

PROSPECT HEIGHTS SCHOOL DISTRICT 23
DISTRICT 23 FINANCE COMMITTEE MEETING
MONDAY, JANUARY 6, 2025
GRODSKY ADMINISTRATION BUILDING
700 N SCHOENBECK RD
PROSPECT HEIGHTS, IL 60070 at 6:00 PM

Engage ALL students in experiences that inspire EACH to grow as learners, individuals, and community members.

AGENDA

- I. Call to Order
- II. Discussion Items
- A. Financial Reporting to the Committee & Financial Projections 2
Amy will share an update on the Financial Projection Models as we prepare for the FY26 Budget.
 - B. Recommendation for Award - 2025-28 Landscaping Services - ACTION 9
Following notice of contract termination with the current vendor, bids were solicited for the 2025-28 Landscaping Services throughout the District. Following Committee approval, the recommendation is being made to award the three-year bid in the approximate total amount of \$73,327 to Countryside Industries, Co.
 - C. 2025 SSCIP Annual Insurance Coverage Renewal (Property, Liability and Cyber) - ACTION 10
Annually, the Board is asked to approve the payment of the premiums for property and liability as well as cyber liability insurance offered through the Suburban School Cooperative Insurance Pool (SSCIP).
 - D. 2025-26 Student Fee Recommendation - INFORMATION 13
Administration has prepared a brief overview of the annual student fees and discussed with the Finance Committee. Following a survey of neighboring districts, the administration is not recommending an increase in fees for the 2025-26 school year.
 - E. Budget Resolution - Authorization of Individual to Prepare the FY2026 Budget - ACTION 15
The Board of Education is required to appoint an individual to prepare the budget in accordance with the legal requirements outlined in the Illinois School Code. Traditionally, the District has appointed the Assistant Superintendent for Finance & Operations to prepare the tentative and final budget for the 2026 fiscal year.
 - F. 3-Year AHERA Inspections - Proposal 18
As the total amount is just over \$10,500, we will be bringing forward the attached contract for approval on Thursday evening. It is the required three-year inspection as mandated by the State in accordance with the Asbestos Hazard Emergency Response Act.
- III. Adjournment

DISTRICT ORGANIZATIONAL GOALS

- **Student Success:** Ensure ALL students are well rounded and emotionally and academically prepared for success in high school.
- **Teaching, Learning, and Innovation:** Encourage a learning environment that emphasizes excellence and retains high quality staff.
- **Family and Community Partnership:** Actively engage and communicate with all families to foster collaborative relationships that benefit student learning and understanding of district priorities. 1
- **Facilities & Financial Planning:** Advance effective use of resources to support safe, learner ready facilities and to maximize student learning.

FY25 Projection Models and Discussion

January 9, 2025

Purpose

- Provide a snapshot of the current budget and corresponding projections.
- Provide a framework for building the next FY budget.
- Align Board's financial goals with the plan for operational revenue and expenditures.
- Monitor long-term financial status of the District.

Action Plan for Debt Reduction

Conservative Budgeting and Thoughtful Reductions

FY25 Budgeting Strategies:

- FY25 Anticipated Surplus of \$666,781
- Reductions in Technology - \$200,000 due to FY24 Accruals
- Property Tax Revenue Budgeted at 98% Receipt

FY26 Budgeting Strategies:

- Property Tax Revenue Budgeted at 95%⁴
- 10% Reduction in the Cost per Pupil Allocation
- 5% Reduction in Departmental Budgets
- Continued Zero-Based Budgeting Approach
- Potential Deferral of Summer 2025 Capital Projects

