Sugar Webs is the assumed business name of Stacey Elliott, a freelance web designer, web developer, and graphic designer. I have worked with school districts as a consultant, designer, trainer, developer, and webmaster since 2006.

Based on my preliminary discussion with Gina Steinbrecher, I have prepared the following project scope and cost estimate.

Project Scope and Process Summary

Sugar Webs proposes to reorganize, restructure, and update the content of the West Chicago Elementary School District 33 website (wego33.org) to provide a simplified, user-friendly experience for its visitors. The site will remain with Blackboard on the template and Content Management System (CMS) as provided.

The project will include multiple rounds of navigation reorganization and content restructuring and consolidation.

Reorganization/Planning Process
- Sugar Webs will outline the current navigation and all of its sub-links.
- New navigation: select the main navigation and icon links.
- All links will be distributed and organized into the new navigation with additions and removals as necessary.
- Together, we will perform rounds of organizing the navigation as necessary until we have drilled down through all of the site sections and their contained links.

Restructuring/Content Design Process
All content will be moved and then restructured and consolidated as necessary.

- New navigation will be added and hidden from public view. All content will be reconstructed. Selected users (e.g., Gina) will be able to see the new navigation and content progress when logged into the website.
- Upon approval of the new content, the "old" navigation and content will be hidden, and the new will be revealed.

Essentially, a new site (new content pages) will be created behind the current site.

After publishing the new content, old links will be forwarded as necessary, and the remaining content and links will be deleted from the website's administration area.

Client Responsibility

District 33 agrees to assume responsibility for:

- Administrative access to Blackboard CMS
- Instruction, feedback, and updated content files provided in a timely manner
- Collaboration in the reorganization process
- Payments that follow the structure defined and agreed. Sugar Webs standard payment schedule requires 25% of the estimated cost to commence work and the remaining balance upon completion

Estimated Project Cost

Project cost for the website include:

- Consultation, meetings, and planning
- Manual reorganization of the navigation
- Manual restructuring of current/additional updated site content
- Photos and graphics as needed

Estimated Project Total Cost: $7500.00

Thank you for the opportunity to submit a proposal for the reorganization and updating of the West Chicago Elementary District 33 website. If you have any questions or would like to discuss the project further, please don't hesitate to contact me.

Stacey Elliott / Sugar Webs
p: (708) 543-8589
e: stacey@sugarwebs.net

Additional Services and Ongoing Support

Sugar Webs can provide your district with:

- Website Updates & Maintenance
- Graphic Design/Image Services for web and/or print (e.g., banners, social media graphics, flyers, etc.)
- Web/Internet & Program/Service Consulting
- Presentation Support (e.g., PowerPoint, Google Slides, handbooks, manuals, etc.)
- Phone/Email Support & Instruction

Additional Service and Ongoing Support Pricing

Every organization has different needs and expectations for their websites which is why Sugar Webs' pricing schedules are flexible and rates are negotiable. I am open to discussing rates and terms that fit the needs of the district. These terms include any/all of the above listed services.

School district pricing and contract terms

Contract Duration	Terms	Pay Schedule	Rate
1-Year	Unlimited (Timelog submitted monthly)	Monthly	$100/mo* + $50/hr
1-Year	Average of 5 hr/mo or 15 hr/qtr (Timelog submitted quarterly)	Quarterly	$300/mo ($900 quarterly invoice)
No Contract	No terms, phone or email as needed. Description of service and time included on invoice.	Invoice sent the 1st of the month	$65/hr (1 hour minimum)

*A service fee is applied each month and is the equivalent of two (2) hours of maintenance time ($100/mo). The service fee is charged regardless of any services used each month. The service fee covers any trivial charges (e.g., phone calls, emails, quick changes/updates) and reserves Sugar Webs as your "contracted employee". Maintenance time is charged in 15-minute increments and can be requested anytime. Under normal circumstances, most common maintenance requests are completed within 48 hours of the request.

Services NOT included:

- Travel/Visitation – On-site Consultation/Support
- On-site Training & Instruction

Experience in Education

Sugar Webs has worked with multiple school districts and other educational facilities over the years. Please feel free to contact* any of the following references as I am confident that I have provided excellent service and you will hear great things!

Some contact information not provided, the people that I worked with are no longer with those districts.

Crete-Monee School District

Title:	District Webmaster	Timeframe:	2006-Present
Duties:	District site updates, training, consultation, and graphic design for web and print materials. Support building webmasters and run social media accounts.	Reference Contact:	Dr. Kara Coglianese *Superintendent* E: coglianesek@cm201u.org P: (708) 367-8300
		Website:	www.cm201u.org *Website created by SchoolMessenger*

Evanston/Skokie School District 65

Title:	District Webmaster	Timeframe:	2015-Present
Duties:	Create requested graphics for web and print materials. Website training, consulting, and updates. Support building webmasters.	Reference Contact:	Melissa Messinger *Communications Coordinator* E: messingerm@district65.net P: (847) 859-8100
		Website:	www.district65.net *Website created by Blackboard*

Grant Park School District 6

Title:	Web Designer / Developer	Timeframe:	Site created in 2017
Duties:	Site design & development. Training & instruction. Site updated and maintained by client.	Reference Contact:	Andy Dillman *Technology Director* E: andy.dillman@grantparkdragons.org P: (815) 465-2181
		Website:	grantparkdragons.org *Sugar Webs site - maintained by client staff*

Kankakee Area Special Education Cooperative (KASEC)

Title:	Web Designer / Developer	Timeframe:	Site created in 2017
Duties:	Site design & development. Training & instruction. Site updated and maintained by client.	Reference Contact:	Debra Quain *Director* E: quaind@kasec.org P: (815) 422-4151
		Website:	kasec.org *Sugar Webs site - maintained by client staff*

St. Anne School District 256

Title:	Web Designer / Developer	Timeframe:	Site created in 2016
Duties:	Site design & development. Training & instruction. Site updated and maintained by client.	Reference Contact:	Charles Stegall *Superintendent* E: stegallc@gapps.sachs302.org P: (815) 422-5022
		Website:	Sugar Webs site no longer in use

St. Anne School District 302

Title:	Web Designer / Developer	Timeframe:	Site created in 2016
Duties:	Site design & development. Training & instruction. Site updated and maintained by client.	Reference Contact:	Charles Stegall *Superintendent* E: stegallc@gapps.sachs302.org P: (815) 422-5022
		Website:	Sugar Webs site no longer in use

Mother Teresa Catholic Academy

Title:	Web Designer / Developer	Timeframe:	Site created in 2011
Duties:	Site design & development. Training & instruction. Site updated and maintained by client.	Reference Contact:	Donna Cepela E: dcepela@mtcacademy.org
		Website:	www.mtcacademy.org *Sugar Webs site - maintained by client staff*

Community Consolidated School District 168

Title:	Web Designer / Developer	Timeframe:	2012
Duties:	Site design & development. Training & instruction. Site updated and maintained by client.	Website:	Sugar Webs site no longer in use

West Harvey-Dixmoor School District 147

Title:	District Webmaster	Timeframe:	2008-2015
Duties:	Site design & development. All web updates and site maintenance.	Reason for leaving:	New Superintendent. Restructuring of the technology department.

Harvey School District 152

Title:	District Webmaster	Timeframe:	2007-2014
Duties:	Site design & development. All web updates and site maintenance.	Reason for leaving:	New Superintendent. Restructuring of the technology department.

Ford Heights School District 169

Title:	District Webmaster	Timeframe:	2008-2010
Duties:	Site design & development. All web updates and site maintenance.	Reason for leaving:	Replaced by e-rate web company.