

Regular Agenda

Date: Thursday, October 19, 2023

Meeting: Regular Meeting with Closed Session

Time: 6:00 PM

Location: District Office

650 Dr. John Burkey Drive

Algonquin, IL 60102

Mission Statement: Our learning community will inspire, challenge and empower all students always.

Board of Education Members: President, Mr. Andrew Bittman; Vice President, Mrs. Laura Murray; Secretary, Mr. Paul Troy; Mr. Sean Cratty; Mr. Michael Thompson; Mr. Anthony Quagliano; Mrs. Dana Wiley

Agenda

All times are approximate. D=Discussion, R=Report, A=Action

1. **Call to Order / Roll Call (A)** (Mr. Bittman)

Call to order the Regular Meeting at __ p.m. A quorum must be met.

Roll Call: Ayes / Absent / Motion _____

Members: Mr. Quagliano, Mr. Troy, Mr. Cratty, Mr. Bittman, Mrs. Murray, Mr. Thompson

2. **Closed Session / Roll Call (A)** (Mr. Bittman)

Move to enter into closed session at __ p.m. as indicated in the Open Meetings Act and 5ILCS120/2c for discussion of: **(1)** The appointment, employment, discipline, performance, or dismissal of specific employees or legal counsel; **(2)** Collective negotiating matters; **(3)** The selection of a person to fill a public office, as defined in the Open Meetings Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. 5 ILCS 120/2(c)(3).

(11) Litigation; **(14)** Discussion of minutes of meetings lawfully closed under this Act.

Members: Mr. Quagliano, Mr. Troy, Mr. Cratty, Mr. Bittman, Mrs. Murray, Mr. Thompson

Roll Call: Ayes / Nays / Absent / Motion _____

1. **Exit or Suspend Closed Session / Voice Call (A)**

Move to exit or suspend closed session at __ p.m. and return to open session.

Voice Call: Ayes / Nays / Motion _____

3. **Resume in Public Session / Roll Call (A)** (Mr. Bittman) *approx. 7:00 p.m.*

Resume the Regular meeting at __ p.m.

Members: Mr. Quagliano, Mr. Troy, Mr. Cratty, Mr. Bittman, Mrs. Murray, Mr. Thompson

Roll Call: Ayes / Absent / Motion _____

1. **Action as Required / Roll Call** (Mr. Bittman)

Will come from the Board.

Roll Call: Ayes / Nays / Absent / Motion _____

Action: Recommendation will come from the Board.

Members: Mr. Quagliano, Mr. Troy, Mr. Cratty, Mr. Bittman, Mrs. Murray, Mr. Thompson

4. **Pledge of Allegiance** (Mr. Bittman)

The October Huntley High Five Winners will lead us in the Pledge.

Logan Haag-HHS, Jack Euban-Chesak, Philip Zawacki-Conley, Kylie Frey- Mackeben, Layla Thomka-Martin, Liam Vogelmann-Leggee, Marc Herrera-Light,

Isabella(Izzy) DiGrazia-MMS, Leticia Grisard-HMS

5. **Public Comment** (Mr. Bittman)

As per Policy 2:230, public comment can be made during this portion of the meeting. The members of the public and district employees may comment on or ask questions of the Board, subject to reasonable constraints.

6. **Revision and Adoption of the Agenda / Voice Call (A)** (Mr. Bittman)

Move to adopt the agenda as presented (or with changes).

Action: Adoption of the Agenda.

Roll Call: Ayes / Nays / Motion _____

7. **Superintendent's Report** (R) (Ms. Lombard)

Updates will be provided at this time.

Recommendation: For informational purposes only

8. **Assistant Superintendent Learning and Innovation (R)** (Dr. MacCrindle)

Updates will be provided at this time.

Recommendation: For informational purposes only.

9. **Assistant Superintendent of Special Services (R)** (Mrs. Gill)

Updates will be provided at this time.

Recommendation: For informational purposes only.

10. **Community Relations & Student Outreach** (Mrs. Murray-chair, Mr. Thompson, Mr. Cratty)

1. **Freedom of Information Act (FOIA) Requests (R)**

A monthly report on the FOIA requests is provided in the packet.

Recommendation: For informational purposes only.

11. **President's Report** (Mr. Bittman)

1. **Board Discussion (D)** (Mr. Bittman)

The Board will have a discussion about new business items.

12. **Superintendent Search Firm Interviews (R)** (Mr. Bittman)

The board will interview professional superintendent search firms. A firm will ultimately be selected to assist the Board's search for the 2024-2025 superintendent.

Recommendation: For informational purposes.

13. **Legislation Committee** (Mr. Bittman-chair, Mr. Quagliano, Mrs. Murray)

Recommendation: For informational purposes only.

1. **Legislative Updates (R)** (Mr. Bittman)

Mr. Bittman will provide legislative updates.

14. **Consent Agenda (A)** (Mr. Bittman)

All of the following Consent Agenda items have gone through the Committee of the Whole. Prior to adoption, revisions are presented here.

Roll Call: Ayes / Nays / Motion ___

Recommendation: Seeking approval and adoption of the Consent Agenda as follows:

1. **Board of Education** (Mr. Bittman)

1. **Minutes (A)**

The following minutes are presented for approval.

September 7, 2023

September 21, 2023

September 21, 2023 Budget Hearing

Recommendation: Seeking approval of the Board as presented.

2. **Human Resources Committee** (Mr. Cratty-chair, Mr. Bittman)

1. **HR Personnel (A)** (Dr. Zehr)

Seeking approval of the personnel reports provided and reviewed by the Board, which include explanation for resignations, retirements, terminations, employment, contract revisions, and leave requests, as presented.

Updates will be provided at this time.

Recommendation: Seeking approval as presented.

3. **Finance Committee** (Mr. Quagliano-chair, Mr. Bittman, Mr. Thompson)

1. **Payables (A)** (Mr. Altmayer)

Mr. Altmayer will seek approval of the Purchase Orders issued at \$3,372,855.58; Accounts Payable issued at \$5,590.00; Imprest issued at \$129,282.09 and Disbursements issued at \$11,793,534.59, as presented.

Recommendation: Seeking approval of the Board as presented.

2. **Revenue Contracts (A)** (Mr. Altmayer)

Mr. Altmayer will seek approval of the revenue contracts for various fundraising activities.

Recommendation: Seeking approval of the Board as presented.

4. **Buildings and Grounds Committee** (Mr. Troy-chair, Mr. Quagliano, Mr. Cratty)

1. **Illinois State Board of Education FY 2024 School Maintenance Project Grant (A)** (Mr. Renkosik)

The Administration recommends that the Board of Education approve the Application for the Illinois State Board of Education FY2024 Round 1 School Maintenance Project Grant assistance for Huntley High School.

Phase 5 Roof Replacement project as a "Permanent Improvement Project" at the October

4

5

6

57

66

72

73

100

19, 2023 Board of Education Meeting.

Recommendation: Seeking approval as presented.

2. **Extension of Service Agreement with Thermosystems (A)** (Mr. Renkosik) **103**

The Administration recommends the Building Committee request that the Board of Education approve the extension of the service agreement with Thermosystems dated 9-1-23, as attached at their October 19, 2023, Regular Board Meeting.

Recommendation: Seeking approval as presented.

3. **Chesak Chilled Water System replacement proposal from Midwest** **113**

Mechanical (A) (Mr. Renkosik)

Mr. Renkosik will present the proposal from Midwest Mechanical.

Recommendation: Seeking approval as presented.

15. **Action Items / Roll/ Voice Call** (Mr. Bittman)

Action items require a motion and a second; discussion if needed; and roll call.

1. **Supplemental Purchase Orders (A)** (Mr. Altmayer) **120**

Administration recommends approval of the Supplemental Purchase Orders Report at \$172,557.64 and Supplemental Accounts Payable at \$6,488.19 as presented.

Roll Call: Ayes / Nays / Motion _____

Recommendation: Seeking approval of the Board as presented.

2. **Superintendent Search Firm Support (A)** (Mr. Bittman)

The Board will decide if we should proceed with a search firm as the method to support the Board's search for the 2024-2025 superintendent.

Roll Call: Ayes / Nays / Motion _____

Recommendation: Seeking approval of the Board as presented.

3. **Superintendent Search Firm's (A)**(Mr. Bittman)

The Board will decide which search firm they would like to lead the Superintendent Search either Hazard, Young, Attea Associates or the Illinois Association of School Boards.

Roll Call: Ayes / Nays / Motion _____

Recommendation: Seeking approval of the Board as presented.

4. **Health Insurance Committee Recommendations 2024 (A) (Dr. Zehr)** **138**

Dr. Zehr will present the Health Insurance Committee's recommendation for plans and rates for 2024.

Roll Call: Ayes / Nays / Motion _____

Recommendation: Seeking approval of the Board as presented.

5. **Job Descriptions (A)** (Dr. Zehr) **150**

Dr. Zehr will present the job descriptions for Database Manager and Database Technician.

Roll Call: Ayes / Nays / Motion _____

Recommendation: Seeking approval of the Board as presented.

16. **Public Comment** (Mr. Bittman)

As per Policy 2:230, public comment can be made during this portion of the meeting. The members of the public and district employees may comment on or ask questions of the Board, subject to reasonable constraints.

17. **Adjournment (A)** (Mr. Quagliano)

Members: Mr. Quagliano, Mr. Troy, Mr. Cratty, Mr. Bittman, Mrs. Murray, Mr. Thompson

Motion to adjourn the meeting at ___ p.m.

Voice Call: Ayes / Nays / Motion _____



Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

Date: October 19, 2023
To: Board of Education
From: Mrs. Deanna Gill
Subject: Special Services update

The Special Services Department is proud to highlight opportunities for everyone in our school community to build awareness and inclusion of individuals with disabilities. In addition to activities already in place to support all students, we are excited to offer and expand district-wide activities to support some of the unique needs of students in our disability community. Some of the activities the department/district are currently working to expand are:

Best Buddies: (currently at HHS and Heineman Middle School)

Best Buddies International is a nonprofit 501(c)(3) organization dedicated to establishing a global volunteer movement that creates opportunities for one-to-one friendships, integrated employment, leadership development, and inclusive living for individuals with intellectual and developmental disabilities (IDD).

Special Olympics: (anticipated to start in spring, 2024)

The mission of Special Olympics is to provide year-round sports training and athletic competition in a variety of Olympic-type sports for children and adults with intellectual disabilities, giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy and participate in a sharing of gifts, skills and friendship with their families, other Special Olympics athletes and the community.

**Please join us at our October RAD event:
Celebrating Individuals with Disabilities
Saturday, October 21 at @ Marlowe; 10 a.m. - 12 p.m.**

The event will include activities such as:

- *A performance by Kingpin's adapted drumline*
- *A demonstration by Ha's Taekwondo*
- *A Special Olympic Ambassador speaker, and*
- *A resource fair with organizations offering inclusive social opportunities and community support for families.*

Some of the organizations in attendance include:

- *Sweeps and Skulls Adaptive Rowing Club, NISRA, Topspot, TopSoccer, HLC Therapy, Options and Advocacy, Gigi's Playhouse, Huntley Sparkles, Soul Harbour Ranch, Blessed Little Kitchen, and more! The District 158 LIGHT program will be represented along with art gallery submissions from students across the district.*

October Awareness-

National Down Syndrome Awareness Month
National ADHD Awareness Month
National Physical Therapy Month
World Mental Health Day (October 10)

Recommendation This update is being provided for informational purposes only.

Request #	Date Rec'd	Type	Requested by:	Request:	Status:	Date Completed:	Time Spent Preparing	Approx. Cost to D158	Notes
2023-90	9/7/23	Email	SmartProcure	SmartProcure is submitting a commercial FOIA request to the Consolidated School District No. 158 for any and all purchasing records from 6/12/2023 to current. The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable. The specific information requested from your record keeping system is: 1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number 2. Purchase date 3. Line item details (Detailed description of the purchase) 4. Line item quantity 5. Line item price 6. Vendor ID number, name, address, contact person and their email address	Due 10/6/23	10/06/23	1 hour	\$60	This was a commercial request.
2023-91	9/21/23	Email	Claire O'Brien / Northwest Herald	Pursuant to the Illinois Freedom of Information Act, I am requesting access to the following records: -Daily attendance logs at Huntley High School from September 13, 2023 to September 22, 2023. -Daily attendance logs at Huntley High School from August 16, 2023 to August 25, 2023. -Any parent complaints received by Huntley High School or the Huntley School District regarding food service since the beginning of the 2023-2024 school year. -Any emails with the word "E.Coli" in it received since September 11, 2023. -Any electronic communications the school district has had with the McHenry County Department of Health since September 11, 2023. -Current contract with any food service vendors	Original due date: 9/28/23 Requested extension	10/05/23	12 hours	\$720	
2023-92	9/22/23	Email	Eric and Tracy Heinrich	* Please consider this email my request for a FOIA request for the camera footage of the incident involving my daughter when you chose to place the school on a soft lock down. I am requesting the camera footage both while in the office and in any and all hallway areas. In addition, I am requesting a FOIA request for any and all email correspondence by Ms. Fink from July 1, 2023 until today. / * On 9-18-23 you communicated that you transported my daughter to another room while you placed the school on a soft lock down. Can you confirm which staff members were involved with this, if they are CPI trained, and what other interventions were attempted before this decision was made? Lastly, to clarify, please consider this camera footage to be a part of my FOIA request, as well.	Due 10/2/23	10/02/23	2 hours	\$120	
2023-93	9/27/23	Email	Jake Griffin / Daily Herald	Under the provisions of the Illinois Freedom of Information Act, Illinois Revised Statutes Ch. 116, Par. 201, I am requesting the following information and/or documentation sufficient to show: -Copies of, or documents sufficient to show, all invoices, costs and reports related to the district's radon testing and retesting done at district buildings between 2018 through today. -Copies of, or documents sufficient to show, all invoices, costs and reports regarding remediation of radon contamination in any of the district buildings between 2018 through today.	Due 10/4/23	10/04/23	2 hours	\$120	
2023-94	10/3/23	Email	C. Stevens	Please provide all video camera recordings for Huntley CSD158 bus H939 on 10/02/2023 between 1815 and 1845 hours. For this FOIA, I am referring to cameras on the bus. / Please provide a copy of the pre trip inspection done on 10/02/2023 for bus H939."	Due 10/11/23	10/11/23	3 hours	\$180	
2023-95	10/4/23	Email	Melissa Scheiblein	Attached is a FOIA request for video surveillance footage of the football field on 9/29/23. I did request this in an email to Mr. Wilson on 10/2/23, but given the time sensitivity I believe it would be best for the request to be submitted as a FOIA request. I have included you all to ensure that the footage from 9/29/23 is preserved and avoid it being overwritten or deleted.	Due 10/12/23	10/12/23	1 hour	\$60	



October 19, 2023

SUPERINTENDENT

Search Proposal

HYA | HAZARD
YOUNG
ATTEA
ASSOCIATES

October 19 , 2023

Huntley Community School District 158
ATTN: Board of Education
650 Dr. John Burkey Drive
Algonquin, IL 60102

Dear Members of the Huntley District 158 Board of Education:

Thank you for the opportunity to present this overview of the services that we have planned for Huntley Community School District 158 in your search for a new Superintendent. Our expertise, availability, and ongoing success with numerous searches, allows us to serve your needs immediately and for the future. We are eager to share a customized search proposal with you, one that will allow us to plan and meet your desired timeline. Based on our current searches and our applicant's responses, we know that we are equipped to recruit the very best candidates for you. Your district's reputation, community and location make your open position a desirable one.

Our interest in your District combined with our recent work prepares us to lead a search of the highest quality for you. We are eager to share our local touch and national reach with you, connecting your needs to numerous professionals. We are familiar with your district and your reputation of quality. We look forward to learning more from you about your District and we look forward to sharing our experiences in recruiting a high-quality candidate pool.

HYA's process has expanded over the past years, continuing to provide quality service with options for customizing searches for individual districts. We believe that our efficient search process and our ability to utilize technology for community engagement and meetings will speak for itself. We are proud to discuss the examples from our most recent Illinois searches that were successfully completed with in-person sessions, phone interviews and digital ZOOM technology resulting in positive engagement and high participation. We look forward to the same possibilities for Huntley District 158 with predicted success.

We hope you will consider our proposal as the best option to meet your needs. Our full proposal as requested follows. We look forward to a presentation in the near future and the opportunity to work with you in securing your new superintendent. We wish you success moving forward.

Warmly,

Sr. Associate, Kenneth M. Arndt, Ph. D. kenarndt@hyasearch.com

Sr. Associate, Jane Westerhold, Ed. D. janevesterhold@hyasearch.com

INTRODUCTION

Hazard, Young, Attea and Associates, (HYA) proposes to conduct a national search for talented and highly qualified candidates for the position of Superintendent of Schools for Huntley Community School District 158 (hereinafter referred to as District 158).

This document serves to clearly outline the specific services, deliverables and costs proposed for District 158.

FIRM INFORMATION

Hazard, Young, Attea & Associates (HYA) has more experience in identifying quality education executives than any other firm in the industry. The fact that the firm has assisted Boards with successful selections in more than 1,600 searches with student enrollment ranging from less than 500 students to upwards of 640,000 is no accident. HYA began working with rural, urban and suburban school Boards 35 years ago in an effort to assist them in recruiting highly qualified candidates and finding a leader that is the right fit for the district. HYA's success is about people: our Associates, their extensive contacts, and the Boards we assist. We build relationships with each new search, expanding our reach and our record of success.

The large quantity of searches our firm conducts per year puts us at a competitive advantage. The search volume places our firm and its Associates in more frequent contact with potential candidates, many of whom may not be actively seeking employment but are then known to the Associates and can thus be recruited when or if an appropriate position arises. In addition to your local HYA team, clients have a network of 100+ Associates from throughout the United States who assist with the firm's mission to provide aggressive, thorough, and quality assistance to school Boards in need of identifying and recruiting highly qualified executives for superintendencies and other administrative positions.

HYA has been committed to engaging a diverse cadre of associates and candidates ever since it was established in 1987. Many HYA associates have served and/or currently serve as members of and Board of Directors of ALAS (Association of Latino Administrators and Superintendents), NABSE (National Alliance of Black School Educators) and other associations across the country. HYA is proud of the diversity of candidates hired with its assistance, including individuals of varied gender, race, ethnicity, culture, and religious background. HYA commits to identifying, supporting, and placing school and district leaders of color and gender who have long been historically underrepresented in these posts.

SCOPE OF SERVICES

HYA shall provide the following services and deliverables.



Engage Phase

HYA takes great pride in its commitment to community engagement and thoroughness of the processes used to gather input. The firm has a strong reputation for deep and meaningful engagement through its stakeholder forums, community interest group meetings and individual interviews. HYA also employs a research-based survey tool that is customizable and available in world languages. There is a lot of science involved in crafting an effective and reliable survey; the resulting survey report is presented with disaggregated data by stakeholder groups and identifies the goals, needs and priorities of the school system along with the desired characteristics of its next leader. The *Community and Leadership Profile Report* is sophisticated and immediately publishable for your community. An example of the report is included with this proposal.

HYA has a history of successful virtual/video-based engagement. HYA has extensive experience and expertise conducting video interviews, focus groups, forums, meetings, candidate presentations, meet and greets, and community Q&A sessions. In addition, the firm has reported and presented to school Boards at public meetings and in closed sessions using the whole array of video platforms.

The Engage Phase is a disciplined and inclusive approach that seeks first to understand what students, staff, parents, Board and community members need and desire from their school district and Superintendent. HYA engages both internal and external stakeholders using virtual or face to face interviews, focus groups, forums, and surveys. The goal is to gather information from all stakeholders to identify the strengths of the district/community and current and foreseeable district/community challenges within a research-based framework to match the right leader with your school district.

Depending on the Board's selections for the Engage Phase, some of the most important deliverables include the following:

- Summary of the planning meeting with the Board that details the timeline and steps of the search process and decisions made by the Board;
- *HYA Community and Leadership Profile Survey and Survey Report*, if desired; and paid for by the Board (included in proposal fee);
- Findings from individual consultant days for interviews, focus groups, and/or town hall meetings; included in the price of the proposal are 20-25 one hour

sessions (a session is defined as an interview, focus group, or town hall meeting). Additional sessions can be added per the daily rate in the pricing section. You could also use up to 4 individual consulting days for interviews, focus groups, and/or town hall meetings; if two associates are present for 2 days, that is 4 consulting days.

- *Leadership Profile Report* and *Desired Characteristics* based on the data from the survey, interviews, focus groups, meetings with the Board and other material made available to the associates.



Recruit Phase

HYA uses a myriad of recruiting techniques to ensure all potential candidates are reached. Without spending a dollar on advertising, HYA clients know that they are getting immediate exposure through the HYA Active Searches page with over 25,000 page views per month. In addition, HYA provides analytics on your job postings including how many views your job has received during a specific period of time, the average amount of time your posting was viewed, etc. No other firm has the infrastructure to provide this data to their clients.

HYA offers optional national and regional advertising packages. Given the volume of searches HYA conducts each year and our preferred pricing, our options provide our client districts national advertising packages at rates below what they could purchase in the marketplace. The costs are detailed in the advertising services schedule in the *Signature Search Brochure*.

In addition to national and regional advertising, HYA utilizes the firm's extensive national network of Associates. HYA Associates throughout the country are aware of outstanding Superintendents and aspiring Superintendents in their state and region and maintain close professional relationships with many educators and school district leaders who might be interested in making a job change or career move. HYA Associates have ongoing relationships with state and national superintendent organizations including AASA (The School Superintendent's Organization), ALAS (Association of Latino Administrators and Superintendents) and NABSE (National Alliance of Black School Educators).

Associates are kept informed of the searches the firm is conducting and we seek recommendations from them regarding candidates who fit the profile being sought for that district. The proof of our recruiting network and efforts is the fact that approximately two thirds of the candidates ultimately selected by Boards with whom we work were recruited for the position rather than applied or self-nominated.

The deliverables during the recruitment phase include:

- Prepare and place advertisements as selected;
- Recruit and contact candidates utilizing national networks;
- Correspond with candidates regarding the search process, timeline, *Leadership Profile Report* and *Desired Characteristics*;
- Interview candidates;
- Conduct reference checks;
- Identify best qualified candidates;
- Prepare application materials of selected slate of candidates for Board consideration.

Reference checking is one of the most important tasks in the search process. We begin with the informal references of referrals for potential candidates. Once an individual moves to the level of a potential candidate through the application process or through recommendations and recruitment efforts, we begin our vetting process. This includes contacting the listed references on the application or provided by the candidate. While this step is necessary it is not sufficient as most candidates will provide references that will provide only highly favorable comments. We continue the vetting process by conducting comprehensive internet searches to review any public information regarding the candidates. HYA Associates conduct confidential reference calls to obtain deep insight on any candidate that would be recommended to the Board for consideration. Given our network of Associates and many professional relationships, it is likely that we know someone who either knows the candidate directly or knows someone who knows the candidate. These references often provide confidential, hard-to-obtain information about the candidate that is invaluable in determining whether to recommend the candidate to the Board.



Select Phase

When the associates present a select slate of candidates to the Board, the number of slated candidates is determined by the Board during the initial planning meeting. HYA believes that the Associates are responsible for supporting the School Board in all phases of the search. This is particularly true during the interview process with the semi-finalists and finalists because the Board should be focused on assessing the candidates, not managing logistics. The Associates are available throughout the interview process and will facilitate a debriefing session after the interviews to discuss what the Board learned about the candidates. It is the Board's decision and sole discretion to hire or not hire a particular candidate and the Board takes responsibility for that decision.

Some of the specific deliverables during this phase include:

- Conduct the Interview Workshop and provide materials and protocols to ensure informative effective board interviews;
- Present a slate of candidates, the number of candidates to be determined by the Board with a recommendation from HYA;
- Schedule interviews for the Board with selected semi-finalists and finalists;
- Facilitate board discussion to narrow candidate pool after each round of interviews;
- Coordinate and provide optional third party, independent investigative background check(s) of candidates, as selected and paid for by the Board.

In preparation for the Interview Workshop the Associates will solicit questions, hypothetical situations and/or topics of interest, identified by the Board as desirable topics of discussion for the Board's initial round of interviews with the candidates. The feedback is used to develop an interview "script", which will be reviewed and revised during the Interview Workshop and later used by the Board for the first round of interviews. It should be noted that second round interviews are generally unscripted and designed to follow-up on topics and questions identified during the first round interviews. The Interview Workshop that takes place prior to the slate presentation, or in a separate advance session, is designed to prepare the Board for candidate interviews. It will include written guidelines and protocols to ensure informative and comprehensive interviews. The workshop is approximately one to two hours in length and will also cover the steps in the final stages of the search.

