

**Minutes of the Regular Board of Education Meeting of Hawthorn Community Consolidated District #73, Lake County, Illinois conducted In-Person in accordance with Tier 3 Mitigation Requirements imposed through Executive Order 2020-73—reissued by Executive Order 2020-74**  
**Meeting Location: Hawthorn Middle School North**

**7:00 p.m. on the 23rd day of September**

**CALL TO ORDER**

President Robin Cleek called the Board of Education meeting to order at 7:00 p.m. Those present recited the Pledge of Allegiance.

**ROLL CALL**

The Board Secretary called attendance, and the following members attended in person: Joel Finfer, George Fievet, Michael Engle, Sonali Patil, Wes Polen, Karl Borchers and Robin Cleek. Also in attendance were the Asst. Supt. of Business & Finance Ms. LeeAnn Taylor; Director of Instructional Technology Mr. John Reid; Asst. Supt. of Teaching & Learning Innovation Ms. Allison Stein, Asst. Supt. of Student Services, Ms. Alicia Corrigan, Asst. Supt. for Human Resources Mr. Adam Palmer and Superintendent Dr. Pete Hannigan.

**RECOGNITION**

Mr. Karl Borchers recognized the hard work and dedication of the individuals who participated in the newly adopted Strategic Plan. The administrators and staff who participated in the Strategic Plan were previously recognized at Hawthorn D73's kick-off event. Tonight's recognition focused on the students. The collective commitments agreed upon by students from Hawthorn Middle School North and Hawthorn Middle School South were shared. The students received a certificate and a commemorative coin. Additionally, the following board members who participated in the Strategic Plan were recognized this evening: Robin Cleek, Joel Finfer, Sonali Patil and Wes Polen. The updated vision focuses on positive culture and, specifically, a commitment to celebrate achievements and accomplishments in an environment that embraces risk-taking. Anyone can nominate a student, staff member, or community member to be recognized by the Board of Education by submitting their nomination through Hawthorn District 73's website under the Board of Education section.

President Robin Cleek issued a 3-minute recess.

**PUBLIC COMMENT**

Gwen Janzen addressed the board to request more communication and clarification regarding the COVID Dashboard Data. Gwen also requested communication to understand better the data and limitations in regards to SHIELD testing. She also requested clarification regarding what information can and cannot be shared per IDPH and is legally compliant with the state regarding contact tracing. Gwen thanked the District for the continued partnership and for following all recommendations and guidance from the experts.

**ANNOUNCEMENTS**

No announcements at this time.

**PRESENTATIONS**

The Assistant Superintendent of Human Resources, Mr. Adam Palmer, presented the 10th-day enrollment report. This presentation was intended to provide an overview of student enrollment for the 2021-2022 school year and staffing updates. This year the District welcomed 36 new licensed staff members to the Hawthorn team. Twenty of those new hires joined the elementary buildings, and 16 more have become members of the middle schools. The District also welcomed six new interventionists, a new social worker, and two new health clerks, as discussed in the Spring. Staffing continues to be a cycle, and the District will soon start planning for the next school year. As part of a comprehensive staffing plan, the administrative team will continue to work collaboratively to identify staffing needs based upon student enrollment numbers and yearly trends. The District prepares to hire new staff early next Spring for the 2022-2023 school year.

In alignment with the Kasarda Report that CSBO Ms. Taylor shared at the last board meeting, the data represents a snapshot in time related to student enrollment over the past six years. Average class sizes were presented for the beginning of this school year. Kindergarten through 5th grade is at 21.2 students per classroom. The middle schools are slightly higher as we look at the core areas of ELA, Math, Science and Social Studies, averaging 23.6 students. It is important to remember that support teachers provide smaller groups through push-in or pull-out services.

In summary, this presentation was to provide a quick look at the current enrollment and staffing. Hawthorn District 73's allocation of staff enables the District to give top-tier instruction to students. Additionally, the District will continue to monitor the numbers

to ensure appropriate staffing levels for the remainder of this school year as a tool to predict the needs for the 2022-2023 school year.

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Assistant Superintendent of Business and Finance, Ms. LeeAnn Taylor, presented the Five-Year facility plan. The five-year plan included an overview of identified renovations and improvements across the District. On Oct. 7, the board will have the opportunity to discuss further enrollment projections, bond issuance and the facility plan. On Oct. 23, the board will have the opportunity to consider approving the remaining bonds for the final construction phases.

