

**Minutes of the Regular Board of Education Meeting of
Hawthorn Community Consolidated District #73, Lake County, Illinois
841 West End Court, Vernon Hills, IL 60061
7:00 p.m. on the 15th day of December**

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: George Fievet, Michael Engle, Sonali Patil, Karl Borchers, Joel Finfer, Wes Polen and Robin Cleek. Also in attendance were Asst. Supt. of Business & Finance Ms. LeeAnn Taylor; Asst. Supt. of Teaching & Learning Dr. Allison Stein; Asst. Supt. of Student Services Ms. Alicia Corrigan; Asst. Supt. of Innovative Learning Dr. Karen Maturo; Asst. Supt. for Human Resources Mr. Adam Palmer; and Superintendent Dr. Pete Hannigan.

PUBLIC COMMENT

No public comment at this time.

RECOGNITION

Ms. Wes Polen spoke on behalf of the recognition committee to formally recognize a large group of Hawthorn students this evening for their noteworthy musical accomplishments. The 23 students that were recognized were selected to perform at the Illinois Music Education Association (ILMEA) Festival Finale Concert last month, which included band, chorus and orchestra. The students were presented with a Hawthorn Medal of Excellence and a certificate.

Assistant Superintendent of Innovative Learning, Dr. Karen Maturo presented the Board of Education with two time capsules in celebration of #HawthornHits100. HSYL and Aspen demonstrated a short video explaining their unique school artifacts that were placed in their time capsule. The remaining schools will be presenting their time capsules during future board meetings.

President Cleek issued a five minute recess. The meeting resumed at 7:19 p.m.

ANNOUNCEMENTS

President Cleek announced that Assistant Superintendent of Teaching & Learning Dr. Allison Stein successfully defended her dissertation, and as of noon on December 13 she officially became Dr. Allison Stein. The Board of Education congratulated her and updated her name plate.

PRESIDENT'S REPORT

President Cleek asked board members who attended the Triple I conference in November to give a brief summary of the sessions they attended. Mr. Joel Finfer attended many sessions that gave a lot of useful information. One of the sessions he attended was the "Art of School Boarding." The focus was the role of school board members. He also attended the session "Building your Brand" by District 34, which focused on the communication process and what the best methods and platforms are used for communication. Another presentation he attended was a session explaining the Tax Levy process. Lastly, he attended a session about board members during a time of crisis. The main focus was keeping the board policies and procedures consistent.

Mr. Michael Engle attended the "Art of School Boarding" session. As a newer board member, he found that the book has been helpful during his transition. The book and session both remind board members their role and their why. He recommends the book to anyone who would like to learn and understand the Board of Education's role.

Dr. Sonali Patil attended a couple of the general sessions. The general sessions had common themes, which included inspirational coaches and building your confidence. She also attended a smaller session presented by Rockford School District 205. The topic was attracting diverse staff and how to retain them. Some of their successes are only possible in bigger school districts but it was still insightful to get different tips and perspectives. The other session she attended was "A Guide to After School Programs" presented by District 95. The after school programs that are provided by their district are mostly paid for with corporate partnerships and grants which have allowed them to be successful. Their programs are very robust and many insightful tips were shared.

President Cleek attended the delegate assembly. She had two key takeaways from the delegate assembly. The first was the firearm resolution that was proposed by Mundelein did not pass. The second takeaway was that moving forward, resolutions will be passed by $\frac{2}{3}$ vote rather than simple majority. This new voting process will begin next year. She also presented along with Dr. Hannigan and Ms. LeeAnn Taylor at the Carousel of Panels over the topic of the "Power of Planning."

Vice President Wes Polen attended the session "Effective and User Friendly Superintendent Evaluations" sponsored by IASB. The district uses another IASB service called PRESS for its board policy that is very effective, so she wanted to try to inform herself

with another service that IASB sponsors. The program focused on strengthening Board-Superintendent partnerships by allowing users to engage in conversations. The next session she attended was “Best Practices in Crisis Communications.” The session highlighted best communication strategies, which included roles and responsibilities of board members and strategies to support and engage with administration and community during times of stress and uncertainty. The third session she attended was “Re-Engaging the Community and Building Relationships,” which included discussions for board members and administration to rally and re-energize the staff, cultivate community engagement, and celebrate the district's accomplishments.

President Cleek ended her report by wishing everyone a restful winter break.

ED-RED REPORT

Mr. Joel Finfer reported a few updates on some ED-RED initiatives. ED-RED is working on a Professional Development and Training mandate relief. This relief will focus on removing some obsolete training, consolidating duplicate training, and basically taking a look at what is required from educators and making the training more sensible and beneficial. He ended his report by announcing ED-RED's legislative dinner is scheduled for January 23, 2023. The keynote speaker will be the Communications Director from District 34.

