

Regular Agenda

Date: Thursday, March 21, 2024

Meeting: Regular Meeting with Closed Session

Time: 6:00 PM

Location: District Office

650 Dr. John Burkey Drive

Door 2

Algonquin, IL 60102

Mission Statement: Our learning community will inspire, challenge and empower all students always.

Board of Education Members: President, Mr. Andrew Bittman; Vice President, Mrs. Laura Murray; Secretary, Mr. Paul Troy; Mr. Sean Cratty; Mr. Michael Thompson; Mr. Anthony Quagliano; Mrs. Dana Wiley

Agenda

All times are approximate. D=Discussion, R=Report, A=Action

1. **Call to Order / Roll Call (A)** (Mr. Bittman)

Call to order the Regular Meeting at ___ p.m. A quorum must be met.

Roll Call: Ayes / Absent / Motion _____

Members: Mr. Quagliano, Mr. Troy, Mr. Cratty, Mr. Bittman, Mrs. Murray, Mr. Thompson, Mrs. Wiley

2. **Closed Session / Roll Call (A)** (Mr. Bittman)

Move to enter into closed session at ___ p.m. as indicated in the Open Meetings Act and 5ILCS120/2c for discussion of: **(1)** The appointment, employment, discipline, performance, or dismissal of specific employees or legal counsel; **(2)** Collective negotiating matters; **(9)** Student Disciplinary; **(11)** Litigation; **(14)** Discussion of minutes of meetings lawfully closed under this Act.

Members: Mr. Quagliano, Mr. Troy, Mr. Cratty, Mr. Bittman, Mrs. Murray, Mr. Thompson, Mrs. Wiley

Roll Call: Ayes / Nays / Absent / Motion _____

2.1. **Exit or Suspend Closed Session / Voice Call (A)**

Move to exit or suspend closed session at ___ p.m. and return to open session.

Voice Call: Ayes / Nays / Motion _____

3. **Resume in Public Session / Roll Call (A)** (Mr. Bittman) *approx. 7:00 p.m.*

Resume the Regular meeting at ___ p.m.

Members: Mr. Quagliano, Mr. Troy, Mr. Cratty, Mr. Bittman, Mrs. Murray, Mr. Thompson, Mrs. Wiley

Roll Call: Ayes / Absent / Motion _____

3.1. **Action as Required / Roll Call** (Mr. Bittman)

Will come from the Board.

Roll Call: Ayes / Nays / Absent / Motion _____

Action: Recommendation will come from the Board.

Members: Mr. Quagliano, Mr. Troy, Mr. Cratty, Mr. Bittman, Mrs. Murray, Mr. Thompson, Mrs. Wiley

4. **Pledge of Allegiance** (Mr. Bittman)

The March Huntley High Five winners will lead us in the pledge.

Aila Goebbert-McIntire - Chesak Elementary, Hudson Smith - Mackeben Elementary, Spencer Roe - Martin Elementary, Aiden Avitia - Leggee Elementary, Bill Sherden - Heineman Middle School, Dylan Quick - Marlowe Middle School, Megan Belch - Huntley High School and Crystal Soto - Light Program.

5. **Student Scoop (R)** (Ms. Lombard)

Tonight we welcome Alejandro Tevar, Raya Khan and Morgan Nichols, students from the Leggee Ambassador Program who will share the student perspectives at Leggee Elementary School.

6. **Student Recognition** (Mr. Bittman)

The IESA State Chess Tournament

Daniel Keaty and Ryan Marks from Heineman Middle School won bronze medals, presented by Lisa Franklin.

The IESA State Wrestling Tournament

Malik Carter from Heineman Middle School won a 4th place medal, presented by Michael Glncyczki.

7. **Public Comment** (Mr. Bittman)

As per Policy 2:230, public comment can be made during this portion of the meeting. The members of the public and district employees may comment on or ask questions of the Board, subject to reasonable constraints.

8. **Revision and Adoption of the Agenda / Voice Call (A)** (Mr. Bittman)

Move to adopt the agenda as presented (or with changes).

Action: Adoption of the Agenda.

Voice Call: Ayes / Nays / Motion _____

9. **Superintendent's Report (R)** (Ms. Lombard)

Updates will be provided at this time.

Recommendation: For informational purposes only

9.1. **Donations: (R)** (Ms. Lombard)

Nothing Bundt Cakes/Asman Cakes - \$102.98 check to Huntley High School dance team, rebate from sales at the January 7, 2024, dance competition.

Jameson's Charhouse - \$500.00 check for Huntley High School girl's bowling team.

First to the Finish - \$500.00 check for Huntley High School girl's track team, rebate from sales at the February 10, 2024, girl's track invite.

United Way (Ruby Jo Sarrol) - \$25.00 check for the Huntley High School National Honor Society

10. **Freedom of Information Act Requests (FOIA) (R)** (Mrs. Barr)

4

Mrs. Barr will report on the monthly FOIA requests report.

11. **President's Report** (Mr. Bittman)

11.1. **Board Discussion (D)** (Mr. Bittman)

The Board will discuss new business items.

12. **Consent Agenda (A)** (Mr. Bittman)

The following Consent Agenda items have gone through the Committee of the Whole. Prior to adoption, revisions are presented here.

Recommendation: Seeking approval and adoption of the Consent Agenda as presented.

Roll Call: Ayes / Nays / Motion _____

12.1. **Payables: (A)** (Mr. Altmayer)

5

The Finance Committee is submitting purchase orders at \$6,221,250.85; imprest checks at \$201,893.76; accounts payable at \$8,330.51; and disbursements issued at \$14,231,253.40;

12.2. **Revenue Contracts (A)** (Mr. Altmayer)

6

Mr. Altmayer will seek approval of the revenue contracts for various fundraising activities.

Recommendation: Seeking approval of the revenue contracts as presented.

12.3. **Audit Engagement Letter: (A)** (Mr. Altmayer)

13

Mr. Altmayer is seeking approval of the three-year audit engagement letter from Evans, Marshall & Pease, P.C. as presented.

12.4. **IHSA 2024-2025 Renewal: (A)** (Ms. Lombard)

20

Administration is seeking approval of the renewal of the IHSA Membership for the 2024-25 school year.

12.5. **Food Service Coop - NIIPC Joint Agreement: (A)** (Mr. Altmayer)

21

Mr. Reed and Mr. Altmayer are seeking approval of the new NIIPC agreement as presented.

12.6. **Bus Bid: (A)** (Dr. Zehr)

40

Dr. Zehr is seeking approval of the contract with Central States Bus Sales, Inc. to purchase four propane buses with wheelchair lifts.

12.7. **Non-Union Pay Rates FY25: (A)** (Dr. Zehr)

42

Mr. Zehr is seeking approval of the non-union pay rates FY25 as presented.

12.8. **HR Personnel (A)** (Dr. Zehr)

43

Seeking approval of the personnel reports provided and reviewed by the Board, which include explanation for resignations, retirements, terminations, employment, contract revisions, and leave requests, as presented.

Recommendation: Seeking approval as presented.

12.9. **Consolidated Flooring Contract: (A)** (Mr. Renkosik)

60

Mr. Renkosik is seeking approval of the flooring contract as presented.

12.10. **Minutes (A)**

93

The following minutes are presented for approval:

October 25, 2023

January 17, 2024

February 1, 2024

February 8, 2024

Recommendation: Seeking approval of the minutes as presented.

13. **Action Items / Roll Call / Voice Call** (Mr. Bittman)

Action Items require a motion and a second; discussion if needed; roll call or voice call.

13.1. **Policy 7:60 Update (A)** (Ms. Lombard)

106

Policy 7:60 *Residence* is being submitted as a second reading.

Recommendation: Seeking approval of the Board for the Policy 7:60 update.

Roll Call: Ayes / Nays / Motion ___

13.2. **IESA 2024-2025 Renewal: (A)** (Lombard)

109

Administration is seeking approval from the Board for the renewal of the IESA Membership for the 2024-25 school year.

Recommendation: Seeking approval of the Board as presented.

Roll Call: Ayes / Nays / Motion ___

13.3. **Director of Community Relations: (A)** (Mrs. Barr)

111

The Administration recommends that the Board of Education approve the Finalsite contract as presented.

Recommendation: Seeking approval of the Board as presented.

Roll Call: Ayes / Nays / Motion ___

14. **Supplemental Purchase Orders and Accounts Payable (A)** (Mr. Altmayer)

119

Administration recommends approval of the Supplemental Purchase Orders Report at \$130,577.05 and Supplemental Accounts Payable at \$9,392.03 as presented.

Recommendation: Seeking approval by the Board as presented.

Roll Call: Ayes / Nays / Motion _____

15. **Resolution of Non-Reemployment - Resolution #2024-03-01 (A)** (Dr. Zehr)

138

Dr. Zehr will seek the approval of the Board of the Resolution of Non-Reemployment for Thomas Milbratz.

Roll Call: Ayes / Nays / Motion ___

Recommendation: Seeking approval of the Board as presented.

Roll Call: Ayes / Nays / Absent / Motion _____

16. **Public Comment** (Mr. Bittman)

As per Policy 2:230, public comment can be made during this portion of the meeting. The members of the public and district employees may comment on or ask questions of the Board, subject to reasonable constraints.

17. **Adjournment (A)** (Mr. Bittman)

Members: Mr. Quagliano, Mr. Troy, Mr. Cratty, Mr. Bittman, Mrs. Murray, Mr. Thompson

Motion to adjourn the meeting at ___ p.m.

Voice Call: Ayes / Nays / Motion _____

March 7, 2024									
Request #	Date Rec'd	Type	Requested by:	Request:	Status:	Date Completed :	Time Spent Preparing	Approx. Cost to D158	Notes
2024-4	3/7/24	Email	Kim Neilson	<p>1. Any and all information, including but not limited to, correspondence, documents, records of communication and/or any and all inquiries or any other type of electronic communication such as email messages and text or sms messages regarding any subject matter relating to former Chesak school social worker, Kim Neilson, between the following Huntley Community School District 158 personnel/staff and McHenry County Board Chairman, Michael Buehler:</p> <ul style="list-style-type: none"> i. Former Huntley Community School District 158, Superintendent, Scott Rowe ii. Chesak School Principal, Roshanda Henson iii. Huntley Community School District 158 Assistant Superintendent for Human Resources, Adam Zehr between November 1, 2021 and up to and including the present date. <p>2. Any and all information, including but not limited to, correspondence, documents, records of communication and/or any and all inquiries or any other type of electronic communication such as email messages and text or sms messages regarding any subject matter relating to former Chesak school social worker, Kim Neilson, between the following Huntley Community School District 158 staff/personnel, and McHenry County Regional Superintendent of Schools, Diana Hartman:</p> <ul style="list-style-type: none"> i. Former Huntley Community School District 158, Superintendent, Scott Rowe ii. Chesak School Principal, Roshanda Henson iii. Huntley Community School District 158 Assistant Superintendent for Human Resources, Adam Zehr between November 1, 2021 and up to and including the present date. 	Completed	3/13/24	3 hours	\$180	



Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: March 21, 2024

Subject: **Payables Reports**
Board of Education Meeting, March 21, 2024
Finance Committee

The Administration is seeking to move the following reports forward for action at the next Board Meeting. All of the reports below were presented at the March 14, 2024 Committee of the Whole Meeting.

Purchase Orders - Purchase orders issued from February 1, 2024 to March 7, 2024 for which Administration is requesting Board Approval to issue payment once invoices have been received. Invoices which exceed an approved Purchase Order by \$100 or 10% of the Purchase Order (whichever is lower) will not be issued without additional Board approval. Purchase orders total \$6,221,250.85

Accounts Payable - Open accounts payable for which the Board has not approved purchase orders (i.e. employee reimbursements, refunds for fees, etc.). Accounts payable total \$8,330.51.

Imprest Checks Issued - Payments made through March 7, 2024 for which the Board had not previously approved purchase orders. Imprest checks total 201,893.76.

Disbursements Issued - Disbursements issued from January 25, 2024 to March 7, 2024. Disbursements issued total \$14,231,253.40.

RECOMMENDATION

The Finance Committee, which met on March 14, 2024, recommends the Board of Education approve the above-referenced Payables at the March 21, 2024 Regular Board meeting.



Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: March 21, 2024

Subject: **Revenue Contract Approval**
Board of Education Meeting – March 21, 2024
Finance Committee

Presented are Fundraising/Crowdfunding Authorization forms for the organizations listed below.

<u>Organization Benefited</u>	<u>Vendor</u>	<u>Net Revenue</u>
Huntley High School Boys Lacrosse	Adrenaline Fundraising	\$5,000
Huntley High School Orchesis	Snap! Raise	\$4,000

RECOMMENDATION

The Finance Committee, which met on March 14, 2024, recommend the Board of Education approve the Fundraising/Crowdfunding Authorization forms at the March 21, 2024 Regular Board Meeting.

Crowdfunding Authorization Form
Fiscal Services

All crowdfunding activities require pre-approval. Crowdfunding services must have at least a three-star rating on Charity Navigator. Please complete this form **in its entirety** and submit the form to your building principal a minimum of **45 days prior** to posting the event online. The Principal will then forward all documents to the Chief Financial Officer.

Requesting Authorization for: Crowdfunding Other Snap! Raise

Today's Date: 1/30/2024 School: Huntley High School

Name of School Organization: Orchesis Dance Company

Sponsor / Teacher / Coach's Name: Cadence Niccum Phone: (815) 931-2978

Starting Date of Event: 3/18/2024 Ending Date of Event: 4/15/2024

Anticipated Revenue and Approximate Value of Non-Monetary Items/Compensation: \$ 4,000.00 ✓

Describe Sale/Event: Webpage built for company, students ask for donations

Will a Vendor Be Used: Yes* No * *Attach all contracts and agreements to this form.*

Name of Vendor (if applicable): Snap! Raise

Type of Product or Service Provided by Vendor: Creat team platform to share story and encourage donations.

Name of Crowdfunding Platform (if applicable): _____

Crowdfunding Platform Website (if applicable): _____

How will compensation be used/distributed? Purchase costumes and items for showcase, state audition fees, etc.

Name of Activity Account: Orchesis Club Activity Account #: 552

Submit completed forms with attachments to the Chief Financial Officer. A signed copy will be returned to you indicating approval / non-approval for crowdfunding events over \$1,000 which require Board approval.

Cadence Niccum
Sponsor Signature

2/5/2024
Date

[Signature]
Principal Signature - *Verify that it is a minimum of 30 days prior to posting online*

2/6/24
Date

[Signature]
Chief Financial Officer Signature

2-1-24
Date

* Public Act 94-0714 requires all contracts and agreements that pertain to goods and services that are intended to generate additional revenue and other remunerations for the school district in excess of \$1,000.00 be approved by the school board.

Superintendent's Copy Fiscal Services Copy Date of Board Approval: _____
 Building Principal / Sponsor / Teacher / Coach's Copy



Snap! Raise Acknowledgement

Payable Organization: Huntley High School | Huntley, IL | 36-6005127

Note: the payable organization name cannot be changed once donations are made.

Confidentiality: The process and documents shared by Snap! are property of Snap! Mobile, Inc. Re-creation or sharing of the process of documents is prohibited.

Service Fee:

I acknowledge the service fee for the use of Snap! software and services as described below

- My group will keep 80% of funds received throughout my campaign.

Credit Card Processing Fee: All credit cards have a small pre-transaction fee. Normally, donors elect to cover this fee. In the instance in which a donor elects not to cover the fee, Snap! Raise will do so automatically.

External Donations: Any check or cash donations received will be reported to my Snap! Representative. The external donations will be applied to the specified participant's account, included as part of the funds received, and are subject to the Snap! Raise service fee as outlined above.

Donor Gear Purchases: During the campaign, gear purchased by donors for participants (OTK) or gear purchased by donors for themselves (OTK-F) will result in 10% of the purchase price going back to the program. This will be reflected on the final receipt.

Outfit-the-Kid and Outfit-the-Fan Logo Selection: All gear for Outfit-the-Kid (OTK) and Outfit-the-Fan (OTF) will be custom branded with my selected logo, except socks. I understand there will be a small Snap! Raise logo below my design. Participants will receive items purchased by donors in the sizes they select upon setting up their participant profile. If a participant neglects to select their sizes, they will not receive the gear.

Below is the logo design number and colors selected, which correspond with the attached logo guide. If you would like to change your selection, please contact your Campaign Director prior to the end of your fundraiser.

Logo Design # 52 Logo Primary Color: Red Logo Secondary Color: Black

Snap! Store: Snap! fundraisers have a digital Snap! Store created to support their organization in selling spirit wear year-round. If a custom logo was provided by the organization to be used for Outfit-the-Kid (OTK), Outfit-the-Fan (OTF), and/or participant incentives, this logo will be used on all purchases in their Snap! Store or the store will be created with the logo selected below. To opt-out of Snap! Store, please contact your Campaign Director or our Customer Support team.

Stripe: Stripe is a payment processor that Snap! Raise partners with to ensure that incoming donor payments and outgoing organization payments are processed in a secure and timely fashion while meeting federal regulations for fundraising. You will be asked to provide information tied to the payable organization and financial/group administrator in order to pass a verification process called Know Your Customer (KYC). In some instances, additional documentation and/or information will be required to complete the KYC process, and these requests will come from your Campaign Director or our Snap! Raise Customer Support team.

Disbursement of Funds: Snap! will process sales on behalf of your organization and hold such funds until the end of your campaign. Once we have finalized your campaign, a check will be processed for your sales, less the Snap! service fee. All requests for payments to be made via direct deposit must be submitted to your Campaign Director or Customer Support prior to the end of your campaign. Please note that any such bank account designated to receive the funds must be in your organization's name.

Know-Your-Customer (KYC) and Payments: Once your fundraiser receives donations, we are unable to adjust or change the payable organization name or EIN (Tax ID Number). Please review KYC closely and alert your Campaign Director or Customer Support if any of the required, pre-filled information is incorrect.

Gear Return Policy: All items are made to order, and for that reason items that have been decorated with a logo, name or number are not eligible for a return or exchange unless it is determined that your order is not 100% free from defects in materials and decoration. In the event items are missing or have been damaged upon receiving your order, you will have 30 days to submit a request for a replacement item. This 30-day window will start the date you received your order.

I have read and understand the acknowledgement and have selected a logo for our fundraiser, I am ready to begin my Snap! Raise campaign.


Signature

02/06/2024

Date

Cadence Niccum

Printed Name

Fundraising Authorization Form
Fiscal Services

All fundraising activities for school organizations require pre-approval. Please complete this form **in its entirety** and submit the form to your Building Principal a minimum of **45 days prior** to the desired starting date of the event. The Building Principal will then forward all documents to the Chief Financial Officer.

Today's Date: 1/31/24 School: Huntley High School

Name of School Organization: Boys Lacrosse

Sponsor / Coach's Name: Dominic Saccomanno Phone: 847-804-4690

Starting Date of Event: 3/18/24 Ending Date of Event: 3/18/24

Anticipated Revenue and Approximate Value of Non-Monetary Items/Compensation: \$ 5,000.00 ✓

Type of Sale / Event: Hour-a-Thon ✓

Will a Vendor Be Used: Yes* No * *Attach all contracts and agreements to this form.*

Name of Vendor (if applicable): Adrenaline Fundraising ✓

Type of Product or Service Provided by Vendor: Organization and processing

How will compensation be used/distributed? We receive a check from Adrenaline 1 week after event.

Name of Activity Account: Boys Lacrosse Activity Account #: 555

Submit completed forms with attachments to the Chief Financial Officer. A signed copy will be returned to you indicating approval or non-approval for fundraisers which require Board approval (over \$1,000).

[Signature] Sponsor Signature Date: 1/31/24

[Signature] Date: 2/1/24

[Signature] Principal Signature – I certify that it is a minimum of 45 days prior to the desired starting date of the event Date: 2.1.24

[Signature] Chief Financial Officer Signature Date: 2-5-24

* Public Act 94-0714 requires all contracts and agreements that pertain to goods and services that are intended to generate additional revenue and other remunerations for the school district in excess of \$1,000.00 be approved by the board.

Superintendent's Copy Fiscal Services Copy Date of Board Approval: _____

Adrenaline Fundraiser Agreement (Hour-A-Thon)

_____ d/b/a Adrenaline Fundraising ("Adrenaline" herein) and Organization identified below enter into the following Fundraiser Agreement ("Agreement") for the purpose of providing an Adrenaline Fundraising Program ("Program") designed to facilitate Organization's fundraising efforts:

1. **Program terms.** Adrenaline and Organization agree to the Hour-A-Thon Fundraiser Date and Profit % stated below. In this agreement, "Profit %" means the percentage of the total funds raised that is payable to Organization.

2. **Adrenaline Obligations.**

- Adrenaline agrees to use its best efforts to assist Organization with its fundraising efforts.
- Adrenaline agrees, at its discretion, to provide training and incentives to individuals involved in the fundraising process along with program materials appropriate to facilitate Organization's fundraising efforts.
- Adrenaline Representative will deliver payment to Organization within one week of the close of the Hour-A-Thon donation link.

3. **Organization Obligations.**


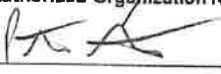
- Organization confirms that it is not under a contractual obligation to participate in a competing non-Adrenaline fundraising program.
- Organization agrees to allow Adrenaline reasonable access to Organization's facilities at mutually agreed upon times in order to conduct the Program.

4. **Intellectual Property Ownership and Product Distribution.** Adrenaline retains all intellectual property rights associated with the products but agrees to license these rights for the limited purpose of conducting the Program. Organization agrees not to disclose any forms, materials, technical information or methods employed by Adrenaline or intellectual property rights owned by Adrenaline for any purpose except in association with the Program absent Adrenaline's express written consent.

5. **Authorization and implementation.** Organization's representative hereby asserts that he/she understands the terms and conditions of the Agreement, agrees to be bound by them, and has the authority to bind Organization. Organization holds Adrenaline harmless of any liability regarding the actions of, and/or injuries to Program participants.

Hour-A-Thon Fundraiser				
Month	Day	Year	Time	Location
3	18	24	4:15	Cafeteria

Profit Structure	
Total Raised	Profit %
	75
Total Raised	Profit %

 Authorized Organization Representative (Signature)	Dominic Saccomanno Coach 1-31-24 Print Name & Title Date
 Authorized Adrenaline Representative (Signature)	Pete Ittersagen 1-30-24 Print Name & Title Date

Information below is to be completed by Adrenaline sales representative			
School / Organization Huntley	Group Boys Lacrosse	Number of Students	Adrenaline record number
Address 13719 Harmony Rd.	City Huntley	State IL	Zip 60142
Contact Name Dom SACCOMANNO	Best time to contact	Contact Phone Number	Contact email address

Adrenaline Fundraiser Agreement (Hour-A-Thon)

_____ d/b/a Adrenaline Fundraising ("Adrenaline" herein) and Organization identified below enter into the following Fundraiser Agreement ("Agreement") for the purpose of providing an Adrenaline Fundraising Program ("Program") designed to facilitate Organization's fundraising efforts:

1. **Program terms.** Adrenaline and Organization agree to the Hour-A-Thon Fundraiser Date and Profit % stated below. In this agreement, "Profit %" means the percentage of the total funds raised that is payable to Organization.

2. **Adrenaline Obligations.**

- Adrenaline agrees to use its best efforts to assist Organization with its fundraising efforts.
- Adrenaline agrees, at its discretion, to provide training and incentives to individuals involved in the fundraising process along with program materials appropriate to facilitate Organization's fundraising efforts.
- Adrenaline Representative will deliver payment to Organization within one week of the close of the Hour-A-Thon donation link.

3. **Organization Obligations.**

- Organization confirms that it is not under a contractual obligation to participate in a competing non-Adrenaline fundraising program.
- Organization agrees to allow Adrenaline reasonable access to Organization's facilities at mutually agreed upon times in order to conduct the Program.

4. **Intellectual Property Ownership and Product Distribution.** Adrenaline retains all intellectual property rights associated with the products but agrees to license these rights for the limited purpose of conducting the Program. Organization agrees not to disclose any forms, materials, technical information or methods employed by Adrenaline or intellectual property rights owned by Adrenaline for any purpose except in association with the Program absent Adrenaline's express written consent.

5. **Authorization and implementation.** Organization's representative hereby asserts that he/she understands the terms and conditions of the Agreement, agrees to be bound by them, and has the authority to bind Organization. Organization holds Adrenaline harmless of any liability regarding the actions of, and/or injuries to Program participants.

Hour-A-Thon Fundraiser				
Month	Day	Year	Time	Location
3	18	24	4:15	Cafeteria

Profit Structure	
Total Raised	Profit %
	75
Total Raised	Profit %

Authorized Organization Representative (Signature) 	Print Name & Title Pete Ittersagen	Date 1-30-24
Authorized Adrenaline Representative (Signature)	Print Name & Title	Date

Information below is to be completed by Adrenaline sales representative			
School / Organization Huntley	Group Boys Lacrosse	Number of Students	Adrenaline record number
Address 13719 Harmony Rd	City Huntley	State IL	Zip 60142
Contact Name Dom SACCOMANO	Best time to contact	Contact Phone Number	Contact email address



Huntley Community School District 158

650 Academic Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: March 21, 2024

Subject: **Annual Audit – Evans Marshall & Pease, P.C. Engagement Letter**
Board of Education Meeting, March 21, 2024
Finance Committee

I am pleased to present a 3-year audit engagement letter received from Evans Marshall & Pease, P.C. (EMP). EMP has performed the audit for the District for approximately 15 years and has done a great job working with District Administration and the full team on an annual basis. Attached is a 3-year engagement letter, through fiscal year ending June 30, 2026, with the engagement fees increasing to \$41,000 from prior years' \$33,600. The engagement fee of \$41,000 will remain the same for the next three years. Please note, although this appears as a 22% increase over prior year fees of \$33,600, EMP fees have remained the same for the past ten plus years. Thus, this increase by EMP is simply an adjustment to get closer to market value, while still providing us exceptional value. More information will be shared at the Board Meeting.

Please see the attached engagement letter.

Recommendation

The Finance Committee, which met on March 14, 2024, recommends the Board of Education approve the attached engagement letter at the regular Board meeting.



EVANS, MARSHALL & PEASE, P.C.

CERTIFIED PUBLIC ACCOUNTANTS
AND CONSULTANTS

1875 Hicks Road
Rolling Meadows, Illinois 60008

Telephone (847) 221-5700
Facsimile (847) 221-5701

January 26, 2024

Board of Education
Huntley Community School District 158
650 Dr. John Burkey Drive
Algonquin, IL 60102

To the Board of Education and Management of Huntley Community School District 158:

We are pleased to confirm our understanding of the services we are to provide Huntley Community School District 158 for the years ended June 30, 2024, 2025 and 2026. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of Huntley Community School District 158 as of and for the years then ended. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Huntley Community School District 158's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Huntley Community School District 158's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) GASB required supplementary pension information.
- 3) General and Major Special Revenue Funds – budget to actual.

We have also been engaged to report on supplementary information other than RSI that accompanies Huntley Community School District 158's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

- 1) Schedule of expenditures of federal awards – separate report.
- 2) General Fund Accounts – budget to actual.
- 3) Major Debt Service and Major Capital Projects Funds – budget to actual.
- 4) Debt Service Schedules.
- 5) Statement of Revenues, Expenditures, and Changes in Fund Balances – Operating and Non-operating Governmental Funds.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

- management override of controls,
- revenue recognition.

Accordingly, we have considered these as significant risks.

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Huntley Community School District 158's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of Huntley Community School District 158's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on Huntley Community School District 158's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, ISBE Annual Financial Report, and related notes of Huntley Community School District 158 in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These non-audit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, ISBE Annual Financial Report and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statements, schedule of expenditures of federal awards, and related notes, and any other non-audit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, the schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the non-audit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements and Single Audit

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal statutes), rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to [include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Engagement Administration, Fees, and Other

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to Huntley Community School District 158; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Evans, Marshall and Pease, PC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to oversight agencies or their designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Evans, Marshall and Pease, PC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the fiscal year-end or for any additional period requested by the oversight agency for audit, or pass-through entity. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Christopher M. Scalet, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs, except that we agree that our gross fee, including expenses, will not exceed \$41,000, \$41,000, and \$41,000, respectively, for the years outlined above. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered at the conclusion of the audit and are payable on presentation. Should circumstances warrant, we reserve the right to invoice one-half of the above fees at the completion of field work. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to Huntley Community School District 158 and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign and return it to us.

Very truly yours,

Evans, Marshall and Pease, P.C.

Evans, Marshall and Pease, P.C.

RESPONSE:

This letter correctly sets forth the understanding of Huntley Community School District 158:

By: _____

Title: _____

Date: _____



Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

Date: March 21, 2024
To: Board of Education
From: Jessica Lombard, Superintendent
Subject: IHSA Membership Renewal

At the March 14, 2024 Committee of the Whole meeting, the Finance Committee recommended moving the 2024-25 IHSA membership request to the March 21, 2024 Regular Board of Education meeting for approval.

Executive Summary

Attached is the renewal form for District 158 to continue its membership in the Illinois High School Association (IHSA) for the 2024-25 school year.

By completing this renewal, District 158 is confirming that Huntley High School continues to be recognized by the Illinois State Board of Education and certifies that the Board of Education agrees to abide by the Constitution, By-laws, Terms/Conditions, Procedures, Guidelines and Policies of the Association for the 2024-25 school year.

Recommendation

Seeking approval as presented

Attachment included

To: Board of Education and Administration

From: Richard Reed, Director of Food Service
Mark Altmayer, Chief Financial Officer

Date: March 21, 2024

Subject: **Food Services Coop - NIIPC Joint Agreement**
Board of Education Meeting, March 21, 2024
Finance Committee

The cooperative (NIIPC) Northern Illinois Independent Purchasing Cooperative is switching from operating through one school district to a self-selected governing board. Our nutrition program is and has been a part of this cooperative for many years. The cooperative has been working with ISBE and a lawyer to make sure they continue to meet our USDA and ISBE child nutrition program requirements.

The important role the coop plays for our district is seen through the writing of food and beverage bids. Through the coop we get purchasing price breaks because the coop has 73 school districts in the coop and that purchasing power gives us price breaks from manufactures pricing based on the high product volume being used.

The new coop governing board will consist of seven food service authorities (coop members), voted in by members. The deadline is April 1, 2024 to sign and return the joint agreement.

RECOMMENDATION

The Finance Committee, which met on March 14, 2024, recommends the Board of Education approve the joint agreement to continue our long-standing partnership with the coop, at the next regular Board meeting.



December 18, 2023

Dear NIIPC Member Districts,

Thank you for your continued commitment to our cooperative purchasing on behalf of all of our school nutrition programs. As you know, the cooperative has played a critical role in the State of Illinois in support of meal programs since 1995. The cooperative is now 74 member districts, purchasing over \$28 million in food and supplies for independently operated meal programs.

In efforts to keep our Cooperative sustainable for many years to come, we have decided to change our governance structure. For the past 28 years, the Oak Park River Forest High School District has been our governing body that approved all formal bid recommendations. As of July 1, 2024, the NIIPC will have its own governing board that will govern the cooperative. Please review the Summary of Restated Articles of Joint Agreement and Bylaws ([link](#)) to understand in more detail the Power, Duties and Structure of the Cooperative.

The NIIPC has met with the Illinois State Board of Education, Nutrition & Wellness Division to review these changes in structure and are confident that we will continue to meet all [child nutrition procurement requirements](#) within our new structure. The NIIPC will continue to work directly with ISBE on our member districts' behalf.

Due to the restructure, we ask each Member District to review this information with their Board of Education and get the Board signature on the Restated Articles of Joint Agreement and Bylaws ([link](#)). This signature shall be provided back to the cooperative by April 1, 2024 to confirm commitment to continued participation in the cooperative. If due to board meeting timing, you are unable to return the signed agreement by the date stated above, please notify us.

If you have any questions, please do not hesitate to contact us at niipcinfo@gmail.com.

Sincerely,

Micheline Piekarski

Micheline Piekarski, MSM, SNS
President, NIIPC

Sandy Voss

Sandy Voss, RD, SNS
Vice President, NIIPC

Attachments



SUMMARY OF RESTATED ARTICLES OF JOINT AGREEMENT AND BYLAWS

This document summarizes the governance structure, requirements, and key terms of the Restated Articles of Joint Agreement and Bylaws of the Northern Illinois Independent Purchasing Cooperative (the “Cooperative”).¹ The Cooperative’s purpose is to assist Member Districts in meeting state and federal mandates relating to the bidding and procurement of goods and services related to food service administration, thereby increasing cost savings, efficiency, market access, and mitigating risk throughout the procurement process. The Cooperative is open to public school districts that independently operate food service programs without food service management companies.

I. Powers, Duties, and Structure of the Cooperative

A. Board of Directors

The Cooperative is governed by an elected seven-member Board of Directors. Each member of the Board of Directors serves a two-year term or until a successor is appointed. The Board of Directors internally elects a Chairman, Vice-Chairman, and Secretary from among its members. The Board of Directors is responsible for determining the general policies to be carried out by the Executive Officers of the Cooperative and has the power to hire employees, agents, or independent contractors, as needed. These powers are intended to allow for growth of the Cooperative in the future. However, there are no plans for such growth at this time. Additionally, the Board of Directors has the authority with a majority vote to expel a Member District, to amend the Joint Agreement and Bylaws, and to establish new fees. The Board of Directors is required to meet at least three times per year but can also hold special meetings as necessary.

