



**PROSPECT HEIGHTS DISTRICT 23
BOARD OF EDUCATION
DISCUSSION ITEM**

Date: September 17, 2026

Subject: Investigation into Contracted Custodial Services

Contact: Amy McPartlin, Assistant Superintendent for Finance and Operations

BACKGROUND:

A contract for services must not be entered into and become effective during the term of a collective bargaining agreement covering any employees who perform non-instructional services. In this case, our current negotiated agreement with SEIU (Custodial services) is in effect until June 30, 2027. It is our intention to bargain in good faith with this employee group, but also believe it is prudent to concurrently investigate the pros and cons of contracting with a third party to provide custodial services. A similar process was implemented in 2020.

PROPOSED TIMELINE AND STEPS

The administration has been in consultation with legal counsel and has collaboratively developed this proposed timeline of procedural steps:

September 17, 2026	Discussion at regularly scheduled Board meeting
September 18, 2026 - November 27, 2026	Discuss timeline and intentions with SEIU Develop specifications and contract forms
December 1, 2026	Review Bid packet in regularly scheduled Buildings and Sites committee meeting
December 2, 2026	Publish Notice of Invitation to Bid Publish Notice of Public Hearing (February 11, 2027) Notice to affected employees of intent to contract
January 5, 2027	Bid Opening Develop Cost Comparisons
January 14, 2027	Review and consideration of bids by Board of Education, including cost comparisons
February 11, 2027	Public Hearing at regularly scheduled Board meeting to

	discuss the proposal to contract with a third party for non-instructional services
March 11, 2027	If desired, award of contract
March 12, 2027	If applicable, Notice of lay-off to affected employees

DIRECTION

The administration is seeking direction from the Board of education to implement the proposed timeline and steps shared above to meet all statutory requirements. This action only sets the process in motion and in no way is a predetermination of any recommendations or future decisions.