

**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 12th day of September 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 and HR Systems Supervisor and VP Trinh, Arcon Associates

1.1 Meeting called to order at 12:00pm

1.2 Roll Call: George Fievet and Joel Finfer present

1.3 Public Comment: None

Discussion Items

2.1 Future Construction and Mechanical Projects

LeeAnn Taylor reviewed the ongoing five-year facilities plan with the committee. Summer projects, including mechanicals, have been identified and will be included in one bid package spread over the 2 years. This project will complete and update building automation. Learning Center updates are planned for next year and completion in the summer of 2025. LeeAnn reported the equipment grant will go on the board agenda for approval in October. Also presented at the next board meeting for discussion will be a working cash transfer of \$2M with board approval in October.

2.2 Elementary North Update

Mike Labbe reported phase one at Elementary North is running on schedule and will be opening as planned. Currently, furniture and mechanical delivery are scheduled for September 25th. Students at Townline/Dual are already enjoying the new Learning Center and few finish touchings remain on back order.

2.3 Start of Year Updates

LeeAnn Taylor reported the District Office move is scheduled for October 2nd. Employees at the District office will be temporarily moved to Middle North, Middle South and Elementary South. District registrars will be located at Middle South. Notification of this relocation will be posted on our website and on the doors of 841. Discussions about opening up the meeting space at the District Office referred to as Room 103 resulted in the committee requesting a cost estimate for a window or door. VP Trinh will work on a change order proposal.

Ms. Taylor reviewed meal totals with our new food service provider Quest. Over 11,000 meals have been served in the first 12 days of school representing roughly 29% of our student enrollment. Capital expenditures are in place to spend down food service surplus. Expenses to include new lunch tables at Elementary North and a new POS system planned for the school year 24-25. The business office is working on a Food Service RFP for next school year.

Jennifer Ezop reported besides the normal obstacles at the start of a new school year, everything is running smoothly with transportation. Two additional Hawthorn School for Young Learners routes have been added to increase efficiency. Mike Labbe reported traffic flow is improving over time as parents and students get familiar with the process. Ms. Ezop informed the committee that Lakeside has added a satellite location at Innovation Park in Libertyville.

2.4 Future Meeting Topics and Dates

Next meeting date in October TBD

Topics:

EN project updates, Food service bid and Energy rates

Action Items

3.1 Approval of Site and Facilities Minutes August 1st, 2023 motion by Joel Finfer second George Fievet.

Motion to adjourn meeting made by Joel Finfer and seconded by George Fievet

Meeting adjourned at 12:55pm

Respectfully submitted,

Jennifer Ezop

LeeAnn Taylor, Asst Superintendent
Of Finance and Business Operations

Joel Finfer, Board Member

Date Minutes Approved: _____