

**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 12<sup>th</sup> day of March 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, Jeff Bard, Robin Cleek, Wes Polen, Matt Jacobs and Sonali Patil. 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.

**PRESENTATIONS** – SEL & Student Leadership at Aspen Elementary by Bill Fredricksen

Mr. Fredricksen provided a video presentation about the social-emotional learning initiative at Aspen. This year students were introduced to the new mascot, Reagle the Eagle who greets the students in the morning and participates in building celebrations. The Eagle Award recognizes classrooms who exhibit safe, responsible respectful behavior. Second Step is the new curriculum that teachers use for social-emotional learning. The program teaches skills for learning, empathy, emotion and problem management. At the conclusion of a unit, two students per classroom who have demonstrated a mastery of skills taught are nominated for the Second Step Empathy Award. Those chosen have their photos displayed on a special recognition board. Supplemental lanyards were provided to the lunch/recess supervisors with the Second Step guidelines. Aspen Caring Experts (ACE) are student leaders who assist peers with problem solving, act as hallway monitors and lead the student body by upholding the standards of the Second Step program. Mr. Fredricksen thanked Ms. Green and Mr. Dahm for their work with the ACE student broadcasts. Teachers have also participated in the program by working to create a friendly environment in the lounge and honoring the "Teacher of the Month". Lisa Anderson is completing her internship and is responsible for partnering with the ACE students. Mr. Fredricksen also thanked Mrs. Anderson for her contribution to the video.

**RECOGNITION** – President Patil congratulated Mr. Collins and the staff at Middle School North on receiving the ASCD "Whole Child Award" on Friday, March 9<sup>th</sup>.

**FINANCE** – Accounts Payable timing

Sonali Patil reviewed the accounts payable timing memo that Mr. Singh previously provided. The School Board had requested that the memo be reviewed by district legal counsel. Mr. Howard Metz, attorney with Robbins Schwartz, has verified that the information outlined in the memo was appropriate. Jeff Bard asked if this was common practice at other districts. Mr. Singh indicated that it was common practice for many districts that have a wide gap between meetings or skip a meeting. The Board would give authorization to the superintendent to pay bills subject to the Board receipt of the bills payable list prior to payment; any bills in question would be removed and held for approval at the next meeting. Sonali Patil questioned if the district would incur late fees if a payment was removed and held to the next meeting? Mr. Singh didn't feel that would be the case because most vendors are on 45-day payment terms. This is listed as an Action Item on the agenda.

**HUMAN RESOURCES** – None scheduled

**POLICY** – Press 96 Policy 4:15 Identity Protection

Ms. Patil asked if any board member had questions on the policies discussed at the previous board meeting? No one had further questions.

Ms. Patil reviewed information received from Attorney Kevin Noll regarding Policy 4:15 Identity Protection. Mr. Noll identified two edits to the policy. The first is to add language "or pursuant to either the Family Educational Rights

and Privacy Act or the Illinois School Records Act" to align with the best practice concerning the management of sensitive information under the Family Educational Rights and Policy Act and the Illinois School Students Record Act. The second revision addresses the collection of social security numbers in particular pertaining to enrollment of undocumented students who may not and whose parents may not have social security numbers. There needs to be an option to decline providing social security numbers for students/parents. Ms. Patil reminded board members that footnotes do not appear in the policy. Policy 4:15 Identity Protection will be included in the Consent Agenda. No additional questions or discussion was held.

SEDOL – None scheduled

TRANSPORTATION – None scheduled

PRESIDENT'S REPORT – Sonali Patil

SUPERINTENDENT'S REPORT – Kindergarten Building Update – Planning and Zoning Commission

Mr. Brown attended the Planning and Zoning Commission meeting on February 28<sup>th</sup>. Tom McGrath from LAMP, Inc. and representatives from Gewalt Hamilton were also present. Most of the questions the commission had were concerning traffic patterns and timing of buses. The commission questioned that start time of the kindergarten building? Mr. Brown indicated that a start time had not yet been determined. Commission members asked for an approximate number of kindergarten students that would be car riders. Typically, the district has 10-11% of the student population traveling by car per building. Mr. Brown will be working with Joe Carey from the Village to answer additional questions. As the responses are crafted, Mr. Brown will forward to board members. Robin Cleek watched the village meeting and noticed that several questions concerned the interior layout of the building and movement within the building. She asked if the Planning and Zoning Commission had any jurisdiction over the building? Mr. Brown said they do not. Julie Simpson asked for the actual distance from the front door to the car lane? Mr. Brown indicated that the distance has already been measured and it is less than 100 yards. Mrs. Simpson feels that the percentage of car rides for the kindergarten building is estimated too low. Jeff Bard asked if traffic would come off of Aspen Drive and the back road or be directed in one direction? Mr. Brown stated that the buses would come in off of Aspen Drive on the access road between the building and library. Cars will come in on the access road and loop around. Then the gate would be closed. Parents will be strongly encouraged to use the access road off of Philips Road. The morning traffic isn't the issue it is the afternoon pick up. Mr. Brown has a meeting scheduled with the residents at Victory Centre on March 21<sup>st</sup> to discuss the traffic pattern. Sonali Patil asked when the next Planning and Zoning Commission meeting was? Mr. Brown stated that he is waiting to hear the date.

