

Finance Committee Meeting

Monday, May 2, 2022 6:00 PM

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

I. Call to Order

II. Discussion Items

II.A. Financial Reporting to the Committee

II.B. Activity Fund Balances as of 04/30/2022

II.C. FY2023 Bill Payment Resolutions

II.D. Stipend Adjustments for 2022-2023 School
Year

II.E. 2022-2023 Workers' Compensation Insurance
Renewal

II.F. FY2023 NSSEO Budget and Resolution -
ACTION

II.G. Summer Worker Hiring Update

II.H. Sale of Student I-Pads

II.I. Betsy Ross - Additional Classroom
Furniture Purchase

II.J. Honeywell Service Agreement - 1 Year
Renewal

II.K. Matt Tures Landscaping Services -
Proposal and Natural Playgrounds - Benches,
Garden Boxes and Swings for the MacArthur
Courtyard.

II.L. Lurvey's Earth Day Grant Award

II.M. Table and Bench Replacement Work - Ross
and Sullivan

II.N. Approval of Disposal of Equipment -
Outdated Instructional Materials and Propane
Burnisher

III. Adjournment

Budget Performance Update

FY22+ Prospect Heights 23 (Initial Base Scenario)

Fund summary basis: Operating Funds

Month of March (fiscal year 2022):

- ↓ Total MTD Revenues: \$7,282,696; under plan* (unfavorable) by **-\$77,735**
- ↑ Total MTD Expenditures: \$2,351,568; over plan (unfavorable) by **+\$117,994**

Fiscal year to date (July-March):

- ↓ Total YTD Revenues: \$22,569,030 (85.0% of annual budget compared to 69.2% prior YTD); under plan (unfavorable) year-to-date (YTD) by **-\$1,087,594**
 - ↑ 1000 Local Sources: +\$171,956
 - 2000 Flow-Through Sources: +\$0
 - ↓ 3000 State Sources: **-\$81,826**
 - ↓ 4000 Federal Sources: **-\$1,177,124**
 - ↓ 7000 Other Financing Sources: **-\$600**
- ↓ Total YTD Expenditures: \$16,581,493 (62.4% of annual budget compared to 50.0% prior YTD); under plan (favorable) year-to-date (YTD) by **-\$620,863**
 - ↓ 000 Transfer: -\$20,905
 - ↓ 100 Salaries: -\$326,713
 - ↑ 200 Employee Benefits: **+\$397,166**
 - ↓ 300 Purchased Services: -\$100,649
 - ↓ 400 Supplies & Materials: -\$484,836
 - ↓ 500 Capital Outlay: -\$262,652
 - ↑ 600 Other Objects: **+\$268,847**
 - ↓ 700 Non-Capitalized Equipment: -\$91,121

End of Fiscal Year Projection

	Projected	Annual Budget	Variance
Total Revenues	\$25,449,143	\$26,536,737	-\$1,087,594
Total Expenditures	\$25,946,032	\$26,566,895	-\$620,863
Difference	↓-\$496,890	-\$30,158	-\$466,731

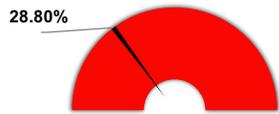
* Plan equals budgeted amount including any assumptions for all periods (Trend Amount).

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

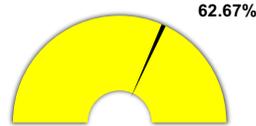
Educational | Operations and Maintenance | Transportation | IMRF | Working Cash | Tort

For the Period Ending March 31, 2022

Projected Year-End Balances as % of Budgeted Expenditures

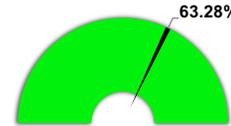


Actual YTD Expenditures



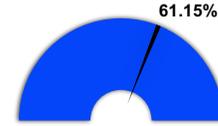
Projected YTD Expenditures
64.93%

Actual YTD Salaries / Benefits



Projected YTD Salaries / Benefits
62.91%

Actual YTD Other Objects



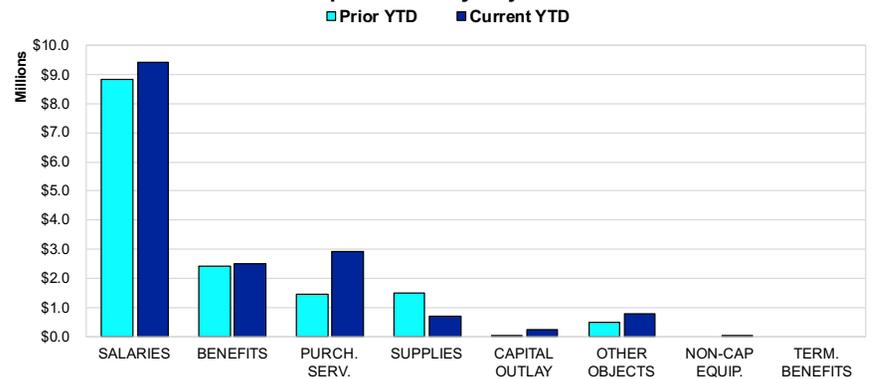
Projected YTD Other Objects
69.94%

All Funds | Top 10 Expenditures by Program YTD

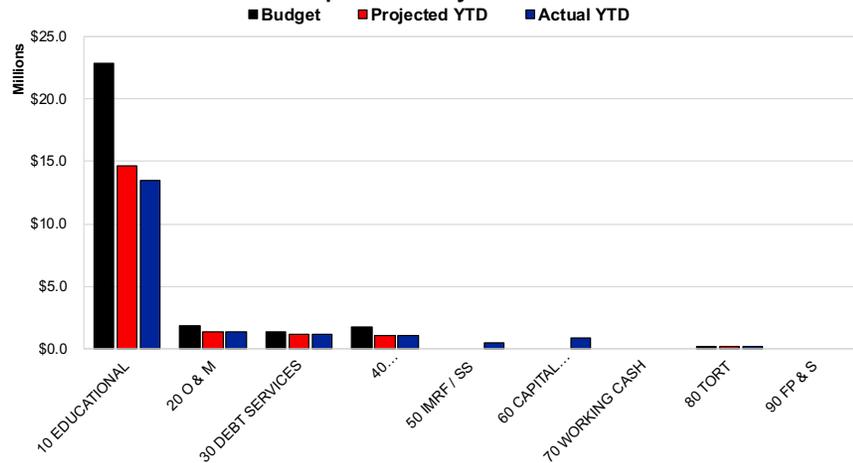
Regular Programs	\$4,416,131
Support Services - Business	\$4,281,551
Special Education/Remedial Programs	\$2,108,866
Support Services - Instructional Staff	\$1,572,446
Support Services - Pupils	\$1,452,871
Debt Services - Payments of Principal on Long-term Debt	\$965,230
Support Services - School Administration	\$897,257
Payments to Other Govt. Units - Tuition (In-State)	\$631,870
Support Services - General Administration	\$554,902
Bilingual Programs	\$344,675

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

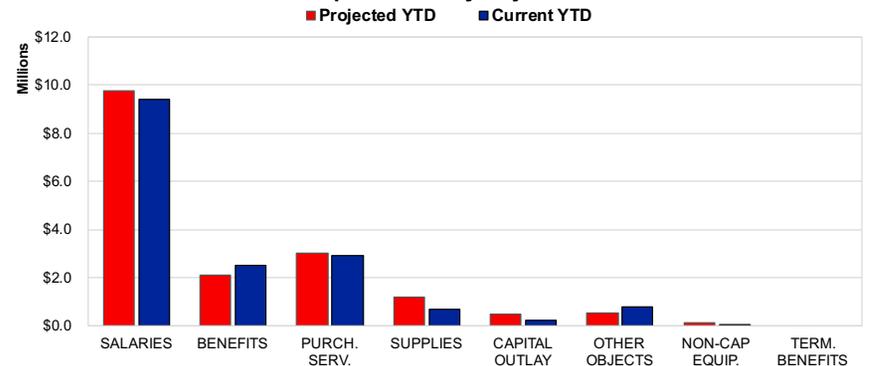
Expenditures by Object



Expenditures by Fund



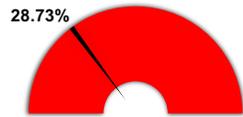
Expenditures by Object



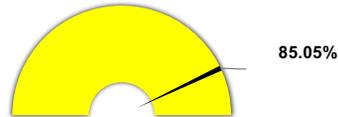
Educational | Operations and Maintenance | Transportation | IMRF | Working Cash | Tort

For the Period Ending March 31, 2022

Projected Year-End Balances as % of Budgeted Revenue



Actual YTD Revenues



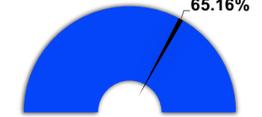
Projected YTD Revenues 89.15%

Actual YTD Local Sources



Projected YTD Local Sources 95.73%

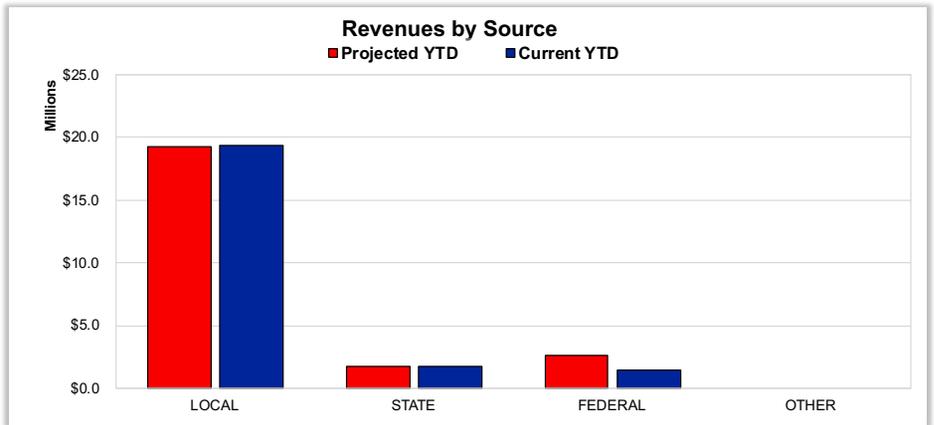
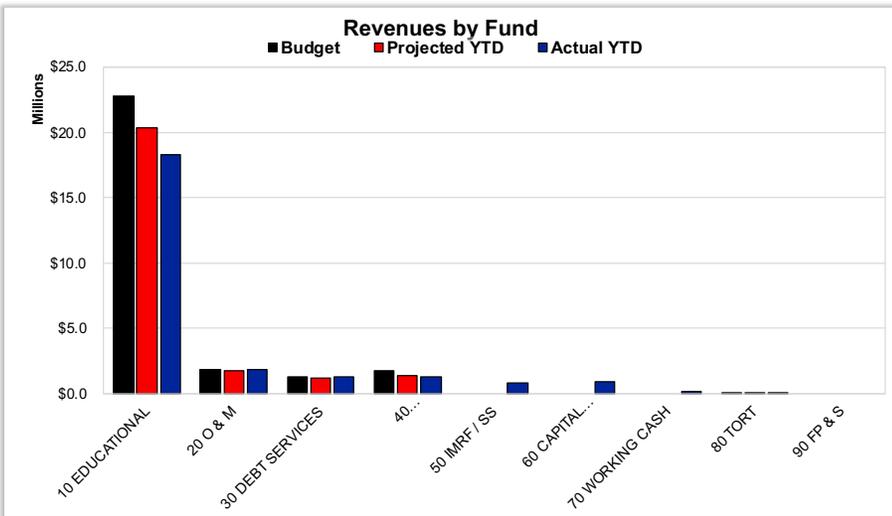
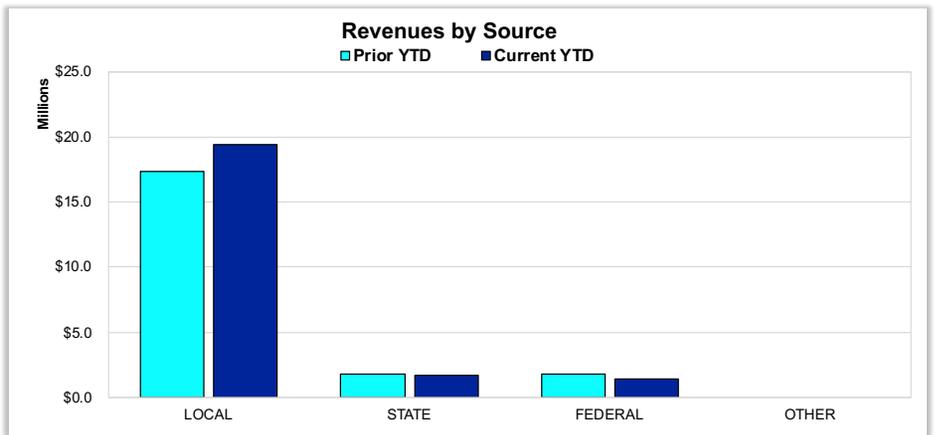
Actual YTD State Sources



Projected YTD State Sources 68.30%

All Funds | Top 10 Sources of Revenue YTD

Ad Valorem Taxes	\$20,058,121
Unrestricted Grants-in-Aid	\$1,342,368
Other Revenue from Local Sources	\$1,168,511
Food Service	\$680,042
Restricted Grants-In-Aid Received from the Federal Govt Thru	\$401,400
State Transportation Reimbursement	\$259,659
Federal Special Education	\$247,028
Textbook Income	\$141,156
Title I	\$135,664
Payments in Lieu of Taxes	\$129,794
Percent of Total Revenues Year-to-Date	99.32%



04/30/2022 Building Student Activity Balances

Account	Description	Balance
02.22.3	Sullivan Library	\$3,240.96
02.23.3	Sullivan Drama	-\$363.77)
02.31.3	Sullivan Band	\$0.00
02.32.3	Sullivan Choir	-\$61.00)
02.36.3	Sullivan Needy Family	\$206.64
02.40.3	Sullivan Field Trips	\$43.29
02.60.3	Sullivan Camp Scholarship Fund	\$93.01
02.61.3	Sullivan Supervising Teacher Reimbursement	\$0.00
02.89.3	Sullivan STEAM	\$0.00
02.98.3	Sullivan LEGO Robotics	\$538.88
	TOTAL	\$4,122.78
03.02.3	Ross Charitable Fund	\$136.24
03.03.3	Ross Student Spirit Purchases	\$20.00
03.22.3	Ross Library	\$1,430.85
03.36.3	Ross Needy Family	\$939.58
03.40.3	Ross Field Trips	\$307.37
03.61.3	Ross Supervising Teacher Reimbursement	\$31.25
03.89.3	Ross STEAM	\$1,127.92
	TOTAL	\$3,993.21
04.02.3	MacArthur Charitable Fund	\$146.16
04.03.3	MacArthur Student Spirit Purchases	\$0.00
04.08.3	MacArthur Eighth Grade	-\$4,328.45)
04.11.3	MacArthur Student Incentives/Student Support	\$150.08
04.13.3	MacArthur Applied Tech Club	\$523.44
04.14.3	MacArthur Creativity Club	\$0.00
04.15.3	MacArthur Student Senate	\$1,470.45
04.20.3	MacArthur Art	\$0.00
04.22.3	MacArthur Library	\$0.00

04.23.3	MacArthur Drama	\$777.76
04.28.3	MacArthur Life Skills Club	\$18.46
04.30.3	MacArthur Orchestra	\$0.00
04.31.3	MacArthur Band	\$0.00
04.32.3	MacArthur Choir	\$0.00
04.40.3	MacArthur Field Trips	-\$2,752.85)
04.51.3	MacArthur Basketball	-\$1.00)
04.53.3	MacArthur Pom-Pon	-\$710.92)
04.54.3	MacArthur Track	\$0.00
04.55.3	MacArthur Volleyball	\$0.00
04.56.3	MacArthur Wrestling	-\$691.20)
04.61.3	MacArthur Supervising Teacher Reimbursement	\$0.00
	TOTAL	\$2,940.19
05.02.3	Eisenhower Charitable Fund	\$0.00
05.03.3	Eisenhower Student Spirit Purchases	\$6.00
05.22.3	Eisenhower Library	\$467.53
05.36.3	Eisenhower Needy Family	\$803.11
05.40.3	Eisenhower Field Trips	\$860.21
05.61.3	Eisenhower Supervising Teacher Reimbursement	\$31.25
	TOTAL	\$2,168.10
GRAND TOTAL ALL BUILDINGS		\$13,224.28

RESOLUTION AUTHORIZING PAYMENT OF BILLS

WHEREAS, it is often necessary or beneficial to pay bills related to the operations of the District prior to a regularly scheduled board meeting; and

WHEREAS, the Board of Education of Prospect Heights School District No. 23 (the “District”), Cook County, Illinois (hereinafter the “Board”) desires to establish a process for the timely and efficient payment of bills; and

WHEREAS, the establishment of a bill paying process that enables the District to pay bills prior to regularly scheduled board meetings should also enable the Board to maintain reasonable and adequate oversight.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Prospect Heights School District No. 23, Cook County, Illinois as follows:

Section 1. The recitals set forth above are hereby incorporated as though fully set forth herein.

Section 2. The ASSISTANT SUPERINTENDENT FOR FINANCE & OPERATIONS is authorized to pay the following bills pursuant to this Resolution:

- a. Any bill less than \$10,000.00
- b. Any recurring bill including, but not limited to:
 1. Utilities
 2. Student Transportation
 3. Food Service
 4. NSSEO
 5. Private Tuition Bills
 6. Insurance(s)
 7. Legal Services
- c. Any bill over \$10,000.00 pursuant to a contractual agreement entered into by the District or resolution as approved by the Board
- d. Any bill for which a finance charge would be incurred if not paid by the posted date
- d. Any curricular expenditure posted as part of the fiscal year budget for which delay would cause disruption to the educational program

- Section 3. The ASSISTANT SUPERINTENDENT FOR FINANCE & OPERATIONS is NOT authorized to pay any bills for 2022 Summer Construction projects via this Resolution Authorizing Payment of Bills. Payment of invoices for 2022 Summer Construction shall be done monthly at the regular meeting of the Board of Education and in accordance with the parameters established by the Board of Education.
- Section 4. Prior to paying any bill, the ASSISTANT SUPERINTENDENT FOR FINANCE & OPERATIONS will provide the board members with a list of the bills proposed for payment not later than the Friday before payment will be issued. Any board member may remove a bill from the proposed payment list prior to 12:00 p.m. on the following Tuesday. Upon removing a bill from the proposed payment list, the board member may seek additional information from the ASSISTANT SUPERINTENDENT FOR FINANCE & OPERATIONS regarding the bill. If the board member's concerns are addressed to the board member's satisfaction, the bill may be returned to the proposed payment list and paid in accordance with the authorizations of this Resolution. Otherwise, the bill will remain unpaid until specific Board approval at the next regularly scheduled board meeting.
- Section 5. Each month, the Board will designate a board member to review the bills proposed to be paid each week of his/her designated month. The designated board member may schedule a time with the ASSISTANT SUPERINTENDENT FOR FINANCE & OPERATIONS not more often than one time per week to review the bills in the District office. The designated board member shall provide specific, written confirmation of his/her approval of the bills to be paid for the week pursuant to this Resolution. Such confirmation shall be provided no later than 12:00 p.m. of the Tuesday on which bills are to be paid in accordance with this Resolution.
- Section 6. The ASSISTANT SUPERINTENDENT FOR FINANCE & OPERATIONS will review all bills and payment checks prior to issuance of the payment.
- Section 7. The bills paid pursuant to the authorizations of this Resolution will be presented to the Board at the next regularly scheduled board meeting after payment is made for the Board's review and formal ratification.
- Section 8. This Resolution shall be in full force and effect upon adoption for Fiscal Year 2023.
- Section 9. This Resolution shall be adopted annually, after review and revision, as necessary, by the Board of Education.

ADOPTED this 11th day of May 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: _____

BOARD OF EDUCATION OF PROSPECT HEIGHTS
SCHOOL DISTRICT NO. 23, Cook County, Illinois

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 PAYMENT OF BILLS

as adopted by the Board at its meeting held on the 12th day of May 2021.

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 12th day of May 2021.

Secretary, Board of Education



**PROSPECT HEIGHTS DISTRICT 23
FINANCE COMMITTEE & BOARD OF EDUCATION
ACTION ITEM**

Date: May 2, 2022

Title: Approval of Stipends for 2022-23

Contact: Amy McPartlin, Assistant Superintendent for Finance & Operations

BACKGROUND INFORMATION:

Annually, the Extra-duty committee of PHEA representatives and Administration reviews the implementation, attendance, and distribution of negotiated extra-duty positions. This committee reviews requests for shifts among existing stipend allocations to modify programs or offerings that better meet student interest and need. Staff and Administration were commended for their flexibility and creativity in continuing to provide these important opportunities to our students throughout the COVID pandemic.

In accordance with the collective bargaining agreement, PHEA stipends have been increased by CPI (7%), while the Board stipends have been increased at 3.75%. There have been slight adjustments to club offerings. However, there are no requests for new stipend allocations. All adjustments have been accommodated using existing stipend funds. Included in this memo are the PHEA stipends and allocations for the 2022-23 school year.

In addition, Administration reviews the number of Board allocated stipends and brings forth recommendations for adjustments based on programming needs. Again, slight adjustments have been accommodated using existing stipend funds. Included in this memo are the BOE stipends and allocations for the 2022-23 school year.

RECOMMENDATION:

That the Board of Education approves the stipends as presented for the 2022-23 school year.

