

Buildings & Sites Committee Meeting

Thursday, August 5, 2021 8:00 AM

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

I. Call to Order

II. Discussion Items

A. Lost Time - Overtime Report

B. Construction Project Tracking Sheet

C. Summer 2021 Projects Update

D. ESSER Discussions and Implications for
Buildings and Sites

E. Review of Rental Agreements - Polish Schools

III. Old Business

IV. New Business

V. **Adjournment**

Report -Prospect Heights School District 23
 PERIOD: 07/01/21 -07/29/21

EMPLOYEE	REG	OT1	OT2	VAC	HOL	SIC	OTH	TOTAL
CUSTODIAN DAY SHIFT								
1 Jose Blanco -334306	117:00	9:45		30:00	10:00			166:45
2 JoAnn Brant -1000022	124:30			20:00	10:00	10:00		164:30
3 Richard Ewanio -665428	136:30			10:00	10:00			156:30
4 Miguel Rubio -527342	148:30	8:45			10:00			167:15
Total:	526:30	18:30		60:00	40:00	10:00		655:00
CUSTODIAN NIGHT SHIFT								
1 Janina Babon -1000114	148:00				8:00			156:00
2 Juan Chavez-Munoz -928405	102:00			30:00	10:00			142:00
3 Ma del Socorro Gonzalez de Ruiz -1000213	150:00				10:00			160:00
4 Brian Hitzeman -348398	85:15			60:00	10:00			155:15
5 Jose Marroquin -1000138	138:00	7:00			10:00			155:00
6 Carlos Rubio -628904	130:00				10:00	18:00		158:00
7 Gordana Zecevic -1000193	139:30				10:00			149:30
Total:	892:45	7:00		90:00	68:00	18:00		1075:45
CUSTODIAN PART TIME								
1 Rodolfo Jimenez -1000194	72:15			4:00				76:15
PORTER								
1 Thomas Vergil -1000165	126:00			16:00	8:00	8:00		158:00
Grand Total :	1617:30	25:30		170:00	116:00	36:00		1965:00

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MASTER PROJECT TRACKING 2021

			C	D	E	F	G	H	I
			BASE BID AND ALTERNATES			INCLUDED WITHIN TOTAL CONTRACT			
WORK	VENDOR	ORIGINAL CONTRACT	CURRENT CONTRACT	COMPLETED AND PAID YTD	REMAINING BALANCE TO BE PAID	PROJECT CONTINGENCIES	CHANGE ORDER TAG	CHANGE ORDER AMOUNT	CONTINGENCIES REMAINING
HVAC	EMCOR	\$421,000.00	\$421,000.00	\$340,650.00	\$80,350.00	\$15,000.00			\$15,000.00
ROOFING	L MARSHALL	\$485,000.00	\$485,000.00	\$326,709.00	\$158,291.00	\$16,698.00			\$16,698.00
BUILDING AUTOMATION	HONEYWELL	\$148,000.00	\$148,000.00	\$22,200.00	\$125,800.00	\$10,000.00			\$10,000.00
HVAC Commissioning	E Cube	\$24,000.00	\$24,000.00	\$8,452.50	\$15,547.50	\$0.00			\$0.00
UPDATED 7.28.21	SUBTOTALS	\$1,078,000.00	\$1,078,000.00	\$698,011.50	\$379,988.50	\$41,698.00		\$0.00	\$41,698.00