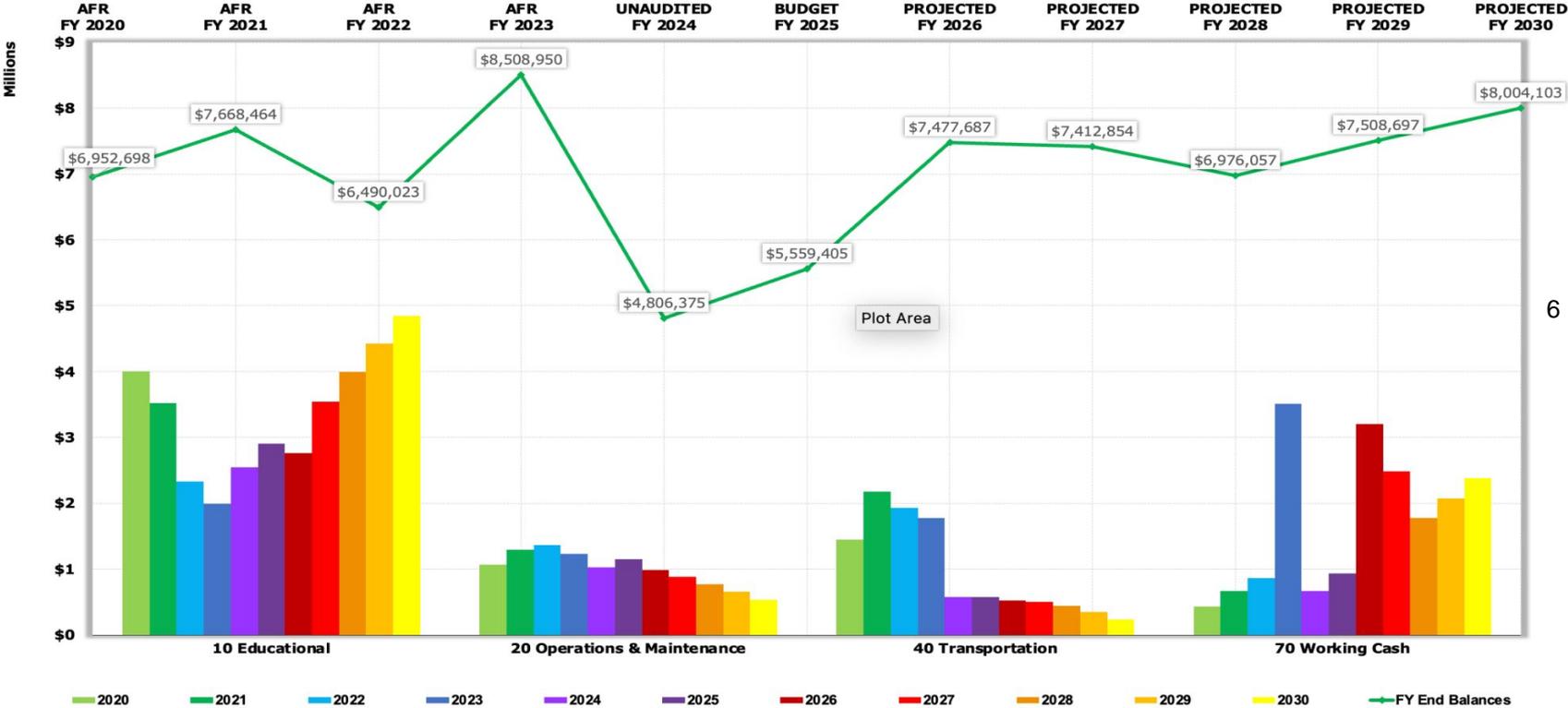
Projection Model Assumptions...

Revenues Continue to Drive Our Expenditures

- Budget for Actuals - Conservative Revenues
- Elimination of Unnecessary Contingencies
- Salaries Projected at 2.8% - Plan for 2 Retirements Annually
- CPI Reflected at 2.8% for December 2024
- 5% Reduction in Services, Supplies & Equipment
- 1%-2% Increase on Non-Tax Revenues
- Transportation Contracted Services Increased at 4.5%
- Projections Include FY26 Bond Issuance
- No Additional Referendum Revenues are Projected

Fund Balances - Historical and Projected

Educational | O & M | Transportation | Working Cash
Prospect Heights SD 23 | FY26 Scenario 1-3-25



Projection Summary

Educational | O & M | Transportation | Working Cash Prospect Heights SD 23 | FY26 Scenario 1-3-25