The Associates will facilitate each decision-making session of the Board, if desired. Such involvement permits more active engagement by all Board members in both the general search process and the specific dialogue regarding the candidate pool. In facilitating the decision-making process, HYA assists the Board in assessing the abilities of the respective candidates in relation to the criteria identified by the Board. HYA does not provide counsel relative to the Board's process for interviewing candidates. The Board will seek the advice from its attorney regarding the Board's process for interviewing candidates to comply with open meeting laws in their state.

Two additional steps are recommended towards the end of the Select Phase, before any public announcement: 1) executive due diligence and 2) a site visit. 1) Executive due diligence involves an investigative background check(s) that may be conducted on the three candidates that the Board brings back for second interviews or the preferred candidate. The investigative background check(s) is conducted by an independent third-party entity and includes a review of criminal and civil court records, driving records, college degrees and university accreditations. The comprehensive package includes print and social media reviews. 2) The site visit is typically completed on the preferred candidate before a contract is signed.



Transition Phase

At the conclusion of the selection process, HYA offers a combination of included services and optional services to assist with the transition of the new superintendent.

The included services are:

- Communicate with all unsuccessful candidates at the close of the search and the appointment of the new superintendent;
- Assist the Board in announcing the appointment of the new superintendent;
- Hold a transition meeting with the new Superintendent regarding information learned throughout the search process and next steps in the transition process;
- Offer other transition services to be considered by the Board and if desired, paid for by the Board. These services include Executive Coaching, Board Governance Training, Superintendent Evaluation and Strategic Planning.

TENTATIVE SCHEDULE FOR THE HUNTLEY DISTRICT 158 SUPERINTENDENT SEARCH	
October, 2023	<ul style="list-style-type: none">• Planning meeting with Board to determine process, finalize timeline, etc.• Individual interviews with Board members
Mid October /November 2023	<ul style="list-style-type: none">• Stakeholder interviews/focus groups/community forums• Open online survey to all stakeholders• Leadership Profile presented to the Board
November/December 2023	<ul style="list-style-type: none">• Recruit candidates• HYA Interviews and screens candidates• Accepting applications from candidates• Presentation of candidates to the Board / interview workshop
January/February 2024	<ul style="list-style-type: none">• Board first round interviews• Board determines finalist(s)• Third party due diligence background check on finalist• Board conducts final interview - IF NEEDED• Board offers contract to candidate
March 2024	<ul style="list-style-type: none">• Superintendent's hiring approved and announced

THE SEARCH TEAM

HYA assigns an individual management team to each executive search that it conducts. Upon the concurrence of the Board, HYA proposes the following search team.

HYA Associate	Cell Phone	Email
Kenneth M. Arndt, Ph.D.	847.456.2738	kenarndt@hyasearch.com
Jane L. Westerhold, Ed.D.	847.772.3219	janewesterhold@hyasearch.com

Ken and Jane offer over twelve decades of joint administrative experience leading successful suburban and urban, public and private schools from preschool through high school. They are dedicated to helping you create solutions for school success.

Senior Associate, Ken Arndt, Ph.D., brings to the District his extensive background in public and private education and management. He has led pre-K through grade 12 districts ranging in enrollments of 350 to 42,000 students. As a former superintendent for 23 years, he brings a unique perspective to his work at HYA. He has chaired Executive Searches and facilitated Strategic Planning projects. Ken works closely with School Boards in guiding them through a research driven and highly successful Superintendent search process working with School Board members through every step of the search process.

After retiring as Superintendent of Dundee/Algonquin District 300, he has served on numerous Superintendent searches and as an Interim Superintendent. Dr. Arndt recently completed serving as the Co-Interim Superintendent for High School District 214, Arlington Heights, IL. He has also served as Interim Superintendent for U-46, Elgin, Cambridge Lakes Charter School and for Dundee/Algonquin District 300 and from January to June, 2023 served as the co-interim Superintendent for Township High School District 214, Arlington Heights.

Dr. Arndt was a consultant for Superintendent searches in Glen Ellyn District 89, IL, Lake Forest School Districts 115 and 67, IL, Chester Charter Schools, Chester, PA, Northbrook District 27, IL, and Upper Arlington, OH all which have been conducted within the past three years.

Dr. Arndt and Dr. Westerhold will provide on and off site support in conducting interviews during the Engage Phase, recruiting candidates, screening, interviewing applicants, conducting and writing up reference checks, and managing logistics of Board interviews with slated candidates and finalists. He and Dr. Westerhold will prepare the Leadership Profile Report, compile Board materials for slated candidates, and work with the board throughout the full selection and transition phases as well.

Senior Associate, Jane L. Westerhold, Ed. D., has been an educator for more than 40 years and completed an interim superintendency in Deerfield School District 109 in 2021. Prior to that appointment, she co-led the successful executive search work for the Homewood City Schools (AL), and Cincinnati Wyoming Public School District (OH), both of which are very high achieving and diverse school districts. Dr. Westerhold has most recently led the successful superintendent searches in Lake Forest School Districts 67 and 115, Niles High School District 219, and Community Consolidated School District 89 in Glen Ellyn. She also served on the team for the AASA Executive Director search and recent search in the West Aurora School District 129.

She retired from Community Consolidated School District 62 in Des Plaines, IL in 2016 after serving as superintendent for 11 years. One of her many accomplishments includes overseeing the successful completion and opening of a comprehensive early learning center, which was named in her honor in 2015 as the Jane L. Westerhold Early Learning Center. Dr. Westerhold has served many community and educational organizations. She was the 2015 President of the Illinois Association of School Administrators (IASA), served on the American Association of School Administrators (AASA) Governing Board, serves on the National Board for the National Center for Educational Research and Technology (NCERT), and is a past Executive Committee member for District Administrative Leadership Institute (DALI). Dr. Westerhold also served as the Interim Superintendent in North Shore School District 112, Highland Park, IL.

In addition to being named Illinois Superintendent of the Year in 2013, her other honors include the Illinois Those Who Excel Award of Excellence (2013), AASA's Distinguished Service Award (2018), the School Business Officials Presidential Award (2015), and the Illinois National School Public Relations Association Distinguished Service Award (2013).

Dr. Arndt will be the primary contact for this search and provide on and off-site support in conducting interviews during the Engage Phase, recruiting candidates, screening, interviewing applicants, conducting and writing up reference checks, and managing logistics of Board interviews with slated candidates and finalists. He and Dr. Westerhold will prepare the Leadership Profile Report, compile Board materials for slated candidates, and work with the board throughout the full selection and transition phases as well.

Both Dr. Arndt, and Dr. Westerhold will provide on and off-site support in conducting interviews in the engage phase, recruiting candidates, screening and interviewing applicants, conducting and writing up reference checks, and managing logistics of Board interviews with slated candidates and finalists. The HYA consultants will prepare the Leadership Profile Report, compile Board materials for slated candidates, and work with the Board throughout the entire selection and transition phases.

Dr. Ken Arndt will serve as the Lead Search consultant during this search and will communicate frequently with the Board search representative, normally the Board President.

FEES

In consideration for Services, the District will pay to Hazard, Young, Attea & Associates:

- Consulting Fee for the search in the amount of \$24,900. This fee is due in two installments:
 - 50% will be invoiced upon execution of the contract/letter of agreement
 - 50% will be invoiced upon presentation of the slate
- Associate Expenses for travel are included in this proposal. HYA does not ask for reimbursement of meals or other expenses..

Other Considerations:

If the Board chooses to reimburse candidates for travel for interviews, candidates will submit the expenses directly to the District for reimbursement.

HYA is a green corporation and provides all search materials online. If the Board requests hard copies of the materials, the district will be invoiced to cover the costs of any printing, binding and shipping of materials.

Recruitment for other positions; if the Board employs an HYA recruited candidate within one year of the close of the superintendent search, in addition to the position of Superintendent, 10% of the base salary will be due to HYA for the recruitment of said candidate.

GUARANTEES

Fixed Price

Throughout the search process the Associates will be available to counsel with the Board about the search. The Associates will assist the Board until the Board determines it has found the appropriate candidate for the position.

Non-Solicitation of Selected Candidate

The Superintendent appointed with HYA's assistance will not be presented to another Board as a candidate if it would result in the Superintendent leaving the District within three (3) years of employment unless the Board provides written authorization to HYA that they may do so.

Client-Satisfaction

If the Superintendent departs from the position during the first year under any circumstances or within two (2) years if a majority of the Board is still in place and departure is due to dissatisfaction and not personal or familial reasons, HYA will recruit new candidates for the Board at no additional cost barring travel, advertising and due diligence expenses. This applies to HYA Slated Candidates.

Price Match

HYA will agree to match the price of any competitive bid as long as the bid is for a comparable level of services and support (both time and process).

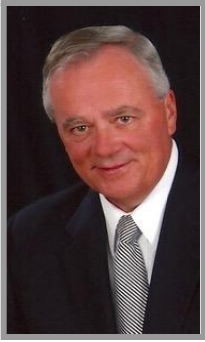
HYA looks forward to the possibility of working with the Board and assisting with the selection of a new leader. Please contact HYA at 847-250-7261 or at hya@hyasearch.com with questions or requests for additional information.

Hazard, Young, Attea & Associates
909 W. Euclid Ave. #926
Arlington Heights, IL 60006
(847) 250-7261
www.hyasearch.com

REFERENCES	
District	Contact Information
Lyons Township High School District 204 4,000 students https://www.lths.net/ 100 S Brainard Ave, La Grange, IL 60525	Kari Dillon, Board President kdillon219@gmail.com 773-612-2127 (cell)
Chester Community Charter School 4,500 students 302 E. Fifth Street Chester, PA 19013	Jake Der Hagopian, President jderhagopian@csmillic.com 609-870-3570
Lake Forest School Districts 115 and 67 3,100 students 300 S. Waukegan Road Lake Forest, IL 60045	Jenny Zinser, Board President District 115 jzinsler@lfschools.net 847-778-6174 Suzanne Sands, Board Member Search Liaison District 67

REFERENCES

District	Contact Information
	ssands@lfschools.net 847-878-6764
Wyoming City Schools 2,000 students 420 Springfield Pike, Wyoming OH 45215	Jeanie Zoller, Board President Zollerje@wyomingcityschools.org 513-379-3767
U-46 School District 36,500 students 355 East Chicago Street, Elgin IL 60120	Suzanne Johnson, Superintendent suzannejohnson@u-46.org 773-339-9334
Northbrook School District 27 1,400 students 1250 Sanders Road Northbrook, IL 60062	Helen Melnick 847-275-7946
High School District 214 12,000 students 2121 S. Goebbert Road Arlington Heights, IL 60005	Alva Kreutzer, Board President Alva.kreutzer@d214.org 708.917.7186
American Association of School Administrators Executive Director Search 1615 Duke Street Alexandria, VA. 22314	Tammy Barbara, Governing Board Liaison 703-528-0700
Community Consolidated School Dist. 89 2800 Students 22W600 Butterfield Rd. Glen Ellyn, IL 60137	Haydee Nunez, Past Board President 708-558-5509 hnunez@ccsd89.org



KENNETH M. ARNDT

EDUCATION

Ph.D.	The University of Toledo	1990
M.S.	Bowling Green State University	1978
B.S.	Bowling Green State University	1976

PROFESSIONAL EXPERIENCE

2015-Present	Senior Associate, Hazard, Young, Attea & Associates, IL
2023	Interim Superintendent H.S. District 214, Arlington Heights, IL
2020-21	Interim CEO Cambridge Lake Charter School, IL
2014-2017	Interim Superintendent, U-46 Schools, IL
2014	Interim Superintendent, Community Unit School District 300, IL
2014	Strategic Planning Consultant, Algonquin Lake in the Hills Food Pantry Board of Directors, IL
2011-2013	Consultant, U-46 Aspiring Administrators Program, IL
2011-2013	Subject Matter Expert, Educational Management Corporation, PA
2001-2011	Superintendent, Community Unit School District 300, IL
2003-2015	Adjunct Professor, College of Education and College of Business, Argosy University, IL
1995-2001	Superintendent, Decatur Public Schools #61, IL
1990-1995	Associate Superintendent, Elyria City Schools, OH
1982-1990	Principal, Oregon City Schools, OH
1980-1982	Principal, Woodmore Local Schools, OH
1978-1980	Dean of Students, Perrysburg Schools, OH
1976-1978	Teacher, Perrysburg Schools, OH

PROFESSIONAL AFFILIATIONS

Argosy University Northwest Chicago Advisory Board, IL 2005 - 2015 Judson University
President's Advisory Board, IL 2001 - Present
Large Unit School District Association, 1990 - 2011, Executive Committee, 2007-2011,
President, 2008-2009
American Association of School Administrators, 1990 - 2011 National Association School
Superintendent's e-network, 2010 - 2011 Association Supervision and Curriculum
Development, 2005 - 2011 Horace Mann League, 2005 - 2011
Illinois Association of School Administrators, 1990 - Present
Midwest America Association of School Administrators, 1990 - Present Phi Delta Kappa,
1985 - 2011

HONORS and AWARDS

Administrator of the Year Award, Kane County Regional Office of Education, 2011
Community Leadership Award, Boy Scouts of America, Three Fires Council, 2010
Outstanding Community Outreach Award, Illinois National Public Relations Association,
2009 Those Who Excel, Illinois State Board of Education, 2005 and 2003
Exceeding Expectations Award, Business Connector Magazine, 2003
Leadership Appreciation Award, District 300 Bilingual Parents Advisory Council, 2003 Top
Leaders of Today and Tomorrow, Herald and Review, 1999
Golden Glider Award, Prairieland Advocates for Gifted Children, 1999

JANE L. BEYER WESTERHOLD, Ed.D.

Professional Preparation

Doctor of Education

Loyola University Chicago

Master of Science in Education

Southern Illinois University

Bachelor of Science in Education

Southern Illinois University

Professional Experience

2020-03/31/21 Interim Superintendent, Deerfield Public Schools District 109, Deerfield, IL
2018-2020 Consultant for various Educational Technology Companies
2017-2018 Interim Superintendent, North Shore School District 112, Highland Park, IL
2005-2016 Superintendent, Des Plaines Community Consolidated School District 62, IL
2006-Present Associate, HYA Executive Searches
2001-2005 Assistant Superintendent, Valley View Community Unit School District 365U (Bolingbrook), IL
2000-2001 Director of Curriculum and Instruction, Community Unit School District 118 (Wauconda), IL
1996-2000 Director, Schaumburg School District 54, IL
1991-1996 Principal, Schaumburg School District 54, IL
1988-1991 Principal, Edwardsville Unit School District 7, IL
1985-1988 Assistant Principal, Edwardsville High School, District 7, IL
1984-1985 Superintendent Internship, Edwardsville Unit School District 7, IL
1980-1984 Principal, Worden Unit School District 16, IL
1977-1980 Teacher, Edwardsville Unit School District 7, IL

Professional and Community Affiliations

Illinois Association of School Administrators (IASA) President (2015-2016)
IASA Treasurer (2011-2014)
IASA Governing Board Member (2008-2017)
National Center for Research and Technology (NCERT) (National Board Member) (2014-Present)
American Association of School Administrators (AASA)-Governing Board Member (2013-2016) North
Cook IASA Past President
Chair of IASA Budget Committee (2011-2014)
Chair of IASA Resolutions Committee (2008-2011)
District Administration Leadership Institute (Executive Board) (2012-2016)
Women's Network of School Administrators (Board of Directors) (2013-2015)
Century Club 100 (Inducted 2014) – two superintendents per state selected
Suburban School Superintendents Association (national organization by invitation only) Member
National Association of School Superintendents
Midwest Suburban Superintendents Association (by invitation only) Member
Superintendents' Round Table/Study Club of Northern Illinois
Certified Leadership Coach/Cardinal Stritch University (Completed 2009)
Coach for Illinois School for Advanced Leadership
Mentor for new superintendents in Illinois
Cook County Department of Public Health Superintendent Liaison (2008-2011)
Horace Mann League (2004-Present)
Concordia University Chicago Early Childhood Advisory Board (2013)
Alliance Endorsement Committee (2013-2016)
Education League of Illinois (2005-Present)

Recent Awards/Honors

AASA Distinguished Service Award, 2018
Building Dedication-Jane L. Westerhold Early Learning Center, 2015
State of Illinois, 2013 Superintendent of the Year
Illinois State Board of Education "Those Who Excel" Award of Excellence, 2013
IASBO Presidential Award

Advertising Services

HYA Associates work with their clients to consider the many approaches to advertising vacant position(s). The HYA staff creates and coordinates all advertisements at the Board's direction. HYA advertising packages ensure exposure in the most frequently read print, e-publication journals, and job boards of education leaders across the country. In addition, HYA offers more focused advertisement packages for the Board to consider as add-ons to the National packages, including state and region-specific options.

All HYA search clients are advertised on the HYA Active Searches webpage and social media accounts - Facebook, LinkedIn and Twitter. The HYA Active Searches webpage averages 25,000 views per month and is a clickable list that leads its viewers to a separate page fully dedicated to your search.

Package 1 - \$2,150

One listing in the HYA group ad in Ed Week's print publication

Online listing on AASA for 30 days with Online Spotlight, Preferred, and Featured upgrades

Package 2 - \$3,400

Two HYA group ads in Ed Week's print publication

Online listing on EdWeek's TopSchoolJobs for 30 days & Showcased on the homepages for EdWeek and TopSchoolJobs for 7 days

Online listing on AASA for 30 days with Online Spotlight, Preferred, and Featured upgrades

Package 3 - \$6,650

Listing in the HYA group ads in Ed Week's print publication for the length of the search

Dedicated District specific ad in Ed Week's print publication

Online listing on EdWeek's TopSchoolJobs for 30 days & Showcased on the homepages for EdWeek and TopSchoolJobs for 7 days

Online listing on AASA for 30 days with Online Spotlight, Preferred, and Featured upgrades



Options to Complement the Advertising Packages

(Choose as many as desired.)

Group Ad - \$620

Single listing in HYA's monthly group ad in Education Week (print publication).

ALAS & NABSE - \$520

Association of Latino Administrators and Superintendents (ALAS) for 6 weeks online, push on ALAS apps

National Alliance of Black School Educators (NABSE) for 30 days

Custom

Quoted price is based on number of Associations and frequency of ads to place

Regional Packages

(Regional packages give your vacancy additional exposure in a specific geographic region. National Advertising, as detailed in packages 1, 2, and 3, should still be considered.)

California - \$1,050

2 advertisements in the ACSA (Association of California School Administrators) EdCal CareerConnect print and 7 days online

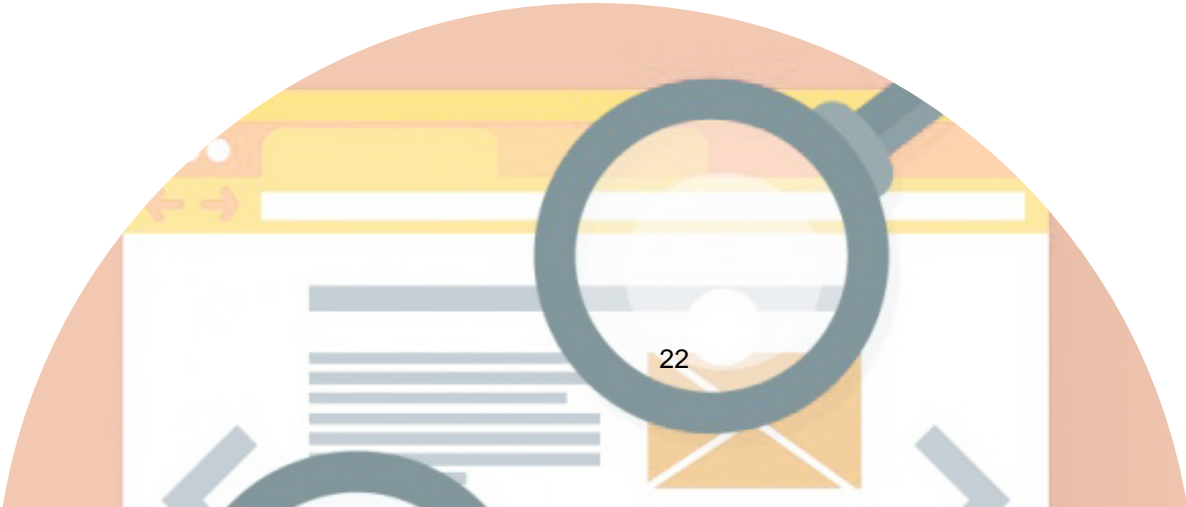
CALSA (California Association of Latino Superintendents and Administrators) online advertisement for 30 days

Northeast - \$1,050

NJASA (New Jersey Association of School Administrators)

NYSCOSS (New York State Council of School Superintendents) online and newsletter

CAPSS (Connecticut Association of Public School Superintendents)



Executive Due Diligence

HYA offers executive due diligence as part of the search process that are completed by independent third-party investigators. The investigative procedures are comprehensive and thorough with a focus on the public school landscape - well beyond what constituents will produce through a simple internet search. This includes on-site research of primary source documents at relevant county court houses for criminal record history. Each background search requires 7-10 working days to complete.

Two packages are offered. The Comprehensive Package includes a news and social media analysis. The news media investigation provides a better understanding of a candidate's leadership style, public relations skills and priorities. The news media investigation draws upon over 28,000 specialized publications and 900 newswires in 200 countries and includes 30 years of credible archived information. Special focus is given to publications in communities where the candidate has lived or worked. The social media review includes a review of text and images on sites such as Twitter, LinkedIn, personal blogs and industry websites. The analysis provides a summary of candidate generated activity with highlights of negative alerts.

The Basic package was designed in response to requests for a simpler cabinet or principal position background check; it does not include the news and social media analysis.

	Comprehensive \$1950	Basic \$1100
Personal Profile Summary	x	x
Social Security Trace	x	x
County Criminal Record History	x	x
Federal Criminal Record History	x	x
County Civil Record History	x	x
Department of Motor Vehicles License Information	x	x
Education (Degree) Verification	x	x
Credit Report	x	x
Investigation of all Aliases Identified within Past 7 Years	x	x
Investigation of all Jurisdictions of Residence, Education, and Employment within Past 7 Years	x	x
University and Academic Program Accreditation	x	x
National Criminal Record History	x	x
National Sex Offender Search	x	x
News Media Review	x	
Social Media Review	x	

LETTER OF AGREEMENT
HYA Signature Search

Purpose

The purpose of this Letter of Agreement (the "Agreement") is to document the working arrangement between Hazard, Young, Attea & Associates ("HYA"), and Huntley Community School District 158 (the "District") and its Board of Education (the "Board") to support the Board in its effort to recruit and employ talented leadership. All schedules hereto are an integral part of this agreement and are deemed incorporated by reference herein.

Section I: HYA Responsibilities

HYA shall provide the following services and deliverables:

Engage Phase:

- A. Conduct a planning meeting with the Board and provide a summary of said meeting which will detail the timeline and steps of the search process and decisions made by the Board;
- B. Coordinate the survey of community constituents electronically and provide a report of findings. The *HYA Community and Leadership Profile Survey* is a research-based instrument that is specifically designed for the search process and has a specific analysis, scoring logic and reporting framework. The *HYA State of the District Survey* offers more questions and provides an in-depth picture of the quality of programming, priorities for the Superintendent in the next 3-5 years, and Equity. This survey also collects data on the race of the respondent. Customization of up to 10 forced choice questions and 4 open-ended questions is available for both survey options as selected and paid for by the Board. The surveys are provided in English and Spanish. Additional world languages are available. Administering the survey in paper format is not supported; paper administration can be quoted but note it will change the timeline for delivery of the leadership profile report. HYA surveys, world languages, additional custom questions and further customization, as selected and paid for by the Board;
- C. Provide up to four individual consultant days for interviews, focus groups and/or town hall meetings to gather in-person input from constituent groups as decided by the Board, e.g. if two consultants are present for a full day, that counts as two days.
- D. Prepare and present a *Leadership Profile Report* to the Board, and propose *Desired Characteristics* based on the data from the survey, interviews with district and community representatives and other material made available to the Associates;

Recruit Phase:

- E. Coordinate and place advertisements, as selected and paid for by the Board;
- F. Recruit and contact candidates utilizing state and national networks;
- G. Correspond with candidates regarding the search process, timeline, *Leadership Profile* and desired characteristics;
- H. Interview candidates;
- I. Conduct reference checks;
- J. Identify best qualified candidates;
- K. Prepare application materials of selected slate of candidates for the Board consideration;

Select Phase:

- L. Present a slate of candidates, the number of candidates to be determined by the Board with a recommendation from HYA;
- M. Conduct the Interview Workshop and provide materials and protocol to ensure informative effective Board interviews;
- N. Schedule interviews for the Board with selected semi-finalists and finalists;
- O. Facilitate Board discussion to narrow candidate pool after each round of interviews;
- P. Coordinate and provide investigative background check(s) of candidates to the Board President, as selected and paid for by the Board;

Transition Phase:

- Q. Communicate with all unsuccessful candidates at the close of the search and the appointment of the new Superintendent;
- R. Hold a transition meeting with the new Superintendent (after employed) regarding information learned throughout the search and next steps in the transition process;
- S. Offer other transitional services to be considered by the Board and if desired, paid for by the Board.

