

Finance Committee Meeting

Monday, January 3, 2022 6:00 PM

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

I. Call to Order

II. Discussion Items

- A. Financial Reporting to the Committee
- B. 2022-23 Student Fee Recommendation
- C. Budget Resolution - Authorization of Individual
to Prepare the FY2023 Budget
- D. THSD214 Wildstang Usage Agreement - Update
- E. Phase I - MacArthur HVAC Retrofit Contracts
- F. Grodsky Administration Building - Basement
Updates
- G. Plan to Utilize Remaining PHIL Funds
- H. Phase II - MacArthur Middle School Library
- I. SSCIP Annual Insurance Coverage Renewal
(Property, Liability and Cyber)
- J. Early Learning Expansion - Update

III. Old Business

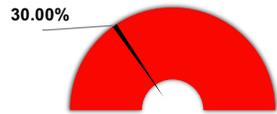
IV. New Business

V. Adjournment

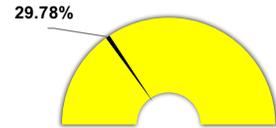
Educational | Operations and Maintenance | Transportation | IMRF | Working Cash | Tort

For the Period Ending November 30, 2021

Projected Year-End Balances as % of Budgeted Expenditures

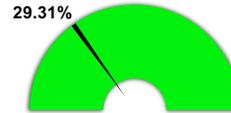


Actual YTD Expenditures



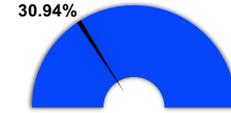
Projected YTD Expenditures
31.80%

Actual YTD Salaries / Benefits



Projected YTD Salaries / Benefits
29.41%

Actual YTD Other Objects



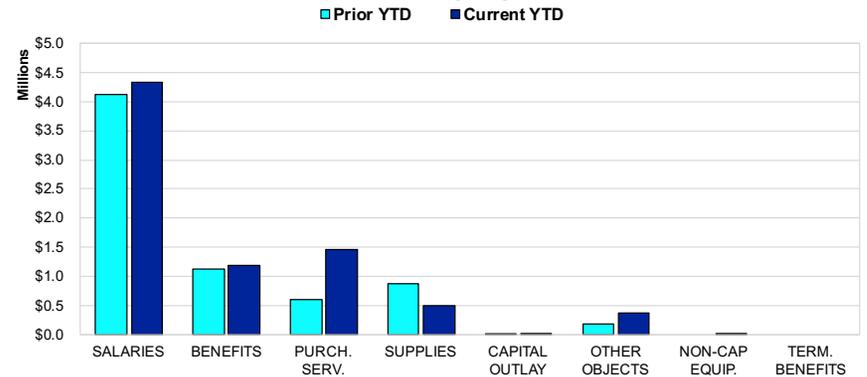
Projected YTD Other Objects
37.73%

All Funds | Top 10 Expenditures by Program YTD

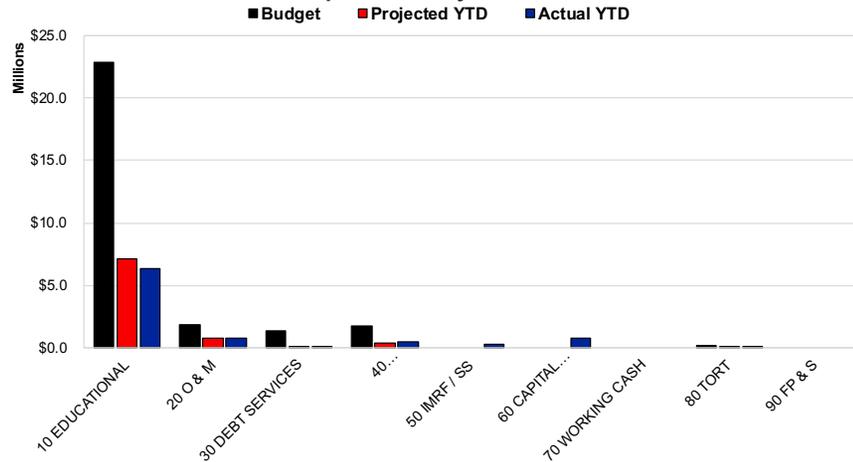
Support Services - Business	\$2,480,506
Regular Programs	\$1,964,942
Special Education/Remedial Programs	\$946,668
Support Services - Instructional Staff	\$723,004
Support Services - Pupils	\$643,634
Support Services - School Administration	\$481,588
Support Services - General Administration	\$310,633
Payments to Other Govt. Units - Tuition (In-State)	\$303,106
Support Services - Central	\$190,604
Bilingual Programs	\$147,136

Percent of Total Expenditures Year-to-Date **92.20%**

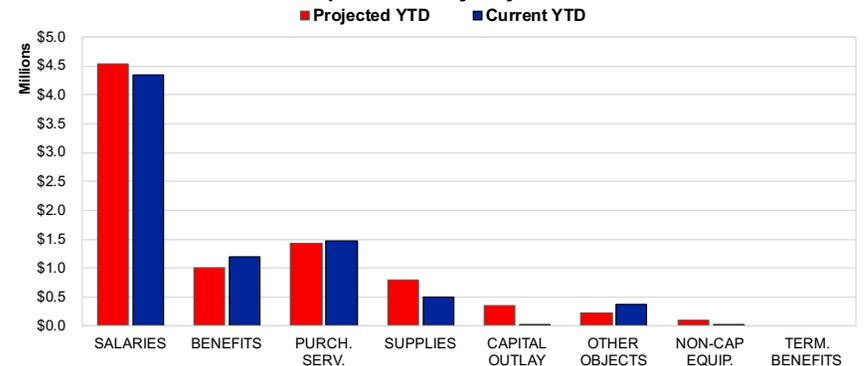
Expenditures by Object



Expenditures by Fund



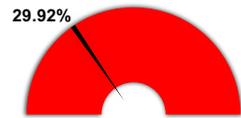
Expenditures by Object



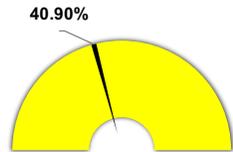
Educational | Operations and Maintenance | Transportation | IMRF | Working Cash | Tort

For the Period Ending November 30, 2021

Projected Year-End Balances as % of Budgeted Revenue

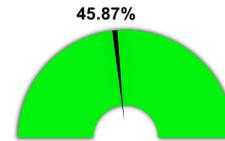


Actual YTD Revenues



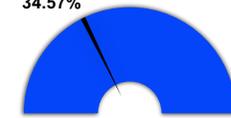
Projected YTD Revenues
43.48%

Actual YTD Local Sources



Projected YTD Local Sources
45.72%

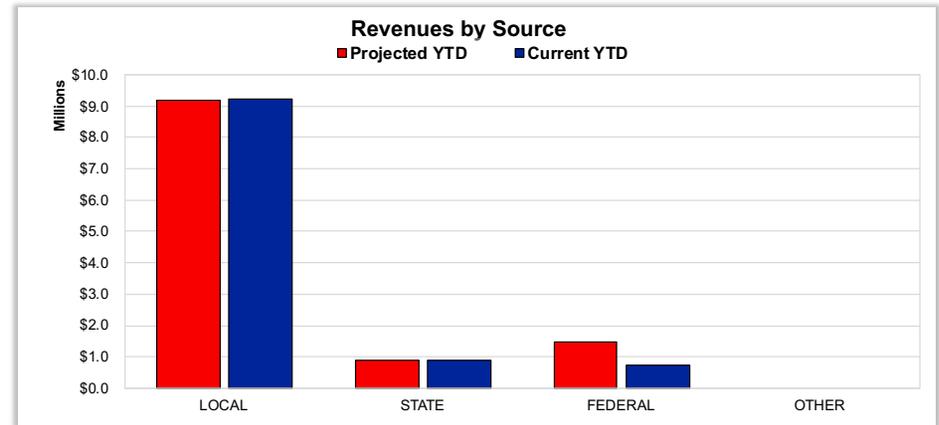
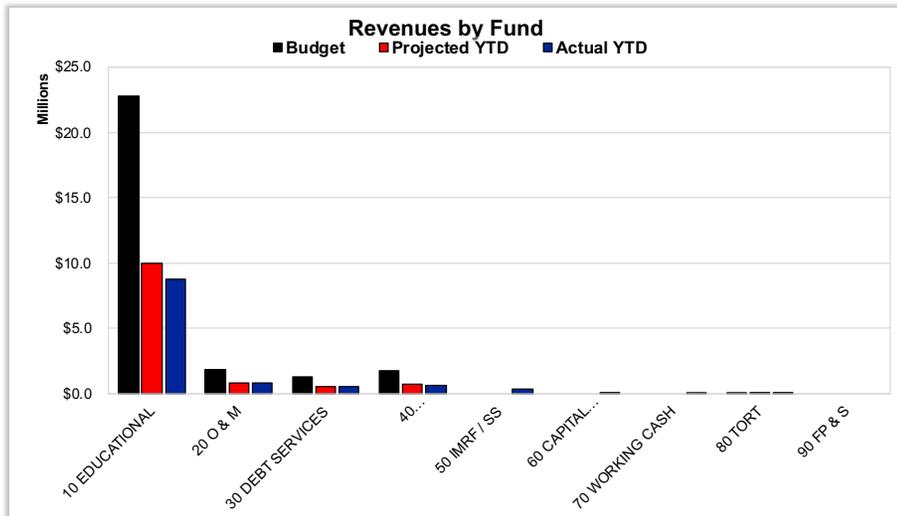
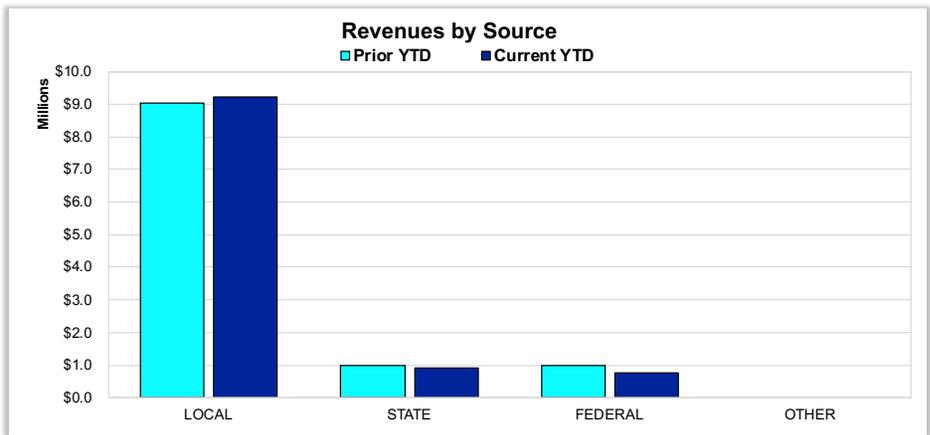
Actual YTD State Sources



