

**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 10th day of February 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, Kevin Kolcz, Executive Director of Technology, Mike Labbe, Director of Facilities and Cindy Hooten, Business Coordinator.

1.1 Meeting called to order at 12:00 pm

1.2 Roll Call: George Fievet and Stephanie Peters in attendance

1.3 Public Comment: None

**Discussion Items**

**2.1 Summer Project Discussion**

Mrs. Akin reported with the summer project being approved at the board meeting February 5th, Lamp Construction is coordinating with the sub contractors to order the necessary materials. The project is slated to begin June 2nd.

**2.2 County Facility Sales Tax 1%**

Mrs. Akin provided information to the committee regarding the Illinois Public Act 97-0542 allows counties, with voter approval, to implement up to a 1% County School Facilities Sales Tax for school capital improvements only. In Lake County, funds would be distributed equally per student to all public districts, with each Board determining use for eligible facility projects. Lake County Superintendents are collaborating on the initiative, with a meeting scheduled February 18, and Regional Superintendent Michael Karner working to secure a public relations firm for referendum outreach. Districts are encouraged to present to their Boards on a coordinated timeline. To place the measure on the November 2026 ballot, most districts must pass resolutions by June 2026. The district plans Board discussion in March and action in April. If approved, the district is projected to receive about \$3.6 million annually for capital needs, with a focus on community education and development of a three-year facilities plan.

**2.3 Custodial Bid Update**

An update was provided on the custodial bid process. Thirteen vendors attended the mandatory walk-through, and 41 questions were submitted. Responses are scheduled to be distributed on February 13. An exhibit related to holidays was updated, and an addendum was added requiring vendor uniforms. Further information will be provided at the next committee meeting.

**2.4 District Signage Discussion**

Committee member George Fievet inquired about where we left off with district building signage. Mr. Labbe reported he will be working with the administration team at Elementary South to determine where directional signage is needed.

## **2.5 Transportation Update**

An update was shared regarding student transportation, noting that First Student acquired Cook Illinois/Lakeside and a meeting with First Student is scheduled for Wednesday, February 11th. Preliminary information indicates services are transitioning fully to First Student. Student behavior has improved since winter break. Additionally, committee members were provided a demonstration of the newly released Arrival Board feature in Traversa.

## **2.6 Food Service Update**

Additionally, Mrs. Akin reported Quest is working to expand menu language options to better serve the district's diverse community and support ADA compliance. A Sunbutter and jelly option has been added as a third meal choice, and a plant-based menu was presented for student review. A meeting with Quest is scheduled for February 11 to address recent concerns related to inventory, storage, cleanliness, and missing meals reported on January 21. Plans are underway to strengthen engagement, including a Parent Advisory Committee meeting on February 25 at Middle North and the development of a Student Council advisory committee for March 2026. The district is also completing required NSLP annual renewal documents for ISBE, including USDA Foods entitlement tracking and contract monitoring, and is working with an ISBE procurement expert to maximize commodity benefits.

## **2.7 Grant Funding Update**

The Title III Immigrant Student Education Program opened on January 12, 2026, and the application is currently in progress, with a FY26 IEP carryover of \$6,971. Programming for Titles I, II, and IV continues as planned. The FY27 Consolidated District Plan is anticipated to open March 1st. The district grant specialist has begun compiling the non-public school enrollment data required by ISBE, while the board cabinet is finalizing the overall structure. Each grant will have an individual assessment and plan. For Title I-A, MN has developed a schoolwide plan to be presented at the next Board of Education meeting for approval, and the business office will apply for the schoolwide waiver for TL and MN following the February 19 meeting.

## **2.10 Operational Technology Discussion**

Mrs. Akin announced that Kevin Kolcz, Executive Director of Technology, started with the district. The department currently has one opening and Mr. Kolcz is working on posting this position. Impact Networking continues to fully onboard us, goal to finish by March 31st. Mr. Kolcz is reviewing SOPPA, COPPA, and FERPA compliance documentation. Monitoring will include device security and management, as well as a review of learning systems and applications. The copier installation schedule will begin with the district office as the first building to receive new copiers.

## **Action Items**

### **3.1 Approval of Site and Facilities Minutes January 6, 2026**

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

#### **4.1 Future Meeting Topics**

Operational Opportunities

With no further items to discuss, the meeting adjourned at 12:45 pm. Motion by George Fievet and seconded by Stephanie Peters.

Respectfully submitted,  
Jennifer Ezop

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Jennifer Akin, Asst Superintendent  
of Finance and Business Operations

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George Fievet, Board Member

Date Minutes Approved:\_\_\_\_\_