

**Minutes of the Regular and Committee of the Whole Meetings 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 14<sup>th</sup> day of December 2009.**

**CALL to ORDER**

Tim Shanahan, President called the Regular meeting to order at 7:03 p.m. Those present recited the Pledge of Allegiance.

**ROLL CALL**

Lisa Jay called the roll, with the following members of the Board of Education answering present: John Sonnenberg, Julie Weiler, Jeff Bard, Michelle Comitor, Tim Shanahan, Theresa Calabrese and Lisa Jay. Also in attendance were Dr. Zook and Alan Hahn

**PUBLIC COMMENT** No one from the public chose to provide comment.

**Consent**

12/09.41 Approval of Meeting minutes, regular session, 11/23/09  
12/09.42 Approval of School Calendar, 2010-2011 and 2011-2012  
12/09.43 Personnel: A: LOA – Jennifer Lee, First Grade, Townline

Michelle Comitor moved and Theresa Calabrese seconded the motion that the Board of Education approve the Consent agenda items, as presented

Tim Shanahan called for a vote.

Roll Call: Theresa Calabrese, Tim Shanahan, Michelle Comitor, Jeff Bard, Julie Weiler, John Sonnenberg and Lisa Jay voted aye.

7 ayes, 0 nays. Motion carried.

**ACTION**

**12/09.44 Award of District Office Roof Bid**

Michelle Comitor moved and Julie Weiler seconded the motion that the Board of Education award the Roof Bid contract to the low bidder, All American Exterior Solutions of Lake Zurich, IL in the amount of \$54,930.00.

Alan Hahn gave an overview of the seven bids received for the District Office roof. This work was identified in the Reserve Study as required maintenance and was budgeted this year. The bid of \$54,930 from American Exterior Solutions of Lake Zurich, IL is right in line with what was budgeted for this work. The removal and replacement is for the half of the original part of the roof of the District Office building. The other half of the roof was completed when the building had renovations to it in 2003.

Tim Shanahan called for a vote.

Roll Call: Julie Weiler, Jeff Bard, Michelle Comitor Tim Shanahan, Theresa Calabrese, Lisa Jay and John Sonnenberg voted aye.

7 ayes, 0 nays. Motion carried.

**12/09.45 2009 Tax Levy Adoption**

Alan Hahn explained that the job of the Board of Education is to levy real estate property taxes for various funds and gave a brief overview of each of the Tax Levy Motions. He explained that the amount of the levy is based on the amount of money required to be raised from taxes to fund the previously approved annual budget. This takes into account the delay in tax receipts and accounting for undeveloped land that may be developed and brought onto the tax rolls.

The first Motion is to levy all the tax levies in all the various tax funds. Motions 2, 3 and 4 are for a specific section, each having a separate motion to levy the taxes in those categories: Special Education,

Working Cash Fund and Special Education District of Lake County IMRF. Motion 5 is for the Truth in Taxation law, which directs the president to sign stating we are in compliance with the Truth in Taxation law. Motion 6 authorizes the Board to borrow from the Working Cash Fund, if needed, until the time the district begins to collect on this levy in the middle of 2010. Motion 7 is in reference to a new regulation ISBE put in place stating that if interest is not transferred in that year you cannot transfer it. This motion, when passed, will keep the interest earned as interest and does not become principal.

1. Tim Shanahan moved and Michelle Comitor seconded the motion *that the Board of Education adopt the 2009 Tax Levy as presented by the Director of Finance and Business Operations.*

Tim Shanahan called for a vote.

Roll Call: Julie Weiler, Jeff Bard, Michelle Comitor Tim Shanahan, Theresa Calabrese, Lisa Jay and John Sonnenberg voted aye.

7 ayes, 0 nays. Motion carried.

2. Tim Shanahan moved and Julie Weiler seconded the motion *that the Board of Education approve the Special Education Tax Levy Resolution as presented in the amount of \$307,270.*

Tim Shanahan called for a vote.

Roll Call: Jeff Bard, Michelle Comitor Tim Shanahan, Theresa Calabrese, Lisa Jay, John Sonnenberg and Julie Weiler voted aye.

