

**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
5:00 pm on the 5th day of November 2025**

Board Members Present: Jennifer Akin Asst. Supt. of Finance and Business Operations, Stephanie Peters and George Fievet, Board Members

Absent: None

Others Present, Jennifer Ezop, Administrative Assistant, Mike Labbe, Director of Facilities, Bill Guenter, Safety and Security Liaison, VP Trinh, Arcon Associates, and Cindy Hooten, Business Coordinator.

1.1 Meeting called to order at 3:01pm

1.2 Roll Call: Stephanie Peters and George Fievet present

1.3 Public Comment: None

Discussion Items

2.1 Summer Project Design Review

VP Trinh reviewed drawings and renderings for Middle North, including the front office and library, and presented a design update and floor plans. The project is currently in the construction document phase for bidding purposes with Lamp.

As previously discussed at the October meeting, the proposed Summer 2026 projects focus on enhancements to the Middle South front office and library spaces. The business office has included a \$2.5 million placeholder in the 2025–2026 budget pending approval. VP Trinh and Tom McGrath will present preliminary cost estimates and shared project renderings at the November board meeting.

2.2 Student Fee Discussion

Mrs. Akin reviewed Hawthorn's four student fee categories: Registration, Optional, Meal, and Technology Fees, which help offset program costs not covered by the general operating budget and support equitable access to student services. Proposed fee adjustments aim to maintain a transparent, equitable, and sustainable fee structure.

Hawthorn's summer learning programs support student growth beyond the school year and include Extended School Year, Summer Scholars, Early Start Kindergarten, Hawthorn Enrichment Institute, and Band Camp. Extended School Year and Summer Scholars are invitation-only, no-cost programs with transportation provided. The remaining programs are open to interested students and provide academic support, enrichment, and transition support. Mrs. Akin also reviewed the streamlined fee structure with the committee members. Summer School will be held during the month of June and will run for 14 days. The program will no longer extend into July and will replace the previous four-week model. The programs will be held at Townline/Dual and free breakfast will be served to the students attending the

programs. Student Fees and Summer School fees will be discussed at the November board meeting and approved in December.

2.3 County School Facility Sales Tax

Mrs. Akin reported that local superintendents are discussing the possibility of pursuing a facility sales tax in Lake County. It would require 51% of districts to pass a Board resolution, and then the Regional Office of Education will bring a referendum to voters. Mrs. Akin indicated the resolution will be ready for Board discussion in the near future.

2.4 Operational Technology Update

Mrs. Akin informed the committee the position for Executive Tech Director has been posted. Dr. Sophie will continue to help lead the tech department during the transition.

2.5 Food Service Update

Mrs. Akin reported that an anticipated ISBE audit is expected this year, and additional information will be shared with the committee as it becomes available. She also reported the resignation of the Food Service Director, noting that Quest is actively working to fill the position. Quest will assist with providing Food Pantry items for the annual November food drive. Additionally, breakfast carts have been implemented at the middle schools, with positive participation results reported.

2.6 Grant Funding Update

Mrs. Akin reported delays in reimbursements due to the government shutdown. Title III has not yet opened and may not open until March. SMPG ROE approval remains pending. The Title I comparability report has been completed ahead of schedule, though approval for Title I funding is still pending. She also noted that the annual audit remains in draft form until the government shutdown is resolved.

2.7 Transportation Discussion

Mrs. Akin reported an increase in student behavior concerns on buses, and additional support and aides have been implemented. SOAR bus expectations will be reviewed at the building level. Mrs. Akin will follow up on Ms. Peters' inquiry regarding additional monitoring and riding the bus. Additional support will continue to be considered as the district works toward solutions. Ms. Peters noted that a reminder to parents regarding SOAR bus expectations would be beneficial.

Action Items

3.1 Approval of Site and Facilities Minutes September 9, 2025

Motion by Stephanie Peter and seconded by George Fievet to approve 2 ayes, 0 nays.

4.1 Future Meeting Topics

Mrs. Akin informed the committee that McKinsey will present a facility condition asset system demonstration at the December meeting.

With no further items to discuss, the meeting adjourned at 3:52pm. Motion by George Fievet and seconded by Stephanie Peters.

Respectfully submitted,
Jennifer Ezop

Jennifer Akin, Asst Superintendent
of Finance and Business Operations

George Fievet, Board Member

Date Minutes Approved: _____