



J. Sterling Morton High School District 201

District Office, 5801 West Cermak Road, Cicero, Illinois 60804

Open Session Regular Meeting

Wednesday, June 10, 2020

4:30 PM

AGENDA

Pursuant to Governor Pritzker's Executive Order 2020-07, all members of the public wishing to listen to the Board Meeting may dial: 1-978-990-5073, when prompted, please dial access code: 3365050#.

1. CALL TO ORDER: 4:30 p.m.
2. ROLL CALL
3. MOTION TO ADJOURN TO CLOSED SESSION
4. CLOSED SESSION AGENDA
 1. Student disciplinary cases. 5 ILCS 120/2(c)(9)
 2. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with this Act. 5 ILCS 120/2(c)(1)
 3. Collective negotiating matters between the public body and its employees or their representatives or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2)
 4. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. 5 ILCS 120/2(c)(11)
5. MOTION TO ADJOURN FROM CLOSED SESSION AND RECONVENE TO OPEN SESSION 5:30 P.M.
6. ROLL CALL
7. PLEDGE TO THE FLAG
8. RECOGNITIONS
 1. Gloria Maldonado - Morton West Student Board Member
 2. Adrian Guzman - Morton East Student Board Member
9. REPORTS
 1. Superintendent's Committee Reports:
 2. Student Board Member's Reports:
 3. Superintendent's Report: Dr. Timothy Truesdale
 4. Associate Superintendent of Educational Program's Report: Dr. Terrance Mootz
 5. Chief Financial Officer/Treasurer Report: Ronald O'Connor
 6. Executive Director of Human Resources' Report: Kathleen Kelly Colgan
10. AUDIENCE COMMENTS ON ACTION ITEMS ONLY
11. ACTION ITEMS - CONSENT AGENDA
 1. Approval of Minutes
 1. Closed Session
 1. Regular Meeting: May 13, 2020

2. Open Session
 1. Regular Meeting: May 13, 2020
2. Approval of Payroll
 1. Education: \$5,724,366.69
 2. Building: \$669,769.34
 3. Transportation: \$2,791.93
3. Approval of Bills for Payment
 1. May 14, 2020: \$97,253.77
 2. June 10, 2020: \$50,000.00
 3. June 11, 2020a: \$54,034.18
 4. June 11, 2020b: \$5,352,452.35
4. Approval of Student Discipline
 1. Expulsions
 1. 412141
 2. 411184
 3. 423451
 4. 423411
 5. 420274
5. Approval of Personnel
 1. Personnel Report
6. Approval of Board Travel and/or Expense Reimbursement in Accordance with Board Policy 2:125
 1. Board of Education
 - 2020 National School Safety Conference
 - July 27-31, 2020
 - Funding Source: Department and Grant Funded
7. Approval of Staff Travel and/or Expense Reimbursement in Accordance with Board Policy 5:60
 1. Dr. Tim Truesdale, Dr. Josh McMahon and Kristy Cavanaugh
 - 2020 National School Safety Conference
 - July 27-31, 2020
 - Funding Source: Department and Grant Funded
8. Approval of Contracts (Pending Final Legal Review and Negotiation [if necessary])
 1. Prasino Engineering
 2. Pearson Chemistry and Earth Science Online Books & Resources
9. Approval to Bid or Quote
 1. Personal Protective Equipment
10. Approval of Bid Results
11. Motion to Authorize the Superintendent to Investigate the Acquisition of 5817 W. Cermak Rd., Cicero, IL
12. OLD BUSINESS
13. AUDIENCE COMMENTS
14. BOARD MEMBER COMMENTS
15. DISCUSSION
16. CORRESPONDENCE
 1. Bereavement Thank You from The O'Connors
17. INFORMATIONAL ITEMS
 1. The next regular Board of Education Meeting will take place at Morton District Office on Wednesday, July 8, 2020 starting at 4:30 p.m. and going directly into Closed Session. Open Session will begin at approximately 5:30 p.m.
18. ADJOURNMENT



**Board Education Committee Report
June 5, 2020**

At its June meeting, the Education Committee was updated on Summer Programming and Remote Learning, students are expected to consistently interact with their teachers and classroom community to achieve course credit. The June LSS Directors report contains examples of innovative use of technology to engage district students in learning.

The Education Committee discussed the goal of continuous engagement in learning for district students through Summer programming. The Committee reviewed the staggered scheduling of sessions this summer to maximize opportunities for our students to continue to maintain and prepare their knowledge and skills for success in the fall. Summer programming, this year, will be at no cost to students, these costs will be covered by a variety of sources so that there is not a financial burden on district families during this time.

Finally, the Education Committee reviewed this year's Advanced Placement testing process from the College Board. All AP tests this year consisted of extended response or submission of student portfolios. The on-line submission process was challenging for students nationwide this year and the College Board continued to provide different avenues for test submission and retake for students to demonstrate their learning and earn college credit.

Thank you. This concludes my report for this evening.

Personnel Committee Report

June 10, 2020

The Personnel Committee met via telephone on June 9 and June 10, 2020.

The committee reviewed recommendations for hire for certified and non-certified positions and leaves, terminations, resignations, suspensions, non renewals and transfers for both certified and non-certified



**J. Sterling Morton HSD 201
Preliminary FY 21 Budget
2020-2021**

**BOARD OF EDUCATION MEETING
JUNE 10TH, 2020**

Prepared by: **Ron O'Connor, CSBO
CFO/TREASURER**

FY21 Tentative Budget Factors



Revenues

- ▶ Evidence Based Funding
- ▶ Grant Allocations
- ▶ Mandated Categorical Payments
- ▶ Local Revenue

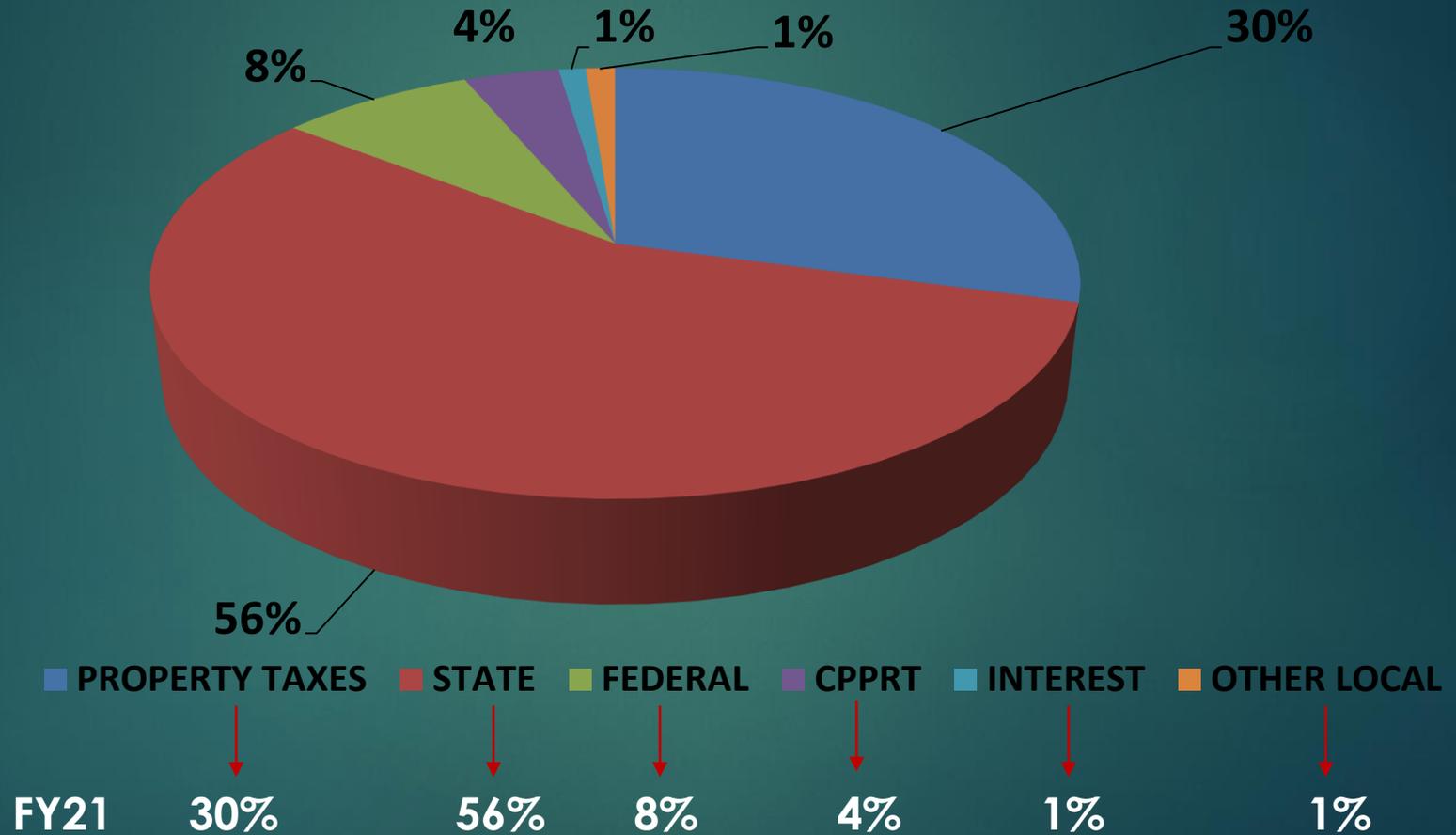
FY21 Tentative Budget Factors



Expenditures

- ▶ Renovation at East, West
- ▶ Health insurance renewals
- ▶ Final grants expenditures

Typical Sources of Revenues



NOTE - EXCLUDES: DEBT SERVICE FUND

Financial Factors



State aid:

- Evidence Based Funding \$ 68,056,437
 - Note: This is the same as FY20 per the State budget
- Other State Aid \$3,016,035
 - Grants, Transportation are included

Financial Factors

- ▶ CPI Increase for local revenues/property tax
 - Will be used for the FY21 Budget** 2.3%
 - Average for 4 Years 2.1%
 - Average since Tax Cap Legislation 1993- 2019 2.28%

- ▶ Evidence Based Funding is frozen per current state budget
- ▶ COVID-19's effect on unemployment, tax collection
- ▶ Will MCATs be fully funded?
- ▶ Property Tax Freeze is still in serious discussion
- ▶ Will the Fair Tax pass?
- ▶ Pension cost shift

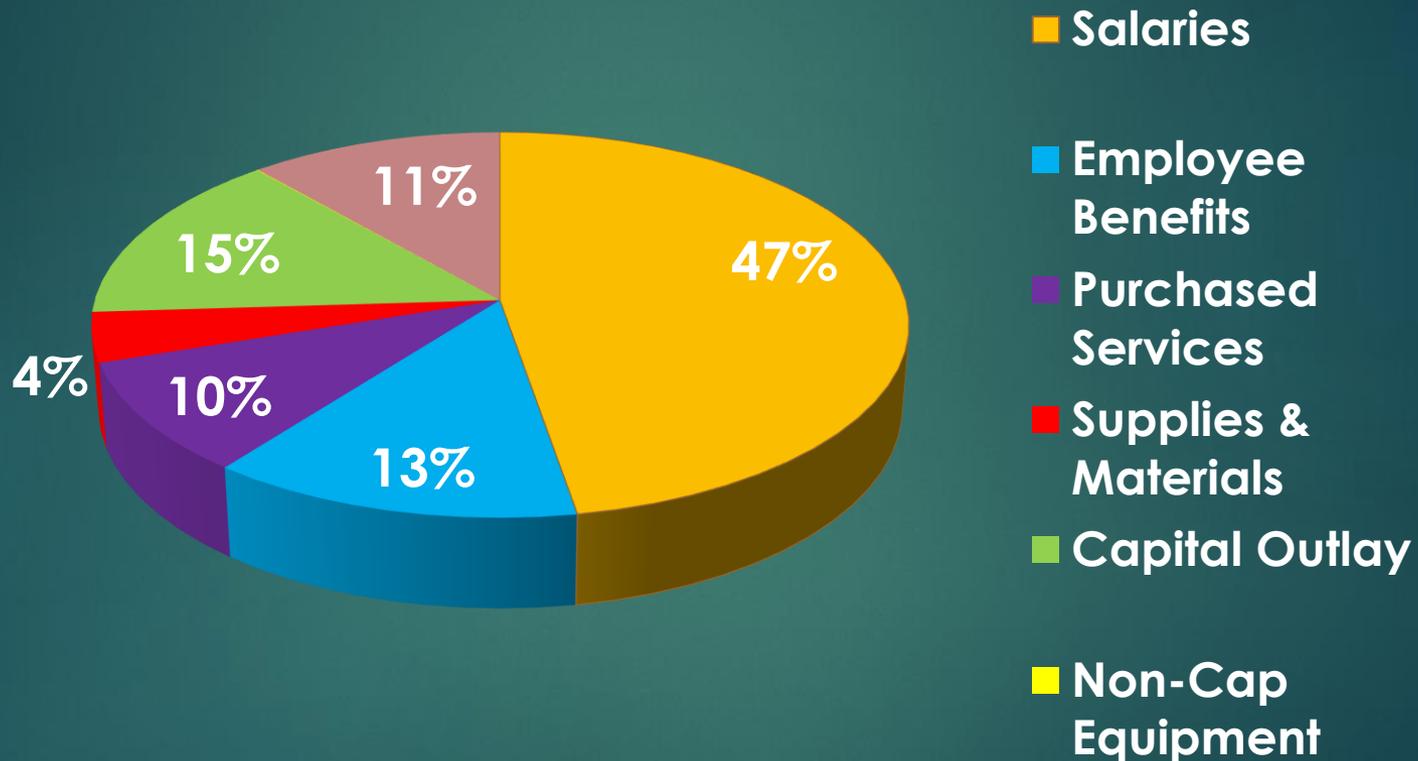
Budgeted Revenues – Operating

▶ Education	\$88,808,591
▶ Operations & Maintenance	\$25,724,118
▶ Transportation	\$4,733,423
• Total Operating	<u>\$119,266,132</u>

Budgeted Revenues – Non-Operating

• Bond & Interest	\$15,586,586
▶ SS/IMRF	\$3,664,473
▶ Capital Projects	\$2,300,000
▶ Health Life Safety	\$1,480,176
• Total Non-Operating	<u>\$23,031,235</u>

Typical Types of Expenditures



NOTE - EXCLUDES: TRANSFERS AND ON-BEHALF PAYMENT TO TRS

Summary of Major Expenditures/Factors

- ▶ Pension Rate for Employer to stay at 0.58%
- ▶ THIS (TRS Health) Employer Rate to stay at 0.92%
- ▶ TRS Federal Grant pension rate 10.41% (0.25% decrease)
- ▶ Health Insurance is still to be determined (typically 5% per year)
- ▶ Salaries and benefits account for 60% of budget
- ▶ Remaining 40% is spent on supplies and maintenance and improvements to our schools
- ▶ Repair and Maintenance of Facilities

Budgeted Expenditures - Operating

▶ Education	\$88,142,318
▶ Operations & Maintenance	\$25,605,969
▶ Transportation	\$4,738,098
Total Operating	<u>\$118,486,385</u>

Budgeted Expenditures – Non-Operating

▶ Capital Projects Fund	\$5,300,000
▶ Health Life Safety	\$3,000,000
• Bond & Interest	\$12,024,843
▶ SS/IMRF	\$3,469,995
Total Non-Operating	<u>\$23,794,838</u>

FY21 BUDGET ALL FUNDS – SNAPSHOT

	REVENUES	EXPENDITURES
Education	\$88,808,591	\$88,142,318
Operations & Maintenance	\$25,724,118	\$25,605,969
Transportation	\$4,733,423	\$4,738,098
Working Cash	\$0	\$0
Total Operating	\$119,266,132	\$118,486,385
SS/IMRF	\$3,664,473	\$3,469,995
Debt Service	\$15,586,586	\$12,024,843
Health Life Safety	\$1,480,176	\$3,000,000
Capital Projects	\$2,300,000	\$5,300,000
Total Non-Operating	\$23,031,235	\$23,794,838
Total – All funds	\$142,297,367	\$142,281,223

Financial Challenges



Revenues

- 96% of Districts in Illinois are more adequately funded than J. Sterling Morton 201
- State Funding (EBF) at its maximum amount?
- Property tax payments delayed by two months
- Missed MCAT payments are typical

Expenditures

- Pension Reforms?
- Projected 5% increase in expenditures due to COVID-19 per EdWeek
- Repair, Maintenance

Balanced Budget



The District continues to be fiscally responsible even in these uncertain times at the state and federal level. Our operational costs are balanced.

Major Initiatives in FY 21



- ▶ Continued academic support and expanding programs
- ▶ Health/Life Safety and improvements at Morton East, West



QUESTIONS?



June 10, 2020

9.4 Associate Superintendent of Educational Programs Report

Good evening, Mr. President, Dr. Truesdale, and members of the Board, for my report this evening I would draw your attention to the following items for your consent approval:

11.7.1 Approval of Staff Travel requests

- For Dr. Timothy Truesdale, Dr. Joshua McMahon, and Kristy Cavanaugh to participate in the National School Safety Conference in Miami, FL, from July 27-31, 2020.

11.8.2 Approval to Purchase Textbooks

- Chemistry – the previous license has expired and the Pearson textbook provides more on-line resources and support than the current text.
- Earth Science -- the previous license has expired and the Pearson textbook provides more on-line resources and support than the current text.

Unless there are questions, that concludes my report for this evening. Thank you.



TO: Dr. Timothy Truesdale and the J. Sterling Morton HS District 201 Board of Education

FROM: Dr. Terry Mootz

DATE: June 10, 2020

SUBJECT: Learning Support Services Directors Update Reports

Please find below a summary of the past month's professional development, curriculum design, and personnel updates for each of the Learning Support Services disciplines.

Career/Technology Education (CTE) – Eric Mastey, Director

- College & Career Center
 - Congratulations to the Moron West Class of 2020 on their accomplishments and their college choices and postsecondary plans. Please visit the link below for an end of the year tribute: <https://bit.ly/mwvideo20>
In addition, the senior class earned close to \$14M in scholarships and we are immensely proud of all their hard work and dedication. We wish them the best and we look forward to continue supporting our students next year.
 - The Morton East Class of 2020, senior post-secondary commitment celebration video link is <https://bit.ly/CC-CenterReview>. We are extremely proud of our students and their accomplishments and wish each exiting Senior the best of luck in the next phase of their journeys!
- Morton East Business would like to congratulate several Financial Accounting students: 33 students in Financial Accounting earned 3 collegiate credits and 10 students earned 6 collegiate credits for HTML Coding and Dreamweaver. Earning collegiate credits in High School is never an easy task and we are so proud of these students that have stepped up to the challenge and advanced their post-secondary via high school Dual Credit and Transfer coursework.
- Morton West Engineering teacher Mark Stoch and CTE Teacher Assistant Samantha Brenneman have are supporting the Morton Community using our 3D Printers during the COVID-19. They have created over 140 face shields and ear savers. Additionally, for each face shield and ear saver Mark and Samantha create head bands to support the rigidity of the face shield.
The design of each part on the face shield (pictured below) is created using CAD software and printed using the Prusa 3d Printers and Dreml 3D printer. Currently the shields have been distributed to West Suburban and MacNeal Hospitals, City of Berwyn, and Loretto Hospital.





English Language Learners (ELL)/Modern Languages – Melody Becker, Director

- ELL 1 and 2 Reading students used art integration to learn about different genres of art and created their own masterpieces (pictured right).
- Spanish I students finished food blogs on using Google sites to incorporate grammar, vocabulary and



culture. Spanish II students finished their Instagram posts (pictured left). Then they wrote reflections and compared them with their peers. Spanish III finished and presented their food trucks.

Spanish II students finished their Instagram posts (pictured left). Then they wrote reflections and compared them with their peers. Spanish III finished and presented their food trucks.

- Spanish for Spanish Speakers II students had 4 options to create their final art project (pictured below), as well as write 10 sentences in Spanish to explain their works of art: 1) Identity: How others see me/how I see myself 2) Nationality: How I (or others) see my Latino nationality and my USA nationality 3) Emotions: Before and during social distancing 4) My favorite thing

to explain their works of art: 1) Identity: How others see me/how I see myself 2) Nationality: How I (or others) see my Latino nationality and my USA nationality 3) Emotions: Before and during social distancing 4) My favorite thing



- This spring we will induct new members of the Sociedad Honoraria



Hispanica at Morton East and West. The students apply and are inducted after they have successfully completed one year of a Spanish course. Pictured left is the list of students who will be inducted from Morton West (pictured lower left).



- In May, AP students demonstrated what they have learned in their language classes. This year students were asked two questions from the speaking test. They were able to complete their exam via a mobile application from home. The students and teachers are anxious for the results to arrive in July!

- This year, earning the Seal of Biliteracy had the added challenge of completing the AAPPL test remotely. There was also a change in the criteria to allow for more access to this honor because students who earned a 480 or above on the SAT EBRW met the English criteria. There will be a few more students who will earn the honor after the AP scores come in July. This year about 25 percent of our graduates earned this honor. The languages that are honored are: Arabic, Czech, French, Ga, Polish and Spanish. We are very proud of our Morton graduates who will have the Seal



of Biliteracy or the Commendation toward Biliteracy on their diplomas. There will be a virtual celebration on June 4th at 6 pm. The link to the celebration is <https://www.morton201.org/Page/681>. Here is our 2020 Seal of Biliteracy statistics as of June 1, 2020:

School	Seal of Biliteracy	Commendation toward Biliteracy
Morton East	228	99
Morton West	75	39
Morton Alternative School	0	3
Total	303	141

- This summer we are excited to offer several enrichment opportunities. Students are enrolling in an academic Spanish Language program called *Academia Bilingüe*. There will be two options a STEM program that will be delivered in a Dual Language mode and an Arts model that will be in Biliteracy mode. Students can also choose from a few Boot Camps, Chinese I and II/III, AP Chinese, French AP Spanish Language, and AP Spanish Literature. There will also be a district wide enrichment called the Summer Learning Challenge. The EL and ML department will provide missions on GooseChase for all levels of language proficiency under the Language.

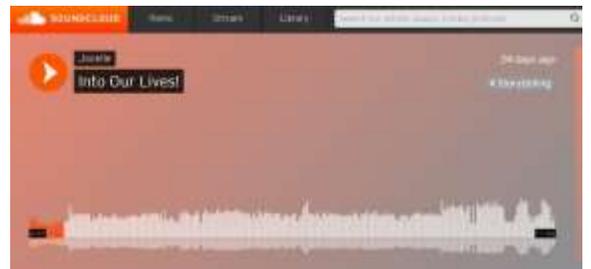
English/Language Arts/Media Centers – Jim Monaco, Director

- The Morton FC Library has created a summer reading Padlet page with resources to keep students reading and engaged in literacy activities throughout the summer months. The [Padlet](#) is easily accessible via students' laptops and mobile devices (see picture to the left)!



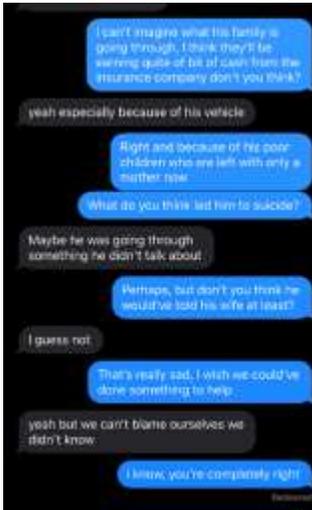
- The English Language Arts Department has some incredible news to announce regarding two Morton East student entries to the NPR Student Podcast Challenge. Two student podcast projects from Mr. Sujak and Mr. Robinson's

classes have been selected as national finalists (out of 2,000 submissions!). More information to come (see picture to the right).





- The Morton West English II Honors students in Roderick Smith’s classes read *Death of a Salesman* aloud during remote learning. At the play’s culmination, Mr. Smith created an assignment, "Willy's Wake," where students were asked to choose a partner from the class and,



imagining that they were both neighbors of the Loman family, text one another their thoughts about Willy, his death, legacy, family, and the tragedy. Students then posted screen shots of their text conversations on Microsoft Teams for me to see and grade. This assignment allowed students to use their phones, use texting colloquialisms, and share with a friend! (see picture to the left).

- Morton East *Pony Express News* reporters produced articles on "What's Working...During the Virus" on a variety of topics (i.e., what’s working to help the elderly, what's working to feed students, what's working to protect the homeless). During remote learning, the reporters also produced a virtual Senior Memory Museum that was shared with other senior classes through *Morton Pony Express News*.

- The Morton East zero hour broadcast students in Kent Frankfother’s class

were busy making videos during April and May, including: Surviving COVID How-Tos, Everyday Play by Plays, and most recently, personal thank you messages to teachers. The zero hour students also produced a video to help promote the Senior Survey. A sample video can be found [here](#).

Fine Arts/Social Science – Karen O’Connor, Director

- More teachers and students participated in the History Fair than ever before! 370 students participated in the Morton History Fair this year. Participating classes included sophomore English honors and core, Bilingual American History, American History (EL) and core American History! On Illinois History Day, May 7, Morton East sent 2 Documentaries, 2 Websites, 1 Performance, and 2 Exhibit Boards to the State competition in Springfield, IL. From this competition, one project qualified for the National History Day National Competition on June 16, 2020. The project was submitted virtually by the student and teacher, and will be graded virtually by the panel of judges. Good luck to our Morton Mustangs in this competition!
- Several of our art students participated in the Getty Challenge, during remote learning, which was promoted on Twitter by the Getty Museum. The focus of the challenge was to re-create famous works of art from materials you have at home and submit a picture. The challenge also included posting the picture crediting the original artist and new artist. Morton student submissions are pictured on the next page:



Instructional Technology – Samantha Skubal, Director

- *Summer Learning Challenge:* The Summer Learning Challenge (SLC) is an exciting summer scavenger hunt for all students. Through the GooseChase app, students will be able to participate in grade/level and content specific scavenger hunt missions. As they complete the missions, they will be eligible to win exciting prizes. The hope for this challenge is to engage students throughout the summer in a fun and educational way, and prepare them for the start of the 2020-2021 school year. The challenge starts on June 15th, and we already have 80 students signed up to participate.
- *Remote Learning Lessons*
 - Teachers utilized Microsoft Teams as the main platform for disseminating information to students during the remote learning period. On most days during remote learning, the district had about 9,500 users on Teams.
 - The E-Learning Resources page served as a place for almost 400 teachers and administrators in the district to communicate and get informed about everything in regards to virtual learning. On this page was also the *Teacher Showcase* channel, where teachers shared incredible lessons they did since Remote Learning began.
 - The Instructional Coaches played a huge role in the success of remote learning, by being a lifeline for so many. They conducted webinars, answered questions on the *E-Learning Resources Teams Page*, had one-on-one virtual meetings with teachers, collaborated with PLTs, and so much more. Special thanks to them for providing so much support to all of the teachers during this time and always!
- *Instructional Coaching:* The coaches are planning professional development for teachers this July, which will focus on best practices that can be applicable in both in-person and remote situations. The coaches also will work on creating PD for new teachers to the district in August.

