

**Minutes of the Regular Business Meeting 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 7:30 p.m. on the 25th day of June 2018**

CALL TO ORDER

Sonali Patil called the Regular Business Meeting to order at 7:40 p.m. Those present recited the Pledge of Allegiance.

ROLL CALL

Wes Polen, Board Secretary, called the roll with the following Board of Education members answering present: Julie Simpson, Wes Polen, Matt Jacobs and Sonali Patil. Jeff Bard participated via conference call. Jayson Tran and Robin Cleek were absent. Superintendent Nick Brown was absent. Also present was Abe Singh, CSBO, Director of Finance and Business Operations.

PUBLIC COMMENT PERIOD

Thom Koch, 402 Stevenson Place, Vernon Hills – Mr. Koch is a Village of Vernon Hills Trustee however, this evening he addressed the board as a private citizen. Mr. Koch has a strong commitment to the school district and will always be a major supporter and will provide honest answers. He would like to see communication remain open among governing bodies. He would like to review enrollment numbers and financial information.

STAFF RECOGNITION – None scheduled

PRESENTATIONS

2018-2019 Tentative Budget

Abe Singh provided a review of the tentative budget. The tentative budget will go on display June 26th at 8:00 a.m. and is available in the District Office. The public hearing is scheduled for August 13th. Final budget approval is scheduled for the September 17th board meeting. This allows the district to be in compliance with all the required laws pertaining to the timeline for budget approval. The tentative budget shows an overall deficit of \$857,000 and a slight operation surplus of \$4,500. This is due primarily to non-operating expenditure including \$400,000 for summer and safety project work. There is an operating deficit with the Education Fund as we work to identify cost cutting opportunities. The overall operating funds show a surplus of \$4,505 exclusive of summer project work. There are revenues of \$61,762,761 and expenditures of \$62,620,094. The operating fund revenues total \$52,482,093 with expenditures budgeted at \$52,477,588. Approval of the legal notice for the public hearing is included in the consent agenda.

Elizabeth Hennessy, Managing Director at Raymond James will attend the July 9th board meeting to provide an update on the non-referendum bond financing options. The Series 2009 DSEB bonds are callable in January 2019. The \$1.5 million that could be generated would be used for capital improvements. Important timeline dates are July 23rd to hold a public hearing and August 13th approve a resolution.

10 year Safety Survey & Plan

Keri Van Sant, the DLR Group, presented background information on the Health Life Safety survey that was conducted in 2016 and completed in 2017. This is a state requirement that occurs every 10 years. An architectural firm is hired to survey the property/facilities. Items are categorized into "A", "B" or "C" based on level of importance of correction. ISBE governs this. A handful of items have been identified and need to be completed by summer 2019. None of the projects listed are included in the 2018 summer work projects.

DISCUSSION ITEMS

EFMP Plan Refinement

School board members reviewed the April 30th total plan. The updated EFMP does not include EC/PreK relocating back to the district campus or the purchase of land. Library renovations were discussed along with the cost involved. Board members would like to see the cost with and without library renovations. The updated EFMP reflects a higher price due to inflation and tariffs and is \$56.7 million. Mr. Singh addressed how much money the district could comfortably afford to contribute to the EFMP. Mr. Singh would recommend that the district have 2 ½ months in reserve to avoid short term borrowing. Until the district can reverse the historical deficit spending Mr. Singh

suggests that the reserves remain at \$12 million. He would not suggest contributing additional funds beyond what has been spent. Bids for the kindergarten building will be expiring around the 4th of July. If the kindergarten goes forward the project will need to go out to rebid in December with approval in February 2019. The board would like to see the following cost options: all in, library renovations removed from the plan and STEM at the middle schools but removed from the elementary buildings. The board would like to give consensus on July 23rd for a referendum cost.

Kindergarten Building Construction Bid update

LAMP, Inc., DLR Group, Mike Christensen and Abe Singh provided a value engineering update on the proposed kindergarten building project. Bids came in higher than expected at \$14.7 million. The value engineering discussion focused the onsite/learning environment impacts as well as the associated cost savings that would be realized if alternatives were accepted. Through this exercise the project cost was reduced to \$14.3 million.

Let's Talk Update

The Let's Talk system costs approximately \$17,000 per year. 48 comments were received in 2017-2018 and 46 in 2016-2017. One benefit of Let's Talk is the ability for the public to send an anonymous comment. Sonali Patil suggested a button be added to each district webpage with a direct link to the Director of Human Resources, Director of Finance and School Board members. The contract for Let's Talk is up for renewal in August and a decision needs to be made to renew or allow the contract to expire. Consensus was to allow the contract to expire.