B. Executive Officers

Executive Officers of the Cooperative include a President, Vice President/Bid Coordinator and Secretary/Treasurer, any of which may be the representative of the Member District acting as the administrative district. Member Districts must approve all officers through the Board of Directors, and each officer serves until a successor is approved and has commenced his or her duties. Generally, Executive Officers will make recommendations to the Board of Directors regarding the approval of contracts and admission of new Member Districts.

1. **President.** The President functions as the Chief Executive Officer of the Cooperative and is responsible for and has authority to execute actions as directed by the Board of Directors, makes policy recommendations to the Board of Directors, reports on the fiscal condition of the Cooperative, and liaises between the Board of Directors and any committees.

¹ This document should only be used as a guide and reference and should not be substituted for a comprehensive review of the Northern Illinois Independent Purchasing Cooperative Restated Articles of Joint Agreement and Bylaws. In the event of a discrepancy between this summary and the Restated Articles of Joint Agreement, the Restated Articles of Joint Agreement and Bylaws shall control.

2. **Vice President/Bid Coordinator.** The Vice President/Bid Coordinator serves as the President in the absence of the President and is responsible for coordinating all aspects of bidding.
3. **Secretary/Treasurer.** The Secretary/Treasurer is responsible for maintaining the permanent records of the Cooperative and for all funds and securities of the Cooperative. The Secretary maintains all receipts, executes deposits and investments at the direction of the Board of Directors.

C. Administrative District

The Administrative District is appointed by the Board of Directors, in collaboration with the Executive Officers, to serve for a term that is mutually agreed upon and is responsible for the management and expenditure of monies of any funds established for the benefit of the Cooperative and any other tasks as approved by the Board. The Administrative District is not required to pay dues or fees in return for their role. Additionally, in the event that the Cooperative does not have an Executive Director, the Director of the Administrative District serves in such capacity.

II. Financial Management

The Board of Directors is responsible for approving or amending a budget by a majority vote for the administration and operation of the Cooperative, after receiving input and recommendations from the Executive Officers. The Board of Directors determines the annual payment to be made by all Member Districts. The Board of Directors may also authorize supplementary payments in the event that the Cooperative becomes underfunded.

III. Admission and Withdrawal Procedures

Currently, participating Member Districts will be expected to enter into the Restated Articles of Joint Agreement and Bylaws. Eligible school districts interested in membership with the Cooperative will be admitted upon at least a 2/3 affirmative vote of the Board of Directors or if approved by the Executive Officers. Membership in the Cooperative is automatically renewed, provided the Member District is in compliance with all provisions and terms of the Cooperative. Voluntarily withdrawing from the Cooperative requires written notice to the Board of Directors no later than February 1 in the year notice is given and becomes effective on July 1. Member Districts may be expelled from the Cooperative by a majority vote of the Board of Directors for failure to participate, make necessary payments or for other actions that are detrimental to the operation of the Cooperative.

IV. Responsibilities of Member Districts

Member Districts are required to purchase specifically identified items from the preferred vendor that the Cooperative selects. Each Member District will maintain its own relationship with vendors regarding orders, scheduling deliveries, and payment of invoices. Member Districts are responsible for promptly paying all payments due to the Cooperative and agree to pay a 1% per month penalty for any payments that are more than 60 days delinquent.

NORTHERN ILLINOIS INDEPENDENT PURCHASING COOPERATIVE

RESTATED ARTICLES OF JOINT AGREEMENT AND BYLAWS

(“JOINT AGREEMENT AND BYLAWS”)

ARTICLE I

Definitions

DEFINITIONS:

1.1 As used in the Joint Agreement and Bylaws, the following terms shall have the meaning hereinafter set out:

- (a) **AGREEMENT** – The terms and conditions set forth in the Joint Agreement and Bylaws, an intergovernmental agreement that shall be binding upon the Parties and as authorized pursuant to Article VII, Section 10, of the 1970 Constitution of the State of Illinois, the Intergovernmental Cooperation Act 5 ILCS 220/2, which Act provides that any power which may be exercised by only one school district may be exercised jointly with other school districts or other public agencies, and the Governmental Joint Purchasing Act (30 ILCS 525/1), and any future amendments thereto. The term Agreement may be used interchangeably herein with the Joint Agreement and Bylaws.
- (b) **MEMBER DISTRICTS** – The school districts that are Members of the Cooperative as of the Effective Date of this Agreement and whose names are listed on Appendix A, and such school districts that may later enter into this Agreement.
- (c) **MEMBER REPRESENTATIVE** – Individuals employed by each Member District and designated as the primary and authorized representative of the District in all matters relating to the Member District’s obligations hereunder.

- (d) **COOPERATIVE** – The Northern Illinois Independent Purchasing Cooperative established pursuant to the constitutional and statutory authority referenced herein.
- (e) **EXECUTIVE OFFICERS** – Representatives elected by the Member Districts to oversee and conduct the administration and operations of the cooperative as set forth herein.
- (f) **ADVISORY COUNCIL** - Member District representatives that help guide the work of the cooperative. Member Districts with enrollment greater than 10,000 students must have a Member Representative that participates on the Advisory Council.
- (g) **BOARD OF DIRECTORS or BOARD** – Member Representatives appointed by the Member Districts to approve bids and the Cooperative’s operating budget with input and recommendations from the Executive Officers
- (h) **ADMINISTRATIVE DISTRICT** – The Member District of an Executive Officer approved by the Cooperative’s Executive Officers to oversee the affairs of the Cooperative as more fully set forth herein.

ARTICLE II

Name

2.1 The name of the Cooperative shall be the Northern Illinois Independent Purchasing Cooperative, hereinafter referred to as the Cooperative.

ARTICLE III

Purpose

3.1 The Cooperative, serving to assist Member Districts in meeting state and federal mandates relating to the bidding and procurement of goods and services, is organized exclusively for the charitable, scientific, literary or educational purposes within the meaning of applicable laws and regulations

governing exemption from taxation as an intergovernmental organization. As applicable, the Cooperative shall have all the general powers set forth in the provisions of the Illinois School Code or as otherwise permitted by the Illinois Constitution and Intergovernmental Cooperation Act (5 ILCS 220/2), and the Governmental Joint Purchasing Act (30 ILCS 525/1), including the power to accept, administer, apply and to use money, property and services acquired by gift, grant, devise, bequest or otherwise in accordance with any of the purposes and objects that may be specified by Member Districts, provided that all such property may be used for the general purposes of the Cooperative in the sound discretion of its Board of Directors, and to establish and maintain a fund or funds of real or personal property for such purposes, provided that the Cooperative exercises all such powers in furtherance of the purposes set forth herein, which shall include but not be limited to, the following:

- (a) Conducting competitive bidding and other procurement-related activities required for the establishment of contracts satisfying the requirements of Illinois School Code (105 ILCS 5/10-20.21), the Governmental Joint Purchasing Act (30 ILCS 525/1), and other state or federal regulations applicable to the procurement of goods and services by public school districts acting as school food authorities (“SFAs”) in connection with the operation of school meal programs that do not rely on food service management companies (“FSMCs”).
- (b) Establishing contracts satisfying the requirements of Illinois School Code (105 ILCS 5/10-20.21), the Governmental Joint Purchasing Act (30 ILCS 525/1), and other state or federal regulations applicable to the procurement of goods and services by public school districts in Illinois for the benefit of Member Districts;
- (c) Performing any and all such other acts as may be necessary or desirable to carry out the Cooperative’s purposes, as determined by the Board of Directors.

It is the intent of the Member Districts to operate an intergovernmental entity in accordance with the Agreement. Funds received by the Cooperative are funds derived from its Member Districts or as may otherwise be donated to the Cooperative as charitable contributions. It is the intent of the parties in operating the Cooperative to retain on behalf of each Member District and Member Representative any

defenses as immunities permitted by Illinois law.

ARTICLE IV

Powers and Duties

4.1 The powers of the Cooperative to perform and accomplish the purposes set forth above shall, within the budgetary limits and procedures set forth in this Agreement, be the following:

- (a) To enter into contracts with third parties selected for the award of contracts in accordance with the competitive bidding requirements of the Illinois School Code (105 ILCS 5/10-20.21), the Governmental Joint Purchasing Act (30 ILCS 525/1), and other state and federal regulations,
- (b) To benefit from the services of employees and independent contractors assigned to perform duties by and on behalf of the Cooperative by its Members,
- (c) To carry out educational and other programs relating to joint purchasing, cooperative purchasing, and competitive bidding requirements,
- (d) To admit and expel Member Districts by a majority vote of the Board of Directors.
- (e) To amend this Agreement by a majority vote of the Board,
- (f) To employ agents, employees and independent contractors,
- (g) To lease real property and to purchase or lease equipment, machinery, or personal property necessary for the carrying out of the purpose of the Cooperative,
- (h) To collect funds from its Member Districts and other third parties for the activities permitted by the purposes established above,
- (i) To secure insurance and engage professional services in managing risks resulting from the activities of the Cooperative,
- (j) Solely within the financial limits established by the Member Districts to carry out such other activities as are necessarily implied or required to carry out the purposes of the Cooperative specified in Article III or the specific powers enumerated in Article IV.

ARTICLE V

Members; Participation in and Withdrawal from the Cooperative

5.1 Membership in the Cooperative shall be limited to public school districts that independently operate food service programs as SFAs for the benefit of their students in accordance with state and federal laws and regulations and without the assistance of FSMCs. Unless admitted upon at least a two-thirds (2/3) affirmative vote of the Board of Directors or, if otherwise approved by the current Executive Officers, all Member Districts joining the Consortium after the Effective Date of this Agreement shall have an enrollment of no fewer than 2,000 students.

5.2 The membership of the Cooperative on the effective date of this Agreement shall be those Illinois public school districts identified as Member Districts in Appendix A, which is hereby appended to and made a part of this Agreement as Member Districts. New Member Districts shall be admitted only upon at least a two-thirds (2/3) affirmative vote of the Board of Directors or, if otherwise approved by the current Executive Officers, and subject to the payment of such fees and such further conditions as shall be contained within the motion approving membership, or as shall be established generally for new Member Districts, by the Board of Directors or this Agreement. New Member Districts must submit a letter of intent to participate as a member by February 1st of the school year preceding their effective date of membership.

5.3 Member Districts must give the Board of Directors a written notice of a voluntary withdrawal from the Cooperative no later than February 1st of the year in which such notice is given, with such withdrawal becoming effective the July 1st thereafter. Following expiration of the initial term of participation of any Member District, their participation in the Cooperative shall continue until the Member District withdraws, subject to the terms of this Agreement, or is expelled.

5.4 All Member Districts shall pay an annual amount in dues to be established by the Board of Directors. Such amounts may differ by Member District and, in all cases, may be increased upon approval of an increase by a majority of the Board of Directors.

5.5 All membership dues are due no later than November 30th of the academic year (July 1st through

June 30th) during which a Member District participates in this Agreement or has otherwise failed to withdraw in accordance with the terms hereof.

5.6 All contracts established by the Cooperative shall include a provision terminating Member District's participation in the contract and entitlement to any benefits of the terms and condition of such contract in the event that the Member District terminates their membership in the Cooperative or is otherwise expelled from the Cooperative in accordance with the Agreement.

5.7 A Member District may be expelled upon a vote of the Board of Directors for failure to participate, cooperate or support the activities and purposes of the Agreement, or for any action which is seriously detrimental to the operation and administration of the Agreement, as determined by the Board. Upon such vote of expulsion, a Member District's participation shall terminate sixty (60) days after the expulsion vote. An expelled Member District shall remain liable for any obligation incurred to the effective date of expulsion.

ARTICLE VI.

Term of the Cooperative; Form of Agreement

6.1 This Agreement in its existing form and as it is validly amended, shall govern the relationship between the Cooperative and its Member Districts during the entire existence of the Cooperative following ratification and adoption by the Member Districts.

6.2 This Agreement, and any amendments thereto, may be executed in separate identical counterparts and shall be binding upon all Member Districts.

6.3 Termination of this Agreement by Member Districts shall not occur without a two-thirds majority vote of all Member Districts.

ARTICLE VII

Administrative District

7.1 The Board shall appoint an Administrative District, as agreed upon by the Executive Officers, to serve for a term to be mutually agreed upon by the Administrative District and Executive Officers. During

such service, all dues or fees that would otherwise be paid by the Administrative District shall be waived. The Administrative District, unless otherwise agreed, shall be responsible for the management and expenditure of monies from any funds established for the benefit of the Cooperative, and such other responsibilities as approved by the Board or its designee.

7.2 Nothing herein shall prevent the Board from appointing officers, employees or other persons to carry out functions or duties expected to be carried out by the Administrative District.

ARTICLE VIII.

Board of Directors

8.1 There is hereby established a Board of Directors of the Cooperative. The provisions regarding the appointment of Directors, Alternate Directors, and Members of the Executive Committee, and officers shall become effective at the start of the first fiscal year, which commences after the effective date of this Comprehensive Amendment.

The Board of Directors shall consist of seven Member Representatives of Member Districts. The seven Member Representatives must all be from different Member Districts. The Board of Directors shall be approved by two-thirds of the Member Districts. A Member District Representative cannot serve as an Executive Officer and on the Board of Directors at the same time. A Member District Representative shall serve on the Board of Directors for a term of two (2) years or until a successor Director has been appointed. The Member District Representative shall also select an Alternate from the Member District or, if no Alternate is available from the Member District, from the Member Districts to serve when the Director is unable to carry out the assigned duties. The Member Representative or Alternate selected need not be an elected official of the Member District but must be an elected official or employee of the Member District that is authorized to bind and carry out business on behalf of the Member's Districts Board of Education. Upon appointing a Member District Representative to serve as a Director and an Alternate, the Member District shall promptly provide the names of these appointees to the Executive Officers for approval.

At its first meeting of the Cooperative after the Effective Date of this Amendment, and before

each second fiscal year thereafter, the Board of Directors shall elect from amongst its Directors, a Chairman, Vice-Chairman, and Secretary of the Board of Directors, each of which shall serve until replaced by the Board of Directors.

8.2 The Board of Directors shall determine the general policies, to be carried out by the Executive Offices of the Cooperative, by majority vote, which policy shall be followed by all Cooperative agents, employees and independent contractors employed by the Cooperative and the Administrative District. It shall have the responsibility for (1) approving of hiring of agents, non-clerical employees and independent contractors, as recommended by the Executive Officers (2) setting of compensation for all persons, firms and corporations employed by the Cooperative, (3) setting of fidelity bonding requirements for employees or other persons, (4) approval of amendments to the Agreement, (5) upon receiving and approving any recommendation from the Executive Officers, performing those necessary functions to obtain bids and award to a preferred vendor the purchase of food and supply items by individual Member Districts of the Cooperative. (5) approval of the acceptance of new Member Districts, (6) approval of the annual budget of the Cooperative, (7) approval of educational and other programs resulting from the Cooperative's operations, (8) approval of reasonable and necessary financial management policies relating to the use of Cooperative funds, (9) expulsion of Member Districts, and (10) resolution of disputes arising under this Agreement.

8.3 Each Director shall serve until the Director's successor has been selected. In the event that a vacancy occurs, the Executive Officers shall appoint a successor. The failure to do so shall not affect the responsibilities, obligations or duties of a Member District under this Agreement.

8.4 The Board of Directors may establish rules governing its own conduct and procedure not inconsistent with this Agreement.

ARTICLE IX

Board of Directors Meetings

9.1 Regular meetings of the Board of Directors shall be held at least three (3) times a year. The dates of regular meetings of the Board may be established at the beginning of each fiscal year. Any item of business may be considered at a regular meeting. Special meetings of the Board of Directors may be called by its Chairman, or by any two (2) Directors. Five (5) days written notice of regular or special meetings shall be given to the official representatives of each Member, and an agenda specifying the subject of any special meeting shall accompany such notice. Business conducted at special meetings shall be limited to those items specified in the agenda.

9.2 The time, date and location of regular and special meetings of the Board of Directors shall be determined by the Chairman or by the Directors who call the meeting.

9.3 To the extent not contrary to this Agreement, and except as modified by the Board of Directors, Robert's Rules of Order, latest edition, shall govern all meetings of the Board of Directors. Minutes of all regular and special meetings of the Board of Directors shall be sent to all Directors and Alternate Directors.

9.4 Each Member Representative serving on the Board of Directors shall be entitled to one (1) vote on the Board of Directors. Such vote may be cast only by the Member Representative serving on the Board or designated alternate representative of the Member District. No proxy votes shall be permitted. Further, no absentee votes shall be permitted. Voting shall be conducted in person or electronically .

9.4.1 Any vote which requires a supermajority vote for passage shall be by roll call vote. All other votes may be taken by voice vote.

9.4.2 In the event that there are any negative votes or abstentions relating to the authorization of the expenditure of funds, the names of the Directors Board Members so voting shall be specifically noted. All other Directors Board Members present and not voting in the negative shall be listed as having joined the affirmative vote on the proposition.

ARTICLE X

Executive Officers

10.1 Officers of the Cooperative shall consist of the President, Vice President/Bid Coordinator and Secretary/Treasurer, any of which a Director of the Administrative District may fill, and such other Member Representatives as appointed by the Board from time to time. All officers shall be approved by Member Districts and shall serve until a successor is approved and has commenced his or her duties.

10.2 The Board of Directors shall elect a new Director to fill any vacancy among the Executive Officers. Executive Officers shall serve staggered for such terms as are established and shall fill vacancies until the end of the person's term. The Executive Officers Committee may be formally assigned by the Board of Directors to undertake and carry out any power otherwise assigned to the Board of Directors, except ~~that~~ the power to expel a Member District, to amend the Agreement, or to establish any new fees relating to Membership in the Cooperative shall be retained by the Board. Meetings of the Executive Officers may be called by the Chair President or any two Executive Officers. Except as otherwise provided, a majority of a quorum of the Executive Officers shall be sufficient to act upon all matters.

10.3 The Executive Officers shall be charged with making recommendations for the approval of any contract entered into by the Board of Directors based on procedures adopted by the Executive Officers Committee with approval by the Board of Directors. The Board of Directors shall ratify such contracts at its regularly scheduled meetings. Further, the Executive Committee shall be charged with recommending the approval of any application for membership for new Member Districts.

10.4 The President shall be the Chief Executive Officer of the Cooperative. Among the duties and authority of the President shall be the following:

- (a) To sign on behalf of the Cooperative any instrument which the Board or Member Districts have authorized to be executed and, in general, to perform all duties incident to the office of

President and such other duties as may be prescribed by the Board consistent with this Agreement from time to time.

(b) To make recommendations regarding policy decisions, the creation of other Cooperative officers and the employment of agents, employees and independent contractors.

(c) To present a full report of activities and the fiscal condition of the Cooperative at each regular meeting of the Board and at such other times, as requested to do so by the Board.

(d) To preside at all meetings of the Board and the Executive Officers at which the President is present. The President may request information from any member of the Board or the Cooperative or any employee or independent contractor of the Cooperative. The President shall be a non-voting ex-officio member of all committees of the Cooperative on which the President does not directly serve. The President shall have such other powers as are set forth in this Agreement and such other powers as (s)he may be given from time to time by action of the Board.

(e) To receive and approve of recommendations from any committee established by the Board for recommendations relating to contracting with third parties in accordance with the procedures established by such committees.

(f) To receive and approve of applications for membership by prospective Members.

The President may assign any of the duties described above to other officers, directors, employees or independent contractors of the Cooperative.

10.5 The Vice-President/Bid Coordinator shall:

(a) Carry out all duties of the President of the Board during the absence, refusal or inability of the President to perform such duties and shall carry out such other functions as are assigned from time to time by the President or the Board of Directors. In the event the position of the Vice President becomes vacant, such vacancy shall be filled by the Board of Directors at its next regular or special meeting immediately following the vacancy. Until such time as the vacancy is filled by the Board of Directors, the Secretary/Treasurer shall serve as the Vice-President/Bid

Coordinator of the Cooperative in addition to fulfilling the responsibilities of Secretary/Treasurer.

10.6 The Secretary/Treasurer shall:

- (a) Keep and maintain all permanent records of the Cooperative.
- (b) In general, perform all of the duties incidental to the office of Secretary/Treasurer and such other duties as from time to time may be assigned.
- (c) In the absence of the Secretary/Treasurer or in the event of the inability or refusal of the Secretary/Treasurer to act, the President shall perform the duties of the Secretary/Treasurer and, when so acting, shall have all the powers and be subject to all the restrictions upon the Secretary/Treasurer.
- (d) Have charge and custody of and be responsible for all funds and securities of the Cooperative; receive and give all receipts for moneys due and payable to the Cooperative from any source whatsoever; deposit all such moneys in the name of the Cooperative in such banks, savings and loan associations or other depositories as shall be selected by the Board, keep the financial records of the Cooperative; and invest the funds of the Cooperative as are not immediately required in such securities as the Board shall specifically or generally select from time-to-time. Provided, however, that all investments of Cooperative funds shall be made only in those securities which may be purchased by Illinois non-home rule units of local government under the provisions of the Illinois Revised Statutes.
- (e) The Board of Directors may select a financial institution or financial consultant to carry out some or all of the functions which would otherwise be assigned to a Treasurer.

10.7 The Board of Directors may engage an Executive Director to perform the duties described in the Executive Director job description approved by the Board of Directors and as may be amended from time to time. In the absence of an Executive Director, the Director of the Administrative District shall serve in such capacity.

ARTICLE XI

Financial Management

11.1 The fiscal year of the Cooperative shall commence on July 1st and end on June 30th of the immediately following year.

11.2 The Board of Directors shall approve a budget for the administration of the Cooperative for each fiscal year, at the recommendation of the Executive Officers. A majority vote of the Board of Directors shall be required to approve or to amend such budget.

11.3 Unless an Executive Director is employed by the Board, the Board shall ultimately determine the amount of annual payments to be made by each Member District and the date upon which the payment is due. Annual Payments from the Member Districts shall be in an amount sufficient to fund the administrative expenses of the Cooperative.

11.4 The Annual Payments due shall be based, in whole or in part, upon an objective formula that is in place. These formulas must be applied equally to all Member Districts similarly situated.

11.5 If at any time the amount of funds available for operation of the Cooperative is not sufficient to pay the claims and expenses and to fund the Cooperative, the Board of Directors may authorize Supplementary Payments.

11.6 The Board of Directors shall provide to the Member Districts an annual audit of the financial affairs of the Cooperative to be made at the end of each fiscal year by an independent certified public accountant in accordance with generally accepted auditing principles. The annual report shall be delivered to each Member District.

ARTICLE XII

Obligations of Members

12.1 The obligation of Member Districts of the Cooperative shall be as follows:

- (a) To appropriate or budget for, where necessary to levy for and to promptly pay all annual payments, supplementary and other payments due to the Cooperative at such times and in such amounts as shall be established by the Board of Directors within the scope of this Agreement. Any delinquent payments shall be paid with a penalty which shall be equivalent to one percent (1%) per month or such higher amount as allowed by law and as established by the Board of Directors. A payment is delinquent if it is not received within 60 days of the date of the invoice. The Executive Director shall notify the Board of Directors of delinquent payments. Penalties for delinquent payments may be waived by a majority vote of the Board of Directors. In the event that the Cooperative shall be required to expend funds for administrative, legal or other costs brought about by the failure of a Member District to pay sums owed the Cooperative or to take other actions required under this Agreement, such amounts expended, including attorney's fees, shall be added to the sums due the Cooperative and shall be payable by the Member District.
- (b) To nominate a person to serve on the Board of Directors and to select an alternate Director.
- (c) By this agreement, each participating Member District is required to purchase specifically identified items from the preferred vendor.
- (d) Once the bids are awarded, each Member District will maintain a separate relationship with the successful bidder with regards to order, scheduling deliveries and payment of invoices.

ARTICLE XIII

Termination of the Cooperative.

13.1 If, under the terms of this Agreement, the Board of Directors does not vote to continue the existence of the Cooperative, then the Cooperative shall cease its existence at the close of the then current fiscal year. At the termination of the Cooperative, all former Member Districts shall remain fully obligated for their portion of all financial commitments of the Cooperative which were created during the term of their membership along with any other unfulfilled obligations. In the event that the Cooperative does not continue in existence, the Board of Directors shall continue to meet on such a schedule as shall be necessary to carry out the winding up of the affairs of the Cooperative. Subsequent to the effective date

of termination of the Cooperative and after all claims are paid for years for which coverage was provided by the Cooperative, if any Surplus Funds remain, said Surplus shall be distributed to the Member Districts in the same proportion as each Member District's Annual Payment was made to the Cooperative in the Cooperative's last year of existence. Only Member Districts who were in the Cooperative during its last fiscal year shall be entitled to a receipt of such Surplus.

ARTICLE XIV

Member Agreement.

14.1 This Agreement shall be binding upon Member Districts of the Cooperative, and all members shall execute a copy hereof with the Cooperative, which may be executed in one or more counterparts of which shall be considered an original, and all of which taken together shall be considered one and the same instrument binding the Cooperative and each Member District.

IN WITNESS WHEREOF, each Member District has caused this Agreement to be executed by a duly authorized officer thereof as of the day and year last written below.

MEMBER DISTRICT

By: _____
Board President

Date: _____

ATTEST:

SECRETARY, Member District Board of Education

4881-4291-4412, v. 2



Huntley Community School District 158

650 Dr. John Burkey Drive
 Algonquin, Illinois 60102
 (847) 659-6158

Date: March 21, 2024
To: Board of Education
From: Laura Hooper, Director of Transportation and Adam Zehr, Assistant Superintendent for Human Resources
Subject: School Bus Bid Recommendation (4 – 54 Passenger Propane Buses with Wheelchair Lift)

Executive Summary

On Wednesday, December 13, 2023, bus bid 2024-07 went out for publication. This bid was asking for pricing on four (4), fifty-four (54) passenger propane buses with wheelchair lifts. The bid response was due on Tuesday, January 16, 2024.

The bidding process resulted in one bid being received by Central States Bus Sales, Inc (Central States). Central States is the authorized distributor for Blue Bird Bus Company in Missouri, Arkansas, Alabama, Illinois, Tennessee, and Kentucky. Currently, Central States is the only vendor used by Huntley #158 that offers a 54-passenger propane bus with a wheelchair lift. Below is the pricing that was received by Central States.

School Bus Type	Cost Per Bus	Number of Buses	Total Cost
2025 54-Passenger Propane School Bus with Wheelchair Lift	\$164,770	4	\$659,080
2014 45-Passenger Diesel School Bus (Trade in)	\$2,500	3	(\$7,500)
2015 (2) Diesel 45-Passenger Diesel School Bus (Trade in)	\$3,500	2	(\$7,000)
			\$644,580

Incentives	\$ Per Bus	Number of Buses	Total of Incentive
Service, labor and parts credit	\$2,500	4	\$10,000
Illinois Propane Council Rebate	\$4,000	4	\$16,000
			\$26,000



Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158

Other Considerations

Historically, the district has received bus bids from Midwest Transit as well as Central States. Per discussion with Midwest Transit, they do not manufacture the bus we are looking to purchase.

Since only one bid was received due to Central States being the only company that was able to provide a quote on a propane bus, the district requested that Central States and Midwest Transit provide a quote for a diesel bus with the same specifications. Central States was able to return a quote for \$153,280 per unit and Midwest Transit was priced at \$157,000 per unit. This would bring the total purchase of four diesel buses from Central States to \$613,120. While the district recognizes the total cost of the diesel buses from Central States is slightly cheaper (\$5,460) than the propane buses after the incentives have been applied, the propane buses have shown to have less maintenance and be more cost efficient when it comes to fuel over time. For these reasons, the district feels that the difference in pricing between the diesel and propane buses will be negligible in the out years.

Recommendation

Seeking approval of the Board to purchase 4 – 54 passenger propane buses with wheelchair lifts from Central States Bus Sales, Inc. for \$644,580 at their next Regular Meeting.



Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158

Date: March 21, 2024
To: Board of Education
From: Adam Zehr, Assistant Superintendent for Human Resources
Subject: FY25 Rate Increase Recommendations for Non-Union Employees

Executive Summary

Each year the Board of Education approves the recommendation for rate changes to the non-union support staff/professional staff and the administrative staff. The administrative recommendations for rate increases are as follows:

- Employees classified as Occupational Therapists and Physical Therapists will reflect the language in the HEA contract.
- Employees classified as At-Will receive a 4.25% increase.
- The Elementary Supervisor and Lunchroom Recess Supervisor (LRS) base hourly rate increases from \$15.25/Hour to \$15.50/Hour.
- Mobile Technician hourly base hourly rate increases from \$16.50/Hour to \$16.75/Hour
- Daily Substitute Rate increase from \$135/Day to \$140/Day
- Daily Substitute Rate for those employees who have worked at least 20 days increase from \$145/Day to \$150/Day
- Long-Term Substitute Rate increases from \$205/Day to \$210/Day.
- Substitute Paraprofessional increases from \$110/Day to \$115/Day

Recommendation

Seeking approval of the Board of the proposed rate increases for non-union employees as presented.

**Huntley Community School District 158 – Board of Education
Personnel Report
March 21, 2024**

2023-2024 Staff Retirements

Martha Johnson-Neie

- Teacher/Special Education/Mackeben
- 16 Years of Service

Sharon Taylor

- Administrative Assistant/Conley
- 22 Years of Service

2024-2025 Staff Retirements

Deborah Simboli

- Nurse/Chesak
- 16 Years of Service

Administration

Resignations	Location	Name	Salary/Reason	Effective Date
Director/Multilingual Services	District Office	Johanna Poncio Jordan	\$107,120.00/Voluntary	June 30, 2024
Coordinator/Special Services	High School	Kristen Lehman	\$84,609.08/Voluntary	June 30, 2024
Athletic Director	High School	Glen Wilson	\$128,104.04/Voluntary	June 30, 2024

Certified

Replacements	Location	Name	Salary	Effective Date
Teacher/Foods & Consumer Education	High School	Aurora Scarpaci (N)	M45/17 \$80,264.00	August 12, 2024

Resignations	Location	Name	Salary/Reason	Effective Date
Teacher/Special Education	Mackeben	Martha Johnson-Neie	\$64,783.17/Retirement	May 23, 2024
Teacher/Music	Mackeben	Ronda Gabbard	\$46,475.40/Voluntary	May 23, 2024
Teacher/Math	High School	Tierney Przystal	\$55,375.89/Voluntary	May 23, 2024
Teacher/Fourth Grade Dual Language	Martin	Vianney Rodriguez	\$45,048.04/Voluntary	May 23, 2024
Social Worker	Marlowe	David Sidarous	\$61,716.57/Voluntary	May 23, 2024
Social Worker	High School	Molly Berendt	\$43,736.00/Voluntary	May 23, 2024

**Huntley Community School District 158 – Board of Education
Personnel Report
March 21, 2024**

Educational Support

Replacements	Location	Name	Salary	Effective Date
Paraprofessional	Conley	Meredith Sieck (T)	\$16.50 per hour	March 7, 2024
Paraprofessional	Leggee	Barbara Maginity (N)	\$16.50 per hour	March 18, 2024
Elementary Supervisor	Leggee	Senbagam Sabarinath (N)	\$15.25 per hour	March 19, 2024
Cook	Mackeben	Gladys Benavides (T)	\$15.25 per hour	March 1, 2024
Cook	Heineman	Adriana Vargas (N)	\$15.25 per hour	February 20, 2024
Cook	High School	Nikita Patel (N)	\$15.25 per hour	February 27, 2024
Cook	High School	Allena Vege (T)	\$15.75 per hour	February 26, 2024
Administrative Assistant	High School	Joan Kelley (T)	\$17.17 per hour	March 4, 2024
Maintenance	High School	Michael Loveless (N)	\$21.00 per hour	March 4, 2024
Bus Aide	Transportation	Perla Roman Ramos (N)	\$15.25 per hour	March 11, 2024

Resignations	Location	Name	Salary/Reason	Effective Date
Elementary Supervisor	Leggee	Vicki Grover	\$15.25 per hour/ Voluntary	February 27, 2024
Paraprofessional	Leggee	Jennifer Avina	\$17.89 per hour/ Voluntary	March 1, 2024
Data Analyst	High School	Valeria Perez	\$23.98 per hour/ Voluntary	March 1, 2024
Bus Aide	Transportation	Raffaella Macchia-Scafidi	\$15.75 per hour/ Voluntary	March 21, 2024
Bus Driver	Transportation	Julie Dickerson	\$28.36 per hour/ Voluntary	February 12, 2024
Bus Driver	Transportation	Ross Pflueger	\$23.43 per hour/ Voluntary	February 13, 2024
Bus Driver	Transportation	Cheryl King	\$29.51 per hour/ Voluntary	March 22, 2024
Van Driver	Transportation	James McQueen	\$18.00 per hour/ Voluntary	March 15, 2024
Administrative Assistant	Conley	Sharon Taylor	\$23.31 per hour/ Retirement	June 14, 2024
Nurse	Chesak	Deborah Simboli	\$38.30 per hour/ Retirement	September 30, 2024

Remove from the Employment Rolls	Location	Name	Salary/Reason	Effective Date
Cook	Mackeben	Melanie Buerger	\$15.25 per hour/ Probationary Employee	February 29, 2024

**Huntley Community School District 158 – Board of Education
Personnel Report
March 21, 2024**

Extra Days

The following employees, should they be recommended for contract renewal, are having their contracts reduced to the base number of days as identified by the negotiated contract salary schedule.

