



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

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**Date:** November 9, 2023  
**Title:** Crossing Guard Services - Proposal for Third Party Contracted Services  
**Contact:** Amy McPartlin, Assistant Superintendent for Finance & Operations

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**BACKGROUND INFORMATION:**

As previously discussed with the Board, the Prospect Heights Police Department (PHPD) currently operates with a very limited staff. Due to budget cuts within the municipality, there are no longer any Community Service Officers and they are down to only three officers per shift. Since 2003 and in accordance with Illinois Law and School Code, Prospect Heights School District 23 has contracted with the PHPD to *"employ persons for the purpose of directing traffic upon school grounds and on or along streets and highways or portions thereof within a radius of one mile from such school grounds, or to share the cost of employing such persons with or accept the employment of such persons by any unit of local government."* 105 ILCS 5/10-22.8a

There is and continues to be a mutual interest in collaboration to best serve the staff and students of School District 23 and the larger community by having the Police Department continue to offer crossing guard support at several intersections along Schoenbeck Road. However, current staffing challenges have resulted in inconsistent guard coverage and the Police Department is no longer able to provide dependable support in this area.

As several police departments and school districts experience difficulties in fully staffing their crossing guard assignments, many are turning to contracted service providers to do so. In researching third party vendors to provide crossing guard services, Administration contracted five vendors to provide a proposal for services. Andy Frain rose to the top, with many districts citing consistent, reliable coverage with adequate substitute pools and administrative support.

Following receipt of a proposal and review by the District's legal team, the recommendation is being made to grant the termination of the current IGA with the Prospect Heights Police Department (dtd. 08.18.2003) and approve the contract with Andy Frain Services from November 15, 2023 - June 30, 2024. At that time, the Administration will conduct a formal bid process for District 23 and establish a new multi-year contract for crossing guard services for Board approval.

**ADMINISTRATIVE CONSIDERATIONS:**

The District currently spends approximately \$38,000 on crossing guard services at four locations each year. Under the current proposal from Andy Frain, coverage would be provided at three intersections, before and after school, at an annual cost of just under \$66,000/year. The crossing at the Schoenbeck Road/Camp McDonald intersection in front of Eisenhower would be eliminated, as this is no longer a student crossing area.

**RECOMMENDED ACTION:**

That the Board of Education accepts the proposal for crossing guard services from November 15, 2023 through June 30, 2024 at an annual cost not to exceed \$66,000.