

**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 December 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 and James Chantanasombut, District Manager Quest Food Service

Remote attendance by 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 Food Service Mid-Year Update

The committee consulted with Mr. Chantanasombut about arranging a taste test with a team of administrators after the New Year. This event will allow building officials to sample both catering menu options and custom items. A specific date in January 2025 will be determined to coordinate the event.

2.2 2025 Summer Projects

Mrs. Akin, VP Trinh, and Annie Egler presented renderings of the Middle North office and learning center renovations. The board will review the drawings, and approval will be requested at the December 18, 2024, meeting to proceed with the bidding process and secure contracts. The business office has allocated \$2.5 million from the 2024-2025 budget to fund these projects, which are scheduled for the summer of 2025. The bid award is expected to be presented in February, with construction set to begin after the 2024-2025 school year concludes.

2.3 Transportation Technology Purchase

Mrs. Akin shared the results of the Aspen pilot program and announced plans for full implementation. Approval for the necessary technology purchase will be presented to the board on December 18, 2024. Implementation for elementary schools is scheduled to begin in late February, following a staggered rollout plan.

Action Items

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

Respectfully submitted,
Jennifer Ezop

Jennifer Akin, Asst Superintendent
of Finance and Business Operations

Joel Finfer, Board Member

Date Minutes Approved: _____