2022-23 PHEA EXTRA DUTY STIPENDS

Activity	Account #	Number of Positions	Budgeted Stipends 2021-2022	Budgeted Stipends 2022-2023
Lunchroom Supervision				
MacArthur -- 9	10.5.0000.2560.134.01.0000 PHEA	9	\$16.76	\$17.93
	10.5.0000.2560.105.01.0000 Non PHEA		\$15.72	\$16.31
Ross -- 6	10.5.0000.2560.134.01.0000 PHEA	6	\$16.76 to \$25.41	\$26.90
	10.5.0000.2560.105.01.0000 Non PHEA		\$15.72	\$16.31
Sullivan -- 6	10.5.0000.2560.134.01.0000 PHEA	6	\$16.76 to \$25.41	\$26.90
	10.5.0000.2560.105.01.0000 Non PHEA		\$15.72	\$16.31
Eisenhower -- 5.5	10.5.0000.2560.134.01.0000 PHEA	5.5	\$16.76 to \$25.41	\$26.90
	10.5.0000.2560.105.01.0000 Non PHEA		\$15.72	\$16.31
Bus Supervision				
Ike Bus/Car -- 5	40.5.0000.2551.134.01.0000	5	\$16.76	\$17.93
	Non PHEA		\$15.72	\$16.31
Ross Bus/Car -- 5	40.5.0000.2551.134.01.0000	5	\$16.76	\$17.93
	Non PHEA		\$15.72	\$16.31
Sullivan Bus/Car -- 4.5	40.5.0000.2551.134.01.0000	4.5	\$16.76	\$17.93
	Non PHEA		\$15.72	\$16.31
Mac Bus/Car -- 4	40.5.0000.2551.134.01.0000	4	\$16.76	\$17.93
	Non PHEA			
After-School Event Supervision				
Afternoon/Evening Event Supervision	10.5.0000.1503.134.01.0000	52 Events	\$3,856.53	\$4,126.72
IESA Event Supervision	10.5.0000.1503.134.01.0000	6 Events	\$890.03	\$952.32
MIDDLE SCHOOL				
Interscholastic Sports				
Wrestling Lead	10.5.0000.1503.134.01.0000	1	\$3,708.88	\$3,968.50

Wrestling Assistant	10.5.0000.1503.134.01.0000	1	\$2,781.66	\$2,976.37
Basketball Boys Gr 7	10.5.0000.1503.134.01.0000	1	\$3,523.42	\$3,770.06
Basketball Boys Gr 8	10.5.0000.1503.134.01.0000	1	\$3,523.42	\$3,770.06
Basketball Girls Gr 7	10.5.0000.1503.134.01.0000	1	\$3,523.42	\$3,770.06
Basketball Girls Gr 8	10.5.0000.1503.134.01.0000	1	\$3,523.42	\$3,770.06
Volleyball Boys Gr 7	10.5.0000.1503.134.01.0000	1	\$3,523.42	\$3,770.06
Volleyball Boys Gr 8	10.5.0000.1503.134.01.0000	1	\$3,523.42	\$3,770.06
Volleyball Girls Gr 7	10.5.0000.1503.134.01.0000	1	\$3,523.42	\$3,770.06
Volleyball Girls Gr 8	10.5.0000.1503.134.01.0000	1	\$3,523.42	\$3,770.06
Track Boys Lead	10.5.0000.1503.134.01.0000	1	\$3,523.42	\$3,770.06
Track Girls Lead	10.5.0000.1503.134.01.0000	1	\$3,523.42	\$3,770.06
Track Boys Asst.	10.5.0000.1503.134.01.0000	1	\$2,596.21	\$2,777.94
Track Boys Asst.	10.5.0000.1503.134.01.0000	1	\$2,596.21	\$2,777.94
Track Girls Asst.	10.5.0000.1503.134.01.0000	1	\$2,596.21	\$2,777.94
Track Girls Asst.	10.5.0000.1503.134.01.0000	1	\$2,596.21	\$2,777.94
Cross Country Boys Lead	10.5.0000.1503.134.01.0000	1	\$3,523.42	\$3,770.06
Cross Country Girls Lead	10.5.0000.1503.134.01.0000	1	\$3,523.42	\$3,770.06
Cross Country Boys Asst.	10.5.0000.1503.134.01.0000	1	\$2,596.21	\$2,777.94
Cross Country Girls Asst.	10.5.0000.1503.134.01.0000	1	\$2,596.21	\$2,777.94
Poms (considered club)	10.5.0000.1501.134.01.0000	1	\$2,596.21	\$2,777.94
Poms (considered club)	10.5.0000.1501.134.01.0000	1	\$2,596.21	\$2,777.94
Unified Poms	10.5.0000.1501.134.01.0000	1	\$1,335.18	\$1,428.65
MacArthur Intramurals				
Mac Badminton	10.5.0000.1504.134.01.0000	1	\$667.60	\$714.33
Mac Basketball	10.5.0000.1504.134.01.0000	1	\$667.60	\$714.33
Mac Bowling	10.5.0000.1504.134.01.0000	1	\$667.60	\$714.33
Mac Bowling	10.5.0000.1504.134.01.0000	1	\$667.60	\$714.33
Mac Floor Hockey	10.5.0000.1504.134.01.0000	1	\$667.60	\$714.33
Mac Volleyball	10.5.0000.1504.134.01.0000	1	\$667.60	\$714.33
Unified Coach (considered intramural)	10.5.0000.1504.134.01.0000	1	\$1,001.40	\$1,071.49
Unified Coach (considered intramural)	10.5.0000.1504.134.01.0000	1	\$1,001.40	\$1,071.49
MacArthur Club Sponsors				
Mac Be Together Club (was Anime)	10.5.0000.1501.134.01.0000	1	\$667.60	\$714.33
Mac Art Club	10.5.0000.1501.134.01.0000	1	\$1,112.66	\$1,190.55
Mac Fitness (was Dance)	10.5.0000.1501.134.01.0000	1	\$667.60	\$992.13

Mac Literary Club	10.5.0000.1501.134.01.0000	1	\$927.22	\$714.33
Mac Creativity Club	10.5.0000.1501.134.01.0000	1	\$927.22	\$992.13
Mac Innovation Club	10.5.0000.1501.134.01.0000	1	\$927.22	\$992.13
Mac Robotics	10.5.0000.1501.134.01.0000	1	\$1,668.99	\$1,785.82
Mac Talent Show	10.5.0000.1501.134.01.0000	1	\$1,112.66	\$1,190.55
Mac Sci. Showcase	10.5.0000.1501.134.01.0000	1	\$667.60	\$714.33
Mac Sci. Showcase	10.5.0000.1501.134.01.0000	1	\$667.60	\$714.33
Mac Art Show	10.5.0000.1501.134.01.0000	1	\$465.16	\$497.72
Mac Student Senate	10.5.0000.1501.134.01.0000	1	\$1,854.42	\$1,984.23
Mac Student Senate	10.5.0000.1501.134.01.0000	1	\$1,854.42	\$1,984.23
Mac PALS Coordinator	10.5.0000.1501.134.01.0000	1	\$2,596.21	\$2,777.94
Mac PALS Asst.	10.5.0000.1501.134.01.0000	1	\$1,854.42	\$1,984.23
Mac Unified Program	10.5.0000.1501.134.01.0000	1	\$1,001.40	\$1,071.49
Mac Yearbook	10.5.0000.1501.134.01.0000	1	\$3,523.43	\$3,770.07
Mac Yrbk Asst.	10.5.0000.1501.134.01.0000	1	\$1,668.99	\$1,785.82
Mac Newspaper	10.5.0000.1501.134.01.0000	1	\$1,668.99	\$1,785.82
Performing Arts				
Mac Band Director	10.5.0000.1502.134.01.0000	1	\$3,523.43	\$3,770.07
Mac Orchestra Director	10.5.0000.1502.134.01.0000	1	\$3,523.43	\$3,770.07
Mac Chorus Director	10.5.0000.1502.134.01.0000	1	\$2,707.48	\$2,897.01
Recital Director	10.5.0000.1502.134.01.0000	1	\$296.71	\$317.48
Recital Accomp.	10.5.0000.1502.134.01.0000	1	\$482.17	\$515.92
Mac School Production				
Mac Play Director	10.5.0000.1502.134.01.0000	1	\$3,198.90	\$3,422.82
Mac Play Director	10.5.0000.1502.134.01.0000	1	\$3,198.90	\$3,422.82
Mac Asst. Directors Scenery/Stage/Sound/Set	10.5.0000.1502.134.01.0000	1	\$1,033.18	\$1,105.51
Mac Asst. Directors Scenery/Stage/Sound/Set	10.5.0000.1502.134.01.0000	1	\$1,033.18	\$1,105.51
Mac Asst. Directors Scenery/Stage/Sound/Set	10.5.0000.1502.134.01.0000	1	\$1,033.18	\$1,105.51
ELEMENTARY SCHOOL				

Elementary Intramurals				
Ross Intramurals	10.5.0000.1504.134.01.0000	0.5	\$1,033.27	\$1,105.59
Sullivan Intramurals	10.5.0000.1504.134.01.0000	0.5	\$1,033.27	\$1,105.59
Elementary Clubs				
Ross Green Thumb Club	10.5.0000.1110.134.03.0000	1	\$518.35	\$554.63
Ross Clean Up Club	10.5.0000.1110.134.03.0000	1	\$518.35	\$554.63
Ross Ambassadors	10.5.0000.1110.134.03.0000	1	\$1,575.40	\$1,685.68
Ross Ambassadors	10.5.0000.1110.134.03.0000	1	\$1,575.40	\$1,685.68
Sull News Crew (was Math Club)	10.5.0000.1110.134.02.0000 Math(611.37) 10.5.0000.1501.134.01.0000 Tech(347.22)	1	\$571.37	\$1,305.83
Sull News Crew (was Math Club)	10.5.0000.1110.134.02.0000 Math(611.37) 10.5.0000.1501.134.01.0000 Tech(347.22)	1	\$571.37	\$1,305.83
Sull Let's Get Moving (was Girls on the Run)	10.5.0000.1501.134.01.0000	1	\$1,095.10	\$585.88
Sull Game Club (was Culture Club)	10.5.0000.1501.134.01.0000	1	\$1,298.04	\$1,388.90
Sull Tech Team	10.5.0000.1501.134.01.0000	1	\$1,298.04	\$0.00
Sull Book Club (New)	10.5.0000.1501.134.01.0000	1		\$696.00
Sull Art Show	10.5.0000.1501.134.01.0000	1	\$465.16	\$497.72
Sull Robotics	10.5.0000.1110.134.02.0000	1	\$2,596.21	\$2,777.94
Sull Ambassadors	10.5.0000.1501.134.01.0000	1	\$1,575.40	\$1,685.68
Sull Ambassadors	10.5.0000.1501.134.01.0000	1	\$1,575.40	\$1,685.68
Sull Ambassadors (New 3rd position)	10.5.0000.1501.134.01.0000	1		\$1,685.68
Ike Art Show	10.5.0000.1501.134.01.0000	1	\$465.16	\$497.72
Performing Arts				
Elem Band	10.5.0000.1502.134.01.0000	1	\$2,967.09	\$3,174.78
Elem Orchestra	10.5.0000.1502.134.01.0000	1	\$2,967.09	\$3,174.78
Elem Chorus	10.5.0000.1502.134.01.0000	1	\$914.17	\$978.16
Sullivan School Production				
Sull Play Director	10.5.0000.1502.134.01.0000	1	\$3,198.90	\$3,194.80

Sull Play Director	10.5.0000.1502.134.01.0000	1	\$3,198.90	\$3,194.80
Sull Asst. Directors Cast & Crew/Set	10.5.0000.1502.134.01.0000	1	\$1,033.18	\$958.08
Sull Asst. Directors Cast & Crew/Set	10.5.0000.1502.134.01.0000	1	\$1,033.18	\$958.08
Sull Asst. Directors Cast & Crew/Set	10.5.0000.1502.134.01.0000	1	\$1,033.18	\$958.08
Webmaster				
Mac	10.5.0000.2225.134.01.0000	1	\$1,756.55	\$1,879.51
Sullivan	10.5.0000.2225.134.01.0000	1	\$1,756.55	\$1,879.51
Ross	10.5.0000.2225.134.01.0000	1	\$1,756.55	\$1,879.51
Eisenhower	10.5.0000.2225.134.01.0000	1	\$1,756.55	\$1,879.51
			\$168,632.95	\$181,334.92
	BOE STEAM Funds Moved			\$968.60
	TOTAL of PHEA Stipends as Increased by CPI			\$180,437.26
	TOTAL % INCREASE	2021-22 TO 2022-2023	7.00%	
	TOTAL \$ INCREASE DUE TO CPI	2021-22 TO 2022-2023	\$11,804.31	

BOE EXTRA DUTY STIPENDS

Activity	Number of Positions	Budgeted Stipends 2021-2022		Budgeted Stipends 2022-2023
MIDDLE SCHOOL		x1.014		x1.0375
Exploratory	1	\$1,602.14		\$1,662.22
Exploratory (2nd Position)	1	\$1,602.14		\$1,662.22
Team Leader Grade 6	1	\$1,602.14		\$1,662.22
Team Leader Grade 6 (2nd Position)	1	\$1,602.14		\$1,662.22
Team Leader Grade 7	1	\$1,602.14		\$1,662.22
Team Leader Grade 7 (2nd Position)	1	\$1,602.14		\$1,662.22
Team Leader Grade 8	1	\$1,602.14		\$1,662.22
Team Leader Grade 8 (2nd Position)	1	\$1,602.14		\$1,662.22
MacAllies	1	\$663.06		\$687.93
MacAllies (2nd Position)	1	\$663.06		\$687.93
Mac Athletic Director	1	\$1,602.14		\$1,662.22
Mac Support Staff Team Leader	1	\$1,602.14		\$1,662.22
ELEMENTARY SCHOOL				
<u>IKE</u>				
Team Leader Grade EC	1	\$1,602.14		\$1,662.22
Team Leader Grade K	1	\$1,602.14		\$1,662.22
Team Leader Grade 1	1	\$1,602.14		\$1,662.22
IKE Support Staff Team Leader	1	\$1,602.14		\$1,662.22
Steam Club	1	\$466.79		\$484.30
Ike Steam Club (2nd Position)	1	\$466.79		\$484.30
<u>ROSS</u>				
Steam Club	1	\$634.22		\$658.00

Ross Steam Club (2nd Position)	1	\$634.22		\$658.00
Ross Steam Club (3rd Position)	1	\$634.22		\$658.00
Team Leader Grade 2	1	\$1,602.14		\$1,662.22
Team Leader Grade 3	1	\$1,602.14		\$1,662.22
Ross Support Staff Team Leader	1	\$1,602.14		\$1,662.22
<u>SULLIVAN</u>				
Steam Club	1	\$466.79		\$0.00
Sullivan Steam Club (2nd Position)	1	\$466.79		\$0.00
Team Leader Grade 4	1	\$1,602.14		\$1,662.22
Team Leader Grade 5	1	\$1,602.14		\$1,662.22
Sullivan Support Staff Team Leader	1	\$1,602.14		\$1,662.22
Growing Green Project Club	1	\$634.22		\$658.00
		\$37,772.96		\$38,220.86
BOE STEAM Funds Moved				\$968.60
TOTAL of BOE Stipends as Increased by CPI				\$39,189.45
TOTAL % INCREASE	2021-22 to 2022-23			3.75%
TOTAL \$ INCREASE DUE TO CPI	2021-22 to 2022-23			\$1,416.49

Workers' Compensation Coverage

INSURANCE COMPANY:	Illinois Counties Risk Management Trust (ICRMT)
A.M. BEST RATING:	Not Rated
STANDARD & POOR'S RATING:	Not Rated
ILLINOIS STATUS:	Not Rated
POLICY/COVERAGE TERM:	July 1, 2022 to July 1, 2023
Limits:	
Workers Compensation	Statutory
Employers Liability Limit:	
Each Accident	\$2,500,000
Disease – Each Employee	\$2,500,000
Premium:	\$ 76,247
Minimum Earned Premium:	Not Applicable
Quote Valid Until:	July 1, 2022
Policy Auditable:	Auditable
Binding Conditions:	<ul style="list-style-type: none"> • Program Withdrawal Rescinding Letter • Signed Quote Acceptance Form • Premium Payment Plan Selection • Payrolls subject to annual audit • After one year anniversary, a member may only withdraw from the Fund upon giving 90 days written notice to ICRMT. If notice is given after the policy effective date, a short-rate penalty may apply.

It is imperative that Alliant and/or the carrier be notified IMMEDIATELY when a policyholder hires employees and/or begins operations in any state not listed in PART 3. A on the INFORMATION PAGE of the policy. Failure to obtain a workers' compensation policy in some states may result in substantial fines levied on the policyholder dating back to the original date of hire. Coverage for other states under PART 3. C. (OTHER STATES INSURANCE) of the workers' compensation policy may not fulfill the coverage verification requirement imposed by some states.

See Disclaimer Page for Important Notices and Acknowledgement



Workers' Compensation Coverage – Premium Summary

State	Classification	Class Code	2019-2020 ICRMT			2020-2021 ICRMT			2021-2022 ICRMT			2022-2023 RENEWAL ICRMT		
			2019 to 2020 Audited Payroll	2019 to 2020 Rates	2019 to 2020 Audited Premium	2020 to 2021 Audited Payroll	2020 to 2021 Rates	2020 to 2021 Audited Premium	2021 to 2022 Estimated Payroll	2021 to 2022 Rates	2021 to 2022 Estimated Premium	2022 to 2023 Estimated Payroll	2022 to 2023 Rates	2022 to 2023 Estimated Premium
IL	Teacher/College Professional	8868	\$13,372,525	0.360	48,141	\$13,309,632	0.360	47,915	\$13,035,499	0.370	48,231	\$15,212,539	0.330	50,201
	Schools - All Other Employees	9101	\$617,717	9.330	57,633	\$827,576	9.330	77,213	\$828,103	7.700	63,764	\$873,977	6.300	55,061
Subtotal			\$13,990,242		\$ 105,774	\$14,137,208		\$ 125,128	\$13,863,602		\$ 111,995	\$16,086,516		\$ 105,262
Increased Limit Multiplier				1.02	\$ 107,890		1.02	\$ 127,630		1.02	\$ 114,235		1.02	\$ 107,367
Experience Modifier				1.09	\$ 117,600		1.01	\$ 128,906		0.93	\$ 106,239		0.91	\$ 97,704
Schedule Modifier				0.80	\$ 94,080		0.78	\$ 100,547		0.78	\$ 82,866		0.87	\$ 85,003
Premium Discount				-0.103	\$ (9,690)		-0.104	\$ (10,457)		-0.102	\$ (8,452)		-0.103	\$ (8,755)
Estimated Workers' Compensation Program Cost					\$ 84,389			\$ 90,090			\$ 74,414			\$ 76,247

NSSEO BUDGET RESOLUTION

Be it resolved that the Board of Education of District 23 took action on the NSSEO amended 2021-2022 annual budget and the 2022-2023 annual budget at their _____ Board Meeting. The result of District 23's action was _____ of the NSSEO budgets.
(approval/disapproval)

President

Secretary

Date

w//budget/FY2223Budget/DistBudRes



2022-2023 BUDGET

Financial Information for Prospect Heights School District #23



Northwest Suburban Special Education Organization

Fiscal Year 2022-2023 Budget

This document is a financial plan for providing special education services as requested by the NSSEO member districts. Districts are billed for those services they receive. The projected district usage and costs are included in this document. These projections are made by both the district and NSSEO staff. District billings will be on actual usage, which could be above or below the costs based on projections. When program vacancies allow, NSSEO will accept non-member district placements if they enhance the educational services/environment.

The NSSEO budget contains the following program budgets:

- Timber Ridge School
- Miner/Kirk Program
- D/HH Program
- Diagnostic and Educational Services Center (DESC)
- D/HH Diagnostics
- D/HH Itinerant
- Outdoor Education
- Vocational Adjustment Counselor (VAC)
- Secondary Transitional Experience Program (STEP)
- NSSEO Administration & Support Services
- Technical Assistance to Districts
- Professional Development
- Technology Central / Programs
- Transportation

NSSEO Budget Development Process

The NSSEO budget is prepared with input from various stakeholder groups including the NSSEO Governing Board of Education, the NSSEO Superintendent, NSSEO Administration, and the NSSEO Finance Advisory Committee. The NSSEO Finance Advisory Committee is comprised of representatives of the NSSEO Board, Member District Administrative Representatives, Member District Business Representatives, and NSSEO Administrative staff. The Committee met three times from January 27, 2022 through March 30, 2022. Members of the NSSEO Finance Advisory Committee represented district needs as well as a comprehensive focus NSSEO's Continuous Improvement Plan.

The budget planning process reflects an ongoing emphasis of the NSSEO Governing Board's role in providing input and approval of the Finance Advisory Committee recommendations. The structured and transparent process is also intended to facilitate dialogue with member districts to insure understanding and provide frequent opportunities for input throughout development of the proposed budget.

Financial Overview

The NSSEO budget for 2022-2023 has been created in accordance with the Illinois Program Accounting Manual. A fund is an accounting entity unto itself, and all the financial transactions for the particular fund are recorded in the accounts of that fund.

The following funds included in the NSSEO budget are as follows:

A. **Education Fund:**

This fund is used for most of the instructional and administrative aspects of the organization's operations. The revenue consists primarily of payments from school districts and state and federal aid.

B. **Transportation Fund:**

This fund accounts for all revenue and expenditures made for student transportation. Revenue is derived primarily from school district payments.

C. **Building Fund:**

This fund is used for expenditures made for repair, maintenance and improvement of NSSEO property. Revenue consists primarily of school district payments.

The funds are further divided into objects. The object represents the service or materials obtained as a result of a specific expenditure. The objects used in NSSEO's budget are as follows:

1. **Salaries** – compensations paid to employees of the joint agreement.
2. **Employee Benefits** – paid by the joint agreement on behalf of its employees. These benefits include board share of IMRF, FICA, Medicare, Teacher Retirement-Local, Teacher Retirement-Federal, Health/Life/Dental Insurance assessment, and Worker's Compensation assessment.
3. **Purchased Services** – amounts paid for personal services rendered to the joint agreement and includes consulting, legal, audit, property, transportation, communication and insurance services.
4. **Supplies** – amounts paid for material items of an expendable nature and include instructional materials, office supplies, gas and electricity.

5. **Capital Outlay** – expenditures for the acquisition of fixed assets or additions to fixed assets. This includes expenditures for land or existing buildings and for improvements to the existing building and grounds. Also included in the object are equipment purchases of \$1,000 and over.
6. **Other Objects** – items including contingency (“contingency” by definition is an amount provided “to address a condition, situation, or set of circumstances involving uncertainty.” Several of the NSSEO program budgets carry small contingencies.), and dues/fees/memberships paid to professional associations and organizations. This also includes payments made to other governmental units, for example, flow-through payments made to NSSEO districts for IDEA and Preschool subgrant claims. Also included in Other Objects are transfers. Transfers are defined as “expenditures that are transfers to other NSSEO programs from NSSEO programs for services purchased, for administration fees, or rental in another NSSEO program.”
7. **Non-Capitalized Equipment** – items that would be classified as capital assets except they cost less than the capitalization threshold and are \$500-\$999 per item.

The information included herein is intended to provide background information necessary to understand the components of the 2022-2023 NSSEO budget.

Dr. Judy Hackett
Superintendent

Julie Jilek
Assistant Superintendent,
Chief School Business Official

2022-2023 NSSEO BUDGET INDEX

NSSEO Budget Summary.....	1-3
Revenue/Expenditures	4-9
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NSSEO Five-Year Facility Plan	17-19
Reserves	20-21
Individual District Projected Costs.....	22-24

[w/budget/indexFY22-23](http://www.nsseo.org/w/budget/indexFY22-23)



NSSEO 2022-2023 BUDGET SUMMARY

2022-2023 Budget Development Process-

- The NSSEO Budget is developed based on input from:
 - NSSEO Governing Board
 - District and NSSEO Administration
 - Student, District, Program and Educational Needs

Scope of the Finance Advisory Committee-

- Throughout the budget development process the Finance Advisory Committee will continue to serve in an advisory capacity with the focus on:
 - Analyzing student/program needs
 - Addressing district needs
 - Focusing on fiscal responsibility
 - Providing ongoing communication and updates on the budget process to stakeholders

NSSEO Continuous Improvement Plan- Areas of Focus

- **Student Outcomes**
 - Foster development, ongoing growth and positive outcomes for all students.
- **Social Emotional Learning**
 - Provide a supportive learning environment to promote social emotional learning and growth for all.
- **Student Centered Learning Environment**
 - Provide a supportive professional learning environment to promote growth for all.
- **Transition Services**
 - Develop defined post-secondary plans for students in collaboration with families that include a combination of social, community and/or work experiences.
- **Collaborative Partnerships**
 - Further advance our collaborative partnerships across the educational community to deepen equitable, inclusive practices that influence change and contributes to greater student growth and success in adulthood.

