

**Minutes of the Regular and Committee of the Whole Meetings of the Board of Education  
of Hawthorn Community Consolidated District Number 73, Lake County, Illinois  
held in the Board Room at 841 West End Court, Vernon Hills, IL 60061  
at 7:00 p.m. on the 8<sup>th</sup> day of February 2010.**

**CALL to ORDER**

Tim Shanahan, President called the Regular meeting to order at 7:00 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: Julie Weiler, Jeff Bard, Michelle Comitor, Tim Shanahan, Theresa Calabrese and Lisa Jay.

Also in attendance were Dr. Zook and Alan Hahn.

**PUBLIC COMMENT**

Prior to the public comment period, Tim Shanahan told members of the audience that there will be a special information meeting regarding the Middle School schedules and will be held at 7:00 pm at Middle School South on Thursday, February 11, 2010.

Dr. Zook gave some background as to why this meeting is scheduled. A Middle North and Middle South faculty/staff meeting was held on January 27<sup>th</sup> with a draft of proposed scheduling changes. These changes were as a result of feedback for schedule changes received both from staff and from the community. The schedule changes discussed at this meeting were only a draft form with the details to be worked out, however; there were some present at this meeting that shared this draft - incomplete information.

The administration has been working on the details of that schedule and will be sharing that information with our faculty/staff on Wednesday (2/10/10) and, then again, at the special parent meeting on Thursday (2/11/10). Dr. Zook stated that the fine arts and language programs are not in jeopardy, nor will students have to choose between those programs

Stephanie Goshorn of 1542 N Oakmont Drive, Vernon Hills, read a prepared statement to members of the Board. Ms Goshorn stated that the strength and reputation of the music program both at Hawthorn and Vernon Hills High School are what brought their family to Vernon Hills.

Ms. Goshorn explained that as she understood the flyer that was distributed to parents of Middle School children, and felt that changes to this curriculum would cause a negative impact on the programs for both school districts. The proposal was short sighted with no clear communication and contained no reference to how this change was studied or how data was collected. The unsigned flyer that was sent home, contained no information on who to contact with questions. Ms. Goshorn explained that she feels this type of communication left her with a feeling of distrust and feels it created a reactive environment. She encourages the members of the Board to attend this parent information meeting to see the reaction of their constituents and to hear first hand the information that will be presented.

Jeff Bard asked for clarification on why the flyer was sent home if it was still in draft form? Dr. Zook explained that the flyer was being developed to update the Board, parents and community. The flyer contained information that was shared with the faculty at the January 27<sup>th</sup> staff meeting and it was sent to give an update and to correct the wrong information that was communicated to some parents and the high school. The flyer also indicated that we are continually meeting to fine tune the details. The special meeting on Thursday was scheduled once the miscommunications were known.

Julie Weiler asked what was the incorrect information given to the high school and how is that

information different from the flyer? Dr. Zook stated that three Hawthorn administrators received phone calls from high school administration stating that a hawthorn staff member communicated to them that Hawthorn had plans for drastic schedule changes and that it would have negative impact on the fine arts and foreign language program at the high school. The high school also received phone calls from parents who had been told the incorrect information, including that students would have to choose between Spanish and Band, Orchestra, Chorus. The communication from this hawthorn staff member to parents and the high school is not correct.

Dr. Zook explained the flyer was presented for the community stating the different concerns brought up at meetings. It was a draft on what we have come up with so far. It was not stating there would be a dismantling of the fine arts or foreign language programs. Ways are being looked at to limit the need for students to make choices. The flyer was sent out to clarify the 60-minute blocks and that planning work was still being prepared. Dr. Zook also stated that no questions were asked during the January staff meeting and there were no indications of any staff member expressing anger or showing confusion.

Tim Shanahan stated that facebook was used by many on this topic, and he posted comments himself. apologizing if a remark seemed sarcastic. This type of media format is a communication tool and can be effective. He requested the board discuss, at a future meeting, the appropriateness of using this media format. Jeff Bard stated, regarding comments in general, that the Board president can speak on behalf of the board but should not speak for the board. In the future, he recommends that it be clearly stated if something is someone's personal opinion or that person is not speaking for the board.

Theresa Calabrese pointed out that any changes in any curriculum is the responsibility of school administrators and feels the administration should respond to these types of comments, not members of the Board. Theresa also stated that Dr. Zook answered all e-mails she received explaining the miscommunication.

Michelle Comitor suggested to Board Members, parents and community members to remember that the easiest way to stop a rumor or even to clarify something is to e-mail or pick up the phone and call Dr. Zook.

**STAFF RECOGNITION** – None Scheduled

**PRESENTATION/QUESTIONS & ANSWERS** - None Scheduled

**CONSENT AGENDA**

- 02/08.58 Approval of Closed Session Minutes, 1/11/10
- 02/08.59 Approval of Closed Session Minutes, 1/25/10
- 02/08.60 Personnel: A-H: A-G: Retirement of seven (7) certificated staff members:
  - At the close of the 2011-2012 school year:
    - A: Monica Dawson, Kindergarten/Opportunity Room teacher at Elementary North.
  - At the close of the 2012-2013 school year: B-C:
    - B: Lori Dougherty, Learning Center teacher, Elementary North;
    - C: Loretta Pittman, BIL/ESL Teacher, Elementary North.
  - At the close of the 2013-2014 school year: D-G:
    - D: James Garbrecht, Band Director, Middle South;
    - E: Suzanne Jozwiak, music teacher, Middle South;
    - F: Nancy Kocal, Orchestra teacher, Middle South;
    - G: Ellen Lindal, RLD teacher, Middle South; H:
  - Resignation of one (1) certificated teacher, Adrienne Anderson, third grade teacher at Townline, effective at the close of the 2009-10 school year.

