

**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
12:00 pm on the 1st day of August 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,

1.1 Meeting called to order at 12:09pm

1.2 Roll Call: George Fievet and Joel Finfer present

1.3 Public Comment: None

Discussion Items

2.1 School Year 23-24 Preparations

LeeAnn Taylor provided an overview of food services, safety and security and transportation preparations to start the school year. The district is now contracted with Quest Food Service Management. Lauren Baar is the new Food Service Director and comes to our district with previous experience and is excited to be in partnership with Hawthorn 73. An annual safety and security meeting was conducted, engaging all stakeholders in discussions pertaining to the safety measures in place at Hawthorn D73. Comprehensive training was provided to all new staff members, and a thorough review of safety drills was conducted in preparation for the upcoming school year. Jennifer Ezop reported the early completion of registration facilitated accessible transportation routes; a new route was added for HSYL school to reduce travel time. Necessary information and route details will be made accessible through the Parent Portal on August 10th, 2023. Driver Training is planned prior to the start of school with Lakeside representatives and all drivers for Hawthorn 73. Meagan Goldman will be reviewing SOAR bus expectations and providing an engaging discussion session for Lakeside drivers.

2.2 Summer Projects

As of now, projects planned for the year 2024 have been set in motion. Notably, the summer projects, including the renovation of Elementary South's paint and floors, the completion of Aspen's new front office, and the finishing touches of TL/DL library are set to be completed. At Elementary North, progress has been achieved with the installation of temporary walls. Strategically placed walls will facilitate safe and efficient movement of both students and staff within the premises.

Renovations for next summer will include mechanicals at Middle North. In addition, proposed scope to include bringing building automation up to standards throughout the district. Elementary North automation will be completed during renovations and Middle North and Towline/Dual Language will be completed during the summer 2024.

2.3 Future Agenda Items

Middle South Office renovations will be revisited in the future. Safety and security measures were put in place making the vestibule areas secure and consistent with other buildings in the district. Functionality of the Tower Road facility will be evaluated and considered for future improvements. Standardization of future furniture projects by grade level will be a topic of the committee at a later date. Signage, to include new and incorrect or misleading signage, will be addressed at a future committee meeting. Recommendations by committee members to make external signage consistent with clear indicators of where to enter the main office at each building should be a priority during future planning.

Next meeting date Tuesday, September 12, 2023 at 12pm

Action Items

3.1 Approval of Site and Facilities Minutes June 6th, 2023 motion by Joel Finfer second George Fievet.

Motion to adjourn meeting made by Joel Finfer and seconded by George Fievet
Meeting adjourned at 1:15pm

Respectfully submitted,
Jennifer Ezop

LeeAnn Taylor, Asst Superintendent
Of Finance and Business Operations

Joel Finfer, Board Member

Date Minutes Approved: _____