

Finance Committee Meeting

Monday, January 31, 2022 6:00 PM

Grodsky Administration Building, 700 N Schoenbeck Rd, Prospect Heights, IL 60070

I. Call to Order

II. Discussion Items

II.A. Early Learning Expansion (ELE) Discussion & Approval of Contracts

II.A.1. Beyond Your Base - Paul Hanley & Marcia Sutter

II.A.2. Nicholas & Associates

II.A.3. ARCON Associates

II.A.4. Raymond James & Associates

II.B. Printer and Copier Agreement - IMPACT

II.C. Financial Reporting to the Committee

II.D. Furniture Orders - BOE FY22 Allocation

II.E. MacArthur - Library Phase II Final Proposal

II.F. ESSER III Update - Outdoor Learning Spaces

II.F.1. Outdoor Learning Spaces - Update on MacArthur, Ross & Sullivan

II.F.2. Eisenhower Playground Improvements - Proposal for Approval

II.G. Grodsky Administration Building - Basement Updated Proposal and Discussion

II.H. Discussion of Current IDOT Approved Hazardous Travel Areas Within the District.

II.I. Discussion of Preliminary Insurance Rates Through Educational Benefit Cooperative (EBC)

II.J. School Maintenance Project Grant (Phase I Mac HVAC) - Update

III. Adjournment



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

Date: January 31, 2022
Title: Early Learning Expansion - Leadership Team
Contact: Don Angelaccio, Superintendent
Amy McPartlin, Assistant Superintendent for Finance & Operations

SUMMARY:

In its effort to achieve the District's goal of ensuring that District 23 facilities possess the capacity to provide spaces that support collaborative learning opportunities and contribute to optimal educational experiences, Administration has been organizing a team of key contributors to review our District's options.

Along with District Administration, it will be the responsibility of this team to:

1. Develop and recommend a long-term facility option,
2. Generate awareness and community advocacy for the selected facility option, and
3. Define a financial funding option to support the selected facility option.

BACKGROUND:

Following our last Finance Committee, further conversations were had with several public policy consultants regarding the scope of services and their correlating cost for services. Estimates ranged from \$50,000 - \$120,000.

Through a comprehensive selection process, the following contributors have been evaluated by Administration. To follow is a brief description of their relationship to the District, role in the process, and an estimate of costs to the District for services provided during the facility selection process:

ARCON Associates - Current District Architect and advisor on all facilities capital projects.

- Architecture services to generate "living" documentation representing the long range facility needs and financial impact, while providing an opportunity for community and stakeholder engagement.
- Estimated total cost of services: \$23,000.

Paul Hanley, Beyond Your Base/Marcia Sutter, Minding Your Business - New to the District as joint Public Policy Consultants

- Highly qualified and experienced in the northwest suburban area.

- Consulting services to assist in the engagement of the community with information regarding the District's facilities and long range needs.
- Estimated total cost of services: \$50,000

Nicholas & Associates - New to the District as a Construction Manager

- Construction management services, providing checks and balances for the District to ensure designed facility options can be built within budget and schedule.
- No cost during this planning stage, percentage of total project cost

Elizabeth Hennessey, Raymond James - Current District Financial and Municipal Advisor

- Financial advisory services to provide advice on available financing structures for selected facility option.
- No cost during the planning stage. Fees included in issuance of bonds.

While each team member has a specific role in the process, expectations of all include attending meetings as required to generate awareness and community advocacy for the selected facility option. Costs are estimates of services provided during the planning of the facility selection process and do not include any costs associated with the execution of any final selected facility option.

IMPACT TO BUDGET:

We can anticipate invoices for approximately 50% of the total costs to come in FY22. Services with all vendors are on a “pay as you go” basis. The approximately \$42,000 is currently available in budgeted Fund 10 contingency accounts and will be reallocated to an ELE Purchased Service account to track the funding for this project. The remainder of these fees will be budgeted in the FY23 Purchased Services budget.

RECOMMENDED BOARD ACTION:

That the Board of Education approve the above referenced facility leadership team and estimated costs, and authorize Administration to finalize contracts with all parties.

PROPOSAL TO PROVIDE
COMMUNITY ENGAGEMENT SERVICES



JANUARY 7, 2022



**BEYOND
YOUR
BASE**
A CONSULTING
GROUP OF
WIGHT & COMPANY

Paul A. Hanley, Managing Director
Beyond Your Base
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minding
your business

Marcia Sutter, Founder
Minding Your Business
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Dr. Don Angelaccio
Superintendent
Prospect Heights School District 23
700 N. Scheonbeck Rd.
Prospect Heights, IL 60070



minding
your business

January 7, 2022

**Proposal to
Provide
Community
Engagement
Services**

Dear Dr. Angelaccio:

It is with great pleasure that Beyond Your Base (BYB) and Managing Your Business (MYB) submit our qualifications to assist Prospect Heights School District 23 in developing and implementing a comprehensive community engagement program to inform district taxpayers and gather their thoughts and recommendations specific to a possible funding proposal to address capital and program improvements.

Our team is committed to developing funding proposals that are community-driven, which is accomplished by going *beyond your base* to involve all stakeholders in the planning process. Our approach is focused on precisely determining what taxpayers will, and will not, support at the ballot box. We use a variety of tools and strategies, all of which are focused on listening—truly listening.

Some consultants like to do stealth campaigns in which taxpayers are not involved in the planning process. That is the opposite of our approach. Every step we take and every recommendation we make is out of respect to the local taxpayer.

Members of our team have collectively worked on hundreds of public engagement projects the past 29 years in Illinois and nationally and we welcome the opportunity to apply what we have learned to the benefit of your district's community engagement program.

Among the Illinois school district clients we have assisted as a team with community engagement efforts include New Trier 203, Glenview 34, CHSD 99 (Downers Grove), and Maine 207, among others.

We look forward to your decision and welcome the opportunity to further discuss our proposed strategies and approach.

Respectfully submitted,

Paul A. Hanley
Managing Director
Beyond Your Base

BEYOND YOUR BASE

8181 Arista Place, Suite 100, Broomfield, CO 80021
211 North Clinton Street, Suite 3N, Chicago, IL 60661
2500 North Frontage Road, Darien, IL 60561



OUR SERVICES

PUBLIC POLICY TRAINING

When it comes to developing and implementing a pre-referendum program, it's critical that everyone is on the same page. Our kick-off meeting includes a review and discussion of key public policy strategies, timelines and budgets, assignments, and important do's and don'ts.



New Trier Township High School District 203 retained Paul Hanley to help us develop and implement a comprehensive public outreach program. He assisted our team with issue framing, voter analyses, public opinion research, direct mail, earned media and other important tasks. In the end, our district was successful in obtaining 65 percent support for an \$89 million bond issue. I was extremely impressed with Mr. Hanley's knowledge, expertise, guidance and responsiveness to our needs.



- **Dr. Linda Yonke**
Former Superintendent
New Trier Township
High School District 203, IL

VOTER ANALYTICS

Preparing a comprehensive voter analysis is a must-have when conducting public opinion research as well as developing a budget for a community engagement program.

TIMELINES & BUDGETS

There are more than 20 key action steps that must be tackled prior to making the decision to place a funding proposal on the ballot. Our team knows precisely when and how these steps should be implemented. We are also expert in estimating hard and soft costs tied to pre-referendum programs. .

MESSAGING

We specialize in making complex issues easy to understand. Our team has a thorough understanding of the challenges facing school districts, which is essential in crafting persuasive messaging. Through decades of experience managing public engagement efforts, including extensive public opinion research, we know the big questions voters want answered.

CREATIVE

BYB believes that design is as important as your core message. That is why we have recruited seasoned designers to craft award-winning branding, direct mail, and other essential collateral.

DIRECT MAIL

Direct mail is a strong part of our team's pre-referendum strategy. We develop mail that actually gets read.



OUR SERVICES (CONT.)

DIGITAL/SOCIAL MEDIA

We are prepared to work with District 23 in leveraging current social media platforms, helping the District effectively communicate with all stakeholders.

PUBLIC OPINION RESEARCH

There is no need to guess whether your electorate supports your proposed capital and programming improvements. By employing public opinion research, our team can gauge local taxpayers' attitudes and opinions regarding your needs and proposed solutions.

BALLOT LANGUAGE

Our team serves as a second set of eyes to ensure that your ballot question captures what is learned during the public engagement process. This input alone can mean the difference between a win or a loss.



**BEYOND
YOUR
BASE**
A CONSULTING
GROUP OF
WIGHT & COMPANY

OUR APPROACH

WE'RE FOCUSED ON DEVELOPING LONG-TERM TRUST WITH YOUR TAXPAYERS.

Our goal is to involve local taxpayers in the planning process. We work overtime to ensure that everyone's voice is heard. We've learned that if you want to garner strong voter support for tax-related referenda, it needs to be the community's plan.

“ Over the past 10 years, Paul Hanley has assisted our school district with four successful ballot measures, providing approximately \$800 million in funding. His taxpayer-focused strategies have allowed our district to address its highest priority capital improvement and operating needs, benefiting more than 30,000 students. ”

- Dr. Don Haddad, Ed.D.
Superintendent
St. Vrain Valley
School District

BUILDING STRONG COMMUNITY SUPPORT IS AN ART AND A SCIENCE.

We put public engagement on steroids through the use of voter analytics, a comprehensive public information program, public opinion research, and other highly effective tools and strategies.

WE DON'T DABBLE IN REFERENDA WORK. IT'S ALL WE DO.

Our clients include school districts, community colleges, municipalities, counties and special districts in Illinois and nationally. We focus on assisting public entities with addressing their highest priority operating and/or capital improvement funding needs, while simultaneously building long-term trust with their community.

OUR TEAM UNDERSTANDS WHAT'S AT STAKE.

Preparing students to be successful socially, emotionally and academically, including the District's youngest students. Creating modern, flexible learning spaces. Providing equitable facilities and opportunities for all students. Protecting property values. We know what's at stake when it comes to tax-related referenda. It's why we come in early and leave late.

IT TAKES EXPERIENCED PROFESSIONALS TO DO THIS RIGHT.

When you work with our team, you have access to some of the industry's most experienced public policy and public opinion research professionals, writers, graphic designers, and voter data specialists. With decades of experience, we know what it takes to effectively engage local taxpayers and properly involve them in the planning process.



THREE-PHASE APPROACH

The community engagement approach that our team proposes can be broken into three phases: Needs Assessment, Public Outreach, and Opinion Research/Follow-Up. Our approach is focused on respecting all stakeholders and only making the decision to place a funding proposal on the ballot after it has been properly vetted by the community.

PHASE 1: It's all about doing your homework.

NEEDS ASSESSMENT

There are a variety of key tasks that need to be accomplished as part of the Needs Assessment phase of the process, including preparation of a comprehensive public policy timeline and budget; development of a voter analysis to be used for future public opinion research; execution of a kick-off meeting and training session with staff; crafting of your core message; and preparation of a key influencer database.

“ Our bond measure passed with 76% support. Why? Because we asked our community what they wanted to do with their schools. Paul Hanley and his team guided authentic stakeholder engagement that generated our community's plan. People support what they help to create.”

- **Dr. Brian K. Wegley**
Superintendent
Northbrook|Glenview
School District 30

KICK-OFF WORKSHOP/TRAINING

The virtual kick-off training workshop will allow District 23 staff to get to know our approach and share their thoughts on the District's needs and proposed solutions. A preliminary timeline and budget will be reviewed at this meeting, and a final version that includes the District's input will be supplied shortly thereafter.

COMPREHENSIVE VOTER ANALYSIS & REVIEW OF TIMING ISSUES

BYB will prepare a detailed voter analysis based on historical voting records for the District, projecting voter turnout, demographics of the electorate, and other important data. This information is extremely important when developing a public information program and when implementing public opinion research. Voter demographics change from one election to the next and it's important to understand them.

KEY INFLUENCER DATABASE

We will provide guidance to District 23 in developing a key influencer database that includes a diverse group of business leaders, civic leaders, education leaders, major property taxpayers, seniors, parents, non-parents, and other community opinion shapers. From this list, the District will identify potential task force invitees.

CITIZEN TASK FORCE TO VET PROPOSAL

While it is our understanding that your architect will help facilitate Citizen Task Force meetings, BYB and MYB will be available to provide input on the timing of meetings and agendas.

CORE ARGUMENT & SUPPORTING DATA

We will assist District 23 in preparing its core argument and other messaging. Our team will also work with the District in preparing a PowerPoint presentation and a frequently-asked-questions (FAQ) document for future public outreach efforts and for posting on the District's website.

“ Through a comprehensive public policy program, Paul Hanley was able to define what our local taxpayers would support and presented these results in a clear and understandable manner. Without his guidance, we would have surely asked for too much at the ballot box.”

- **Dr. Steven R. Wroblewski**
Superintendent
LaSalle-Peru Township
High School District 120



PHASE 2:

Priming the pump is a must-do before public opinion research is conducted.

PUBLIC INFORMATION PROGRAM

Implementing a comprehensive public information program with a consistent message is extremely important. It's critical that District 23 flush out any and all concerns that taxpayers may have well before a referendum is pursued. It's also important that the District's voters be well-informed before they participate in public opinion research.

COMMUNICATING WITH REGISTERED VOTER HOUSEHOLDS

BYB and MYB are prepared to assist District 23 with voter identification efforts, issue framing and messaging, copywriting, graphic design, print and mail oversight, and other tasks. We recommend that at least two informational pieces be sent to all registered voter households prior to conducting public opinion research.

COMMUNITY OUTREACH MEETINGS

BYB recommends that District 23 host informational webinars and in-person meetings, if possible. These meetings will be open to all residents and have several purposes: to disseminate information, gather feedback, and answer questions. We suggest these meetings include representatives of the District, architecture firm, and finance team to address academic benefits, design, and financing questions. Information collected at these meetings is used to refine plans and inform the quantitative research included in Phase 3 of this proposal. We recommend promoting informational webinars via the District's website, informational mailers, email, social media, and earned media. Our team will assist with presentation materials and in developing tools to capture community feedback.

COMMUNITY COMMENT

After the public information program has been implemented, our team recommends that District 23 conduct a mail survey.

PHASE 3:

You then need to ask voters what they think. More importantly, will they pay for it?

MAIL SURVEY

Mail surveys are an excellent method of informing taxpayers about the District's facility and programming needs and proposed solutions, in addition to gathering feedback. They are best described as a "town meeting from your kitchen table." Rather than giving only a small random sampling of voters in District 23 the chance to voice their opinion, the mail survey would be sent to every registered voter household in the District. The information gathered via previous informational webinars or in-person outreach meetings may be used to inform the mail survey. BYB will develop the mail survey questions, provide graphic design and copywriting services, oversee production and mail services, conduct data entry, and analyze the survey results.

TASK FORCE RECOMMENDATIONS

The results of the public opinion research will be shared with the Citizen Task Force. Paul Hanley will be available to discuss the findings with the Task Force as well as with the Board of Education.



“ As school districts consider referendums to modernize and improve their school buildings, it is imperative that the process include skilled and expert advice, which is precisely what Paul Hanley provides. Paul has helped many districts, including ours, run successful campaigns. He is one of the nation’s very best referendum consultants, and districts that want to get it right the first time can count on Paul Hanley to give them the best chance of success. ”

- **Dr. Ken Wallace**
Superintendent
Maine Township High
School District 207

BALLOT QUESTION

If the Board of Education decides to move forward in placing a funding proposal on the ballot, BYB is prepared to provide input on the ballot question prepared by bond counsel. Sometimes the ballot question is the ONLY information that a voter may read prior to making a decision on the measures. It is important that the information presented in the ballot question takes into consideration the public opinion research.

FOLLOW-UP CORRESPONDENCE

We recommend that District 23 send a follow-up information piece to registered voter households, which would provide the electorate with an update on the public opinion research as well as actions likely to be taken by the Board of Education in connection with the funding proposal.



OUR TEAM



Paul A. Hanley
Managing Director
Beyond Your Base

Paul A. Hanley, Managing Director of Beyond Your Base, has been involved with hundreds of successful tax-related ballot measures over the past 29 years on behalf of municipalities, counties, school districts, community colleges and special districts throughout the nation. He will serve as project lead overseeing all services provided by BYB to District 23.

With a strong commitment to meeting both the needs of his clients and their respective taxpayers, Mr. Hanley has a long track record of assisting public entities build strong, long-term trust with taxpayers. He is committed to developing funding options that are community-driven.

Mr. Hanley coordinates a team of seasoned writers, graphic designers, voter database specialists and public opinion research professionals who are uniquely experienced in helping public entities implement comprehensive public information programs.

Mr. Hanley's public policy and election work has received the *Gold Medallion Award* from the National Council for Marketing and Public Relations.

Among Mr. Hanley's areas of expertise include:

- **Community Outreach Programs**
- **Voter Analytics**
- **Public Opinion Research**
- **Community Task Force Facilitation**
- **Pre-Referendum Training**
- **Campaign Management**

Mr. Hanley is a frequent speaker on public policy and election strategy at local, state and national conferences.

Mr. Hanley holds a bachelor's degree from the University of Michigan and master's degree from the University of Colorado.



Marcia Sutter
Founder
Minding Your Business

Marcia Sutter Marcia Sutter is the founder of Minding Your Business, a consultancy that provides qualitative research, project management, communication, and community engagement support to educators, entrepreneurs, and non-profits. Her advertising and marketing experience, coupled with her deep understanding of public education, enable her to produce communication materials and community engagement strategies that resonate with all school stakeholders—community members, board members, parents, staff, and students.

Ms. Sutter worked with the Winnetka Public Schools from 2010-2015. She developed the District’s first integrated communication plan and was instrumental in completing their strategic plan. She was an Illinois School Public Relations Award (INSPRA) winner in 2011, 2012, and 2013, and received a Golden Achievement Award for Winnetka’s strategic plan and community engagement project.