Projected YTD State Sources
33.94%

All Funds | Top 10 Sources of Revenue YTD

Ad Valorem Taxes	\$9,411,067
Unrestricted Grants-in-Aid	\$671,184
Food Service	\$393,786
State Transportation Reimbursement	\$193,264
Other Revenue from Local Sources	\$152,424
Textbook Income	\$137,423
Federal Special Education	\$132,778
Restricted Grants-In-Aid Received from the Federal Govt Thru	\$121,073
Title I	\$89,018
Payments in Lieu of Taxes	\$59,735
Percent of Total Revenues Year-to-Date	99.26%



Budget Performance Update

FY22+ Prospect Heights 23 (Initial Base Scenario)

Fund summary basis: Operating Funds

Month of November (fiscal year 2022):

- ↓ Total MTD Revenues: \$427,782; under plan* (unfavorable) by **-\$73,215**
- ↑ Total MTD Expenditures: \$2,342,784; over plan (unfavorable) by **+\$130,175**

Fiscal year to date (July-November):

- ↓ Total YTD Revenues: \$10,854,346 (40.9% of annual budget compared to 36.4% prior YTD); under plan (unfavorable) year-to-date (YTD) by **-\$686,341**
 - ↑ 1000 Local Sources: +\$29,493
 - 2000 Flow-Through Sources: +\$0
 - ↑ 3000 State Sources: +\$16,354
 - ↓ 4000 Federal Sources: **-\$731,668**
 - ↓ 7000 Other Financing Sources: **-\$521**
- ↓ Total YTD Expenditures: \$7,879,763 (29.7% of annual budget compared to 23.6% prior YTD); under plan (favorable) year-to-date (YTD) by **-\$537,266**
 - ↓ 000 Transfer: -\$2,023
 - ↓ 100 Salaries: -\$187,156
 - ↑ 200 Employee Benefits: **+\$169,209**
 - ↑ 300 Purchased Services: **+\$45,376**
 - ↓ 400 Supplies & Materials: -\$300,065
 - ↓ 500 Capital Outlay: -\$327,710
 - ↑ 600 Other Objects: **+\$146,798**
 - ↓ 700 Non-Capitalized Equipment: -\$81,694

End of Fiscal Year Projection

	Projected	Annual Budget	Variance
Total Revenues	\$25,850,396	\$26,536,737	-\$686,341
Total Expenditures	\$26,029,630	\$26,566,895	-\$537,266
Difference	↓-\$179,234	-\$30,158	-\$149,076

* Plan equals budgeted amount including any assumptions for all periods (Trend Amount).

For further details, refer to the current base scenario [Initial Base Scenario](#) in 5Cast *Plus*.



**Prospect Heights School District 23
Finance Committee
Information Item**

Date: January 3, 2022

Subject: Recommendation for Student Fees for the 2022-23 School Year

Contact: Amy McPartlin, Assistant Superintendent for Finance & Operations

BACKGROUND:

On an annual basis, the Administration reviews the current fee structure and its alignment with District expenditures.

During the 2021–22 school year, based on the recommendation of Administration, the Board approved a one-time, 50% adjustment to the current registration fee amount. At that time, we felt it to be the most financially responsible and beneficial to both our families and larger community. For the coming year, based on the current environment, the Administration is supportive of reinstating the assessment of the full fee, with no additional increase.

PROPOSED 2022-23 STUDENT FEES:

Student Registration Fees

GRADE(S)	AMOUNT
Kindergarten	\$ 75
Grades 1 - 3	\$150
Grades 4 - 5	\$195
Grades 6 - 8	\$250

Student 1:1 Device Technology Fees

The 1:1 Device Protection Plan Fee proposed for the 2022-23 school year will remain \$35 per student. As all students are now fully 1:1, the fee will be assessed to all students (K-8) that are issued devices and will allow for a level of coverage in the event of any unintentional damage. The fee will be included in the total cost of registration but charged as a separate line item.

Student Lunch Fees

During the past year, breakfast and lunch have been offered to every student at no cost, as these meals have been fully reimbursed by the Federal Government under the Summer Food Service Program. The current waivers are extended through June, 2022. To date, a determination has not yet been made regarding the 2022-23 school year and we do not know if this rate of

reimbursement will continue. Once the determination has been made, Administration will bring forth a recommendation for student lunch fees.

Fee Payment Incentive

Fee collection shall be July 1st - July 31st with no increase. Beginning August 1st, the District will charge a 20% fee for late payment. For families who register new to the District beyond the July 31st window, no late charge will be applied if fees are paid within 30 days of registration.

As has been the case, the Business Office will continue to offer a payment plan for all families. They will also maintain the available fee waiver process and continue to create an automatic waiver of school fees for those students who have been directly certified through the State or have qualified for a fee waiver based on the waiver application process.

CONCLUSION

The Administration recommends the approval of the fees proposed above for approval for the 2022-23 school year.

**RESOLUTION
AUTHORIZING APPOINTMENT OF INDIVIDUAL
TO
PREPARE TENTATIVE BUDGET**

Board of Education
Prospect Heights School District 23
Cook County, Illinois

WHEREAS, the Board of Education for Prospect Heights School District 23, Cook County, Illinois is required to appoint an individual to prepare a tentative budget in accordance with Section 17-1 of the Illinois School Code;

WHEREAS, the Board of Education for Prospect Heights School District 23, Cook County, Illinois is required to establish a fiscal year for the preparation of the tentative budget in accordance with Section 17-1 of the Illinois School Code;

WHEREAS, the Board of Education for Prospect Heights School District 23, Cook County, Illinois is required to approve the tentative budget prepared in accordance with Section 17-1 of the Illinois School Code

NOW THEREFORE, BE IT RESOLVED by the Board of Education for Prospect Heights School District 23, Cook County, Illinois as follows:

SECTION 1: The recitals above are incorporated herein by reference.

SECTION 2: A tentative budget is to be prepared for Prospect Heights School District 23 for the fiscal year beginning July 1, 2022, and ending June 30, 2023.

SECTION 3: Amy McPartlin, Assistant Superintendent for Finance & Operations is hereby appointed to prepare a tentative budget for Prospect Heights School District 23 for the fiscal year beginning July 1, 2022, and ending June 30, 2023.

SECTION 4: The tentative budget that is to be prepared by Amy McPartlin for the fiscal year beginning July 1, 2022, and ending June 30, 2023, and that is prepared pursuant to this Resolution shall be filed with the Secretary of the Board of Education.

SECTION 5: This resolution shall be in full force from and after its passage and approval.

ADOPTED this _____ day of January, 2022 upon receiving a motion from Member _____, and a second of the motion by Member _____ followed by a roll call vote recorded as follows:

AYES:

NAYS:

ABSENT/ABSTAIN:

President, Board of Education

ATTEST:

Secretary, Board of Education

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

CERTIFICATION OF RESOLUTION AND MINUTES

I, the undersigned, do hereby certify that I am the duly qualified acting Secretary of the Board of Education of Prospect Heights School District 23, Cook County, Illinois (the "Board"), and that as such official I am the keeper of the records and files of the Board.

I do further certify that the foregoing constitutes a full, true and complete copy of a resolution entitled:

**RESOLUTION AUTHORIZING APPOINTMENT OF INDIVIDUAL
TO PREPARE TENTATIVE BUDGET**

as adopted by the Board at its meeting held on the _____ day of January, 2022.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the School Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board in the conduct of said meeting and in the adoption of said resolution.

IN WITNESS WHEREOF, I hereunto affix my official signature, this _____ day of January, 2022.

Secretary, Board of Education



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

Date: January 12, 2022
Title: 2022 HVAC Retrofit Work – Request for Proposals
Contact: Amy McPartlin, Assistant Superintendent for Finance & Operations
Mike Ziaja, Director of Operations

BACKGROUND INFORMATION:

In accordance with scheduled HVAC retrofit work (Phase I) at MacArthur Middle School, construction documents were created and proposals were received from EMCOR Mechanical and eCube. The proposal from EMCOR for Phase I at MacArthur includes retrofit work on all 33 Bard units. It also includes the fee for all programming services that will be performed by Honeywell. All proposals have been evaluated by both the District Administration and Arcon and the costs are in line with prior estimates and previous years work in 2019, 2020 and 2021.

ADMINISTRATIVE CONSIDERATIONS:

Proposals were received from EMCOR Mechanical (\$414,940.00) and eCube (\$24,000.00). Funds have been budgeted in the Capital Projects account.

RECOMMENDED ACTION:

That the Board of Education accept the proposals in the amount of \$414,940.00 from EMCOR Mechanical and \$24,000.00 from eCube for the 2022 Phase I HVAC Retrofit Work at MacArthur Middle School.