	BUDGET FY 2025	PROJECTED FY 2026	PROJECTED FY 2027	PROJECTED FY 2028	PROJECTED FY 2029	PROJECTED FY 2030					
REVENUE											
Local	\$23,337,962	\$23,165,932	-0.7%	\$24,820,168	7.1%	\$25,116,045	1.2%	\$25,785,506	2.7%	\$26,482,277	2.7%
State	\$3,512,000	\$3,162,250	-10.0%	\$3,213,618	1.6%	\$3,266,132	1.6%	\$3,319,824	1.6%	\$3,374,726	1.7%
Federal	\$1,368,976	\$1,388,206	1.4%	\$1,388,451	0.0%	\$1,388,701	0.0%	\$1,388,957	0.0%	\$1,389,217	0.0%
Other	\$0	\$0		\$0		\$0		\$0		\$0	
TOTAL REVENUE	\$28,218,938	\$27,716,388	-1.8%	\$29,422,236	6.2%	\$29,770,878	1.2%	\$30,494,288	2.4%	\$31,246,219	2.5%
EXPENDITURES											
Salaries	\$16,926,621	\$17,238,695	1.8%	\$17,559,507	1.9%	\$17,889,301	1.9%	\$18,228,330	1.9%	\$18,576,852	1.9%
Benefits	\$4,166,542	\$4,430,452	6.3%	\$4,712,371	6.4%	\$5,013,548	6.4%	\$5,335,318	6.4%	\$5,679,113	6.4%
Purchased Services	\$4,125,149	\$4,123,713	0.0%	\$4,207,599	2.0%	\$4,294,841	2.1%	\$4,385,572	2.1%	\$4,479,933	2.2%
Supplies And Materials	\$1,164,818	\$1,064,627	-8.6%	\$1,066,973	0.2%	\$1,069,366	0.2%	\$1,071,807	0.2%	\$1,074,296	0.2%
Capital Outlay	\$227,297	\$128,057	-43.7%	\$128,057	0.0%	\$128,057	0.0%	\$128,057	0.0%	\$128,057	0.0%
All Other Objects	\$855,482	\$812,562	-5.0%	\$812,562	0.0%	\$812,562	0.0%	\$812,562	0.0%	\$812,562	0.0%
TOTAL EXPENDITURES	\$27,465,908	\$27,798,106	1.2%	\$28,487,069	2.5%	\$29,207,675	2.5%	\$29,961,647	2.6%	\$30,750,814	2.6%
SURPLUS / DEFICIT	\$753,030	(\$81,718)		\$935,167		\$563,203		\$532,640		\$495,405	
OTHER FINANCING SOURCES / USES											
Other Financing Sources	\$0	\$2,500,000		\$0		\$0		\$0		\$0	
Other Financing Uses	\$0	(\$500,000)		(\$1,000,000)		(\$1,000,000)		\$0		\$0	
TOTAL OTHER FIN. SOURCES / USES	\$0	\$2,000,000		(\$1,000,000)		(\$1,000,000)		\$0		\$0	
SURPLUS/DEFICIT INCL. OTHER FIN. SOURCES	\$753,030	\$1,918,282		(\$64,833)		(\$436,797)		\$532,640		\$495,405	
BEGINNING FUND BALANCE	\$4,806,375	\$5,559,405		\$7,477,687		\$7,412,854		\$6,976,057		\$7,508,697	
AUDIT ADJUSTMENTS TO FUND BALANCE	\$0	\$0		\$0		\$0		\$0		\$0	
PROJECTED YEAR END BALANCE	\$5,559,405	\$7,477,687		\$7,412,854		\$6,976,057		\$7,508,697		\$8,004,103	
FUND BALANCE AS % OF EXPENDITURES	20%	27%		26%		24%		25%		26%	
FUND BALANCE AS # OF MONTHS OF EXPEND.	2.43	3.23		3.12		2.87		3.01		3.12	

Caveats and Next Steps

- Based on data as of 1/1/25.
- Assumptions are thoughtful estimates based on consultations and past performance and subject to change.
- Projections will be updated based on year end actuals and FY26 budget finalization.
- Finance Committee and Board will receive updates throughout the process of budget adoption and implementation.



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

Date: December 12, 2024
Title: 2025-28 Landscaping Services – Bid
Contact: Amy McPartlin, Assistant Superintendent for Finance & Operations

BACKGROUND INFORMATION:

Bids were solicited for the District’s Landscaping services for the four schools and the Grodsky Administration Center for the spring of 2025 and the 2025-26, 2026-27 and 2027-28 landscaping seasons. The bid requires vendors to submit pricing for base services including weekly mowing, full sidewalk edging, shrub and tree pruning, and spring and fall cleanups. Alternate pricing was requested for mulching and weed control. The bid is being awarded based on the lowest responsive, responsible pricing received for the Base Bid alone. The total anticipated three-year contract cost below represents the total for Base Bid services, including the vendor’s percentage of increase/decrease for years 2 and 3.

ADMINISTRATIVE CONSIDERATIONS:

Bids were received after newspaper advertisement in the Daily Herald. Additionally, bids were sent to 10 vendors. All bids received were opened and evaluated utilizing a rubric based on the required services and alternates.

Funds have been budgeted in the Operations & Maintenance Contracted Services account.

<u>Vendor</u>	<u>Total Anticipated Annual Cost (Base Bid +Alt. 1)</u>	<u>Total Anticipated Contract Cost (3 Year)</u>
Countryside Industries Co. (Wauconda, IL)	\$ 24,200.00	\$ 73,326.00
Langton Group (Woodstock, IL)	\$ 30,081.00	\$ 92,977.36.00

Following evaluation of submittals and reference verification, the lowest responsible bidder meeting the District’s specifications is being recommended.

RECOMMENDED ACTION:

Administration recommends that the Board of Education accept the three-year bid in the approximate amount of \$ 73,326.00 from Countryside Industries Co. for landscaping services for the five district locations.