Mathematics – Mary O’Sullivan, Director

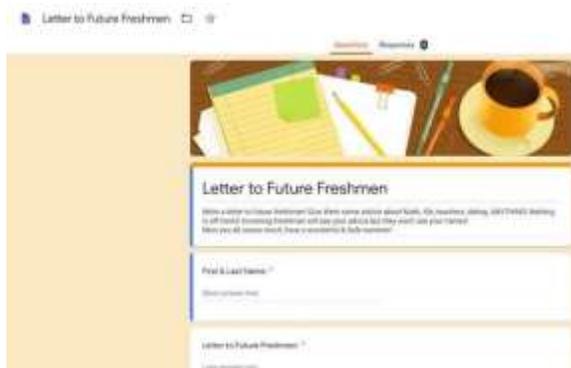
- Morton East Senior Awards for Mathematics
 - Top College-Algebra Trigonometry (CAT) Student: Guadalupe Vargas
 - Top Quantitative Literacy Student: Sarai Dominguez Cabrales
 - Top Algebra III Student: Alejandro Gil-Padilla
 - Top AP Calculus BC Students: Christian Calbillo & Jortencio Gomez
 - Top AP Calculus AB Students: Magali Salas & Arleth Cruz
 - Top AP Statistics Student: Alexis Figueroa



- Senior Mathletes of the Year: Sergio Lara (2-year ICTM State competition mathlete) & Javier Solis (4-year ICTM State competition mathlete)
- Morton Freshman Center Math
 - Ms. Ortiz-Rivera's Honors Biliteracy students participated in a GooseChase challenge for identifying parabolas in the real world (pictured below):



- Ms. Sorto utilized Microsoft Forms to get feedback from remote learning and to provide her students the opportunity to share wisdom with incoming freshman (pictured below):



- Morton West Math
 - The Math Department focus for May was to either preapre for AP exams or remediate grades...or both! The amount of effort put in by teachers to get their students' grades up was very impressive. Students were supported thurugh Kahn Academy, or reassessment, or project completion, deltamath.com, and MyMathLab.

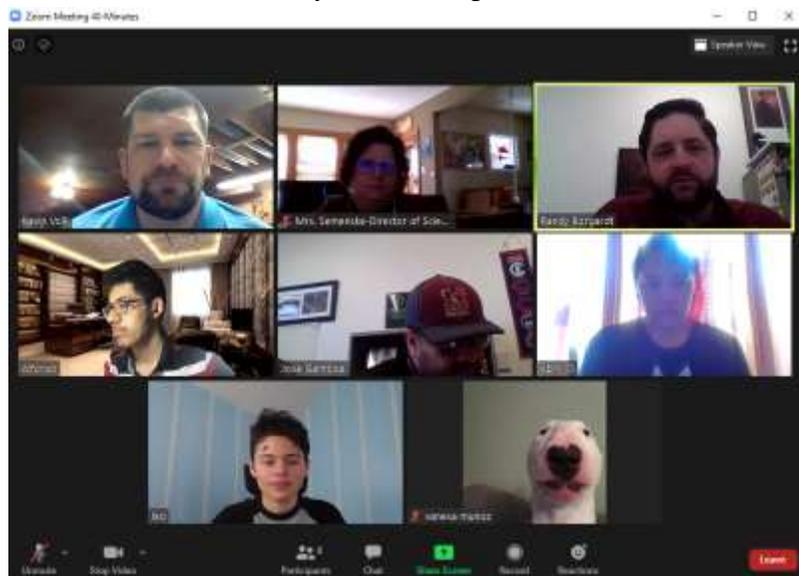
Physical Education, Health, Drivers Education – Joe Collins, Director

- The department finished the year with remote learning in all physical education and health classes. Teachers worked to keep students engaged through the end of the year. Students spent the final weeks of the year completing weekly workouts and reflecting on those workouts. It was great seeing not only the teachers adapt and overcome the adversity but also the students did a great job!
- Students enrolled in lifesaving were able to complete the course remotely and will become certified when they demonstrate the final skills with their teacher in-person. Students will then be certified lifeguards and can lifeguard during PE for the 2020-21 school year.
- Freshman Center PE teacher Sam Perotti successfully completed her CrossFit training certification. Sam's skills are extremely beneficial to her students' well-being and fitness levels as well as to her team of teachers.



Science – Anne Semenske, Director

- End of year celebrations from science include:
- Kevin O’Toole at the Freshman Center: <https://www.youtube.com/watch?v=gQY1CfwvgMw>
- Maya Herrera at Morton West:
 - Buenas tardes señora Irma,
Me dio un gran❤️ placer leer su correo electrónico y eso fue exactamente lo que mi corazón necesitaba escuchar en estos tiempos tan difíciles. A sido un placer trabajar y guiar a Karla en su aprendizaje y conocerla como persona. Ella es un estudiante ejemplar y maravillosa. Me encantó escuchar el impacto positivo que puede tener a su hija y como ella pudo usar eso para mejorar sus calificaciones en todas sus clases. Ya revisé lo que me preguntó de Skyward y nomás tuve que redondear su calificación y ahora tiene una A en biología. Gracias por todo y que tenga un saludable y maravilloso verano. saludos a Karla y a toda su familia en México.
- Zoom support with Mr. Volk before the AP Physics 2 test (pictured below):



Special Education – Dr. Ramona Stavros, Director

- Extended School Year (ESY) will operate from June 1 through 23. Parents of identified students have been sent letters, emails, and texts to determine if their child will be attending (virtual) ESY.
- Plans are underway for a summer learning challenge for our ASI and FSI students. Challenges will be a fun surprise, and prizes will be awarded.

MORTON HSD 201			
EXPENDITURE VARIANCE REPORT - ALL FUNDS			
AS OF APRIL 30, 2020			
APRIL 2020	<u>FY 2020</u>	<u>FY 2020</u>	<u>% OF BUDGET</u>
	<u>BUDGET</u>	<u>ACTUAL</u>	<u>REALIZED</u>
<u>Education Fund</u>			
Salaries	\$ 56,544,134	42,659,832	75%
Benefits	14,976,132	11,437,920	76%
Purchased Services	8,034,154	2,952,037	37%
Supplies/Materials	5,587,795	2,795,211	50%
Capital Outlay	1,883,891	2,332,485	124%
Other (including tuition)	4,856,964	3,107,322	64%
Non-capitalized Equipment	74,327	14,964	20%
<u>Education Fund Total</u>	\$ 91,957,397	\$ 65,299,770	71%
<u>Operations & Maintenance</u>	\$ 23,174,666	\$ 18,382,988	79%
<u>Debt Service</u>	\$ 12,024,843	\$ 11,479,711	95%
<u>Transportation</u>	\$ 4,878,754	\$ 3,001,331	62%
<u>IMRF</u>	\$ 3,832,897	\$ 2,690,286	70%
<u>Capital Projects</u>	\$ 3,899,024	\$ 6,676,508	171%
<u>Life Safety</u>	\$ 3,961,863	\$ 2,308,306	58%
GRAND TOTAL	\$ 143,729,444	\$ 109,838,899	76%

**MORTON HSD 201
REVENUE REPORT
AS OF APRIL 30, 2020**

APRIL 2020	<u>FY 2020</u> BUDGET	<u>FY 2020</u> YTD REVENUES	<u>% OF BUDGET</u> REALIZED
<u>Education Fund</u>			
Local taxes	\$ 26,930,716	23,951,482	89%
CPPRT	-	-	0%
Investment Earnings	1,200,000	1,113,323	93%
Other Local Revenue	2,963,100	2,399,525	81%
State Funding	49,548,120	42,575,421	86%
Federal Funding	9,347,950	8,940,724	96%
Education Fund Total	89,989,886	78,980,475	88%
<u>Operations & Maintenance</u>	\$ 24,787,200	\$ 21,944,595	89%
<u>Debt Service</u>	\$ 12,031,800	\$ 15,611,463	130%
<u>Transportation</u>	\$ 5,005,570	\$ 3,707,259	74%
<u>IMRF</u>	\$ 4,104,930	\$ 3,626,097	88%
<u>Capital Projects</u>	\$ 4,028,683	\$ 3,276,260	81%
<u>Working Cash</u>	\$ 150,000	\$ 167,308	112%
<u>Life Safety</u>	\$ 1,276,456	\$ 1,481,929	116%
GRAND TOTAL	\$ 141,374,525	\$ 128,795,386	91%

**MORTON HSD 201
REVENUE REPORT - DETAIL
AS OF APRIL 30, 2020**

APRIL 2020	FY 2020 BUDGET	FY 2020 YTD REVENUES	% OF BUDGET REALIZED
Education Fund			
Local taxes	\$ 26,930,716	23,951,482	89%
CPPRT	-	-	0%
Investment Earnings	1,200,000	1,113,323	93%
Other Local Revenue	2,963,100	2,399,525	81%
a. Tuition	190,000	145,263	76%
b. Food Service	645,900	637,795	99%
c. Pupil Activities	636,700	443,967	70%
d. Textbooks	7,000	2,008	29%
e. Other Local Revenue	542,500	318,199	59%
f. Insurance Contribution Cobra	941,000	852,293	91%
State Funding	49,548,120	42,575,421	86%
a. General State Aid-3001	47,585,120	41,346,971	87%
GSA Loss Limit Grant	-	-	
b. Special Ed private facility-3100	1,100,000	651,297	59%
c. Special Ed extraordinary-3105	-	-	0%
d. Special Ed personnel-3110	-	-	0%
e. Summer School-3145	-	-	0%
f. Voc Ed- Secondary-3220	225,000	145,152	65%
g. Voc Ed- Agriculture	-	-	
h. Bilingual Ed - TPI/TPE-3305	-	-	0%
i. Lunch & Breakfast-3360/3365	40,000	23,429	59%
j. Drivers Ed-3370	12,000	14,973	125%
k. Regional Safe Schools-3696	-	125,000	#DIV/0!
l. Early Childhood-3705	456,000	157,711	35%
m. ADA Safety & Ed Block- 3775	-	-	
n. State Library Grant-3800	-	-	
o. AP College-3961	-	-	0%
p. Teacher/Admin Mentoring-3982	-	(17,461)	
q. Other State Grants-3999	130,000	128,349	
Federal Funding	9,347,950	8,940,724	96%
a. National School Lunch -4210	2,300,000	2,234,505	97%
b. School Breakfast -4220	260,000	330,108	127%
c. Child and Adult Care Food Program	110,000	100,018	91%
d. NSLP Equipment Grant-4260	-	-	
e. Title I Low Income-4300	2,809,111	3,275,045	117%
f. Title I School Improvement-4331	-	11,568	
g. School Improvement Grant-4339	-	68,717	#DIV/0!
h. Title IV Safe & Drug Free-4400	-	-	
i. IDEA Flow Through-4620	2,617,610	1,611,104	62%
j. IDEA Room and Board- 4625	20,000	3,459	
k. Voc Ed- Perkins-4745	400,000	448,565	112%
l. Voc Ed- Perkins tech Prep-4770	-	-	
m. ARRA Title I-4851	-	-	
n. ARRA IDEA Flow Through-4857	-	-	
o. ARRA McKinley-Vento-4862	-	-	
p. DHS ARRA Voc Rehab-4871	-	-	
q. Immigrant Education-4905	5,000	13,881	278%
r. LIPLPS-4909	-	125,875	#DIV/0!
s. Learn & Serve-4910	-	-	
t. Title II Eisenhower-4932	326,229	245,531	75%
u. DORS-4950	500,000	472,349	94%
v. Tech Enhance Education	-	-	
w. Medicaid Admin Outreach-4991	-	-	0%
x. Medicaid Fee for Service-4992	-	-	0%
y. NIEU Teacher Quality=4998	-	-	
Education Fund Total	89,989,886	78,980,475	88%
Buildings & Grounds			
Local Taxes	5,615,883	5,337,275	95%
Interest	150,000	125,841	84%
Rentals	25,000	1,225	5%
Grants	-	-	
Refund of Prior years Ex	-	-	
Other Local	25,000	93,502	374%
a. Other Misc Local Revenue	-	-	
b. Other Misc Income East	-	56,902	0%
c. Other Misc Income West	25,000	36,600	146%
d. Other Misc Income FC	-	-	
State Sources	18,971,317	16,386,753	86%
a. General State Aid	18,971,317	16,386,753	86%
b. School Maintenance Grant	-	-	0%
c. Direct Federal Grant - 4090 REMS	-	-	
d. Other Financing Sources	-	-	
Building and Grounds Total	24,787,200	21,944,595	89%
Debt Service	12,031,800	15,611,463	130%
Transportation			
Local Taxes	1,166,950	1,175,855	101%
Interest	70,000	56,420	0%
State Sources	3,768,620	2,474,985	66%
General State Aid	1,500,000	1,293,072	0%
a. Trans Aid - Reg/Voc	716	669	93%
b. Trans Aid SPED	2,267,904	1,181,244	52%
Total Transportation Fund	5,005,570	3,707,259	74%
IMRF	4,104,930	3,626,097	88%
Capital Projects	4,028,683	3,276,260	81%
Working Cash	150,000	167,308	112%
Life Safety	1,276,456	1,481,929	116%
GRAND TOTAL	141,374,525	128,795,386	91%

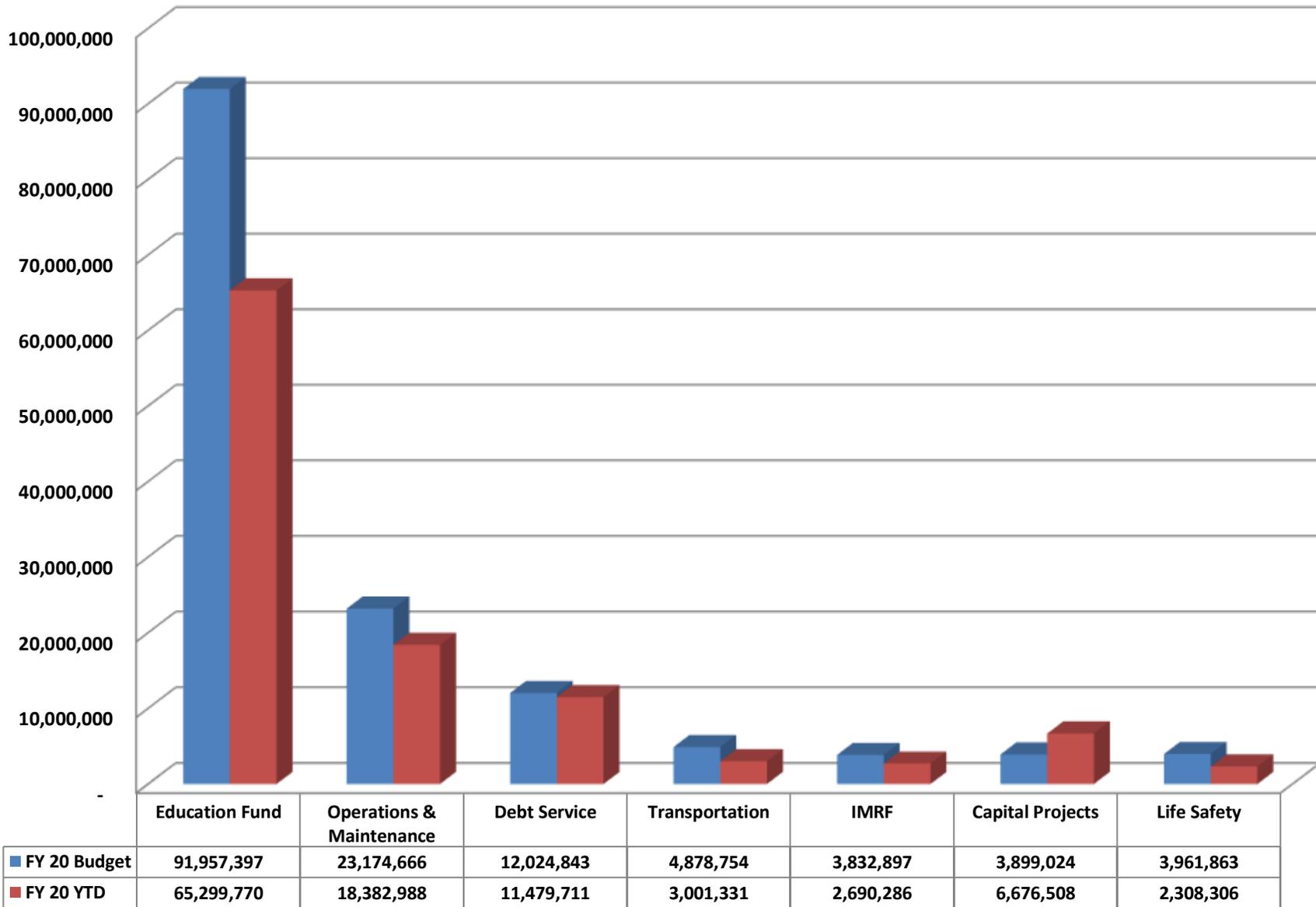
**MORTON HSD 201
EXPENDITURE REPORT - DETAIL
AS OF APRIL 30, 2020**

APRIL 2020	<u>FY 2020</u> <u>BUDGET</u>	<u>FY 2020</u> <u>YTD EXPENSES</u>	<u>% OF BUDGET</u> <u>REALIZED</u>
<u>Education Fund</u>			
Salaries	\$ 56,544,134	42,659,832	75%
Benefits	14,976,132	11,437,920	76%
Purchased Services	8,034,154	2,952,037	37%
Supplies/Materials	5,587,795	2,795,211	50%
Capital Outlay	1,883,891	2,332,485	124%
Other	4,856,964	3,107,322	64%
Non-capitalized Equipment	74,327	14,964	20%
<u>Education Fund Total</u>	\$ 91,957,397	\$ 65,299,770	71%
<u>Buildings & Grounds</u>			
Salaries	6,979,424	5,808,784	83%
Benefits	1,662,842	1,185,786	71%
Purchased Services	3,210,900	2,547,902	79%
Supplies/Materials	2,920,500	1,584,300	54%
Capital Outlay	8,375,000	7,254,238	87%
Other	-	-	0%
Non-capitalized Equipment	26,000	1,979	8%
<u>Buildings and Grounds Total</u>	23,174,666	18,382,988	79%
<u>Debt Service</u>	12,024,843	11,479,711	95%
<u>Transportation</u>			
Salaries	37,092	31,236	84%
Benefits	21,000	16,028	76%
Purchased Services	4,380,362	2,949,225	67%
Supplies/Materials	7,800	4,331	56%
Capital Outlay	432,000	-	0%
Other	500	510	102%
<u>Transportation Total</u>	4,878,754	3,001,331	62%
<u>IMRF</u>	3,832,897	2,690,286	70%
<u>Capital Projects</u>	3,899,024	6,676,508	171%
<u>Life Safety</u>	3,961,863	2,308,306	0%
GRAND TOTAL	143,729,444	109,838,899	76%

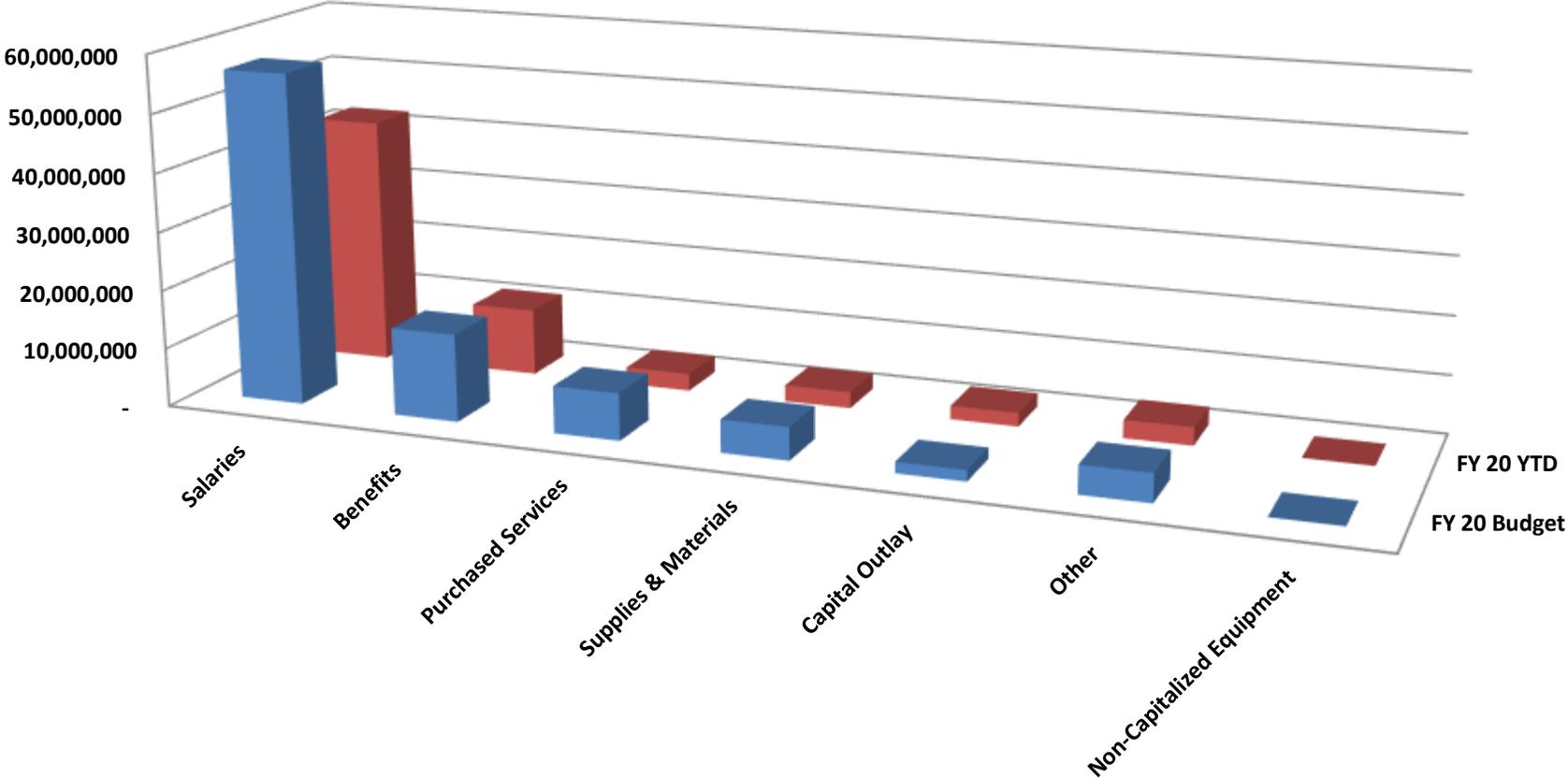
MORTON HSD 201
SUMMARY OF CASH BALANCES
AS OF APRIL 30, 2020

<u>CASH BALANCES</u> <u>UNAUDITED</u>	<u>BALANCE</u> <u>6/30/2019</u>	<u>BALANCE</u> <u>4/30/2020</u>
EDUCATION FUND	\$ 43,941,245.99	\$ 55,589,409.69
BUILDINGS AND GROUNDS FUND	\$ 15,969,331.66	\$ 4,578,174.70
DEBT SERVICE FUND	\$ 3,725,482.65	\$ 9,977,827.07
TRANSPORTATION FUND	\$ 3,737,426.34	\$ 2,601,249.74
IMRF FUND	\$ 2,261,754.48	\$ 3,096,209.55
CAPITAL PROJECTS FUND	\$ 793,546.42	\$ 7,495,933.36
WORKING CASH FUND	\$ 8,168,547.02	\$ 8,335,854.75
LIFE SAFETY FUND	\$ 4,172,283.64	\$ 2,415,283.84
TOTAL ADJUSTED CASH BALANCES	\$ 82,769,618.20	\$ 94,089,942.70
STUDENT ACTIVITY ACCOUNTS	\$ (1,009,192.43)	\$ (977,181.71)
FLEXIBLE SPENDING	\$ (12,454.03)	\$ (18,945.02)
DEPENDENT CARE	\$ (48,058.78)	\$ (63,047.48)
Cash in Banks	\$ 83,839,323.44	\$ 95,149,116.91
TOTAL ADJUSTED CASH IN BANK	\$ 82,769,618.20	\$ 94,089,942.70
VARIANCE	\$ -	\$ -