UNFINISHED BUSINESS – None scheduled

#### DISCUSSION ITEMS:

*Community Meeting – February 21<sup>st</sup>*

A review of the proposed postcard announcing the upcoming community engagement meetings was discussed. Additional meetings during the summer will be discussed in the future. Childcare will be provided for three of the six meetings. Jayson Tran asked if all six meetings would be the same? Will the board start out with the first few meetings gathering community feedback and then change direction so that the meetings build on the previous? Are we committed to doing all of the meetings? Wes Polen would like to hold a few more town hall style meetings. She does not want to commit to holding all six meetings. Meetings should be marked optional on the postcard. Sonali Patil is concerned that as summer comes the community will not attend meetings. She would like to use all of the meetings to narrow down the plan. Julie Simpson is against using the \$42 million as a baseline because that is not what the Core Team recommended. Robin Cleek indicated that she is hearing new ideas from the community that are completely different than what was put out. She indicated that community members want operational costs on a daily basis and kindergarten building expenses. Mr. Tran questioned what the community would do with this information? Mrs. Cleek said people don't want to give more money if they feel that the money isn't being well managed. Mr. Brown will ask Mr. Singh to prepare a simple bar graph showing the budget and how we are competitive with our neighbors. Mrs. Simpson said the concern is that we can't afford to operate what we are building so she would like an explanation of costs and how the district is going to afford the new space. Mrs. Patil

does not want to receive community suggestions through social media; please contact the Board directly through email or phone calls. Matt Jacobs suggested a presentation for the April 5<sup>th</sup> meeting with improved slides. Use of an interactive clicker system was suggested. The board decided that the April 5<sup>th</sup> meeting would be a town hall format with a presentation to further educate the community.

#### *Proposed 2018-2019 Board of Education Meeting Calendar*

The 2018-2019 Board of Education meeting calendar was discussed at the previous meeting. Meeting dates for March 2019 was discussed because the second meeting falls during spring break and the board does not normally meet on days when school is not in session. Robin Cleek would like two meetings scheduled in March. Jeff Bard does not think an unusual meeting day should be published. The board decided to add Thursday, March 21<sup>st</sup> to the meeting calendar. This will be an action item later in the meeting.

#### *Kindergarten Building Construction Bid Document*

Jason Meyering, DLR Group and Tom McGrath, LAMP, Inc. came forward for the discussion. Superintendent Brown noted that the construction bid document is complete and there is no cost involved to release the document for bid. Mr. McGrath provided a timeline. The drawings will be out on March 15<sup>th</sup> and a preview meeting is scheduled for March 21<sup>st</sup> for any contractor to attend. Bids are due on April 11<sup>th</sup>. A scope review meeting for low bid contractors to verify that everything is included in their bid will then be held. The lowest responsible bid will be presented to the School Board at the April 24<sup>th</sup> board meeting. Jayson Tran asked what the criteria is for selecting bids? Mr. McGrath explained that it is the lowest responsible bid and qualification forms are collected from a contract. If a "red flag" is raised the district can reject the bidder and move on to the next lowest bid. The tentative project start date is June 4, 2018 pending zoning approval and final review from the Village of Vernon Hills. There are very few precast contractors and it may be necessary to send a letter of intent in order to begin the process. Robin Cleek asked how often a soil bearing test result reflects something different when you begin to dig on the project site? Mr. McGrath said it could happen however several samples are taken during the testing phase. The construction bid document is an action item later in the meeting.

#### *Staff and Administrator Survey*

A survey has been created by Robin Cleek with input from board members to survey Tower maintenance and District Office staff who do not participate in the HUMANeX survey. The HUMANeX survey is offered in the fall to employees in buildings and provides feedback on the culture of the district. An administrator survey has also been designed. A discussion on questions from both surveys was held. Verbal consensus was provided by board members to email the survey to staff and administrators.

ADJOURNMENT – Sonali Patil adjourned the Committee of the Whole meeting at 9:09 p.m.

#### **REGULAR BUSINESS MEETING**

CALL TO ORDER – Sonali Patil called the Regular Business Meeting to order at 9:09 p.m.

PUBLIC COMMENT – No one chose to comment.

