

**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 23rd day of April 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 – Teachers Receive Tenure

Lynn Barkley, Director of Human Resources and building principals congratulated the following teachers on receiving tenure:

Teachers Receive Tenure

Aspen Elementary: Haemi Lee, Kelli Loiben & Jaime Medbery

Elementary South: Victoria Alland, Emily Halbert & Jackie Weinstein

Elementary North: Debbie Dubin, Fernando Figuero & Samantha McCabe

Townline Elementary: Pam Kouris, Shailee Patel & Larry Watts

School of Dual Language: Laura Romani & Angelica Velazquez

Middle School South: Sara Anderson, Ellen Eiter, Laura Gess, Samantha May, Charles Naffier & Anna Prah

Middle School North: Ali Athans, Alexandra Lobb, Jeff Mazzuca, Lori Rockoff & Lisa Vates

Lincoln: Amanda Belford & Patricia Fica

Administrators: Lynn Barkley & Dr. Victoria Kieffer

PRESENTATIONS – STAR Team by Dr. Jill Martin, Principal of Elementary South

Dr. Jill Martin and Assistant Principal Christy Hunter introduced the new initiative Students Taking Additional Responsibilities (STAR Team). 4th and 5th grade students did a video presentation for the Board. There are four teams split into three trimesters. The Tech Team provides support throughout the building by checking the Chromebook carts to make sure all units are accounted for and plugged in and they help students login in to MAP tests. The Beautification Team is in charge of maintaining the garden wall, planting milkweed and picking up litter around the school. Rewards and School Spirit Team assist in celebrating student accomplishments. The Growth & Mindset Team promote the theme to never give up. The team sponsored the kindness flags challenge. STAR Team has been an excellent addition at Elementary South and has provided students with opportunities to take on leadership roles.

DISCUSSION ITEMS

April 17th Community Engagement meeting review

President Sonali Patil provide a recap of the April 17th community meeting. Community members who sent in comments/feedback via the school board email or Let's Talk should have received responses. A few comments received include moving the new neighborhood of The Residences at Cuneo Gardens to Middle School South, moving 8th grade students to the high school, building in Mundelein or looking at an adaptive reuse building to move students to an off-campus location, smaller referendum, grade level centers, and rental of classroom space at a vacant school building. The community does not want construction to occur on all buildings at the same time. The working meeting on April 30th will focus on development of options to solve the District's space needs and approximate costs.

Suggested areas to focus on are school safety and security, flexible spaces and classroom sizes. The Board will need to prioritize plans and may need to send out a community survey. Jason Lembke, architect with the DLR Group, suggested an Option Modeling tool that ranks priorities. Mr. Lembke explained that this tool would allow the Board to change priorities to see how they score in a weighted options matrix. This tool helps sort data and can be an effective communication tool to aid in moving forward while remaining objective. Mr. Lembke suggested that professionals without any knowledge of the project to rank and score the survey. Robin Cleek asked about costs involved to utilize the survey and how many responses were required to have reliable data? Mr. Lembke explained that this is not a scientific poll and he could not determine a margin of error. Mr. Lembke would forgo the cost in order to help the Board make a decision. Ms. Patil added that within the next several days Board members and administration would need to compile a list of criteria and definitions for the survey. Target date for the survey is April 30th. Please forward your criteria list and definitions to Mr. Brown or Ms. Patil, they will combine into one document. Mrs. Cleek mentioned that community members are interested in grade centers and asked if this idea is still being considered. Ms. Patil explained that grade level centers are not a viable option and the Core Team looked at this option when the team was planning options. Ms. Cleek would like to have the pros/cons of grade level centers explained. Jayson Tran requested that Ms. Patil summarize all of the community responses at the beginning of the April 30th meeting.

Kindergarten Building Construction Bid update

Sonali Patil reviewed the construction bid process. Bids were opened in two sessions, April 5 and April 17 for 23 packages with over 120 bids submitted. As the bids have come in, the project is \$2.7 million overbudget. Mr. Brown added that the district has a hard budget of \$12 million. Tom McGrath and Chad Alexander from LAMP, Inc. and Jason Lembke, architect with the DLR Group provided an update on status of the bids. Bids received are competitive. Government tariff on steel has increased costs. The storm shelter space was required to be larger and increased the size of the building by 5,000 square feet. This reflected in a cost increase. The mechanical system could not be located on the roof due to the storm shelter size and had to be relocated to a mezzanine level. This area is not useable space for students. The Village's addition of site and road work is outside of the original \$12 million budget and will cost approximately \$1 million. The original plan was to use the parking lot at the Sullivan Center. LAMP did not receive the civil engineering drawings until the morning that the bid packets went out. Mr. Brown has a meeting on Friday with representatives from the Village of Vernon Hills. He is trying to arrange an earlier meeting. The building overage is \$1.7 million. Mr. Alexander reviewed the contingency plan that is built in. Mr. Alexander asked the Board for permission to review bids to pinpoint why they are overbudget. Items such as HVAC and plumbing need to be reviewed with their engineers. Robin Cleek asked who pays for this extra time? Mr. Alexander explained that LAMP has a set fee. Sonali Patil asked how much time Mr. McGrath and Mr. Alexander needed to review documents? They would like to attend the May 14th board meeting and present their findings. Jayson Tran would like the School Board to have a conversation outside of this meeting. A few Board members would like to cancel the April 30th special board meeting since the kindergarten building is an important part of the planning process. Others disagreed because the broad issue is space and overcrowding. Mr. Tran asked what the process was if the district would work with the lowest bidder or be required to go back out to bid? Mr. McGrath explained that it would depend and that some big items like precast the district would not want to lose. Bids are held for 60 days.