October 11, 2021

Ms. Amy McPartlin
Assistant Superintendent for Finance and Operations
Prospect Heights SD23
700 N. Schoenbeck Rd.
Prospect Heights, IL 60070

RE: PROJECT AUTHORIZATION
2022 HVAC RETROFITS- PHASE 1
AT MACARTHUR MIDDLE SCHOOL

Prospect Heights School District 23 (Owner) authorizes ARCON Associates, Inc. (Architect) to provide professional services for the Project identified herein, which professional services shall be subject to the terms and conditions of the AIA B101 Master Agreement dated June 6, 2016 unless specifically provided otherwise in this Project Authorization.

LOCATION / DESCRIPTION OF PROJECT	The scope of work at MacArthur Middle School involves the retrofit of the existing Bard Heat Pump Units to add a refrigerant hot gas reheat coil down stream of the cooling coil in order to allow dehumidification and control of space humidity levels. The existing above ceiling condensate pumps will also be replaced. The work requires adding the reheat coil, refrigerant piping and refrigerant control valve and modifying the existing control sequence for the unit as well as adding a temperature, humidity and CO2 sensor.
INITIAL INFORMATION (including Project Budget, etc.)	The Base Bid Construction Budget for the project is \$425,000-\$467,000, including controls work. The estimated Project Budget (construction budget plus architect/engineer fee) is \$459,000- \$504,360.
SCOPE OF BASIC SERVICES (including all engineering disciplines under ARCON)	The Architect shall retain the following consultants: AMSCO Engineering
ADDITIONAL SERVICES (including specialty consultants)	A third party commissioning agent shall be required.

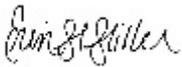
PROJECT AUTHORIZATION
 2022 HVAC RETROFITS - PHASE 1
 AT MACARTHUR MIDDLE SCHOOL
 PROJECT NO. 21150
 PAGE 2

PHASES OF SERVICES	Complete SD, DD, CD, Bidding, and CA services are included.
PROJECT SCHEDULE FOR SERVICES, INCLUDING ANTICIPATED DATE OF COMMENCEMENT OF CONSTRUCTION AND COMPLETION	Drawings and Specifications available by December 2022. Contractor to provide preliminary construction schedule with proposal.
ARCHITECT'S FEE (if other than as set forth in Master Agreement)	The Architect's fee for this project shall be calculated at a percentage basis per Section 11.1 of the master agreement. The estimated fee is \$34,000-\$37,360.
HOURLY BILLING RATES (if other than as set forth in Master Agreement)	Hourly billing rates shall be as per Section 11.7 of the Master Agreement.
SPECIAL TERMS AND CONDITIONS APPLICABLE TO PROJECT (No. of site visits if other than a set forth in 4.3.3.2.)	Site visits shall average (1) per week during the construction phase.

This agreement entered into as of the day and year first written above.

Please feel free to call if you have any questions. If acceptable, please sign, retain one copy for your files, and return one copy to ARCON. Thanks, again, for the opportunity to serve the needs of Prospect Heights School District 23.

Sincerely,
 ARCON Associates, Inc.



Erin M. Miller, LEED AP
 Associate Principal

Prospect Heights School District 23

12/20/2021

Craig Podalak
ARCON
2050 South Finley Road
Lombard, Illinois

Project: SD23 2022 HVAC Retrofit Project

Executive Summary:

EMCOR Services Team Mechanical (ESTM) is pleased to provide you with this proposal to perform HVAC retrofit/installation work as shown in drawings dated 12/1/21 by AMSCO Engineering.

Scope Summary: (33 Bard units)

- EMCOR will provide dedicated project manager for this work. Detailed execution schedule and coordination will take place with customer prior to starting work.
- Recover refrigerant and modify existing refrigerant piping as required to install new refrigerant hot gas reheat coil, refrigerant control valves, and all associated piping and controls.
- EMCOR will subcontract with Honeywell for the BAS portion of this work.
- Provide 3rd party post project test and balance.
- Clean all louvers, condensate lines and traps for units impacted in this scope.
- Check and adjust refrigerant charge as needed on all units touched in this scope of work. Cost of refrigerant has been included in pricing.
- Provide commissioning support.
- Provide project closeout documentation with as-built drawings.

Annotations & Exclusions

- ❖ Overtime
- ❖ Painting
- ❖ Hiring of CX agent by others
- ❖ No work on hydronic side of system other than T&B of main pumps
- ❖ Chemical treatment
- ❖ Estimated as tax exempt
- ❖ Pricing includes cost for performance bond
- ❖ Pricing includes cost for Honeywell scope and a contingency for unforeseen issues and/or scope items outside of Honeywell's proposal that would constitute a change order to EMCOR
- ❖ Pricing includes requested \$20,000 owner allowance

Financial Investment

Financial expenditure for the above scope or work..... **\$414,940.00**

I would be happy to discuss scope of work modifications to address pricing to meet your budgeting criteria.

Thank you for the opportunity!!

Christopher Beller
Director of Special Projects
EMCOR
(847) 521-0047
cbeller@emcor.net

TERMS AND CONDITIONS

1. Contractor will perform the services (“Services”) set forth in the attached proposal (“Proposal”).
2. Contractor will perform the Services during normal working hours, Monday through Friday, from 8 AM to 5PM, unless specified otherwise in writing by Contractor. If Customer requests that Contractor provide Services on an expedited basis and/or outside normal working hours, Customer shall pay all additional charges for freight, labor, or materials according to Contractor’s established rates and fees.
3. If Contractor determines that other work beyond the Services is required, such work shall not constitute a part of the Services, and Contractor will provide Customer with a quotation for such work.
4. Customer agrees to (i) provide safe and reasonable access, and any other assistance as is reasonably necessary, so that Contractor can perform the Services and (ii) remove and replace/refinish any part of the work site that must be disturbed so Contractor can perform the Services.
5. Contractor shall not perform any service that concerns hazardous materials, and shall have no responsibility for remediation, accumulation, storage, transportation, or disposal of any hazardous materials generated by Customer or present at the work site.
6. Contractor shall not be required to perform any Services where hazardous materials are present or where Contractor suspects the presence of hazardous materials, and Contractor immediately may stop providing Services in either instance and notify Customer of the circumstance giving rise to the stoppage.
7. Customer agrees to pay Contractor the lump sum or time and materials rates set forth in the Proposal, and all excise, sales, use, occupation or other similar taxes connected with Contractor’s performance of the Services.
8. Customer’s payment is due net 30 days from date of invoice, and late payment to Contractor shall be subject to interest at the rate of one and one-half percent (1½ %) per month, not to exceed the maximum amount allowed by applicable law. Contractor may cease providing Services, including warranty services, if Customer fails to make any payment that is due and owing.
9. Materials provided will be free from defects for one (1) year from the date of the Services or to the extent of the manufacturer’s warranty, whichever the lesser. Workmanship provided will be good and of a workman-like standard for sixty (60) days from the date of the Services. During the applicable warranty period, Contractor promptly shall repair or replace, at its sole option and at its own expense, any defective materials or workmanship during normal working hours (for defective materials, Contractor only will provide (i) warranty coverage to the extent that Contractor is able to enforce liability against the manufacturer and (ii) necessary labor at its own expense for sixty (60) days from the date of the Service and during normal working hours). Customer’s sole and exclusive warranty is the repair or replacement set forth herein. If Customer requests that Contractor provide warranty services on an expedited basis and/or outside normal working hours, Customer shall pay all additional charges for freight, labor, or materials according to Contractor’s established rates and fees.
10. Contractor’s warranty applies only to materials and workmanship furnished by Contractor. Contractor’s warranty shall be null and void if (i) Customer fails properly to operate and maintain equipment and/or the system for which Services were provided, (ii) acts of vandalism or other alterations or modifications occur that affect the equipment and/or the system for which Services were provided, or (ii) Customer subsequently has another contractor provide goods or services that affect to the Services.
11. Contractor shall not be liable for any delay, or loss or damage arising therefrom, and shall be entitled to additional time for the Services, if the delay is caused by an occurrence beyond the reasonable control of Contractor.
12. Contractor is not responsible for equipment and/or system design deficiencies, obsolete equipment or systems, equipment or systems beyond serviceable life, or electrical failures, and Customer shall remain obligated to pay for Services if the Proposal properly was performed but the Services do not remedy the condition giving rise to the Proposal because of the foregoing.
13. Contractor shall not be liable for operation of any equipment or system, nor for injury to person or damage to property, except to the extent such injury or damage is caused by the negligent acts or omissions of Contractor, and only to the proportionate extent of Contractor’s negligence.

14. Under no circumstances, whether arising out of contract, tort (including negligence), strict liability, warranty or otherwise, shall either party be liable to the other for special, indirect, incidental, consequential, exemplary or punitive damages of any nature.

15. In no event shall Contractor's aggregate liability to Customer exceed an amount that is the lesser of (i) the amount of the Proposal or (ii) the cost to Contractor to repair or replace the item giving rise to the claim.

16. This Proposal shall be governed by the laws of the State where the Services are performed, without giving effect to its conflict of laws provisions. Any action concerning the subject matter of this Proposal shall be commenced in the State court of such State, which shall have exclusive jurisdiction over such action. Any such action shall be submitted TO THE COURT ONLY for resolution, WITHOUT TRIAL TO A JURY. THE PARTIES HEREBY WAIVE ANY RIGHT TO A JURY TRIAL REGARDING ANY SUCH ACTION.

17. Contractor shall be entitled to all fees and costs, including reasonable attorney's fees, incurred by it in any action to collect amounts due to it from Customer.