Section II: Board and District Responsibilities

To effectuate the search and selection of a successor superintendent, the Board has the following responsibilities:

- A. The Board will approve the search process at the planning meeting;
- B. The Board President or its attorney will inform HYA if there are any members of the Board that are not permitted involvement in the search process under state law;
- C. The Board will select survey enhancements, advertising and executive due diligence services to be paid for by the Board; Should the Board elect to have open-ended questions, the comments will be provided verbatim and under separate cover; the Board should consult their attorneys before disseminating open-ended comments as they may contain student or personnel information. HYA assumes no responsibility for the release of open-ended comments;
- D. The Board accepts full responsibility for using the information it receives from the executive due diligence services (background check) in a legally acceptable fashion and to comply with all federal, state and local laws regarding the use of background checks and the consequences of use.
- E. The Board will conduct interviews (and site visits, if desired) of finalists shortly after a slate is presented. The HYA Associates will not be present at the Board interviews or site visit but will assist the Board in the scheduling of the interviews and preparation. The HYA Associates will be available by phone during the scheduled interviews.
- F. The Board will have its attorney approve the job posting, the Board's process for interviewing candidates, and the requirements for transparency of finalist(s) to comply with open meeting laws and public employment laws in their state.
- G. The Board will decide whether to reimburse candidates for expenses and will reimburse candidates directly.
- H. The Board will write and execute the employment contract with the selected superintendent, with the assistance of its attorney. The HYA Associates will support the Board and its attorney, if requested.
- I. The Board will communicate with local media regarding the search process and appointment of a superintendent with its community relations/public relations designee. The HYA Associates will support the Board and its designee, if requested.

Section III: Guarantees

- A. Throughout the search process the HYA Associates will be available to counsel with the Board about the search. The HYA Associates will assist the Board until the Board determines it has found the appropriate candidate for the position.
- B. The Superintendent appointed with HYA's assistance will not be presented to another Board as a candidate if it would result in the Superintendent leaving the District within three (3) years of employment unless the Board provides written authorization to HYA that they may do so.
- C. If the Superintendent departs from the position during the first year under any circumstances or within two (2) years if a majority of the Board by vote is still in place and departure is due to Board dissatisfaction and not personal or familial reasons, HYA will recruit new candidates for the Board at no additional cost barring travel, advertising and due diligence expenses. This applies to HYA slated candidates.
- D. Should the Board choose to end the search before a superintendent is selected, the Board is responsible for the search fee, advertisement, background checks and all expenses incurred prior to their decision based on the fee and payment schedule outlined herein.

Section IV: Fees and Payment Schedule

In consideration for Services, the District will pay to Hazard, Young, Attea & Associates for:

- A. Consulting Fee for the search in the amount of \$24,900. This fee is due in two installments:
 - 50% will be invoiced upon contract signing and completion of the Planning Meeting
 - 50% will be invoiced after the slate is presented
- B. Advertisement pursuant to the Advertising Services Schedule attached to this agreement as selected and paid for by the Board.
- C. Background checks pursuant to the Executive Due Diligence Services Schedule attached to this agreement as selected and paid for by the Board.
- D. Survey services, customization and world languages, pursuant to the Survey Services Schedule attached to this agreement as selected and paid for by the Board.
- E. Materials, Printing and Postage; If the Board requests hard copies of the materials, the district will be invoiced to cover the costs of printing, binding and shipping materials.
- F. Recruitment for other positions; if the Board employs an HYA recruited candidate within one year of the close of the superintendent search, in addition to the position of Superintendent, 10% of the base salary will be due to HYA for the recruitment of said candidate.

Section V: Reimbursement Costs

- A. If the Board chooses to reimburse candidates for travel for interviews, expenses of candidates will be submitted by the candidate directly to the District.

Section VI: Additional Services

- A. If and when selected, the workshop(s) costs will be added pursuant to the Transition Services Schedule of this agreement. (The Interview Workshop is included in the consulting fee for the search.)
- B. If the Board wishes to secure additional services beyond those described in this agreement or to design customized workshops and services, these services can be discussed and defined with the consultants and added to the contract as an addendum.

Section VII: Business Relationship

Huntley Community
School District 158

SUPERINTENDENT
SEARCH

October 19, 2023

HYA | HAZARD
YOUNG
ATTEA
ASSOCIATES



Your HYA Search Team



Dr. Ken Arndt, Sr. Associate
(847) 456-2738
kenarndt@hyasearch.com



Dr. Jane Westerhold, Sr. Associate
(847) 772-3219
janewesterhold@hyasearch.com

About the Firm - HYA

- 35 years of Executive Searches (since 1987) - 1,600+ searches
- 130+ Nationwide Associates
- Executive Recruitment & Leadership Support
- Customized for each District
- Extensive Recruiting Network with Candidate Profile System
- Board Portal for Real-time Updates
- Full-time back-office and IT staff - Responsive, Regular Communication
- Research & Analytics with Data Collection
- Transition Supports for the new Superintendent



BOARD'S AWESOME RESPONSIBILITY:

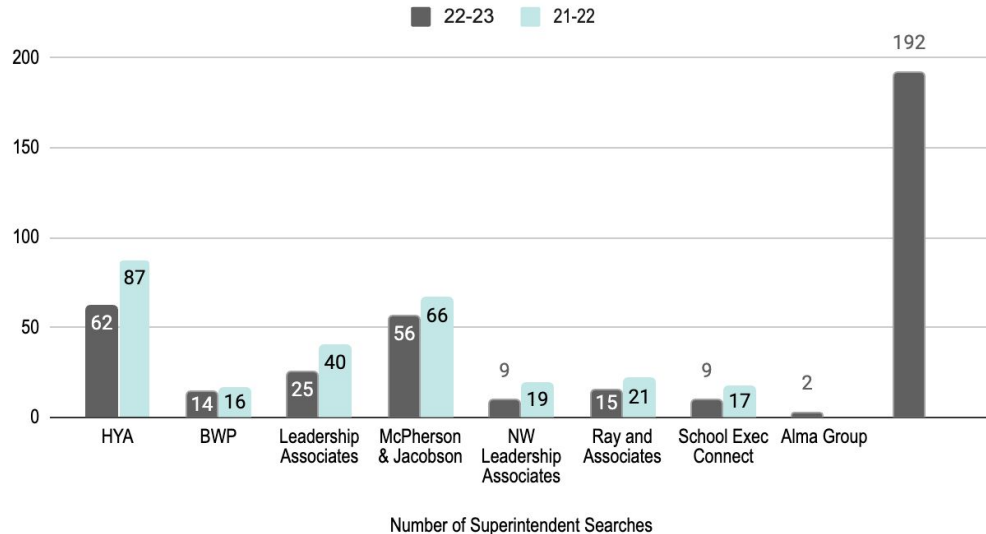
- Understand Stakeholders desires
- Find the leader that is the best match



INDUSTRY LANDSCAPE

33% HYA's market share of Supt Search Firm Activity (HYA Annual Report)

22-23 and 21-22

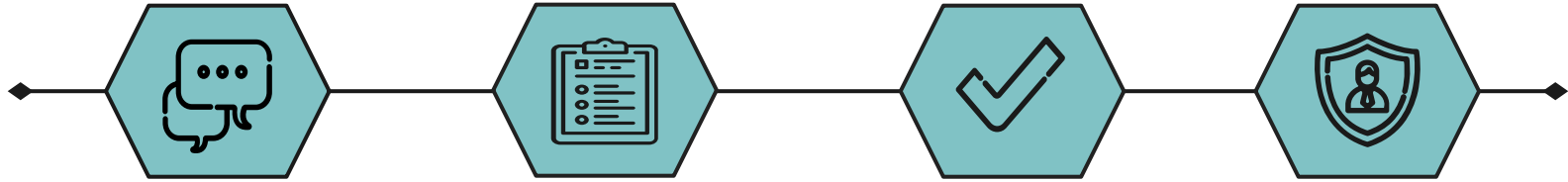


ABOUT THE FIRM

- 35 years of Executive Searches
- 1,600+ searches
- 100+ Nationwide Associates
- Local Team works with Nat'l Recruiting Network 32
- Comprehensive Community Engagement
- Research & Analytics

HYA SEARCH PROCESS

All Board members and other authorized users will have access to a personalized and private portal which will serve as a hub for up to date information, links, and documents related to the superintendent search, organized by phase.



I. ENGAGE

- Planning meeting with Board
- Survey
- Focus group calendar
- Board interview schedule

II. RECRUIT

- Job posting
- Advertising links
- Resumes
- Contact lists
- Outreach via Networks

III. SELECT

- Interview protocols
- Interview calendar
- Finalist feedback forms

IV. TRANSITION

- Transition Dashboard
- Coaching/mentoring documents

- Board members have all Associate contact information and can reach out anytime 24/7.
- HYA Corporate Headquarters office is available Monday-Friday 8 a.m. - 5 p.m.
- Please contact any Board Member of previous searches for reference information.

ENGAGE PHASE

BOARD PLANNING MEETING

BOARD INTERVIEWS

INDIVIDUAL INTERVIEWS

FOCUS GROUPS

COMMUNITY FORUMS

STAKEHOLDER SURVEY



- Leadership Profile Report
- Summary Survey
- Selection criteria and characteristics which determines candidate qualities that match the **District 158** needs

HYA's research-based approach helps you best understand the desires of your stakeholders.

Proposed
Timeline
beginning
October 2023

The Board may decide
on an alternate
calendar.

TENTATIVE SCHEDULE FOR THE HUNTLEY DISTRICT 158 SUPERINTENDENT SEARCH	
November, 2023	<ul style="list-style-type: none"> • Planning meeting with Board to determine process, finalize timeline, etc. • Individual interviews with Board members
November/December 2023	<ul style="list-style-type: none"> • Stakeholder interviews/focus groups/community forums • Open online survey to all stakeholders • Leadership Profile presented to the Board
November/December 2023	<ul style="list-style-type: none"> • Recruit candidates • HYA Interviews and screens candidates • Accepting applications from candidates • Presentation of candidates to the Board / interview workshop
January/February 2024	<ul style="list-style-type: none"> • Board first round interviews • Board determines finalist(s) • Third party due diligence background check on finalist • Board conducts final interview - IF NEEDED • Board offers contract to candidate
February/March 2024	<ul style="list-style-type: none"> • Superintendent's hiring approved and announced

RESEARCH BASED STAKEHOLDER SURVEY

	All (429)	Aasa Governing		Aasa Partner/Sponsor /Vendor (1)	Aasa Staff (26)	Other Educational Organization (21)	State Executive (17)
		Board Or Executive... (65)	Aasa Member (299)				
Demonstrate the political and analytical skills essential to working effectively with elected/appointed officials at the Federal level	51%	■	■	■	■	■	■
Have an understanding of and experience with the educational and political systems in the United States	50%	■	■	■	■	■	■
Communicate a clear, compelling vision for the future of education and AASA	48%	■	■	■	■	■	■
Have experience successfully leading mission-driven organizations, such as school systems, non-profits, or similar professional organizations	47%	■	■	■	■	■	■
Assess educational trends and policy issues accurately and effectively; synthesize the information, identify and implement solutions; and communicate the information	35%	■	■	■	■	■	■
Create a climate of trust and mutual respect to ensure stakeholders are involved in the decision making process	32%	■	■	■	■	■	■

Survey Results

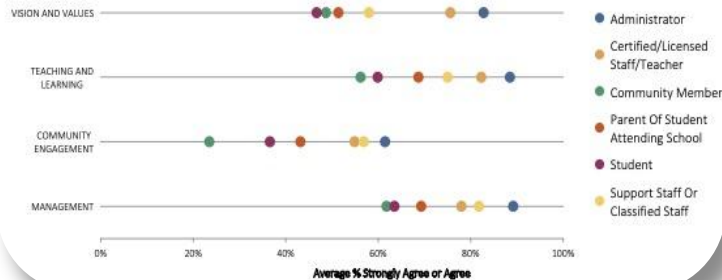
State of the District

ANALYSIS

State of the District Summary

Respondents rated statements related to the state of the district on a scale of 1 (Strongly Disagree) to 5 (Strongly Agree). Each statement corresponds to one of the following constructs: Vision & Values, Teaching & Learning, Community Engagement, and Management. Overall results are presented below; results for individual items are reported in the appendix.

State of the District Results by Constituent Group



RESEARCH BASED

Assess strategies that have been proven to have the greatest likelihood of affecting student learning.

AUDIENCE REFERENCED

Designed to compare and rank survey takers in relation to one another or within subgroups.

VARIOUS LANGUAGES

Focus Groups

HOW WE FACILITATE YOUR FOCUS GROUPS

Versatile Meeting Formats

- Face to face
- Virtual
- Various locations
- Email feedback

Flexible Meeting Times

- Morning/Afternoon/Evening
- Weekday/Weekend

Potential Focus Groups

- Parents
- Certified staff / Support staff
- Administrators
- Labor Partners
- Business partners/other businesses
- Equity Advisory & LCAP Committees
- Booster clubs/PTO's
- High school students
- Others as recommended by the Board

Diverse & Inclusive

- Seek to reach ALL community members and stakeholders
- Coordinated for various ³⁷ languages



Find a Job on HYA Website - the "Go-To" site for Administrators



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Find a Job



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Superintendent – Mosinee School District, WI HYA

Superintendent or CEO Midwest

Superintendent or CEO



Superintendent – Virginia Beach, VA HYA

Superintendent or CEO Southeast

Superintendent or CEO



Superintendent – Yorkville, IL HYA

Superintendent or CEO Midwest

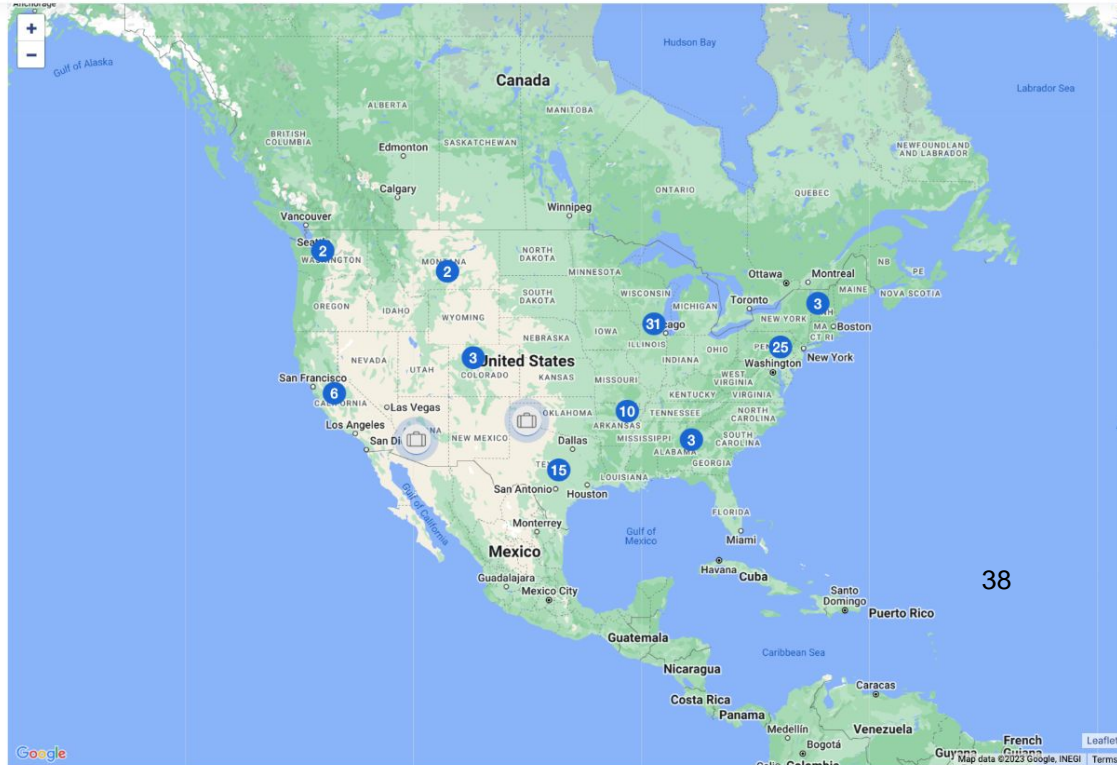
Superintendent or CEO



Director of Human Resources – Fenwick High School, IL HYA

Director Midwest

Human Resources

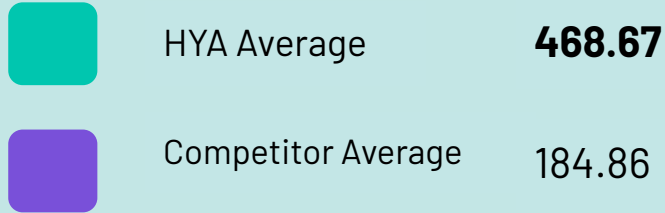


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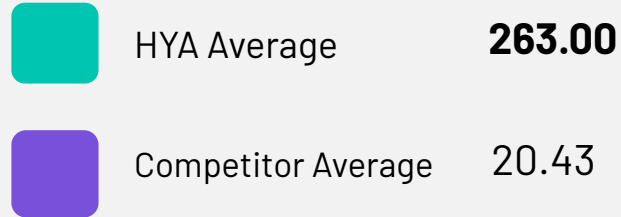
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THE HYA RECRUITING ADVANTAGE

Average # of Followers per Network



Average Public Engagements



- 21,360 email subscribers to our Monthly Newsletter
- 41,000 unique users on our website **Find a Job** page since Jan 1, 2023
- Candidate Profile System - 5,576 Registered Candidates
- We work with superintendents as a result of our Strategic Planning, Equity, and Executive Coaching Collaboratives.
- Our associates lead the Urban Supt's Academy and Aspiring Supt's Academy for AASA.
- 130 practicing associates
- Advertising/Visibility Analytics
- Organization leaders

HYA “WALKS THE TALK OF EQUITY”

THE HYA COMMITMENT:

Each candidate we slate regardless of race, ethnicity, gender, or sexual preference must have recent, relevant, and demonstrated experience in successfully improving achievement outcomes for all students.

ALAS



Association of Latino Administrators & Superintendents

NABSE



TM

National Alliance of Black School Educators

AASA

THE SCHOOL SUPERINTENDENTS ASSOCIATION



[Example equity interview questions.](#)



National Women's Leadership Consortium

Consortium I
District & School Operations
Leadership Development



The Aspiring Superintendents Academy® for Latino and Latina Leaders

Academy I
Equity Leadership Development



Urban Superintendents Academy

Academy I
Leadership Development

HYA has the nation's top equity education professionals.

HYA's expert associates advise the firm and one another on best practices, research and policy.

40

[See our Associates' Work & Link to our Website](#)

Guarantees

- We will stay with you until right match is found
- We do not recruit superintendents who we place during their contract period with your district
- We will conduct a new search with no charge if the new superintendent leaves within the 1st year
- We will price match any proposal for similar services



HYA | HAZARD
YOUNG
ATTEA
ASSOCIATES

We look forward to partnering with you!



Ken Arndt

Email: kenarndt@hyasearch.com

Cell: 847-456-2738

Jane Westerhold

Email: janewesterhold@hyasearch.com

Cell: 847-772-3219

42

Presentation and Proposal

for



Huntley CSD 158

October 19, 2023

43

**We are the only organization
whose primary goal is to serve
Illinois Boards of Education and
Illinois public schools.**

44

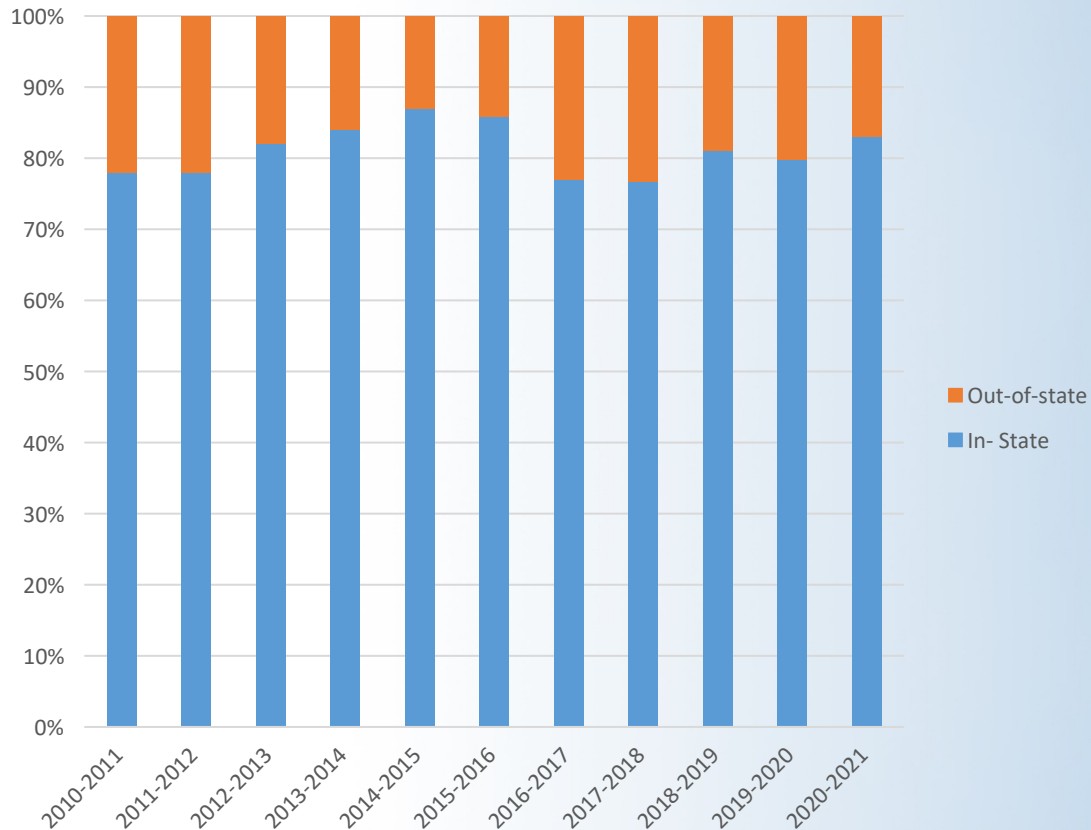


- **THE** market leader in Illinois for superintendent searches—enhanced by strong national presence and network
- 60 years of executive search experience and 300+ years of combined consultant experience in education
- Network, reputation, and process allow us to attract a consistently strong pool of candidates.
- IASB’s *Foundational Principles of Effective Governance* are the board’s job description: **“The board employs a superintendent.”**

45



IASB Executive Searches Nationwide



Our active participation in the *National Affiliation of Superintendent Searchers* (NASS) creates a nationwide network that enhances our national presence and expands your candidate pool.

46

Attracting/Recruiting Diverse, Top-Quality Candidates

- Extensive professional association activities/networking across **Illinois** (e.g., IASA, IASBO, IPA, Professional Advancement Seminars)
- Robust nationwide reach/network (e.g., National Affiliation of Superintendent Searches, AASA Job Central)
- Exclusive professional network of 8,000+ educational leaders (current and aspiring supts) who have requested to receive our vacancy notices

Advertising



❖ Fee for standard search for Huntley CSD158 :	\$ 10,400
❖ Fee with recommended optional services:	\$ 13,400

- Establish collaboration with dedicated **SEARCH CONSULTANT and CO-FACILITATOR**
- Clarify **SEARCH COMPONENTS** and articulate **TIMELINE**
- Administer stakeholder **SURVEYS**
- Optional/Recommended: Conduct **STAKEHOLDER FOCUS GROUPS**
(Additional fee: \$1500 for 1 consultant)

Proposed Search Components, Continued

- Articulate **IDEAL CANDIDATE PROFILE.**
- Develop **ANNOUNCEMENT OF VACANCY**
- Collect **APPLICATIONS** and verify **QUALIFICATIONS / LICENSURE**
- Analyze **APPLICATIONS / Conduct SCREENING INTERVIEWS**

50

Proposed Search Components, Continued

- Verify **REFERENCES** / conduct limited **BACKGROUND INQUIRIES**
- Finalize **SLATE OF CANDIDATES**
- Optional: Facilitate **BOARD PRACTICE INTERVIEW TRAINING**
(Additional fee: \$1,500 for 1 consultant)

51

Proposed Search Components, Continued

- Provide **INTERVIEW PREP/PROTOCOLS TRAINING**
- Optional/Recommended: Facilitate **STAKEHOLDERS WITH SEMIFINALISTS** (Additional fee: \$1500 for 1 consultant)
- Provide post-search **BOARD/SUPERINTENDENT WORKSHOP**

52

OPTIONAL SERVICES, IF SELECTED, WILL DETERMINE TOTAL FEE

- To gather up-front stakeholder feedback: Focus Groups**
(\$1500 per consultant)

- To ensure Board's confidence regarding interviews:**
Practice interview session for board (\$1500 per consultant)

- To maximize stakeholder input and give Board add'l data to inform final decision: Group interviews with semi-finalists**
(\$1500 per consultant)

53

Follow-up Training

When the search is over, IASB's service to you continues:
Complimentary training for the new board-superintendent team.



