

**Minutes of the Regular Board of Education Meeting of
Hawthorn Community Consolidated District #73, Lake County, Illinois
841 W. End Ct, Vernon Hills IL 60061
7:00 p.m. on the 10th day of April 2025**

CALL TO ORDER

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

ROLL CALL

The Board Secretary called attendance and the following members attended: George Fievet, Michael Engle, Robin Cleek, Karl Borchers, Julie Clifford, Joel Finfer and Wes Polen. Also in attendance were Asst. Supt. of Finance & Business Operations Ms. Jennifer Akin; Asst. Supt. of Student Services Ms. Alicia Corrigan; Asst. Supt. of Teaching & Learning Dr. Allison Stein; Asst. Supt. for Human Resources Mr. Adam Palmer; and Superintendent Dr. Pete Hannigan.

PUBLIC COMMENT

No public comment at this time.

RECOGNITION

Vice President Wes Polen and Board Member Karl Borchers, speaking on behalf of the Recognition Committee, acknowledged outstanding contributions by Hawthorn students and staff.

The Board congratulated 7th grade students Henry D. and Olivia M., selected to represent Hawthorn and ILMEA District 7 in the inaugural All-State Junior High Choir held this January in Peoria. Nominated by Ms. Diana O'Connor, both students demonstrated exceptional musical talent and proudly represented the district. Each student was presented with a medal and certificate of recognition.

Also recognized were IESA State Wrestlers who competed at Northern Illinois University in DeKalb on March 7–8. Both the North and South teams had impressive seasons, with many athletes advancing through regionals and sectionals. Special thanks were extended to the coaches for their leadership and support. Participating athletes were presented with a medal and certificate of recognition.

Ms. Brianne Honda, Library Media Specialist at Middle School South, was commended for her creative transformation of the Resource Center into an engaging, student-centered space. Nominated by the 6th Grade ELA team, Ms. Honda was celebrated for implementing activities such as Word of the Day, puzzles, student book contests, and interactive literary experiences. Her work has meaningfully promoted literacy and a love of reading across the school. She received a certificate of recognition.

President Robin Cleek concluded the recognition portion by honoring Board Member Wes Polen for her years of dedicated service to Hawthorn District 73. Since joining the Board in 2017, Ms. Polen has served on numerous committees and remained an advocate for students, staff, and the broader community. Her thoughtful leadership and student-centered approach were deeply appreciated. As she transitions to the District 128 Board of Education, the Board expressed its heartfelt gratitude and best wishes for her continued success. In recognition of her legacy, Wes was awarded the highest level of recognition: a brick engraved with *Big Things Are Built One Brick at a Time*.

ANNOUNCEMENTS

No announcements at this time.

PRESIDENT'S REPORT

President Robin Cleek reminded Board Members to submit their Statement of Economic Interest form to the county by the May 1 deadline. She also noted that the Board Retreat is scheduled for Friday, June 6 at the district office.

ED-RED REPORT

Mr. Joel Finfer reported that 1,800 bills were introduced in the House, with 900 related to education. Of those, 800 advanced to committee, and 150 were moved out of committee for further consideration.

SEDOL REPORT

Mr. Michael Engle reported that the last Executive Board meeting was held on March 20, and the last Governing Board meeting took place on March 5. A Special Board Meeting was also held on April 3 to review the tentative budget. At the March 20 Executive Board meeting, the 2025–2026 SEDOL calendar was approved. Mr. Engle noted that superintendent interviews are scheduled for April 22, as the contracts for interim principals are nearing their conclusion. The next Executive Board meeting is scheduled for April 24, and the next Governing Board meeting is set for June 4.

SITE & FACILITIES SUBCOMMITTEE REPORT

Mr. George Fievet reported that the most recent Site and Facilities Committee meeting was held on April 1 and covered several key agenda items. Discussions included the review of budgeted Apple lease payments for the year and the approval of financial transfers to support upcoming summer projects. He provided an update on ongoing facility work, noting the successful completion of final projects at Elementary North and Middle North. Additional summer projects at Middle North are set to begin soon, with flooring, HVAC upgrades, and floor replacements scheduled to take place over Spring Break.

Mr. Fievet also acknowledged the efforts of the Business Office, commending their continued commitment to preparing responsible and appropriate tax levy requests. He shared that the 2024 levy request was delivered precisely on target, with disbursements planned in two phases—half in June 2025 and the remainder in September 2025. He thanked the Business Department for their strong projections and thoughtful planning.

WELLNESS COMMITTEE REPORT

No report at this time.