A resident of the North Shore, Marcia understands the culture and climate of school districts, Illinois school finance, and local governance. In addition to Winnetka District 36, her education clients include Palatine Community Consolidated District 15, River Trails School District 26, Glenview School District 34, Glencoe School District 35, Downers Grove Grade School District 58, Hawthorn School District 73, Schiller Park School District 81, Brookfield LaGrange Park District 95, Downers Grove Community High School District 99, North Shore School District 112, Oak Park and River Forest High School District 200, Warren Township High School District 121, New Trier Township High School District 203, Elmhurst Community School District 205, and Maine Township High School District 207.

She holds a BS in Communication and Film from Boston University’s School of Public Communication.



SAMPLING OF CLIENTS SERVED

Following is a list of clients served by Paul Hanley, Managing Director of Beyond Your Base:

“ Paul Hanley’s approach is about connecting, listening, and understanding the community. His efforts helped us determine what our taxpayers valued and his work was essential in passing a \$136.6 million bond issue with strong support. As our construction is underway, I am continually complimented on the process of securing support for the project as a key part of the product. The two are inseparable to our residents.”

- **Dr. Hank Thiele**
Superintendent
Community High School
District 99

“ I don’t know anyone who knows more about effectively engaging taxpayers than Paul Hanley.”

- **Michael McCarty, CPRP**
Executive Director
Glenview Park District

- Adams County School District 14, CO
- Aspen School District, CO
- Carbon County School District, WY
- Community High School District 99, IL
- DeBeque School District, CO
- Eagle County School District, CO
- Fowler School District, CO
- Garfield School District RE2, CO
- Garfield County School District 16, CO
- Glenview School District 34, IL
- Gunnison Watershed School District RE-1J, CO
- Haxtun School District, CO
- Hinsdale School District 86, IL
- Hinsdale School District, CO
- Holyoke School District, CO
- Ignacio School District, CO
- LaSalle-Peru Township HSD 120, IL
- Maine Township High School District 207, IL
- Mapleton School District, CO
- Meeker School District, CO
- Mount Prospect School District 57, IL
- New Trier Township High School District, IL
- Northbrook-Glenview School District 30, IL
- Platte Valley School District, CO
- Pueblo School District No. 60, CO
- Salida School District, CO
- Sweetwater County School District #1, WY
- Summit School District, CO
- St. Vrain Valley School District, CO
- Telluride School District, CO
- Thompson School District, CO
- Weld County School District Re-1, CO
- Weld County School District Re-3J, CO
- Weld County School District Re-4, CO
- Weld County School District Re-5J, CO
- Weld County School District Re-8, CO
- West Grand School District, CO
- Westminster Public Schools, CO
- Casper College, WY
- Central Wyoming College, WY
- Kirtland Community College, MI
- Jackson College, MI
- Lake Michigan College, MI
- Montcalm Community College, MI
- Muskegon Community College, MI
- City of Fruita, CO
- City of Palos Heights, IL
- Eaton Area Parks and Recreation District, CO
- Englewood Park & Recreation, CO
- Estes Valley Recreation & Park District, CO
- Frankfort Park District, IL
- Fraser Valley Metro Recreation District, CO
- Glenview Park District, IL
- Park Ridge Park District, IL
- Joliet Park District, IL
- Montrose Recreation District, CO
- Town of Windsor, CO
- West Chicago Park & Recreation District, IL
- Carbon County, WY
- Converse County, WY
- City of Firestone, CO
- City of Louisville, CO
- City of Sheridan, CO
- Town of Bennett, CO
- Town of Frederick, CO
- Larimer County, CO
- Park County, WY
- Socorro County, NM
- Sweetwater County, WY
- Village of Franklin Park, IL
- Village of Villa Park, IL
- Colorado River Fire Rescue, CO
- Calhan Fire Protection District, CO
- Durango Fire Protection District, CO
- Falcon Fire Protection District, CO
- Larkspur Fire Protection District, CO
- Louisville Fire Protection District, CO
- Lyons Fire Protection District, CO
- North Metro Fire Protection District, CO
- Platteville-Gilcrest Fire Protection District, CO
- Trilakes Monument Fire Protection District, CO
- Windsor-Severance Fire Protection District, CO
- Basalt Library District, CO
- Huntley Area Public Library District, IL
- Lemont Library District, IL
- Pueblo Library District, CO
- White Oak Library District, IL
- Central Colorado Water Conservancy District, CO
- Grand River Health, CO
- LaPlata Archuleta Water Conservancy District, CO
- Security Water District, CO



OUR REFERENCES

Hanley/Sutter References:

Glenview School District 34, IL

Dr. Dane Delli
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847.998.5004

Maine Township High School District 207, IL

Dr. Ken Wallace
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847.696.3600

Community High School District 99, Downers Grove, IL

Dr. Hank Thiele
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New Trier Township High School District, IL

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Hanley References:

LaSalle-Peru Township High School District 112, IL

Steven R. Wrobleski
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Northbrook-Glenview School District 30, IL

Dr. Brian K. Wegley
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Additional references are available upon request.

“ I can't speak highly enough of Paul Hanley and the job he did in leading our district to a successful Education Fund referendum. He adeptly led us through the entire process including the voices of all key stakeholders. We passed our referendum with 76% support and that's greatly due to the leadership of Paul. ”

- **Dr. Elaine Aumiller**
Superintendent
Mount Prospect
School District 57, IL



FEE SCHEDULE

Beyond Your Base proposes a fixed-cost fee of Thirty-Five Thousand Dollars (\$35,000) for public outreach services. BYB will NOT charge an agency service fee or a separate fee for graphic design services.

Marcia Sutter with Minding Your Business proposes an hourly rate of \$100. It is estimated that Ms. Sutter's fee would not exceed Fifteen Thousand Dollars (\$15,000).

“ Beyond Your Base provided Glenview School District 34 with a comprehensive approach to educating the public, assessing its wishes, and involving community stakeholders. Our successful \$119M referendum is evidence of a well-informed community that understood the need for and the benefits of the improvements and the positive impact this will have for decades into the future. **”**

- **Dr. Dane A. Delli, Ph.D.**
Superintendent
Glenview School District 34

The services that will be provided by Beyond Your Base (BYB) and/or Minding Your Business (MYB) include:

- Conduct a virtual kick-off meeting/training session for District 23 staff (BYB, MYB)
- Develop a comprehensive public outreach budget and timeline (BYB)
- Conduct a voter analysis, information needed for public opinion research (BYB)
- Provide guidance in development of a database of community opinion shapers from which to identify possible Task Force invitees (BYB)
- Provide input on the timing of Citizen Task Force meetings and agendas (BYB, MYB)
- Train District staff to conduct additional community outreach meetings and facilitate table discussions (MYB)
- Provide issue framing, messaging, copywriting, graphic design and oversight of a maximum of three mailings containing factual information to registered voter households (BYB, MYB to provide review and edits)
- Assist in preparing a PowerPoint presentation for public information meetings (BYB, MYB to provide review and edits)
- Assist in preparing a frequently-asked-questions (FAQ) document (BYB, MYB)
- Assist in preparing a script for an informational video (MYB)
- Develop a mail survey to be sent to all registered voter households. Oversee graphic design, copywriting, printing, mailing of survey, data entry, and analysis (BYB, MYB to provide review and edits)



“ Paul Hanley assisted our district with a great plan. He identified our likely voters, developed a message that would resonate, and dialed in a dollar amount that had a fighting chance of success. With his strategies of engagement, the district was successful in passing a \$218 million bond measure. ”

- David Horner
Chief Financial Officer
Pueblo School District 60

- Present results of mail survey to the Board of Education and Task Force (BYB)
- Provide input on ballot question, if pursued (BYB, MYB)
- Provide ongoing consultation in connection with District 23’s community outreach program (BYB, MYB)

Reimbursable Expenses:

District 23 will be responsible for all expenses related to the project including but not limited to printing, mailhouse and postage costs associated with direct mailers to registered voter households; printing, mailhouse and postage costs associated with the mail survey, including postage and postal fees tied to reply envelopes; mail survey crosstabs; scanning and uploading mail surveys; voter data needed to conduct a voter analysis and mailing lists needed for the mail survey; copies; and overnight shipping costs.

Travel Expenses:

BYB and MYB will also request reimbursement for out-of-pocket travel expenses, including airfare at coach rate, parking, local transportation and lodging.



PRELIMINARY TIMELINE

Following is a preliminary timeline of proposed action steps with which BYB and MYB will be involved. This timeline is based on an April 2023 election date.

Winter 2022

- Prepare preliminary voter analysis
- Prepare first draft of community engagement program timeline and budget
- Conduct virtual kick-off/training session to review community engagement strategy, timeline, and details of capital improvement and programming needs
- Provide guidance in defining future Citizen Task Force invitees
- Assist in developing a preliminary Plan A and Plan B to share and test with Citizen Task Force
- Define assets (photos, elevations, floor plans, etc.) needed for future informational mailers, presentations and video
- Prepare input on composition of the Citizen Task Force and meeting agendas

Spring 2022

BYB recommends the Citizen Task Force meetings, which would be facilitated by the District's architect, take place in March through May.

Summer 2022

- Develop core message, including a frequently-asked-questions document
- Develop two informational mailers
- Develop mail survey
- Assist in preparing script for informational video, if pursued

Fall 2022

- Finalize and execute first two informational mailers
- Provide guidance on informational webinars and/or in-person outreach meetings
- Provide guidance on information to be posted on District's website
- Conduct mail survey and prepare analysis
- Present results of public opinion research to Citizen Task Force
- Review public opinion research with Board of Education
- Provide input on ballot question, if pursued
- Develop and execute follow-up mailer, if pursued



January 11, 2022

Ms. Amy K. McPartlin
Assistant Superintendent for Finance & Operations
Prospect Heights School District 23
700 N. Schoenbeck Road
Prospect Heights, IL 60070

RE: Proposed Construction Management Fee Structure
Early Learning Center and Capital Improvements

Dear Ms. Amy K. McPartlin,

Nicholas & Associates will provide Construction Management services for the Early Learning Center and Capital Improvements based on an estimated construction value of \$XXXXX and construction duration of 12 months. All Pre-Construction, Pre-Bid, Bidding, & Construction Phases are included in our C.M. Fee. Each bid package will be competitively bid and read aloud at a Bid Opening at the District Office. Our fees will be based on the following schedule:

Pre-Referendum Services: .25% of the Total Construction Costs

C.M. Fee (At Risk): 4.5% of the Total Construction Costs

Payment and Performance Bond Premium: 1% of Total Construction Costs

Fixed General Conditions (Based on 12-month schedule – Sept, 2023 thru Aug, 2024)

Breakdown:

Project Manager – 20 hrs/week for 12 months = \$110,400
Full Time Site Superintendent – 45 hrs/week for 12 months = \$226,800
General Superintendent – 6 hrs/week for 12 months = \$31,680
Safety Officer – 1 visit/week for 12 months = \$24,000
Director of Quality Assurance (Tony Rossi) = No Charge
Executive in Charge (Joe Papanicholas) = No Charge

Fixed General Conditions: Fixed General Condition expenses for the Project consist of the services provided by the Project Manager (\$115/hr), General Superintendent (\$110/hr) Site Superintendent (\$105/hr) & Safety Director (\$90/hr). The fixed General Conditions expenses are based on 12-month construction duration. In the event the construction of the Project exceeds or falls short of the 12 months, the General Conditions shall be renegotiated by the parties, in good faith, based on the above stated hourly rates.

Reimbursable General Conditions (Pass Thru Invoice w/o mark-up): On-Site Construction Trailer with reasonable Furnishings; Rubbish and Trash Removal; Temporary Partitions; Temporary Toilets; Temporary Fencing; Temporary Roads; Temporary Utilities, Surveying, Testing Services, Winter Protection, Street Cleaning; Daily Cleanup; Final Cleanup; and Insurance.

Liability Insurance: .69% of Total Construction Costs

Estimated Reimbursable General Conditions Breakdown:

Reimbursable placeholders to be established once scope of work is determined.

Not Included Above:

- Ad for Bid
- Utility Usage
 - Utility Usage
 - o Propane and/or Natural Gas Consumption Cost (See Above Winter)
 - o Energy & Water Consumption Cost
 - ComEd, Nicor, SBC/AT&T, Fiber Services, etc.
 - Permit Costs
 - Builder's Risk Policy (District to Obtain)

Notes:

- No Fees are to be paid out by D23 until after the start of the New Fiscal Year (July 1, 2022)
- If Referendum passes and project moves forward, CM Fee will be reduced by .25%

Nicholas & Associates looks forward to a successful relationship with Prospect Heights School District 23. We trust you will find that this fee proposal clearly identifies our services; however, should you require any additional information, please feel free to contact our offices.

Sincerely,

Joe Papanicholas
Vice President
Nicholas & Associates, Inc.



December 20, 2021

SPACE UTILIZATION STUDY - PROCESS and SCHEDULE
Prospect Heights School District 23

ARCON proposes the following process for facilitating the development of a district wide Space Utilization Study.

Data Gathering

Mid-February, 2022

Week of 2/14 Kickoff Meeting

ARCON to review proposed schedule and discuss goals and existing/desired building program with SD23. ARCON to walk through buildings with district representatives to review existing challenges and space configurations.

Week of 2/28 Preliminary program sent to SD23 for review and comment

Planning and Concepts

Late-February to Late-April, 2022

2/28-3/10 ARCON to generate written program, site analysis and diagrams identifying potential challenges and opportunities with respect to build-able areas, circulation routes, parking and program spaces and relationships, and conceptual planning diagrams.

3/10/22 **Administration meeting** - review of initial concepts and ranking of priorities with Administrative Team

3/24/22 ARCON to refine programs and diagrams, create massing concepts and provide updated documents to Administrative team for their internal review.

4/5/22 Administrative Team to provide feedback to ARCON Associates.

4/5-4/26 ARCON to refine programs, diagrams and massing concepts and create initial budget/schedule

4/26/22 **Administration meeting**- Review refined programs, diagrams, massing concepts, and initial budget/schedule opinions.

April/May ARCON to facilitate Citizens' Task Force Meetings, with assistance from referendum consultant

BOE Progress Presentation

June 8, 2022

4/26-6/8 ARCON to make refinements to generate presentation materials

6/8/22 BOE Progress presentation- ARCON/D23 Administration Team

Analysis and Decision Making

August - November, 2022

8/25/22 **Administration meeting**- Review plan and budget adjustments resulting from BOE feedback

11/6/22 **Administration meeting** - Craft Final Report and Recommendation to the Board of Education.

Board of Education Review and Communications:

June 8, 2022 BOE meeting- Initial Facilities Master Plan presentation

September 12, 2022 BOE meeting- Final Facilities Master Plan presentation: Consensus and direction

November 9, 2022 BOE meeting - adopt election resolution for April 4, 2023 election

December 13, 2022 BOE meeting fall back date to adopt election resolution for April 4, 2023 election

Community Referendum Committee work

November 2022 – April 2023

Community Referendum Committee (independent group) work begins. ARCON supports committee with site and facility concept graphics, technical backup and budget and schedule opinions.

DELIVERABLES

ARCON will facilitate all meetings with administration and will participate in Administration and Board of Education meetings as appropriate from initial Data Gathering through Space Utilization Plan Concepts. ARCON will document the process in the form of site and floor plan concept diagrams, and exterior concept renderings appropriate to support the decision-making process. ARCON will provide a process and decision summary Space Utilization Planning Report, in both paper and digital versions, that will act as a “living” document and roadmap for future facility related decision making.

COMPENSATION

We propose a fixed fee for the master planning services outlined above in the amount of \$23,500. If acceptable, please sign and return to ARCON. Thank you for the opportunity to continue to serve the needs of Prospect Heights School District 23.

Sincerely,
ARCON Associates, Inc.



Erin M. Miller, Principal

Prospect Heights School District 23

January 24, 2022

Dr. Don Angelaccio
Superintendent
Ms. Amy McPartlin
Chief School Business Official
Prospect Heights SD 23
700 N. Schoenbeck
Prospect Heights, IL 60070

Re: Engagement of and Disclosures by Underwriter
Pursuant to SEC Municipal Advisor Rule and MSRB Rule G-17
DSEB Bonds and Referendum Bonds

Dear Don and Amy:

We are writing to provide you, as Superintendent and Chief School Business Official of the Prospect Heights School District 23, Cook County, Illinois (the "Issuer"), and an official of the Issuer with the authority to bind the Issuer by contract, with certain understandings and disclosures relating to the captioned bond issue (the "Bonds") to:

- (i) Confirm the engagement of Raymond James & Associates, Inc. ("Raymond James"), to serve as underwriter, and not as a financial advisor or municipal advisor, pursuant to the Securities and Exchange Commission's Municipal Advisor Rule in connection with the issuance of the Bonds, and;
- (ii) Provide certain underwriting disclosures as required by Municipal Securities Rulemaking Board (MSRB) Rule G-17 as set forth in MSRB Notice 2012-25 (May 7, 2012)¹.

As part of our services as underwriter, Raymond James may provide advice concerning the structure, timing, terms and other similar matters concerning the issuance of the Bonds.

I. Disclosures Concerning the Underwriter's Role:

(i) MSRB Rule G-17 requires an underwriter to deal fairly at all times with both municipal issuers and investors.

(ii) The primary role of the underwriter is to purchase the Bonds with a view to distribution in an arm's-length commercial transaction with the Issuer. The underwriters have financial and other interests that differ from those of the Issuer.

(iii) Unlike a municipal advisor, the underwriter do not have a fiduciary duty to the Issuer under the federal securities laws and are, therefore, not required by federal law to act in the best interests of the Issuer without regard to their own financial or other interests.

(iv) The underwriter has a duty to purchase the Bonds from the Issuer at a fair and reasonable price, but must balance that duty with their duty to sell the Bonds to investors at prices that are fair and reasonable.

¹ Interpretive Notice Concerning the Application of MSRB Rule G-17 to Underwriters of Municipal Securities (effective August 2, 2012).

(v.) The underwriter will review the official statement for the Bonds in accordance with, and as part of, their respective responsibilities to investors under the federal securities laws, as applied to the facts and circumstances of this transaction².