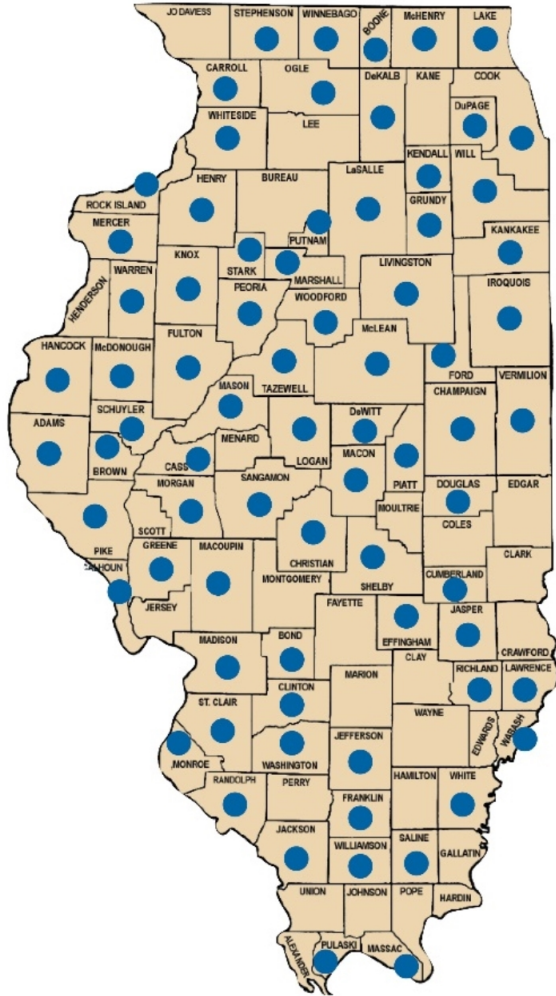
Why choose IASB?

IASB is responsible to only the Board
Retention rate (2019-2022) of 92%

Statement of Assurance and Guarantee of Services

Current consultants have led nearly 300 searches

From 2001-2023: 80 different counties &
630 school districts served in Illinois





EXECUTIVE SEARCHES

A service of the Illinois Association of School Boards

The Illinois Association of School Boards is your advocate. The Executive Searches' team is prepared and eager to partner with you to ensure Huntley Community SD 158 secures an **exceptional, best-fit leader** for its next chapter.

56

Regular Agenda

Date: Thursday, September 21, 2023

Meeting: Regular Meeting with Closed Session

Time: 6:00 PM

Location: District Office

650 Dr. John Burkey Drive

Algonquin, IL 60102

Mission Statement: Our learning community will inspire, challenge and empower all students always.

Board of Education Members: President, Mr. Andrew Bittman; Vice President, Mrs. Laura Murray; Secretary, Mrs. Gina Galligar; Mr. Sean Cratty; Mr. Michael Thompson; Mr. Paul Troy; Mr. Anthony Quagliano.

Agenda

All times are approximate. D=Discussion, R=Report, A=Action

1. **Call to Order / Roll Call (A)** (Mr. Bittman)

Call to order the Regular Meeting at 6:03p.m. A quorum must be met.

Roll Call: Ayes 6 / Absent 1 / Motion Carried

Members: Mr. Quagliano, Mr. Troy, Mr. Cratty, Mr. Bittman, Mrs. Murray, Mrs. Galligar, Mr. Thompson

2. **Closed Session / Roll Call (A)** (Mr. Bittman)

Move to enter into closed session at 6:04 p.m. as indicated in the Open Meetings Act and 5ILCS120/2c for discussion of: **(1)** The appointment, employment, discipline, performance, or dismissal of specific employees or legal counsel; **(2)** Collective negotiating matters; **(9)** Student Disciplinary; **(11)** Litigation; **(14)** Discussion of minutes of meetings lawfully closed under this Act.

Members: Mr. Quagliano, Mr. Troy, Mr. Cratty, Mr. Bittman, Mrs. Murray, Mrs. Galligar, Mr. Thompson

Roll Call: Ayes 6/ Nays 0 / Absent 1 / Motion Carried

Mr. Quagliano entered closed session @ 6:14pm

1. **Exit or Suspend Closed Session / Voice Call (A)**

Move to exit or suspend closed session at 7:15 p.m. and return to open session.

Voice Call: Ayes 7/ Nays 0/ Motion Carried

3. **Resume in Public Session / Roll Call (A)** (Mr. Bittman) *approx. 7:00 p.m.*

Resume the Regular meeting at 7:19 p.m.

Members: Mr. Quagliano, Mr. Troy, Mr. Cratty, Mr. Bittman, Mrs. Murray, Mrs. Galligar, Mr. Thompson

Roll Call: Ayes 7 / Absent 0/ Motion Carried

1. **Action as Required / Roll Call** (Mr. Bittman)

No action from the Board

Roll Call: Ayes 7/ Nays 0/Absent 0/ Motion Carried

Action: Recommendation will come from the Board.

Members: Mr. Quagliano, Mr. Troy, Mr. Cratty, Mr. Bittman, Mrs. Murray, Mrs. Galligar, Mr. Thompson

We observed a Moment of Silence for Danny Medinas Salias, a student who passed away.

4. **Pledge of Allegiance** (Mr. Bittman)

Mr. Aney with students from Raider Nation will lead us in the Pledge.

5. **Public Comment** (Mr. Bittman)

None

6. **Suspend Regular Meeting** (Mr. Bittman)

Suspend Regular Meeting to hold Budget Meeting.

Mr. Bittman moved, Mr. Quagliano 2nd

Roll Call: Ayes 7 /Nays 0/ Motion Carried

7. **Resume Regular Meeting (A)** (Mr. Bittman)

Move to resume the Regular Meeting September 21,2023 Board Meeting.

Mr. Bittman moved, Mr. Quagliano 2nd

Roll Call: Ayes 7 / Nays 0/ Motion Carried

8. Revision and Adoption of the Agenda / Voice Call (A) (Mr. Bittman)

Move to adopt the agenda as presented (or with changes).

Action: Adoption of the Agenda.

Roll Call: Ayes 7 / Nays 0/ Motion Carried

9. Superintendent's Report (R) (Ms. Lombard)

District was contacted by the State Bd of Ed and Dr. Tony Sanders came to do a site visit. All 3 campuses were visited. It was great to showcase the district. Today was the 1st early release and professional development day. There was a parent concern that was brought up about the sex ed standards. We teach comprehensive health standards. We did not adopt the revised sex ed standards. Through that there were some things uncovered with a misinterpretation in what was going to be taught that aligned with the new standards. This was a misinterpretation. Dr. MacCrindle and Ms. Lombard discussed with that staff member and those standards will not be taught and any curriculum changes need to go through curricular review. This issue is resolved. Opt out communication will be forthcoming. Regarding the strategic plan, ways to get more student voice, other districts have had student ambassadors with the board. Ms. Lombard would like to implement a student update.

Recommendation: For informational purposes only.

10. Assistant Superintendent for Learning and Innovation Report (R) (Dr. MacCrindle)

Staff at ECC focused on family learning, parents did a make and take activity. K-12 special services staff focused on curriculum. K-8 worked on behavior management and CHAMPS, High School staff dove into STAR assessments and walk-through data from admin regarding behavior management. LIGHT staff focused on goal setting. Paras and non-certified staff focused on GCN training. MTSS data meetings are occurring to discuss student results and supports that need to be put in place.

Recommendation: For informational purposes only.

11. Assistant Superintendent of Special Services (R) (Mrs. Gill)

Special Services will be providing general department updates. LIGHT steering meeting vision was discussed and there is a follow-up with the regional office of education. Next meeting is 10/4. The SEAC meeting was a time to discuss the vision and key priority areas. Next meeting is on 10/18. Admin is working to get Special Olympics going at least at the middle school level with the support of admin and some interested family members.

Recommendation: For informational purposes only.

12. Assistant Superintendent of HR Report (R) (Dr. Zehr)

Hats off to the HR team and payroll to be sure that employee pay raises were correct. IMRF report was presented. Administrator and teacher salary reports were also presented. These will be on the website soon. Registration for health screenings will be soon.

Recommendation: For informational purposes only.

13. Community Relations & Student Outreach (Mrs. Murray, Mr. Thompson, Mr. Cratty)

1. Freedom of Information Act (FOIA) Requests (R) (Mrs. Murray)

A monthly report on the FOIA requests is provided in the packet.

Mrs. Barr reported that in order to remain transparent, she is exploring ways to publish FOIA requests and results. She will be bringing something back to the Board in October.

Recommendation: For informational purposes only.

14. President's Report (Mr. Bittman)

(Mr. Bittman)- parent teacher advisory committee, several dozen have been received. The enrollment period is still open. Mrs. Galligar will be resigning as of tomorrow. The Regional Office of Education will be contacted and next steps for a replacement will be published soon. Mr. Bittman made some comments.

2. **Board Discussion (D)** (Mr. Bittman)

The Board will discuss new business items.

15. **Consent Agenda (A)** (Mr. Bittman)

All of the following Consent Agenda items have gone through the Committee of the Whole. Prior to adoption, revisions are presented here.

Mr. Quagliano, Mr. Troy, Mr. Cratty, Mr. Bittman, Mrs. Murray, Mrs. Galligar, Mr. Thompson

Mr. Bittman Moved, Mr. Cratty 2nd.

Roll Call: Ayes 7/ Nays 0 / Motion Carried

Recommendation: Seeking approval and adoption of the Consent Agenda as follows:

3. **Board of Education** (Mr. Bittman)

1. **Minutes (A)**

The following minutes were presented for approval.

Minutes for 8/03/23 Committee of the Whole meeting, 8/03/23 Special Meeting, and 8/17/23 Regular Meeting with Closed Session.

Recommendation: Seeking approval by the Board as presented.

4. **Human Resources Committee** (Mr. Cratty, Mr. Bittman, Mrs. Galligar)

1. **HR Personnel (A)** (Dr. Zehr)

Dr. Zehr approval of the personnel reports provided and reviewed by the Board, which include explanation for resignations, retirements, terminations, employment, contract revisions, and leave requests, as presented.

Recommendation: Seeking approval by the Board as presented.

5. **Finance Committee** (Mr. Quagliano-chair, Mr. Bittman, Mr. Thompson)

1. **Payables (A)** (Mr. Altmayer)

Mr. Altmayer sought approval of the Purchase Orders issued at \$1,479,861.84; Accounts Payable issued at \$14,820.00; Imprest issued at \$116,127.48 and Disbursements issued at \$11,556,924.39, as presented.

Recommendation: Seeking approval by the Board as presented.

2. **Revenue Contracts (A)** (Mr. Altmayer)

Mr. Altmayer sought approval of the revenue contract for the Chesak Elementary fundraiser.

Recommendation: Seeking approval by the Board as presented.

6. **Buildings and Grounds Committee** (Mr. Troy-chair, Mr. Quagliano, Mr. Cratty)

1. **Change Order for Abbey Paving (A)** (Mr. Renkosik)

Mr. Renkosik presented Change order #1 to Abbey Paving for pavement improvements at Marlowe Middle School.

Recommendation: Seeking approval by the Board as presented.

2. **Change Order for Hargrave Builders (A)** (Mr. Renkosik)

Mr. Renkosik presented Change order #1 to agreement with Hargrave Builders for Huntley High School Foods Lab Renovation.

Recommendation: Seeking approval by the Board as presented.

7. **Policy Committee (A)** (Mrs. Bittman, Mr. Quagliano, Mrs. Murray)

1. **Policy Updates**

Press Policy Revision - Second Reading

Recommendation: Seeking approval by the Board as presented.

16. **Action Items / Roll/ Voice Call** (Mr. Bittman)

Action items require a motion and a second; discussion if needed; and roll or voice call.

a. **Supplemental Purchase Orders (A)** (Mr. Altmayer)

Administration recommends approval of the Supplemental Purchase Orders Report at \$2,805,538.58 and Supplemental Accounts Payable at \$20,784.65 as presented.

Mr. Bittman moved, Mr. Quagliano 2nd

Roll Call: Ayes 7/ Nays 0 / Motion Carried

Recommendation: Seeking approval by the Board as presented.

b. **Strategic Planning Measures (A)** (Ms. Lombard)

Ms. Lombard presented updates to the 2023/2024 Strategic Planning Measures and Indicators for

approval.

Mr. Bittman moved, Mrs. Galligar 2nd

Roll Call: Ayes 7/ Nays 0 / Motion Carried

Recommendation: Seeking approval by the Board as presented.

c. **FY24 Budget (A)** (Mr. Altmayer)

Mr. Altmayer sought approval of the FY24 Budget as presented at the Budget Hearing earlier this evening.

Roll Call: Ayes (5) Mrs. Galligar, Mr. Thompson, Mrs. Murray, Mr. Bittman, Mr. Quagliano / Nays (2) Mr. Troy, Mr. Cratty / Motion Carried

Recommendation: Seeking approval of the Board as presented.

Mr. Altmayer will seek approval of the FY24 Budget as presented at the Budget Hearing earlier this evening. Mr. Bittman motioned to pull out the library grant out of the budget since there are strings attached to the money and it is important that the board understand how this will be sent. He wants to understand how the district will spend this money. Tabled to another meeting. Mr. Quagliano asked why the money couldn't still be in the budget with conditions. Mr. Bittman commented that he thinks board members should have the chance to read the bill. Mr. Troy asked about where we are in the process. More information will be brought back. Mr. Bittman withdrew the motion. Mrs. Murray asked what the age for the ALA is. Dr. MacCrindle will look into this. Mr. Bittman asked for discussion about the amount of levy. The focus should be on the expense side of the budget since the levy will be voted on in December. Mr. Quagliano is concerned that this vote is on the budget. This is not necessarily an abatement. Mr. Quagliano asked if this budget should be contingent on an abatement. Mr. Bittman asked that to reduce the healthcare claim expense in order to possibly create a lower abatement. Mr. Bittman moved to have the health claim expense lower and to have everything else the same. Mr. Thompson second, Galligar yes, Troy no, Quagliano yes, Thompson yes, Cratty no, motioned passed.

17. **Public Comment** (Mr. Bittman)

As per Policy 2:230, public comment can be made during this portion of the meeting. The members of the public and district employees may comment on or ask questions of the Board, subject to reasonable constraints.

Ms. Stelzner- questions about the budget and the levy. Does moving a million dollars out of healthcare mean that the money is no longer there? Mr. Bittman assured Ms. Stelzner that money is there for healthcare.

18. **Adjournment (A)** (Mr. Quagliano)

Members: Mr. Quagliano, Mr. Troy, Mr. Cratty, Mr. Bittman, Mrs. Murray, Mrs. Galligar, Mr. Thompson
Motion to adjourn the meeting at 9:27 p.m.

Voice Call: Ayes 7 / Nays 0/ Motion Carried

Finance Agenda

Date: Thursday, September 7, 2023

Meeting: Committee of the Whole with Closed Session

Time: 6:00 PM

Location: District Office

650 Dr. John Burkey Drive

Algonquin, IL 60102

Mission Statement: Our learning community will inspire, challenge and empower all students always.

Board of Education Members: President, Mr. Andrew Bittman; Vice President, Ms. Laura Murray; Secretary, Ms. Gina Galligar; Mr. Sean Cratty; Mr. Michael Thompson; Mr. Paul Troy; Mr. Anthony Quagliano.

Agenda

All times are approximate. D=Discussion, R=Report, A=Action

1. **Call to Order / Roll Call (A)** (Mr. Bittman)

Call to Order the Committee of the Whole meeting for Thursday, September 7, 2023 at 6:02p.m.

A quorum was met.

Roll Call: Ayes 7 / Absent 0 / Motion Carried

Members: Mr. Quagliano, Mr. Troy, Mr. Cratty, Mr. Bittman, Mrs. Murray, Mrs. Galligar, Mr. Thompson

2. **Pledge of Allegiance** (Mr. Bittman)

Mr. Cole Popenhagen introduced the following students who lead us in the Pledge.

Caroline Malicki, Avery Weinberg and Joseph Zimmerman.

3. **Public Comment**

As per Policy 2:230, public comment can be made during this portion of the meeting. The members of the public and district employees may comment on or ask questions of the Board, subject to reasonable constraints.

Julia Stelzner: Made a public comment regarding the superintendent search. She was curious about updates and the status of the search. School board seat vacancy and would like a status update regarding that as well. She would like transparent and open communication as possible.

4. **Revision and Adoption of the Agenda (A)** (Mr. Bittman)

Request to move Item #13, Public Comment to Item #11 before Closed Session.

Motion: Mr. Bittman / Seconded: Mr. Quagliano

Voice Call: Ayes 7 Nays 0 Absent 0 Motion Carried

Recommendation: Seeking approval of the agenda.

5. **Special Education Committee** (Mrs. Galligar-chair, Mr. Troy, Mrs. Murray)

1. **Special Ed Update (R)** (Mrs. Gill)

Students from Huntley High School job skill class will share their entrepreneurial experiences.

Recommendation: For Informational Purposes only.

Students from Huntley High School job skill class will share their entrepreneurial experiences. Mr.

Copenhagen presented 3 students who discussed their candle business. Students are making candles, interacting with the community and selling the candles. Students will be selling candles at the Huntley Farmers Market 9/16/23.

6. **Finance Committee** (Mr. Quagliano-chair, Mr. Bittman, Mr. Thompson)

1. **Payables (A)** (Mr. Altmayer)

The Finance Committee submitted purchase orders at \$1,479,861.84; imprest checks at \$116,127.48; accounts payable at \$14,820.00; and disbursements issued at \$11,556,924.39; for review and seeking approval to move forward.

Recommendation: Seeking approval of the Board at their next Regular meeting.

2. **Monthly Fiscal Updates (R)** (Mr. Altmayer)

Mr. Altmayer provided the monthly fiscal updates and the Activity Fund Balance Report.

Recommendation: For informational purposes only.

3. **Revenue & Expenditures Report (R)** (Mr. Altmayer)

Monthly report for review and comment.

Recommendation: For informational purposes only.

4. **Revenue Contracts (A)** (Mr. Altmayer)

Mr. Altmayer sought approval of the fundraising contracts as presented.

Recommendation: Seeking approval of the Board of Education at their next regular meeting.

7. **Building and Grounds (B&G) Committee** (Mr. Troy-chair, Mr. Quagliano, Mr. Cratty)

1. **O&M Updates (R)** (Mr. Renkosik)

Mr. Renkosik reported on O&M project updates.

All projects are completed minus a couple. Custodial contractor is running very well. Mr. Troy asked about the bus lot. It is fully functional and ready for testing.

Recommendation: For informational purposes only.

2. **Change Order for Abbey Paving (A)** (Mr. Renkosik)

Mr. Renkosik presented Change order #1 to Abbey Paving for pavement improvements at Marlowe Middle School. The paving contractor for the Marlowe/Martin Parking Lot suggested a reduction in the gravel mix which provided a substantial credit. There were additional curbs and sidewalks that needed replacement due to damage which will be covered by the credit. The Change Order will be moved forward on consent agenda at the next Regular meeting. The paving contractor for the Marlowe/Martin Parking Lot suggested a reduction in the gravel mix which provided a substantial credit. There were additional curbs and sidewalks that needed replacement due to damage which will be covered by the credit. The Change Order will be moved forward on consent agenda at the next Regular meeting.

Recommendation: Seeking approval at the next Regular Meeting.

3. **Change Order for Hargrave Builders (A)** (Mr. Renkosik)

Mr. Renkosik presented Change order #1 to agreement with Hargrave Builders for Huntley High School Foods Lab Renovation. We did not have to take out as much concrete as previously thought so we received a substantial credit.

Underground sewer lines for the HHS Foods Lab Renovation that needed to be connected for the reconfiguration was close enough that a lesser amount of underground piping needed to be removed thought which provided a credit for the project. Minor improvements were completed to improve accessibility of the work stations beyond code. The Change Order will be moved forward on consent agenda at the next Regular meeting.

Recommendation: Seeking approval at the next Regular Meeting.

8. **Legislation/Policy Committee** (Mr. Bittman, Mr. Quagliano, Mrs. Murray)

1. **Legislation Updates (R)**

Mr. Bittman sat in an IASB seminar regarding use of artificial intelligence (AI) in education and reported potential policy updates/changes coming from IASB soon. Ms. Lombard stated Dr. MacCrimble and another administrator will be attending a workshop on this subject and will start a committee with staff members regarding potential use in the classrooms.

9. **Board Discussion (D)** (Mr. Bittman)

The Board will discuss new business items.

1. Board will discuss "Next Step Items" from Starting Right Board Self-Evaluation Workshop.

Mr. Bittman reported three action items as a result of the self-evaluation workshop: (1) Evaluate how meetings are run and the effectiveness; (2) Board members will give input to Ms. Lombard and Cabinet regarding Strategic Planning and what they would like to see from the District; (3) More community engagement / Town Hall meetings regarding Strategic Planning and more for better two-way communications.

10. **Board of Education** (Mr. Bittman)

1. **Minutes (A)**

Minutes for 8/03/23 Committee of the Whole meeting, 8/03/23 Special Meeting, and 8/17/23 Regular Meeting with Closed Session to be moved forward on consent agenda at the next Regular meeting.

Recommendation: Seeking approval at the next Regular Meeting.

2. **6 Day Enrollment (R)** (Ms. Lombard)

2023/24 school year = 8,469; Last Day Enrollment for 2022/23 was 8,661 indicating some growth
2022/23 school year = 8,548
2021/22 school year = 8,630
2020/21 school year = 8,842

Ms. Lombard will provide the Board with the 6-day enrollment numbers.

Recommendation: For informational purposes only.

3. Strategic Planning Measures (A) (Ms. Lombard)

Ms. Lombard indicated the District is in year four of the Strategic Plan. Four key long-term outcomes were discussed: (1) All students achieve personal growth and development; (2) All students are prepared to achieve lifelong goals; (3) All students learn in environments that are safe, secure and supportive; and (4) The District remains sustainable to meet the needs of students and the community.

Dr. MacCrindle reported on the Curriculum goals: (1) Increase the percentage of students demonstrating proficiency on the Reading IAR assessment; (2) Increase the percentage of students demonstrating growth on the Reading IAR assessment; (3) Increase the percentage of students demonstrating proficiency on the Reading SAT assessment; and (4) Develop a K-12 Literacy Action Plan aligned to the Illinois Literacy Plan.

Mrs. Gill presented goals for the Special Services Department: (1) Develop and initiate a review of the special education curriculum in reading and math; (2) Complete a review of the school district's continuum of special education services and provide recommendations for the delivery of services; (3) Lead a steering committee tasked with designing a comprehensive plan outlining steps for implementation of the D158 Transition Center and securing a permanent location for the LIGHT Program; and (4) Facilitate and engage families in special education-specific events to foster input, partnerships, and family involvement.

Dr. Zehr reported on Human Resources goals: (1) Use a Climate and Culture survey to identify two areas of growth related to staff support; (2) Use a comprehensive professional development model to ensure staff receive targeted professional development; and (3) Develop a needs-based support framework to guide staffing allocation decisions.

Mrs. Barr presented goals for the Communications Department: (1) Develop a comprehensive communication plan for the district; (2) Engage families in two-way communication by establishing parent advisory committees at each school, as well as, a district parent advisory steering committee; and (3) Develop community partnerships to increase the number of school and district volunteers.

Mr. Altmayer reported on the Fiscal Services Department goals: (1) Ensure the District will meet or exceed State fiscal health guidelines and return to Recognition Status; (2) Create and implement a process to allocate resources to reflect the strategic goals; and (3) Continue to identify and implement operational efficiencies throughout the District.

Ms. Lombard presented overall student goals for the District: (1) Decrease the percentage of chronically absent students; Conduct an assessment of the environment at the high school through a biased based bullying survey; and (3) Complete a comprehensive review of the District's behavior management practices including a review of discipline data, expectations, interventions and supports, responses, re-engagement practices, and professional develop. A revamped Student Code of Conduct will be completed to be fully implemented for the 2024-25 school year with input from administration, staff, parents, and students.

A few changes will be made as requested to the 2023/2024 Strategic Planning Measures and Indicators and will then be moved forward as an action item at the next Regular meeting.

Ms. Lombard will present the 2023/2024 Strategic Planning Measures and Indicators for approval.

Recommendation: The Administration's seeking approval from the BOE at their next Regular Meeting.

4. Parent/Teacher Advisory Committee (R) (Ms. Lombard)

Ms. Lombard provided information on the District's plan to create an enhanced Parent-Teacher Advisory Committee.

