

# Hawthorn Board of Education

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## **MINUTES** **REGULAR BOARD MEETING** **HAWTHORN BOARD OF EDUCATION** **NOVEMBER 8, 2004**

MINUTES of a Regular Meeting of the Board of Education of Hawthorn Community Consolidated School District Number 73, Lake County, Illinois, held in the Board Room of said School District at 7:30 p.m. on the 8th day of November, 2004.

The meeting was called to order by Rich Paul, President, at 7:30 p.m., and upon the roll being called, the following members of the Board of Education answered present: Jayson Tran, Tim Shanahan, Mary Jane Rattner, Bill Coli, and Rich Paul. Absent: Jose Hernandez and Annie Christie.

### **Public Comment Period**

There were no matters of this nature on the agenda.

### **Student and Staff Accomplishments/Commendations**

There were no matters of this nature on the agenda.

### **Staff Presentations**

Joy Kane introduced Dr. Epstein, Optometrist for Sams Club and Walmart. He was commended for his generosity in providing 20 free eye examinations to needy students of the District. Should the student qualify, a choice of lenses and frames are also provided free of cost. District Nurses, Kathy Valentini and Peg Romberg, also thanked Dr. Epstein for his generosity and support of our students.

### **Building School Improvement Reports and Procedures**

Hawthorn Elementary South's administrators, Karen Cencula and Bob Loranger, reviewed their school's Improvement Plan. Hawthorn Elementary South School is participating in the 12 under 12 Staff Development Council program whose goal is to attain the No Child Left Behind goals in under 12 years. Following a visit by a member of the Staff Development Council, the school received a report containing items needed to attain said goal. Items listed included: (1) use of data; (2) use staff to model for other teachers; (3) use additional common assessments, and (4) afford more common planning times for staff. In developing the school's goal plan, the Teaching and Learning Team was created to support the in-house staff development and created a goal based on data and which coincides with study groups. Within the plan, a common assessment was created that pertains to a specific goal across all grade levels which will be monitored and assessed throughout the year.

Action Plan 1 - Objective 1. By November 1, 2004 all teachers at Hawthorn South will be trained, familiar with and begin to use data for student achievement in a manner aligned with our school action plan. Objective 2. Hawthorn South's Data Team will analyze throughout the school year and assist study group teams in analyzing data to improve student learning and achieve their school improvement goals. Action steps for such objectives were provided for same. At this time they feel they have met their first objective. From now until the end of May 2005, they will continue to work on the second objective.

Action Plan 2 - This is the heart of what of what Hawthorn South will be doing, with the remainder a support. Writing across the curriculum correlates with an increase in student achievement across all areas. Hawthorn South will stay within its writing goal. When looking at extended responses in writing to reading selection in ISAT testing, only 32% of children in third grade achieved the higher scores of 3 or 4. Hawthorn South will increase from 32% - 75% in this area of ISAT. Every quarter extended writing responses to a reading selection will be administered to students with teachers scoring and analyzing data from same. Every three weeks an extended writing response will be administered in varied areas of curriculum with data returned to be analyzed by study groups. The Teaching and Learning Team will provide support. Various groups within the Teaching and Learning Team were discussed as well as their function.

At Dr. Yomtoob's request, Karen Cencula further defined the 12 Under 12 Program. The National Staff Development Council through an extensive application process chose 12 schools whose goal is to meet the No November 8, 2004  
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Child Left Behind goal prior to the required 12 years. Support and development is provided through the Council to assist schools in meeting this goal. Mary Jane Rattner questioned if children understood the rubric information presented with Karen Cencula responding the rubrics are very student friendly. Rubrics, when developed, will be consistent across buildings and grade levels.

Hawthorn Elementary North administrators, Eileen Conway and Leah Kimmelman, stated their plan is based on district goals, keeping the goals realistic (smart goals), specific and measurable. Three areas are addressed in their plan: (1) data, (2) writing and (3) technology.