Michelle Comitor moved and Lisa Jay seconded the motion that the Board of Education approve the Consent agenda items, as presented.

Tim Shanahan called for a vote.

Voice Vote: 6 ayes; 0 nays. Motion carried.

**ACTION ITEMS** - None Scheduled

**PRESIDENT'S REPORT** - None Scheduled

**SUPERINTENDENT'S REPORT** - None Scheduled

**COMMITTEE REPORTS** - None Scheduled

**PUBLIC ANNOUNCEMENTS**

Lisa Jay explained the Chicago Tribune advertisement: *If we don't know how many school kids there are, how do we know how many classrooms we need?* The 2010 Census will be mailed soon. Lisa asks that all community members fill it out and mail it back. The census will help us receive funding.

Theresa Calabrese announced 100 years of Scouting is being celebrated today by the Boy/Cubs Scouts of America. In honor of the 100 year anniversary Theresa wore her uniform to the meeting.

**GENERAL INFORMATION**

1. Hawthorn in the News

**ADJOURNMENT**

Tim Shanahan requested a motion to adjourn.

**Lisa Jay moved and Theresa Calabrese seconded the motion to adjourn the Business Meeting and reconvene for the Committee of the Whole Meeting.**

Tim Shanahan called for a voice vote.

Voice Vote: 6 ayes; 0 nays. Motion carried.

*The Regular Business Meeting adjourned at 7:45 p.m.*

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**COMMITTEE OF THE WHOLE MEETING**

**CALL to ORDER**

*Tim Shanahan, President, called the Committee of the Whole Meeting to order at 7:45 pm.*

**BUILDING/DISTRICT LEVEL**

Final preparations for Town Hall meeting

Board President, Tim Shanahan, stated that the Town Hall Meeting would take place on Tuesday, February 9, 2010 at Elementary North beginning at 7:00 p.m. The topic of the evening will be *What it takes to be a Board Member*. Each member of the Board will speak 3-5 minutes on different rolls and responsibilities before opening up the question and answer session from the audience.

**COMMUNICATION** - None scheduled

**FINANCE** - None scheduled

**HUMAN RESOURCES** - None scheduled

**POLICY**

1. Press Updates

Members of the Board had the first reading and discussion of the following policy updates:

2:200 – Types of School Board Meetings - four options were read with option number four chosen – Each Board member may take training on the Open Meetings Act; 2:250 – Access to District Public Records - a rewrite to the policy due to the updates in the Freedom of Information Act. The Superintendent will appoint an employee to act as the Freedom of Information Officer. All requests are to be in writing. ; 4:110 – Transportation - requiring busses to have two-way radios. It was requested to inquire on the policy of the bus company regarding cell phone usage by the driver while operating the bus. ; 4:150 - Operational Services - Update one is to raise the threshold of spending limits for Board approval to \$12,500 from the current \$5,000. The Board chose to keep the limit at the \$5,000 spending limit. The second update is adding verbiage for minimal environmental impact as stated in the Green Buildings Act. 5:10 – Equal Employment Opportunity and Minority Recruitment - Update one adds the Order of Protection to the list of protected categories and update two adds genetic information in protecting job applicants.; 6:20 - School Year Calendar and Day - the change clarifies the length of day and work year; 6:50 - School Wellness - Verbiage changed for clarity on food sales.; 6:60 – Curriculum Content - Update one will change the verbiage of internet safety to the appropriateness and use of technology devices. Update two allows the removal of language of an optional program. The Board chose to keep the language. Update three directs the superintendent to implement the required health education program. There was no discussion on updates four, five and six.; 6:185 - Remote Education Program - Dr. Zook will research what is needed before the Board acts on this policy. ; 7:10 – Equal Educational Opportunities - updated to incorporate gender identity and order of protection as protected categories.; 7:20 – Harassment of Students Prohibited - also updated to incorporate gender identity and order of protection as protected categories ; 7:180 – Preventing Bullying, Intimidation and Harassment - requires Boards to update their bullying policy every two years and to amend policy 7:20 to specify that policy 7:310 Restriction on Publications and Written or Electronic Material would prohibit using printed material or photographs to cause substantial disruption; 8:70 - Accommodating Individuals with Disabilities - updates clarify to be in compliant with the Americans with Disabilities Act.

**SEDOL** - None scheduled

**TRANSPORTATION** - None scheduled

**PRESIDENT'S REPORT**

1. Preparing for Board Interviews

Board applications are still available until Friday, February 12, 2010. The board will review applications with the intent of interviewing applicants and appointing a new board member at the February 22<sup>nd</sup> Meeting.

2. Reviewing/preparing for the Superintendent's Evaluation

Tim Shanahan requested each Board Member to fill out the Superintendent Performance (Mid-Term) Appraisal packet by February 17<sup>th</sup>. A tally will be made, distributed to Board members and results discussed at the February 22, 2010 Closed Meeting beginning at 6:00 p.m.

**SUPERINTENDENT'S REPORT** - None scheduled

**DISCUSSION ITEMS** - None scheduled

**COMMITTEE REPORTS** - None scheduled

**UNFINISHED BUSINESS** - None scheduled

**NEW BUSINESS** - None scheduled

**ANNOUNCEMENTS** - None scheduled

**INFORMATIONAL ITEMS**

1. 2008 Tax Receipts, #13

**ADJOURNMENT**

Tim Shanahan requested a motion to adjourn.

Michelle Comitor moved and Julie Weiler seconded the motion to adjourn

Voice Vote: 6 ayes; 0 nays. Motion carried

The Meeting adjourned at 8:12 p.m.

Respectfully Submitted,  
Gloria Bentzen

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Timothy Shanahan, President

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Lisa Jay, Secretary

Date Minutes Approved: \_\_\_\_\_