Recommendation: For informational purposes only.

The Parent-Teacher Advisory Committee would meet on a quarterly basis – October, January, March, and May to discuss required topics including: School Bus Safety policies, procedures, student handbooks; Student Discipline policies, procedures, student handbooks including Bullying; Reciprocal Reporting; Disruptive Classroom Behavior; and Administering Medications in Schools.

The Committee would be comprised of administrators, teachers, parents, and Board members. As the format would follow the Open Meetings Act; any number of Board members may attend. An application will be sent to all parents and teachers seeking representation.

Recommendation: For informational purposes only.

11. Closed Session / Roll Call (A) (Mr. Bittman)

Move to enter into Closed Session at 7:44 p.m. as indicated in the Open Meetings Act and 5ILCS120/2c for discussion of: (1) The appointment, employment, discipline, performance, or dismissal of specific employees or legal counsel; (2) Collective negotiating matters;(9) Student Disciplinary; (11) Litigation; (14) Discussion of minutes of meetings lawfully closed under this Act.

Roll Call: Ayes 7/ Nays 0/ Absent 0/ Motion Carried

1. **Exit Closed Session / Voice Call (A)** (Mr. Bittman)

12. **Resume in Public Session / Roll Call (A)** (Mr. Bittman)

Resume the Committee of the Whole meeting at 9:42 p.m.

Mr. Quagliano, Mr. Troy, Mr. Cratty, Mr. Bittman, Mrs. Murray, Mrs. Galligar, Mr. Thompson

Mr. Bittman moved, Mr. Quagliano 2nd

Roll Call: Ayes 7/ Absent 0/ Motion Carried

13. **Public Comment** (Mr. Bittman)

As per Policy 2:230, public comment can be made during this portion of the meeting. The members of the public and district employees may comment on or ask questions of the Board, subject to reasonable constraints.

14. **Adjournment (A)** (Mr. Bittman)

Motion to adjourn the meeting at 9:43 p.m.

Voice Call: Ayes 7 Nays 0/ Motion Carried

Special Agenda

Date: Thursday, September 21, 2023

Meeting: Budget Hearing

Time: 7:15 PM

Location: District Office

650 Dr. John Burkey Drive

Algonquin, IL 60102

Mission Statement: Our learning community will inspire, challenge and empower all students always.

Board of Education Members: President, Mr. Andrew Bittman; Vice President, Mrs. Laura Murray; Secretary, Mrs. Gina Galligar; Mr. Sean Cratty; Mr. Michael Thompson; Mr. Paul Troy; Mr. Anthony Quagliano.

Agenda

All times are approximate. D=Discussion, R=Report, A=Action

1. **Call to Order / Roll Call (A)** (Mr. Bittman)

Call to order the Regular Meeting at 7:26p.m. A quorum must be met.

Roll Call: Ayes 7 / Absent 0 / Motion Carried

Members: Mr. Quagliano, Mr. Troy, Mr. Cratty, Mr. Bittman, Mrs. Murray, Mrs. Galligar, Mr. Thompson

2. **Budget Hearing** (Mr. Altmayer)

The FY24 Budget Hearing Notice for Publication was given to the *Daily Herald* by the Board of Education of Huntley Community School District 158 of McHenry and Kane Counties, Illinois, and according to 105ILCS 5/17-1, the said budget was on file and conveniently available for public inspection on 8/17/24 at 650 Dr. John Burkey Drive, Algonquin, Illinois in this school district for the past thirty days. Mr. Altmayer will present the Proposed FY24 Budget.

Recommendation: Mr. Altmayer will present and seek action during the Regular Meeting on September 21, 2023

3. **Public Comment as Per Policy 2:230**

The members of the public and district employees may comment on or ask questions of the Board, subject to reasonable constraints. (Forms are available at the agenda table. Please submit, prior to the meeting to the Board President or Secretary.)

Julia Stelzner: Question about the budget, has there been any comparison about cost increases for how much it costs to run the school regardless of the enrollment? Was that considered? While we are spending less per student, costs are still going up, are we considering basic inflation versus other costs. Regarding insurance, are we looking at the quality of insurance? She wants the humanity of that to be considered.

4. **Adjournment (A)** (Bittman)

Motion to adjourn the meeting at 8:08p.m.

Voice Call: Ayes 7/ Nays 0/ Motion Carried

**Huntley Community School District 158 – Board of Education
Personnel Report
October 19, 2023**

Certified

Replacements	Location	Name	Salary	Effective Date
Teacher/Dual Language	Marlowe	Sofia Larsen (N)	B0 \$34,990.68 (prorated to 158 days)	September 18, 2023
Teacher/Special Education	High School	Natalie Gielarowski (N)	M0 \$58,065.00 (prorated to 150 days)	September 28, 2023

Resignations	Location	Name	Salary/Reason	Effective Date
Guidance Counselor	Marlowe	Jennifer Schullo	\$71,848.08/Voluntary	September 22, 2023
Instructional Coach/ Multilingual	All Buildings	Jacalyn Rubio	\$69,117.00/Voluntary	September 29, 2023
Teacher/Math	High School	Marta Sobey	\$54,573.42/Voluntary	December 22, 2023

Educational Support

Replacements	Location	Name	Salary	Effective Date
Elementary Supervisor	Chesak	Elizabeth Borkowski (N)	\$15.25 per hour	October 2, 2023
Elementary Supervisor	Leggee	Emma Samonek (N)	\$15.25 per hour	September 20, 2023
Paraprofessional	Leggee	Skyler Massow (N)	\$16.50 per hour	October 16, 2023
Cook	Marlowe	Dorota Rychtarczyk (N)	\$15.25 per hour	October 10, 2023
Cook	High School	Christina Busby (N)	\$15.25 per hour	October 10, 2023
Bus Aide	Transportation	Megan Shaw (N)	\$15.25 per hour	October 4, 2023
Bus Aide	Transportation	Bonnie Ladwig (T)	\$15.25 per hour	October 10, 2023
Bus Driver	Transportation	Michelle Sideris (N)	\$20.75 per hour	September 22, 2023
Bus Driver	Transportation	Shawn Maya (N)	\$20.75 per hour	October 3, 2023

Change in Assignment, Status or Position	Location	Name	Salary	Effective Date
Data Manager	District Office	Ryan Kunde	\$92,000.00	October 20, 2023
Data Technician	District Office	Robert Kefauver	\$62,000.00	October 20, 2023

Resignations	Location	Name	Salary/Reason	Effective Date
Bus Aide	Transportation	Shari Williams	\$15.25 per hour/Voluntary	September 22, 2023
Bus Aide	Transportation	Melissa Rehberger	\$15.25 per hour/Voluntary	October 4, 2023
Cook	High School	Lydia Brandt	\$15.75 per hour/Voluntary	September 26, 2023

**Huntley Community School District 158 – Board of Education
Personnel Report
October 19, 2023**

Extra-Curricular

Sport/Activity	Home School	Name	Amount	Effective
9 th Grade Class Sponsor	High School	Melinda Chamberlain	\$2,163.00	2023-24 School Year
10 th Grade Class Sponsor	High School	Rebecca Davison	\$2,940.00	2023-24 School Year
11 th Grade Class Sponsor	High School	Samantha Johnson	\$2,163.00	2023-24 School Year
12 th Grade Class Sponsor	High School	Courtney Fulton	\$2,271.00	2023-24 School Year
After School Choir	High School	Lauren Eakes-Loving	\$1,728.00	2023-24 School Year
Art Club	High School	Bridget Regan	\$2,349.00	2023-24 School Year
Baking Club	High School	Jaclynn Avner	\$1,790.00	2023-24 School Year
Band (Jazz)	Heineman	Rick Rohde	\$2,893.00	2023-24 School Year
Band (Pep)	High School	Daniel Jack	\$1,728.00	2023-24 School Year
Band Director	High School	Daniel Jack	\$3,607.00	2023-24 School Year
Buddies Club	Marlowe	Cynthia Fitzgerald	\$1,627.00	2023-24 School Year
Buddies Club	High School	Shannon Vanek	\$1,790.00	2023-24 School Year
Chess Club	High School	Nicholas Glowaty	\$3,211.00	2023-24 School Year
Choral Director	High School	Lauren Eakes-Loving	\$3,156.00	2023-24 School Year
Community Service Club	Marlowe	Lindsay Sara	\$2,773.00	2023-24 School Year
Contest Theatre	High School	Christine DeFrancesco	\$2,940.00	2023-24 School Year
Drone Club	High School	Jack Towne	\$864.00	2023-24 School Year
Environmental Club	High School	Silvana Younana-Shawil	\$1,549.00	2023-24 School Year
Fishing Club Asst	High School	Andrew Weigand	\$1,996.00	2023-24 School Year
Fishing Club Head	High School	Erik Lachel	\$3,403.00	2023-24 School Year
Fresh/Soph One Acts Director	High School	Christine DeFrancesco	\$1,987.00	2023-24 School Year
Gay-Straight Alliance (GSA)	High School	Amanda Flight	\$1,172.00	2023-24 School Year
Health Occupation Students of America (HOSA)	High School	Colline Wise	\$1,627.00	2023-24 School Year
Math Team (Asst)	High School	Anne Price	\$1,815.00	2023-24 School Year
Math Team (Head)	High School	Laura Jenkins	\$3,403.00	2023-24 School Year
Mock Trial Sponsor	High School	Cindy Fuhrer	\$1,517.00	2023-24 School Year

**Huntley Community School District 158 – Board of Education
Personnel Report
October 19, 2023**

Model United Nations	High School	Todd Swartzloff	\$1,172.00	2023-24 School Year
Musical Director (Asst) Pit	High School	Jeff Rollins	\$1,728.00	2023-24 School Year
Musical Director (Head)	High School	Lauren Eakes-Loving	\$3,278.00	2023-24 School Year
Newspaper	High School	Dennis Brown	\$2,940.00	2023-24 School Year
NHS Advisor	High School	Jenna Gaudio	\$2,163.00	2023-24 School Year
NHS Advisor	High School	Megan Wheeler	\$2,163.00	2023-24 School Year
Orchesis (Dance) Head	High School	Cadence Niccum	\$1,627.00	2023-24 School Year
Orchestra Director	High School	Jeff Rollins	\$3,314.00	2023-24 School Year
Red Raider Robotics – Asst	High School	Jason Cooper	\$1,728.00	2023-24 School Year
Red Raider Robotics – Asst	High School	Renee Fowler	\$1,728.00	2023-24 School Year
Red Raider Robotics/ Engineering Club - Head	High School	Michelle Zietlow	\$2,893.00	2023-24 School Year
Scholastic Bowl (Asst)	High School	Allison Tuleo	\$1,996.00	2023-24 School Year
Scholastic Bowl (Head)	High School	Anne Sharkey	\$3,403.00	2023-24 School Year
Ski Club Sponsor	High School	Bridget Regan	\$1,996.00	2023-24 School Year
Ski Club Sponsor	High School	Angela Zaleski	\$2,349.00	2023-24 School Year
Speech (Head)	High School	Max Green	\$4,556.00	2023-24 School Year
Technical Theater Club	High School	Stuart Wilson	\$1,627.00	2023-24 School Year
Thespian Troupe Club	High School	Christine DeFrancesco	\$1,289.00	2023-24 School Year
Thespian Show Sponsor	High School	Christine DeFrancesco	\$4,289.00	2023-24 School Year
TV Production Sponsor	High School	Lauren Teeter	\$2,499.00	2023-24 School Year
Yearbook	High School	Lauren Teeter	\$2,940.00	2023-24 School Year
Zoology Club	High School	Kathy Henn	\$1,790.00	2023-24 School Year
Play Director Asst (Sets)	High School	Stuart Wilson	\$1,627.00	2023-24 School Year
Play Director (Head)	High School	Christine DeFrancesco	\$4,046.00	2023-24 School Year
6-8 Young Authors Coordinator	Heineman	Tammy Carpenter	\$1,017.00	2023-24 School Year
Conley Disc Golf (Asst)	Conley	Shelby Hernandez	\$1,116.00	2023-24 School Year
Conley Disc Golf (Asst)	Conley	Alexandra Garcia	\$1,172.00	2023-24 School Year
Martin After School Band Activity	Leggee	Christian Bierma	\$1,172.00	2023-24 School Year

**Huntley Community School District 158 – Board of Education
Personnel Report
October 19, 2023**

Martin After School Band Activity	Conley	Nick Lowe	\$1,172.00	2023-24 School Year
Martin Choir Sponsor 5 th Grade	Martin	Allison Carpenter	\$1,172.00	2023-24 School Year
Martin Recycle Coordinator	Martin	Sara Meyer	\$748.00	2023-24 School Year
Martin Robotics Club	Martin	Ben Riebock	\$786.00	2023-24 School Year
7 th Grade Boys Basketball (Asst)	Heineman	Nick Margiotta	\$2,195.00	2023-24 School Year
7 th Grade Boys Basketball (Head)	Heineman	Chris Kang	\$3,997.00	2023-24 School Year
7 th Grade Girls Basketball (Head)	High School	Matthew Banas	\$2,985.00	2023-24 School Year
8 th Grade Boys Basketball (Asst)	Out of District	Jason Sneed	\$2,195.00	2023-24 School Year
8 th Grade Boys Basketball (Head)	Martin	Jeremy Finstein	\$2,985.00	2023-24 School Year
8 th Grade Girls Basketball (Asst)	Martin	Jeremy Finstein	\$2,195.00	2023-24 School Year
8 th Grade Girls Basketball (Head)	Heineman	Chris Kang	\$3,997.00	2023-24 School Year
8 th Grade Team Leader (8-1)	Heineman	Karen Fuesz	\$2,921.00	2023-24 School Year
8 th Grade Team Leader (8-2)	Heineman	Mark Stahl	\$3,048.00	2023-24 School Year
Academic Team (Head)	Heineman	Jen Saucedo	\$2,163.00	2023-24 School Year
Art Club	Marlowe	Frank Vitucci	\$2,106.00	2023-24 School Year
Band Director	Heineman	Pam Jorgensen	\$3,955.00	2023-24 School Year
Band Director	Heineman	Rick Rohde	\$3,955.00	2023-24 School Year
Chamber Orchestra	Heineman	Laura Whitaker	\$1,996.00	2023-24 School Year
Cheerleading 8 th Grade	Heineman	Madison Miguel	\$3,322.00	2023-24 School Year
Chorus Director	Heineman	Emily Moore	\$3,955.00	2023-24 School Year
Disc Golf	Heineman	Todd Ary	\$1,172.00	2023-24 School Year
Ecology Club - .5 FTE	Heineman	Pam Jorgensen	\$993.50	2023-24 School Year
Ecology Club - .5 FTE	Heineman	Lisa Franklin	\$993.50	2023-24 School Year
Foods Club Sponsor	Heineman	Sandy Curran	\$2,106.00	2023-24 School Year
Gay Straight Alliance (GSA)	Heineman	Laura Whitaker	\$586.00	2023-24 School Year
Gay Straight Alliance (GSA)	Heineman	Silvana Cantagallo	\$586.00	2023-24 School Year
Honors Choir	Heineman	Emily Moore	\$2,349.00	2023-24 School Year
Jazz Band Director	Heineman	Rick Rohde	\$2,773.00	2023-24 School Year

**Huntley Community School District 158 – Board of Education
Personnel Report
October 19, 2023**

Newspaper Club Sponsor	Heineman	Silvana Cantagallo	\$864.00	2023-24 School Year
Orchestra Director	Heineman	Laura Whitaker	\$3,361.00	2023-24 School Year
Performance Reading Sponsor	Heineman	Laura Whitaker	\$1,627.00	2023-24 School Year
Play Director (Asst)	Heineman	Laura Whitaker	\$1,815.00	2023-24 School Year
Play Director (Head)	Heineman	Pam Jorgensen	\$3,955.00	2023-24 School Year
Poms (Head)	Heineman	Jennifer Schlueter	\$3,659.00	2023-24 School Year
Poms (Asst)	Heineman	Jeannette Perreault	\$1,954.00	2023-24 School Year
Service Club (Asst)	Heineman	Margie Schneider	\$1,172.00	2023-24 School Year
Service Club (Head)	Heineman	Lisa Franklin	\$2,773.00	2023-24 School Year
Snow Hawks – Ski Club	Heineman	McKenzi Peisert	\$1,172.00	2023-24 School Year
Snow Hawks – Ski Club	Heineman	Chris Fish	\$1,289.00	2023-24 School Year
Snow Hawks – Ski Club	Heineman	Rick Rohde	\$1,289.00	2023-24 School Year
Spanish Club	Heineman	LynnAnn Petryniec	\$1,017.00	2023-24 School Year
Student Council Advisor	Heineman	Heather Wilke	\$2,504.00	2023-24 School Year
Student Council Asst	Heineman	Gabby Lundsberg	\$1,116.00	2023-24 School Year
Track (Asst)	Heineman	Chris Kang	\$2,916.00	2023-24 School Year
Track (Asst)	Conley	Jason Lebar	\$2,916.00	2023-24 School Year
Track (Asst)	Heineman	Nick Margiotta	\$2,195.00	2023-24 School Year
Track (Asst)	Marlowe	Dawn Steiner	\$2,195.00	2023-24 School Year
Track (Asst)	Martin	Jeremy Finstein	\$2,195.00	2023-24 School Year
Track Boys (Head)	Martin	Mike Ginczycki	\$3,997.00	2023-24 School Year
Track Girls (Head)	Heineman	Katy McCrystal	\$3,997.00	2023-24 School Year
Wrestling (Asst)	Heineman	Scott Francis	\$2,676.00	2023-24 School Year
Wrestling (Asst)	Marlowe	Dawn Steiner	\$2,195.00	2023-24 School Year
Wrestling (Asst)	Out of District	Nathan Schendl	\$2,195.00	2023-24 School Year
Wrestling (Head)	Martin	Mike Ginczycki	\$3,997.00	2023-24 School Year
Yearbook	Heineman	Rob Baser	\$3,955.00	2023-24 School Year
Cheerleading (Head)	Marlowe	Carrie Kourtev	\$2,985.00	2023-24 School Year

**Huntley Community School District 158 – Board of Education
Personnel Report
October 19, 2023**

Play Director	High School	Evan Neilson	\$2,910.00	2023-24 School Year
Play Director (Asst)	High School	Kim Kowalski	\$1,728.00	2023-24 School Year
Play Director (Asst)	High School	Amanda Purkeypile	\$1,728.00	2023-24 School Year
Poms (Asst)	Marlowe	Elizabeth Fishman	\$2,195.00	2023-24 School Year
Poms (Head)	Marlowe	Sarah Moran	\$3,322.00	2023-24 School Year
Lacrosse Girls (Asst)	High School	Jason Cooper	\$4,214.00	2023-24 School Year
Softball (Asst)	Heineman	McKenna Diedrich	\$4,214.00	2023-24 School Year
Softball (Asst)	Marlowe	Gretchen Schrubbe	\$4,607.50	2023-24 School Year
Play Director (Asst)	High School	Brian O’Neill	\$2,163.00	2023-24 School Year
Mackeben Yearbook Coordinator	Mackeben	Libby Blumer	\$2,271.00	2023-24 School Year

Mandated Leaves

Type	Location	Number of Staff
FMLA	Conley	1
FMLA	Leggee	1
FMLA	Marlowe	1
FMLA	Heineman	1
FMLA	High School	2
FMLA	Transportation	1
FMLA/Intermittent	Leggee	1
FMLA/Intermittent	Marlowe	1
FMLA/Intermittent	District Wide	1

Non-Mandated Leaves

Type	Location	Number of Staff
Medical	Martin	1
Medical	High School	1



Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: October 19, 2023

Subject: **Payables Reports**
Board of Education Meeting, October 19, 2023
Finance Committee

The Administration is seeking to move the following reports forward for action at the next Board Meeting. All of the reports below were presented at the October 12, 2023 Committee of the Whole Meeting.

Purchase Orders - Purchase orders issued from September 14, 2023 to October 5, 2023 for which Administration is requesting Board Approval to issue payment once invoices have been received. Invoices which exceed an approved Purchase Order by \$100 or 10% of the Purchase Order (whichever is lower) will not be issued without additional Board approval. Purchase orders total \$3,372,855.58.

Accounts Payable - Open accounts payable for which the Board has not approved purchase orders (i.e. employee reimbursements, refunds for fees, etc.). Accounts payable total \$5,590.00.

Imprest Checks Issued - Payments made through October 5, 2023 for which the Board had not previously approved purchase orders. Imprest checks total \$129,282.09.

Disbursements Issued - Disbursements issued from August 31, 2023 to October 5, 2023. Disbursements issued total \$11,793,534.59.

RECOMMENDATION

The Finance Committee, which met on October 12, 2023, recommends the Board of Education approve the above-referenced Payables at the October 19, 2023 Regular Board meeting.



Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

To: Board of Education and Administration
From: Mark Altmayer, Chief Financial Officer
Date: October 19, 2023
Subject: **Revenue Contract Approval**
Board of Education Meeting – October 19, 2023
Finance Committee

Presented are Fundraising/Crowdfunding Authorization forms for the organizations listed below.

<u>Organization Benefited</u>	<u>Vendor</u>	<u>Net Revenue</u>
Chesak Elementary	Art to Remember	\$3,000
HHS Girls Basketball	Adrenaline Fundraising	\$2,500-\$4,000
HHS Boys Basketball	Adrenaline Fundraising	\$10,000
HHS Raiders Dance Team	Snap! Raise	\$10,500
HHS Football	Fundraising University	\$75,000
HHS Boys Golf	Adrenaline Fundraising	\$4,000
HHS Girls Golf	Double Good	\$1,500
HHS Boys/Girls Soccer	Adrenaline Fundraising	\$8,000
HHS Girls Volleyball	Fundraising University	\$10,000

RECOMMENDATION

The Finance Committee, which met on October 12, 2023, recommend the Board of Education approve the Fundraising/Crowdfunding Authorization forms at the October 19, 2023 Regular Board Meeting.

Fund Raising Authorization Form
Fiscal Services

All fund raising activities for school organizations require pre-approval. Please complete this form in its entirety and submit the form to your building principal a minimum of 45 days prior to the desired starting date of the event. The Principal will then forward all documents to the Chief Financial Officer.

Today's Date: Sept 6 2023 School: Chesak

Name of School Organization: Art Activity

Sponsor / Coach's Name: Both Sund Phone: x 5842

Starting Date of Event: 10/5/2023 Ending Date of Event: 11/30/24

Anticipated Revenue and Approximate Value of Non-Monetary Items/Compensation: \$ 3,000 -

Type of Sale / Event: Fundraiser, product order sale

Will a Vendor Be Used: Yes* No * Attach all contracts and agreements to this form.

Name of Vendor (if applicable): Art to Remember

Type of Product or Service Provided by Vendor: Products made with student art

How will non-monetary items/compensation be distributed? N/A

Name of Activity Account: Art Activity Activity Account #: 204

Submit completed forms with attachments to the Chief Financial Officer. A signed copy will be returned to you indicating approval or non-approval for fundraisers which require Board approval (over \$1,000).

[Signature]
Sponsor Signature

Sept 6 2023
Date

[Signature]
Principal Signature – I certify that it is a minimum of 45 days prior to the desired starting date of the event

9.7.23
Date

[Signature]
Chief Financial Officer Signature

9-25-23
Date

* Public Act 94-0714 requires all contracts and agreements that pertain to goods and services that are intended to generate additional revenue and other remunerations for the school district in excess of \$1,000.00 be approved by the school board.

Superintendent's Copy Fiscal Services Copy

Date of Board Approval: _____



FUNDRAISER CONFIRMATION

Fall 2023

SCHOOL INFORMATION

SCHOOL NAME: Chesak Elementary (240)

STREET ADDRESS: 10910 Reed Rd

CITY/STATE: Lake in the Hills, IL

PHONE: 847-659-5700

COORDINATOR: Lori Dahlby

NUMBER OF STUDENTS: 725

PROFIT CHECK TO: Chesak Elementary

ORDER FORM INFORMATION

FUNDRAISER CONTACT: Beth Sund, BSund@district158.org,

ORDER DEADLINE: 10/20/23

FUNDRAISING MESSAGE: Thank you for your order! Proceeds from this fundraiser will support our art program.

