

**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 7th day of January 2025**

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

Others Present: Dr. Pete Hannigan, Superintendent, Jennifer Ezop, Administrative Assistant, Mike Labbe, Director of Facilities, Stephanie Peters and William Acosta, Manager GSF.

1.1 Meeting called to order at 12:01 pm

1.2 Roll Call: Joel Finfer and George Fievet present

1.3 Public Comment: None

Discussion Items

2.1 Custodial Mid Year Discussion

William Acosta reported that cleaning operations are proceeding efficiently. He noted that, in response to the recent outbreak of illnesses, his team has implemented an additional layer of disinfection. Furthermore, discussions regarding the retention of GSF personnel over the winter break would be advantageous for the district, contributing to staff continuity and operational stability. Mr. Acosta also reported that GSF has the resources to work efficiently but would appreciate the addition of a second shift floater. The current contract with GSF expires in June 2026, and Mrs. Akin plans to have the RFP prepared by January 2026.

2.2 Five Year Facility Plan Update

Mrs. Akin and Mr. Labbe discussed the breakdown of the five year facility plan with a working budget targeted at \$2.5 million each year. Concrete work at Aspen has been elevated to be completed sooner than planned. Grant opportunities will be researched for playground replacement work at selected schools in the district. Mrs. Akin confirmed that summer 2025 projects are locked in and preparations for 2026 projects will happen in the fall of 2025.

Action Items

3.1 Approval of Site and Facilities Minutes December 10, 2024 motion by Joel Finfer and second by George Fievet.

With no further items to discuss, Joel Finfer made a motion to adjourn, seconded by George Fievet. The meeting adjourned at 12:30pm.

Respectfully submitted,
Jennifer Ezop

Jennifer Akin, Asst Superintendent

Joel Finfer, Board Member

of Finance and Business Operations

Date Minutes Approved: _____