Press 98

Sonali Patil reviewed the following Press policies:

4:20 Fund Balance: Abe Singh is requesting a 10-25% fund balance notation in the policy. Jeff Bard questioned why there needs to be an upper limit percentage? Mr. Singh likes the concept of 25% for ISBE recognition and that it would keep the district in compliance with policy and would raise an internal flag. Mr. Bard is in favor of a bottom number but does not feel the top is necessary.

6:240 Field Trips: The policy, footnotes and cross references are updated to change wording from "feasible" to "encouraged". Ms. Patil asked if any board member had a concern regarding this change? No one responded.

7:20 AP Harassment of Students Prohibited: The procedure and footnotes are updated. A word change from "periodic" to "regular" is noted along with the addition of "and ensure all new employees are trained".

7:165 School Uniforms: Not applicable

7:180AP Prevention, Identification, Investigation, and Response to Bullying: Renamed. Policy to focus more on school bullying and avoid confusion between violence related bullying versus other types of school violence.

7:180 E1 Resource Guide for Bullying Prevention: Renamed.

7:180 E2 Be a Hero by Reporting Bullying: Renamed.

7:180 E3 Memo to Staff Regarding Bullying: Renamed.

7:180 E4 Memo to Parents/Guardians Regarding Bullying: Renamed.

7:180 E6 Interview Form for Bullying: Renamed.

7:180 E7 Response to Bullying: Renamed.

7:185 E Memo to Parents/Guardians Regarding Teen Dating Violence: Minor language change.

7:190 AP Student Handbook – Hazing Prohibited: Procedure is unchanged. Two footnotes were added to refer to policies 7:200 Suspension Procedures and 7:210 Expulsion Procedures

7:280 E1 Placement of Students with AIDS: Deleted

7:280 E2 Reporting and Exclusion Requirements for Common Communicable Diseases: Footnotes need to be retained.

7:280 E3 Prevention of Staphylococcal Infections for School: The exhibit is updated in response to more recent guidelines issued concerning MERSA infections.

7:330 Student Use of Buildings – Equal Access: Pertains to high schools and unit district; not applicable.

7:340 Student Records: The policy is unchanged and relates to divorced families.

4:80 Accounting and Audits: The policy, footnotes and legal references are updated in response to ISBE best practice recommendations concerning the prevention of fraud, waste, and abuse in the administration of grants covered by GATA.

6:60 Curriculum Content: The policy pertains to cursive instruction to students; aligns to Hawthorn 73 curriculum in grade 3.

6:130 Program for the Gifted: The policy is unchanged.

6:135 Accelerated Placement Program: New. Policy pertains to early entrance for grades K/1st. New policy requires legal counsel review.

Board Agenda Software System

Board members reviewed the BoardDocs LT software system. A demonstration presentation will be scheduled for the July 9th board meeting.

CONSENT AGENDA

- 6/25.133 Board Meeting minutes 6/11/18
- 6/25.134 AMEX - May
- 6/25.135 Expenditure Report - June
- 6/25.136 Kindergarten Project Cost Log
- 6/25.137 District Annual Review of Safety Plans, Protocols, Procedures & School Safety Drills Report
- 6/25.138 Personnel: A-D
New Hires:
 - A. Rebecca Prince – 5th grade teacher, TL
 - B. Melissa Boyce – ELL Bilingual teacher, ES
 - C. Marie Patsais – 5th grade teacher, DL
 - ESP: D.

RECOMMENDED MOTION: Julie Simpson moved that the Board of Education approve the Consent Agenda with as presented. Matt Jacobs seconded the motion.

Roll Call Vote: Julie Simpson, Jeff Bard, Wes Polen, Sonali Patil and Matt Jacobs voted aye.

Motion Carried: 5 ayes; 0 nay

ACTION ITEMS

6/25.139 2018-2019 Tentative Budget

Sonali Patil asked if anyone had further discussion? No one responded.

RECOMMENDED MOTION: Julie Simpson moved that the Board of Education approve the 2018-2019 Tentative Budget as presented for the fiscal year commencing July 1, 2018 and ending June 30, 2019; and that the tentative budget be on file for public inspection from June 26th through August 13, 2018 at the District Office located at 841 West End Court, Vernon Hills, Illinois; and that a public hearing of said budget be held at 7:00 p.m. on August 13, 2018 in the District Office Board Room located at 841 West End Court, Vernon Hills, Illinois. Wes Polen seconded the motion.

Roll Call Vote: Julie Simpson, Jeff Bard, Wes Polen, Sonali Patil and Matt Jacobs voted aye.

