

**Minutes of the Business Meeting of the
Board of Education of Hawthorn Community Consolidated District Number 73, Lake County, Illinois
conducted remotely per Executive Order 2020-07 in response to COVID-19.**

7:00 p.m. on the 24th day of September, 2020

CALL TO ORDER

President Robin Cleek called the Committee of the Whole Meeting to order at 7:02 p.m.

ROLL CALL

Board Secretary George Fievet called attendance, the following members attended remotely, Joel Finfer, George Fievet, Victoria Helander-Heiser, Sonali Patil, Wesley Polen, Matt Jacobs and Robin Cleek. Also attending remotely were Asst. Supt. of Business & Finance LeeAnn Taylor, Asst. Supt. of Teaching, Learning & Innovation Allison Stein, Asst. Supt. for Human Resources Adam Palmer, Director of Student Services Renee Ullberg & Director of Instructional Technology John Reid. Superintendent Dr. Pete Hannigan was present at the District Office.

RECOGNITION – President Robin Cleek recognized staff, administrators and parents for their support and keeping the momentum going with e-learning and continuously improving it.

PUBLIC COMMENT – The Superintendent's assistant read the public comments into the record.

Gwen Janzen, 269 Danbury Drive, Vernon Hills

Nathaniel Catron, 299 Tally Ho Drive, Vernon Hills

Kim McAuliffe, 6 Malvern Lane, Vernon Hills

Alma Miranda, 8 Altoona Court, Vernon Hills

Michael Engle, 109 S Windsor Place, Mundelein

PRESENTATIONS –

D73 Return to Learning Update: Dr. Hannigan thanked Hawthorn community members for their support, patience and cooperation as he provided an update on the District's remote learning plan. He said the District was following specific Illinois State Board of Education (ISBE) and Illinois Department of Public Health (IDPH) guidelines when considering when to reopen buildings, including the 6-foot social distancing requirement. The District is using metrics provided by IDPH and the Northern Illinois Public Health Consortium that will help school districts determine when it is safe to reopen schools. These metrics identify mild, moderate, and substantial community spread parameters, and are aligned with instructional model recommendations for schools. At present, the metrics correspond to a hybrid model. While this is subject to change based on infection rates and other factors, the District has developed a preliminary plan to gradually transition groups of students to in-person instruction, starting with the District's youngest learners. The District will continue to offer an option for students to remain fully remote. A **tentative timeline** for phasing in students to in-person learning is below.

- Oct. 26: Early Childhood Students Return to Learning (Hybrid Model)
- Nov. 9: Pre-K Students and K-2 Students in Self-Contained Special Education Return to Learning (Hybrid Model)
- Nov. 30: All K-2 Students and 3-8 Students in Self-Contained Special Education Return to Learning (Hybrid Model)
- Jan. 4: All 3-8 Grade Students Return to Learning (Hybrid Model)

Outlines of each phase will be presented for review at Board meetings on October 15, November 12, and December 10. The process will be accelerated or slowed down depending on metrics and guidance from the Illinois State Board of Education and Illinois Department of Public Health.

Tenth Day Enrollment Report: Asst. Supt. for Human Resources, Adam Palmer reviewed the annual Tenth Day Enrollment Report. Overall, enrollment is down compared to prior years, however, Covid-19 is likely affecting enrollment this year. Please see the presentation for additional information at www.hawthorn73.org/school-board/.

DISCUSSION ITEMS –

Policy PRESS Issue 104: Vice President Wesley Polen discussed and summarized the subcommittee policy meeting covering recent policy updates. The IASB has made recommendations to the following policies: 2:220, 4:180, 7:190, 7:340, and 7:345. In addition, policy 8:30 Visitors to and Conduct on School Property; was also discussed, this policy will be updated from our legal counsel to ensure that our students and teachers are protected. In reference to policy 7:190 Student Behavior; the Director of Student Services Renee Ullberg provided insight regarding the governed use of isolated time out. The Director of Instructional Technology John Reid discussed an update to policy 7:345 Use of Educational Technologies; Student Data Privacy and Security. Student Online Personal Protection Act (SOPPA) protects the privacy and security of student data when collected by companies operating websites, online services or online/mobile applications primarily used for K-12 school purposes. Effective July 1, 2021, districts will be required, among other things, to post a list of operators with which the District has written agreements, copies of these agreements, and other information about such operators on the school's website; as well as to notify students and parents of any breach of student data.

GSF Contract Amendment: Asst. Supt. of Finance and Business Operations LeeAnn Taylor provided an update on amendments to the custodial contract with GSF. The District is in its second year of a contract with GSF. Among the changes being discussed were: Increasing the minimum wage, adding 5 hours to the current 35-hour work week for evening staff, purchasing industry standard equipment, coordinating with GSF leadership to have staff on-site during winter and spring break as needed. The amended contract will be presented to the Board of Education for formal action at the October 15 meeting.