PROFIT INCENTIVES & DEADLINES

Every school receives a guaranteed minimum profit of 25% of gross sales. Schools can increase their school profit as follows:

INCENTIVE GOAL*	DEADLINE	ADDITIONAL PROFIT PERCENT
Class lists submitted	08/30/23	1%
Artwork arrives at Art to Remember	09/27/23	2%
Artwork arrives at Art to Remember	10/11/23	1%
Participation > 20% and < 25%		1%
Participation > 25% and < 30%		2%
Participation > 30% and < 40%		3%
Participation > 40% and < 50%		4%
Participation > 50%		5%

FUNDRAISER SCHEDULE & CHECKLIST

DATE	TASK	COMPLETED
08/10/23	STARTER KIT ARRIVES AT SCHOOL <ul style="list-style-type: none"> Includes art paper, sample products, poster, promotional materials, and fundraising guide Hang posters, create a display, and begin artwork with students 	<input type="checkbox"/>
08/22/23	EMAIL CLASS LISTS TO ART TO REMEMBER <ul style="list-style-type: none"> Email your coordinator an Excel, Google Sheet, or PDF with your student's first and last names, homeroom teacher names, and grades. 	<input type="checkbox"/>
09/25/23	SHIP ARTWORK TO ART TO REMEMBER <ul style="list-style-type: none"> Make sure your student labels are on the back of the art Sort artwork by teacher and place in the corresponding folders Use the pre-paid UPS shipping label that was in your starter kit 	<input type="checkbox"/>
10/04/23	ORDER FORMS ARRIVE AT SCHOOL <ul style="list-style-type: none"> Pass out order forms - don't forget they are customized to each child, so do not pass them out randomly Promote your program! It's time to send out notices and reminders to parents. Use email, social media, school apps, and any other methods available to contacts, parents, and families. 	<input type="checkbox"/>

Fundraising Authorization Form
Fiscal Services

All fundraising activities for school organizations require pre-approval. Please complete this form **in its entirety** and submit the form to your Building Principal a minimum of **45 days prior** to the desired starting date of the event. The Building Principal will then forward all documents to the Chief Financial Officer.

Today's Date: 9/19/2023 School: Huntley High School

Name of School Organization: Girls Basketball

Sponsor / Coach's Name: Steve Raethz Phone: 630-220-1146

Starting Date of Event: 11/6/23 Ending Date of Event: 11/27/23

Anticipated Revenue and Approximate Value of Non-Monetary Items/Compensation: \$2500 - 4000 ✓

Type of Sale / Event: Digital Raffle

Will a Vendor Be Used: Yes* No * Attach all contracts and agreements to this form.

Name of Vendor (if applicable): Adrenaline Fundraising

Type of Product or Service Provided by Vendor: Digital Raffle

How will compensation be used/distributed? (See fundraiser agreement form)

Name of Activity Account: Girls Basketball Activity Account #: 526

Submit completed forms with attachments to the Chief Financial Officer. A signed copy will be returned to you indicating approval or non-approval for fundraisers which require Board approval (over \$1,000).

Steven Raethz
Sponsor Signature

9/19/23
Date

[Signature]
Principal Signature - I certify that it is a minimum of 45 days prior to the desired starting date of the event

9-26-23
Date

[Signature]
Chief Financial Officer Signature

10-5-23
Date

* Public Act 94-0714 requires all contracts and agreements that pertain to goods and services that are intended to generate additional revenue and other remunerations for the school district in excess of \$1,000.00 be approved by the board.

Superintendent's Copy Fiscal Services Copy Date of Board Approval: _____

____ ("Provider") and Organization Identified below enter into the following Fundraiser Agreement ("Agreement") for the purpose of providing a Fundraising Program ("Program") designed to facilitate Organization's fundraising efforts:

- Program Terms.** Provider and Organization agree to the Indicated Fundraising Period, product, quantity and price.
- Provider Obligations.**
 - Provider agrees to use its best efforts to assist Organization with its fundraising efforts.
 - Provider agrees, at its discretion, to provide training and incentives to individuals involved in the fundraising process along with the program materials appropriate to facilitate Organization's fundraising efforts.
 - Provider agrees to supply necessary merchant discounts for the Discount Product.
 - Provider agrees to pay for printing and production costs associated with the sale of discount and non-discount products.

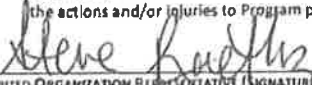

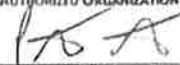
FUNDRAISING PERIOD			
START DATE	MONTH	DAY	YEAR
	11	6	23
END DATE	MONTH	DAY	YEAR
	11	27	23
DISCOUNT PRODUCT		QTY	PRICE
OTHER PRODUCT		BOXES SOLD	PROFIT PER BOX
Mistral		160-400	112.5
Raffle		400+	high

- Organization Obligations.** INITIALS:
 - Organization agrees to use its best efforts to sell fundraising products at the specified Price. Organization confirms that it is not under a contractual obligation to participate in a competing non-Provider fundraising program. Organization agrees to permit Provider to operate the Program within a mutually agreeable time frame and to allow Provider reasonable access to Organization's facilities in order to conduct the Program.
 - Organization acknowledges that Provider may engage in fundraising activities with other organizations at the same time and with the same merchants, products and programs and that such activity does not constitute a breach of Provider's obligations under this Agreement.
 - For the Discount Product or Frozen Product Organization purchases from Provider, Organization agrees to pay Provider all amounts collected from the sale of Discount or Frozen Product minus the Organization's Profit Percentage. Organization shall pay Provider for the Discount or Frozen Product at the conclusion of the Program. Organization shall be solely responsible to collect and remit to the appropriate taxing authorities any sales taxes, if required by state law. Organization retains any sales tax amounts collected from the sale of the Discount or Frozen Product. Organization agrees to return to Provider all unsold or unused Discount or Frozen Product at the conclusion of the Program.
 - Organization acknowledges that Provider devotes significant time, effort and expense in forming and maintaining relationships with merchants used on its Discount Product, and may continue those relationships with other Provider Fundraising Programs after termination of this Agreement. Accordingly, Organization agrees to protect Provider's merchant relationship for a period of TWELVE MONTHS following termination of this Agreement. Organizations shall not produce or participate with any Discount Product using any of the merchants from Provider's Discount Product prepared for or sold by Organization. Organization agrees to pay Provider \$1,500 as compensation should it choose to use any of the same merchants utilized in the most recent Provider Discount Product on a non-Provider Discount Product during the TWELVE MONTHS following Agreement termination.
 - Organization acknowledges that frozen products are sold in cases of 6 boxes per flavor, must be purchased in full cases with a minimum order of 20 cases required.

- Duration, Term and Termination.** INITIALS:
 - Duration.** Provider and Organization agree that Provider shall be the exclusive provider for this fundraiser for Organization for the following Term (Years): 1 2 3 4 5
 - Termination.** In the event that Organization does not run the Program agreed to herein, Organization shall reimburse Provider for each unfulfilled year of the Agreement in an amount calculated as follows: 25% x Qty Ordered x Price. Organization agrees that this reflects costs associated with the Program and is a reasonable approximation of actual damages to Provider.

- Intellectual Property Ownership and Product Distribution.** Provider retains all intellectual property rights associated with the products but agrees to license these rights for the limited purpose of product distribution pursuant to the Program. Organization agrees not to use or disclose any product, forms, materials, technical information or methods employed by Provider or Intellectual property rights owned by Provider for any purpose except in association with the Program absent Provider's express written consent. Provider retains the right to distribute fundraising products as it sees fit following the conclusion of the Program or in the event that the Program is not run.

- Authorization and Implementation.** Organization hereby asserts that the representative signing below understands the terms and conditions of the Agreement, agrees to be bound by them and has the authority to bind Organization. Organization holds Provider harmless of any liability regarding the actions and/or injuries to Program participants.



9/19/23
 AUTHORIZED ORGANIZATION REPRESENTATIVE (SIGNATURE) PRINT NAME & TITLE DATE

 Pete Htersagen (President) 9-19-23
 AUTHORIZED PROVIDER REPRESENTATIVE (SIGNATURE) PRINT NAME & TITLE DATE

INFORMATION BELOW TO BE COMPLETED BY PROVIDER REPRESENTATIVE					
SCHOOL/ORGANIZATION	GROUP	SCHOOL TAX EXEMPT NUMBER	PROVIDER RECORD NUMBER		
Huntley G BALL		E99950162			
ADDRESS/DELIVERY LOCATION		CITY	STATE	ZIP	
13719 Harmony Rd		Huntley	IL	60142	
SCHOOL PHONE NUMBER	SCHOOL FAX NUMBER	# OF STUDENTS SELLING	MASCOT/COLORS		
847-659-6600	847-659-6628				
CONTACT NAME	BEST TIME TO CALL	CONTACT CELL	CONTACT EMAIL		
Steve Raethz			Sraethz@district158.org		

Fundraising Authorization Form Fiscal Services

All fundraising activities for school organizations require pre-approval. Please complete this form in its entirety and submit the form to your Building Principal a minimum of 45 days prior to the desired starting date of the event. The Building Principal will then forward all documents to the Chief Financial Officer.

Today's Date: 5/2/2023 School: Huntley High School

Name of School Organization: Boys Basketball

Sponsor / Coach's Name: Collin Kalamatas Phone: 815-403-6411

Starting Date of Event: 11/9/2023 Ending Date of Event: 11/27/2023

Anticipated Revenue and Approximate Value of Non-Monetary Items/Compensation: \$ 10,000

Type of Sale / Event: Cookie Dash

Will a Vendor Be Used: Yes* No * Attach all contracts and agreements to this form.

Name of Vendor (if applicable): Adrenaline Fundraising

Type of Product or Service Provided by Vendor: Cookie Dash

How will compensation be used/distributed? To purchase shooting shirts & travel gear for our kid

Name of Activity Account: Boys Basketball Activity Account #: 0527

Submit completed forms with attachments to the Chief Financial Officer. A signed copy will be returned to you indicating approval or non-approval for fundraisers which require Board approval (over \$1,000).

Will [Signature]
Sponsor Signature

5/2/2023
Date

[Signature]
Principal Signature - certify that it is a minimum of 45 days prior to the desired starting date of the event

10-3-23
Date

[Signature]
Chief Financial Officer Signature

Date

* Public Act 94-0714 requires all contracts and agreements that pertain to goods and services that are intended to generate additional revenue and other remunerations for the school district in excess of \$1,000.00 be approved by the board.



FUNDRAISER AGREEMENT

____ ("Provider") and Organization Identified below enter into the following Fundraiser Agreement ("Agreement") for the purpose of providing a Fundraising Program ("Program") designed to facilitate Organization's fundraising efforts:

- Program Terms.** Provider and Organization agree to the Indicated Fundraising Period, product, quantity and price.
- Provider Obligations.**
 - Provider agrees to use its best efforts to assist Organization with its fundraising efforts.
 - Provider agrees, at its discretion, to provide training and incentives to individuals involved in the fundraising process along with the program materials appropriate to facilitate Organization's fundraising efforts.
 - Provider agrees to supply necessary merchant discounts for the Discount Product.
 - Provider agrees to pay for printing and production costs associated with the sale of discount and non-discount products.

FUNDRAISING PERIOD			
START DATE	MONTH	DAY	YEAR
	11	10	2015
END DATE	MONTH	DAY	YEAR
	11	28	
DISCOUNT PRODUCT		QTY	PRICE
OTHER PRODUCT		BOXES SOLD	PROFIT PER BOX
Cookie Dough		160-400	\$10 per item
		400+	solid

- Organization Obligations.** INITIALS
 - Organization agrees to use its best efforts to sell fundraising products at the specified Price. Organization confirms that it is not under a contractual obligation to participate in a competing non-Provider fundraising program. Organization agrees to permit Provider to operate the Program within a mutually agreeable time frame and to allow Provider reasonable access to Organization's facilities in order to conduct the Program.
 - Organization acknowledges that Provider may engage in fundraising activities with other organizations at the same time and with the same merchants, products and programs and that such activity does not constitute a breach of Provider's obligations under this Agreement.
 - For the Discount Product or Frozen Product Organization purchases from Provider, Organization agrees to pay Provider all amounts collected from the sale of Discount or Frozen Product minus the Organization's Profit Percentage. Organization shall pay Provider for the Discount or Frozen Product at the conclusion of the Program. Organization shall be solely responsible to collect and remit to the appropriate taxing authorities any sales taxes, if required by state law. Organization retains any sales tax amounts collected from the sale of the Discount or Frozen Product. Organization agrees to return to Provider all unsold or unused Discount or Frozen Product at the conclusion of the Program.
 - Organization acknowledges that Provider devotes significant time, effort and expense in forming and maintaining relationships with merchants used on its Discount Product, and may continue those relationships with other Provider Fundraising Programs after termination of this Agreement. Accordingly, Organization agrees to protect Provider's merchant relationship for a period of TWELVE MONTHS following termination of this Agreement. Organizations shall not produce or participate with any Discount Product using any of the merchants from Provider's Discount Product prepared for or sold by Organization. Organization agrees to pay Provider \$1,500 as compensation should it choose to use any of the same merchants utilized in the most recent Provider Discount Product on a non-Provider Discount Product during the TWELVE MONTHS following Agreement termination.
 - Organization acknowledges that frozen products are sold in cases of 8 boxes per flavor, must be purchased in full cases with a minimum order of 20 cases required.

- Duration, Term and Termination.** INITIALS
 - Duration.** Provider and Organization agree that Provider shall be the exclusive provider for this fundraiser for Organization for the following Term (Years): 1 2 3 4 5
 - Termination.** In the event that Organization does not run the Program agreed to herein, Organization shall reimburse Provider for each unfulfilled year of the Agreement in an amount calculated as follows: 25% x Qty Ordered x Price. Organization agrees that this reflects costs associated with the Program and is a reasonable approximation of actual damages to Provider.
- Intellectual Property Ownership and Product Distribution.** Provider retains all intellectual property rights associated with the products but agrees to license these rights for the limited purpose of product distribution pursuant to the Program. Organization agrees not to use or disclose any product, forms, materials, technical information or methods employed by Provider or intellectual property rights owned by Provider for any purpose except in association with the Program absent Provider's express written consent. Provider retains the right to distribute fundraising products as it sees fit following the conclusion of the Program or in the event that the Program is not run.
- Authorization and Implementation.** Organization hereby asserts that the representative signing below understands the terms and conditions of the Agreement, agrees to be bound by them and has the authority to bind Organization. Organization holds Provider harmless of any liability regarding the actions and/or injuries to Program participants.

AUTHORIZED ORGANIZATION REPRESENTATIVE (SIGNATURE) 	PRINT NAME & TITLE Pete Eftersagen (President)	DATE
AUTHORIZED PROVIDER REPRESENTATIVE (SIGNATURE) 	PRINT NAME & TITLE	DATE

INFORMATION BELOW TO BE COMPLETED BY PROVIDER REPRESENTATIVE			
SCHOOL/ORGANIZATION Huntley High School	GROUP Basketball	SCHOOL TAX EXEMPT NUMBER E99950162	PROVIDER RECORD NUMBER
ADDRESS/DELIVERY LOCATION 13719 Harmony Rd		CITY Huntley	STATE IL
ZIP 60142		# OF STUDENTS SELLING	MASCOT/COLORS
SCHOOL PHONE NUMBER 847-659-6600	SCHOOL FAX NUMBER 847-659-6628	CONTACT CELL 79	CONTACT EMAIL ckalamatas@distnet158.org
CONTACT NAME Will Benson Collin Kalamatas		BEST TIME TO CALL	

Fundraising Authorization Form
Fiscal Services

All fundraising activities for school organizations require pre-approval. Please complete this form **in its entirety** and submit the form to your Building Principal a minimum of **45 days prior** to the desired starting date of the event. The Building Principal will then forward all documents to the Chief Financial Officer.

Today's Date: 08/30/2023 School: Huntley High School

Name of School Organization: HHS Raiders Dance Team

Sponsor / Coach's Name: Cadence Niccum Phone: 815-931-2978

Starting Date of Event: 10/16/2023 Ending Date of Event: 11/13/2023

Anticipated Revenue and Approximate Value of Non-Monetary Items/Compensation: \$ 10,500 ✓

Type of Sale / Event: Snap! Raise. Team records video and collects emails asking for donations.

Will a Vendor Be Used: Yes* No * *Attach all contracts and agreements to this form.*

Name of Vendor (if applicable): Snap! Raise

Type of Product or Service Provided by Vendor: Creates webpages designed to tell a programs story and why teams want to fundraise.

How will compensation be used/distributed? Check will be sent to high school. Team will receive 80% of total earnings. Donations will pay for competition and competition items. As well as more uniforms for the team!

Name of Activity Account: HHS Dance Team Activity Account #: 512

Submit completed forms with attachments to the Chief Financial Officer. A signed copy will be returned to you indicating approval or non-approval for fundraisers which require Board approval (over \$1,000).

Cadence Niccum
Sponsor Signature

08/30/2023
Date

Oliver M. Wilson
Principal Signature – *I certify that it is a minimum of 45 days prior to the desired starting date of the event*

2/1/23
10-3-23
Date

[Signature]
Chief Financial Officer Signature

Date

* Public Act 94-0714 requires all contracts and agreements that pertain to goods and services that are intended to generate additional revenue and other remunerations for the school district in excess of \$1,000.00 be approved by the board.



Snap! Raise Acknowledgement

Payable Organization: Huntley High School | Huntley, IL

Note: the payable organization name cannot be changed once donations are made.

Confidentiality: The process and documents shared by Snap! are property of Snap! Mobile, Inc. Re-creation or sharing of the process of documents is prohibited.

Service Fee:

I acknowledge the service fee for the use of Snap! software and services as described below

- My group will keep 80% of funds received throughout my campaign.

Credit Card Processing Fee: All credit cards have a small pre-transaction fee. Normally, donors elect to cover this fee. In the instance in which a donor elects not to cover the fee, Snap! Raise will do so automatically.

External Donations: Any check or cash donations received will be reported to my Snap! Representative. The external donations will be applied to the specified participant's account, included as part of the funds received, and are subject to the Snap! Raise service fee as outlined above.

Donor Gear Purchases: During the campaign, gear purchased by donors for participants (OTK) or gear purchased by donors for themselves (OTK-F) will result in 10% of the purchase price going back to the program. This will be reflected on the final receipt.

Outfit-the-Kid and Outfit-the-Fan Logo Selection: All gear for Outfit-the-Kid (OTK) and Outfit-the-Fan (OTF) will be custom branded with my selected logo, except socks. I understand there will be a small Snap! Raise logo below my design. Participants will receive items purchased by donors in the sizes they select upon setting up their participant profile. If a participant neglects to select their sizes, they will not receive the gear.

Below is the logo design number and colors selected, which correspond with the attached logo guide. If you would like to change your selection, please contact your Campaign Director prior to the end of your fundraiser.

Logo Design # 52 Logo Primary Color: Red Logo Secondary Color: White

Snap! Store: Snap! fundraisers have a digital Snap! Store created to support their organization in selling spirit wear year-round. If a custom logo was provided by the organization to be used for Outfit-the-Kid (OTK), Outfit-the-Fan (OTF), and/or participant incentives, this logo will be used on all purchases in their Snap! Store or the store will be created with the logo selected below. To opt-out of Snap! Store, please contact your Campaign Director or our Customer Support team.

Stripe: Stripe is a payment processor that Snap! Raise partners with to ensure that incoming donor payments and outgoing organization payments are processed in a secure and timely fashion while meeting federal regulations for fundraising. You will be asked to provide information tied to the payable organization and financial/group administrator in order to pass a verification process called Know Your Customer (KYC). In some instances, additional documentation and/or information will be required to complete the KYC process, and these requests will come from your Campaign Director or our Snap! Raise Customer Support team.

Disbursement of Funds: Snap! will process sales on behalf of your organization and hold such funds until the end of your campaign. Once we have finalized your campaign, a check will be processed for your sales, less the Snap! service fee. All requests for payments to be made via direct deposit must be submitted to your Campaign Director or Customer Support prior to the end of your campaign. Please note that any such bank account designated to receive the funds must be in your organization's name.

Know-Your-Customer (KYC) and Payments: Once your fundraiser receives donations, we are unable to adjust or change the payable organization name or EIN (Tax ID Number). Please review KYC closely and alert your Campaign Director or Customer Support if any of the required, pre-filled information is incorrect.

Gear Return Policy: All items are made to order, and for that reason items that have been decorated with a logo, name or number are not eligible for a return or exchange unless it is determined that your order is not 100% free from defects in materials and decoration. In the event items are missing or have been damaged upon receiving your order, you will have 30 days to submit a request for a replacement item. This 30-day window will start the date you received your order.

I have read and understand the acknowledgement and have selected a logo for our fundraiser. I am ready to begin my Snap! Raise campaign.

 *Cadence Niccum*

signaturec1092d19-f23d-f234-r09c-7a0282583187

Signature

09/29/2023

Date

Cadence Niccum

Printed Name



LOGO GUIDE

USING TEAM LOGOS FOR OTK & SNAP! STORE:

If you would like to add a team logo to the gear for your campaign, please submit a sample image with the highest resolution available along with any special instructions (i.e. colors or text to be included in the design). We will accept any level of quality—even a photo of the logo requested—but high-quality images and clear instructions will ultimately speed up the process.

Please note that while we will do our best to match the design provided, there are physical limitations for embroidered items that often require us to use a simplified logo. Colors and artwork may be adjusted to adhere to our guidelines.

**A LIMIT OF 15 CHARACTERS PER LINE FOR TEMPLATED LOGOS
PLEASE SELECT KEY WORDS FOR YOUR LOGO (i.e. MASCOT, SPORT, ETC)**



PLEASE SELECT TWO COLORS FOR TEMPLATED LOGOS

COLOR GUIDE

DARK RED	BROWN	FOREST GREEN	DARK BLUE	PURPLE	BLACK
RED	ATHLETIC GOLD	GREEN	LIGHT BLUE	HOT PINK	LIGHT GREY
ORANGE	YELLOW	LIGHT GREEN	TEAL	TAN	WHITE



LOGO TEMPLATES

Colors & Sample Text selected below are to show the template in action.
Any two colors can be selected.

*Logo has 2 or 3 lines of editable text. Please separate line breaks with | (i.e. Ida Baker | Softball)

50



51



52



53



54



55



56



57



58



59



60



61



62



63



64



65



66



67*



68*



69*

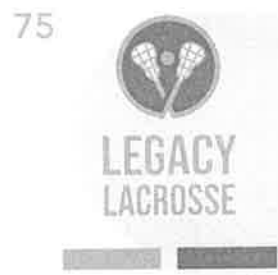
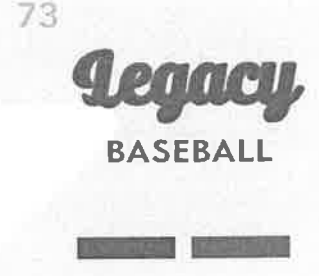




LOGO TEMPLATES

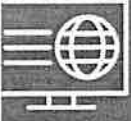
Colors & Sample Text selected below are to show the template in action.
Any two colors can be selected.

*Logo has 2 or 3 lines of editable text. Please separate line breaks with | (i.e. Ida Baker | Softball)





What is Snap! Raise?



At Snap! Raise, we create webpages that are designed to tell a program's story and why they want to fundraise. Each program has their own unique page created to include text, logos, photos, and videos to support their story.



The process is simple, we get all of the kids signed in to the site, so that they may share it out with their biggest supporters (aunts, uncles, grandparents, etc.) via email, text and social media. Supporters are able to donate via debit/credit card and other various methods. Group leaders are able to track their roster and encourage participation through our simple reminder features.



All donations are secured through Stripe (our 3rd party payment processor). The fundraiser stays live for 28 days. At the end of the fundraiser, a check (made out to the school or organization) will be sent or direct deposit is available. Programs receive 80% of the total funds raised. Snap! Raise is SOPPA & COPPA compliant.

Warren Township Devilettes Fundraiser - \$12,981

Minooka Dance Fundraiser - \$18,130

Prospect Dance Fundraiser - \$18,490

Burlington Central Dance Fundraiser \$14,700

click to see -->
example pages

[Click Here to view our Privacy Policy](#)

FOR ADDITIONAL QUESTIONS

EMAIL: MATT.ECKSTEIN@SNAPRAISE.COM

CALL/TEXT: 317-696-3867



Fundraising Authorization Form

Fiscal Services

All fundraising activities for school organizations require pre-approval. Please complete this form **in its entirety** and submit the form to your Building Principal a minimum of **45 days prior** to the desired starting date of the event. The Building Principal will then forward all documents to the Chief Financial Officer.

Today's Date: 5/1/2023 School: HHS

Name of School Organization: Football

Sponsor / Coach's Name: Michael Naymola Phone: 847-361-1734

Starting Date of Event: 8/10/2023 Ending Date of Event: 8/19/2023

Anticipated Revenue and Approximate Value of Non-Monetary Items/Compensation: \$ 75K

Type of Sale / Event: Card Sales

Will a Vendor Be Used: * Yes No * *Attach all contracts and agreements to this form.*

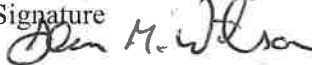
Name of Vendor (if applicable): Fundraising University

Type of Product or Service Provided by Vendor: Discount Cards and fundraising professional services

How will compensation be used/distributed? cash and checks deposited directly to D158

Name of Activity Account: Football Activity Account #: _____

Submit completed forms with attachments to the Chief Financial Officer. A signed copy will be returned to you indicating approval or non-approval for fundraisers which require Board approval (over \$1,000).


