

Hawthorn Board of Education

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MINUTES **REGULAR BOARD MEETING** **HAWTHORN BOARD OF EDUCATION** **FEBRUARY 14, 2005**

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 14th day of February, 2005.

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, Jose Hernandez, Annie Christie, Mary Jane Rattner, and Rich Paul. Absent: Bill Coli.

Consent Agenda

Through telephone conferencing, Dr. Yomtoob recommended Jennifer Glickley as Principal of Aspen Elementary. She has served as Principal in Grayslake for the past few years, assistant principal for one year and also has experience as a fourth and fifth grade Special Education Teacher. She holds a Bachelor of Science from Illinois State University, a Masters in Curriculum and Teaching from Barrett College and her Administrator's Certificate from Northeastern. He added it is an honor to recommend her for this position. Rich Paul entertained a motion:

02/05.66(C) Annie Christie moved and Tim Shanahan seconded the motion that the Board approve the appointment of Jennifer Glickley as Principal of Aspen Elementary effective with the 2005/06 school. Voice Vote: 6 ayes; 0 nays. Motion carried.

Rich Paul requested a motion for approval of the remaining items contained in the Consent Agenda:

2/05.62 Meeting Minutes, Closed Session, 9/27/04
2/05.63 Meeting Minutes, Closed Session, 11/08/04
2/05.64 Meeting Minutes, Closed Session, 12/13/04
2/05.65 Meeting Minutes, Regular Session, 1/24/05
2/05.66 Personnel Report:
(A-B): Retirement of two (2) certificated staff members - (A) Barrie Dunbar, Librarian, Middle School; (B) Charla Hoslt, 2nd grade Teacher, Elementary North

Annie Christie moved and Jose Hernandez seconded the motion that the Board of Education approve the Consent Agenda items, as presented. Voice Vote: 6 ayes; 0 nays. Motion carried.

Public Comment Period

There were no matters of this nature on the agenda.

Staff Presentations

Update of Townline Construction

Tim Bickert provided an update on the Townline Elementary construction. Concrete foundations are complete with 60% of concrete slabs in place. More will be installed this week to reach a 90% completion. Precast wall panels and floor plank are at 100%. Structural steel is approximately 99%. Mason work continues as weather allows with the roof work this week reaching 95% completion. Window installation will also begin this month. Steel stud walls and mechanical/electrical systems are proceeding on multiple floors and, essentially, unhindered by weather. At his last report, construction was behind due to work by Com Ed; since then work has picked up and back on schedule. There should be no problem to reach an August completion and school opening in September. We are within budget. We will be going out to bid for a renovation project at Elementary North. An updated color schedule was also provided to the Board for their review. He also noted the Aspen School is 100% complete and under budget with corrections made in various mechanical areas at both Aspen and Middle.

Rich Paul noted the Village of Vernon Hills does not inspect the building; inspections are conducted by the Lake County Superintendent of Schools. Pertaining to various legal proceedings, one matter at Middle School has been dismissed February 14, 2005
Page Two

and the South School steel contractor has taken no action to date. Work at the Elementary North building will take place during the summer with some additional work possibly being incorporated into the bid for Elementary South.

An i-movie providing a visual Townline Elementary construction update was viewed by all.

Draft Bus Schedule for 2005/06

Alan Hahn stated for the past five or six months he has worked on various bus schedule scenarios, one of which he feels will work well. Perimeters within which schedules must work include: (1) maximize efficiency of traffic patterns on campuses, (2) best to have a three tier schedule and (3) bus times as parents did not want students picked up before 7:00 a.m. or delivered home at 4:00 p.m. Nor do parents want younger students home first.

A two tier system seems to accomplish our needs with Middle Schools North and South having a school start time of 7:40 a.m. (route times begin at 7:00 a.m.) and dismissal at 2:10 p.m. Aspen Elementary has a start time of 7:55 a.m. (route times begin at 7:10 a.m.) with dismissal at 2:10 p.m. South and North Elementary Schools will begin their day at 8:40 a.m. with dismissal at 2:55 p.m. Townline begins at 8:50 a.m. and dismisses at 3:05 p.m. with route times beginning at 8:00 a.m. for Elementary North, South and Townline. There is a 10 to 15 minute gap to separate traffic patterns at the schools. Relative to Kindergarten routes, those students residing in the farthest north and south quadrants will attend the AM session; those residing nearer the schools in the north and south quadrants will attend PM sessions with start times as follows: Aspen Elementary, 11:25 p.m., Elementary North and South, 12:15 p.m. and Townline Elementary, 12:25 p.m. Mary Jane Rattner clarified the need for one hour between route start times is to accommodate the same number of buses. Mr. Shanahan added the only variable is based on the number of students attending the building and number of routes required. We are not starting school earlier than before. The only change effects Aspen Elementary by adjusting their start time back.

Mr. Hahn added this is the schedule that is out for bid; bidding together with Libertyville District 70 and High School District 128. He feels this is a good move to allow more bidders to participate. Five companies have submitted bids at this time. A prebid meeting is scheduled for February 22 at which time we will know who is interested; bids are due March 22. Once bids are approved, there will be individual contracts with each school district. By joint bidding, it is worth the expense of a company to set up a transportation location if they contract three districts. With our two-tier schedule, we have a better opportunity to have dedicated buses to our routes. Mrs. Christie clarified "shared routes" does not mean high school or older students will be incorporated on our elementary school routes. Only Hawthorn students will be on our buses.