II. Disclosures Concerning the Underwriter's Compensation:

The underwriter will be compensated by a fee and/or an underwriting discount that will be set forth in the bond purchase agreement to be negotiated and entered into in connection with the issuance of the Bonds. Payment or receipt of the underwriting fee or discount will be contingent on the closing of the transaction and the amount of the fee or discount may be based, in whole or in part, on a percentage of the principal amount of the Bonds. While this form of compensation is customary in the municipal securities market, it presents a conflict of interest since the underwriters may have an incentive to recommend to the Issuer a transaction that is unnecessary or to recommend that the size of the transaction be larger than is necessary.

III. Additional Conflicts and Business Relationships Disclosures:

Raymond James has identified the following additional potential or actual material conflicts or business relationships we wish to call to your attention:

In the ordinary course of its various business activities, Raymond James and its affiliates, officers, directors, and employees may purchase, sell or hold a broad array of investments and may actively trade securities, derivatives, loans, commodities, currencies, credit default swaps, and other financial instruments for their own account and for the accounts of customers. Such investment and trading activities may involve or relate to assets, securities and/or instruments of the Issuer (whether directly, as collateral securing other obligations or otherwise) and/or persons and entities with relationships with the Issuer. Raymond James and its affiliates also may communicate independent investment recommendations, market advice or trading ideas and/or publish or express independent research views in respect of such assets, securities or instruments and at any time may hold, or recommend to clients that they should acquire, long and/or short positions in such assets, securities and instruments.

In the ordinary course of its business, Raymond James and its affiliates have engaged, and may in the future engage, in transactions with, and perform services for, the Issuer and its affiliates for which they received or will receive customary fees and expenses.

IV. Disclosures Concerning Structure of Municipal Securities Financing:

Since Raymond James has recommended to the Issuer a financing structure that may be considered a "complex municipal securities financing" for purposes of MSRB Rule G-17, attached is a description of the material financial characteristics of that financing structure as well as the material financial risks of the financing that are known to the underwriter and reasonably foreseeable at this time.

2 Under federal securities law, an issuer of securities has the primary responsibility for disclosure to investors. The review of the official statement by the underwriter is solely for purposes of satisfying the underwriter's obligations under the federal securities laws and such review should not be construed by an issuer as a guarantee of the accuracy or completeness of the information in the official statement.

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Prospect Heights SD 23
January 24, 2022

Page 3

In accordance with the requirements of MSRB Rule G-17, if Raymond James recommends a “complex municipal securities financing” to the Issuer that is not otherwise described herein, this letter will be supplemented to provide disclosure of the material financial characteristics of that financing structure as well as the material financial risks of the financing that are known to the underwriter and reasonably foreseeable at that time.

If you or any other Issuer official has any questions or concerns about these disclosures, then please make those questions or concerns known immediately to the undersigned. In addition, the Issuer should consult with its own financial and/or municipal, legal, accounting, tax and other advisors, as applicable, to the extent it deems appropriate.

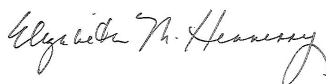
It is our understanding that you have the authority to bind the Issuer by contract with us, and that you are not a party to any conflict of interest relating to the subject transaction. If our understanding is incorrect, please notify the undersigned immediately.

Under SEC and MSRB Rules, **we are required to both (i) confirm our engagement as underwriter, and (ii) seek your acknowledgement that you have received this letter. Accordingly, please send me an email to that effect or sign and return the enclosed copy of this letter to me at the address set forth below.** Depending on the structure of the transaction that the Issuer decides to pursue, or if additional potential or actual material conflicts are identified, we may be required to send you additional disclosures regarding the material financial characteristics and risks of such transaction and/or describing those conflicts. At that time, we also will seek your acknowledgement of receipt of any such additional disclosures.

We look forward to working with you and the Issuer in connection with the issuance of the Bonds. We appreciate your business.

Sincerely,

RAYMOND JAMES & ASSOCIATES, INC.



Elizabeth M. Hennessy
Managing Director – Public Finance

Confirmation and Acknowledgement:

Dr. Don Angelaccio
Superintendent

Date: _____

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Fixed Rate Structure Disclosure

The following is a general description of the financial characteristics and security structures of fixed rate municipal bonds (“Fixed Rate Bonds”), as well as a general description of certain financial risks that you should consider before deciding whether to issue Fixed Rate Bonds. If you decide that you would like to pursue this financing alternative, we may provide you with additional information more specific to your particular issue.

Financial Characteristics

Maturity and Interest. Fixed Rate Bonds are interest-bearing debt securities issued by state and local governments, political subdivisions and agencies and authorities. Maturity dates for Fixed Rate Bonds are fixed at the time of issuance and may include serial maturities (specified principal amounts are payable on the same date in each year until final maturity) or one or more term maturities (specified principal amounts are payable on each term maturity date) or a combination of serial and term maturities. The final maturity date typically will range between 10 and 30 years from the date of issuance. Interest on the Fixed Rate Bonds typically is paid semiannually at a stated fixed rate or rates for each maturity date.

Redemption. Fixed Rate Bonds may be subject to optional redemption, which allows you, at your option, to redeem some or all of the bonds on a date prior to scheduled maturity, such as in connection with the issuance of refunding bonds to take advantage of lower interest rates. Fixed Rate Bonds will be subject to optional redemption only after the passage of a specified period of time, often approximately ten years from the date of issuance, and upon payment of the redemption price set forth in the bonds, which may include a redemption premium. You will be required to send out a notice of optional redemption to the holders of the bonds, usually not less than 30 days prior to the redemption date. Fixed Rate Bonds with term maturity dates also may be subject to mandatory sinking fund redemption, which requires you to redeem specified principal amounts of the bonds annually in advance of the term maturity date. The mandatory sinking fund redemption price is 100% of the principal amount of the bonds to be redeemed.

Security

Payment of principal of and interest on a municipal security, including Fixed Rate Bonds, may be backed by various types of pledges and forms of security, some of which are described below.

General Obligation Bonds

“General obligation bonds” are debt securities to which your full faith and credit is pledged to pay principal and interest. If you have taxing power, generally you will pledge to use your ad valorem (property) taxing power to pay principal and interest. Ad valorem taxes necessary to pay debt service on general obligation bonds may not be subject to state constitutional property tax millage limits (an unlimited tax general obligation bond). The term “limited” tax is used when such limits exist.

General obligation bonds constitute a debt and, depending on applicable state law, may require that you obtain approval by voters prior to issuance. In the event of default in required payments of interest or principal, the holders of general obligation bonds have certain rights under state law to compel you to impose a tax levy.

Revenue Bonds

“Revenue bonds” are debt securities that are payable only from a specific source or sources of revenues. Revenue bonds are not a pledge of your full faith and credit and you are obligated to pay principal and interest on your revenue bonds only from the revenue source(s) specifically pledged to the bonds. Revenue bonds do not permit the bondholders to compel you to impose a tax levy for payment of debt

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service. Pledged revenues may be derived from operation of the financed project or system, grants or excise or other specified taxes. Generally, subject to state law or local charter requirements, you are not required to obtain voter approval prior to issuance of revenue bonds. If the specified source(s) of revenue become inadequate, a default in payment of principal or interest may occur. Various types of pledges of revenue may be used to secure interest and principal payments on revenue bonds. The nature of these pledges may differ widely based on state law, the type of issuer, the type of revenue stream and other factors.

The description above regarding "Security" is only a brief summary of certain possible security provisions for the bonds and is not intended as legal advice. You should consult with your bond counsel for further information regarding the security for the bonds.

Financial Risk Considerations

Certain risks may arise in connection with your issuance of Fixed Rate Bonds, including some or all of the following:

Issuer Default Risk

You may be in default if the funds pledged to secure your bonds are not sufficient to pay debt service on the bonds when due. The consequences of a default may be serious for you and, depending on applicable state law and the terms of the authorizing documents, the holders of the bonds, the trustee and any credit support provider may be able to exercise a range of available remedies against you. For example, if the bonds are secured by a general obligation pledge, you may be ordered by a court to raise taxes. Other budgetary adjustments also may be necessary to enable you to provide sufficient funds to pay debt service on the bonds. If the bonds are revenue bonds, you may be required to take steps to increase the available revenues that are pledged as security for the bonds. A default may negatively impact your credit ratings and may effectively limit your ability to publicly offer bonds or other securities at market interest rate levels. Further, if you are unable to provide sufficient funds to remedy the default, subject to applicable state law and the terms of the authorizing documents, you may find it necessary to consider available alternatives under state law, including (for some issuers) state-mandated receivership or bankruptcy. A default also may occur if you are unable to comply with covenants or other provisions agreed to in connection with the issuance of the bonds.

This description is only a brief summary of issues relating to defaults and is not intended as legal advice. You should consult with your bond counsel for further information regarding defaults and remedies.

Redemption Risk

Your ability to redeem the bonds prior to maturity may be limited, depending on the terms of any optional redemption provisions. In the event that interest rates decline, you may be unable to take advantage of the lower interest rates to reduce debt service.

Refinancing Risk

If your financing plan contemplates refinancing some or all of the bonds at maturity (for example, if you have term maturities or if you choose a shorter final maturity than might otherwise be permitted under the applicable federal tax rules), market conditions or changes in law may limit or prevent you from refinancing those bonds when required. Further, limitations in the federal tax rules on advance refunding of bonds (an advance refunding of bonds occurs when tax-exempt bonds are refunded more than 90 days prior to the date on which those bonds may be retired) may restrict your ability to refund the bonds to take advantage of lower interest rates.

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Reinvestment Risk

You may have proceeds of the bonds to invest prior to the time that you are able to spend those proceeds for the authorized purpose. Depending on market conditions, you may not be able to invest those proceeds at or near the rate of interest that you are paying on the bonds, which is referred to as “negative arbitrage”.

Tax Compliance Risk

The issuance of tax-exempt bonds is subject to a number of requirements under the United States Internal Revenue Code, as enforced by the Internal Revenue Service (IRS). You must take certain steps and make certain representations prior to the issuance of tax-exempt bonds. You also must covenant to take certain additional actions after issuance of the tax-exempt bonds. A breach of your representations or your failure to comply with certain tax-related covenants may cause the interest on the bonds to become taxable retroactively to the date of issuance of the bonds, which may result in an increase in the interest rate that you pay on the bonds or the mandatory redemption of the bonds. The IRS also may audit you or your bonds, in some cases on a random basis and in other cases targeted to specific types of bond issues or tax concerns. If the bonds are declared taxable, or if you are subject to audit, the market price of your bonds may be adversely affected. Further, your ability to issue other tax-exempt bonds also may be limited.

This description of tax compliance risks is not intended as legal advice and you should consult with your bond counsel regarding tax implications of issuing the bonds.



PROSPECT HEIGHTS DISTRICT 23 FINANCE & BUILDINGS AND SITES COMMITTEES ACTION ITEM

Date: January 31, 2022
Title: Recommendation for Award - Printer and Copier Lease and Services Agreement
Contact: Amy McPartlin, Assistant Superintendent for Finance & Operations

BACKGROUND INFORMATION

Earlier in the year, the District issued a Request for Proposals for Managed Print Services, as our current agreement was coming up for renewal. The District's objective was to reach an agreement that included:

- Procurement of multifunction machines for "zone printing"
- All consumable OEM supplies, including staples
- All Fix/Repair services
- End-user support
- Management of the print devices
- Technology refreshment of end of life of multifunction and network printers

Our existing fleet is a mix of newer copiers and printers that vary in age from 5-20 years old with the largest group being 7+ years old. While they have been paid in full, they are increasingly costly to maintain.

In determining the best way to move the District forward, Maria and her team conducted a staff survey to gain feedback on technology needs and wants. Throughout the process, ongoing conversations with our current partner, Impact, remained very positive and we were optimistic that we could do a full refresh of all units and reach an agreement that would meet the needs of the District, now and in the future.

The current agreement with Impact is just under \$80,000/year and covers the lease payments on 16 machines that are four years old. The new, 60 month agreement would cover 42 total machines that would be placed at all sites. The District will continue to utilize Paper-Cut and Follow-Me printing in an effort to control overages and provide privacy. The annual cost for the new agreement is approximately \$95,628.96, just over a 20% increase. New devices will be installed over Spring Break, 2022.

BUDGETARY IMPACT

As is the case in our current lease arrangement, funds will be budgeted for the lease payments from the Debt Services Fund 30, with any overage charges coming for the Technology Department Supply account.

RECOMMENDATION:

Administration is requesting approval of the new 60 Month Lease Agreement with Impact for the purchase and service of its new fleet of 42 printers and copiers in the annual amount of \$95,629.



Business Process Optimization
for Growing Companies

January 28, 2022

PROPOSAL FOR

Prospect Heights School District 23

PROJECT

Kyocera Fleet Refresh & Upgrade

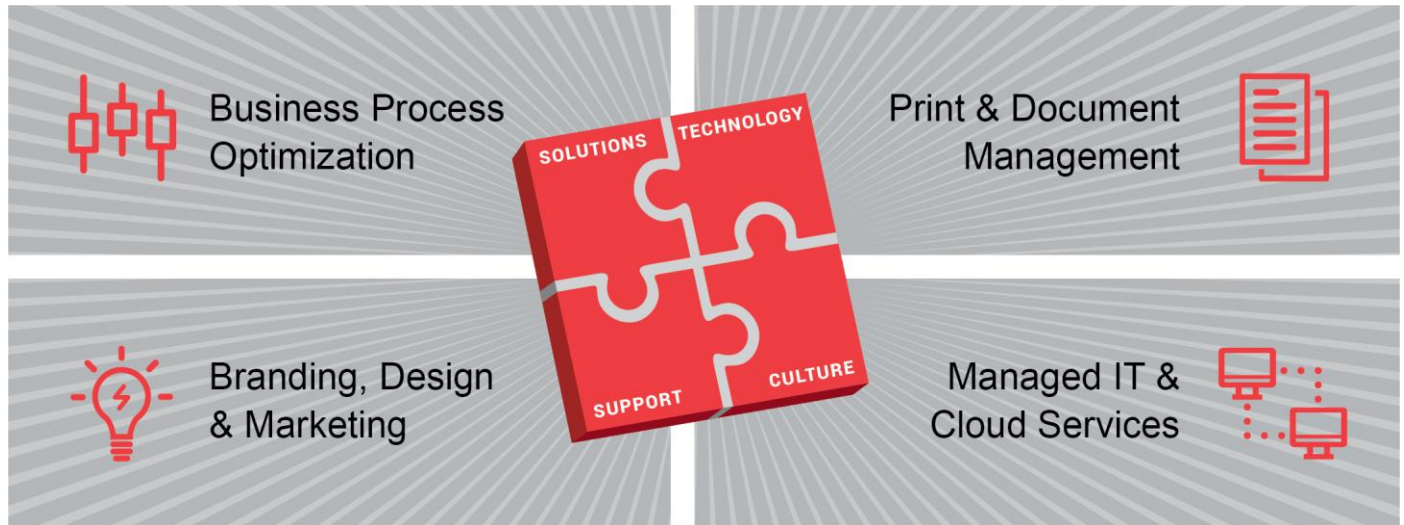
PREPARED BY

Nathan Robinson

(847) 785-2288
nrobinson@impactnetworking.com

This document is confidential and property of Impact Networking, LLC.

YOUR ONE SOURCE FOR IMAGING SOLUTIONS



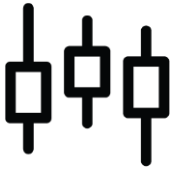
Our Model for Success

Our 'One Source' model is both efficient and flexible. The process cuts your administrative time and money spent coordinating vendors and paying invoices.

Independence

Because Impact is an independent dealer and not owned by any manufacturer, we have no restrictions on what solutions we recommend to our clients.

BUSINESS PROCESS OPTIMIZATION



Encourage growth and acceleration of your business by implementing lean and efficient organizational processes. Our Business Process Optimization solutions measure, automate, and provide quick insights and visibility into organizational health. On top of that, it offers an intuitive reporting platform to turn data into business intelligence. Use that intelligence to perpetuate an active culture of continuous improvement.

PRINT & DOCUMENT MANAGEMENT



Rid your workplace of inefficient paper-based processes by engaging with our team of Document Analysts to create a fully customizable document strategy that solves issues specific to your organization. Our solutions utilize multi-channel capture of documents and data, transforming them for storage in one place. Organize, search, and retrieve information from anywhere, at anytime with our Document solutions.

BRANDING, DESIGN & MARKETING



We provide brand strategy, design, web and marketing communications based on research, informed insights and creative innovation. Our strategists and content producers will analyze your organization's current online presence and then develop an integrated omni-channel customer experience for your audiences. Because the customer journey is fragmented across time, channels and devices, our team designs all touch points and interactions with a brand in order to develop a consistent and meaningful path to engagement.

MANAGED IT & CLOUD SERVICES



Impact understands the business challenges that small to mid-sized businesses face when tasked with managing core business processes and keeping up with continuous technology demands. Most struggle to get past fixing broken systems and fail to reap the benefits of the big picture of their technology infrastructure. We provide knowledge, toolset, and structured resources to help achieve business goals by overcoming the break, fix, and repair loop that hold most businesses back.

20+ YEARS OF GROWTH • 27% YEAR OVER YEAR

Since our start in 1999, Impact has helped many different businesses meet their functional needs by providing leading-edge systems, support and technology. Customer service remains our number one priority. The people we hire to serve companies like yours have catapulted Impact to the top level in our field. Passionate about technology, our staff is motivated to help make your company succeed.

Integrated Document Solutions

Impact is the 7th largest independent imaging solutions provider in nation. Our four distinct Impact solutions support one another with custom software and hardware integrations. We provide more than a list of products and services. We assess the way your enterprise uses documents in its workflow. And specialists from each of our four solutions then collaborate to create a custom solution based on those insights.

Value Added Consulting

Our process aims to change the way end users interact with documents — whether digital or paper — to become more productive, cost-effective, and to ultimately lower the total cost of ownership.



