

**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 4th day of December 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, Tom McGrath, Lamp Construction, Scott Mackall, GSF Custodial and Will Acosta, GSF Custodial

1.1 Meeting called to order at 12:05 pm

1.2 Roll Call: George Fievet and Joel Finfer present

1.3 Public Comment: None

Discussion Items

2.1 Mechanical Bid Project Results

Tom McGrath informed the committee that Air Comfort was awarded the contract as lowest bidder for this project. Towline and Middle North work will commence summer 24' and Aspen and District Office work is planned for summer 25'. The project came in under budget at \$1.7 million.

2.2 Update on Safety Audit

Mike Labbe and LeeAnn Taylor reported the safety audit will kick off at an elementary school and one middle school. In discussions with Paul Timm, Director of Education Safety with Allegion, the audit is structured to conduct a thorough assessment of operational strengths and areas for improvement. Joel Finfer requested a preliminary budget for the entire district to undergo a safety audit at each building. The audit will start this winter and a report should be available by Spring.

2.3 Custodial Contract Discussion

Scott Mackall and Will Acosta with GSF were present at the meeting. Mike Labbe reported an upcoming increase according to the contract that will be effective for 2024. The custodial contract is renewed annually until 2027. Mr. Mackall expressed his appreciation for the strong relationship with Hawthorn 73 and looks forward to working with our staff in the future. Joel Finfer recommended members meet with custodial representatives annually to ensure open communication and collaboration for maintaining a clean and safe environment.

Future Meeting Dates

Next meeting date in February 15, 2024 12:00 pm

Action Items

3.1 Approval of Site and Facilities Minutes October 25th, 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 12:33 pm

Respectfully submitted,
Jennifer Ezop

LeeAnn Taylor, Asst Superintendent
of Finance and Business Operations

Joel Finfer, Board Member

Date Minutes Approved: _____