FY 2020 EXPENDITURES BUDGET TO ACTUALS - ALL FUNDS

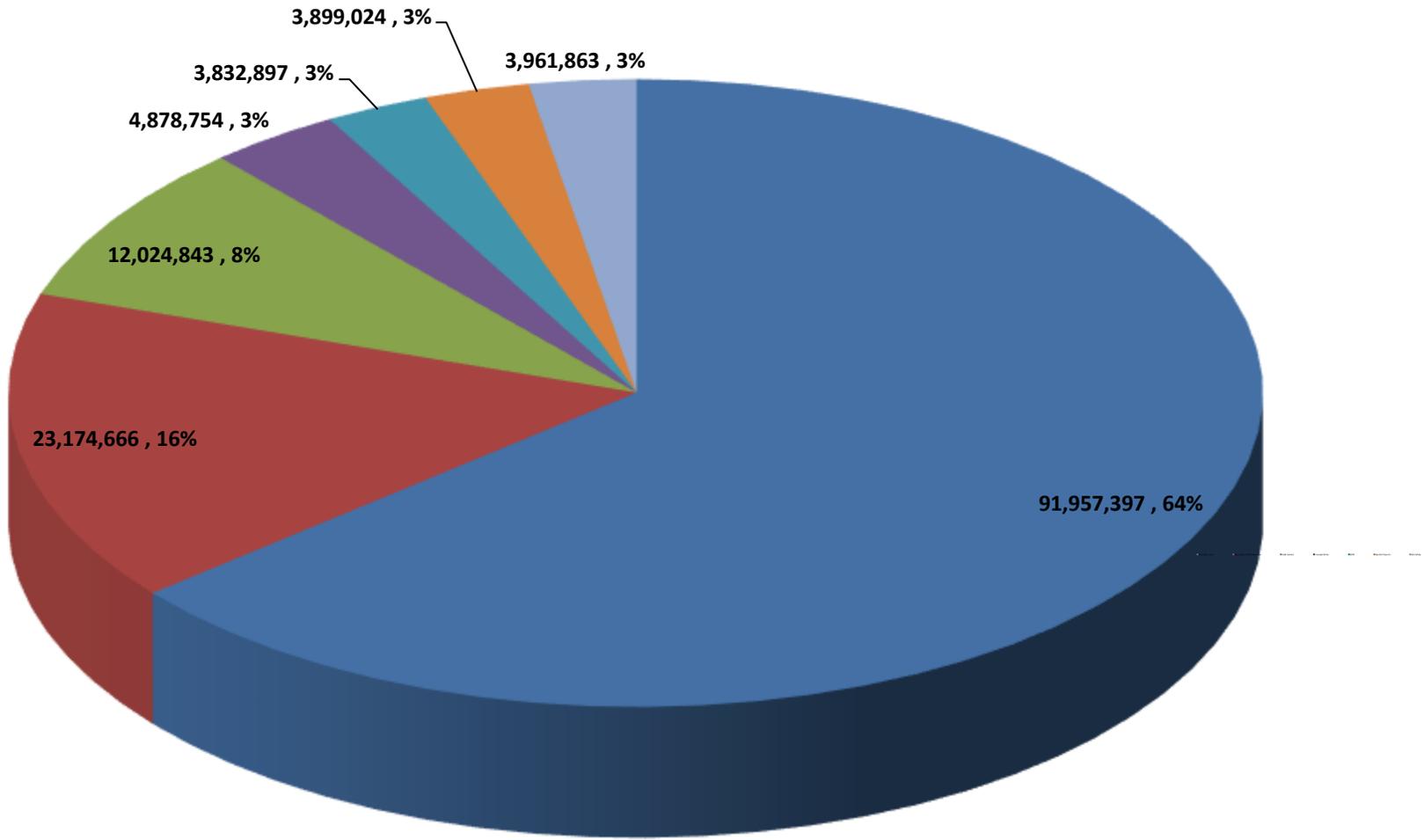


FY 2020 EDUCATION FUND - BUDGET TO ACTUALS

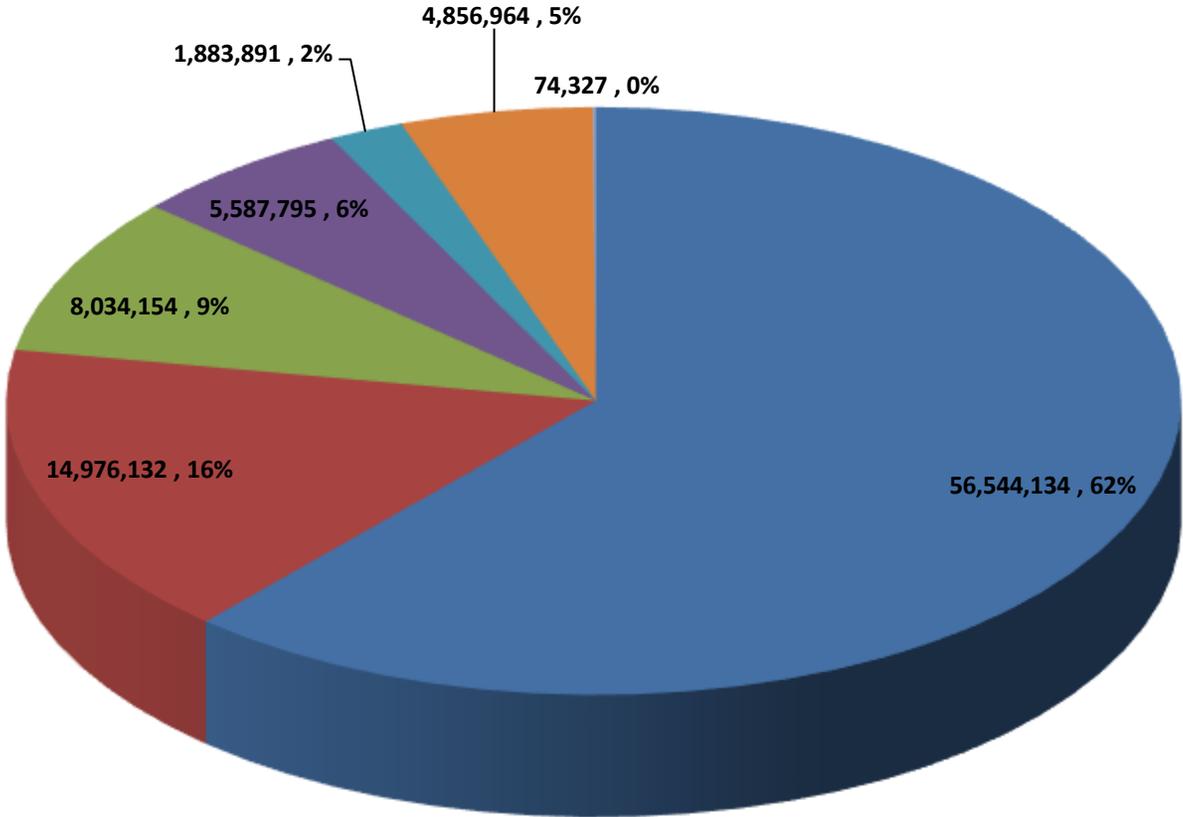


	Salaries	Benefits	Purchased Services	Supplies & Materials	Capital Outlay	Other	Non-Capitalized Equipment
FY 20 Budget	56,544,134	14,976,132	8,034,154	5,587,795	1,883,891	4,856,964	74,327
FY 20 YTD	42,659,832	11,437,920	2,952,037	2,795,211	2,332,485	3,107,322	14,964

FY 20 EXPENDITURE BUDGET- ALL FUNDS



**FY 2020
BUDGET - EDUCATION FUND**



OVERALL FUNDS EXPENDITURES

	FY 20 Budget	FY 20 YTD
Education Fund	91,957,397	65,299,770
Operations & Maintenance	23,174,666	18,382,988
Debt Service	12,024,843	11,479,711
Transportation	4,878,754	3,001,331
IMRF	3,832,897	2,690,286
Capital Projects	3,899,024	6,676,508
Life Safety	3,961,863	2,308,306
Total	143,729,444	109,838,899

EDUCATION EXPENDITURES

	FY 20 Budget	FY 20 YTD
Salaries	56,544,134	42,659,832
Benefits	14,976,132	11,437,920
Purchased Services	8,034,154	2,952,037
Supplies & Materials	5,587,795	2,795,211
Capital Outlay	1,883,891	2,332,485
Other	4,856,964	3,107,322
Non-Capitalized Equipment	74,327	14,964
Total	91,957,397	65,299,770

MORTON HSD 201			
EXPENDITURE VARIANCE REPORT - ALL FUNDS			
AS OF MAY 31, 2020			
MAY 2020	FY 2020 BUDGET	FY 2020 ACTUAL	% OF BUDGET REALIZED
<u>Education Fund</u>			
Salaries	\$ 56,544,134	47,063,023	83%
Benefits	14,976,132	11,039,394	74%
Purchased Services	8,034,154	3,514,070	44%
Supplies/Materials	5,587,795	3,674,018	66%
Capital Outlay	1,883,891	2,471,078	131%
Other (including tuition)	4,856,964	3,621,826	75%
Non-capitalized Equipment	74,327	15,188	20%
<u>Education Fund Total</u>	\$ 91,957,397	\$ 71,398,598	78%
<u>Operations & Maintenance</u>	\$ 23,174,666	\$ 19,929,579	86%
<u>Debt Service</u>	\$ 12,024,843	\$ 12,690,961	106%
<u>Transportation</u>	\$ 4,878,754	\$ 3,048,801	62%
<u>IMRF</u>	\$ 3,832,897	\$ 2,957,188	77%
<u>Capital Projects</u>	\$ 3,899,024	\$ 7,293,082	187%
<u>Life Safety</u>	\$ 3,961,863	\$ 2,308,306	58%
GRAND TOTAL	\$ 143,729,444	\$ 119,626,515	83%

**MORTON HSD 201
REVENUE REPORT
AS OF MAY 31, 2020**

APRIL 2020	<u>FY 2020</u> BUDGET	<u>FY 2020</u> YTD REVENUES	<u>% OF BUDGET</u> REALIZED
<u>Education Fund</u>			
Local taxes	\$ 26,930,716	23,637,332	88%
CPPRT	-	-	0%
Investment Earnings	1,200,000	1,113,323	93%
Other Local Revenue	2,963,100	2,915,710	98%
State Funding	49,548,120	47,912,427	97%
Federal Funding	9,347,950	8,988,371	96%
Education Fund Total	89,989,886	84,567,162	94%
<u>Operations & Maintenance</u>	\$ 24,787,200	\$ 23,732,825	96%
<u>Debt Service</u>	\$ 12,031,800	\$ 15,611,463	130%
<u>Transportation</u>	\$ 5,005,570	\$ 4,422,382	88%
<u>IMRF</u>	\$ 4,104,930	\$ 3,881,290	95%
<u>Capital Projects</u>	\$ 4,028,683	\$ 3,945,113	98%
<u>Working Cash</u>	\$ 150,000	\$ 167,308	112%
<u>Life Safety</u>	\$ 1,276,456	\$ 1,498,499	117%
GRAND TOTAL	\$ 141,374,525	\$ 137,826,042	97%

**MORTON HSD 201
REVENUE REPORT - DETAIL
AS OF MAY 31, 2020**

MAY 2020	FY 2020 BUDGET	FY 2020 YTD REVENUES	% OF BUDGET REALIZED
Education Fund			
Local taxes	\$ 26,930,716	23,637,332	88%
CPPRT	-	-	0%
Investment Earnings	1,200,000	1,113,323	93%
Other Local Revenue	2,963,100	2,915,710	98%
a. Tuition	190,000	145,575	77%
b. Food Service	645,900	637,983	99%
c. Pupil Activities	636,700	494,917	78%
d. Textbooks	7,000	2,827	40%
e. Other Local Revenue	542,500	532,284	98%
f. Insurance Contribution Cobra	941,000	1,102,124	117%
State Funding	49,548,120	47,912,427	97%
a. General State Aid-3001	47,585,120	45,672,886	96%
GSA Loss Limit Grant	-	-	
b. Special Ed private facility-3100	1,100,000	1,017,480	92%
c. Special Ed extraordinary-3105	-	-	0%
d. Special Ed personnel-3110	-	-	0%
e. Summer School-3145	-	-	0%
f. Voc Ed- Secondary-3220	225,000	177,261	79%
g. Voc Ed- Agriculture	-	-	
h. Bilingual Ed - TPI/TPE-3305	-	-	0%
i. Lunch & Breakfast-3360/3365	40,000	525,240	1313%
j. Drivers Ed-3370	12,000	14,973	125%
k. Regional Safe Schools-3696	-	125,000	#DIV/0!
l. Early Childhood-3705	456,000	251,239	55%
m. ADA Safety & Ed Block- 3775	-	-	
n. State Library Grant-3800	-	-	
o. AP College-3961	-	-	0%
p. Teacher/Admin Mentoring-3982	-	-	
q. Other State Grants-3999	130,000	128,349	
Federal Funding	9,347,950	8,988,371	96%
a. National School Lunch -4210	2,300,000	2,234,505	97%
b. School Breakfast -4220	260,000	330,108	127%
c. Child and Adult Care Food Program	110,000	100,018	91%
d. NSLP Equipment Grant-4260	-	-	
e. Title I Low Income-4300	2,809,111	3,275,045	117%
f. Title I School Improvement-4331	-	11,568	
g. School Improvement Grant-4339	-	68,717	#DIV/0!
h. Title IV Safe & Drug Free-4400	-	-	
i. IDEA Flow Through-4620	2,617,610	1,611,104	62%
j. IDEA Room and Board- 4625	20,000	3,459	
k. Voc Ed- Perkins-4745	400,000	448,565	112%
l. Voc Ed- Perkins tech Prep-4770	-	-	
m. ARRA Title I-4851	-	-	
n. ARRA IDEA Flow Through-4857	-	-	
o. ARRA McKinley-Vento-4862	-	-	
p. DHS ARRA Voc Rehab-4871	-	-	
q. Immigrant Education-4905	5,000	13,881	278%
r. LIPLPS-4909	-	125,875	#DIV/0!
s. Learn & Serve-4910	-	-	
t. Title II Eisenhower-4932	326,229	245,531	75%
u. DORS-4950	500,000	519,996	104%
v. Tech Enhance Education	-	-	
w. Medicaid Admin Outreach-4991	-	-	0%
x. Medicaid Fee for Service-4992	-	-	0%
y. NIEU Teacher Quality=4998	-	-	
Education Fund Total	89,989,886	84,567,162	94%
Buildings & Grounds			
Local Taxes	5,615,883	5,400,584	96%
Interest	150,000	125,841	84%
Rentals	25,000	1,225	5%
Grants	-	-	
Refund of Prior years Ex	-	-	
Other Local	25,000	93,502	374%
a. Other Misc Local Revenue	-	-	
b. Other Misc Income East	-	56,902	0%
c. Other Misc Income West	25,000	36,600	146%
d. Other Misc Income FC	-	-	
State Sources	18,971,317	18,111,674	95%
a. General State Aid	18,971,317	18,111,674	95%
b. School Maintenance Grant	-	-	0%
c. Direct Federal Grant - 4090 REMS	-	-	
d. Other Financing Sources	-	-	
Building and Grounds Total	24,787,200	23,732,825	96%
Debt Service	12,031,800	15,611,463	130%
Transportation			
Local Taxes	1,166,950	1,189,173	102%
Interest	70,000	56,420	0%
State Sources	3,768,620	3,176,790	84%
General State Aid	1,500,000	1,429,185	0%
a. Trans Aid - Reg/Voc	716	669	93%
b. Trans Aid SPED	2,267,904	1,746,935	77%
Total Transportation Fund	5,005,570	4,422,382	88%
IMRF	4,104,930	3,881,290	95%
Capital Projects	4,028,683	3,945,113	98%
Working Cash	150,000	167,308	112%
Life Safety	1,276,456	1,498,499	117%
GRAND TOTAL	141,374,525	137,826,042	97%

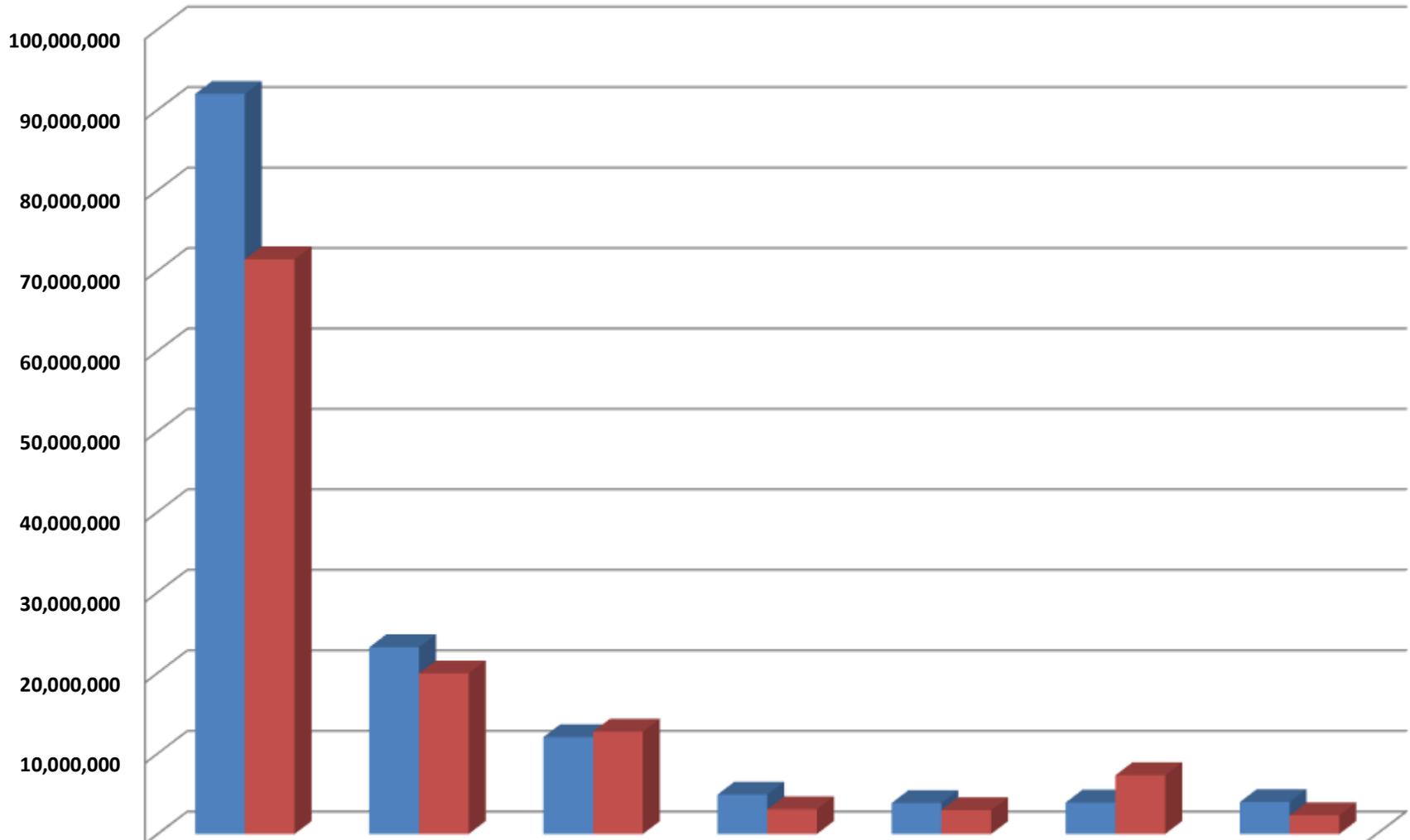
**MORTON HSD 201
EXPENDITURE REPORT - DETAIL
AS OF MAY 31, 2020**

May 2020	<u>FY 2020</u> <u>BUDGET</u>	<u>FY 2020</u> <u>YTD EXPENSES</u>	<u>% OF BUDGET</u> <u>REALIZED</u>
<u>Education Fund</u>			
Salaries	\$ 56,544,134	47,063,023	83%
Benefits	14,976,132	11,039,394	74%
Purchased Services	8,034,154	3,514,070	44%
Supplies/Materials	5,587,795	3,674,018	66%
Capital Outlay	1,883,891	2,471,078	131%
Other	4,856,964	3,621,826	75%
Non-capitalized Equipment	74,327	15,188	20%
<u>Education Fund Total</u>	\$ 91,957,397	\$ 71,398,598	78%
<u>Buildings & Grounds</u>			
Salaries	6,979,424	6,313,762	90%
Benefits	1,662,842	1,350,577	81%
Purchased Services	3,210,900	2,886,323	90%
Supplies/Materials	2,920,500	1,846,619	63%
Capital Outlay	8,375,000	7,530,320	90%
Other	-	-	0%
Non-capitalized Equipment	26,000	1,979	8%
<u>Buildings and Grounds Total</u>	23,174,666	19,929,579	86%
<u>Debt Service</u>	12,024,843	12,690,961	106%
<u>Transportation</u>			
Salaries	37,092	33,234	90%
Benefits	21,000	16,822	80%
Purchased Services	4,380,362	2,993,903	68%
Supplies/Materials	7,800	4,331	56%
Capital Outlay	432,000	-	0%
Other	500	510	102%
<u>Transportation Total</u>	4,878,754	3,048,801	62%
<u>IMRF</u>	3,832,897	2,957,188	77%
<u>Capital Projects</u>	3,899,024	7,293,082	187%
<u>Life Safety</u>	3,961,863	2,308,306	0%
GRAND TOTAL	143,729,444	119,626,515	83%

MORTON HSD 201
SUMMARY OF CASH BALANCES
AS OF May 31, 2020

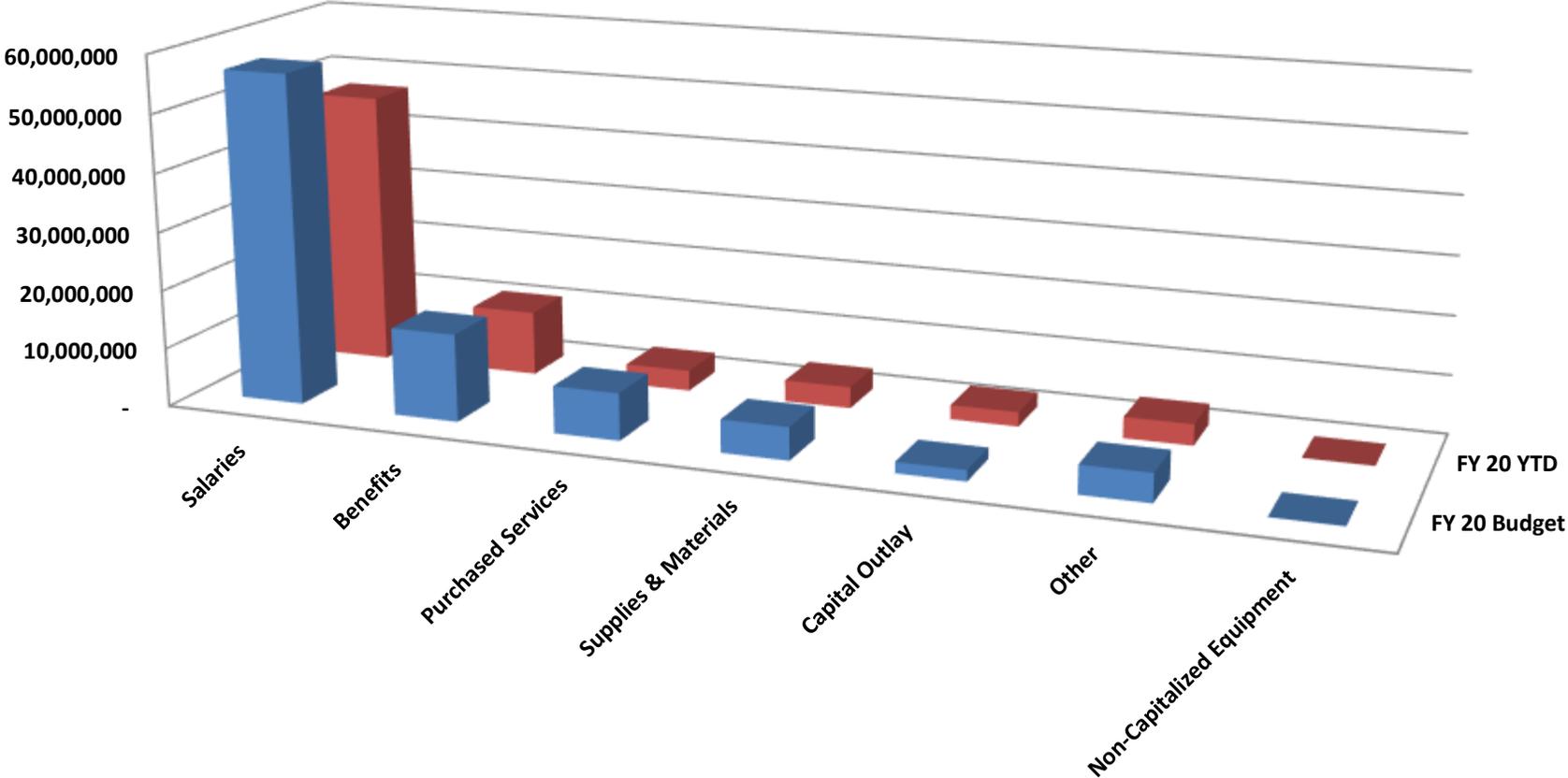
<u>CASH BALANCES</u> <u>UNAUDITED</u>	<u>BALANCE</u> <u>6/30/2019</u>	<u>BALANCE</u> <u>5/31/2020</u>
EDUCATION FUND	\$ 43,941,245.99	\$ 55,659,139.76
BUILDINGS AND GROUNDS FUND	\$ 15,969,331.66	\$ 4,820,000.81
DEBT SERVICE FUND	\$ 3,725,482.65	\$ 8,933,801.04
TRANSPORTATION FUND	\$ 3,737,426.34	\$ 3,268,902.57
IMRF FUND	\$ 2,261,754.48	\$ 3,084,499.85
CAPITAL PROJECTS FUND	\$ 793,546.42	\$ 7,548,211.93
WORKING CASH FUND	\$ 8,168,547.02	\$ 8,335,854.75
LIFE SAFETY FUND	\$ 4,172,283.64	\$ 2,431,853.60
TOTAL ADJUSTED CASH BALANCES	\$ 82,769,618.20	\$ 94,082,264.31
STUDENT ACTIVITY ACCOUNTS	\$ (1,009,192.43)	\$ (1,031,170.47)
FLEXIBLE SPENDING	\$ (12,454.03)	\$ (18,761.49)
DEPENDENT CARE	\$ (48,058.78)	\$ (69,395.34)
Cash in Banks	\$ 83,839,323.44	\$ 95,201,591.61
TOTAL ADJUSTED CASH IN BANK	\$ 82,769,618.20	\$ 94,082,264.31
VARIANCE	\$ -	\$ -