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

Date: January 9, 2025

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

Contact: Amy McPartlin, Assistant Superintendent for Finance and Operations

BACKGROUND:

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

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

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

This year the premium for the District's property and liability coverage (excluding cyber) has been set at \$95,573. A pool contribution, in the amount of \$4,480, has reduced the renewal premium to \$91,092, an increase of 8.9% over last year's premium of \$83,647.

Under SSCIP, the District is also able to take advantage of purchasing cyber liability coverage. As discussed with the Board, once optional, cyber liability is viewed as a primary coverage with a significant opportunity for loss for school districts, especially due to the increase in exposure that comes with the shift to remote learning and 1:1 implementations.

As we come into our renewal period, it's important to note that nationwide, school districts have continued as the single largest public target for cyber crime. Due to the rapidly deteriorating cyber insurance market, two years ago, the SSCIP Executive Committee voted unanimously to

invest in a pool-wide “Cyber Toolkit” focused specifically on cyber loss control. These ongoing services include:

- Cybersecurity consulting, including risk assessments
- Phishing awareness exercises and training
- External vulnerability scans
- Multi-factor authentication (MFA) services

The District’s commitment to this program and the dedication to ongoing staff training and network monitoring has resulted in a premium decrease for 2025 of approximately -3.5%, from \$23,350 to \$22,524. Because of our commitment to cybersecurity, the District has been able to exercise its option to increase our cyber aggregate limit to \$4,000,000 which would increase the total cyber premium by approximately \$5,424.

Following last year’s introduction of the “Crisis Protect” Program, adjustments have been made to allow for the provision of crisis services as needed. While the program still includes tools and resources pre-crisis, mid-crisis (24/7/365 emergency guidance & support, live incident and legal support for key decisions) and post-crisis (legal support, professional counseling, and public relations consultation and guidance), the offerings have been scaled back with an option to purchase increased services as needed. This program is recommended by SSCIP for all districts at an additional annual cost of \$691.

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

RECOMMENDATION

The Business Office recommends approval of the 2025 insurance renewals with SSCIP for property and liability, expanded cyber liability and the Crisis Protect Program for a combined total cost of \$119,732.

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

**SUMMARY OF 12/31/2024-25 PREMIUMS AND COVERAGES
Invoice Date: 12/31/24**

<u>COVERAGE</u>	<u>LIMIT OF LIABILITY</u>	<u>EFFECTIVE DATE</u>	<u>INSURANCE COMPANY</u>	<u>PREMIUM</u>	
Property/Crime	\$1,000,000 - Ded (\$2,500 Prop, \$10,000 Crime)	31-Dec-24	Great American	\$22,743	
General Liability	\$11,000,000	31-Dec-24	Great American/Old Republic/Munich	\$25,600	
Auto Liability	\$11,000,000	31-Dec-24	Great American/Old Republic/Munich	\$648	
Auto Physical Damage	ACV - \$2,500 Ded.	31-Dec-24	Great American	\$108	
School Board Legal	\$11,000,000	31-Dec-24	Great American/Old Republic/Munich	\$13,166	
Total Package Policy*				\$62,265	
Boiler & Machinery	\$250,000,000	31-Dec-24	Travelers Property Casualty Co. of America	\$1,580	
Excess Property	\$300,000,000	31-Dec-24	The Travelers Indemnity Co.	\$24,168	
Excess Liability	\$15,000,000 w/ \$25M Aggregate in \$5M xs \$11M Layer & \$25M Aggregate in \$5M xs \$21M Layer	31-Dec-24	Everest/Great American/Midvale	\$5,501	
Pollution Legal Liability	\$1,000,000 Each Incident \$10,000,000 Aggregate Policy Term Limit	31-Dec-24	Ironshore	\$2,059	
Preliminary 2024-25 Insurance Premium				\$95,573	
Surplus Reduction (Excl. Cyber Toolkit Offset)				(\$4,480)	
2024-25 Insurance Premium (Excl. Cyber)				\$91,092	A
2023-24 Insurance Premium (Excl. Cyber, adjusted for GB Fees)				\$83,647	
% Change in Premium				8.9%	
2024-25 Cyber Premium	Cyber Liability Deductible: \$25,000 Aggregate Limit: \$3,000,000	31-Dec-24	Cowbell + \$2,750 Cyber Toolkit (\$5,500 - \$2,750 Offset)	\$22,524	B
Ransomware Liability Deductible: \$25,000 Ransomware Liability Sublimit: \$3,000,000					
2023-24 Cyber Premium				\$23,350	
% Change in Premium				-3.5%	
2024-25 Crisis Coverage				\$691	C
2023-24 Gallagher Crisis Protect Premium				\$1,618	
% Change in Premium				-57.3%	
2024-25 Cyber Premium Optional Coverage - \$4,000,000 Aggregate Limit				\$5,424	D
2024-25 Cyber Premium Optional Coverage - \$5,000,000 Aggregate Limit				\$9,578	E
Total 2024-25 Insurance Premium - Please pay this amount if continuing optional coverage at \$3M:				\$114,307	A + B + C
Total 2024-25 Insurance Premium - Please pay this amount if adding optional coverage up to \$4M:				\$119,732	A + B + C + D
Total 2024-25 Insurance Premium - Please pay this amount if adding optional coverage up to \$5M:				\$123,885	A + B + C + E
Total 2023-24 Insurance Premium				\$108,615	
% Change in Total Premium - declining optional coverage				5.2%	
% Change in Total Premium - including optional coverage up to \$4M				10.2%	
% Change in Total Premium - including optional coverage up to \$5M				14.1%	

