – 2018-2019 Transportation Fee Recommendation

Abe Singh proposed to the Board of Education to maintain the fee for all eligible students living under 1 ½ miles at \$395 per student for the 2018-2019 school year with the first payment due to the District Office by June 1, 2018 and the final payment prior to the start of the school year. 62 students paid for busing in the 2016-2017 school year that resulted in revenue of approximately \$24,490. Sonali Patil is concerned that transportation costs are rising and questioned why the paid transportation fee would remain the same? Mr. Singh explained that traditionally the fee is based off of the previous year's cost. Jeff Bard asked if the district knows how many students who should ride the bus actually do? This would be a difficult calculation because students assigned to buses also participate in extracurricular activities and do not ride the bus daily but still require to have a seat available. Mr. Singh explained that software is used to help create effective bus routes.

#### PRESIDENT'S REPORT

Sonali Patil reported that the Cook Memorial Library held a board meeting and approved the access road to the new kindergarten building to Phillips Road. Hawthorn 73 is very thankful for their decision.

#### SUPERINTENDENT'S REPORT – Kindergarten Building Update

Please refer to Discussion Item "Educational Facilities Master Plan" for presentation information.

UNFINISHED BUSINESS – None scheduled

#### DISCUSSION ITEMS:

##### *2018-2019 Returning Student Form*

The Returning Student Form is used to help plan for enrollment in the upcoming year. Last year parent participation was high and the information received was beneficial. Jeff Bard would like to ask if families have children ages 0-4 to help plan future kindergarten enrollment.

##### *Board Meeting Preparation*

Sonali Patil stated that information is provided mid-week to Friday of the week prior to a board meeting. Some information is discussed publically and some information comes from Superintendent Brown privately. Ms. Patil provided a spreadsheet to the Board members of each meeting and what information was provided and when. Julie Simpson expressed that the Board does not have control over outside presentation but in-house presentations she would like to have provided a minimum of three days prior to the board meeting. Ms. Patil does not agree with making this a policy because it sets it in stone, however, this is definitely a strong requirement.

##### *Educational Facilities Master Plan*

##### *Projected Costs/Needs and Update project cost information on the Kindergarten Building*

Jason Lembke, Jason Meyering and Kari VanSant from the DLR Group and Tom McGrath, LAMP Inc. presented an update on the kindergarten building. The Design Development phased ended on December 19<sup>th</sup> and will move into document preparation for bid approval by the Board. The cost estimate has been reduced to \$11,998,055. Site/road work resolution is still needed. The cost schedule does not reflect winter conditions. Permit costs are under review. Permitting will be handled through the Village of Vernon Hills since the Park District is building the new kindergarten facility. The Regional Office of Education (ROE) will review and provide input. A project summary of the Trade

Package was presented. Cost fluctuations were expected between the October and January estimate which is normal as the project specifications are clarified. Cost cutting measures are already in place to reduce overall cost below \$12 million. Additional opportunities to reduce cost via square footage reductions exist. Floorplan revisions and exterior aesthetic modifications were highlighted. The project calendar was reviewed. The Design Development bid package will be an Action Item on January 22<sup>nd</sup>.

School Board members discussed the Educational Facilities Master Plan. Ms. Patil stated that the Board has agreed that the district has a space issue and something needs to be done to address this. Ms. Patil reviewed the projects identified by building on the EFMP and asked what direction the Board would like to go: work on all schools or break the scope into components. Once this task is completed the Board can then move to communication and community involvement. The Board has agreed that the November ballot would be the first possible opportunity to present the community with a referendum question. Ms. Patil reminded the School Board members that each time a referendum question is delayed pushes any projects out 2 years. Jeff Bard suggested that all projects in the EFMP be reviewed and prioritized by a committee, not the Board, who can objectively decide what needs are most important. Mr. Bard is not in favor of a committee project lasting 5-6 months. During this time, you could also ask for community input. Jayson Tran suggested that the building administrator be responsible for prioritizing their specific needs based on the EFMP. This information would then be provided to Superintendent Brown so that a team could prioritize a second list based on districtwide needs. This information has been requested to be provide at the January 22<sup>nd</sup> Board of Education meeting. Robin Cleek suggested that the Board ask the community for their input on what they want their school district to look like. Mrs. Cleek would also like to revisit the adaptive reuse idea and check with realtors to see if new buildings are on the market that would suit the district needs. Julie Simpson would like to hold a special meeting and ask the community how they think the administrators should prioritize the needs in their building. Wes Polen wants to start communicating the district needs to the community now. She suggested asking administrators what is the one thing that they want the community to know about their building needs. Ms. Patil ended conversation on this topic due the length of the meeting and the scheduled closed session at the end of the open meeting.

ADJOURNMENT – Sonali Patil adjourned the Committee of the Whole meeting at 9:48 p.m.

### **REGULAR BUSINESS MEETING**

CALL TO ORDER – Sonali Patil called the Regular Business Meeting to order at 9:48 p.m.

PUBLIC COMMENT – No one chose to comment.

