

**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 6th day of August 2024**

Board Members Present: Jennifer Akin 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, and Rodney Erb, Safety and Security Specialist

1.1 Meeting called to order at 12:00 pm

1.2 Roll Call: George Fievet and Joel Finfer present

1.3 Public Comment: None

Discussion Items

2.1 School year 24-25 Preparations

Jennifer Akin reported that occupancy permits have been applied for Townline, Middle North and Elementary North. Approved permits are expected back prior to the start of school. Mr. Labbe communicated that all buildings will be ready for the start of school August 19th.

2.2 Building Signage

Sign installation is scheduled the week prior to school. Ongoing efforts are being made to ensure that interior building signage remains consistent across all schools within the district. This continuous process ensures that all facilities reflect the district's commitment to a well-organized and user-friendly environment.

2.3 Summer Projects

The hot water heaters have passed inspection at the Middle North building. BAS at Townline and Middle North is still being completed but contractors are expected to be out of the classrooms prior to the start of school. Middle North flooring is complete as well.

Planning for next year is projected to include the Middle North learning center and flooring around the room. Control work is planned at Aspen and Middle South next summer.

2.4 Elementary North Project Update

As noted above in 2.1, occupancy permits are expected to be approved prior to the start of school.

2.5 Facility Rental Rate Discussion

Mr. Labbe and Ms. Akin informed the committee that the most recent evaluation of facility rental rates occurred in 2009. They proposed updated rental rates that would be all-inclusive, designed to cover all associated expenses for room rentals. The committee suggested that a more comprehensive look be taken at what rental groups are the frequent requestors.

2.6 Future Meeting Dates and Topics

Monthly meetings are scheduled for future meetings. Topics will include scheduling a meeting with VP Trinh to discuss the library project. The custodial contract is up for renewal December 31st. Ms. Akin relayed we

have an option for two 1 (one) year renewals with our current custodial contractor. A recommendation will be made to bring forward an 18 month contract renewal to align with our fiscal year. Ms. Akin and Mr. Labbe will be having discussions with our energy provider regarding the increase in rates and will bring back findings when information is available.

Action Items

3.1 Approval of Site and Facilities Minutes May 2, 2024 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 12:50 pm

Respectfully submitted,
Jennifer Ezop

Jennifer Akin, Asst Superintendent
of Finance and Business Operations

Joel Finfer, Board Member

Date Minutes Approved:_____