

Hawthorn School District 73

841 West End Court • Vernon Hills, Illinois 60061
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www.hawthorn73.org

Public Notice with Regard to the Illinois Freedom of Information Act

Date: July 7th, 2015

This notice is provided per the requirements of the amended Illinois Freedom of Information Act, which became effective on January 1, 2010. For more information, please send an email to FOIARequest@hawthorn73.org or call the Hawthorn District Office at 847-990-4200 during regular business hours.

BRIEF DESCRIPTION OF HAWTHORN DISTRICT 73:

Purpose: Hawthorn District 73 is a public school district serving approximately 4000 students in grades K-8, as well as Pre-kindergarten age students in our grant-funded Hawthorn Early Learning Center at Lincoln.

Budget: \$56,691,239 total expenditures (2014-15 budget approved September 14, 2014 by Board of Education)

Locations: Students attend five K-5 schools, two 6-8 schools and the Hawthorn Early Learning Center at Lincoln. Those specific locations are:

- Hawthorn Elementary North, 301 Hawthorn Parkway, Vernon Hills, IL 60061 (Principal Katy Waggoner)
- Hawthorn Elementary South, 430 North Aspen Drive, Vernon Hills, IL 60061 (Principal Jill Martin)
- Hawthorn Aspen Elementary, 500 North Aspen Drive, Vernon Hills, IL 60061 (Principal Bill Fredricksen)
- Hawthorn Townline Elementary, 810 North Aspen Drive, Vernon Hills, IL 60061 (Principal Victoria Kieffer)
- Hawthorn School of Dual Language, 810 North Aspen Drive, Vernon Hills, IL 60061 (Principal James Tohme)
- Hawthorn Middle North, 201 Hawthorn Parkway, Vernon Hills, IL 60061 (Principal Robert Collins)
- Hawthorn Hawthorn Middle South, 600 North Aspen Drive, Vernon Hills, IL 60061 (Principal Rob Natale)
- Hawthorn Early Learning Center at Lincoln, 200 W. Maple Ave., Mundelein, IL 60060 (Director Renee Ullberg)
- District Office, 841 West End Court, Vernon Hills, IL 60061 (Superintendent Nick Brown)

Leadership/Organization: The staff leadership consists of the Superintendent of Schools (Nick Brown) and District-level Directors/Administrators, which includes Assistant Superintendent of Curriculum and Instruction (Dr. Lisa Cerauli), Associate Superintendent of Finance and Business Operations (Brad Goldstein), Director of Human Resources (Lynn Barkley), and Director of Special Services (Renee Ullberg). An organization chart is provided as Exhibit A and is available at www.hawthorn73.org. At the District level, the community elects members to the seven-member Board of Education. A principal (as noted above) leads each school.

Employees: The District employs approximately 337 certified and 185 support staff members.

Board of Education: The Board of Education is a seven-member board elected by the community to four-year terms. Leadership within the Board is determined by the board members. Members include Jeffrey Bard (President), Jayson Tran (Vice President), Robin Cleek (Secretary), Lou Gatta, Sonali Patil, Ghita Mueller and Jeanne Engelkemeir. Board members maintain email through the District. Those emails are available at www.hawthorn73.org/schoolboard or by calling the Hawthorn District Office at 847-990-4200 during regular business hours.

TYPES OF PUBLIC RECORDS MAINTAINED BY THE DISTRICT

Examples of the types of public records maintained by the District and available for inspection include the following: (Items with an asterisk are generally available immediately and posted on the District website, www.hawthorn73.org)

GENERAL

- Board meeting schedules*
- Board minutes and resolutions*
- Board agendas*
- Board policies and administrative procedures*
- Legal notices
- Employee names, titles, and dates of employment
- Official bonds
- Records of District ownership of real or personal property
- Contracts
- School Report Cards*

FINANCIAL

- Annual budgets*
- Tax levies*
- Audit reports*
- Administrator compensation report*
- Collective bargaining agreements*
- List of all contracts over \$25,000*
- Bills or invoices issued and received by District
- Receipts for revenue

Note: Exemptions under the Illinois Freedom of Information Act may allow non-disclosure of some parts of public records maintained by the District.

NOTICE OF PROCEDURE FOR REQUESTING RECORDS

Requests for public records must be in writing. A "Request for Access to Public Records" form is available for your convenience at www.hawthorn73.org. Requests may also be made via email to FOIARequest@hawthorn73.org. If submitting a paper copy request, please send or deliver it to the following address.

Freedom of Information Officer
Hawthorn District 73 Office
841 West End Court
Vernon Hills, IL 60061
Email: FOIARequest@hawthorn73.org

No fees shall be charged for the first 50 pages of black and white, letter or legal sized copies requested. After the first 50 pages, the fee for black and white, letter or legal sized copies shall be 15¢ per page. Actual cost will be charged for other documents not of standard size and for the recording medium (e.g. compact disk, tape, DVD). The District may waive or reduce fees if the person requesting the records states the specific purpose for the request and indicates that a waiver or reduction of fees is in the public interest.