7 ayes, 0 nays. Motion carried.

3. Tim Shanahan moved and Lisa Jay seconded the motion *that the Board of Education approve the Working Cash Fund Tax Levy Resolution as presented in the amount of \$103,595.*

Tim Shanahan called for a vote.

Roll Call: Michelle Comitor Tim Shanahan, Theresa Calabrese, Lisa Jay, John Sonnenberg, Julie Weiler and Jeff Bard voted aye.

7 ayes, 0 nays. Motion carried

4. Tim Shanahan moved and Michelle Comitor seconded the motion *that the Board of Education approve the Special Education District of Lake County IMRF Tax Levy Resolution as presented in the amount of \$101,174.*

Tim Shanahan called for a vote.

Roll Call: Tim Shanahan, Theresa Calabrese, Lisa Jay, John Sonnenberg, Julie Weiler, Jeff Bard and Michelle Comitor voted aye.

7 ayes, 0 nays. Motion carried

5. Michelle Comitor moved and Theresa Calabrese seconded the motion *that the Board of Education authorize the President to sign the Certificate of Compliance with the Truth in Taxation Act.*

Tim Shanahan called for a vote.

Roll Call: Theresa Calabrese, Lisa Jay, John Sonnenberg, Julie Weiler, Jeff Bard, Michelle Comitor and Tim Shanahan voted aye.

7 ayes, 0 nays. Motion carried

6. Theresa Calabrese moved and Michelle Comitor seconded the motion *that the Board of Education authorize Working Cash Fund loans for cash flow needs in anticipation of the 2009 tax levy receipts.*

Tim Shanahan called for a vote.

Roll Call: Lisa Jay, John Sonnenberg, Julie Weiler, Jeff Bard, Michelle Comitor, Tim Shanahan

and Theresa Calabrese voted aye.  
7 ayes, 0 nays. Motion carried

7. Lisa Jay moved and Michelle Comitor seconded the motion *that the Board of Education authorize Resolution Declaring Intent to Retain Interest Earnings as Interest and Not to Accumulate as Principal.*

Tim Shanahan called for a vote.  
Roll Call: John Sonnenberg, Julie Weiler, Jeff Bard, Michelle Comitor, Tim Shanahan, Theresa Calabrese and Lisa Jay voted aye.  
7 ayes, 0 nays. Motion carried

Tim Shanahan requested a motion to adjourn the Business Meeting and reconvene for the Committee of the Whole Meeting.

Lisa Jay moved and Michelle Comitor seconded the motion to adjourn the Regular Business Meeting to reconvene for the Committee of the Whole Meeting.

Voice Vote: 7 ayes; 0 nays.  
Motion carried.

*The Regular Business Meeting adjourned at 7:28 pm.*

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## COMMITTEE OF THE WHOLE MEETING

Michelle Comitor moved and Jeff Bard seconded the motion to reconvene for the Committee of the Whole Meeting.

Voice Vote: 7 ayes; 0 nays.  
Motion carried.

*Call to Order: Tim Shanahan, President, called the Committee of the Whole Meeting to order at 7:29 pm.*

## BUILDING/DISTRICT LEVEL

### 1. Sharing Information from the November 2009 Joint Conference

Board Members reported on the sessions attended at the Joint Conference held in November.

Tim Shanahan shared on the following sessions: Boundary Changes, Buildings and Beyond discussed ways to get the community involved, similar to Hawthorns upcoming Future Search Conference. The Board President's Round Table broke out into small discussion groups and the Delegate Assembly meeting had 340 people in attendance representing boards throughout the state discussing 25 Advocacy issues. Tim Shanahan requested the Board discuss issues prior to the Joint Conference next year and to choose an official delegate for this meeting.

Lisa Jay and Michelle Comitor attended Practical Parliamentary Procedure. Michelle stated this session really reaffirms how cohesive this board works with the Administration. Board Policy to Classroom Practice: Data Informed Decision Making. Lisa stated that Hawthorn is already doing many of the points made during this session.

Julie Weiler and Lisa Jay attended Current Economic Conditions and How They Effect My District. Financial information and key points were given for budgets.