FY 2020 EXPENDITURES BUDGET TO ACTUALS - ALL FUNDS



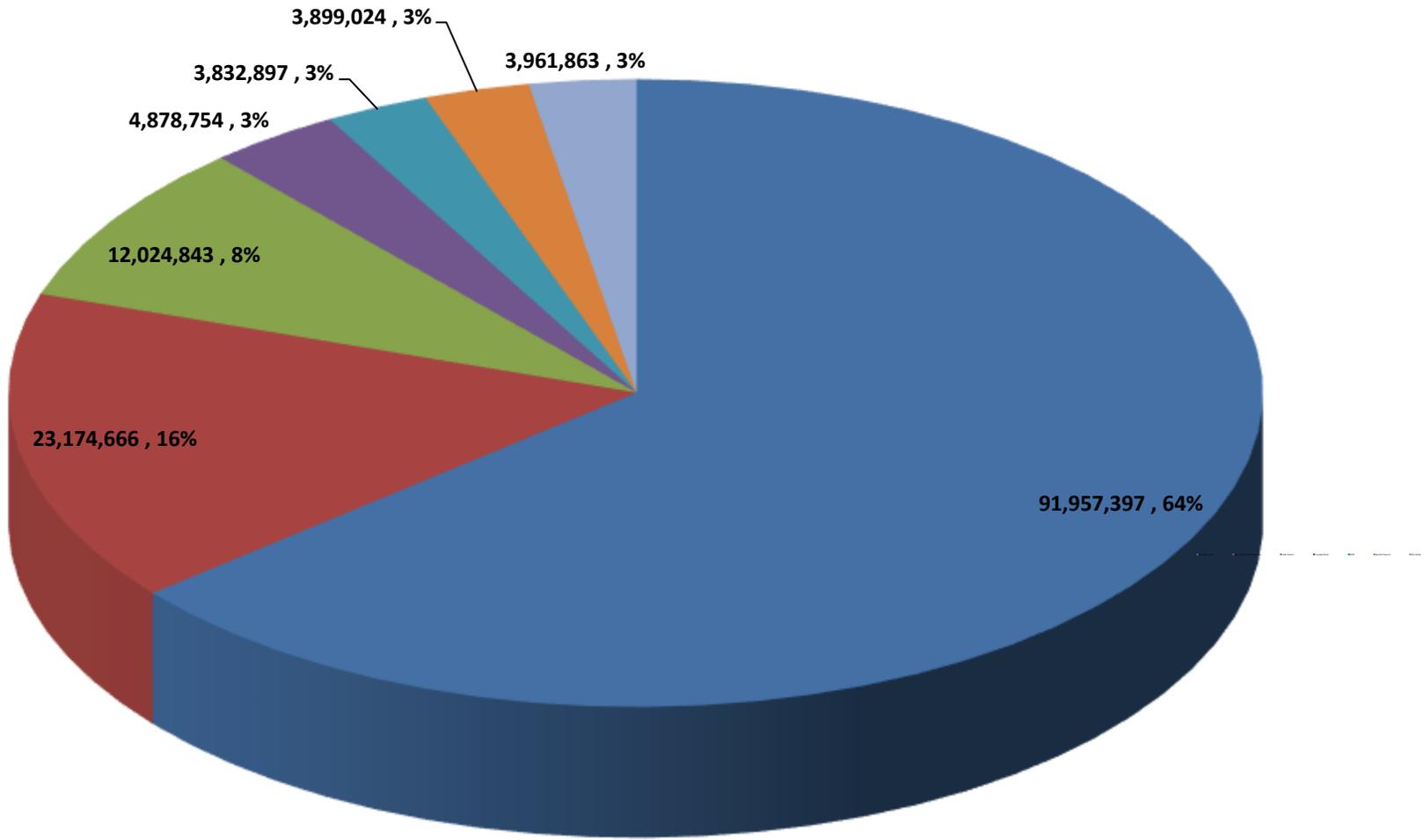
	Education Fund	Operations & Maintenance	Debt Service	Transportation	IMRF	Capital Projects	Life Safety
FY 20 Budget	91,957,397	23,174,666	12,024,843	4,878,754	3,832,897	3,899,024	3,961,863
FY 20 YTD	71,398,598	19,929,579	12,690,961	3,048,801	2,957,188	7,293,082	2,308,306

FY 2020 EDUCATION FUND - BUDGET TO ACTUALS

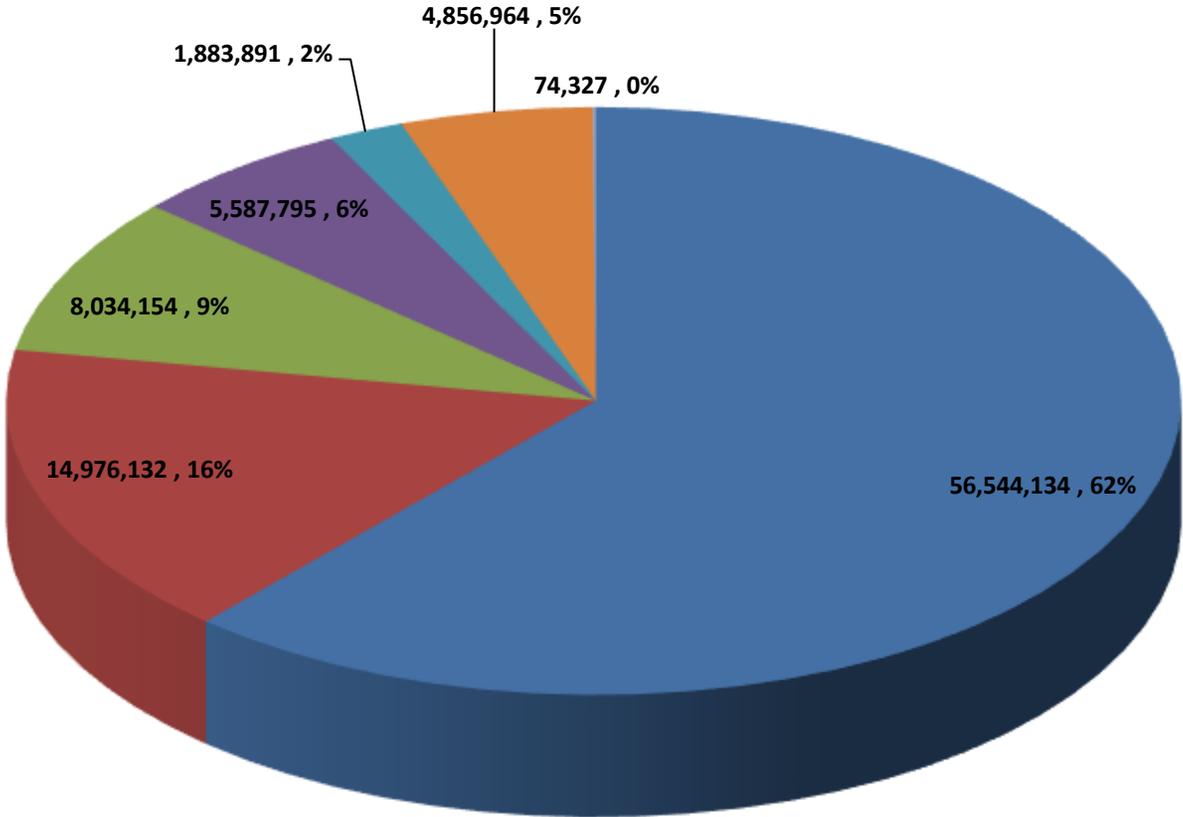


	Salaries	Benefits	Purchased Services	Supplies & Materials	Capital Outlay	Other	Non-Capitalized Equipment
FY 20 Budget	56,544,134	14,976,132	8,034,154	5,587,795	1,883,891	4,856,964	74,327
FY 20 YTD	47,063,023	11,039,394	3,514,070	3,674,018	2,471,078	3,621,826	15,188

FY 20 EXPENDITURE BUDGET- ALL FUNDS



**FY 2020
BUDGET - EDUCATION FUND**



OVERALL FUNDS EXPENDITURES

	FY 20 Budget	FY 20 YTD
Education Fund	91,957,397	71,398,598
Operations & Maintenance	23,174,666	19,929,579
Debt Service	12,024,843	12,690,961
Transportation	4,878,754	3,048,801
IMRF	3,832,897	2,957,188
Capital Projects	3,899,024	7,293,082
Life Safety	3,961,863	2,308,306
Total	143,729,444	119,626,515

EDUCATION EXPENDITURES

	FY 20 Budget	FY 20 YTD
Salaries	56,544,134	47,063,023
Benefits	14,976,132	11,039,394
Purchased Services	8,034,154	3,514,070
Supplies & Materials	5,587,795	3,674,018
Capital Outlay	1,883,891	2,471,078
Other	4,856,964	3,621,826
Non-Capitalized Equipment	74,327	15,188
Total	91,957,397	71,398,598

Executive Director of Human Resources' Report

June 10, 2020

Good Evening members of the Board. I have the following item to present for your approval:

Under the Consent Agenda:

Item 11.4 – Approval of Student Discipline

ID Number	Recommendation
411184	Placement at the Morton Alternative School for the first semester of the 20-21 school year in lieu of any other disciplinary action at this time.
4202274	Placement at the Morton Alternative School for the 20-21 and the 21-22 school year in lieu of any other disciplinary action at this time.
423411	Placement at the Morton Alternative School for the 20-21 school year and successful completion of counseling program in lieu of any other disciplinary action at this time.
423451	Placement at the Morton Alternative School for the first semester of the 20-21 school year in lieu of any other disciplinary action at this time.
412141	Expulsion without services for the remainder of 2019-2020 school year and first semester of 2020-2021 school year.

Item 11.5 – Personnel Report

Including recommendations for hire for certified and non-certified staff, resignations, transfers, non renewals, terminations, suspensions and leaves

If there are no questions, this concludes my report for the evening.

MINUTES
Meeting of the Board of Education
District 201, Cook County
Wednesday, May 13, 2020

1. CALL TO ORDER

The meeting of the Board of Education of J. Sterling Morton High School, District 201 was called to order at 4:36 p.m. on Wednesday, May 13, 2020, in the 2nd floor conference room at the District Office in the 2nd Floor by Member Pesek.

2. ROLL CALL

Member Jaramillo-Flores called the roll and the following were present:
Members Jeffry Pesek and Jessica Jaramillo-Flores

The following Board members were present via conference call: Melissa Cundari, Mark Kraft, Lido Manetti, Jr., and Sandra Tomschin

Absent: Member Dr. Margaret Kelly

Also, present Superintendent, Dr. Timothy Truesdale, Attorney Eric Stach and Board Clerk, Connie Chapman.

3. MOTION TO ADJOURN TO CLOSED SESSION

Member Jaramillo-Flores moved to adjourn to Closed Session at 4:36 p.m. in the 2nd floor conference room at the Morton District Office. Member Kraft seconded.

Ayes: Members Manetti, Jr., Kraft, Cundari, Tomschin, Pesek and Jaramillo-Flores
Nays: none
Abstain: none
Absent: Member Kelly
Motion carried.

4. CLOSED SESSION AGENDA

4.1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with this Act. 5ILCS 120/2(c)(1).

4.2. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. 5ILCS 120/2(c)(11).

- 4.3. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2).
- 4.4. Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. 5ILCS 120/2(c)(21)

5. MOTION TO ADJOURN FROM CLOSED SESSION AND RECONVENE TO OPEN SESSION

Member Jaramillo-Flores motioned to adjourn from Closed Session and reconvene to Open Session at 5:37 p.m. in the 2nd floor conference room at the Morton District Office. Member Kraft seconded.

Ayes: Members Pesek, Tomschin, Maldonado, Guzman, Manetti, Jr., Cundari, Kraft and Jaramillo-Flores

Nays: none

Abstain: none

Absent: Member Kelly

Motion carried.

6. ROLL CALL

Secretary Jaramillo-Flores called the roll and the following were present:

Members Jeffrey Pesek, Mark Kraft, Melissa Cundari, Adrian Guzman, Gloria Maldonado Sandra Tomschin, Lido Manetti, Jr. and Jessica Jaramillo-Flores

Absent: Member Dr. Margaret Kelly

Also, present Superintendent Dr. Timothy Truesdale, Attorney Eric Stach and Board Clerk Connie Chapman.

7. PLEDGE TO THE FLAG: President Pesek led the pledge.

8. REPORTS

8.1. Superintendent's Committee Reports

8.2. Student Board Member Reports: Final reports were presented by Adrian Guzman and Gloria Maldonado. Both are going to Harvard University in the fall. The Board wished them all the best.

8.3. Superintendent's Report: Dr. Truesdale reported. The school year for seniors concludes tomorrow and the school year for underclassmen concludes a week from Thursday. A final exam schedule will not be implemented based on the circumstances around remote e-learning. These days will be used to maximize instruction.

At this time, a virtual graduation is planned for June 6th. Four dates have been reserved at UIC for the week of August 3rd with the plan to split the graduation class in half with the plan to hold graduation each night. Half of Morton West the first night, half of Morton West the second night, half of Morton West the third night and half of Morton West the fourth night. These plans are pending on the word from the Governor's Office, the Health Department, etc. The State Board of Ed did not list any guidelines for drive-in style graduation ceremonies. This may

be a possibility if a big enough venue can be found. The goal is to have a live commence ceremony the week of August 3rd in whatever form able to hold it. A survey was sent out to seniors asking what times of the year they would attend commencement ceremony if held over Thanksgiving, Winter Break, etc. The responses ranged from nearly 80% said they would attended a commencement in the beginning of August and around 74% Thanksgiving and winter break was around 72%. This shows that the majority of students still want to attend their commencement ceremony. Finally, if none of these dates work, will hold the ceremony next spring/summer when the students are returning home from college.

For the opening of school in the fall, planning on a lot of contingencies for what school might look like. If it has to be remote learning again, will be working with MCU on an agreement on how that will look. The goals will be for classes to meet daily so that students are not experiencing the same curriculum loss. With remote learning run the risk of not being able to cover the curriculum for the students to be prepared to move on after high school. Lots of iteration of schedules that are being looked into. One consideration being looked at when going back to live instruction with a school as large as this District probably a good likelihood every student will not be in the building at the same time, to start off. Unless some how the state government says that they are not bring student back to school until it can be every body in school. However, assuming we will have to figure out a way to hold instruction with less than 100% of students in the classroom, because unable to keep kids six feet apart in a classroom when there are thirty kids in a classroom. A few iterations have been looked into with areas to consider to ensure social distancing such as academic classes to PE, how would breakfast, lunches, dinners, work, passing periods, locker access, classroom arrangement, etc.

8.4. Associate Superintendent of Educational Program's Report: No report.

8.5. Chief Financial Officer's Report: No report.

8.6. Executive Director of Human Resources' Report: No report.

9. AUDIENCE COMMENTS ON ACTION ITEMS ONLY: None

10. Member Jaramillo-Flores motioned to approve the Consent Agenda. Member Kraft seconded the motion.

Ayes: Members Kraft, Pesek, Maldonado, Guzman Cundari, Manetti, Jr., Tomschin and Jaramillo-Flores

Nays: none

Abstain: none

Absent: Member Kelly

Motion carried.

10.1. Approval of Minutes

10.1.1. Closed Session

10.1.1.1. Regular Meeting: April 8, 2020

- 10.1.2. Open Session
 - 10.1.2.1. Regular Meeting: April 8, 2020
 - 10.1.2.2. Special Meeting: April 30, 2020

10.2. Approval of Payroll

- 10.2.1. Education: \$5,651,864.57
- 10.2.2. Building: \$678,802.89
- 10.2.3. Transportation: \$2,094.43

10.3. Approval of Bills for Payment

- 10.3.1. April 17, 2020: \$5,600.00
- 10.3.2. April 22, 2020: \$6,393.10
- 10.3.3. April 30, 2020: \$4,420.62
- 10.3.4. May 14, 2020a: \$405,785.28
- 10.3.5. May 14, 2020b: \$3,190,617.34

10.4. Approval of Personnel

10.4.1. Personnel Report

ADMINISTRATION

Claudia Fernandez Assistant Principal (transfer from Dean) West
Replacement for: Kristina Cavanaugh
 (transfer)
Effective: 07/01/2020

CERTIFIED STAFF

Colleen Clifford Special Education Teacher West
New Position
 Effective: *Start of the 2020-2021
 School Year*

Shannon Haberkorn Special Education Teacher FC
Replacement for: Megan Gary
 (transfer)
Effective: *Start of the 2020-2021
 School Year*

Christopher Hogan Special Education Teacher West
New Position
 Effective: *Start of the 2020-2021
 School Year*

Vivian Huang	Chinese Teacher New Position Effective: <i>Start of the 2020-2021 School Year pending reference checks</i>	East
Megan Kehoe	Special Education Teacher Replacement for: Anne Jaeger Effective: <i>Start of the 2020-2021 School Year</i>	East
James Nolan	Welding Teacher New Position Effective: <i>Start of the 2020-2021 School Year</i>	West
John Oreluk	Math Teacher (transfer from Alt. School) Replacement for: Jose Arreola (transfer) Effective: <i>Start of the 2020-2021 School Year</i>	FC

**NON-CERTIFIED
Maintenance**

Maximus Bernal	Substitute Custodian
Rachel Bonavolante	Substitute Custodian

**SUMMER EMPLOYMENT
Summer School**

Kelly Bartosz	Incomplete Lab Teacher	West
Priscilla Berry	Summer School Library Clerk	West
Andrew Boland	Incomplete Lab Teacher	West
Michael Casey	Incomplete Lab Teacher	West
Ana Castellanos	Incomplete Lab Teacher	West
Stefano Crancich	Incomplete Lab Teacher	West
Carolyn Cutean	Summer School Counselor	West
Eden Duke	Summer School Teacher	Alt
Dalton Elkins	Incomplete Lab Teacher	West
Desiree Galvez	Summer School Clerical	West
Lisa Litberg	Incomplete Lab Teacher	West
David Lopez	Incomplete Lab Teacher	West
Sarah Lorraine	Summer School Librarian	West
Malika Manouzi	Incomplete Lab Teacher	West
Kevin Melvin	Summer School Teacher	Alt
Courtney Miller	Incomplete Lab Teacher	West
Sara Moneypenny	Incomplete Lab Teacher	West
Perla Morales	Summer School Teacher Aide	Alt

Nina Naik	Incomplete Lab Teacher	West
Daniel O'Donnell	Incomplete Lab Teacher	West
Leslie Peknik	Incomplete Lab Teacher	West
Elizabeth Perez	Summer School Clerical	West
	Summer School Special Education	
Richard Robilotta	Teacher	Alt
Angelica Samata	Incomplete Lab Teacher	West
Hrisi Sandravelis	Summer School Dean	West
Diana Saucedo	Incomplete Lab Teacher Aide	FC
Enrique Yanez	Incomplete Lab Teacher Aide	West

Summer Bridge

Fernando Arratia	Summer Bridge Teacher Aide	FC
Wendy Baxter	Summer Bridge Teacher	West
Tara Chatteraj	Summer Bridge Teacher Aide	West
Alicia Cook	Summer Bridge Teacher	FC
Estefania Cortes	Summer Bridge Teacher	FC
Connie Diorio	Summer Bridge Teacher	West
Nestor Hernandez	Summer Bridge Teacher	FC
Patrick Higgins	Summer Bridge Teacher	FC
AnneMarie Madej	Summer Bridge Teacher	West
Diana Madrigal	Summer Bridge Teacher	West
Adeline Medina	Summer Bridge Teacher Aide	FC
Isabel Ramirez	Summer Bridge Teacher Aide	West
Denise Reiter	Summer Bridge Teacher	West
Mark Sujak	Summer Bridge Teacher	FC
Doris Tobin	Summer Bridge Teacher	FC
Shirley Trimborn	Summer Bridge Teacher	West

AP Seminar

Sean Arana	Teacher
Jose Arreola	Teacher
TJ Bongiorno	Teacher
Sherrie Brassard	Teacher
Jessica Gonzalez	Teacher
Carolina Hernandez	Teacher
Mercedes Ortiz-Rivera	Teacher
Brett Rush	Teacher
Evelyn Sorto	Teacher
Daniel Tondelli	Teacher
Erin Warskow	Teacher
Kamila Zarembo	Teacher

AP Boot Camps

	Teacher
Robert Como	Teacher
Stefano Crancich	Teacher

Patrick Gierut	Teacher
Barbara Kane	Teacher
Scott Katzberger	Teacher
Georgia MacDougal	Teacher
Jill O'Neill	Teacher
Kate Perek	Teacher
David Rose	Teacher
Timothy Teclaw	Teacher
Liliana Tinoco	Teacher
Brian White	Teacher

Temporary Summer Operations Help

Angela Duran	Temporary Summer Operations Help	West
Lucy Galvez	Temporary Summer Operations Help	FC
Debbie Hutchens	Temporary Summer Operations Help	East
Donna Jahiri	Temporary Summer Operations Help	West
Kevin Lopez	Temporary Summer Operations Help	FC
Normareli Martinez	Temporary Summer Operations Help	East
Mirian Medina	Temporary Summer Operations Help	East
Ana Olivo	Temporary Summer Operations Help	East
Valerie Palomares	Temporary Summer Operations Help	East
Beatriz Rangel	Temporary Summer Operations Help	FC
Adriana Vargas	Temporary Summer Operations Help	West
Maria Vargas	Temporary Summer Operations Help	FC
Adriana Villareal	Temporary Summer Operations Help	East

RETIREMENTS

Linda Cooney	Teacher Aide Effective: <i>End of the 2019-2020 School Year</i>	West
John Dorff	Special Education Teacher Effective: <i>End of the 2019-2020 School Year</i>	West
John Roach	Industrial Technology Teacher Effective: <i>End of the 2023-2024 School Year</i>	East

RESIGNATIONS

Troy Huber	Math Teacher Effective: <i>End of the 2019-2020 School Year</i>	West
Ronald O'Connor	CFO/Treasurer Effective: <i>06/30/2020</i>	District

INFORMATIONAL

Don Abernathy

Special Education Teacher
Offer Rescinded

FC

Releases

Employee #8983

Effective: 05/12/2020

- 10.5. **Approval of Student Travel:** None
- 10.6. **Approval of Board Travel and/or Expense Reimbursement in Accordance with Board Policy 2:125:** None
- 10.7. **Approval of Staff Travel and/or Expense Reimbursement in Accordance with Board Policy 5:60:** None
- 10.8. **Approval of Facility Requests:** None
- 10.9. **Approval of Contracts (Pending Final Legal Review and Negotiation [if necessary]):** None
- 10.10. **Approval to Bid or Quote:**
 - 10.10.1. Custodian Supplies
 - 10.10.2. Athletic Trainer Medical Supplies
 - 10.10.3. Athletic Trainers
- 10.11. **Approval of Bid Results:**
 - 10.11.1. Copy Paper
 - 10.11.2. PE Uniforms
 - 10.11.3. School Uniforms
- 10.12. **Approval to Purchase/Adoption of Textbooks**
 - 10.12.1. AP World History
 - 10.12.2. Sociology
- 10.13. **Approval of Donations**
 - 10.13.1. GoGo squeeZ Pouches
- 10.14. Approval of Destruction of Closed Session Audio Tapes for Periods November 8, 2017 thru October 10, 2018
- 10.15. Approval of Amended Timeline for Completion of Property Sale
- 11. **OLD BUSINESS:** None
- 12. **AUDIENCE COMMENTS:** None

13. **BOARD MEMBERS COMMENTS:** The Board congratulations to the student board members who will be attending Harvard in the fall. Student Board Member Maldonado shared that over the past year there has been concern with student mental health issues and asks to keep it in mind for the next year and look into ways to engage the students.

14. **DISCUSSION:**

14.1. IASB Invite to Submit Proposals

15. **CORRESPONDENCE:** None

16. **INFORMATIONAL ITEM:**

16.1. The next regular Board of Education Meeting will take place at the Morton District Office on Wednesday, June 10, 2020, starting at 4:30 p.m. and going directly into Closed Session. Open Session will begin at approximately 5:30 p.m.

17. **ADJOURNMENT**

At 5:54 p.m., Member Jaramillo-Flores moved to adjourn. Member Kraft seconded.

Ayes: Members Pesek, Manetti, Jr., Kraft, Cundari, Tomschin, Guzman, Maldonado and Jaramillo-Flores

Nays: none

Abstain: none

Absent: Member Kelly

Motion carried.

