

**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 17th day of December 2018

CALL TO ORDER

Sonali Patil called the CoW Meeting to order at 7:00p.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, Robin Cleek, Wes Polen, and Sonali Patil, Victoria Helander-Heiser and Matt Jacobs. Also present were Interim Superintendents Dr. Joe Porto, Dr. Mark Friedman and Abe Singh, CSBO, Director of Finance and Business Operations. 1 vacant seat.

PUBLIC COMMENT -

PRESENTATIONS - Information for the upcoming parameter bond resolution, escrow resolution and reimbursement resolution given by Elizabeth Hennessy at Raymond James Public Finance. The presentation discussed the bond market, interest basis points, etc. Awaiting the Federal Reserve announcement later this week. The current trend is upward cost of bonds, so it is recommended to go forward now. We will be refunding the series 2002 bonds and restructuring the debt, in addition to issuing new bonds for the first phase of the construction of the Sullivan Center Kindergarten building. She will be back before the board on January 14th, for the issuance of the 13.4 million in bonds, plus the refunding and authorizing the bank to hold the escrow proceeds.

FINANCE - CSBO Abe Singh discussed the necessity to borrow from the working cash fund to the Education Fund in order to cover payroll etc. which is standard practice while waiting for funds to be replenished from taxes.

Update on Sullivan Center Project: Abe Singh went over the timeline and service road / busing access, as well as where parent parking will be for staging at pickup; and how space will be allotted for cars, now and for future growth. Discussion started regarding building times and how they may affect travel to multiple school buildings. The plan for modifications to the metal panels, windows, masonry was discussed which follows a more cost-effective design. Board questions ensued. Solar panel options were discussed as well, they are not included in the current plan, but new construction lends itself well for that as a future possibility.

Student Fee Increase: Abe Singh also presented a student fee increase for 2019-2020, changing the increase to be in line with the CPI incremental change annually is recommended in place of a larger 5-year increase. Proposed increase is a 10-cent school lunch increase and the 6-8 grade technology fee would be increased by \$25.00 to remain cost neutral. This is a first review and will be an action item at the next board meeting. Lunch fees and tech insurance fees were discussed. Board Q & A.

DISCUSSION ITEMS -

School Calendar - Lynn Barkley discussed the options for the 2019-2020 school calendar, the teachers were surveyed, and they preferred the same start week as this year. We set winter, spring break and holidays to be in-sync with district #128. For the upcoming school year, we will keep President's Day as a holiday, but Casimir Pulaski will be a snow day make up, the remaining four proposed emergency days will remain at the end of the school year. There was a law change for parent teacher conference days, as well as what constitutes a student attendance day and the amount of days, it is now 176 instead of 174; (105 ILCS 5/10-19). The last day of school is proposed as an early release day and counted as a student attendance day. Board Q & A regarding start / stop times.

HUMAN RESOURCES - None

POLICY - None

SEDOL – None

PRESIDENT'S REPORT – In regular session

SUPERINTENDENT'S REPORT – In regular session

TRANSPORTATION – None

RECOGNITION - None

ADJOURNMENT – Robin Cleek *made a motion to adjourn the Committee of the Whole meeting, seconded by Wes Polen; CoW meeting adjourned at 7:54p.m. **Roll call, 6 ayes, 0 nays, 1 vacant.***

REGULAR BUSINESS MEETING

CALL TO ORDER – Dr. Patil called the Regular Business Meeting to order at 7:54p.m.

ROLL CALL

Wes Polen, Board Secretary, called the roll with the following Board of Education members answering present: Robin Cleek, Wes Polen, Victoria Helander-Heiser, Sonali Patil, Jayson Tran and Matt Jacobs. Also present were Interim Superintendents Dr. Joe Porto, Dr. Mark Friedman and Abe Singh, CSBO, Director of Finance and Business Operations.
1 vacant seat.

PUBLIC COMMENT: No one chose to comment.