Elementary North began using data last year, focusing on what the data is and what forms of data are available. They are now at the point of using data to adjust instruction. ISAT data is only available for third and fourth graders and is not consistent with third and fourth graders as scores are not available for each level. As a building, they have decided to use the NEWA (MAP) Test in the fall and re-administer it in the winter to see where target growths are and administer it again in the spring. All teachers will administer the shorter version in the winter with the longer version provided in the spring. All teachers have specific goals, are related to data and have their students meet their target growth, as determined by the NWEA (MAP) Testing in the fall. Goals are directly related to the individual students. Action steps for this goal were reviewed which included the use of data from NEWA, ISAT's and Diebels.

Relative to writing, a goal has been set for students to improve one point on each of the six traits from the assessment provided at the beginning of the year to the year end assessment. Steps to accomplish this goal were also outlined.

Relative to the technology, Elementary North is taking it slow and they hope to integrate more and more technology as the year progresses. The main project is with digital cameras with a plan for implementation given to each grade level for which they are responsible in building up student work and showcasing it in a public area of the building. The staff has been trained in the use of the cameras, new to the building this year. Teacher leaders in technology will be working on the collaboratory and branch out to their teammates on further use of this technology and posting of student work.

### **Consent Agenda**

Rich Paul entertained a motion for approval of the Consent Agenda.  
11/04.41 Meeting Minutes, Regular Session, 10/25/04

Mary Jane Rattner moved and Tim Shanahan seconded the motion that the Board of Education approve the Consent Agenda item, as presented. Voice Vote: 5 ayes; 0 nays. Motion carried.

### **Action Items**

#### **Acceptance of the 2003-2004 School District Audit and Related Reports**

Alan Hahn provided the Board with the auditor's Management Discussion and Analysis pertaining to the audit of the District. Larry McBeath, of the auditing firm of McBeath & Fates, P.C., presented an overview of the District's audit. Pertaining to the Independent Auditor's Report, it is an unqualified opinion. Relative to internal control, no weaknesses or instances of non-compliance were reported. The records were in very good shape with no adjusting entries to be made. Combined district-wide financial statements were reviewed as well as the statement of activities, mentioning a premium receipt on bonds sold and noted as an income. Further government financial statements were brought forward as well as notes to financial statements and other schedules. The firm recommends a fixed asset study be performed to develop a complete inventory of capital assets of the district. Data on IMRF Retirement Fund reflects a 95.39% funded ratio, which is very good. The District is properly funding its pension liability. Relative to federal funds, there were no findings to report on the handling of same.

Pertaining to the fixed asset study, Alan Hahn stated the liability insurance cooperative recommends the District perform a reassessment every ten years. Currently, the District is now working on the 12th year. We have delayed this study until September 2005 after the new Elementary School is up and running. With all the changes and

renovations within the District, it was not practical to complete a fixed asset study until September 2005. Fixed assets are both buildings and its contents. Professionals walk through and appraise for this study.

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Mr. Coli addressed the District's Activity Funds and recent concern in other districts for proper use of same. What were the findings of the auditors relative to the District's Activity Funds? Mr. McBeath stated final numbers were just provided to the District regarding these funds. Part of the audit of these funds incorporates review of expenditures to assure they are appropriate. Everything is consistent with the reporting. Dr. Yomtoob added building principals, supervisors and Mr. Hahn approve expenditures to assure expenditures are proper.

In response to Rich Paul's question, Mr. McBeath concurred the sale of the District's bonds were at a premium, and the amount above the bonds' face value is separated out in the financial statements. Rich Paul also stated the Management Notes contained a statement that the tax cap has eroded the amount of the tax increase approved by the voters. The tax rate is actually going down. However, Mr. Coli added this is offset by the increased assessed market value of the homes and new construction in the District.

Hearing no further questions, or comments, Rich Paul entertained a motion.

11/04.43 Bill Coli moved and Jayson Tran seconded the motion that the Board of Education accept, as presented by the auditing firm of McBeath & Fates, P.C., the School District Audit, the Federal Compliance Audit and the Annual Financial Report for the 2003-04 fiscal year. Voice Vote: 5 ayes; 0 nays. Motion carried.