Enrollment Projections-

- Developed based on input from Districts Administrative and Business Representatives and Program Administrators
- Enrollment Projections in the FY23 Budget are lower than a typical year, but anticipated to grow

Staffing Adjustments-

FY22 Budget to FY23 Budget

Overall Staffing Increase/Decrease: -1.09 FTE

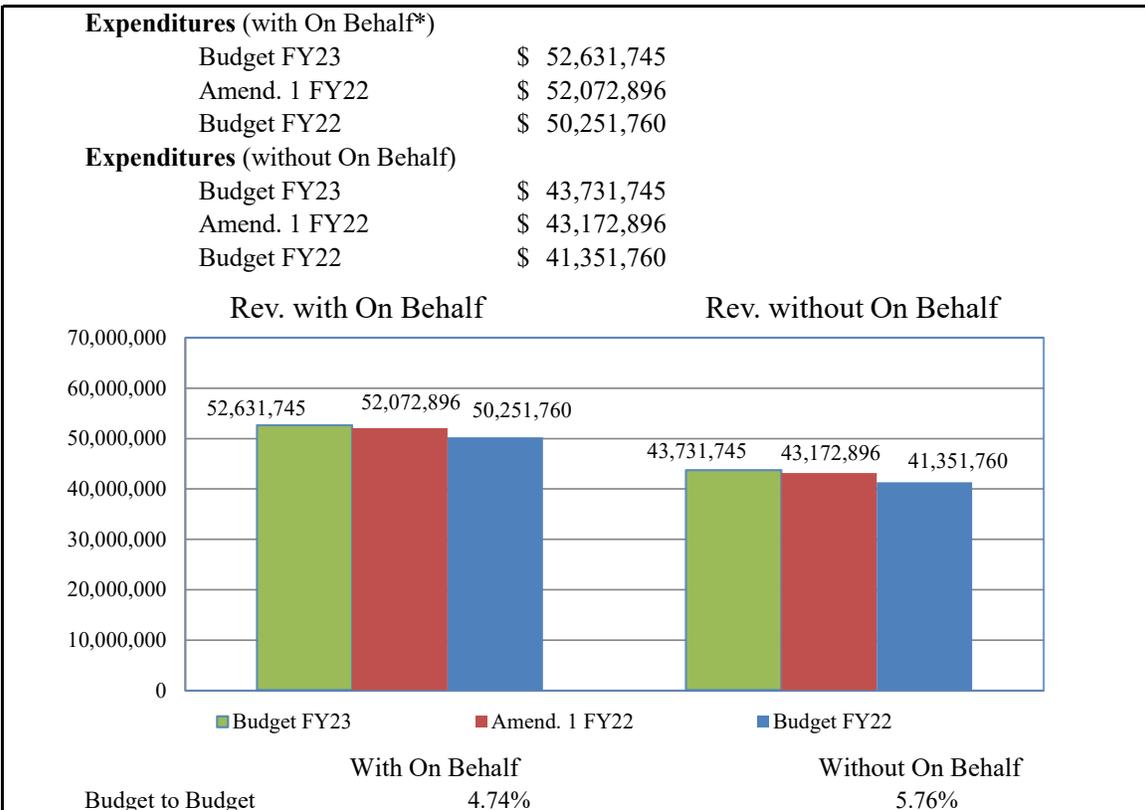
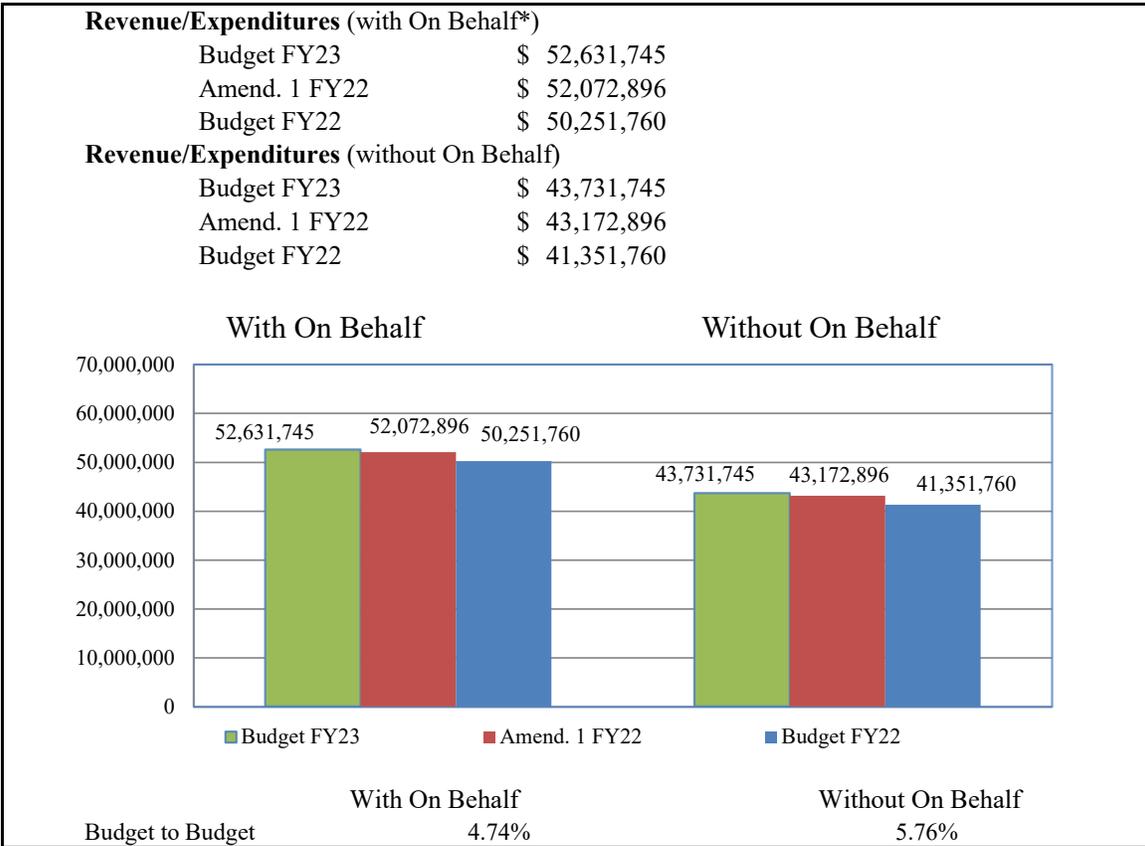
<u>2022-2023 NSSEO Tuition Based</u>	<u>2021-2022</u>		<u>2022-2023</u>	<u>INC./DEC.</u>
<u>Programs</u>	<u>BUDGET</u>		<u>BUDGET</u>	<u>%</u>
Timber Ridge School	41,520.57	per std	43,702.53	5.26%
Miner/Kirk Program	45,120.34	per std	47,887.71	6.13%
D/HH Program	47,412.71	per std	50,738.62	7.01%

Programs and Services Rates-

<u>Non-Member Tuition Rates</u>	<u>2022-2023</u>
Timber Ridge School Non-Member	56,823.35
Timber Ridge Non-Member w/ Add-Ons	67,552.72
Miner/Kirk Program Non-Member	62,243.50
Miner Non-Member with Add-Ons	72,972.87

<u>2022-2023 NSSEO Service/Other Programs</u>	<u>2021-2022</u>		<u>2022-2023</u>	<u>INC./DEC.</u>
<u>DESC:</u>	<u>BUDGET</u>		<u>BUDGET</u>	<u>%</u>
OT/PT services to District students	115,141	per FTE	119,930	4.16%
APE services to District students	78,884	per FTE	80,303	1.80%
Vision services to District students	91,597	per FTE	92,796	1.31%
Assistive Technology services to District students	87,407	per FTE	89,182	2.03%
D/HH-Itinerant Program	24.54	per unit	25.37	3.41%
Outdoor Education - based on % of usage in education fund	390,153	total	415,673	6.54%
VAC - costs are split between Districts 211 & 214	70,437	per dist	TBD	%
NSSEO Administration - Offset by IDEA dollars/Admin Fee	0	total	0	0.00%
Technical Assistance to Districts	93,052	per FTE	96,464	3.67%
Professional Development - Offset by IDEA dollars	0	total	0	0.00%
Central O&M - based on % of usage in education fund	57,229	total	66,703	15.01%
D/HH-Central Office - Offset by Admin Fee	0	total	0	0.00%
Technology/Central - based on % of usage in education fund	724,322	total	746,322	3.12%
Technology/Programs - based on % of usage in education fund	82,859	total	85,583	3.29%
Building Fund	200,000	total	200,000	

Budget Revenue/Expenditure Summary:

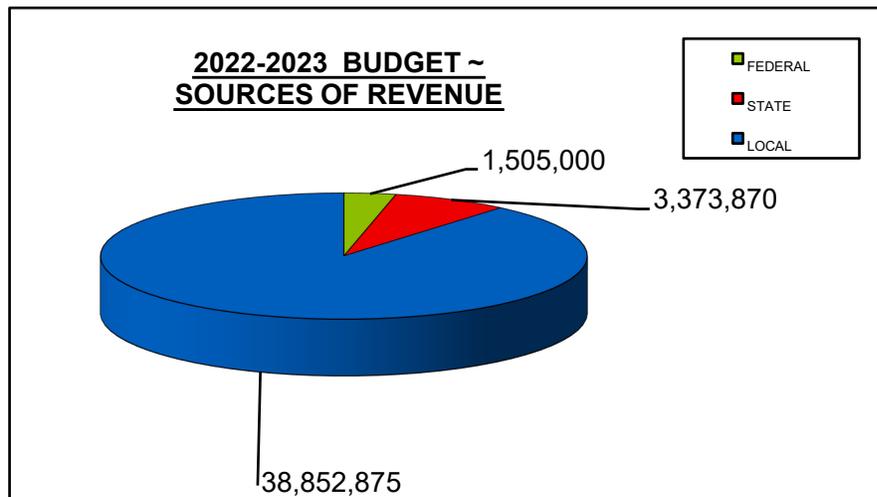


NORTHWEST SUBURBAN SPECIAL EDUCATION ORGANIZATION



SOURCES OF REVENUE

	<u>FEDERAL</u>	<u>STATE</u>	<u>LOCAL</u>	<u>TOTAL</u>
2021-2022 BUDGET*	625,000 1.5%	3,152,815 7.6%	37,573,945 90.9%	41,351,760
2021-2022 AMEND. 1*	1,906,360 4.4%	3,365,108 7.8%	37,901,428 87.8%	43,172,896
2022-2023 BUDGET*	1,505,000 3.4%	3,373,870 7.7%	38,852,875 88.8%	43,731,745

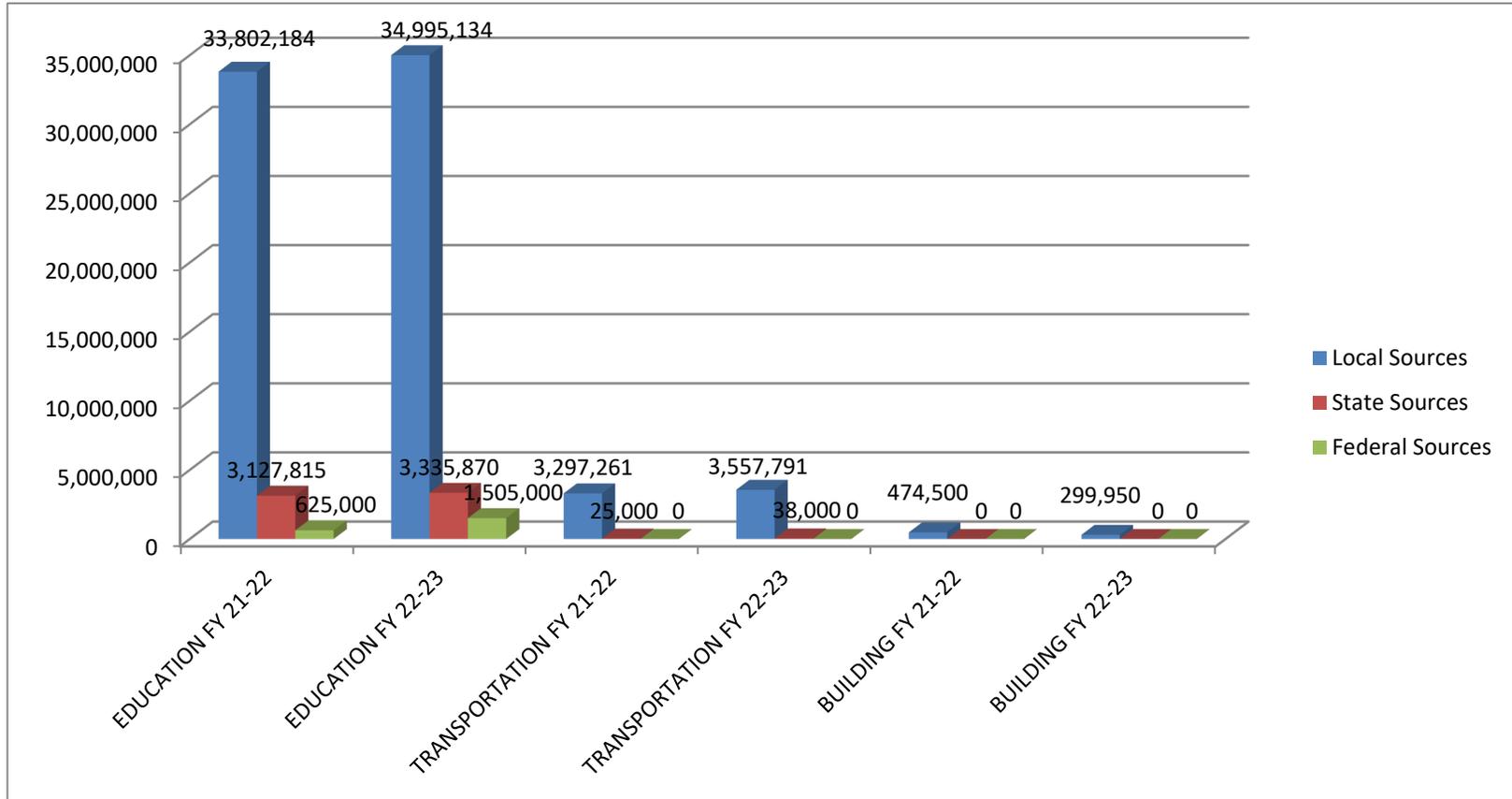


*Excludes \$8.9 million in On Behalf

2022-2023 NSSEO BUDGET REVENUE (FY22 to FY23)

	FY 21-22 Education	FY22-23 Education	FY 21-22 Transportation	FY22-23 Transportation	FY 21-22 Building	FY22-23 Building	FY 21-22 Total	FY22-23 Total
Local Sources:								
District Payments	17,831,511	18,819,512	0	0	200,000	200,000	18,031,511	19,019,512
Non-Member Payments	6,530,171	6,116,129	0	0	78,009	88,965	6,608,180	6,205,094
Transportation Payments	0	0	3,297,261	3,557,791	0	0	3,297,261	3,557,791
Direct Bill Revenue	5,264,285	5,888,333	0	0	0	0	5,264,285	5,888,333
Other Local Revenue	21,000	21,000	0	0	0	0	21,000	21,000
IDEA Funds	1,599,911	1,564,863	0	0	0	0	1,599,911	1,564,863
Building Rent	0	0	0	0	0	0	0	0
ESY Assessment	89,520	89,520	0	0	0	0	89,520	89,520
Program Payments	1,909,218	1,976,397	0	0	0	0	1,909,218	1,976,397
Interest	30,000	10,000	0	0	40,000	5,000	70,000	15,000
Budget Balance	526,568	509,380	0	0	156,491	5,985	683,059	515,365
Total Local Sources	33,802,184	34,995,134	3,297,261	3,557,791	474,500	299,950	37,573,945	38,852,875
State Sources:								
Evidence Based Funding	2,432,478	2,383,720	0	0	0	0	2,432,478	2,383,720
State Transp. Claim	0	0	25,000	38,000	0	0	25,000	38,000
Breakfast/Lunch Revenue	0	0	0	0	0	0	0	0
ORS/DHS	695,337	952,150	0	0	0	0	695,337	952,150
Total State Sources	3,127,815	3,335,870	25,000	38,000	0	0	3,152,815	3,373,870
Federal Sources:								
ISRC Grant	0	650,000	0	0	0	0	0	650,000
Preschool	0		0	0	0	0	0	0
Breakfast/Lunch Revenue	0		0	0	0	0	0	0
Medicaid	625,000	855,000	0	0	0	0	625,000	855,000
Total Federal Sources	625,000	1,505,000	0	0	0	0	625,000	1,505,000
Grand Total	37,554,999	39,836,004	3,322,261	3,595,791	474,500	299,950	41,351,760	43,731,745

2022-2023 NSSEO BUDGET REVENUE (FY22 to FY23)



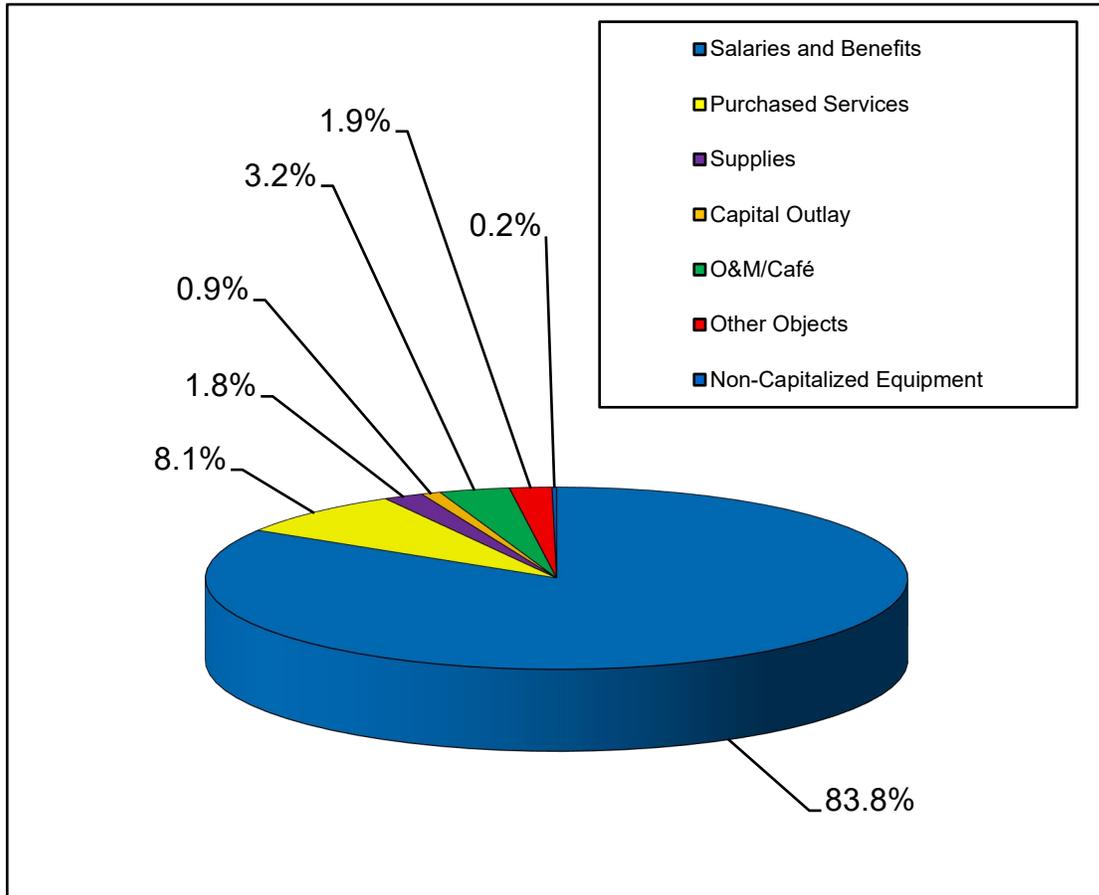


NSSEO

2022-2023 BUDGET SUMMARY

Education Fund- Allocation of Program Expenses:

Salaries and Benefits	31,762,655	83.8%
Purchased Services	3,065,657	8.1%
Supplies	696,988	1.8%
Capital Outlay	338,208	0.9%
O&M/Café	1,227,465	3.2%
Other Objects	739,059	1.9%
Non-Capitalized Equipment	78,604	0.2%
Subtotal	37,908,636	100.0%
Transfers	1,927,368	
On Behalf	8,900,000	
Total 2022-2023 Education Fund	48,736,004	





NSSEO

BUDGET EXPENDITURES SUMMARY 2022-2023

PROGRAM	SALARIES	EMPLOYEE BENEFITS*	PURCHASED SERVICES	SUPPLIES/ MATERIALS	CAPITAL OUTLAY	TRANSFERS/ FLOW-THRU/ DUES/FEES	NON- CAPITALIZED EQUIPMENT	TOTAL
TUITION PROGRAMS:								
TIMBER RIDGE	2,974,794	811,415	116,490	42,200	1,500	686,624	0	4,633,023
MINER SCHOOL	4,420,738	1,393,178	418,056	87,826	158,429	449,983	1,500	6,929,710
KIRK SCHOOL	8,870,876	2,802,838	203,172	76,224	30,000	1,477,131	3,000	13,463,241
D/HH-ELEMENTARY	1,152,567	277,729	75,068	0	0	90,322	0	1,595,686
D/HH-MIDDLE	301,458	71,835	19,569	0	0	23,572	0	416,434
D/HH-HIGH SCHOOL	434,662	101,400	45,576	0	0	34,898	0	616,536
TUITION BUDGET '23	18,155,095	5,458,395	877,931	206,250	189,929	2,762,530	4,500	27,654,630
TUITION BUDGET '22	16,263,321	5,008,619	1,153,768	211,106	189,929	2,592,966	4,500	25,424,209
TUITION AMEND. 1 '22	17,002,909	5,167,803	1,164,182	289,564	189,929	2,515,691	4,500	26,334,578
Change in Expenditures Budget to Budget								2,230,421
SERVICE/OTHER:								
D.E.S.C.	1,307,440	268,339	71,000	8,478	0	101,965	0	1,757,222
D/HH-DIAGNOSTICS	366,926	100,194	41,000	10,000	0	31,087	0	549,207
D/HH-ITINERANT	815,549	128,930	18,000	0	0	57,749	0	1,020,228
OUTDOOR EDUCATION	439,760	77,666	43,920	46,450	0	92,483	0	700,279
VAC/STEP	243,169	78,429	751,760	1,850	0	20,884	0	1,096,092
NSSEO ADMINISTRATION	1,463,852	308,742	498,096	188,148	15,000	87,000	5,000	2,565,838
TECH ASST TO DIST	477,398	79,164	1,000	725	0	0	0	558,287
PROF DEVELOPMENT	206,468	51,161	302,525	39,005	0	0	0	599,159
CENTRAL O&M	257,403	55,207	77,800	34,500	4,000	1,000	0	429,910
D/HH-CENTRAL	2,500	383	101,915	10,000	0	166,680	10,000	291,478
ISRC GRANT	347,278	81,322	191,400	30,000	0	0	0	650,000
TECHNOLOGY/CENTRAL	805,141	186,744	64,140	36,000	40,000	300,000	9,135	1,441,160
TECHNOLOGY/PROGRAMS	0	0	25,170	85,582	89,279	0	49,969	250,000
SRVS/OTHR BUD '23	6,732,884	1,416,281	2,187,726	490,738	148,279	858,848	74,104	11,908,860
SRVS/OTHR BUD '22	7,010,023	1,542,049	1,752,942	507,259	148,279	861,800	62,440	11,884,792
SRVS/OTHR AMEND. 1 '22	7,341,837	1,562,429	2,228,157	571,996	179,047	862,398	62,440	12,808,304
Change in Expenditures Budget to Budget								24,068
ED FUND RESERVES:								
U/C RESERVE	0	0	0	0	0	20,000	0	20,000
RETIREMENT RESERVE	0	0	0	0	0	9,152,514	0	9,152,514
ED. RES. BUDGET '23	0	0	0	0	0	9,172,514	0	9,172,514
ED. RES. BUDGET '22	0	0	0	0	0	9,145,998	0	9,145,998
ED. RES. AMEND. 1 '22	0	0	0	0	0	9,133,407	0	9,133,407
Change in Expenditures Budget to Budget								26,516
TOTAL EDUCATION BUDGET 2022-2023	24,887,979	6,874,676	3,065,657	696,988	338,208	12,793,892	78,604	48,736,004
TOTAL EDUCATION BUDGET 2021-2022	23,273,344	6,550,668	2,906,710	718,365	338,208	12,600,764	66,940	46,454,999
TOTAL EDUCATION AMEND. 1 2021-2022	24,344,746	6,730,232	3,392,339	861,560	368,976	12,511,496	66,940	48,276,289
Change in Expenditures Budget to Budget								2,281,005
TRANSP 2022-2023	772,703	126,437	2,501,539	156,987	25,000	11,250	1,875	3,595,791
TRANSP 2021-2022	740,917	142,054	2,257,543	143,622	25,000	11,250	1,875	3,322,261
TRANSP A1 2021-2022	753,917	128,900	2,257,543	143,622	25,000	11,250	1,875	3,322,107
Change in Expenditures Budget to Budget								273,530



NSSEO

BUDGET EXPENDITURES SUMMARY 2022-2023

PROGRAM	SALARIES	EMPLOYEE BENEFITS*	PURCHASED SERVICES	SUPPLIES/ MATERIALS	CAPITAL OUTLAY	TRANSFERS/ FLOW-THRU/ DUES/FEES	NON- CAPITALIZED EQUIPMENT	TOTAL
BLDG FUND 2022-2023	0	0	233,950	16,000	0	50,000	0	299,950
BLDG FUND 2021-2022	0	0	410,500	16,000	0	48,000	0	474,500
BLDG FUND A1 2021-2022	0	0	410,500	16,000	0	48,000	0	474,500
				Change in Expenditures Budget to Budget				-174,550
GRAND TOTALS:								
BUDGET 2022-2023	25,660,682	7,001,113	5,801,146	869,975	363,208	12,855,142	80,479	52,631,745
BUDGET 2021-2022	24,014,261	6,692,722	5,574,753	877,987	363,208	12,660,014	68,815	50,251,760
AMEND. 1 2021-2022	25,098,663	6,859,132	6,060,382	1,021,182	393,976	12,570,746	68,815	52,072,896
				Change in Expenditures Budget to Budget				2,379,985
				% Change in Expenditures Budget to Budget				4.6%
GRAND TOTALS LESS ON BEHALF:								
BUDGET 2022-2023	25,660,682	7,001,113	5,801,146	869,975	363,208	3,955,142	80,479	43,731,745
% of Budget	58.7%	16.0%	13.3%	2.0%	0.8%	9.0%	0.2%	100.0%
BUDGET 2021-2022	24,014,261	6,692,722	5,574,753	877,987	363,208	3,760,014	68,815	41,351,760
% of Budget	58.1%	16.2%	13.5%	2.1%	0.9%	9.1%	0.2%	100.0%
AMEND. 1 2021-2022	25,098,663	6,859,132	6,060,382	1,021,182	393,976	3,670,746	68,815	43,172,896
% of Budget	58.1%	15.9%	14.0%	2.4%	0.9%	8.5%	0.2%	100.0%
				Change in Expenditures Budget to Budget				2,379,985
				% Change in Expenditures Budget to Budget				5.44%

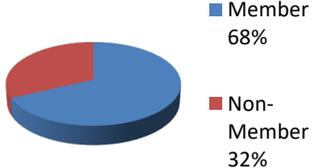
*Employee Benefits include Board Share of IMRF, FICA, Medicare, Teacher Retirement/Local, Teacher Retirement/Federal, Health/Life/Dental Insurance, and Worker's Compensation.