Sonali Patil requested that we move out 15.4, pre-approval for meal reimbursement, for further discussion.

CONSENT AGENDA:

- 12/17 15.1 Board Meeting minutes, 11/26/18
- 12/17 15.2 Expenditure Report – November to December, 2018
- 12/17 15.3 AM EX Report - November, 2018
- 12/17 15.5 Treasurer's Report – July, August, 2018
- 12/17 15.6 Personnel report A-B

RECOMMENDED MOTION: Robin Cleek moved that the Board of Education approve the **consent agenda** from Wes Polen seconded the motion.

Roll Call Vote: Robin Cleek, Wes Polen, Victoria Helander-Heiser, Matt Jacobs, Jayson Tran and Sonali Patil.

Motion carried: 6 ayes; 0 nays; 1 vacant

ACTION ITEMS:

16.1 Authorization for Working Cash

RECOMMENDED MOTION: Robin Cleek moved that "The Board of Education authorize the treasurer to loan money, as needed for cash flow, from the Working Cash Fund to its other funds in anticipation of the 2018 tax receipts".
Seconded by Wes Polen.

Roll Call Vote: Robin Cleek, Wes Polen, Victoria Helander-Heiser, Matt Jacobs, Jayson Tran and Sonali Patil.

Motion carried: 6 ayes; 0 nays; 1 vacant

16.2 Resolution declaring Intent to Retain Interest

RECOMMENDED MOTION: Sonali Patil moved that "The Board of Education approve the resolution declaring intent to retain interest earnings as interest and not to accumulate as principal". Wes Polen seconded the motion.

Roll Call Vote: Robin Cleek, Wes Polen, Victoria Helander-Heiser, Matt Jacobs, Jayson Tran and Sonali Patil.

Motion carried: 6 ayes; 0 nays; 1 vacant

16.3 Resignation of Julie Simpson

RECOMMENDED MOTION: Robin Cleek made a motion to accept Julie Simpson's resignation, seconded by Matt Jacobs.

Roll Call Vote: Robin Cleek, Wes Polen, Victoria Helander-Heiser, Matt Jacobs, Jayson Tran and Sonali Patil.

Motion carried: 6 ayes; 0 nays; 1 vacant

Consent Agenda item 15.4 Meal Reimbursement Pre-approval:

Renee Ullberg explained the "Train the Trainers" conference which is held in California. The state shall cover the cost of the conference and the substitutes during the conference, it is not a district expense. However, the current meal reimbursement plan is slightly insufficient for the cost of that area as researched, as such a pre-approval to cover meals above the current rate has been requested. Seven staff members for four days at an additional \$10 per day.

RECOMMENDED MOTION: Sonali Patil moves that the Pre-approval for one-time increase in per diem of \$10 for the Co-teacher Conference in San Francisco. Seconded by Wes Polen.

Roll Call Vote: Robin Cleek, Wes Polen, Victoria Helander-Heiser, Matt Jacobs, Jayson Tran and Sonali Patil.

Motion carried: 6 ayes; 0 nays; 1 vacant

PRESIDENT'S REPORT: - Happy Holidays to everyone, thank you so much in the first semester, safe travels and see everyone after winter break. Congratulations to the Poms and Cheerleading for all of their victories and thank you to Leslie for posting all of the Hawthorn events onto our website and in our newsletter.

SUPERINTENDENT'S REPORT – Happy Holidays. The closed session will be held after the regular board meeting.

COMMITTEE REPORT – None scheduled

GENERAL INFORMATION:

1. Media clips

PUBLIC ANNOUNCEMENT – None

TOPICS FOR FUTURE DISCUSSION - None


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

The Regular Business Meeting adjourned at 8:07p.m. to **closed session**.

Respectfully submitted,
Bobbi Elftmann



Sonali Patil, President



Wes Polen, Secretary

Date Minutes Approved: Jan¹⁴ ~~15~~, 19