

**“Minutes of the Regular 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 the 22nd day of January 2018**

CALL TO ORDER

Sonali Patil called the Regular Business 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 Superintendent Nick Brown and Abe Singh, CSBO, Director of Finance and Business Operations.

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

STAFF RECOGNITION – None scheduled

PRESENTATIONS – *NEST Program Partnership by Principal Kathryn Waggoner and the Cook Memorial Library*

Principal Kathryn Waggoner introduced Renee Ullberg, Director of Special Services at Hawthorn 73 and Melissa Phillips, Senior Manager of Children's Services at Cook Memorial Library. Child & Family Connection is a division of the Illinois Department of Human Services and is run out of the Lake County Health Department. They are responsible for evaluating and coordinating Early Intervention services for children and families from birth until the day before the child's 3rd birthday. Children can be referred by their pediatrician or day care provider. Families can also "self-refer". They are concerned that they are not reaching children in Lake County and are looking to increase screening sites. Hawthorn 73 and Cook Memorial library are able to offer resources such as volunteers and materials. The screening tool used is ASQ3. This is not a formal evaluation and is designed to be administered by professionals or lay people who have been trained. The purpose is to create a snapshot to catch delays and celebrate milestones. A screening can be done with or without the child present and takes approximately 10-15 minutes. Screening materials are available in English and Spanish. The screening result is broken into three subgroups: Typical Development, Monitor Zone and Needs Further Assessment. The goal of the group is to provide the best start possible for children. Four screening events are proposed for 2018-2019: April 25th at the Aspen Drive Library, August at District 73's Residency Event and two additional events (dates/locations to be determined). Robin Cleek asked if additional the screening will be offered in additional languages? Mrs. Waggoner explained that a new posting for volunteers will take place in hopes of expanding the languages offered.

DISCUSSION ITEMS

Educational Facilities Master Plan

Building administrators provided the School Board with a prioritized list of renovations/additions to their respective building based off of the EFMP.

Sonali Patil discussed an upcoming community meeting set for February 21st. Hawthorn 73 is growing. The Park District added a new gym to offer more activities for the community, Aspen Drive Library will be doing an addition and Vernon Hills High School is looking at possible renovations due to growth. At the meeting the board would ask community members for thoughts on what they want for the District and what they will support. Child care will be offered. Mr. Brown suggested the presentation show the original plan, provide survey feedback, enrollment information, potential video clips of "A Day in the Life of Hawthorn 73" and what the future holds for the district. Ms. Patil asked for board member participation in the preparation of the presentation.

Kindergarten Center Design Development presentation by the Design Team

DLR Group representatives, Jason Meyering and Kari Van Sant, and Tom McGrath of LAMP, Inc. attended the board meeting to answer questions that pertain to the construction bid documents. This process will take approximately 6 weeks to complete. Robin Cleek wanted to know when would be a good time for discussion about the operational building costs? Superintendent Brown responded that part of this discussion should be held in closed session and he suggested Mrs. Cleek email her questions. Mrs. Cleek rebutted and expressed that some of her questions are appropriate for open discussion. Julie Simpson expressed concern that every step the board moves forward with

the project the more money is being spent. If the district cannot fund the project at what point do we stop? Discussion on energy savings and outsourcing custodial services was held. Jeff Bard asked the team if they feel they have identified cost savings and implemented them into the building design? Kari Van Sant said yes and that the team is comfortable with where the budget is at. Several board members raised concern over bids coming in significantly over budget and asked if additional cost reductions could still be made. Tom McGrath explained that the design team can work with subcontractors to review for additional cost savings but also noted that they feel confident with the project. A lot of time has been spent reviewing the project. There is a 5% construction contingency. Robin Cleek doesn't believe a 5% contingency is enough. Ms. Van Sant and Mr. McGrath indicated that 5% is the industry standard. Julie Simpson asked for an update on the road. Mr. Brown noted that it is moving in a positive direction and will provide more information.

Consent Agenda

Sonali Patil reviewed the purpose of a consent agenda. Ms. Patil requested that if a board member has a question concerning the consent agenda that they send her an email or make a motion to pull an item from the agenda prior to the consent agenda motion being made. Information on consent agendas was provided for board members to review.