#### **Public Notice of Truth in Taxation Hearing**

Alan Hahn provided the Board with tax levy documentation for 2004, also listing years 2001-2003 for purposes of comparison. A motion is required of the Board to satisfy a legal requirement to publish a legal notice in a local paper to present the tentative tax levy and set a public hearing. This action was put into place by law when school districts had the authority to levy up to a certain tax rate. Since the tax cap law came into effect, no matter what the Board levies, the tax cap will reduce it to no more than the CPI calculation, which for 2004 tax levy purposes is 1.9%. In addition, new construction is also added. He is proposing utilizing the same method used in the past, that being to calculate and fix the maximum tax rates in the Education Fund, Special Education Levy, Operations, Maintenance and Transportation Funds. Taking this into consideration, as well as the 1.9% CPI tax cap limit and new construction (conservatively estimated last year for budget purposes at \$29.5 million), for levy purposes, in the past we have levied new construction at \$90 million but have reduced it this year to \$60 million. The total levy will be \$39,714,000. This reflects a 25.5% increase over the 2003 tax extension. The District will not receive 29.5%, it will be a bit lower. For all existing taxpayers, it will be 1.9%. the individual taxing process is more complicated as it depends on the increased assessed value of a taxpayer's property.

Mr. Coli stated the District will realize an additional \$600,000 tax dollars plus additional revenue that may be generated from new construction. Rich Paul stated the levy includes revenues from appreciation in property currently on tax rolls plus the addition of new construction. If a school under estimates on its tax levy, it could lose tax revenue on new construction coming on to the tax rolls. The goal when new property comes on tax rolls is to collect the amount of tax allowed for same. Dr. Yomtoob added we have kept our promise to the taxpayers to keep the bond and interest rate below \$.355; currently proposed at \$.344. If new construction were higher, this rate would be lower.

Hearing no further discussion, Rich Paul requested a motion to publish the tentative 2004 tax levy notice and notice of tax levy hearing for November 22, 2004 at 7:30 p.m.

11/04.43 Bill Coli moved and Tim Shanahan seconded the motion that the Board of Education approve the resolution to publish the tentative 2004 tax levy notice per Truth in Taxation and establish and publish the attached notice for the tax levy hearing. Voice Vote: 5 ayes; 0 nays. Motion carried.

#### **President's Report**

There were no matters of this nature on the agenda.

#### **Superintendent's Report**

There were no matters of this nature on the agenda.

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**Discussion Items**

There were no matters of this nature on the agenda.

**Committee Reports**

There were no matters of this nature on the agenda.

**Unfinished Business**

There was no unfinished business to come before the Board.

**New Business**

There was no new business to come before the Board.

**Announcements**

There were no matters of this nature on the agenda.

**Informational Items**

Items presented to the Board included: NIHIP update - Blue Cross; letter from Legat Architects and possible board meeting agenda items.

**Motion to Move into Closed Session**

Rich Paul requested a motion to move into Closed Session for the purposes of matters related to the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee(s).

Mary Jane Rattner moved and Tim Shanahan seconded the motion to move into Closed Session as stated above. Roll Call: Mary Jane Rattner, Tim Shanahan, Jayson Tran, Bill Coli and Rich Paul voted aye. 5 ayes; 0 nays. Motion carried.

The Board moved into Closed Session at 8:40 p.m.

**Adjourn Closed Session, Reconvene Open Session and Adjournment**

Tim Shanahan moved and Jayson Tran seconded the motion to adjourn the Closed Session. Voice Vote: 5 ayes; 0 nays. Motion carried. The Closed Session adjourned at 9:34 p.m.

Rich Paul called the Regular Meeting of the Board to order. Having no further business to come before the Board, a motion to adjourn was entertained. Jayson Tran moved and Bill Coli seconded the motion to adjourn. Voice Vote: 5 ayes; 0 nays. Motion carried.

The Board adjourned at 9:35 p.m.

Respectfully submitted,

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Richard Paul, President

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Mary-Jane Rattner, Secretary

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