GOALS/OBJECTIVES

Prospect Heights School District 23 Overall goal is to increase business efficiencies and partner with a professional local vendor for a solution, service and support to:

- Improve & upgrade older HP fleet that are close to over 20 years old
- Adding additional color devices to the LRC's while adding additional area for the teachers to get their work done
- Improving the Kyocera color tabletop printers in the LRC
- Standardize & streamline equipment & interfaces
- Improve the tabletop color printers in the LRC
- Refresh the walk-up POD devices around the school. *Including dual scanning technology*
- Implement the newest Kyocera systems that have been a proven partner with D23
- Papercut for follow-me printing, print monitoring & universal printing cues
- KFS Kyocera Fleet Services Software for remote monitoring & firmware upgrades
- KM NetViewer for fleet control & programing

CURRENT SCENARIO

The information below is actual numbers compiled from client site meter readings and client invoices.

Hardware	Location	Notes
Current Fleet onsite		

Impact Networking Service & Toner program	B&W	Color
Kyocera fleet contracted allowance:	247,000	22,000

Monthly Costs	
Lease payment:	\$6,489.60
Contracted service and supplies:	Included
Overages:	\$0.00
Additional toner expense:	NA
Non-contracted service:	NA
Total Monthly Costs:	\$6,489.60

IMPACT SOLUTION

The Impact solution is an all-encompassing plan, which includes service, support, supplies, toner and refresh costs all in one monthly payment.

Hardware		Location	Notes
(4) Kyocera	TASKalfa 9003i System (90 pages per minute)	-Mac -Ike -Sullivan -Ross	-320 Sheet Dual Head Scan Document Feeder -Stapling Finisher & Booklet Kit -4,200 Sheet Paper On-line
(21) Kyocera	ECOSYS M3655idn (56 page per minute printer) POD Printer	Multi	-2 x 500 Sheet Paper Drawers -WIFI Ready -Stand
(3) Kyocera	TASKalfa 6054ci (60 page per minute)	-Admin Office -Mac LRC -Ike LRC	-320 Dual Scan Document Feeder -2,000 Sheet Paper Deck -2 x 500 Sheet Drawers -Stapling Finisher -Booklet Kit
(8) Kyocera	ECOSYS P3155dn (57 Page Per minute)	Multiple locations	-500 Sheet Paper Deck <i>standard</i> -Network Ready
(2) Kyocera	TASKalfa 3554ci (35 Page Per minute)	-Ross LRC -Sullivan LRC	-320 Sheet Dual Scan Document Feeder -Stapling Finisher -3,000 Sheet LCT
(4) Kyocera	ECOSYS P7240cdn (42 Page Per minute)	LRC Area	-500 Sheet Paper Deck
(1)	PaperCut Software (5 year solution & SMUA)		-(30) Embedded License & HID readers

IMPACT PROPOSAL

Impact Service, Support, Toner & Staple Package	B&W	Color
Equipment & Configurations Above	200,000	25,000
<i>*print volume may be adjusted on a semi-annual basis</i>		

Monthly Hardware & PaperCut Investment	
Impact Program:	\$5,719.08

Monthly Maintenance:	
Impact Program:	\$2,250.00

Total Monthly Refresh Solution	
Impact Total Monthly Investment:	\$7,969.08

**The Impact Program is based on a 60 month Educational Finance program, excludes all applicable taxes.*

***Includes the upgrade & return of the old DLL lease & equipment March 2022*

****Includes all delivery, installation & unlimited training*

Once the order is placed, Impact will notify D23 of the units that are in Kyocera/Impact inventory & a delivery ETA of any units that cannot be ready for the March delivery date..
 Current Estimated delivery date for all units will be around March 21st. This is when the new lease will go into effect.

FULL COVERAGE MAINTENANCE PROGRAM

(Included in Total Monthly Payment)

- Delivery, installation and training
- Add'l B&W can be added at **\$.005 per image**
- Add'l A3 Color can be added at **\$.05 per image**
- Add'l A4 Color can be added at **\$.005 per image**
- All service calls, parts, labor and supplies
- Supplies included all toner & staples
- 3 hour average response time
- 30-minute call-back policy
- 24/7 availability
- Live dispatch
- Automatic meter reporting
- Quarterly reviews/reconciliation
- Local warehouse
- Auto toner fulfillment on network device
- Backup/Overflow facility at
13875 West Boulton Boulevard
Lake Forest, Illinois 60045

BENEFITS

Operational

- Lower total cost of ownership
- Increased speed, processing & capacity
- Improved service response & up-time
- Capacity for growth & increased volume
- On-demand print usage reporting
- Consolidated one monthly invoice
- FM audit software included for meter count & auto toner replenishment

Environmental

- Decrease in wasted & lost prints
- Redundancy without the need for additional hardware
- Zero landfill recycling program included
- Impact Toner recycling program w/ prepaid return labels

IMPACT ONE-CALL



Advanced Service and Support

- Impact technician is **immediately dispatched** when a customer calls
- Technician calls the customer within **30 minutes** to begin advanced troubleshooting over the phone
- Saves time and resources by often **eliminating travel** if problem is solved with call back
- Accurate **arrival time** based on technician schedule

Speed / Availability / Effectiveness

- Technicians are available **24 hours each day, 7 days a week**
- Service calls are handled within **3 hours** during business hours
- **Centrally located distribution center** enables efficient delivery of parts and equipment
- Technicians **stock most common parts** at your local branch
- **First-Call Effectiveness:** The majority of issues technicians successfully service on first call

Replacement Guarantee

- Full replacement for any leased/purchased equipment that cannot be repaired
(Subject to terms and conditions in attached documents.)

Impact Certifications

Impact Technicians are trained and certified by Konica Minolta, Kyocera & Ricoh

Pro-tech Certification from Konica Minolta

- Ranked in **top 8 percent** of 350 dealers (including Konica Minolta branches)
- Impact service calls are ushered to the **front-of-the-line**
- Impact parts requests placed on **top priority** for anything on back-order

Ricoh's Prestige Certification, the highest level of service certifications

3rd largest independent Kyocera dealer, out of 700 nationwide

Better Business Bureau rating of A+





CONTACT INFORMATION

Impact Networking

13875 West Boulton Boulevard
Lake Forest, Illinois 60045
www.ImpactNetworking.com

Nathan Robinson

Account Manager
(847) 785-2288
nrobinson@impactnetworking.com

Budget Performance Update

FY22+ Prospect Heights 23 (Initial Base Scenario)

Fund summary basis: Operating Funds

Month of December (fiscal year 2022):

- ↓ Total MTD Revenues: \$495,710; under plan* (unfavorable) by **-\$146**
- ↓ Total MTD Expenditures: \$2,240,881; under plan (favorable) by **-\$130,342**

Fiscal year to date (July-December):

- ↓ Total YTD Revenues: \$11,350,056 (42.8% of annual budget compared to 37.5% prior YTD); under plan (unfavorable) year-to-date (YTD) by **-\$686,488**
 - ↓ 1000 Local Sources: **-\$14,510**
 - 2000 Flow-Through Sources: +\$0
 - ↑ 3000 State Sources: +\$23,909
 - ↓ 4000 Federal Sources: **-\$695,366**
 - ↓ 7000 Other Financing Sources: **-\$521**
- ↓ Total YTD Expenditures: \$10,120,644 (38.1% of annual budget compared to 31.1% prior YTD); under plan (favorable) year-to-date (YTD) by **-\$667,608**
 - ↓ 000 Transfer: **-\$18,260**
 - ↓ 100 Salaries: **-\$209,888**
 - ↑ 200 Employee Benefits: **+\$232,379**
 - ↓ 300 Purchased Services: **-\$100,372**
 - ↓ 400 Supplies & Materials: **-\$345,370**
 - ↓ 500 Capital Outlay: **-\$305,557**
 - ↑ 600 Other Objects: **+\$161,155**
 - ↓ 700 Non-Capitalized Equipment: **-\$81,694**

End of Fiscal Year Projection

	Projected	Annual Budget	Variance
Total Revenues	\$25,850,249	\$26,536,737	-\$686,488
Total Expenditures	\$25,899,287	\$26,566,895	-\$667,608
Difference	↓-\$49,038	-\$30,158	-\$18,880

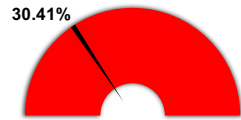
* Plan equals budgeted amount including any assumptions for all periods (Trend Amount).

For further details, refer to the current base scenario [Initial Base Scenario](#) in 5Cast Plus.

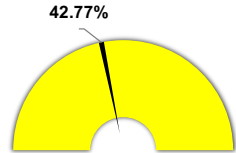
Educational | Operations and Maintenance | Transportation | IMRF | Working Cash | Tort

For the Period Ending December 31, 2021

Projected Year-End Balances as % of Budgeted Revenue

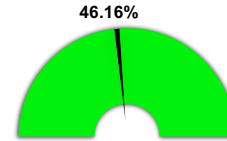


Actual YTD Revenues



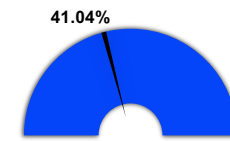
Projected YTD Revenues
45.35%

Actual YTD Local Sources



Projected YTD Local Sources
46.23%

Actual YTD State Sources



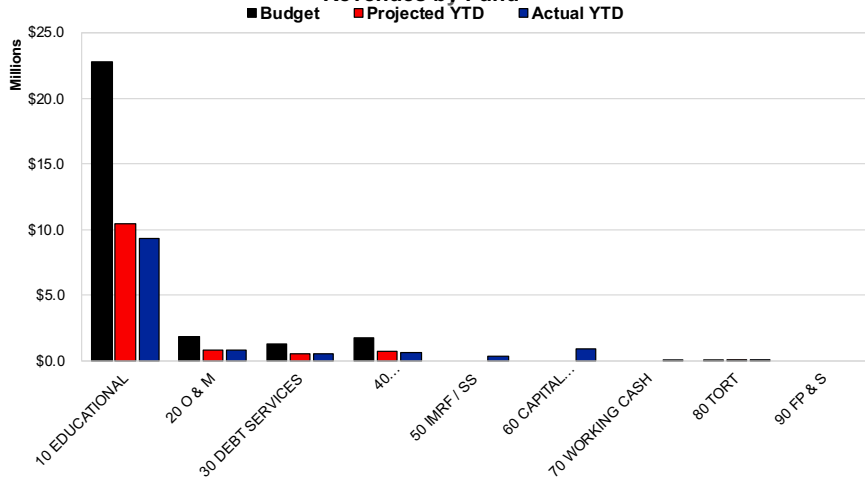
Projected YTD State Sources
40.12%

All Funds | Top 10 Sources of Revenue YTD

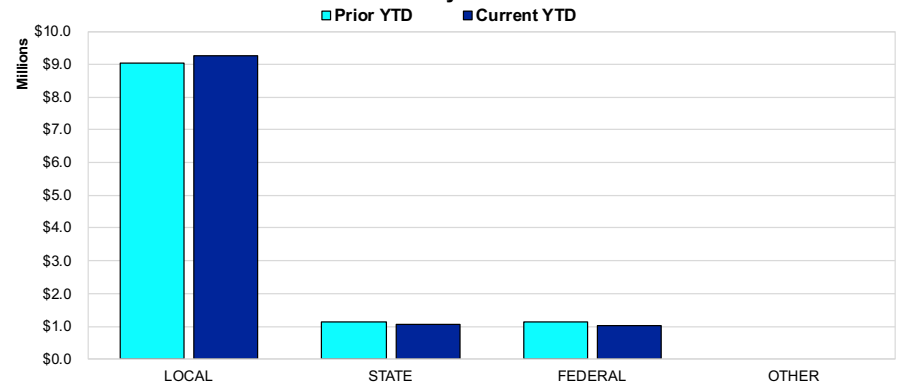
Ad Valorem Taxes	\$9,411,067
Other Revenue from Local Sources	\$1,088,979
Unrestricted Grants-in-Aid	\$838,980
Food Service	\$460,741
Restricted Grants-In-Aid Received from the Federal Govt Thru	\$293,965
State Transportation Reimbursement	\$193,264
Federal Special Education	\$154,306
Textbook Income	\$146,963
Title I	\$97,307
Payments in Lieu of Taxes	\$67,128

Percent of Total Revenues Year-to-Date **99.30%**

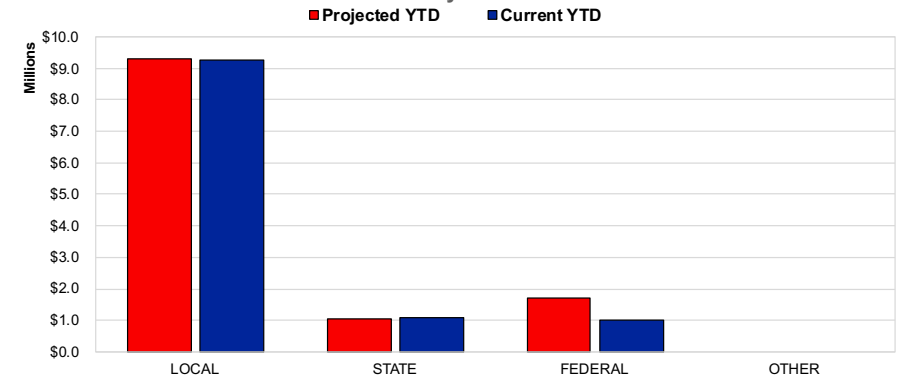
Revenues by Fund



Revenues by Source



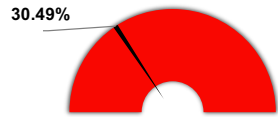
Revenues by Source



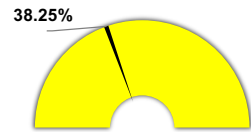
Educational | Operations and Maintenance | Transportation | IMRF | Working Cash | Tort

For the Period Ending December 31, 2021

Projected Year-End Balances as % of Budgeted Expenditures

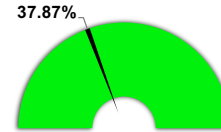


Actual YTD Expenditures



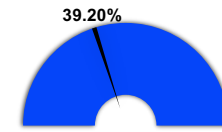
Projected YTD Expenditures
40.70%

Actual YTD Salaries / Benefits



Projected YTD Salaries / Benefits
37.75%

Actual YTD Other Objects



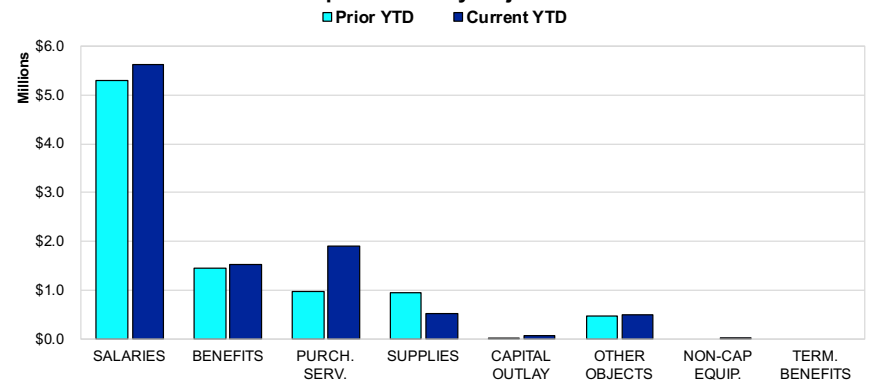
Projected YTD Other Objects
48.01%

All Funds | Top 10 Expenditures by Program YTD

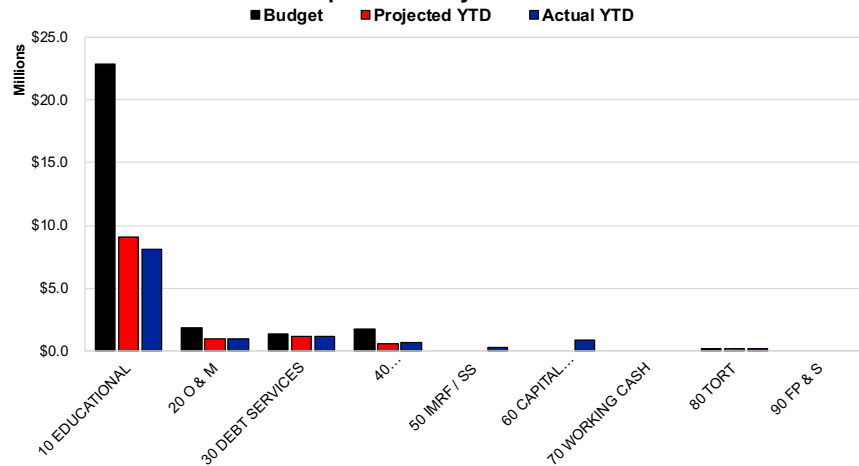
Support Services - Business	\$2,951,871
Regular Programs	\$2,574,923
Special Education/Remedial Programs	\$1,252,564
Debt Services - Payments of Principal on Long-term Debt	\$939,928
Support Services - Instructional Staff	\$914,106
Support Services - Pupils	\$840,064
Support Services - School Administration	\$585,532
Support Services - General Administration	\$422,460
Payments to Other Govt. Units - Tuition (In-State)	\$421,738
Support Services - Central	\$214,955

Percent of Total Expenditures Year-to-Date **92.20%**

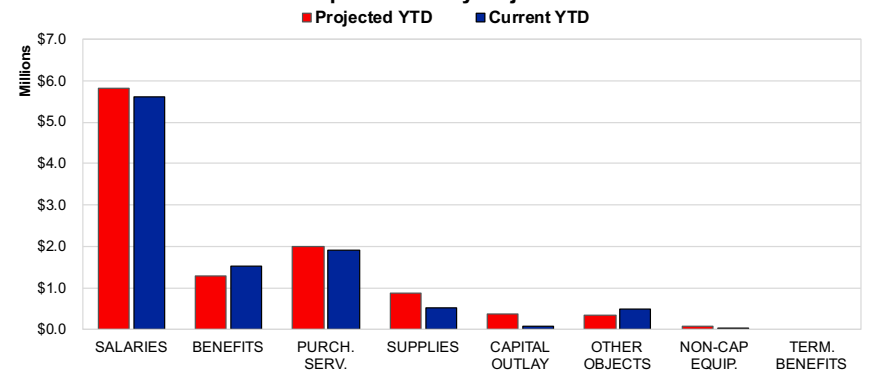
Expenditures by Object



Expenditures by Fund



Expenditures by Object



BOE Furniture - Sullivan
10.5.0000.1110.491.02.1001



Lowery McDonnell Company
A DIVISION OF WAREHOUSE DIRECT

960 Lively Blvd.
Wood Dale, IL 60191
630-227-1000
Fax: 630-227-1010
www.lowerymcdonnell.com

TO: Ms. Amy McPartlin
Chief School Business Official
Prospect Heights SD 23
700 N. Schoenbeck Road
Prospect Heights, IL 60070

DATE: December 20, 2021

SUBJECT: Sullivan Elementary School
Classroom Furniture
****REVISED****

PROPOSAL

We are pleased to provide the following quotation for your consideration:

Qty	Description	Unit Price	Extension
Classroom Furniture by Smith System			
3	Interchange Half Moon Table, 36" x 72", #04128, Pewter Mesh Top, Platinum Edge & Leg	\$492.00	\$1,476.00
3	Caster Set, 4-Pack, #17576	60.00	180.00
2	Café Table, 36"R Top, 36"H Disc Base, #01504/01452, Pewter Mesh Top, Platinum Edge & Base	375.00	750.00
24	Flavors Chair, 18"H, Felt Glides, #11849F, Persian Blue Seat	98.00	2,352.00
24	Flavors Chair, 18"H, Felt Glides, #11849F, Apple Seat	98.00	2,352.00
6	Groove Stool, 24"H, Felt Glides, #33889F, Persian Blue Seat	117.00	702.00

Miscellaneous Furniture			
10	VS Hokki Stools, 18", Black	172.00	1,720.00

Total Furniture Cost, Delivered Only: \$9,532.00

Optional Inside Delivery, Assembly and Rubbish Removal
(Regular Business Hours, In Conjunction with Ikea, & Ross Furniture) \$715.00

\$ 10,247.00

Delivery about eight weeks after receipt of PO.