3/17/2022 GM

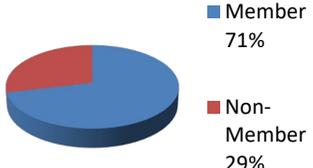


2022-2023 BUDGET ENROLLMENT SUMMARY
Budget 2021-2022 to Budget 2022-2023

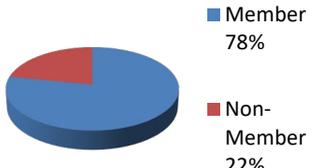
	Budget	Budget	Enrollment	
	<u>2021-2022</u>	<u>2022-2023</u>	<u>Inc./Dec.</u>	<u>FY23 %</u>
<u>Timber Ridge</u>				
Member	55.0	51.0	-4.0	68%
Non-Member	24.0	24.0	0.0	32%
	<u>79.0</u>	<u>75.0</u>	<u>-4.0</u>	<u>100%</u>



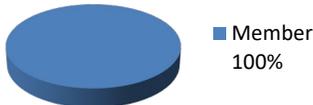
	Budget	Budget	Enrollment	
	<u>2021-2022</u>	<u>2022-2023</u>	<u>Inc./Dec.</u>	<u>FY23 %</u>
<u>Miner School</u>				
Member	53.0	57.0	4.0	71%
Non-Member	25.0	23.0	-2.0	29%
	<u>78.0</u>	<u>80.0</u>	<u>2.0</u>	<u>100%</u>



	Budget	Budget	Enrollment	
	<u>2021-2022</u>	<u>2022-2023</u>	<u>Inc./Dec.</u>	<u>FY23 %</u>
<u>Kirk School</u>				
Member	130.0	140.0	10.0	78%
Non-Member	48.0	39.0	-9.0	22%
	<u>178.0</u>	<u>179.0</u>	<u>1.0</u>	<u>100%</u>



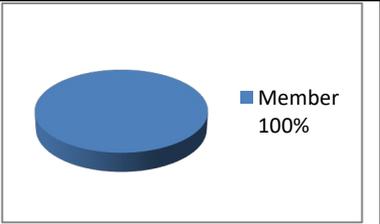
	Budget	Budget	Enrollment	
	<u>2021-2022</u>	<u>2022-2023</u>	<u>Inc./Dec.</u>	<u>FY23 %</u>
<u>D/HH-Elementary</u>				
Member	28.0	29.0	1.0	100%
	<u>28.0</u>	<u>29.0</u>	<u>1.0</u>	<u>100%</u>



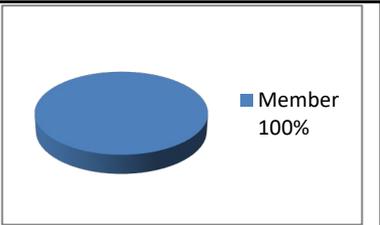
2022-2023 BUDGET ENROLLMENT SUMMARY

Budget 2021-2022 to Budget 2022-2023

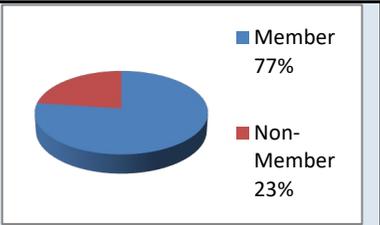
	Budget		Enrollment	
	<u>2021-2022</u>	<u>2022-2023</u>	<u>Inc./Dec.</u>	<u>FY23 %</u>
<u>D/HH-Middle</u>				
Member	4.0	4.0	0.0	100%
	<u>4.0</u>	<u>4.0</u>	<u>0.0</u>	<u>100%</u>



	Budget		Enrollment	
	<u>2021-2022</u>	<u>2022-2023</u>	<u>Inc./Dec.</u>	<u>FY23 %</u>
<u>D/HH-High School</u>				
Member	9.0	9.0	0.0	100%
	<u>9.0</u>	<u>9.0</u>	<u>0.0</u>	<u>100%</u>



	Budget		Enrollment	
	<u>2021-2022</u>	<u>2022-2023</u>	<u>Inc./Dec.</u>	<u>FY23 %</u>
<u>TOTAL</u>				
Member	279.0	290.0	11.0	77%
Non-Member	97.0	86.0	-11.0	23%
	<u>376.0</u>	<u>376.0</u>	<u>0.0</u>	<u>100%</u>





2022-2023 BUDGET STAFFING SUMMARY

Budget 2021-2022 to Budget 2022-2023

PROGRAM:	BUDGET 2021-2022 STAFF	AMEND. 1 2021-2022 STAFF	BUDGET 2022-2023 STAFF	BUDGET TO BUDGET INC./DEC.
TIMBER RIDGE SCHOOL	48.4500	48.4500	48.8500	0.4000
MINER SCHOOL	54.9000	55.5500	59.2000	4.3000
KIRK SCHOOL	114.0000	113.5000	114.0000	0.0000
D/HH PROGRAM	26.9000	26.8000	27.0000	0.1000
TUITION PROGRAMS	244.2500	244.3000	249.0500	4.8000
DIAG. & EDUC. SRVS. CENTER	23.8500	25.6500	15.7600	-8.0900
D/HH-DIAGNOSTICS	5.1000	5.1000	5.3000	0.2000
D/HH-ITINERANT	9.9500	9.9500	9.6500	-0.3000
OUTDOOR EDUCATION	5.0000	5.0000	5.0000	0.0000
OUTDOOR ED.-RESTRICTED	1.0000	1.0000	1.0000	0.0000
VOC. ADJUSTMENT COUNSELOR	4.0000	4.0000	4.0000	0.0000
NSSEO ADMINISTRATION	12.7000	12.7000	12.7000	0.0000
TECHNICAL ASSIST TO DISTRICTS	4.5000	6.5000	6.3000	1.8000
PROFESSIONAL DEVELOPMENT	2.7000	2.7000	2.2000	-0.5000
CENTRAL O&M	2.3813	2.3813	2.3813	0.0000
TECHNOLOGY / CENTRAL	10.0000	10.0000	10.0000	0.0000
TIMBER RIDGE O&M	2.0000	2.0000	2.5000	0.5000
KIRK O&M	5.0000	5.0000	5.0000	0.0000
KIRK CAFETERIA	4.0000	4.0000	4.0000	0.0000
TRANSPORTATION	1.4500	1.4500	1.4500	0.0000
TRANSPORTATION-IN HOUSE	3.0000	3.0000	3.5000	0.5000
OTHER PROGRAMS/SERVICES	96.6313	100.4313	90.7413	-5.8900
TOTALS	340.8813	344.7313	339.7913	-1.0900
1:1 DIRECT BILL STAFF	111.7000	133.8000	123.0000	11.3000

Updated 3/28/2022

e/sched2223/Budget Staffing Summary



Programs and Services

NSSEO continues to redesign programs and services offered to meet the changing needs of its member districts in alignment with the NSSEO Continuous Improvement Plan that promotes continuous improvement. NSSEO's emphasis on improved student outcomes is reflective of a streamlined process that aligns programming, integrated growth measures, individualized interventions and ongoing program review. In collaborative partnership with our member districts, NSSEO provides a continuum of special education services and other supports allowing districts to capitalize on educational opportunity by utilizing economy of scale. NSSEO continues to provide progressive and visionary leadership in the field of education through advocacy at the state and federal level, family and community involvement, professional development and coaching leading to greater opportunity for students.

NSSEO Programs and Services

Tuition Programs:

- Miner/Kirk Program
- Timber Ridge School
- The Deaf and Hard of Hearing Programs

Services:

- Administrative and Support Services
- Adapted Physical Education
- Assistive and Instructional Technology
- Autism
- Deaf and Hard of Hearing Evaluation Services (Including audiology evaluations)
- Deaf and Hard of Hearing Itinerant Services
- Evaluation and Coaching
- Occupational Therapy
- Outdoor Education
- Physical Therapy
- Professional Development and Coaching
- Speech Therapy
- Transportation Services
- Transition Services
- Vision Services

Programs and Services - Continued

The 2022-2023 budget was developed in alignment with the NSSEO Continuous Improvement Plan reflective of student and member district needs.

NSSEO Continuous Improvement Plan- Areas of Focus

- **Student Outcomes**
 - Foster development, ongoing growth and positive outcomes for all students.

- **Social Emotional Learning**
 - Provide a supportive learning environment to promote social emotional learning and growth for all.

- **Student Centered Learning Environment**
 - Provide a supportive professional learning environment to promote growth for all.

- **Transition Services**
 - Develop defined post-secondary plans for students in collaboration with families that include a combination of social, community and/or work experiences.

- **Collaborative Partnerships**
 - Further advance our collaborative partnerships across the educational community to deepen equitable, inclusive practices that influence change and contributes to greater student growth and success in adulthood.



NSSEO Funding Formulas

<u>NSSEO Tuition Based Programs</u>
Programs:
Timber Ridge School
Miner/Kirk Program
D/HH Program
-Based on a projected per student cost
<u>NSSEO Service/Other Programs</u>
Programs:
DESC Services:
OT/PT services to District students
APE services to District students
Vision services to District students
Assistive Technology services to District students
Based on the average salary, plus benefits, plus administrative add-on, plus travel, telephone, postage, photocopy, materials add-on.
DESC Evaluations - based on actual usage logs kept by DESC evaluation staff
converted to a three tier system.
D/HH-Diagnostics - based on actual usage logs kept by evaluation staff
converted to a four tier system.
D/HH-Itinerant - based on a per unit cost
Outdoor Education - based on % of projected usage in the education fund
VAC - costs are split between Districts 211 & 214
NSSEO Administration - no separate cost to member districts (6% in programs)
Technical Assistance to Districts - based on usage (FTE)
Central O&M - based on % of projected usage in the education fund
D/HH-Central Office - no separate cost to member districts (6% in programs)
Technology/Central - based on % of projected usage in the education fund
Technology/Programs - based on % of projected usage in the education fund
<u>NSSEO Reserves</u>
Unemployment Reserve - No Assessment in 2022-2023
Based on 50% Historical Usage ('11, '16, '21), 25% AFR Revenue, 25% Usage % in Ed Fund
Retirement Reserve - No Assessment in 2022-2023
Based on 50% Historical Usage ('11, '16, '21), 25% AFR Revenue, 25% Usage % in Ed Fund
Building Fund
Based on 1/3 Projected Usage in Buildings We Own, 1/3 AFR Revenue, 1/3 Equal Share

Member District Tuition/Rate Increase or Decrease by Program

2022-2023 NSSEO Tuition Based Programs		<u>2021-2022</u>		<u>2022-2023</u>	<u>INC./DEC.</u>
<u>Program</u>		<u>BUDGET</u>		<u>BUDGET</u>	<u>%</u>
Timber Ridge School		41,520.57	per std	43,702.53	5.26%
Miner/Kirk Program		45,120.34	per std	47,887.71	6.13%
D/HH Program		47,412.71	per std	50,738.62	7.01%
2022-2023 NSSEO Service/Other Programs		<u>2021-2022</u>		<u>2022-2023</u>	<u>INC./DEC.</u>
<u>Program</u>		<u>BUDGET</u>		<u>BUDGET</u>	<u>%</u>
DESC:					
OT/PT services to District students		115,141	per FTE	119,930	4.16%
APE services to District students		78,884	per FTE	80,303	1.80%
Vision services to District students		91,597	per FTE	92,796	1.31%
Assistive Technology services to District students		87,407	per FTE	89,182	2.03%
D/HH-Itinerant Program		24.54	per unit	25.37	3.38%
Outdoor Education - based on % of usage in education fund		390,153	total	415,673	6.54%
VAC - costs are split between Districts 211 & 214		70,437	per dist	TBD	TBD
NSSEO Administration - Offset by IDEA dollars/Admin Fee		0	total	0	0.00%
Technical Assistance to Districts		93,052	per FTE	96,464	3.67%
Professional Development - Offset by IDEA dollars		0	total	0	0.00%
Central O&M - based on % of usage in education fund		57,229	total	66,703	16.55%
D/HH-Central Office - Offset by Admin Fee		0	total	0	0.00%
Technology/Central - based on % of usage in education fund		724,322	total	746,322	3.04%
Technology/Programs - based on % of usage in education fund		82,859	total	85,583	3.29%
Building Fund		200,000	total	200,000	0.00%



NSSEO Five-Year Facility Plan

The NSSEO Five-Year Facility Plan focuses on both short-term and long-term facility and program needs. The facility plan is developed through an examination of the current status and future initiatives of facilities, through an analysis of facility needs, program initiatives, and the use of work space.

Guiding Principles in the development of the NSSEO Five-Year Facility Plan include:

- Health, safety, and security
- Maintenance and upkeep of facilities
- Integration of program initiatives
- Optimal utilization of facilities
- Environmental Sustainability

The development process of the NSSEO Five-Year Facility Plan included:

- ▶ Examination of the current use of facilities in alignment with program needs and use by all stakeholders.
- ▶ Integration of facility planning with program redesign
- ▶ Collection of current data about the conditions of facilities in order to inform the need for repair, renovations, and new construction.
- ▶ Prioritization of larger, more costly systemic repairs/projects within financial limitations
- ▶ Consideration cost of energy improvements and sustainable construction whenever possible

The following Five-Year Facility Plan highlights the outcomes of the facility plan development process.

Within the NSSEO Five-Year Facility Plan framework, the District assesses and predicts both the need and timing for maintenance and repairs to facilities, facility redesign, and major renovations. Ongoing review of the Facility Plan provides for refinement and revisions as priorities dictate.

NSSEO Building Fund Priority Schedule

	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027
<u>Timber Ridge</u>					
Crack Fill, Sealcoat, Restripe Parking Lot	3,000	7,000	7,000	7,000	7,000
Tuck pointing	5,000	5,000	5,000	5,000	5,000
General Painting	10,000	2,000	2,000	2,000	2,000
Concrete Replacement/Repair	2,000	2,000	2,000	2,000	2,000
Mulch for Playground/Rubberized Play Surface	0	2,000	2,000	114,000	114,000
Classroom Renovations (sinks)	15,000	15,000			
A/C-Multi Purpose Room			60,000		
Window Removal and Replacements				740,000	
Building Security System		60,000			
Roof Inspection	5,000				
Life Safety		50,000	50,000	50,000	50,000
AirDale Unit	25,000	25,000			
<u>Administration Building</u>					
Crack Fill, Sealcoat, Restripe Parking Lot	0	10,000	10,000	10,000	10,000
Tuck pointing	4,000	4,000	4,000	4,000	4,000
General Painting	0	1,500	1,500	1,500	1,500
Concrete	2,000	2,000	2,000	2,000	2,000
Window Removal and Replacements					640,000
Building Security System		32,000			
Electrical Board Room Floor (LS)	5,000				
Rail on Back Stairs (LS)	5,000				
Roof Inspection	5,000				
Salter Replacement	6,500				
Life Safety	20,000	10,000			
<u>Kirk School</u>					
General Painting/Drywall Repairs	10,000	3,000	3,000	3,000	3,000
Tuck Pointing	4,000	4,000	4,000	4,000	4,000
Crack Fill, Sealcoat, Restripe Parking Lot	5,000	2,000	2,000	2,000	2,000

	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027
Concrete Replacement/Repair	4,000	4,000	4,000	4,000	4,000
Building Security System		86,000			
Cooling Unit			700,000		
Door/Lock Replacements	50,000				
Nurse Fob					
Roof Inspection	15,000				
Life Safety		50,000	50,000	50,000	50,000
Sunrise Outdoor Education Center					
Asphalt Replacement/Repair/Striping	3,000	0	0	0	0
Concrete	4,000	4,000	4,000	4,000	4,000
Decking Replacement	3,500	3,500	3,500	3,500	3,500
Tree Care	2,100	2,100	2,100	2,100	2,100
Chimney Repair	5,850				
Skirting around Craft Lodge	3,000				
Aeration System	18,000				
Life Safety	10,000	10,000	10,000	10,000	10,000
District Wide					
Projects as Needed	30,000	30,000	30,000	30,000	30,000
Annual Depreciation on Vehicles	20,000	20,000	20,000	20,000	20,000
	299,950	446,100	978,100	1,070,100	970,100
Total	299,950	446,100	978,100	1,070,100	970,100
Other Identified Needs					
Window Replacements					
Replacement of Cooling Units					



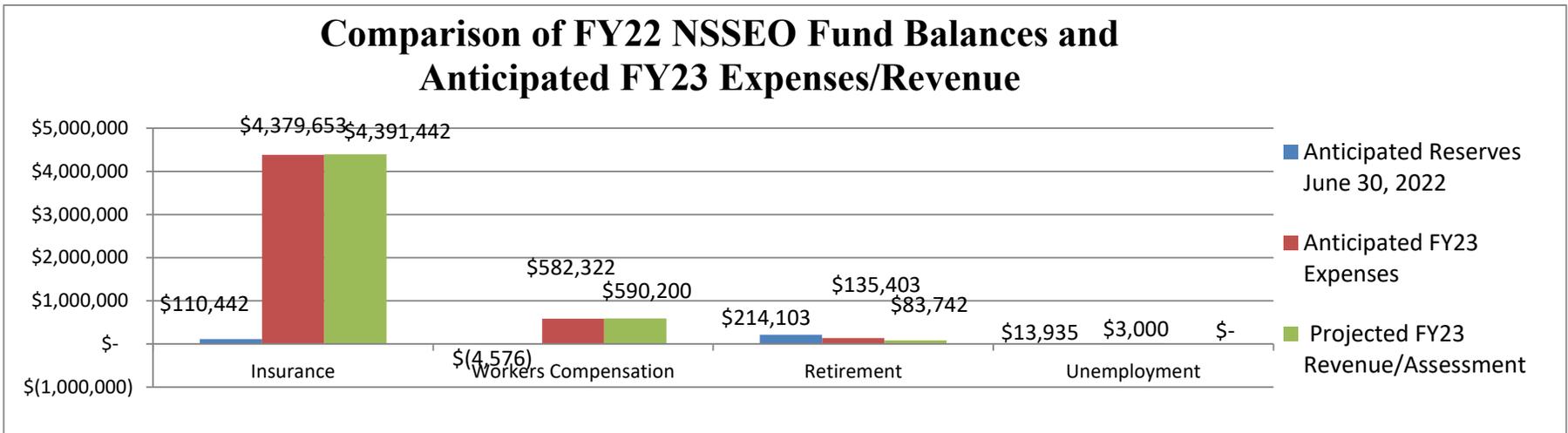
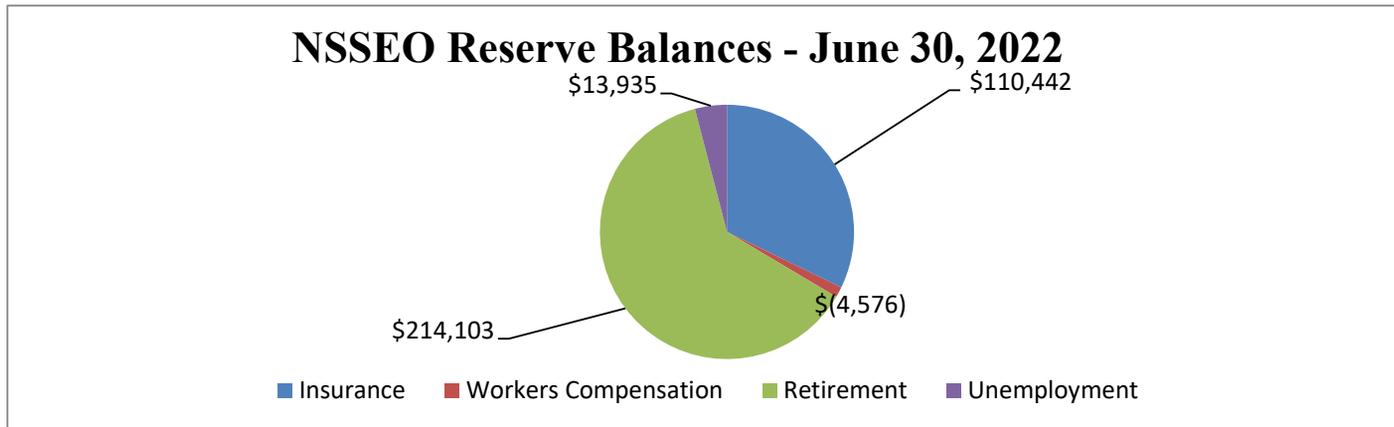
Reserves

NSSEO currently maintains reserve balances in insurance, workers compensation, unemployment, and retirement accounts. The insurance and workers compensation reserve balances are the result of being previously self-funded through 2008. NSSEO reserves were established through assessments to both member and non-member districts for the purpose of collecting sufficient funds to cover anticipated expenses. NSSEO reserve fund balances are the result of careful budgeting, conservative spending, and actual expenses under budgeted amounts.

NSSEO has continually focused on spending down reserves to offset costs in the NSSEO budget. This fiscally responsible budget planning approach has resulted in conservative tuition increases and associated assessments (unemployment & retirement).