KEY TO 73 FOUNDATION REPORT

Ms. Julie Clifford reminded the community that the Foundation along with the PTO are hosting the Golf Outing on Friday, June 6, 2025. If there are any interested businesses who would like to sponsor, please visit the website at <https://keyto73foundation.org/>.

DISCUSSION ITEMS

Assistant Superintendent of Finance & Business Operations, Ms. Jennifer Akin, discussed several items related to business operations. She first reviewed the Resolution Transferring Funds from the Operations and Maintenance Fund to the Capital Projects Fund of the District and the Resolution Transferring Funds from the Educational Fund to the Debt Service Fund. The first transfer of \$2.5 million from the Operations and Maintenance Fund to the Capital Projects Fund is to support planned summer construction projects. The second transfer moves \$613,511 from the Education Fund to the Debt Service Fund to cover the cost of Apple device leases, as part of the district's three-year device refresh cycle.

Ms. Akin also discussed the facility rental rates, which have not been adjusted since 2014. Under the leadership of Director of Facilities Mike Labbe, a comparative review was conducted using data from neighboring districts. Based on this analysis, the district is proposing a revised and streamlined rental rate structure to begin July 1. Updates also include revisions to the facility usage agreement to strengthen security protocols and align with current district standards. The updated rental rate schedule and agreement were included in the board packet for review.

SUPERINTENDENT'S REPORT

Dr. Hannigan reminded the community that registration for returning students for the 2025–2026 school year is now officially open. Families are encouraged to complete the registration process by May 1 to assist with planning and to take advantage of the early bird rate. Hawthorn School for Young Learners is currently leading the way, with 72% of students already registered!

Dr. Hannigan concluded his report by recognizing the numerous contributions of Wes Polen, echoing the Board's sentiments about her significant impact on Hawthorn.

CONSENT AGENDA

- 6.1 Board Meeting Minutes from January 16, 2025
- 6.2 Closed Session Minutes from January 16, 2025
- 6.3 Expenditure Report: April 10, 2025
- 6.4 Amazon Expense Report: April 10, 2025
- 6.5 Mastercard Report: February 21, 2025
- 6.6 Treasurer's Report: February 2025
- 6.7 Approval of FY25 Administrative Salaries
- 6.8 Approval of FY25 Building Assistant Supervisor Salaries
- 6.9 Approval of FY25 Salaries for Tier 1, Tier 2, Tier 3, and Tier 4 Personnel
- 6.10 Personnel Report

3 New Hires:

3 Leaves of Absence:

6 Change of Status:

4 Resignations:

3 New Hires: Elizabeth Jacks, Assistant Principal of Middle South, 07/01/2025; Carolyn Hendrix, Student Secretary, EN, 03/31/2025; Mageshwari Naveen, Instructional Assistant, EN, 04/01/2025.

3 Leaves of Absence: Dr. Karen Maturo, Assistant Superintendent of Innovative Learning, District, 03/17/2025; Marlenee Villasenor, 4th Grade Teacher, DL, 03/17/2025; Melissa Goldenson, Instructional Assistant, Aspen, 03/27/2025.

6 Change of Status: Lauren Boardman, Director of Teaching & Learning, District, 07/01/2025; Deborah Dubin, Director of Student Services, District, 07/01/2025; Megan Goldman, Director of Social, Emotional, & Behavioral Learning, District, 07/01/2025; Nicole Merryfield Coy, Director of Multilingual Learning, District, 07/01/2025; Jennifer Scharfenberg, Director of Student Services, District, 07/01/2025; Stephanie Sidaway, Director of Teaching & Learning, District, 07/01/2025.

4 Resignations: Annie Adnerson, Instructional Coach, District, 05/28/2025; Emily Pappas, LBS1 Teacher, EN, 05/28/2025; Sumi Borthakur, Lunch/Recess Supervisor, HSYL, 04/02/2025; Monica Condeza, Lunch/Recess Supervisor, DL; 03/19/2025.

Dr. Hannigan shared that the recommended salary increases for both the District Office support staff and administrative team were included in the evening's consent agenda. To ensure a fair and comprehensive approach, the district conducted a detailed salary study—mirroring the process used during the recent HEA contract negotiations. This study carefully reviewed all District Office support and administrative positions, ultimately identifying specific roles that required adjustments to better reflect responsibilities and align with market standards.

Dr. Hannigan presented Mrs. Elizabeth Jacks as the proposed Middle South Principal candidate. The district conducted an extensive search for the position, receiving 57 applications. Interview teams, including staff, and administrators, engaged in a thorough selection process to identify the best fit. After careful evaluation, Mrs. Elizabeth Jacks was selected to lead the Middle South community.