Jeffry Pesek, President

Date

Jessica Jaramillo-Flores, Secretary

Date

Check Nbr	Vendor Name	Check Date	Check Amount
225041	VISION CONSTRUCTION AND CONSUL	05/14/2020	97,253.77
1	Computer	Check(s) For a Total of	97,253.77

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	97,253.77
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	97,253.77
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	97,253.77

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
60	CAPITAL PROJ	0.00	0.00	97,253.77	97,253.77

Check Nbr	Vendor Name	Check Date	Check Amount
225206	RESERVE ACCOUNT	06/10/2020	50,000.00
1	Computer	Check(s) For a Total of	50,000.00

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	50,000.00
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	50,000.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	50,000.00

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	EDUCATION	0.00	0.00	50,000.00	50,000.00

Check Nbr	Vendor Name	Check Date	Check Amount
0	ABC-CLIO, LLC ***	06/10/2020	1,100.00
0	AFFILIATED CUSTOMER SERVICE IN	06/10/2020	4,272.50
0	BLUE CAB COMPANY ***	06/10/2020	1,218.00
0	BMI ***	06/10/2020	1,155.28
0	CASTLE CHEVROLET ***	06/10/2020	2,400.00
0	CINTAS 769 ***	06/10/2020	4,539.73
0	FOLLETT SCHOOL SOLUTIONS, INC	06/10/2020	1,770.92
0	FULLMER LOCKSMITH ***	06/10/2020	29.25
0	IDENTISYS, INC ***	06/10/2020	8,579.61
0	MAXIM HEALTHCARE SERVICES, INC	06/10/2020	2,502.75
0	RAMROD DISTRIBUTORS, INC***	06/10/2020	1,522.60
0	SCHOLASTIC MAGAZINES***	06/10/2020	1,803.78
0	SHERWIN-WILLIAMS***	06/10/2020	255.31
0	SOUTH SIDE CONTROL SUPPLY CO *	06/10/2020	1,744.45
0	SPECIALTY MAT SERVICE***	06/10/2020	444.97
0	SPORT SUPPLY GROUP INC - BSN S	06/10/2020	3,899.16
0	TEXTBOOK WAREHOUSE***	06/10/2020	8,863.25
0	TYCO INTEGRATED SECURITY LLC**	06/10/2020	4,268.86
0	UNITED RADIO COMMUNICATIONS***	06/10/2020	167.00
0	WILLIAM V MACGILL & CO***	06/10/2020	1,181.51
0	WORLD BOOK INC***	06/10/2020	2,315.25
21	Manual	Check(s) For a Total of	54,034.18

	21	Manual	Checks For a Total of	54,034.18
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	0	Computer	Checks For a Total of	0.00
Total For	21	Manual, Wire Tran, ACH & Computer	Checks	54,034.18
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	54,034.18

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	EDUCATION	0.00	0.00	37,515.58	37,515.58
20	OPER & MAINT	0.00	0.00	15,300.60	15,300.60
40	TRANSPORT	0.00	0.00	1,218.00	1,218.00

Check Nbr	Vendor Name	Check Date	Check Amount
225234	4IMPRINT, INC	06/11/2020	587.18
225235	AASPA	06/11/2020	225.00
225236	ACHIEVEMENT CENTERS, INC - Aca	06/11/2020	3,057.80
225237	ACOSTA JR, GABRIEL	06/11/2020	150.00
225238	ACOUSTIC SOUND PANELS CORP	06/11/2020	5,999.62
225239	Alfred G Ronan Ltd	06/11/2020	1,000.00
225240	Vendor Continued Check	06/11/2020	0.00
225241	Vendor Continued Check	06/11/2020	0.00
225242	Vendor Continued Check	06/11/2020	0.00
225243	ALGOR PLUMBING AND HEATING SUP	06/11/2020	13,587.59
225244	ALPHA BAKING	06/11/2020	2,077.85
225245	AMALGAMATED BANK OF CHICAGO	06/11/2020	1,325.00
225246	Vendor Continued Check	06/11/2020	0.00
225247	Vendor Continued Check	06/11/2020	0.00
225248	Vendor Continued Check	06/11/2020	0.00
225249	Vendor Continued Check	06/11/2020	0.00
225250	Vendor Continued Check	06/11/2020	0.00
225251	Vendor Continued Check	06/11/2020	0.00
225252	Vendor Continued Check	06/11/2020	0.00
225253	Vendor Continued Check	06/11/2020	0.00
225254	AMAZONCOM	06/11/2020	16,508.82
225255	AMICI TERRAZZO LLC	06/11/2020	36,300.00
225256	AMPERAGE ELECTRICAL SUPPLY, IN	06/11/2020	219.93
225257	ARREOLA, JOSE	06/11/2020	600.00
225258	Vendor Continued Check	06/11/2020	0.00
225259	ART FLO	06/11/2020	9,637.50
225260	ARTHUR, KIMBERLY MARIE	06/11/2020	381.65
225261	ARTHUR J. GALLAGHER RISK MANAG	06/11/2020	7,349.00
225262	ASBO INTERNATIONAL	06/11/2020	240.00
225263	Vendor Continued Check	06/11/2020	0.00
225264	AT & T	06/11/2020	16,936.45
225265	AT&T	06/11/2020	41,474.33
225266	BARBIERI, NOELIA	06/11/2020	212.50

Check Nbr	Vendor Name	Check Date	Check Amount
225267	BATTISTONI, MICHAEL	06/11/2020	600.00
225268	BECKER, MELODY	06/11/2020	497.89
225269	BELMARES, CYNTHIA L	06/11/2020	75.00
225270	BIAGI, ANNE	06/11/2020	81.80
225271	BLUEWIRE COMMUNICATIONS	06/11/2020	9,990.00
225272	BOZYK, JENNIFER	06/11/2020	126.00
225273	BRITTEN SCHOOL	06/11/2020	12,703.68
225274	BRODEUR, TIMOTHY	06/11/2020	600.00
225275	BROZOVIC, JOHN	06/11/2020	86.00
225276	BRUNELLE, SUSAN A	06/11/2020	158.10
225277	Vendor Continued Check	06/11/2020	0.00
225278	BSA BUILDING SERVICES OF AMERI	06/11/2020	17,040.61
225279	Vendor Continued Check	06/11/2020	0.00
225280	BURKE, MARY	06/11/2020	1,794.97
225281	CABRERA, NYDIA M	06/11/2020	2,400.00
225282	CARBONDALE COMMUNITY HIGH SCHO	06/11/2020	1,064.00
225283	CASEY, MICHAEL	06/11/2020	600.00
225284	CAVANAUGH, KRISTINA JO	06/11/2020	128.01
225285	CDW GOVERNMENT	06/11/2020	62,214.00
225286	CHAPMAN, CONNIE	06/11/2020	117.99
225287	CHICAGO LIGHTHOUSE	06/11/2020	7,167.80
225288	CHILDREN'S CENTER OF CICERO-BE	06/11/2020	33,941.48
225289	Clearview Plumbing & Sewer, In	06/11/2020	301.18
225290	CLIC - ISDLAF PLUS - COLLECTIV	06/11/2020	448,385.50
225291	COLLEGE ENTRANCE EXAMINATION B	06/11/2020	1,415.70
225292	COLLINS, JOSEPH	06/11/2020	213.80
225293	COM ED	06/11/2020	4,825.07
225294	COMCAST	06/11/2020	501.40
225295	Vendor Continued Check	06/11/2020	0.00
225296	Commercial Specialties Inc	06/11/2020	14,927.00
225297	COTG	06/11/2020	81,266.00
225298	CRONIN, KEVIN	06/11/2020	86.00
225299	DECKER, INC	06/11/2020	337.79

Check Nbr	Vendor Name	Check Date	Check Amount
225300	DEECE AUTOMOTIVE	06/11/2020	280.00
225301	DEL GALDO LAW GROUP LLC	06/11/2020	2,231.25
225302	DELEHANTY, EMILY	06/11/2020	30.08
225303	DIRECT FITNESS SOLUTIONS, LLC	06/11/2020	135.00
225304	DOMINICK, ELIZABETH	06/11/2020	81.80
225305	DORTA, MADELIN	06/11/2020	600.00
225306	EASTER SEALS METROPOLITAN CHIC	06/11/2020	43,254.07
225307	EBSCO PUBLISHING COMPANY	06/11/2020	1,115.61
225308	EDWARD DON & COMPANY	06/11/2020	536.77
225309	ELIM CHRISTIAN SCHOOL	06/11/2020	17,883.40
225310	ELKINS, DALTON	06/11/2020	600.00
225311	Vendor Continued Check	06/11/2020	0.00
225312	ENGIE RESOURCES, LLC	06/11/2020	51,008.70
225313	FED EX	06/11/2020	29.86
225314	FIRST BOOK	06/11/2020	1,554.16
225315	FORECAST5 ANALYTICS	06/11/2020	17,822.00
225316	Vendor Continued Check	06/11/2020	0.00
225317	FRONTLINE TECHNOLOGIES GROUP L	06/11/2020	41,214.71
225318	FULLER, ALYSSA	06/11/2020	600.00
225319	GACEK, SYLVIA	06/11/2020	600.00
225320	GALE / CENGAGE LEARNING	06/11/2020	1,850.70
225321	GAMBOA, NIKI	06/11/2020	2,400.00
225322	Vendor Continued Check	06/11/2020	0.00
225323	GEM ELECTRIC SUPPLY, INC	06/11/2020	1,324.88
225324	GENESIS TECHNOLOGIES, INC	06/11/2020	7,485.00
225325	GIANT STEPS ILLINOIS INC	06/11/2020	31,672.05
225326	GLENOAKS NORTH - THERAPEUTIC D	06/11/2020	5,961.30
225327	GORDON, DEANNA	06/11/2020	600.00
225328	Vendor Continued Check	06/11/2020	0.00
225329	GORDON FOOD SERVICE, INC.	06/11/2020	90,071.34
225330	GRAINGER	06/11/2020	7,250.00
225331	GRAPHIC VISION	06/11/2020	3,580.92
225332	GRECO AND SONS INC	06/11/2020	4,816.85

Check Nbr	Vendor Name	Check Date	Check Amount
225333	GUIDING LIGHT AUTISM ACADEMY	06/11/2020	8,231.04
225334	Vendor Continued Check	06/11/2020	0.00
225335	Vendor Continued Check	06/11/2020	0.00
225336	GUNTY, JOSEPH	06/11/2020	286.76
225337	HAYES MECHANICAL	06/11/2020	1,298.00
225338	Health Care Service Corporatio	06/11/2020	70.27
225339	HELPING HAND CENTER	06/11/2020	13,315.96
225340	HERNANDEZ, ROSALBA	06/11/2020	81.80
225341	HINSDALE TWP HIGH SCHOOL DISTR	06/11/2020	3,454.00
225342	HOSLEY, JASMINE	06/11/2020	81.80
225343	ILLINOIS DEPARTMENT OF REVENUE	06/11/2020	23.00
225344	ILLINOIS ASSOC OF SCHOOL BUSIN	06/11/2020	75.00
225345	ILLINOIS SCHOOL FOR THE DEAF	06/11/2020	318.50
225346	ILLINOIS SCHOOL SERVICES, INC	06/11/2020	308.00
225347	ILLINOIS TAMALE COMPANY	06/11/2020	8,191.80
225348	INFINITY TRANSPORTATION MANAGE	06/11/2020	1,015.00
225349	J. AVE DEVELOPMENT	06/11/2020	420.00
225350	JAIMES, MARIA	06/11/2020	212.50
225351	JEWISH CHILD AND FAMILY SERVIC	06/11/2020	5,296.44
225352	JIMMY JOHN'S	06/11/2020	119.22
225353	JnR SAFETY, INC	06/11/2020	423.00
225354	JOE RIZZA FORD OF ORLAND PARK	06/11/2020	15,030.39
225355	JOHNSON CONTROLS FIRE PROTECTI	06/11/2020	36,339.00
225356	Vendor Continued Check	06/11/2020	0.00
225357	Vendor Continued Check	06/11/2020	0.00
225358	Vendor Continued Check	06/11/2020	0.00
225359	Vendor Continued Check	06/11/2020	0.00
225360	KAGAN & GAINES MUSIC CO INC	06/11/2020	3,124.33
225361	KARADIMOS, MARK D	06/11/2020	600.00
225362	KEEFE, PATRICIA	06/11/2020	81.80
225363	KELLY COLGAN, KATHLEEN	06/11/2020	400.00
225364	KIEFFER, ZACHARY	06/11/2020	42.78
225365	KORBAKIS, PERRY	06/11/2020	343.44

Check Nbr	Vendor Name	Check Date	Check Amount
225366	KOZLOWSKI, NATALIE	06/11/2020	600.00
225367	LADUKE, NATALIE	06/11/2020	45.00
225368	LAFORCE, INC.	06/11/2020	14,036.00
225369	Vendor Continued Check	06/11/2020	0.00
225370	LAKE-COOK DISTRIBUTORS INC	06/11/2020	57,377.06
225371	Vendor Continued Check	06/11/2020	0.00
225372	Vendor Continued Check	06/11/2020	0.00
225373	Vendor Continued Check	06/11/2020	0.00
225374	Vendor Continued Check	06/11/2020	0.00
225375	LAKEVIEW BUS LINES, INC	06/11/2020	784,726.66
225376	LANGUAGE TESTING INTERNATIONAL	06/11/2020	435.00
225377	LINDEN OAKS TUTORING SERVICE	06/11/2020	124.80
225378	LINDEN OAKS	06/11/2020	499.20
225379	LITTLE FRIENDS, INC	06/11/2020	4,807.92
225380	LOPEZ, BRENDA	06/11/2020	600.00
225381	LOPEZ, DAVID	06/11/2020	69.56
225382	MADRIGAL, DIANA	06/11/2020	505.96
225383	MALONEY, MARY	06/11/2020	81.80
225384	Vendor Continued Check	06/11/2020	0.00
225385	Vendor Continued Check	06/11/2020	0.00
225386	MARKLUND CHILDREN'S HOME	06/11/2020	69,260.88
225387	Vendor Continued Check	06/11/2020	0.00
225388	MC CLOUD SERVICES	06/11/2020	3,130.78
225389	MCMAHON, JOSH	06/11/2020	739.93
225390	MENDOZA, ELIZABETH	06/11/2020	600.00
225391	MENTA ACADEMY HILLSIDE	06/11/2020	35,296.20
225392	MENTA ACADEMY OAK PARK	06/11/2020	17,872.05
225393	Vendor Continued Check	06/11/2020	0.00
225394	MENTA ACADEMY MIDWAY	06/11/2020	25,056.10
225395	MICROSOFT CORPORATION- PROFESS	06/11/2020	4,502.94
225396	MICROSOFT CORPORATION	06/11/2020	1,149,977.00
225397	MONACO, JAMES	06/11/2020	200.00
225398	MONTALVO, VANESSA	06/11/2020	600.00

Check Nbr	Vendor Name	Check Date	Check Amount
225399	MOOTZ, TERRANCE	06/11/2020	215.00
225400	MULLER-PINEHURST DAIRY INC	06/11/2020	13,156.65
225401	MULLEN, WENDY	06/11/2020	70.00
225402	MUSIC THEATRE INTERNATIONAL	06/11/2020	1,900.00
225403	National French Contest	06/11/2020	215.25
225404	Vendor Continued Check	06/11/2020	0.00
225405	NEW HORIZON CENTER FOR THE	06/11/2020	92,774.80
225406	NEXT DAY PLUS	06/11/2020	1,305.36
225407	Vendor Continued Check	06/11/2020	0.00
225408	Vendor Continued Check	06/11/2020	0.00
225409	Vendor Continued Check	06/11/2020	0.00
225410	NICOR GAS	06/11/2020	11,656.65
225411	NOODLE TOOLS, INC.	06/11/2020	1,593.00
225412	Vendor Continued Check	06/11/2020	0.00
225413	Vendor Continued Check	06/11/2020	0.00
225414	NORTHERN ILLINOIS ACADEMY	06/11/2020	8,457.86
225415	O'CONNOR, RONALD	06/11/2020	124.50
225416	Vendor Continued Check	06/11/2020	0.00
225417	Vendor Continued Check	06/11/2020	0.00
225418	Vendor Continued Check	06/11/2020	0.00
225419	OFFICE DEPOT	06/11/2020	3,729.27
225420	OLSSON ROOFING COMPANY, INC	06/11/2020	117,236.00
225421	OMNI-PUMP REPAIRS, INC	06/11/2020	10,250.00
225422	ORTIZ-RIVERA, MERCEDES	06/11/2020	600.00
225423	OSTAPCZUK, LYNN	06/11/2020	123.40
225424	Vendor Continued Check	06/11/2020	0.00
225425	Vendor Continued Check	06/11/2020	0.00
225426	PAISANS PIZZA	06/11/2020	1,531.07
225427	PERFORMANCE FOODSERVICE-CHICAG	06/11/2020	1,790.46
225428	PEROTTI, SAMANTHA E	06/11/2020	750.00
225429	PERRYMAN, MICHELLE	06/11/2020	600.00
225430	POTTS, CHRISTOPHER D	06/11/2020	200.00
225431	PRECISION ELECTRICAL SERVICES	06/11/2020	3,600.00

Check Nbr	Vendor Name	Check Date	Check Amount
225432	PROGRESSIVE PEDIATRICS THERAPY	06/11/2020	156.25
225433	PROQUEST LLC	06/11/2020	1,775.00
225434	PUSTELNIK, JENNIFER	06/11/2020	600.00
225435	QUEST FOOD MANAGEMENT SERVICES	06/11/2020	12,099.25
225436	QUILL CORPORATION	06/11/2020	115.21
225437	RAMIREZ, ERIC	06/11/2020	200.00
225438	Vendor Continued Check	06/11/2020	0.00
225439	RICHMOND ELECTRIC CO	06/11/2020	66,182.00
225440	RILEY, PATRICK	06/11/2020	225.00
225441	ROACH, JOHN	06/11/2020	1,489.16
225442	ROCKFORD BOARD OF EDUCATION	06/11/2020	1,000.09
225443	RODRIGUEZ, ANGELICA B	06/11/2020	215.00
225444	RODRIGUEZ, RAQUEL A	06/11/2020	600.00
225445	RYMARK, LINDSEY D	06/11/2020	600.00
225446	SALGADO, ENRIQUE	06/11/2020	42.78
225447	SAM'S CLUB DIRECT	06/11/2020	19.92
225448	SANDOVAL, SOFIA	06/11/2020	600.00
225449	SANTA INES BAKERY	06/11/2020	275.00
225450	SCHULER, LORI	06/11/2020	95.63
225451	SEAL OF ILLINOIS INC	06/11/2020	21,698.95
225452	SEAL SOUTH INC	06/11/2020	12,856.35
225453	SEMENSKE, ANNE	06/11/2020	213.80
225454	SENTINEL TECHNOLOGIES INC	06/11/2020	625.00
225455	SHAW MEDIA	06/11/2020	63.10
225456	SHOREWOOD HOME AND AUTO	06/11/2020	834.00
225457	Vendor Continued Check	06/11/2020	0.00
225458	SIGNCO, INC.	06/11/2020	10,365.00
225459	SKUBAL, SAMANTHA M	06/11/2020	225.00
225460	SOARING EAGLE ACADEMY	06/11/2020	8,777.80
225461	SORTO, EVELYN	06/11/2020	600.00
225462	SOSA, REBECCA	06/11/2020	162.02
225463	SPECIAL EDUCATION SYSTEMS, INC	06/11/2020	13,678.24
225464	SPRINT	06/11/2020	18,362.00

Check Nbr	Vendor Name	Check Date	Check Amount
225465	STARSHIP	06/11/2020	261.25
225466	SUN LIFE ASSURANCE CO. OF CANA	06/11/2020	5,617.34
225467	SUNBELT STAFFING	06/11/2020	1,400.00
225468	SUNDEK OF ILLINOIS INC	06/11/2020	14,500.00
225469	SVOBODA, SARA	06/11/2020	3,000.00
225470	TABCO ENTERPRISES dba	06/11/2020	4,000.00
225471	TEACHERS RETIREMENT SYSTEM	06/11/2020	20,557.59
225472	TEE JAY SERVICE COMPANY, INC.	06/11/2020	2,810.00
225473	THE CENTER/IRC	06/11/2020	2,500.00
225474	THE HOME DEPOT PRO	06/11/2020	302.88
225475	THE IRIS COMPANIES	06/11/2020	1,371.00
225476	THE MEMORY PROJECT, INC	06/11/2020	375.00
225477	Vendor Continued Check	06/11/2020	0.00
225478	THERMOSYSTEMS	06/11/2020	296,592.00
225479	TOOLS FOR SCHOOLS	06/11/2020	120.00
225480	TRUESDALE, TIMOTHY	06/11/2020	2,118.89
225481	TRUGREEN AND ACTION PEST CONTR	06/11/2020	985.00
225482	TURING TUMBLE LLC	06/11/2020	195.89
225483	TWIN SUPPLIES, LTD	06/11/2020	4,020.66
225484	UNIVERSITY OF ILLINOIS	06/11/2020	1,000.00
225485	Upland Software, Inc.	06/11/2020	55,187.30
225486	URBANEK, TOMASZ	06/11/2020	600.00
225487	VALLEY BUSINESS MACHINES	06/11/2020	1,192.50
225488	VARGAS, ROGER	06/11/2020	79.98
225489	VERIZON WIRELESS	06/11/2020	4,651.80
225490	VERIZON CONNECT NWF INC	06/11/2020	65.80
225491	VESPER, KEVIN	06/11/2020	75.00
225492	VETERANS FLOORS INC.	06/11/2020	11,930.00
225493	VIOLET FLOWER SHOP, INC	06/11/2020	165.38
225494	Vendor Continued Check	06/11/2020	0.00
225495	VISION CONSTRUCTION AND CONSUL	06/11/2020	913,909.09
225496	WASHBURN MACHINERY, INC.	06/11/2020	236.50
225497	WASKI, JOSEPH A	06/11/2020	600.00

Check Nbr	Vendor Name	Check Date	Check Amount
225498	Vendor Continued Check	06/11/2020	0.00
225499	WASTE MANAGEMENT	06/11/2020	3,764.53
225500	Vendor Continued Check	06/11/2020	0.00
225501	WEAVER CONSULTANTS GROUP	06/11/2020	25,807.20
225502	WEIS, RENEE	06/11/2020	298.00
225503	WEST 40	06/11/2020	330.00
225504	WEVIDEO, INC	06/11/2020	1,034.00
225505	WISCO	06/11/2020	34,314.78
225506	WITTERSHEIM, CAROLYN	06/11/2020	669.56
225507	ZALE, KAITLYN	06/11/2020	600.00
225508	Zero db Audio Corp	06/11/2020	19,479.54
225509	ZHANG, KELLY	06/11/2020	666.96
276	Computer	Check(s) For a Total of	5,352,452.35

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	276	Computer	Checks For a Total of	5,352,452.35
Total For	276	Manual, Wire Tran, ACH & Computer	Checks	5,352,452.35
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	5,352,452.35

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	EDUCATION	0.00	1,448.00	2,661,068.49	2,662,516.49
15	INS RESERVE	0.00	70.27	0.00	70.27
20	OPER & MAINT	0.00	0.00	672,852.06	672,852.06
30	BOND & INT	0.00	0.00	1,325.00	1,325.00
40	TRANSPORT	0.00	0.00	808,629.44	808,629.44
60	CAPITAL PROJ	0.00	0.00	1,034,754.92	1,034,754.92
90	LIFE SAFETY	0.00	0.00	172,304.17	172,304.17

Hearing Officer Report

June 10, 2020

Good Evening members of the Board. I have the following item to present for your approval:

Under the Consent Agenda:

Item 11.4 – Approval of Student Discipline

ID Number	Recommendation
411184	Placement at the Morton Alternative School for the first semester of the 20-21 school year in lieu of any other disciplinary action at this time.
420274	Placement at the Morton Alternative School for the 20-21 and the 21-22 school year in lieu of any other disciplinary action at this time.
423411	Placement at the Morton Alternative School for the 20-21 school year and successful completion of counseling program in lieu of any other disciplinary action at this time.
423451	Placement at the Morton Alternative School for the first semester of the 20-21 school year in lieu of any other disciplinary action at this time.
412141	Expulsion without services for the remainder of 2019-2020 school year and first semester of 2020-2021 school year.



J. STERLING MORTON HIGH SCHOOL DISTRICT 201
5801 W. CERMAK ROAD • CICERO, ILLINOIS 60804
PHONE: 708-780-2800 • FAX: 708-222-3089
DR. TIM TRUESDALE, SUPERINTENDENT

MEMO TO: Board of Education

FROM: Kathleen Kelly Colgan
 Executive Director of Human Resources

DATE: June 10, 2020

SUBJECT: Personnel Report

I present the following personnel recommendations for your approval. Supporting documents are available upon request.

ADMINISTRATION		
Ricardo Garcia	Director of Social Science and Fine Arts (transfer)	District
	Replacement for: Karen O'Connor	
	Effective: 07/01/2020	
CERTIFIED STAFF		
Christopher Buechner	Social Science Teacher	FC
	Replacement for: Jamie Hall	
	Effective: Start of the 2020-2021 School Year	
Tara Chatteraj	Math Teacher	Alt
	Replacement for: John Oreluk (transfer)	
	Effective: Start of the 2020-2021 School Year	
Estefania Cortes	Special Education Teacher (transfer)	East
	Replacement for: Irena Belos	
	Effective: Start of the 2020-2021 School Year	
Amal Ghanimah	Visual Arts Teacher	West
	New Position	
	Effective: Start of the 2020-2021 School Year	
Sean Hasso	Social Science Teacher	FC
	Replacement for: Venetia Poulos	
	Effective: Start of the 2020-2021 School Year	
Michael Howitz	Math Teacher	West
	Replacement for: Troy Huber	

	Effective: Start of the 2020-2021 School Year	
Angela Marino	Special Education Teacher	FC
	Replacement for: Megan Gary (transfer)	
	Effective: Start of the 2020-2021 School Year	
Jesenia Meza	ELL Teacher	East
	Replacement for: Jason Escamilla	
	Effective: Start of the 2020-2021 School Year	
Edith Mendez	Visual Arts Teacher	West
	New Position	
	Effective: Start of the 2020-2021 School Year	
Robert Morrissey	Social Science Teacher	FC
	Replacement for: Gina Duran (transfer)	
	Effective: Start of the 2020-2021 School Year	
Elliott Pollack	Math Teacher	FC
	Replacement for: Patrick Higgins	
	Effective: Start of the 2020-2021 School Year	
Alexandra Zamora	Science Teacher	Alt
	Replacement for: Ann Banaszak	
	Effective: Start of the 2020-2021 School Year	
Lead Teachers for the 2020-2021 School Year		
Sean Arana	ML/EL Lead Teacher	West
Brandy Bailey	English Language Arts Lead Teacher	West
Laura Belter	CTE Lead Teacher	East
Ana Bienasz	English Language Arts Lead Teacher	FC
Tracey Bornheim	PE/Health Lead Teacher	West
Dawn Buford	Special Education Lead Teacher	FC
James Conley	Social Science Lead Teacher	FC
Mikki Crespo	Fine Arts Lead Teacher	East
Jonathan Depke	Science Lead Teacher	East
Benjamin Dobes	Math Lead Teacher	FC
James Dobrzanski	Math Lead Teacher	East
Eden Duke	Alternative School Lead Teacher	Alt
Nikki Gamboa	Science Lead Teacher	FC
Megan Gary	PE/Health Lead Teacher	FC
Justin Jacobek	Social Science Lead Teacher	West
Alberto Jaquez	ML/EL Lead Teacher	FC
Katie Kuhn	CTE Lead Teacher	West

Malika Manouzi	PE/Health Lead Teacher	East
Emma Melero Juarez	ML/EL Lead Teacher	East
Jill O'Neill	Math Lead Teacher	West
Lawrence Pearce	Fine Arts Lead Teacher	West
Christine Prendiville	Special Education Lead Teacher	West
Jane Smith	Special Education Lead Teacher	East
Laurie Stokes	Science Lead Teacher	West
Mark Sujak	English Language Arts Lead Teacher	East
Brian White	Social Science Lead Teacher	East
NON-CERTIFIED		
Security		
Jose Luis Camacho	12 Month Full Time Security (Leave Coverage, transfer from 10 Month)	FC
	Coverage for: Doreen Martinucci	
	Effective: 06/10/2020	
Scott Collins	10 Month Full Time Security (transfer from Part Time)	East
	Replacement for: Ronald Heaver	
	Effective: Start of the 2020-2021 School Year	
Food Service		
Mary Abernathy	Full Time Food Service (transfer from Part Time)	East
	Effective: 08/13/2020	
Margarita Fernandez	Full Time Food Service (transfer from Part Time)	East
	Effective: 08/13/2020	
SUMMER EMPLOYMENT		
Arthur Mantucca	Summer Security	West
Jose Cruz Samaniego	Summer Security	West
Summer School		
Brandy Bailey	Summer School Teacher	
Kelly Bartosz	Summer School Teacher	
Courtney Bay	Summer School Teacher	
Irena Belos	Summer School Teacher	
Priscilla Berry	Summer School Library Clerk	
Sherrie Brassard	Summer School Teacher	
Ana Castellanos	Summer School Teacher	
Robert Como	Summer School Teacher	
Madelin Dorta	Summer School Teacher	

Cassandra Drummond	Summer School Teacher	
Alyssa Fuller	Summer School Teacher	
Sylvia Gacek	Summer School Teacher	
Pauline Gumin	Summer School Teacher	
Divenderjit Hundal	Summer School Teacher	
Katherine Kennedy	Summer School Teacher	
Heidi Keske	Summer School Teacher	
Zachary Kieffer	Summer School Teacher	
Yvette Kirby	Summer School Teacher	
Kevin Krizizke	Summer School Teacher	
Katie Kuhn	Summer School Teacher	
Peter Kula	Summer School Teacher	
Susan Levine	Summer School Teacher	
Michael McGlennon	Summer School Teacher	
Courtney Miller	Summer School Teacher	
Nathaniel Moore	Summer School Teacher	
Robert Murphy	Summer School Teacher	
Daniel O'Donnell	Summer School Teacher	
Leslie Peknik	Summer School Teacher	
Michelle Perryman	Summer School Teacher	
Kerry Pozulp	Summer School Teacher	
Bradley Reid	Summer School Teacher	
Raquel Rodriguez	Summer School Teacher	
Joel Ruvalcaba	Summer School Teacher	
Angelica Samata	Summer School Teacher	
Ola Samrah	Summer School Teacher	
Sofia Sandoval	Summer School Teacher	
Margaret Stefano	Summer School Teacher	
Mark Stoch	Summer School Teacher	
David Waldron	Summer School Teacher	
Enrique Yanez	Summer School Teacher	
Extended School Year (ESY)		
Daniel Anzilotti	Teacher	
William Bloom	Teacher	
Jennifer Bozyk	Teacher	
Michaelina Considine	Teacher	
William Delmonico	Teacher	
William Fillyaw	Teacher	
Ellen Hardy	Teacher	
Michael Hasler	Teacher	
Joseph Helton	Teacher	
Tiffany Kiaupa	Teacher	
Margaret Marti	Teacher	

Robert Organ	Teacher	
Ryan Pattison	Teacher	
Joshua Scaletta	Teacher	
AP Seminar		
Xiomara Guerrero	Teacher	
Liliana Tinoco	Teacher	
Kaitlyn Zale	Teacher	
AP Boot Camps		
Robert Anderson		
Emily Delehanty	Teacher	
Deanna Gordon	Teacher	
Xiomara Guerrero	Teacher	
Janin Huerta	Teacher	
Eileen McCormack	Teacher	
Jordan Smith	Teacher	
Kelly Zhang	Teacher	
Tianya Zhao	Teacher	
Summer Learning Facilitators		
Aimee Dayhoff	Summer Learning Facilitator	
Kerry Pozulp	Summer Learning Facilitator	
Mark Sujak	Summer Learning Facilitator	
Temporary Summer Operations Help		
Chanel Mendoza		West
Lilia Ramirez		West
Summer Bookstore Help		
Elizabeth Arroyo		East
Maria Calvillo		East
Jesenia Jimenez		FC
Esperanza Johnson		East
Blanca Lopez		FC
Martina Magallanes		West
Areli Ramirez		West
Ricardo Rodriguez		West
Vanessa Rodriguez		West
Joseph Starr Jr.		West
Ana Varela		East
TSI		
Alondra Aguilar		

Jacob Blair	Summer Internship	
Joel De La Torre		
Samuel Donohue		
Fernanda Garcia		
Andres Grajeda		
Adolfo Lopez		
Petr Novak		
Robert Olvera		
Sergio Rodriguez		
Mayra Salazar		
Gabriel Salas		
RESIGNATIONS		
Francisco Achurra	Special Education Teacher	FC
	Effective: End of the 2019-2020 School Year	
Sarah Alcauter	Teacher Aide	East
	Effective: End of the 2019-2020 School Year	
Janelly Corona	Community Outreach Coordinator	District
	Effective: 05/29/2020	
Patrick Higgins	Math Teacher	FC
	Effective: End of the 2019-2020 School Year	
INFORMATIONAL ONLY		
Jose Arreola	AP Seminar Teacher	
	Offer Declined	
Shannon Haberkorn	Special Education Teacher	East
	Offer Declined	
Liliana Tinoco	AP Boot Camp Teacher	
	Offer Declined	

**J. Sterling Morton High School #201
Board of Education Meeting
Date: 6/10/2020**

Agenda Location: Contract

Submitted By: Ron O'Connor, CFO

A. EDUCATIONAL IMPACT STATEMENT

Prasino Engineering will review the HVAC system at Morton East to ensure that students have a comfortable learning environment.

