

**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 October 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, Annie Egler, Tom McGrath, Lamp Construction and Cindy Hooten, Business Coordinator.

1.1 Meeting called to order at 12:02pm

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 and Annie Agler provided an overview and shared renderings of the summer 2026 project, which includes the remodel of the front office and library at Middle School South. A discussion of the summer project is scheduled for the October 16, 2025, Board meeting. Design updates will be presented at the November Site and Facilities meeting, with approval to go out to bid anticipated at the November Board meeting.

2.2 Custodial RFP Discussion

Mrs. Akin noted that the district is in the final year of its custodial contract and will begin the RFP process for a new agreement. The proposed timeline includes a walkthrough in November 2025, bid release in December, and a bid submission deadline of January 22, 2026. The custodial contract is scheduled for discussion at the February 2026 Board meeting, with approval anticipated in March 2026.

2.3 26-27 Activity and Registration Fees

Jennifer Akin reviewed the proposed 2026–2027 student and summer school fees with committee members. The proposed fees are anticipated to go to the Board for discussion and approval earlier than in previous years. The committee recommended a combined PE fee of \$35.00 to include a t-shirt, heart rate monitor strap, and lock. Mrs. Akin also reviewed optional fees for programs such as chorus, band, orchestra, group sports, and select individual sports. The proposed increases in optional fees reflect rising transportation and membership costs. In addition, meal prices will be adjusted as minimally as possible while maintaining compliance with NSLP requirements. Technology fees were also reviewed, and the committee provided recommendations for restructuring the fee schedule related to damaged, lost, or replacement equipment.

2.4 Operational Technology Update

Dr. Jean Sophie is continuing to be the district's integration manager during the transition. Mrs. Akin reported that the district continues to work with Impact on the network infrastructure onboarding process, with implementation efforts progressing as planned. Mrs. Akin also reported on the district's ongoing efforts to maintain cybersecurity compliance in accordance with SOPPA, COPPA, and FERPA requirements.

2.5 Transportation Update

Transportation operations are functioning smoothly. Bill Guether is collaborating with building officials and Lakeside to improve traffic flow at Middle School South. Student behavior continues to be monitored, with progress toward improvement being made. Ongoing road closures are presenting challenges for parents and students, and the district will continue to communicate updates to families as closures persist.

2.6 Grant Funding Update

Mrs. Akin provided updates on the Title grants, noting that payments could be delayed due to the government shutdown.

2.7 Food Service Discussion

Advisory meetings for parents and students are scheduled for October. Parents will have the opportunity to review Offer vs. Serve options to see what is available to their students. The district continues to work on ensuring that breakfast and lunch menus are ADA compliant.

2.8 Illinois Together Co-op Update

Mrs. Akin reviewed Bespoke conditions with the committee members. The purchasing cooperative agreement will be presented for approval at the October 16, 2026 board meeting.

Action Items

3.1 Approval of Site and Facilities Minutes September 9, 2025

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

4.1 Future Meeting Topics

Security Update

With no further items to discuss, the meeting adjourned at 12:54pm. 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:_____