

**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 12th day of February 2018**

CALL TO ORDER

At 7:14 p.m. the Board of Education resumed the Committee of the Whole meeting in open session. Those present recited the Pledge of Allegiance.

ROLL CALL

Wes Polen called the roll prior to going in to Closed Session. Six members of the Board of Education were present for the Open Session. Matt Jacobs was absent. 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 – None scheduled

RECOGNITION – None scheduled

FINANCE – Working Capital Plan

Abe Singh reviewed the working capital plan which identifies, details and catalogs various capital projects across the district over a 6-year span. Needs were identified by Reserve Study, Physical Condition Assessment and District Identified Needs. The Working Capital Plan is the compilation of the previous assessments. The plan will be discussed in greater detail by Mike Christensen, Facilities Manager, at an upcoming board meeting. Jayson Tran expressed concerns over the plan and the amount of money involved. He would like to see a priority list of needs since the district is not able to afford everything that has been presented. Mr. Tran does not believe in replacing items that are at the end of their lifetime if there is nothing wrong. Mr. Singh indicated that this is a 10-year plan and the most important items are at the top of the list. Jeff Bard asked if there are items on the list that can be completed by district employees? Mr. Singh said yes, and those items have been identified. Mr. Bard asked how this will appear in the budget? Mr. Singh said it will appear annually and most of the projects fall under capital and maintenance items. The work would be done during the summer and expensed the following year. Wes Polen asked when the 10-year Health Life Safety audit was completed? It was completed in 2016 by The DLR Group and submitted to the state. The ROE inspects annually. Superintendent Brown added that the district is required to have an architectural firm complete the HLS audit.

HUMAN RESOURCES – None scheduled

POLICY – Press 96

Sonali Patil reviewed policy 7:260 Exemption from Physical Education which was previously discussed. The proposed Policy allows parents to ask for the waiver for students that participate in interscholastic or extracurricular athletic programs. Jeff Bard questioned if this was something that the district wanted to do to help alleviate some of the overcrowding in gym class? Mr. Brown does not believe it would reduce class size that much and also noted that another location would need to be identified for these students to go during the time they would be in PE. The waiver excludes high intensity sports outside of school. Mr. Brown believes this is a new state law and does not think the district can change it.

Ms. Patil reviewed the following policies:

2:150 AP Superintendent Committees – the procedure and footnotes are updated to align with the text in the Concussion Oversight Committee to reflect a change in law to allow a Concussion Oversight Team to consist of one non-licensed healthcare professional, who may not be a coach. A subhead entitled Wellness Committee is added.

4:170 Safety – the policy, footnotes and Legal References are updated pertaining to Lead Testing in Water.

6:150 Home and Hospital Instruction – policy and footnotes are updated to reflect that a physician, physician assistant or advanced practice nurse may provide written permission for home or hospital instruction of a student.

7:250 Student Support Services – policy and footnotes updated; policy clarifies that the student support services may be provided from a school nurse, school psychologist, school social worker or school counselor.

7:250 AP2 Protocol for Responding to Students with Social, Emotional, or Mental Health Problems – the procedure and footnotes are updated; clarifies that the student support service which may be provided are from a school nurse, school psychologist, school social worker or school counselor.

7:270 Administering Medicines to Students – policy and footnotes are updated; Hawthorn's Resource Officer carries the undesignated opioid antagonist.

7:270 AP1 Dispensing Medication – procedure is updated based on policy 7:270 and to add an asthma episode emergency response protocol required by 2016 legislation.

7:270 AP2 Checklist for District Supply of Undesignated Epinephrine Auto-Injectors and/or Opioid Antagonists – procedure is updated per 7:270.

7:270E School Medication Authorization Form – exhibit is updated

7:305 Student Athlete Concussions and Head Injuries – policy, footnotes and Cross References are updated

7:305 AP Program for Managing Student Athlete Concussions and Head Injuries – the procedure is revised for reasons discussed in 7:305

5:200 Terms and Conditions of Employment and Dismissal – policy, footnotes and Legal References are updated. Two new subheads are added: School Day and School Social Worker Services Outside of District's Employment

5:220 Substitute Teachers – policy, footnotes and Legal References are updated to clarify substitute teaching requirements.

5:220 AP Substitute Teachers – the procedure and Legal References are updated

7:190 Student Behavior – policy and Legal References are unchanged. Footnotes are updated. Prohibits districts that received state early childhood block grant funding from expelling children from their early childhood programs.