B. SCHOOL IMPROVEMENT GOAL STATEMENT

N/A

C. STATUTE, BOARD POLICY OR RULE STATEMENT

All contracts for supplies, materials, or work involving expenditures in excess of \$25,000 shall be made in accordance with the State law bidding procedure, unless specifically exempted. Under (105 ILCS 5/10-20.21) (ix), one exemption is on contracts for the purchase of natural gas when the cost is less than that offered by a public utility. However, the District uses best practice by engaging in proposals with multiple vendors, even if there are exemptions to the state procurement law. Contracts will be awarded by the Board of Education at an official meeting.

D. FISCAL IMPACT STATEMENT

COST: \$33,200 with \$9,100 for Alternate 1 if chosen

SOURCE: District

E. SUPERINTENDENT GOALS (Check all that apply)

ACCOUNTABILITY

ENHANCED LEARNING OPPORTUNITIES

ENSURE PARENTS AND THE COMMUNITY ARE ACTIVE PARTNERS IN THE PROCESS

PROVIDE SAFE AND WELL-MAINTAINED SCHOOLS TO ENHANCE LEARNING

RUN AN EFFICIENT BUSINESS OPERATION

F. IMPLEMENTATION AND ASSESSMENT PLAN

Prasino Engineering has been recommended by FGM Architects to be the District's commissioning agent. Their role is to test the performance of Morton East's HVAC system and find opportunities to make repairs, adjustments, and corrections. The scope of work is within the East Capital Improvements 2020 project. The proposal includes commissioning of 100% of the equipment/systems

associated with this project. The alternate portion of the contract includes verifications of training, warranties, and other requirements.

ADMINISTRATION'S RECOMMENDATION

I recommend the Board of Education approve of the Prasino Engineering contract as presented.



Proposal for Professional Services

Commissioning

Morton East High School - Capital Improvements 2019

Cicero, Illinois

Version 5.0 - Revised April 21, 2020

Date: April 21, 2020
Project: Morton East High School – Capital Improvements 2020
Owner: J. Sterling Morton High School District
Service: Professional Services - Commissioning
Client: J. Sterling Morton High School District 201
Attention: Ron O’Connor, CSBO
Chief Financial Officer/Treasurer

Dear Mr. O’Connor:

We appreciate the opportunity to provide the commissioning services being sought as part of the Morton East High School – Capital Improvements 2020 project located in Cicero, Illinois. Per discussions with FGM Architects, we understand that the District would like a proposal for the commissioning of 100% of the equipment/systems associated with this project.

Enclosed is our proposal for professional commissioning services document. Please note, this proposal has been revised to account for the revised equipment list to be included as part of Base Bid #1 per documents received from FGM Architects and subsequent discussions with Amsco. Any testing associated with the equipment included as part of Base Bid #2 is not accounted for within and would be considered an additional service.

We look forward to partnering with you and your team to optimize design, construction, and operations as well as maximize your return on investment through our services.

Please feel free to contact me at 708.715.3844 or at John.Farsatis@prasinoeng.com at your convenience with any questions regarding this document.

Respectfully,

PRASINOENGINEERING



John Farsatis, P.E.
Principal | Managing Member

Table of Contents

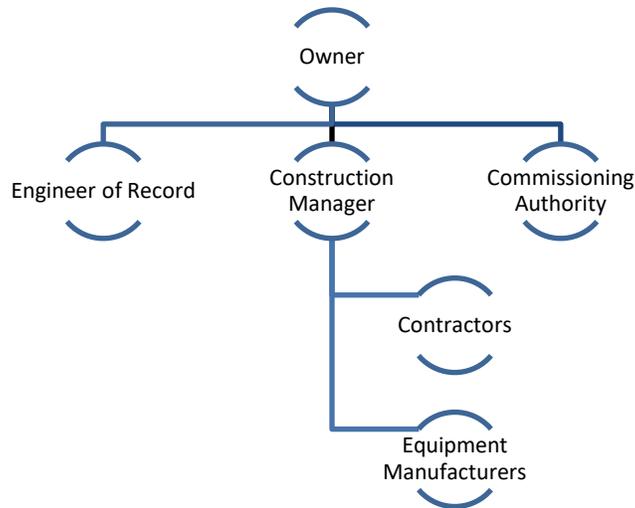
Project Description 1
Commissioning Team 1
Project Approach 1
Project Organizational Chart 2
Anticipated Project Utilization 2
Project Key Team Resumes 2
Relevant Experience 7
Qualifications 14
Base Commissioning Scope of Work 15
 Mechanical Systems 15
 Lighting Controls 15
Additional Recommended Commissioning Services 18
 Add Alt #1: Enhanced Commissioning Services 18
Detailed Exceptions 19
Proposed Fee 21
Direct Costs 21
Rate Schedule 21
Standard Terms & Conditions 22
Signature & Acceptance 27

Project Description

J. Sterling Morton High School District 201, herein referred to as “Owner”, is executing capital improvements at Morton East High School located within Cicero, Illinois. The Owner is seeking commissioning services from qualified firms in accordance with the project documents.

Commissioning Team

Prasino Engineering, LLC believes in an integrated approach to the project with close interaction and coordination with the Owner and Project Team. The Commissioning Team shall be comprised of representatives of specific teams associated with the project. The following outlines suggest organizational chart for the commissioning process.

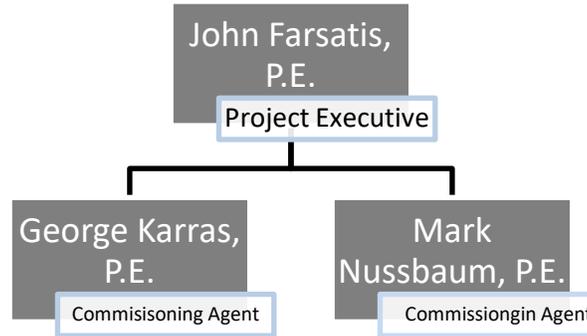


Project Approach

Prasino Engineering, LLC approaches commissioning projects in a phased sequence with integration of the Commissioning Team through design and construction leading up to the functional performance testing by the CxA. We will closely coordinate all commissioning activities to occur concurrent with logical construction sequences to minimize disruption to the project and maximize opportunity to make repairs, corrections or adjustments as required following functional performance testing. We are committed to the successful delivery of the overall project to the Owner and shall coordinate with necessary Commissioning Team members to resolve issues to the satisfaction of the Owner.

Project Organizational Chart

Prasino Engineering, LLC operates as a team comprised of members with various backgrounds, years of valuable experience and combining many different talents to provide premier service to your project. The following chart outlines how our internal project team will be organized. This team shall be referenced to as the Commissioning Authority for the purposes of this proposal and project.



Anticipated Project Utilization

Provided below is the anticipated key staff utilization for this project. These individuals will be assigned to this project as needed through the Level III, Level IV, and Level V commissioning stages of this project. In addition, the individual who will serve as the project executive and lead commissioning authority has been identified.

Anticipated Key Staff Project Utilization		
Team Member	Role	Responsibilities
John Farsatis, P.E.	Project Executive / Commissioning Authority	Project Management Electrical Systems Cx
George Karras, P.E.	Commissioning Agent	Electrical Systems Cx Mechanical Systems Cx
Mark Nussbaum, P.E.	Commissioning Agent	Mechanical Systems Cx

Project Key Team Resumes

Provided below are the resumes identifying relevant project experience for key commissioning authority team members identified for this project. These individuals each have relevant experience in the commissioning tasks required for this project (e.g. design reviews, specification writing, commissioning management, troubleshooting, test writing, test execution, energy management, sustainable design, etc.). More detailed resumes of project experience are available upon request.

John Farsatis, P.E.



Electrical engineer whose work has involved preliminary engineering studies, design, commissioning and construction services in the areas of medium voltage and low voltage power distribution, intelligent transportation systems (ITS), supervisory control and data acquisition (SCADA), roadway lighting, airport lighting, interior lighting, and lighting control. Project experience includes mission critical, healthcare, higher education, K-12 education, wastewater treatment, roadway, highway, airport, commercial, industrial, and railroad facilities.

Additionally, experienced in project management, asset management, disaster recovery operations with the U.S. Department of Homeland Security Federal Emergency Management Agency (FEMA), and construction management.

Years of Experience: 18

Education:

BS, Electrical Engineering, Milwaukee School of Engineering, 2002

Registrations:

Professional Engineer, Colorado
Professional Engineer, Illinois
Professional Engineer, Indiana
Professional Engineer, Michigan
Professional Engineer, Minnesota
Professional Engineer, Ohio
Professional Engineer, Wisconsin

Experience:

Mission Critical
Higher Education
K-12 Education
Commercial Office
Government
Healthcare
Industrial
Religious
Transportation
Aviation
Disaster Recovery
Asset Management
Water/Wastewater
Construction Management

Relevant Project Experience

J. Sterling Morton High School District 201 – Morton East Capital Improvements 2019: Served as project executive and lead commissioning authority responsible for functional performance testing of HVAC, Building Automation System, and lighting controls associated with capital improvements performed at an existing high school.

CyrusOne – Durham, North Carolina Data Hall 8 & Chiller Plant 3: Served as project executive and lead commissioning authority responsible for multiple phased project including functional performance testing of CRAH units, leak detection, chiller plant, switchgear, paralleling switchgear, generators, uninterruptable power supplies, power distribution units, static transfer switches, grounding, busways, and thermal imaging.

CyrusOne – Aurora, Illinois Communication Room: Served as project executive and lead commissioning authority responsible for functional performance testing of CRAH units, leak detection, static transfer switches, power panels and thermal imaging.

CyrusOne – Durham, North Carolina Data Hall 5.2 & 5.3: Served as project executive and lead commissioning authority responsible for multiple phased project including functional performance testing of CRAH units, leak detection, humidifiers, switchgear, paralleling switchgear, generators, uninterruptable power supplies, power distribution units, static transfer switches, grounding, busways, and thermal imaging.

Cicero School District 99 – Warren Park School: Served as commissioning agent performing functional performance testing of new HVAC, grounding, emergency generators, automatic transfer switches, and fire protection systems for a new elementary school.

Cicero School District 99 – Sherlock School: Served as commissioning agent performing functional performance testing of new HVAC, grounding, emergency generators, automatic transfer switches, and fire protection systems for a new elementary school.

BMOJHarris – Naperville, Illinois Tier II Data Center: Served as project executive and lead commissioning authority responsible for factory witness and functional testing of electrical systems, including: utility switchgear, paralleling switchgear, switchboards, generators, uninterruptible power supplies, batteries, system control cabinet, load bank, lighting control, VESDA, etc.

BMOJHarris – Times Square: Served as project executive and lead commissioning authority responsible for functional testing of new chilled water system and associated pumps critical to data center function.

BMOJHarris – Brookfield Wisconsin Data Center: Served as project executive and lead commissioning authority responsible for factory witness and functional testing of CRAC units, humidifiers, switchboards, generators, uninterruptible power supplies, batteries, system control cabinets, busways, load bank, lighting controls, VESDA, grounding, blackout testing, etc.

Advocate Lutheran General – ED and Surgery Expansion: Served as commissioning agent for a new two-story, approximately 50,000 square feet, expansion of the emergency department and surgery operating rooms at an existing hospital. Responsible for functional performance testing of electrical systems including generators, automatic transfer switches, lighting, lighting controls, fire alarm, and blackout testing.

Advocate Healthcare Lutheran General – Cath Lab Buildout: Served as commissioning agent, evaluating new HVAC, lighting, lighting controls and automatic transfer switches implemented for the addition of three new catheterization labs, one EP lab and associated control rooms to support the expansion to the existing hospital.

Saint Charles Police Station: Provide commissioning services for a new two-story police station. The new police station consists of a detention center, records storage, storm shelter, garage and community activity center. Served as commissioning agent responsible for functional performance testing of HVAC, plumbing, smoke control, generators, automatic transfer switches, lighting, lighting control, fire alarm, detention equipment, and blackout testing.

Unity Temple – Oak Park: Served as lead electrical engineer for an entire facility upgrade which entailed new utility service, lighting, lighting control, power distribution, and fire alarm replacements.

Chicago Public Schools Assessments: Served as electrical engineer evaluating various schools to determine existing electrical capacities for adding air conditioning and general code compliance.

City of Chicago Department of Aviation – O’Hare Airport Electrical Systems: Served as Project Electrical Engineer for the electrical systems rehabilitation design at the O’Hare International Airport Heating and Refrigeration (H&R) Plant. The electrical improvements included medium voltage (4.16kV) and low voltage (600V) electrical distribution systems, 4.16 kV synchronous motor soft starters, and 48-volt DC battery systems.

City of Chicago Department of Aviation – O’Hare Airport Airfield Drainage: Served as Project Electrical Engineer for the construction of the North Detention Basin Pump Station at O’Hare Airport. The electrical improvements included 12.47kV and 480V electrical distribution systems; interior and emergency lighting systems; lightning protection; controls and instrumentation.

Urbana Champaign Sanitary District –Southwest Treatment Plant Expansion and Rehabilitation: Served as Electrical Engineer for the expansion to the UCSD Southwest Treatment Plant (SWTP). The electrical improvements included medium voltage and low voltage electrical distribution systems and various motor control systems.

George Karras, P.E., LEED® AP, HFCx



Electrical engineer whose work has involved engineering studies, design, construction services and commissioning in the areas of medium voltage and low voltage power distribution, exterior lighting, roadway lighting, interior lighting, lighting control, fire alarm, and nurse call. Project experience includes healthcare, mission critical, higher education, K-12 education, government, roadway, commercial office, industrial facilities, religious institutions and restaurants.

With a strong focus on energy efficiency, project experience also includes photovoltaic system design, high-efficiency lighting, and LED lighting. A Capital Development Board (CDB) certified project manager. Prefers to take a hands-on approach to projects, enjoys educating and building long-term relationships with clients, and solving problems in innovative approaches.

Years of Experience: 18

Education:

BS, Electrical Engineering, Milwaukee School of Engineering, 2002

Registrations:

Professional Engineer, Illinois
Professional Engineer, Iowa

Certifications:

LEED® AP
CDB Project Manager
Healthcare Facility Commissioning Engineer
NICET Level II Thermal Imager

Experience:

Mission Critical
Higher Education
K-12 Education
Commercial Office
Government
Healthcare
Industrial
Religious
Restaurants

Relevant Project Experience

J. Sterling Morton High School District 201 – Morton East Capital Improvements 2019: Served as commissioning agent responsible for functional performance testing of HVAC, Building Automation System, and lighting controls associated with capital improvements performed at an existing high school.

CyrusOne – Durham, North Carolina Data Hall 8 & Chiller Plant 3: Served as commissioning agent of a multiple phased project including functional performance testing of CRAH units, leak detection, chiller plant, switchgear, paralleling switchgear, generators, uninterruptable power supplies, power distribution units, static transfer switches, grounding, busways, and thermal imaging.

CyrusOne – Aurora, Illinois Communication Room: Served as commissioning agent responsible for functional performance testing of CRAH units, leak detection, static transfer switches, power panels and thermal imaging.

CyrusOne – Durham, North Carolina Data Hall 5.2 & 5.3: Multiple phased commissioning project in which performed functional performance testing of CRAH units, leak detection, humidifiers, switchgear, paralleling switchgear, generators, uninterruptable power supplies, power distribution units, static transfer switches, grounding, busways, and thermal imaging.

Cicero School District 99 – Warren Park School: Served as project manager and lead commissioning agent responsible for functional performance testing of new HVAC, grounding, emergency generators, automatic transfer switches, and fire protection systems for a new elementary school.

Cicero School District 99 – Sherlock School: Served as project manager and lead commissioning agent evaluating new HVAC, grounding, emergency generators, automatic transfer switches, and fire protection systems for a new elementary school.

BMOJHarris – Naperville, Illinois Tier II Data Center: Served as commissioning agent responsible for factory witness and functional performance testing of electrical systems including utility switchgear, paralleling switchgear, switchboards, generators, uninterruptible power supplies, batteries, system control cabinet, load bank, lighting control, VESDA, etc.

BMOJHarris – Times Square: Served as commissioning agent responsible for functional performance testing of new chilled water system and associated pumps critical to data center function.

BMOJHarris – Brookfield Wisconsin Data Center: Served as commissioning agent responsible for factory witness and functional performance testing of CRAC units, humidifiers, switchboards, generators, uninterruptible power supplies, batteries, system control cabinets, busways, load bank, lighting controls, VESDA, grounding, blackout testing, etc.

Advocate Lutheran General – ED and Surgery Expansion: Provide commissioning services for a new two-story addition of an existing Hospital, consisting of approximately 50,000 square feet. The addition consists of an Emergency Department and Operating Rooms. Served as commissioning agent responsible for functional performance testing of electrical systems, including generators, automatic transfer switches, lighting, lighting control, fire alarm, and blackout testing.

Advocate Healthcare Lutheran General – Cath Lab Buildout: Served as commissioning agent, evaluating new HVAC, lighting, lighting controls and automatic transfer switches implemented for the addition of three new catheterization labs, one EP lab and associated control rooms to support the expansion to the existing hospital.

City of Saint Charles Police Station: Provide commissioning services for a new two-story police station. The new police station consists of a detention center, records storage, storm shelter, garage and community activity center. Served as commissioning agent responsible for functional testing of HVAC, plumbing, smoke control, generators, automatic transfer switches, lighting, lighting control, fire alarm, detention equipment, and blackout testing.

Unity Temple – Oak Park: Served as lead electrical engineer for an entire facility upgrade which entailed new utility service, lighting, lighting control, power distribution, and fire alarm replacements.

Chicago Public Schools Assessments: Served as project manager and lead electrical engineer, evaluating various schools to determine existing electrical capacities for adding air conditioning and general code compliance.

Relevant Experience

The **Prasino Engineering, LLC** team is comprised of members with various backgrounds and years of valuable experience.

Traditional Test & Balance: Our team members understand TABB and NEBB test and balance requirements, are experienced at reviewing reports, and are experienced with coordinating system setup values with test and balance professionals.

O&M Experience: We believe that all buildings should operate efficiently and be easy to manage by facilities teams. All our commissioning activities are geared towards providing the end-user with the documentation and system validation necessary to operate the building effectively and efficiently.

Energy-efficient Equipment Design and Control Strategy Optimization: Our team has experienced professional engineers who have designed systems, sequence of operations, and control strategies for high-performance and net-zero energy buildings.

Life Cycle Costing: Our team frequently performs and reviews life cycle costing on new and retrofit projects. All team members can review and comment on calculations.

Experience in Sustainable Design: Our team has worked on LEED projects, including Certified, Silver, Gold and Platinum. Additionally, we have assisted in the design and performed, energy simulation, and commissioned a net-zero energy project. Key team members are LEED Accredited Professionals.

Project and Construction Management: Our team takes a proactive project management approach. All projects are internally managed, and projects are organized with tasks, milestones, and deliverables. Communication is the key to a successful project, and therefore, the project commissioning authority frequently communicates with the project team.

System Design: The key personnel assigned to this project are experienced with the design of building HVAC, electrical, and plumbing systems, and understand integration with building automation systems.

Project Experience: Provided below are a sampling of similar projects successfully completed by key team members. Detail project information is available upon request.

CyrusOne Durham North Carolina – Data Hall 8 & Chiller Plant 3

Location	Durham, North Carolina
Owner	CyrusOne
Size	N/A
Services	Commissioning
Scope	Renovation
Reference	Juan Vasquez – CyrusOne jvasquez@curysone.com 312.617.0018



Project Summary

CyrusOne contracted Prasino Engineering, LLC to perform Level III, Level IV and Level V commissioning associated with the fit out of a new data hall and the construction of a new chiller plant at the facility in Durham, North Carolina. The project included commissioning of CRAH units, leak detection system, medium voltage transformer, paralleling switchgear, generator, uninterruptable power supply, static transfer switches, power distribution units, grounding, and critical path busways. Additionally, thermal imaging, NETA testing verification, and coordination study verification was performed for new electrical equipment.

CyrusOne Aurora – Communication Room

Location	Aurora, Illinois
Owner	CyrusOne
Size	N/A
Services	Commissioning
Scope	Renovation
Reference	Juan Vasquez – CyrusOne jvasquez@curysone.com 312.617.0018



Project Summary

CyrusOne contracted Prasino Engineering to perform Level III and Level IV commissioning associated with the Communication Room upgrade at their Aurora facility. Functional performance testing was performed on CRAH units, leak detection system, static transfer switches, and power panels. In addition, baseline thermal imaging was performed on all new electrical equipment and on existing static transfer switches.

CyrusOne Durham North Carolina – Data Hall 5.2

Location	Durham, North Carolina
Owner	CyrusOne
Size	N/A
Services	Commissioning
Scope	Renovation
Reference	Juan Vasquez – CyrusOne ivasquez@curysone.com 312.617.0018



Project Summary

After CyrusOne purchased the Durham facility from Sentinel Data Centers, CyrusOne had plans for expansion and growth within the area. Being a multiple phased project, Prasino Engineering was contracted to commission the first phase of the expansion in which Level III and Level IV commissioning was performed for CRAH units, leak detection system, humidifiers, switchgear, paralleling switchgear, generator, uninterruptable power supplies, power distribution units, grounding, and busways. Additionally, thermal imaging was performed for new electrical equipment.

CyrusOne Durham North Carolina – Data Hall 5.3

Location	Durham, North Carolina
Owner	CyrusOne
Size	N/A
Services	Commissioning
Scope	Renovation
Reference	Juan Vasquez – CyrusOne ivasquez@curysone.com 312.617.0018



Project Summary

After the success of the first phase commissioning, CyrusOne, once again, contracted Prasino Engineering to commission the second phase of the expansion. As part of this project, Level III, Level IV, and Level V commissioning was performed for CRAH units, leak detection system, humidifiers, switchgear, paralleling switchgear, generator, uninterruptable power supplies, power distribution units, and static transfer switches. In addition, NETA testing reports were reviewed and confirmed, overcurrent protection settings were verified, and thermal imaging was performed on new electrical equipment.

BMO | Harris Naperville Operations Center

Location	Naperville, Illinois
Owner	BMO Harris
Size	30,000 SF
Services	Commissioning
Scope	New Construction
Reference	Jim Long – Bank of Montreal Jim.long@bmo.com 416.347.7082



Project Summary

BMO|Harris Bank built-out the Naperville Operations Center off Warrenville Road in Naperville, Illinois and added a Tier 3 Data Hall. Our team provided commissioning services to the new data hall. Scope included stand-alone electrical systems, generators, transfer switches, UPS, computer room air handler, and air-cooled chillers. Our team was responsible for coordinating commissioning activities for the mission critical facility as well as the Integrated Systems Test to confirm the functionality of system during a facility loss of power.