IDEA 1

1/8" Graph Paper

Need to place
40 2x2' stepping stones

FENCE LINE

40 FT.

Shed

Planter Box 6x6

Tree
1x1
Box

Slab 8x8
Frame 1x6 6x6

TRUNK
Going to Building

← Sidewalk →

Light Post

Recycling Container Slab

← Sidewalk →

2021 FEMA & ESSER I & II Funding						2021-24 ESSER III Allocation Anticipated Funding - \$1,093,264.00				
FEMA Approved Covid Expenditures - \$75,000			Expenditure Grouping		2021-23 ESSER II Allocation - Anticipated Funding - \$467,692		Suggested Expenditure	Repeat Mention	Cost Estimate	Notes
Expenditure	NON-PPE	PPE	Personnel		Expenditure	Project Estimate	Outdoor Learning Spaces (Includes structure, furnishings & WiFi Access Points & Supporting Licensing) \$100K/Each	X	\$300,000.00	Continue to explore at a reduced structural scope (incl. furnishings & wifi)
Nitrile Gloves		\$489.12	Technology		Large Space AV/Sound System Enhancements	\$175,000.00	Additional Lunch Tables - MacArthur		\$5,000.00	OK for ESSERS
Face Masks (N95 & Custom)		\$15,631.41	Space Modification		Refresh of iPads at Grade 5	\$59,680.00	Apple TV's/Projectors in all of the classrooms & existing board removals	X	\$100,000.00	OK for ESSERS
Disposable Gloves		\$952.00	Curriculum/ Programming		Reading Interventions (Lexia) Tier 2 & Tier 3	\$48,000.00	DocuSign Software		\$2,500.00	OK for ESSERS
Face Shields		\$674.00	Mitigation Supplies - Equipment		After School Tutoring	\$15,000.00	Reading Programs for All Students (Incl. SpEd & Intervention)		\$225,000.00	Learning Loss Allocation
Disinfectant (Virex & Oxivir)	\$910.85				Dedicated Building Subs (2021-22)	\$100,000.00	Math Intervention and SpEd Programming		\$50,000.00	Learning Loss Allocation
HVAC MERV 11 Filters	\$1,419.00		2020-21 ESSER I (CARES) Allocation - \$125,000		2021-22 Personnel (BTSB Committees)	\$20,000.00	Community Engagement Events		\$10,000.00	
Misc. Custodial Supplies	\$6,331.04		Expenditure	Cost	Mask - Order	\$10,000.00	Purchase of Tier 2 & 3 SEL intervention materials		\$25,000.00	Learning Loss Allocation
Hand Sanitizer	\$13,195.24		Forehead Thermometers	\$2,782.10	Full MERV Filter Exchange for All Sites (FY21)	\$13,870.56	SEL/Wellness for staff members	X	\$7,500.00	
Sanitation Stations	\$4,250.00		Student iPads - 350	\$102,900.00	Honeywell Programming (FY21) (Air Damper Controls)	\$8,611.00	Summer Bridge program (2022)	X	\$97,420.00	Learning Loss Allocation
Pathosans Generation Unit & Supplies	\$15,702.20		iPad Cases - 700	\$18,837.00	PODS for Furniture Storage (FY21) (Monthly: \$1,665.93)	\$15,000.00	Dedicated Building Subs (4) to be added to the staffing plan and budgeted	X	\$160,000.00	4@\$65,000 = \$260K (Split with ESSERS II)
Electrostatic Sprayer	\$772.20		Total:	\$124,519.10	Total:	\$465,161.56	Before/after school tutoring	X	\$30,000.00	Learning Loss or Disproportionality Allocation
Plexiglass Dividers	\$2,375.00						Busses for before/after school tutoring - \$197/route			Learning Loss or Disproportionality Allocation
Building & Floor Signage	\$4,149.14						Part-time LPN to assist with COVID Testing			
Total:	\$49,104.67	\$17,746.53					COVID Planning Stipend		\$25,000.00	
							Additional supervisors for entry/lunch/recess (Additional 3 Lunch and 2 Bus requested at Mac, 2 Bus/lke)	X	\$15,143.00	OK for ESSERS- supervisors (\$3,029/Each for Lunch, \$1,514/Each - Bus)
							Folding Tables & Chairs		\$5,900.00	
							Scrubs/Jackets for EC & SAIL Staff		\$5,000.00	
							MERV Filter Orders	X	\$14,000.00	One full cycle of replacements
							Entry Stations (Sanitizer/Signage)	X	\$5,000.00	
							Total:		\$1,082,463.00	



**AGREEMENT BETWEEN
THE BOARD OF EDUCATION OF PROSPECT HEIGHTS SCHOOL DISTRICT 23
COOK COUNTY, ILLINOIS
AND
THE JAN III SOBIESKI SCHOOL
FOR THE USE OF MACARTHUR MIDDLE SCHOOL**

THIS AGREEMENT is made and entered into on the dates hereinafter set forth by and between the Board of Education of Prospect Heights School District 23, Cook County, Illinois (“School District”) and the Jan III Sobieski School, an Illinois Not-for Profit (“The School”).

