

**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 March 2010.**

**CALL to ORDER**

Tim Shanahan, President called the Regular meeting to order at 7:06 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: Jayson Tran, Julie Weiler, Jeff Bard, Michelle Comitor, Tim Shanahan, Theresa Calabrese and Lisa Jay.  
Also in attendance were Dr. Zook and Alan Hahn.

**PUBLIC COMMENT** - No one from the public chose to provide comment.

**STAFF RECOGNITION**

1. District and Schools' Bright Red Apple Award

Dr. Zook announced that our school district has earned the School Search 2010 Bright Red Apple Award for Educational Excellence. Eighty-three school districts in Illinois out of 869 districts received this honor. It is based on Hawthorn being strong in five key factors: Academic Performance, Pupil/Teacher Ratio, Expenditure Per Pupil, Educational Level of Teachers and Average Teacher Salary.

2. Middle School South Academic Excellence Award

Dr. Zook also announced the Academic Excellence Award received by Middle School South. The certificate, received from the Illinois State Board of Education, is for Exemplary Academic Performance on the Illinois Learning Standards.

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

**CONSENT AGENDA**

03/08.65 Approval of CoW/Regular session Minutes, 2/8/10

03/08.66 Approval of Regular Session Minutes, 2/22/10

03/08.67 Policy PRESS Approval (Issue 69/70 Nov/Dec 2009)

03/08.68 January 2010 Financial Reports

03/08.69 Personnel A-H:

A: Retirement change for one certificated staff member: Susan Kobeski, 5<sup>th</sup> grade teacher at Elementary North, will retire at the end of the 2010-2011 school year;

BC: Resignations: B: Andrea Clark, third grade dual language teacher at Townline;

C: Jennifer Quall, Pre-K teacher at Aspen;

D-F: Leave of absence for three certificated staff members: D: Jen Berning, Speech/Language pathologist at Townline; E: Lisa Cerauli, Director of Student Achievement and 21st Century Learning; F: Tiffany Treat, first grade teacher at Aspen;

G: Leave of Absence from full-time to part-time: Kelly Rude, Kindergarten teacher at Elementary South;

H: Change of status from part-time to full-time: Kelly Kirby, kindergarten teacher at Aspen.

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

***Roll Call Vote:*** Theresa Calabrese, Tim Shanahan, Michelle Comitor, Jeff Bard, Julie Weiler, and

Lisa Jay voted aye. Jayson Tran abstained. Nays: None

***Motion carried – 6– 0***

**ACTION ITEMS**

03/08.70 Reorganization of the Board:

A. Oath of Office –President, Tim Shanahan, administered the Oath of Office to newly appointed Board member Jayson Tran.

B. Election of Vice-President

Julie Weiler made a motion that the Board of Education elect Jeff Bard as Vice-President of the Board of Education for a one year term.

Tim Shanahan made a motion that the Board of Education elect Michelle Comitor as Vice-President of the Board of Education for a one year term.

**Roll Call Vote:**

**Jeff Bard:** Julie Weiler, Jeff Bard and Theresa Calabrese

**Michelle Comitor:** Tim Shanahan, Michelle Comitor, Jayson Tran and Lisa Jay.

Michelle Comitor was elected as Board of Education Vice-President: 4 – 3.

**PRESIDENT’S REPORT** - None Scheduled

**SUPERINTENDENT’S REPORT** - None Scheduled

**COMMITTEE REPORTS** - None Scheduled

**PUBLIC ANNOUNCEMENTS**

Lisa Jay reminded everyone that the 2010 Census will be in mailboxes soon and urges everyone to fill it out. It helps our school district / community gets its share of government funding.

Theresa Calabrese explained the Scouting for Food event. It is the largest single-day food drive of the year. Scouts of all ages distributed bags to the community last Saturday. March 13<sup>th</sup> the Scouts will be collecting bags filled with canned goods.

**GENERAL INFORMATION**

1. 2008 Tax Receipts #14
2. February PRESS release (Issue 71, February 2010)
3. Hawthorn in the News

**ADJOURNMENT**

Tim Shanahan requested a motion to adjourn.

Theresa Calabrese moved and Lisa Jay 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:** 7 ayes; 0 nays. **Motion carried.**

*The Regular Business Meeting adjourned at 7:16 pm*

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**COMMITTEE OF THE WHOLE MEETING**

**BUILDING/DISTRICT LEVEL**

**COMMUNICATION** - None scheduled

**FINANCE** Five-year financial projections and budget priorities

Dr. Zook and Alan Hahn explained and headed up a discussion on the draft of Hawthorns Financial Planning Program prepared by PMS Financial Network for the five-year financial projections and budget priorities. This budget projection is a planning document that will be the framework in preparing the 2010-2011 budget.