18. By signing the Proposal, Customer authorizes Contractor to perform the Services and agrees to these Terms And Conditions and those set forth in the Proposal. Customer further agrees that the Proposal and these Terms And Conditions constitute the parties' entire agreement, and any other documents generated or provided by Customer are intended only to create payment authority for Customer's internal purposes. No such Customer documents shall form a part of this agreement, or constitute a counteroffer, amendment, modification, or revision, and hereby are rejected by Contractor.

Commissioning Services Proposal

Prospect Heights School District 23
Phase 4 HVAC Retrofit
MacArthur Middle School

October 29, 2021

October 29, 2021

Michael Ziaja, and Amy McPartlin
Prospect Heights School District 23

Re: School District 23, Phase 4 HVAC Retrofit – MacArthur Middle School

Dear Mr. Ziaja, and Ms. McPartlin:

Per your recent request, E Cube is pleased to present its proposal to provide commissioning services for the Prospect Heights School District 23 Phase 4 HVAC Retrofit project. Leveraging our recent work on this campus, E Cube aims to provide the same high-quality services and project team for this next phase.

Specifically, we will be using:

- Tom Vannatta, CPMP, HCC, LEED-AP – Senior PM / Technical Authority – 30 years' experience
- Mandeep Singh, CCP, LEED-AP – Project Manager – 25 years' experience
- Jim Radzienda – Assistant Project Manager / Commissioning Specialist – 35 years' experience
- Jason Hendrixson, P.E., CCP, LEED-AP – Project Engineer – 10 years' experience
- Mike Romito – Commissioning Specialists – 30 years' experience

Mandeep Singh will be the main point of contact. He is well regarded for his ability to lead teams. Under his leadership, each team member will be aware of the project's status and progress, providing depth of knowledge and flexible client support. We are committed to providing reliable, efficient, high-quality services, focused on achieving your goals and encouraging the same in our colleagues.

Thank you for considering E Cube for this project. Please feel free to contact us if you have any questions or concerns. We are happy to tailor this proposal to meet your needs and budgets as this process moves forward. We look forward to the possibility of once again assisting School District 23.

Sincerely,



Joseph P. Havey, CEM®, MS RECM, RPA®, FMA®, SMA®, LEED® AP
Chief Executive Officer

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Scope of Work

Project Understanding

We understand this project continues HVAC retrofit work from summer 2020 and summer 2021. Specifically, additional HVAC retrofits are to be completed for several heat pump fan-coil units. All equipment is located within the MacArthur school. The project is intended to be complete by Aug 2022.

Base Services

Our understanding of the scope of commissioning services is to review design documents and review installation and operation of new equipment and systems included in the design documents order to provide a high level of confidence these systems perform according to the new design intent.

The scope of services does not include any work, troubleshooting, analysis, etc. associated with existing systems: geothermal loop (piping, water quality, performance, etc.), associated pumps and any other existing-to-remain equipment. E Cube is not liable for any pre-existing conditions on this project.

The following is a list of commissioning tasks that will be completed for this project.

Task Description

Design Phase

- Review Design Documents and issue a design review report with relevant comments. Provide one back-check to help ensure incorporation of comments in one subsequent design document set.
- Attend up to two, 1-hour design phase meetings.
- Develop Commissioning Specifications to be inserted into the bid documents by the design team
- Develop a Commissioning Plan

Construction Phase

- Coordinate and execute the Commissioning Process
- Update and expand the Commissioning Plan
- Conduct a Commissioning Kick-Off meeting at the beginning of the construction phase
- Conduct periodic commissioning meetings, virtual Teams meetings (maximum once a month)
- Review submittals for systems/equipment under the scope of work
- Maintain a master issues log (using CxAlloy). Distribute regularly.
- Maintain a Commissioning Status Report (using CxAlloy). Distribute regularly.
- Develop and complete Commissioning Pre-Functional Checklist (using CxAlloy). Conduct Pre-functional (installation verification) procedures.
- Review and witness a portion of contractor startup of major equipment.
- Conduct a 10% random sample review of BAS point-to-point testing results. Installing contractor to complete 100% testing prior to this review.
- Conduct a 10% random sample review of Test and Balance results. Installing contractor to complete 100% testing prior to this review.
- Develop Functional Checklists and conduct Functional Procedures with assistance from installing contractors.
- Develop a final Commissioning Report

Base Systems and Equipment

The following systems and equipment will be included in the scope of work, based on the October 21, 2021 email from Arcon Associates.

The goal is to review a representative sample of each type of unit to evaluate proper installation and performance. This scope does not constitute an exhaustive effort to review all installed equipment / systems and spaces served.

Please note: For most packaged equipment with integral (local) controls, assistance from manufacturer's controls technicians will be needed to gain access to and manipulate these controls for the purposes of testing. Installing contractor shall procure services from the appropriate parties to complete this work.

Total for MacArthur School

Description	Total Quantity	Sampling Rate	Quantity to be Commissioned
Vertical Cabinet Heat Pump Dehumidification Retrofits (Bard Units)	33	25%	8
Electric Duct Booster Heaters	N/A	N/A	N/A
HW Reheat Coils	N/A	N/A	N/A
Ceiling Mounted De-humidifiers	N/A	N/A	N/A

Schedule

The scope of work and fee estimate is based the following estimated schedule. Please note that any significant changes to this schedule directed by the Owner, may require additional fees, subject to Owner's pre-approval.

Phase	Start	End
• Design Phase		Feb 2022
• Construction Phase	May 2022	Jul 2022
• Final Report:	Sep 2022	Sep 2022

Fee Summary

The following fee applies to the base scope of work. This is based on a Fixed Fee contract.

\$ 24,000 Twenty-Four Thousand Dollars

Expenses

E Cube, Inc. makes a point of aggressively managing reimbursable expenses so that project costs may be used for more productive purposes such as additional time on-site working with the contractors. With this goal in mind, we re-allocate any remaining expense budgets to additional field time as appropriate. Expenses will be billed at their direct cost with no markup and are included in the Fee Summary above.

Rates

The following rates will be used for tasks included in the scope of work on this project.

Staff Position	Staff Name	2019	2020	2021	2022	2023
Principals, Project Executives	Joe Havey Leonard Rozek	\$224	\$233	\$242	\$252	\$262
VPs, Senior Associates	Tom Vannatta Mandeep Singh Trey King Dave Anderson Sub-Consultants	\$194	\$202	\$210	\$218	\$227
PMs, Associates, Senior Engineers	Jason Hendrixson Matt Worthington Jim Radzienda Mike Romito Steve Guinard Chuck Cusak	\$165	\$172	\$179	\$186	\$193
Staff Engineers & Analyst, Level III	Tally Metzger	\$158	\$164	\$171	\$177	\$184
Staff Engineers & Analyst, Level II	Terrell Thomas	\$150	\$156	\$162	\$169	\$176
Staff Engineers & Analyst, Level I	Catherine Dressler Brandon Black	\$104	\$108	\$112	\$116	\$121
Project Resource Manager	Jody Baca John Magnuson	\$75	\$78	\$81	\$84	\$88

Assumptions and Clarifications

General

1. E Cube is an independent Commissioning Authority (CxA), not the project Engineer of Record (EOR) or Construction Manager (CM). As such, E Cube is not responsible for design concept, design criteria, system sizing, compliance with codes, design or construction scheduling, cost estimating or construction management.
2. This quotation does not include MEP coordination. Coordination of MEP trades including items such as planning for contractor testing, startup and operation, balancing etc. as well as any related scheduling, meetings, and communications necessary for the same shall be by the General Contractor.
3. This quotation is based on the currently available construction schedule, specifications and plans provided by the Owner/Construction Team.
4. An addition of equipment or an increase in complexity to the scope (after approved Cx contract) shall result in an incremental increase in commissioning fees, subject to owner's pre-approval.
5. The scope of services does not include any work, troubleshooting, analysis, etc. associated with existing systems: geothermal loop (piping, water quality, performance, etc.), associated pumps and any other existing-to-remain equipment. E Cube is not liable for any pre-existing conditions on this project.

Design Phase

1. This quotation assumes design documents are provided at a level of completeness appropriate for the given phase of design (i.e. SD, DD, CD). Any additional reviews required as a result of incomplete documents shall

be at an additional cost. Such occurrences shall be presented to the Owner for approval prior to proceeding with work.

2. Design review services described in this proposal do not constitute a peer review. As such, review/verification of system sizing, loads, etc. are not included in the scope of work.

