

Hawthorn Board of Education

841 West End Court

• Vernon Hills, Illinois 60061 •

Phone (847) 990-4200

MINUTES **REGULAR BOARD MEETING** **HAWTHORN BOARD OF EDUCATION** **APRIL 11, 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 Conference Room of said School District at 7:30 p.m. on the 11th day of April, 2005.

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

Public Comment Period

There were no matters of this nature on the agenda.

Student and Staff Accomplishments/Recognitions

There were no matters of this nature on the agenda.

Staff Presentations

A pictorial update on the Townline construction was viewed. Following same, Tim Bickert stated we have achieved a number of milestones in the construction. The building slabs are complete and roofing substantially complete. Masonry work is progressing and windows will be installed on the south side when brick is complete. Relating to interior work, mechanics, plumbing and electrical has moved out of the critical stage of completion and drywalling continues. The building will be complete in time for the opening of school and we are within budget.

Awarding of Tenure

Dr. Yomtoob stated it is a pleasure to recommend 22 certified staff members for tenure, all having served the required four years and meeting required criteria. Rich Paul entertained a motion.

04/05.92 Mary Jane Rattner moved and Annie Christie seconded the motion that the Board of Education approve tenure to the following teachers: Laura Gitzinger, Kelly Sullivan, Melissa Gordon, Kristie Blasinski, Justine Braskich, Diane Krueger, Dawn Roth, Elaine Sullivan, Jennifer Yuh, Rachel Zabel, Patrick Cantagallo, Kristen Divincenzo, Michelle Pogachnik, Melinda Preuss, Shannon Santos, Marilyn Simon, Crystal Wagner, Angela Mun, Randi Szoke, Renee Schiemann, Kirk Teichert and Joy Kane. Voice Vote: 5 ayes; 0 nays. Motion carried.

Administrators from each building presented tenured staff members to the Board who in turn congratulated and awarded certificates of tenure.

School Improvement Plan - Junior High and Middle Schools

John Ahlemeyer and Bill Sigler presented an update on their school's Improvement Plan. Mr. Ahlemeyer opened by stating this is the first year of taking the process and putting the staff into teams from which data goals were derived. Between November and now, we have implemented these goals. Through this process, our staff has been focused at a different level -- we are talking about what educators can adjust to improve upon data. This is a grass roots improvement plan. Data will tell the story and direct the future.

Relating to the goals for Junior High writing, teaching and learning strategies added or changed as a result of our plan in this area as follows:

- Development of extended response writing question for each unit of mathematics.
- Using pre-selected social studies vocabulary terms when journaling in language arts. Word choice needed improvement.
- Teaching time management and organization when answering extended response essay questions.
- Expecting the use of higher-level words when writing lab reports for science.

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In the area of Reading and Social Studies, teaching and learning strategies added or changed as a result of our plan:

- Use of study hall time to require and monitor student reading for comprehension.
- Select students based on the data to participate in study island computer program. We will be interested in looking at data from this program.
- Increase frequency of assessments while reading novels.
- Create a classroom word wall with prefixes and suffixes. Students are using these words more frequently.
- Use of common teaching strategies including summarization, note-taking and pre-teaching.
- Increase of inference skills by using more poetry and art. Every teacher in our school needs to be using certain strategies with students relating to summarization, note taking and preteaching for students to assist them with their comprehension. Inference skills will be improved upon through poetry.

Math and Science data teams identified two specific mathematics and science goals. Teaching and learning strategies added or changed as a result of our plan as follows:

- Develop a common rubric to use with science lab reports.
- Expect appropriate word choice when analyzing and graphing line data.
- Develop common assessments to measure mapping skills.

During the last week of May, the final faculty meeting will be a sharing and celebration. Teams will showcase their work and results using a "gallery", "science fair" approach. When all data is available, a final analysis will be done for the purpose of compiling a list of teaching and learning strategies to be used as a part of Hawthorn's staff development program.

Mr. Sigler provided an overview of the Middle School Improvement Plan relating best practices from whole faculty study groups.