WITNESSETH

WHEREAS, the School District is the owner of a school building and ground commonly known and referred to as MacArthur Middle School (the “School”), located at 710 N. Schoenbeck Road, Prospect Heights, Illinois; and

WHEREAS, the Jan III Sobieski School desires to use portions of the Schools for purpose of holding Saturday Polish School program activities; and

WHEREAS, the School District has determined that the Jan III Sobieski School’s use of the School for Polish School activities on agreed upon dates and hours would not interfere with the School District’s delivery of educational services to its students and residents, and has further determined that such use may enhance delivery of such educational services to the community; and

WHEREAS, the School District has been granted the control and supervision of school grounds and the authority under Section 10-22.10 of the *Illinois School Code* (105 ILCS 5/10-22.10) to grant the use of school grounds, under such provisions and control as they may see fit to impose and for the conducting of recreational, social and civic activities in the school building or on the school grounds or both; and

WHEREAS, the parties hereto have determined that it is in their respective best interests and the best interests of the residents of the School District to enter into this Agreement to enter into this Agreement.

NOW THEREFORE, in consideration of the foregoing recitals, and the mutual covenants and promises contained below, the sufficiency of which is hereby acknowledged, the parties do hereby agree as follows:

I. TERM, PAYMENTS, & TERMINATION

- 1.1 **Term** - The term of this Agreement shall be for a period of three (3) years, commencing on September 1, 2021, and continuing thereafter through June 30, 2024, unless terminated prior to that date, as provided in this Agreement.
- 1.2 **Rates** - On an annual basis, by June 1st of each year, the School will meet with the Director of Buildings and Grounds to determine calendar, and specific areas of use based on projected enrollment for the coming year. Rates will be in accordance with the District's facility rental rates as shown in Exhibit A.
- 1.3 **Invoicing** - The Jan III Sobieski School shall be invoiced by the District on a monthly basis. Payment terms with the School shall be on a net ten day basis. Overdue payments may be subject to a \$150.00 late fee.
- 1.3 **Termination** - Each party reserves the right to terminate this Agreement upon ten (10) days advance written notice due to the breach by the other party of its obligations under this Agreement.
- 1.4 **Effect of Termination** - The termination of this Agreement shall not alleviate any responsibility to pay or make repairs occurring during the effective period of this Agreement.
- 1.5 **Condition of Property** - At the expiration of this Agreement, whether by lapse of time or otherwise, the Jan III Sobieski School shall leave the School Properties in substantially the same condition, normal wear and tear attributable to the School's use excepted, as in existence at the time of the execution of this Agreement. To the extent the Academy does not meet this obligation, the School District may seek reimbursement for expenses incurred for any work necessary to restore the School to substantially the same condition as in existence at the time of the execution of this Agreement.
- 1.6 **Destruction of Property** - In the event any school or district property is damaged or destroyed such that occupancy and use of the school building is not possible or permitted, this Agreement shall terminate.

II. USE

- 2.1 **Use** - Subject to the conditions set forth herein, the School District shall make available spaces for use located at MacArthur Middle School during the term of this Agreement and during times when there are no conflicting school sponsored activities. The School District will select the classrooms to be used and notify the School prior to the first use. The School District may redesignate the classrooms subject to this Agreement at any time. The School shall have a license to use the property only, and shall not have any right ownership or possessory rights of any kind or nature.
- 2.1.1 **Kitchen Facilities** - Jan III Sobieski School may not use the kitchen facilities at the schools except with the prior consent of the School District, and if it hires the services of the School District's food service provider to oversee the use of the kitchen. The provision of the School

District's consent is at its sole discretion and is not subject to challenge.