Ms. Taylor stated that \$24.5 million in facility projects had been prioritized and identified. The Legat facility assessment alone totaled more than \$30 million in possible facility improvements. Identified funding sources include \$15.5 million available for bond issuance, \$1.8 million available in the third round of ESSR funds, a one-time transfer of \$3 million from operating funds to capital projects, and a total of \$5.5 million over five years from the operating budget. The original plans for Phase 4 and Phase 5 focused on Hawthorn Middle School South, Hawthorn Elementary North, Hawthorn Aspen School and Hawthorn School of Dual Language/Hawthorn Townline School additions, but plans have been revised to renovate existing spaces and complete mechanical updates, with minimal new square footage based on the Kasarda projections that were presented on September 9, 2021.

The revised plans for Phase 4 and 5 for Hawthorn Middle School South, Hawthorn Aspen School, Hawthorn Elementary North School, Hawthorn Dual Language/Townline will total roughly \$12.3 million with a proposed \$3.2 million in renovations to library spaces. The overall facility plan has been carefully planned and is based on available resources regarding enrollment trends, building needs, and curricular considerations.

President Robin Cleek requested a comparison of the costs for the library and mechanical projects through the referendum funding versus a different funding source. The Board of Education reached a consensus for CSBO, Ms. LeeAnn Taylor, to present the requested data at the upcoming board meeting on October 7, 2021.

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### **DISCUSSION TOPICS**

CSBO LeeAnn Taylor discussed the School Maintenance Project Grant. Hawthorn will be applying for a School Maintenance Project Grant, which grants a dollar-for-dollar state matching program providing awards to grantees exclusively for the maintenance or upkeep of buildings or structures for educational purposes. At this time, the District has identified the need to replace the parking lot and playground at the school of Hawthorn Dual Language/Townline. Part of the grant process is for the board to approve the District's application, so the state is aware that the board agrees to obligate the funds to this project. At the next board meeting, the District will be seeking approval to apply for the grant.

Director of Instructional Technology, Mr. John Reid, discussed the student data privacy updates. 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. The updates include the School District's obligation to annually post a list of all operators of online services or applications utilized by the District. The District will annually post all data elements that the school collects, maintains, or discloses to any entity and post contracts for each operator within ten days of signing. The District will annually post subcontractors for each operator. The District will post the process for how parents can exercise their rights to inspect, review, and correct information maintained by the school district, operator, or ISBE. The District will post data breaches within ten days and notify parents within 30 days. The District will create a policy for who can sign contracts with operators. The District will designate a privacy officer to ensure compliance. The District will maintain reasonable security procedures and practices. Although not required by law, school districts also need to undertake additional requirements such as provide teachers with a list of online operators that are safe and approved for use and develop a process for keeping data inventory up-to-date.

Vice-President Wes Polen discussed the policy updates in regards to Press Issue 107. She explained the majority of the updates are legal references and footnotes. Four main updates were discussed. The first policy update she discussed was the conviction records related to employment decisions. The second policy update was SOPPA, which Mr. John Reid discussed. The third policy update was in regards to school district governance and holding meetings. The last policy update was in regards to changing masculine and feminine pronouns to general neutral pronouns.

### **SUPERINTENDENT'S REPORT**

Dr. Hannigan reported that this evening's board meeting started with recognizing the students, staff, and board members who participated in the Strategic Plan. The District is in the process of launching the Strategic Plan this year. Dr. Hannigan went over the 12 board projects that relate to the Strategic Plan. Part of the board projects related to the Strategic Plan was to develop a Leadership Academy, which held its first meeting on Thursday, Sept. 23, 2021. Twenty-four people signed up and attended the meeting. Dr. Hannigan will continue to update the board with the progress made on the goals.

Dr. Hannigan reported the COVID-19 Dashboard is updated every Friday. As of last Friday, Sept. 17, the District has reported 20 students who currently tested positive for COVID-19, and two staff members tested positive for COVID-19. Since the first day of school, the District has had 39 students test positive and four staff members, totaling 43 positive cases. Regarding quarantined students and staff, the District reports 31 current students on the quarantine list and one staff member, which totals 49 quarantined students and staff.

Concerning SHIELD Testing, communication was sent out on Friday, Sept. 24, with updates. As the board is aware, the District is working with a third-party vendor for testing. Approximately 52% of current Hawthorn students opted in for Shield testing. The number of students randomly sampled each week was presented to the board. Testing locations vary across buildings. Tests are sent to the lab by a third-party vendor. The results are received in 2-3 days. The South campus will be tested on Wednesdays, and the North campus will be tested on Fridays. Lincoln will be tested both on Wednesdays and Fridays. Parents will be notified only if the test comes back positive. The overall goal for this process is to be efficient and non-disruptive to the educational setting.

