

**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 15th day of February 2024**

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, Stephanie Peters, Committee Member, and Mike McTaggart, Quest Food Management Service

1.1 Meeting called to order at 12:01 pm

1.2 Roll Call: George Fievet and Joel Finfer present

1.3 Public Comment: Mike McTaggart owner of Quest Food introduced himself to the committee.

Discussion Items

2.1 Summer 2024 Projects

Dr. Taylor stated \$1.8 million has been budgeted for the summer project for the next two years. Work will continue and Elementary North with referendum and budgeted funds. Construction work is scheduled to be completed prior to the start of the 2024-2025 school year at Elementary North. Middle North activity entrances and STEM lab hallways to include flooring are included in the project plan. Mike Labbe reported bid results for the domestic water heater are due back prior to the Feb 22nd board meeting. The committee concurred with Dr. Taylor's suggestion to include specifics of the bid results in her weekly Friday update email.

2.2 TL/DL Fire, Clock and Intercom Bid Results

A separate bid package was put together for the Townline/Dual Language fire, clock and intercom project. Mike Labbe reported the bid package included the most recent fire code safety standards, resulting in equipment upgrades that were not anticipated. These changes led to higher than expected bids. Repairs will be made as needed to the existing fire panel. The clocks and intercom portion of the project will be brought forward as a separate project.

2.3 Lakeside Contract Renewal

The district engaged in conversations with surrounding districts D70 and D128 in regards to renewal of the Lakeside contract for the 2024-2024 school year. LeeAnn Taylor conveyed that Lakeside proposed a 9.5 for FY25 and 8.5 percent for FY26. Dr. Taylor will continue to negotiate rates with Lakeside and report back as more information is known.

2.4 Food Service Bid Results and Student Meal Prices

Jennifer Akin reported Quest Food Management Services was awarded the food service contract for the upcoming school year after scoring highest in the evaluation process. The decision was made based on a thorough scoring process, where each proposal was meticulously assessed against predefined criteria. After

ISBE approval, it is the goal of the district to bring the discussion item to the February 22nd board meeting and action item on the March 14th board meeting.

LeeAnn Taylor explained the paid lunch equity regulations to the committee members and how she determined the proposed meal prices for the 2024-2025 school year. Dr. Taylor is recommending \$1.40 for breakfast and \$3.50 for lunch.

2.5 Elementary North Project Update

Mike Labbe conveyed the second phase will be opened at the conclusion of the upcoming weekend. Other discussions as noted in 2.1 Summer 2024 Projects.

2.6 Safety Audit Update

A physical safety audit was done at Elementary South and Middle North by a hired safety consultant, Allegion. A report will be provided to the district once completed.

2.7 Future Meeting Dates

The committee decided to hold off on scheduling the next meeting date based on the progress of the projects and the necessity for further discussion items.

Action Items

3.1 Approval of Site and Facilities Minutes December 4, 2023 motion by Joel Finfer and second by George Fievet

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

Meeting adjourned at 1:10 pm

Respectfully submitted,
Jennifer Ezop

LeeAnn Taylor, Asst Superintendent
of Finance and Business Operations

Joel Finfer, Board Member

Date Minutes Approved: _____