Construction Phase

1. E Cube is not responsible for any construction means and methods, site safety, or site security.
2. E Cube will not authorize and/or approve any changes in construction schedule, cost (including change-orders), or contractual requirements, and has no contractual authority to do so.
3. E Cube is not responsible for schedule impacts due to incomplete systems or unforeseen problems or delays.
4. Construction Team shall coordinate meeting invites, attendance, participation from their subcontractors.
5. This quotation is based on equipment vendors (including owner supplied equipment) planning for, performing, and properly documenting the results of their respective factory-prescribed start-up procedures.
6. Functional procedures will be started upon systems being ready. This shall require written notice from Construction Team. **Systems that are not ready for successful completion of functional procedures after being represented as ready by the contractor will be subject to additional incurred costs (hourly rate(s), travel and other expenses) if additional work or return visits are required.** These situations will be documented and reported to the Owner/Construction Team for authorization to proceed.
7. This quotation is based on full cooperation from contractors during all commissioning procedures. Contractors shall provide experienced technicians, adequately knowledgeable of the project.
8. The relevant contractors shall provide any special / proprietary tools, test equipment and software as necessary during the commissioning process and/or as required by the commissioning specifications.
9. This quotation is contingent upon providing E Cube with no-cost access to the Building Automation System operator workstation for local and remote monitoring. Appropriate login ID's and passwords shall be provided by the BAS contractor to allow for complete monitoring and commissioning. Web-based access is acceptable and often preferred.
10. Should specialty data logging information be desired (particularly medium voltage electric values and/or power quality event recording from operating equipment), E Cube will notify Owner/Construction Team as soon as possible and will proceed only after obtaining authorization for any additional cost.
11. Once deficiencies are noted, reported and commented on and the responsible parties have provided written notification that the deficiencies have been resolved, E Cube will be available at no additional charge for **ONE (1)** additional effort to confirm that the deficiencies have been resolved. **E Cube's scope does not include further efforts should deficiencies remain unresolved. All work beyond the scope of this proposal will be at an added charge.**

Fee and Payments

1. This proposed fee is based upon E Cube's interpretation of the project's needs and our estimation of the required level of effort in person-hours and trips to the project site. This is based on our experience with adding value to projects of this type. Should you have any questions or concerns regarding our interpretation of the desired scope of services, please do not hesitate to contact us to discuss these matters.
2. Payment Terms: E Cube will invoice monthly, net 30 without retainage for labor and expenses for that month. E Cube will supply the standard AIA G702 and G703 forms with each invoice. Invoices that are not paid in full after 60 days will bear a 1 ½ % late charge against all outstanding balances until paid in full.
3. Reasonable and normal reimbursable expenses including long distance calls, printing, reproduction, shipping, equipment rental, and mileage expenses, will be billed at their direct cost with no markup, and are estimated in this document. Project-related expenses will be itemized and invoiced at direct cost. Vehicle charges will be invoiced at \$0.545/mile for project-related travel in 2018 or IRS approved rate, whichever is lower

Approval

Submitted by:

Company: E Cube, Inc.
Date: October 29, 2021
Authorized Agent: Joseph Havey, CEM®, MS RECM, RPA®, FMA®, SMA®, LEED® AP
Title: CEO



Signature

Offer is good for 90 days from date of proposal

Approved by:

Company: _____
Date: _____
Authorized Agent: _____
Title: _____

Signature



**PROSPECT HEIGHTS DISTRICT 23
FINANCE & BUILDINGS AND SITES COMMITTEES
ACTION ITEM**

Date: January 3, 2022
Title: Recommendation for Repairs & Improvements - Grodsky Basement
Contact: Amy McPartlin, Assistant Superintendent for Finance & Operations

BACKGROUND INFORMATION

As discussed at our last Buildings and Sites Committee Meeting, for the past several years, we have been “living with” conditions in the lower level of the Grodsky Administration Building. The current basement environment is poorly organized and has been “improved and made to work” for a number of years with home-made workstations, storage units and even false walls that have been erected to create a division of rooms.

The basement area serves as the main office, storage and work area for the maintenance/operations staff. It also offers a dedicated technology storage area, curriculum and student services materials storage and also serves as the sole “District archive”, housing all permanent student records and employee and District records for at least seven years, in accordance with the records disposal guidelines, issued by the State of Illinois.

Unfortunately, the current basement also has recurrent seepage issues and is often damp. The HVAC system is inadequate and does not provide any opportunity for climate controlled workspaces, storage or records retention. Doors and windows are inefficient, broken and in some instances, missing, along with much of the ceiling.

The desire to update the basement has been deferred for several years. However, the pressing need to address the seepage and HVAC system, also presents us with an opportunity to finally update the lower level to a fully functional space that will serve the District well for many, many years to come.

Administration continues to work with Arcon to develop a plan for implementation that can be split over two fiscal years, but over one construction season. Ideally, work would take place over the 2022 summer and early fall. While total projected costs are right around \$230,000, estimates for the moisture mitigation and HVAC alone are in excess of \$100,000 of the total amount.

In analyzing the total project and looking to split the work into multiple phases we likely would see increases of 4% in labor and materials each subsequent phase. It would cost the District

significantly more both in money and inconvenience to the staff that utilizes the area, to stretch the project out over several years.

BUDGETARY IMPACT

At the midpoint of the fiscal year, we have a solid sense of what some of our unexpended funds will look like at year end. In looking at both our budgeted contingency accounts as well as budgeted accounts that will most likely remain unspent, we will realize a surplus of approximately \$286,557.

Summary of 2021 Unexpended Funds			
FY2022 Budgeted Contingency Accounts - Summary			
Account Name	Account No.	Original Balance	Amount Remaining
Fund 10 - General Contingency	6000.000.01.0000	\$104,000.00	\$104,000.00
Fund 10 - First Grade (Staffing) Contingency	1110.110.05.5050	\$50,000.00	\$50,000.00
Tech. Contingency	2225.450.01.0000	\$10,000.00	\$10,000.00
FY2022 Budgeted Expenditures - Anticipated Year End Surplus			
HVAC Legal	2369.318.01.1111	\$100,000.00	\$72,557.00
Prescription Benefit	2520.224.01.0000	\$20,000.00	\$20,000.00
Food Service Equipment	(Fund 10 & 20)	\$30,000.00	\$30,000.00
SUMMARY TOTAL		\$314,000.00	\$286,557.00

It’s important to note, this summary DOES NOT include any funds from the Capital Projects Fund (Fund 60). The funds from the HVAC Settlement have been deposited directly into Fund 60, with the intention of using those dollars for remaining HVAC retrofit work at MacArthur. Phase I has been scheduled for this summer and Phase II will take place next summer. Bond proceeds were originally budgeted to pay for the HVAC work, however, with the receipt of the settlement, those bond proceeds may be used elsewhere as needed. Should the Board decide to allocate existing Fund 60 dollars and not impact the Fund 10 contingency accounts, that can be done as well.

RECOMMENDATION:

Administration is requesting approval to proceed with the Proposed Project Schedule and Bid Process for improvements to be made to the lower level of the Grodsky Administration Building as proposed in the attached documents.



Grotsky Basement Renovations

SD23 District Office

November 15, 2021



Budget Estimate	LF/SF/Qty	\$/SF or Qty	Subtotals
BASE BID			\$207,971
General Requirements (Supervision/Dumpsters/Clean-up etc.)			\$9,903
Demolition (Existing Gyp Walls & Doors/Frames)			\$2,300
Remove Existing VCT in Existing Office Area	750 SF	3.00	\$2,250
Flooring - LVT	1,975 SF	6.00	\$11,850
Flooring - Vinyl Cove Base for LVT Areas	400 LF	6.00	\$2,400
Flooring - Painted Concrete	1,955 SF	2.50	\$4,888
New Gypsum Board Walls (8' High)	135 LF	120.00	\$16,200
Furred-out Gypsum Walls	105 LF	80.00	\$8,400
Paint (Walls & Doors/Frames)	3,180 SF	3.50	\$11,130
Doors & Frames	8 QTY	1,600.00	\$12,800
Glazing for Doors	2 QTY	500.00	\$1,000
Exterior Window	1 QTY	1,000	\$1,000
New Acoustical Ceiling (Office Areas & Conf Rm)	1,225 SF	6.00	\$7,350
Modify Existing Acoustical Ceiling (Storage)	750 SF	1.00	\$750
Mechanical Upgrades (AMSCO)	- LS	-	\$85,000
Electrical - LED Fixtures	40 QTY	450	\$18,000
Electrical - Pendant	20 QTY	200	\$4,000
Electrical - Wall Receptacles	25 QTY	350	\$8,750
Water Infiltration Remediation	- -	-	TBD
Base Bid			\$207,971
Design/Construction Contingency (10%)			\$20,797
A/E Fees (8%)			\$16,638
BASE BID TOTAL			\$245,406

ALTERNATES/ADDITIONAL ITEMS

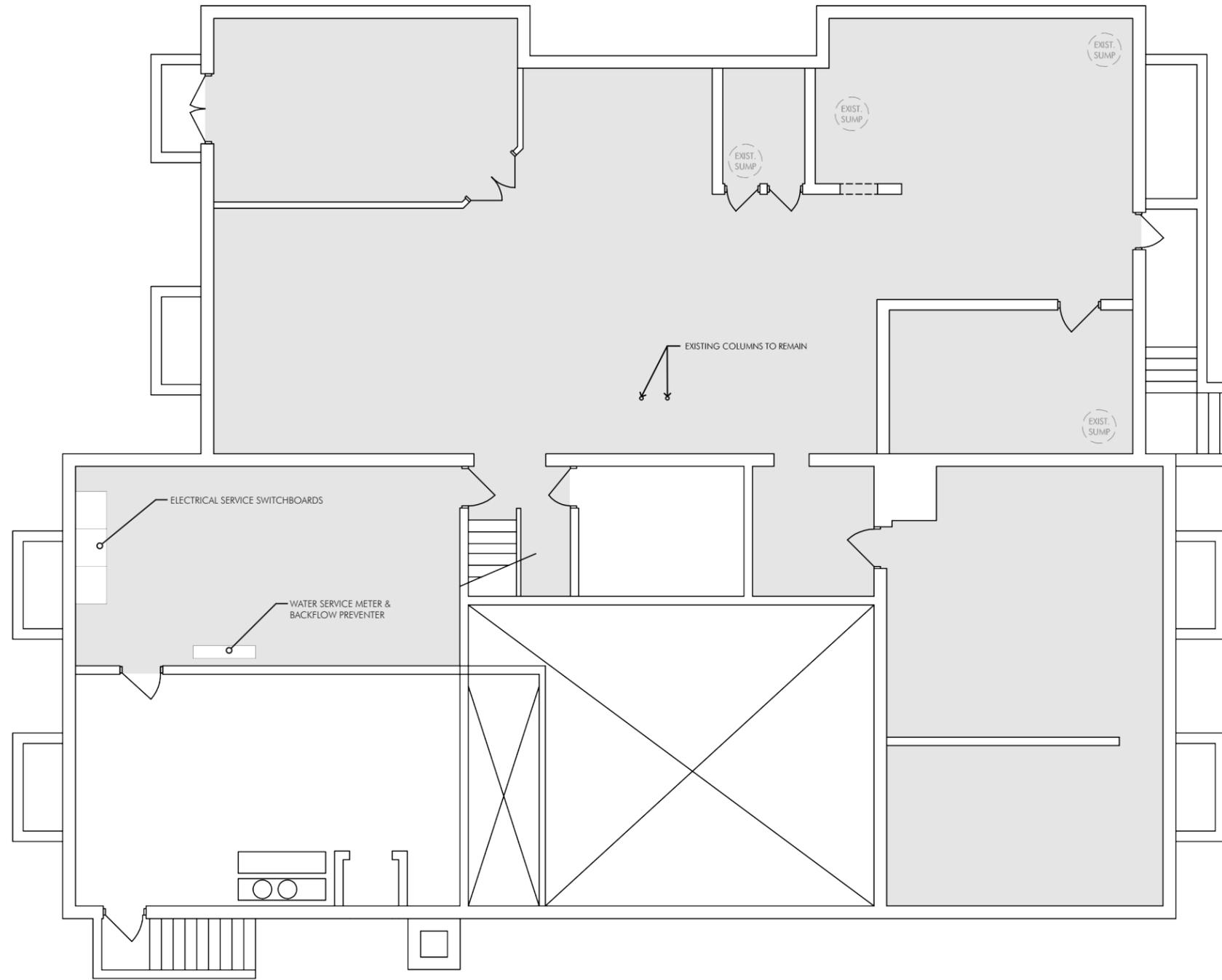
Keep Existing VCT in Existing Office Area		DEDUCT	\$7,020
Moisture Mitigation	3180 SF	6	\$19,080
Cabinets for Workstations	16 LF	250	\$4,000
Casework (30" D Countertops @ Workstations)	38 LF	70	\$2,660