Dr. Hannigan emphasized that the District follows all guidance from the IDPH/CDC, ISBE, and legal counsel regarding communicating positive cases in the community. The District's legal counsel advised; due to the number of students in a classroom and the prescribed length of time a student who tests positive for COVID-19 must be out of school; they believe the student who tested positive for COVID-19 is likely to be personally identifiable if we notified the student's classroom community. If the District was to notify the parent community of such, the District risks violating the Illinois School Student Records Act and the Family Educational Rights and Privacy Act for disclosing private student health information when it is likely that the student will be personally identifiable by the classroom or school community. The District's website has copies of all communication that has been sent to parents. On the next Institute Day, Oct. 8, the District will be revisiting all COVID-19 related procedures and communication for all communicable diseases, including strep, influenza, etc., with our nurses.

President Robin Cleek issued a recess at 8:56 p.m. The meeting resumed at 9:00 p.m.

### **PRESIDENT'S REPORT**

Board members are invited to attend the IASB Lake Division Meeting on Wednesday, October 13, 2021. The Triple I conference in November is at your own risk because it is crowded. The delegate assembly is in person this year and very crowded. If the board would like President Cleek to go, she will go on behalf of the board.

President Cleek went over the board agreements that were sent to board members. Updates by Laura Martinez from IASB were made following the board peer review last month. Board members were allowed to add or delete items at this time. Vice President Wes Polen suggested adding to their board agreements about sending emails during business hours instead of weekends.

### **ED-RED REPORT**

Mr. Joel Finfer reported that Dr. Hannigan and himself attended the ED-RED luncheon on Friday, September 24.

### **SEDOL REPORT**

Mr. Michael Engle reported that SEDOL held an executive board meeting on Aug. 26, 2021. SEDOL submitted for an American Cooperative Rescue Plan totaling around \$2.5 million for learning opportunities and summer enrichment programs. They are and continue to seek feedback from stakeholders. The next meeting is on Dec. 1, but there are a few executive meetings between now and then.

### **KEY to 73 REPORT**

No report at this time.

### **SITE & FACILITIES SUBCOMMITTEE REPORT**

No report at this time.

### **CONSENT AGENDA**

- 7.2 Closed Session Minutes 09/09/21
- 7.3 Expenditure Report, 09/23/21
- 7.4 AMEX Report, August 2021
- 7.5 Amazon Expense Report, 09/23/21
- 7.6 Treasurer's Report June 2021
- 7.7 Personnel Report

7 New Hires: Teresa Meggs, Lunch/Recess Supervisor, HSYL; Maria Rodriguez, Lunch/Recess Supervisor, DL; Sehrish Alam, Lunch/Recess Supervisor, ES; Sue Brin, Lunch/Recess Supervisor, EN; Irene Chun, 1:1 Instructional Assistant, TL; Aparna Soleti, Lunch/Recess Supervisor, ES; Jinhee Kim, Lunch/Recess Supervisor, ES

5 Resignations: Maria Blancas, 4th-grade teacher, DL, 9/20/2021; Jacqueline Ramos, Lunch/Recess Supervisor, ES, 9/13/2021; Nathen Ayres, Technology Support Specialist, DO, 9/17/2021; Patricia Arwine, Lunch/Recess Supervisor, TL, 9/13/2021; Sean Chatterjee, Lunch/Recess Supervisor, TL, 8/23/2021

1 Leave of Absence: Jennifer Burke, 6th-grade teacher, MS

1 Change of Status: Irma Almanza, Student Secretary, TL

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RECOMMENDED MOTION: Wes Polen moved that the Board of Education approve the **Consent Agenda** items as presented; seconded by Karl Borchers.

**Roll Call Vote:** Wes Polen, Sonali Patil, Robin Cleek, George Fievet, Michael Engle, Karl Borchers, and Joel Finfer.

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

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CSBO Ms. LeeAnn Taylor explained the action item on tonight's agenda. Hawthorn District 73 is seeking approval for The Design and Development Approval Plan. Ms. LeeAnn Taylor reminded the board that the approval is only for the use of getting documents ready for the project.

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### **ACTION ITEMS**

#### **Design Development Approval of MSS and Aspen**

MOTION: Joel Finfer moved that the Board of Education approve the Design Development of Hawthorn Middle School South and Hawthorn Aspen School; George Fievet seconded the motion.

**Roll Call Vote:** Wes Polen, Sonali Patil, Robin Cleek, Joel Finfer, George Fievet, Michael Engle and Karl Borchers.

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

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### **GENERAL INFORMATION**

1. Enrollment- Uploaded
  2. FOIA Log, Dr. Hannigan reported that the District received one FOIA request since the last board meeting and has been 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**

None at this time

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**ADJOURNMENT**

With no further business to discuss, Karl Borchers *made a motion to adjourn the meeting, seconded by* George Fievet. The meeting *adjourned at 9:13 p.m.*      **All in favor? Yes.**

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

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Respectfully submitted,  
Jessica Flores

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Robin Cleek, President

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George Fievet, Secretary

Date Minutes Approved: \_\_\_\_\_