Name	Job Title	Location	Extra Days 2023-2024
Donna Kunz	Nurse-HEA	High School	2
Maggie Rodriguez	Nurse-HEA	Mackeben	5
Jen Farr	Nurse-HESPA	Marlowe	5
Juliann Ossler	Nurse-HESPA	Leggee	7.5
Amy Butler	Nurse-HESPA	Leggee	2.5
Heidi Fish	Nurse-HESPA	Martin	5
Janet Roskopf	Nurse-HESPA	Marlowe	5
Caryn Hursey	Nurse-HESPA	Heineman	6
Deb Simboli	Nurse-HESPA	Chesak	5
Ellen Anderson-Ronzia	Nurse-HESPA	High School	6
Lindsie Teson	Nurse-HESPA	High School	6
Holly Bahling	Nurse-HESPA	High School	6
Debi Ryan	SLP/AT	Martin	3
Sandra Smith	Assistive Technology Facilitator	Martin	3
Jenni Browne	MTSS Facilitator	Conley	2
Christina Bidinger	MTSS Facilitator	Leggee	2
Katie Wuich	Guidance Counselor	Marlowe	5
Paul Nordan	Guidance Counselor	Heineman	5
Shannon Mansfield	Guidance Counselor	Heineman	5
Tamra Schuring	Guidance Counselor	Marlowe	5
Robin Maxwell	Instructional Technology TOSA	District Office	25
Carolyn Frasor	Guidance Counselor	High School	3
Julie Atchley	Guidance Counselor	High School	3
Laura Martens	Guidance Counselor	High School	3
Maureen Chambers	Guidance Counselor	High School	3
Patricia Zacharias	Guidance Counselor	High School	3
James Messina	Guidance Counselor	High School	8
Samantha Skubak	Guidance Counselor	High School	3
Toni Klein	Guidance Counselor	High School	8

**Huntley Community School District 158 – Board of Education
Personnel Report
March 21, 2024**

Karen Miller	Guidance Counselor	High School	8
Danielle Rewiako	Guidance Counselor	High School	8
Noelle Greene	Guidance Counselor	High School	3
Jennifer Raines	MTSS Facilitator	Martin	2
Christine Laird	MTSS Facilitator	Chesak	2
Kerry Miller	MTSS Facilitator	Marlowe	2
Samantha Rosenthal	MTSS Facilitator	Mackeben	2
Page Schaschwary	Teacher/Business	High School	20
Stephen Styers	Teacher/Math	High School	10.11
Dillon Kleinvehn	MTSS Facilitator	High School	2
Shilo DeYoung	MTSS Facilitator	Heineman	2

Extra-Curricular

Sport/Activity	Home School	Name	Amount	Effective
Athletic Asst Director Spring	High School	Matt Landvick	\$4,817.00	2023-24 School Year
Athletic Asst Director Spring	Chesak	Jen Roser	\$3,172.00	2023-24 School Year
Lacrosse Boys (Asst)	Leggee	Nick Schmidt	\$4,214.00	2023-24 School Year
Lacrosse Girls (Asst)	Out of District	Caysie Vargas	\$4,214.00	2023-24 School Year
Tennis Boys (Head)	High School	Kris Grabner	\$7,601.00	2023-24 School Year
7 th Grade Girls Basketball (Asst)	Marlowe	John Cannon	\$2,916.00	2023-24 School Year
7 th Grade Girls Basketball (Head)	Marlowe	Chris Danner	\$3,997.00	2023-24 School Year
8 th Grade Girls Basketball (Asst)	Marlowe	Tricia Baltzersen	\$2,676.00	2023-24 School Year
8 th Grade Girls Basketball (Head)	Marlowe	Matt Elder	\$3,997.00	2023-24 School Year
Baseball (Asst.)	Out of District	Harry Russman	\$5,585.00	2023-24 School Year
Baseball (Asst.)	Out of District	Thomas Anzelmo	\$4,214.00	2023-24 School Year
Baseball (Asst.)	High School	Matt Landvick	\$6,594.00	2023-24 School Year
Baseball (Asst.)	High School	Derek Morehart	\$6,762.00	2023-24 School Year
Baseball (Asst.)	High School	Cliff Pawlak	\$6,762.00	2023-24 School Year
Baseball (Head)	High School	Andy Jakubowski	\$8,937.00	2023-24 School Year
Boys Volleyball (Asst.)	High School	Brandy Swanson	\$4,607.00	2023-24 School Year

**Huntley Community School District 158 – Board of Education
Personnel Report
March 21, 2024**

Boys Volleyball (Asst.)	High School	Jeffrey Rollins	\$5,585.00	2023-24 School Year
Boys Volleyball (Head)	High School	Gerard Marchand	\$7,447.00	2023-24 School Year
Lacrosse Boys (Asst.)	Out of District	Sean McCamant	\$4,214.00	2023-24 School Year
Lacrosse Boys (Head)	Out of District	Dominic Saccomanno	\$8,544.00	2023-24 School Year
Lacrosse Girls (Asst.)	High School	Josh Homuth	\$4,607.00	2023-24 School Year
Lacrosse Girls (Head)	High School	Joe Domka	\$8,544.00	2023-24 School Year
Soccer Girls (Asst.)	High School	Hunter Labas	\$4,607.00	2023-24 School Year
Soccer Girls (Asst.)	Heineman	Dan Regan	\$6,463.00	2023-24 School Year
Soccer Girls (Asst.)	High School	Noah Kappel	\$4,214.00	2023-24 School Year
Soccer Girls (Head)	High School	Matt Lewandowski	\$8,937.00	2023-24 School Year
Softball (Asst.)	High School	Jared Bussone	\$5,585.00	2023-24 School Year
Softball (Asst.)	High School	Patrick Odarczenko	\$6,762.00	2023-24 School Year
Softball (Head)	Marlowe	Mark Petryniec	\$8,937.00	2023-24 School Year
Track Boys (Asst) OUTDOOR	High School	Andrew Ernst	\$5,828.00	2023-24 School Year
Track Boys (Asst) OUTDOOR	High School	Matt Kaplan	\$5,828.00	2023-24 School Year
Track Boys (Asst) OUTDOOR	High School	Mike Naymola	\$5,683.00	2023-24 School Year
Track Boys (Asst) OUTDOOR	High School	Jack Towne	\$5,828.00	2023-24 School Year
Track Boys (Asst) OUTDOOR	High School	Elliot Velez	\$4,719.00	2023-24 School Year
Track Boys (Head) OUTDOOR	High School	Chris Maxedon	\$7,601.00	2023-24 School Year
Track Girls (Asst) OUTDOOR	Out of District	Tim Essig	\$5,828.00	2023-24 School Year
Track Girls (Asst) OUTDOOR	Heineman	Brad Gallagher	\$5,828.00	2023-24 School Year
Track Girls (Asst) OUTDOOR	Marlowe	Jennifer Garza	\$5,828.00	2023-24 School Year
Track Girls (Asst) OUTDOOR	Heineman	Zack Borring	\$4,719.00	2023-24 School Year
Track Girls (Head) OUTDOOR	High School	Jason Monson	\$7,601.00	2023-24 School Year
Yearbook	High School	Jaclynn Avner	\$757.00	2023-24 School Year
Brush & Quill (Literary) Club	High School	Lisa Downing	\$432.00	2023-24 School Year
Brush & Quill (Literary) Club	High School	Mason Sargent	\$374.00	2023-24 School Year
Track (Asst) (Marlowe)	Heineman	Madison Overly	\$1,954.00	2023-24 School Year

**Huntley Community School District 158 – Board of Education
Personnel Report
March 21, 2024**

Extra-Curricular

Huntley Community School District 158 does not recognize automatic renewals. The following employees' extracurricular assignments, academic and non-academic, will end effective the last day of school or the last day of the season.

Sport/Activity	Name	School
Golf Girls (Head)	Lindsey Allen	High School
7th Grade Team Leader 7-1 - .5	Saul Amaya	Marlowe
Basketball-Girls (Asst.)	Nick Andrea	High School
Football (Asst.)	Brad Aney	High School
Baseball (Asst.)	Thomas Anzelmo	High School
Disc Golf	Todd Ary	Heineman
Baking Club	Jaclynn Avner	High School
Yearbook	Jaclynn Avner	High School
6th Grade Team Leader 6-2	Tricia Baltzersen	Marlowe
7th Grade Volleyball (Asst)	Tricia Baltzersen	Marlowe
8th Grade Girls Basketball (Asst)	Tricia Baltzersen	Marlowe
7th Grade Girls Basketball (Head)	Matthew Banas	Heineman
Chorus Director	Olivia Barneec	Marlowe
Honors Choir	Olivia Barneec	Marlowe
Musical Director	Olivia Barneec	Marlowe
Exploratory Team Leader	Rob Baser	Heineman
Yearbook	Rob Baser	Heineman
Martin Yearbook Co Coordinator .5 FTE	Kiley Bejna	Martin
Homeless Liaison Team Lead	Molly Berendt	District Wide
Wrestling (Head)	BJ Bertelsman	High School
Leggee - Fifth Grade Team Lead	Chris Bessey	Leggee
7th Grade Volleyball (Head)	Bridget Bethke	Heineman
Leggee Band	Christian Bierma	Leggee
Martin After School Band Activity	Christian Bierma	Martin
Cheerleading/Fall - Asst Coach Varsity	Abigail Bilinski	High School
Cheerleading/Winter Competition - Asst Coach Varsity	Abigail Bilinski	High School
Student Council Assistant	Paula Blake	Marlowe
Mackeben Yearbook Coordinator	Libby Blumer	Mackeben
Track-Girls (Asst.) - INDOOR	Zack Borring	High School
Track-Girls (Asst.) - OUTDOOR	Zack Borring	High School
Football (Asst.)	Zack Borring	High School
7th Grade Boys Basketball (Asst)	Joel Bosman	Marlowe
7th Grade Volleyball (Asst)	Jenna Boyd	Heineman

**Huntley Community School District 158 – Board of Education
Personnel Report
March 21, 2024**

Track (Asst)	Jenna Boyd	Heineman
7th Grade Girls Basketball (Asst)	Paul Brass	Heineman
Newspaper	Dennis Brown	High School
6th Grade Team Leader (6-1)	Nicole Busam	Heineman
3-5 Young Authors Coordinator	Michele Busky	Conley
Softball (Asst.)	Jared Bussone	High School
Football (Asst.)	Jared Bussone	High School
Conley Disc Golf (Head)	Steven Byrne	Conley
Conley - Third Grade Team Lead	Steven Byrne	Conley
Martin Yearbook Co Coordinator .5 FTE	Emily Calder	Martin
Band Director	Anthony Camarda	Marlowe
7th Grade Girls Basketball (Asst)	John Cannon	Marlowe
Gay Straight Alliance (GSA)	Silvana Cantagallo	Heineman
Newspaper Club Sponsor	Silvana Cantagallo	Heineman
Cheerleading - Head Varsity Coach	Payton Cariato	High School
Cheerleading/Winter Competition - Head Varsity Coach	Payton Cariato	High School
Martin Choir sponsor 5th Grade	Allison Carpenter	Martin
6-8 Young Authors Coordinator	Tammy Carpenter	Heineman
7th Grade Team Leader (7-2)	Tammy Carpenter	Heineman
ESL Team Leader(Dual Lang)	Elizabeth Casas	Chesak
Wrestling (Asst)	Tyler Cerny	Marlowe
9th Grade Class Sponsor	Melinda Chamberlain	High School
Swimming-Girls (Asst.)	Stacy Cherwin	High School
Cross Country (Head)	Shannon Choklad	Marlowe
Winter 5K Running Club (Yr 2 Trial)	Shannon Choklad	Marlowe
6th Grade Team Leader (6-2)	Denise Conlon	Heineman
Social Workers Team Leader	Cara Contreras	District Wide
Lacrosse Girls (Asst)	Jason Cooper	High School
Red Raider Robotics - Assistant Coach	Jason Cooper	High School
Snow Stangs Ski Club Sponsor	Daniel Corapi	Marlowe
Snow Stangs Ski Club Sponsor	Jillian Corapi	Marlowe
Foods Club Sponsor	Sandy Curran	Heineman
Basketball-Boys (Asst.)	Gibson Danekas	High School
Football (Asst.)	Gibson Danekas	High School
6th Grade Team Leader 6-3	Chris Danner	Marlowe
7th Grade Girls Basketball (Head)	Chris Danner	Marlowe
8th Grade Boys Basketball (Asst)	Chris Danner	Marlowe
Leggee - Kindergarten Team Lead	Kylie Davey	Leggee

**Huntley Community School District 158 – Board of Education
Personnel Report
March 21, 2024**

10th Grade Class Sponsor	Rebecca Davison	High School
Bowling-Girls	Eric DeBello	High School
8th Grade Volleyball (Asst)	Brianna DeCicco	Marlowe
Junior Buddies Club -Co Sponsor	Brianna DeCicco	Marlowe
Contest Theatre	Christine DeFrancesco	High School
Frosh/Soph One Acts Director	Christine DeFrancesco	High School
Thespian Troupe Club	Christine DeFrancesco	High School
Thespian Show Sponsor	Christine DeFrancesco	High School
Play Director (Head)	Christine DeFrancesco	High School
Speech Pathologists Team Leader	Jamie DeYoung	District Wide
Softball (Asst.)	McKenna Diedrich	High School
Cheerleading 7th Grade	McKenna Diedrich	Heineman
Cross Country (Asst)	Amy Disabato	Marlowe
Track (Asst)	Amy Disabato	Marlowe
Lacrosse Girls (Head)	Joe Domka	High School
Football (Asst.)	Brendan Dowling	High School
Brush & Quill (Literary) Club	Lisa Downing	High School
Martin After School Orchestra Activity	Madeline Dunsworth	Martin
Volleyball (Asst.)	Lisa Dwyer	High School
After School Choir	Lauren Eakes-Loving	High School
Choral Director	Lauren Eakes-Loving	High School
Musical Director (Assoc)	Lauren Eakes-Loving	High School
Wrestling (Asst.)	Ryan Edwards	High School
8th Grade Girls Basketball (Head)	Matt Elder	Marlowe
Track-Boys (Asst.) - INDOOR	Andrew Ernst	High School
Track-Boys (Asst.) - OUTDOOR	Andrew Ernst	High School
Track-Girls (Asst.) - INDOOR	Tim Essig	High School
Track-Girls (Asst.) - OUTDOOR	Tim Essig	High School
Color Guard	Payton Falco	High School
8th Grade Boys Basketball (Head)	Jeremy Finstein	Heineman
8th Grade Girls Basketball (Asst.)	Jeremy Finstein	Heineman
Track (Asst)	Jeremy Finstein	Heineman
P.E./Health Team Leader	Chris Fish	Heineman
Snow Hawks-Ski Club	Chris Fish	Heineman
7th Grade Team Leader 7-2	Elizabeth Fishman	Marlowe
Academic Team(Head)	Elizabeth Fishman	Marlowe
Poms (Asst)	Elizabeth Fishman	Marlowe
Buddies Club	Cynthia Fitzgerald	High School
Gay-Straight Alliance (GSA)	Amanda Flight	High School

**Huntley Community School District 158 – Board of Education
Personnel Report
March 21, 2024**

Red Raider Robotics - Assistant Coach	Renee Fowler	High School
Wrestling (Asst)	Scott Francis	Heineman
Ecology Club - .5FTE	Lisa Franklin	Heineman
Service Club (Head)	Lisa Franklin	Heineman
8th Grade Boys Basketball (Head)	Ryan Frederick	Marlowe
P.E. Team Leader - .5FTE	Ryan Frederick	Marlowe
Track Boys (Head)	Ryan Frederick	Marlowe
Cross Country (Asst)	Christina Freund	Heineman
8th Grade Team Leader (8-1)	Karen Fuesz	Heineman
Mock Trial Sponsor	Cindy Fuhrer	High School
12 th Grade Class Sponsor	Courtney Fulton	High School
Track-Girls (Asst.) - INDOOR	Brad Gallagher	High School
Track-Girls (Asst.) - OUTDOOR	Brad Gallagher	High School
Chamber Orchestra	Emily Galloway	Marlowe
Orchestra Director	Emily Galloway	Marlowe
Conley Disc Golf (Asst)	Alexandra Garcia	Conley
Conley - Fourth Grade Team Lead	Alexandra Garcia	Conley
Football (Asst.)	Kyle Garifo	High School
Track-Girls (Asst.) - INDOOR	Jennifer Garza	High School
Track-Girls (Asst.) - OUTDOOR	Jennifer Garza	High School
Swimming-Girls (Head)	Jenna Gaudio	High School
NHS Advisor	Jenna Gaudio	High School
K-2 Young Authors Coordinator-Chesak	Christy Gibbs	Chesak
Football (Asst.)	Mike Ginczycki	High School
Track Boys (Head)	Mike Ginczycki	Heineman
Wrestling (Head)	Mike Ginczycki	Heineman
Musical Director (Head)	Christina Giorgi	High School
Chess Club	Nicholas Glowaty	High School
Football (Asst.) - .5	Michael Godek	High School
Tennis-Boys (Asst.)	Kim Goglin	High School
Mackeben - First Grade Team Lead	Amy Goldstein	Mackeben
Conley Broadcast Club	Christine Golyshko	Conley
Conley Yearbook Coordinator - .5	Christine Golyshko	Conley
8th Grade Team Leader 8-3 - .5	Jeralynn Gosser	Marlowe
Track (Asst)	Jeralynn Gosser	Marlowe
Tennis-Boys (Head)	Kris Grabner	High School
Soccer-Girls (Asst.)	Megan Graf	High School
Leggee - Third Grade Team Lead	Jeri Lynn Graunke	Leggee
Speech (Head)	Max Green	High School

**Huntley Community School District 158 – Board of Education
Personnel Report
March 21, 2024**

Basketball-Girls (Asst.)	Samantha Green	High School
Musical Director (Asst.)	Sherry Grigsby	Marlowe
Vision & Hearing Team Lead	Kateri Gullifor	District Wide
Marching Band Asst. Director	Tyler Guthrie	High School
Chess Club(Yr 2 Trial)	Jacob Halvorson	Marlowe
Track (Asst)	Jacob Halvorson	Marlowe
7th Grade Team Leader 7-3 - .5	Sarah Haney	Marlowe
8th Grade Team Leader 8-1	John Hanfland	Marlowe
Police Explorers	John Hanfland	Marlowe
Volleyball (Asst.)	Holly Hedman	High School
Zoology Club	Kathy Henn	High School
Cheerleading/Fall - Asst Coach Asst JV	Savannah Henn	High School
Cheerleading/Winter - Asst Coach -Asst JV	Savannah Henn	High School
Basketball-Girls (Asst.)	Clay Henriksen	High School
Conley Disc Golf (Asst)	Shelby Hernandez	Conley
Basketball-Boys (Asst.)	Chris Heward	High School
8th Grade Volleyball (Head)	Chris Heward	Marlowe
P.E. Team Leader - .5FTE	Chris Heward	Marlowe
Conley Yearbook Coordinator - .5	Jenny Hollabaugh	Conley
Conley - Fifth Grade Team Lead	Jenny Hollabaugh	Conley
Leggee - Second Grade Team Lead	Nicole Hollingsworth	Leggee
Lacrosse Girls (Asst)	Josh Homuth	High School
Chesak - First Grade Team Lead	Holly Jablonski	Chesak
Band (Pep)	Daniel Jack	High School
Band Director	Daniel Jack	High School
Marching Band Director	Daniel Jack	High School
Baseball (Head)	Andy Jakubowski	High School
Basketball-Boys (Asst.)	Kyle Jenkins	High School
Football (Asst.)	Kyle Jenkins	High School
Math Team Head	Laura Jenkins	High School
Cross Country Asst - Boys & Girls	James Jestus	High School
Band Director	Pam Jorgensen	Heineman
Ecology Club - .5FTE	Pam Jorgensen	Heineman
Musical Director/Co-Director	Pam Jorgensen	Heineman
Music Team Leader	Pam Jorgensen	Heineman
Play Director (Head)	Pam Jorgensen	Heineman
Wrestling (Head)	Dave Joslyn	Marlowe
Golf Boys (Head)	Collin Kalamatas	High School
Basketball-Boys (Head)	Collin Kalamatas	High School

**Huntley Community School District 158 – Board of Education
Personnel Report
March 21, 2024**

7th Grade Boys Basketball (Head)	Chris Kang	Heineman
8th Grade Girls Basketball (Head)	Chris Kang	Heineman
8th Grade Volleyball (Head)	Chris Kang	Heineman
Track (Asst)	Chris Kang	Heineman
Track-Boys (Asst.) - INDOOR	Matt Kaplan	High School
Track-Boys (Asst.) - OUTDOOR	Matt Kaplan	High School
Cross Country-Boys & Girls (Head)	Matt Kaplan	High School
Soccer-Boys (Asst.)	Noah Kappel	High School
Soccer-Girls (Asst.)	Noah Kappel	High School
Music Team Lead - District Wide Elementary - .5	Jennifer Karl	District Wide
Football (Asst.) - .5	Craig Kastning	High School
National Jr. Honor Society(yr 2 Trial)	Michelle Kenefick	Marlowe
Performance Readings	Michelle Kenefick	Marlowe
Chesak - Second Grade Team Lead	Kim Kill	Chesak
Marching Band Asst Woodwinds/ Brass	Katie Klipstein	High School
Mackeben - Second Grade Team Lead	Jessica Kmiecziak	Mackeben
Robotics Co-Sponsor	Lori Knasiak	Marlowe
Wrestling (Head)-Girls	Gannon Kosowski	High School
Cheerleading (Head)	Carrie Kourtev	Marlowe
Play Director (Asst.)	Kim Kowalski	Marlowe
Martin - Fourth Grade Team Lead	Brenda Kunde	Martin
Nurse Team Leader	Donna Kunz	District Wide
Wrestling (Asst.) - Girls	Dan Kush	High School
Soccer-Boys (Asst.)	Hunter Labas	High School
Soccer-Girls (Asst.)	Hunter Labas	High School
Wrestling (Asst.)	Erik Lachel	High School
Fishing Club Head	Erik Lachel	High School
Athletic Asst Director Fall	Matt Landvick	High School
Athletic Asst Director Spring	Matt Landvick	High School
Athletic Asst Director Winter	Matt Landvick	High School
Baseball (Asst.)	Matt Landvick	High School
PE Team Lead - District Wide	Jason Lebar	District Wide
Cross Country (Asst)	Jason Lebar	Heineman
Track (Asst)	Jason Lebar	Heineman
Newspaper Club	Marisol Legis-Portincaso	Marlowe
Spanish Club	Marisol Legis-Portincaso	Marlowe
Special Ed Team Leader	Amanda Lemke	Heineman
Soccer-Boys (Head)	Matt Lewandowski	High School

**Huntley Community School District 158 – Board of Education
Personnel Report
March 21, 2024**

Soccer-Girls (Head)	Matt Lewandowski	High School
Exploratory Team Leader .5FTE	Elaine Lorinczi	Marlowe
Yearbook	Elaine Lorinczi	Marlowe
Conley Chess Club (Trial Year 2-1st yr at Martin)	Nick Lowe	Conley
Conley Band	Nick Lowe	Conley
Martin After School Band Activity	Nick Lowe	Martin
Student Council Asst	Gabby Lundsberg	Heineman
Boys Volleyball Coach (Head)	Gerard Marchand	High School
Leggee Chess Club	Gerard Marchand	Leggee
Boys Volleyball(Yr 2 Trial)	Gerard Marchand	Marlowe
Leggee - Fourth Grade Team Lead	Trisha Marchand	Leggee
7th Grade Boys Basketball (Asst)	Nick Margiotta	Heineman
Track (Asst)	Nick Margiotta	Heineman
Student Council Advisor	Jennifer Martin	Marlowe
Leggee Yearbook Sponsor - .5 FTE	Lisa Martin	Leggee
Psychologists Team Leader	Abigail Mason	District Wide
Football (Asst.)	Chris Maxedon	High School
Track-Boys (Head) - INDOOR	Chris Maxedon	High School
Track-Boys (Head) - OUTDOOR	Chris Maxedon	High School
Lacrosse Boys (Asst.)	Sean McCamant	High School
Cross Country (Head)	Katy McCrystal	Heineman
Track Girls (Head)	Katy McCrystal	Heineman
Leggee 5th Grade Ambassador(Trial yr 1)	Julie McLaughlin	Leggee
Martin Recycle Coordinator	Sara Meyer	Martin
Cheerleading 8th Grade	Madison Miguel	Heineman
Service Club (Head)	Kerry Miller	Marlowe
Musical Director (Asst.)	Anne Moersfelder	Marlowe
Track-Girls (Head) - INDOOR	Jason Monson	High School
Track-Girls (Head) - OUTDOOR	Jason Monson	High School
Cross Country Asst - Boys & Girls	Jason Monson	High School
Coding Club	Matthew Monson	Marlowe
Ecology Club	Lisa Montognese	Marlowe
Chorus Director	Emily Moore	Heineman
Honors Choir	Emily Moore	Heineman
Musical Director/Co-Director	Emily Moore	Heineman
Wrestling (Asst.)	Kenneth Moore	High School
Poms (Head)	Sarah Moran	Marlowe
Baseball (Asst.)	Derek Morehart	High School

**Huntley Community School District 158 – Board of Education
Personnel Report
March 21, 2024**

7th Grade Team Leader 7-3 - .5	Ann Mowers	Marlowe
OT/PT Team Leader	Kathy Murphy	District Wide
8th Grade Volleyball (Asst)	Natalie Natale	Heineman
Volleyball (Head)	Karen Naymola	High School
Football (Head)	Mike Naymola	High School
Track-Boys (Asst.) - INDOOR	Mike Naymola	High School
Track-Boys (Asst.) - OUTDOOR	Mike Naymola	High School
Play Director	Evan Neilson	Marlowe
Dance/Poms-(Head)-(Winter 1/2 stipend)	Cadence Niccum	High School
Dance/Poms-(Head)-(Fall 1/2 stipend)	Cadence Niccum	High School
Orchesis (Dance) Head	Cadence Niccum	High School
Guidance Team Leader	Paul Nordan	Heineman
Softball (Asst.)	Patrick Odarczenko	High School
Martin - Fifth Grade Team Lead	Amanda Oltman	Martin
Golf Boys (Asst.)	Brian O'Neill	High School
Play Director Assistant	Brian O'Neill	High School
Track (Asst)	Madison Overly	Marlowe
Band Director	Casey Paul	Marlowe
Jazz Band	Casey Paul	Marlowe
Special Ed Team Leader	Erin Pawelko	Marlowe
Football (Asst.)	Cliff Pawlak	High School
Baseball (Asst.)	Cliff Pawlak	High School
Snow Hawks-Ski Club	McKenzi Peisert	Heineman
Poms (Asst. Coach)	Jeannette Perreault	Heineman
Track Girls (Head)	Jessica Perry	Marlowe
Spanish Club	LynnAnn Petryniec	Heineman
Softball (Head)	Mark Petryniec	High School
Math Team (Asst.)	Anne Price	High School
Play Director (Asst.)	Amanda Purkeypile	Marlowe
Basketball-Girls (Head)	Steve Raethz	High School
Wrestling (Asst.)	Jake Rasine	High School
6th Grade Team Leader 6-1	Melissa Ratkowski	Marlowe
Golf Trial Activity	Andrew Ream	Marlowe
Baseball (Asst.)	Adam Reed	High School
7th Grade Boys Basketball (Head)	Adam Reed	Marlowe
Art Club	Bridget Regan	High School
Ski Club Sponsor	Bridget Regan	High School
Soccer-Boys (Asst.)	Dan Regan	High School
Soccer-Girls (Asst.)	Dan Regan	High School

**Huntley Community School District 158 – Board of Education
Personnel Report
March 21, 2024**

Basketball-Boys (Asst.)	Dan Regan	High School
Football (Asst.)	Paul Reinke	High School
7th Grade Volleyball (Head)	Kelli Renfro	Marlowe
Leggee - Art Team Lead	Cynthia Rick	Leggee
Leggee Yearbook Sponsor - .5 FTE	Krysta Ricker	Leggee
Martin Robotics Club	Ben Riebock	Martin
Cross Country (Asst)	Annette Rizzo	Marlowe
Robotics Co-Sponsor	Jennifer Rodriguez	Marlowe
Band (Jazz)	Rick Rohde	High School
Band Director	Rick Rohde	Heineman
Jazz Band Director	Rick Rohde	Heineman
Musical Director (Asst.)	Rick Rohde	Heineman
Snow Hawks-Ski Club	Rick Rohde	Heineman
Boys Volleyball Coach (Assistant)	Jeff Rollins	High School
Musical Director (Asst.) Pit	Jeff Rollins	High School
Orchestra Director	Jeff Rollins	High School
Music Team Lead - District Wide Elementary - .5	Kennedy Rollins	District Wide
Athletic Asst Director Spring	Jennifer Roser	High School
Chesak Yearbook	Jennifer Roser	Chesak
8th Grade Team Leader 8-2	Sara Ross	Marlowe
Service Club (Asst.)	Sara Ross	Marlowe
Basketball-Girls (Asst.)	Michelle Russell	High School
Baseball (Asst.)	Harry Russman	High School
Speech Pathologists Team Leader	Debra Ryan	District Wide
Track (Asst)	Haley Sabie	Marlowe
Lacrosse Boys (Head)	Dominic Saccomanno	High School
Leggee Broadcast Club	Gina Sample	Leggee
Leggee Robotics Club	Gina Sample	Leggee
Community Service Club	Lindsay Sara	High School
Brush & Quill (Literary) Club	Mason Sargent	High School
Martin - Third Grade Team Lead	Stephanie Sargent	Martin
Softball (Asst.)	Gretchen Scarso	High School
Wrestling (Asst)	Nathan Schendl	Heineman
Poms (Head)	Jennifer Schlueter	Heineman
Lacrosse Boys (Asst)	Nick Schmidt	High School
Exploratory Team Leader .5FTE	Jessica Schmuhl	Marlowe
Foods Club Sponsor	Jessica Schmuhl	Marlowe
Service Club (Asst.)	Margie Schneider	Heineman

**Huntley Community School District 158 – Board of Education
Personnel Report
March 21, 2024**

Guidance Team Leader	Tamra Schuring	Marlowe
Conley Orchestra	Cara Searle	Conley
Leggee Orchestra	Cara Searle	Leggee
Football (Asst.)	Mike Sebestyen	High School
Chesak - Kindergarten Team Lead	Christa Serpe	Chesak
Swimming-Boys (Head)	Bryan Sewell	High School
Scholastic Bowl (Head)	Anne Sharkey	High School
Track (Asst)	Elizabeth Shields	Marlowe
Special Olympics (Asst)	Jennifer Slad	High School
Football (Asst.)	Mike Slattery	High School
Special Olympics (Head)	Carly Smith	High School
Junior Buddies Club -Co Sponsor	Carly Smith	Marlowe
7th Grade Team Leader 7-1 - .5	Lauren Smith	Marlowe
8th Grade Team Leader 8-3 - .5	Shari Smith	Marlowe
Gay Straight Alliance (GSA)	Shari Smith	Marlowe
Art Club	Tammy Smith	Marlowe
8th Grade Boys Basketball (Asst)	Jason Sneed	Heineman
Volleyball (Asst.)	Henry Soltesz	High School
7th Grade Team Leader (7-1)	Henry Soltesz	Heineman
8th Grade Team Leader (8-2)	Mark Stahl	Heineman
Golf Girls (Asst.)	Suzanne Starnes	High School
Cheerleading (Asst)	Jamie Stedman	Marlowe
Track (Asst)	Dawn Steiner	Heineman
Wrestling (Asst)	Dawn Steiner	Heineman
Leggee Coding Club Facilitator	Kelly Sul	Leggee
Child Find Team Leader	Jean Sunderlage	ECC
Dance/Poms Asst(Winter 1/2 stipend)	Danielle Sundling	High School
Dance/Poms Asst(Fall 1/2 stipend)	Danielle Sundling	High School
Boys Volleyball Coach (Assistant)	Brandy Swanson	High School
Cross Country Asst - Boys & Girls	Brandy Swanson	High School
Vanguard Team Lead	Brandy Swanson	High School
Model United Nations	Todd Swartzloff	High School
TV Production Sponser	Lauren Teeter	High School
Yearbook	Lauren Teeter	High School
Track-Boys (Asst.) - INDOOR	Jack Towne	High School
Track-Boys (Asst.) - OUTDOOR	Jack Towne	High School
Drone Club	Jack Towne	High School
Scholastic Bowl (Assistant)	Allison Tuleo	High School
Buddies Club	Shannon Vanek	High School

**Huntley Community School District 158 – Board of Education
Personnel Report
March 21, 2024**

Lacrosse Girls (Asst)	Caysie Vargas	High School
Track-Boys (Asst.) - INDOOR	Elliot Velez	High School
Track-Boys (Asst.) - OUTDOOR	Elliot Velez	High School
Football (Asst.)	Elliot Velez	High School
Marching Band Asst Percussion	Joshua Vezina	High School
Art Club	Frank Vitucci	Heineman
Wrestling (Asst)	Frank Vitucci	Marlowe
Bowling-Boys	Jacob Wagner	High School
Conley Robotics Club	Brandi Wargo	Conley
Explore Team Lead - District Wide	Brandi Wargo	District Wide
Leggee - First Grade Team Lead	Jessica Weglarz	Leggee
Fishing Club Asst	Andrew Weigand	High School
Tennis-Girls (Head)	Barry Wells	High School
NHS Advisor	Megan Wheeler	High School
Chamber Orchestra	Laura Whitaker	Heineman
Gay Straight Alliance (GSA)	Laura Whitaker	Heineman
Orchestra Director	Laura Whitaker	Heineman
Performance Reading Sponsor	Laura Whitaker	Heineman
Play Director (Asst.)	Laura Whitaker	Heineman
Student Council Advisor	Heather Wilke	Heineman
Mackeben - Kindergarten Team Lead	Jennifer Wilkinson	Mackeben
Technical Theater Club	Stuart Wilson	High School
Play Director Asst (Sets)	Stuart Wilson	High School
Health Occupation Students of America (HOSA)	Colline Wise	High School
Swimming-Boys (Asst.)	Adam Wolfenberg	High School
Football (Asst.)	Jason Wright	High School
Environmental Club	Silvana Younan-Shawil	High School
Cheerleading/Winter - Asst Coach -(Head JV)	Miranda Zajeski	High School
Cheerleading - Asst Coach - (Head JV)	Miranda Zajeski	High School
Ski Club Sponsor	Angela Zaleski	High School
Chinese Language & Culture Club(Yr 2 Trial)	Tianya Zhao	Marlowe
Red Raider Robotics/Engineering Club - Head Coach	Michelle Zietlow	High School

**Huntley Community School District 158 – Board of Education
Personnel Report
March 21, 2024**

Mandated Leaves

Type	Location	Number of Staff
FMLA	Chesak	1
FMLA	Mackeben	1
FMLA	Leggee	3
FMLA	Conley	1
FMLA	Martin	1
FMLA	Marlowe	1
FMLA	High School	3
FMLA	Transportation	1
FMLA	O&M	1
FMLA/Intermittent	Chesak	1
FMLA/Intermittent	Leggee	2
FMLA/Intermittent	Heineman	1
FMLA/Intermittent	District Office	2

Non-Mandated Leaves

Type	Location	Number of Staff
Medical	Marlowe	1
Medical	Transportation	6
Medical/Intermittent	ECC	1



Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.huntley158.org

DATE: March 14, 2024

TO: Building and Grounds Committee and Administration

FROM: Doug Renkosik, Director of Operations & Maintenance

RE: Consolidated Flooring proposal for floor finish replacement in parts of Chesak
and Leggee Elementary Schools(A)
Building and Grounds Committee
Committee of the Whole, March 14, 2024

Background:

At the August 3, 2023 Committee of the Whole meeting of the District 158 Board of Education, the Administration presented the Board with an updated O&M Life Cycle Deferred Maintenance capital projects report which included budgets for the replacement of areas of Chesak and Leggee Elementary School which are original to the construction in these schools between years 2000 and 2003.