- 2.1.2 **Weather/Building Closures** – In the event of adverse weather conditions or conditions in the building, the School District may close the building and Jan III Sobieski School may reschedule missed sessions to a mutually agreeable date and time.
- 2.2 **Priority of Use** - The School District shall have priority over the Jan III Sobieski School in both scheduling and use of the School and in the actual use where circumstances unforeseen at the time of scheduling require School District use. The School District shall immediately notify the School upon first learning of circumstances which require scheduling changes and shall take reasonable steps to avoid conflicts, and shall attempt to provide alternative times or locations where possible. The School shall have priority over other activities not sponsored by the School District. The Jan III Sobieski School shall immediately notify the School District of cancellation.
- 2.3 **Scheduling** - The Director of Buildings & Grounds and the Director of the Jan III Sobieski School or his/her designee shall jointly establish the schedule of use by August 31st of each contract year, in accordance with the requirements of Section 2.1 above, and shall attach a copy of the schedule to this Agreement as Exhibit B. The District is closed and no facility usage is available on national holidays, Thanksgiving Break, Winter Break, or Spring Break.
- 2.4 **Appropriate Use** - The Jan III Sobieski School will use those portions of the School for their reasonably intended uses. Operating procedures will be reviewed by the parties prior to the first use. The Jan III Sobieski School agrees to comply with all School District policies in conducting its activities at the School.
- 2.5 **Storage** - The School District will accommodate the limited storage of the Jan III Sobieski School property at the School in a location reasonably accessible to the Academy. The School District will not be liable for any loss of use of said property due to theft, damage, or destruction. The School shall be solely responsible for obtaining insurance protecting against the theft, damage, or destruction of its property, and waives any right of recovery against the School District.
- 2.6 **Non Jan III Sobieski School Activities** - The Jan III Sobieski School may not rent or permit the use of the School for non-school activities during its scheduled usage time.

III. MAINTENANCE

- 3.1 **Maintenance** - The School District shall be responsible for the day to day maintenance of the buildings and structures on the School. The School will render each portion of the School its uses to its original and broom clean condition after each use.
 - 3.1.1 **Snow Removal** – The School District will be responsible for snow plowing when snow reaches a depth of one (1) inch or more. The School District custodian on duty will remove snow from the sidewalks in front of the school regardless of the amount of snowfall or depth.
- 3.2 **Custodial Maintenance** – In the event the School leaves a classroom in a condition that requires custodial maintenance in addition to the School District's usual and customary custodial maintenance, the District will notify the Jan III Sobieski School and the School will pay to the School District the cost of such custodial maintenance, including the extra time for completion of

cleaning at the agreed upon rate as stated in Exhibit A to this Agreement.

- 3.3 **Construction and Renovation** - The Jan III Sobieski School acknowledges that from time to time it may be necessary for the District to undertake construction, renovation, or repair projects with respect to the School. In such cases where the construction, renovation, or repair is anticipated or not in response to an emergency, the School District shall consult with the Jan III Sobieski School to minimize the interruption or impact on the School's use of the School. Where construction, renovation, or repair is in response to an emergency, the School District will make reasonable attempts to accommodate rescheduling or relocation of the School's activities.
- 3.4 **General Supervision** - The Jan III Sobieski School shall provide supervision of all of its activities occurring at the School. The School District shall provide training to the School's employees regarding security procedures at the School.
- 3.5 **Exterior Door Supervision** - The Jan III Sobieski School shall provide supervision at all entry and exit doors used for its purposes during arrival and dismissal times. At no time should exterior doors be propped open without proper supervision. Exterior doors should remain closed and locked outside of arrival and dismissal times.
- 3.6 **Classroom Supervision** - The Jan III Sobieski School shall provide supervision of students while in classrooms and other spaces at all times.
- 3.7 **Classroom Supplies** - The Jan III Sobieski School shall provide all necessary supplies required for the operation it's school curriculum. No District 23 classroom supplies should be used for such purposes.
- 3.8 **Classroom Furniture** - District 23 strongly prefers that the School not move any classroom furniture for its school curriculum. Should the School require any furniture to be moved, it is The School's responsibility to place furniture back in its original configuration.

IV. INSURANCE AND INDEMNIFICATION

- 4.1 **Insurance** - The Jan III Sobieski School shall procure and maintain, at its sole cost and expense, policies of insurance covering its use of the School as provided in the Agreement, in reasonable and appropriate amounts to be agreed upon by the School District and the School as hereinafter provided, including comprehensive personal injury, property damage, workers' compensation, automobile liability and, if applicable, professional liability or errors and omissions coverage.
- 4.2 **Additional Insured** - The policies of insurance obtained and maintained by the Jan III Sobieski School shall name the School District, its Board, Board members, and employees as additional insureds.
- 4.3 **Insurance Certificates** - All insurance policies procured herein or certificates evidencing the existence thereof shall be delivered by the Jan III Sobieski School to the School District within ten (10) of the School's execution of this Agreement and before its use of the School. Said policies

shall contain a provision that at least thirty (30) days prior to the termination, nonrenewal or modification thereof, each party shall receive written notice of the termination, nonrenewal or modification.