7:185 Teen Dating Violence Prohibited – Ms. Patil asked if Hawthorn 73 had this policy? Mr. Brown confirmed that it is policy.

No one had questions on previously discussed policies.

SEDOL – None scheduled

TRANSPORTATION – Update on Transportation Bid Process

Hawthorn 73, Libertyville SD 70 and District 128 went out to bid for transportation services. Five firms attended the bid meeting. Bids were opened at Libertyville School District office on February 2nd at 10:00 a.m. Lakeside Transportation was the only firm to submit a bid. The other firms declined to submit a bid primarily due to a labor shortage of qualified drivers. The length of the contract is three years beginning in 2018 unless terminated earlier. Lakeside would be contracted for regular and special education busing. Mr. Singh is recommending approval of the renewal rate of 3% with First Student for charter service. This cost is significantly lower than Lakeside. The overall projected transportation cost increase for the 2018-2019 school year is approximately \$292,974. State reimbursement will lower the increase to approximately \$76,000 but it takes a year to receive the money. Other districts have reported double digit transportation increases as well. Mr. Singh would like to present the Lakeside Transportation contract for board approval at the February 26th Board of Education meeting. Jeff Bard asked what are the district's other options and what happens if the district does not accept the bid? Mr. Brown said the other option is for the district to operate their own transportation department. The district would face the same issue as the bus companies; shortage of qualified drivers. Robin Cleek asked if Lakeside would be updating their fleet of buses? Mr. Singh said the average age of the Lakeside fleet is 8.5 years and a schedule of bus replacement was submitted. Wes Polen asked if Lakeside had a sanitation process for cleaning buses? Mr. Brown will reach out to Lakeside for their plan. Jeff Bard asked if there was flexibility in spreading out the first-year increase over the life of the contract? Mr. Singh does not know how you would do that. It is a sealed bid process and the district has two choices: accept or not. Sonali Patil asked Mr. Singh if there was a possibility of negotiating the 3% increase in year 2 and 3 of the Lakeside contract down to CPI? Mr. Singh explained that CPI comes in to affect after the contract expires on an annual renewal basis. This is a sealed package with a bid bond and the protocol is to accept or not. If you try to negotiate you may need to go out and rebid. Ms. Patil questioned if special education out of district bus routes could

be controlled internally? Mr. Brown explained that routing is determined by student needs. Mrs. Cleek asked if the district is reimbursed on out of district routes? Mr. Singh indicated that reimbursement is at a higher rate for special education versus regular education routes. Jayson Tran asked if the district accepts Lakeside's bid could the district look to taxi service to lower costs? Mr. Singh said this could be an option after the first year of the contract. Ms. Patil asked board members to email Mr. Singh with additional questions or comments.

PRESIDENT'S REPORT – Sonali Patil

Results from the HUMANE_X survey provide a good pulse on how staff is feeling in the buildings but staff in the Facilities department and District Office are not part of the survey. The board wants to hear their opinions as well. Robin Cleek has drafted a sample survey. Ms. Patil asked for feedback from board members. Jeff Bard thanked Mrs. Cleek for her work. He would like to see this survey more closely aligned to the questions asked in the HUMANE_X survey. Mrs. Cleek added that she was not privileged to those questions due to copyrights. Jayson Tran would like to see no more than 20 questions on the survey.

SUPERINTENDENT'S REPORT – Kindergarten Building Update

The DLR Group and LAMP, Inc. are in the process of preparing the construction bid documents. A preferred traffic pattern plan has been identified and Mr. Brown is waiting for funding information. A meeting with the Village of Vernon Hills is scheduled for February 28th to discuss site work and the zoning process. Zoning will be approved in March.