In the areas of writing, whole faculty study groups outlined best practices that surfaced in the process of reaching the objectives in writing. The following four were highlighted:

- Monthly Writing Prompts
- Write Across the Curriculum
- "I" Movies
- Poetry -- healthy signs of more writing

Whole faculty study groups for local/classroom assessments noted the following best practices:

- Web Searches
- Workshops
- Conferences
- Authentic Assessments
- Common Rubrics
- Local Assessments -- this they found not effective as not all students were at the same point of learning. New assessments will be developed.

Action Teams for mathematics noted the following best practices in achieving their goals:

- Flexible Grouping -- regrouped students in study hall to provide additional learning opportunities.
- Targeted instruction
- Local/class assessments
- Common Rubrics
- Study Island - very successful at the Middle School. He hopes students will continue this program through the summer months.
- Celebrations in learning

In reading, action teams noted best practices:

- Graphic Organizers - pictorial and organizational tool for area of study
- Reflective writing activities

- Flexible grouping

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- Word walls
- Power vocabulary
- Daily oral language
- Sustained silent reading
- SOAR Reading
- "Technical" reading study halls (reteaching)

Action teams will report at a faculty meeting where best practices will be noted and recommended for use.

Jayson Tran questioned what will be done to allow students to raise their level of learning (raiding the ceiling of learning). Mr. Sigler noted Study Island is a fine tool with no ceiling for learning. Mr. Ahlemeyer added in looking at strategies, they can be applied to any ability level. Dr. Yomtoob also noted we are awaiting results from ISAT, MAP and writing assessments. Students make adequate gains in ISAT and MAP. We would like to increase the percentage of students meeting and exceeding standards and writing at a category 6.

Middle School Update

John Ahlemeyer and Joy Mullaney provided an update on the transition to two Middle Schools in the District. Two orientation meetings for parents of incoming 7th grade students are scheduled at the Junior High (Middle School South) on April 12 and Middle School North on April 19 at 7:00 p.m. The purpose of these meetings is to assist with a smooth transition of students and community to the two Middle Schools. During the 2005/06 transition year, we will continue to provide a high quality education.

For this transition and reconfiguration, we had a Core Planning Team consisting of 6th, 7th and 8th grade teachers and administration. We revisited Middle School philosophy before making recommendations, discussed best practices and research. Recommendations were made to Dr. Joe and administration. The Core Planning Team will continue meeting next year, our transition year. During this transition year, the Middle School South will have all 8th graders and half of the District's 7th graders. Middle School North will have all 67th graders and the remaining half of 7th graders.

Some recommendations made by the Core Planning Team include:

- 1) Two athletic programs beginning in 2006/07. The year 2005/06 will be needed for the conference to adjust to adding another team in the year 2006/07.
- 2) Hawthorn Eagles will be the mascot for both schools.
- 3) Schools colors: Middle School South - blue with gold Trim; Middle School North - gold with blue trim.
- 4) Procedures and programs of both schools will be aligned. Assignment notebooks will be identical, discipline procedures identical, recognition programs, grading and honor roll will be aligned.

It has been recommended we provide an intramural program. At this time we are investigating different avenues to accommodate this need. In reviewing research, it is important at this age to provide "no-cut" opportunities for students. We will be offering gifted education, special education, foreign language, all core curriculum subjects. At both buildings, art, music, drama, dance and PE will be offered. At Middle School South 5 week rotations of Consumer and Industrial Technology will be provided, and at Middle School North 5 week rotations of Information Technology and Digital Filmmaking. Both buildings will host band, orchestra and chorus within the school day. We encourage parents to get their children involved in extra-curricular activities.

Relating to 8th grade, discussion revolved around the promotion ceremony -- will there be one large ceremony or two? It would be appropriate for current 5th, 6th and 7th graders to have a combined ceremony -- that will be the recommendation. More discussion is needed in this area. Mr. Ahlemeyer stated the current 4th grade group will be the first group never together as a grade level. Another reason to separate ceremonies at that time is capacity -- class sizes now are barely accommodated at the high school for promotion ceremonies. Space and family tickets are limited for this function.