The O&M Office invited Consolidated Flooring to consider providing a Cooperative Purchasing Network proposal for the replacement of this carpeted flooring material.

Consolidated Flooring's proposal which is at the Sourcewell contract #080819-IFA price point is attached.

Recommendation:

The Administration suggests the Building Committee recommend the Board of Education approve the award of a contract to Consolidated Flooring for the replacement carpeted flooring in certain sections of Chesak and Leggee as outlined in their proposal dated March 6, 2024, in the amount of \$589,433.88 and their unit process as listed in the bid summary attached at the December 21, 2023, Regular Board meeting.

DR/jk



PROPOSAL #

628941

PROJECT

Huntley Community SD158 Chesak & Leggee Floor
(Sourcewell)
650 Dr John Burkley Dr
Algonquin, IL 60102
- Ref. Plan - 1/22/2024

CONTACT

Eric Kumerow
312-257-5343
ekumerow@consofloors.com

DATE

March 19, 2024

TO

Doug Renkosik
Huntley Community SD 158
847-997-6655 - drenkosik@district158.org

Dear Doug,

Thank you for the opportunity to submit the following proposal for the above referenced project. This pricing is figured per the SourceWell Contract #080819-IFA -

CFC will follow D158 instructions to bidders and general conditions document.

SCOPE OF WORK

CODE	PRODUCT	QUANTITY	PRICE	TOTAL
Chesak				
Demo	Rip-Up Old Carpet Direct Glue	5220 SY	\$5.40	\$28,188.00
Demo	Labor to Remove Resilient Tile w/ Machine- VCT	7240 SF	\$1.02	\$7,384.80
Dumpster	Dumpster for Demo	1 EA	\$800.00	\$800.00
Prep	Floor Prep for Carpet (Skim Coat)	46980 SF	\$1.26	\$59,194.80
CPT-1	Furnish and Install Interface - Form & Function Profile, Color: Dimension, 50cm x 50cm 5.98 SY per box	5573.36 SY	\$28.64	\$159,621.03
adhesive	Adhesive for CPT 1	35 EA	\$165.13	\$5,779.55
Labor	Labor to install CPT	5573.36 SY	\$11.64	\$64,873.91
VB-1	Furnish and Install 4" Black cove base 120 LF per box	6960 LF	\$4.38	\$30,484.80
Trans	Furnish and Install From Carpet to Resilient Transition	48 LF	\$9.66	\$463.68
Chesak Total				\$356,790.57
Leggee				
Demo	Rip-Up Old Carpet Direct Glue	3255 SY	\$5.40	\$17,577.00
Demo	Labor to Remove Resilient Tile w/ Machine- VCT	4450 SF	\$1.02	\$4,539.00
Dumpster	Dumpster for Demo	1 EA	\$800.00	\$800.00



PROPOSAL #

628941

PROJECT

Huntley Community SD158 Chesak & Leggee Floor
(Sourcewell)
650 Dr John Burkley Dr
Algonquin, IL 60102
- Ref. Plan - 1/22/2024

DATE

March 19, 2024

Prep	Floor Prep for Carpet (Skim Coat)	29300 SF	\$1.26	\$36,918.00
CPT-1	Furnish and Install Interface - Form & Function Profile, Color: Dimension, 50cm x 50cm 5.98 SY per box	3492.32 SY	\$28.64	\$100,020.04
adhesive	Adhesive for CPT 1	22 EA	\$165.13	\$3,632.86
Labor	Labor to install CPT	3492.32 SY	\$11.64	\$40,650.60
VB-1	Furnish and Install 4" Black cove base 120 LF per box	4440 LF	\$4.38	\$19,447.20
Trans	Furnish and Install From Carpet to Resilient Transition	36 LF	\$9.66	\$347.76
<u>Leggee Total</u>				\$223,932.47
BOND	Performace and Payment Bond	1 EA	\$8,710.84	\$8,710.84

TOTAL

\$589,433.88

OPTIONS

CHESAK ALT ADD 4 Classroom

Demo	Rip-Up Old Carpet Direct Glue	410 SY	\$5.40	\$2,214.00
Demo	Labor to Remove Resilient Tile w/ Machine- VCT	880 SF	\$1.02	\$897.60
Prep	Floor Prep for Carpet (Skim Coat)	3690 SF	\$1.26	\$4,649.40
CPT-1	Furnish and Install Interface - Form & Function Profile, Color: Dimension, 50cm x 50cm 5.98 SY per box	430.56 SY	\$28.64	\$12,331.24
adhesive	Adhesive for CPT 1	3 EA	\$165.13	\$495.39
Labor	Labor to install CPT	430.56 SY	\$11.64	\$5,011.72
VB-1	Furnish and Install 4" Black cove base 120 LF per box	600 LF	\$4.38	\$2,628.00
Trans	Furnish and Install From Carpet to Resilient Transition	12 LF	\$9.66	\$115.92
<u>CHESAK ALT ADD 4 Classroom Total</u>				\$28,343.27



PROJECT

Huntley Community SD158 Chesak & Leggee Floor
(Sourcewell)
650 Dr John Burkley Dr
Algonquin, IL 60102
- Ref. Plan - 1/22/2024

DATE

March 19, 2024

TERMS AND CONDITIONS

SCOPE OF WORK

Only material and labor detailed in the attached proposal are included in the scope of work to be performed. Unless specified otherwise in the proposal, all work will be performed on regular time, Monday through Friday, seven (8) hours beginning between 6:00 AM and 8:00 AM.

EXCLUSIONS

Unless specifically detailed in the proposal, the following items are excluded from our scope of work:

- This proposal DOES NOT include any job related delays or conditions (material, and or jobsite production) related to client or contractor implemented COVID 19 mitigation protocols.
- Testing of slab for flatness, smoothness, and hardness.
- Moisture and air quality testing before or after leveling occurs.
- Floor surveys.
- Shot blasting, scarifying, brush hammering, shaving, grinding, sanding, or any other form of mechanical floor preparation.
- Surface preparation, including leveling, skim coating, and spackling (where material is installed on walls).
- Ramping to hard surface flooring (marble, stone, ceramic, wood, etc.). If we are installing carpet to meet a hard surface, the transition edge between these finishes must be installed by the hard surface installer. Schluter or Schluter type edges must be installed under the hard surface to be properly set and perform properly long term. This edging is not to be installed by the carpet installer. If this requirement is not followed, your tile, marble, or stone will crack.
- Consolidated Flooring of Chicago is not responsible for latent defects in the substrate due to excessive moisture or alkalinity, nor chemical incompatibility of old adhesives, new adhesives, and carpet backing systems.
- Substrate preparation, when when included in the proposal, does not include water and moisture mitigation. Pricing for this, if necessary, can only be determined after calcium chloride tests have been performed.
- Temporary and final protection of materials we install and all surfaces adjacent to our work, including walls, floors, and ceilings.
- Overtime for any work outside normal working hours (see Hours of Work above).
- Cleaning, sealing, buffing, or waxing of resilient or specialty products.
- Cleaning and vacuuming.
- Furnishing or installing entrance mats, mounted carpet mats, frames, or related items.
- Factory pre-formed base corners. Our proposal includes only job site fabricated vinyl or rubber base corners.
- Thresholds, saddles, and expansion joint covers. Any transition products made from metal or stone.
- Supplying or application of concrete sealer.
- Any items not listed on either the finish schedule or finish plan.
- Attic stock.
- Pattern matching & borders.
- Removal and disposal of all existing floor coverings.
- Removal and disposal of any waste and debris generated during the installation.
- Plywood subfloor.
- Mock ups.
- Asbestos control or abatement.
- Any applicable taxes.
- Ramping to other flooring (marble, stone, ceramic, wood, etc.). If we are installing concrete to meet finish, the



PROJECT

Huntley Community SD158 Chesak & Leggee Floor
(Sourcewell)
650 Dr John Burkley Dr
Algonquin, IL 60102
- Ref. Plan - 1/22/2024

DATE

March 19, 2024

transition edge between these finishes must be installed by the flooring installer. Schluter or Schluter type edges must be installed under the flooring be properly set and perform properly long term. This edging is not to be installed by the concrete.

Out of sequence work or multiple mobilizations.

Tenting or other protection needed in area due to exposure of silica dust.

SITE CONDITIONS

The customer must provide a secure space at the job site to lock-up materials, tools, and workman's clothing during the installation.

The customer accepts responsibility for security of all materials and tools stored on the job site.

The customer must provide free access to building and standard requirements for installation including, but not limited to, elevators, hoists, electricity, heat, light, water, etc. All related costs will be paid by the customer.

The installation area must be free and clear of other tradesmen and their material and ready to receive for us to begin our work

Lost time will be charged to the client if our men show up and the job is not ready, if areas are not ready consecutively and we incur down time, or if notification of a job cancellation has not been received at least twenty-four (24) hours prior to scheduled installation. Lost time will be charged on a per man basis at the current hourly rate.

The subfloor must be in a broom swept condition when we arrive for the scheduled start of the installation. The floor surface is to be free of adhesives and coatings including paint, oils, waxes, sealers and any substance that would prevent adhesive bond.

Fire rated plywood is not an acceptable substrate for flooring products. Unless specified in the proposal, additional charges will be incurred to encapsulate fire rated plywood.

The subfloor must be free of excessive moisture, alkalinity, and high concentration of fly ash or other additives that impede the adhesion of flooring materials. Consolidated Flooring of Chicago will not be responsible for latent defects in the subfloor due to these or associated conditions.

Surface and ambient temperature must be maintained at a minimum of 65 degrees Fahrenheit for 24 hours prior to, during, and after the installation.

The quoted price is based upon placing of scraps and waste material in a central location to be removed by laborers supplied by others.

We are not responsible for condition of sheetrock or wall surface where base is to be installed. All preparation of wall surface must be complete prior to scheduling of installation. Consolidated Flooring of Chicago is not responsible for any claims with respect to condition of wall surface under installed base.

Should concealed or unknown substrate conditions be encountered during the performance of this project, such as during the removal of existing flooring, and Consolidated Flooring of Chicago finds such conditions extensive or of an unusual nature, you will be advised of our concerns and rectification costs prior to our continuing.

We must allow all materials and adhesives to condition in the room temperature they will be installed in, for a minimum of 48 hours before starting the installation. This is an industry requirement! Not doing so voids all warranty! The HVAC system must be on and average temperature maintained prior to and after installation of any resilient product finish. Please consider this in your project planning. We will not install otherwise, as this will compromise the installation and the product will fail. Every resilient finish has its own minimum and maximum temperature requirement. Please reference your submittal package for your application.

Client must provide an 80 psi, 3/4" cold water source within 100 feet of machine location.

Client must provide a 220 volt, 3 phase, 100 amp electrical connection within 100 feet of machine location.

Client must provide a staging area for materials.

The subfloor must be in a broom swept condition when we arrive for the scheduled start of the installation.



PROJECT

Huntley Community SD158 Chesak & Leggee Floor
(Sourcewell)
650 Dr John Burkley Dr
Algonquin, IL 60102
- Ref. Plan - 1/22/2024

DATE

March 19, 2024

Protection of finished surfaces done by others.

CHANGE ORDERS

All work outside the scope of the contract will be billed immediately as work is completed at our current hourly rate. The job site super will be required to sign tickets for all out of contract work. These tickets will then to be considered as change orders to the contract.

Customer shall issue a contract which includes this exclusion page as an exhibit or addenda that will supersede any other clause, which will dictate the scope of our work and responsibility.

INSURANCE

If a Certificate of Insurance is required it is the responsibility of the customer to provide to Consolidated Flooring of Chicago a minimum of 48 hours prior to the scheduled start of the installation all of the information required on the certificate.

The customer is responsible for maintaining insurance for material stored in our warehouse.

MATERIAL STORAGE

Consolidated Flooring of Chicago will store materials for active installation projects at no charge.

You will be notified at the completion of the project of what balance material remains. Storage will be charged for all material held more than ninety (90) days after completion of the project. Any material stored for more than twenty-four (24) months will become the property of Consolidated Flooring of Chicago. No further notice will be given.

GENERAL

Consolidated Flooring of Chicago will not accept charge backs of damage or cleaning without the option to inspect claim(s) to repair or without the option to make arrangements for acceptable repairs at their expense.

Consolidated Flooring of Chicago is not responsible for any claims that might result from product delivery date changes beyond their control.

The proposal is given in good faith based upon specification and drawings supplied to Consolidated Flooring of Chicago. Consolidated Flooring of Chicago reserves the right to revise or withdraw this proposal should the specification or design differ from those provided to us.

Before any action is taken on this proposed work we require **one** of the following:

- This proposal signed and returned to us.
- A properly executed purchase order referencing this proposal by proposal number and date.
- A contract referencing this proposal by proposal number and date.

Proposed work is to be performed only on condition of and in accordance with the terms stipulated herein, including any attachments hereto which are an integral part of the proposal.

Pricing with open shop labor. We are not affiliated with any labor organization.

EXPIRATION

This proposal is valid for thirty (30) days from the proposal date. After this date our pricing is subject to change based on:

- Changes in the cost of materials.
- Changes in the cost of labor.
- Changes in the general state of the economy.

PAYMENT TERMS

Invoices for completed work must be paid within 30 days of the invoice date. Interest of 2% per month will be added for late payments or the maximum amount permissible by law, whichever is less.



PROPOSAL #

628941

PROJECT

Huntley Community SD158 Chesak & Leggee Floor
(Sourcewell)
650 Dr John Burkley Dr
Algonquin, IL 60102
- Ref. Plan - 1/22/2024

DATE

March 19, 2024

Accepted By: _____

Company: _____

Title: _____

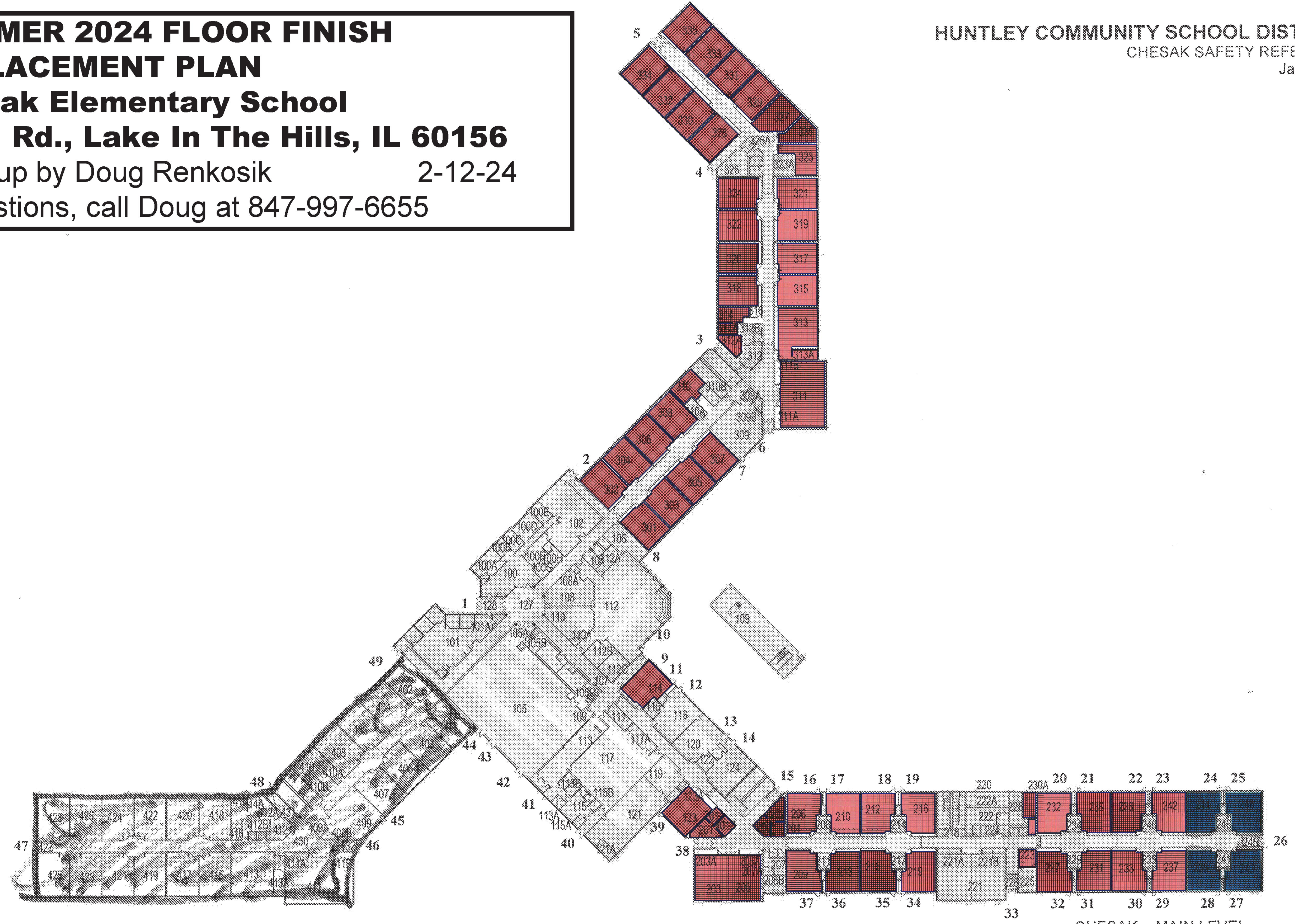
P.O. #: _____ **Date:** _____

Created by: Tina Todd. Modified last by: Tina Todd

- CPT-1 Interface - Form & Function Profile, Color: Dimension, 50cm x 50cm
- VB-1 4" Black cove base
- CPT-1 ALT ADD Interface - Form & Function Profile, Color: Dimension, 50cm x 50cm
- VB-1 ALT ADD 4" Black cove base
- VB-1 ALT ADD 4" Black cove base

SUMMER 2024 FLOOR FINISH REPLACEMENT PLAN
Chesak Elementary School
Reed Rd., Lake In The Hills, IL 60156
Mark-up by Doug Renkosik 2-12-24
If questions, call Doug at 847-997-6655

HUNTLEY COMMUNITY SCHOOL DISTRICT #158
CHESAK SAFETY REFERENCE PLAN
January 22, 2018



1/22/2018 12:03:15 PM
C:\Users\mrcroft\Documents\CHESAK (2018)_mrcroft.rvt
\\wae-srv-01-wedbae.com\Revol\BU_Huntley\143026_Huntley_SD158_19 Year Health_Life Safety Survey\ES\Chesak ES\CHESAK (2018).rvt

CHESAK - MAIN LEVEL ROOM NUMBER PLAN Comm No: 143026

ATTACHMENT H

HUNTLEY COMMUNITY SCHOOL DISTRICT 158

last edit 10-4-20

INSTRUCTIONS TO CONTRACTORS AND GENERAL CONDITIONS FOR PROPOSAL SUBMISSION

1. GENERAL

- A. Contractors shall prepare their submission in compliance with the instructions in this package. ALL PROPOSALS MUST BE SUBMITTED ON THE BID PROPOSAL FORM PROVIDED IN THIS PACKAGE.
- B. The following MUST be included in the returned bid response as a part of a complete bid. These forms must be fully completed, signed, and notarized as required on forms:
 - i. One complete completed copy of the following must be submitted with the Proposal for a "Complete Proposal":
 1. Certificate of Compliance with Illinois Drug Free Workplace Act
 2. Certificate of Eligibility To Bid
 3. Certificate of Compliance To The Illinois Department of Human Rights
 4. Certificate of Compliance with Illinois Prevailing Wage Law
 5. Certification of Compliance with Ill. Drug Free Workplace Act
 6. Hold Harmless Agreement
 7. Equipment list
 8. Reference List
 - ii. No Bid Bond is required., However, Performance and Payment Bonds are required and shall be provided on District 158's standard form by the Contractor who is awarded the work for this project
- C. Proposals will not be accepted after the scheduled date and time of the bid opening.
- D. On supply or equipment proposals, prices quoted shall include delivery to the School District Building as indicated on the specifications.
- E. All Proposals must be typed or written in pen. Pencil is not acceptable. PROPOSALS WRITTEN IN WITH PENCIL WILL BE REJECTED.
- F. The District reserves the right to reject any or all Proposals. Proposal awards will not necessarily be made on the basis of price alone: suitability to purpose, design, quality, past service, date of delivery, responsibility and other factors deemed to be in the best interest of the District may also be considered. The District shall be the sole judge of these factors. In all instances, the decision rendered by the School Board shall be final and not subject to contest by others.
- G. References to "Architect" or "Engineer" in the proposal specifications shall mean "School District 158" in all referenced locations.

2. EXCEPTIONS

Any exceptions to these conditions or deviations from the specifications must be submitted in writing and attached to the proposal form.

3. FIRM PROPOSAL PRICES

Prices, terms and conditions must be firm for a period of sixty days from the date of the proposal unless otherwise agreed to by DISTRICT 158 and the contractor.

4. EXEMPTION FROM TAXES

DISTRICT 158 is exempt from Federal, State, and Municipal taxes.

5. INVESTIGATION OF CONTRACTORS

Contractors or suppliers who are bidding work for School District 158 shall submit at least five references, name, addresses, and phone numbers of the last five school projects done in the last four years. These should be from managers of commercial buildings or school buildings and preferably in the northwest suburban area. The five references must be for five different projects. The Board of Education reserves the right to reject any bid if it is determined that the bidder is not qualified to accomplish the work described in the specifications in an acceptable manner.

6. RESERVATION OF RIGHTS BY THE DISTRICT

The Board of Education reserves the right to reject any or all proposals and award the proposal in the best interest of the District.

7. DEPARTMENT OF HUMAN RIGHTS REGULATIONS

ATTACHMENT H

All Contractors must abide by and attest to the fact that they are in compliance with the Illinois Human Rights Act as amended effective July 1, 1993 (formerly the Fair Employment Practice Commission). The D.H.R. (formerly F.E.P.C.) number must be on the bid form. Contractors who do not have a D.H.R. number can satisfy this requirement by signing the enclosed Certificate of Compliance and submitting it with the bid.

8. ELIGIBILITY TO CONTRACT

Vendor, pursuant to Section 5/10-20.21(b) of the School Code, with submission of its bid certifies that neither it, nor any of its partners, or officers or owners:

- A. Have been convicted in the past five (5) years of the offense of bid-rigging under Section 33E of the Illinois Criminal Code of 1961, 720 ILCS 5/33E -1 et seq., as amended;
- B. Have ever been convicted of the offense of bid-rotating under Section 33E-4 of the Illinois Criminal Code of 1961, as amended;
- C. Have ever been convicted of bribing or attempting to bribe an officer or an employee of the State of Illinois; or
- D. Have made an admission of guilt of any of the above conduct which is a matter of record.

Vendor acknowledges that the School Board may declare any contract awarded pursuant to this bid void if this certification is false.

9. CRIMINAL BACKGROUND INVESTIGATIONS

Vendor hereby represents, warrants and certifies that no officer or director of vendor has any knowledge that any employee thereof has been convicted of committing or attempting to commit any one or more of the following offenses set forth in Section 5/21-23a of the Illinois School Code or who falsifies, or omits facts from his or her employment documents.

Vendor agrees that it shall not employ any person who has or may have direct, daily contact with the pupils of any school in the district, and for whom a criminal background investigation has not been conducted pursuant hereto, and further represents and agrees that all employees or applicants who may have direct contact with employees shall be required to furnish a written "Authorization for Criminal Background Information" on forms provided by the district authorizing the Board of Education to request a criminal background investigation of said person pursuant to 105 ILCS 5/10-21-9 as amended by P.A. 96-1452 and to receive criminal history record information pursuant thereto to determine if the applicant has been convicted of committing or attempting to commit any of the criminal or drug offenses enumerated above. Vendor further agrees to submit with said authorization for any costs and expenses associated with the criminal background investigation.

Besides remaining in compliance with the criminal background check as described in the AIA A201 documentation, the contractor shall also follow the CSD158 criminal background check process as follows:

- A. Contractor sends CSD1 58 designee; presently send to email address drenkosik@district158.org, a list of names of tradesman to be background checked with the primary contact for the tradesman's office (for contact if there is a "hit" on the check) – 48 hours prior to scheduled visit.
- B. If designee considers the list reasonable, he forwards to the D158 Chief Security Officer's office as "Heads Up" and asked for available times for contractor to drop in at D158 Administration Center, 650 Dr. John Burkey Drive (; formerly known as Academic Drive), Algonquin, IL 60102 or commencement of the background check process.
- C. Tradesman named shall go to the D158 Administration Center and see D158 designee to have their driver license scanned for a search on the Raptor national database of sex offenders. if it comes back clean, then he will take their digital photo (for future printing on an ID badge) and a scan of their fingerprints which will be sent the Illinois State Police for a criminal background search.
- D. Once the Illinois State Police returns the background check clearance,
 - a. If the background clearance is approved, the HR Office will print an ID badge and forward the O&M Office for distribution to the tradesman.
 - b. If the background check shows a "hit", the D158 Chief Security Officer's office will contact the tradesman's supervisor directly for resolution on the matter. Until this matter is resolved, the work shall return the ID badge to the tradesman's supervisor who shall return it to D158 directly and suspend that worker's assignment on D158 premises.
- E. Once the D158 Chief Security Officer's office receives a clean background check report, they will print an ID badge with the tradesman's photo on it and notify the tradesman's supervisor that the ID Badge is ready for pickup by the tradesman. The tradesman must personally stop at the District Office to sign for the ID Badge.
- F. Prior to final payment for the project, D158 will reconcile reimbursement of D158 for all background check expenses (at \$49 each).

ATTACHMENT H

Vendor further represents, warrants and certifies that no employee or applicant with respect to whom the criminal investigation reveals any conviction for committing and/or attempting to commit any of the above enumerated offenses, including the Sex Offender Registry Act, and the Statewide Child Murder and Violent Offender Against Youth Database shall be employed thereby in any position that involves or may involve contact with the students of the school district.

10. NONDISCRIMINATION

Vendor, certifies with submission of a bid, that it does not engage in discriminatory practices regarding employment or delivery of or access to services and programming and that it fully complies with the requirements of federal and State civil rights laws, including but not limited to: the Illinois Civil Rights Act of 2003, P.A. 93-0425; Illinois Human Rights Act, 775 ILCS 5/1-101 et seq.; the Americans with Disabilities Act, 42 U.S.C.12101 et seq., and the Rehabilitation Act of 1973, as amended, 29 USC 701 et seq., as well as the rules and regulations promulgated there under.

Vendor acknowledges that the School Board may declare any contract awarded pursuant to this bid void if this certification pursues false.

11. PREVAILING WAGE LAW

Contractors are required to pay no less than the prevailing wage for all laborers, workers and mechanics performing work under contract with Huntley Community School District 158. Also, it is required that the contractor shall provide assurance such as with a bond or letter containing a statement that will guarantee faithful performance in regard to the prevailing wage law. All contractors hired by Huntley Community School District 158 are required to assure that all subcontractors hired by them or their subcontractors also pay prevailing wage rates in compliance with Illinois Public Act 100-1177 (SB0203). Enclosed is a form letter which if signed, notarized, and returned with your proposal will satisfy this requirement. Contractors who award portions of their work to subcontractors shall provide it's subcontractors with such a written statement as well.

Payment of Prevailing Wage

This contract calls for the construction of a "public work," within the meaning of the Illinois Prevailing Wage Act as updated in Illinois Public Act 100-1177 (SB0203). The Act requires contractors and subcontractors to pay laborers, workers and mechanics performing services on public works projects no less than the "prevailing rate of wages" (hourly cash wages plus fringe benefits) in the county where the work is performed. For information regarding current prevailing wage rates, please refer to the Illinois Department of Labor's website. All contractors and subcontractors rendering services under this contract must comply with all requirements of the Act, *including but not limited to*, all wage, notice and record keeping duties.

Record-Keeping Responsibilities

All contractors and subcontractors who work for Huntley Community School District 158 on public works construction projects must create, keep and post certified payroll reports to the Illinois Department of Labor website as called for in Public Act 100-1177 (SB0203).

12. INSURANCE REQUIREMENTS

- A. School District 158 will only accept carriers on the contractor's Certificate of Insurance that have an A.M. Best's rating of no lower than A-7.
- B. The successful contractor shall expressly bind himself/herself to defend and save the District harmless from all suits or actions of every name and description including Scaffolding Act Liability. Successful contractor shall carry insurance, in company or companies acceptable to the District, for Worker's Compensation, Commercial General Liability, and Automobile liability.
- C. Each contractor shall submit as part of the bid, a certification of insurance in force to meet the above specifications. That certificate shall name HUNTLEY COMMUNITY SCHOOL DISTRICT 158 as an additional insured and shall state that all insurance listed above is primary. HUNTLEY COMMUNITY SCHOOL DISTRICT 158 shall be notified 30 days prior to any material change in the insurance.
- D. **Workman's Compensation** - Statutory
 - e.l. - each occurrence \$1,000,000
 - e.l. - disease –each employee \$1,000,000
 - e.l. – disease – policy limit \$1,000,000
- E. **Comprehensive General Liability Insurance:** The successful contractor shall maintain at all times during the contract Comprehensive Liability Insurance (including Broad Form Property Damage) with limits for

ATTACHMENT H

combined bodily injury and property damage of not less than \$1,000,000 for each occurrence and not less than \$2,000,000 aggregate.

- F. Comprehensive Auto Liability Insurance:** The successful contractor shall maintain at all times during the contract Comprehensive Auto Liability with limits for combined bodily injury and property damage of not less than \$1,000,000 for each occurrence and not less than \$1,000,000 aggregate.
- G. Excess Liability:** An umbrella policy is required with minimum limits of \$5,000,000 per occurrence (*see Notes at end of document for variations in this limit for different forms of contracted services*) and will apply to both bodily injury and property damage. The umbrella policy shall apply over all primary coverage and limits of liability as listed in the preceding section. The umbrella coverage must be as broad as the primary policies and must be free of any restrictions that do not appear in the underlying policies.
- H. Owned/Rented Equipment Insurance:** The Contractor shall secure, pay for and maintain whatever Fire or Extended Coverage Insurance deemed necessary to protect the Contractor against loss of owned or rented capital equipment and tools, including any tools owned by mechanics, and any tools, equipment, scaffoldings, staging, towers and forms owned or rented by the Contractor. The requirement to secure and maintain such insurance is solely for the benefit of the Contractor; Contractor shall require same coverage of Subcontractor. Failure of the Contractor to secure such insurance or to maintain adequate levels of coverage shall not obligate District 158, or their agents and employees for any losses of owned or rented requirement. It is expressly understood and agreed that District 158 shall have no responsibility therefore, the Contractor secures such insurance the insurance policy shall include a waiver of subrogation clause as follows: "It is agreed that in no event shall this insurance company have any right of recovery against District 158 or their agents."
- I. Contractor's Obligation:** The procuring of the insurance required under this Contract shall be considered solely as securing Contractor's obligation or liabilities assumed under the Contract. Contractor shall remain fully liable and responsible for all such obligations, whether or not the insurance provided by the Contractor is approved by District 158.

There will be no "Waivers of Subrogation" permitted on the insurance policy or contract between DISTRICT 158 and the contractor. A copy of the Certificate of Insurance shall be furnished to the Director of Operations and Maintenance before the work begins.