Summary of NSSEO Reserves

	<u>Anticipated Reserves</u> <u>June 30, 2022</u>	<u>Anticipated FY23</u> <u>Expenses</u>	<u>Projected FY23</u> <u>Revenue/Assessment</u>	<u>Anticipated Reserves</u> <u>June 30, 2023</u>
Insurance	\$ 110,442	\$ 4,379,653	\$ 4,391,442	\$ 122,231
Workers Compensation	\$ (4,576)	\$ 582,322	\$ 590,200	\$ 3,302
Retirement	\$ 214,103	\$ 135,403	\$ 83,742	\$ 162,442
Unemployment	\$ 13,935	\$ 3,000	\$ -	\$ 10,935
	\$ 333,904	\$ 5,100,378	\$ 5,065,384	\$ 298,910



District #23
NSSEO 2022-2023 Budget

Program	Projected Usage	Cost per Student or Service	District #23 Total
<u>Tuition Programs:</u>			
Timber Ridge School	3.00 students	43,702.53	131,108
Miner School	2.00 students	47,887.71	95,775
D/HH-Elementary	3.00 students	50,738.62	152,215
D/HH-Middle	0.00 students	50,738.62	0
<u>Service/Other Programs:</u>			
DESC-Vision Services	0.20 FTE	92,866.00	18,573
DESC-APE	0.10 FTE	80,373.00	8,037
DESC- PT Services	0.40 FTE	119,930.00	47,972
D/HH-Itinerant	1,328.00 Units	25.37	33,688
Technical Asst to Dists-S/L	0.08 FTE	96,464.00	7,717
Technical Asst to Dists-Coaches	0.30 FTE	96,464.00	28,939
Outdoor Education			10,798
Central O&M			1,793
Technology/Central			19,403
Technology/Programs			2,223
<u>Direct Bill Staff:</u>			
1.00 Direct Bill 1:1 Aide- Miner School		41,115	
1.00 Direct Bill 1:1 Aide- Timber Ridge School		41,115	
Total Direct Bill Staff			82,230
<u>Education Fund Reserves:</u>			
Unemployment Comp.			0
Retirement Reserve			0
Education Fund Totals			640,472
Building Fund			11,254
TOTAL DISTRICT #23			651,726
<u>Additional District Costs:</u>			
**DESC-Evaluations:			Estimated Based on Need
Billing based on actual usage. Approx. \$1,200/level 1 evaluation.			
**DESC-Contracted Evaluations			Estimated 3,450
**D/HH-Diagnostics:			Estimated 8,300
Billing based on actual usage. Approx. \$550/level 1 evaluation. Screenings in district \$400/day. Please note- Evaluations include tests, observations, travel, IEP meetings, interviews, consultation with staff, comprehensive report, etc.			
ESY- Summer 2021			15,717
IDEA FY2122			53,495
Transportation			118,847

COMPARISON DISTRICT PAYMENTS	DIST. 23	DIST. 23	DIST. 23		DIST. 23	CHANGE IN STUDENTS
	2021-2022 BUDGET	2021-2022 AMEND. 1	2022-2023 BUDGET	FY23 STDS	DIFF. ~ AMEND. 1 VS FY23	OR SERVICES FROM AMENDMENT 1
TUITION PROGRAMS:						
Timber Ridge School	83,041	70,668	131,108	3.0	60,440	1.3 students
Miner School	135,361	135,361	95,775	2.0	-39,586	-1.0 students
Kirk School						
D/HH-Elementary	142,239	142,238	152,215	3.0	9,977	0 students
D/HH-Middle						
D/HH-High School						
Subtotal Tuition	360,641	348,267	379,098	8.0	30,831	0.3 students
SERVICE/OTHER:						
DESC-Educational Srvs	72,264	72,264	74,583		2,319	
D/HH-Itinerant	38,723	35,533	33,688		-1,845	
Outdoor Education	9,420	9,420	10,798		1,378	
V.A.C.					0	
NSSEO Admin.					0	
Tech Asst to Districts	16,749	16,749	36,657		19,908	+0.2 Coaching
Central O&M	1,382	1,382	1,792		410	
D/HH-Central Office					0	
Technology/Central	17,489	17,489	19,402		1,913	
Technology/Programs	2,001	2,001	2,223		222	
Subtotal Srv/Other	158,028	154,838	179,143		24,305	
DIRECT BILL STAFF/SRVS:						
Direct Bill Staff/Services	82,742	82,742	82,231		-511	
ED FUND RESERVES:						
U/C Reserve	0	0	0		0	
Retirement Reserve	0	0	0		0	
Subtotal Ed Reserves	0	0	0		0	
TOTAL:						
EDUCATION FUND	601,411	585,847	640,472		54,625	
TOTAL:						
BUILDING FUND	11,096	11,096	11,254		158	
TOTAL						
	612,507	596,943	651,726		54,783	



NSSEO ENROLLMENT 2022-2023 BUDGET

District 23				
Program	Budget 2021-2022	Amend.1 2021-2022	Budget 2022-2023	Diff Amend. 1 to Budget
Timber Ridge School	2.0	1.7	3.0	1.3
Miner School	3.0	3.0	2.0	-1.0
D/HH-Elementary	3.0	3.0	3.0	0.0
D/HH-Middle	0.0	0.0	0.0	0.0
Total	8.0	7.7	7.0	0.3



Lowery McDonnell Company
A DIVISION OF WAREHOUSE DIRECT

960 Lively Blvd.
Wood Dale, IL 60191
630-227-1000
Fax: 630-227-1010
www.lowerymcdonnell.com

TO: Ms. Amy McPartlin
Chief School Business Official
Prospect Heights SD 23
700 N. Schoenbeck Road
Prospect Heights, IL 60070

DATE: April 9, 2022

SUBJECT: Ross Elementary School
FY23 Classroom Furniture
Rooms 110/112 *REVISED*

PROPOSAL

We are pleased to provide the following quotation for your consideration:

Qty	Description	Unit Price	Extension
Classroom Furniture by Smith System			
24	Silhouette Student Desks, #01600, Pewter Mesh Top, Apple Edge, Platinum Base	\$132.00	\$3,168.00
24	Metal Book Boxes, #17190, Platinum	48.00	1,152.00
24	Caster Set, 4-Pack, #17576	60.00	1,440.00
15	Flavors Chairs, 16"H, Felt Glides, #11848F, Persian Blue Seat	86.00	1,290.00
15	Flavors Chairs, 16"H, Felt Glides, #11848F, Apple Seat	86.00	1,290.00
3	Cascade Mega-Tower Combo, #912012000P, Persian Blue	1,501.00	4,503.00
2	Buffalo Book Truck, Sloping Shelves, #21092, Apple	292.00	584.00
1	Buffalo Book Truck, Sloping Shelves, #21092, Persian Blue	292.00	292.00
4	Gorilla Book Truck, Sloping Shelves, #21101, Apple	484.00	1,936.00
3	Cascade Double Bullet Teacher Desk, #26180, Pewter Mesh Top, Persian Blue Edge	1,015.00	3,045.00
Total Furniture Cost, Delivered Only:			\$18,700.00

Optional Inside Delivery, Assembly and Rubbish Removal
(Regular Business Hours, in Conjunction with Ike & Sullivan Furniture) \$1,650.00

Delivery 8 – 10 weeks after receipt of PO.

Thank you for this opportunity to be of service. Please call if you have any questions.

TERMS

- Prices are Net 30 days and include tailgate delivery.
- Change in quantity ordered may affect prices.
- Subject to acceptance within 30 days.
- Unit Prices do not include installation.

Accepted:

Presented:

By: _____

By: Dave Tatge

Title: _____

Dave Tatge, Ext. 232

Date: _____

dtatge@lmcinc.net

Prospect Heights SD23 – Ross Classroom Furniture Selections

Tag	Description	Image
A	<p>Student Desks</p> <ul style="list-style-type: none"> • “Silhouette” Series by Smith System • Model #01600 • 18” x 24” Top, Height Adjust 19” – 31” • Equipped w/ Book Box & Casters • Finishes: Pewter Mesh Top w/ Apple Edge <p>Qty: 24</p>	
B	<p>Student Chairs</p> <ul style="list-style-type: none"> • “Flavors” Series by Smith System • Model #11848F • Chair Height: 16” • Platinum Legs with Felt Glides <p>Qty: 30 (15 – Persian Blue & 15 – Apple)</p>	
C	<p>Mobile Storage</p> <ul style="list-style-type: none"> • “Cascade” Series by Smith System • Model #912012000P • Open Unit, No Doors, 3-Shelves, 12 Trays • 19”D x 43”W x 61.4”H • End Panels: Persian Blue <p>Qty: 3</p>	
D	<p>Book Truck</p> <ul style="list-style-type: none"> • “Buffalo” Series by Smith System • Model #21092 • 14”D x 36”W x 43”H • Three sloping shelves & 4” soft tread casters • Finish Selection: Apple & Persian Blue <p>Qty: 3 (2 – Apple & 1 – Persian Blue)</p>	
E	<p>Book Truck</p> <ul style="list-style-type: none"> • “Gorilla” Series by Smith System • Model #21101 • 14”D x 36”W x 44”H • Six sloping shelves & 5” soft tread casters • Finish Selection: Apple <p>Qty: 4</p>	
F	<p>Teacher Desk – Mobile</p> <ul style="list-style-type: none"> • “Cascade” Double Pedestal by Smith System • Model #26180 • 28” x 72” Double Bullet Top, 2-BBF Pedestals • Finish: Pewter Mesh Top, Persian Blue Edge <p>Qty: 3</p>	

Honeywell Building Technologies – Services

SERVICE AGREEMENT

Date: April 27th, 2022

Agreement Number: 40099157

(HONEYWELL)
Honeywell Building Solution
95 E. Algonquin Road
Des Plaines, IL 60017

(CUSTOMER)
Prospect Heights School District 23
700 N. Schoenbeck Road
Prospect Heights, IL 60070

Service Location Name: Eisenhower, MacArthur, Ross, Sullivan Schools & Admin Building
Service Location Address (the “Site”): Prospect Heights, IL 60070

Scope of Work: HONEYWELL INTERNATIONAL INC., through its Honeywell Building Technologies – Services business unit (sometimes referred to as “HBT”, “Honeywell” or “Honeywell Building Technologies”), shall provide the Services (as defined below) in accordance with the attached Work Scope Document(s) and General Terms and Conditions, which form a part of this Agreement. “Agreement” means this proposal signed by Honeywell and Customer, the General Terms and Conditions attached hereto, and the Work Scope Document(s) attached hereto.

Agreement Coverage Level:	Solution Type:
<input type="checkbox"/> Corrective Maintenance	<input checked="" type="checkbox"/> HVAC Automation (EBI services)
<input checked="" type="checkbox"/> Comprehensive Maintenance	<input checked="" type="checkbox"/> Fire Systems
<input type="checkbox"/> Preventative Maintenance	<input checked="" type="checkbox"/> Security Systems
Delivery Model:	<input checked="" type="checkbox"/> Honeywell Software Assurance (HSA+)
<input checked="" type="checkbox"/> Forge Digitized Maintenance	<input checked="" type="checkbox"/> Honeywell Users Group

Price Schedule

Customer will pay Honeywell the following prices (collectively, the “Price”) for the Services contemplated by this Agreement, which prices Customer agrees shall be escalated by an amount determined by Honeywell in its discretion as of each anniversary of the Effective Date by written notice to Customer. **Select one of the options below.**

Contract Effective Date: July 1, 2022

Payment Terms: Quarterly in Advance

Contract Term: 1 year from the Effective Date. Customer____ Honeywell____(INITIALS)
Contract Price: One Hundred sixteen thousand two hundred sixty and 00/100 dollars. **(\$116,260.00)** plus applicable

Contract Term: 3-year from the Effective Date. Customer____ Honeywell____(INITIALS)
Contract Price: One Hundred twenty-four thousand five hundred forty and 00/100 dollars.
(\$124,540.00) plus applicable taxes
Year 2 Fixed Price: \$ 124,540.00
Year 3 Fixed Price: \$ 124,540.00

Contract Term: 5-year from the Effective Date. Customer____ Honeywell____(INITIALS)
Contract Price: One Hundred twenty-three thousand four hundred forty-eight and 00/100 dollars.
(\$123,448.00) plus applicable taxes
Year 2 Fixed Price: \$ 123,448.00
Year 3 Fixed Price: \$ 123,448.00
Year 4 Fixed Price: \$ 123,448.00
Year 5 Fixed Price: \$ 123,448.00

Submitted by HBT: (signature) _____
Name: Cliff Breslow
Title: Account Manager
Date: 04/27/22

This proposal is valid for 30 days.

Acceptance: This proposal and the pages attached shall become an agreement in accordance with Article 13 below and only upon signature below by an authorized representative of Honeywell and Customer.

Renewal: The Contract Term will automatically be renewed for consecutive terms of one year unless terminated by either party by the delivery of written notice to the other at least sixty (60) days prior to the end of the initial term or such renewal term (as applicable), or unless terminated as provided herein.

Accepted by:
HONEYWELL INTERNATIONAL INC., through
its Honeywell Building Technologies – Services
business unit

Prospect Heights School District 23

Signature: _____
By: _____
Name: _____
Title: _____
Date: _____

Signature: _____
By: _____
Name: _____
Title: _____
Date: _____

General Terms and Conditions

1. WORKING HOURS

Unless otherwise stated, all labor and services under this Agreement will be performed during the hours of 8:00 a.m. - 4:30 p.m. local time Monday through Friday, excluding federal holidays. If for any reason Customer requests Honeywell to furnish any labor or services outside of the hours of 8:00 a.m. - 4:30 p.m. local time Monday through Friday (or on federal holidays), any overtime or additional expenses, such as repairs or material costs not included in this Agreement, will be billed to and paid by Customer.

2. TAXES

2.1 Customer agrees to pay the amount of any new or increased taxes or governmental charges upon labor or the production, shipment, sale, installation, or use of equipment or software which become effective after the date of this Agreement. If Customer claims any such taxes do not apply to transactions covered by this Agreement, Customer shall provide Honeywell with a tax exemption certificate acceptable to the applicable taxing authorities.

2.2 Tax-Related Cooperation. Customer agrees to execute any documents and to provide additional reasonable cooperation to Honeywell related to Honeywell tax filings under Internal Revenue Code Section 179D. Honeywell will be designated the sole Section 179D beneficiary.

3. PROPRIETARY INFORMATION

3.1 All proprietary information (as defined herein) obtained by Customer from Honeywell in connection with this Agreement will remain the property of Honeywell, and Customer will not divulge such information to any third party without prior written consent of Honeywell. The term "proprietary information" means written information (or oral information reduced to writing), or information in machine-readable form, including but not limited to software supplied to Customer, which Honeywell deems proprietary or confidential. The Customer shall incur no obligations hereunder with respect to information which: (a) was rightfully in the Customer's possession or was known to the Customer prior to its receipt from Honeywell, in each case without a duty of confidentiality; (b) is independently developed by the Customer without the utilization of information of Honeywell; (c) is or becomes public knowledge through no fault of the Customer; or (d) is or becomes rightfully available to the Customer from a source other than Honeywell without a duty of confidentiality.

3.2 Customer agrees that Honeywell may use nonproprietary information of Customer pertaining to the Agreement, and the work performed under the Agreement, for press releases, case studies, data analysis, promotional purposes, and other similar documents or statements to be publicly released. The rights and obligations in this Section 3 shall survive expiration or termination of this Agreement.

4. INSURANCE OBLIGATIONS

Honeywell shall, at its own expense, carry and maintain in force at all times from the effective date of the Agreement through final completion of the work the following insurance. It is agreed, however, that Honeywell has the right to insure or self-insure any of the insurance coverages listed below:

(a) Commercial General Liability Insurance to include contractual liability, products/completed operations liability with a combined single limit of USD \$5,000,000 per occurrence. Such policy will be written on an occurrence form basis;

(b) If automobiles are used in the execution of the Agreement, Automobile Liability Insurance with a minimum combined single limit of USD \$5,000,000 per occurrence. Coverage will include all owned, leased, non-owned and hired vehicles.

(c) Where applicable, "All Risk" Property Insurance, including Builder's Risk insurance, for physical damage to property which is assumed in the Agreement.

(d) Workers' Compensation Insurance Coverage A - Statutory limits and Coverage B-Employer's Liability Insurance with limits of USD \$1,000,000 for bodily injury each accident or disease.

All insurance required in this Section 4 will be written by companies with a rating of no less than "A-, XII" by A.M. Best or equivalent rating agency. Honeywell will endeavor to provide a thirty (30) day notice of cancellation or non-renewal to the Customer. In the event that a self-insured program is implemented, Honeywell will provide proof of financial responsibility.

5. HAZARDOUS SUBSTANCES, MOLD AND UNSAFE WORKING CONDITIONS

5.1 Customer has not observed or received notice from any source (formal or informal) of (a) Hazardous Substances or Mold, either airborne or on or within the walls, floors, ceilings, heating, ventilation and air conditioning systems, plumbing systems, structure, and other components of the Site, or within furniture, fixtures, equipment, containers or pipelines in a Site; or (b) conditions that, to Customer's knowledge, might cause or promote accumulation, concentration, growth or dispersion of Hazardous Substances or Mold on or within such locations.

5.2 Honeywell is not responsible for determining whether the Covered Equipment or the temperature, humidity and ventilation settings used by Customer, are appropriate for Customer and the Site.

5.3 If any such materials, situations or conditions, whether disclosed or not, are in fact discovered by Honeywell or others and provide an unsafe condition for the performance of the Services, the discovery of the condition shall constitute a cause beyond Honeywell's reasonable control and Honeywell shall have the right to cease the Services until the area has been made safe by Customer or Customer's representative, at Customer's expense. Honeywell shall have the right to terminate this Agreement if Customer has not fully remediated the unsafe condition within sixty (60) days of discovery.

5.4 Customer represents that Customer has not retained Honeywell to discover, inspect, investigate, identify, prevent or remediate Hazardous Substances or Mold or conditions caused by Hazardous Substances or Mold.

5.5 Customer is responsible for the containment of any and all refrigerant stored on or about the premises. Customer accepts all responsibility for and agrees to indemnify Honeywell against any and all claims, damages, or causes of action that arise out of the storage, consumption, loss and/or disposal of refrigerant, except to the extent Honeywell has brought refrigerant onsite and is directly and solely negligent for its mishandling.

6. WARRANTY

6.1 Honeywell will replace or repair any product Honeywell provides under this Agreement that fails within the warranty period of one (1) year because of defective workmanship or materials, except to the extent the failure results from Customer negligence, fire, lightning, water damage, or any other cause beyond the control of Honeywell. This warranty is effective as of the date of Customer acceptance of the product or the date Customer begins beneficial use of the product, whichever occurs first, and shall terminate and expire one (1) year after such effective date. Honeywell's sole obligation, and Customer's sole remedy, under this warranty is repair or replacement, at Honeywell's election, of the applicable defective product within the one (1) year warranty period. All products repaired or replaced, if any, are warranted only for the remaining and unexpired portion of the original one (1) year warranty period.

6.2 EXCEPT AS EXPRESSLY PROVIDED IN SECTION 6.1, HONEYWELL MAKES NO REPRESENTATIONS OR WARRANTIES, WHETHER WRITTEN, EXPRESS, IMPLIED, STATUTORY OR OTHERWISE, AND HEREBY DISCLAIMS ALL REPRESENTATIONS AND WARRANTIES, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR PARTICULAR PURPOSE AND ANY AND ALL WARRANTIES REGARDING HAZARDOUS SUBSTANCES OR MOLD. NO EXTENSION OF THIS WARRANTY WILL BE BINDING UPON HONEYWELL UNLESS SET FORTH IN WRITING AND SIGNED BY HONEYWELL'S AUTHORIZED REPRESENTATIVE.

6.3 Honeywell shall have no duty, obligation or liability, all of which Customer expressly waives, for any damage or claim, whether known or unknown, including but not limited to property damage, personal injury, loss of income, emotional distress, death, loss of use, loss of value, adverse health effect or any special, consequential, punitive, exemplary or other damages, regardless of whether such damages may be caused by or otherwise associated with defects in the Services, in whole or in part due to or arising from any investigation, testing, analysis, monitoring, cleaning, removal, disposal, abatement, remediation, decontamination, repair, replacement, relocation, loss of use of building, or equipment and systems, or personal injury, death or disease in any way associated with Hazardous Substances or Mold.

7. INDEMNITY

Customer agrees to indemnify, defend and hold harmless Honeywell and its officers, directors, employees, Affiliates (as defined below) and agents from and against any and all actions, lawsuits, losses, damages, liabilities, claims, costs and expenses (including, without limitation, reasonable attorneys' fees) caused by, arising out of or relating to Customer's breach or alleged breach of this Agreement or the negligence or willful misconduct (or alleged negligence or willful misconduct) of Customer or any other person under Customer's control or for whom Customer is responsible. **WITHOUT LIMITING THE FOREGOING, TO THE FULLEST EXTENT ALLOWED BY LAW, CUSTOMER SHALL INDEMNIFY AND HOLD HONEYWELL AND EACH OTHER INDEMNITEE HARMLESS FROM AND AGAINST ANY AND ALL CLAIMS AND COSTS OF WHATEVER NATURE, INCLUDING BUT NOT LIMITED TO, CONSULTANTS' AND ATTORNEYS' FEES, DAMAGES FOR BODILY INJURY AND PROPERTY DAMAGE, FINES, PENALTIES, CLEANUP COSTS AND COSTS ASSOCIATED WITH DELAY OR WORK STOPPAGE, THAT IN ANY WAY RESULTS FROM OR ARISES UNDER THE BREACH OF THE REPRESENTATIONS AND WARRANTIES OF CUSTOMER**

IN SECTION 5, THE EXISTENCE OF MOLD OR A HAZARDOUS SUBSTANCE AT A SITE, OR THE OCCURRENCE OR EXISTENCE OF THE SITUATIONS OR CONDITIONS DESCRIBED IN SECTION 5, WHETHER OR NOT CUSTOMER PROVIDES HONEYWELL ADVANCE NOTICE OF THE EXISTENCE OR OCCURRENCE AND REGARDLESS OF WHEN THE HAZARDOUS SUBSTANCE OR OCCURRENCE IS DISCOVERED OR OCCURS. Customer may not enter into any settlement or consent to any judgment without the prior written approval of each indemnitee. This Section 7 shall survive termination or expiration of this Agreement for any reason.

8. LIMITATION OF LIABILITY

NOTWITHSTANDING ANY OTHER PROVISION OF THIS AGREEMENT, (I) IN NO EVENT WILL HONEYWELL BE LIABLE FOR ANY INCIDENTAL, CONSEQUENTIAL, SPECIAL, PUNITIVE, EXEMPLARY, STATUTORY, OR INDIRECT DAMAGES, LOSS OF PROFITS, REVENUES, OR USE, OR THE LOSS OR CORRUPTION OF DATA OR UNAUTHORIZED ACCESS TO OR USE OR MISAPPROPRIATION OF DATA BY THIRD PARTIES, EVEN IF INFORMED OF THE POSSIBILITY OF ANY OF THE FOREGOING, AND (II) THE AGGREGATE LIABILITY OF HONEYWELL FOR ANY CLAIMS ARISING OUT OF OR RELATED TO THIS AGREEMENT WILL IN NO CASE EXCEED THE PRICE. TO THE EXTENT PERMITTED BY APPLICABLE LAW, THESE LIMITATIONS AND EXCLUSIONS WILL APPLY WHETHER LIABILITY ARISES FROM BREACH OF CONTRACT, INDEMNITY, WARRANTY, TORT, OPERATION OF LAW, OR OTHERWISE.

9. EXCUSABLE DELAYS

Honeywell is not liable for damages caused by delay or interruption in Services due to fire, flood, corrosive substances in the air, strike, lockout, disputes with workmen, inability to obtain material or services, commotion, war, acts of God, the presence of Hazardous Substances or Mold, or any other cause beyond Honeywell's reasonable control. Should any part of any system or any equipment be damaged by fire, water, lightning, acts of God, the presence of Hazardous Substances or Mold, third parties or any other cause beyond the control of Honeywell, any repairs or replacement will be paid for by Customer. In the event of any such delay, date of shipment or performance will be extended by a period equal to the time lost by reason of such delay, and Honeywell will be entitled to recover from Customer its reasonable costs, overhead, and profit arising from such delay. Without limiting the foregoing, notwithstanding anything to the contrary, in light of the COVID-19 pandemic, the effects of which cannot be foreseen, the parties agree that Honeywell shall be entitled to an equitable extension of time to deliver or perform its work and appropriate additional compensation to the extent Honeywell's delivery or performance, or the delivery or performance of its suppliers and/or subcontractors, is in any way delayed, hindered or otherwise affected by the COVID-19 pandemic.

10. PATENT INDEMNITY

10.1 Honeywell shall, at its expense, defend or, at its option, settle any suit that may be instituted against Customer for alleged infringement of any United States patents related to any hardware or software manufactured and provided by Honeywell under this Agreement ("the equipment"), provided that (a) such alleged infringement consists only in the use of such equipment by itself and not as part of, or in combination with, any other devices, parts or software not provided by Honeywell hereunder, (b) Customer gives Honeywell immediate notice in writing of any such suit and permits Honeywell, through counsel of its choice, to answer the charge of infringement and defend such suit, and (c) Customer gives Honeywell all needed information, assistance and authority, at Honeywell's expense, to enable Honeywell to defend such suit.

10.2 If such a suit has occurred, or in Honeywell's opinion is likely to occur, Honeywell may, at its election and expense: (a) obtain for Customer the right to continue using such equipment; (b) replace, correct or modify it so that it is not infringing; or if neither (a) nor (b) is reasonable, in Honeywell's sole judgment, then (c) remove such equipment and grant Customer a credit therefor, as depreciated.

10.3 In the case of a final award of damages in any such suit, Honeywell will pay such award. Honeywell will not, however, be responsible for any settlement made without its written consent.

10.4 THIS ARTICLE STATES HONEYWELL'S TOTAL LIABILITY AND CUSTOMER'S SOLE REMEDY FOR ANY ACTUAL OR ALLEGED INFRINGEMENT OF ANY PATENT BY HONEYWELL RELATING TO THIS AGREEMENT.

11. SOFTWARE LICENSE

All software made available in connection with this Agreement ("Software") shall be licensed and not sold and subject to all terms of the Software License Agreement (as defined below). All Software is made available subject to the express condition that the end user of the Software sign and deliver to Honeywell the then-current and applicable version of Honeywell's standard software license agreement or a software license agreement otherwise satisfactory to Honeywell in its sole discretion (in each case, the "Software License Agreement").

Notwithstanding any other provision of this Agreement or any other document or instrument, the terms of the Software License Agreement shall govern and supersede any inconsistent or conflicting terms to the extent relating to Software. Payment for any and all Software made available in connection with this Agreement shall be due and payable at the time the end user of the Software executes the Software License Agreement.