Jayson Tran questioned the barriers for making the 6-8 intramural program happen with Mr. Ahlemeyer stating we are not aware of what barriers exist as we are investigating at this point. We are confident we can make this happen. Mary Jane Rattner stated the band, orchestra and chorus are operating separately - will there be an opportunity for them to perform as one. Mr. Ahlemeyer stated there will be certain opportunities to bring both together. The master schedule for both buildings is built so band, orchestra and chorus will be held at the same time in each building. Dr. Joe added we have two campuses, two Middle Schools but we are one school district and community of students.

Consent Agenda

Rich Paul requested a motion for approval of items contained in the Consent Agenda. Annie Christie requested the appointment of auditor be removed from the Consent Agenda and defer same until the new Board is seated. Relating to the rejection of transportation bids, Alan Hahn stated 3 bids were received, those being Laidlaw, Lakeside and Jones and one other company. All bids were different, and we are not sure of an accurate comparison. A revised bid sheet has been developed which will improve the ability to compare bids. A rebidding will take place with an April 26 due date for bids. Dr. Yomtoob added we do not want to reduce service in any way to our community. Hearing no further discussion, Rich Paul entertained a motion.

04/05.82	Meeting Minutes, Regular Session, 3/14/05
04/05.83	Meeting Minutes, Regular Session, 3/23/05
04/05.84	Meeting Minutes, Closed Session, 2/28/05
04/05.85	Release of Closed Session Minutes: 5/24/04; 9/27/04; 11/08/04; 11/22/04; 12/13/04
04/05.87	2005-2006 Paper Bids
04/05.88	2005-2006 Transportation Parent Fee Payment
04/05.89	SBM Maintenance Contract
04/05.90	Financial Report - February 2005
04/05.91	Rejection of all transportation bids

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

Action Items

Asbestos Abatement, Hawthorn Elementary North

Rich Paul requested a motion for approval of the Asbestos Abatement Project for Elementary North, which project is for removal of existing tile which contains asbestos in the adhesive. Similar work was performed with the renovation of the Middle School. There is no threat to students or staff within the building and all work will be performed following the close of the school year.

04/05.93 Annie Christie moved and Tim Shanahan seconded the motion that the Board of Education approve the Asbestos Abatement Project for Elementary North of \$16,795 to Luse Companies of Aurora, Illinois, and contract with TEM Incorporated for \$8,450 to provide project designs and monitoring services before, during and after the project. Voice Vote: 5 ayes; 0 nays. Motion carried.

Award of Construction Bid Trade Packages (Summer renovations)

Tim Bickert reported bids for summer renovations for 2005 and 2006 went out the end of February with bids received in March, reflecting a good range of numbers -- all within budget. Renovations will take place at Elementary North during Summer 2005 and Elementary South during Summer 2006. Renovations would include masonry, general trades, glass/aluminum work for exterior windows, new ceilings, flooring, plumbing, HVAC and electrical low voltage work. Mrs. Christie stated for the record all bids were sealed and the Board had no idea as to companies bidding. Dr. Yomtoob added when complete, all buildings will meet standards and we will eventually find a way to set aside funds for maintenance of same. A performance bond will be in place. The cost is \$2.2 million for Elementary North with Elementary South falling under Alternate #1 at a cost of \$800,000. Rich Paul entertained a motion.

- 04/05.94 Mary Jane Rattner moved and Tim Shanahan seconded the motion that the Board of Education award contracts to the successful bidders of the Hawthorn 2005 and 2006 Upgrades Bid Release D for renovation work per the schedule above, and reject the LD Alternates and reject Alternate #2. Voice Vote: 5 ayes; 0 nays. Motion carried.

Athletic Fields Seeding Project

Alan Hahn noted as part of the landscaping work, two growing seasons ago we contracted a company to grow turf in our fields at the Junior High and Elementary North. To date, there is no turf, we released the company from their contract, rebid the project and received an excellent bid. The range in bids are unexplainable. The original company was a good company and performed excellent work for us in the past. Apparently turf growing was not an area of expertise. We have not paid them for their services. The new company, in addition to putting down seed, will provide two inches of good top soil. We will assess to see how soon the area can be utilized by teachers and students. Rich Paul entertained a motion to award a contract for the reseeding of athletic fields.