13. HOLD HARMLESS AND INDEMNIFICATION

The contractor shall assume all liability for, and shall protect, defend, indemnify, and hold harmless the Board of Education and its members individually, their officers, employees, servants, and agents from and against all claims, actions, suits, judgments, costs, losses, expenses, and liabilities of whatsoever kind or nature including reasonable legal fees incurred by owner arising out of:

- A. Any infringement (actual or claimed) of any patents, copyrights, or trade names by reason of any work performed or to be performed by the contractor under this contract or by reason of anything to be supplied by the contractor pursuant to this contract.
- B. Bodily injury, including death, to any person or persons (including contractor's officers, employees, agents, and servants) or damage to or destruction of any property, including the loss of use thereof:
 - i. Caused in whole or in part by any act, error, or omissions by the contractor or any subcontractor or anyone directly or indirectly employed by any of them regardless of whether or not it is caused in part by a party to be indemnified hereunder.
 - ii. Arising directly or indirectly out of the presence of any person in or about any part of the project site or the streets, sidewalks, and property adjacent thereto.
 - iii. Arising directly or indirectly out of the use, misuse, or failure of any machinery or equipment used directly or indirectly in the performance of this contract.

14. FORCE MAJEURE

The parties to any contract shall be excused from performance during the time and to the extent that they are prevented from obtaining goods or performing services by acts of God, fire, or power failure or reduction, provided that: satisfactory evidence thereof is presented to the District, and provided further that it is satisfactorily established that the non-performance was not due to the fault or negligence of the party not performing. The scheduled completion date stipulated in these specifications shall be adjusted by a period of time equal to such time lost because of the stated condition.

15. PERFORMANCE BOND AND LABOR AND MATERIAL PAYMENT BOND

A 100% performance and payment bond is REQUIRED for all of the scope of work in this bid. The Bonds must be issued by a properly licensed commercial surety having a "Best" rating of A- or better. The bidder shall deliver

ATTACHMENT H

these bonds to the Owner not later than the fourteen days after the receipt of the Purchase Order for the work.- Proof that installation labor has been completed in compliance with the State of Illinois guidelines concerning the rate of Prevailing Wages must be furnished to the District before such Performance and Payment Bond will be released. The Performance Bond and Payment Bond shall be provided in form which is provided later in this specification.

16. PAYMENTS

On District projects, a 10% retainer fee will be held if applicable, until all punch list items are completed and approved by the Director of Operations and Maintenance. The School District #158 processes checks once a month. The deadline for receiving invoices is the Friday before the last Thursday of the month preceding the payment month. Payment shall be considered for approval at the regular Board meeting (generally the third Thursday of the month). Payment will follow meeting approval.

17. LIEN WAIVERS

Waivers of lien from prime contractor, prime contractor's supplier(s), subcontractor(s), and subcontractors' supplier(s) must accompany each request for payment. Contractor must furnish the names of all subcontractors and a schedule of values with each pay request. Partial waivers must list a dollar amount. All final waivers must state "Paid in Full" in place of a dollar amount. Final payment will not be released until final waivers marked "Paid in Full" are submitted for all subcontractors, suppliers and prime contractor. All waivers must be accompanied by a sworn statement listing subcontractors and suppliers, the amounts of their contracts and the amounts requested.

18. EXAMINATION OF SITE

Before submitting a proposal, the contractor should visit the site and is responsible for knowing the conditions affecting the work. Failure to visit the site(s) shall not be accepted as a valid reason for any changes by the successful bidder.

19. WARRANTY

Warranty shall be minimum 2 years material and labor on materials and workmanship except where called to be a longer period of time in other places in the specification or in the case of manufacturer's provide or are asked to provide warrant periods for a longer duration. In all cases, the warranty periods starts on the day the contractor's final payment application for the project is approved.

20. SAFETY

The contractor is responsible for making sure that all conditions are safe for pedestrians and workers. Any precautionary measures such as warning signs, barricades, etc., that might be necessary shall be at the expense of the contractor and provided for in the quoted price.

21. PERSONNEL (Construction and Service Contracts Only)

If any person employed on the work site be intemperate, disorderly, incompetent, willfully negligent or dishonest in the performance of his/her duties, he or she shall be directed to cease work and vacate the job site immediately.

22. WORKMANSHIP

All work under this contract shall be performed in a skillful and workmanlike manner. District 158 may, in writing, require the Contractor to remove from the work any employee the District deems incompetent, careless, or otherwise objectionable.

23. CONSTRUCTION DEBRIS DISPOSAL

Contractors shall not use DISTRICT 158's refuse dumpsters for debris brought to the jobsite or created at the jobsite by the contractors work onsite. This includes demolition debris.

24. CLEAN-UP

The contractor is responsible for keeping the job site clean at all times. Also, after the job is completed, he is responsible for removing all tools, equipment, excess material and debris from the site and leaving the area in a clean condition that meets the approval of the Director of Operations and Maintenance or his designee. Final cleaning shall be completed to the School District's satisfaction.

25. CHANGE IN SCOPE

Contractors and sub contractors must receive prior written approval from DISTRICT 158's Operations and Maintenance Office before proceeding with any work which is a change in scope and/or additional cost (a change order) to DISTRICT 158.

ATTACHMENT H

26. SAFETY DATA SHEETS

All contractors performing work in DISTRICT 158 Buildings shall submit, to the Operations and Maintenance Office, copies of Safety Data Sheets (SDS) on all building materials to be used in accordance with the Illinois Department of Labor's Hazardous Communication Program Regulations prior to the commencement of work. Contractors must maintain a legible hard copy of these SDS sheets on file at the job site at all times while construction is in progress as required for their safety program compliance. In addition, the contractor shall coordinate with and pay for posting of an electronic copy of their SDS sheet to the School District's on-line service partner's site for web access for all SDS sheets. The service is <https://MSDSOnline.com>. Periodic District checks may be performed, contractor must be able to furnish information on demand. Contractor must provide adequate control measures to protect the occupants of the building before, during, and after the use of any building materials which contain hazardous ingredients. Contractors who must use building materials which contain hazardous ingredients must review with and get approval on the intended control measures prior to the commencement of the work.

In addition, all contractors who are to perform work at DISTRICT 158 facilities must make their employees aware of DISTRICT 158's Hazardous Communication Program. DISTRICT 158 has a copy of all SDS sheets on products at the building which the District has purchased. The binder containing those SDS sheets is accessible online and access will be made available to the awarded contractor's office upon request after award of the bid. If any contractor's employee would like a copy of DISTRICT 158's Hazardous Communication Plan procedure or a particular SDS sheet of a particular material the DISTRICT 158 has delivered to the site from a source other than the contractor, please see the custodians at the building to get a copy duplicated.

27. CONTRACT

- A. The Agreement between the Owner and the Contractor for the Work will be in the Form of a Purchase Order from the School District, all communications for a Request for Proposal from the School District, and this document as an outline of terms and conditions.
- B. **CANCELLATION OF AGREEMENT** - In case of bankruptcy of the contractor or failure of the contractor to pay supplies or workers or a work stoppage or a failure by the contractor to provide sufficient workers for the job or sufficient material for the job, the Board of Education may terminate the contract and take over the completion of the project, applying the unpaid balance of money for the contract to the completion of the work and any extra expenses incidental thereto.
- C. At any time, the District may terminate the agreement with or without cause. The contractor may receive payment for all work completed but will not be entitled to lost profit or overhead.

28. CONTACT WITH STUDENTS

When School is in session, construction personnel shall have absolutely no contact with students. Any expense to be incurred for the contractor to meet the following access limitations shall be a part of the contractor's bid.

- A. On days when school is in session the trades should not be allowed into areas where students are during the school day. Therefore the bidder shall plan all work that needs to take place in halls and other rooms (like running power to the space, etc.) to be done other than during school hours.
- B. Emergency access to student occupied school areas is only allowed if the tradesmen enter the front door and proceed to the main office directly, sign in and get a visitors badge before entering or if a District employee accompanies the tradesman at all times.
- C. If tradesmen must be in student occupied areas alone where they may have direct contact due to extenuating circumstances, those tradesmen must have a full criminal background check completed by the State of Illinois and District ID badges prior to gaining access. The background checks will be at the bidder's expense and the badges will be purchased from the District by the bidder at the published District employee replacement cost at the time of the purchase.
- D. For contractors that have frequent need to access and work in areas of the buildings where the possibility of direct student contact is often necessary, the contractor should have his affected employees submit to the fingerprint and background check so that they can effectively perform the work that they are to do.

31. SUBSTITUTIONS

- A. The materials, products, and equipment described in the Contract Documents establish a standard of required function, dimension, appearance, and quality to be met by any proposed substitution.
- B. A Contractor only (not distributor, representative, or other person in like capacity) may request of the Architect/Engineer a statement a minimum of 9 days prior to bid opening, concerning acceptability of any

ATTACHMENT H

material or device which the Contractor is uncertain of as to compliance with the Contract Documents. It shall be the sole responsibility of the Contractor to transmit such requests in writing only in a full and complete manner accompanying the request with all data necessary for qualification of the article and at such a date as to allow reasonable time for the examination thereof. Such data may include structural analysis, drawings, including specific details pertaining to the Project, Project Manual and modifications, and any other information deemed necessary by the Architect/Engineer. All costs incidental to the submission of this data are to be borne by the submitting Contractor.

1. The following information is deemed necessary by the Architect/Engineer for this Project:
 - a) Written evidence of a satisfactory experience record, including a minimum of five references for similar type projects of a size exceeding 75 percent of the area included in this Project that are at least five years old, and located within 100 miles of this Project. These references shall include project name and location and completion date. Owner and/or Architect/Engineer contacts including names, addresses, and telephone numbers, and specific components existing and installed on each referenced project.
- C. The Architect/Engineer will examine such requests to the extent possible, but there shall be no guarantee that all requests can be examined, nor will the Architect/Engineer examine requests accompanied by inadequate data, that are received too late to be qualified, or are received after the last Addendum to the Project Manual has been issued.
- D. If the Architect/Engineer approves any proposed substitutions, such approval will be set forth in an Addendum. Contractors shall not rely upon approvals made in any other manner. Approved substitutions may include modifications to submitted material deemed necessary by the Architect/Engineer to conform to the established standard of required function, dimension, appearance and quality set forth in the Contract Documents and shall be binding with regard to the performance of the Work, if accepted.

32. Contractors Claims for Confidentiality

Proposals will be reviewed by the school district and retained for up to ten years. Copies of proposals will not be released to the general public except as required by law under the Freedom of Information Act, court order or as otherwise determined appropriate by the School District. If a vendor believes that a portion of its bid is confidential or proprietary, it may include a detailed explanation indicating which parts of the information that it would prefer to keep confidential, if possible. The explanation should also state the reasons why the information is considered a trade secret or commercial or financial information which, if released, would cause competitive harm. Vendors submitting proposals understand and agree that submission of such an explanation shall not obligate the School District to withhold the information if the School District receives a request for the information and determines, in its sole discretion, that release is required under law or is otherwise appropriate.

34. Contractor's Workforce

The Contractor shall demonstrate past practice and intentions to self-perform the majority of the work (;i.e. at least 51% of the work,) with it's own employees and not subcontractors.

35. Questions from Contractors

Questions on the specifications and drawings will be considered by the District up until 7 calendar days prior to the proposal due date when Proposals are due. Questions shall be asked in writing via email or fax.

ATTACHMENT H

Certificate of Compliance
with the
Illinois Drug Free Workplace Act 30 ILCS 580/

The Contractor here-by certifies to the District that it will provide a drug free workplace by complying with the IL. Drug Free Workplace Act, 30 ILCS 580/. All contractors must comply with the notification mandates and other requirements in the IL. Drug Free Workplace Act. "Contractor" is defined in the IL. Drug Free Workplace Act as a "corporation, partnership, or other entity with 25 or more employees at the time of letting the contract, or a department, division, or unit thereof, directly responsible for the specific performance under a contract of \$5,000 or more."

Signed:  _____
Signature

By: Matthew P Hyses
Printed Name

Title: VP of Operations

Date: 3/5/24

ATTACHMENT H

CERTIFICATE OF ELIGIBILITY TO BID

Consolidated Floors of Chicago,
(contractor), pursuant to Section 33E-11 of the Illinois Criminal Code of

1961 as amended, hereby certifies that neither (he, she, it) nor any of (his, her, its) partners, officers, or owners of (his, her, its) business has been convicted in the past five (5) years of the offense of bid-rigging under Section 33E-3 of the Illinois Criminal Code of 1961 as amended and that neither (he, she, it) nor any of (his, her, its) partners, officers or owners of (his, her, its) business has ever been convicted of the offense of bid-rotating under Section 33E-4 of the Illinois Criminal Code of 1961 as amended.

3/5/04

Date

Consolidated Floors of Chicago

Name of Contractor/Company

40 W Fullerton

Street Address

Addison, IL 60101

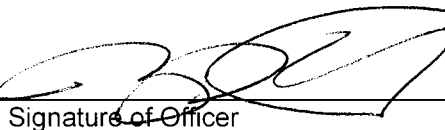
City, State, Zip

VP of Operations

Title of Officer

Matthew Hyzer

Name of Officer (Please Print)




Signature of Officer

ATTACHMENT H

**CERTIFICATE OF COMPLIANCE
TO THE
ILLINOIS DEPARTMENT OF HUMAN RIGHTS REGULATIONS**

For this proposal to receive consideration by the Board of Education of School District #158, Algonquin, Illinois, the following certificate must be signed by an official of your company and returned with your proposal. This is to certify that our company is in compliance with the provisions of the Illinois Department of Human Rights Regulations.

Signed: 
Signature

By: Matthew P. Lyse
Printed Name

Title: VP of Operations

Date: 3/5/24

ATTACHMENT H

CERTIFICATE OF COMPLIANCE WITH THE ILLINOIS PREVAILING WAGE LAW

TO: Mr. Doug Renkosik
Director of Operations and Maintenance
SCHOOL DISTRICT 158

Dear Mr. Renkosik,

This letter is to certify that Consolidated Flooring of Chicago
Name of Company

is in compliance with Illinois Public Act 100-1177 and all amendments pertaining to the payment of prevailing wages (as established by the Department of Labor (IDOL)) to all laborers, workers and mechanics performing work under this contract and agrees to post all certified payroll reports to the IDOL website as required.

Official Address: 40 W. Fullerton

Addison, IL DePage 3/5/2024
City, State County Date

[Signature] VP of Operations
Signature Title

630-458-8600
Telephone Number (with area code)

Sworn and subscribed on the 5th day of March, 2024, before me, notary public, appointed in

Kane County for the State of IL

Heidi Reed Heidi Reed
Signature of Notary Name Typed or Printed

(seal)



My commission expires: 11 26 2026 Geneva Kane
Month Day Year City of Residence County

ATTACHMENT H

HOLD HARMLESS AGREEMENT

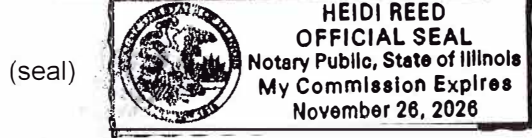
By signing this Hold Harmless Agreement, the contractor certifies that to the fullest extent permitted by law, the contractor agrees to defend, pay in behalf of, and hold harmless Huntley Community School District 158 and its elected and appointed officials, employees and volunteers and others working in behalf of Huntley Community School District 158; against any and all claims, demands, suits, loss, including all costs connected therewith, for any damages which may be asserted, claimed or recovered against of from Huntley Community School District 158, its elected and appointed officials, employees, volunteers and others working in behalf of Huntley Community School District 158, by reason of personal injury, including bodily injury and death; and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this contract.

Consolidated Flooring of Chicago By (Sign-Name)
Company Name
410 W. Fullerton, Addison, IL 60101 Address
VP of Operations Title

Sworn and subscribed on the 5th day of March, 2018,

before me, notary public, appointed in Kane County for the State of IL

Heidi Reed Signature of Notary
Heidi Reed Name Typed or Printed



My commission expires:
11 26 2026
Month Day Year
Geneva Kane
City of Residence County

AIA[®] Document A312[™] – 2010

Performance Bond

CONTRACTOR:
(Name, legal status and address)

SURETY:
(Name, legal status and principal place of business)

OWNER:
(Name, legal status and address)

ADDITIONS AND DELETIONS:
The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

CONSTRUCTION CONTRACT

Date:
Amount: \$
Description:
(Name and location)
School Dist. 158

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

BOND

Date:
(Not earlier than Construction Contract Date)

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

Amount: \$

Modifications to this Bond: None See Section 16

CONTRACTOR AS PRINCIPAL

Company: *(Corporate Seal)*

SURETY

Company: *(Corporate Seal)*

Signature: _____
Name and
Title:

Signature: _____
Name and
Title:

(Any additional signatures appear on the last page of this Performance Bond.)

(FOR INFORMATION ONLY — Name, address and telephone)

AGENT or BROKER:

OWNER'S REPRESENTATIVE:

(Architect, Engineer or other party:)

§ 1 The Contractor and Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors and assigns to the Owner for the performance of the Construction Contract, which is incorporated herein by reference.

§ 2 If the Contractor performs the Construction Contract, the Surety and the Contractor shall have no obligation under this Bond, except when applicable to participate in a conference as provided in Section 3.

§ 3 If there is no Owner Default under the Construction Contract, the Surety's obligation under this Bond shall arise after

- .1 the Owner first provides notice to the Contractor and the Surety that the Owner is considering declaring a Contractor Default. Such notice shall indicate whether the Owner is requesting a conference among the Owner, Contractor and Surety to discuss the Contractor's performance. If the Owner does not request a conference, the Surety may, within five (5) business days after receipt of the Owner's notice, request such a conference. If the Surety timely requests a conference, the Owner shall attend. Unless the Owner agrees otherwise, any conference requested under this Section 3.1 shall be held within ten (10) business days of the Surety's receipt of the Owner's notice. If the Owner, the Contractor and the Surety agree, the Contractor shall be allowed a reasonable time to perform the Construction Contract, but such an agreement shall not waive the Owner's right, if any, subsequently to declare a Contractor Default;
- .2 the Owner declares a Contractor Default, terminates the Construction Contract and notifies the Surety; and
- .3 the Owner has agreed to pay the Balance of the Contract Price in accordance with the terms of the Construction Contract to the Surety or to a contractor selected to perform the Construction Contract.

§ 4 Failure on the part of the Owner to comply with the notice requirement in Section 3.1 shall not constitute a failure to comply with a condition precedent to the Surety's obligations, or release the Surety from its obligations, except to the extent the Surety demonstrates actual prejudice.

§ 5 When the Owner has satisfied the conditions of Section 3, the Surety shall promptly and at the Surety's expense take one of the following actions:

§ 5.1 Arrange for the Contractor, with the consent of the Owner, to perform and complete the Construction Contract;

§ 5.2 Undertake to perform and complete the Construction Contract itself, through its agents or independent contractors;

§ 5.3 Obtain bids or negotiated proposals from qualified contractors acceptable to the Owner for a contract for performance and completion of the Construction Contract, arrange for a contract to be prepared for execution by the Owner and a contractor selected with the Owner's concurrence, to be secured with performance and payment bonds executed by a qualified surety equivalent to the bonds issued on the Construction Contract, and pay to the Owner the amount of damages as described in Section 7 in excess of the Balance of the Contract Price incurred by the Owner as a result of the Contractor Default; or

§ 5.4 Waive its right to perform and complete, arrange for completion, or obtain a new contractor and with reasonable promptness under the circumstances:

- .1 After investigation, determine the amount for which it may be liable to the Owner and, as soon as practicable after the amount is determined, make payment to the Owner; or
- .2 Deny liability in whole or in part and notify the Owner, citing the reasons for denial.

§ 6 If the Surety does not proceed as provided in Section 5 with reasonable promptness, the Surety shall be deemed to be in default on this Bond seven days after receipt of an additional written notice from the Owner to the Surety demanding that the Surety perform its obligations under this Bond, and the Owner shall be entitled to enforce any remedy available to the Owner. If the Surety proceeds as provided in Section 5.4, and the Owner refuses the payment or the Surety has denied liability, in whole or in part, without further notice the Owner shall be entitled to enforce any remedy available to the Owner.

§ 7 If the Surety elects to act under Section 5.1, 5.2 or 5.3, then the responsibilities of the Surety to the Owner shall not be greater than those of the Contractor under the Construction Contract, and the responsibilities of the Owner to the Surety shall not be greater than those of the Owner under the Construction Contract. Subject to the commitment by the Owner to pay the Balance of the Contract Price, the Surety is obligated, without duplication, for

- .1 the responsibilities of the Contractor for correction of defective work and completion of the Construction Contract;
- .2 additional legal, design professional and delay costs resulting from the Contractor's Default, and resulting from the actions or failure to act of the Surety under Section 5; and
- .3 liquidated damages, or if no liquidated damages are specified in the Construction Contract, actual damages caused by delayed performance or non-performance of the Contractor.

§ 8 If the Surety elects to act under Section 5.1, 5.3 or 5.4, the Surety's liability is limited to the amount of this Bond.

§ 9 The Surety shall not be liable to the Owner or others for obligations of the Contractor that are unrelated to the Construction Contract, and the Balance of the Contract Price shall not be reduced or set off on account of any such unrelated obligations. No right of action shall accrue on this Bond to any person or entity other than the Owner or its heirs, executors, administrators, successors and assigns.

§ 10 The Surety hereby waives notice of any change, including changes of time, to the Construction Contract or to related subcontracts, purchase orders and other obligations.

§ 11 Any proceeding, legal or equitable, under this Bond may be instituted in any court of competent jurisdiction in the location in which the work or part of the work is located and shall be instituted within two years after a declaration of Contractor Default or within two years after the Contractor ceased working or within two years after the Surety refuses or fails to perform its obligations under this Bond, whichever occurs first. If the provisions of this Paragraph are void or prohibited by law, the minimum period of limitation available to sureties as a defense in the jurisdiction of the suit shall be applicable.

§ 12 Notice to the Surety, the Owner or the Contractor shall be mailed or delivered to the address shown on the page on which their signature appears.

§ 13 When this Bond has been furnished to comply with a statutory or other legal requirement in the location where the construction was to be performed, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

§ 14 Definitions

§ 14.1 **Balance of the Contract Price.** The total amount payable by the Owner to the Contractor under the Construction Contract after all proper adjustments have been made, including allowance to the Contractor of any amounts received or to be received by the Owner in settlement of insurance or other claims for damages to which the Contractor is entitled, reduced by all valid and proper payments made to or on behalf of the Contractor under the Construction Contract.

§ 14.2 **Construction Contract.** The agreement between the Owner and Contractor identified on the cover page, including all Contract Documents and changes made to the agreement and the Contract Documents.

§ 14.3 **Contractor Default.** Failure of the Contractor, which has not been remedied or waived, to perform or otherwise to comply with a material term of the Construction Contract.

§ 14.4 **Owner Default.** Failure of the Owner, which has not been remedied or waived, to pay the Contractor as required under the Construction Contract or to perform and complete or comply with the other material terms of the Construction Contract.

§ 14.5 **Contract Documents.** All the documents that comprise the agreement between the Owner and Contractor.

§ 15 If this Bond is issued for an agreement between a Contractor and subcontractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

§ 16 Modifications to this bond are as follows:

A. Section 7.2 is deleted and replaced with: "additional legal fees and costs; additional design professional fees and costs; and delay costs resulting from the Contractor's Default, and resulting from the actions or failure to act of the Surety under Section 5; and

B. Section 11 is deleted and replaced with: "Any proceeding, legal or equitable, under this Bond may be instituted in any court of competent jurisdiction in the location in which the work or part of the work is located and shall be instituted within the period required by the applicable Statue of Limitations. Additionally, if the Owner elects to resolve disputes with the Principal by arbitration, the Surety agrees to participate in the arbitration proceedings or be bound by the decisions rendered in connection with the arbitration proceedings."

(Space is provided below for additional signatures of added parties, other than those appearing on the cover page.)

CONTRACTOR AS PRINCIPAL

SURETY

Company: _____
(Corporate Seal)

Company: _____
(Corporate Seal)

Signature: _____
Name and Title: _____
Address: _____

Signature: _____
Name and Title: _____
Address: _____

Additions and Deletions Report for **AIA® Document A312™ – 2010**

This Additions and Deletions Report, as defined on page 1 of the associated document, reproduces below all text the author has added to the standard form AIA document in order to complete it, as well as any text the author may have added to or deleted from the original AIA text. Added text is shown underlined. Deleted text is indicated with a horizontal line through the original AIA text.

Note: This Additions and Deletions Report is provided for information purposes only and is not incorporated into or constitute any part of the associated AIA document. This Additions and Deletions Report and its associated document were generated simultaneously by AIA software at 07:31:32 on 02/14/2013.

PAGE 1

School Dist. 158

...

Modifications to this Bond: None See Section 16

PAGE 4

A. Section 7.2 is deleted and replaced with: "additional legal fees and costs; additional design professional fees and costs; and delay costs resulting from the Contractor's Default, and resulting from the actions or failure to act of the Surety under Section 5; and

B. Section 11 is deleted and replaced with: "Any proceeding, legal or equitable, under this Bond may be instituted in any court of competent jurisdiction in the location in which the work or part of the work is located and shall be instituted within the period required by the applicable Statute of Limitations. Additionally, if the Owner elects to resolve disputes with the Principal by arbitration, the Surety agrees to participate in the arbitration proceedings or be bound by the decisions rendered in connection with the arbitration proceedings."

Certification of Document's Authenticity

AIA® Document D401™ – 2003

I, _____, hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with its associated Additions and Deletions Report and this certification at 07:31:32 on 02/14/2013 under Order No. 7338957849_1 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document A312™ – 2010, Performance Bond, as published by the AIA in its software, other than those additions and deletions shown in the associated Additions and Deletions Report.

(Signed)

(Title)

(Dated)

AIA[®] Document A312[™] – 2010

Payment Bond

CONTRACTOR:
(Name, legal status and address)

SURETY:
(Name, legal status and principal place of business)

OWNER:
(Name, legal status and address)

CONSTRUCTION CONTRACT

Date:
Amount: \$
Description:
(Name and location)
School Dist. 158

BOND
Date:
(Not earlier than Construction Contract Date)

Amount: \$
Modifications to this Bond: None See Section 18

CONTRACTOR AS PRINCIPAL **SURETY**
Company: *(Corporate Seal)* Company: *(Corporate Seal)*

Signature: _____ Signature: _____
Name and Name and
Title: Title:
(Any additional signatures appear on the last page of this Payment Bond.)

(FOR INFORMATION ONLY — Name, address and telephone)
AGENT or BROKER: **OWNER'S REPRESENTATIVE:**
(Architect, Engineer or other party:)

ADDITIONS AND DELETIONS:
The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

Init.

§ 1 The Contractor and Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors and assigns to the Owner to pay for labor, materials and equipment furnished for use in the performance of the Construction Contract, which is incorporated herein by reference, subject to the following terms.

§ 2 If the Contractor promptly makes payment of all sums due to Claimants, and defends, indemnifies and holds harmless the Owner from claims, demands, liens or suits by any person or entity seeking payment for labor, materials or equipment furnished for use in the performance of the Construction Contract, then the Surety and the Contractor shall have no obligation under this Bond.

§ 3 If there is no Owner Default under the Construction Contract, the Surety's obligation to the Owner under this Bond shall arise after the Owner has promptly notified the Contractor and the Surety (at the address described in Section 13) of claims, demands, liens or suits against the Owner or the Owner's property by any person or entity seeking payment for labor, materials or equipment furnished for use in the performance of the Construction Contract and tendered defense of such claims, demands, liens or suits to the Contractor and the Surety.

§ 4 When the Owner has satisfied the conditions in Section 3, the Surety shall promptly and at the Surety's expense defend, indemnify and hold harmless the Owner against a duly tendered claim, demand, lien or suit.

§ 5 The Surety's obligations to a Claimant under this Bond shall arise after the following:

§ 5.1 Claimants, who do not have a direct contract with the Contractor,

- .1 have furnished a written notice of non-payment to the Contractor, stating with substantial accuracy the amount claimed and the name of the party to whom the materials were, or equipment was, furnished or supplied or for whom the labor was done or performed, within ninety (90) days after having last performed labor or last furnished materials or equipment included in the Claim; and
- .2 have sent a Claim to the Surety (at the address described in Section 13).

§ 5.2 Claimants, who are employed by or have a direct contract with the Contractor, have sent a Claim to the Surety (at the address described in Section 13).

§ 6 If a notice of non-payment required by Section 5.1.1 is given by the Owner to the Contractor, that is sufficient to satisfy a Claimant's obligation to furnish a written notice of non-payment under Section 5.1.1.

§ 7 When a Claimant has satisfied the conditions of Sections 5.1 or 5.2, whichever is applicable, the Surety shall promptly and at the Surety's expense take the following actions:

§ 7.1 Send an answer to the Claimant, with a copy to the Owner, within sixty (60) days after receipt of the Claim, stating the amounts that are undisputed and the basis for challenging any amounts that are disputed; and

§ 7.2 Pay or arrange for payment of any undisputed amounts.

§ 7.3 The Surety's failure to discharge its obligations under Section 7.1 or Section 7.2 shall not be deemed to constitute a waiver of defenses the Surety or Contractor may have or acquire as to a Claim, except as to undisputed amounts for which the Surety and Claimant have reached agreement. If, however, the Surety fails to discharge its obligations under Section 7.1 or Section 7.2, the Surety shall indemnify the Claimant for the reasonable attorney's fees the Claimant incurs thereafter to recover any sums found to be due and owing to the Claimant.

§ 8 The Surety's total obligation shall not exceed the amount of this Bond, plus the amount of reasonable attorney's fees provided under Section 7.3, and the amount of this Bond shall be credited for any payments made in good faith by the Surety.

§ 9 Amounts owed by the Owner to the Contractor under the Construction Contract shall be used for the performance of the Construction Contract and to satisfy claims, if any, under any construction performance bond. By the Contractor furnishing and the Owner accepting this Bond, they agree that all funds earned by the Contractor in the performance of the Construction Contract are dedicated to satisfy obligations of the Contractor and Surety under this Bond, subject to the Owner's priority to use the funds for the completion of the work.

Init.

§ 10 The Surety shall not be liable to the Owner, Claimants or others for obligations of the Contractor that are unrelated to the Construction Contract. The Owner shall not be liable for the payment of any costs or expenses of any Claimant under this Bond, and shall have under this Bond no obligation to make payments to, or give notice on behalf of, Claimants or otherwise have any obligations to Claimants under this Bond.

§ 11 The Surety hereby waives notice of any change, including changes of time, to the Construction Contract or to related subcontracts, purchase orders and other obligations.

§ 12 No suit or action shall be commenced by a Claimant under this Bond other than in a court of competent jurisdiction in the state in which the project that is the subject of the Construction Contract is located or after the expiration of one year from the date (1) on which the Claimant sent a Claim to the Surety pursuant to Section 5.1.2 or 5.2, or (2) on which the last labor or service was performed by anyone or the last materials or equipment were furnished by anyone under the Construction Contract, whichever of (1) or (2) first occurs. If the provisions of this Paragraph are void or prohibited by law, the minimum period of limitation available to sureties as a defense in the jurisdiction of the suit shall be applicable.

§ 13 Notice and Claims to the Surety, the Owner or the Contractor shall be mailed or delivered to the address shown on the page on which their signature appears. Actual receipt of notice or Claims, however accomplished, shall be sufficient compliance as of the date received.

§ 14 When this Bond has been furnished to comply with a statutory or other legal requirement in the location where the construction was to be performed, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

§ 15 Upon request by any person or entity appearing to be a potential beneficiary of this Bond, the Contractor and Owner shall promptly furnish a copy of this Bond or shall permit a copy to be made.

§ 16 Definitions

§ 16.1 Claim. A written statement by the Claimant including at a minimum:

- .1 the name of the Claimant;
- .2 the name of the person for whom the labor was done, or materials or equipment furnished;
- .3 a copy of the agreement or purchase order pursuant to which labor, materials or equipment was furnished for use in the performance of the Construction Contract;
- .4 a brief description of the labor, materials or equipment furnished;
- .5 the date on which the Claimant last performed labor or last furnished materials or equipment for use in the performance of the Construction Contract;
- .6 the total amount earned by the Claimant for labor, materials or equipment furnished as of the date of the Claim;
- .7 the total amount of previous payments received by the Claimant; and
- .8 the total amount due and unpaid to the Claimant for labor, materials or equipment furnished as of the date of the Claim.

§ 16.2 Claimant. An individual or entity having a direct contract with the Contractor or with a subcontractor of the Contractor to furnish labor, materials or equipment for use in the performance of the Construction Contract. The term Claimant also includes any individual or entity that has rightfully asserted a claim under an applicable mechanic's lien or similar statute against the real property upon which the Project is located. The intent of this Bond shall be to include without limitation in the terms "labor, materials or equipment" that part of water, gas, power, light, heat, oil, gasoline, telephone service or rental equipment used in the Construction Contract, architectural and engineering services required for performance of the work of the Contractor and the Contractor's subcontractors, and all other items for which a mechanic's lien may be asserted in the jurisdiction where the labor, materials or equipment were furnished.

§ 16.3 Construction Contract. The agreement between the Owner and Contractor identified on the cover page, including all Contract Documents and all changes made to the agreement and the Contract Documents.

§ 16.4 **Owner Default.** Failure of the Owner, which has not been remedied or waived, to pay the Contractor as required under the Construction Contract or to perform and complete or comply with the other material terms of the Construction Contract.

§ 16.5 **Contract Documents.** All the documents that comprise the agreement between the Owner and Contractor.