- 4.4 **Indemnification by Jan III Sobieski School** – The School shall indemnify and hold harmless the School District, Board of Education, Board members, its officers, employees and agents for any costs, claims, actions or causes of action, including reasonable attorneys’ fees, which may arise from The School’s use of the building or from the School’s obligations under this Agreement, except to the extent of the negligence, gross negligence, willful and wanton, or intentional misconduct of the School District, its Board of Education, Board members, officers, employees or agents.
- 4.6 **Incident Reports** - In the event of an incident involving injury to persons or property occurring during the Jan III Sobieski School’s use of the building, the School shall provide the District with an incident report as soon thereafter as practicable.

V. MISCELLANEOUS PROVISIONS

- 5.1 **Binding Effect** - This Agreement shall be binding upon and insure to the benefit of the successors and assigns of the parties as if they too were parties to this Agreement.
- 5.2 **Assignment** - Neither party shall have the right to assign this Agreement without the prior written consent of the other party.
- 5.3 **Severability** - The invalidity of any provision of this Agreement shall not render invalid any other provision herein. If for any reason any provision of this Agreement is determined by a court of competent jurisdiction to be invalid or unenforceable, that provision shall be deemed severed and this Agreement shall remain in full force and effect with that provision severed or modified by court order.
- 5.4 **Waiver** - Failure of any party to this Agreement to insist upon the strict and prompt performance of the terms, covenants, agreements and conditions herein contained, or any of them, upon any other party imposed, shall not constitute, or be construed as a waiver or relinquishment of any party’s right thereafter to enforce any such term, covenant, agreement or condition, but the same shall continue in full force and effect. Waiver by either party of a breach of any term, covenant or condition herein shall not be deemed a waiver of such term, covenant or condition on any subsequent breach of the same or any other term, covenant or condition herein.
- 5.5 **Notices** - All notices required hereunder shall be in writing and shall be served personally or by registered or certified mail, return receipt requested, upon the other party’s Superintendent or Director at the party’s principal administrative offices. Notices which must be made regarding rescheduling activities or use should first be made by telephone or facsimile.
- 5.6 **Governing Law** - This Agreement shall be governed, interpreted and construed according to the laws of the State of Illinois.

- 5.7 **Attorneys' Fees** - In the event of litigation between the parties with respect to any matter related to this Agreement, each party shall bear the cost of its own attorneys' fees.
- 5.8 **Execution of Counterparts** - This Agreement may be executed in multiple counterparts or duplicate originals, each of which shall constitute and be deemed as one and the same document.
- 5.9 **Amendment** - Except as specified herein, this Agreement contains the entire agreement of the parties and shall supersede any prior written or oral agreements or understandings. This Agreement may only be altered, modified or amended upon the written consent and agreement of both parties hereto duly adopted as required by law. This Section shall not be interpreted to preclude or limit, however, the amendment or modification of regulations, procedures or policies established by the parties.

THIS AGREEMENT, for a period of three (3) years, commencing on September 1, 2021, and continuing thereafter through June 30, 2024, is hereby agreed to by the parties, as evidenced by signature of authorized representatives below.

BOARD OF EDUCATION OF
 PROSPECT HEIGHTS SCHOOL
 DISTRICT 23, Cook County, Illinois

Jan III Sobieski School,
 an Illinois not-for-profit

By: _____
 President

By: _____
 Its Duly Authorized Representative

Attest: _____
 Secretary

Dated: _____

Dated: _____



EXHIBIT A- Rental Rates

**Jan III Sobieski School (MacArthur Middle School)
2021-22 School Year**

Total Rooms Used	11-14 Classrooms
Total Rental Hours Per Use	6 Hours
Rental Rate Per Hour	\$163.26

Rental rates will be billed on a monthly basis.

EXHIBIT A, for the 2021-22 School Year is hereby agreed to by the parties, as evidenced by signature of authorized representatives below.