John Sonnenberg attended several sessions, one being Fiscal Horizon. Key legislators were brought in who talked on the financial condition of the State of Illinois. One of the highlights of the 21<sup>st</sup> Century Technology session was stated that if you are not embracing this digital age, tax dollars are being wasted. Other areas of technology were discussed and how districts may implement those ideas. General Session I, also attended by John Sonnenberg, had discussions on the difference between generations (Gen X, Gen Y) and how different

each operates, learns and their expectations. Several ideas were discussed on how districts can help students achieve their goals and dreams.

Jeff Bard stated that one of the sessions he attended was about the use of district dashboards. He indicated that Dashboards can be created as a tool to track and present data on performance along with things we already track as part of our data collection efforts and can aid in transparency. Jeff also expressed that this conference was a wonderful opportunity for the entire board to learn. It gives the Board knowledge to bring back for our students for continuous improvement and *Learning for All*.

Julie Weiler and Jeff Bard attended Good Measure for Good School Governance. Budget setting, monitoring performance, evaluating current initiatives and strategic planning were shared. Julie Weiler stated that there is a pilot program created by ISBA and NSBA. Training modules are being initiated and being field-tested.

Theresa Calabrese and Julie Weiler attended Best Communication Practices for Achieving Strategic Goals Every School Leader Should Know. Importance was emphasized for districts having a strategic goal. Enlisting the community was highlighted.

Michelle Comitor attended Legal Updates geared toward administration, however the internet / facebook / e-mail usage were also discussed. Nothing is private when using the internet and we all need to be aware of what is in written form.

Michelle stated she will be contacting the coordinator of the joint conference to get Hawthorn listed as presenters for next year's conference using the topic of the upcoming Future Search Conference.

Tim Shanahan thanked members of the Board for attending this conference. Members of the Board are encouraged to submit something from this conference for discussion at the next Committee of the Whole Meeting in January.

## 2. An Update of the Future Search Plans

Dr. Zook stated that applications for the Future Search Conference received so far include parent community members, board members, administration team members and teachers. Applications are expected from governmental agencies, the Park District, the Library and Fire Department. Others that have expressed interest are the YMCA, the high school and former Hawthorn students. It is anticipated that 60 - 75 people will attend this conference. Dr. Zook stated participants will be diverse, and that Lara Christoun, Coordinator of Bilingual Education, is also working with ELL members. The deadline for applications has been extended. Announcements were recommended to appear on the marquee at the Village and Park District.

**COMMUNICATION** - None scheduled

**FINANCE** - None scheduled

**HUMAN RESOURCES** - None scheduled

**POLICY** - None scheduled

**SEDOL** - Julie Weiler

Julie Weiler reported on the December 2<sup>nd</sup> SEDOL meeting that was held on the new Sally Potter - Lake Forest West Campus that currently has 85 students enrolled and can accommodate up to 120. Sally Potter serves behavioral disorder students 1<sup>st</sup> through 8<sup>th</sup> grade along with a young adults transition program for 18 - 22 year olds. Student recognition awards took place: A transition program student working in the Food Service program, three athletes Special Olympics Bowling earning gold and silver medals, the first National Board Certified teacher and the nursing staff for their work with the H1N1 vaccine.

**TRANSPORTATION** - None scheduled

**PRESIDENT'S REPORT** - None scheduled

**SUPERINTENDENTS REPORT** -- None scheduled

**DISCUSSION ITEMS** - None scheduled

**COMMITTEE REPORTS** - None scheduled

**UNFINISHED BUSINESS** - None scheduled

**NEW BUSINESS** - None scheduled

**ANNOUNCEMENTS** - None scheduled

**INFORMATIONAL ITEMS** - None scheduled

**ADJOURNMENT**

Tim Shanahan requested a motion to adjourn. Michelle Comitor moved and Lisa Jay seconded the motion to adjourn.

Voice Vote: 7 ayes; 0 nays. Motion carried.

The Meeting adjourned at 8:34 p.m.

Respectfully Submitted,  
Gloria Bentzen

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Timothy Shanahan, President

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Lisa Jay, Secretary

Date Minutes Approved: \_\_\_\_\_