Educational Facilities Master Plan

Mr. Brown is working to obtain information on land available for purchase. He will also contact the Park District regarding the land across the street from Elementary South about availability. Mr. Lembke and a team will be investigating facilities for adaptive reuse. Mr. Brown asked if Board members would volunteer to tour facilities with

the team. No more than two School Board members may go at a time. Board members will need to contemplate a lease for a facility versus purchasing.

Press 97 and Policy 7:30 Attendance Areas, Student Assignments and Intra-District Transfer

Ms. Patil reviewed the recommended language change for Policy 7:30 Attendance Areas, Student Assignments and Intra-District Transfer. Legal counsel has added a paragraph for staff of Hawthorn 73 that live within the attendance of Hawthorn District 73 to request a transfer. Ms. Patil reviewed policies from Press 97 that required legal review. Documentation was provided with suggested language.

Policy 2:260 Uniform Grievance – addresses the website accessibility

Policy 4:40 Incurring Debt – obligations for continuing disclosure under federal law; also recommended by legal counsel to add Director of Finance and Business Operations

Policy 4:40 AP Preparing and Updating Disclosures – if a complaint is about one complaint manager, a sentence will be added directing them to speak with the other complaint manager or the superintendent.

Policy 5:20 Workplace Harassment Prohibited – incorporate policy on sexual harassment.

Summer Work review

Abe Singh reviewed the recommended 2018 Summer Projects. Projects range from asphalt repair, exterior and interior painting, scissor lift replacement, hot water heater and boiler replacement, stair tread and flooring repairs, ceiling track replacement and changing out of exterior light fixtures to LED lighting. Some projects can be completed by district summer employees and others by contractors. It is recommended that the board approve the projects as outlined in the Working Capital Plan for a total budget of \$300,080 (includes a 10% contingency). This is an Action Item.

Paper Bid 2018-2019 school year

Eight companies received the annual Paper Bid documents and five companies submitted a bid. It is recommended that the Board of Education approve Midland Paper to provide the 2018-2019 school year supply of paper for the district at a total cost of \$56,583.60. This is for 2,440 cases of 8-1/2" x 11" virgin white 20# paper at \$23.19 per case. The district recorded 10.8 million copies. The Technology department is looking into using IDs to scan to make copies and to set limits as to how many copies one can print. Julie Simpson asked if the 1:1 technology initiative cut down on copies? Mr. Brown said yes, at one time the district made 14 million copies.

Prevailing Wage 2018-2019

As per state law, the Board of Education will be asked to adopt the Resolution for the Prevailing Wage Schedule, and that the Director of Finance and Business Operations be authorized to place a legal notice in the newspaper as required by law. This is procedural and required. The proposal will be an action item on the May 14th agenda.

Resolution for transfer of funds to Working Capital Fund

Mr. Singh reviewed the resolution for transfer of funds to the Working Capital Fund. Transfers will be done sequentially and includes summer projects from last year including the offset negative balance. Mr. Singh is not requesting spending of funds but of transfer to keep balances in the positive not negative. If the kindergarten building is not built, funds will be used only for what has been spent. The resolution allows for transfers up to the specified dollar amount until 2020. This will be an action item on the May 14th agenda.

Posting of Curriculum position

Mr. Brown has met with the administrative team to discuss the posting of the curriculum position. He has also met

with the union and asked for their feedback. Lynn Barkley, Director of Human Resource, is reaching out to area districts to gather information on similar roles. Hawthorn 73 is the second largest elementary district in Lake County and most districts have two positions. Mr. Brown and Mrs. Barkley feel that they can field a good selection of candidates without contacting a search firm. Mr. Brown is proposing to replace Dr. Leali's position as a Director or Assistant Superintendent of Curriculum based on qualifications. Robin Cleek asked if the district posts the position with a dollar amount attached? The posting reads "Regionally Competitive" and based on credentials a salary range is determined. Mrs. Cleek asked who is on the hiring committee and if a board member is part of the team? The Director of Human Resources, a few administrators and teachers. School Board members do not participate in the hiring process. Jeff Bard suggested that Superintendent Brown make the decision as to the level of the position, Director or Assistant Superintendent.