Motion Carried: 5 ayes; 0 nay

RECOMMENDED MOTION: Wes Polen moved that the Board of Education publish the following legal notice in the Pioneer Press: Notice is hereby given by the Board of Education of Hawthorn C.C. School District 73 in the County of Lake, State of Illinois, that a tentative budget for said school district for the fiscal year beginning July 1, 2018 will be on file and conveniently available to public inspection at the District Office located at 841 West End Court, Vernon Hills, Illinois after 8:00 a.m., on the 26th day of June 2018. Notice is further hereby given that a public hearing on said budget will be held at 7:00 p.m. on the 13th day of August 2018 in the District Office Board Room located at 841 West End Court, Vernon Hills, Illinois. Matt Jacobs seconded the motion.

Roll Call Vote: Julie Simpson, Jeff Bard, Wes Polen, Sonali Patil and Matt Jacobs voted aye.

Motion Carried: 5 ayes; 0 nay

6/25.140 Administrator Contract Renewal

Sonali Patil asked if anyone had further discussion? No one responded.

RECOMMENDED MOTION: Sonali Patil moved that the Board of Education approve the Administrator Contract Renewal as presented. Julie Simpson seconded the motion.

Roll Call Vote: Julie Simpson, Jeff Bard, Wes Polen, Sonali Patil and Matt Jacobs voted aye.

Motion Carried: 5 ayes; 0 nay

President Sonali Patil announced that Dr. Mark Friedman and Dr. Joseph Porto have been selected to be the interim superintendents for the 2018-2019 school year. Dr. Friedman is the former superintendent of Libertyville School District 70 and Dr. Porto is the former superintendent of Avocas School District 37 in Wilmette. They will be formally introduced at the July 9th Board of Education meeting. This was a unanimous board decision.

6/25.141 Interim Superintendent Contract

Sonali Patil asked if anyone had further discussion? No one responded.

RECOMMENDED MOTION: Julie Simpson moved that the Board of Education approve the Interim Superintendent Contract as presented. Matt Jacobs seconded the motion.

Roll Call Vote: Julie Simpson, Jeff Bard, Wes Polen, Sonali Patil and Matt Jacobs voted aye.

Motion Carried: 5 ayes; 0 nay

PRESIDENT'S REPORT

Triple I conference will be held November 16-18th in Chicago. Please RSVP to Wendy. BWP & Associates has been hired to fill the Director of Teaching and Learning position. If a board member has specific criteria for the position, share your thoughts with Ms. Patil.

SUPERINTENDENT'S REPORT - None scheduled

COMMITTEE REPORTS - None scheduled

PUBLIC ANNOUNCEMENTS - None scheduled

GENERAL INFORMATION

1. Hawthorn in the News
2. FOIA Request: Stephen Chichelli, Data Acquisition Team Lead, SmartProcure - SmartProcure is submitting a commercial FOIA request for any and all purchasing records from 2018-03-01 to current. The request is limited to readily available records without physically copying, scanning or printing paper documents. The specific information requested:
 - a. Purchase order number - If purchase orders are not used a comparable substitute is acceptable
 - b. Purchase date

- c. Line item details
 - d. Line item quantity
 - e. Line item price
 - f. Vendor ID number, name, address, contact person and their email address
3. FOIA Request: Pioneer Press – a multi-part request for employee information and communications received via USPS mail, email or the “Let’s Talk” app.
4. Treasurer’s Report – March 2018

TOPICS FOR FUTURE DISCUSSION – None scheduled

ADJOURNMENT: Sonali Patil asked for a motion to adjourn to Closed Session. Julie Simpson made a motion to adjourn to Closed Session for the purpose of:

The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District or Legal counsel for the District, including hearing testimony on a complaint lodged against an employee or against legal Counsel for the District to determine its validity. 5 ILCS 120/2(c)(1), as amended by P.A. 93-0057

Collective negotiating matters between the district and its employees or their representatives, or deliberations concerning salary schedules for one or more classes or employees. 5 ILCS 120/2(c)(2).

Sonali Patil seconded the motion.

Sonali Patil called for a voice vote:

Motion carried: 5 ayes; 0 nay

The Board of Education moved to Closed Session at 9:50 p.m.

The Board of Education reconvened in Open Session at 9:54 p.m.

Sonali Patil moved that the Board of Education adjourn the Regular Business Meeting. Wes Polen seconded.

The Regular Business Meeting adjourned at 9:55 p.m.

Sonali Patil called for a voice vote:

Motion carried: 5 ayes; 0 nay

Respectfully submitted,

Wendy Peterson



Sonali Patil, President



Wes Polen, Secretary

Date Minutes Approved: July 9, 18