SEDOL REPORT

Mr. Engle reported that SEDOL's last governing board meeting was scheduled on December 7, 2022. The last executive board meeting was held on December 15, 2022. The last governing board meeting had the opportunity to approve a three-year contract between the SEDOL's teacher union and their Board of Education, which includes the 2022-2023 school year. They also approved two Memorandum of Understanding. The first MOU was between the SEDOL's teacher union, and the other MOU was with SEDOL support staff. The next governing board meeting is scheduled for March 1, 2023 and the next executive board meeting is scheduled for January 26, 2023.

SITE & FACILITIES SUBCOMMITTEE REPORT

Dr. Patil reported that the last Site & Facilities meeting gave a brief overview of the 2023 summer facility projects, including mechanical updates and renovations at Elementary North. There was a conversation about the district's five-year plan, which included the district's reassessment of the facility plans given the budget and projection cycles. The district is waiting on the final equipment for the Middle South and Aspen construction.

PRESENTATIONS

Assistant Superintendent of Teaching and Learning Dr. Allison Stein was joined by the Teaching and Learning coordinators and instructional coaches to provide the Board with an update on the district's new instructional coaching program, which was created as part of a Board Project. They shared that instructional coaches have partnered with teams for 57 instructional cycles as of November 28, 2022, and post-assessment data has shown a marked improvement in student data. Additionally, more than 95% of participating staff members shared they are very likely or somewhat likely to participate in another instructional coaching cycle. They ended their presentation by announcing that the instructional coaching team submitted an application to present Hawthorn's coaching program at the *Dynamic Instructional & Technology Coaches are Hooked on ED Conference* hosted by the Lake County Educational Services and their application was accepted. They are looking forward to showcasing their efforts during the professional development event.

DISCUSSION ITEMS

Superintendent Dr. Pete Hannigan was accompanied by Assistant Superintendent of Finance & Business Operations Ms. LeeAnn Taylor, Assistant Superintendent of Human Resources Mr. Adam Palmer, and HEA President Ms. Erin Roche to review the plan for the 7-Hour Instructional Day that will take effect beginning in the 2023-2024 school year. During the 2019-2020 school year, the District 73 Board of Education entered into the Collective Bargaining process with the Hawthorn Education Association (HEA), which consists of licensed and non-licensed union members. During this process, one Board priority was to lengthen the instructional day for students in District 73 to optimize learning opportunities for all students and align with neighboring school districts. As a result of the bargaining process, it was agreed upon that a seven-hour instructional day would be established for all students beginning with the 2023-2024 school year. Currently, the elementary instructional day is 6 hours and 15 minutes, and the middle school instructional day is 6 hours and 30 minutes. By transitioning to a seven-hour day, elementary students will receive 11 more days of instruction and middle school students seven more days of instruction. Based on direction from the Board of Education, the Superintendent and Administrative team worked collaboratively with HEA to prepare for implementing a seven-hour instructional day in 2023-2024 that supports District 73's mission, vision, collective commitments and goals. The proposed plan has been uploaded to the Hawthorn website with a FAQ section. The district invites the community and staff to submit any questions via the link posted on the website.

Dr. Hannigan also discussed the proposed 2023-2024 school calendar. The calendar committee met to define the calendar parameters for the 2023-2024 school year, which consists of 176 student attendance days and four teacher institute days. Based on the feedback from the calendar committee, Hawthorn is recommending the first day of school be on August 24 and the last day of school on May 31 to align with the shared High School dates and the Lake County Tech Campus Calendar. Lincoln Early Learning Center's first day of school would be on August 28 to reflect their non-student attendance days during the Pre-K screening dates.

Assistant Superintendent of Finance & Business Operations Ms. LeeAnn Taylor discussed the 2023 Summer Facility Projects. The proposed maps and outlines were shared with the Board and community that evening to showcase the renovations to the Townline/Dual Language Library and the security enhancements at the District Office. The Townline/Dual Language Library renovation will conclude the last phase of the five-year construction plan. The district office enhancements will be funded from the operating budget.

Ms. Taylor also discussed the Food Service Contract Amendment. Due to the labor shortage, the need to attract food service candidates, and considering the minimum wage law, the district is currently paying a wage differential each month (ILMW) in addition to the individual meal rates. On average, this wage differential adds .4349 to each lunch served for a total current lunch cost of 3.4902. The amendment to the contract proposed by Arbor would reflect Arbor's rising prices that they anticipate from food suppliers. It is the recommendation of the business department to approve the amended FY23 contract at the next Board of Education meeting.

SUPERINTENDENT'S REPORT

Dr. Pete Hannigan reported that the district will stop offering take-home SHIELD Covid tests because of the sharp decline in participation since the beginning of the school year. Additionally, because the district moved to a contagious notification system for Covid-19 similar to what is used for flu and pink eye, the district will stop updating the district-wide Covid-19 dashboard after the December 15, 2022 update. Dr. Hannigan also congratulated Dr. Allison Stein on her significant professional milestone in completing her Doctorate's Program. He ended his report by wishing the community a great winter break.

