

**Minutes of the Committee of the Whole Meeting and the 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
7:00 p.m. on 11th day of June 2018**

CALL TO ORDER

Sonali Patil called the Regular Business Meeting to order at 7:00 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: Jayson Tran, Julie Simpson, Robin Cleek, Wes Polen, Matt Jacobs and Sonali Patil. Jeff Bard participated via conference call. Also present was Superintendent Nick Brown and Abe Singh, CSBO, Director of Finance and Business Operations.

PUBLIC COMMENT – No one from the public chose to comment.

RECOGNITION – None Scheduled

PRESENTATIONS

PTO Annual Disbursement presentation by Wendy Elman, President and Katie Agam, Treasurer

On behalf of the PTO Wendy Elman and Katie Agam presented a check to the School Board in the amount of \$65,000. PTO also generously provided the District with \$21,000 in free books and programming throughout the year. Board President Sonali Patil thanked the PTO representatives and all of the volunteers for their dedication and many contributions to Hawthorn 73.

Dr. Mark Friedman, BWP Associates

The School Board has made the decision to hire an interim superintendent for one year and work with BWP Associates in the search for a Superintendent, Director of Teaching and Learning and Principal at Townline Elementary. Dr. Mark Friedman and Dr. Anne Nolan, BWP Associates, provided a search timeline. Applications are currently being accepted for the principal position and 30 applicants have responded. The Director of Teaching and Learning application will launch next week. The Superintendent search will launch mid to late August with an advertising campaign. In September, BWP Associates will conduct stakeholder/focus group meetings and will survey the community and staff. Based on the proposed timeline, formal approval of the new superintendent would occur in December/January. The new superintendent would officially begin on July 1, 2019. Dr. Glenn Schlichting will also be working with BWP Associates on the search process.

FINANCE – 2018-2019 Tentative Budget

Abe Singh provided a preliminary budget overview of the 2018-2019 tentative budget. The budget calendar was reviewed and updated to reflect the Board of Education September 17, 2018 meeting. The final draft of the budget will be presented on August 13th with adoption on September 17th. The final budget is due in the tax extension office by September 28, 2018. Mr. Singh reviewed the Fund Balance. The past three years the district has had an operational deficit because expenditures due to growth is exceeding revenue. Overall, the Fund Balance was \$40.2 million. ISBE recommends a district have 3 months of fund balance on hand. Hawthorn 73 has about 2 ½ months of cash reserves which generates approximately \$290,000 in revenue. If the district uses \$12 million to fund the kindergarten center, cash reserves would be \$1 million by May, 2020. Hawthorn 73 is highly dependent on local funding, primarily taxes. The Consumer Price Index (CPI) drives the tax levy and how much the district can raise taxes. This works very well in a district that has a stable enrollment. Over the past 10 years CPI has averaged 1.8%. In 2018 CPI is projected to be 2.5%. The State's Evidence Based Funding Model distributes funds into a tier system. Hawthorn 73 has been preliminarily designated Tier 2 with the majority of state funding going to Tier 1 districts. The 2017 expense per pupil and operational expenses were reviewed. Expenses reflect salaries and benefits per the last tentative agreement. A decrease from \$650,000 to \$495,000 in curricular supplies is noted. Instructional spending is up \$680,000 and transportation costs have increased by \$300,000. Included in expenses is 2018 summer work projects in the amount of \$275,000 and \$125,000 proposed safety projects. Board members expressed concern in the curricular budget decrease and asked how this would affect teachers/students. One

example given was utilizing open source options instead of subscriptions. These are materials that have been created and are free to use. Learning outcomes and expectations remain consistent but teachers can use different resources. The 2018-2019 tentative budget will be shared in greater detail at upcoming School Board meetings. Due to technical difficulties, Robin Cleek requested that Mr. Singh re-record this presentation and post it on the website.

The Updated Approved EFMP is estimated at a cost of \$51 million. The kindergarten building at the Sullivan Center is included in the updated EFMP at a construction bid cost of \$14.1 million. Mr. Singh reviewed the debt ceiling limit if the district used a 75% debt limit and rolled the project out in phases. Elizabeth Hennessey, Managing Director at Raymond James, will attend a board meeting to review the information in greater detail.

HUMAN RESOURCES – None scheduled

POLICY – Press 98

Press 98 contains 56 policies and the Accelerated Placement Act. This act is for early entrance to kindergarten/1st grade. The effective date is July 1, 2018 that school districts must adopt a policy that includes specific components set forth in the act. This act requires legal counsel review.