§ 17 If this Bond is issued for an agreement between a Contractor and subcontractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

§ 18 Modifications to this bond are as follows:

(Space is provided below for additional signatures of added parties, other than those appearing on the cover page.)

CONTRACTOR AS PRINCIPAL

SURETY

Company: _____
(Corporate Seal)

Company: _____
(Corporate Seal)

Signature: _____
Name and Title: _____
Address: _____

Signature: _____
Name and Title: _____
Address: _____

Init.

Additions and Deletions Report for AIA[®] Document A312[™] – 2010

This Additions and Deletions Report, as defined on page 1 of the associated document, reproduces below all text the author has added to the standard form AIA document in order to complete it, as well as any text the author may have added to or deleted from the original AIA text. Added text is shown underlined. Deleted text is indicated with a horizontal line through the original AIA text.

Note: This Additions and Deletions Report is provided for information purposes only and is not incorporated into or constitute any part of the associated AIA document. This Additions and Deletions Report and its associated document were generated simultaneously by AIA software at 07:40:06 on 02/14/2013.

PAGE 1

School Dist. 158

Certification of Document's Authenticity

AIA® Document D401™ – 2003

I, _____, hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with its associated Additions and Deletions Report and this certification at 07:40:06 on 02/14/2013 under Order No. 7338957849_1 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document A312™ – 2010, Payment Bond, as published by the AIA in its software, other than those additions and deletions shown in the associated Additions and Deletions Report.

(Signed)

(Title)

(Dated)

Special Meeting – Minutes

Date: Wednesday, October 25, 2023

Meeting: Parent Teacher Advisory Committee (PTAC)

Time: 6:00 PM

Location: Huntley High School - Cafeteria

13719 Harmony Road

Huntley, IL 60142

Mission Statement: Our learning community will inspire, challenge and empower all students always.

Board of Education Members: President, Mr. Andrew Bittman; Vice President, Mrs. Laura Murray; Mr. Sean Cratty; Mr. Michael Thompson; Mr. Paul Troy; Mr. Anthony Quagliano.

Agenda

All times are approximate. D=Discussion, R=Report, A=Action

1. **Call to Order** (Ms. Lombard)
Ms. Lombard called the Parent Teacher Advisory Committee meeting for Wednesday, October 25, 2023 to order at **6:07 p.m.**
2. **Public Comment** (Mr. Bittman)
As per Policy 2:230, public comment can be made during this portion of the meeting. Members of the public and district employees may comment or ask questions, subject to reasonable constraints.

No public comment

3. **Welcome/Introductions** (Ms. Lombard)
Ms. Lombard introduced the following individuals:

*Board President, Mr. Andrew Bittman, Vice President, Mrs. Laura Murray, and Mr. Paul Troy
District administrators – Dr. Amy MacCrimble, Mrs. Lindsay Spears, Mrs. Katherine Surjan, Mrs. Lorie Woods, and Mrs. Denise Barr*

Review of Agenda (Ms. Lombard)

Due to the number of committee members unable to attend, Agenda item 6b, Student Handbooks, was removed from the agenda and will be discussed at the next PTAC meeting.

4. **Review of Purpose, Expectations and Goals** (Ms. Lombard)
Ms. Lombard reviewed the goals of the October 2023 meeting:
 1. *Understand the purpose of the PTAC Committee*
 2. *Know and understand the required components of the PTAC Board Committee*
 3. *Understand the 'why' of committee members*
 4. *Begin to develop trusting collaborative relationships amongst committee members*
 5. *Begin to develop Belief statements around Behavior management/Discipline*
 6. *Review student handbook materials around discipline topics*
 7. *Determine measures and data the committee feels would be beneficial to review to best drive committee work*
 8. *To leave energized about the great work of this committee*

5. **Review of the Policies Driving the Work of the Committee** (Ms. Lombard)

Policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*

Policy 7:190, *Student Behavior*

Policy 7:200, *Suspension Procedures*

Policy 7:210, *Expulsion Procedures*

Policy 7:220, *Bus Conduct*

Policy 7:230, *Misconduct by Students with Disabilities*

Policy 7:270, *Conduct Code for Participants in Extracurricular Activities*

6. **Group Work, Discussion and Activity**

a. **Problem-Definition/Measures/Data** (Mr. Bittman, Ms. Lombard)

*Committee members utilized the DMAIC process (**Define, **Measure, **Analyze, **Improve, and **Control**) in this breakout session to define/identify behavior problems and collaborate ideas to measure the specific behavior problem.*********

b. **Student Handbooks** (Ms. Lombard, Dr. Belin, Ms. LaPorta, Mrs. Surjan)

This agenda item/breakout session will be discussed at a future PTAC meeting.

c. **Behavior Management/Discipline Belief Statements** (Dr. MacCrindle, Mrs. Spears)

Committee members worked together to develop behavior management/discipline belief statements.

7. **Discussion of Next Steps for January 17, 2024 Meeting** (Ms. Lombard, Mr. Bittman)

Ms. Lombard reported that the breakout session notes will be compiled and distributed to all committee members. Data for evaluating problem-definition/measures identified will be gathered and shared at the next meeting for evaluating and developing potential problem-solving recommendations.

8. **Adjournment** (Ms. Lombard)

Meeting adjourned at **8:12 p.m.**

Submitted by,
Sharon Piemonte, Board Operations
Paul Troy, Board Secretary

X

Andrew Bittman
BOE President

X

Paul Troy
Secretary

Special Meeting - Minutes

Date: Wednesday, January 17, 2024

Meeting: Parent Teacher Advisory Committee (PTAC)

Time: 6:00 PM

Location: Marlowe Middle School - Library

9625 Haligus Road ◦ Lake in the Hills, IL 60156

Mission Statement: Our learning community will inspire, challenge and empower all students always.

Board of Education Members: President, Mr. Andrew Bittman; Vice President, Mrs. Laura Murray; Secretary, Mr. Paul Troy; Mr. Sean Cratty; Mr. Michael Thompson; Mr. Anthony Quagliano; Mrs. Dana Wiley

Agenda

All times are approximate. D=Discussion, R=Report, A=Action

1. **Call to Order (Mr. Bittman)**

Ms. Lombard called the Parent Teacher Advisory Committee meeting for Wednesday, January 17, 2024 to order at 6:05 p.m.

2. **Public Comment (Mr. Bittman)**

As per Policy 2:230, public comment can be made during this portion of the meeting. Members of the public and district employees (non-committee members) may comment or ask questions, subject to reasonable constraints.

No public comment

3. **Review of the Policies Driving the Work of the Committee** (Ms. Lombard)

Ms. Lombard briefly reviewed the policies driving the work of the tonight's meeting and asked if there were any questions:

Policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*

Policy 7:190, *Student Behavior*

Policy 7:200, *Suspension Procedures*

Policy 7:210, *Expulsion Procedures*

Policy 7:220, *Bus Conduct*

Policy 7:230, *Misconduct by Students with Disabilities*

Policy 7:270, *Administering Medicines to Students*

4. **DMAIC Process – Problem Statements Group Work Step 2** (Mr. Bittman)

The DMAIC process (Define, Measure, Analyze, Improve, and Control)

Mr. Bittman reviewed the DMAIC process and use of the "5 Whys."

5. **Behavior Management/Discipline Belief Statements Review** (Dr. MacCrindle)

Dr. MacCrindle shared the top 5 problems regarding student behavior as identified by the group at the October 25, 2023 PTAC meeting:

- a. Attendance and tardies at the secondary level (middle schools and high schools) are having a negative impact on student achievement.
- b. Disruptive behaviors due to Tier 2 and Tier 3 type behaviors at the elementary level are impacting student achievement.
- c. Vaping in bathrooms is a top behavior problem at the high school level.
- d. Does a lack of communication and follow-through lead to more disruptive behaviors?

- e. Lack of accountability for student grades and work completion is at a higher rate at the middle school level than before.

6. **Group Work**

Members broke into three level groups (K-5, 6-8, 9-12) to discuss the problems and potential solutions.

7. **Attendance Data Review** (Ms. Spears & Dr. MacCrindle)

Dr. MacCrindle spoke briefly on the programs used to increase student attendance, including Universal Strategies to Support Learners, CHAMPS – Conversation, Help, Activity, Movement, Participation, PBIS – Positive Behavior Intervention Supports, and SEL – Social Emotional Learning.

Ms. Spears presented attendance data for the current school year, August -December 2023 and answered questions from the committee.

- a. What timeframe is attendance tracked? – Attendance is tracked through the duration a student attends school (i.e. ECC to LIGHT, K-12, etc.)
- b. What happens if a parent calls a student in absent but does not provide a reason? -- The absence is recorded as Parent Excused
- c. What does the term chronically absent mean? -- The State defines “chronically absent” as missing 10% of school. 10% = approximately 2 days missed per month
- d. Is attendance coded for easier tracking? -- Yes, attendance is coded using the following main categories:
 - Unverified Absence
 - Unexcused Tardy
 - Excused Tardy
 - Unexcused Absence
 - Excused Absence
 - Mental Health Day
 - School Activity
 - Excused by Parent
 - Medical Verification
 - Home Bound
 - College Visit
 - Bereavement
 - Court
 - Student Hospitalized
- e. How often is the attendance data analyzed? -- Data is analyzed on a monthly basis at the building level or more often (weekly, daily, etc.) for specific cases

8. **Group Work**

Members again broke into groups to review the attendance Policy detailed in the Student Handbooks (elementary, middle school, high school) and discuss potential changes or items needing clarification.

9. **Discipline Process** (Mrs. La Porta)

Mrs. La Porta shared a brief overview of the Discipline Process steps which includes both restorative and punitive measures:

Awareness → Investigation → Consultation → Decision → Communication

10. **Next Meeting March 6, 2024 at Conley Elementary School** (Ms. Lombard, Mr. Bittman)

In preparation of the next PTAC meeting, members were asked to complete a short Handbook feedback survey and an Attendance feedback survey.

11. **Adjournment (Ms. Lombard)**

Meeting adjourned at 8:50 p.m.

**Submitted by,
Sharon Piemonte, Board Operations
Paul Troy, Board Secretary**

X

Andrew Bittman
BOE President

X

Paul Troy
Secretary

**Huntley Community School District 158 - Board of Education
Committee of the Whole - Minutes**

Date: Thursday, February 1, 2024

Meeting: Committee of the Whole Meeting with Closed Session

Time: 6:00 PM

Location: District Office
650 Dr. John Burkey Drive
Door 2
Algonquin, IL 60102

Mission Statement: Our learning community will inspire, challenge and empower all students always.

Board of Education Members: President, Mr. Andrew Bittman; Vice President, Mrs. Laura Murray; Secretary, Mr. Paul Troy; Mr. Sean Cratty; Mr. Michael Thompson; Mr. Anthony Quagliano; Mrs. Dana Wiley

Agenda

1. Call to Order / Roll Call (A) (Mr. Bittman)

Called to Order the Committee of the Whole meeting for Thursday, February 1, 2024 at 6:12 p.m.

A quorum was met.

Roll Call: Ayes 7 / Absent 0 / Motion Carried

Members: Mr. Quagliano, Mr. Troy, Mr. Cratty, Mr. Bittman, Mrs. Murray, Mrs. Wiley, Mr. Thompson

2. Pledge of Allegiance (Mr. Bittman)

The following students from ECC led us in the Pledge.

Lochlan Pedersen

Molly Brennan

Michael Ison

Shravan Maheshwari

Bennett Cruz

Jianna Roddy

3. Public Comment

As per Policy 2:230, public comment was made during this portion of the meeting. The members of the public and district employees may comment on or ask questions of the Board, subject to reasonable constraints.

Noel Barbanente – Student issue at Marlowe Middle School

Jamie Steere – Comments on proposed policy 7.250

Julia Stelzner – Comments on proposed policy 7.250

4. Revision and Adoption of the Agenda (A) (Mr. Bittman)

Motioned by Mr. Bittman to adopt the agenda, removing item 11, seconded by Mr. Quagliano.

Recommendation: Sought approval of the agenda.

Voice Call: Ayes 7 / Nays 0 / Motion Carried

5. Curriculum & Instruction (C&I) Committee (Mr. Thompson – chair, Mr. Troy, Mrs. Wiley)

5.1. Math Curriculum Review Professional Learning Contract (A) (Dr. MacCrimble)

Dr. MacCrimble presented information and sought approval of a contract for professional learning with the Math Institute of Wisconsin, in support of the Math roll-out.

Recommendation: Administration requested that the Curriculum Committee move the contract with Math Institute of Wisconsin for approval at the next Board of Education Meeting on February 8, 2024

**Huntley Community School District 158 - Board of Education
Committee of the Whole - Minutes**

5.2. Social Emotional Learning Screener (Satchel Pulse) (A) (Dr. MacCrimdle)

Dr. MacCrimdle presented additional information on the multi-year contract with Satchel Pulse, a Social Emotional Learning Screener. *Ms. Lombard offered that administration is in support of the SEL screener. Board discussed and questions were answered by Dr. MacCrimdle and Ms. Lombard*

Recommendation: Administration requested that the Curriculum Committee move the contract with Satchel Pulse for approval at the next Board of Education Meeting on February 8, 2024.

6. Finance Committee (Mr. Quagliano–chair, Mr. Bittman, Mr. Cratty)

6.1. Payables (A) (Mr. Altmayer)

The Finance Committee submitted purchase orders of \$178,401.08; imprest checks of \$180,043.54; accounts payable of \$5,423.15; and disbursements issued at \$3,840,246.35; for review and seeking approval to move forward.

Recommendation: Sought approval of the Board at their next Regular meeting.

6.2. Monthly Fiscal Updates (R) (Mr. Altmayer)

Mr. Altmayer provided the monthly fiscal updates and the Activity Fund Balance Report. *Mr. Altmayer updated the board on the district finances.*

Recommendation: For informational purposes only.

6.3. Revenue & Expenditures Report (R) (Mr. Altmayer)

Monthly report for review and comment.

Mr. Altmayer presented the monthly Revenue and Expenditures report.

Recommendation: For informational purposes only.

6.4. Revenue Contract (A) (Mr. Altmayer)

Mr. Altmayer requested approval of the fundraising contracts as presented.

Recommendation: Sought approval of the Board at their next regular meeting.

6.5. Equipment Declared as Surplus (A) (Mr. Altmayer)

Mr. Altmayer requested the approval of a list to be declared as surplus that contains either non-functional items or items which have exceeded their useful life for the District.

Mr. Altmayer apprised the board of the surplus list.

Recommendation: Sought approval of the Board at their next Regular meeting.

7. Human Resources (HR) Committee (Mr. Cratty–Chair, Mr. Bittman, Mr. Thompson)

7.1. Monthly Human Resources Updates (R) (Dr. Zehr)

Dr. Zehr provided the monthly Human Resources updates.

Ms. Lombard updated the board on the Strategic Plan Mid-Year Update.

Dr. Zehr and Ms. Baughman presented information on the staffing process.

Ms. Baughman recognized Ms. Gill's contributions.

Mr. Bittman discussed and asked questions that administration answered.

Recommendation: For informational purposes only.

8. Building and Grounds (B&G) Committee (Mr. Troy–chair, Mr. Quagliano, Mr. Thompson)

8.1. O&M Updates (R) (Mr. Renkosik)

Mr. Renkosik reported on O&M project updates.

Recommendation: For informational purposes only.

8.2. O&M Annual Report (R) (Mr. Renkosik)

Mr. Renkosik presented the annual O&M Report.

Mr. Troy commented on the report and recognized the team who contributed to its success.

Mr. Altmayer recognized Mr. Renkosik as this was his final presentation before retiring.

Recommendation: For informational purposes only.

9. Legislation/Policy Committee (Mr. Bittman–Chair, Mr. Quagliano, Mrs. Murray)

**Huntley Community School District 158 - Board of Education
Committee of the Whole - Minutes**

9.1. **Legislation Updates (R)**(Mr. Bittman)

Legislative updates were given by Mr. Bittman in regards to the budget.

9.2. **Policy Updates (R)** (Ms. Lombard)

Ms. Lombard put forth a revision to policy 7.60 Residence.

9.3. **Policy 7:250 (R)** (Mr. Thompson)

Mr. Thompson introduced the policy put forth and questions were answered by Ms. Gill. The Board discussed the policy and Ms. Lombard commented. The policy was tabled.

10. **Board of Education** (Mr. Bittman)

10.1. **Minutes (A)**

The following meeting minutes have been prepared for review and approval.

January 18, 2024

Recommendation: Sought approval of the Board at their February 8, 2024 regular meeting.

Minutes were approved by the board.

11. ~~**Closed Session / Roll Call (A)**~~ (Mr. Bittman) *The Board did not go into closed session.*

~~Move to enter into Closed Session at ___ p.m. as indicated in the Open Meetings Act and 5ILCS120/2c for discussion of: (1) The appointment, employment, discipline, performance, or dismissal of specific employees or legal counsel; (2) Collective negotiating matters; (9) Student Disciplinary; (11) Litigation; (21) Discussion of minutes of meetings lawfully closed under this Act.~~

~~**Roll Call: Ayes / Nays / Absent / Motion**~~

11.1. ~~**Exit Closed Session / Voice Call (A)**~~ (Mr. Bittman)

~~12. **Resume in Public Session / Roll Call (A)**~~ (Mr. Bittman)

~~Resumed the Committee of the Whole meeting at ___ p.m.~~

~~Mr. Quagliano, Mr. Troy, Mr. Cratty, Mr. Bittman, Mrs. Murray, Mrs. Wiley, Mr. Thompson~~

~~**Roll Call: Ayes / Absent / Motion**~~

12.1 **Public Comment**

Jamie Steere – commented on the discussion the board had on policy 7:250

13. **Adjournment (A)** (Mr. Bittman)

Motion by Mr. Bittman to adjourn the meeting at 8:48 p.m., Mr. Quagliano seconded.

Voice Call: Ayes 7 / Nays 0/ Motion Carried

Submitted by,
Sharon Piemonte, Board Operations
Paul Troy, Board Secretary

President

Date

Board Secretary

Date

Minutes
Regular Meeting with Closed Session
Thursday, February 8, 2024 6:00 PM Central

District Office
650 Dr. John Burkey Drive
Door 2
Algonquin, IL 60102

Mr. Andrew Bittman: Present
Sean Cratty: Present
Mrs. Laura Murray: Present
Mr. Tony Quagliano: Absent
Mr. Michael Thompson: Present
Mr. Paul Troy: Present
Mrs. Dana Wiley: Present

Present: 6, Absent: 1.

Mr. Quagliano arrived at the start of the closed session.

1. **Call to Order / Roll Call (A)** (Mr. Bittman)

Called to order the February 8, 2024, Regular Meeting at 6:02 p.m. A quorum must be met.

Roll Call: Ayes 6 / Absent 1 / Motion Carried

Members: Mr. Quagliano, Mr. Troy, Mr. Cratty, Mr. Bittman, Mrs. Murray, Mr. Thompson, Mrs. Wiley

Moved into closed session. This motion, made by Mr. Andrew Bittman and seconded by Mr. Paul Troy, Passed.

Mr. Tony Quagliano: Absent, Mr. Andrew Bittman: Yea, Sean Cratty: Yea, Mrs. Laura Murray: Yea, Mr. Michael Thompson: Yea, Mr. Paul Troy: Yea, Mrs. Dana Wiley: Yea
Yea: 6, Nay: 0, Absent: 1

2. **Closed Session / Roll Call (A)** (Mr. Bittman)

Moved to enter into closed session at 6:02 p.m. as indicated in the Open Meetings Act and 5ILCS120/2c for discussion of: **(1)** The appointment, employment, discipline, performance, or dismissal of specific employees or legal counsel; **(9)** Student Disciplinary; **(11)** Litigation; **(14)** Discussion of minutes of meetings lawfully closed under this Act.

Members: Mr. Quagliano, Mr. Troy, Mr. Cratty, Mr. Bittman, Mrs. Murray, Mr. Thompson, Mrs. Wiley

Roll Call: Ayes 6 / Nays 0 / Absent 1 / Motion Carried

2.1. **Exit or Suspend Closed Session / Voice Call (A)**

Moved to exit or suspend closed session at 6:57 p.m. and return to open session.

Voice Call: Ayes 7 / Nays 0 / Motion Carried

3. **Resume in Public Session / Roll Call (A)** (Mr. Bittman) *approx. 7:00 p.m.*

Resumed the Regular meeting at 7:03 p.m.

Members: Mr. Quagliano, Mr. Troy, Mr. Cratty, Mr. Bittman, Mrs. Murray, Mr. Thompson, Mrs. Wiley

Roll Call: Ayes 7 / Absent 0 / Motion Carried

3.1. **Action as Required / Roll Call** (Mr. Bittman)

There was no action put forth by the board.

4. **Pledge of Allegiance** (Mr. Bittman)

The February Huntley High Five Winners led us in the Pledge.

Luke Gilly-Chesak, Madison Wenzel-Conley, Connor Henniges-Mackeben, Erica Jakowitsch-Martin, Anaya Desai-Leggee, Hannah Bates-Heineman, Joshua Harris-Marlowe, Aaron Langhenry-Huntley High School, Michael Santiago-Light

5. **Student Scoop (R)** (Ms. Lombard)

Ms. Lombard welcomed Christina Smith in person and Nikolas Knanishu through an audio call.

Both students are from Huntley High School. They presented a student's perspective on high school and the Principal Student Leadership Council.

6. **Student Recognition by the Board of Education** (Mr. Bittman)

The Board of Education recognized the following high school students for their highly prestigious honor of being selected by the ILMEA, as it is very competitive in our region.

Student Achievement: Invitation to participate in the ILMEA District IX Senior Festival and Future Music Educators Seminar

Student(s) Recognized: Zach Barnvos, Ava Burns, Madeline Cima, Grace Comeaux, Gray Edelstein, Ella Felz, Ava Latoria, Madelyn Peterson, Lain Pontious, Ainsley Robbins, Katie Scaletta, Miles Taylor

7. **Public Comment** (Mr. Bittman)

As per Policy 2:230, public comment can be made during this portion of the meeting. The members of the public and district employees may comment on or ask questions of the Board, subject to reasonable constraints. No public comment was made at this time.

8. **Revision and Adoption of the Agenda / Voice Call (A)** (Mr. Bittman)

Mr. Bittman moved and Mr. Quagliano seconded to adopt the agenda, with changes to move 15.4.1 to 16.4.

Action: Adopted the Agenda.

Voice Call: Ayes 7 / Nays 0 / Motion Carried

9. **President's Report (R)** (Mr. Bittman)

Updates were provided at this time.

Recommendation: For informational purposes only

9.1. **Superintendent's Contract (A)** (Mr. Bittman)

Mr. Bittman presented the Superintendent's contract.

Action: Voted to approve the Superintendent's contract as presented.

Roll Call: Ayes 7 / Nays 0 / Motion Carries

The Board discussed Ms. Lombard's abilities and qualifications.

Ms. Lombard thanked the board and guaranteed her ongoing commitment to the district.

9.2. **Board Discussion (D)** (Mr. Bittman)

The Board discussed new business items.

Ms. Wiley proposed formalizing public engagement forums. Discussions will continue with Communications Director Denise Barr in March.

10. **Superintendent's Report (R)** (Ms. Lombard)

Updates were provided at this time.

Recommendation: For informational purposes only

10.1. **Donations (R)** (Ms. Lombard)

M2 Adventures/Maui Wowi \$340.00 Percentage from invite competition hosted at HHS on 01/07/24

Atlas Language Services \$250.00 Freshman Wrestling/Ben McQuire

Parkside Pub \$1,233.00 Sponsor of Wrestling Team Spirit

11. **Assistant Superintendent Learning and Innovation (R)** (Dr. MacCrindle)

Updates were provided at this time.

Mrs. MacCrindle updated on Learning and Innovation in the district.

Recommendation: For informational purposes only.

12. **Chief Financial Officer/Treasurer (R)** (Mr. Altmayer)

No updates were provided at this time.

Recommendation: For informational purposes only.

13. **Assistant Superintendent of Special Services (R)** (Mrs. Gill)

No updates were provided at this time.

Recommendation: For informational purposes only.

14. **Community Relations & Student Outreach** (Mrs. Murray-chair, Mr. Cratty, Mrs. Wiley)

14.1. **Freedom of Information Act (FOIA) Requests (R)**

The monthly report on the FOIA requests were provided.

Recommendation: For informational purposes only.

15. **Consent Agenda (A)** (Mr. Bittman)

All of the following Consent Agenda items have gone through the Committee of the Whole. Prior to adoption, revisions are presented here.

Recommendation: Mr. Bittman moved, Mr. Quagliano seconded to approve and adopt the Consent Agenda items as follows:

Roll Call: Ayes 7 / Nays 0 / Motion Carried

15.1. **Board of Education** (Mr. Bittman)

15.1.1. **Minutes (A)**

The following minutes from the January 18, 2024 Board Meeting were presented for approval.

Recommendation: Sought approval of the Board as presented.

15.2. **Human Resources Committee** (Mr. Cratty-chair, Mr. Bittman, Mr. Thompson)

15.2.1. **HR Personnel (A)** (Dr. Zehr)

Sought approval of the personnel reports provided and reviewed by the Board, which included explanation for resignations, retirements, terminations, employment, contract revisions, and leave requests, as presented.

Recommendation: Sought approval as presented.

15.3. **Finance Committee** (Mr. Quagliano-chair, Mr. Bittman, Mr. Thompson)

15.3.1. **Payables (A)** (Mr. Altmayer)

Mr. Altmayer sought approval of the Purchase Orders issued at \$178,401.08; Accounts Payable issued at \$5,423.15; Imprest issued at \$180,043.54 and Disbursements issued at \$3,840,246.35, as presented.

Recommendation: Sought approval of the Board as presented.

15.3.2. **Revenue Contracts (A)** (Mr. Altmayer)

Mr. Altmayer sought approval of the revenue contracts for various fundraising activities.

Recommendation: Sought approval of the Board as presented.

15.3.3. **Equipment Declared as Surplus (A)** (Mr. Altmayer)

Mr. Altmayer sought approval of a list to be declared as surplus that are either non-functional or which have exceeded their useful life for the District.

Recommendation: Sought approval of the Board as presented.

15.4. **Curriculum Committee** (Mr. Thompson-chair, Mrs. Wiley, Mr. Troy)

15.4.1. **Contract with Satchel Pulse (SEL Screener) (A)** (Dr. MacCrindle)

~~Dr. MacCrindle is seeking approval of a contract with Satchel Pulse, consisting of a Pilot with a potential multi-year contract.~~

Recommendation: This item was moved to 16.4

15.4.2. **Contract with Mathematics Institute of Wisconsin(A)** (Dr. MacCrindle)

Dr. MacCrindle sought approval of a contract for professional learning with the Math Institute of Wisconsin, in support of the Math Review.

Recommendation: Sought approval by the Board as presented. Items were approved via consent.

15.5. **Policy/Legislative Committee (A)** (Ms. Lombard)

15.5.1. Policy 7.60 Residence update.

Recommendation: Sought approval of the Board as presented.

16. **Action Items / Roll/ Voice Call** (Mr. Bittman)

Action items required a motion and a second; discussion if needed; and roll.

16.1. **2016 Debt Refunding Abatement Resolution 2024-01-01 (A)** (Mr. Altmayer)

Sought approval of the Board, to abate \$467,498 by the Resolution providing for the payment of debt service on the outstanding General Obligation Refunding School Bonds, Series 2016, of the District, abating a portion of the taxes heretofore levied for the year 2023 for said bonds.

Mr. Altmayer updated the Board on the 2016 debt refund. Mr. Bittman moved, Mr. Troy seconded to approve as presented.

Roll Call: Ayes 7 / Nays 0 / Motion Carried

Recommendation: Sought approval of the Board as presented.

16.2. **Abatement Resolution 2024-01-02 (A)** (Mr. Altmayer)

Sought approval of the Board, to abate \$1,161,000 by the Resolution providing for the payment of debt service on the Series 2020 Bonds of the District, abating a portion of the taxes heretofore levied for the year 2023 for said bonds.

Roll Call: Ayes 7 / Nays 0 / Motion Carries

Recommendation: Sought approval of the Board as presented. Mr. Bittman moved, Mr. Cratty seconded to approve as presented.

16.3. **Supplemental Purchase Orders (A)** (Mr. Altmayer)

Administration recommended approval of the Supplemental Purchase Orders Report at \$5,520,541.64 and Supplemental Accounts Payable at \$19,559.29 as presented.

Recommendation: Sought approval as presented. Mr. Bittman moved, Mr. Quagliano seconded to approve as presented.

Roll Call: Ayes 7 / Nays 0 / Motion Carried

16.4 **Contract with Satchel Pulse (SEL Screener) (A)** (Dr. MacCrindle)

Dr. MacCrindle sought approval of a contract with Satchel Pulse, consisting of a Pilot with a potential multi-year contract.

Recommendation: Sought approval as presented. Mr. Bittman moved, Mr. Troy seconded to approve as presented.

Roll Call: Ayes 6 / Nays 1 / Motion Carried

17. **Public Comment** (Mr. Bittman)

As per Policy 2:230, public comment was made during this portion of the meeting. The members of the public and district employees may comment on or ask questions of the Board, subject to reasonable constraints.

Mrs. Cross congratulated Ms. Lombard on becoming the District Superintendent and made comments on the district's Mental Health Fair.

18. **Adjournment** (A) (Mr. Bittman)

Members: Mr. Quagliano, Mr. Troy, Mr. Cratty, Mr. Bittman, Mrs. Murray, Mr. Thompson, Mrs. Wiley

Mr. Bittman moved to adjourn the meeting at 8:22 p.m.

Voice Call: Ayes 7 / Nays 0 / Motion Carried

Submitted by,
Sharon Piemonte, Board Operations
Paul Troy, Board Secretary

President _____ Date _____

Board Secretary _____ Date _____

Policy Committee

650 Dr. John Burkey Drive · Algonquin, IL 60102 · (847) 659-6158 · Huntley158.org

TO: Board of Education and Cabinet Members

FROM: Jessica Lombard, Superintendent
Lorie Woods, Director of Administrative Services

DATE: March 21, 2024

RE: PRESS Policy Revision – Second Reading

The following policy is being submitted as a second reading as requested by the Board of Education at the Regular meeting on February 8, 2024.

This is the second reading of the following policy:

- **7:60** **Residence**

Recommendation

Administration requests the Board approve the above policy as a second reading.

Please contact me or Mrs. Woods with any questions and/or concerns.

LRW
Attachments

Students

Residence

Resident Students

Only students who are residents of the District may attend a District school without a tuition charge, except as otherwise provided below or in State law. A student's residence is the same as the person who has legal custody of the student.

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. If the District knows the current address of the child's natural or adoptive parent, the District shall request in writing that the person complete a signed statement or affidavit stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition.

When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian made a written request. The District, however, is not responsible for the student's transportation to or from school.

If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District, but will be living within the District with six months after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged tuition.

Residence of Students with Disabilities

The residence of a child with a disability is determined in accordance with 105 ILCS 5/14-1.11, 5/14-1.11a, and 5/14-1.11b.

Requests for Nonresident Student Admission

Nonresident students may attend District schools upon the approval of a request submitted by the student's parent(s)/guardian(s) for nonresident admission. The Superintendent may approve the request subject to the following:

1. The student will attend on a year-to-year basis. Approval for any one year is not authorization to attend a following year.
2. The student will be accepted only if there is sufficient room.
3. Except as set forth below, the student's parent(s)/guardian(s) will be charged the maximum amount of tuition as allowed by State law.
4. The student's parent(s)/guardian(s) will be responsible for transporting the student to and from school.

A nonresident student who is the child of a District employee may attend upon approval of the Superintendent. In such case, fifty percent (50%) of the cost of tuition is waived pursuant to 105 ILCS 5/10-20.12a(a).

Admission of Nonresident Students Pursuant to an Agreement or Order

Nonresident students may attend District schools pursuant to:

1. A written agreement with an adjacent school district to provide for tuition-free attendance by a student of that district, provided both the Superintendent or designee and the adjacent district determine that the student's health and safety will be served by such attendance.
2. A written agreement with a cultural exchange organizations and institutions supported by charity to provide for tuition-free attendance by foreign exchange students and nonresident pupils of charitable institutions.
3. According to an intergovernmental agreement.
4. Whenever any State or federal law or a court order mandates the acceptance of a nonresident student.
5. The Superintendent or designee shall have the authority to temporarily waive collection of non-resident tuition to a petitioning family who is under contract to purchase or lease a residence within District boundaries where the closing on the residence or written lease commencement occurs within 45 calendar days of the first day of school, provided that residency is actually established during that time period. Prior to a non-resident tuition waiver being granted, the petitioning family shall provide a copy of the signed sales agreement to purchase the residence or the signed lease agreement. In the event that the Superintendent or designee grants such a waiver and the district receives written evidence that residency is actually established within the 45 calendar day time period, no tuition shall be charged or collected. If for any reason proof of residency within the first 45 days following commencement of school is not established, the full annual non-resident tuition shall be charged, half of which shall be due on the forty-sixth (46th) day following commencement of school and half of which shall be due January 1.

Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required to establish residency. Board policy 6:140, *Education of Homeless Children*, and its implementing administrative procedures, govern the enrollment of homeless children.

Challenging a Student's Residence Status

If the Superintendent or designee determines that a student attending school on a tuition-free basis is a nonresident of the District for whom tuition is required to be charged, he or she on behalf of the Board shall notify the person who enrolled the student of the tuition amount that is due. The notice shall detail the specific reasons why the Board believes that the student is a nonresident of the District and shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by the School Code, 105 ILCS 5/1020.12b.