*Due and payable upon receipt of invoice. Please make checks payable to Suburban School Cooperative Ins. Pool and send your remittance with a copy of this invoice by January 1, 2025 to:
Suburban School Cooperative Insurance Pool, 39206 Treasury Center, Chicago, IL 60694-9200*

<u>RATING VARIABLES:</u>	<u>PRIOR</u>	<u>CURRENT</u>	<u>% CHANGE</u>
Exposure (5 Year Avg.)			
Property Value	\$63,319,802	\$66,610,482	5.2%
Student Count	1,544	1,513	-2.0%
Vehicle Value	\$40,000	\$40,000	0.0%
Loss Base (5 year avg. capped at \$75k per year per coverage)	\$0	\$0	N/A

<u>VEHICLE COST (FOR STATE REPORTING PURPOSES):</u>	
PACKAGE POLICY	\$ 737
EXCESS LIABILITY	\$ 109
TOTAL COST PER VEHICLE	\$ 845

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



**Prospect Heights School District 23
Board of Education
Information Item**

Date: January 9, 2025

Subject: Recommendation for Student Fees for the 2025-26 School Year

Contact: Amy McPartlin, Assistant Superintendent for Finance & Operations

BACKGROUND:

On an annual basis, the Administration reviews the current fee structure and its alignment with District expenditures. For the coming 2025-26 school year, Administration recommends that all student fees remain the same, with no additional increase.

PROPOSED 2025-26 STUDENT FEES:

Proposed Student Registration Fees

GRADE(S)	REGISTRATION FEE + MANDATORY TECHNOLOGY FEE	PROPOSED REGISTRATION FEE
Kindergarten	\$75 + \$35	\$110
Grades 1 - 3	\$150 + \$35	\$185
Grades 4 - 5	\$195 + \$35	\$230
Grades 6 - 8	\$250 + \$35	\$285

Student 1:1 Device Technology Fees

The 1:1 Device Protection Plan Fee proposed for the 2025-26 school year will remain \$35 per student. As all students are now fully 1:1, the fee will be assessed to students that are issued devices and will allow for a level of coverage in the event of any unintentional damage. Administration recommends including the \$35 fee in the total cost of registration.

Student Lunch Fees

An increase in the current breakfast and lunch fees may be requested following the award of the food service bid this spring. The goal of the new contract with the awarded vendor is to increase student participation through increased offerings and an enhanced marketing approach to families. Following a review of costs for services and supplies, and the Federal Government's Paid Lunch Equity Determination, Administration will bring forth a formal recommendation for student lunch fees.

Fee Payment Incentive

Fee collection shall be July 1st - July 31st with no increase. Beginning August 15th, the District will charge a 20% fee for late payment. For families who register new to the District beyond the July 31st window, no late charge will be applied if fees are paid within 30 days of registration.

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

CONCLUSION

The Administration recommends the approval of the fees proposed above for approval for the 2025-26 school year.

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

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

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

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

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

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

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

SECTION 2: A tentative budget is to be prepared for Prospect Heights School District 23 for the fiscal year beginning July 1, 2025, and ending June 30, 2026.

SECTION 3: Amy McPartlin, Assistant Superintendent for Finance & Operations is hereby appointed to prepare a tentative budget for Prospect Heights School District 23 for the fiscal year beginning July 1, 2025, and ending June 30, 2026.

SECTION 4: The tentative budget that is to be prepared by Amy McPartlin for the fiscal year beginning July 1, 2025, and ending June 30, 2026, and that is prepared pursuant to this Resolution shall be filed with the Secretary of the Board of Education.