Pricing Firm for 30 Days

Thank you for this opportunity to be of service. Please call if you have any questions.

TERMS

- Prices are Net 30 days and include tailgate delivery.
- Change in quantity ordered may affect prices.
- Subject to acceptance within 30 days.
- Unit Prices do not include installation.

Accepted:

Presented:

By:

By: Dave Tatge






Title: Asst. Superintendent

Dave Tatge, Ext. 232

Date: 01-31-22

dtatge@lmcinc.net

Prospect Heights SD23 – Sullivan Classroom Furniture Selections

Tag	Description	Image
C	<p>Half Moon Table</p> <ul style="list-style-type: none"> • “Interchange” Series by Smith System • Model #04128 w/ Casters #17576 • Worksurface 36”D x 72”W x 22” – 34”H • Finish Selection: Pewter Mesh Top, Platinum Edge & Leg <p>Qty: 3</p>	
D	<p>Collaboration Station</p> <ul style="list-style-type: none"> • “Cafe” Series by Smith System • Model #01504 Top/01452 Base • 36” Round Top, 36”H Circular Base • Backpack Hooks • Finish Selection: Pewter Mesh Top, Platinum Edge & Base <p>Qty: 2</p>	
E	<p>Student Chairs</p> <ul style="list-style-type: none"> • “Flavors” Series by Smith System • Model #11849F • Chair Height: 18” • Platinum Legs with Felt Glides • Finish Selection: Persian Blue and Apple seat <p>Qty: 48 (24 – Persian Blue, 24 – Apple)</p>	
F	<p>Student Chairs - Bistro</p> <ul style="list-style-type: none"> • “Groove” Series by Smith System • Note: “Plato” Series Discontinued • Model #33889F • Chair Height 24”H • Platinum Legs with Felt Glides • Finish Selection: Persian Blue seat <p>Qty: 6</p>	
H	<p>Student Active Seating</p> <ul style="list-style-type: none"> • “Hokki” Series by VS • 18” Stool Height • Color Selection: Black <p>Qty: 10</p>	



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10.5,0000.1110.491,03.1001
\$ 7967.90
10.5.0000.1110.491.03.0000
\$ 5402.10

Ross
Furniture
\$802 furn.
960 Lively Blvd.
Wood Dale, IL 60191
630-227-1000
Fax: 630-227-1010
www.lowerymcdonnell.com

TO: Ms. Amy McPartlin
Chief School Business Official
Prospect Heights SD 23
700 N. Schoenbeck Road
Prospect Heights, IL 60070

DATE: November 27, 2021

SUBJECT: Ross Elementary School
Classroom Furniture

PROPOSAL

We are pleased to provide the following quotation for your consideration:

Qty	Description	Unit Price	Extension
Classroom Furniture by Smith System			
24	Planner Student Desks, #01272, Pewter Mesh Top, Persian Blue Edge, Platinum Legs	\$175.00	\$4,200.00
24	Metal Book Boxes, #17190, Platinum	48.00	1,152.00
24	Caster Set, 4-Pack, #17576	60.00	1,440.00
15	Flavors Chairs, 16"H, Felt Glides, #11848F, Persian Blue Seat	86.00	1,290.00
15	Flavors Chairs, 16"H, Felt Glides, #11848F, Apple Seat	86.00	1,290.00
1	Silhouette Sit to Stand Desk, #01632, Storage Basket, #76518, Pewter Mesh Top, Apple Edge		442.00
1	Cascade Mega Tower, Combo Unit, #912012000P, Persian Blue End Panels		1,501.00
1	Cascade Double Bullet Teacher Desk, #26180, Pewter Mesh Top, Persian Blue Edge, Platinum Base		1,015.00
Total Furniture Cost, Delivered Only:			\$12,330.00

Optional Inside Delivery, Assembly and Rubbish Removal
(Regular Business Hours, in Conjunction with Ike & Sullivan Furniture) \$1,040.00

\$13,370.00

Delivery about eight weeks after receipt of PO.

Pricing Firm for 30 Days

Thank you for this opportunity to be of service. Please call if you have any questions.

TERMS

- Prices are Net 30 days and include tailgate delivery.
- Change in quantity ordered may affect prices.
- Subject to acceptance within 30 days.
- Unit Prices do not include installation.





Accepted:

By:
Title: Asst. Superintendent
Date: 01.31.22

Presented:

By: Dave Tatge
Dave Tatge, Ext. 232
dtatge@lmcinc.net

Prospect Heights SD23 – Ross Classroom Furniture Selections

Tag	Description	Image
A	<p>Student Desks</p> <ul style="list-style-type: none"> • “Planner” Series by Smith System • Model #01272 • 20” x 27” Top, Height Adjust 22” – 32” • Equipped with Book Box and Locking Casters • Finishes: Pewter Mesh Top w/ Persian Blue Edge, Platinum Legs w/ Chrome Inserts <p>Qty: 24</p>	
B	<p>Student Chairs</p> <ul style="list-style-type: none"> • “Flavors” Series by Smith System • Model #11848F • Chair Height: 16” • Platinum Legs with Felt Glides • Finishes: Persian Blue and Apple seat <p>Qty: 30 (15 – Persian Blue, 15 – Apple)</p>	
C	<p>Teacher Work Stand – Mobile</p> <ul style="list-style-type: none"> • “Silhouette” Series by Smith System • Model #01632 • 26” – 42” Floating Height • 20” x 27” Worksurface w/ Basket #76518 • Pewter Mesh Top, Apple Edge, Platinum Base <p>Qty: 1</p>	
D	<p>Mobile Storage</p> <ul style="list-style-type: none"> • “Cascade” Series by Smith System • Model #912012000P • Open Unit, No Doors, 3-Shelves, 12 Trays • 19”D x 43”W x 61.4”H • End Panels: Persian Blue <p>Qty: 1</p>	
E	<p>Teacher Desk – Mobile</p> <ul style="list-style-type: none"> • “Cascade” Double Pedestal by Smith System • Model #26180 • 28” x 72” Double Bullet Top • Two Locking Box Box File Pedestals • Finish Selection: Pewter Mesh Top, Persian Blue Edge, Platinum Base <p>Qty: 1</p>	

10.5.0000.1110.491.05.1001

BOE Furniture - Eisenhower



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960 Lively Blvd.
Wood Dale, IL 60191
630-227-1000
Fax: 630-227-1010
www.lowerymcdonnell.com

TO: Ms. Amy McPartlin
Chief School Business Official
Prospect Heights SD 23
700 N. Schoenbeck Road
Prospect Heights, IL 60070

DATE: November 27, 2021

SUBJECT: Eisenhower Elementary School
Classroom Furniture

PROPOSAL

We are pleased to provide the following quotation for your consideration:

Qty	Description	Unit Price	Extension
Classroom Furniture by Smith System			
1	Interchange Rectangle Tables, Felt Glides, #04101F, Mission Maple Top, Mint Edge, Platinum Legs		\$340.00
24	Interchange Wing Open Front Desks, Felt Glides, #04503, Mission Maple Top, Mint Edge, Platinum Legs	\$275.00	6,600.00
24	Groove Chairs, 14'H, Felt Glides, #33847F, Cerulean Seat, Platinum Legs	77.00	1,848.00
1	Cascade Double Bullet Teacher Desk, #26180, Mission Maple Top, Mint Edge, Platinum Base		1,015.00
Total Furniture Cost, Delivered Only:			\$9,803.00

Optional Inside Delivery, Assembly and Rubbish Removal
(Regular Business Hours, in Conjunction with Ross & Sullivan Furniture) \$845.00

\$10,648.00

Delivery about eight weeks after receipt of PO.

Pricing Firm for 30 Days


Thank you for this opportunity to be of service. Please call if you have any questions.

TERMS

- Prices are Net 30 days and include tailgate delivery.
- Change in quantity ordered may affect prices.
- Subject to acceptance within 30 days.
- Unit Prices do not include installation.

Accepted:

Presented:

By: 

By: Dave Tatge




Title: Asst. Superintendent

Dave Tatge, Ext. 232

Date: 01-31-22

dtatge@lmcinc.net

Prospect Heights SD23 – Ike Classroom Furniture Selections

Tag	Description	Image
<p>A</p>	<p>Teacher Work Table</p> <ul style="list-style-type: none"> • “Interchange” Series by Smith System • Model #04101 • Worksurface 24”D x 48”W • Felt Glides • Finish Selection: Mission Maple Top, Mint Edge, Platinum Leg <p>Qty: 1</p>	
<p>B</p>	<p>Student Desks</p> <ul style="list-style-type: none"> • “Interchange Wing” by Smith System • Model #04503F • Open Front Desk • Adjustable Height 22” – 32” • Felt Glides • Finish Selection: Mission Maple Top, Mint Edge, Platinum Leg <p>Qty: 24</p>	
<p>D</p>	<p>Student Chairs</p> <ul style="list-style-type: none"> • “Groove” Series by Smith System • Model #33847F • Chair Height: 14” • Felt Glides • Finish Selection: Cerulean Seat, Platinum Legs <p>Qty: 24</p>	
<p>M</p>	<p>Teacher Desk – Mobile</p> <ul style="list-style-type: none"> • “Cascade” Double Pedestal by Smith System • Model #26180 • 28” x 72” Double Bullet Top • Two Locking Box Box File Pedestals • Finish Selection: Mission Maple Top, Mint Edge, Platinum Base <p>Qty: 1</p>	

BoE Allocated Furniture - MAX
10.5.0000.1120.491.04.1001



Lowery McDonnell Company
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960 Lively Blvd.
Wood Dale, IL 60191
630-227-1000
Fax: 630-227-1010
www.lowerymcdonnell.com

TO: Ms. Amy McPartlin
Chief School Business Official
Prospect Heights SD23
700 N. Schoenbeck Road
Prospect Heights, IL 60070

DATE: January 11, 2022

SUBJECT: MacArthur Middle School
Library Furniture – Phase II
REVISED

PROPOSAL

We are pleased to provide the following quotation for your consideration:

Qty	Description	Unit Price	Extension
Library Furniture by Media Technologies			
4	Drift Curved Double Face Mobile Shelving	\$1,480.00	\$5,920.00
2	Derby Round Tables, 36"D Top, 29"H, Locking Casters	496.00	992.00
2	Derby Bistro Tables, 36"D Top, 42"H	510.00	1,020.00
2	Wink Curved Sofa, 72"W x 30"D, Gr. 5	2,635.00	5,270.00
Library Furniture by KI			
8	Strive Chairs, 18", Poly Seat/Back, 4-Leg, Steel Glides	136.00	1,088.00
6	Strive Bistro Chairs, 29"H, Poly Seat/Back, Steel Glides	204.00	1,224.00
Total Cost, Delivered Only:			\$15,514.00
Optional Inside Delivery, Assembly & Rubbish Removal:			1,100.00
Total Cost, Delivered & Installed:			\$16,614.00

Final Finish Selections per attached Product Guide


Delivery about 10 weeks after receipt of PO.

Thank you for this opportunity to be of service. Please call if you have any questions.

TERMS

- Prices are Net 30 days and include tailgate delivery.
- Change in quantity ordered may affect prices.
- Subject to acceptance within 45 days.
- Unit Prices do not include installation.

Accepted:

By: 
Title: Asst. Superintendent
Date: 01-31-22

Presented:

By: Dave Tatge
Dave Tatge, Ext. 232
dtatge@lmcinc.net



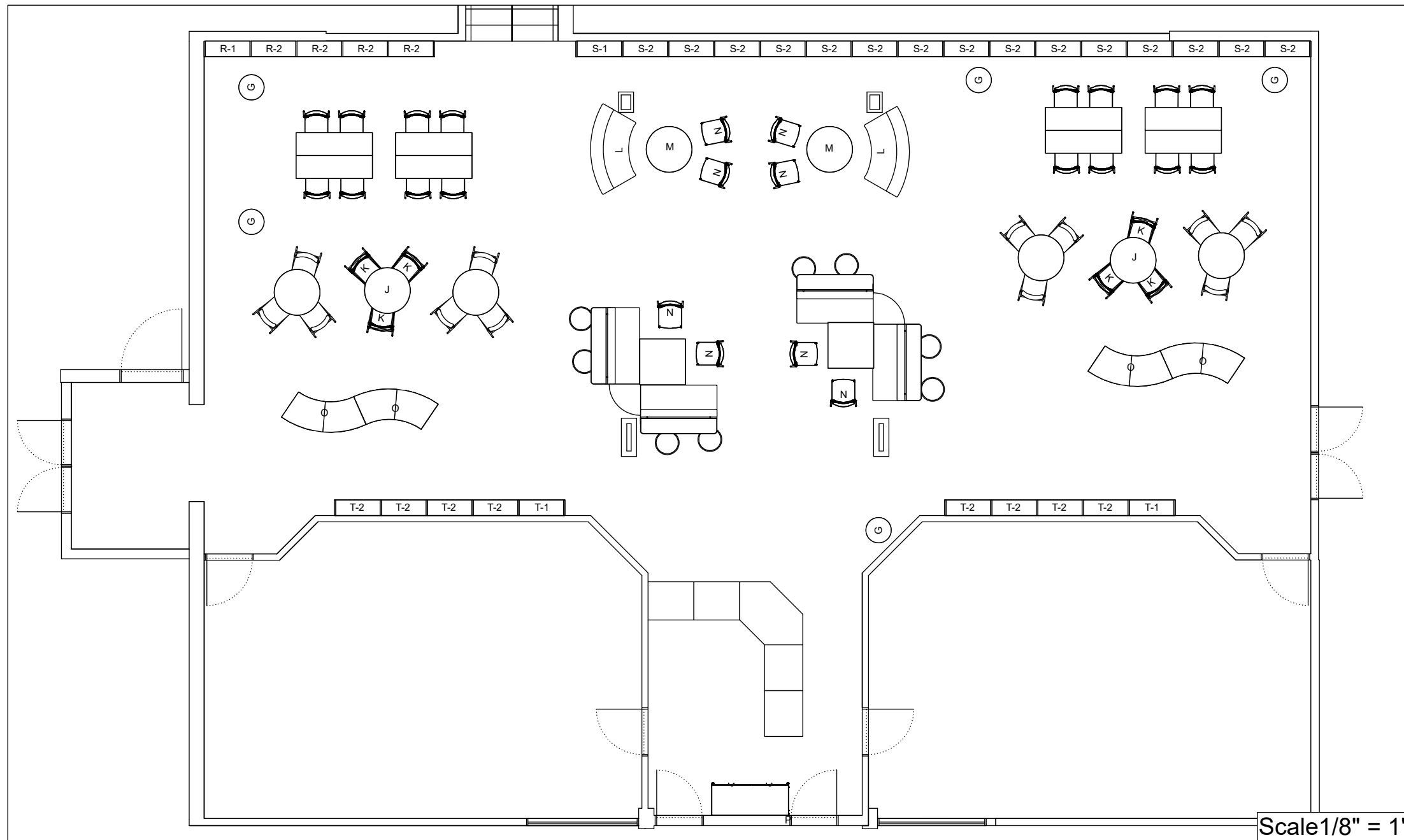
media technologies

PROJECT
MacArthur Middle School – Phase 2

DEALER
LOWERY MCDONNELL

DEALER CONTACT
DAVE TATGE

REV	DATE	BY	HRS
1	12/17/2021	JE	1.5
2	1/11/2022	TP	.5
3	1/25/2022	TP	.25



600 LINEAR FEET
10,800 VOLUMES
(VOLUMES BASED ON 18
VOLUMES PER LF)

DRAWN BY: TLP

DRAWN DATE 12/15/202

SHEE 1 OF 5



media
technologies

PROJECT
MacArthur Middle
School – Phase 2

DEALER
LOWERY MCDONNELL

DEALER CONTACT
DAVE TATGE

REV	DATE	BY	HRS
1	12/17/2021	JE	1.5
2	1/11/2022	TP	.5
3	1/25/2022	TP	.25

DRAWN BY: JKE

DRAWN DATE 12/15/202

SHEE 2 OF 5





media technologies

PROJECT
MacArthur Middle School – Phase 2

DEALER
LOWERY MCDONNELL

DEALER CONTACT
DAVE TATGE

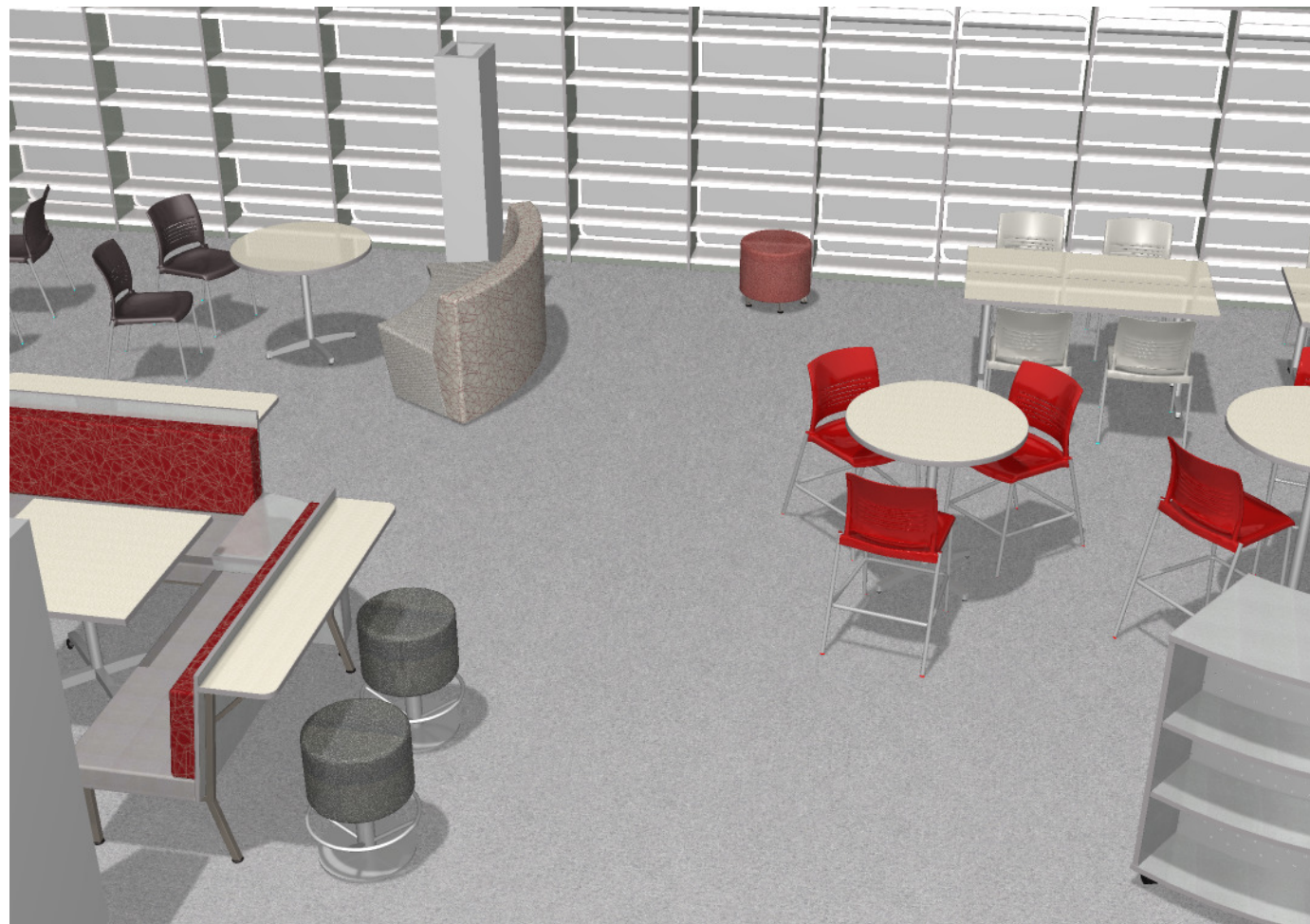
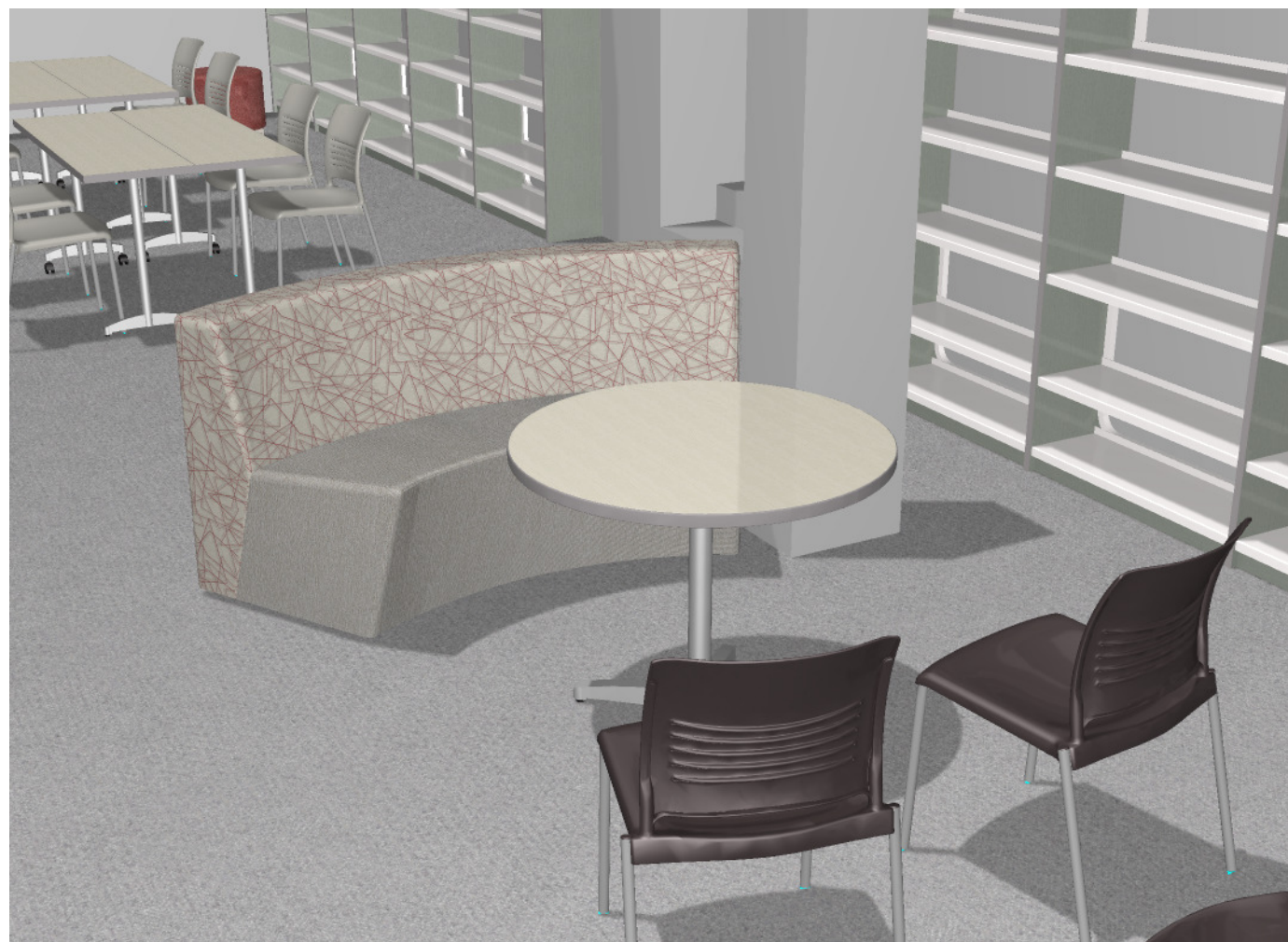
REV	DATE	BY	HRS
1	12/17/2021	JE	1.5
2	1/11/2022	TP	.5
3	1/25/2022	TP	.25

DRAWN BY: JKE

DRAWN DATE 12/15/202

SHEE 3 OF 5





media
technologies

PROJECT
MacArthur Middle
School – Phase 2

DEALER
LOWERY MCDONNELL

DEALER CONTACT
DAVE TATGE

REV	DATE	BY	HRS
1	12/17/2021	JE	1.5
2	1/11/2022	TP	.5
3	1/25/2022	TP	.25

DRAWN BY: TLP

DRAWN DATE 12/15/202

SHEE 4 OF 5



#	Ind. Tag	Quantity	Part Number	Description
1	G	1	FTD-20-G6	Full Time Round Ottoman, 20" Diam. X 18"H, steel feet, Pricing Grade 6
2	R-1	1	T31-8412	31 Series Shelving, TFL panels, Sgl Faced Starter, unfinished back face, 37"W x 12-1/2"D x 84"H
3	R-2	4	T31-8412A	31 Series Shelving, TFL panels, Sgl Faced Adder, unfinished back face, 36"W x 12-1/2"D x 84"H
4	S-1	1	T31-8412	31 Series Shelving, TFL panels, Sgl Faced Starter, unfinished back face, 37"W x 12-1/2"D x 84"H
5	S-2	15	T31-8412A	31 Series Shelving, TFL panels, Sgl Faced Adder, unfinished back face, 36"W x 12-1/2"D x 84"H
6	T-1	2	T31-4212	31 Series Shelving, TFL panels, Sgl Faced Starter, unfinished back face, 37"W x 12-1/2"D x 42"H
7	T-2	8	T31-4212A	31 Series Shelving, TFL panels, Sgl Faced Adder, unfinished back face, 36"W x 12-1/2"D x 42"H

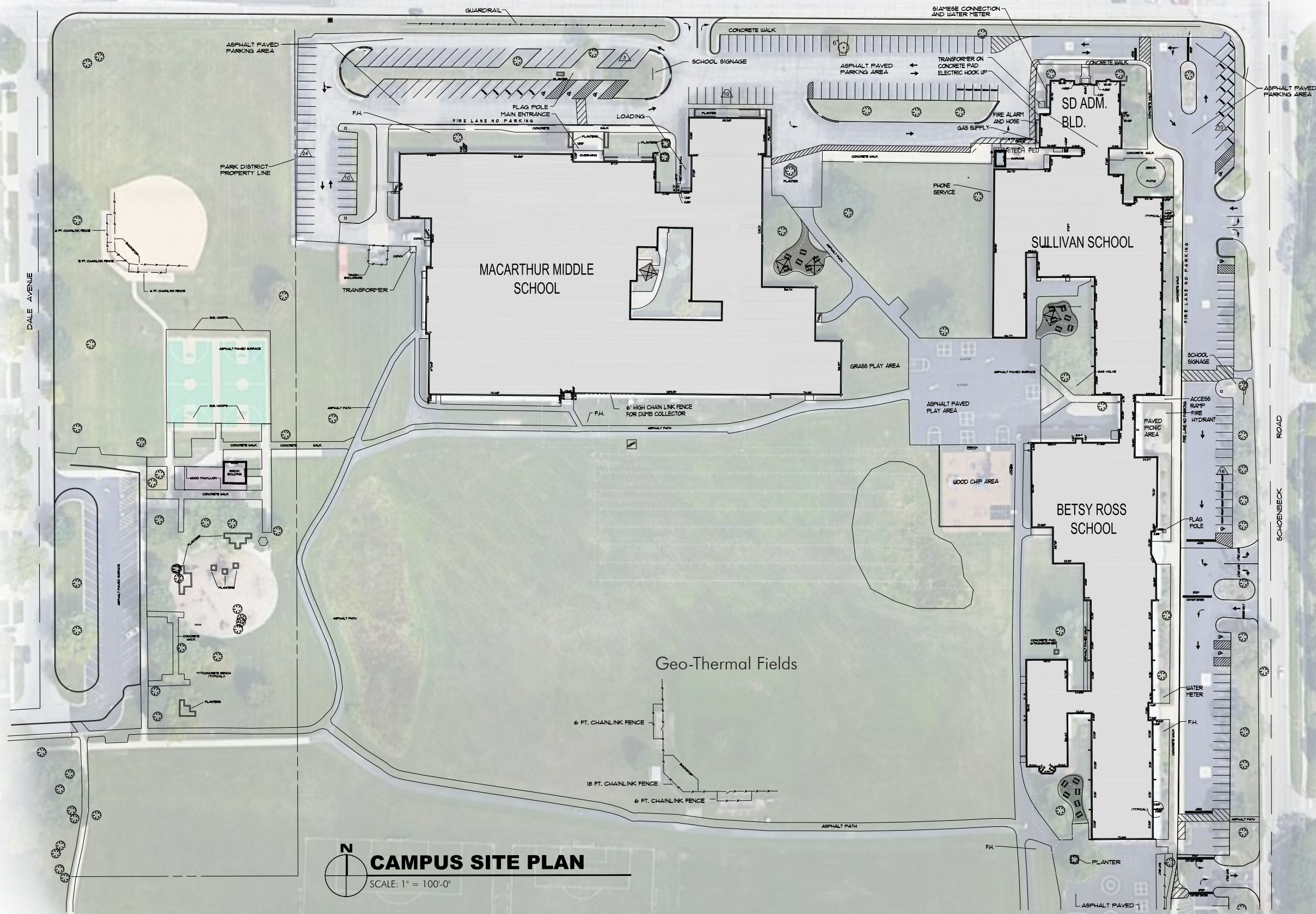
PROJECT
MacArthur Middle School – Phase 2

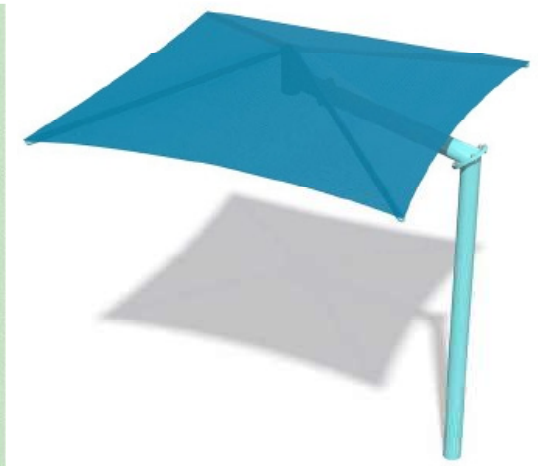
DEALER
LOWERY MCDONNELL

DEALER CONTACT
DAVE TATGE

REV	DATE	BY	HRS
1	12/17/2021	JE	1.5
2	1/11/2022	TP	.5
3	1/25/2022	TP	.25

DRAWN BY: TLP
DRAWN DATE 12/15/202
SHEE 5 OF 5





MacArthur Middle School

Size: 16'x16' / ~256 sf each (3 total)
 Columns: 1 each
 Clearance: 14'-0"
 Concrete Pad: 1,620 sf

MACARTHUR MIDDLE SCHOOL

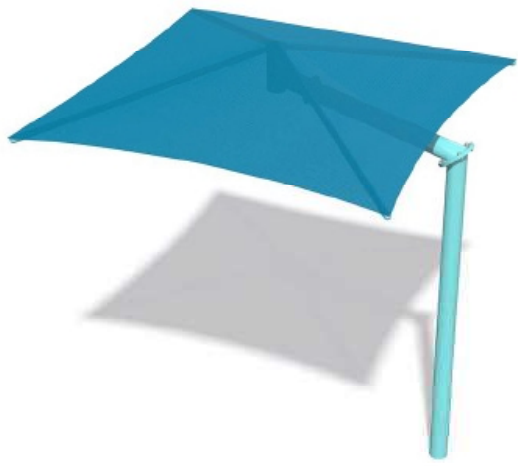
Playground

ENLARGED SITE PLAN - MACARTHUR
 SCALE: 1" = 20'-0"



Prospect Heights School District 23
 Outdoor Learning Structures
 Project 21020
 January 27, 2022

Site Plan - MacArthur



Anne Sullivan School

Size: 16'x16' / ~256 sf each (1 total)
Columns: 1 each
Clearance: 14'-0"
Concrete Pad: 1,200 sf



ENLARGED SITE PLAN - SULLIVAN

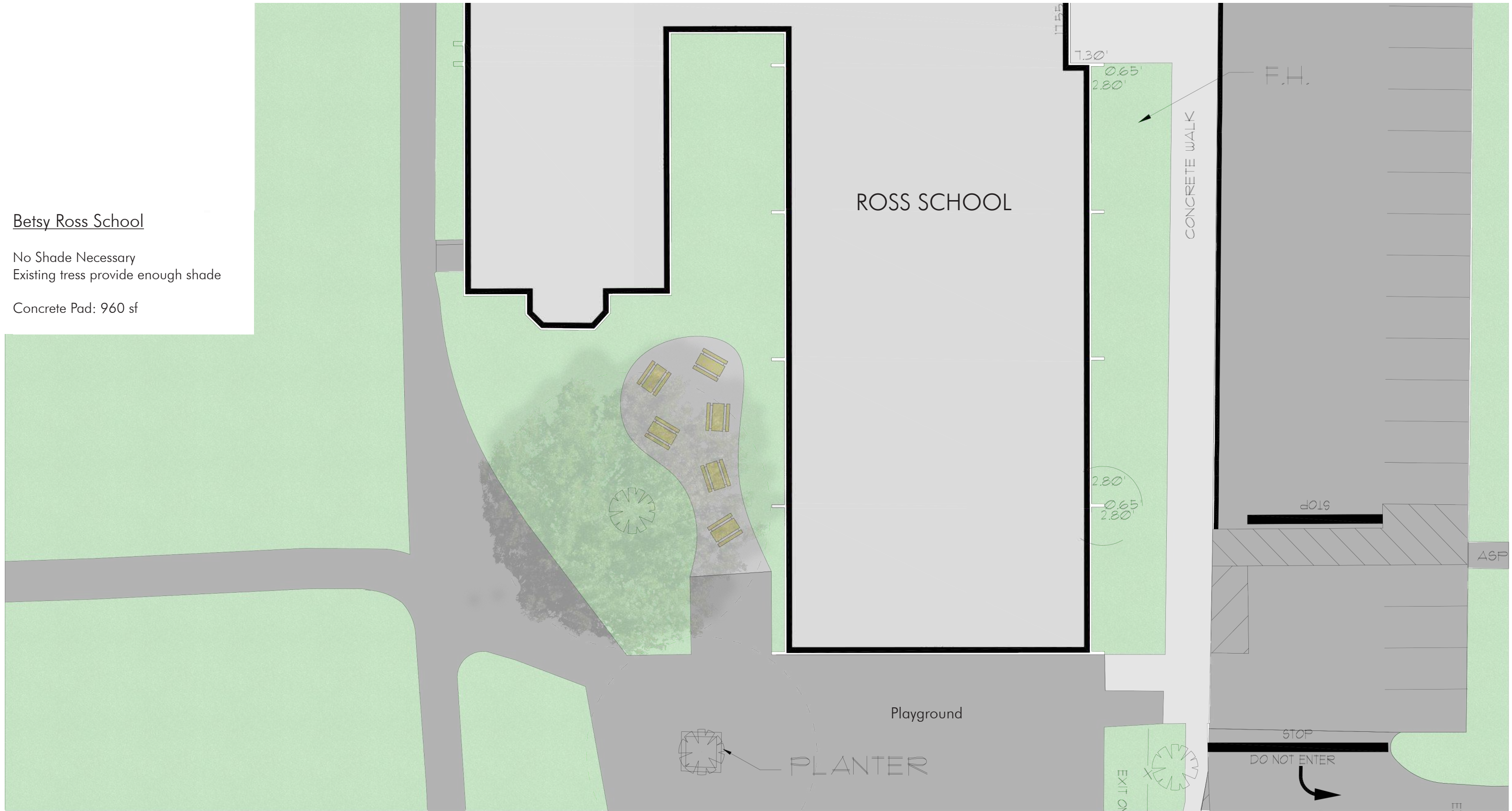
SCALE: 1" = 20'-0"