Alan reviewed the revenue assumptions: existing property, new property, the projected CPI (*Consumer Price Index*) and the CPPRT (*Corporate Personal Property Replacement Tax*). It was suggested to inquire with the Village of Vernon Hills as to their insight on their projections regarding existing and new property. Property values have dropped, but are expected to rebound – the question is when? To stay on the conservative side, existing property values are being used for these projections.

Expenditures are currently on target and are continually monitored. Hawthorn has a contract in place with the teacher through fiscal year 2015 so those numbers are known and are being used. Other expenditures discussed were the administrative salaries, health insurance, educational fund, operating and maintenance and transportation all with slight increases or using the same numbers as this year. The reserve study expenditures are in place and are separate from our operating budget.

Enrollment projections are on the high side. Kindergarten registration is showing 400 students and possibly more entering in the fall of this year. The current kindergarten size is one of the largest. Current class sizes and staffing are projected to remain stable. It was suggested, for budget purposes, to estimate on the higher side for staffing needs with enrollment not totally known at this time.

Alan also explained that the ARRA (*American Recovery and Reinvestment Act*) money approved for schools is now the same dollar amount that the State has reduced its state aid to schools. The Governor is now recommending cutting education dollars by that same amount. Money for education is now unknown creating a level of uncertainty as we wait for the State of Illinois to finalize its budget. State aid represents approximately 7% of Hawthorn's budget revenue.

Dr. Zook explained program cuts will not be looked at, but tightening up programs and how to make cost effective decisions in our departments will be the focus. Also being looked at is to reconvene the Financial Advisory Review Committee to provide input on future budget planning. We will look at the strategies that were recommended in the Budget Bulletin in developing budgets. It is important to remember that we are still fine-tuning projections and we will be coming back to report to the board as we work on and analyze the budget. Past projections will also be used as a tool to analyze how well they were laid out, and using that information going forward.

**HUMAN RESOURCES** - None scheduled

**POLICY**

PRESS Updates (Issue 71) – Item was tabled until next meeting

**SEDOL** - Update by Julie Weiler

Julie gave an update on the recent SEDOL meeting. A blind 8<sup>th</sup> grade student gave a presentation to the Board on how the \$700,000 cut in the budget effected students that received instructional supplies. The SEDOL budget was also discussed, as well the construction of the new Laramont School. The new school is on schedule for completion for August 1<sup>st</sup>. A tour of the new building was taken and members are excited to hold the next board meeting in the new building. A Sensory Garden is going to be put in and brick pavers are being sold for approximately \$50.00. Julie recommended the Board participate in this fundraiser.

**TRANSPORTATION** - None scheduled

**PRESIDENT'S REPORT** - None scheduled

**SUPERINTENDENT'S REPORT** - None scheduled

**DISCUSSION ITEMS**      Future Search Conference

Tim Shanahan stated that approximately 60 people attended the Future Search Conference held last month. This intense conference gave us a starting point and a six month follow up date is scheduled with the facilitator, Susan Sparks. A vision group was selected, with meetings beginning this Wednesday, to analysis and wordsmith out basic priorities that were agreed on, refine our vision and report to the entire committee. Lisa Jay prepared the tally from the surveys that participants filled out. Lisa also inquired about the thank you notes for participants and Tim Shanahan informed the board that this is being worked on. The tally and a PowerPoint Presentation, created by Lynn Brandl, will be posted on the website. Michelle Comitor stated that the students that attended were very impressive. They took this event very seriously and their participation was very refreshing. The Board agreed that this experience was very positive.

The Board thanked Dr. Zook for bringing Future Search to Hawthorn. It is another great step in refining our communications with the community, stated Michelle Comitor. Tim Shanahan also thanked Dr. Zook for all of her efforts in connections with this conference. He also stated that since July, Dr. Zook has taken a lot of positive steps in district leadership and this is another example of her taking us to the next level.

**COMMITTEE REPORTS** - None scheduled

**UNFINISHED BUSINESS** - None scheduled

**NEW BUSINESS** - None scheduled

**ANNOUNCEMENTS**

NSBA (National School Boards Association) will take place from April 10<sup>th</sup> through the 12<sup>th</sup> in Chicago at McCormick Place. It was recommended the board find out what the issues/resolutions that will be discussed in advance in order to advise our delegate on how to vote prior to the conference.

**INFORMATIONAL ITEMS** - None scheduled

**ADJOURNMENT**

Tim Shanahan requested a motion to adjourn.

Michelle Comitor moved and Lisa Jay seconded the motion to adjourn

Voice Vote: 7 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: \_\_\_\_\_