

**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 November 2024**

Board Members Present: Jennifer Akin Asst. Supt. of Finance and Business Operations, Joel Finfer, Board Member and George Fievet, Board Member

Others Present: Jennifer Ezop, Administrative Assistant, Mike Labbe, Director of Facilities, Stephanie Peters, Annie Egler, Design Consultant, and 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 Summer Project Discussion

Annie Egler provided an overview of the Middle North front office renovation project, highlighting plans to improve the flow, visibility, and functionality of the existing space. The project is scheduled to go out for bids this winter, with construction slated to remain on track for completion during the summer of 2025. Ms. Egler also presented a rendering of the library improvements included in the summer project for 2025. The library floor will be raised to enhance accessibility while consolidating entry points to a single entrance for improved control and functionality. Tom McGrath with Lamp Construction will provide a rough budget to the business office within the next week. Bid packages and budgets will be presented at the December board meeting.

2.2 Transportation Pilot Program Update

Mrs. Jennifer Akin provided an update on the My Ride K-12 pilot program rollout for Aspen bus riders. The buses will be equipped with iPads and RFID readers, allowing students to swipe their RFID badges when boarding and exiting. Parents of students in the Aspen pilot will receive detailed communication about the rollout, including instructions for accessing the app. New RFID badges will be distributed to students within the next week. A follow up survey will be sent to all the families of the pilot program two weeks after implementation.

Action Items

3.1 Approval of Site and Facilities Minutes October 8th, 2024 motion by Joel Finfer and second by George Fievet.

Respectfully submitted,
Jennifer Ezop

Jennifer Akin, Asst Superintendent
of Finance and Business Operations

Joel Finfer, Board Member

Date Minutes Approved:_____