CONSENT AGENDA

- 4/23.100 Special Board Meeting Minutes 4/5/18
- 4/23.101 Board Minutes 4/9/17
- 4/23.102 Closed Session Minutes 4/9/18 A and 4/9/18 B
- 4/23.103 Special Board Meeting Minutes 4/17/18
- 4/23.104 Press Policy 97
- 4/23.105 AMEX March
- 4/23.106 Expenditure Report - April
- 2/23.107 Kindergarten Project Cost Log
- 2/23.108 Personnel: A-D
Resignation:
A. Daniel Stang – LBS1 teacher, DL
B. Carolyn Fraguera – Occupational Therapist, DL
Leave of Absence:
C. Lauren Marra – 5th grade LOP Teacher, EN
ESP: D.

Sonali Patil requested a correction to the Closed Session minutes 4/9/18 A pre-open session. The word "tentative" should be added before "agreement".

RECOMMENDED MOTION: Robin Cleek moved that the Board of Education approve the Consent Agenda with the amendment to Closed Session minutes 4/9/18 A as presented. Jayson Tran seconded the motion.

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

Motion Carried: 7 ayes; 0 nay

ACTION ITEMS

- 4/23.109 2018 Summer Work Expenditure

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

RECOMMENDED MOTION: Robin Cleek moved that the Board of Education approve the 2018 Summer Projects as outlined in the Working Capital Plan for a total budget of \$300,080. 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

4/23.110

Policy 7:30 Attendance Areas, Student Assignments and Intra-District Transfer

Sonali Patil asked if anyone had further discussion? Jeff Bard noted that the policy does not discuss Dual Language and the process for getting into the school or opting out of the program. Mr. Brown indicated the policy is different and he will look at area district policies who offer a dual language program.

RECOMMENDED MOTION: Wes Polen moved that the Board of Education approve the revision to Policy 7:70 Attendance Areas, Student Assignments and Intra-District Transfer as proposed. There was not a second to the motion because it was noted that the policy number cited was incorrect. Motion failed.

AMENDED MOTION: Wes Polen moved that the Board of Education approve the revision to Policy 7:30 Attendance Areas, Student Assignments and Intra-District Transfer as proposed. Julie Simpson second the motion.

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

Motion Carried: 6 ayes; 1 nay

PRESIDENT'S REPORT

Ms. Patil asked if any board member had a suggestion for the IASB resolution? No suggestions were received. The district has many open houses coming up, Robin Cleek and Matt Jacobs will be attending a few. If a board member is available to attend one, please let Ms. Patil know. The next community engagement meeting will be held on April 30th at Middle School North.

SUPERINTENDENT'S REPORT

Congratulations to the following students who received recognition from the Illinois Principal Association Lake Region: Ashly G. and Abdullah K. (EN), Cate P. and Clayton S. (ES), Brooke B. and Sofia G. (MSN) and Isabelle P. and Mary D. (MSS). The NEST program will be offering an Early Intervention Screening Event on Wednesday, April 25th at the Aspen Drive Library from 6:30-8:30 p.m. Mr. Brown highlighted many activities that will be taking place throughout the district. Early Release Day will be held on May 10th.

COMMITTEE REPORTS – None scheduled

PUBLIC ANNOUNCEMENTS – None scheduled

GENERAL INFORMATION

1. Hawthorn in the News
2. FOIA Request: Katie Kim, NBC 5 – requesting documents sufficient to show which schools in Hawthorn Community Consolidated School District 73 have a school resource officer (SRO) assigned; and – if there is an SRO in the school – I am also requesting documents showing all policies and guidelines for that school resource officer.

TOPICS FOR FUTURE DISCUSSION

1. Julie Simpson would like to discuss options that were presented regarding online board packet systems.
2. Wes Polen would like to review the website and make it more user friendly. She would like to ask the community for opinions.
3. Wes Polen would like to discuss technology issues that are occurring in the board room during Board of

Education meetings and technology issues that have occurred during special meetings in locations outside of the normal boardroom.

ADJOURNMENT – Sonali Patil asked for a motion to adjourn the business meeting. Robin Cleek made a motion to adjourn the Business Meeting. Julie Simpson seconded the motion.

Sonali Patil called for a voice vote:

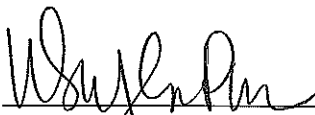
Motion carried: 7 ayes; 0 nay

The Regular Business Meeting adjourned at 9:30 p.m.

*Respectfully submitted,
Wendy Peterson*



Sonali Patil, President



Wes Polen, Secretary

Date Minutes Approved: 5/14/18