- 04/05.95 Annie Christie moved and Mary Jane Rattner seconded the motion that the Board of Education approve the Athletic Fields Seeding Project of \$53,788.00 to Heights Landscaping of Mundelein, Illinois. Voice Vote: 5 ayes; 0 nays. Motion carried.

Furniture Bid

Alan Hahn reported all furniture is for the Townline building. We still have a couple of items to add -- window treatments and the reception desk are not contained in the bid. Total amounts of bids are good. Five companies bid on 109 different furniture items. Three companies came in with low bids on one or more items. There are sufficient funds allocated from the referendum to cover the cost of this bid. Hearing no further discussion, Rich Paul requested a motion.

- 04/05.96 Annie Christie moved and Mary Jane Rattner seconded the motion that the Board of Education award a contract for the purchase of furniture items from the Furniture Bid for Townline School to Lowery McDonnell for \$190,914.96, School Specialty for \$119,011.31 and Frank Cooney for \$36,348.70 based on the lowest and best bid per line item. 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.

Discussion Items

Intergovernmental Agreement with the Village of Vernon Hills

Dr. Yomtoob reported through an Intergovernmental Agreement, it is proposed the District be afforded a full-time officer to be shared equally between Middle Schools North and South for a cost to the District of \$30,000. This is a very generous offer from the village; we are sharing the cost of a full-time officer with the village. Tim Shanahan questioned if any other villages served by our District were contacted with regard to the need of a liaison officer with Dr. Yomtoob responding no -- we have a good working relationship with the Village of Vernon Hills and the Police Department, and they have provided a very nice offer to accommodate our needs. Responsibilities of the officer were reviewed adding they are a member of the Vernon Hills Police Department and assigned to the schools working with the schools' principals. Mrs. Christie inquired if one officer will service our needs. Dr. Yomtoob feels 2-1/2 days per week per building will be sufficient support.

Employee Tax Shelter Plan (Section 457)

Alan Hahn reported the employee tax shelter plan is a way for school district employees to participate in a 403b and a 457 plan. The 457 plan is separate from the 403b, but another means by which staff can shelter more dollars. In order to provide this to our staff, the Board must adopt a 457 plan for staff participation. He recommended participation as this adds no cost to the District. Participating employees pay management costs

and all full-time employees may participate. There is no cost to the district other than administration time for employee deductions.

Committee Reports

Annie Christie provided an update from the Communications Committee. The Committee is in the process of making trial changes to the public comment section of Board Meetings. Dr. Yomtoob and the Board President will draw up the guidelines, which will be posted on the website. These guidelines will also incorporate items that would be inappropriate to discuss during the public comment period. Fifteen minutes of open time at the beginning of the meeting would be provided and the public would not be required to contact the Superintendent's Office requesting they be incorporated into the agenda. This trial period will become effective with the next meeting of the Board. Dr. Yomtoob would post answers on the District's website to questions posed to the Board. Dr. Yomtoob added he would encourage community members who know ahead of time their desire to address the Board to inform his office prior to the meeting.

Pertaining to a public relations employee for the District, Dr. Yomtoob stated this part-time position has been posted and advertised. We will screen and interviewing of applicants, come to the Board with a recommendation and seek to have the person begin July 1. Responsibilities for this position were reviewed. Mary Jane Rattner noted as our district has grown, so has our need for communication with the community--the need for a public relations person is real.

The Committee is investigating email communication between the District and buildings to parents. They are also seeking to create a link on the District's website entitled "Ask Dr. Joe" where community members can address questions and receive answers from the District.

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

For informational purposes, the Board was provided the following: DAVAC Minutes/information and memo to Dr. Joe from State Representative Kathy Ryg.

Adjournment

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

Jayson Tran moved and Annie Christie seconded the motion to adjourn the meeting of the Board. Voice Vote: 5 ayes; 0 nays. Motion carried.

The Board adjourned at 9:25 p.m.

Respectfully submitted,

Richard Paul, President

Mary-Jane Rattner, Secretary