BMO | Harris Brookfield Wisconsin Data Center

Location	Brookfield, Wisconsin
Owner	BMO Harris
Size	15,000 SF
Services	Commissioning
Scope	Renovation
Reference	Eugene Murariu – Bank of Montreal eugene.muratiu@bmo.com 416.529.5569



Project Summary

BMO|Harris Bank upgraded the critical infrastructure associated with their data center in Brookfield, Wisconsin. Based on the performance of our team at the Naperville Operations Center, our team was once again contracted to perform factory witness and functional performance testing of CRAH units, humidifiers, switchboards, generators, uninterruptible power supplies, batteries, system control cabinets, busways, load bank, lighting controls, and VESDA. Additionally, electrical grounding system was verified and integrated system testing (blackout) was performed.

BMO | Harris 3 Times Square

Location	New York, NY
Owner	BMO Harris
Size	N/A
Services	Commissioning
Scope	Renovation
Reference	Eugene Murariu – Bank of Montreal eugene.muratiu@bmo.com 416.529.5569



Project Summary

BMO|Harris Bank recently upgraded their chiller plant associated with their data center in New York, New York. Based on the performance of our team at the other locations, our team was once again contracted to perform factory witness and functional testing of the new chillers and chilled water pump associated with the chiller plant. This equipment is critical to the cooling of the data center necessary for day-to-day trading.

Cicero School District 99 – Warren Park School

Location	Cicero, Illinois
Owner	Cicero School District 99
Services	Enhanced Commissioning
Scope	New Construction
Reference	Travis Couch – Owner, District 99 tcouch@cicd99.edu



Project Summary

Cicero School District 99's existing Warren Park school was no longer meeting the District's curriculum needs and the environment was not conducive to 21st century learning. Cicero School District 99 contracted with Prasino Engineering to provide commissioning services, evaluating new HVAC, grounding, emergency generators, automatic transfer switches, and fire protection systems for a new elementary school. According to Cicero School District 99, it is the first time they had ever had a project which did not have HVAC call backs.

Cicero School District 99 – Sherlock School

Location	Cicero, Illinois
Owner	Cicero School District 99
Services	Enhanced Commissioning
Scope	New Construction
Reference	Travis Couch – Owner, District 99 tcouch@cicd99.edu



Project Summary

Cicero School District 99's existing Sherlock school was no longer meeting the District's curriculum needs and the environment was not conducive to 21st century learning. Due to the success of Cicero School District 99 Warren Park, Cicero School District 99, once again, contracted with Prasino Engineering to provide commissioning services, evaluating new HVAC, grounding, emergency generators, automatic transfer switches, and fire protection systems for a new elementary school.

Morton High School District 201 – Administration Building

Location	Cicero, Illinois
Owner	J. Sterling Morton High School District 201
Services	Commissioning
Scope	Renovation – Administration Building
Reference	Dean Manasses – Architect, FGM Architects deanm@fgmarchitects.com



Project Summary

Morton High School District 201 contracted Prasino Engineering, LLC to provide commissioning services associated with the renovation of the existing District Administration Building. The project included functional performance testing of new HVAC equipment and associated controls. The CxA also coordinated corrective actions based on findings of the functional performance testing to verify functionality according to the District's requirements.

Advocate Lutheran General Hospital ED and Surgery Expansion

Location	Park Ridge, Illinois
Owner	Advocate Health Care
Services	LEED Fundamental & Enhanced Commissioning
Scope	Renovation
Reference	Vytas Zemaitaitis – Manager, Construction, Advocate Health Care Vytas.Zemaitaitis@advocatehealth.com 312.723.3612



Project Summary

Advocate Lutheran General Hospital conducted an expansion of their Level I Trauma Center/Emergency Department and Surgery Department on the campus located in Park Ridge, Illinois. The expansion included two of the highest acuity services for adults and children on site. Our team provided LEED Fundamental and Enhanced Commissioning services. We also provided generator, automatic transfer switch, and Integrated Systems Tests to confirm reliable power would be available in the event of an emergency critical to human life.

Hub Group Headquarters

Location	Oak Brook, IL
Owner	Hub Group
Size	150,000 SF
Services	LEED Fundamental & Enhanced Commissioning Measurement and Verification
Scope	New Construction
Reference	No Longer with Hub Group



Project Summary

The Hub Group, North America's largest intermodal freight transport and freight transportation management companies, constructed a new corporate headquarters building in Oak Brook, Illinois. The new four-story facility supported their corporate culture, image, brand, and commitment to sustainability. The headquarters building featured open interiors to encourage high levels of interaction and incorporated leading edge- technologies to support new workplace methods. Hub Group achieved LEED v2009 Gold Certification; making the facility the largest LEED Gold certified commercial building in Illinois. Our team provided LEED Fundamental and Enhanced Commissioning, as well as Measurement & Verification services.

Qualifications

Certified Expertise

Leadership in Energy & Environmental Design (LEED) is a green building certification program that includes five rating systems. All our key personnel are LEED Accredited Professionals, have extensive experience with LEED projects, and exceed LEED's minimum requirement of two prior commissioning projects.



Prasino Engineering, LLC is a founding member of the **International Association of Commissioning Engineers (IACE)**. Our certified commissioning authorities are ready to provide premier, on-demand service for your project. Prasino Engineering, LLC commissioning services adhere to the ASHE Health Facility Commissioning Guidelines and International Association Commissioning Engineers.



Prasino Engineering, LLC is a registered Professional Engineering firm with the State of Illinois (License #: 184006611).



Prasino Engineering, LLC is a member of The American Society for Health Care Engineering and certified through the Health Facility Commissioning Program (HFCx).



Safety Certified Professionals

Safety is the top priority of Prasino Engineering, LLC. All our key personnel are OSHA 10 or OSHA 30 certified. Prasino Engineering, LLC maintains a safety management plan and extend our knowledge and professionalism when performing commissioning on project work sites.



Base Commissioning Scope of Work

The following scope has been developed based upon documents provided by FGM Architects while also assuming 2018 International Energy Conservation Code is applicable for this Project.

Prasino Engineering, LLC proposes to provide commissioning services and act as Commissioning Authority (CxA) to verify equipment/systems identified below and their associated controls are in conformance with the Owner's project requirements.

Mechanical Systems

The interaction between HVAC equipment/systems and the building automation system (BAS) is complex. The long-term success of this interaction is largely dependent on detailed coordination efforts to discuss and develop plans for the implementation of the controls. Often this coordination either does not take place or is insufficient where decisions are not properly documented. This lack of coordination often results in systems which are not configured properly for Owner operation and/or to maximize energy savings. This issue has become increasingly relevant to building inspectors. As a result, commissioning of HVAC equipment and systems has been required by code as of the 2013 issuance of the Illinois Energy Conservation Code.

Considering this, the following mechanical equipment/systems are recommended for commissioning as part of this project:

- A. Rooftop Units (RTU) – 100% Sample (Qty. 3)
- B. Air Handling Units (AHU) – 100% Sample (Qty. 1)
- C. Variable Air Volume (VAV) Boxes – 100% Sample (Qty. 21)
- D. Classroom Unit Ventilators (CUV) – 100% Sample (Qty. 21)
- E. Exhaust Fans – 100% Sample (Qty. 10)
- F. Baseboard Radiators – 100% Sample (Qty. 2)
- G. Coil Circulating Pump – 100% Sample (Qty. 1)
- H. DX Condensing Units – 100% Sample (Qty. 2)
- I. Building Automation System (BAS) – verification as needed for new HVAC equipment

Lighting Controls

Lighting control systems have become more complex and are often not configured properly for Owner operation and/or to maximize energy savings. This issue has become increasingly relevant to building inspectors. As a result, commissioning of lighting control systems is required by the Illinois Energy Conservation Code.

Considering this, it is recommended that a 100% sampling of the lighting control systems included within this project be tested. Testing shall ensure that control hardware and software is installed, calibrated and programmed to function in accordance with the construction documents.

Scope of Work – Pre-Construction Phase

	<u>Task</u>	<u>Description</u>
1	Commissioning Plan	Prasino Engineering, LLC shall develop and maintain a construction phase commissioning plan which shall outline the project team, scope, tasks, and schedule.
2	Commissioning Requirements	Prasino Engineering, LLC shall provide specifications for commissioning requirements and shall confirm incorporation of commissioning requirement into the construction documents.
3	Design Review	Prasino Engineering, LLC shall provide a cursory review of drawings and specifications applicable to the systems being commissioned once prior to construction to verify commissioning requirements and to identify potential conflicts or synergies in design.

Scope of Work – Construction Phase

	<u>Task</u>	<u>Description</u>
1	Commissioning Kick-Off Meeting	<p>Prasino Engineering, LLC shall conduct a commissioning kick-off meeting with the Commissioning Team to review and coordinate the commissioning process and to verify that commissioning activities are being incorporated into the master construction schedule.</p> <p><i>Attendance at any meetings or site visits shall be as detailed in the Scope Assumptions section below.</i></p>
2	Review RFIs & Change Orders	Prasino Engineering, LLC shall review requests for information (RFIs) and change orders as needed to determine impact, if any, on commissioning objectives.
3	Commissioning Coordination Meetings	<p>Prasino Engineering, LLC shall conduct scheduled commissioning coordination meetings with the Commissioning Team to coordinate commissioning activities. Minutes of these meetings shall be distributed to the Commissioning Team.</p> <p><i>Attendance at any meetings or site visits shall be as detailed in the Scope Assumptions section below.</i></p>
4	Controls Integration Meeting	<p>Prasino Engineering, LLC shall coordinate a controls integration meeting with the pertinent Commissioning Team members to discuss integration issues between equipment, systems and disciplines.</p> <p>Prasino Engineering, LLC shall request and review current control sequences/interlocks and shall work with contractors, manufacturers and design engineers until enough clarity has been obtained, in writing, to develop detailed functional performance testing procedures.</p> <p><i>Attendance at any meetings or site visits shall be as detailed in the Scope Assumptions section below.</i></p>
5	Functional Performance Test Procedures	<p>Prasino Engineering, LLC shall develop pre-functional checklists based on the engineer approved construction documents. These checklists shall be provided to and completed by the Contractor prior to functional performance testing. These shall be verified during functional performance testing discussed elsewhere herein.</p> <p>Prasino Engineering, LLC shall develop functional performance test procedures based on the Engineer of Record approved sequence of operations for overall operation of the systems/equipment included for commissioning.</p>

Scope of Work – Construction Phase

6	Testing and Balancing Review	<p>Prasino Engineering, LLC shall review final Testing and Balancing (TAB) reports and recommend approval if appropriate.</p> <p><i>Testing, adjusting, and balancing is assumed to be performed by Contractor and will not require the presence of the commission agent.</i></p>
7	Equipment Start-up Reviews	<p>Prasino Engineering, LLC shall review completed equipment start-up reports and/or checklists. These shall be completed by the Contractor and provided to CXA in advance of any functional performance testing.</p> <p>These reviews shall be for information only; however, applicable feedback will be provided to the Commissioning Team. Focus of review shall be to verify that the required documentation is produced, and equipment is installed and operational.</p> <p><i>Equipment start-ups are assumed to be performed by Contractor and will not require the presence of the commission agent.</i></p>
8	Site Observations	<p>Prasino Engineering, LLC shall perform scheduled site observations leading up to equipment testing to verify installation of systems and equipment as it relates to the commissioning process. Any deficiencies noted shall be documented in the Master Issues Log and be distributed to the Commissioning Team.</p> <p><i>Attendance at any meetings or site visits shall be as detailed in the Scope Assumptions section below.</i></p>
9	Functional Performance Tests	<p>Prasino Engineering, LLC shall coordinate with the necessary contractors to perform functional testing of the systems/equipment included for commissioning.</p>
10	Master Issues Log	<p>Prasino Engineering, LLC shall maintain a master commissioning issues log and report all deficiencies noted directly to the Commissioning Team.</p> <p>Prasino Engineering, LLC shall coordinate verification of corrective action with the necessary contractors for deficiencies noted during functional testing.</p>
11	Commissioning Report	<p>Prasino Engineering, LLC shall provide a final commissioning report upon major completion. The report shall include a summary of the commissioning program. For each piece of commissioned equipment, the report shall contain a disposition of the Commissioning Agent regarding the adequacy of the equipment meeting the contract documents.</p> <p>All outstanding non-compliance items shall be specifically listed. Recommendations for improvement to equipment or operations, future actions, commissioning process changes, etc. shall also be provided. Each non-compliance issue shall be referenced to the specific functional test, inspection, trend log, etc. where the deficiency is documented.</p>

Scope Assumptions

	<u>Task</u>	<u>Quantity</u>
1	Reviews	All reviews are limited to one (1) iteration. If multiple versions require review (i.e. equipment resubmittal), these shall be subject to additional compensation.
1	Meetings	(1) Commissioning Kick-Off Meeting (on site) (1) Controls Integration Meeting (conference call) (2) Commissioning Coordination Meetings (1 on site / 1 conference call)
2	Site Visits	(1) Site observation (Combined with on-site Commissioning Coordination Meeting) (5) Functional testing site visits (assumes testing on sequential adjacent dates)

Additional Recommended Commissioning Services

The following **are not** included in the Base Commissioning Scope of Work herein; however, are recommended services based upon our review of the contract documents, the Owner requirements being sought, and previous experience with similar projects.

Add Alt #1: Enhanced Commissioning Services

Prasino Engineering, LLC proposes to provide the following enhanced commissioning services for the equipment/systems included within the *Base Commissioning Scope of Work*.

- A. Verify inclusion of OMR&R manual requirements in construction documents
- B. Verify inclusion of operator and occupant training requirements in construction documents
- C. Verify inclusion of equipment warranty requirements in construction documents
- D. Review contractor submittals during construction phase concurrent with the Architect/Engineer
- E. Attend construction progress meetings
- F. Additional job site observations
- G. Verify OMR&R manuals have been provided to the Owner
- H. Verify operator and occupant training is provided by responsible parties
- I. Verify equipment warranty documentation is provided to Owner
- J. Seasonal (heating and cooling) testing performed where appropriate
- K. Review building operations 10 months after substantial completion of commissioning activities

Scope Assumptions		
	<u>Task</u>	<u>Quantity</u>
1	Reviews	All reviews are limited to one (1) iteration. If multiple versions require review (i.e. equipment resubmittal), these shall be subject to additional compensation.
2	Meetings	In addition to meetings included in the Base Commissioning Scope of Work: (2) Construction Progress Meetings (on site)
3	Site Visits	In addition to site visits included in the Base Commissioning Scope of Work: (2) Site observations (Combined with on-site Construction Progress Meetings) (1) Seasonal testing site visit (additional days will be subject to additional compensation) (1) Post construction building operations review meeting (1/2 day maximum)

Detailed Exceptions

- ❖ Systems, equipment, and components not listed in the *Base Commissioning Scope of Work* provided herein are excluded unless Enhanced Commissioning is selected by the Owner. In this case, systems and components not listed in the *Base Commissioning Scope of Work* and *Enhanced Commissioning Scope of Work* are excluded.
- ❖ Prasino Engineering, LLC shall be granted remote viewing of building automation system (BAS) for commissioning purposes.
- ❖ All site visits and meetings shall be per the Scope Assumptions provided in the Base Commissioning Scope and the Additional Recommended Commissioning Services above. Any site visits of meetings required in addition to those indicated shall be considered out of scope services subject to additional compensation.
- ❖ Factory witness testing of equipment is not included.
- ❖ Integrated system testing is not included.
- ❖ Training of Client personnel (including videotaping) for equipment to be commissioned will be the responsibility of the Contractor.
- ❖ Prasino Engineering, LLC shall not be responsible for developing or maintaining any training material associated with project.
- ❖ Prasino Engineering, LLC has not allowed for any review of Owner's Project Requirements (OPR), Design Intent (DI) or Basis of Design (BOD). It shall be the Owner's responsibility to provide such documentation to Prasino Engineering, LLC for the purpose of gaining familiarity as required for the commissioning process.
- ❖ Prasino Engineering, LLC has not allowed for any review construction documents for the purpose of verification that the requirements of the Owner's OPR, DI or BOD are met. Prasino Engineering, LLC accepts no responsibility for non-conformance of the final construction with such requirements.
- ❖ Prasino Engineering, LLC shall not be responsible for the approval or acceptance of any items, equipment, processes, or systems. Recommendation for approval by the Owner or their designee shall be provided where appropriate.
- ❖ Verification that warranty documentation provided to the Owner are in accordance with the project documents shall be the responsibility of others, unless Add Alternate #1 (Enhanced Commissioning) is selected.
- ❖ Verification that training of Owner personnel for equipment to be commissioned will be the responsibility of the installing Contractor. Verification that training has been provided to the Owner's operating personnel in accordance with the specifications shall be the responsibility of others, unless Add Alternate #1 (Enhanced Commissioning) is selected.
- ❖ Verification that contractor submittals provided are in accordance with the project documents shall be the responsibility of others, unless Add Alternate #1 (Enhanced Commissioning) is selected.

- ❖ Prasino Engineering, LLC has allowed for one (1) functional test of equipment as defined in the Base Commissioning Scope of Work. Prasino Engineering, LLC accepts no responsibility for claims made regarding equipment readiness for commissioning. Prasino Engineering, LLC will coordinate with Contractors and make efforts to verify system readiness for commissioning including review of manufacturer's pre-functional and start-up checklists completed by the Contractor. If Contractors make false claims about equipment or system readiness, Prasino Engineering, LLC will request a change order for the additional time and materials required to retest the equipment or systems. The Owner will be responsible for any back-charges or claims against the Contractors for false claims about system readiness.
 - ❖ Prasino Engineering, LLC shall not disassemble, manipulate or operate equipment during functional testing. All operation of equipment shall be by the Contractor or Owner's representative.
 - ❖ Tools, meters, load banks, etc. required for functional testing shall be provided by the Contractor or Manufacturer's technician. If such items are required to be provided by Prasino Engineering, LLC, the costs shall be reimbursed as a direct cost.
 - ❖ Prasino Engineering, LLC is a paperless company and provides outstanding documentation in digital format. All documentation and deliverables associated with this project shall be provided in electronic format only.
-

Proposed Fee

Compensation for services is based on a fixed lump sum fee based on services selected below.

	Scope of Work	Fee
<input type="checkbox"/>	Base Commissioning Services	\$33,200
<input type="checkbox"/>	<i>Add Alt #1: Enhanced Commissioning Services</i>	\$9,100

- ❖ *Base Commissioning Services may be selected without Add Alts.*
- ❖ *Add Alt #1 requires selection of Base Commissioning Services.*

Direct Costs

The following direct costs **are not** included in the commissioning services fee and shall be invoiced based on actual costs incurred. Written authorization is required from the Owner prior to incurring any direct costs.

- ❖ Equipment, meter and/or tool rentals required for functional performance testing.
- ❖ Reproduction and distribution costs associated with issuing documents in any media other than electronic.
- ❖ Postage and delivery charges.
- ❖ Other permissible expenses as negotiated with Owner.

Prasino Engineering, LLC bills net 30 based on work complete.

Rate Schedule

Additional services in addition to the proposed scope above can be provided at an hourly rate. Below is our current rate schedule in U.S. dollars.

Prasino Engineering, LLC - 2020 Rate Schedule	
Principal:	\$185 / hr.
Project Manager:	\$175 / hr.
Senior Analyst:	\$165 / hr.
Commissioning Agent:	\$150 / hr.
Analyst:	\$125 / hr.
Administration:	\$100 / hr.

Standard Terms & Conditions

1. SERVICES

1.1 The Prasino Engineering, LLC herein referred to as "Consultant", Proposal, as such may be amended from time to time, is deemed a part of, and shall be governed by, the terms of these Standard Terms and Conditions (this "Agreement"). Consultant shall perform consulting services set forth in the Proposal (the "Services") for Client. The specific scope for each task, cost, schedule and execution plan for performance of Services on the Project will be as agreed in the Proposal. If a conflict occurs between the Proposal and this Agreement, this Agreement will control.

1.2 In performing Services, Consultant will use the degree of care and skill ordinarily exercised under similar circumstances by firms performing services of a similar nature in the general location of the Project. Client must notify Consultant in writing of any alleged errors or omissions relating to Services as soon as encountered by Client and before any obligation is incurred by Client or any third party as a result of such alleged error or omission.

1.3 Although Consultant employs or may employ certain licensed design or engineering professionals, Services which shall be performed by Consultant pursuant to this Agreement shall not be regarded as services required to be performed by an architect, engineer, contractor, construction manager, attorney or accountant (hereinafter "Licensed Professionals") nor impose upon Consultant any obligation to assume, render or perform on behalf of Client any responsibilities, duties, services or activities required to be assumed or rendered by any Licensed Professionals or by any Licensed Professionals employed or retained by Client for the Project, nor impose any liability upon Consultant with respect thereof. The responsibility and liability for performing the work of any Licensed Professional shall be solely that of the Licensed Professionals. The responsibility and liability for performing any design work and construction work on the Project in accordance with any design services contract and any construction contract, and of observing, supervising, assuring and certifying such performance, shall be solely that of the design professional and construction contractor performing such services or doing such work in accordance with contract documents to which such work or services relate.

1.4 Client agrees that Consultant may use the services of subconsultants when Consultant determines it is appropriate to do so.

2. COMPENSATION

2.1 Consultant shall be paid for its Services in accordance with the terms of both this Agreement and the Proposal.

2.2 Unless otherwise provided in the Proposal, Consultant's in-house expenses, including reproduction, printing, copying, transportation, computer and other direct costs, will be invoiced at cost plus 10%. Outside expenses of Consultant, such as suppliers and subconsultants, will be invoiced at cost.

2.3 Consultant shall submit separate monthly invoices, referencing the name of the Project and the nature of

Services conducted as called for in the Proposal. Invoices will be sent to the address set forth in the Proposal. Client will be billed approximately monthly for Services provided, commencing with the first month in which Services are performed for Services completed during the month in question. Client agrees to review invoices promptly and raise any questions regarding the invoiced items or amounts within thirty (30) days of the delivery of the invoice. If no such issues are raised during such period, the invoice shall be considered correct and payable within such thirty (30) day period. For Projects in excess of one month, a final invoice will be submitted within 30 days of Consultant's completion of Services. Payments shall be made to the address set forth in the invoice.

2.4 If payment of an invoice is not made within thirty (30) days of delivery to Client, all unpaid amounts shall accrue interest at the rate of 1% per month compounded from the date of the invoice until the date of payment. If an invoice remains delinquent for more than forty-five (45) days, Consultant shall have the right to cease all further Services on the Project.

2.5 In addition to any compensation specified in the Proposal and owed to Consultant at the time of termination or expiration of this Agreement, Client shall also either pay directly or reimburse Consultant, upon Consultant's written request, for any business or personal taxes imposed at the local, county or state level for Services provided by Consultant to Client. Such reimbursement shall not apply to income taxes imposed on Consultant or its employees.

3. CHANGES

3.1 Changes in Services, including Services performed by subconsultants, shall be made by written amendment if reasonably required by the circumstances surrounding such changes, including but not limited to where (a) agreed to by Client and Consultant, (b) required by circumstances or changes beyond Consultant's control, including but not limited to changes in instructions or approved submissions, governing law, codes or regulations or interpretations thereof, changes to the project (e.g. size, complexity, quality, schedule or budget), or failure to perform by Client or any third-party, (c) unforeseen or concealed site conditions are found to exist, or (d) there are changes or errors or omissions of third parties, such as contractors, architects, designers or engineers.

3.2 Except for a change due to the errors or omissions of Consultant, changes in Services shall entitle Consultant to an adjustment in compensation and/or an adjustment in the schedule. If a change in Services occurs, the parties shall negotiate an equitable adjustment to the price and/or schedule, and embody such adjustments in a written amendment, as soon as practicable after such change. Consultant shall not be required to proceed with any change in the Services until written agreement is reached as to such adjustments.

4. CODES AND CERTIFICATIONS

4.1 Client acknowledges that Consultant is not providing specific consulting services as to any Project's compliance with existing codes, laws, ordinances, executive orders, standards, regulations and guidelines ("Codes") and agrees that Consultant shall not be liable or responsible for reviewing or verifying the compliance of the design or construction, or the compliance of equipment or materials called for by any drawings, specifications and other design or construction documents prepared by any third party, with any applicable Codes. However, in providing Services, Consultant shall be generally familiar with Codes applicable to Services in effect as of the date of the Proposal and shall use reasonable efforts to verify that any specific recommendations made by Consultant comply therewith.

4.2 If Services include Consultant advising Client on incentive programs, certifications, equipment selection, building orientation, or envelope and materials selection, Consultant may provide guidance to Client regarding the impact of various alternatives on performance, estimated cost savings and life-cycle. However, providing such advice or guidance shall not impose liability of any kind on Consultant, it being agreed that any and all decisions regarding such items shall be made by Client.

4.3 Client acknowledges that in providing Services, Consultant is not certifying and has no control over construction costs, competitive bidding, utility costs and market conditions, nor costs of financing, materials or labor; and Consultant does not guarantee the accuracy of any cost estimates or cost savings estimates.

4.4 If Services include consultation or other services in connection with an application to the U.S. Green Building Council for LEED® certification for a Project, Energy Star rating, or any similar third-party approval, rating or certification, Consultant shall bear no responsibility, liability or risk for obtaining or failing to obtain any such specific third-party approval or certification.

5. INSURANCE

5.1 Consultant shall maintain the following types of insurance relating to this Agreement and Consultant's performance of Services:

(a) Workers' Compensation statutory coverage, and Voluntary Compensation coverage, to include Employer's Liability, with a limit of not less than \$500,000 per each occurrence;

(b) Commercial General Liability coverage, with a combined single limit of not less than \$1,000,000 per each occurrence, \$2,000,000 aggregate, to include the following coverages: Premises and Operations; Products and Completed Operations; Independent Contractors; Contractual Liability; Property Damage;

(c) Automobile, including Owned, Non-owned and Hired Vehicles and Bodily Injury, with a combined single limit of not less than \$1,000,000 per each occurrence, including but not limited to personal injury and death; and

(d) Professional Liability (Errors and Omissions) insurance, with a limit of not less than \$1,000,000 per each occurrence.

5.2 All policies of insurance shall be written by companies with a certificate of authority and a licensed agent authorized to transact the business of insurance in the state where Services are being performed.

5.3 Consultant shall deliver a certificate of insurance to Client naming Client as an additional insured party under the Commercial General Liability policy within seven (7) days after the date of this Agreement. Consultant will provide updated insurance certificates to Client upon renewal, expiration, or cancellation of any policy for which a certificate has been provided to Client at the time that this Agreement is executed.

