

**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 September, 2018**

Closed Session: The Board of Education moved to Closed Session at 6:00 p.m.

The Board of Education reconvened in open session at 7:00 p.m.

CALL TO ORDER

Sonali Patil called the Regular Business 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, Julie Simpson, Robin Cleek, Wes Polen, and Sonali Patil. Matt Jacobs was absent. 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 -None

RECOGNITION – None Scheduled

PRESENTATIONS - *Abe Singh, Final Budget Update:*

FINANCE – Mr. Singh indicated that this is the final meeting for the adoption of the 2018-19 budget and calendar for same as presented. End of this budget process and at the beginning of the budget process for the 2019-20 budget process, which we will be approving tonight as it relates to that calendar. The budget is due in the tax extension office by 9/28/18.

Summary of expenses: the salaries are based on the ratified contract albeit not yet executed. But it reflects an average 4% increase for all of our certified staff, 2.75% for our ESP's, that is in line with the 3-year historical average. CPI has averaged 1%. 4.75% increase in the Ed fund benefits, primarily due to the PPO plan coming in higher. Transportation costs were up \$300k. Workman's Comp, safety projects, etc. Mr. Singh went over the CPI projections for the quarters and the variation from those projections. The majority of our revenue is driven by the CPI, so we monitor that quite closely. He also went over the adjustments that have been made to the budget; tentative to final. Prepayment of property taxes to Lake County was also discussed in how it relates to actualizing the revenue. Unbalanced budget, but not one that requires a budget deficit reduction plan. (See Finance Presentation for full details).

HUMAN RESOURCES – None

POLICY – None

SEDOL – None

TRANSPORTATION – None

PRESIDENT'S REPORT – None

SUPERINTENDENT'S REPORT – None

UNFINISHED BUSINESS – None

DISCUSSION ITEMS: Village Board meeting: Robin Cleek reported that Matt Jacobs, herself and Dr. Friedman met with a couple of representatives from the village board and park district board to determine how to work together for mutual benefit. All positive, both boards have received feedback and questions on how to support the referendum and improve communication. The tentative plan is to meet one more time (around October) before the election.

Area Officials meeting: Sonali Patil reported that she and Abe attended an official's meeting at the library last week. It was an informative meeting to let them know about the referendum, the Supt. Search and that the survey would be going out. The library shared their plans for expansion and they are about to go out for bids. CHSD128 is about to go into the design phase for their 26-million-dollar expansion at the Vernon Hills High School. The police department mentioned that they will be increasing their presence due to the opening of the first anchor stores at Mellody Farms. The next meeting of the public officials will be in January.

Community Engagement Day, Sept. 24th: Sonali Patil discussed the event, it will be to inform the community and staff about the Supt. Search and compile information regarding what they are looking for in the next Superintendent. Dr. Friedman reported that Lynn and Leslie have put together a schedule for bringing everyone in to meet with the BWP consultants. The online survey will be available for a couple of weeks to gather input on the characteristics of a new leader. Applications have been coming in since mid-August, but this is a critical piece in order to gather everyone's input. That will determine a profile, which will be shared with the School Board and it will drive the interviews and selection process in attempt to try to make a selection before winter break. If someone wants to leave open ended feedback, but cannot make it to the meeting, please email one of the Supt's. (Board clarifying questions).

PRESS Policy Subcommittee: Dr. Friedman indicated that quarterly, the Supt's would meet with a board member to review the policy advice from PRESS, make suggestions and then the School Board could approve them. Our online policy which we have subscribed to since April 2018 has not been fully updated and the printed copy was not up to date. So, a committee needs to review and ensure that both are up to date. Currently, the district office will determine where the last updates were and get policy up to date from that point so that we are ready for the first quarterly meeting.

Referendum Subcommittee: On 9/11, Matt Jacobs, Wesley Polen, Dr. Porto and Dr. Friedman met to review the content on the website, discuss the locations and dates for the community presentations and to discuss the number and content for the mailing. The website is now live, legal needed to make their review. It was also discussed what will need to happen if the referendum doesn't pass. Our consultant recommended that we share voter registration and voting information regularly on our website, social media, Hawthorn Highlights.

Dr. Porto took a few minutes to show the audience the Referendum website and went through the content. There is a tax calculator included so that homeowners can "do the math". Dr. Porto cautioned district staff and board members against pressing for the referendum versus advocating for it. The website is still being enriched with additional data and pictures. (Board questions) asked about answers that will be given, if, it doesn't pass. We will look as to what will be on the table for some tough decisions to be made. It will have to be decided by March because some items that could be cut would require us to notify parents in advance. The consultant Marcia Sutter has been putting together a power point presentation to utilize for the public referendum meetings in October. The fall housing report will be used to show enrollment trends. The dates for the referendum meetings have been decided for the schools, 10/1, 10/9/ 10/17 and 2 additional for the library and the village hall; the last will be during the day. Discussion ensued regarding the info mailings, it is expensive and the turnaround from release to mail is about 3 weeks. The consultant recommended no more than 3. Additionally it was discussed to utilize the website, Hawthorn Highlights and virtual backpack for distribution.

Board Docs Training: The training is scheduled for Thursday, October 25th. Leslie and Bobbi will be taking the training from noon to 4pm. The BOE training is 1 hour, it can be scheduled for the morning or evening. We can take that portion and share it with the board and Supt's if needed, or a personalized webinar can be scheduled. Check your calendar to see what will work for you.