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

ADOPTED this 9th day of January, 2025 upon receiving a motion from Member _____, and a second of the motion by Member _____ followed by a roll call vote recorded as follows:

AYES:

NAYS:

ABSENT/ABSTAIN:

President, Board of Education

ATTEST:

Secretary, Board of Education

October 11, 2024

TO Rafael Romero
Director of Operations
Prospect Heights School District 23
700 N. Schoenbeck Road
Prospect Heights, IL 60070

rromero@d23.org
Phone: 847-870-5581

FROM Rodolfo Moreno, Project Manager
Forensic Analytical Consulting Services, Inc.
3020 Woodcreek Dr., Ste F
Downers Grove, IL 60515

rodolfo.moreno@facs.com
Phone: 630-423-6892

RE **Proposal for Prospect Heights School District 23 – 2024 AHERA 3-Year Reinspection at five (5) School Facilities (FACS# PJ84050)**

Forensic Analytical Consulting Services (FACS) is pleased to present this proposal to provide environmental health consulting services to Prospect Heights School District 23 (Client) for district-wide 3-Year Reinspections per the requirements set forth in the Asbestos Hazard Emergency Response Act (AHERA, 40 CFR 763.85).

Client Objectives

Based on our conversations and e-mail correspondence, the following summarizes our understanding of your objectives:

- Receive a comprehensive 3-Year Reinspection report for each of five (5) school sites within the Prospect Heights School District, in compliance with AHERA regulations.
- Assess the condition of known or assumed asbestos-containing materials at the five (5) District sites to assist in prioritizing potential response actions.
- Identify additional suspect asbestos-containing materials to protect staff, students, and workers from improper handling, which may cause asbestos exposure.
- Engage a trusted environmental expert as a partner to protect public health and reduce risk and liability.

Scope of Work

Subject to the attached terms and conditions and the other provisions of this proposal, FACS will provide the following services:

1. **Review existing documentation.**
 - a. FACS personnel will review any relevant data, such as maps or prior inspection data that may be able to be included in re-inspection reports.
2. **Conduct site inspections.**
 - a. Conduct a reinspection of every building at each site. Each inspection will include the assessment of known and assumed asbestos-containing materials to determine friability and current condition.
 - b. Perform the reinspection in a manner which limits disruption to occupants and the learning environment.

3. Provide a final AHERA Reinspection report for each site.

- a. An AHERA 3-Year Reinspection Report will be generated for each site. This document will include the functional space notes report for all applicable and accessible spaces of the site, homogeneous materials records for spaces inspected, and all other AHERA-required documentation based on the results of the survey for each site.
- b. All previous space designations/names will be changed to reflect the current site use or room designation. Notes will be included as necessary to ensure historical data is reflected appropriately during future review of site information.
- c. An electronic copy of each updated site management plan in PDF format will be provided to the LEA Designee.

4. Quality assurance and quality control.

- a. FACS maintains a stringent QA/QC program in order to ensure the continued delivery of accurate and contextually appropriate technical data and solutions to our clientele and community. FACS practices are developed under the guidance of subject and industry sector practice groups consisting of FACS' leading subject matter experts. Technical oversight, including review of the scope of work and all work product, is provided on all projects by team members who have demonstrated proficiency in the pertinent subject matter per FACS' QA/QC program.

5. Additional items.

- a. FACS will engage in communication, coordination and research activities as required in order to complete the above Scope of Work.
- b. During the course of the project, conditions may arise that significantly change the Scope of Work. The cost of any changes to the scope of work will be priced individually and agreed to by FACS and Client before additional work is performed. The additional amount will be added to the original project cost.
- c. If building components are damaged by FACS during collection of samples and/or destructive testing, FACS will make repairs necessary only to re-stabilize the impacted areas. FACS is not responsible to return the impacted area to its pre-sample condition and FACS does not warranty any repairs made. Client is responsible for returning the building to its pre-testing condition and/or maintaining any existing finishes or warranties.

Timeframe

Upon signature approval of this proposal, FACS will coordinate with the District to schedule the work for the six sites accordingly.

Cost

The Project, as defined by the Scope of Work, will be charged on a time and materials basis according to the attached Fee Schedule (Attachment A). **Total cost not-to-exceed \$10,545.**

COST ESTIMATION BREAKDOWN

Douglas MacArthur Middle - 700 N. Schoenbeck Rd. Prospect Heights, IL 60070			
Service - Category	Quantity (Hr)	Rate	Total
Project Administration	1	\$115	\$115
Site Assessment – Technician	8	\$120	\$960
Document Generation – Technician	6	\$120	\$720
Document Generation – Project Manager	1	\$170	\$170
Project Management – Project Manager	1	\$170	\$170
Technical Oversight Review – Sr. Project Manager	1	\$275	\$275
Mileage	1	\$35	\$35
Subtotal			\$2,445