BOARD OF EDUCATION OF
PROSPECT HEIGHTS SCHOOL
DISTRICT 23, Cook County, Illinois

JAN III SOBIESKI SCHOOL,
an Illinois not-for-profit

By: _____
President

By: _____
Its Duly Authorized Representative

Attest: _____
Secretary

Dated: _____

Dated: _____



**AGREEMENT BETWEEN
THE BOARD OF EDUCATION OF PROSPECT HEIGHTS SCHOOL DISTRICT 23
COOK COUNTY, ILLINOIS
AND
THE WANDA RUTKIEWICZ ACADEMY
FOR THE USE OF BETSY ROSS ELEMENTARY SCHOOL AND
ANNE SULLIVAN ELEMENTARY SCHOOL**

THIS AGREEMENT is made and entered into on the dates hereinafter set forth by and between the Board of Education of Prospect Heights School District 23, Cook County, Illinois (“School District”) and the Wanda Rutkiewicz Academy, an Illinois Not-for Profit (“The Academy”).

WITNESSETH

WHEREAS, the School District is the owner of a school building and ground commonly known and referred to as Anne Sullivan Elementary School and Betsy Ross Elementary School (the “Schools”), located at 700 N. Schoenbeck Road, Prospect Heights, Illinois; and

WHEREAS, the Wanda Rutkiewicz Academy desires to use portions of the Schools for purposes of holding Friday and Saturday Polish School program activities; and

WHEREAS, the School District has determined that the Wanda Rutkiewicz Academy’s use of the School for Polish School activities on agreed upon dates and hours would not interfere with the School District’s delivery of educational services to its students and residents, and has further determined that such use may enhance delivery of such educational services to the community; and

WHEREAS, the School District has been granted the control and supervision of school grounds and the authority under Section 10-22.10 of the *Illinois School Code* (105 ILCS 5/10-22.10) to grant the use of school grounds, under such provisions and control as they may see fit to impose and for the conducting of recreational, social and civic activities in the school building or on the school grounds or both; and

WHEREAS, the parties hereto have determined that it is in their respective best interests and the best interests of the residents of the School District to enter into this Agreement to enter into this Agreement.

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- 1.5 **Condition of Property** - At the expiration of this Agreement, whether by lapse of time or otherwise, the Wanda Rutkiewicz Academy shall leave the School Properties in substantially the same condition, normal wear and tear attributable to the Academy's use excepted, as in existence at the time of the execution of this Agreement. To the extent the Academy does not meet this obligation, the School District may seek reimbursement for expenses incurred for any work necessary to restore the School to substantially the same condition as in existence at the time of the execution of this Agreement.
- 1.6 **Destruction of Property** - In the event any school or district property is damaged or destroyed such that occupancy and use of the school building is not possible or permitted, this Agreement shall terminate.

II. USE

- 2.1 **Use** - Subject to the conditions set forth herein, the School District shall make available spaces for use located at Betsy Ross Elementary and Anne Sullivan Elementary Schools during the term of this Agreement and during times when there are no conflicting school sponsored activities. The School District will select the classrooms to be used and notify the Academy prior to the first use. The School District may redesignate the classrooms subject to this Agreement at any time. The Academy shall have a license to use the property only, and shall not have any right ownership or possessory rights of any kind or nature.
 - 2.1.1 **Kitchen Facilities** - Wanda Rutkiewicz Academy may not use the kitchen facilities at the schools except with the prior consent of the School District, and if it hires the services of the School District's food service provider to oversee the use of the kitchen. The provision of the School

District's consent is at its sole discretion and is not subject to challenge.

- 2.1.2 **Weather/Building Closures** – In the event of adverse weather conditions or conditions in the building, the School District may close the building and Wanda Rutkiewicz Academy may reschedule missed sessions to a mutually agreeable date and time.
- 2.2 **Priority of Use** - The School District shall have priority over the Wanda Rutkiewicz Academy in both scheduling and use of the School and in the actual use where circumstances unforeseen at the time of scheduling require School District use. The School District shall immediately notify the Academy upon first learning of circumstances which require scheduling changes and shall take reasonable steps to avoid conflicts, and shall attempt to provide alternative times or locations where possible. The Academy shall have priority over other activities not sponsored by the School District. The Wanda Rutkiewicz Academy shall immediately notify the School District of cancellation.
- 2.3 **Scheduling** - The Director of Buildings & Grounds and the Director of the Wanda Rutkiewicz Academy or his/her designee shall jointly establish the schedule of use by August 31st of each contract year, in accordance with the requirements of Section 2.1 above, and shall attach a copy of the schedule to this Agreement as Exhibit B. The District is closed and no facility usage is available on national holidays, Thanksgiving Break, Winter Break, or Spring Break.
- 2.4 **Appropriate Use** - The Wanda Rutkiewicz Academy will use those portions of the School for their reasonably intended uses. Operating procedures will be reviewed by the parties prior to the first use. The Wanda Rutkiewicz Academy agrees to comply with all School District policies in conducting its activities at the School.
- 2.5 **Storage** - The School District will accommodate the limited storage of the Wanda Rutkiewicz Academy property at the School in a location reasonably accessible to the Academy. The School District will not be liable for any loss of use of said property due to theft, damage, or destruction. The Academy shall be solely responsible for obtaining insurance protecting against the theft, damage, or destruction of its property, and waives any right of recovery against the School District.
- 2.6 **Non-Wanda Rutkiewicz Academy Activities** - The Wanda Rutkiewicz Academy may not rent or permit the use of the School for non-Academy activities during its scheduled usage time.