Ms. Patil briefly reviewed the following policies:

2:105 Ethics and Gift Ban: The policy is unchanged. A footnote is updated in response to the Grant Accountability Transparency Act and federal procurement standards.

2:170 Procurement of Architectural, Engineering and Land Surveying Services: The policy is unchanged; minor style changes are made to the footnotes.

2:170 AP Qualification Based Selection: The procedure is updated; it allows a district to advertise on its website for proposed projects involving architectural, engineering or land surveying services.

4:20 Fund Balances: The policy is unchanged; a footnote is updated to provide further information about possible tax objections based on excess accumulation of district funds.

4:50 E School District Payment Order: Exhibit is unchanged.

4:55 E Cardholder's Statement Affirming Familiarity with Requirements Using District Credit and/or Procurement Cards: The exhibit is unchanged.

4:140 Waiver of Student Fees: The policy is updated with minor style changes. Footnotes contain minor continuous improvement updates.

5:20 AP Sample Questions and Considerations for Conducting Internal Sexual Harassment in the Workplace Investigation: Renamed. The procedure is updated to provide guidance and sample questions for any workplace harassment investigation, including, but not limited to, sexual harassment investigations. Other continuous improvement updates are made.

6:10 Educational Philosophy and Objectives: The policy is unchanged; footnotes contain a minor continuous improvement update.

6:30 Organization of Instruction: The procedure is unchanged; footnotes contain a minor continuous improvement update. The board should consider a description of the Pre-K program.

6:40 AP Curriculum Development: The procedure is unchanged.

6:60 E Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes: The exhibit is updated with language to more accurately reflect statutory requirements of 105 ILCS 5/27-9.1 (c)(1)-(1.5) and minor corrections in style. Footnotes are updated to clarify statutory requirements.

6:120 Education of Children with Disabilities: The policy is updated with minor style changes. Minor continuous improvement updates are made to the footnotes.

6:190 Extracurricular and Co-Curricular Activities: The policy is unchanged. Minor continuous improvement updates are made to the footnotes.

6:220 Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct: The policy, footnotes and Legal References are updated. A minor style update is made to the policy. Minor continuous improvement updates are made to the footnotes and correction is made to the Legal References.

6:220 E1 Authorization to Participate in the Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct Agreement: The exhibit is updated for continuous improvement.

6:230 Library Media Program: The policy is updated with a minor style change.

6:240 Field Trips: The policy, footnotes and Cross References are updated; word change to fee waivers for field trips are "encouraged".

6:240 AP Field Trip Guidelines: The procedure and its footnote are updated with minor style changes.

6:250 Community Resource Persons and Volunteers: The policy, footnotes, Legal References and Cross References are updated. Changes to the text of the policy reflect a long-standing School Code provision that schools may use resources persons and volunteers for crisis intervention services.

SEDOL – None scheduled

TRANSPORTATION – None scheduled

PRESIDENT'S REPORT – Sonali Patil

Sonali Patil read the following two prepared statements provided by legal counsel.

"With the transition of our Superintendent and other important personnel developments, I would like to take a moment to remind everyone that Board members [and District administrators] are required to keep personnel matters confidential to protect the civil rights of our employees. The legal obligations imposed on the District require that we not comment on confidential personnel matters. While there are many times in which we all wish we could say more in response to a personnel issue or to respond to questions on personnel issues, we simply cannot as such is not in the best interests of the District. Please know, that when asked by members of the public about District personnel matters, Board members are not at liberty to have such discussions. If anyone has a question or comment about personnel matters, those questions will be redirected to the District office personnel."

"The District and HEA leadership reached a tentative agreement on their successor collective bargaining agreement after numerous productive bargaining sessions. The HEA leadership took the contract based on our tentative agreements to their membership for ratification on June 4, 2018 which subsequently failed a majority vote. The Board and Administration are disappointed with this outcome and will abide by its continued bargaining obligations. The District is ready and willing to return to the table to resolve the issues leading to the failed ratification of the fully bargained contract in an effort to avoid impasse. We hope to receive proposed dates from the HEA in the near future."

SUPERINTENDENT'S REPORT – Portable Update

On June 6th, Mr. Brown attended the Village of Vernon Hills board meeting to request a 2-year extension on the portable classrooms that are located at Elementary South. The Village board approved the extension. Mr. Brown thanked Sonali Patil, Matt Jacobs and Abe Singh for attending the meeting.