CONSENT AGENDA

- 7.1 Board Meeting Minutes from November 15, 2022
- 7.2 Closed Session Minutes from November 15, 2022
- 7.3 Expenditure Report from December 15, 2022
- 7.4 Amazon Expense Report from December 15, 2022
- 7.5 Treasurer's Report from September 2022
- 7.6 Personnel Report

President Cleek noted that the district has discontinued its relationship with American Express and has instituted a purchasing card program with Fifth Third Bank. Due to the timing of the billing cycle, there was no report for the Fifth Third card program on tonight's consent agenda

8 New Hires:

7 Resignations:

2 Leaves of Absence:

1 Change of Status:

8 New Hires: Charanne Campbell, LOP Teacher, EN; Iva Leslie, Instructional Assistant, EN; Vicky Ma Chih-Ching, Lunch/Recess Supervisor HSYL; Jessica Perkins, Instructional Assistant, EN; Katie Rayome, Administrative Assistant to Teaching & Learning, District; Gloria Rozario, Instructional Assistant, EN; Alexandra Schawel, Instructional Assistant, TL; Donisha Smith, Office Clerk, DL/TL

7 Resignations: Shannon Lee, Art Teacher, DL, 12/20/2022; Jessica Sanchez, Early Childhood Teacher, Lincoln, 12/08/2022; Crystal Bratman, Instructional Assistant, EN, 11/01/2022; Pablo Garcia, Nurse, MN, 11/11/2022; Bridgett Gorman, Instructional Assistant, MS, 11/11/2022; Jennifer Kappler, Principal Secretary, EN, 12/23/2022; Tanya Richards, Office Clerk, ES, 11/30/2022

2 Leaves of Absence: Alyson Kowalczyk, 8th Grade Teacher, MN, 04/17/2023; Debbie Baittie, Instructional Assistant, MS, 1/27/2023

1 Change of Status: Consuelo Ariaz, HR Specialist, District, 12/16/2022

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

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

Motion carried: 7 ayes; 0 nays

Assistant Superintendent of Finance & Business Operations Ms. LeeAnn Taylor reviewed the action items listed on tonight's agenda that relate to the business department. Ms. Taylor began her discussion by following up with Levy questions from the public hearing. Ms. Taylor recommended the proposed Tax Levy be approved and filed with the county.

The business department is seeking approval for the Elementary North contracts to start the construction process. Once the contracts are approved, the business department along with Lamp can start planning for the project. This project has an anticipated completion date by the middle of the 2024-2025 school year.

Lastly, there is a Resolution Appointing a Representative and Alternate Representative for the Northern Illinois Health Insurance Program. The appointment of representatives requires board action as a formality. Ms. Taylor will serve as the primary contact and in her absence, Jennifer Akin will serve as the secondary contact.

ACTION ITEMS

Resolution to Levy 2022 Property Taxes

MOTION: Joel Finfer moved that the Board of Education approve the Resolution to Levy 2022 Property Taxes; Karl Borchers seconded the motion.

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

Motion carried: 7 ayes; 0 nays

Elementary North- All Contracts

MOTION: Sonali Patil moved that the Board of Education approve the Elementary North Contracts; George Fievet seconded the motion.

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

Motion carried: 7 ayes; 0 nays

Resolution Appointing a Representative and Alternate Representative for the Northern Illinois Health Insurance Program

MOTION: Sonali Patil moved that the Board of Education approve the Resolution Appointing a Representative and Alternate Representative for the Northern Illinois Health Insurance Program; Michael Engle seconded the motion.

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

Motion carried: 7 ayes; 0 nays

GENERAL INFORMATION

1. Enrollment-Uploaded
2. FOIA Log, Dr. Hannigan reported that there were no FOIA requests since the last board meeting as identified in Section 9.2 of the Board agenda.
3. Board Email Log
4. Media Clips

TOPICS FOR FUTURE DISCUSSION

No future topics at this time.

ADJOURN TO CLOSED SESSION

Pursuant to 5 ILCS 120/2(c)(11) President Cleek *read the motion(s) to adjourn to CLOSED SESSION for the purposes of:*

Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. 5 ILCS 120/2(c)(11).

President Cleek mentioned that the board does not anticipate taking any action following the closed session portion of the meeting.

With no further business to discuss, Wes Polen made a motion to adjourn to Closed Session, seconded by Karl Borchers. The meeting adjourned at 9:01 p.m. **All in favor? Yes.**

Motion carried: 7 ayes; 0 nays

Respectfully submitted,
Jessica Flores

Robin Cleek, President

George Fievet, Secretary

Date Minutes Approved: _____