Betsy Ross School

No Shade Necessary
Existing trees provide enough shade

Concrete Pad: 960 sf



ENLARGED SITE PLAN - ROSS

SCALE: 1" = 20'-0"





Outdoor Learning Structures

Prospect Heights SD23

January 27, 2022



Budget Estimate	LF/SF/Qty	\$/SF or Qty	Subtotals
MacArthur Courtyard			\$19,245
SkyWays Cantilevers Single Post Pyramid Shade	Material	1 LS	\$9,390
	Labor	1 LS	\$6,855
Columns		1 QTY	\$2,000
Landscape Restoration		100 SF	\$1,000
MacArthur Outdoor Learning Area			\$69,602
SkyWays Cantilevers Single Post Pyramid Shade	Material	2 LS	\$18,780
	Labor	1 LS	\$13,522
Columns		2 QTY	\$4,000
Concrete (Flatwork)		1620 SF	\$24,300
Furniture (Allowance)		4 QTY	\$4,000
Landscape Restoration		500 SF	\$5,000
Anne Sullivan Outdoor Learning Area			\$44,745
SkyWays Cantilevers Single Post Pyramid Shade	Material	1 LS	\$9,390
	Labor	1 LS	\$6,855
Columns		1 QTY	\$2,000
Concrete (Flatwork)		1200 SF	\$18,000
Furniture (Allowance)		6 QTY	\$5,000
Landscape Restoration		350 SF	\$3,500
Betsy Ross Outdoor Learning Area			\$22,400
Concrete (Flatwork)		960 SF	\$14,400
Furniture (Allowance)		6 QTY	\$5,000
Landscape Restoration		300 SF	\$3,000
Base Bid			\$155,991
Design/Construction Contingency (10%)			\$15,599
A/E Fees (8%)			\$12,479
TOTAL			\$184,069



**PROSPECT HEIGHTS DISTRICT 23
FINANCE & BUILDINGS AND SITES COMMITTEES
ACTION ITEM**

Date: January 31, 2022
Title: Recommendation for Repairs & Improvements - Eisenhower Playground
Contact: Amy McPartlin, Assistant Superintendent for Finance & Operations

BACKGROUND INFORMATION

As discussed at previous Buildings and Sites Committee Meetings, approximately \$300,000 of our approved ESSER III grant has been designated for the improvements and additions of Outdoor Learning Spaces at each of our schools. The upgrade of the playground, including the removal and replacement of the timber equipment has been on the long-range capital plan at a budgeted amount of \$375,000 and has been deferred for several years.

While the plan to update the Ike Playground has been deferred for several years, the available ESSER funding and District goal of adding Outdoor Learning Spaces, affords us an opportunity to add a learning space in the best location, while taking into account and improving the overall space.

In researching age appropriate modifications, Administration visited new playgrounds in the area, including NSSEO and River Trails and met with staff to gather feedback on the design and desired additional components. In working with our current vendor, Team Reil, we have achieved a design which meets the goals of providing an outdoor instructional space and also addresses the long term needs of the physical play area in a most thoughtful way. Several components have been added to provide additional opportunities for our special needs population and we're excited to enhance this space that will serve the District's younger learners well for many, many years to come.

BUDGETARY IMPACT

For this project, \$80,000 would come from ESSER funds with the remaining costs of approximately \$120,000 covered through Fund 60. PTO is expecting to make a \$5,000 donation to go towards "buddy" benches around the perimeter. As this purchase is being made under a Sourcewell Cooperative pre-bid purchasing agreement, it is exempt from public bidding under Illinois School Code.

RECOMMENDATION:

Administration is requesting approval to proceed with the proposed improvements to the Eisenhower Elementary School playground in the total amount of \$203,946. Following Committee approval, action to be taken by the full Board at the February 9, 2022 meeting.

17421 Marengo Rd. Union, IL 60180
 Ph: 888-GET-REIL Fax: 815-923-4303

EQUIPMENT QUOTATION



Quote No	Quote Date
166180	12/30/2021

Salesperson
Mike Cederlund

Bill To:	Site Location:
Prospect Heights School Dist 700 N. Schoenbeck Rd. Prospect Heights, IL 60070 Contact: <u>Amy McPartlin</u> Phone: <u>(847) 870-5581</u> Fax: _____ Email: _____	_____ Scope of Work Eisenhower School -revised with new 2-12 play structure and music equipment

Notes: If a 20'x20' shade is used instead of a 30'x30' shade please deduct \$ 6,798.00

Description	Qty	Rate/Unit	Amount
Removal of swings set and 2 wooden structures	1.00	6,350.00	6,350.00
Relocation of Mulch and timber border for swing set	1.00	6,850.00	6,850.00
Miracle_4 Bay Arch Swing Set	1.00	5,000.00	5,000.00
Miracle 2-12 Playground Structure	1.00	37,342.00	37,342.00
Seed and Blanket 90 SY	1.00	1,500.00	1,500.00
Concrete Flatwork including ADA ramp	1,810.00	15.00	27,150.00
Site Excavation	1.00	3,850.00	3,850.00
USA Shade 30x30 Mariner shade	1.00	16,950.00	16,950.00
Wabash Valley_ 6' Benches	4.00	522.00	2,088.00
Wabash Valley_46" Round Picnic Table SWG150P	6.00	1,241.00	7,446.00
Concrete Footings	4.00	1,500.00	6,000.00
Miracle_Museum Grand Gallery	1.00	15,104.00	15,104.00
Miracle_Museum Dynamics Lab	1.00	6,041.00	6,041.00
Miracle_Museum Odyssey Hall	1.00	9,062.00	9,062.00
Miracle_Museum Spinatorium	1.00	1,207.00	1,207.00
Freight Charges	1.00	4,950.00	4,950.00
SourceWell Coop Discount	1.00	-26,145.00	-26,145.00
Remove and Replace old 6x6 Timber border 2 high	250.00	55.00	13,750.00
Installation of Playground Equipment and shade	1.00	41,750.00	41,750.00
Miracle_Ten Spin	1.00	3,813.00	3,813.00
Concerto 3-Conga Drums	1.00	2,507.00	2,507.00
Concerto Vibes	1.00	5,113.00	5,113.00
Concerto Tall Chimes	1.00	5,129.00	5,129.00
Concerto Spin Cabasas Medium	1.00	1,139.00	1,139.00

EQUIPMENT QUOTATION

17421 Marengo Rd. Union, IL 60180
 Ph: 888-GET-REIL Fax: 815-923-4303



Quote No	Quote Date
166180	12/30/2021

Salesperson
Mike Cederlund

Bill To: Prospect Heights School Dist 700 N. Schoenbeck Rd. Prospect Heights, IL 60070 Contact: <u>Amy McPartlin</u> Phone: <u>(847) 870-5581</u> Fax: _____ Email: _____	Site Location: Scope of Work Eisenhower School -revised with new 2-12 play structure and music equipment
---	--

Notes: If a 20'x20' shade is used instead of a 30'x30' shade please deduct \$ 6,798.00

Description	Qty	Rate/Unit	Amount
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Subtotal: 203,946.00

Sales Tax (If Applicable) 0.00

Quote Total: \$ 203,946.00

Due to the volatile manufacturing market, the above equipment prices are only valid for 7 days

Lead Times are now extended due to manufacturing delays
 Unless otherwise specified the above prices do not include installation or Sales Tax.

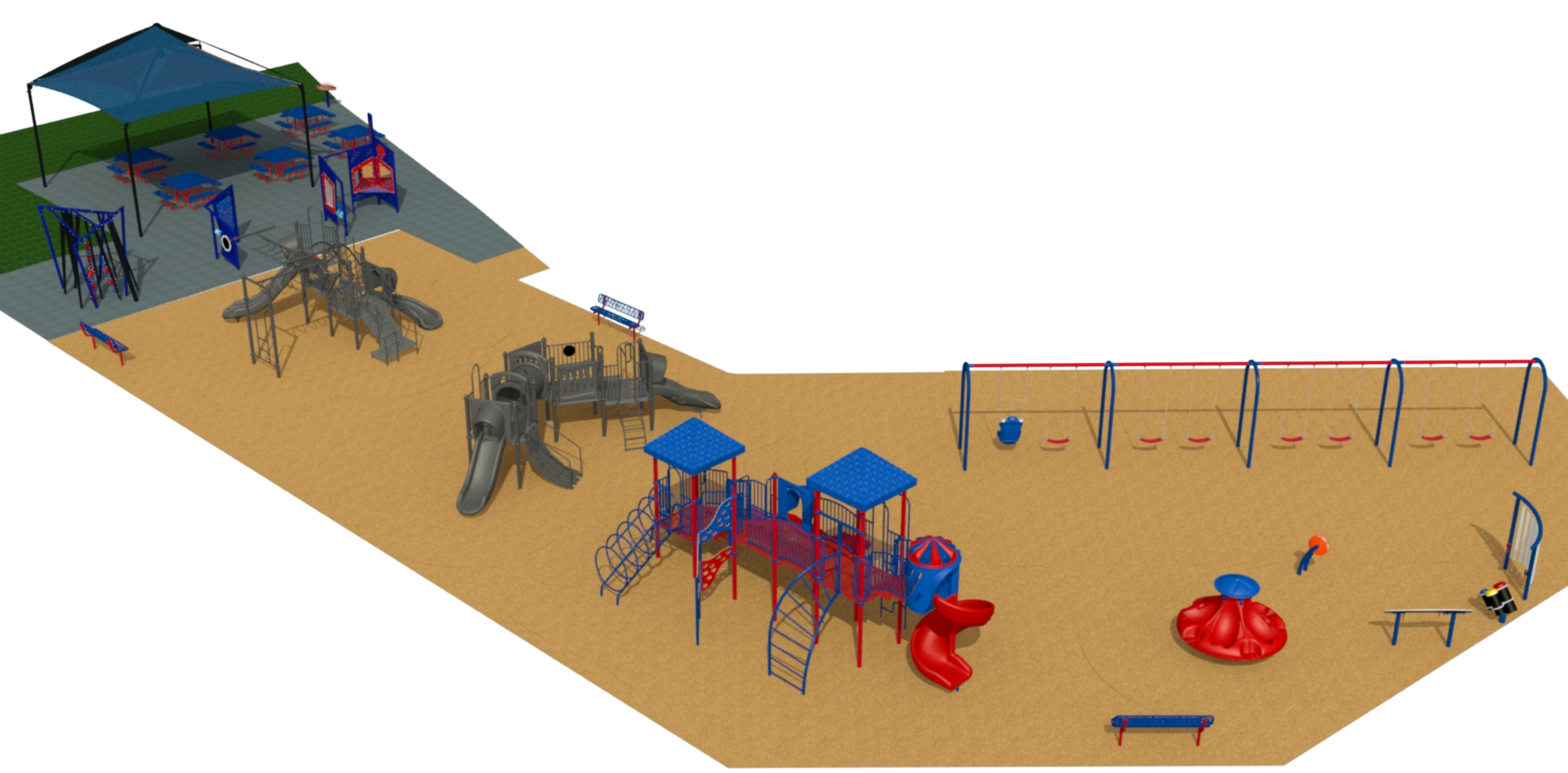
TERMS: For those who have established credit with us
 Terms are full payment within 30 days, no retainage, from the date of shipment. Should payment not be received within 30 days, we agree to pay 1 1/2% per month interest on the unpaid balance.

For those who do not have established credit at time of order,
 Orders under \$3,000 require payment in full at time of order, all other orders will be 50% down payment with order and balance prior to shipping.

Should the payment not be received within the above terms, we agree to pay all attorneys' fees and other collection costs, which the seller may incur to insure that this account, including any accrued interest is collected in full.

Accepted by:



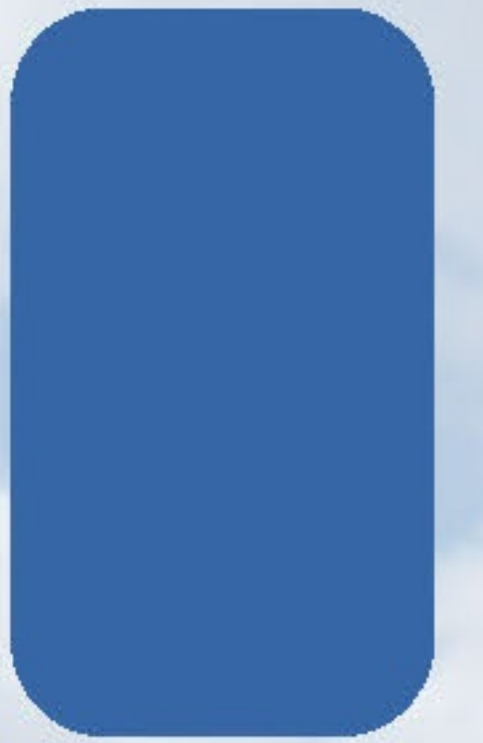
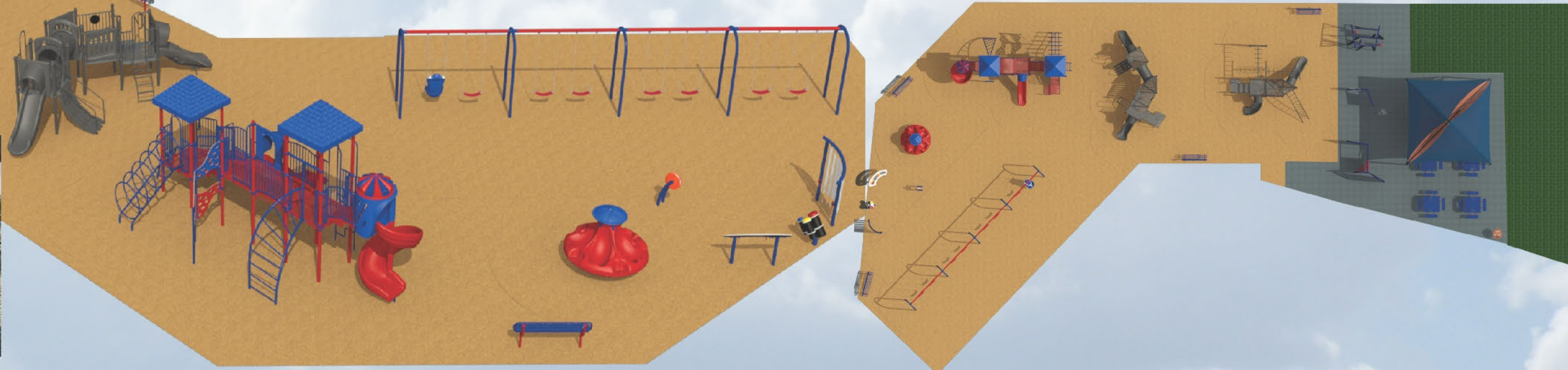
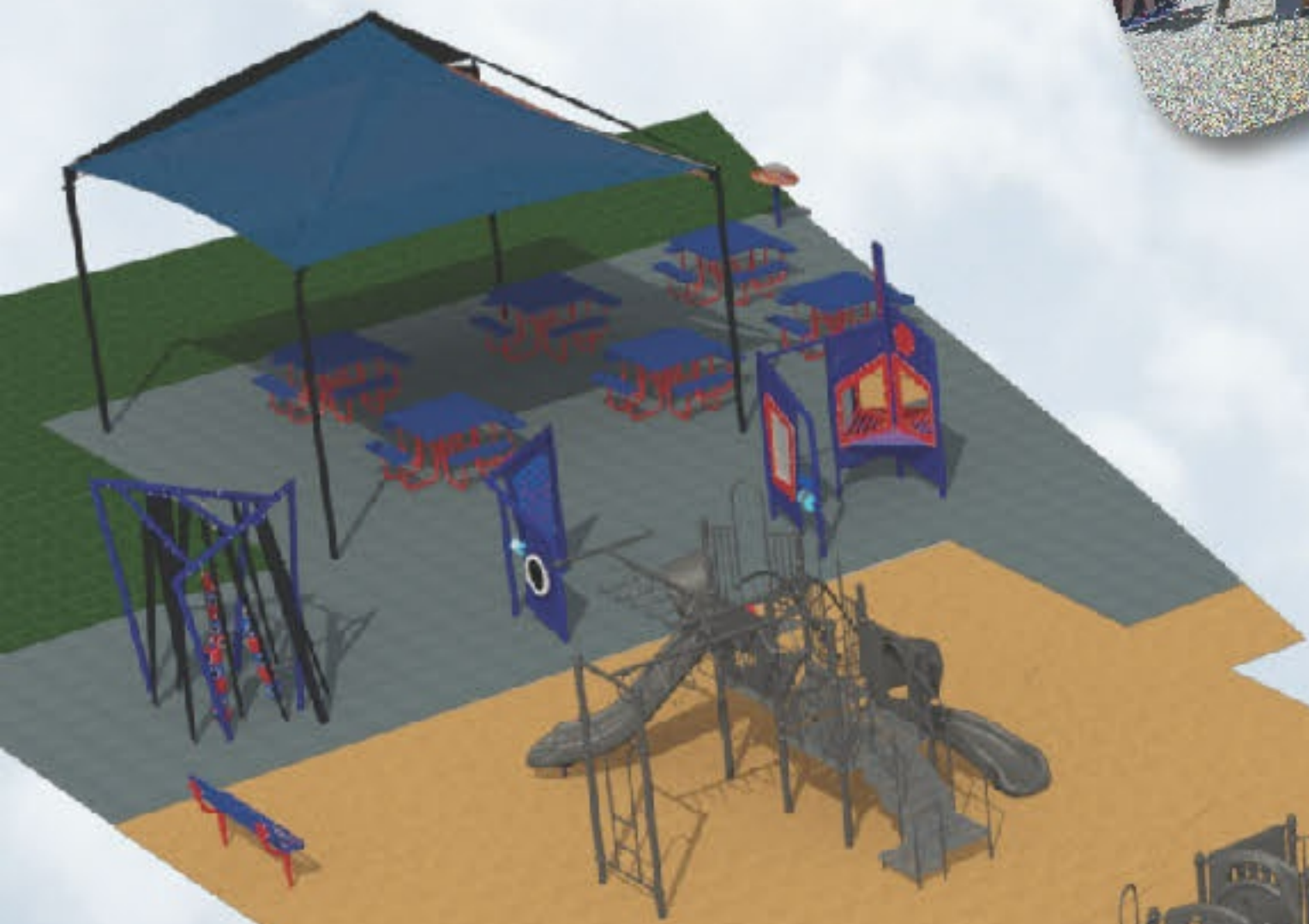