Sponsor Signature 

5/1/2023
Date 10/2/23

Principal Signature – *I certify that it is a minimum of 45 days prior to the desired starting date of the event*

Date

Chief Financial Officer Signature

Date

* Public Act 94-0714 requires all contracts and agreements that pertain to goods and services that are intended to generate additional revenue and other remunerations for the school district in excess of \$1,000.00 be approved by the board.



FUNDRAISING UNIVERSITY - FUNDRAISER AGREEMENT

Effinger Consulting

DBA FUNDRAISING UNIVERSITY ("PROVIDER") AND ORGANIZATION IDENTIFIED BELOW ENTER INTO THE FOLLOWING FUNDRAISER AGREEMENT ("AGREEMENT") FOR THE PURPOSE OF PROVIDING A FUNDRAISING PROGRAM ("PROGRAM") DESIGNED TO FACILITATE ORGANIZATION'S FUNDRAISING EFFORTS:

TERMS AND CONDITIONS

1. PROGRAM TERMS.

- PROVIDER AND ORGANIZATION AGREE TO THE INDICATED FUNDRAISING PERIOD, PRODUCT, QUANTITY AND PRICE.

2. PROVIDER OBLIGATIONS.

- PROVIDER AGREES TO USE ITS BEST EFFORTS TO ASSIST ORGANIZATION WITH ITS FUNDRAISING EFFORTS.
- PROVIDER AGREES, AT ITS DISCRETION, TO PROVIDE TRAINING AND INCENTIVES TO INDIVIDUALS INVOLVED IN FUNDRAISING PROCESS ALONG WITH THE PROGRAM MATERIALS APPROPRIATE TO FACILITATE ORGANIZATION'S EFFORTS.
- PROVIDER AGREES TO SUPPLY NECESSARY MERCHANT DISCOUNTS FOR THE DISCOUNT PRODUCT.
- PROVIDER AGREES TO PAY FOR PRINTING AND PRODUCTION COSTS ASSOCIATED WITH THE SALE OF DISCOUNT AND NON-DISCOUNT PRODUCTS.

3. ORGANIZATION OBLIGATIONS.

- ORGANIZATION AGREES TO USE ITS BEST EFFORTS TO SELL FUNDRAISING PRODUCTS AT THE SPECIFIED PRICE. ORGANIZATION CONFIRMS THAT IT IS NOT UNDER A CONTRACTUAL OBLIGATION TO PARTICIPATE IN A COMPETING NON-PROVIDER FUNDRAISING PROGRAM.
- ORGANIZATION AGREES TO PERMIT PROVIDER TO OPERATE THE PROGRAM WITHIN A MUTUALLY AGREEABLE TIME FRAME AND TO ALLOW PROVIDER REASONABLE ACCESS TO ORGANIZATION'S FACILITIES IN ORDER TO CONDUCT THE PROGRAM.
- FOR THE DISCOUNT PRODUCT OR FROZEN PRODUCT ORGANIZATION PURCHASES FROM PROVIDER, ORGANIZATION AGREES TO PAY PROVIDER ALL AMOUNTS COLLECTED FROM THE SALE OF DISCOUNT OR FROZEN PRODUCT MINUS THE ORGANIZATION'S PROFIT PERCENTAGE. ORGANIZATION SHALL PAY PROVIDER FOR THE DISCOUNT OR FROZEN PRODUCT AT THE CONCLUSION OF THE PROGRAM. ORGANIZATION SHALL BE SOLELY RESPONSIBLE TO COLLECT AND REMIT TO THE APPROPRIATE TAXING AUTHORITIES ANY SALES TAXES, IF REQUIRED BY STATE LAW. ORGANIZATION RETAINS ANY SALES TAX AMOUNTS COLLECTED FROM THE SALE OF THE DISCOUNT OR FROZEN PRODUCT. ORGANIZATION AGREES TO RETURN TO PROVIDER ALL UNSOLD OR UNUSED DISCOUNT OR FROZEN PRODUCT AT THE CONCLUSION OF THE PROGRAM.
- ORGANIZATION ACKNOWLEDGES THAT PROVIDER DEVOTES SIGNIFICANT TIME, EFFORT AND EXPENSE IN FORMING AND MAINTAINING RELATIONSHIPS WITH MERCHANTS USED ON ITS DISCOUNT PRODUCT, AND MAY CONTINUE THOSE RELATIONSHIPS WITH OTHER PROVIDER FUNDRAISING PROGRAMS AFTER TERMINATION OF THIS AGREEMENT. ACCORDINGLY, ORGANIZATION AGREES TO PROTECT PROVIDER'S MERCHANT RELATIONSHIP FOR A PERIOD OF TWELVE (12) MONTHS FOLLOWING TERMINATION OF THIS AGREEMENT. ORGANIZATION SHALL NOT PRODUCE OR PARTICIPATE WITH ANY DISCOUNT PRODUCT USING ANY OF THE MERCHANTS FROM PROVIDER'S DISCOUNT PRODUCT PREPARED FOR OR SOLD BY ORGANIZATION. ORGANIZATION AGREES TO PAY PROVIDER \$1,500 (ONE THOUSAND FIVE HUNDRED DOLLARS) AS COMPENSATION SHOULD IT CHOOSE TO USE ANY OF THE SAME MERCHANTS UTILIZED IN THE MOST RECENT PROVIDER DISCOUNT PRODUCT ON A NON-PROVIDER DISCOUNT PRODUCT DURING THE TWELVE (12) MONTHS FOLLOWING AGREEMENT TERMINATION.
- ORGANIZATION ACKNOWLEDGES THAT FROZEN PRODUCTS ARE SOLD IN CASES OF EIGHT (8) BOXES PER FLAVOR, MUST BE PURCHASED IN FULL CASES WITH A MINIMUM ORDER OF TWENTY (20) CASES REQUIRED.

4. DURATION, TERM AND TERMINATION.

- DURATION, PROVIDER AND ORGANIZATION AGREE THAT PROVIDER SHALL BE THE EXCLUSIVE PROVIDER FOR THIS FUNDRAISER FOR ORGANIZATION FOR 1 YEAR TERM.
- TERMINATION, IN THE EVENT THAT ORGANIZATION DOES NOT RUN THE PROGRAM AGREED TO HEREIN, ORGANIZATION SHALL REIMBURSE PROVIDER FOR EACH UNFULFILLED YEAR OF THE AGREEMENT IN AN AMOUNT CALCULATED AS FOLLOWS:
 - 25% X QTY ORDERED X PRICE. ORGANIZATION AGREES THAT THIS REFLECTS COSTS ASSOCIATED WITH THE PROGRAM AND IS A REASONABLE APPROXIMATION OF ACTUAL DAMAGES TO PROVIDER.
- IN THE EVENT OF A CANCELLATION OF A CONSUMABLE PRODUCT THAT DOES NOT PROVIDE SIXTY (60) DAYS WRITTEN NOTICE, THE SCHOOL/GROUP IS SUBJECT TO A \$250 (TWO HUNDRED FIFTY DOLLAR) FEE, WHICH IS A GOOD FAITH ESTIMATE OF COGS FOR SHIPPING AND STORAGE OF THE PRODUCT.
- IN THE EVENT THAT A SCHOOL OR GROUP SIGNS A FUNDRAISER AGREEMENT FOR A DISCOUNT PRODUCT AND, FOR WHATEVER REASON, BACKS OUT, THE SCHOOL/GROUP WILL INCUR AN EXPENSE OF \$50 (FIFTY DOLLARS) PER MERCHANT SIGNED AS A GOOD FAITH ESTIMATE OF COGS TO SECURE MERCHANTS. SCHOOL/GROUP MUST ALSO PROVIDE A WRITTEN LETTER THAT CAN BE SHARED WITH THE MERCHANTS TO ENSURE GOOD STANDING FOR BOTH PARTIES. IF PROGRAM IS CANCELLED, ANY ARTWORK OR SHIPPING COMPLETED WILL ALSO BE THE RESPONSIBILITY OF THE SCHOOL/GROUP FOR COGS. THESE COGS WOULD BE PROVIDED IN AN INVOICE FORM FROM THE SUPPLIERS PARTNERED WITH *Effinger Consulting* DBA FUNDRAISING UNIVERSITY..

5. INTELLECTUAL PROPERTY OWNERSHIP AND PRODUCT DISTRIBUTION.

- PROVIDER RETAINS ALL INTELLECTUAL PROPERTY RIGHTS ASSOCIATED WITH THE PRODUCTS BUT AGREES TO LICENSE THESE RIGHTS FOR THE LIMITED PURPOSE OF PRODUCT DISTRIBUTION PURSUANT TO THE PROGRAM. ORGANIZATION AGREES NOT TO USE OR DISCLOSE ANY PRODUCT, FORMS, MATERIALS, TECHNICAL INFORMATION OR METHODS EMPLOYED BY PROVIDER OR INTELLECTUAL PROPERTY RIGHTS OWNED BY PROVIDER FOR ANY PURPOSE EXCEPT IN ASSOCIATION WITH THE PROGRAM ABSENT PROVIDER'S EXPRESS WRITTEN CONSENT. PROVIDER RETAINS THE RIGHT TO DISTRIBUTE FUNDRAISING PRODUCTS AS IT SEES FIT FOLLOWING THE CONCLUSION OF THE PROGRAM OR IN THE EVENT THAT THE PROGRAM IS NOT RUN.

6. AUTHORIZATION AND IMPLEMENTATION.

- ORGANIZATION HEREBY ASSERTS THAT THE REPRESENTATIVE SIGNING BELOW UNDERSTANDS THE TERMS AND CONDITIONS OF THE AGREEMENT, AGREES TO BE BOUND BY THEM AND HAS THE AUTHORITY TO BIND ORGANIZATION. ORGANIZATION HOLDS PROVIDER HARMLESS OF ANY LIABILITY REGARDING THE ACTIONS AND/OR INJURIES TO PROGRAM PARTICIPANTS.

7. MARKETING OPT-IN.

- PROVIDER GRANTS ORGANIZATION PERMISSION TO SEND PERIODIC EMAILS AND NEWSLETTERS FEATURING THE COACHING MATTERS FOUNDATION, NEW PRODUCTS AND OTHER ORGANIZATION ANNOUNCEMENTS. PROVIDER CAN UNSUBSCRIBE AT ANY TIME AND PROVIDER INFORMATION IS NEVER SHARED EXTERNALLY.

AUTHORIZED ORGANIZATION REPRESENTATIVE (SIGNATURE)

M. Naylor

NAME/TITLE:

Mike Naylor

DATE:

8/20/22

AUTHORIZED PROVIDER REPRESENTATIVE (SIGNATURE)

Michael Effinger

NAME/TITLE:

Michael Effinger

DATE:

8/20/22

INFORMATION BELOW TO BE COMPLETED BY PROVIDER REPRESENTATIVE

SCHOOL/ORGANIZATION <i>Planty HS</i>	GROUP: <i>FB</i>	# OF STUDENTS SELLING: <i>200</i>	STATE: <i>IL</i>	ZIP CODE: <i>60142</i>
ADDRESS/DELIVERY LOCATIONS: <i>Northway Rd</i>	CITY: <i>Planty</i>			
CONTACT NAME: <i>Mike Naylor</i>	BEST TIME TO CALL:	CONTACT CELL NO.:	CONTACT EMAIL ADDRESS:	

Fundraising Authorization Form
Fiscal Services

All fundraising activities for school organizations require pre-approval. Please complete this form **in its entirety** and submit the form to your Building Principal a minimum of **45 days prior** to the desired starting date of the event. The Building Principal will then forward all documents to the Chief Financial Officer.

Today's Date: 5/15/2023 School: Huntley HS

Name of School Organization: Boys Golf

Sponsor / Coach's Name: Collin Kalamatas Phone: 847-915-1573

Starting Date of Event: 8/11/2023 Ending Date of Event: 8/25/2023

Anticipated Revenue and Approximate Value of Non-Monetary Items/Compensation: \$ \$4,000

Type of Sale / Event: Jerky sales and monetary donations

Will a Vendor Be Used: Yes* No *Attach all contracts and agreements to this form.

Name of Vendor (if applicable): Adrenaline Fundraising

Type of Product or Service Provided by Vendor: Jerky and beef sticks

How will compensation be used/distributed? Paying for equipment and uniforms

Name of Activity Account: Boys Golf Activity Account #: 523

Submit completed forms with attachments to the Chief Financial Officer. A signed copy will be returned to you indicating approval or non-approval for fundraisers which require Board approval (over \$1,000).


Sponsor Signature Ken M. Wilson

5/15/23
Date 10/2/23

Principal Signature – I certify that it is a minimum of 45 days prior to the desired starting date of the event

Date

Chief Financial Officer Signature

Date

* Public Act 94-0714 requires all contracts and agreements that pertain to goods and services that are intended to generate additional revenue and other remunerations for the school district in excess of \$1,000.00 be approved by the board.

FUNDRAISER AGREEMENT

____ ("Provider") and Organization Identified below enter into the following Fundraiser Agreement ("Agreement") for the purpose of providing a Fundraising Program ("Program") designed to facilitate Organization's fundraising efforts:

- Program Terms.** Provider and Organization agree to the indicated Fundraising Period, product, quantity and price.
- Provider Obligations.**
 - Provider agrees to use its best efforts to assist Organization with its fundraising efforts.
 - Provider agrees, at its discretion, to provide training and incentives to individuals involved in the fundraising process along with the program materials appropriate to facilitate Organization's fundraising efforts.
 - Provider agrees to supply necessary merchant discounts for the Discount Product.
 - Provider agrees to pay for printing and production costs associated with the sale of discount and non-discount products.

FUNDRAISING PERIOD			
START DATE	MONTH	DAY	YEAR
	8	11	@ 1:30
END DATE	MONTH	DAY	YEAR
	8	23	
DISCOUNT PRODUCT		QTY	PRICE
OTHER PRODUCT		BOXES SOLD	PROFIT PER BOX
Jerky/Meat		160-400	\$10 per item
		400+	solid

3. **Organization Obligations.** INITIALS

- Organization agrees to use its best efforts to sell fundraising products at the specified Price. Organization confirms that it is not under a contractual obligation to participate in a competing non-Provider fundraising program. Organization agrees to permit Provider to operate the Program within a mutually agreeable time frame and to allow Provider reasonable access to Organization's facilities in order to conduct the Program.
- Organization acknowledges that Provider may engage in fundraising activities with other organizations at the same time and with the same merchants, products and programs and that such activity does not constitute a breach of Provider's obligations under this Agreement.
- For the Discount Product or Frozen Product Organization purchases from Provider, Organization agrees to pay Provider all amounts collected from the sale of Discount or Frozen Product minus the Organization's Profit Percentage. Organization shall pay Provider for the Discount or Frozen Product at the conclusion of the Program. Organization shall be solely responsible to collect and remit to the appropriate taxing authorities any sales taxes, if required by state law. Organization retains any sales tax amounts collected from the sale of the Discount or Frozen Product. Organization agrees to return to Provider all unsold or unused Discount or Frozen Product at the conclusion of the Program.
- Organization acknowledges that Provider devotes significant time, effort and expense in forming and maintaining relationships with merchants used on its Discount Product, and may continue those relationships with other Provider Fundraising Programs after termination of this Agreement. Accordingly, Organization agrees to protect Provider's merchant relationship for a period of TWELVE MONTHS following termination of this Agreement. Organizations shall not produce or participate with any Discount Product using any of the merchants from Provider's Discount Product prepared for or sold by Organization. Organization agrees to pay Provider \$1,500 as compensation should it choose to use any of the same merchants utilized in the most recent Provider Discount Product on a non-Provider Discount Product during the TWELVE MONTHS following Agreement termination.
- Organization acknowledges that frozen products are sold in cases of 8 boxes per flavor, must be purchased in full cases with a minimum order of 20 cases required.

4. **Duration, Term and Termination.** INITIALS

- Duration.** Provider and Organization agree that Provider shall be the exclusive provider for this fundraiser for Organization for the following Term (Years):
- Termination.** In the event that Organization does not run the Program agreed to herein, Organization shall reimburse Provider for each unfulfilled year of the Agreement in an amount calculated as follows: 25% x Qty Ordered x Price. Organization agrees that this reflects costs associated with the Program and is a reasonable approximation of actual damages to Provider.

① ② ③ ④ ⑤

- Intellectual Property Ownership and Product Distribution.** Provider retains all intellectual property rights associated with the products but agrees to license these rights for the limited purpose of product distribution pursuant to the Program. Organization agrees not to use or disclose any product, forms, materials, technical information or methods employed by Provider or intellectual property rights owned by Provider for any purpose except in association with the Program absent Provider's express written consent. Provider retains the right to distribute fundraising products as it sees fit following the conclusion of the Program or in the event that the Program is not run.

- Authorization and Implementation.** Organization hereby asserts that the representative signing below understands the terms and conditions of the Agreement, agrees to be bound by them and has the authority to bind Organization. Organization holds Provider harmless of any liability regarding the actions and/or injuries to Program participants.


Collin Kalamatas
5/15/23
 AUTHORIZED ORGANIZATION REPRESENTATIVE (SIGNATURE)
 PRINT NAME & TITLE
DATE


Pete Eftersagen (President)
5-3-23
 AUTHORIZED PROVIDER REPRESENTATIVE (SIGNATURE)
 PRINT NAME & TITLE
DATE

INFORMATION BELOW TO BE COMPLETED BY PROVIDER REPRESENTATIVE					
SCHOOL/ORGANIZATION	GROUP	SCHOOL TAX EXEMPT NUMBER	PROVIDER RECORD NUMBER		
Huntley	Boys Golf				
ADDRESS/DELIVERY LOCATION		CITY	STATE	ZIP	
13719 Harmony Rd		Huntley	IL		
SCHOOL PHONE NUMBER	SCHOOL FAX NUMBER	# OF STUDENTS SELLING	MASCOT/COLORS		
CONTACT NAME	BEST TIME TO CALL	CONTACT CELL	CONTACT EMAIL		
Colin Kalamatas		90			

Fundraising Authorization Form
Fiscal Services

All fundraising activities for school organizations require pre-approval. Please complete this form **in its entirety** and submit the form to your Building Principal a minimum of **45 days prior** to the desired starting date of the event. The Building Principal will then forward all documents to the Chief Financial Officer.

Today's Date: May 1st, 2023 School: Huntley High School

Name of School Organization: Girls Golf

Sponsor / Coach's Name: Lindsey Allen Phone: 847-659-4854

Starting Date of Event: 8/25/23 Ending Date of Event: 8/28/23

Anticipated Revenue and Approximate Value of Non-Monetary Items/Compensation: \$ 1500.00

Type of Sale / Event: Popcorn Sales - Double Good

Will a Vendor Be Used: Yes* No *no contract - our program gets 50% of sales
* Attach all contracts and agreements to this form.

Name of Vendor (if applicable): Double Good

Type of Product or Service Provided by Vendor: Popcorn / Snacks

How will compensation be used/distributed? golf equipment

Name of Activity Account: Girls Golf Activity Account #: 510

Submit completed forms with attachments to the Chief Financial Officer. A signed copy will be returned to you indicating approval or non-approval for fundraisers which require Board approval (over \$1,000).

Lindsey Allen
Sponsor Signature John M. Wilson

5/11/23
Date 10/2/23

Principal Signature - I certify that it is a minimum of 45 days prior to the desired starting date of the event

Date

Chief Financial Officer Signature

Date

* Public Act 94-0714 requires all contracts and agreements that pertain to goods and services that are intended to generate additional revenue and other remunerations for the school district in excess of \$1,000.00 be approved by the board.

Superintendent's Copy Fiscal Services Copy

Date of Board Approval: _____

North West Track & Field

Coach Kim's Pop-Up Store

Our Track team is doing a fundraiser for the upcoming season to offset the cost of travel and equipment. Help us reach our goal! Thank you for the support!

50% of each purchase benefits this fundraiser.

\$475 sold of \$600 goal

4 days

Share Pop-Up Store



Shop. The most delicious way to support.

This is a Pop-Up Store demo. Select flavors and sets are seasonal.

[SET UP A FUNDRAISER](#) →

Collections

SET OF 3

Keep It Simple

Simple. Straightforward. Salty. Sweet. Satisfaction.

\$26

Add to Cart



SET OF 3

The Flavoristas

A collection for those looking to satisfy their salty, sweet, and spicy cravings.

\$29

Add to Cart



SET OF 6

The All-Stars

Dabble in the delectable and discover for yourself our most popular flavors.

\$59

Add to Cart



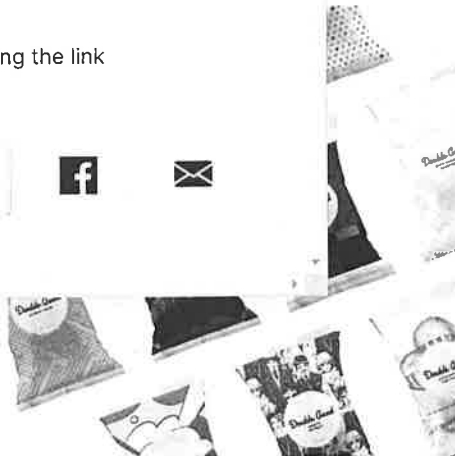
SET OF 10

The Perfect

No tough choices here, all 10 of our ultra-premium popcorns are included.

\$99

Add to Cart



Support by sharing

Help this Pop-Up Store reach its goal by sharing the link

Pop-Up Store Link
<https://popup.doublegood.com/store-demo>



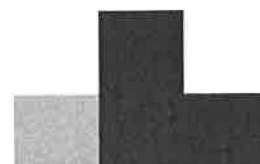
Copy Link

ESSENTIAL WORKER DONATION PROGRAM

Make a Popcorn Donation

- Send DG popcorn to essential workers
- 50% of the sale benefits this fundraiser
- No shipping cost

\$20



Add to Cart

Looking for a specific flavor?

Explore all flavors of Double Good popcorn and select your favorites.
Shop All Flavors



Event Leaderboard

1  Savannah Park

2  Dani Everett

3  Coach Kim


4  Melissa Morris

5  Sofia Hunter

Support by sharing

Help this Pop-Up Store reach its goal by sharing the link

Pop-Up Store Link



\$701

\$523

\$475

\$415

\$349

Recent Supporters (9)

Jon

Way to go Kim!

39 minutes ago - Chicago, Illinois

\$98 ☆

Robin

2 hours ago - Oak Park, Illinois

\$75 ☆

Corey

\$44 🍷

Way to go Kim!

3 hours ago - St. Charles, Illinois

Nichole

\$105 😊

I hear this popcorn is really delicious!


1 day ago - Chicago, Illinois

Benjamin

\$53 ☆

Good luck and have fun!


2 days ago - Chicago, Illinois



#DoADoubleGood

Fundraise with your team, sell ultra-premium popcorn, and earn 50% profit. No fundraising minimums or fees.

[Start a Fundraiser](#) [Learn More](#)






Support by sharing

Help this Pop-Up Store reach its goal by sharing the link

Pop-Up Store Link

[📄](#)

Need help? [Contact Us](#)

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Fundraising Authorization Form
Fiscal Services

All fundraising activities for school organizations require pre-approval. Please complete this form **in its entirety** and submit the form to your Building Principal a minimum of **45 days prior** to the desired starting date of the event. The Building Principal will then forward all documents to the Chief Financial Officer.

Today's Date: 5/4/2023 School: High School

Name of School Organization: Boys/Girls Soccer

Sponsor / Coach's Name: Lewandowski Phone: 224-402-0576

Starting Date of Event: Boys: 8/18/23 Ending Date of Event: Boys: 9/18/2023

Anticipated Revenue and Approximate Value of Non-Monetary Items/Compensation: \$8,000 per season

Type of Sale / Event: Crowd Share

Will a Vendor Be Used: Yes* No * *Attach all contracts and agreements to this form.*

Name of Vendor (if applicable): Adrenaline Fundraising

Type of Product or Service Provided by Vendor: Crowd Share

How will compensation be used/distributed? Equipment, Uniforms, Facility Improvements

Name of Activity Account: HHS Soccer Activity Account #: 536

Submit completed forms with attachments to the Chief Financial Officer. A signed copy will be returned to you indicating approval or non-approval for fundraisers which require Board approval (over \$1,000).

Sponsor Signature [Signature]

Date 5/4/2023
10/2/23

Principal Signature – *I certify that it is a minimum of 45 days prior to the desired starting date of the event*

Date

Chief Financial Officer Signature

Date

* Public Act 94-0714 requires all contracts and agreements that pertain to goods and services that are intended to generate additional revenue and other remunerations for the school district in excess of \$1,000.00 be approved by the board.