12. DISPUTE RESOLUTION

With the exception of any controversy or claim arising out of or related to the installation, monitoring, and/or maintenance of fire and/or security systems, the Parties agree that any controversy or claim between Honeywell and Customer arising out of or relating to this Agreement, or the breach thereof, will be settled by arbitration in a neutral venue, conducted in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association. Any award rendered by the arbitrator will be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof. Any controversy or claim arising out of or related to the installation, monitoring, and/or maintenance of systems associated with security and/or the detection of, and/or reduction of risk of loss associated with fire will be resolved in a court of competent jurisdiction.

13. ACCEPTANCE

This proposal and the pages attached shall become an agreement upon signature above by Honeywell and Customer. The terms and conditions are expressly limited to the provisions of this Agreement, including these General Terms and Conditions, notwithstanding receipt of, or acknowledgment by, Honeywell of any purchase order, specification, or other document issued by Customer. Any additional or different terms set forth or referenced in Customer's purchase order are hereby objected to by Honeywell and shall be deemed a material alteration of these terms and shall not be a part of any resulting order.

14. MISCELLANEOUS

14.1 This Agreement represents the entire agreement between Customer and Honeywell relating to the subject matter hereof and supersedes all prior negotiations, representations or agreements between the parties related to such subject matter.

14.2 None of the provisions of this Agreement shall be modified, altered, changed or voided by any subsequent purchase order or other document unilaterally issued by Customer that relates to the subject matter of this Agreement. This Agreement may be amended only by written instrument signed by both parties.

14.3 This Agreement is governed by the law of the State where the work is to be performed, without regard to conflicts of law principles.

14.4 Any provision or part of this Agreement held to be void or unenforceable under any laws or regulations will be deemed stricken, and all remaining provisions will continue to be valid and binding upon Honeywell and Customer, who agree that this Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

14.5 Customer may not assign or transfer its rights or delegate its obligations under this Agreement, in whole or in part, without the prior written consent of Honeywell. Honeywell may assign or transfer this Agreement, in whole or in part, or any of its rights or obligations under this Agreement without consent.

14.6 Customer retains all rights that Customer already holds in data and other information that Customer or persons acting on Customer's behalf input, upload, transfer, or make accessible in relation to, or which is collected from its devices or equipment by, the Services ("**Input Data**"). Honeywell and its Affiliates have the right to retain, transfer, disclose, duplicate, analyze, modify and otherwise use Input Data to provide, protect, improve or develop their products or services. Honeywell and its Affiliates may also use Input Data for any other purpose provided it is in an anonymized form that does not identify Customer. Any Customer data contained within Input Data shall only be used or processed in accordance with the data privacy terms of this Agreement and applicable law. All information, analysis, insights, inventions and algorithms derived from Input Data by Honeywell and/or its Affiliates (but excluding Input Data itself) and any intellectual property rights related thereto, are owned exclusively and solely by Honeywell and its Affiliates and are their confidential information. Customer has sole responsibility for obtaining all consents and permissions (including providing notices to Users (as defined below) (if applicable) or third parties) and satisfying all requirements necessary to permit Honeywell's use of Input Data. Customer will, at its cost and expense, defend, indemnify and hold harmless Honeywell and its Affiliates, sub-contractors and licensors from and against all losses, awards and damages (including, without limitation, attorneys' fees), arising out of claims by third parties related to such indemnitees' possession, processing or use of Input Data in accordance with the Agreement or Customer's or its Users' infringement, misappropriation or violation of Honeywell's or its Affiliates' or a third party's IPR (as defined below) (except if caused by Customer's authorized use of the SaaS (as defined below)) (if applicable)). Honeywell does not archive Input Data for Customer's future use. This Section survives termination or expiration of this Agreement.

14.7 Remote Services - Customer agrees that Honeywell may enhance system operations or provide some or all of the Services remotely using an Internet connection and may install additional software and related communication and/or diagnostic devices on Customer's applicable systems (the “**Systems**”) to enable such connection, enhancement and/or remote Services. Notwithstanding any other provision of the Agreement, such software and devices will remain the property of Honeywell and shall be removed from the Systems and returned to Honeywell promptly at Honeywell’s request. Customer agrees to fully cooperate with Honeywell’s installation and commissioning of such software and devices on the Systems. To the extent required by Honeywell, Customer will enable and consents to Internet connectivity between its applicable Systems and Honeywell’s applicable computer server(s)/system(s) and/or the Honeywell cloud platform(s) throughout the term of the Agreement. Honeywell and its Affiliates may, in any country in which they or their agents or suppliers conduct business, collect, transmit, receive, process, maintain and use for the purpose of providing the Services all data obtained in connection with the Agreement. Customer represents and warrants that Customer is the owner of the premises that are the subject of this Agreement or, if not, that the owner of such premises consents to the foregoing and Section 14.6, to the extent such consent is required.

15. COVERAGE

15.1 Customer agrees to provide Honeywell access to all Covered Equipment. Honeywell will be free to start and stop all primary equipment incidental to the operation of the mechanical, control, automation, and life safety system(s) as arranged with Customer’s representative.

15.2 It is understood that the repair, replacement, and emergency service provisions apply only to the Covered Equipment included in the attached List of Covered Equipment (if any and only to the extent expressly provided in the attached Work Scope Documents). Repair or replacement of non-maintainable parts of the system such as, but not limited to, ductwork, piping, shell and tube (for boilers, evaporators, condensers, and chillers), unit cabinets, boiler refractory material, heat exchangers, insulating material, electrical wiring, hydronic and pneumatic piping, structural supports and other non-moving parts, is not included under this Agreement. Costs to repair or replace such non-maintainable parts will be the sole responsibility of Customer.

15.3 Honeywell will not reload software, nor make repairs or replacements necessitated by reason of negligence or misuse of equipment by persons other than Honeywell or its employees, or caused by lightning, electrical storm, or other violent weather or by any other cause beyond Honeywell’s control. Honeywell will provide such services at Customer’s request and at an additional charge.

15.4 Honeywell may install communication or diagnostic devices and/or software to enhance system operation and support. Upon termination of this Agreement, Honeywell may remove these devices and software and return the system to its original operation. Customer agrees to provide, at its sole expense, connection to the Internet and switched telephone network for such devices and/or software.

15.5 Honeywell will review the Services delivered under this Agreement on an annual basis, unless otherwise noted.

15.6 This Agreement assumes that the systems and/or equipment included in the attached List of Covered Equipment are in maintainable condition. If repairs are necessary, in Honeywell’s sole judgment, upon inspection or seasonal start-up or otherwise, repair charges will be submitted for approval to Customer. Should these charges be declined, those systems and equipment will be eliminated from coverage under this Agreement and the price adjusted accordingly.

15.7 In the event that the system or any equipment component thereof is altered, modified, changed or moved, this Agreement may be immediately adjusted or terminated, at Honeywell’s sole option. Honeywell is not responsible for any damages resulting from such alterations, modifications, changes or movement.

15.8 Honeywell is not responsible for maintaining a supply of, furnishing and/or replacing lost or needed refrigerants not otherwise expressly required under this Agreement. Customer is solely responsible for the cost of material and labor of any such refrigerant not otherwise provided for under this Agreement at current market rates.

15.9 Maintenance, repairs, and replacement of equipment parts and components are limited to using commercially reasonable efforts to restore to proper working condition. Honeywell is not obligated to provide replacement software, equipment, components and/or parts that represent a significant betterment or capital improvement to Customer’s system(s) hereunder.

15.10 Unless otherwise specified, Customer retains all responsibility for maintaining LANs, WANs, leased lines and/or other communication mediums incidental or essential to the operation of the system(s) or equipment found included in the Covered Equipment.

15.11 Customer will promptly notify Honeywell of any malfunction in the system(s) or Covered Equipment covered under this Agreement that comes to Customer’s attention.

16. TERMS OF PAYMENT

16.1 Customer will pay or cause to be paid to Honeywell the full price for the Services as specified above in this Agreement. Honeywell will submit SELECT PROPER BILLING FREQUENCY invoices to Customer in advance for Services to be performed during the subsequent billing period, and payment shall be due within twenty (20) days after Customer's receipt of each such invoice. Payments for Services past due more than five (5) days shall accrue interest from the due date to the date of payment at the rate of one and one-half percent (1.5%) per month, compounded monthly, or the highest legal rate then allowed, whichever is lower. Customer will pay all attorney and/or collection fees incurred by Honeywell in collecting any past due amounts.

16.2 **Price Adjustment.** Honeywell may annually adjust the amounts charged to Customer under this Agreement, and Customer will pay to Honeywell such adjusted amounts in accordance with Section 16.1 and the other applicable provisions of this Agreement.

17. TERMINATION

17.1 Subject to the next sentence, Customer may terminate this Agreement for cause if Honeywell defaults in the performance of any material term of this Agreement, or fails or neglects to carry forward the Services in accordance with this Agreement, after giving Honeywell written notice of its intent to terminate. If, within thirty (30) days following receipt of such notice, Honeywell fails to cure or perform its obligations, Customer may, by written notice to Honeywell, terminate this Agreement.

17.2 Honeywell may terminate this Agreement for cause (including, but not limited to, Customer's failure to make payments as agreed herein) after giving Customer written notice of its intent to terminate. If, within thirty (30) days following receipt of such notice, Customer fails to make the payments then due, or otherwise fails to cure or perform its obligations, Honeywell may, by written notice to Customer, terminate this Agreement and recover from Customer payment for Services performed and for losses sustained for materials, tools, construction equipment and machinery, including but not limited to, reasonable overhead, profit and applicable damages.

17.3 **Cancellation** - This Agreement may be canceled at Honeywell's option in the event Honeywell equipment on Customer's premises is destroyed or substantially damaged. Likewise, this Agreement may be canceled at Customer's option in the event Customer's premises are destroyed. In the event of such cancellation, neither party shall be liable for damages or subject to any penalty, except that Customer will remain liable for Services rendered to the date of cancellation.

18. CERTAIN DEFINITIONS

18.1 **"Hazardous substance"** includes all of the following, whether naturally occurring or manufactured, in quantities, conditions or concentrations that have, are alleged to have, or are believed to have an adverse effect on human health, habitability of a Site, or the environment: (a) any dangerous, hazardous or toxic pollutant, contaminant, chemical, material or substance defined as hazardous or toxic or as a pollutant or contaminant under state or federal law, and (b) any petroleum product, nuclear fuel or material, carcinogen, asbestos, urea formaldehyde, foamed-in-place insulation, polychlorinated biphenyl (PCBs), and (c) any other chemical or biological material or organism, that has, is alleged to have, or is believed to have an adverse effect on human health, habitability of a Site, or the environment.

18.2 **"Mold"** means any type or form of fungus or biological material or agent, including mold, mildew, moisture, yeast and mushrooms, and any mycotoxins, spores, scents, or by-products produced or released by any of the foregoing. This includes any related or any such conditions caused by third parties.

18.3 **"Covered Equipment"** means the equipment covered by the Services to be performed by Honeywell under this Agreement, and is limited to the equipment expressly listed in each List of Covered Equipment contained in the attached Work Scope Documents.

18.4 **"Services"** means those services and obligations to be undertaken by Honeywell in support of, or to maintain, the Covered Equipment, as expressly provided in the attached Work Scope Document(s), which are incorporated herein.

19. SOFTWARE-AS-A-SERVICE TERMS

19.1 **General.** To the extent the Services made available or provided to Customer under this Agreement include any software applications, online portals or dashboards or other software-as-a-service items or services, including, without limitation, Honeywell Forge, Honeywell Connected Life Safety Services or the Honeywell Vector Occupant Application (each, a **"Honeywell App"**), the terms and conditions applicable to use of each Honeywell App are set forth in this Section 19. A Honeywell App may enable the Customer to view certain dashboards, service case history, service reports, and other documentation provided by Honeywell from time to time. In the event of a conflict between this Section 19 and any other provision of this Agreement or other document or instrument, this Section 19 shall prevail.

19.2 **HSSTs.** **"HSSTs"** means these Software-as-a Service Terms set forth in this Section 19 (the **"HSSTs"**). Each of the Honeywell Apps is a software as a service running in the cloud and on site software and hardware that enables cloud connectivity (the **"SaaS"**) and the

HSSTs set out the terms and conditions applicable to the use of the SaaS in relation to the Services, including your use of and access to the SaaS.

19.3 Parties. “Honeywell”, “we”, “us” or “our” means Honeywell International Inc. and/or Affiliate(s) who execute or assent to this Agreement and/or any related documents or instruments. “You” or “your” means collectively Customer and any other entities executing or assenting to this Agreement and/or any related documents or instruments. “Affiliate” means any entity that controls, is controlled by, or is under common control with, another entity. An entity “controls” another if it owns directly or indirectly a sufficient voting interest to elect a majority of the directors or managing authority or otherwise direct the affairs or management of the entity.

19.4 Use Rights. Subject to payment of agreed fees and strict compliance with the terms of access and acceptable use, we shall provide you solely for your internal business purposes: (a) remote access to the SaaS through means we provide (and which may include online portals or interfaces such as https, VPN or API); and (b) a personal, revocable, non-exclusive, non-assignable, non-transferable license to: (i) download, install, and use software we provide solely to operate the SaaS; and (ii) use SaaS documentation as reasonably required in connection with the SaaS (collectively, “Use Rights”). You, your employees and any party accessing the SaaS on your behalf (“Users”) may exercise Use Rights, provided that, you must bind them to the Agreement and are responsible for their compliance with it, any breach by them and their acts and omissions. You may not resell Use Rights or permit third parties (except Affiliates or service providers) to be Users or make copies of the SaaS except as agreed by us in writing. We have no responsibility with respect to actions or inactions of Users.

19.5 Acceptable Use. The Use Rights are the only acceptable use of the SaaS. You shall not use the SaaS for purposes of, or in connection with: (a) reverse engineering, making machine code human readable or creating derivative works or improvements; (b) interfering with its security or operation (including probing, scanning or testing the vulnerability of any security measures or misrepresenting transmission sources); (c) creating, benchmarking or gathering intelligence for a competitive offering; (d) infringing another’s IPR; (e) employing it in hazardous environments requiring fail-safe performance where failure could lead directly or indirectly to personal injury or death or property or environmental damage; or (f) any use that would reasonably be expected to cause liability or harm to us or our customers or breach the Agreement. We have the right to monitor usage. We may terminate upon written notice if use is fraudulent, continued use would subject us to third party liability or we cease making the SaaS generally available to third parties. We may suspend Use Rights if we determine that you or Users are violating or may violate the Agreement.

19.6 Support. We will use commercially reasonable efforts to maintain the SaaS, repair reproducible defects and make available as a whole 99% of the time 24x7x365 subject to scheduled downtime, routine and emergency maintenance and force majeure. We are not responsible or liable for any issues, problems, unavailability, delay or security incidents arising from or related to: (i) conditions or events reasonably outside of our control; (ii) cyberattack; (iii) the public internet and communications networks; (iv) data, software, hardware, services, telecommunications, infrastructure or networking equipment not provided by us or acts or omissions of third parties you retain; (v) your and Users negligence or failure to use the latest version or follow published documentation; (vi) modifications or alterations not made by us; (vii) loss or corruption of data; (viii) unauthorized access via your credentials; or (ix) your failure to use commercially reasonable administrative, physical and technical safeguards to protect your systems or data or follow industry-standard security practices.

19.7 IP. All right, title and interest, including all intellectual property rights (including copyrights, trademarks and patents), proprietary rights (including trade secrets and know-how), and moral rights (including rights of authorship and modification) throughout the world (“IPR”) in and to the SaaS and all of its derivative works, modifications and improvements, are retained by Honeywell or its licensors and are our confidential information. We shall own all IPR that is: (i) developed by us or our Affiliates by processing or analysis of Input Data (excluding Input Data itself, but including derived data that is sufficiently different from Input Data so that Input Data cannot be identified from analysis or further processing of such derived data); or (ii) generated through support, monitoring or other observation of your and your Users’ use of the SaaS. The internal operation and performance of the SaaS is our confidential information. If you provide any suggestions, comments or feedback regarding the SaaS, you hereby assign to us all right, title and interest in and to the same without restriction. You and Users shall not remove, modify or obscure any IPR notices on the SaaS.

19.8 Security. We will use commercially reasonable administrative, physical and technical safeguards to protect personal data and Input Data and follow industry-standard security practices. You are solely responsible for costs and liability incurred due to unauthorized use or access through your or Users account credentials or systems.

19.9 Privacy. Data about you, users and/or your or their employees, customers, contractors or Affiliates that is recognized under applicable law as “personal data” or equivalent terms (“Personal Data”) may be processed in relation to the Agreement, including: (i) data subjects - employees of you and your customers, contractors or Affiliates; and (ii) data categories - name, contact information (e.g. addresses, emails and telephone), IP address, location, images, video and system, facility, device or equipment usage data. If the applicable laws of a jurisdiction recognize the roles of “controller” and “processor” as applied to Personal Data then, as between you and us, you act as controller and we act as processor and shall process Personal Data on behalf of and in accordance with your documented instructions, the Agreement and applicable laws and only to the extent, and for so long as necessary, to provide, protect, improve or develop the SaaS and/or related services and perform rights and obligations under the Agreement. You authorize us to share Personal Data with sub-processors located in any jurisdiction, provided we use legally enforceable transfer mechanisms and contractually require them to abide by similar terms with regards to processing of Personal Data. We have no liability arising from processing of Personal Data in compliance with the Agreement. You will, at your cost and expense, defend, indemnify and hold harmless us and our Affiliates, sub-contractors and licensors from and against all losses, awards and damages (including attorneys’ fees), arising out of claims by third parties related to our possession,

processing or use of Personal Data in accordance with the Agreement. We shall refer data subject requests to you and provide reasonable assistance to enable you to: (a) comply with requests; (b) enable security; (c) respond to complaints or inquiries or conduct any impact assessments; and (d) verify compliance with our obligations in this section (including participating in Personal Data audits), provided you reimburse all reasonably incurred costs. Upon termination we shall delete or anonymize all Personal Data, except if required or permitted by applicable law for compliance, audit or security purposes. If we believe any instruction will violate applicable privacy laws, or if applicable law requires us to process Personal Data relating to data subjects in the European Economic Area (“EEA”) in a way that is not in compliance with your or users’ documented instructions we shall notify you in writing, unless the law prohibits such notification on important grounds of public interest. We shall upon request make available the identity of sub-processors and notify intended addition or replacement and you have 5 business days to object. If you object, we may terminate without penalty on written notice. We shall ensure personnel processing Personal Data of data subjects have committed to confidentiality in relation to such processing. Where transfers of Personal Data require: (y) you authorize us and our Affiliates to act as agent for the limited purpose of binding you as principal, in the capacity of “data exporter”, to a Honeywell inter group or Honeywell and service provider data transfer agreement comprising the Standard Contractual Clauses for the transfer of personal data to processors established in third countries adopted by the European Commission (“SCC”); and (z) the parties agree that the SCCs (https://ec.europa.eu/info/law/law-topic/data-protection/data-transfers-outside-eu/model-contracts-transfer-personal-data-third-countries_en or more recent website) shall be deemed to have been signed by you or your Affiliates, in the capacity of “data exporter”, and by us or our Affiliates, in the capacity of “data importer”.

19.10 Warranty, Disclaimer. THE SAAS IS PROVIDED WITH NO WARRANTIES OR REPRESENTATIONS OF ANY KIND, WHETHER EXPRESS, IMPLIED OR STATUTORY. TO THE MAXIMUM EXTENT PERMITTED BY LAW, WE EXPRESSLY DISCLAIM ALL WARRANTIES AND REPRESENTATIONS INCLUDING MERCHANTABILITY AND FITNESS FOR PURPOSE. WE DO NOT WARRANT THAT THE SAAS WILL MEET YOUR REQUIREMENTS, OR THAT IT WILL OPERATE WITHOUT INTERRUPTION, OR BE ERROR FREE.

19.11 Limitation. WE ARE NOT LIABLE FOR INDIRECT, INCIDENTAL, EXEMPLARY, PUNITIVE, SPECIAL OR CONSEQUENTIAL DAMAGES, INCLUDING LOST PROFITS AND REVENUES, IN RELATION TO THE SAAS. OUR CUMULATIVE, AGGREGATE LIABILITY WILL IN RELATION TO THE SAAS BE LIMITED TO DIRECT DAMAGES IN AN AMOUNT EQUAL TO THE GREATER OF: (a) TOTAL AMOUNTS PAID FOR THE SAAS DURING THE 12 MONTHS IMMEDIATELY PRECEDING THE ASSERTION OF ANY CLAIM; AND (b) U.S. \$50,000. ALL CLAIMS THAT A PARTY MAY HAVE SHALL BE AGGREGATED AND MULTIPLE CLAIMS SHALL NOT ENLARGE THE FOREGOING LIMIT. OUR LIABILITY UNDER EVALUATION OR TRIAL RIGHTS IS LIMITED TO U.S. \$1,000.

19.12 Miscellaneous. Any descriptions of future product direction or intended updates (including new or improved features or functions) other than the features and functions deployed as of date of the Agreement are intended for information purposes only and are not binding commitments on us to deliver any material, code or functionality. The development, release and timing of any such updates is at our sole discretion unless agreed otherwise in writing. We reserve the right to charge additional fees for new or improved features or functions. You must comply with all laws and regulations applicable to your use of the SaaS and your rights to use the SaaS is subject to such compliance. The HSSTs take precedence over any other terms in the Agreement to the extent related to the SaaS. Sections 19.7 to 19.12 and those portions of the HSSTs that by their nature should survive, survive termination or expiration of the Agreement.

Comprehensive – HVAC Automation Controls Work Scope Document

1.1 Scope - Honeywell will maintain the building automation system hardware and software found in the List of Covered Equipment and List of Covered Software below, to the extent expressly provided in this Comprehensive – HVAC Controls Work Scope Document. As used herein, “Agreement” means the agreement between Honeywell and Customer of which this Work Scope Document is a part, as amended and together with all exhibits, schedules and attachments incorporated into such agreement.