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1-888-GET-REIL • WWW.GETREIL.COM

Eisenhower Elementary

Prospect Heights, IL





Grodsky Basement Renovations

SD23 District Office

January 12, 2022



Budget Estimate	LF/SF/Qty		\$/SF or Qty	Phase 1	Subtotals
BASE BID					\$84,284
General Requirements (Supervision/Dumpsters/Clean-up etc.)				\$4,014	
Demolition (Existing Gyp Walls & Doors/Frames)				\$1,500	
Remove Existing VCT in Existing Office Area	500 SF		3.00	\$1,500	
Flooring - LVT	750 SF		6.00	\$4,500	
Flooring - Vinyl Cove Base for LVT Areas	160 LF		6.00	\$960	
Flooring - Painted Concrete	0 SF		2.50	\$0	
New Gypsum Board Walls (8' High)	23 LF		120.00	\$2,760	
Furred-out Gypsum Walls	114 LF		80.00	\$9,120	
Paint (Walls & Doors/Frames)	1,280 SF		3.50	\$4,480	
Doors & Frames	2 QTY		1,600.00	\$3,200	
Glazing for Doors	2 QTY		500.00	\$1,000	
Exterior Window	1 QTY		1,500	\$1,500	
New Acoustical Ceiling (Conf Rm & Corridor)	0 SF		6.00	\$0	
Modify Existing Acoustical Ceiling	700 SF		1.50	\$1,050	
Mechanical Upgrades	- LS		-	\$13,000	
Electrical - LED Fixtures	0 QTY		450	\$0	
Electrical - Pendant	0 QTY		200	\$0	
Electrical - Wall Receptacles	12 QTY		350	\$4,200	
Water Infiltration Remediation (Waterproofing)	900 SF		35	\$31,500	
Base Bid					\$84,284
Design/Construction Contingency (10%)					\$8,428
A/E Fees (T&M, Estimate at 8%)					\$6,743
					\$99,455

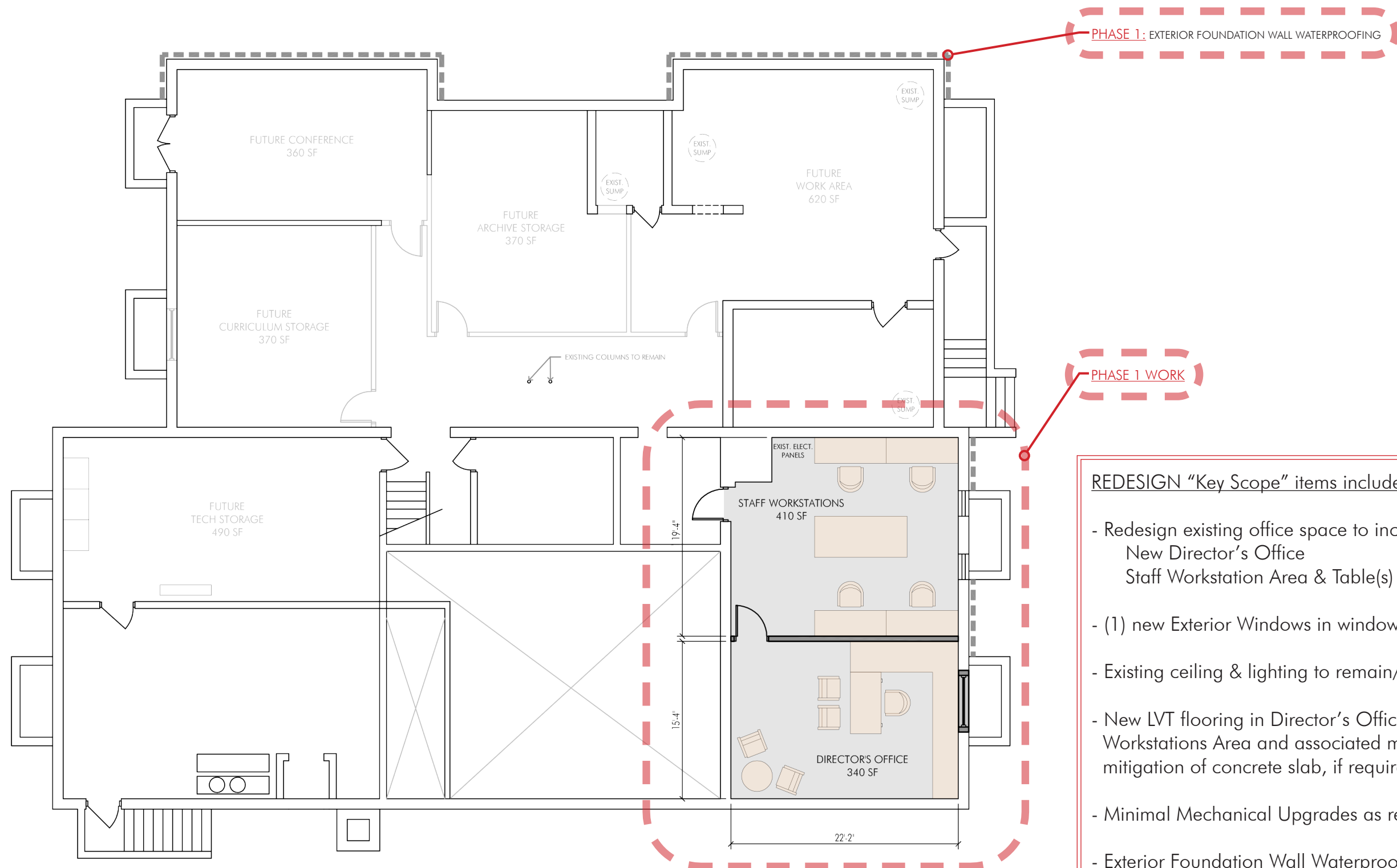
ALTERNATES/ADDITIONAL ITEMS

Moisture Mitigation (if needed for flooring work)	760 SF		6	\$4,560
Cabinets for Workstations	28 LF		250	\$7,000
Casework (30" D Countertops @ Workstations)	57 LF		70	\$3,990

Excluded Costs

* No Abatement Expected

* Low Voltage/Data



- REDESIGN "Key Scope" items include:**
- Redesign existing office space to include New Director's Office Staff Workstation Area & Table(s) for use
 - (1) new Exterior Windows in window well
 - Existing ceiling & lighting to remain/reworked
 - New LVT flooring in Director's Office & Staff Workstations Area and associated moisture mitigation of concrete slab, if required.
 - Minimal Mechanical Upgrades as required
 - Exterior Foundation Wall Waterproofing
 - Potential Future renovation work shown lightly
 - District to temporarily relocate Existing Archive and/or Curriculum Storage

BASEMENT FLOOR PLAN
 SCALE: N.T.S.



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

Date: February 9, 2022
Title: Recommendation for Approval of Certification of Hazardous Transportation Routes
Contact: Amy McPartlin, Assistant Superintendent for Finance & Operations

BACKGROUND INFORMATION:

Illinois Department of Transportation (IDOT) criteria have been used to determine hazard areas within the District 23 boundaries. Pursuant to Section (105 ILCS 5/29-3) of the Illinois School Code, the Board of Education shall annually review the conditions and determine whether the routes and any hazardous conditions remain unchanged.

In conjunction with the District's transportation provider, First Student, the Administration has determined that such conditions and routes remain unchanged from prior years. All routes and students have been appropriately coded and routed in the VersaTrans system, in an effort to maximize the District's Transportation Reimbursement.

ADMINISTRATIVE CONSIDERATIONS:

The Serious Safety Hazard Findings include areas previously identified that meet the 12-point requirement for IDOT's hazardous route approval and meet the requirement for reimbursement by the State Board of Education.

The following areas include the District's current transportation areas for which hazards exist:

<u>HAZARDOUS LOCATION</u>	<u>IDOT #</u>
Hintz Rd. from Schoenbeck Rd. to Elmhurst Rd.	23-80-1
Elmhurst Rd. at Drake	23-80-2
Elmhurst Rd. from Pleasant Rd. to Drake	23-80-3
Hintz Rd. from Alice to Maple	23-80-4
Rand Rd. at Camp McDonald	23-80-5
Camp McDonald & Schoenbeck – 150' E. of Schoenbeck to 200' N. of Camp McDonald	23-80-6
Schoenbeck Rd. from Olive to 200' N. of Camp McDonald	23-80-7
Euclid & Rand from 400' W. of Rand Rd. to Rand & Schoenbeck	23-80-8
Camp McDonald from Elmhurst Rd. to Schoenbeck Rd.	23-80-9

Willow Rd. at Elmhurst Rd.	23-80-10
Schoenbeck Rd. from South Pkwy. to Ridge	23-80-11
Palatine Frontage Rd. from Birch to Schoenbeck	23-80-12
Schoenbeck Rd. from Stonegate Dr. to Palatine Rd.	23-80-13
Palatine Frontage Rd. from Elmhurst Rd. to Schoenbeck Rd. @ Schoenbeck Rd.	23-80-14
Palatine Frontage Rd. from Birch to Schoenbeck Rd.	23-80-15
Palatine Frontage Rd. from Elmhurst Rd. to Schoenbeck Rd. @ Elmhurst Rd.	23-80-16
Willow Rd. at Elmhurst Rd.	23-80-17
Palatine Frontage Rd. from Windsor Dr. to Schoenbeck Rd.	23-80-18
Willow Rd. at Elmhurst Rd. for St. Alphonsus	23-80-19
Palatine Rd. & Elmhurst Rd. for St. Alphonsus	23-80-20
Wheeling Rd. at Palatine Rd. for St. Alphonsus	23-80-21
Wheeling Rd. from Kenilworth Ave. to Willow Rd. for St. Alphonsus	23-81-22
Wheeling Rd. from Olive Ave. to Willow Rd. for St. Alphonsus	23-80-23
Wheeling Rd. from Camp McDonald Rd. to Willow Rd. for St. Alphonsus	23-80-24
Wheeling Rd. & Camp McDonald from Camp McDonald Rd. to Willow Rd.	23-80-25
Wheeling Rd. from Kenilworth Ave. to Willow Rd.	23-81-1
Wheeling Rd. from Olive Ave. to Willow Rd.	23-81-2
Wheeling Rd. from Camp McDonald Rd. to Willow Rd.	23-81-3
Schoenbeck Rd. from Olive to 200' N. of Camp McDonald	23-81-4
Schoenbeck Rd. from South Pkwy. To Ridge	23-81-5
Willow Rd. from 150'E. of Schoenbeck to Elmhurst Rd.	23-85-1
Schoenbeck Rd. at Palatine Rd.	23-87-1
Willow Rd. from Rand Rd. to Schoenbeck Rd.	23-87-3
Schoenbeck Rd. from Camp McDonald to Willow Rd.	23-87-2
E. Side of Schoenbeck from Clarendon to 1 N. Schoenbeck Rd.	23-99-1

RECOMMENDATION:

That the Board of Education approves the current Serious Safety Hazards as listed.

WHEREAS, the Board of Education for Prospect Heights School District 23, Cook County, Illinois (“Board”), provides transportation to certain students via school bus; and

WHEREAS, the Board, provides such transportation to students pursuant to Section 29-3 of the Illinois School Code, and all laws amendatory thereof and supplementary thereto;

WHEREAS, the Board at a legally convened meeting held on the 13th day of April 2011 did adopt a resolution providing for the continuation of the 1980-1981 thru 1998-1999 Illinois Department of Transportation approved status of hazardous routes;

WHEREAS, the Board, has continued to review the transportation routes for students to and from school in order to comply with Section 29-3 of the Illinois School Code;

WHEREAS, pursuant to the Statute above, the Board has reviewed the conditions previously approved and hereby certifies that the conditions remain unchanged.

WHEREAS, the Board of Education for Prospect Heights School District 23, Cook County, Illinois directs free transportation for the identified population listed and approved in the declaration for the 1980-1981 thru 1998-1999 school years and continued at a legally convened meeting held on the 13th day of April 2011 as well as December 13, 2017 and annually thereafter.

NOW THEREFORE, BE IT RESOLVED by the Board of Education for Prospect Heights School District 23, Cook County, Illinois as follows:

- Section 1: The recitals above are incorporated herein by reference.
- Section 2: That all prior proceedings in conflict with this resolution be and the same are hereby repealed.
- Section 3: This Resolution shall be in full force and effect upon its passage by the Board of Education.
- Section 4: This Resolution shall remain on file in the Business Office as evidence of the District’s Annual Review of transportation routes pursuant to Section 29-3 of the Illinois School Code.

CERTIFICATION OF RESOLUTION AND MINUTES

I, the undersigned, do hereby certify that I am the duly qualified acting Secretary of the Board of Education of Prospect Heights School District 23, Cook County, Illinois (the "Board"), and that as such official I am the keeper of the records and files of the Board.

I do further certify that the foregoing constitutes a full, true and complete copy of a resolution entitled:

**RESOLUTION
PROVIDING FOR FREE TRANSPORTATION
FOR THE IDENTIFIED POPULATION APPROVED
BY THE ILLINOIS DEPARTMENT OF TRANSPORTATION**

as adopted by the Board at its meeting held on the 9th day of February, 2022.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the School Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board in the conduct of said meeting and in the adoption of said resolution.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 9th day of February, 2022.

Secretary, Board of Education



PROSPECT HEIGHTS DISTRICT 23 FINANCE COMMITTEE INFORMATION ITEM

Date: January 31, 2022

Title: Discussion of Preliminary Employee Benefits Renewal through Educational Benefits Cooperative (EBC)

Contact: Amy McPartlin, Assistant Superintendent for Finance & Operations

BACKGROUND INFORMATION AND PROGRAM OVERVIEW:

The Educational Benefit Cooperative (EBC) is an entity created under Illinois state law, which allows school districts to join together for the purpose of purchasing insurance. The EBC, established in 1984, began with eight school districts and has grown to current membership of 120 school districts, 107 individual members and 3 sub pools. Prospect Heights School District 23 has participated in the EBC since 2003.

The purpose of the EBC is to provide economies of scale and risk pooling that allow members greater long-term financial stability than purchasing insurance products individually in the commercial insurance market. Each member district retains the ability to create and change their PPO, HMO, Dental and Life plan design and offerings, which is often required by the nature of bargained contracts. The PPO and Dental plans are self-funded. The HMO is funded on a Cost-Plus funding arrangement and the Life insurance is insured by a third party.

The full Board and all participating districts meet twice a year to discuss the annual audit and preliminary renewal figures and then again for the final renewal. While I typically would not provide an update on the preliminary figures, the news was certainly positive enough to share with the Committee.

PRELIMINARY EBC RENEWAL SUMMARY:

District 23 participated in the Pre-Renewal Meeting on Thursday, January 27th. Following is a brief highlight of the EBC renewal projection.

The EBC sponsored plans are PPO medical, HMO medical, dental, and life insurance.

- The PPO medical rating formula produces a rate adjustment of **7.9%**
 - Typical market 2022 trend for PPO plans: 5.5%*
- The HMO projection indicates a rate adjustment of **10.1%**
 - Typical market 2022 trend for HMO plans: 5.0%*
- The Dental rating formula produces a rate adjustment of **5.7%**
 - Typical market 2021 trend for dental plans: 3.0%*

- The Life/Accidental Death and Dismemberment (AD&D), Supplemental Life and Dependent Life insurance is underwritten by Reliance Standard Life Insurance Company.
 - Effective July 1, 2020, EBC was presented with a rate decrease for both Life and AD&D, and new rates guaranteed for three years through 6/30/2023.

* Typical market trend is a forecast of per capita claims cost that takes into account price inflation, utilization, government-mandated benefits, new treatments, therapies and technology. There is usually a high correlation between trend rate and actual cost increases assessed by insurance carriers.

While the onset of the COVID-19 pandemic brought a rapid halt to elective medical procedures and most office visits, we are continuing to see increases in claims, as those procedures have picked back up again. Tele-health options continue to provide an opportunity for lower-cost screenings. Last year, potential premium increases were minimized through a transfer from the cooperative's Working Cash Fund. Again, those discussions have already started at the Board level for another Working Cash transfer to minimize the impact of any potential increase.

NEXT STEPS:

District 23 will attend the EBC Board Renewal Meeting in March and I will prepare a recommendation for the Board's action at the April meeting.