LEGAL REF.: 42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.
 105 ILCS 5/10-20.12a, 5/10-20.12b, 5/10-22.5, 5/10-22.5a, 5/14-1.11, 5/14-1.11a, and 5/14-1.11b.
 105 ILCS 45/, Education for Homeless Children Act.
 105 ILCS 70/, Educational Opportunity for Military Children Act.
 23 Ill. Admin. Code §1.240.
 Israel S. by Owens v. Bd. of Educ. of Oak Park and River Forest High Sch. Dist. 200, 234 Ill. App. 3d 652 (5th Dist. 1992).

Date: March 21, 2024
 To: Board of Education
 From: Jessica Lombard, Superintendent
 Subject: IESA Membership

Executive Summary

Administration is seeking approval to register with IESA for the following activities and continue membership in the Illinois Elementary School Association for the 2024-25 school year. Enclosed is the IESA Activities/Athletic Fee information detail.

Heineman and Marlowe Middle Schools seek approval for registering for the following:

2024-25 IESA DUES			2024-25 IESA DUES		
HEINEMAN			MARLOWE		
Sport/Activity	Cost	Postmarked by	Sport /Activity	Cost	Postmarked by
IESA Annual Membership	\$275		IESA Annual Membership	\$275	
2023 Boys Cross Country	\$120	6/3/2024	2023 Boys Cross Country	\$120	6/3/2024
2023 Girls Cross Country	\$120	6/3/2024	2023 Girls Cross Country	\$120	6/3/2024
2025 Boys Basketball 7th Grade	\$65	6/3/2024	2025 Boys Basketball 7th Grade	\$65	6/3/2024
2025 Boys Basketball 8th Grade	\$65	6/3/2024	2025 Boys Basketball 8th Grade	\$65	6/3/2024
2025 Wrestling	\$75	10/7/2024	2025 Wrestling	\$75	10/7/2024
2025 Boys 7th Grade T-F	\$70	10/7/2024	2025 Boys 7th Grade T-F	\$70	10/7/2024
2025 Boys 8th Grade T-F	\$70	10/7/2024	2025 Boys 8th Grade T-F	\$70	10/7/2024
2025 Girls 7th Grade T-F	\$70	10/7/2024	2025 Girls 7th Grade T-F	\$70	10/7/2024
2025 Girls 8th Grade T-F	\$70	10/7/2024	2025 Girls 8th Grade T-F	\$70	10/7/2024
2024 Boys Golf (possible) (per individual up to 6)	\$45	6/3/2024	2024 Boys Golf (possible) (per individual up to 6)	\$45	6/3/2024
2024 Girls Golf (possible) (per individual up to 6)	\$45	6/3/2024	2024 Girls Golf (possible) (per individual up to 6)	\$45	6/3/2024
2025 Cheerleading	\$80	11/20/2024	2025 Cheerleading	\$80	11/20/2024
2025 Scholastic Bowl	\$75	10/4/2024	2025 Scholastic Bowl	\$75	10/7/2024
2025 Chess per individual	\$15	1/29/2025	2025 Chess per individual	\$15	1/29/2025
2025 Boys Bowling (per individual up to 6)	\$20	1/29/2025	2025 Boys Bowling (per individual up to 6)	\$20	1/29/2025

2025 Girls Bowling (per individual up to 6)	\$20	1/29/2025	2025 Girls Bowling (per individual up to 6)	\$20	1/29/2025
---	------	-----------	---	------	-----------

By completing these renewals, District 158 is confirming that Heineman Middle School and Marlowe Middle School continue to be recognized by the Illinois State Board of Education and certifies that the Board of Education agrees to abide by the Constitution, By-laws, Terms/Conditions, Procedures, Guidelines and Policies of the Association for the 2024-25 School year.

Recommendation

Seeking approval as presented

FINALSITE ORDER

This **Finalsite Order (the 'Order')** is entered into by and between Active Internet Technologies, dba Finalsite ('Finalsite') and Huntley Community School District 158 ("Customer") and sets forth the terms of Customer's use of the products and services set forth below ("**Pricing Summary**"). This Order, together with the Master Terms and Conditions for Services (the "**Master Terms**") located at <https://www.finalsite.com/masterterms/useducationagencies> and incorporated herein by this reference, form the entire agreement between the parties in respect of the products and services set forth below. Each of the individuals executing this Order represent and warrant that he or she is authorized to execute this Order on behalf of Customer or Finalsite, as applicable. Unless otherwise specified herein, any capitalized terms used in this Order shall have the meaning defined in the Master Terms. The "**Effective Date**" of this Order is the date on which both parties have signed this Order as reflected in the signature lines below.

In consideration of the promises set forth herein, and other good and valuable consideration, the receipt of which are hereby acknowledged, the parties hereby agree as follows:

A. Pricing Summary

* Indicates products added

[x] Indicates products removed

CMS Platform

Platform	
* Communications Core Platform - Districts View a detailed description of what is included in your software package here http://www.finalsite.com/dcc	

Setup and Creative and Professional Services	
* Theme Flex - District View a detailed description of what is included in your software package here finalsite.com/sowptf	

Add-Ons	
* Advanced Search	* Integration: GG4L
* LDAPS/Active Directory Integration	

Training	
* School Webmaster Training [2 hour-Virtual Instructor]	* Online Training Qty. 6 The Statement of Work ('SOW') for Training Services can be reviewed here www.finalsite.com/SOWOLT

Products Included in Communications Core Platform - Districts	
Basic Site Search	HTTPS Implementation
Basic Support with integrated ticketing	LDAP/Google Authentication (Network SSO)
Blog, News and Subscriptions with Finalsite Posts (Unlimited)	Live Webinar Training
Data Imports through Finalsite Support (4/year)	Mobile-Friendly, Responsive Design

Digital Asset Management & Document Library with Resources	Website cloud storage (160 GB)
District Site and 10 Additional Sites	Page-Based Notifications (Page Pops)
FERPA-compliant Hosting, Security and Integrated CDN	Searchable Knowledge Base and Video Access
Finalsite Composer Content Management System	Social Media Feeds (11)
Faculty/Staff Directory & Role	Tiered Permissions and User Management
Finalsite Payments by BlueSnap	Unlimited Calendars (Incl. Integration)
Forms (Unlimited)	Unlimited Published Pages

Digital Marketing Services

Digital Marketing Services	

Translation

Translation	
* Weglot Pro (5 languages, 200K words)	

Special Provisions:

This agreement entitles Client to 20 hours of Finalsite's Virtual Webmaster service at a rate of \$150/hour.

This service will be made available for a maximum of 5 hours per week.

Unused hours expire on 11/30/24

Finalsite's Virtual Webmaster team will make every effort to deliver prompt turnaround on requested tasks. However, due to the shared-resource nature of the Virtual Webmaster service, turnaround times are subject to Virtual Webmaster availability.

Contract Term: The initial period of the contract is for three years with an additional two one year terms. The Client shall have the right to Terminate this Agreement after Year 3 by giving written notice of cancellation to Finalsite no later than 90 days prior to the end of the then-current one-year term.

Services: Initial Term and Fees:

The initial term of this Order is for the (5) year period beginning from the Effective Date, unless otherwise outlined in the schedule below (the "Initial Term").

Fees for the Initial Term for the Services specified in the table above are set forth below:

Total Setup Cost (USD)
\$12,900

Schedule	Amount
Period 1 - Jul 01 2024	\$ 16,800
Period 2 - Jul 01 2025	\$ 16,800
Period 3 - Jul 01 2026	\$ 16,800
Period 4 - Jul 01 2027	\$ 16,800
Period 5 - Jul 01 2028	\$ 16,800

B. Payment Terms

1. All fees for the initial year of this Order shall be due as follows: (i) Set Up fees shall be invoiced on the Effective Date of this Order and shall be due and payable upon receipt of invoice; (ii) fees for Year 1 (described in the fee table above) shall be invoiced on the Effective Date of this Order or the first day of Year 1, whichever is later, and shall be due and payable upon receipt of invoice; (iii) fees for each subsequent Year of the Initial Term, and for each Renewal Term, shall be invoiced on the commencement of such Year or Renewal Term (as applicable) and shall be due and payable upon receipt of invoice. Fees for any other Services, and for reimbursable expenses, shall be invoiced in accordance with the Master Terms or this Order and shall be due and payable upon receipt of invoice.
2. Unless otherwise specified in the Special Provisions above, this Order Form shall be renewed automatically for successive periods of (5) years (each a "Renewal Term") after the expiration of the Initial Term and any subsequent Renewal Term, unless Client provides Finalsite, or Finalsite provides Client, with a written notice to the contrary ninety (90) days prior to the end of the Initial Term or Renewal Term, as applicable.
3. Unless otherwise specified, all dollars (\$) are United States currency.
4. Sales/VAT Tax: If applicable, a copy of Customer's Sales/VAT Tax Direct Pay Certificate or its Sales/VAT Tax Exemption Certificate must be returned with this Order Form. Otherwise, Finalsite will invoice Customer for applicable sales, use and other transactional taxes due in connection with the Services or the fees due therefor.
5. Except as otherwise specified in this Order, fees are subject to increase in accordance with the applicable provisions of the Master Terms.
6. In addition to Customer's obligations to pay the fees described in the fee table above, Customer agrees to reimburse Finalsite for all travel and other out-of-pocket expenses reasonably incurred by Finalsite in rendering any services described in this Order.

Any SOWs to which links are provided above in Section A, "Pricing Summary," are incorporated into this Order by reference, and any professional services described therein are included as part of your software package. By signing below, Finalsite and Customer each agree to the terms and conditions of this Order, the Master Terms, and any SOWs incorporated by reference. By signing below, Finalsite and Customer each agree to the terms and conditions of this Order and the Master Terms.

On Behalf Of: Huntley Community School District 158
Signature
Name (printed)
Title (printed)
Date

Active Internet Technologies ('Finalsite')
Signature
Name (printed)
Title (printed)
Date

C. Client Contact Information

Please fill out the following information, which will be used by our deployment & accounting teams.

Billing Contact
Title
Address 3030 Riverdale avenue
City, State Zip Algonquin, IL 60102
Phone
Email

Project Contact
Title
Phone
Email

*Executive Sponsor (Superintendent, Head of School, CFO, etc.)
Title
Email

*The Executive Sponsor should be separate from the Project Contact and is typically the Superintendent, Head of School, Business Manager, CFO, etc.



Huntley Community School District 158

650 Academic Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

Date: 3/15/24
To: Board of Education / Community Relations Committee
From: Denise Barr, Director of Communications and Public Engagement
Cc: Jessica Lombard, Superintendent
Subject: Finals site website

Overview: The goal of school communications is to provide clear, transparent communication with all stakeholders to build support, understanding and trust in our schools and to show our community the value of that investment. In the fall of this year, the communications director conducted a communications survey among families, principals and administrative assistants to gauge the current effectiveness of our communications efforts and tools. Results and feedback from all parties showed low satisfaction scores for our website, which needs to be addressed.

The value of a website

- 1) A website is the center point of our brand. Communications and branding initiatives should always point back to it.
- 2) It's not only the place to house information about our schools—it's a space to showcase who we are and what makes our district unique.
- 3) The website gives us ultimate control of our message and brand, without any outside sources competing for our audience's attention. In other words, while channels like social media have their place in our communications strategy, we're also competing with thousands of voices on these platforms. But when people land on our website, our brand is the only one they encounter. It's our best shot at capturing our audience's attention and making a great first impression.

The challenge with the current website on the user side is that the open source WordPress platform is not user friendly and there are limited options for technical support. The website is difficult and time consuming to update and, in some cases, involves HTML coding, which requires training and expertise. Last year, the communications department limited principal/admin assistant access to their school websites for this reason, but then had to rely on communication from the schools to update school calendars and other areas of school websites. In the survey, families reported that information was outdated and/or that they could not find what they were looking for. To improve this situation and increase website satisfaction among all stakeholders, we must:

- 1) Provide schools the ability to easily manage and update at least some areas of their websites, such as their own calendars; and
- 2) Ensure people can find what they are looking for and that, when they get there, the information is current.

Research

The first step in making an improvement was to review the current communications budget to determine what we are currently spending on our WordPress website. While the WordPress platform started out as



Huntley Community School District 158

650 Academic Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

free, last year the decision was made to enter an agreement with a website hosting provider (WP Engine) to move the site to a more robust, dedicated server rather than hosting it ourselves.

I then contacted and obtained quotes from three major school website vendors (School Now, Apptegy and FinalSite) and set up demos with two of the companies, involving our principals and administrative assistants to get their feedback. After reviewing survey results, Finalsite rose to the top, as everyone was in agreement that we should focus our efforts on the website with a company that specialized in websites, not mobile apps.

About Finalsite

Finalsite was founded in 1998 and currently serves more than 7,000 school districts in the U.S. and 295 in Illinois. Finalsite has a 96% client retention rate and a 98% customer satisfaction score.

Benefits

- Improved navigation for site visitors
- More user-friendly tool for webmasters
- More robust customer support
- Enhanced security
- Accessibility for compliance
- Quality translation service
- Directory integration with PowerSchool and Google for automation and efficiency (calendars and staff directories)
- Options for enhancements, upgrades and integration with other services (mass notifications, mobile app and two-way messaging, AI technology, etc.)

COST	
CURRENT WEBSITE (WordPress)	
Annual cost	\$17,284
FINALSITE	
2023-24	
One-time set-up fee (due 30 days after submitting signed contract); to be paid out of current communications budget; cost is offset by annual report savings this year of \$14,666	\$12,900
Net savings	+\$1,766



Huntley Community School District 158

650 Academic Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

2024-25 through 2028-29 (5-year contract** ***)	
Annual cost	\$16,800
Net annual savings	+\$484
Total contract amount over five years	\$84,000

*** Note: Annual pricing reflects a multi-year discount. Contract term: The initial period of the contract is for three years with an additional two one-year terms. The client shall have the right to terminate this agreement after Year 3 by giving written notice of cancellation to Finalsight no later than 90 days prior to the end of the then-current one-year term.*

***Note: If contract is signed by 3/30, Finalsight will assist with content migration - transferring up to 500 web pages free of charge, resulting in a \$5,000 savings.

Timeline for website launch

Minimum time required for transfer/build of new website: 14-16 weeks; aiming for August

Recommendation

The Administration recommends that the Board of Education approve the Finalsight contract as presented.



Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: March 21, 2024

Subject: **Supplemental Purchase Order Summary**
Board of Education Meeting, March 21, 2024
Action Items

The following is an updated executive summary of the attached report titled “Purchase Orders” which is a listing of purchase orders issued from March 7, 2024 to March 14, 2024, for which Administration is requesting Board Approval to issue payment once invoices have been received. Invoices which exceed an approved Purchase Order by \$100 or 10% of the Purchase Order (whichever is lower) will not be issued without additional Board approval.

Education Fund	\$	93,554.31
Operations & Maintenance Fund		37,022.74
Debt Service Fund		0.00
Transporation Fund		0.00
Municipal Retirement and Social Security Fund		0.00
Capital Projects Fund		0.00
Working Cash Fund		0.00
Fire Prevention and Safety Fund		0.00
Total	\$	<u>130,577.05</u>

RECOMMENDATION

Administration recommends the Board of Education approve the Supplemental Purchase Orders Report at the March 21, 2024 Regular Board meeting.



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 3/7/2024 to 3/14/2024

Printed: 3/14/2024 2:20 PM

Page 1 of 12

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
95 Percent Group Inc					
20242473	10-1100-410-56-79-605-14	Rtl Materials 6-12	03/08/2024	525.00	10-1100-410-56-79-605-14
20242473	10-1100-410-56-79-605-14	Rtl Materials 6-12	03/08/2024	49.00	10-1100-410-56-79-605-14
20242473	10-1100-410-56-79-605-14	Rtl Materials 6-12	03/08/2024	52.50	10-1100-410-56-79-605-14
20242473			03/08/2024	0.00	
			Total	\$626.50	
Advantage Mechanical Inc					
20242542			03/14/2024	0.00	
20242542	20-2542-323-00-79	Repairs & Maint Buildings	03/14/2024	494.50	20-2542-323-00-79
20242542	20-2542-323-00-79	Repairs & Maint Buildings	03/14/2024	1,509.50	20-2542-323-00-79
20242542	20-2542-323-00-79	Repairs & Maint Buildings	03/14/2024	870.00	20-2542-323-00-79
20242542	20-2542-323-00-79	Repairs & Maint Buildings	03/14/2024	1,100.75	20-2542-323-00-79
20242542	20-2542-323-00-79	Repairs & Maint Buildings	03/14/2024	471.00	20-2542-323-00-79
20242542	20-2542-323-00-79	Repairs & Maint Buildings	03/14/2024	580.00	20-2542-323-00-79
20242542	20-2542-323-00-79	Repairs & Maint Buildings	03/14/2024	802.00	20-2542-323-00-79
20242542	20-2542-323-00-79	Repairs & Maint Buildings	03/14/2024	580.00	20-2542-323-00-79
			Total	\$6,407.75	
Aramark Refreshment Services					
20242512	10-1120-323-00-74-210-13	Repairs & Maintenance HMS	03/13/2024	89.07	10-1120-323-00-74-210-13
			Total	\$89.07	
Benchmark Education Company					
20242545	10-1100-410-76-79-600-14	CURES Instruc Supplies	03/14/2024	956.00	10-1100-410-76-79-600-14
20242544	10-1100-410-76-79-600-14	CURES Instruc Supplies	03/14/2024	717.00	10-1100-410-76-79-600-14
20242543	10-1100-410-76-79-600-14	CURES Instruc Supplies	03/14/2024	1,314.00	10-1100-410-76-79-600-14
			Total	\$2,987.00	
BMO Mastercard					
20242537	20-2542-410-00-79	Supplies B & G	03/13/2024	72.18	20-2542-410-00-79
20242537	20-2542-410-00-79	Supplies B & G	03/13/2024	56.60	20-2542-410-00-79

120



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 3/7/2024 to 3/14/2024

Printed: 3/14/2024 2:20 PM

Page 2 of 12

121

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20242537	20-2542-410-00-79	Supplies B & G	03/13/2024	127.94	20-2542-410-00-79
20242537	20-2540-410-00-79	Office Supplies B & G	03/13/2024	24.94	20-2540-410-00-79
20242537	20-2542-410-00-79	Supplies B & G	03/13/2024	39.96	20-2542-410-00-79
20242488	10-2220-430-00-74-210-13	Media Center Heineman	03/07/2024	177.04	10-2220-430-00-74-210-13
20242497	10-2410-410-00-74-140-13	Office Supplies Mackeben	03/07/2024	30.59	10-2410-410-00-74-140-13
20242496	10-158	Activity Funds	03/07/2024	154.00	10-120
20242496	10-158	Activity Funds	03/07/2024	200.16	10-120
20242497	10-2220-430-00-74-140-13	Media Center Mackeben	03/07/2024	24.30	10-2220-430-00-74-140-13
20242497	10-2220-430-00-74-140-13	Media Center Mackeben	03/07/2024	84.79	10-2220-430-00-74-140-13
20242497	10-158	Activity Funds	03/07/2024	479.98	10-120
20242497	10-1110-410-00-74-140-13	Inst Supplies Mackeben	03/07/2024	586.04	10-1110-410-00-74-140-13
20242497	10-1110-410-00-74-140-13	Inst Supplies Mackeben	03/07/2024	54.97	10-1110-410-00-74-140-13
20242497	10-2213-415-00-74-140-13	Mackeben Staff Devel Supplies	03/07/2024	140.12	10-2213-415-00-74-140-13
20242497	10-2410-410-00-74-140-13	Office Supplies Mackeben	03/07/2024	23.81	10-2410-410-00-74-140-13
20242495	10-158	Activity Funds	03/07/2024	38.91	10-120
20242497	10-2410-491-00-74-140-13	Rebate Supplies Mackeben	03/07/2024	38.41	10-2410-491-00-74-140-13
20242497	10-1110-410-00-74-140-13	Inst Supplies Mackeben	03/07/2024	412.00	10-1110-410-00-74-140-13
20242497	10-158	Activity Funds	03/07/2024	279.99	10-120
20242497	10-2220-430-00-74-140-13	Media Center Mackeben	03/07/2024	58.96	10-2220-430-00-74-140-13
20242497	10-1110-410-00-74-140-13	Inst Supplies Mackeben	03/07/2024	1,235.69	10-1110-410-00-74-140-13
20242497	10-2410-410-00-74-140-14	Copier Paper & Toner Mackeben	03/07/2024	37.70	10-2410-410-00-74-140-14
20242488	10-2220-430-00-74-210-13	Media Center Heineman	03/07/2024	16.95	10-2220-430-00-74-210-13
20242497	10-1110-410-00-74-140-13	Inst Supplies Mackeben	03/07/2024	201.24	10-1110-410-00-74-140-13
20242493	10-2410-540-00-71-100-13	Cap Eqpt Leggee	03/07/2024	96.81	10-2410-540-00-71-100-13
20242491	10-1130-410-15-71-300-13	Social Studies Supplies HS	03/07/2024	127.47	10-1130-410-15-71-300-13
20242493	10-2410-540-00-71-100-13	Cap Eqpt Leggee	03/07/2024	30.99	10-2410-540-00-71-100-13
20242493	10-2410-540-00-71-100-13	Cap Eqpt Leggee	03/07/2024	79.45	10-2410-540-00-71-100-13
20242493	10-1110-410-00-71-100-13	Inst Supplies Leggee	03/07/2024	30.89	10-1110-410-00-71-100-13
20242493	10-1110-410-00-71-100-13	Inst Supplies Leggee	03/07/2024	33.45	10-1110-410-00-71-100-13
20242493	10-1110-410-00-71-100-13	Inst Supplies Leggee	03/07/2024	34.99	10-1110-410-00-71-100-13
20242493	10-1110-410-00-71-100-13	Inst Supplies Leggee	03/07/2024	28.44	10-1110-410-00-71-100-13
20242496	10-1120-410-00-74-210-13	Inst Supplies Heineman	03/07/2024	87.35	10-1120-410-00-74-210-13
20242493	10-158	Activity Funds	03/07/2024	284.82	10-120
20242495	10-158	Activity Funds	03/07/2024	29.97	10-120



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 3/7/2024 to 3/14/2024

Printed: 3/14/2024 2:20 PM

Page 3 of 12

122

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20242493	10-1110-410-00-71-100-13	Inst Supplies Leggee	03/07/2024	30.65	10-1110-410-00-71-100-13
20242493	10-1110-410-00-71-100-13	Inst Supplies Leggee	03/07/2024	62.99	10-1110-410-00-71-100-13
20242493	10-1110-410-00-71-100-13	Inst Supplies Leggee	03/07/2024	83.49	10-1110-410-00-71-100-13
20242495	10-158	Activity Funds	03/07/2024	50.00	10-120
20242495	10-158	Activity Funds	03/07/2024	11.99	10-120
20242495	10-158	Activity Funds	03/07/2024	319.99	10-120
20242495	10-158	Activity Funds	03/07/2024	59.98	10-120
20242497	10-2213-415-00-74-140-13	Mackeben Staff Devel Supplies	03/07/2024	65.86	10-2213-415-00-74-140-13
20242493	10-1110-410-00-71-100-13	Inst Supplies Leggee	03/07/2024	63.98	10-1110-410-00-71-100-13
20242503	10-2642-350-00-74-500-14	Advertising Human Res	03/07/2024	215.60	10-2642-350-00-74-500-14
20242501	10-2660-410-00-79-600-14	Supplies Tech	03/07/2024	178.00	10-2660-410-00-79-600-14
20242501	10-2660-410-00-79-600-14	Supplies Tech	03/07/2024	7.95	10-2660-410-00-79-600-14
20242501	10-2660-410-00-79-600-14	Supplies Tech	03/07/2024	44.50	10-2660-410-00-79-600-14
20242501	10-2660-319-61-79-600-14	Software Maintenance	03/07/2024	14.33	10-2660-319-61-79-600-14
20242501	10-2660-319-61-79-600-14	Software Maintenance	03/07/2024	599.98	10-2660-319-61-79-600-14
20242501	10-2660-332-00-79-600-14	Travel Technology	03/07/2024	53.77	10-2660-332-00-79-600-14
20242501	10-2660-319-61-79-600-14	Software Maintenance	03/07/2024	20.22	10-2660-319-61-79-600-14
20242497	10-158	Activity Funds	03/07/2024	873.31	10-120
20242503	10-2642-411-00-74-500-14	HR Employee Recognition	03/07/2024	106.74	10-2642-411-00-74-500-14
20242500	20-2540-410-00-79	Office Supplies B & G	03/07/2024	(31.99)	20-2540-410-00-79
20242537	20-2542-410-00-79	Supplies B & G	03/13/2024	150.48	20-2542-410-00-79
20242537	20-2542-410-00-79	Supplies B & G	03/13/2024	456.95	20-2542-410-00-79
20242537	20-2542-410-00-79	Supplies B & G	03/13/2024	464.15	20-2542-410-00-79
20242540	10-2642-410-00-74-500-14	Supplies Human Res	03/13/2024	17.78	10-2642-410-00-74-500-14
20242540	10-2642-410-00-74-500-14	Supplies Human Res	03/13/2024	40.97	10-2642-410-00-74-500-14
20242540	10-2642-350-00-74-500-14	Advertising Human Res	03/13/2024	507.15	10-2642-350-00-74-500-14
20242540	10-2642-390-00-74-500-14	Purchased Service Human Res	03/13/2024	798.00	10-2642-390-00-74-500-14
20242501	10-2660-332-00-79-600-14	Travel Technology	03/07/2024	98.02	10-2660-332-00-79-600-14
20242499	10-1125-390-00-79-600-14	Preschool Purchased Services	03/07/2024	7.95	10-1125-390-00-79-600-14
20242497	10-1110-410-00-74-140-13	Inst Supplies Mackeben	03/07/2024	178.40	10-1110-410-00-74-140-13
20242498	10-1200-410-66-71-300-13	STEP Supplies	03/07/2024	254.00	10-1200-410-66-71-300-13
20242498	10-1200-410-66-71-300-13	STEP Supplies	03/07/2024	141.70	10-1200-410-66-71-300-13
20242499	10-1125-410-97-79-600-14	All Children Supplies	03/07/2024	26.95	10-1125-410-97-79-600-14
20242499	10-1125-410-97-79-600-14	All Children Supplies	03/07/2024	8.18	10-1125-410-97-79-600-14



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 3/7/2024 to 3/14/2024

Printed: 3/14/2024 2:20 PM

Page 4 of 12

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20242499	10-1125-410-97-79-600-14	All Children Supplies	03/07/2024	36.01	10-1125-410-97-79-600-14
20242499	10-1125-410-97-79-600-14	All Children Supplies	03/07/2024	131.53	10-1125-410-97-79-600-14
20242500	20-2542-410-00-79	Supplies B & G	03/07/2024	44.70	20-2542-410-00-79
20242499	10-1225-410-95-79-600-14	ECE Instr Supplies	03/07/2024	60.03	10-1225-410-95-79-600-14
20242500	20-2540-410-00-79	Office Supplies B & G	03/07/2024	53.94	20-2540-410-00-79
20242499	10-1125-410-97-79-600-14	All Children Supplies	03/07/2024	5.05	10-1125-410-97-79-600-14
20242499	10-1125-410-97-79-600-14	All Children Supplies	03/07/2024	81.55	10-1125-410-97-79-600-14
20242499	10-1125-390-90-79-600-14	Purchased Serv Parent-Tot	03/07/2024	290.00	10-1125-390-90-79-600-14
20242499	10-2213-415-00-72-165-13	Preschool Staff Devel Supplies	03/07/2024	83.98	10-2213-415-00-72-165-13
20242500	20-2542-410-00-79	Supplies B & G	03/07/2024	26.67	20-2542-410-00-79
20242500	20-2542-410-00-79	Supplies B & G	03/07/2024	43.45	20-2542-410-00-79
20242500	20-2542-410-00-79	Supplies B & G	03/07/2024	105.68	20-2542-410-00-79
20242491	10-2120-410-00-71-300-13	Supplies Counseling HS	03/07/2024	133.69	10-2120-410-00-71-300-13
20242499	10-1125-410-97-79-600-14	All Children Supplies	03/07/2024	12.44	10-1125-410-97-79-600-14
20242487	10-1200-410-00-79-600-14	Supplies Sp Ed	03/07/2024	20.71	10-1200-410-00-79-600-14
20242485	10-2520-410-00-74-500-14	Supplies Fiscal	03/07/2024	(15.91)	10-2520-410-00-74-500-14
20242486	10-2321-410-00-74-500-14	Supplies Supt	03/07/2024	7.73	10-2321-410-00-74-500-14
20242486	10-2321-410-00-74-500-14	Supplies Supt	03/07/2024	164.21	10-2321-410-00-74-500-14
20242486	10-2630-410-00-74-500-14	Communications Supplies	03/07/2024	30.89	10-2630-410-00-74-500-14
20242486	10-2633-360-00-74-500-14	Communications Purch Services	03/07/2024	78.47	10-2633-360-00-74-500-14
20242486	10-2310-640-00-74-500-14	Dues & Fees Board	03/07/2024	442.00	10-2310-640-00-74-500-14
20242486	10-2321-390-00-74-500-14	Purchased Service Supt	03/07/2024	275.00	10-2321-390-00-74-500-14
20242491	10-1130-410-15-71-300-13	Social Studies Supplies HS	03/07/2024	8.99	10-1130-410-15-71-300-13
20242486	10-2630-332-00-74-500-14	Communications Travel	03/07/2024	321.96	10-2630-332-00-74-500-14
20242484	10-1130-410-85-79-605-14	Title IV Supplies	03/07/2024	481.50	10-1130-410-85-79-605-14
20242487	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	03/07/2024	14.99	10-2130-410-92-79-605-14
20242487	10-1200-410-92-79-600-14	IDEA Instructional Supplies	03/07/2024	35.54	10-1200-410-92-79-600-14
20242487	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	03/07/2024	2,625.00	10-2210-314-92-79-605-14
20242487	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	03/07/2024	3,120.00	10-2210-314-92-79-605-14
20242487	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	03/07/2024	3,120.00	10-2210-314-92-79-605-14
20242487	10-1200-410-92-79-600-14	IDEA Instructional Supplies	03/07/2024	(21.99)	10-1200-410-92-79-600-14
20242488	10-2220-430-00-74-210-13	Media Center Heineman	03/07/2024	24.75	10-2220-430-00-74-210-13
20242486	10-2321-390-00-74-500-14	Purchased Service Supt	03/07/2024	50.00	10-2321-390-00-74-500-14
20242484	10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	03/07/2024	120.75	10-1800-410-84-79-605-14



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 3/7/2024 to 3/14/2024

Printed: 3/14/2024 2:20 PM

Page 5 of 12

124

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20242484	10-1130-410-85-79-605-14	Title IV Supplies	03/07/2024	16.77	10-1130-410-85-79-605-14
20242484	10-1130-410-85-79-605-14	Title IV Supplies	03/07/2024	42.98	10-1130-410-85-79-605-14
20242484	10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	03/07/2024	327.75	10-1800-410-84-79-605-14
20242484	10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	03/07/2024	276.00	10-1800-410-84-79-605-14
20242484	10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	03/07/2024	258.75	10-1800-410-84-79-605-14
20242484	10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	03/07/2024	258.75	10-1800-410-84-79-605-14
20242484	10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	03/07/2024	345.00	10-1800-410-84-79-605-14
20242485	10-2520-310-00-74-500-14	Prof & Tech Fiscal	03/07/2024	645.00	10-2520-310-00-74-500-14
20242484	10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	03/07/2024	276.00	10-1800-410-84-79-605-14
20242484	10-2210-490-00-74-500-14	Supplies Curr & Inst 6-12	03/07/2024	99.26	10-2210-490-00-74-500-14
20242484	10-1100-423-00-74-500-14	New Adoption 6-12	03/07/2024	47.97	10-1100-423-00-74-500-14
20242484	10-1100-423-00-74-500-14	New Adoption 6-12	03/07/2024	22.79	10-1100-423-00-74-500-14
20242484	10-2213-415-00-74-500-14	Staff Dev Supplies 6-12	03/07/2024	12.90	10-2213-415-00-74-500-14
20242484	10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	03/07/2024	54.09	10-1800-410-84-79-605-14
20242484	10-1100-410-68-79-600-14	ARP CP2 Instr Supplies	03/07/2024	191.58	10-1100-410-68-79-600-14
20242484	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	03/07/2024	682.95	10-2212-310-00-79-505-14
20242484	10-2213-415-00-74-500-14	Staff Dev Supplies 6-12	03/07/2024	26.29	10-2213-415-00-74-500-14
20242488	10-2220-430-00-74-210-13	Media Center Heineman	03/07/2024	211.85	10-2220-430-00-74-210-13
20242484	10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	03/07/2024	327.75	10-1800-410-84-79-605-14
20242491	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	03/07/2024	162.72	10-1130-490-02-71-300-13
20242488	10-2220-430-00-74-210-13	Media Center Heineman	03/07/2024	19.29	10-2220-430-00-74-210-13
20242491	10-1130-410-50-71-300-13	PE/Health/DE Supplies HS	03/07/2024	39.21	10-1130-410-50-71-300-13
20242491	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	03/07/2024	224.11	10-1130-490-02-71-300-13
20242491	10-1130-410-13-71-300-13	Science Supplies HS	03/07/2024	12.53	10-1130-410-13-71-300-13
20242491	10-1130-410-13-71-300-13	Science Supplies HS	03/07/2024	113.07	10-1130-410-13-71-300-13
20242491	10-1130-323-00-71-300-13	Repairs HS	03/07/2024	475.77	10-1130-323-00-71-300-13
20242491	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	03/07/2024	402.79	10-1130-490-02-71-300-13
20242491	10-2410-410-00-71-300-13	Office Supplies HS	03/07/2024	38.45	10-2410-410-00-71-300-13
20242491	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	03/07/2024	58.41	10-1130-490-02-71-300-13
20242490	10-1110-410-00-72-110-13	Inst Supplies Chesak	03/07/2024	61.44	10-1110-410-00-72-110-13
20242491	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	03/07/2024	384.42	10-1130-490-02-71-300-13
20242491	10-2220-430-00-71-300-13	Media Center HS	03/07/2024	71.45	10-2220-430-00-71-300-13
20242491	10-2220-430-00-71-300-13	Media Center HS	03/07/2024	9.49	10-2220-430-00-71-300-13
20242491	10-2220-430-00-71-300-13	Media Center HS	03/07/2024	13.35	10-2220-430-00-71-300-13