Anne Sullivan Elementary - 610 N. Schoenbeck Rd. Prospect Heights, IL 60070			
Service - Category	Quantity (Hr)	Rate	Total
Project Administration	1	\$115	\$115
Site Assessment – Technician	4	\$120	\$480
Document Generation – Technician	6	\$120	\$720
Document Generation – Project Manager	1	\$170	\$170
Project Management – Project Manager	1	\$170	\$170
Technical Oversight Review – Sr. Project Manager	1	\$275	\$275
Mileage	1	\$35	\$35
Subtotal			\$1,965

Dwight D. Eisenhower Elementary - 1 N. Schoenbeck Rd. Prospect Heights, IL 60070			
Service - Category	Quantity (Hr)	Rate	Total
Project Administration	1	\$115	\$115
Site Assessment – Technician	8	\$120	\$960
Document Generation – Technician	6	\$120	\$720
Document Generation – Project Manager	1	\$170	\$170
Project Management – Project Manager	1	\$170	\$170
Technical Oversight Review – Sr. Project Manager	1	\$275	\$275
Mileage	1	\$35	\$35
Subtotal			\$2,445

Betsy Ross Elementary 700 N. Schoenbeck Rd. Prospect Heights, IL 60070			
Service - Category	Quantity (Hr)	Rate	Total
Project Administration	1	\$115	\$115
Site Assessment – Technician	4	\$120	\$480
Document Generation – Technician	6	\$120	\$720
Document Generation – Project Manager	1	\$170	\$170
Project Management – Project Manager	1	\$170	\$170
Technical Oversight Review – Sr. Project Manager	1	\$275	\$275
Mileage	1	\$35	\$35
Subtotal			\$1,965

Grotsky Administration Bldg. - 700 N. Schoenbeck Rd. Prospect Heights, IL 60070			
Service - Category	Quantity (Hr)	Rate	Total
Project Administration	1	\$115	\$115
Site Assessment – Technician	4	\$120	\$480
Document Generation – Technician	4	\$120	\$480
Document Generation – Project Manager	1	\$170	\$170
Project Management – Project Manager	1	\$170	\$170
Technical Oversight Review – Sr. Project Manager	1	\$275	\$275
Mileage	1	\$35	\$35
Subtotal			\$1,725
TOTAL			\$10,545

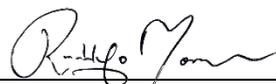
Limitations

The proposed scope of work is limited to the conditions and practices observed and information made available to FACS. The methods, conclusions, and recommendations provided are based on FACS’ judgment, experience and the standard of practice for professional service. They are subject to the limitations and variability inherent in the methodology employed. As with all environmental investigations, this investigation is limited to the defined scope and does not purport to set forth all hazards, nor indicate that other hazards do not exist.

This proposal is valid for a period of 60 days.

Please contact me if you have any questions regarding the information provided. If this proposal is acceptable, please sign your acceptance below and return to our office by email (see above). Thank you again for your time and consideration.

Respectfully,
 FORENSIC ANALYTICAL CONSULTING SERVICES, INC.

By:  _____

Name: Rodolfo Moreno

Title: Project Manager

- Attachment A: Fee Schedule (2024 CHI)
- Attachment B: General Terms and Conditions

ACCEPTANCE

Proposal for Prospect Heights School District 23 – 2024 AHERA 3-Year Reinspection at five (5) School Facilities (FACS# PJ84050)

The terms and conditions set forth in the above proposal, Fee Schedule (Attachment A) and General Terms and Conditions (Attachment B) are hereby accepted.

Prospect Heights School District 23

By: _____

Name: _____

Title: _____

Date: _____

Purchase/Work _____

Order #: _____

ATTACHMENT A

Fee Schedule

LABOR RATES

DESIGNATION	HOURLY RATE
Senior CIH	\$300
CIH/Principal Scientist	\$275
Senior Project Manager	\$205
Project Manager	\$170
Project Specialist	\$135
Senior Technician	\$130
Technician	\$120
Project Coordinator	\$115
Administrative Support	\$105



LABORATORY ANALYTICAL RATES (PER SAMPLE)

ANALYSIS*	TURNAROUND TIME**					
MICROBIOLOGY	Same Day	1 Day	2 Days	3 Days	4 Days	5 Days
Non-Viable Air	\$100	\$75	\$50	\$50		
Non-Viable Bulk	\$105	\$90	\$60	\$60		
ASBESTOS	Same Day	1 Day	2 Days	3 Days	4 Days	5 Days
PCM (air)	\$20	\$18	\$16	\$14	\$13	\$12
TEM (air)	\$300	\$225	\$200	\$175	\$150	\$125
PLM ≤ 3 LAYERS (bulk)	\$32	\$20	\$17	\$16	\$15	\$14
PLM > 3 LAYERS (bulk)	\$64	\$40	\$34	\$32	\$30	\$28
METALS	Same Day	1 Day	2 Days	3 Days	4 Days	5 Days
Lead – Atomic Absorption	\$50	\$41	\$33	\$30	\$25	\$20

