

**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 10th day of September 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, Stephanie Peters, Annie Egler, Design Consultant and remotely, VP Trinh, Arcon Associates

1.1 Meeting called to order at 12:00 pm

1.2 Roll Call: Joel Finfer and George Fievet present

1.3 Public Comment: None

Discussion Items

2.1 Custodial Renewal Discussion

Mrs. Akin expressed intentions to bring the custodial renewal amendment to the Board at the October meeting. The contract term would be an eighteen month term, January 1, 2025-June 30, 2026 at the rate of CPI, 3.2%. The district will go out to bid near the end of 2025 or early 2026.

2.2 Energy Co-op Discussion

Mike Labbe and Mrs. Akin met with our representatives from the energy co-op in early September. Rates are anticipated to decrease due to additional buildings being added to the co-op. The district has managed to maintain consistency in our energy pricing and eliminate the risk of spikes.

2.3 Summer Project Discussion

VP Trinh and Annie Egler discussed the initial concept for Middle North to include a front office refresh and library revamp. Design representatives will meet with building stakeholders to provide feedback on functionality and workspace flow. Committee members suggested relocating the conference room at Middle North to face the cafeteria, in order to provide more privacy and enhance security. The design plans will be initiated and developed throughout October. These preliminary designs will then be brought back to the committee at the November meeting, where feedback and suggestions will be discussed. Any necessary revisions or adjustments will be made following the November meeting to ensure the plans are refined and ready for presentation to the Board. Funds are allocated annually to carry out summer projects.

Action Items

3.1 Approval of Site and Facilities Minutes August 6, 2024 motion by Joel Finfer and second by George Fievet

Adjourn to Closed Session

Pursuant to 5 ILCS 120/2(c)(8) Jennifer Akin read the motion(s) to adjourn to CLOSED SESSION for the purposes of:

Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property.

With no further business to discuss, George Fievet made a motion to adjourn to Closed Session, seconded by Joel Finfer. The meeting adjourned at 12:40 pm. All in favor? Yes.

Respectfully submitted,
Jennifer Ezop

Jennifer Akin, Asst Superintendent
of Finance and Business Operations

Joel Finfer, Board Member

Date Minutes Approved:_____