Proposed 2018-2019 School Year Calendar

Sonali Patil reviewed the proposed calendar. School Board members did not have additional questions or discussion.

Proposed 2018-2019 Transportation Fees

Sonali Patil reviewed the proposed transportation fees. School Board members did not have additional questions or discussion.

Press 96

Sonali Patil asked Board members if they had additional questions or comments regarding the following Press 96 policies 6:280, 6:340, 7:340, 6:60, 6:310, 7:260, 5:90, 5:240 and 5:290 that were discussed at the January 8th board meeting? These policies are on the Consent Agenda for approval. No further discussion.

Ms. Patil continued discussion with the following Press 96 policies for Board review:

4:10 Fiscal and Business Management: the policy is unchanged; footnote is updated to extend the time period during which a district may make interfund transfers from 7-1-16 to 7-1-20.

6:140 Education of Homeless Children: policy is unchanged; footnotes are updated

6:140 AP: see above

2:260 Uniform Grievance Procedure: the policy, Legal References and footnotes are updated requiring a district to follow a written grievance procedure for complaints regarding breastfeeding accommodations for students. Additional minor changes are updated. Who is the district coordinator? Lynn Barkley is the Complaint Manager.

5:10 Equal Employment Opportunity and Minority Recruitment: the policy is unchanged; footnotes are updated to incorporate amendments made to the IL Human Rights Act.

5:20 Work Place Harassment Prohibited: the policy is unchanged; footnotes are updated to incorporate amendments made to the IL Human Rights Act.

5:100 Staff Development Program: the policy is unchanged; the footnotes are updated

5:100 AP: the procedure is unchanged

7:10 Equal Educational Opportunities: policy unchanged; footnotes updated

7:10 AP: renumbered

7:10 AP2: new; will need to consult with district legal counsel regarding breastfeeding students at athletic events.

7:20 Harassment of Students Prohibited: policy and footnotes are updated requiring that school personnel available for help with a bully or to make a report about bullying be made known to parents/guardians, students and school personnel.

7:180 Prevention of and Response to Bullying, Intimidation and Harassment: policy and footnotes are updated to align with the same laws discussed in 7:20 Harassment of Students Prohibited.

Jeff Bard asked in regard to policy 7:260 what is the district position on excluding students from PE who participate in extracurricular activities? Mr. Brown said it is a case by case review. The decision is made by the building principal however, Mr. Brown would like to review and have the decision made by the Superintendent.

CONSENT AGENDA

- 1/22.58 Board Minutes 1/8/18
- 1/22.59 Closed Session Minutes 1/5/18
- 1/22.60 Closed Session Minutes 1/8/18
- 1/22.61 Press Policy 96 policies: 6:280, 6:340, 7:340, 6:60, 6:310, 7:260, 5:90, 5:240, and 5:290
- 1/22.62 AMEX December
- 1/22.63 Expenditure Report - January
- 1/22.64 Kindergarten Project Cost Log
- 1/22.65 Personnel: A-F
Retirement:
 - A. Tia Alexander – 8th grade math teacher, MSS at the conclusion of the 2021-2022 school year
 - B. Karen Janisch – 8th grade language arts teacher, MSS at the conclusion of the 2021-2022 school year
 - C. Cheryl Sanks – PreK teacher, Lincoln at the conclusion of the 2021-2022 school year
 - D. Brian Rude – Physical Education teacher, MSS at the conclusion of the 2021-2022 school year
 - E. Beth Groesbeck – Library Media Specialist, AS at the conclusion of the 2017-2018 school year
 - F. Kathleen Manchester – music teacher, AS at the conclusion of the 2021-2022 school yearLeave of Absence:
 - G. Jeff Mazzuca – 6th grade writing teacher, MSN
 - ESP: H.

Sonali Patil requested to remove 1/22.61 Press Policy 96 policies: 6:280, 6:340, 7:340, 6:60, 6:310, 7:260, 5:90, 5:240, and 5:290 from the Consent Agenda and move the information to the February 12, 2018 Consent Agenda.

