

**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 14th day of September 2009.**

Call to Order: Tim Shanahan, President, called the Business Meeting to order at 7:02 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.

Building / District level:

1. Public Hearing on the 2009/2010 Budget

Tim Shanahan asked if there was anyone from the public that wished to speak regarding the tentative budget.
In the absence of anyone coming forward to speak, Tim Shanahan requested a motion to adjourn the
Business Meeting and convene the Committee of the Whole Meeting.

John Sonnenberg moved and Tim Shanahan seconded the motion to adjourn the Business Meeting and
convene with the Committee of the Whole Meeting.

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

The Meeting adjourned at 7:05 p.m.

Call to Order: Tim Shanahan, President, called the Committee of the Whole Meeting to order at 7:05 p.m.

Building / District level:

1. Robin O'Connor – HEI presentation

Principal of HEI, Robin O'Connor gave an overview of the programs offered this past summer
through the HEI (Hawthorn Enrichment Institute). Robin O'Connor introduced Lilly Olsen, ACE
Volunteer Leadership Director, and Jan Green, HEI Assistant Principal. The theme this year, the
Blue Dolphin, was incorporated during the 4th of July parade that students participated in. Sessions
covered a wide range of interests for the students, blending the arts into the camps/module
workshops.

Volunteer opportunities are also a big part of the HEI. Academic Counselor of Enrichment (ACE),
consisting of high school students from Vernon Hills, Carmel and Libertyville, is tremendous
volunteer program that is a service opportunity for these students. Internships by adults working on
their administrative degrees and the relationship with the Dominican University created, in some
areas, a one on one experience for the students.

The HEI program is a catalyst for continued academic learning while giving students the ability to
believe in themselves. The program doesn't stop at learning. It continues into the families, staff and
community partners.

2. Lara Christoun – Summer Scholars presentation

Lara Christoun, Coordinator of Bilingual Services and Federal Programs, gave an overview of the Summer Scholars program held this summer. Lara explained that this program is a grant-funded program designed to boost students' core literacy and math skills, giving that extra help to ensure they are successful.

More than 450 students worked hard during this program. This was the first year that approximately 75 incoming Kindergartners were included in the program, giving them the skills necessary to help them transition into the fall schedule. Collaboration between reading and writing teachers allowed for a very natural flow. This enrichment program helps build students confidence in their academic abilities, which created a very powerful year for our students.

Students also had the opportunity to enter into a raffle to win a new bicycle by using their skills in writing a small essay. Eighth grade Summer Scholar students, as part of team and skill building effort, assembled several bicycles. The remainders were assembled, in a team effort, by Administration and District Office personnel.

3. Final Draft of Strategic Plan 2008-2012

Dr. Zook stated that the handout, the Final Draft – Strategic Plan, 2008- 2012 was for information. The September 12th AT/Board Strategic Planning event was canceled in lieu of holding a 3 day on-site Community Search Conference in February, 2010.

Communication:

1. Joe Perkoski - Open Meetings Act information

Attorney Joseph Perkoski of Robbins Schwartz, Nicholas, Lifton & Taylor, Ltd., addressed the Board with an overview and handout, *Complying with the Illinois Open Meetings Act* prepared for Hawthorn School District 73. The purpose of this act is to balance rights – the publics and the public body.

Mr. Perkoski explained the meaning of a “public body” and how many Board/Committee members constitutes a meeting. If the majority of members are physically present, using conference calls, or in some cases, utilizing e-mail communication, while discussing business, that would equal a quorum (three or more members). In that case, that meeting must be properly posted 48 hours in advance. Types of meetings (Regular, Special and Closed), agenda topics and when items can be added to the agenda or action taken on those items were also explained.

Minutes and what those minutes reflect was another highlight of Mr. Perkoski’s explanation. Guidelines were given for written minutes, audio or visual tape recordings, how long to retain each of those and the process for reviewing and releasing Closed Meeting minutes. Mr. Perkoski recommended being as systematic as possible and utilizing the Boards calendar for all reviews.

Members of the Board thanked Mr. Perkoski for this update and look forward to hearing updates on the changes of the Freedom of Information Act at a future Board meeting.

2. 70th Annual Conference, NSBA Chicago, April 10-12, 2010

The NSBA Conference handout outlines the invitation to the 70th Annual Conference that will be held in Chicago, April, 2010. Dr. Zook also reminded the Board of the Joint Conference, held in November of this year.

3. Video recording of COW meetings

Lisa Jay's brought up the topic of video recording the Committee of the Whole meetings that had been previously discussed. Lisa also expressed that holding an additional Public Comment period at the Committee of the Whole would benefit parents and community members. Dr. Zook stated that with the Board having moved to more efficient, reasonable length meetings, members might consider going back to holding two Board Meetings per month. Another possible scenario would be to hold the Business Meeting in the first 20 minutes of the meeting and then move to a Committee of the Whole meeting. The Board agreed to postpone video recording the Committee of the Whole meetings until legal and policy requirements could be reviewed.

4. Planning for the Town Hall Meeting, October 20, 2009

Dr. Zook stated that an excellent topic for the Townhall meeting scheduled for October 20, 2009 would be the Future Search Conferences that will be held February 25th through the 27th. The Board will be on hand to explain in more detail what it is, how it will make a difference and what the expectations are. Recruiting of anyone interested could also take place. Updates on the World Language Advisory Team and the Boards 2008-2012 goals were requested, by Tim Shanahan, to be on the agenda for the Townhall meeting. It was decided that location of the meeting would be Aspen Elementary and that an announcement would be placed on the District marquis one – two weeks prior to the event.

Finance:

1. Prepare for final budget approval on 9/25/09

Dr. Zook highlighted changes in the proposed Final Budget not reflected in the Tentative Budget. This Final Budget has a planned deficit of \$706,000 in the Working Cash Fund to cover one-time expenditures for this year's Teacher Retirement System. All other funds will carry a budget that is balanced.

Enrollment is on an increase with the largest kindergarten class in the history of Hawthorn, which translates to larger needs – staff, salaries and benefits. Also increased, related to staffing, is the area of special education instructional assistants and one-to-one aides. There was a large increase in tuition reimbursements, with this being the last year of the contract, which is also reflected in lane changes for about 70 teachers. There is also a transportation increase due to the increase in enrollment, which created the need for some additional bus routes.

Grant money is still an unknown and home building in Vernon Hills has slowed so there is no revenue from developers budgeted. CPI (Consumer Price Index) increase of 0.1 percent is at an historical low.

Dr. Zook explained that although we do not have a balanced budget, we are still in better shape than many districts. It is anticipated that there will be 25-30 retirees at the end of this school year, and our obligation to SEDOL for the construction of a new school will be completed. All areas of our budget have been gone through, Dr. Zook stated. We are lean without affecting programs. As we move from the expiring contract into the new one, we are laying solid groundwork for a balance in the future.

Dr. Zook asked members of the Board to call or e-mail with any questions in preparation to approve the Final Budget at the September 25th Board Meeting, which will be held at 7:30 a.m. Michelle Comitor stated that she will be unable to attend the morning Board Meeting but will be available by phone.

Human Resources: None scheduled

Policy: None scheduled

SEDOL: None scheduled

Transportation: None scheduled

Adjournment:

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

Voice Vote: 7 ayes; 0 nays.

Motion carried.

The Meeting adjourned at 9:23 p.m.

Respectfully Submitted,
Gloria Bentzen

Timothy Shanahan, President

Lisa Jay, Secretary