UNFINISHED BUSINESS – None scheduled

DISCUSSION ITEMS:

Community Meeting – February 21st

Sonali Patil led the discussion on the upcoming community meeting. The meeting will be held Wednesday, February 21st in the Middle School South gym at 7:00 p.m. The purpose of the meeting is to ask the community for their advice to address space needs. A short presentation will be provided about the EFMP. Ms. Patil suggested the following individuals lead portions of the meeting: Superintendent Brown and Dr. Leali – district achievements; Matt Jacobs – enrollment and building information/capacity; Wes Polen – current constraints and what adjustments have been made in buildings; Sonali Patil – review the previous referendum about what had been proposed without any financial reference; Robin Cleek – comparison to our neighboring districts and what tough decisions would need to be made. Our partners from The DLR Group, LAMP Inc., and Elizabeth Hennessy will be in attendance along with administrators and teachers to answer community questions. Julie Simpson would like the meeting to take a different direction like a Town Hall style meeting. She indicated that the district has already done presentations and believes that everyone needs to hear what is going on. Depending on how many community members attend the meeting will determine if you are able to have a Town Hall style meeting. If the number is large it may become difficult, a smaller crowd would be easier to manage. We could arrange a three-part meeting: presentation, town hall and small group break out. The point of the meeting is for the community to provide what they would like in the district not what the board wants. Revisions to the presentation will be made and forwarded.

Proposed 2018-2019 Board of Education Meeting Calendar

Sonali Patil presented a draft 2018-2019 Board of Education meeting calendar. Dates presented reflect only 2nd and 4th Monday meetings and align with the school calendar. In the past, if school is not in session on a normal board meeting evening then the School Board is not in session. Concern was raised over the number of months that only one meeting would occur. Further discussion to be held if the board should add a second meeting to those months.

Operational Cost Kindergarten Building

Mr. Brown provided a memo to board members to answer questions that were provided. The estimate cost of operations includes additional staff, utilities and supplies and would be approximately \$573,800. The district can fund the cost of the building by running more efficiently and with increases in revenue. New tax rates from the new neighborhoods were computed using one-third of the projected revenue. Reassigning staff, reducing how we operate utilities and estimates of costs coming forward were also identified. Mr. Brown discussed the use of substitutes and

was to reduce costs by \$100,000 by reducing the size of committees, frequency of meetings, greater flexibility on professional development and utilizing before/after school time more efficiently. Some substitute costs cannot be controlled such as sick time, personal time, leave of absence and special education meetings. An estimate to fulfill space needs in portables was also provided. Robin Cleek expressed concern that the original operational building cost was closer to \$1 million and the number now presented is so much lower she cannot wrap her head around the figure. The numbers presented are nice round numbers and appear to be just an estimate. Jayson Tran stated that the previous dollar amount provided was the total expense to operate the building. The lower amount that was provided has removed normal operating expenses that would occur regardless of a new building which is what the board wanted to know. Mrs. Cleek stated that salaries are not included in the estimate and they will be significant. Also, if the kindergarten center opens the elementary buildings will have open spaces and they will need to be back filled with new teachers due to additional growth. Mr. Brown added that additional teachers would be done in incremental amounts not all at once. Wes Polen discussed a November meeting with Abe Singh in which the operating expense was at \$900,000 including kindergarten teacher salaries. Mrs. Polen asked what changed since November? Mr. Singh stated that cost saving discussions have been ongoing to find new efficiencies. Julie Simpson questioned how a property tax freeze would impact the district. Mr. Brown said the impact would be significant to the district. Operational cost will be an ongoing discussion.

ADJOURNMENT – Sonali Patil adjourned the Committee of the Whole meeting at 9:08 p.m.

REGULAR BUSINESS MEETING

CALL TO ORDER – Sonali Patil called the Regular Business Meeting to order at 9:08 p.m.

PUBLIC COMMENT – No one chose to comment.

CONSENT AGENDA:

- 2/12.69 Board minutes 1/22/18
- 2/12.70 Closed Session minutes 1/22/18
- 2/12.71 Press 96 Policies: 2:260, 4:10, 5:10, 5:20, 5:30, 5:100, 5:240, 5:290, 6:60, 6:140, 6:280, 6:310, 6:340, 7:10, 7:20, 7:180, 7:260, and 7:340
- 2/12.72 Personnel: A-H
 Leave of Absence:
 A. Garon Stewart – 6th grade social studies teacher, MSN
 B. Lisa Vates – 8th grade ELA teacher, MSN
 C1. Julie Rohlffing – 6th grade language arts teacher, MSN
 Retirement:
 C2. Mary Hehr – Special Education teacher, EN at the conclusion of the 2021-2022 school year
 D. Randi Szoke – 1st grade teacher, AAS at the conclusion of the 2021-2022 school year
 Resignation:
 E. Michael Sementa – 8th grade science teacher, MSS
 F. Ally Gilmer – LBS1 teacher, AS
 Termination:
 G. ESP
 ESP: H.