Karl Borchers requested to remove section 6.7 **Approval of FY25 Administrative Salaries** 6.8 **Approval of FY25 Building Assistant Supervisor Salaries** and 6.9 **Approval of FY25 Salaries for Tier 1, Tier 2, Tier 3, and Tier 4 Personnel** from the consent agenda.

MOTION: Karl Borchers moved that the Board of Education approve 6.7 **Approval of FY25 Administrative Salaries** 6.8 **Approval of FY25 Building Assistant Supervisor Salaries** and 6.9 **Approval of FY25 Salaries for Tier 1, Tier 2, Tier 3, and Tier 4 Personnel** as presented; seconded by Julie Clifford.

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

Motion carried: 7 ayes; 0 nays

MOTION: Wes Polen moved that the Board of Education approve the remaining **Consent Agenda** items as presented; seconded by Michael Engle.

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

Motion carried: 7 ayes; 0 nays

Following board approval on the consent agenda, Ms. Elizabeth Jacks expressed her gratitude to the Board, Dr. Hannigan, for the opportunity to serve the Hawthorn Middle South community. She shared her excitement and is ready to lead the student body.

President Robin Cleek introduced the Superintendent Contract as an action item on the agenda. She outlined the rigorous evaluation process that informed the Board's decision and emphasized the importance of timing the contract renewal in alignment with the broader hiring season in surrounding school districts. She also noted that the renewed contract aligns with the current market for comparable superintendent roles with similar years of experience.

Dr. Hannigan presented the Assistant Superintendent Contract for the Chief School Business Official (CSBO) position and recommended Board approval of a three-year contract extension for Ms. Jennifer Akin. He highlighted her highly successful first year in the role and the positive impact of her leadership. The proposed contract extension was included in the Board packet for review.

Ms. Jennifer Akin reviewed several action items related to the Business Department, including the renewal of food service, landscaping, and disposal service contracts. She also presented the Annual Consolidated District Plan, developed collaboratively

by leaders across various departments. The plan serves as a strategic document outlining how the district will allocate resources and measure the impact and utilization of grants throughout the district.

ACTION ITEMS

Superintendent Contract

MOTION: Wes Polen moved that the Board of Education approve the Superintendent Contract; Michael Engle seconded the motion.

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

Motion carried: 7 ayes; 0 nays

President Cleek, speaking on behalf of the Board, expressed high praise for Dr. Hannigan, highlighting the impactful work he has accomplished and the Board's continued confidence in his leadership. She noted the Board's enthusiasm in bringing his contract forward for renewal at Hawthorn and shared their eagerness to continue working alongside him in the years ahead.

Assistant Superintendent Contract

MOTION: George Fievet moved that the Board of Education approve the Assistant Superintendent Contract; Wes Polen seconded the motion.

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

Motion carried: 7 ayes; 0 nays

Food Service Renewal

MOTION: Karl Borchers moved that the Board of Education approve the Renewal of the Food Service Provider; Wes Polen seconded the motion.

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

Motion carried: 7 ayes; 0 nays

Landscape Service Renewal

MOTION: George Fievet moved that the Board of Education approve the renewal of the Landscape Service; Julie Clifford seconded the motion.

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

Motion carried: 7 ayes; 0 nays

Disposal Service Renewal

MOTION: Wes Polen moved that the Board of Education approve the renewal of the Disposal Service; Michael Engle seconded the motion.

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

Motion carried: 7 ayes; 0 nays

Annual Consolidated District Plan

MOTION: Michael Engle moved that the Board of Education approve the Annual Consolidated District Plan; George Fievet seconded the motion.

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

Motion carried: 7 ayes; 0 nays

GENERAL INFORMATION

1. Enrollment - Uploaded
2. FOIA Log, Dr. Hannigan reported that the District has received thirteen FOIA requests since the last board meeting and has been responded to as identified in Section 8.2 of the Board agenda.

3. Media Clips

TOPICS FOR FUTURE DISCUSSION

No topics for future discussion.

ADJOURNMENT

With no further business to discuss, Wes Polen *made a motion to adjourn the meeting, seconded by* Michael Engle. The meeting *adjourned at 7:48 p.m.* **All in favor? Yes.**

Motion carried: 7 ayes; 0 nays

Respectfully submitted,
Jessica Flores

Robin Cleek, President

Julie Clifford, Secretary

Date Minutes Approved: _____