UNFINISHED BUSINESS – None scheduled

DISCUSSION ITEMS:

EFMP Plan Refinement

At the May 30th community engagement meeting options were reviewed, and the Board chose the Updated Adopted EFMP to focus on. The kindergarten building at the Sullivan Center and additions/renovations to existing buildings is estimated to cost \$52 million. The DLR Group is compiling a line by line item sheet with dollar amounts associated which should be available in the near future. The kindergarten building bids are only good for 90 days. It is likely that the building will need to be rebid. The bids are higher than expected, cash reserves are 2 ½ months and the district is running a deficit. The board will need to have conversations with the Village about funding. The board will need to decide if the full amount of the project will go out to referendum or if the district will still pull money from cash reserves. Matt Jacobs would like to see the plan refined with input from Mr. Singh. Mr. Jacobs believes from a community perspective the district will need to put some cash reserves into the project. Robin Cleek asked if the kindergarten building can be part of the referendum and suggested that clarification from the Park District was required. Julie Simpson suggested that only the kindergarten building be put on the referendum in order to ask the community for a smaller amount of money. At a later date, the board could do another small referendum. Mr. Brown will reach out to the Park District for their input. Jayson Tran expressed concern that this solution only solves one

piece of the problem. If the middle schools have classroom sizes of 35, the community will not be pleased. Jeff Bard reminded the board members that a decision needs to be made by the second meeting in July in order to meet the August 28th filing deadline.

Intergovernmental Agreement Extension at Lincoln with Mundelein 75 and Fremont 79

The Intergovernmental Agreement at the Lincoln Early Childhood center is for a 3-year extension starting July 1, 2018 and expiring on June 30, 2021 between Hawthorn 73, Mundelein 75 and Fremont 79. Every year the business managers review and work out the expenses of the program. Between 162-180 Hawthorn students attend Lincoln each year. This will be an Action Item later in the meeting.

Kindergarten Building Construction Bids update

Lamp, Inc. requested time to do a value engineering review of bids received. A list has been provided to board members showing items in three categories. Abe Singh and Mike Christensen, Facilities Manager, have also reviewed the list and provided their recommendations. DLR Group also made recommendations. Ms. Patil lead the discussion and board members reviewed each item and provided their recommendation. If a board member has additional questions, please contact Mr. Singh, Mr. Christensen or Ms. Patil.

Village Trustee letter

Ms. Patil asked board members for modifications to the letter and discussed the method of delivery. It was agreed that the board should address the Village Trustees during open comment at a meeting. A courtesy call will be made ahead of time altering Village Trustees of the School Board's intention to speak.

Full day kindergarten tuition

Mr. Brown addressed a question raised at the May 30th community engagement meeting regarding tuition for full day kindergarten. Free full day kindergarten for all students aligns with the District's strategic plan and addresses the achievement gap. Many students who would benefit from the full-day experience cannot afford the tuition charge. Mr. Brown reviewed what neighboring districts charge and it was noted that Libertyville 70 and Mundelein 75 offer free full day kindergarten and only charge registration fees. Robin Cleek asked if it was worth looking at a hybrid option of what the district is doing now and the tuition that was charged in the past? Mr. Brown thinks it is too early to look at changing the program. Jayson Tran suggested that the Financial Task Force look into this topic.

Board Agenda Software Systems

Mr. Brown reviewed information on board agenda software systems. A video link was provided to board members on BoardDocs. Jayson Tran asked if the software program was in the tentative budget? Mr. Singh said no. The board discussed the value of Let's Talk and Mr. Brown will generate a report on usage. Subscription renewal for Let's Talk is between \$6,000-\$9,000. This will be a topic for further discussion at the next board meeting on June 25th.

ADJOURNMENT – Sonali Patil adjourned the Committee of the Whole meeting at 9:34 p.m.

REGULAR BUSINESS MEETING

CALL TO ORDER – Sonali Patil called the Regular Business Meeting to order at 9:34 p.m.

PUBLIC COMMENT – No one chose to comment.

CONSENT AGENDA:

Sonali Patil requested to move Consent Agenda item 6/11.127 Closed Session Minutes 5/18/18 to a separate motion. Board members were in consensus.