List of Covered Software (the “Covered Software”):

Quantity	Software Product Number	Version	Product Description	Location
1	EBI	R600	License #42771	Building and Grounds Office

List of Covered Equipment (Front End):

Quantity	Description	Model Number	Location
1	Dell Server		Building and Grounds Office
1	Monitor		Building and Grounds Office
1	Dual Cobox		For Ross/Sullivan & MacArthur Fire Panels
1	Single Cobox		For Eisenhower Fire Panel

List of Covered Equipment (MacArthur School Automation):

Quantity	Description	Model Number	Location
1	Plant Controller	CPO-PC-6A	
71	Heat Pump Controllers	CP-SPC	33-Bard Units – 38 Water Furnace Units
6	RTU HP Controllers	CP-SPC	6 Water Furnace Units
1	Geothermal Pump Controller	CP-SPC	Mech Room
1	Lighting Controller	CP-SPC	Electrical Room
1	Exhaust Fan Controller	CP-SPC	Mechanical Room
9	Transformer	5 - PSH100AB10-5 4 - TR100VAC001	School
77	Room Temp Sensors	TR22	School
77	Duct Temp Sensors	C7041B2005	Bard Units, Water Furnace Units, RTUs
71	CO2 Sensors	38 - C7232A1016 33 - Dwyer CDT	Bard Units, Water Furnace Units, RTUs
71	Damper Actuators	33 - M7411C 32 - MS7503A2030	Bard Units, Water Furnace Units, RTUs
77	Occupancy Sensors		Bard Units, Water Furnace Units, RTUs
1	Tower Lights Module, Base, Horn, & LED	TWS-BC, TWS-BP, TWS-A-G, TWS-LLS-G	Geothermal System Pump
2	Current Sensors	Veris – H608	Geothermal System Pump
1	Water Flow Switch		Geothermal System Pump
3	Relays	RIBU1C	Geothermal System Pump
1	Outside Air Sensor	C7041F2006	Geothermal System Pump
2	Temp Sensors – Immersion	C7041D2001	Geothermal System Pump
17	Electric T-Stats (wall)	T6051A1016	Unit heaters

List of Covered Equipment (Ross & Sullivan School Automation):

Quantity	Description	Model Number	Location
2	Plant Controller	CPO-PC-6A	1 – Sullivan, 1-Ross
67	Heat Pump Controllers (rooms)	CP-SPC	16- Sullivan Bards, 18-Sullivan Climate Master 18- Ross Bard, 15 Ross Climate Master Units
6	Heat Pump Controller- Corridors		
3	RTU HP Controllers	CP-SPC	Ross Gym, Sullivan Gym, Ross/Sullivan Kitchen
1	Geothermal Pump Controller	CP-SPC	Mech Room
5	Transformer	3 - PSH100AB10-5 2 - TR100VAC001	Schools
39	Room Temp Sensors	TR22	20 Sullivan, 19 Ross
34	Temp/Humidity Sensors	TR23-H	16 Sullivan, 18 Ross
73	Duct Temp Sensors	C7041B2005	36 Sullivan, 37 Ross
34	Strap On Temp Senso (Hot Gas)	THTSPC000	16 Sullivan, 18 Ross
73	CO2 Sensors	C7232A1016	36 Sullivan, 37 Ross
70	Damper Actuators	17-MS8103A1030 9-MS7503A2030 3-MS7520A2007 41-Other	34-Sullivan, 36 Ross
73	Occupancy Sensors		36-Sullivan, 37 Ross
18	Current Sensors	VERIS – H608	Geothermal System Pump
34	Current Sensors	H300	2020 De-humification System
1	Flow Meter	Omicon-F1110	Geothermal System Pump
35	Relays	RIBU1C	Geothermal System Pump
34	Relays	RIBU1c	De-Humification Control
1	Outside Air Sensor	C7041F2006	
2	Temp Sensors – Immersion	C7041D2001	Geothermal System Pump
4	Temp Sensors – Strap On	C7041K2005	Geothermal System Pump
13	Electric T-Stats (wall)	T6051A1016	Ross & Sullivan

List of Covered Equipment (Eisenhower School Automation):

Quantity	Description	Model Number	Location
2	Plant Controller	CPO-PC-6A	Eisenhower
32	Heat Pump Controllers (rooms)	CP-SPC	16- Bards, 16 Climate Master
1	Input/Output Module	CPO-IO830A	Eisenhower
4	Transformers	3 - PSH100AB10 2 - TR100VAC001	Eisenhower
31	Temp/Humidity Sensors	TR23-H	16 Bards, 16 Climate Master
2	Strap On Temp Sensor (Hot Gas)	THTSPC000	Eisenhower
31	CO2 Sensors	C7232A1016	16 Bards, 15 Climate Master
32	Damper Actuators	16-MS7503A2030 16-Other	Eisenhower
9	Valves – Hot Water Coil	V5863A3028	8-1 ST Floor, 1-2 nd Floor
9	Valve Actuators- HW Coils	M6410A3017	8-1 ST Floor, 1-2 nd Floor
30	Occupancy Sensors		Eisenhower
1	Duct Static Sensor	P7640B1032	Geothermal System Pump
5	Current Sensors	VERIS – H608	Geothermal System Pump
9	Relays	RIBU1C	Geothermal System Pump
38	Relays	RIBU1C	De-Humification Control
1	Outside Air Sensor	C7041F2006	
2	Temp Sensors – Immersion	C7041D2001	Geothermal System Pump
9	Electric T-Stats (wall)	T6051A1016	Unit Heaters

1.2 Coverage - Unless noted by exception, maintenance intervals and tasks will be determined by equipment, application, location and Honeywell's database of maintenance experience, according to Honeywell's judgment, in its sole discretion. Notwithstanding any other provision of the Agreement, Honeywell does not guarantee that any Services or other work, equipment or materials provided by it will produce any particular results, outcomes or system performance.

After each service call is completed, details from the service report of Honeywell relating to such service call will be made available to Customer.

1.3 Hardware Support - Honeywell will perform preventative maintenance services on the Covered Equipment pursuant to Section 1.2 above.

Honeywell will repair or replace serviceable components and parts found on the List of Covered Equipment, which have been found to be defective or have failed for reasons other than negligence by Customer or its representatives or agents or events, conditions or circumstances that constitute "force majeure" events under the Agreement. Replaced components will be new or reconditioned components of compatible design. In Honeywell's sole discretion, marginal components may also be repaired or replaced. These replacements will be based upon commercial availability of parts and/or components. All exchanged parts shall become the property of Honeywell.

Notwithstanding the foregoing, at initial inspection or thereafter, if any individual component cannot, in the opinion of Honeywell in its sole discretion, be properly repaired or maintained due to obsolescence, lack of commercial availability, and/or excessive wear, tear or deterioration or other reason, Honeywell may remove said component from the List of Covered Equipment, upon thirty (30) days' written notice. Such removed components will be eliminated from coverage under this Agreement, Honeywell shall have no further obligations relating to any such components, and Honeywell shall adjust the Price accordingly.

1.4 Software Support - Honeywell will use commercially reasonable efforts to maintain the present system within the functional limitations of presently installed hardware and/or software included in the List(s) of Covered Equipment and List of Covered Software. This may include providing software patches, revisions and/or bug fixes to standard Honeywell software that may be periodically created by Honeywell to maintain present system operations. Third-party applications and/or software, including, but not limited to, operating system(s), web browsers, local area network (LAN) and computerized maintenance management systems, and any labor, software and/or hardware required to maintain the present applications and/or implement functional enhancements, will in each case be Customer's responsibility. For the avoidance of doubt, (i) software upgrades are not included in this Agreement and require payment of additional fees determined by Honeywell and (ii) this Work Scope Document does not grant to Customer any license or other right in or to any software or other intellectual property of Honeywell, and any rights of Customer with respect thereto are limited to those expressly set forth in the separate Honeywell software license agreement executed by Customer.

Customer shall be responsible for, and agrees to purchase, any and all hardware, firmware, and/or software that may hereafter be required to improve performance of the software installed on Customer's system. Honeywell shall not be responsible to provide any upgrades or improvements, functional, operational or otherwise, to any software. For the avoidance of doubt, third party software is excluded under this Agreement and will be provided when and if available and at Customer's expense.

1.5 Emergency Service - Should an emergency with respect to the Covered Equipment or Covered Software arise as reported by Customer to applicable Honeywell personnel, Customer will notify Honeywell and Honeywell personnel will attempt to assess the situation either by phone or remote diagnostics, or both, and Honeywell and Customer will mutually determine the course of action in response to such emergency. If it is determined that a site visit is required, Honeywell personnel will arrive at Customer's site within hours and attempt to address the emergency. To the extent the emergency service call requires Honeywell to provide services for equipment, software or any components thereof that are not Covered Equipment or Covered Software or such services otherwise constitute services not expressly required to be provided under this Work Scope Document, Customer will be liable for Honeywell's then-prevailing prices for such services on a time and material basis.

Emergency Service will be provided during the following periods as long as Customer is paying Honeywell for the Services contemplated by this Work Scope Document:

- Continuous Emergency Service:**
24 hours per day, seven days per week, federal holidays included
- Extended Hours Emergency Service:**
12 hours per day, five days per week, federal holidays excluded.
Specified hours: 6:00 a.m. - 6:00 p.m., Monday through Friday.
- Regular Business Hours Emergency Service:**

8.5 hours per day, five days per week, federal holidays excluded.
Specified hours: 8:00 a.m. - 4:30 p.m., Monday through Friday.

[Check if applicable] **1.6 Operator Training Support** - Honeywell personnel will conduct _____ hours of on-site training dedicated to operating and/or programming issues mutually pre-determined by Customer and Honeywell.

Tuition for _____ person(s) to attend _____ scheduled training session(s) on system operation and programming at Honeywell's Building Technologies Training Center in [identify location] has been included hereunder. Cost of travel and/or accommodations is not included and shall be Customer's responsibility.

1.7 Performance Review - A review of the Services provided within this Agreement will be performed by Honeywell on an annual basis at Customer's request. Honeywell and Customer will discuss work performed since the last review, answer questions pertaining to Service delivery, and identify potential opportunities to further improve performance of the Covered Equipment.

1.8 Honeywell Service Portal – Honeywell will provide Customer access to an Internet-based application that will allow the Customer to securely submit non-emergency service requests online; view status of all service calls, whether scheduled, open or closed; view appointments and task detail of work performed on contracted service calls; and view contract and equipment coverage details (12 month history and this includes only service performed per this Agreement). Functionality enhancements or deletions relating to such application are at the discretion of Honeywell.

Comprehensive – Fire System Work Scope Document

1.1 Scope - Honeywell will maintain the fire alarm system components and software listed below, to the extent expressly provided in this Comprehensive – Fire/Smoke Alarm Work Scope Document. As used herein, “Agreement” means the agreement between Honeywell and Customer of which this Work Scope Document is a part, as amended and together with all exhibits, schedules and attachments incorporated into such agreement.

List of Covered Equipment (the “Covered Equipment”):

Quantity	Description	Model Number	Location
4	XLS140 Fire Alarm Panels	XLS140	Eisenhower, Ross, Sullivan/Admin, MacArthur
4	Annunciator Panels		Eisenhower, Ross, Sullivan/Admin, MacArthur
287	Smoke Detectors	TC806	2-Admin Building 1 st floor 39-Eisenhour – Various 12-Eisenhour Room 208,112A,117,120,207,209,210 42- Ross – Various 2-Ross room 100, outside room 202 6-Ross Gym 67-Sullivan/Admin 6-Sullivan Gym 87-MacArthur Various 17-MacArthur (4-Little Theater, 9-Gym, 1 Computer Room 110B, 7-Variou Schools
7	Duct Smoke Detectors		1-Admin, 4-Eisenhower, 2-Ross
30	Heat Detectors		1-Eisenhower, 5-Ross, 5 Sullivan/Admin, 19-MacArthur
1	Explosion Proof Heat Detector		Ross
9	Water Flow		6-Eisenhour, 3 Sullivan/Admin
117	Pull Stations		2-Admin Building 1 st floor 15-Eisenhour – Various 15- Ross – Various 13-Sullivan School Room 119,121 39-MacArthur Various 10-MacArthur (1-Front Entry, 2-Cafeteria, 1-Cafeteria Hall, 1-Stage 135, 1 Band Room 305, 1 Orchestra Room 307, 1 Art Room 309, 1-Hall Exit Door near Room 311, 1-Home Ec. Lab 315.)
13	Relay/Signal Module	TC810	7-Eisenhour, 1-Ross, 4-Sullivan, 1 MacArthur
9	Control Modules	TC810N1013	3-Admin, 2-Ross, 2-Eisenhour, 2 MacArthur
4	Control Modules	TC810N1013	4-Eisenhour Duct Smokes
20	Fire Door Holders		2-Ross, 2 Sullivan, 6-MacArthur, 10-Variou
4	Sync Modules	MDL	1-Admin, 1-Ross, 1 Eisenhower, 1 MacArthur
12	Power Supply & Batteries	HPF24S8	3-Admin, 2 Ross, 2-Eisenhower, 1-MacArthur
1	Door Holder Power Supply	HP400ULX	MacArthur
103	Horn Strobes		17-Eisenhower, 16-Ross, 17-Sullivan/Admin, 41-MacArthur, 12-Variou
133	Strobes		31-Eisenhower, 38-Ross, 20-Sullivan/Admin, 34-MacArthur, 10-Variou
20	Horn/Strobes (see below for locations)	P2R	1-Admin, 5-Sullivan, 14-MacArthur
75	Strobes (see below for locations)	SR	1-Admin, 22-Sullivan, 2-Ross, 12-Eisenhower, 38-MacArthur

HORN/STROBE and STROBE LOCATIONS:

20- Horn/Strobes

1 - Sullivan School Entry Area		
5 – Administration Building		
1-Board Room	3-1 st Floor Offices	1- Lower Level Sink Area
14-MacArthur School		
3-Courtyard	2-Cafeteria	1-Girls Locker Room 141
1-Boy’s Locker Room	1-Band Room 305	1-Art Room 309
1-Home Ec. Lab 315	1-Room 512	1-Hall outside cafeteria
1-Room 601	1-Room 606	

75-Strobes

1-Administration Building – Lower Level Office					
22-Sullivan School					
Room 110	Room 102	Room 102	Room 104	Room 119	Room 121
Room 130	Room 132	Room 134	Room 136	Rest Room 137	
Room 138	Room 145	Room 147	Room 148	Room 149	Room 150
Room 151	Room 152	Room 153	Room 154		
2-Ross School					
Room 201	Room 203				
12-Eisenhower School					
Room 101	Room 102	Room 110	Room 301	Room 302	Room 303
Room 304	Room 305	Room 307	Room 308	Room 309	Room 310
38-MacArthur School					
Room 103	Room 104	Rest Room 105	Computer Lab Room 110	Storage Area	
PE Office Room 140		PE Office Rest Room 140	Girls Locker Room 141		
Boy’s Locker Room 157		Room 200	Room 201	Room 202	Room 204
Room 206	PE Office Rest Room 301	PE Office Room 301	Band Practice Room 305		
2-Orchestra Practice Rooms 307	Room 310	Room 311	Room 402	Room 404	
Room 406	Room 408	Room 409	Room 413	Science Lab 503	
Room 506	Room 507	Room 508	Room 509	Room 510	Room 511
2-Small Restroom near room 512		Rom 602	Room 605		

1.2 Preventative Maintenance - Each preventative call will be scheduled by Honeywell and cover the tasks to be performed, the skill levels required, and any special tools or instrumentation required for the tasks, in each case as determined by Honeywell in its sole discretion. Upon completion of each service call, a summary of the tasks completed will be provided to Customer. Notwithstanding any other provision of the Agreement, Honeywell does not guarantee that any Services or other work, equipment or materials provided by it will produce any particular results, outcomes or system performance.

1.3 Testing - Honeywell will perform two (2) test(s) per year per initiating device and, at Customer’s request, furnish a written report certifying that such tests have been completed. Honeywell will test the Covered Equipment in accordance with the schedule and tasks outlined in NFPA 72 (1999), Chapter 7 (National Fire Alarm Code) in the United States, using the date of the Agreement’s full execution or renewal (as applicable) as the starting date for determining when each test must be conducted except as described below:

- Customer will perform required testing of water flow devices, fire pump monitoring and valve tamper/supervisory devices;
- Customer will perform required visual inspections of smoke detectors; Honeywell will conduct only required functionality and sensitivity testing of smoke detectors;
- Customer will perform required testing of visual and audible notification appliances.

1.4 Hardware Support - Honeywell will perform scheduled maintenance services on the equipment covered under this Agreement as detailed on the List of Covered Equipment, as determined by Honeywell in its sole discretion.

Honeywell will repair or replace serviceable components and parts found on the List of Covered Equipment that have been found to be defective or have failed for reasons other than negligence by Customer or its representatives or agents or events, conditions or circumstances that constitute “force majeure” events under the Agreement. Replaced components will be new or reconditioned components of compatible design. In Honeywell’s sole discretion, marginal components may also be repaired or replaced. These replacements will be based upon commercial availability of parts and/or components. All exchanged parts shall become the property of Honeywell.

Notwithstanding the foregoing, at initial inspection or thereafter, if any individual component cannot, in the opinion of Honeywell in its sole discretion, be properly repaired, due to obsolescence, lack of commercial availability of standard parts, and/or excessive wear, tear or deterioration or other reason, Honeywell may remove said component from the List of Covered Equipment, with thirty (30) days written notice. Such removed components will be eliminated from coverage under this Agreement, Honeywell shall have no further obligations relating to any such components, and Honeywell shall adjust the Price accordingly. On systems that require compliance with Underwriter Laboratory (UL) standards, only Underwriters Laboratory-approved products will be used for component replacement.

1.5 Software Support – Honeywell will use commercially reasonable efforts to maintain the present system within the functional limitations of presently installed hardware and/or software included in the List(s) of Covered Equipment and List of Covered Software. This may include providing software patches, revisions and/or bug fixes to standard Honeywell software that may be periodically created by Honeywell to maintain present system operations. Third-party applications and/or software including, but not limited to, operating system(s), web browsers, local area network (LAN) and computerized maintenance management systems and any labor, software and/or hardware required to maintain the present applications and/or implement functional enhancements, will in each case be Customer’s responsibility. For the avoidance of doubt, (i) software upgrades are not included in this Agreement and require payment of additional fees determined by Honeywell and (ii) this Work Scope Document does not grant to Customer any license or other right in or to any software or other intellectual property of Honeywell, and any rights of Customer with respect thereto are limited to those expressly set forth in the separate Honeywell software license agreement executed by Customer.

Customer shall be responsible for and agrees to purchase any and all hardware, firmware, and/or software that may hereafter be required to improve performance of the software installed on Customer’s system. Honeywell shall not be responsible to provide any improvements, functional, operational or otherwise. Third party software is excluded under this Agreement and will be provided when and if available and at Customer’s expense.

1.6 Emergency Service – Should an emergency with respect to Covered Equipment or Covered Software arise as reported by Customer to applicable Honeywell personnel, Honeywell personnel will assess the situation either by phone or remote diagnostics, or both, and will attempt to determine the required course of action with Customer. If it is determined that a site visit is required, Honeywell personnel will arrive at Customer site within hours and attempt to address the emergency. To the extent the emergency service call requires Honeywell to provide services for equipment, software or any components thereof that are not Covered Equipment or Covered Software or such services otherwise constitute services not expressly required to be provided under this Work Scope Document, Customer will be liable for Honeywell’s then-prevailing prices for such services on a time and material basis.

Emergency Service will be provided during the following periods as long as Customer is paying Honeywell for the Services contemplated by this Work Scope Document:

- Continuous Emergency Service:**
24 hours per day, seven days per week, federal holidays included
- Extended Hours Emergency Service:**
12 hours per day, five days per week, federal holidays excluded.
Specified hours: 6:00 a.m. - 6:00 p.m., Monday through Friday.
- Regular Business Hours Emergency Service:**
8.5 hours per day, five days per week, federal holidays excluded.
Specified hours: 8:00 a.m. - 4:30 p.m., Monday through Friday.

1.7 Performance Review - A review of the Services provided under this Agreement will be performed by Honeywell on an annual basis at Customer’s request. Honeywell and Customer will discuss work performed since the last review, answer questions pertaining to Service delivery, and identify potential opportunities to further improve performance of the applicable equipment.

1.8 Honeywell Service Portal – Honeywell will provide Customer access to an Internet-based application that will allow the Customer to securely submit non-emergency service requests online; view status of all service calls, whether scheduled, open or closed; view appointments and task detail of work performed on contracted service calls; and view contract and equipment coverage details (12 month history and this includes only service performed per this Agreement). Functionality enhancements or deletions with respect to such application are at the discretion of Honeywell.

Comprehensive – Security Work Scope Document

1.1 Scope - Honeywell will maintain the security system hardware and software found in the List of Covered Equipment and List of Covered Software below, to the extent expressly provided in this Work Scope Document. As used herein, “Agreement” means the agreement between Honeywell and Customer of which this Work Scope Document is a part, as amended and together with all exhibits, schedules and attachments incorporated into such agreement.

List of Covered Equipment – Eisenhower School

Quantity	Description	Model Number	Location
1	Control Panel (w/ batteries)	ADEMCO Vista 128	Boiler Room
1	Keypads	ADEMCO 6160	Gym Storeroom
1	Inside Sirens		Lower Level Hall
7	Motion Detectors		Hall Room 104, Hall Room 106, West Front, East Front, Ease Stairway, Gym, West Stairway
2	Door Contracts		West Gym Door, West Gym Door
1	HVAC Input Module		
1	Wireless Receiver		
2	Wireless Release Buttons		Administration Area
2	Hardware Panic Buttons		Administration Area

List of Covered Equipment – Administration, Sullivan and Ross Schools

Quantity	Description	Model Number	Location
1	Control Panel (w/ batteries)	ADEMCO Vista 128	Admin Building & Grounds Office
4	Keypads	ADEMCO 6160	Admin Entry, Sullivan N. Entry, 2-Ross Entry
4	Expander Modules	ADEMCO 4208U	2-Ross, 2-Sullivan
3	Inside Sirens		1-Ross, 2-Sullivan
18	Motion Detectors		Admin-Business Managers Office, Admin-OFC, Northeast Hall, Outside IMC, NE Hall, North Office Hall, South Office Hall, East/West Hall, 3 rd Grade South, 3 rd Grand North, Sullivan near classroom 144, Sullivan & Ross Link, Gym North Hall, Gym West Hall, Art Room, Ross near classroom 114, Ross Center Hall, Ross LRC, Ross South Hall, Ross West Hall.
10	Door Contracts		Admin-Business Managers Office, Maintenance Trap Door, South Basement, 2-East/West Basement, North School, IMC, Ross boiler room , Ross LRC SW Door, Ross West Exterior, 2- Ross Gym Storage Doors Rooms 002 & 003.
4	Window Contacts		2-Administration Building, 2—Ross LRC SW
1	HVAC Input Module		
3	Wireless RCVR(door release)		Administration Building, Ross, Sullivan
6	Wireless Release Buttons		2-Admin Building, 2-Ross, 2-Sullivan
6	Hardware Panic Buttons		2-Admin Building, 2-Ross, 2-Sullivan

List of Covered Equipment – MacArthur School

Quantity	Description	Model Number	Location
1	Control Panel (w/ batteries)	ADEMCO Vista 128	Boiler Room
2	Keypads	ADEMCO 6160	Boiler Room, Entry
1	Inside Sirens		Outside Little Theater
20	Motion Detectors		Hall Cafeteria, Interior, Hall near Room 413, Hall near Room 500, Hall at Room 409, Hall at Room 310, West LT Lobby, Hall at Staff Room, Marquette Road, Main Entrance, Hall Near Gym & Library, Main Office, Asst. Principle Office, Principle Office, NW Hall, Home Economics SE, Home Economics SW, Tech Lab East, Tech Lab West, Hall Near Room 409
11	Door Contracts		North Gym, South Gym, Boys Locker Room, Band Room, Girls Locker Room, Overhead, Valve Room, Home Economic Room, Tech Lab, Art Room, Orchestra
4	Door Contacts (double)		North East Side, South Side, NW Side, SW Side
1	HVAC Input Module		
1	Wireless Receiver		
2	Wireless Release Buttons		Administration Area
2	Hardware Panic Buttons		Administration Area

List of Covered Equipment – DVM (Digital Video Management System)

Quantity	Description	Model Number	Location
1	Database Server	Dell	Sullivan IT Closet
4	Camera Servers	Dell	Sullivan IT Closet (serves all four buildings)
22	Interior Fixed IP Cameras	Axis P3354	5-MacArthur, 2-Sullivan, 1-Admin, 9-Ross, 4-Eisenhower
3	Exterior Fixed IP Cameras	1-Axis Q1755 2-Axis P3364	1 Sullivan (Q1755), 1-Admin, 1-Ross

List of Covered Software (the “Covered Software”):

Quantity	Software Product Number	Version	Product Description	Location
1	DVM	R600	License #87850	Sullivan School IT Closet

1.2 Preventative Maintenance - Unless noted by exception, maintenance intervals will be determined by equipment, application, location and Honeywell's computer database of maintenance experience, as determined by Honeywell in its sole discretion. Notwithstanding any other provision of the Agreement, Honeywell does not guarantee that any Services or other work, equipment or materials provided by it will produce any particular results, outcomes or system performance.

After each service call is completed, details from the service report will be provided to Customer.

1.3 Testing – Honeywell will perform one (1) test per year per initiating device], with the scope thereof determined by Honeywell in its sole discretion, and, at Customer's request, furnish a written report certifying that such tests have been completed.

1.4 Hardware Support - Honeywell will perform scheduled maintenance services on the Covered Equipment, as determined by Honeywell in its sole discretion.

Honeywell will repair or replace serviceable components and parts found on the List of Covered Equipment which have been found to be defective or have failed for reasons other than negligence by Customer or its representatives or agents or events, conditions or circumstances that constitute "force majeure" events under the Agreement. Replaced components will be new or reconditioned components of compatible design. In Honeywell's sole discretion, marginal components may also be repaired or replaced. These replacements will be based upon commercial availability of parts and/or components. All exchanged parts shall become the property of Honeywell.

Notwithstanding the foregoing, at initial inspection or thereafter, if any individual component cannot, in the opinion of Honeywell in its sole discretion, be properly repaired, due to obsolescence, lack of commercial availability of standard parts, and/or excessive wear, tear or deterioration or other reason, Honeywell may remove said component from the List of Covered Equipment, with thirty (30) days written notice. Such removed components will be eliminated from coverage under this Agreement. Honeywell shall have no further obligations relating to any such components and Honeywell shall adjust the Price accordingly.

