

**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 11<sup>th</sup> day of December 2017**

**CALL TO ORDER**

Sonali Patil called the Committee of the Whole 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** – None scheduled

**RECOGNITION** – None scheduled

**FINANCE** – Proposed 2018-2019 Student Fees

Abe Singh is recommending that student fees for 2018-2019 remain the same with the exception of lunch prices. Mr. Singh proposes a lunch increase from \$2.80 to \$2.90. Milk and breakfast pricing would remain the same. The increase in lunch follows the guidelines from the USDA "Equity in School Lunch Pricing" provision that went in to effect on July 1, 2011 which is part of the Hunger-Free Kids Act of 2010. Board members did not have questions or comments.

**HUMAN RESOURCES** – None scheduled

**POLICY** – None scheduled

**SEDOL** – None scheduled

**TRANSPORTATION** – None scheduled

**PRESIDENT'S REPORT** – None scheduled

**SUPERINTENDENT'S REPORT** – Kindergarten Building update

Superintendent Brown provided an update on the progress of the kindergarten building project. The team is currently in the Design Development phase which better defines the materials and mechanicals to be used. The Design Development phase will clarify areas and take away some of the unknowns. Mr. Brown hopes to have the bid packet to LAMP, Inc. before winter break and present to the Board at the January 22<sup>nd</sup> Board of Education meeting. Teachers are involved and have been providing feedback. Mr. Brown had a meeting with the Village and presented the building layout and traffic patterns. There have been positive conversations regarding an access drive off of Phillips Road and all parties involved are cooperating. Jeff Bard asked if the project will go before the Regional Office of Education (ROE) for review? Mr. Brown indicated that the Park District is building the new facility and the ROE will look at the plans but the technical review will go through the Village of Vernon Hills. Robin Cleek asked why the ROE would not want to be involved since the building is a new educational facility? Mr. Brown explained that the ROE would review but ultimately the Village has final approval. Robin Cleek asked who is paying for the access road? Mr. Brown has explained to all parties involved that the district does not have funding for the new road; the issue is being worked on. Matt Jacobs asked if there was a reason Phillips Road is the choice and not Atrium Drive? Atrium Drive is privately owned and there was concern about using the Victory Centre parking lot area. Julie

Simpson asked if this would still be a gated access road? Mr. Brown explained yes, the district would control access. The Park District would like access to the road in the evenings during events.

#### UNFINISHED BUSINESS

Sonali Patil asked Board members if they had any follow-up questions regarding the HUMANeX Survey presentation from the November 27<sup>th</sup> Board of Education meeting. One question asked was if employees at the District Office and Tower Road locations took the survey and if other employees could leave feedback on these individuals? The answer was no because the HUMANeX survey is building specific and does not ask questions about specific individuals. Mr. Brown will check with other districts to see how they incorporate the District Office in to the survey process. Robin Cleek added that Nick's Listening Tours are a great idea, they are not anonymous and the teaching staff may not be inclined to give feedback about areas such as curriculum or professional development. Mr. Brown will see if there is a way to incorporate those two areas into questions. Wes Polen asked if goal setting was done at the building level or district wide and what was being done to address areas that went down? Mr. Brown indicated that a review of data is completed at both the building level and then at the district. Interventions are then put in place. If a one building has success in an area that information is shared with other administrators. It is important to remember that what works at one building may not work at another because of varying personalities. Sonali Patil was concerned that staff still feels they do not have the right tools/training to support them considering the amount of resources that we have for professional development. Mr. Brown stated that after all PD opportunities, a survey is completed and feedback is evaluated. Instructional Coaches are available to work with staff. Administration is working with non-certified staff to provide the training/tools that they require. The number of staff taking the HUMANeX survey has increased and the district continues to reach out to non-certified staff to encourage them to take the survey. After teachers participate in professional development trainings, Robin Cleek would like copies of the surveys with comments. Mr. Brown will look into this request.

