

**Minutes of the Committee of the Whole Meeting of the Board of Education of
Hawthorn Community Consolidated School District Number 73, Lake County, Illinois,
held in the Conference Room at 841 West End Court, Vernon Hills, IL 60061
at 7 p.m. on the 10th day of August 2009.**

Call to Order: Tim Shanahan, President, called the meeting to order at 7:04 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, Michelle Comitor, Tim Shanahan Theresa Calabrese and Lisa Jay. Jeff Bard was present via telephone. Also in attendance were Dr. Zook and Alan Hahn.

Building / district level:

1. Superintendents Appraisal Forms

The need to review the Superintendent's performance annually will consist of the completion of the Superintendent's Appraisal Form. The previous form used by the Board was outdated. This new evaluation tool, worked on by Lisa Jay and Michelle Comitor with the help of Dr. Zook, was presented to the Board. The appraisal is used to establish measurable results over a defined period of time, review achievements, provide guidance and influence compensation levels.

Goals, vision, improvement plans, initiatives, tactics, metrics, performance measurers, job responsibilities, communication and organizational strategies were discussed.

Performance evaluations should be formative so that it provides a basis for growth. The evaluation is also an individual performance evaluation. The appraisal is of the superintendents' job responsibilities and day-to-day operations and management.

Dr. Zook informed the board that she wants to hear of any concerns before an evaluation comes up. The best time to work on an issue is while it is in the present and not in the past.

2. School Resource Office (SRO) Letter

History was given on the beginnings of the School Resource Officer. The SRO (School Resource Officer) is on our campuses not only for discipline or behavior issues but also to teach, mentor and counsel students. Programs such as alcohol and substance abuse awareness and gang and drug prevention work right along with our health curriculum. The SRO is an integral part of the staff, as our students become educated on what could happen if the wrong choice is made.

Jeff Bard arrived at 8:15 p.m.

The Village of Vernon Hills estimates the cost of the School Resource Officer at approximately \$62,000. After much discussion, it was decided that research would be conducted by Dr. Zook on how other schools/communities incorporate a School Resource Officer. Results will be brought to the Board by the end of 2009.

Communication:

1. Release of Closed Session Minutes

Item tabled for discussion at the August 24th Closed Board Meeting scheduled to begin at 6:00 p.m.

2. Future Search Conference Materials

The Board agreed to hold a 3-day on-site Community Search Conference February 25th through the 27th. The highly participative conference is a long range planning process designed to improve all of District 73's schools. It builds on the belief that people can learn about, respond to, and act upon public concerns when they are given the opportunity to discuss issues, identify problems and establish goals with their fellow citizens. The District will invite members of the community who represent all aspects of our school District. The September 12th AT/Board Strategic Planning event has been canceled due to the scheduling of the Search Conference.

Finance:

1. Responses to Budget Questions Since 7/27/09

Budget questions to date have been answered and shared with all Board Members. Dr. Zook encouraged Board Members to e-mail or call with any additional questions or concerns. The Tentative Budget will be on file beginning August 23rd and the Public Hearing will be held at the September 14th meeting.

2. Apple and Other Technology Order

An overview of the major technology investments for the 2009-2010 budget year was given by Dr. Zook. The plan, funded by the technology portion of the recent Bond issue, is organized into 3 major categories. 1) Replacement of obsolete equipment on a rotating schedule. 2) Enhancements in support of instructional programs to support and update the Library Media Center, Pioneer Enhancements and Middle School art and technology rotation. 3) Ongoing lease payments.

Human Resources: None Scheduled

Policy:

1. Press updates for July 2009

Action will be taken on the press updates for July 2009 at the Board Meeting of August 24th.

SEDOL: None Scheduled

Transportation: None Scheduled

Adjournment:

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

Voice Vote: 7 ayes;

0 nays.

Motion carried.

The Meeting adjourned at 9:05 p.m.

Respectfully Submitted,
Gloria Bentzen

Timothy Shanahan, President

Lisa Jay, Secretary