School Signage

Dr. Yomtoob wishes to develop new signage for buildings next year. He desires a design that blends with the buildings, utilizes brick work, incorporates a message board, and have one company responsible for all the work. He requested Brian Rude to obtain proposals from companies that would assist in the planning and design of this signage. Mr. Rude reported on his findings.

Diamond Outdoor Sign developed current signage for our buildings, and White Way Sign was referred through Mundelein High School. Large companies and schools utilize signs from both companies. Design proposals and budgets from each company were reviewed. Existing signage in the district would be eliminated and replaced. The District would be responsible in bringing electric to new signs. Designs incorporate brick work with Hawthorn incorporated into the name of each school, the school's address and District logo included on an illuminated sign which would also provide four to five lines of replaceable type on the message board. The District Office sign would be two-sided, and the school signs one-sided. Overall size of the school signs would be 10 ft. wide x 6-7-1/2 ft. tall. White Way's signs would be self-illuminated, while Diamond's would be illuminated by flood lighting. Also, Diamond's sign would be topped by a 2 ft. section of redwood. Also included was a design to replace the existing illuminated PTO sign previously located at the corner of Route 60 and Aspen. The proposed replacement would incorporate an LED message center and afford three lines of copy which would be updated through computer from the District Office. The approximate size of the sign is 5' x 10' x 2' and would be mounted atop a 9 foot stand, totaling 14 feet in height.

We want a design that does not detract from the Townline building. It will be lowered and taken down in size and incorporate brick work into the base. What you see on the proposals is not set in stone. Pricing was reviewed with reductions available in change of design. Rich Paul questioned if we are obligated to follow the Village sign ordinance; a follow-up will be made. Annie Christie stated parents of the District put a considerable amount of fundraising money into February 14, 2005
Page Three

the PTO sign. She would like to see it utilized in the plan. Concern with the total expense was expressed. Jayson Tran suggested the District needs signs closer to the roadway directing drivers to school entrances. Tim Shanahan referred to the overall budgeting, how much is set aside for this type of project. Alan Hahn responded the Operations and Maintenance Fund or remaining amounts in the Construction Fund could be utilized. Mr. Rude added there is the possibility of simplifying the design to lower the cost. Mr. Tran asked what we could get for half the price and other options. Annie Christie questioned the cost to alternatives. The matter will be brought to Dr. Yomtoob and the Board will await his response.

Mr. Rude added there is the possibility of simplifying the design to lower the cost.

Action Items

Board of Education Policy Manual - First Reading

Tim Shanahan reported the Policy Committee has worked on reviewing the District's policy manual and has an almost finalized, updated copy incorporating the latest government changes into the manual. The Committee has been working with the Illinois Association of School Boards to update this manual. What is presented this evening is about one-third the size of the previous manual. One of the features of this manual is that it will be web based so anyone can access it. It is being presented for a first reading by the Board. Rich Paul stated before policies can be adopted, there must be a first reading, and at a subsequent meeting, a second reading and vote to adopt will take place.

Jayson Tran questioned the process if changes are suggested with Rich Paul stating it can be modified before voting. A policy can be amended at any time. Mary Jane Rattner said many of these policies are state written and some The Board has added for our district. Annie Christie questioned a previous discussion concerning incorporating a complaint manager into our policies and using a position in such policy rather than a name. Tim Shanahan stated by law the District must designate a person as the complaint manager. As part of our subscription service with the Illinois Association of School Boards things of this nature will be kept up to date. Annie Christie questioned to remain compliant with code, how quickly are changes to be made with Mr. Shanahan responding a call to the Association is needed and they will make the changes once we officially vote on it.

Jayson Tran referred to the ethics portion of the manual, specifically enforcement and penalty portion for violation of said policy. He questioned how the Board plans on complying with the law. Rich Paul stated when we adopted the ethics policy, it was on the advice of the District's attorney. Libertyville has the same formatted policy. There currently is a legal debate concerning the enforcement/penalty portion because school districts do not have any enforcement powers. There may be a future amendment to this statute so that districts are not put into a position of creating an enforcement mechanism. We will seek a report from our attorney concerning this matter prior to our next meeting.

A request was made by members of the Board for a copy of the edited version of the old manual so they can easily discern what changes were made. Also, the old policies are available on our web site. Should any community member have a question concerning same, they would contact Dr. Yomtoob who in turn would advise the Board of such question or concern. The new manual will not be available on our web site until after the Board has approved same.

Hearing no further discussion, Rich Paul entertained a motion.

02/05.67 Annie Christie moved and Mary Jane Rattner seconded the motion that the Board of Education approve the first reading of the Hawthorn School District 73 Board of Education Policy Manual, as presented.

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.

Discussion Items

There were no matters of this nature on the agenda.

There were no matters of this nature on the agenda.

February 14, 2005

Page Four

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

The Board was presented the following for informational items: Calendar Options, Lake County Education Job Fair and announcement

Pertaining to the calendar options, Mary Jane Rattner reported the staff voted to accept calendar option 1 for the 2005/06 school year. School will begin for students September 6 (following Labor Day) and barring no snow days, the final day of attendance would be June 12. Teachers begin September 1 with their final day June 13. Winter and Spring breaks are consistent with the Lake County School Calendar and with both Vernon Hills and Libertyville High Schools.

Adjournment

Having no further business to come before the Board, Rich Paul entertained a motion to adjourn.

Annie Christie moved and Jayson Tran seconded the motion to adjourn the meeting of the Board. Voice Vote: 6 ayes; 0 nays. Motion carried.

The Board adjourned at 8:50 p.m.

Respectfully submitted,

Richard Paul, President

Mary-Jane Rattner, Secretary

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