RECOMMENDED MOTION: Robin Cleek moved that the Board of Education approve the Consent Agenda without 1/22.61 Press Policies as presented. Wes Polen 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

ACTION ITEMS

- 1/22.66 2018-2019 School Year Calendar

Sonali Patil asked if anyone had further discussion? Jeff Bard asked which option was being voted on? Ms. Patil stated that the proposed calendar was option 1 which is the closest to the current school year calendar.

RECOMMENDED MOTION: Julie Simpson moved that the Board of Education approve the 2018-2019 School Year calendar as presented. Wes Polen 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

1/22.67 2018-2019 Transportation Fees

Sonali Patil asked if anyone had further discussion? No one responded.

RECOMMENDED MOTION: Robin Cleek moved that the Board of Education approve the 2018-2019 Transportation Fees as presented. Matt Jacobs 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

1/22.68 Preparation of Kindergarten Building Construction Bid Documents

Sonali Patil asked if anyone had further discussion? Julie Simpson asked board members if anyone would be interested in postponing the preparation of the building construction bid documents until operational costs are better understood? Robin Cleek expressed concern. Matt Jacobs stated that the preparation of building construction bid documents and operational costs are two separate issues. Mrs. Simpson stated that every step costs the district money.

RECOMMENDED MOTION: Jeff Bard moved that the Board of Education approve the preparation of Kindergarten Building Construction Bid documents as presented. Jayson Tran seconded the motion.

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

Motion Carried: 6 ayes; 0 nay; 1 abstain

1/22.69 Re-Approve the January 8, 2018 Consent Agenda

Sonali Patil stated that the board needed to re-approve the Consent Agenda from January 8th because of the amended motion confusion. Ms. Patil asked if anyone had further discussion? No one responded.

RECOMMENDED MOTION: Julie Simpson moved that the Board of Education Re-Approve the January 8, 2018 Consent Agenda as presented. Robin Cleek 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

PRESIDENT'S REPORT – Sonali Patil

Ms. Patil asked board members if there was interest in submitting a presentation to IASB for "Shared the Success" at Triple I in November. School Board members decided not to participate. Lake Zurich School District 95 is going out to referendum on March 20th. This district is holding six community engagement meetings. Ms. Patil asked board members to attend a meeting if possible. Let's Talk will be upgrading a feature to the anonymous response function. Currently if a message is sent anonymous, there is no way to respond. The new feature will keep the email anonymous but will allow for a response. This summer Ms. Patil attended at two-day seminar on PLC at Stevenson High School. In December, Ms. Patil attended the Early Release Day and observed teachers collaborating together while administrators were the facilitators. Instructional Assistants and support staff were also involved in activities. Shay McCorkle from the ROE was in attendance. It was an amazing process to see. Congratulations to the Park District on winning the Illinois Distinguished Service Award. On January 9th, the Village of Vernon Hills trustees voted to waive the permit fees for the kindergarten center.

Ms. Patil asked board members for a report on the agencies that they follow. Robin Cleek reported that Diamond Lake District 76 seems to have declining enrollment and under-utilized buildings. The district is looking to close Fairhaven School and demolish the building because it is in a flood plain. Jayson Tran reported that in December District 128 had a presentation on later start times for the high school. This topic is under consideration. Wes Polen noted that Fremont School District 79 utilizes Boardbook to post board agendas.

SUPERINTENDENT'S REPORT

Congratulations to all of the Spelling Bee winners! The Middle School North cheer squad competed at state and got 10th place. Also, at Middle School North, the Science Olympiad team had their first competition and did well. The Elementary North 5th Grade Leadership team has been busy this year planning events and assisting around the school. They created "Lunch Supervisor Appreciation Day" where they made cards for lunch supervisors and hung thank you signs around the cafeteria. They are also busy helping kindergarteners get unpacked in the morning with their jackets and snow gear. The Leadership Team is busy planning the 3rd annual Kindness Challenge which will take place the week of Valentine's Day. EN also thanked 30 parent volunteers who help run "Indoor Choice Time" during the winter months. Aspen Elementary had a special visitor, Maggie the Literacy Dog who helped to encourage student reading. Special thanks to Mrs. Williamson who setup this experience. Incoming Kindergarten Parent Information Night will be held at the elementary buildings. Please see the website for details. Early Release Day is January 25th. The Elementary Science Olympiad will be held on February 3rd at Middle School South from 8:00 a.m. – 3:00 p.m.

