

**Minutes of the Site and Facilities Committee Meeting of
Hawthorn Community Consolidated District #73, Lake County, Illinois
841 West End Ct, Vernon Hills, IL 60061
1:00 pm on the 6th day of June 2023**

Board Members Present: LeeAnn Taylor, Asst. Supt. of Finance and Business Operations, Joel Finfer, Board Member and George Fievet, Board Member

Other Present: Jennifer Ezop, Administrative Assistant, Mike Labbe, Director of Facilities, Jennifer Akin, Business Office and Payroll Supervisor, VP Trinh, Arcon Associate, Annie Egler, Design Consultant and Tom McGrath, Lamp Inc.

1.1 Meeting called to order at 1:00pm

1.2 Roll Call: Joel Finfer and George Fievet present

1.3 Public Comment: None

Discussion Items

2.1 Five Year Facility Plan Updates

LeeAnn reviewed the current version of the Five Year Facility plan with committee members. This version includes updates on current costs that reflect the increase of pricing. Buildings that are being discussed for upcoming improvements include: Townline/Dual Language, Aspen and Middle North.

2.2 Tentative Projects for summer of 2024

Stakeholders contributed in discussions with Mike Labbe and Annie Egler to determine the needs of the Middle North and Townline/Dual Language libraries and how to create spaces for collaboration. Fall preparation for summer 2024 projects are on FY24 board meeting schedules. LeeAnn Taylor is prepared to present the tentative budget to include \$2M capital project expenditures at the next Board meeting on June 15th. Construction design plans are scheduled to be presented September 7th and approved at the September 21st Board meeting. The project will go out to bid in October, Board discussion in November and Board approval in December.

2.3 Elementary North Project Update

Mike Labbe reported demo work began on Monday, June 5th at Elementary North and in the Townline/Dual Language library.

2.4 Building Signage

Mike Labbe discussed uniformity of district signage. The district is working collaboratively with the Village of Vernon Hills to put a plan in motion for preparing and presenting a building identification project. Building and entrance signage is currently not uniform, clear and presents safety issues. Mike Labbe will be working on a timeline and implementation plan to present to the facilities committee.

2.5 District Landscaping

Mike Labbe researched commercial solutions for weed control. Annual estimated cost to fertilize is \$18,000. Committee members are in support of implementing annual fertilization.

2.6 Committee Structure and Focus

LeeAnn Taylor discussed why the committee was formed in 2020 and asked for input on the future direction of the committee. Items of focus for the 23-24 school year include district improvement projects, signage standards (i.e. furniture, flooring, lighting, building automation, etc), replacement and repair cycles (i.e. flooring, painting, bathrooms, kitchens, equipment) and ongoing safety and security efforts. Committee members will work with District committee representatives to help prioritize capital project expenditures. Ms. Taylor plans on presenting security and safety updates to the Board two times during the school year moving forward. Committee members requested future building tours to help identify problem areas that may impact future planning projects. Ms. Taylor and Mr. Labbe will work with the Superintendent to help determine a plan for tours while the buildings are not occupied with students and staff.

2.7 Future Committee Meeting Dates

Five meetings are scheduled for the 23-24 school year and will be sent to committee members. Recommendation was made to schedule meetings on Tuesdays at 12:00pm.

Action Items

3.1 Approval of Site and Facilities Minutes February 16th, 2023 motion by Joel Finfer and George Fievet abstained.

Motion to adjourn meeting made by Joel Finfer and seconded by George Fievet
Meeting adjourned at 2:00pm

Respectfully submitted,
Jennifer Ezop

LeeAnn Taylor, Asst Superintendent
Of Finance and Business Operations

Joel Finfer, Board Member

Date Minutes Approved: _____