*Listed analyses and pricing are not exhaustive, but are representative of our most requested items
 **Turnaround time = total business days to receive results after sample receipt at laboratory

MISCELLANEOUS

Mileage:	Cost plus 15%	Deposition/Testimony:	Labor Rate x 1.5
Reimbursables:	Cost plus 15%	Emergency Response:	Labor Rate x 2
Equipment and Consumables:	Cost plus 15%	Overtime:	Labor Rate x 1.5
Off-Hours Lab Opening Fee:	\$400		

2024 Chicago Fee Schedule
 Please contact us for a complete list of services.

Attachment B

GENERAL TERMS AND CONDITIONS

ALL ORDERS FOR SERVICES SET FORTH IN FORENSIC ANALYTICAL CONSULTING SERVICES, INC'S SCOPE OF WORK (THE "SERVICES") SHALL BE COVERED BY THE FOLLOWING EXPRESS TERMS AND CONDITIONS WHICH SHALL CONSTITUTE THE ENTIRE CONTRACT (THE "CONTRACT") BETWEEN FORENSIC ANALYTICAL CONSULTING SERVICES, INC. ("FACS") AND THE CLIENT ("CLIENT").

- 1. TERMS AND CONDITIONS.** All terms and conditions relating to the rendering of services by FACS are set forth herein. The Proposal, including its Attachments, (the "Proposal") contains the final and complete agreement between the parties and there are no representations or warranties, expressed or implied, with respect to services, except as specifically set forth herein. No waiver by FACS of any default shall be deemed a waiver of any subsequent default. Failure of FACS to object to provisions contained in any order or other communication from the Client shall not be construed as a waiver of any right or remedy of FACS hereunder, nor an acceptance of any such provisions.
- 2. INDEMNIFICATION.** The Client waives any claim against FACS and its directors, officers, employees, and agents, and agrees to defend, indemnify and hold FACS harmless from any claim or liability for injury or loss, including all attorney fees and defense costs, arising or allegedly arising from or in any way connected with FACS' services under this Contract, except where such claim or liability is caused by the gross negligence or willful misconduct of FACS. The Client also agrees to defend, indemnify and hold FACS and its directors, officers, employees, and agents harmless from any claim or liability, injury or loss, including all attorney fees and defense costs, arising in whole or in part from the negligent act or omission, and/or strict liability of the Client or anyone directly or indirectly employed or contracted by the Client. FACS does not guarantee the completion of performance of any contract between Client and other parties, nor is it responsible for those third parties' acts or omissions. FACS does not warranty or guaranty the safety of any place FACS provides its services.
- 3. COMPENSATION.** The compensation for services will be billed in accordance with the rates stated in this Proposal. The rates are subject to change upon notification provided by FACS at its sole discretion. Time spent traveling, when in the interest of the Project, as defined herein, will be charged to the Client. Reimbursable expenses will be charged at cost plus 15%.
- 4. PAYMENT TERMS.** Payment terms are Net 30 days unless FACS and Client have agreed in writing to different payment terms. FACS may, at any time, suspend performance of any service, withhold written reports, or require payment in cash, security or other adequate assurance satisfactory to FACS when, in FACS' sole opinion, the financial condition of Client or other grounds for insecurity warrant such action. FACS reserves the right to assess late charges on accounts past due at a rate of 18% per annum. Any attorney fees or other costs incurred in collecting any delinquent amount shall be paid by the Client.

For projects that will exceed 30 days in length, FACS reserves the right to invoice on a monthly basis.

- 5. TAXES.** All sales taxes or use taxes, whether now existing or hereinafter imposed or modified, or taxes or duties of any nature whatsoever which may be assessed, shall be paid by the Client. In the event FACS is required to pay any such tax, the Client shall reimburse FACS upon demand. In lieu of such payment, the Client shall provide FACS with exemption certificates or other documents acceptable to taxing or customs authorities upon execution of this Proposal.
- 6. CREDIT.** This Proposal is provided and accepted subject to FACS' approval of the Client's credit, determinable at any time and from time to time by FACS in its sole judgment, affecting the whole or any unfulfilled portion of this contract.
- 7. LEGAL ENFORCEMENT OF GENERAL CONDITIONS.** If any portion of this Contract is found to be unenforceable, the remaining portions of the Contract shall remain in full force and effect.
- 8. MODIFICATION OF AGREEMENT.** The foregoing conditions may be modified only by written agreement and signed by a duly authorized representative of FACS and the Client.