III. MAINTENANCE

- 3.1 **Maintenance** - The School District shall be responsible for the day to day maintenance of the buildings and structures on the School. The Academy will render each portion of the School its uses to its original and broom clean condition after each use.
- 3.1.1 **Snow Removal** – The School District will be responsible for snow plowing when snow reaches a depth of one (1) inch or more. The School District custodian on duty will remove snow from the sidewalks in front of the school regardless of the amount of snowfall or depth.
- 3.2 **Custodial Maintenance** – In the event the Academy leaves a classroom in a condition that requires custodial maintenance in addition to the School District's usual and customary custodial

maintenance, the District will notify the Wanda Rutkiewicz Academy and the Academy will pay to the School District the cost of such custodial maintenance, including the extra time for completion of cleaning at the agreed upon rate as stated in Exhibit A to this Agreement.

- 3.3 **Construction and Renovation** - The Wanda Rutkiewicz Academy acknowledges that from time to time it may be necessary for the District to undertake construction, renovation, or repair projects with respect to the School. In such cases where the construction, renovation, or repair is anticipated or not in response to an emergency, the School District shall consult with the Wanda Rutkiewicz Academy to minimize the interruption or impact on the Academy's use of the School. Where construction, renovation, or repair is in response to an emergency, the School District will make reasonable attempts to accommodate rescheduling or relocation of the Academy's activities.
- 3.4 **General Supervision** – The Wanda Rutkiewicz Academy shall provide supervision of all of its activities occurring at the School. The School District shall provide training to the Academy's employees regarding security procedures at the School.
- 3.5 **Exterior Door Supervision** - The Wanda Rutkiewicz Academy shall provide supervision at all entry and exit doors used for its purposes during arrival and dismissal times. At no time should exterior doors be propped open without proper supervision. Exterior doors should remain closed and locked outside of arrival and dismissal times.
- 3.6 **Classroom Supervision** - The Wanda Rutkiewicz Academy shall provide supervision of students while in classrooms and other spaces at all times.
- 3.7 **Classroom Supplies** - The Wanda Rutkiewicz Academy shall provide all necessary supplies required for the operation it's school curriculum. No District 23 classroom supplies should be used for such purposes.
- 3.8 **Classroom Furniture** - District 23 strongly prefers that the Academy not move any classroom furniture for its school curriculum. Should the Academy require any furniture to be moved, it is The School's responsibility to place furniture back in its original configuration.

IV. INSURANCE AND INDEMNIFICATION

- 4.1 **Insurance** - The Wanda Rutkiewicz Academy shall procure and maintain, at its sole cost and expense, policies of insurance covering its use of the School as provided in the Agreement, in reasonable and appropriate amounts to be agreed upon by the School District and the Academy as hereinafter provided, including comprehensive personal injury, property damage, workers' compensation, automobile liability and, if applicable, professional liability or errors and omissions coverage.
- 4.2 **Additional Insured** - The policies of insurance obtained and maintained by the Wanda Rutkiewicz Academy shall name the School District, its Board, Board members, and employees as additional insureds.

