

**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
12:00pm on the 12th day of May 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, Executive Assistant, Kevin Kolcz, Executive Director of Technology, Mike Labbe, Director of Facilities, Cindy Hooten, Business Coordinator, and Tim Almy, Quest Food Service District Manager.

1.1 Meeting called to order at 12:01 pm

1.2 Roll Call: George Fievet and Stephanie Peters in attendance

1.3 Public Comment: None

Discussion Items

2.1 Food Service Update

Tim Almy, District Manager, provided an update on the beginning of the school year, highlighting current challenges and future planning initiatives. He noted that Quest has experienced three leadership transitions this year, resulting in organizational restructuring. Looking ahead, Quest is preparing for breakfast service during summer school and is exploring opportunities to expand food service offerings. Tim also shared that Hawthorn can expect improvements in catering quality, supported by a revised catering guide that features simplified value packages and additional staff training to ensure greater consistency across all locations.

Committee members emphasized the importance of providing students with consistently high quality meals. The discussion also focused on expanding the breakfast program next year by increasing communication and awareness among families and students. Additional ideas included continued menu enhancements, hosting a "Breakfast for Dinner" event during the parent and student kickoff meeting, coordinating with Quest during school supply drop-off events, increasing Quest's involvement with PTO functions, and providing catering support for school performances and other district events.

2.2 Five Year Facility Plan

Mrs. Akin reviewed the District's Five Year Facility Plan, highlighting current projects including lighting upgrades at Aspen and Elementary South, and planned library, front office, and flooring improvements at Middle South. Projects scheduled for 2027 include the Aspen library, the Elementary North playground, and concrete work.

She noted that the 2027 Life Safety Audit may affect projects planned for 2028 through 2030. Three chiller replacement projects have been deferred while the district evaluates rebuilding versus replacement, with priorities based on building needs.

Mr. Labbe shared that his team is creating a districtwide building inventory to support future planning. He also provided an update on the Lake County grant funding for updated CAD building maps, noting that the original Legat files did not include subsequent building improvements.

2.4 Transportation Update

Transportation operations are running smoothly in preparation for summer school.

2.5 Grant Funding Update

Mrs. Akin provided a brief update on district grants. The ESEA application has opened but has not yet been submitted. Title III remains on track. She also shared that federal funding is expected to decrease, with the district anticipating an approximate \$35,000 funding shortfall.

2.6 Operational Technology Update

Mr. Kolcz provided an update on the district's new Technology Support Structure. The north side schools have transitioned to the new model, with implementation at the south side schools to follow. The new structure emphasizes dedicated technician assignments, increased visibility in buildings, and stronger relationships with staff, replacing the previous floating support model.

He also shared updates on cybersecurity efforts, including the addition of a vendor to strengthen phishing email protection. The district continues to optimize PowerSchool through customization and scripting, with the possibility of bringing more of this work in house. Additional updates included ongoing technology equipment cleanup and recycling, as well as the annual iPad collection process at the end of the school year with redistribution before the start of the new school year.

Action Items

3.1 Approval of Site and Facilities Minutes April 7th, 2026

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

4.1 Future Meeting Topics

Stephanie Peters will touch on summer project updates at the August meeting.

With no further items to discuss, the meeting adjourned at 1:08 pm. 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:_____