Excluded Costs

* No Abatement Expected

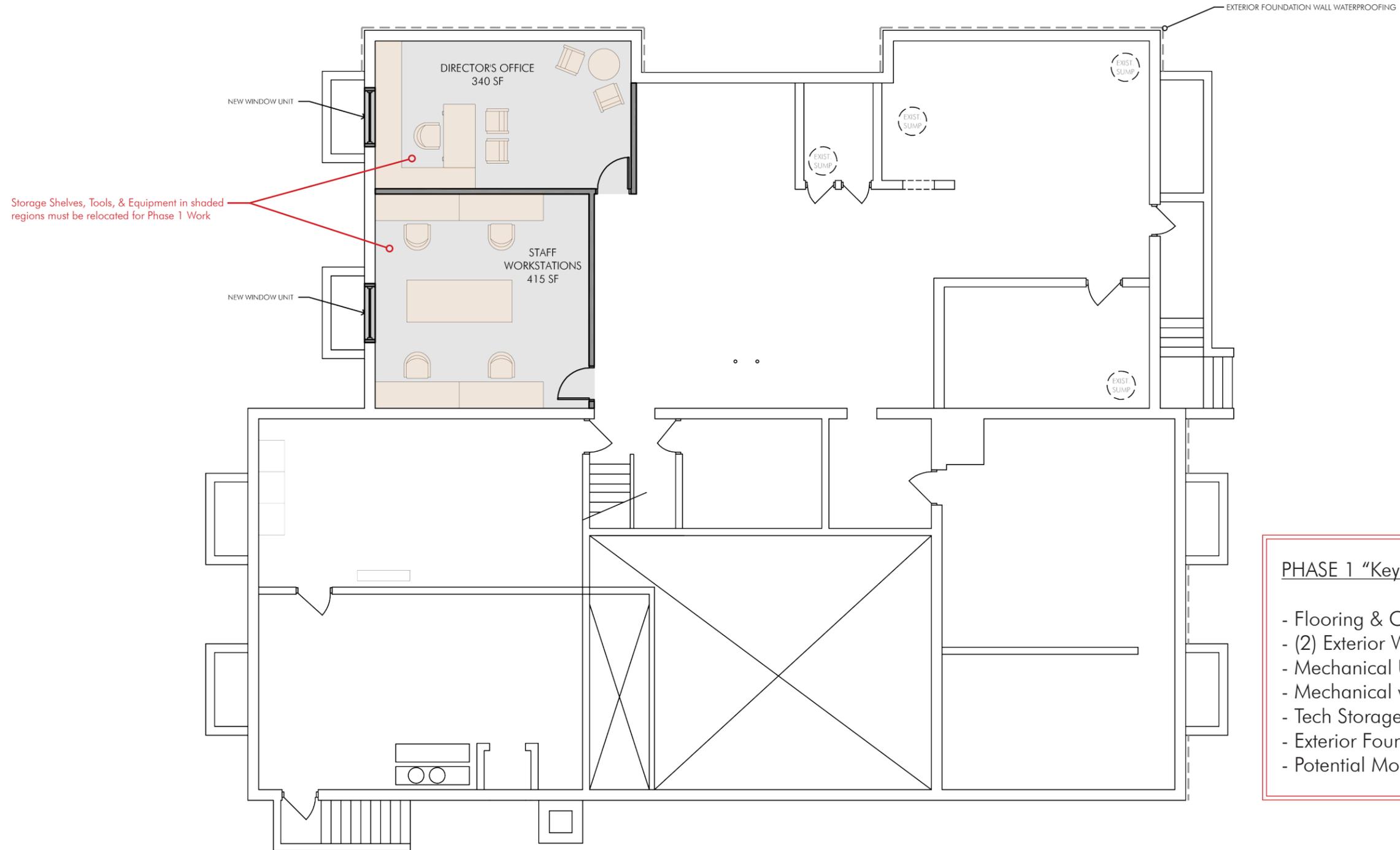
* Low Voltage/Data

* Furniture



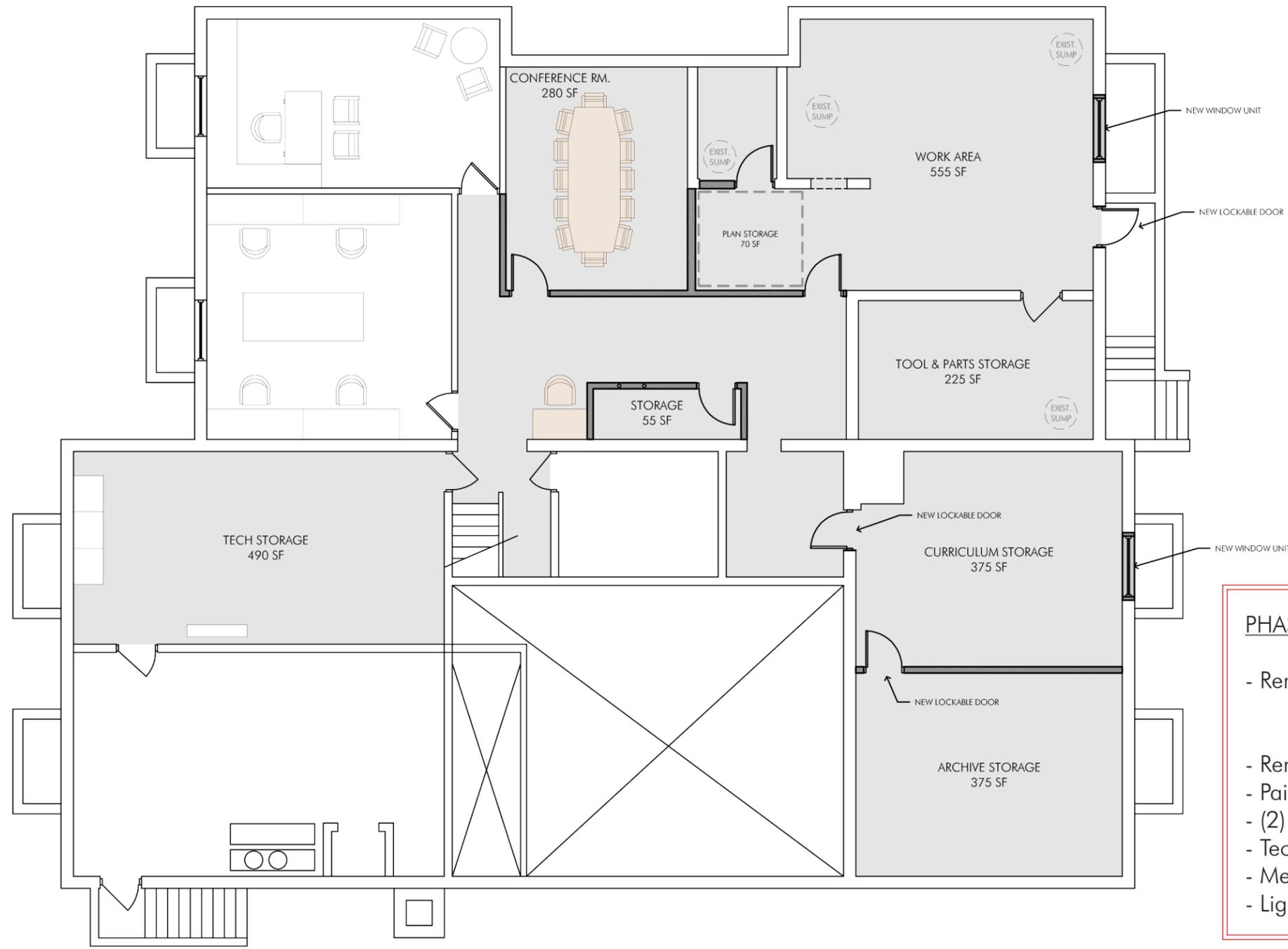
BASEMENT FLOOR PLAN

SCALE: N.T.S.