#### **CONSENT AGENDA:**

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|---------|---|
| 3/12.85 | Special Board minutes 2/21/18                               |
| 3/12.86 | Board minutes 2/26/18                                       |
| 3/12.87 | Press 96 Policies: 5:250, 5:330, 6:20, 7:150, 7:275, & 8:30 |
| 3/12.88 | Press 96 Policy 4:15 Identity Protection                    |
| 3/12.89 | Bi-Annual Attorney Review of Closed Session Minutes         |
| 3/12.90 | AMEX – February   |
| 3/12.91 | Expenditure Report  |
| 3/12.92 | Kindergarten Project Cost Log                               |
| 3/12.93 | Personnel:  |

Resignation:

- A. Kirstin Bentley – 5<sup>th</sup> grade teacher, ES
- B. Rachael Hastings – music teacher, EN
- C. Lubna Murtaza – ELL teacher, ES

Retirement:

- D. Eric Knackstedt – Custodian, EN at the conclusion of the 2017-2018 school year

Leave of Absence:

- E. Deborah Haines – Office Clerk, EN
- F. Stephanie Sordini – 5<sup>th</sup> grade teacher, ES

ESP: G.

**RECOMMENDED MOTION:** Jeff Bard moved that the Board of Education approve the amended Consent Agenda as presented. Matt Jacobs 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**

**ACTION ITEMS:**

3/12.94 2018-2019 Board of Education Meeting Calendar

Sonali Patil reviewed the calendar dates. A meeting on Thursday, March 21, 2019 at 7:00 p.m. will be added to the calendar. No further discussion was held.

**RECOMMENDED MOTION:** Jeff Bard moved that that the Board of Education approve the 2018-2019 Board of Education meeting calendar as amended. 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**

3/12.95 Accounts Payable Authorization

**RECOMMENDED MOTION:** Jayson Tran moved that the Board of Education authorize the Superintendent to pay March bills on March 26<sup>th</sup> subject to the Board receipt of the bills payable list for review on March 21<sup>st</sup>; any bills in question would be removed and held for approval at the April Board meeting. 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**

3/12.96 Kindergarten Building Construction Bid Document

**RECOMMENDED MOTION:** Jayson Tran moved that the Board of Education approve the Kindergarten Building Construction Bid Document prepared by The DLR Group and LAMP, Inc. as presented. Matt Jacobs 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

Sonali Patil asked for volunteers to attend upcoming Village of Vernon Hills meetings. Ms. Patil will attend on March 13 and 21. Robin Cleek volunteered to go on April 3. The district Art Show will be held at the Aspen Drive library and the reception is March 15. Ms. Patil thanked the Special Education department for hosting a community seminar with Alexian Brothers.

SUPERINTENDENT'S REPORT

Middle School North Science Olympiad team qualified for state and will be traveling to the University of Illinois April 20-21<sup>st</sup>. Good luck to all! On March 9<sup>th</sup> at the Schaumburg Convention Center with 1,700 educators from the state of Illinois, Middle School North received the ASCD Whole Child Award in recognition for educating the "Whole Child". Congratulations to the staff at MSN! Bravo to the Middle North and Middle South music students. The band, orchestra and chorus received superior marks at the 2018 NIMCon Organizational Music Contest held at Beach Park Middle School. The 6<sup>th</sup> annual Hawthorn Art Show reception will be held on Thursday, March 15<sup>th</sup> at the Aspen Drive library from 6:00-8:00 p.m. Spring Break will be March 26-30<sup>th</sup>, no school for all students. The School of Dual Language will host a district-wide cultural night on April 6<sup>th</sup> at 6:30 p.m.

COMMITTEE REPORT – None scheduledGENERAL INFORMATION:

1. Hawthorn in the News
2. Treasurer's Report – December 2017
3. FOIA Request

PUBLIC ANNOUNCEMENT – None scheduledTOPICS FOR FUTURE DISCUSSION:

1. Julie Simpson would like to discuss the website and transparency. Mrs. Simpson wants to discuss posting the board packet for public review.
2. Wes Polen would like an update on the Dual Language expansion to the middle school level. Mr. Brown indicated that a presentation is in process.
3. Jeff Bard would like an update on the first year of 1:1 Personalized Learning. Mr. Brown indicated that a presentation is in process.

ADJOURNMENT – Sonali Patil noted that the tentative Closed Session scheduled for after the Regular Board meeting would be canceled. Ms. Patil asked for a motion to adjourn the regular business meeting. Julie Simpson made a motion to adjourn to the business meeting. Robin Cleek seconded the motion.


**Voice Vote:**

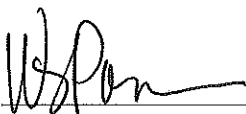
**Motion carried: 7 ayes; 0 nay**

*The Regular Business Meeting adjourned at 9:22 p.m.*

*Respectfully submitted,*

*Wendy Peterson*

  
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Sonali Patil, President

  
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Wes Polen, Secretary

Date Minutes Approved: 4/9/18