ADJOURNMENT – Sonali Patil asked for a motion to adjourn the CoW, motion by Robin Cleek, seconded by Julie Simpson adjourned the Committee of the Whole meeting at 7:43p.m. **Motion carried: 5 ayes; 0 nays, 1absent**

REGULAR BUSINESS MEETING

CALL TO ORDER – Robin Cleek made a motion to call the the Regular Business Meeting to order at 7:43p.m; seconded by Sonali Patil.

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, and Sonali Patil. Matt Jacobs was absent. Also present were Interim Superintendents Dr. Joe Porto, Dr. Mark Friedman and Abe Singh, CSBO, Director of Finance and Business Operations.

PUBLIC COMMENT: No one chose to comment.

CONSENT AGENDA:

- 9/17.32 Approve Board Meeting minutes 8/27/18
- 9/17.33 Re-number CA & AI as item # 31 changed to the last item.
- 9/17.34: AMEX – August
- 9/17.35: Expenditure report 8/28 – 9/17/18
- 9/17.36: Kindergarten project cost log.
- 9/17.37: Personnel - New Hires:
 - A. Sachiko Kim, Music, EN
 - ESP: B.

RECOMMENDED MOTION: Julie Simpson moved that the Board of Education approve the Consent Agenda as presented. Wesley Polen seconded the motion.

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

Motion carried: 5 ayes; 0 nays, 1 absent

ACTION ITEMS:

- 9/17.38: Resolution : Approve Scott Ginsburg to represent Hawthorn CCSD73 on the PTAB cases.
- 9/17.39: Final 2018-19 Budget adoption
- 9/17.40: 2018-19 Budget Calendar
- 9/17.41: HEA Contract approval. - REMOVED, not needed according to legal.

RECOMMENDED MOTION: Robin Cleek moved that the Board of Education approve the PTAB Resolution as authorizing Scott Ginsburg from Robbins Schwartz to intervene in property tax assessment appeals on behalf of Hawthorn CCSD73. Julie Simpson seconded the motion. (Board question regarding when it is advisable to have them intervene and what the benefit is), Abe and Dr. Friedman discussed the benefit and the difference between commercial and residential tax appeals.

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

Motion carried: 5 ayes; 0 nays, 1 absent

RECOMMENDED MOTION: Robin Cleek moved that the Board of Education approve the Final 2018-19 Budget for Hawthorn CCSD73, County of Lake, State of Illinois, for the fiscal year July 1, 2018 and ended on June 30, 2019 (order verbiage attached). Julie Simpson seconded the motion.

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

Motion carried: 5 ayes; 0 nays, 1 absent

RECOMMENDED MOTION: Robin Cleek moved that the Board of Education accept the following budget calendar for the preparation of the 2018-2019 budget, and that the Board of Education designates Mr. Abe Singh or his designee as the person(s) responsible for preparing the tentative budget for July 1, 2019 to June 30, 2020. Seconded by Julie Simpson.

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

Motion carried: 5 ayes; 0 nays, 1 absent

HEA Contract approval: contract at last meeting after ratification. No further action needed per legal.

PRESIDENT'S REPORT:

School Board President Sonali Patil announced that board member Jeffrey Bard, Robin Cleek and herself will be recognized, for attaining Master Board Member and Level 1, at the upcoming IASB Lake Division dinner on 10/10/18. Please let Bobbi know if you will be able to attend.

The other item is a new development of 98 townhomes; the School Board is continuously monitoring any new developments that may be planned in district and staying in communication with the other village entities to discuss same.

SUPERINTENDENT'S REPORT – Dr. Friedman mentioned the proposed 98 townhomes off of Allanson Road. Also, he mentioned an invitation from Barnes & Noble for district personnel to attend their grand opening on October 2nd.

COMMITTEE REPORT – None scheduled

GENERAL INFORMATION:

1. Hawthorn in the News
2. Media clips
3. Superintendents Search Press Release

PUBLIC ANNOUNCEMENT – The School Board handed out 2 gift cards for Lynn Barkley and Abe Singh in recognition of all of their efforts for contract negotiations this year.

TOPICS FOR FUTURE DISCUSSION:

None mentioned


Sonali Patil asked for a motion to adjourn, Julie Simpson moved that the Board of Education adjourn the **Regular Business Meeting**. Robin Cleek seconded.

The Regular Business Meeting adjourned at 7:58 p.m.

Respectfully submitted,
Bobbi Elftmann



Sonali Patil, President



Wes Polen, Secretary

Date Minutes Approved: 10/8/18

I Robin Cleek move that the Board of Education accept the following budget calendar for the preparation of the 2018-2019 budget, and that the Board of Education designates Mr. Abe Singh or his designee as the person(s) responsible for preparing the tentative budget for July 1, 2019 to June 30, 2020. Seconded by Julie Simpson.

I Robin Cleek move that the Board of Education approve the budget of Hawthorn School District 73, County of Lake, State of Illinois, for the Fiscal Year beginning July 1, 2018 and ending on June 30, 2019. Whereas the Board of Education of Hawthorn School District 73, County of Lake, State of Illinois caused to be prepared in tentative form a budget, and the Secretary of this Board has made the same conveniently available to public inspection for at least thirty days prior to final action thereon; AND WHEREAS a public hearing was held as to such budget on the 13th day of August, 2018, notice of said hearing was given at least thirty days prior thereto as required by law, and all other legal requirements have been complied with; NOW, THEREFORE, Be it resolved by the Board of Education of said district as follows:

Section 1: That the fiscal year of this school district be and the same hereby is fixed and declared to be beginning July 1, 2018 and ending June 30, 2019.

Section 2: That the following budget containing an estimate of amounts available in each Fund, separately, and expenditures for each be and the same is hereby adopted as the budget of this school district for said fiscal year. seconded by Julie Simpson.