

**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 6th day of January 2026**

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, Denise Diaz, Lakeside Operations Manager, Leslie Young, Lakeside Operations Manager, Dave Armbricht, Lakeside Regional Director, Clif Pierluissi, Director of Operations Technology and Cindy Hooten, Business Coordinator.

1.1 Meeting called to order at 12:01 pm

1.2 Roll Call: Stephanie Peters and George Fievet present

1.3 Public Comment: None

Discussion Items

2.1 Transportation Mid Year Discussion

Committee members Stephnie Peters and George Fievet presented operational and student behavior questions to the Lakeside team. Committee members and Lakeside representatives engaged in collaborative discussion regarding industry standards for paraprofessional assignments on bus routes, including those related to IEP requirements and routes with documented behavioral concerns. Ms. Peters emphasized the importance of addressing repeated reports of student behavior or safety-related write-ups. Committee members suggested that the use of a floating aide or having school officials ride the bus may help reduce recurring behavioral issues. The district will revisit its process for follow-up internally on driver write-ups and explore opportunities to improve communication and response.track and report.

2.2 Custodial RFP Discussion

Mrs. Akin reported that the business office is progressing with the custodial bid documents. She further reported that she will be meeting with the district council to review the final bid documents.

2.3 Copier RFP Financial Summary

Mrs. Akin reviewed the recent copier RFP evaluation and vendor selection criteria with committee members, including cost analysis, sustainability, and lifecycle value. The final findings and recommendations will be presented to the Board for consideration and approval at the January 15, 2026 Board meeting.

2.4 County Facility Sales Tax 1%

Mrs. Akin reported that, prior to the approval of the resolution and referendum, the county requested the most recent life safety report. She further reported that funds will be distributed on a per-pupil basis and that all funds received will be allocated to the Maintenance Fund.

2.5 2026 Summer Project Update

Mrs. Akin reported that the district is on track for the contractor walkthrough scheduled for January 5, 2026, at 3:30 p.m. Subsequent milestone timeline events are planned throughout the remainder of January, with final Board approval anticipated at the February 2026 Board meeting.

2.6 Five year Facility Plan Update

Mrs. Akin communicated that the five-year facilities plan remains in progress. A meeting with a playground vendor transpired in the fall and updates regarding the EN playground replacement will be provided at a future meeting. A more detailed comprehensive plan will be presented to the committee at a later date.

2.7 Transportation Discussion

Please refer to 2.1 Transportation Mid Year Discussion

2.8 Food Service Discussion

The committee reviewed ongoing partnership efforts and menu planning, including the January menus. The need for additional language options and ADA-compliant access was discussed to better support the district's diverse community. Updates were also provided on engagement initiatives, including plans to establish a Parent Advisory Committee on the north side in February 2026 and a Student Council advisory committee in March 2026.

2.9 Grant Discussion

Mrs. Akin reported that, since the last update, the Title III Immigrant Student Education Program has not yet opened and, consistent with last year, may not open until March. Hawthorn was awarded \$50,000, the maximum amount, for the FY26 School Maintenance Project Grant, to be applied toward MSS flooring, with an announcement requested for the January Board meeting. Expenditure reports for SMPG, Title I, II, IV, and Title III Language Instruction are due in January. Final reports for the DCEO Grant have been submitted for state approval and closeout.

2.10 Operational Technology Discussion

Dr. Jean Sophie reported she will conclude her work with the district on January 16. The committee was informed of a technician resignation and that temporary support is being secured through Robert Half, with a tentative start date of January 12, 2026, pending finalization of the master agreement. Impact Networking continues onboarding with a goal of completion by January 31, including separating staff and student Google domains to improve permission management. This is planned for the summer of 2026. Staff will retain the hawthorn73.org domain with no loss of data. Additional updates included planned cabling improvements, documentation in IT Glue, and replacement of CrowdStrike.

Action Items

3.1 Approval of Site and Facilities Minutes November 5, 2025

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

3.2 Approval of Site and Facilities Minutes December 8, 2025

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

4.1 Future Meeting Topics

None

With no further items to discuss, the meeting adjourned at 1:04pm. 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:_____