#### DISCUSSION ITEMS:

##### *Student Achievement at the elementary school level – Dr. Lisa Leali and Elementary Principals*

Dr. Lisa Leali was joined by elementary school principals Bill Fredricksen, Dr. Jill Martin, Dr. James Tohme, Dr. Victoria Kieffer and Kathryn Waggoner. The objective of the presentation was to highlight student achievement and growth at the elementary level and provide the District's plans for improvement. The mission of the district is to "Inspire all students to embrace learning in an ever-changing world" through joyful learning and focusing on the whole child not just the academic side. Dr. Leali reviewed the assessments given at the elementary level and noted that at the district level, data shows we are out performing state level data in reading and math on the PARCC test. Our Hispanic, low income and IEP subgroups continue to struggle. The largest achievement gaps noted are between socioeconomic levels and students with or without IEP's. No data has been provided on the science test. 5 Essentials is piloting a program for 4<sup>th</sup>/5<sup>th</sup> grade students. Robin Cleek asked why there is a dip in performance levels between 1<sup>st</sup> and 2<sup>nd</sup> grade? Dr. Leali said this is typical and also noted the same result in 6<sup>th</sup> grade. This is due to a testing change; in 2<sup>nd</sup> grade students have to read the test whereas in 1<sup>st</sup> grade the test is read to them. MAP testing is done three times per year except for kindergarten who only take a MAP test in spring. MAP has been a consistent measure of growth over the past 10 years at Hawthorn. MAP tests are administered online in English with accommodations for IEP students as needed. Fountas & Pinnell (F&P) assess reading skills. The student reads individually to the teacher while the teacher keeps a running record. For students at the School of Dual Language, the ENIL test is used. AIMSweb is a standardized test of literacy and math skills that is administered to all students in kindergarten and 1<sup>st</sup> grade in English with the exception of students in Dual Language and self-contained bilingual classrooms who take the test in Spanish. It is a quick assessment. It is also utilized in Tier 2 and Tier 3 and in Special Education for progress monitoring. ACCESS for ELL's is used to assess proficiency in English in the areas of reading, math, speaking and listening. The test is administered to every LEP student in January. Some sections are completed as a group others individually. Higher than expected growth in 2<sup>nd</sup>, 3<sup>rd</sup> and 6<sup>th</sup> grades were noted. In the 2016-2017 school year, ACCESS underwent several changes to better align with the linguistic demands in Illinois. Overall, the district continues to outperform the state on PARCC. Some disparities in achievement and growth levels among our schools exist. LEP, IEP and low-income students continue to struggle in reading and math achievement and achievement gaps continue to grow in these areas with few exceptions. An interactive comparison chart from the New York Times showed comparisons of Hawthorn 73 to neighboring districts. Katie Waggoner shared action steps for improvements such as co-teaching. Mrs. Waggoner also discussed goal setting for all students (two academic goals and one personal goal). Dr. Kieffer reviewed the Guaranteed Viable Curriculum (GVC) for all students. GVC is worked

on during Early Release Days because this is the only time all departments can come together for discussion. The socio-emotional program, Second Step, was introduced this year. Mr. Fredricksen discussed support provided to the district by the Regional Office of Education. Shay McCorkle, an expert in standards relating to ELA and social studies worked with the staff on the GVC. Ms. McCorkle worked closely with early primary grades to help set standards of what to expect from students. Dr. Martin provided an update on full day kindergarten and the benefits children are receiving from attending school all day. Kindergarten teachers have been involved in the planning for the new kindergarten building which will allow the department to implement GVC for 5-year olds in a new innovative way. Next year the first class of full day kindergartens will take the PARCC test. Dr. Tohme discussed PLC's which is how we monitor curriculum. A PLC is not a program that you purchase but a framework that looks at individual students to help them to grow through differentiating instruction and providing additional supports. Teachers are able to enrich or accelerate a student to meet each individual child's needs. Wes Polen asked if GVC was developed to guard against achievement gaps why does the data show gaps widening? Dr. Leali explained that the units have now been developed and administration is reviewing to see what is working and what is actually occurring in the classroom. It is not just about outcomes. Mrs. Polen also asked how the board should explain this achievement gap to the community if a referendum question is placed on a ballot? Dr. Leali added that the district has space constraints and some class sizes are bigger than we may want but we are addressing long term initiatives that will take time to see gains. The district has students from a variety of cultural backgrounds and we need to give attention to the subgroups. Also, administration looks at resources in many different ways throughout the district. Robin Cleek does not like the way the Second Step program was implemented in the classroom and questions the homework activity to do with family. She questioned how many of these assignments go into the garbage at home. She feels that the teachers need to be retrained on the use of the materials. Jayson Tran stated that he is slightly disappointed in the actions steps for improvement. Five out of the eight listed the district is already doing and he would like to see more data and focus on something new. Mr. Brown will review and forward an update.