Sonali Patil requested that the Consent Agenda be amended. Personnel item C1. Leave of Absence - Julie Rohlffing be moved to a separate consent agenda motion and Termination G. ESP be removed from the consent agenda as it will be an Action Item later in the meeting.

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

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

Motion carried: 6 ayes; 0 nay

Amended Consent Agenda

2/12.72 Personnel

Leave of Absence:

C1. Julie Rohlfing – 6th grade language arts teacher, MSN

RECOMMENDED MOTION: Julie Simpson moved that the Board of Education approve the Leave of Absence request as presented. Robin Cleek seconded the motion.

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

Motion fails: 0 ayes; 6 nays

ACTION ITEMS:

2/12.73 Recommendation to terminate educational support staff employee

RECOMMENDED MOTION: Robin Cleek moved that the Board of Education approve the recommendation to terminate the educational support staff employee. Wes Polen seconded the motion.

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

Motion carried: 6 ayes; 0 nay

PRESIDENT'S REPORT

Sonali Patil asked board members to attend one of the Lake Zurich School District 95 community engagement meetings. The Lake Division Dinner Meeting will be held on Wednesday, March 14th at Mundelein High School. RSVP to Wendy if you would like to attend. Hawthorn 73 is hosting the SEDOL Annual Meeting on May 10th at 9:30 a.m. Congratulations to Dr. Kieffer and Mr. Smart on coordinating the Townline Science Olympiad. Also thank you to the PTO for providing lunch and the custodial staff. Alexian Brothers will be hosting a free seminar on March 6th at Middle School North 6:30 p.m. Kindergarten Registration will take place on February 22nd and 23rd at Middle School South. Additional information can be found on the website. Ms. Patil suggested that the School Board have a table at the Kindergarten Registration event to chat with parents. Board members were asked to contact Ms. Patil if they are available.

SUPERINTENDENT'S REPORT

Congratulations to Middle School South wrestlers on their 1st place performance as a team at the 2018 Marlowe Invitational. Latin Grammy winner Andres Salguero will perform at the School of Dual Language on Thursday, February 15th at 10:00 a.m. and 1:00 p.m. Family Bingo Night will be held at Townline Elementary and the School of Dual Language on Friday, February 16th at 6:30 p.m. Congratulations to Aisha A. on winning the Aspen Elementary Spelling Bee. Aspen Elementary held the 11th Annual Family University on Saturday, February 3rd. Thank you to all the staff members who volunteered their time to support the event. Three classes were selected to receive the Eagle Award for demonstrating safe, respectful and responsible behavior throughout January. Congratulations to Mrs. Brock's kindergarten class, Mrs. Swinney's 2nd grade class and Mrs. Motley's 4th grade class on being recognized by Reagle the Eagle. School will be in session on Monday, February 19th due to the snow day on Friday, February 9th. Parent/Teacher conferences will be held in Thursday, February 22nd in the afternoon and all-day Friday, February 23rd. No school for students on Friday, February 23rd. Best wishes to our music students who will be participating in the NIMCon Band/Orchestra/Chorus Solo & Ensemble contest on February 24th at Big Hollow Middle School.

COMMITTEE REPORT – HSAP – Robin Cleek

Mrs. Cleek recently attended the Hawthorn Student Assistant Program (HSAP) meeting. HSAP is facilitated by Elementary North Assistant Principal Megan Goldman and comprised of student representatives from 4th grade through 8th grade and school social workers. Participants reviewed goals that were set last year for social-emotional learning. Students provided feedback both positive and negative on improvements that have been made and will continue. Mrs. Cleek noted that students feel that they can go to the building principal with a problem. HSAP is looking to make more positive changes in the future.

GENERAL INFORMATION:

1. Hawthorn in the News
2. Treasurer's Report – November 2017
3. FOIA Request

PUBLIC ANNOUNCEMENT – None scheduledTOPICS 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:

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).

Julie Simpson seconded.

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

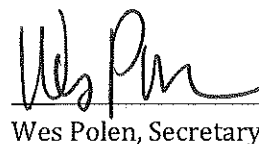
Motion carried: 6 ayes; 0 nay

The Board of Education moved to Closed Session at 9:25 p.m.

The Regular Business Meeting adjourned at 10:02 p.m.

Respectfully submitted,
Wendy Peterson


Sonali Patil, President


Wes Polen, Secretary

Date Minutes Approved: Feb 26, 18