- 4.3 **Insurance Certificates** - All insurance policies procured herein or certificates evidencing the existence thereof shall be delivered by the Wanda Rutkiewicz Academy to the School District within ten (10) of the Academy's execution of this Agreement and before its use of the School. Said policies shall contain a provision that at least thirty (30) days prior to the termination, nonrenewal or modification thereof, each party shall receive written notice of the termination, nonrenewal or modification.
- 4.4 **Indemnification by Wanda Rutkiewicz Academy** – The Academy shall indemnify and hold harmless the School District, Board of Education, Board members, its officers, employees and agents for any costs, claims, actions or causes of action, including reasonable attorneys' fees, which may arise from The Academy's use of the building or from the Academy's obligations under this Agreement, except to the extent of the negligence, gross negligence, willful and wanton, or intentional misconduct of the School District, its Board of Education, Board members, officers, employees or agents.
- 4.6 **Incident Reports** - In the event of an incident involving injury to persons or property occurring during the Wanda Rutkiewicz Academy's use of the building, the Academy shall provide the District with an incident report as soon thereafter as practicable.

V. MISCELLANEOUS PROVISIONS

- 5.1 **Binding Effect** - This Agreement shall be binding upon and inure to the benefit of the successors and assigns of the parties as if they too were parties to this Agreement.
- 5.2 **Assignment** - Neither party shall have the right to assign this Agreement without the prior written consent of the other party.
- 5.3 **Severability** - The invalidity of any provision of this Agreement shall not render invalid any other provision herein. If for any reason any provision of this Agreement is determined by a court of competent jurisdiction to be invalid or unenforceable, that provision shall be deemed severed and this Agreement shall remain in full force and effect with that provision severed or modified by court order.
- 5.4 **Waiver** - Failure of any party to this Agreement to insist upon the strict and prompt performance of the terms, covenants, agreements and conditions herein contained, or any of them, upon any other party imposed, shall not constitute, or be construed as a waiver or relinquishment of any party's right thereafter to enforce any such term, covenant, agreement or condition, but the same shall continue in full force and effect. Waiver by either party of a breach of any term, covenant or condition herein shall not be deemed a waiver of such term, covenant or condition on any subsequent breach of the same or any other term, covenant or condition herein.
- 5.5 **Notices** - All notices required hereunder shall be in writing and shall be served personally or by registered or certified mail, return receipt requested, upon the other party's Superintendent or Director at the party's principal administrative offices. Notices which must be made regarding rescheduling activities or use should first be made by telephone or facsimile.

- 5.6 **Governing Law** - This Agreement shall be governed, interpreted and construed according to the laws of the State of Illinois.
- 5.7 **Attorneys' Fees** - In the event of litigation between the parties with respect to any matter related to this Agreement, each party shall bear the cost of its own attorneys' fees.
- 5.8 **Execution of Counterparts** - This Agreement may be executed in multiple counterparts or duplicate originals, each of which shall constitute and be deemed as one and the same document.
- 5.9 **Amendment** - Except as specified herein, this Agreement contains the entire agreement of the parties and shall supersede any prior written or oral agreements or understandings. This Agreement may only be altered, modified or amended upon the written consent and agreement of both parties hereto duly adopted as required by law. This Section shall not be interpreted to preclude or limit, however, the amendment or modification of regulations, procedures or policies established by the parties.

THIS AGREEMENT, for a period of three (3) years, commencing on September 1, 2021, and continuing thereafter through June 30, 2024, is hereby agreed to by the parties, as evidenced by signature of authorized representatives below.

BOARD OF EDUCATION OF
 PROSPECT HEIGHTS SCHOOL
 DISTRICT 23, Cook County, Illinois

WANDA RUTKIEWICZ ACADEMY,
 an Illinois not-for-profit

By: _____
 President

By: _____
 Its Duly Authorized Representative

Attest: _____
 Secretary

Dated: _____

Dated: _____

Exhibit A
(Facility Rate Information to be Added)



EXHIBIT A- Rental Rates

**Wanda Rutkiewicz Academy (Ross & Sullivan Schools)
2021-22 School Year
Saturday Use Only**

Total Rooms Used	6-10 Classrooms
Total Rental Hours Per Use	4 Hours
Rental Rate Per Hour	\$163.26

Rental rates will be billed on a monthly basis.

EXHIBIT A, for the 2021-22 School Year is hereby agreed to by the parties, as evidenced by signature of authorized representatives below.

BOARD OF EDUCATION OF
PROSPECT HEIGHTS SCHOOL
DISTRICT 23, Cook County, Illinois

Wanda Rutkiewicz Academy,
an Illinois not-for-profit

By: _____
President

By: _____
Its Duly Authorized Representative

Attest: _____
Secretary

Dated: _____

Dated: _____