#### *Follow-up discussion on Raymond James presentation*

Abe Singh provided a brief review of Elizabeth Hennessy's presentation on the financing update and refunding opportunities on the series 2009 bonds. Mr. Singh highlighted four outstanding bonds and spoke about the varying pros and cons of refunding each bond. At this time, Mr. Singh would recommend the 10-year refunding option over the 15 or 20 year options. The estimated \$1.4 million in savings from this option could be used for capital improvement projects. Mr. Singh suggested to the Board members that they review the material presented and forward questions to him. This will be a discussion item in June 2018 for possible refunding in October 2018.

#### *NASB Annual Conference*

Sonali Patil discussed the upcoming National Association of School Board Conference. The conference is April 7-9, 2018 in San Antonio. The full conference schedule has not been released but there will be three keynote speakers. Ms. Patil asked for a consensus on sending one or two Board members to the conference. The NASB conference will be held March 30-April 1, 2019 in Philadelphia and April 4-6, 2020 in Chicago. Board members decided to revisit the topic next year and see if someone should attend in 2019 or wait until 2020 when it will be held in Chicago.

#### *Update on 2018-2019 school year calendar process*

Lynn Barkley, Director of Human Resources reviewed the calendar process. Generally, the district waits for the high school districts to complete their calendars so that the district can align winter/spring breaks. After a draft calendar is compiled, it is sent out to the HEA for feedback. At this time, Mrs. Barkley asked if any Board member had questions or suggestions regarding the 2018-2019 calendar. For Early Release Day's the district "banks" time which allows the district to plan the six half days. Robin Cleek asked why we do not schedule full day release days? Mrs. Barkley explained that a half day release day counts as a student attendance day whereas a full day release day would not. Mrs. Barkley will bring a draft of the 2018-2019 calendar to the next board meeting for discussion.

#### *Educational Facilities Master Plan*

Sonali Patil explained that the Educational Facilities Master Plan discussion would be broken down into two parts: prioritized needs and prioritized outreach. Jason Lembke, principal with the DLR Group, was present to answer questions from Board members. At the last board meeting, there was consensus that the district has space needs and every building has made adjustments. The kindergarten building, if on track, will free up space in each building except Dual Language because the kindergarten students will remain at the DL building. Superintendent Brown

forwarded a memo indicating how available kindergarten space would be utilized in each building. Ms. Patil polled each board member on their thoughts on prioritized needs.

**Prioritized Needs:**

Matt Jacobs believes \$25 million is more tolerable for the community. Mr. Jacobs set a dollar amount in order to figure out what could be done in the district. He did not like Option A and is struggling with STEM Centers as a stand-alone building. Wes Polen would like to capture all needs from building administrators the make sure the board is planning for what we really need. Mrs. Polen would like to have all meetings open to the public because the community doesn't believe that all options were reviewed during prior planning meetings. She would address the needs at Middle School North first followed by Elementary South. Julie Simpson believes both middle schools have the greatest needs followed by Elementary South. She is against STEM Centers. Also, Mrs. Simpson does not believe this district should put a referendum question on the November 2018 ballot because there is too much going on in the district with the kindergarten center and negotiations. Robin Cleek does not have a dollar amount in mind and is assuming the kindergarten center will continue to move forward. STEM Centers and Maker Spaces are not a priority in the community and should be discarded. Middle schools need to be addressed. Mrs. Cleek is not 100% sure the kindergarten center can move forward until see can see an illustration of how the district will pay for the building on an ongoing basis; she doesn't know where the money is coming from. Jayson Tran expressed concern that if the kindergarten center doesn't move forward how does the board address space constraints within the district? Does the board take a wait and see approach? Mr. Tran put Middle School North on the top of his priority list. Jeff Bard said all the needs of the district need to be prioritized then you can see where there are the greatest needs. Mr. Bard asked Jason Lembke if he felt that a review of the EFMP and options considered would be beneficial? Mr. Lembke said the Adaptive Reuse option could be a possibility if the right property was located. Adaptive Reuse was removed last year from the options because of costs. Developers and real estate agents may have new ideas about properties. Robin Cleek asked if a new middle school was considered over an elementary building? Julie Simpson agreed. She believes grades should be shifted and a new 7<sup>th</sup>/8<sup>th</sup> grade building built. Mr. Lembke added that the EFMP was designed to tackle growth and academic opportunities. A new building was a way to distribute enrollment and to expand the district's footprint and flexibility.