1.5 Software Support - Honeywell will use commercially reasonable efforts to maintain the present system within the functional limitations of presently installed hardware and/or software included in the List of Covered Equipment and List of Covered Software. This may include providing software patches, revisions and/or bug fixes to standard Honeywell software that may be periodically created by Honeywell to maintain present system operations. Third-party applications and/or software including, but not limited to, operating system(s), web browsers, local area network (LAN) and computerized maintenance management systems and any labor, software and/or hardware required to maintain the present applications and/or implement functional enhancements, will in each case be Customer's responsibility. For the avoidance of doubt, (i) software upgrades are not included in this Agreement and require payment of additional fees determined by Honeywell and (ii) this Work Scope Document does not grant to Customer any license or other right in or to any software or other intellectual property of Honeywell, and any rights of Customer with respect thereto are limited to those expressly set forth in the separate Honeywell software license agreement executed by Customer.

Customer shall be solely responsible for and agrees to purchase any and all hardware, firmware, and/or software that may hereafter be required to improve performance of the software installed on Customer's system. Honeywell shall not be responsible to provide any improvements, functional, operational or otherwise. Third party software that adds, enhances or improves functional performance of Customer's system are excluded under this Agreement and will be provided when and if available and at Customer's expense.

1.6 Emergency Service - Should an emergency with respect to Covered Equipment or Covered Software arise as reported by Customer to applicable Honeywell personnel, Honeywell personnel will assess the situation either by phone or remote diagnostics, or both, and will attempt to determine the required course of action with Customer. If it is determined that a site visit is required, Honeywell personnel will arrive at Customer's site within eight hours and attempt to address the emergency. To the extent the emergency service call requires Honeywell to provide services for equipment, software or any components thereof that are not Covered Equipment or Covered Software or such services otherwise constitute services not expressly required to be provided under this Work Scope Document, Customer will be liable for Honeywell's then-prevailing standard prices for such services on a time and material basis.

Emergency Service will be provided during the following periods as long as Customer is paying Honeywell for the Services contemplated by this Work Scope Document:

- Continuous Emergency Service:**
24 hours per day, seven days per week, federal holidays included
- Extended Hours Emergency Service:**
12 hours per day, five days per week, federal holidays excluded.
Specified hours: 6:00 a.m. - 6:00 p.m., Monday through Friday.
- Regular Business Hours Emergency Service:**
8.5 hours per day, five days per week, federal holidays excluded.
Specified hours: 8:00 a.m. - 4:30 p.m., Monday through Friday.

1.7 Performance Review - A review of the Services provided within this Agreement will be performed by Honeywell on an annual basis at Customer's request. Honeywell and Customer will discuss work performed since the last review, answer questions pertaining to Service delivery, and identify potential opportunities to further improve performance of the Covered Equipment.

1.8 Honeywell Service Portal – Honeywell will provide Customer access to an Internet-based application that will allow the Customer to securely submit non-emergency service requests online; view status of all service calls, whether scheduled, open or closed; view appointments and task detail of work performed on contracted service calls; and view contract and equipment coverage details (12 month history and this includes only service performed per this Agreement). Functionality enhancements or deletions are at the discretion of Honeywell.

Forge Digitized Maintenance – Work Scope Document

Scope - Honeywell will provide the following services enabled by Honeywell Forge Digitized Maintenance to Customer with respect to the building automation system hardware and software set forth in the List of Digitized Maintenance Covered Equipment below, to the extent expressly described in this Work Scope Document. As used herein, “Agreement” means the agreement between Honeywell and Customer of which this Work Scope Document is a part, as amended and together with all exhibits, schedules and attachments incorporated into such agreement.

List of Building Locations (the “Buildings”)

Administration Building
Eisenhower School
MacArthur School
Sullivan School
Ross School

List of Digitized Maintenance Covered Equipment (the “DM Covered Equipment”):

Quantity	Description	Location
14	Hot Water Systems	3- Eisenhower School 3- MacArthur School 5- Sullivan School 3- Ross School
179	Heat Pumps	35- Eisenhower School 71- MacArthur School 36- Sullivan School 37- Ross School
12	Roof Top Units (RTU)	2- Eisenhower School 6- MacArthur School 3- Sullivan School 1- Administration Building
18	Exhaust Fans	1- Eisenhower School 11- MacArthur School 3- Sullivan School 3- Ross School

General

To support monitoring and diagnostics, Honeywell may install additional software on Customer's applicable building automation system(s) (the “BMS System”). Such software will remain the property of Honeywell or its nominated software licensor and shall be removed from the BMS System and returned to Honeywell at Honeywell's request.

Honeywell Forge Digitized Maintenance is designed to identify certain faults or anomalies in the DM Covered Equipment and certain other equipment. Once such faults or anomalies are identified, these are converted to service work orders and are dispatched to service technicians for further investigation of the root causes of the identified fault or anomaly. Such service work orders represent “Service Cases”. Customer and Honeywell will agree upon Honeywell’s performance of such work and Customer will pay Honeywell an extra fee at Honeywell’s hourly rates set forth herein for such work plus the cost of any materials, subject to Honeywell’s then-prevailing markup. Honeywell shall have no obligation to address or respond to emergencies except to the extent expressly provided in the Agreement.

Analytics

Honeywell will establish a connection from the BMS System to Honeywell’s cloud and its related HVAC and energy analytics tools. These tools are intended to identify certain faults or anomalies in the operation of Customer’s applicable DM Covered Equipment and certain other equipment. Faults or anomalies may be raised as Service Cases as provided above in the section entitled “General”.

Summary KPI Dashboards

Honeywell will make available on the Honeywell Forge Portal summary key performance indicators (“KPI”) for the Buildings referred to in the List of Buildings, as such KPIs are developed by Honeywell in its sole discretion. The KPIs are available in the following key categories:

- comfort performance
- energy performance (if and to the extent there are electricity meters connected)
- maintenance performance

Service Reports

Honeywell will periodically provide a service report that describes the status of works done and Service Cases initiated or received by Honeywell that are new, active or closed in that particular period. The reporting frequency may be monthly or such other periodic basis as determined by Honeywell, in its sole discretion.

Remote Support

Service Cases, whether raised as a result of analytics, scheduled maintenance activities or otherwise, may be addressed by Honeywell through the use of remote access software. This software is supplied by Honeywell and remains Honeywell’s property. Upon Honeywell’s request, Customer will enable such remote access for Honeywell through a secure Internet connection maintained by Customer and configured as requested by Honeywell.

Certain Additional Terms

Included in all invoices will be surcharges covering travel expenses, environmental and waste charges.

Scope Changes:

- Maintenance scope changes may occur due to additions to the systems.
- The equipment covered by this Work Scope Document may be reviewed at each annual contract anniversary and at any point changes have occurred and a variation to the Agreement will be made by mutual agreement only.

Exclusions

Notwithstanding any other provision of the Agreement, Honeywell does not guarantee that any Services or other work, equipment or materials provided by it will produce any particular results, outcomes or system performance. Further, without limiting other exclusions, for the avoidance of doubt Honeywell’s obligations DO NOT INCLUDE:

- Maintenance of transmission wiring between central and remote equipment and the main electrical supply wiring to the equipment, drains, hand valves (gate/globe), air balancing and the repair or replacement of non-moving parts
- Repair of damage caused by erosion or corrosion due to environmental conditions. If this is requested, it shall be carried out and paid by Customer at Honeywell's applicable standard hourly rates in effect at such time plus other costs incurred
- Tenancy variation requiring a change to the design configuration or air balance of the BMS System, including the relocation or modernization of sensors
- Repairs to electric wiring
- Repairs to valves (except to the extent expressly provided in the Agreement)
- Repairs to cabinet casings
- Repairs to lighting within units
- Malicious damage
- Moving of sensors or field devices
- Tenancy alterations of any type
- Foundations or structural supports
- Building works including painting, patching and making good
- Modernizations
- Repairs to BMS systems or equipment that can no longer reasonably be maintained, as determined by Honeywell in its sole discretion, including, without limitation, when complete replacement thereof is advisable

Honeywell Software Assurance (HSA+) – Work Scope Document

Scope

Honeywell will provide the following software-related services with respect to the Covered Software on Covered HSA Equipment (each as defined below) as part of the Honeywell Software Assurance program during the applicable term of the Agreement (as defined below) for which Customer (sometimes referred to as “you” herein) pays for Honeywell Software Assurance, to the extent expressly provided in this Work Scope Document:

- Software upgrades
- Preferred pricing on expansion orders
- EBI, DVM service packs, feature packs, software updates, and bug fixes
- Windows update qualification

As used herein, “Agreement” means the agreement between Honeywell and Customer of which this Work Scope Document is a part, as amended and together with all exhibits, schedules and attachments incorporated into such agreement.

List of Covered HSA Equipment (the “Covered HSA Equipment”):

Quantity	Description	Model Number	Location
1	Dell Server for EBI		Building & Grounds Office

List of Covered Software (the “Covered Software”):

Quantity	License Number	Version	Product Description	Location
1	422771	EBI R600	Building Manager, Life Safety Manager, Security Manager, Vista Intrusion, 6500 points.	Building & Grounds Office
1	87850	DVM R600	25 Camera Licenses, Axis 264	Sullivan School IT Closet

Terms

- For software included in the List of Covered Software and originally installed by Honeywell on the Covered HSA Equipment, Honeywell will, on a scheduled basis determined by Honeywell in its sole discretion, (a) evaluate the condition of the software, (b) apply any available updates and upgrades that are applicable to the software (provided, that with respect to third-party software, only after it has been qualified by Honeywell and subject to Customer’s payment of all required fees to such third parties except to the extent otherwise expressly provided herein) and that have not been previously applied, (c) perform a system back-up, and (d) save the back-up files.
- For the same software, Honeywell will apply critical software updates as they become available (provided, that with respect to third-party software only after it has been qualified by Honeywell and subject to Customer’s payment of all required fees to such third parties except to the extent otherwise expressly provided herein). Critical software updates are updates that correct a problem that substantially compromises the overall system operation or security, as determined by Honeywell in its sole discretion.
- Customer shall not install any software on Covered HSA Equipment without Honeywell’s written approval. This Agreement does not include any services on software installed by others, and Honeywell will have no obligations or liabilities whatsoever with respect to any such software.
- The fee set forth in the Agreement for the Honeywell Software Assurance program provided in this Work Scope Document is based upon the existing system’s licensed software features at the time this Work Scope Document becomes effective. This amount remains subject to escalation for, among other reasons, any and all system expansions that occur during the Agreement term, e.g., by adding readers or interfaces or other software components.
- The first payment on Customer’s Honeywell Software Assurance is due at the commencement date of the Agreement; provided, that for new licenses of Honeywell EBI or DVM software, the annual payment begins at the start of year two, after the one-year warranty on the newly-installed software expires.
- All of Honeywell’s obligations in this Work Scope Document are expressly conditioned on Customer’s execution of Honeywell’s then-current standard Software License Agreement for the applicable software (to the extent not already executed by Customer with respect to the item in question) and any third party software license agreement that may apply, the terms of each of which software license agreement shall govern and control in the event of a conflict or inconsistency with the terms of the Agreement.
- Except to the extent otherwise expressly provided in pricing schedule to the Agreement, the fees payable by Customer for Honeywell Software Assurance exclude labor and related expenses (e.g., travel, lodging, etc.) and materials, and Customer will pay Honeywell for such labor, expenses and materials relating to this Work Scope Document at Honeywell’s then-current prevailing rates on a time and material basis, provided, that labor shall be charged at the specific hourly rate(s) set forth in the pricing schedule to the Agreement (if any), subject to escalation in accordance with the Agreement.
- Notwithstanding any other provision of the Agreement, Honeywell does not guarantee that any Services or other work, equipment or materials provided by it will produce any particular results, outcomes or system performance.

Honeywell User Group (HUG) / Training Service Contract

The Honeywell User Group (HUG) / Training Service Contract provided for one seat (attendee) at the Honeywell User Group event (includes registration fee, training materials, etc.) and Hotel (with tax) for up to 5 nights at the designed conference hotel (or alternate if less expensive). Hotel incidentals, additional meals, companion events, etc. are the customer's responsibility. This event is typically held in Phoenix, Arizona in June. Airfare and/or other transportation to and from event are not included.



Prospect Heights School District 23

Landscaping proposal for MacArthur Middle School, Anne Sullivan School and Betsy Ross School

2022

MacArthur Middle School COURTYARD

Demolition

- Remove and dispose of some existing sod to create the planting beds per the landscape design.
- Remove some existing evergreens and dig out and dispose of trunks per the landscape design.

Construction Materials

13 cubic yards premium hardwood mulch.

5 cubic yards premium topsoil/compost mix.

15 flagstone steppers 18-24" irregular

600 pounds cobbles

1500 pounds Granite Boulders 36"

Plants

32 'Overdam' Feather Reed Grass	1 gallon
4 'Starlight' Baptisia	1 gallon
4 'Goldmound' Spirea	3 gallon
6 'Millenium' Allium	1 gallon
30 'Elfin' Creeping Thyme	4" pots
17 'Big Ears' Lambs Ear	1 gallon
7 'Bobo' Hydrangea	3 gallon

11 Woodland Phlox	1 gallon
15 Prairie Drop Seed	1 gallon
23 'Rozeanne' Perennial Geranium	1 gallon

Butterfly Garden:

12 Balloon Flower	1 gallon
12 'Moonshine' Yarrow	1 gallon
12 'Blue Star' Amsonia	1 gallon
3 Butterfly Bush	2 gallon
3 'Autumn Joy' Sedum	1 gallon
3 Butterfly Weed	1 gallon

Installation

- Install the soil/compost mix into the planting beds.
- Grade and rake the planting beds.
- Plant all plants per American Nursery & Landscape Association guidelines.
- Install the boulders, flagstone steppers and cobbles.
- Install the mulch into the planting beds.
- Remove all debris and thoroughly clean up the project area.

MacArthur Middle School FRONT ENTRANCE

Demolition

- Remove and dispose of some existing sod to create the planting beds per the landscape design.

Construction Materials

6 cubic yards premium hardwood mulch.
 3 cubic yards premium topsoil/compost mix.

Plants

20 'Overdam' Feather Reed Grass	1 gallon
5 'Goldmound' Spirea	3 gallon
20 Prairie Dropseed	1 gallon
1 'Tina' Crabapple	1.5" diameter trunk

25 'Rozeanne' Geranium

1 gallon

Installation

- Install the soil/compost mix into the planting beds.
- Grade and rake the planting beds.
- Plant all plants per American Nursery & Landscape Association guidelines.
- Install the mulch into the planting beds.
- Remove all debris and thoroughly clean up the project area.

Anne Sullivan School

Demolition

- Remove and dispose of some existing sod to create the planting beds per the landscape design.

Construction Materials

1 cubic yard premium topsoil/compost mix

2 cubic yards premium hardwood mulch

Plants

1 'Tina' Crabapple

1.5" diameter trunk

13 Prairie Dropseed

1 gallon

15 'Rozeanne' Geranium

1 gallon

Installation

- Install the soil/compost mix into the planting beds.
- Grade and rake the planting beds.
- Plant all plants per American Nursery & Landscape Association guidelines.
- Install the mulch into the planting beds.
- Remove all debris and thoroughly clean up the project area.

Betsy Ross School

Demolition

- Remove and dispose of some existing sod to create the planting beds per the landscape design.

Construction Materials

2 cubic yards premium topsoil/compost mix.

4.5 Cubic yards premium hardwood mulch.

Plants

7 'Dark Horse' Weigela 5 gallon

6 'Gold Flame' Spirea 3 gallon

9 'Overdam' Feather Reed Grass 1 gallon

Installation:

- Install the soil/compost mix into the planting beds.
- Grade and rake the planting beds.
- Plant all plants per American Nursery & Landscape Association guidelines.
- Install the mulch into the planting beds.
- Remove all debris and thoroughly clean up the project area.

Landscape Design

Landscape design by Andrea Rundblade for Matt Tures Landscaping & Design.

Total price of proposed 2022 project: \$22,450.00

Respectfully submitted,

Matthew J. Tures

Matt Tures Landscaping & Design, LLC



10 Pine St.
 Concord, NH 03301
 888-290-8405
<https://naturalplaygroundsstore.com>

Invoice Number	6742
Sale Date	12/1/21

Billing Info: Customer # WHC1000

Amy McPartlin		
Prospect Heights School Distri		
700 N Schoenbeck Rd		
Prospect Heights	IL	60070

Shipping Info:

Amy McPartlin		
Prospect Heights School Distri		
700 N Schoenbeck Rd		
Prospect Heights	IL	60070

Qty	Description	Option	Opt Price	Item Price	Line Price
8	Slab Bench	Slab Bench	\$269.95		\$2,159.60
2	Chalk and White Magnetic Walls	3' x 5' Magnetic Whiteboard Wall In Ground	\$917.95		\$1,835.90
2	Magnetic Chalkboard Easel 2 Sided	Magnetic Chalk board with in-ground posts	\$437.95		\$875.90
1	Basic Placement/Layout	Placement Plan	\$500.00		\$500.00
3	Raised Bed Gardens	4' x 4' Raised bed 12in high	\$174.95		\$524.85
2	Arbor Swing (3 foot)	Arbor and 3' wide Swing	\$1,314.95		\$2,629.90
4	Slab Bench	Slab Bench	\$359.95		\$1,439.80

Pymt. Type	Details	Amt. Applied	Sub Total
Credit Card	MC 9648	\$11,575.65	\$9,965.95
			Discount
			Tax
			Shipping & Handling
			Rush Fee
			\$1,609.70

*All Sales final, NO RETURNS, refunds or exchanges.
 Payment Due Upon Receipt
 One time 5% late fee can incur and Compounding Interest of 18% Apr.
 for non payment of invoices.*

Order Total	\$11,575.65
Payments	\$11,575.65

Amount Due \$0.00

#MACHasPRIDE

PREPARE
RESPECT
INTEGRITY
DIVERSITY
EMPOWER

 **LURVEY**
home & garden

Date: APRIL 22, 2022

Pay to the Order of **PROSPECT HEIGHTS SCHOOL DISTRICT 23** \$ **1,000.00**

ONE THOUSAND & 00/100 Dollars

Lurvey Home & Garden
Authorized Signature

For **EARTH DAY CONTEST**
⑆⑆23456789⑆⑆⑆⑆⑆⑆⑆⑆

LURVEY

EXIT ONLY



Pay to
the Order of

PROSPECT HEIGHTS SCHOOL DISTRICT 23

\$ 1,000.00

ONE THOUSAND & 00/100

Dollars

For EARTH DAY CONTEST

1:123456789 1:101010

Lurvey Home & Garden

Catherina Signature

Date APRIL 22, 2022

Man in blue shirt and vest

Man in plaid shirt

Woman in white shirt

Woman in grey sweater

Woman in blue jacket

Man in grey jacket

EQUIPMENT QUOTATION

Est. 1991

Team REIL Inc.

SALES • SERVICE • CONSTRUCTION
1-888-GET-REIL • WWW.GETREIL.COM

17421 Marengo Rd. Union, IL 60180

Ph: 888-GET-REIL Fax: 815-923-4303



Quote No	Quote Date
166583	3/16/2022

Salesperson
Mike Cederlund

Bill To: Prospect Heights School Dist 700 N. Schoenbeck Rd. Prospect Heights, IL 60070 Contact: <u>Amy Mcpartlin</u> Phone: <u>(847) 870-5552</u> Fax: _____ Email: _____	Site Location: Scope of Work Replacement of wood with recycled material at Ross and Sullivan Schools
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Notes:

Description	Qty	Rate/Unit	Amount
Replace seating material for benches	2.00	1,400.00	2,800.00
Replace tops and seat boards for picnic tables	10.00	1,450.00	14,500.00

Subtotal: 17,300.00

Sales Tax (If Applicable) 0.00

Quote Total: \$ 17,300.00

Due to the volatile manufacturing market, the above equipment prices are only valid for 7 days

Lead Times are now extended due to manufacturing delays

Unless otherwise specified the above prices do not include installation or Sales Tax.

TERMS: For those who have established credit with us
 Terms are full payment within 30 days, no retainage, from the date of shipment. Should payment not be received within 30 days, we agree to pay 1 1/2% per month interest on the unpaid balance.

For those who do not have established credit at time of order,
 Orders under \$3,000 require payment in full at time of order, all other orders will be 50% down payment with order and balance prior to shipping.

Should the payment not be received within the above terms, we agree to pay all attorneys' fees and other collection costs, which the seller may incur to insure that this account, including any accrued interest is collected in full.

Accepted by:





**Prospect Heights School District 23
Buildings & Sites and Board Memorandum
Action Item**

Date: May 2, 2022

Subject: Disposal of Outdated Curriculum Materials

Prepared by: Dr. Amy M. Zaher, Asst. Superintendent for Curriculum and Instruction

Due to the recent adoptions of new instructional materials, we have a need to find a home for several older sets of curriculum materials. We always do our best to try to make the best use of materials that we are no longer using. Our first step is to work with our vendors who buy back books, refurbish them and sell them at a minimal cost to other districts. We contacted two different vendors, Follet and Textbook Warehouse. Due to the age of the materials, neither of the companies were interested in purchasing these materials.

Instead of throwing out or recycling these materials, we would like to donate our entire collection of ELA textbooks and associated materials such as Teacher's guides and unused workbooks to a company named School and Community Assistance for Recycling and Composting Education (SCARCE).

SCARCE is an organization that was started as a "Book Rescue" in 1991 by a DuPage County educator named Kay McKeen. She had the idea of "rescuing" gently used books (text, reference and library) from going in the landfill, and instead putting them into the hands of those who need them, both domestically and in other countries.

Next Steps:

We are currently in the process of boxing up the outdated instructional materials in storage and in the classrooms that teachers are not currently using. We are coordinating dates with SCARCE for our District 23 Staff to drop off at their location in Addison, Illinois. Additional trips may be necessary as teachers are still utilizing some of the material until the end of the school year.

This request for approval will allow staff to continue clearing out their storage areas over the next few months with the intention of donating the outdated resources to SCARCE.



Request for Approval to Dispose of Surplus Equipment

Disposal of surplus equipment must receive prior approval by the Assistant Superintendent for Finance and operations. Please complete this form in its entirety and forward to the Business Office. **Do not** dispose of the equipment until the request is approved and a copy is returned to the requestor.

A. Description of Equipment

Description of equipment:	Varied ISBNs (outdated textbook inventory) 2012 Pearson Reading Street (K-5th) 2012 Prentice Hall Literature (6th-8th) 2005 Write Source (6th -8th)
Asset tag number(s):	
Reason for disposal:	Due to the age of the materials, there was no vendor that was in need of the textbooks and related materials.

B. Proposed Method of Disposal

<input type="checkbox"/> In-district transfer to:	
<input type="checkbox"/> Donate to:	SCARCE (www.SCARCE.org)
<input type="checkbox"/> Use for parts described as:	
<input type="checkbox"/> Junk:	

<input type="checkbox"/> Sell or trade in:	
Business Office Only	
Trade in or sale information:	
If sold, dollar amount:	\$ Account Number:

C. Approval

Requested by: Dr. Amy Zaher

Administrator Approval: _____

Date: _____

Business Office Approval: Amy McPartlin

Date: 04/27/2022

Submit to the Business Office



Request for Approval to Dispose of Surplus Equipment

Disposal of surplus equipment must receive prior approval by the Assistant Superintendent for Finance and operations. Please complete this form in its entirety and forward to the Business Office. **Do not** dispose of the equipment until the request is approved and a copy is returned to the requestor.

A. Description of Equipment

Description of equipment:	Propane powered burnish machine
Asset tag number(s):	
Reason for disposal:	No longer needed
	Carbon monoxide risk when used

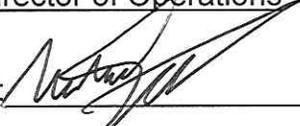
B. Proposed Method of Disposal

<input type="checkbox"/> In-district transfer to:	
<input type="checkbox"/> Donate to:	Seeway Supply
<input type="checkbox"/> Use for parts described as:	

<input type="checkbox"/> Junk:	
<input type="checkbox"/> Sell or trade in:	
Business Office Only	
Trade in or sale information:	
If sold, dollar amount:	\$ Account Number:

C. Approval

Requested by: Michael Ziaja, Director of Operations

Building Administrator Approval:  Date: 4/19/22

Business Office Approval:  Date: 4-19-22

Submit to the Business Office