- PHASE 1 "Key Scope" items include:
- Flooring & Ceilings for (2) Work Spaces
 - (2) Exterior Windows in window wells
 - Mechanical Upgrades Equipment installation
 - Mechanical work for Phase 1 areas
 - Tech Storage Room new LED Fixtures
 - Exterior Foundation Wall Waterproofing
 - Potential Moisture Mitigation of concrete slab

N
 **BASEMENT FLOOR PLAN**
 SCALE: N.T.S.



- PHASE 2 "Key Scope" items include:**
- Remaining offices LVT floor & ceilings
 - Conference Room
 - Curriculum & Archive Storage
 - Removal of existing VCT in current office
 - Paint Concrete flooring in remaining areas
 - (2) Exterior Windows in window wells
 - Tech Storage Room paint floor/walls
 - Mechanical work for Phase 2 areas
 - Light fixtures for remaining areas

N
 **BASEMENT FLOOR PLAN**
 SCALE: N.T.S.





**PROSPECT HEIGHTS DISTRICT 23
FINANCE COMMITTEE
ACTION ITEM**

Date: January 3, 2022
Title: Recommendation for the Abatement of the Remaining PHIL Funds
Contact: Amy McPartlin, Assistant Superintendent for Finance & Operations

BACKGROUND INFORMATION:

Upon the dissolution of the Prospect Heights Instrumental League (PHIL) in April of 2018, remaining funds were donated to the District for the designated purpose of enhancing the Vocal and Instrumental Music (VIM) Programs. At their September 20, 2018 meeting, the Board formally designated funds in the amount of \$31,965.53 specifically for the benefit of the VIM Programs in grades 4-8.

The challenging environment during the last few years has led to very limited use of these funds for field trips and competitions. There have been requests from both the Sullivan and MacArthur programs for larger equipment needs that will benefit all students in these programs.

Some of the items requested include the following:

- West Music - Studio 49 Orff Instruments (1 @ \$1,755)
- Studio 49 Series 2000 SGd Soprano Glockenspiel (4 @ \$240 Each)
- Wenger - Legacy Basic Acoustical Shells (3 @ \$2,000 Each)
- Upright Grand Piano (1 @ \$8,000)
- Music stands (discounts available in bulk) (100 @ \$50 Each)
- Conductor Double-wide Stand (1 @ \$130)
- Set of Concert Toms (1 @ \$600)

To follow is a historical overview of the PHIL Funds showing the current remaining amount of \$18,327.61:

2017-2022 PHIL Budgetary and Expenditure Summary					
School Year	Total Funds Budgeted	Tuition	Contracted Services	Supplies	Equipment
2017-18	\$0.00				
2018-19	\$31,965.53	\$4,500.00	\$3,000.00	\$24,465.53	\$0.00
2018-19 Exp.	-\$7,195.73	\$0.00	-\$925.00	-\$6,270.73	
2019-20	\$0.00				
2019-20 Exp.	-\$4,575.00		-\$600.00	-\$775.91	-\$3,200.00
2020-21	\$7,500.00		\$3,600.00	\$400.00	\$3,500.00
2020-21 Exp.	-\$1,754.00		-\$750.00	-\$1,004.50	\$0.00
2021-22	\$7,000.00		\$3,500.00	\$1,000.00	\$2,500.00
2021-22 YTD Exp.	-\$113.19			-\$113.19	
TOTAL Remaining	\$18,327.61				

RECOMMENDATION:

Administration is recommending the abatement of these funds within the 2022 fiscal year in order to purchase some of the larger equipment needs and enhancements for the Vocal and Instrumental Music (VIM) Programs in District 23.



media
technologies

PROJECT
MacArthur Middle
School – Phase 2

DEALER
LOWERY MCDONNELL

DEALER CONTACT
DAVE TATGE

REV	DATE	BY	HRS
1	12/17/2021	JE	1.5

DRAWN BY: JKE

DRAWN DATE 12/15/202

SHEE 2 OF 4





media
technologies

PROJECT
MacArthur Middle
School – Phase 2

DEALER
LOWERY MCDONNELL

DEALER CONTACT
DAVE TATGE

REV	DATE	BY	HRS
1	12/17/2021	JE	1.5

DRAWN BY: JKE

DRAWN DATE 12/15/202

SHEE 3 OF 4





media
technologies

PROJECT
MacArthur Middle
School – Phase 2

DEALER
LOWERY MCDONNELL

DEALER CONTACT
DAVE TATGE

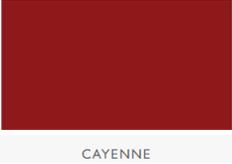
REV	DATE	BY	HRS
1	12/17/2021	JE	1.5

DRAWN BY: TLP

DRAWN DATE 12/15/2022

SHEE 4 OF 4

Prospect Heights SD23 – MacArthur Library Furniture

Tag	Description	Image
J	<p>Bistro Table</p> <ul style="list-style-type: none"> • “Derby” Series by Media Technologies • 36” Round top, 42”H • Single Steel Column with X-Base <p>DX33-C0036-42 Quantity: 2</p> <p>Finish selection</p> <ul style="list-style-type: none"> • Formica White Twill 9285-58 • Rehau Fog C600257 • 809 Silver 	
K	<p>Bistro Seating</p> <ul style="list-style-type: none"> • “Strive” by KI • Stool Height: 29” • Poly Seat and Flex Back • Steel Glides <p>SLSNAP-29 Quantity: 6</p> <p>Finish selection</p> <ul style="list-style-type: none"> • Cayenne • Starlight Silver frame 	
L	<p>Curved Sofas</p> <ul style="list-style-type: none"> • “Wink” by Media Technologies • 72” wide x 30” deep x 33” high • Fully upholstered <p>WNK-60-7230 Quantity: 2</p> <p>Finish selection</p> <ul style="list-style-type: none"> • Back: Mayer Elevation Cranberry 451-011 • Seat: Mayer Mingle Rouge MG-001 	

Prospect Heights SD23 – MacArthur Library Furniture

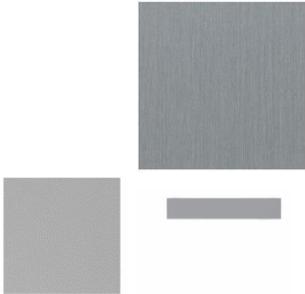
Tag	Description	Image
M	<p>Wink Grouping Table</p> <ul style="list-style-type: none"> • “Derby” Series by Media Technologies • 36” Round top, 29”H • Single Steel Column with X-Base • Locking casters <p>DX26-C0036-29-4C Quantity: 2</p> <p>Finish selection</p> <ul style="list-style-type: none"> • Formica White Twill 9285-58 • Rehau Fog C600257 • 809 Silver 	
N	<p>Wink Grouping Seating</p> <ul style="list-style-type: none"> • “Strive” by KI • Stool Height: 18” • Poly Seat and Flex Back • Casters <p>SLSNAPC-18 Quantity: 8</p> <p>Finish selection</p> <ul style="list-style-type: none"> • Flannel • Starlight Silver frame 	
O	<p>Mobile Shelving</p> <ul style="list-style-type: none"> • “Drift” Series by Media Technologies • 72” wide x 24” deep x 48” high • 3 levels high with adjustable shelves • Curved double entry bookcase • Heavy duty locking casters • Perforated steel back • No handles or ganging magnets <p>DFTS-4824D-T-MOB Quantity: 4</p> <p>Finish selection</p> <ul style="list-style-type: none"> • TFL Stainless Aluminum • Rehau Fog C600257 • 809 Silver 	

Prospect Heights SD23 – MacArthur Library Furniture

Tag	Description	Image
<p>P</p>	<p>Freestanding Mobile Screen</p> <ul style="list-style-type: none"> • “Connection Zone” by KI • 36” wide x 72” high • acrylic writing surface <p>CZMSDS3672 Quantity: 2</p>	
<p>Q</p>	<p>Tapered Display</p> <ul style="list-style-type: none"> • 36” wide x 30” deep x 60” high • Mobile with 3” casters • Solid TFL end panels • Other end panel options (including markerboard, slat-wall and tack panel) are available at additional cost <p>TDDF-3630-60-3 Quantity: 2</p> <p>Finish selection</p> <ul style="list-style-type: none"> • TFL Stainless Aluminum • Rehau Fog C600257 <div style="display: flex; align-items: center; margin-top: 10px;"> <div style="width: 20px; height: 10px; background-color: #cccccc; margin-right: 5px;"></div> <div style="margin-right: 20px;">Fog - C600257</div> <div style="width: 100px; height: 80px; background-color: #cccccc; margin-left: 20px;"></div> </div>	

Prospect Heights SD23 – MacArthur Library Furniture

Phase 3, Shelving Replacement

<p>R S</p>	<p>Single Faced Fixed Shelving</p> <ul style="list-style-type: none"> • “31 Series” by Media Technologies • 84”H units with 6 shelves and wood top • Steel shelves with adjustable book supports • 12” deep for Non-Fiction and 10” deep for Fiction Books • Starter and adder design <p>31-8412, Starter, Qty: 2 31-8412A, Adder, Qty: 10 31-8410, Starter, Qty: 2 31-8410A, Adder, Qty: 20</p> <p>Finish selection</p> <ul style="list-style-type: none"> • Stainless Aluminum • Rehau Fog C600257 • 809 Silver  <p style="text-align: right; font-size: small;">Fog - C600257</p>	
<p>T</p>	<p>Single Faced Fixed Shelving</p> <ul style="list-style-type: none"> • “31 Series” by Media Technologies • 42”H units with 3 shelves and wood top • Steel shelves with adjustable book supports • 12” deep shelves • Starter and adder design <p>31-4212, Starter, Qty: 2 31-4212A, Adder, Qty: 8</p> <p>Finish selection</p> <ul style="list-style-type: none"> • Stainless Aluminum • Rehau Fog C600257 • 809 Silver 	
	<p>Shelving Accessories</p> <p>31-LK, Leveling Kits, Qty: 50 31-SFMB, Wall Mounting brackets, Qty: 16 21-BS10, Book Supports, Qty: 234</p> <p>Finish selection</p> <ul style="list-style-type: none"> • 809 Silver 	



**PROSPECT HEIGHTS DISTRICT 23
FINANCE COMMITTEE
INFORMATION ITEM**

Date: January 3, 2022

Subject: Recommendation for Renewal of Cybersecurity, Property and Liability Insurance Coverages

Contact: Amy McPartlin, Assistant Superintendent for Finance and Operations

BACKGROUND:

The District is required to purchase liability insurance coverage to insure against any loss or liability of the District including civil rights damage claims and suits, constitutional rights damage claims and suits, and death and bodily injury and property damage claims and suits. Such coverage is to include defense costs, when damages are sought for negligent or wrongful acts allegedly committed in the scope of employment or under the Board's direction or related to services provided to specific individuals who work or serve the District.