**Prioritized Outreach:**

Wes Polen suggested that Hawthorn73 follow Champaign School District's model and record all meetings and invite the community to participate. The board needs to reach out to elected officials, all Village/Park District/Library officials, the Chamber of Commerce, Lions Club, Hawthorn Education Foundation and real estate agents. Julie Simpson added that the Skokie School District had a lot of community members involved. The district needs to use their allies to help support the word before planning and moving forward with a referendum. The district needs to try to educate the community better. Mrs. Simpson would like to know how the survey impacted the community. Robin Cleek wants all planning meetings open for transparency and does not want a committee handpicked. Jayson Tran clarified that having a committee of 100 community members is not feasible; having meetings open to the public is. There is an advantage to placing a referendum question on a ballot that is considered a larger election because the turn out will be greater.

ADJOURNMENT – Sonali Patil adjourned the Committee of the Whole meeting at 9:48 p.m.

**REGULAR BUSINESS MEETING**

CALL TO ORDER – Sonali Patil called the Regular Business Meeting to order at 9:48 p.m.

PUBLIC COMMENT – No one chose to comment.

**CONSENT AGENDA:**

- |          |                                 |
|----------|---------------------------------|
| 12/11.50 | Board minutes 11/27/17          |
| 12/11.51 | Closed Session minutes 11/27/17 |
| 12/11.52 | AMEX - November                 |
| 12/11.53 | Expenditure Report - December   |
| 12/11.54 | Personnel: A-J                  |

Leave of Absence:

- A. Stefanie Olson – ELL teacher, AS
- B. Jenny Niedbalski – 3<sup>rd</sup> grade teacher, AS

Retirement:

- C. April Foley – Social Worker, MSS at the conclusion of the 2021-2022 school year
- D. Teri McDonough – Physical Education teacher, MSN at the conclusion of the 2021-2022 school year
- E. Maureen Wright – 6<sup>th</sup> grade social studies teacher, MSS at the conclusion of the 2021-2022 school year
- F. Christine Humboldt – 6<sup>th</sup> grade science teacher, MSS at the conclusion of the 2021-2022 school year
- G. Catherine Lanyon – LBS1 teacher, TL at the conclusion of the 2021-2022 school year

Termination:

- H. Jane Gorski – Payroll Specialist, DO

New Hire:

- I. Deirdre Koehler – Payroll Specialist, DO

ESP: J.

RECOMMENDED MOTION: Julie Simpson moved that the Board of Education approve the Consent Agenda 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***

ACTION ITEMS:

12/11.55 2018-2018 Student Fees

Sonali Patil asked Board members if there was further discussion? No one chose to comment.

RECOMMENDED MOTION: Julie Simpson moved that the Board of Education approve the 2018-2019 Student Fees 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 if any Board member had any information regarding the governmental entities that they are following? At this time, no updates were provided.

SUPERINTENDENT'S REPORT

Middle North and Middle South hosted the Hawthorn Spirit Invite on December 8<sup>th</sup>. The Poms Team captured 1<sup>st</sup> place. On December 9<sup>th</sup>, the Cheer Team competed at Round Lake High School and placed 1<sup>st</sup>. The Poms Team attended a competition at VHHS to perform in an exhibition event. Mary Benton, Middle South art teacher, was featured in an article by the Daily Herald; congratulations on a job well done! December 13<sup>th</sup> is an Early Release Day. Winter break is December 22<sup>nd</sup> through January 5<sup>th</sup>. School resumes on Monday, January 8<sup>th</sup>.

GENERAL INFORMATION:

1. The Board article
2. Hawthorn in the News
3. Tax Distribution #10
4. Tax Distribution #11
5. Tax Distribution #12
6. Treasurer's Report - September 2017

PUBLIC ANNOUNCEMENT - None scheduled

TOPICS FOR FUTURE DISCUSSION

1. Robin Cleek would like to know when there will be a Closed Session to develop the matrices for Nick's evaluation? Sonali Patil indicated a Closed Session will be scheduled for Friday, January 5, 2018.
2. Julie Simpson would like to discuss guidelines as to when slides/reports are provided to Board members.


ADJOURNMENT - Sonali Patil asked for a motion to adjourn the Business Meeting. Robin Cleek made a motion to adjourn the Business Meeting. Julie Simpson seconded.

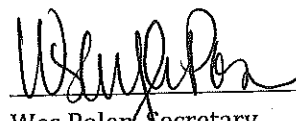
*Sonali Patil called for a Voice Vote*

*Motion carried: 7 ayes; 0 nay*

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

*Respectfully submitted,  
Wendy Peterson*

  
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Sonali Patil, President

  
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Wes Polen, Secretary

Date Minutes Approved: 11/8/17