CONSENT AGENDA:

- 5.1 Board Meeting Minutes, 9/10/20
- 5.2 Closed Meeting Minutes, 9/10/20
- 5.3 Closed Meeting Minutes, 9/17/20
- 5.4 Expenditure Report, September 2020
- 5.5 AM EX Report, August 2020
- 5.6 Kindergarten Center Cost Log, September 2020
- 7.6 Personnel Report

New Hires: 3. Christina Baker LSB1 DL; Mandy Habel-Ramsey 1:1 IA MSN; Sherry Hershenhouse 1:1 IA ES

Change of Position: 0

Resignations: 1. Patricia Servin Lunch/Recess Supervisor ES

Leave of Absence: 3. Natalie Worden 5th Grade ES; Pat Luce Music TL; Sharon Mayfield Custodian DO

Retirements: 0

The Kindergarten Center Cost Log for September 2020 was pulled in order to vote on it separately.

RECOMMENDED MOTION: Joel Finfer moved that the Board of Education approve the remaining **Consent Agenda** items, George Fievet seconded the motion.

Roll Call Vote: Wesley Polen, Sonali Patil, Robin Cleek, Joel Finfer, George Fievet, Victoria Helander-Heiser and Matt Jacobs.

Motion carried: 7 ayes; 0 nays

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Joel Finfer made a motion to approve the Kindergarten Center Cost Log for September 2020, Matt Jacobs seconded the motion.

Roll Call Vote: Wesley Polen, Sonali Patil, Robin Cleek, Joel Finfer, George Fievet, and Matt Jacobs.

Motion carried: 6 ayes; 0 nays, 1 abstain

No action items on the agenda

SUPERINTENDENT'S REPORT – Dr. Hannigan has reviewed past practice in regards to the district's meeting structure. After discussion with legal counsel and also the current structure of our meeting, there is no need to conduct the Committee of the Whole and Business meeting. If the School Board prefers, we can introduce the C/oW meetings on an as needed basis. Board discussion ensued, C/oW will be eliminated unless needed, or a special meeting will be scheduled.

During our first early release day of the school year on Sept. 17th, staff spent the first part of the day implementing work on the Professional Learning Communities (PLC's) with Dr. King, then we transitioned to guided coalition and ended the day with middle school teams. Feedback was very positive and we are continuing to work with Dr. King and PLC's this year.

Lastly, an update from our foundation, Key to 73: Due to the generosity of donations, the foundation was able to provide over \$18,000 worth of hotspots to our families last school year. This year the foundation is asking for donations to continue to support our families who need WiFi connections. Please see the Foundation link on our website for more information and to donate at <https://www.hawthorn73.org/keys-to-73/>.

PRESIDENT'S REPORT – Registration is now open for the IASB meeting, the topic is liability in times of COVID-19 and it is the day before our next Board of Education meeting. For members who are interested in the GLMV Chamber of Commerce, there are several levels of membership and various groups and meeting times available, information is posted on the GLMV website.

A closed session with our IASB liaison was held on September 17th for the purpose of peer review, self-evaluation and to review our board agreements. The updated agreements were sent to School Board members for their review and approval, no additional changes were suggested. Also, regarding our agreement around Social media use, the current agreement is that Board members can clarify information that has already been shared in open session and shall limit participation to no more than two Board members. We will wait to discuss further at the next meeting after researching what our sender district has in place.

Lastly, as it relates to emails sent to the School Board, there isn't a specific agreement governing emails to the Board, after responding to a few hundred emails, there was one instance where someone had taken a portion of a response and used it in another area. So that everyone is aware, all emails addressed to the School Board are received by all of the School Board members. Individual members of the School Board agreed that at this time President Cleek will respond to the emails sent in as deemed appropriate.

GENERAL INFORMATION:

1. Enrollment
2. FOIA Log, Dr. Hannigan reported that there was 1 new FOIA request that is in the process of being responded to as identified in Section 9.2 of the Board agenda.
3. Board Email Log
4. Media Clips

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TOPICS FOR FUTURE DISCUSSION – A brief overview of the recruiting efforts of teachers was requested. Also to plan and conduct a 6th week feedback survey.

ADJOURN TO CLOSED – Pursuant to 5 ILCS Robin Cleek *made a motion to adjourn to CLOSED SESSION for the purposes of:*

The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors, or specific volunteers of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor, or a volunteer of the District or against legal counsel for the District to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with this Act. 5 ILCS 120/2(c)(1), amended by P.A. 101-459.

AND

Litigation, when an action against, affecting or on behalf of the particular District has been filed and is pending before a court or administrative tribunal, or when the District finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the closed meeting minutes. 5 ILCS 120/2(c)(11); seconded by Wesley Polen, meeting adjourned to closed session at 9:32 p.m. Roll call vote.

Motion carried: 7 ayes; 0 nays

With no further business to discuss the open meeting was adjourned immediately following adjournment of the closed session at 11:01 p.m.

Respectfully submitted,
Bobbi Elftmann

Robin Cleek, President

George Fievet, Secretary

Date Minutes Approved: _____