6/11.124	Board meeting minutes 4/23/18
6/11.125	Special Board meeting minutes 4/30/18
6/11.126	Closed Session minutes 5/4/18

- 6/11.128 Closed Session minutes 5/7/18
6/11.129 AMEX - April
6/11.130 Expenditure Report - May
6/11.131 Personnel: A-I
New Hires:
A. Lisa Bushman – 8th grade math teacher, MSS
B. Jane Zhang – 6th grade math teacher, MSN
Leave of Absence:
C. Brittaney Walsh – 7th grade math teacher, MSS
Resignations:
D. Nicholas Brown – Superintendent, DO
E. Dr. Victoria Kieffer – Principal, TL
F. Nicole Marunde – 7th grade math/science teacher, MSS
G. Maria Villalobos – 1st grade teacher, EN
H. Emma Baehr – Spanish teacher, MSN
ESP: I.

RECOMMENDED MOTION: Robin Cleek moved that the Board of Education approve the amended Consent Agenda as presented. Wes Polen seconded the motion.

Roll Call Vote: Jayson Tran, Julie Simpson, Jeff Bard, Robin Cleek, Wes Polen, Matt Jacobs and Sonali Patil vote aye.

Motion carried: 7 ayes; 0 nay

- 6/11.127 Closed Session Minutes 5/18/18

RECOMMENDED MOTION: Jayson Tran moved that the Board of Education approve the amended Consent Agenda as presented. Matt Jacobs seconded the motion.

Roll Call Vote: Jayson Tran, Jeff Bard, Robin Cleek, Matt Jacobs and Sonali Patil vote aye. Julie Simpson and Wes Polen vote abstain.

Motion carried: 5 ayes; 0 nay; 2 abstain

ACTION ITEMS:

- 6/11.132 Intergovernmental Agreement Extension for Lincoln Early Childhood Center

RECOMMENDED MOTION: Julie Simpson moved that the Board of Education approve the three (3) year Intergovernmental Agreement Extension for preschool services at Lincoln Early Childhood Center between the Board of Education of Hawthorn School District 73, Mundelein School District 75 and Fremont School District 79 beginning July 1, 2018 and expiring on June 30, 2021 as presented. Robin Cleek seconded the motion.

Roll Call Vote: Jayson Tran, Julie Simpson, Jeff Bard, Robin Cleek, Wes Polen, Matt Jacobs and Sonali Patil vote aye.

Motion carried: 7 ayes; 0 nay

PRESIDENT'S REPORT

Ms. Patil thanked Superintendent Brown for his 6-years of dedicated service to Hawthorn 73. Ms. Patil highlighted a few of Mr. Brown's accomplishments such as the strategic plan, free full-day kindergarten, 1:1 personalized learning initiative, the NEST and FACES programs and the Educational Foundation. On behalf of the board, Ms. Patil wished

him well in his new position at Merrillville Community Schools. Ms. Patil concluded with Mr. Brown's motto "It's all about the kids. The rest is just noise and it will sort itself out."

SUPERINTENDENT'S REPORT

Students are enjoying summer vacation and teachers are home preparing for next school year. Mr. Brown thanked the current and past board members, the community, administrators, teachers and staff for their support and understanding that family comes first.

COMMITTEE REPORT - None scheduled

GOGENERAL INFORMATION:

1. Hawthorn in the News
2. Treasurer's Report - February 2018
3. Suspension Report - Trimester 3

PUBLIC ANNOUNCEMENT - None scheduled

TOPICS FOR FUTURE DISCUSSION - None scheduled

ADJOURNMENT: Sonali Patil asked for a motion to adjourn to Closed Session. Robin Cleek 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).

Julie Simpson seconded the motion.

Roll Call Vote: Jayson Tran, Julie Simpson, Jeff Bard, Robin Cleek, Wes Polen, Matt Jacobs and Sonali Patil vote aye.

Motion carried: 7 ayes; 0 nay

The Board of Education moved to Closed Session at 9:41 p.m.

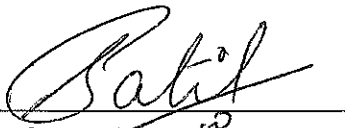
The Board of Education reconvened in open session at 9:54 p.m.

Robin Cleek moved that the Board of Education adjourn the Regular Business Meeting. Wes Polen seconded.

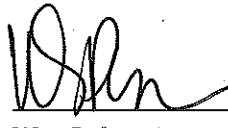
The Regular Business Meeting adjourned at 9:55 p.m.

Respectfully submitted,

Wendy Peterson



Sonali Patil, President



Wes Polen, Secretary

Date Minutes Approved: June 25, 18