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 3/7/2024 to 3/14/2024

Printed: 3/14/2024 2:20 PM

Page 6 of 12

125

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20242491	10-1400-410-10-71-300-13	Ind Arts Supplies	03/07/2024	105.77	10-1400-410-10-71-300-13
20242491	10-2223-323-00-79-600-14	PAC Repairs	03/07/2024	700.83	10-2223-323-00-79-600-14
20242491	10-2223-410-00-79-600-14	Supplies PAC	03/07/2024	82.00	10-2223-410-00-79-600-14
20242482	10-1130-323-00-71-300-13	Repairs HS	03/07/2024	26.97	10-1130-323-00-71-300-13
20242491	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	03/07/2024	92.52	10-1130-490-02-71-300-13
20242488	10-1120-410-00-74-210-13	Inst Supplies Heineman	03/07/2024	85.06	10-1120-410-00-74-210-13
20242491	10-1130-410-15-71-300-13	Social Studies Supplies HS	03/07/2024	16.84	10-1130-410-15-71-300-13
20242488	10-2220-430-00-74-210-13	Media Center Heineman	03/07/2024	43.81	10-2220-430-00-74-210-13
20242488	10-1120-410-09-74-210-13	Home Ec Heineman	03/07/2024	19.99	10-1120-410-09-74-210-13
20242488	10-158	Activity Funds	03/07/2024	99.00	10-120
20242488	10-1120-410-00-74-210-13	Inst Supplies Heineman	03/07/2024	259.05	10-1120-410-00-74-210-13
20242488	10-158	Activity Funds	03/07/2024	46.78	10-120
20242488	10-158	Activity Funds	03/07/2024	19.00	10-120
20242491	10-1130-410-50-71-300-13	PE/Health/DE Supplies HS	03/07/2024	133.81	10-1130-410-50-71-300-13
20242488	10-1120-410-00-74-210-13	Inst Supplies Heineman	03/07/2024	55.49	10-1120-410-00-74-210-13
20242488	10-2220-430-00-74-210-13	Media Center Heineman	03/07/2024	16.40	10-2220-430-00-74-210-13
20242488	10-1120-410-09-74-210-13	Home Ec Heineman	03/07/2024	6.48	10-1120-410-09-74-210-13
20242488	10-1120-410-09-74-210-13	Home Ec Heineman	03/07/2024	245.02	10-1120-410-09-74-210-13
20242489	10-158	Activity Funds	03/07/2024	113.88	10-120
20242489	10-2220-430-00-72-120-13	Media Center Martin	03/07/2024	8.27	10-2220-430-00-72-120-13
20242489	10-1110-410-00-72-120-13	Inst Supplies Martin	03/07/2024	68.99	10-1110-410-00-72-120-13
20242490	10-1110-410-02-72-110-13	Art Supplies Chesak	03/07/2024	28.47	10-1110-410-02-72-110-13
20242490	10-2410-410-00-72-110-13	Office Supplies Chesak	03/07/2024	25.99	10-2410-410-00-72-110-13
20242490	10-1110-410-00-72-110-13	Inst Supplies Chesak	03/07/2024	373.80	10-1110-410-00-72-110-13
20242488	10-1120-410-00-74-210-13	Inst Supplies Heineman	03/07/2024	124.34	10-1120-410-00-74-210-13
Total				\$32,466.72	

Bowl-Hi Lanes

20242466	10-1500-412-00-71-300-13	Uniforms HS	03/07/2024	9,200.00	10-1500-412-00-71-300-13
Total				\$9,200.00	

Brucker Company

20242506			03/12/2024	0.00	
----------	--	--	------------	------	--



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 3/7/2024 to 3/14/2024

Printed: 3/14/2024 2:20 PM

Page 7 of 12

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20242506			03/12/2024	0.00	
20242506	20-2542-410-00-79	Supplies B & G	03/12/2024	12,819.35	20-2542-410-00-79
			Total	\$12,819.35	
Canteen Refreshments					
20242514	10-2560-415-00-71-300-13	Cafe Food HS	03/13/2024	1,059.24	10-2560-415-00-71-300-13
			Total	\$1,059.24	
CDW Government Inc					
20242480	10-2660-410-00-79-600-14	Supplies Tech	03/11/2024	1,880.00	10-2660-410-00-79-600-14
20242474	10-2660-319-61-79-600-14	Software Maintenance	03/08/2024	4,335.00	10-2660-319-61-79-600-14
			Total	\$6,215.00	
Cintas Corporation No 2					
20242475	10-2560-410-00-71-100-13	Cafe Supplies Leggee	03/08/2024	17.96	10-2560-410-00-71-100-13
20242475	10-2560-410-00-72-220-13	Cafe Supplies Marlowe	03/08/2024	63.63	10-2560-410-00-72-220-13
20242475	10-2560-410-00-72-120-13	Cafe Supplies Martin	03/08/2024	60.89	10-2560-410-00-72-120-13
20242475	10-2560-410-00-72-110-13	Cafe Supplies Chesak	03/08/2024	99.13	10-2560-410-00-72-110-13
20242475	10-2560-410-00-74-210-13	Cafe Supplies Heineman	03/08/2024	80.86	10-2560-410-00-74-210-13
20242475	10-2560-410-00-74-140-13	Cafe Supplies Mackeben	03/08/2024	32.07	10-2560-410-00-74-140-13
20242475	10-2560-410-00-74-150-13	Cafe Supplies Conley	03/08/2024	30.96	10-2560-410-00-74-150-13
20242475	10-2560-410-00-71-300-13	Cafe Supplies HS	03/08/2024	60.89	10-2560-410-00-71-300-13
			Total	\$446.39	
Doty and Sons Concrete Products					
20242472	20-2549-323-00-74-600	Insurance Claim Repair	03/07/2024	828.00	20-2549-323-00-74-600
20242472			03/07/2024	0.00	
20242472			03/07/2024	0.00	
			Total	\$828.00	
DuPage Federation on Human Services					
20242546	10-2213-310-00-79-600-14	Special Svcs Pur Svc	03/14/2024	658.72	10-2213-310-00-79-600-14
20242546	10-2213-310-00-79-600-14	Special Svcs Pur Svc	03/14/2024	98.05	10-2213-310-00-79-600-14

126



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 3/7/2024 to 3/14/2024

Printed: 3/14/2024 2:20 PM

Page 8 of 12

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
				Total	\$756.77
Facilities Management eXpress					
20242479	10-2660-319-61-79-600-14	Software Maintenance	03/11/2024	2,464.00	10-2660-319-61-79-600-14
20242479	10-2660-319-61-79-600-14	Software Maintenance	03/11/2024	1,232.00	10-2660-319-61-79-600-14
				Total	\$3,696.00
Fox Valley Fire Safety					
20242471	20-2542-323-00-79	Repairs & Maint Buildings	03/07/2024	1,164.00	20-2542-323-00-79
20242471			03/07/2024	0.00	
				Total	\$1,164.00
Gill Athletics Inc					
127					
20242469	10-1500-410-00-71-300-13	Training/Athletic Supplies HS	03/07/2024	4,920.48	10-1500-410-00-71-300-13
20242469	10-1500-410-00-71-300-13	Training/Athletic Supplies HS	03/07/2024	295.00	10-1500-410-00-71-300-13
20242469	10-1500-410-00-71-300-13	Training/Athletic Supplies HS	03/07/2024	533.32	10-1500-410-00-71-300-13
20242469	10-1500-410-00-71-300-13	Training/Athletic Supplies HS	03/07/2024	67.00	10-1500-410-00-71-300-13
				Total	\$5,815.80
Gopher Performance					
20242518	10-1110-410-50-74-140-14	Mackeben PE Supplies	03/13/2024	900.00	10-1110-410-50-74-140-14
				Total	\$900.00
GSF USA Inc					
20242507			03/12/2024	0.00	
20242507	20-2549-323-00-74-600	Insurance Claim Repair	03/12/2024	808.17	20-2549-323-00-74-600
				Total	\$808.17
Hasty Awards					
20242508	10-1500-411-00-74-210-13	Awards Heineman	03/13/2024	134.22	10-1500-411-00-74-210-13
				Total	\$134.22

IASBO



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 3/7/2024 to 3/14/2024

Printed: 3/14/2024 2:20 PM

Page 9 of 12

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20242513	10-2520-640-00-74-500-14	Dues & Fees Fiscal	03/13/2024	340.00	10-2520-640-00-74-500-14
20242513	10-2520-332-00-74-500-14	Travel Fiscal	03/13/2024	495.00	10-2520-332-00-74-500-14
Total				\$835.00	
Illinois Architectural Glass					
20242470			03/07/2024	0.00	
20242470	20-2542-323-00-79	Repairs & Maint Buildings	03/07/2024	2,925.00	20-2542-323-00-79
Total				\$2,925.00	
Laser Pro Company					
20242467	10-1110-323-00-74-140-13	Repairs & Maintenance Mackeben	03/07/2024	109.00	10-1110-323-00-74-140-13
20242467	10-1110-323-00-74-140-13	Repairs & Maintenance Mackeben	03/07/2024	235.00	10-1110-323-00-74-140-13
Total				\$344.00	128
McHenry County Dept of Health					
20242541	10-2130-390-00-79-600-14	Purchased Services Health	03/14/2024	4,949.00	10-2130-390-00-79-600-14
20242541	10-2130-390-00-79-600-14	Purchased Services Health	03/14/2024	6,699.00	10-2130-390-00-79-600-14
Total				\$11,648.00	
Midland Paper					
20242509	10-2410-410-00-74-150-14	Copier Paper & Toner Conley	03/13/2024	1,777.60	10-2410-410-00-74-150-14
Total				\$1,777.60	
MSDSonline Inc					
20242504	20-2542-390-00-79	Other Purchased Service	03/12/2024	8,587.26	20-2542-390-00-79
20242504			03/12/2024	0.00	
Total				\$8,587.26	
Nutri-Link Technologies Inc					
20242476	10-2560-640-00-74-140-13	Cafe Dues & Fees Mackeben	03/08/2024	297.50	10-2560-640-00-74-140-13
20242476	10-2560-640-00-72-110-13	Cafe Dues & Fees Chesak	03/08/2024	297.50	10-2560-640-00-72-110-13
20242476	10-2560-640-00-72-120-13	Cafe Dues & Fees Martin	03/08/2024	297.50	10-2560-640-00-72-120-13



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 3/7/2024 to 3/14/2024

Printed: 3/14/2024 2:20 PM

Page 10 of 12

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20242476	10-2560-640-00-71-300-13	Cafe Dues & Fees HS	03/08/2024	297.50	10-2560-640-00-71-300-13
20242476	10-2560-640-00-71-100-13	Cafe Dues & Fees Leggee	03/08/2024	297.50	10-2560-640-00-71-100-13
20242476	10-2560-640-00-72-220-13	Cafe Dues & Fees Marlowe	03/08/2024	297.50	10-2560-640-00-72-220-13
20242476	10-2560-640-00-74-150-13	Cafe Dues & Fees Conley	03/08/2024	297.50	10-2560-640-00-74-150-13
20242476	10-2560-640-00-74-210-13	Cafe Dues & Fees Heineman	03/08/2024	297.50	10-2560-640-00-74-210-13
Total				\$2,380.00	

P & M Distributors Inc

20242515	10-2560-415-00-74-210-13	Cafe Food Heineman	03/13/2024	167.80	10-2560-415-00-74-210-13
20242515	10-2560-415-00-74-210-13	Cafe Food Heineman	03/13/2024	(73.60)	10-2560-415-00-74-210-13
20242515	10-2560-415-00-74-210-13	Cafe Food Heineman	03/13/2024	73.60	10-2560-415-00-74-210-13
20242477	10-2560-415-00-74-210-13	Cafe Food Heineman	03/08/2024	1,030.20	10-2560-415-00-74-210-13
20242477	10-2560-415-00-74-210-13	Cafe Food Heineman	03/08/2024	203.70	10-2560-415-00-74-210-13
Total				\$1,401.70	

129

Parkland School

20242468	10-1500-335-00-72-220-13	Conference Travel Marlowe	03/07/2024	100.00	10-1500-335-00-72-220-13
20242468	10-1500-335-00-72-220-13	Conference Travel Marlowe	03/07/2024	10.00	10-1500-335-00-72-220-13
Total				\$110.00	

Quest Food Management

20242516	10-2560-315-00-74-500-14	Coffee Bar Mgmt Fees-Quest	03/13/2024	3,000.00	10-2560-315-00-74-500-14
20242516	10-2560-310-00-71-300-13	Cafe Prof & Tech HS	03/13/2024	126.46	10-2560-310-00-71-300-13
20242516	10-2560-310-00-71-300-13	Cafe Prof & Tech HS	03/13/2024	4,487.08	10-2560-310-00-71-300-13
20242516	10-2560-310-00-71-300-13	Cafe Prof & Tech HS	03/13/2024	1,705.09	10-2560-310-00-71-300-13
20242516	10-2560-310-00-71-300-13	Cafe Prof & Tech HS	03/13/2024	332.80	10-2560-310-00-71-300-13
Total				\$9,651.43	

Rydin Decal

20242505	10-1110-410-00-74-140-13	Inst Supplies Mackeben	03/12/2024	1,764.00	10-1110-410-00-74-140-13
Total				\$1,764.00	

Safeway Tuckpointing Co



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 3/7/2024 to 3/14/2024

Printed: 3/14/2024 2:20 PM

Page 11 of 12

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20242517			03/13/2024	0.00	
20242517	20-2542-323-00-79	Repairs & Maint Buildings	03/13/2024	1,119.00	20-2542-323-00-79
			Total	<u>\$1,119.00</u>	
Service Sanitation Inc					
20242481	10-1500-320-00-71-300-13	HHS Athletics Grounds Svcs	03/11/2024	545.17	10-1500-320-00-71-300-13
			Total	<u>\$545.17</u>	
Trane					
20242478	20-2542-410-00-79	Supplies B & G	03/11/2024	38.68	20-2542-410-00-79
20242478	20-2542-410-00-79	Supplies B & G	03/11/2024	410.36	20-2542-410-00-79
20242478	20-2542-410-00-79	Supplies B & G	03/11/2024	14.52	20-2542-410-00-79
			Total	<u>\$463.56</u>	130
Warehouse Direct Cardinal					
20242510	10-2410-410-00-74-150-13	Office Supplies Conley	03/13/2024	340.35	10-2410-410-00-74-150-13
			Total	<u>\$340.35</u>	
WeatherGuard Roofing Company					
20242511	20-2542-323-00-79	Repairs & Maint Buildings	03/13/2024	265.00	20-2542-323-00-79
20242511			03/13/2024	0.00	
			Total	<u>\$265.00</u>	
			Total	<u><u>\$130,577.05</u></u>	



Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: March 21, 2024

Subject: **Supplemental Accounts Payable Report**
Board of Education Meeting, March 21, 2024
Action Items

The following is an updated executive summary of the attached report titled “Accounts Payable” which is a listing of open accounts payable for which the Board has not approved purchase orders (i.e. employee reimbursements, refunds for fees, etc.) and therefore Administration is requesting Board Approval to issue payment:

Education Fund	\$	8,974.72
Operations & Maintenance Fund		417.31
Debt Service Fund		0.00
Transporation Fund		0.00
Municipal Retirement and Social Security Fund		0.00
Capital Projects Fund		0.00
Working Cash Fund		0.00
Fire Prevention and Safety Fund		0.00
Total	\$	<u>9,392.03</u>

RECOMMENDATION

Administration recommends the Board of Education approve the Supplemental Accounts Payable Report at the March 21, 2024 Regular Board meeting.



Huntley Community School District 158

Accounts Payable Report

Printed: 3/14/2024 2:17 PM
Page 1 of 6

Vendor Name	Account Number	Description	Check Date	Amount	State Account Number
Barr, Denise - 1233400710	10-2630-332-00-74-500-14	Communications Travel-January 2024 Mileage		59.50	10-2630-332-00-74-500-14
	10-2630-332-00-74-500-14	Communications Travel-February 2024 Mileage		65.39	10-2630-332-00-74-500-14
				<u>\$124.89</u>	
Casas, Elizabeth - 1233400665	10-2213-410-00-79-600-14	Special Svcs Supplies-Facilitator supplies/goods		143.79	10-2213-410-00-79-600-14
				<u>\$143.79</u>	
Celentano, Ana - 1233400136	10-2210-332-82-79-605-14	Nov 27-12/21/23 - UFLI Intervention Mileage		99.56	10-2210-332-82-79-605-14
	10-2210-332-82-79-605-14	Feb 26-Feb 29 2024 - UFLI Intervention Mileage		21.44	10-2210-332-82-79-605-14
				<u>\$121.00</u>	
Cornett, Brenda - 1233400062	10-1200-332-00-79-600-14	Travel Sp Ed-January		114.23	10-1200-332-00-79-600-14
				<u>\$114.23</u>	
Escudero, Michelle - 1233399849	10-2561-332-00-79-605-14	February 2024 Mileage		64.32	10-2561-332-00-79-605-14
				<u>\$64.32</u>	
Fuentes, Mario - 1233400603	20-2540-332-00-79	Travel-Mileage 3/10/24 to Marlowe		17.55	20-2540-332-00-79
				<u>\$17.55</u>	
Knotts, Heath - 27234	10-2520-332-00-74-500-14	Travel Fiscal-February 2024 Mileage		45.56	10-2520-332-00-74-500-14
				<u>\$45.56</u>	
Kunde, Ryan - 31494	10-2660-332-00-79-600-14	Powerschool Univ Conf Florida 3/3-3/7/24		145.73	10-2660-332-00-79-600-14
				<u>\$145.73</u>	
Letheby, Corey - 1233398164	20-2540-332-00-79	Travel for time change on alarm panels		21.51	20-2540-332-00-79
				<u>\$21.51</u>	
Lombard, Jessica - 32232					

132



Huntley Community School District 158

Accounts Payable Report

Printed: 3/14/2024 2:17 PM

Page 2 of 6

Vendor Name	Account Number	Description	Check Date	Amount	State Account Number
	10-2321-332-00-74-500-14	Travel Supt-January 1-March 10 2024 Mileage		384.18	10-2321-332-00-74-500-14
				<u>384.18</u>	
Lopez, Maria - 1233400711	10-1100-423-00-74-500-14	New Adoption 6-12-Math Leader Supplies		252.35	10-1100-423-00-74-500-14
				<u>252.35</u>	
McEnery Barrett, Maureen - 123333654	10-2660-332-00-79-600-14	Powerschool Univ Conf Florida 3/3-3/7/24		165.27	10-2660-332-00-79-600-14
				<u>165.27</u>	
Meisinger, Marcye - 1233400712	10-1100-423-00-74-500-14	New Adoption 6-12-Math Leader Supplies		251.78	10-1100-423-00-74-500-14
				<u>251.78</u>	
Meyer, Anna - 28963	10-2520-332-00-74-500-14	Travel Fiscal-February 2024 Mileage		19.16	10-2520-332-00-74-500-14
				<u>19.16</u>	
Miguel, Crystal - 1233400602	10-2210-314-92-79-605-14	February 2024 Mileage-Champaign 2/20/24		245.22	10-2210-314-92-79-605-14
	10-2210-410-92-79-600-14	Meals while in Champaign		25.18	10-2210-410-92-79-600-14
				<u>270.40</u>	
Monson, Jason - 32689	10-1130-332-00-71-300-13	Teacher Travel HS-Mileage Reimbur to DVSSC 3/1/24		54.54	10-1130-332-00-71-300-13
				<u>54.54</u>	
Norton, Gina - 1233399615	10-1200-332-00-79-600-14	Travel Sp Ed-January 2024 Mileage		107.00	10-1200-332-00-79-600-14
				<u>107.00</u>	
Palmer, Jessica - 1233399901	10-2210-314-92-79-605-14	February 2024 Mileage-Champaign 2/20/24		239.46	10-2210-314-92-79-605-14
	10-2210-410-92-79-600-14	Meals while in Champaign		46.44	10-2210-410-92-79-600-14
	10-2210-410-92-79-600-14	Tolls for trip to Champaign		7.50	10-2210-410-92-79-600-14
				<u>293.40</u>	
Peterson, Kristin - 123338962	10-1200-332-00-79-600-14	Travel Sp Ed-January 2024 Mileage		57.82	10-1200-332-00-79-600-14

133



Huntley Community School District 158

Accounts Payable Report

Printed: 3/14/2024 2:17 PM

Page 3 of 6

Vendor Name	Account Number	Description	Check Date	Amount	State Account Number
	10-1200-332-00-79-600-14	Travel Sp Ed-November 2023 Mileage		70.08	10-1200-332-00-79-600-14
				<u>\$127.90</u>	
Piemonte, Sharon - 1233400713	10-2321-410-00-74-500-14	Supplies Supt-Homegoods Supplies for hospitality		20.98	10-2321-410-00-74-500-14
				<u>\$20.98</u>	
Pinzon, Amanda - 1233400625	10-2640-410-98-79-600-14	Textbook -Assessing Students w/Special Needs		79.99	10-2640-410-98-79-600-14
				<u>\$79.99</u>	
Pocztowski, Shaina - 1233396502	10-1130-332-00-71-300-13	Teacher Travel HS-December 2023 Mileage		26.20	10-1130-332-00-71-300-13
	10-1130-332-00-71-300-13	Teacher Travel HS-January 2024 Mileage		32.16	10-1130-332-00-71-300-13
	10-1130-332-00-71-300-13	Teacher Travel HS-February 2024 Mileage		46.90	10-1130-332-00-71-300-13
				<u>\$105.26</u>	
Primus, Mike - 1233400590	10-2660-332-00-79-600-14	Travel Technology-January 2024 Mileage		15.28	10-2660-332-00-79-600-14
	10-2660-332-00-79-600-14	Travel Technology-February 2024 Mileage		44.76	10-2660-332-00-79-600-14
	10-2660-332-00-79-600-14	Travel Technology-December 2023 Mileage		17.42	10-2660-332-00-79-600-14
				<u>\$77.46</u>	
Redden, Scott - 1233399930	20-2540-332-00-79	Travel-February 2024 Mileage		19.43	20-2540-332-00-79
				<u>\$19.43</u>	
Reed, Richard - 1233398410	10-2561-332-00-79-605-14	Dir Food Service Travel-Jan & Feb 2024 Mileage		112.43	10-2561-332-00-79-605-14
				<u>\$112.43</u>	
Regan, Bridget - 32720	10-1543-332-00-71-305-13	Snowraiders Alpine Valley Trips 3-6 2024		250.85	10-1543-332-00-71-305-13
	10-1130-410-02-71-300-13	Art Supplies HS-Classroom supply reimbursement		163.44	10-1130-410-02-71-300-13
				<u>\$414.29</u>	
Renkosik, Doug - 28443	20-2540-332-00-79	Travel-January 2024 Mileage		167.70	20-2540-332-00-79
	20-2540-332-00-79	Travel-February 2024 Mileage		91.12	20-2540-332-00-79

134



Huntley Community School District 158

Accounts Payable Report

Printed: 3/14/2024 2:17 PM

Page 4 of 6

Vendor Name	Account Number	Description	Check Date	Amount	State Account Number
				<u>\$258.82</u>	
Ricker, Krysta - 123339104					
	10-1110-332-00-71-100-13	Teacher Travel Leggee-Aug-Dec 2023 Mileage		73.36	10-1110-332-00-71-100-13
	10-1110-332-00-71-100-13	Teacher Travel Leggee-Jan-Feb 2024 Mileage		18.76	10-1110-332-00-71-100-13
				<u>\$92.12</u>	
Rollins, Jeffery - 1233399378					
	10-2520-332-00-74-500-14	Travel Fiscal-Nov-Dec 2023 Mileage		91.70	10-2520-332-00-74-500-14
	10-2520-332-00-74-500-14	Travel Fiscal-Jan-Feb 2024 Mileage		136.01	10-2520-332-00-74-500-14
				<u>\$227.71</u>	
Roser, Jennifer - 123334081					
	10-1110-332-00-72-110-13	IAHPHERD Convention Regist, Mileage & Tolls		373.48	10-1110-332-00-72-110-13
				<u>\$373.48</u>	
Ryan, Debra - 123336268					
	10-2210-314-92-79-605-14	ISHA Parking, Mileage & Lunch 2/09/2024		81.15	10-2210-314-92-79-605-14
	10-2210-314-92-79-605-14	ATIA Conference Fees Reimb 1/22-1/26/24		519.69	10-2210-314-92-79-605-14
				<u>\$600.84</u>	
Sanchez, Kirsten - 1233397793					
	10-2640-410-98-79-600-14	Textbook Fees - Assessing Students w/Special Needs		71.99	10-2640-410-98-79-600-14
	10-2210-310-98-79-600-14	ACE Tuition DATA 5013 Reimbursement		803.85	10-2210-310-98-79-600-14
				<u>\$875.84</u>	
Sara, Lindsay - 1233396237					
	10-1200-332-00-79-600-14	Travel Sp Ed-MCC to NIU Alumni Center 2/9/24		55.34	10-1200-332-00-79-600-14
				<u>\$55.34</u>	
Schaefer, Samantha - 123338300					
	10-1130-332-00-71-300-13	Teacher Travel HS-Mileage to DVVSSC 3/1/24		54.54	10-1130-332-00-71-300-13
				<u>\$54.54</u>	
Schmuhl, Jessica - 123337461					
	10-1120-410-09-72-220-13	Home Ec Marlowe-Food Reimbursement		80.89	10-1120-410-09-72-220-13
				<u>\$80.89</u>	
Schwartz, Tracey - 32592					
	10-1100-423-00-74-500-14	Math leaders supplies- Walmart		14.12	10-1100-423-00-74-500-14

135



Huntley Community School District 158

Accounts Payable Report

Printed: 3/14/2024 2:17 PM
Page 5 of 6

Vendor Name	Account Number	Description	Check Date	Amount	State Account Number
	10-1100-423-00-74-500-14	Math leaders supplies- Walmart & Amazon		90.61	10-1100-423-00-74-500-14
				<u>\$104.73</u>	
Searle, Cara - 1233400466	10-1110-332-00-71-100-13	Mileage for Nov 2023 through Feb 2024		92.96	10-1110-332-00-71-100-13
				<u>\$92.96</u>	
Severin, Nicole - 1233400441	10-1200-332-00-79-600-14	Travel Sp Ed-January 2024 Mileage		58.16	10-1200-332-00-79-600-14
				<u>\$58.16</u>	
Shephard, George - 1233399329	20-2542-410-00-79	Work shoes		100.00	20-2542-410-00-79
				<u>\$100.00</u>	
Spears, Lindsay - 1233400600	10-2212-332-00-74-500-14	October 2023-January 2024 Mileage		268.85	10-2212-332-00-74-500-14
				<u>\$268.85</u>	
Spoeth, Holly - 123334104	10-1200-332-00-79-600-14	Travel Sp Ed-January 2024 Mileage		71.29	10-1200-332-00-79-600-14
				<u>\$71.29</u>	
Sunderlage, Jean - 28681	10-3100-332-97-79-605-14	January-February 2024 Mileage		20.36	10-3100-332-97-79-605-14
				<u>\$20.36</u>	
Swartzloff, Todd - 123335363	10-2640-410-98-79-600-14	Textbook -Assessing Students w/Special Needs		71.99	10-2640-410-98-79-600-14
				<u>\$71.99</u>	
Sykora, Jennifer - 1233400234	10-2520-410-00-74-500-14	Supplies Fiscal-Donuts for meeting		17.27	10-2520-410-00-74-500-14
				<u>\$17.27</u>	
Tuleo, Allison - 1233397524	10-1130-332-00-71-300-13	Teacher Travel HS-Mileage to Nequa Valley for Conf		62.75	10-1130-332-00-71-300-13
				<u>\$62.75</u>	
Wadman, Ashley - 1233400292					

136



Huntley Community School District 158

Accounts Payable Report

Printed: 3/14/2024 2:17 PM

Page 6 of 6

Vendor Name	Account Number	Description	Check_Date	Amount	State Account Number
	10-1200-410-92-79-600-14	SNAP Student apron & hats for coffee startup		54.01	10-1200-410-92-79-600-14
				<u>\$54.01</u>	
Wargo, Brandi - 123334083	10-2212-332-00-74-500-14	PLTW Conf-St. Louis Hotel & Meals 1/29-1/31		855.45	10-2212-332-00-74-500-14
				<u>\$855.45</u>	
Wilson, Glen - 1233397404	10-1500-335-00-71-300-13	Atheltic Director Travel-February 2024		846.88	10-1500-335-00-71-300-13
	10-1500-335-00-71-300-13	Atheltic Director Travel-February 2024		174.20	10-1500-335-00-71-300-13
				<u>\$1,021.08</u>	
Zaleski, Angela - 28071	10-1543-332-00-71-305-13	Alpine Valley Trip Mileage, 4-6		188.54	10-1543-332-00-71-305-13
				<u>\$188.54</u>	
Zhao, Tianya - 1233396007	10-1120-410-06-72-220-13	Chinese New Year items-Asian Mart		71.15	10-1120-410-06-72-220-13
	10-2520-332-00-74-500-14	January & February 2024 Mileage		159.46	10-2520-332-00-74-500-14
				<u>\$230.61</u>	
				<u><u>\$9,392.03</u></u>	
			Report Total		

137



Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.huntley158.org

**BOARD OF EDUCATION HUNTLEY COMMUNITY SCHOOL DISTRICT NO. 158
MCHENRY AND KANE COUNTIES, ILLINOIS
RESOLUTION (#2024-03-01) AUTHORIZING NOTICE OF NON-REEMPLOYMENT**

WHEREAS, the teacher hereinafter set forth is completing his final year of probationary teaching service during the 2023 – 2024 school term; and

WHEREAS, the Board of Education has determined that such teacher shall be dismissed and not reemployed for the 2024 – 2025 school term;

NOW, THEREFORE, be it resolved by the Board of Education of Huntley Community School District No. 158, McHenry/Kane Counties, Illinois, As follows:

Section 1: That Thomas Milbratz shall be dismissed and not reemployed for the next school term and accordingly, that the present contract of employment shall terminate at the close of the present school term in conformance with the terms and for the reasons set forth in the notice which is attached hereto and made a part hereof as Exhibit #1.

Section 2: That the President and Secretary of the Board of Education are hereby authorized and directed to send said employee specified above, a written notice of this Board's decision not to reemploy said employee, by certified mail on or before April 15, 2024, which notice shall be substantially in the form of the exhibits attached hereto.

Section 3: That the Superintendent or her designee shall personally deliver a copy of said notice to each said employee.

Section 4: This Resolution shall be in full force and in effect forthwith upon its passage.

ADOPTED this 21st day of March, 2024 by the following roll call vote:



Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.huntley158.org

Member _____ moved the adoption of the foregoing Resolution, and

Member _____ seconded the Motion. Upon a roll call vote being taken,
the members voted as follows:

AYES: _____

NAYS: _____

ABSENT: _____

Andrew Bittman, Board of Education President

Paul Troy, Board of Education Secretary

Exhibit #1

Certified Mail, Return Receipt Requested



Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.huntley158.org

March 21, 2024

Dear Mr. Milbratz:

We regret to advise you that the Board of Education of Huntley Community School District No. 158, McHenry and Kane Counties, Illinois has determined that you are to be dismissed at the end of the current school term and not reemployed for the 2024– 2025 school term in accordance with Section 5/24-11 of the Illinois School Code.

The Board of Education determined you are not to be reemployed for the following reasons:

1. You have failed to consistently plan coherent instruction for your students as needed or demonstrate the same to your supervisor(s); and
2. You have failed to consistently plan for appropriate review of content prior to summative assessments for your students as needed or demonstrate the same to your supervisor(s); and
3. You have failed to consistently differentiate instructional and learning materials for your students as needed or demonstrate the same to your supervisor(s); and
4. You have failed to consistently select instructional goals that support the content area and ideas that students should be learning in Consumer Education or demonstrate the same to your supervisor(s); and
5. You have failed to consistently share lesson success criteria with students or demonstrate the same to your supervisor(s); and
6. You have failed to consistently establish a culture for learning or demonstrate the same to your supervisor(s); and
7. You have failed to consistently engage students in their learning or demonstrate the same to your supervisor(s); and
8. You have failed to consistently respond to student misbehavior or demonstrate the same to your supervisor(s); and
9. You have failed to provide students with work that would allow development of critical thinking and reasoning skills or demonstrate the same to your supervisor(s); and
10. You have failed to consistently complete IEP paperwork correctly or demonstrate the same to your supervisor(s).

The Board expresses its appreciation to you for the service you have given to the young people of this School District.



Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.huntley158.org

Andrew Bittman, President, Board of Education

Paul Troy, Secretary, Board of Education