COMMITTEE REPORTS

SEDOL – Matt Jacobs announced that the governing board would be meeting on Thursday to vote on the recommendation to employ Valerie Donnan as the next superintendent. Dr. Moline is retiring.

PUBLIC ANNOUNCEMENTS – None scheduled

GENERAL INFORMATION

1. The Board article
2. Hawthorn in the News
3. Treasurer's Report – October 2017
4. FOIA Requests

TOPICS FOR FUTURE DISCUSSION

1. Jeff Bard would like to discuss operational costs for the proposed kindergarten center
2. Community Meeting to be held on February 21st

ADJOURNMENT – Sonali Patil asked for a motion to adjourn to Closed Session. Robin Cleek requested that the Board add a discussion to the Closed Session agenda. After discussion it was determined that the motion to move to Closed Session would be updated to include Mrs. Cleek's request. 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).

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

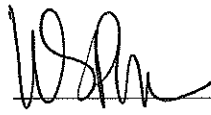
Motion carried: 7 ayes; 0 nay

The Board of Education moved to Closed Session at 9:10 p.m.

The Regular Business Meeting adjourned at 10:16 p.m.

Respectfully submitted,
Wendy Peterson

Sonali Patil, President



Wes Polen, Secretary

Date Minutes Approved: 2/12/18

Board of Education

Motion to Adjourn to Closed Meeting

Date: 1/22/18

Time: 9:10 PM

Location: Hawthorn District Office

A motion was made by Robin Cleek, and seconded by Julie Simpson, to adjourn to closed meeting to discuss:

☒ X

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 or employees. 5 ILCS 120/2(c)(2).
- ☐ The selection of a person to fill a public office, including a vacancy in a public office, when the District is given power to Appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the District is given someone to remove the occupant under law or ordinance. 5 ILCS 120/2(c)(3).
- ☐ Evidence or testimony presented in open hearing, or in closed hearing where authorized by law, to a quasi-adjudicative Body, as defined in this Act, provided that the body prepares and makes available for public inspection a written decision with its determinative reasoning. 5 ILCS 120/2(c)(4).
- ☐ The purchase or lease of real property for the use of the District, including meetings held for the purpose of discussing whether a particular parcel should be acquired. 5 ILCS 120/2(c)(5).
- ☐ The setting of a price for sale or lease of property owned by the District. 5 ILCS 120/2(c)(6).
- ☐ The sale or purchase of securities, investments, or investment contracts. 5 ILCS 120/2(c)(7).
- ☐ Security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property. 5 ILCS 120/2(c)(8), as amended by P.A. 93-79 and P.A. 93-422.
- ☐ Student disciplinary cases. 5 ILCS 120/2(c)(9).
- ☐ The placement of individual students in special education programs and other matters relating to individual students. 5 ILCS 120/2(c)(10).
- ☐ Litigation, when an action against, affecting or on behalf of the particular District has been filed and is pending before a court or administrative tribunal, or when the District finds that an action is probable or imminent, in which case basis for the finding shall be recorded and entered into the closed meeting minutes. 5 ILCS 120/2(c)(11).
- ☐ The establishment of reserves or settlement of claims as provided in the Local Government and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the District or any intergovernmental risk management association or self insurance pool of which the District is a member. 5 ILCS 120/2(c)(12).
- ☐ Self-evaluation, practices and procedures, or professional ethics, when meeting with a representative of a statewide association of which the District is a member. 5 ILCS 120/2(c)(16).
- ☐ Discussion of lawfully closed meeting minutes, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. 5 ILCS 120/2(c)(21).
- ☐ Meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United State of America. 5 ILCS 120/2(c)(28), amended by P.A. 97-318.

Closed Meeting Roll Call:

"Yeas"	"Nays"
Jayson Tran, Julie Simpson, Jeff Bard, Robin Cleek, Matt Jacobs, Sonali Patil and Wes Polen	0

Motion carried.

DATED: 2/12/18


Sonali Patil, President


Wes Polen, Secretary

The Board, during its semi-annual review of closed session minutes, has decided these minutes no longer need confidential treatment.

☐ These minutes are available for public inspection as of: _____
(Date)