### **CONSENT AGENDA:**

1/08.56 Board minutes 12/11/17

1/08.57 Personnel: A-E

Leave of Absence:

A. Mandy Imai – Speech Language Pathologist, Linc

Retirement:

B. Patricia von Kamecke – RtI Intervention Specialist, TL at the conclusion of the 2021-2022 school year

C. Deborah Logan – Physical Education teacher, MSS at the conclusion of the 2021-2022 school year

Resignation:

D. Sarah Ivy – teacher (currently on Year Long LOA)

ESP: E.

RECOMMENDED MOTION: Julie Simpson moved that the Board of Education approve the Consent Agenda as presented. Robin Cleek seconded the motion.

Jeff Bard requested discussion of the Consent Agenda.

Jayson Tran stated that Mr. Bard would like an amended motion to correct the minutes of 12/11/17 under NASB to indicate that the wording "voice vote" should be changed to "consensus". Sonali Patil questions if this requires a 2<sup>nd</sup> to the motion. Julie Simpson seconded the motion.

Sonali Patil calls for a Roll Call vote:

**Roll Call Vote:** Jayson Tran, Julie Simpson, Jeff Bard, Robin Cleek, Wes Polen, Matt Jacobs and Sonali Patil vote aye.

**Motion carried: 7 ayes; 0 nay**

ACTION ITEMS: None scheduled

#### PRESIDENT'S REPORT

Ms. Patil shared that Dr. Kieffer, Principal of Townline Elementary is in need of judges/volunteers for Science Olympiad on Saturday, February 3<sup>rd</sup> at Middle School South from 8:00 a.m. – 3:00 p.m. Those interested should contact Dr. Kieffer.

#### SUPERINTENDENT'S REPORT

Check out the middle school webpages. There are many opportunities to cheer on the Hawthorn Eagles! There are concerts and winter sports (volleyball and wrestling). Our middle school music students are preparing for solo and ensemble; the concert is at Big Hollow. The MSN Cheer Squad is preparing for State competition on January 20<sup>th</sup> in Peoria. The MSN Science Olympiad Team begins their competition season. Thanks to the 20+ parent volunteers and high school students who make our team a success. HEI is underway offering over 50 classes and a re-tooled volunteer program. Classes will be posted in January and registration begins February 1<sup>st</sup>. All logistics are on the HEI webpage. On January 4<sup>th</sup>, The School of Dual Language held an open gym where students were able to come and enjoy some extra physical education activities. Children's author, Ann Martin (The Baby Sitters Club Series) will be at DL/TL on January 11<sup>th</sup> to talk with the 4<sup>th</sup> and 5<sup>th</sup> grade students. Mr. Fredricksen, Principal of Aspen Elementary would like to congratulate Mrs. Kirby's kindergarten class, Mrs. Williamson's 2<sup>nd</sup> grade class and Miss Green's 4<sup>th</sup> grade class for receiving the Eagle Award. Each of these classrooms demonstrated Safe, Responsible and Respectful behavior throughout the month of December. Congratulations to 5<sup>th</sup> graders Ryan C. and Aishi A. from Aspen Elementary. Both are students in Ms. Dion's 5<sup>th</sup> grade art class. Ms. Dion presented students with the opportunity to design and submit art work for the cover of the Raising Student Achievement conference booklet. Ryan's design was selected for the back cover and Aishi's was selected for the front cover. In addition to having their work displayed on the cover, both students and Ms. Dion received letters of thanks and gift certificates from Regional Superintendent of Schools Roycealee Wood. As a reminder, there is no school on January 15<sup>th</sup> in honor of Martin Luther King's birthday. Several band and orchestra concerts will be held the week of January 15<sup>th</sup>, please check the district calendar for events.

#### GENERAL INFORMATION:

1. The Board article
2. Hawthorn in the News

PUBLIC ANNOUNCEMENT – None scheduled

TOPICS FOR FUTURE DISCUSSION – None discussed

ADJOURNMENT – Sonali Patil asked for a motion to adjourn to Closed Session. Robin Cleek made a motion to adjourn to Closed Session for the purpose of:

The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District or Legal counsel for the District, including hearing testimony on a complaint lodged against an employee or against legal Counsel for the District to determine its validity. 5 ILCS 120/2(c)(1), as amended by P.A. 93-0057.

Collective negotiating matters between the district and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2).

The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. 5 ILCS 120/2(c)(6).

Jeff Bard seconded.

**Roll Call Vote:** Jayson Tran, Julie Simpson, Jeff Bard, Robin Cleek, Wes Polen, Matt Jacobs and Sonali Patil vote aye.

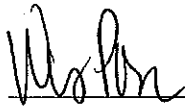
**Motion carried: 7 ayes; 0 nay**

The Board of Education moved to Closed Session at 9:30 p.m.

*The Regular Business Meeting adjourned at 10:40 p.m.*

Respectfully submitted,  
Wendy Peterson

  
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Sonali Patil, President

  
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Wes Polen, Secretary

Date Minutes Approved: 1/22/18