

**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 25th day of October 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, Lindsey Turner, Instructional Coach, Pete Hannigan, Superintendent, Jessica Flores, Administrative Assistant, Katie Waggoner, Principal, Karen Maturo, Asst. Supt. of Innovative Learning, Dave Hunwick, Technology Integration Administrator and Stephanie Peters, community member.

1.1 Meeting called to order at 12:04pm

1.2 Roll Call: George Fievet and Joel Finfer present

1.3 Public Comment: None

Discussion Items

2.1 District Safety Protocols

Committee discussed investigating a security consulting firm to perform a safety audit for District 73. This would be in addition to the current comprehensive safety plan in place. Administrators will contact safety and security firms to begin initial conversations including submission of proposals. Intention to move forward with this will be communicated to the board at the next meeting.

2.2 Food Service RFP

Jennifer Akin and Lindsey Turner provided an overview of the Food Service RFP. The current one year emergency contract with Quest expires at the end of the 23-24 school year, which requires the district to go out to bid. This RFP process includes an evaluation piece allowing the district more flexibility to evaluate each bidder based on criteria that are important to our district's needs. A tentative committee has been established and will review proposals using criteria from an evaluation rubric. Committee members expressed the importance of financial strength and the onboarding process to be considered during the proposal review. Submission to ISBE for review and approval is expected within 10-14 days from the committee meeting date. The intention to go out to bid will be published in a local newspaper after approval.

2.3 Elementary North Project Update

Mike Labbe reported phase one pod is complete and fully operational. Phase two demo is scheduled next with the removal of furniture currently happening. The learning center will be opening towards the end of November. Katie Waggoner reported the students are excited to see the renovation.

2.4 Delivery Truck Purchase

Mike Labbe reported a new box truck will be purchased to replace the old box truck. Current delivery time is two months out. He reported there is no trade in value for the old truck. No formal board action is required as this is a budgeted line item and on a state contract.

Future Meeting Dates

Next meeting date in December 4, 2023 12:00pm

Action Items

3.1 Approval of Site and Facilities Minutes September 12, 2023 motion by George Fievet and second by Joel Finfer

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

Meeting adjourned at 12:59 pm

Respectfully submitted,
Jennifer Ezop

LeeAnn Taylor, Asst Superintendent
Of Finance and Business Operations

Joel Finfer, Board Member

Date Minutes Approved: _____