In addition, the District is required to purchase comprehensive property insurance covering a broad range of causes of loss involving building and personal property. The coverage amount is for the replacement cost or the insurable value of such property.

The District belongs to SSCIP, the Suburban School Cooperative Insurance Pool, which consists of over 100 suburban and downstate school districts. The membership in SSCIP provides benefits on insurance pricing due to the resources, liabilities and experience history being pooled with the other member school districts.

This year the premium for the District's property and liability coverage has been set at \$80,153. A pool contribution, in the amount of \$7,304, has reduced the renewal premium to \$72,849, an increase of only \$1,763 over last year's premium of \$71,086.

Under SSCIP, the District is also able to take advantage of purchasing cyber liability coverage. While this coverage may have been considered "optional" in prior years, it is now viewed as a primary coverage with a significant opportunity for loss for school districts, especially due to the increase in exposure that comes with the shift to remote learning due to COVID-19.

Since March, 2019, losses due to cyber attacks have gone up over **6,000%**! Premiums for cyber liability cost District 23 \$3,837. As we come into our renewal period, it's important to note that nationwide, school districts have become the single largest public target for cyber crime. Options

for renewal of coverages are extremely limited and now require multi-factor authentication in addition to weekly backups of data to an offsite location. While District 23 is now fully compliant with these criteria, we have still seen a significant increase in premium, up to \$14,954 for the 2022 calendar year..

The Business Office has investigated the cost effectiveness of the property and liability insurance program, including the newer cyber liability. The District continues to benefit from its participation in the pool from both a cost perspective and breadth of available coverages. The renewal rates do not appear to be at a disproportionate level.

RECOMMENDATION

The Business Office recommends approval of the 2022 insurance renewals with SSCIP for property and liability insurance in the amount of \$72,849 and cyber liability insurance in the amount of \$14,954.

**Suburban School Cooperative Insurance Pool Invoice
PROSPECT HGTS SD #23**

SUMMARY OF 12/31/2021-2022 CYBER PREMIUM

Invoice Date: 12/31/21

<u>COVERAGE</u>	<u>EFFECTIVE DATE</u>	<u>INSURANCE COMPANY</u>	<u>PREMIUM</u>
School Premium	31-Dec-21	Cowbell Cyber	\$14,055.45
TRIA	31-Dec-21	Cowbell Cyber	\$140.55
Carrier Fee	31-Dec-21	Cowbell Cyber	\$250.00
Surplus Lines Taxes	31-Dec-21	Cowbell Cyber	\$497.00
Surplus Lines Stamping Fee	31-Dec-21	Cowbell Cyber	<u>\$11.00</u>

Total 2021-2022 Insurance Premium - Please Pay this amount	\$14,954.00
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Retention	\$25,000
Aggregate Limit	\$2,000,000

Premiums are due and payable upon receipt of invoice.
Please make your check payable to Suburban School Cooperative Ins. Pool
Please send your remittance with a copy of this invoice by February 1, 2022 to:

Suburban School Cooperative Insurance Pool 39206 Treasury Center Chicago, IL 60694-9200

**Suburban School Cooperative Insurance Pool Invoice
PROSPECT HGTS SD #23**

**SUMMARY OF 12/31/2021-2022 PREMIUMS AND COVERAGES
Invoice Date: 12/31/21**

<u>COVERAGE</u>	<u>LIMIT OF LIABILITY</u>	<u>EFFECTIVE DATE</u>	<u>INSURANCE COMPANY</u>	<u>PREMIUM</u>
Property/Crime	\$1,000,000 - \$2,500 Ded	31-Dec-21	Great American	\$20,208
General Liability	\$11,000,000	31-Dec-21	Great American/Old Republic/Markel	\$22,031
Auto Liability	\$11,000,000	31-Dec-21	Great American/Old Republic/Markel	\$530
Auto Physical Damage	ACV - \$2,500 Ded.	31-Dec-21	Great American	\$88
School Board Legal	\$11,000,000	31-Dec-21	Great American/Old Republic/Markel	<u>\$11,330</u>
Total Package Policy*				\$54,188
Boiler & Machinery	\$250,000,000	31-Dec-21	Travelers Property Casualty Ins. Co.	\$1,241
Excess Property	\$500,000,000	31-Dec-21	Travelers Property Casualty Ins. Co.	\$18,722
	\$15,000,000			
Excess Liability	w/ \$25M Aggregate in \$5M xs \$11M Layer & \$15M Aggregate in \$5M xs \$21M Layer	31-Dec-21	Everest/Great American/Berkley	\$4,432
Cyber Risk Liability				To Be Invoiced Separately
Pollution Legal Liability	\$1,000,000 Each Incident \$10,000,000 Aggregate Policy Term Limit	31-Dec-21	Ironshore	\$1,569
Preliminary 2021-2022 Insurance Premium				\$80,153

SURPLUS REDUCTION	(\$7,304)
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Total 2021-2022 Insurance Premium - Please Pay this amount	\$72,849
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Total 2020-2021 Insurance Premium (incl. surplus reduction, excl. Cyber)	\$69,387
% Change in Premium	5.0%

<u>RATING VARIABLES:</u>	<u>PRIOR</u>	<u>CURRENT</u>	<u>% CHANGE</u>
Exposure (5 Year Avg.)			
Property Value	\$57,402,205	\$58,755,580	2.4%
Student Count	1,606	1,595	-0.7%
Vehicle Value	\$41,000	\$41,000	0.0%
Loss Base (5 Year Avg. Capped at \$75k per year per coverage)	\$0	\$0	

*Package includes claims fees, administrative fees, crime coverage, and loss fund contribution.

VEHICLE COST (FOR STATE REPORTING PURPOSES):

PACKAGE POLICY	\$	646
EXCESS LIABILITY	\$	88
TOTAL COST PER VEHICLE	\$	734

Premiums are due and payable upon receipt of invoice.
Please make your check payable to Suburban School Cooperative Ins. Pool
Please send your remittance with a copy of this invoice by January 1, 2022 to:

Suburban School Cooperative Insurance Pool 39206 Treasury Center Chicago, IL 60694-9200



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

Date: January 3, 2022
Title: Early Learning Expansion - Leadership Team
Contact: Don Angelaccio, Superintendent
Amy McPartlin, Assistant Superintendent for Finance & Operations

SUMMARY:

In its effort to achieve the District's goal of ensuring that District 23 facilities possess the capacity to provide spaces that support collaborative learning opportunities and contribute to optimal educational experiences, Administration has been organizing a team of key contributors to review our District's options.

Along with District Administration, it will be the responsibility of this team to:

1. Develop and recommend a long-term facility option,
2. Generate awareness and community advocacy for the selected facility option, and
3. Define a financial funding option to support the selected facility option.

BACKGROUND:

Through a comprehensive selection process, the following contributors have been evaluated by Administration. To follow is a brief description of their role in the process, and an estimate of costs to the District for services provided during the facility selection process:

ARCON Associates - Architect

- Architecture services to generate "living" documentation representing the long range facility needs and financial impact, while providing an opportunity for community and stakeholder engagement.
- Estimated total cost of services: \$23,000.

Paul Hanley, Beyond Your Base - Public Policy Consultant

- Consulting services to assist in the engagement of the community with information regarding the District's facilities and long range needs.
- Estimated total cost of services: \$60,000

Nicholas & Associates - Construction Manager

- Construction management services, providing checks and balances for the District to ensure designed facility options can be built within budget and schedule.

- No cost during this planning stage.

Elizabeth Hennessey, Raymond James - Municipal Advisor

- Financial advisory services to provide advice on available financing structures for selected facility option.
- No cost during the planning stage

While each team member has a specific role in the process, expectations of all include attending meetings as required to generate awareness and community advocacy for the selected facility option. Costs are estimates of services provided during the planning of the facility selection process and do not include any costs associated with the execution of any final selected facility option.

IMPACT TO BUDGET:

As discussed with the Finance Committee, we can anticipate invoices for approximately 50% of the total costs to come in FY22. The approximately \$42,000 is currently available in budgeted Fund 10 contingency accounts and will be reallocated to an ELE Purchased Service account to track the funding for this project. The remainder of these fees will be budgeted in the FY23 Purchased Services budget.

RECOMMENDED BOARD ACTION:

That the Board of Education approve the above referenced facility leadership team and estimated costs, and authorize Administration to finalize contracts with Arcon Associates and Beyond Your Base. Should there be a need for a formalized contract with Nicholas & Associates and Raymond James, Administration will bring those forward for Board discussion and action.

*Formalized contracts are still being finalized and will be brought to the Board in January for further discussion.