5.4 Client shall maintain, during the performance of the Services, Commercial General Liability insurance, including contractual liability coverage specifically insuring Client's indemnities described below. Client shall have Consultant named as an additional insured party under such Commercial General Liability policy. Client shall deliver to Consultant a certificate evidencing such Commercial General Liability policy within seven (7) days after the date of this Agreement. Client will provide updated insurance certificates to Consultant upon renewal, expiration, or cancellation of any policy for which a certificate has been provided to Consultant.

5.5 Client hereby waives all rights of subrogation against Consultant with respect to insured losses under any insurance policies carried by Client, including Client's deductibles under such policies.

6. CLIENT APPROVALS AND INFORMATION

6.1 Client shall designate in writing a person with authority to act on Client's behalf on all matters concerning this Agreement, and shall specify a project manager for the Project (the "Project Manager"). Client shall be responsible for coordination with consultants, work forces hired directly by Client and third-parties or governmental agencies.

6.2 Client shall furnish all legal, accounting, auditing and insurance consulting services as may be necessary at any time for the Project and shall be responsible for all related costs.

6.3 Client shall render all approvals and decisions as expeditiously as necessary for the orderly progress of the Services.

6.4 Client shall timely provide all criteria and full and accurate information as to Client's requirements in connection with the Project, including without limitation existing studies, reports and other available data pertinent to the Project, access to and use of any Building Information Modeling (or similar programs), reports, data files, schedules, computer software, drawings, window thermal performance and other energy modeling programs, and analyses. Client also agrees to obtain or authorize Consultant to obtain additional reports and data as required and furnish to Consultant services of others required for the performance of Consultant's Services. Client represents and warrants that Consultant and its subconsultants has or shall be granted all rights and licenses necessary or appropriate for Consultant's or its subconsultant's use of any all such third-party information provided by Client in connection with Services. In performing Services, Consultant is entitled to rely on the accuracy and completeness of work of third parties provided to Consultant by Client (including but not limited to any drawings, specifications, reports,

analyses, and records), the representations of and material provided to Consultant by Client (including but not limited to manuals, records, reports, equipment and building information and contracts) and public records obtained by Consultant (including but not limited to drawings, reports and utility records) and Consultant is under no obligation to verify any of the foregoing except as expressly provided in the Proposal.

6.5 Client shall make available accurate notes of meetings not attended by Consultant related to the Project, as appropriate.

7. ACCESS TO PROPERTY

7.1 Client shall arrange for access by Consultant and its subconsultants to the Project, including, without limitation common elements, tenant space, after-hours access, and roof and basement access, and to any other properties necessary to perform Services, and will obtain all necessary permissions for Consultant and/or its subconsultants to perform the services.

7.2 Client shall advise Consultant on all rules, regulations and safety procedures established by Client or any other applicable third-party for access to and activities in and around any facilities or site with which Consultant or its subconsultant's employees will comply.

8. SUSPENSION/ TERMINATION

8.1 If Services are suspended, accelerated, delayed or interfered with for more than thirty (30) calendar days in the aggregate, Consultant shall be compensated for Services performed and charges incurred prior to the commencement of such suspension, delay, acceleration or interference and, upon resumption, an equitable adjustment in fees to accommodate any resulting costs to Consultant, including but not limited to increased hourly rates, and an equitable adjustment in any schedule based on any such delay, interference or suspension.

8.2 Consultant may, without cause, terminate this Agreement, upon thirty (30) calendar days written notice. Upon termination, Consultant shall be paid for all Services performed and costs incurred to the date of termination, all lost profits and lost revenue with respect to such Services as if fully performed under the Proposal, and any applicable termination costs. Termination costs include, but are not limited to, all attorneys' fee and costs, the costs of terminating any subconsultants, equipment leases or other obligations incurred by Consultant in connection with the performance of the subject Project Agreement.

8.3 If a party fails to perform any material covenant or obligation in accordance with the terms of this Agreement, the other party shall have the right to give written notice of such default to the non-performing party. If the non-performing party fails to cure such default within ten (10) days following the date of notice, then the aggrieved party has the right, upon written notice, to terminate this Agreement as of the date of such written notice. Upon termination, the non-performing party shall be liable to the other party for all damages or other remedies in law and equity arising out of such default, except as otherwise provided in this Agreement.

8.4 Neither party shall be in default of this Agreement to the extent that any delay or other failure to perform

results from causes beyond the party's reasonable control including, without limitation, acts of God or the government, acts of war, sabotage or terrorism, labor disputes, strikes, vandalism, fires, floods, and severe weather conditions ("force majeure"). The party claiming force majeure shall notify the other party promptly of the occurrence of such event, followed by written notification within five business days of providing the original notice.

9. USE OF CONSULTANT WORK PRODUCT

9.1 At the conclusion of Services, Consultant shall furnish to Client a report on the status and results of the Services (each, a "Report"). The Report is subject to Section 9.2 below and shall be in the form, and cover the subject matters, specified in the Proposal.

9.2 All copyrighted and copyrightable materials of any kind or nature produced or procured by Consultant in the performance of Services, including the Report (collectively, the "Materials") are not works for hire and at all times shall remain the sole and exclusive property of Consultant. Upon payment in full, Consultant shall and does hereby grant to Client a fully paid, perpetual, non-assignable right to use the Report delivered in accordance with Section 9.1 in connection with the Project, and for no other purpose or property whatsoever. Except as set forth in the preceding sentence, Client agrees not to use the Report for any purpose without Consultant's prior written consent, which may be withheld in Consultant's sole discretion. Any non-permitted use by Client of the Materials or the Report is at Client's own risk. Client shall defend, indemnify and hold harmless Consultant from and against all expenses and damages, including reasonable attorneys' fees and expenses, arising out of any unauthorized use of the Materials or a Report. Client further agrees that if Services of Consultant are terminated with or without cause, Consultant shall not be required to provide or release the Report to Client until such time as Consultant receives full payment for all Services performed for Client.

10. INDEMNIFICATION

10.1 To the fullest extent permitted by law, Client shall indemnify, defend and hold Consultant, its subconsultants, its affiliates, and all of their respective members, managers, officers, directors, shareholders, employees, advisers and agents (each a "Consultant Party" and collectively the "Consultant Parties") harmless from and against any and all liability, claims, damages, losses and expenses, including without limitation, reasonable attorneys' fees and costs, (a) attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property (including loss of use therefrom) and economic loss, arising out of or in connection with a Project or the Services or obligations performed pursuant to this Agreement, except to the extent caused solely by the negligent acts or omissions of any Consultant Party; or (b) arising out of any structural, toxicological, substance exposure, or environmental condition, either historic or created, of any premises (including but not limited to mold, asbestos-containing materials, lead-based paint, vapor intrusion, underground storage tanks, petroleum, polychlorinated biphenyls, metals, volatile organic compounds, air emissions, effluent emissions, storm water flow conditions, and material disposal), on which Consultant is providing Services pursuant to this Agreement; except to the extent said condition is

caused solely by the negligent acts or omissions of any Consultant Party.

10.2 To the fullest extent permitted by law, Consultant shall indemnify and hold Client and Client's officers, directors, shareholders, employees and agents harmless from and against any and all liability, claims, damages, losses and expenses, including without limitation, reasonable attorneys' fees and costs, attributable to third party claims arising from bodily injury, sickness, disease or death, or injury to or destruction of tangible property, including loss of use therefrom, arising out of the negligent performance by Consultant of Consultant's obligations under this Agreement, except to the extent caused by the negligent acts or omissions of Client or any third-party.

10.3 The indemnifications provided hereunder shall not be limited due to amount or type of damages, compensation or benefits payable under workers' compensation acts, disability benefit acts or other employee benefit acts.

10.4 Each party agrees to provide the other party with prompt written notice of any claim for which such party may request indemnification under this Section 10. Failure to give such written notice shall not diminish the rights of any indemnified person under this Section 10 unless the failure to timely give such notices has an adverse effect on the ability of the indemnified party to defend the subject claim. Each indemnified party shall provide such reasonable cooperation in the defense of any claim as the indemnifying party may request, at the expense of the indemnifying party. No indemnified party will settle any claim without the prior written consent of the indemnifying party, such consent not to be unreasonably withheld.

11. LIABILITY

11.1 Consultant's liability for damages of any kind due to breach of contract or representation, warranty, error, omission, negligence or any tort shall be limited to the lesser of (a) the total amount paid to Consultant hereunder, or (b) the amount of insurance coverage available to Consultant for the subject claims. This allocation of risk is deemed to be a material part of the negotiated terms of this Agreement.

11.2 Notwithstanding any provision to the contrary in this Agreement, neither party shall be liable to the other for any special, indirect, exemplary, incidental, punitive or consequential damages, including but not limited to loss of profit, revenue or good will, and whether or not foreseeable.

11.3 No Consultant Party shall be liable for the acts or omissions of any member of any design team and/or any consultant, contractor, subcontractor or their agents or employees or any other person hired or retained by Client performing any work in connection with the Project. Without limiting the scope or application of the preceding sentence, no Consultant Party shall be personally liable to Client (i) for any mere mistake in judgment, (ii) for any action or inaction taken or omitted in good faith for a purpose reasonably believed by any Consultant Party to be in furtherance of the best interests of the Project, or (iii) for any loss due to the mistake, action, inaction, negligence, dishonesty, fraud, bad faith of, or otherwise caused by, any architect, engineer, consultant, contractor, subcontractor or other agent or independent contractor.

11.4 Under no circumstance shall any employee, stockholder, officer or agent of Consultant have any individual liability to Client under this Agreement. If any judgment is entered against any such individual, Client shall look exclusively to the assets of Consultant for satisfaction of said judgment.

11.5 Except as otherwise specifically and expressly provided in the Proposal, ALL WARRANTIES, CONDITIONS, REPRESENTATIONS, INDEMNITIES AND GUARANTEES WITH RESPECT TO SERVICES, WHETHER EXPRESS OR IMPLIED, WHETHER ARISING BY LAW, CUSTOM, OR PRIOR ORAL OR WRITTEN STATEMENTS MADE BY CONSULTANT OR OTHERWISE, INCLUDING BUT NOT LIMITED TO WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, PERFORMANCE AND NON-INFRINGEMENT, ARE HEREBY EXCLUDED AND DISCLAIMED TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW.

12. DISPUTES

12.1 Any claim, controversy or dispute between the parties arising out of or in connection with this Agreement or the Services, or any breach thereof (a "Claim"), shall be submitted to the senior officers of each party responsible for this Agreement. If the senior officers cannot come to a resolution or agreement regarding the Claim, either party may request mediation in writing and, if both parties agree, the matter shall be submitted to mediation. Upon written notice, the parties shall select a mediator acceptable to both parties in order to attempt to resolve the dispute.

12.2 All Claims between Client and Consultant arising out of or relating to this Agreement and not otherwise resolved by the parties or by mediation shall be decided by binding arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association. Notice of the demand for arbitration shall be filed in writing with the other party to this Agreement and with the American Arbitration Association. Any arbitration commenced pursuant to this Agreement shall take place in Chicago, Illinois. The agreement to arbitrate contained herein shall be specifically enforceable under applicable law. The award rendered by the arbitrators shall be final, and judgment may be entered upon it in accordance with applicable laws in any court having jurisdiction thereof.

12.3 The unsuccessful party in any arbitration proceeding arising under this Agreement shall pay to the prevailing party, as determined by the decision-maker in such proceeding and after all rights of appeal have expired or been exhausted, all costs and expenses, including reasonable attorneys' expenses and fees, expert fees and expenses, and/or court or arbitration costs incurred by such prevailing party in such action or proceeding.

12.4 This Agreement shall be enforced in and governed by the laws of the State of Illinois, without application of conflict of law principles.

12.5 All Claims arising hereunder shall be commenced no later than one year after either (a) the delivery of the Report or (b) substantial completion of the Services, whichever is earlier; provided, however, that if the Claim relates to commissioning services provided after the delivery of the Report, the Claim shall be commenced no later than one year after the party knew

or should have known of (x) the event giving rise to such Claim or (y) the substantial completion of the commissioning services, whichever is earlier. The parties waive all Claims and causes of action not commenced in accordance with this Section 12.5.

13. ENVIRONMENTAL

13.1 Unless otherwise specified in the Proposal, or as otherwise required by laws or licenses governing the professional responsibilities of Consultant or its subconsultants, Consultant and its subconsultants have no responsibility for the identification, discovery, presence, handling, evaluation, mitigation, removal or disposal of hazardous or toxic substances (including but not limited to mold, asbestos-containing materials, lead-based paint, polychlorinated biphenyls, metals, volatile organic compounds, air emissions, and effluent emissions), or conditions created thereby as a result of the Services.

13.2 Unless otherwise specifically provided for in the Proposal, all scopes of work and fee schedules are prepared on the basis that no hazardous or toxic substances are present at the Project site. If hazardous or toxic substances are subsequently discovered on a Project site, work on the Project will cease and the parties shall evaluate the situation and review and renegotiate the terms and conditions of the Proposal to protect the interests of each party.

14. NOTICES

14.1 Any notice required or permitted to be given hereunder shall be in writing and shall be given by personal delivery, by certified mail-return receipt requested, or by nationally recognized express courier. Such notice shall be deemed given if addressed to a party at the address set forth in the Proposal, as the case may be, and shall be deemed to have been given when personally delivered, when mailed in the U.S. Mail postage prepaid, or when delivered to the express courier prepaid for overnight delivery, as the case may be. Either party may by thirty (30) days' prior notice to the other specify a different address for notice purposes. A copy of all notices required or permitted to be given to a party hereunder shall be concurrently transmitted to such party or parties at such additional addresses as Client or Consultant may from time to time designate by notice to the other.

15. MISCELLANEOUS

15.1 Any and all Services performed by Consultant under this Agreement are intended solely for the benefit of Client. Nothing contained herein shall confer any rights upon or create any duties on the part of Consultant toward any person or persons not a party to this Agreement, including but not limited to any design professional, contractor, subcontractor, supplier, or the agents, officers, members, managers or employees of any of them. Neither party may assign any rights under this Agreement without the prior written consent of the other party.

15.2 Consultant will at all times during the performance of this Agreement and in connection with Services be deemed an independent contractor. No relationship of employer-employee or agency is created by this Agreement or by Consultant's performance of Services. Neither party has any right to enter into any contracts or commitments in the name of, or on behalf of the other or to bind the other in any respect. Subject to the terms

and conditions of this Agreement, each party shall exercise its discretion to select the means to be employed and the manner to be followed in carrying out its obligations.

15.3 Client agrees that during the performance of the Services and for a period of one year after the completion of the Services, Client will not directly or indirectly solicit, employ, hire or retain any employees of Consultant, Consultant's affiliates, or of any sub-consultant, without Consultant's prior written consent.

15.4 If any provisions herein shall be deemed invalid or unenforceable, all other provisions shall remain in the full force and effect, and binding upon the parties hereto.

15.5 This Agreement, the Proposal and any attached exhibits, constitute the entire understanding and agreement between the parties with respect to the subject matter hereof and supersede all prior agreements, representations and understandings, whether written or oral. Nothing contained herein obligates or binds Consultant to any terms and conditions of any contract entered into between Client and any third-party. This Agreement shall not be modified or amended except in writing signed by both Client and Consultant.

15.6 Consultant represents and warrants that the person signing this Agreement on behalf of Consultant has full power, authority and right to do so. Client represents and warrants that the person signing this Agreement on behalf of Client has full power, authority and right to do so.

Signature & Acceptance

IN WITNESS WHEREOF, the parties hereto have executed this Agreement by signature of their respective duty authorized representatives as of the date set forth above.

CONSULTANT

Prasino Engineering, LLC

By: 

Name: John Farsatis, P.E.

Title: Principal | Managing Member

Date: April 21, 2020

Consultant Address

Prasino Engineering, LLC
747 East Boughton Road
Suite 208
Bolingbrook, IL 60440

CLIENT

By: _____

Name: _____

Title: _____

Date: _____

Client Address

Attn: _____

**J. Sterling Morton High School #201
Board of Education Meeting
Date: 6/10/2020**

Agenda Location: Contracts

Submitted By: Anne Semenske

A. EDUCATIONAL IMPACT STATEMENT

With the possibility of remote learning in the fall, it is imperative to renew our Chemistry and Earth Science Text books. The contracts are up at the end of the 2020 school year.

B. SCHOOL IMPROVEMENT GOAL STATEMENT

Area #7 Instruction: J. S. Morton District 201 will incorporate research-based, field-tested, best-practice, instructional strategies to engage and challenge our students in the classroom.

C. STATUTE, BOARD POLICY OR RULE STATEMENT

6:10

D. FISCAL IMPACT STATEMENT

COST: Pearson Chemistry Online Books & Resources =\$24,167
Pearson Earth Science Online Books & Resources = \$8,788
SOURCE: Local Funds

E. SUPERINTENDENT GOALS (Check all that apply)

ACCOUNTABILITY

ENHANCED LEARNING OPPORTUNITIES

ENSURE PARENTS AND THE COMMUNITY ARE ACTIVE PARTNERS IN THE PROCESS

PROVIDE SAFE AND WELL-MAINTAINED SCHOOLS TO ENHANCE LEARNING

RUN AN EFFICIENT BUSINESS OPERATION

F. IMPLEMENTATION AND ASSESSMENT PLAN

These are the resources that teachers have been using. This is a renewal for one additional year. The Data Team will set up the students in the system and teacher will use the books with students, especially if we need to do remote learning at all.

ADMINISTRATION'S RECOMMENDATION



Anne Semenske

J Sterling Morton HSD 201
 5801 W Cermak Rd
 Cicero, IL 60804-2102
 United States

Quote Number: 114298-2

Quote Creation Date: 05-22-2020

Quote Expiration Date: 09-30-2020

Quote Release: 2

Morton-PearsonChem-2020

Price Quote Summary

Solution	Base Amount	Free Amount	Total
Chemistry	\$ 24,167.00	\$ 6,591.00	\$ 24,167.00
Solution Subtotal	\$ 24,167.00	\$ 6,591.00	\$ 24,167.00
	Shipping & Handling		\$ 0.00
		Total	\$ 24,167.00

Price Quote Detail

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
Chemistry						
Savvas Chemistry ©2017						
9781323212318	CHEMISTRY 2017 DIGITAL COURSEWARE 1-YEAR LICENSE (REALIZE) GRADE 9/12	\$21.97	300	1,100	\$6,591.00	\$24,167.00
Savvas Chemistry ©2017 Subtotal					\$ 6,591.00	\$ 24,167.00
Chemistry Subtotal					\$ 6,591.00	\$ 24,167.00
Solution Subtotal					\$ 6,591.00	\$ 24,167.00
Shipping and Handling						\$ 0.00
					Total	\$ 24,167.00

Savvas Learning Company LLC Terms and Conditions

To place your order please submit a copy of this price quote with your Purchase Order, include the Quote Number on your Purchase Order, and include any other required documentation. You may send the order documents using an electronic form, fax or by mail. Please submit your PO and price via one of the following methods:

e-Form: <http://support.savvas.com/support/s/contactsupport>

Fax: 1-877-260-2530

Mail: PO Box 6820, Chandler, AZ 85246

Savvas does not accept Credit Card information via postal mail, facsimile, or email. Credit Card information will only be accepted via phone, eCommerce, or OASIS.

For questions regarding your order please call Customer Service: 1-800-848-9500 .

Price quote: This is a price quote for the customer's convenience only, and not an offer to contract. All quotes are subject to review and final acceptance by an authorized representative of Savvas at its offices. Savvas reserves the right to correct typographical, computational or other errors. Savvas' standard terms are net 30 days unless otherwise specified. All pricing is in US Dollars unless otherwise specified. Pricing calculations use multiple decimal places to determine the most accurate extended pricing but are represented in standard currency format. The breakdown of the fees set forth in this quotation is considered Savvas proprietary information and not subject to disclosure by the customer.

Shipping & handling charges (where applicable) are shown on the quote. S&H rates quoted are for standard ground transportation and may not reflect account contracted rates. If expedited shipping is requested, actual charges may be higher. For orders picked up at the Savvas warehouse by the customer or a third party carrier contracted by the customer, a 2% handling charge will be applied to shippable items. The 2% charge will show up on the customer proposal and invoice as a S&H charge.

Taxes: All pricing in this quote is exclusive of any applicable sales, use or other similar taxes or duties. The customer is responsible for any such taxes or duties that may apply; if the customer is tax exempt, evidence of such tax exemption must be provided. Estimated tax may be provided solely for customer convenience. The amount indicated is only an estimate and is intended to be helpful for budgeting purposes. The actual amount of sales tax assessed at the time of invoicing may be more or less.

Platforms: Savvas reserves the right to change and/or update technology platforms, including possible edition updates to customers during the term of access . Customers will be notified of any change prior to the beginning of the new school year.

Return Policy: If you are not entirely satisfied with any of our products, then you may, within six months from the date of purchase, return all materials still in new, unused, salable condition for a full refund, credit, or replacement. All returned materials must be shipped back to Savvas within 30 days of receiving the Return Materials Authorization. All materials sold in a set or a package must be returned complete as originally sold. Materials that were provided gratis must be returned proportionate to the purchased items being returned for refund or credit.

Consumable Worktexts: Subsequent year consumable worktexts will ship each year on the order date of the original order for the duration of their license. Worktexts will ship to the location listed on the original order. Quantities for each grade level and title will remain consistent each year. Changes to quantities of titles previously ordered, shipping location changes, or any other changes to consumable worktext shipments must be made 4 weeks prior to the original order date. Changes should be made using the e-form: <https://k12.savvas.com/worktext-subscription>.

Annual subscriptions for iLit and Successmaker: Products automatically renew on the anniversary date of the original purchase and will be invoiced accordingly, unless otherwise specified. If you wish to cancel, please let us know in writing prior to the date of renewal by emailing k12customerservice@savvas.com .

Technical support services are included with purchase of Savvas digital products eform: <https://support.savvas.com/support/s/k12-curriculum-support-form> phone: 1-800-234-5832

MySavvas Training which provides online access to on-demand tutorials and interactive webinar sessions is included with purchase of products. <https://mysavvastraining.com>



Anne Semenske

J Sterling Morton HSD 201
 5801 W Cermak Rd
 Cicero, IL 60804-2102
 United States

Quote Number: 114304-1

Quote Creation Date: 05-22-2020

Quote Expiration Date: 09-30-2020

Quote Release: 1

Morton-EarthSci-2020

Price Quote Summary

Solution	Base Amount	Free Amount	Total
Earth Science	\$ 8,788.00	\$ 5,492.50	\$ 8,788.00
Solution Subtotal	\$ 8,788.00	\$ 5,492.50	\$ 8,788.00
	Shipping & Handling		\$ 0.00
		Total	\$ 8,788.00

Price Quote Detail

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
Earth Science						
Savvas Earth Science ©2017						
9781323212356	HIGH SCHOOL EARTH SCIENCE 2017 DIGITAL COURSEWARE 1-YEAR LICENSE (REALIZE)	\$21.97	250	400	\$5,492.50	\$8,788.00
	Savvas Earth Science ©2017 Subtotal				\$ 5,492.50	\$ 8,788.00
	Earth Science Subtotal				\$ 5,492.50	\$ 8,788.00
	Solution Subtotal				\$ 5,492.50	\$ 8,788.00
	Shipping and Handling					\$ 0.00
					Total	\$ 8,788.00

Savvas Learning Company LLC Terms and Conditions

To place your order please submit a copy of this price quote with your Purchase Order, include the Quote Number on your Purchase Order, and include any other required documentation. You may send the order documents using an electronic form, fax or by mail. Please submit your PO and price via one of the following methods:

e-Form: <http://support.savvas.com/support/s/contactsupport>

Fax: 1-877-260-2530

Mail: PO Box 6820, Chandler, AZ 85246

Savvas does not accept Credit Card information via postal mail, facsimile, or email. Credit Card information will only be accepted via phone, eCommerce, or OASIS.

For questions regarding your order please call Customer Service: 1-800-848-9500 .

Price quote: This is a price quote for the customer's convenience only, and not an offer to contract. All quotes are subject to review and final acceptance by an authorized representative of Savvas at its offices. Savvas reserves the right to correct typographical, computational or other errors. Savvas' standard terms are net 30 days unless otherwise specified. All pricing is in US Dollars unless otherwise specified. Pricing calculations use multiple decimal places to determine the most accurate extended pricing but are represented in standard currency format. The breakdown of the fees set forth in this quotation is considered Savvas proprietary information and not subject to disclosure by the customer.

Shipping & handling charges (where applicable) are shown on the quote. S&H rates quoted are for standard ground transportation and may not reflect account contracted rates. If expedited shipping is requested, actual charges may be higher. For orders picked up at the Savvas warehouse by the customer or a third party carrier contracted by the customer, a 2% handling charge will be applied to shippable items. The 2% charge will show up on the customer proposal and invoice as a S&H charge.

Taxes: All pricing in this quote is exclusive of any applicable sales, use or other similar taxes or duties. The customer is responsible for any such taxes or duties that may apply; if the customer is tax exempt, evidence of such tax exemption must be provided. Estimated tax may be provided solely for customer convenience. The amount indicated is only an estimate and is intended to be helpful for budgeting purposes. The actual amount of sales tax assessed at the time of invoicing may be more or less.

Platforms: Savvas reserves the right to change and/or update technology platforms, including possible edition updates to customers during the term of access . Customers will be notified of any change prior to the beginning of the new school year.

Return Policy: If you are not entirely satisfied with any of our products, then you may, within six months from the date of purchase, return all materials still in new, unused, salable condition for a full refund, credit, or replacement. All returned materials must be shipped back to Savvas within 30 days of receiving the Return Materials Authorization. All materials sold in a set or a package must be returned complete as originally sold. Materials that were provided gratis must be returned proportionate to the purchased items being returned for refund or credit.

Consumable Worktexts: Subsequent year consumable worktexts will ship each year on the order date of the original order for the duration of their license. Worktexts will ship to the location listed on the original order. Quantities for each grade level and title will remain consistent each year. Changes to quantities of titles previously ordered, shipping location changes, or any other changes to consumable worktext shipments must be made 4 weeks prior to the original order date. Changes should be made using the e-form: <https://k12.savvas.com/worktext-subscription>.

Annual subscriptions for iLit and Successmaker: Products automatically renew on the anniversary date of the original purchase and will be invoiced accordingly, unless otherwise specified. If you wish to cancel, please let us know in writing prior to the date of renewal by emailing k12customerservice@savvas.com .

Technical support services are included with purchase of Savvas digital products eform: <https://support.savvas.com/support/s/k12-curriculum-support-form> phone: 1-800-234-5832

MySavvas Training which provides online access to on-demand tutorials and interactive webinar sessions is included with purchase of products. <https://mysavvastraining.com>