FUNDRAISER AGREEMENT

Full - Boys 2023

____ ("Provider") and Organization identified below enter into the following Fundraiser Agreement ("Agreement") for the purpose of providing a Fundraising Program ("Program") designed to facilitate Organization's fundraising efforts:

- Program Terms.** Provider and Organization agree to the indicated Fundraising Period, product, quantity and price.
- Provider Obligations.**
 - Provider agrees to use its best efforts to assist Organization with its fundraising efforts.
 - Provider agrees, at its discretion, to provide training and incentives to individuals involved in the fundraising process along with the program materials appropriate to facilitate Organization's fundraising efforts.
 - Provider agrees to supply necessary merchant discounts for the Discount Product.
 - Provider agrees to pay for printing and production costs associated with the sale of discount and non-discount products.

FUNDRAISING PERIOD			
START DATE	MONTH	DAY	YEAR
	8	18	23
END DATE	MONTH	DAY	YEAR
	9	8	23
DISCOUNT	QTY	PRICE	
75% profit			
ORDER QUANTITY	BOXES	PRICE PER BOX	
	160-400		
	400+		

- Organization Obligations.** INITIALS
 - Organization agrees to use its best efforts to sell fundraising products at the specified Price. Organization confirms that it is not under a contractual obligation to participate in a competing non-Provider fundraising program. Organization agrees to permit Provider to operate the Program within a mutually agreeable time frame and to allow Provider reasonable access to Organization's facilities in order to conduct the Program.
 - Organization acknowledges that Provider may engage in fundraising activities with other organizations at the same time and with the same merchants, products and programs and that such activity does not constitute a breach of Provider's obligations under this Agreement.
 - For the Discount Product or Frozen Product Organization purchases from Provider, Organization agrees to pay Provider all amounts collected from the sale of Discount or Frozen Product minus the Organization's Profit Percentage. Organization shall pay Provider for the Discount or Frozen Product at the conclusion of the Program. Organization shall be solely responsible to collect and remit to the appropriate taxing authorities any sales taxes, if required by state law. Organization retains any sales tax amounts collected from the sale of the Discount or Frozen Product. Organization agrees to return to Provider all unsold or unused Discount or Frozen Product at the conclusion of the Program.
 - Organization acknowledges that Provider devotes significant time, effort and expense in forming and maintaining relationships with merchants used on its Discount Product, and may continue those relationships with other Provider Fundraising Programs after termination of this Agreement. Accordingly, Organization agrees to protect Provider's merchant relationship for a period of TWELVE MONTHS following termination of this Agreement. Organizations shall not produce or participate with any Discount Product using any of the merchants from Provider's Discount Product prepared for or sold by Organization. Organization agrees to pay Provider \$1,500 as compensation should it choose to use any of the same merchants utilized in the most recent Provider Discount Product on a non-Provider Discount Product during the TWELVE MONTHS following Agreement termination.
 - Organization acknowledges that frozen products are sold in cases of 8 boxes per flavor, must be purchased in full cases with a minimum order of 20 cases required.

- Duration, Term and Termination.** INITIALS
 - Duration.** Provider and Organization agree that Provider shall be the exclusive provider for this fundraiser for Organization for the following Term (Years): 1 2 3 4 5
 - Termination.** In the event that Organization does not run the Program agreed to herein, Organization shall reimburse Provider for each unfulfilled year of the Agreement in an amount calculated as follows: 25% x Qty Ordered x Price. Organization agrees that this reflects costs associated with the Program and is a reasonable approximation of actual damages to Provider.
- Intellectual Property Ownership and Product Distribution.** Provider retains all intellectual property rights associated with the products but agrees to license these rights for the limited purpose of product distribution pursuant to the Program. Organization agrees not to use or disclose any product, forms, materials, technical information or methods employed by Provider or intellectual property rights owned by Provider for any purpose except in association with the Program absent Provider's express written consent. Provider retains the right to distribute fundraising products as it sees fit following the conclusion of the Program or in the event that the Program is not run.
- Authorization and Implementation.** Organization hereby asserts that the representative signing below understands the terms and conditions of the Agreement, agrees to be bound by them and has the authority to bind Organization. Organization holds Provider harmless of any liability regarding the actions and/or injuries to Program participants.

AUTHORIZED ORGANIZATION REPRESENTATIVE (SIGNATURE) 	PRINT NAME & TITLE Pete Eftersagen (President)	DATE 5-3-23
AUTHORIZED PROVIDER REPRESENTATIVE (SIGNATURE)	PRINT NAME & TITLE	DATE

INFORMATION BELOW TO BE COMPLETED BY PROVIDER REPRESENTATIVE					
SCHOOL/ORGANIZATION Huntley	GROUP Boys Soccer	SCHOOL TAX EXEMPT NUMBER	PROVIDER RECORD NUMBER		
ADDRESS/DELIVERY LOCATION 13719 Harmony Rd		CITY Huntley	STATE IL	ZIP	
SCHOOL PHONE NUMBER	SCHOOL FAX NUMBER	# OF STUDENTS SELLING	MASCOT/COLORS		
CONTACT NAME Matt Lewandowski	BEST TIME TO CALL	CONTACT OFF.	CONTACT EMAIL		

Fundraising Authorization Form Fiscal Services

All fundraising activities for school organizations require pre-approval. Please complete this form **in its entirety** and submit the form to your Building Principal a minimum of **45 days prior** to the desired starting date of the event. The Building Principal will then forward all documents to the Chief Financial Officer.

Today's Date: May 4, 2023 School: Huntley HS

Name of School Organization: Volleyball Girls Program

Sponsor / Coach's Name: Karen Naymola Phone: 847 833 4154

Starting Date of Event: Aug 21st Ending Date of Event: September 1st

Anticipated Revenue and Approximate Value of Non-Monetary Items/Compensation: \$ 10,000

Type of Sale / Event: popcorn

Will a Vendor Be Used: Yes* No * *Attach all contracts and agreements to this form.*

Name of Vendor (if applicable): Fundraising University

Type of Product or Service Provided by Vendor: popcorn

How will compensation be used/distributed? Mailed by company

Name of Activity Account: Vball Activity Account #: 522

Submit completed forms with attachments to the Chief Financial Officer. A signed copy will be returned to you indicating approval or non-approval for fundraisers which require Board approval (over \$1,000).

Sponsor Signature [Signature]

Date 5-4-23
10/2/23

Principal Signature – *I certify that it is a minimum of 45 days prior to the desired starting date of the event*

Date _____

Chief Financial Officer Signature _____

Date _____

* Public Act 94-0714 requires all contracts and agreements that pertain to goods and services that are intended to generate additional revenue and other remunerations for the school district in excess of \$1,000.00 be approved by the board.



FUNDRAISING UNIVERSITY - FUNDRAISER AGREEMENT

Effinger Consulting DBA FUNDRAISING UNIVERSITY ("PROVIDER") AND ORGANIZATION IDENTIFIED BELOW ENTER INTO THE FOLLOWING FUNDRAISER AGREEMENT ("AGREEMENT") FOR THE PURPOSE OF PROVIDING A FUNDRAISING PROGRAM ("PROGRAM") DESIGNED TO FACILITATE ORGANIZATION'S FUNDRAISING EFFORTS:

TERMS AND CONDITIONS

1. PROGRAM TERMS.

- PROVIDER AND ORGANIZATION AGREE TO THE INDICATED FUNDRAISING PERIOD, PRODUCT, QUANTITY AND PRICE.

2. PROVIDER OBLIGATIONS.

- PROVIDER AGREES TO USE ITS BEST EFFORTS TO ASSIST ORGANIZATION WITH ITS FUNDRAISING EFFORTS.
- PROVIDER AGREES, AT ITS DISCRETION, TO PROVIDE TRAINING AND INCENTIVES TO INDIVIDUALS INVOLVED IN FUNDRAISING PROCESS ALONG WITH THE PROGRAM MATERIALS APPROPRIATE TO FACILITATE ORGANIZATION'S EFFORTS.
- PROVIDER AGREES TO SUPPLY NECESSARY MERCHANT DISCOUNTS FOR THE DISCOUNT PRODUCT.
- PROVIDER AGREES TO PAY FOR PRINTING AND PRODUCTION COSTS ASSOCIATED WITH THE SALE OF DISCOUNT AND NON-DISCOUNT PRODUCTS.

3. ORGANIZATION OBLIGATIONS.

- ORGANIZATION AGREES TO USE ITS BEST EFFORTS TO SELL FUNDRAISING PRODUCTS AT THE SPECIFIED PRICE. ORGANIZATION CONFIRMS THAT IT IS NOT UNDER A CONTRACTUAL OBLIGATION TO PARTICIPATE IN A COMPETING NON-PROVIDER FUNDRAISING PROGRAM.
- ORGANIZATION AGREES TO PERMIT PROVIDER TO OPERATE THE PROGRAM WITHIN A MUTUALLY AGREEABLE TIME FRAME AND TO ALLOW PROVIDER REASONABLE ACCESS TO ORGANIZATION'S FACILITIES IN ORDER TO CONDUCT THE PROGRAM.
- FOR THE DISCOUNT PRODUCT OR FROZEN PRODUCT ORGANIZATION PURCHASES FROM PROVIDER, ORGANIZATION AGREES TO PAY PROVIDER ALL AMOUNTS COLLECTED FROM THE SALE OF DISCOUNT OR FROZEN PRODUCT MINUS THE ORGANIZATION'S PROFIT PERCENTAGE. ORGANIZATION SHALL PAY PROVIDER FOR THE DISCOUNT OR FROZEN PRODUCT AT THE CONCLUSION OF THE PROGRAM. ORGANIZATION SHALL BE SOLELY RESPONSIBLE TO COLLECT AND REMIT TO THE APPROPRIATE TAXING AUTHORITIES ANY SALES TAXES, IF REQUIRED BY STATE LAW. ORGANIZATION RETAINS ANY SALES TAX AMOUNTS COLLECTED FROM THE SALE OF THE DISCOUNT OR FROZEN PRODUCT. ORGANIZATION AGREES TO RETURN TO PROVIDER ALL UNSOLD OR UNUSED DISCOUNT OR FROZEN PRODUCT AT THE CONCLUSION OF THE PROGRAM.
- ORGANIZATION ACKNOWLEDGES THAT PROVIDER DEVOTES SIGNIFICANT TIME, EFFORT AND EXPENSE IN FORMING AND MAINTAINING RELATIONSHIPS WITH MERCHANTS USED ON ITS DISCOUNT PRODUCT, AND MAY CONTINUE THOSE RELATIONSHIPS WITH OTHER PROVIDER FUNDRAISING PROGRAMS AFTER TERMINATION OF THIS AGREEMENT. ACCORDINGLY, ORGANIZATION AGREES TO PROTECT PROVIDER'S MERCHANT RELATIONSHIP FOR A PERIOD OF TWELVE (12) MONTHS FOLLOWING TERMINATION OF THIS AGREEMENT. ORGANIZATION SHALL NOT PRODUCE OR PARTICIPATE WITH ANY DISCOUNT PRODUCT USING ANY OF THE MERCHANTS FROM PROVIDER'S DISCOUNT PRODUCT PREPARED FOR OR SOLD BY ORGANIZATION. ORGANIZATION AGREES TO PAY PROVIDER \$1,500 (ONE THOUSAND FIVE HUNDRED DOLLARS) AS COMPENSATION SHOULD IT CHOOSE TO USE ANY OF THE SAME MERCHANTS UTILIZED IN THE MOST RECENT PROVIDER DISCOUNT PRODUCT ON A NON-PROVIDER DISCOUNT PRODUCT DURING THE TWELVE (12) MONTHS FOLLOWING AGREEMENT TERMINATION.
 - ORGANIZATION ACKNOWLEDGES THAT FROZEN PRODUCTS ARE SOLD IN CASES OF EIGHT (8) BOXES PER FLAVOR, MUST BE PURCHASED IN FULL CASES WITH A MINIMUM ORDER OF TWENTY (20) CASES REQUIRED.

4. DURATION, TERM AND TERMINATION.

- DURATION. PROVIDER AND ORGANIZATION AGREE THAT PROVIDER SHALL BE THE EXCLUSIVE PROVIDER FOR THIS FUNDRAISER FOR ORGANIZATION FOR 1 YEAR TERM.
- TERMINATION. IN THE EVENT THAT ORGANIZATION DOES NOT RUN THE PROGRAM AGREED TO HEREIN, ORGANIZATION SHALL REIMBURSE PROVIDER FOR EACH UNFULFILLED YEAR OF THE AGREEMENT IN AN AMOUNT CALCULATED AS FOLLOWS:
 - 25% X QTY ORDERED X PRICE. ORGANIZATION AGREES THAT THIS REFLECTS COSTS ASSOCIATED WITH THE PROGRAM AND IS A REASONABLE APPROXIMATION OF ACTUAL DAMAGES TO PROVIDER.
- IN THE EVENT OF A CANCELLATION OF A CONSUMABLE PRODUCT THAT DOES NOT PROVIDE SIXTY (60) DAYS WRITTEN NOTICE, THE SCHOOL/GROUP IS SUBJECT TO A \$250 (TWO HUNDRED FIFTY DOLLAR) FEE, WHICH IS A GOOD FAITH ESTIMATE OF COGS FOR SHIPPING AND STORAGE OF THE PRODUCT.
- IN THE EVENT THAT A SCHOOL OR GROUP SIGNS A FUNDRAISER AGREEMENT FOR A DISCOUNT PRODUCT AND, FOR WHATEVER REASON, BACKS OUT, THE SCHOOL/GROUP WILL INCUR AN EXPENSE OF \$50 (FIFTY DOLLARS) PER MERCHANT SIGNED AS A GOOD FAITH ESTIMATE OF COGS TO SECURE MERCHANTS. SCHOOL/GROUP MUST ALSO PROVIDE A WRITTEN LETTER THAT CAN BE SHARED WITH THE MERCHANTS TO ENSURE GOOD STANDING FOR BOTH PARTIES. IF PROGRAM IS CANCELLED, ANY ARTWORK OR SHIPPING COMPLETED WILL ALSO BE THE RESPONSIBILITY OF THE SCHOOL/GROUP FOR COGS. THESE COGS WOULD BE PROVIDED IN AN INVOICE FORM FROM THE SUPPLIERS PARTNERED WITH Effinger Consulting DBA FUNDRAISING UNIVERSITY.

5. INTELLECTUAL PROPERTY OWNERSHIP AND PRODUCT DISTRIBUTION.

- PROVIDER RETAINS ALL INTELLECTUAL PROPERTY RIGHTS ASSOCIATED WITH THE PRODUCTS BUT AGREES TO LICENSE THESE RIGHTS FOR THE LIMITED PURPOSE OF PRODUCT DISTRIBUTION PURSUANT TO THE PROGRAM. ORGANIZATION AGREES NOT TO USE OR DISCLOSE ANY PRODUCT, FORMS, MATERIALS, TECHNICAL INFORMATION OR METHODS EMPLOYED BY PROVIDER OR INTELLECTUAL PROPERTY RIGHTS OWNED BY PROVIDER FOR ANY PURPOSE EXCEPT IN ASSOCIATION WITH THE PROGRAM ABSENT PROVIDER'S EXPRESS WRITTEN CONSENT. PROVIDER RETAINS THE RIGHT TO DISTRIBUTE FUNDRAISING PRODUCTS AS IT SEES FIT FOLLOWING THE CONCLUSION OF THE PROGRAM OR IN THE EVENT THAT THE PROGRAM IS NOT RUN.

6. AUTHORIZATION AND IMPLEMENTATION.

- ORGANIZATION HEREBY ASSERTS THAT THE REPRESENTATIVE SIGNING BELOW UNDERSTANDS THE TERMS AND CONDITIONS OF THE AGREEMENT, AGREES TO BE BOUND BY THEM AND HAS THE AUTHORITY TO BIND ORGANIZATION. ORGANIZATION HOLDS PROVIDER HARMLESS OF ANY LIABILITY REGARDING THE ACTIONS AND/OR INJURIES TO PROGRAM PARTICIPANTS.

7. MARKETING OPT-IN.

- PROVIDER GRANTS ORGANIZATION PERMISSION TO SEND PERIODIC EMAILS AND NEWSLETTERS FEATURING THE COACHING MATTERS FOUNDATION, NEW PRODUCTS AND OTHER ORGANIZATION ANNOUNCEMENTS. PROVIDER CAN UNSUBSCRIBE AT ANY TIME AND PROVIDER INFORMATION IS NEVER SHARED EXTERNALLY.

AUTHORIZED ORGANIZATION REPRESENTATIVE (SIGNATURE)	NAME/TITLE:	DATE:
	Karen Nagmola	5/1/23
AUTHORIZED PROVIDER REPRESENTATIVE (SIGNATURE)	NAME/TITLE:	DATE:
	Michael Effinger	5/1/23

INFORMATION BELOW TO BE COMPLETED BY PROVIDER REPRESENTATIVE

SCHOOL/ORGANIZATION	GROUP:	# OF STUDENTS SELLING:
Huntley HS	Volleyball	45
ADDRESS/DELIVERY LOCATIONS:	CITY:	STATE:
13719 Harmony Rd	Huntley	IL
CONTACT NAME:	BEST TIME TO CALL:	CONTACT CELL NO.:
Karen Nagmola		
		CONTACT EMAIL ADDRESS:





Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.huntley158.org

DATE: October 19, 2023

TO: Board of Education and Administration

FROM: Doug Renkosik, Director of Operations & Maintenance

RE: Illinois State Board of Education FY 2024 Round 1 School Maintenance Project Grant (A)
Board of Education meeting, October 19, 2023
Consent Agenda Item

Background:

Recently, the Illinois State Board of Education issued a notice that public school districts in Illinois could apply for a grant of up to \$50,000 for funding of school maintenance projects as a part of the ISBE's FY 2024 Round 1 School Maintenance Grant program.

As a part of the filing process for the application, the Administration must provide assurance that the local Board of Education approves the submission of a grant application for the particular project listed in the application. The attached document contains the specific language in the grant application.

District 158's Administration recommends requesting funding assistance with the Huntley High School Phase 5 Roof Replacement project (which ISBE classifies as a "Permanent Improvement Project") as the project that best serves the needs of the School District and is the highest priority available.

Recommendation:

The Building and Grounds Committee met on October 12, 2023 and requests that the Board of Education approve the Application for Illinois State Board of Education's FY 2024 Round 1 School Maintenance Project Grant assistance for the Huntley High School Phase 5 Roof Replacement project as a "Permanent Improvement Project" at the October 19, 2023 Board of Education Meeting.

SCHOOL MAINTENANCE PROJECT GRANT

FY 24 Application Cycle - Round 1

District Certification

Name : Huntley Comm Sch Dist 158

RCDT #: 44-063-1580-22

TIN #: 366005127

The submissions made to the Illinois State Board of Education by the applicant and the terms and conditions described in the Grant Application Certifications and Assurances and the Program Specific and Financial Assurances of this application shall constitute the grant agreement between the applicant and the Illinois State Board of Education for the use of the funds to complete the projects described in the "Work Item Listing" section of the School Maintenance Project Grant Application. This grant agreement shall be deemed to be entered into when the application has been approved by the Illinois State Board of Education. This grant agreement constitutes the entirety of the agreement between the parties and supersedes any other agreement or communication, whether written or oral, relating to the award of the grant funds. The person submitting this application on behalf of the applicant certifies and assures the Illinois State Board of Education that he or she has been duly authorized to file this application for and on behalf of the applicant, is the authorized representative of the applicant in connection with this grant agreement, and that he or she is authorized to execute these Certifications and Assurances and Standard Terms of the Grant on behalf of the applicant. Further, the person submitting this application on behalf of the applicant certifies under oath that all information in the grant agreement is true and correct to the best of his or her knowledge, information and belief, that grant funds shall be used only for the purposes described in this agreement, and that the award of this grant is conditioned upon this certification.

The authorized representative of the applicant who will affix his or her signature below certifies that he or she has read, understood and will comply with all of the provisions of the following certifications and assurances.

The person approving these Certifications, Assurances and Standard Terms of the Grant hereby certifies and assures the Illinois State Board of Education that the person submitting the final application on behalf of the applicant (and thereby executing the grant agreement with the Illinois State Board of Education) has the necessary legal authority to do so. (v2.23.2017)

The person approving this application certifies (1) to the statements contained in the list of certifications, and (2) that the statements herein are true, complete and accurate to the best of his/her knowledge. He/she also provided the required assurances titled "Grant Application Certifications and Assurances, and Standard Terms for the School Maintenance Project Grant" and "Program Specific and Financial Assurances for the School Maintenance Project Grant" (found within the application under "Application Certifications and Assurances") and agrees to comply with any resulting terms if an award is accepted. He/she is aware that any false, fictitious, or fraudulent statements or claims may subject him/her to criminal, civil or administrative penalties. (U.S. Code, Title 18, Section 1001). The list of certification and assurances is included below.

By submitting this form, I certify to the above and that the local board of education or other school governing authority has authorized the school maintenance project during a duly convened meeting, and has reserved local funds to meet the local match requirement. In addition, the applicant has not obligated funds or begun work on any of the projects listed on this application prior to the submission of this application. Signing below certifies that he or she has read, understood, and will comply with all the provisions of the following:

- Grant Application Certifications and Assurances, and Standard Terms for the School Maintenance Project Grant, and
- Program-Specific and Financial Assurances for the School Maintenance Project Grant.

Signature of President of Board of Education

Date

Name of Board President (type or print)

A copy of this form signed by the President of the Board of Education AND the Taxpayer Identification Number Form MUST be printed, signed, and attached as a PDF under the Application Required Attachments before your application can be approved. No application will be processed without these two signed attachments.

(SMPG Dist. Cert. - Rev. 8/2023)



Huntley Community School District 158

650 Dr John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.huntley158.org

DATE: October 19, 2023

TO: Board of Education and Administration

FROM: Doug Renkosik, Director of Operations & Maintenance

RE: Thermosystems Preventative Maintenance Service Agreement extension - Daikin/McQuay Chillers and RTUs (A)
Board of Education, October 19, 2023
Consent Agenda Item

Background:

The existing Preventative Maintenance Service contract with Thermosystems (; the factory-authorized service center for Daikin Applied HVAC equipment in the Chicagoland area,) for preventative maintenance on the following Daikin Applied equipment expires on 10-31-23:

- two Daikin Applied chillers at Huntley High School (; the central and west units)
- one Daikin Applied chiller at Conley Elementary School
- two Daikin Applied roof-top HVAC units at Conley Elementary School.
- two Daikin Applied roof-top HVAC units at Mackeben Elementary School
- two Daikin Applied roof-top HVAC units at Huntley High School
- one Daikin Applied chiller at the District 158 Administration Transportation

The Administration requested a proposal from Thermosystems to provide preventative maintenance (PM) inspection extending the existing scheduled PM services agreement for another three years.

Attached is Thermosystems' proposed Maintenance Agreement for Planned Maintenance Inspections dated 9-1-23 for an extension of this service agreement for an additional three years with an expiration date of 10-31-26.

Recommendation:

The Building Committee met on October 12, 2023 and recommends that the Board of Education approve the extension of the service agreement with Thermosystems dated 9-1-23 as attached at their October 19, 2023, Regular Board Meeting.

DR/jk



MAINTENANCE AGREEMENT PLANNED MAINTENANCE - INSPECTION ONLY

PROPERTY NAME

D158 Huntley Admin Bldg.
650 Dr John Burkey Dr, Algonquin, IL, 60102

PREPARED FOR

Doug Renkosik
D158 Huntley

PREPARED BY

Fred Valentini
Thermosystems, LLC
708-955-3232
fvalentini@thermohvac.com

PROPOSAL DATE

Sep 1, 2023

PROPOSAL #

Q5180



PLANNED MAINTENANCE AGREEMENT



D158 Huntley Admin Bldg.

Quote #: Q5180

OMNIA Proposal #: R200401-IL-287682

Date: Sep 1, 2023

Attn: Doug Renkosik
 To: D158 Huntley
 Address: 650 Dr. John Burkey Dr., Algonquin, IL, 60102
 Phone: 847-997-6655
 Email: drenkosik@district158.org

Prepared by: Fred Valentini
 From: Thermosystems, LLC
 Address: 960 Industrial Drive, Unit 1, Elmhurst, IL 60126
 Phone: 708-955-3232
 Email: fvalentini@thermohvac.com

Scope of Services

Thermosystems, LLC is pleased to offer the following Maintenance Agreement proposal for your consideration. Thank you for selecting Thermosystems Service Group to care for your building's system. Our factory-trained service personnel have the knowledge and experience to deliver the best support available. Thermosystems will perform all services using factory-trained technicians who specialize in HVAC, refrigeration and electronic system maintenance and repair services. Thermosystems is pleased to offer this proposal for your consideration.

PROPERTY NAME	D158 Huntley Admin Bldg.
Type of Plan	Planned Maintenance - Inspection Only
Response Type	Emergency Service - Not included in this Agreement, but available on a time and material basis. 3 3 3 Year - Start
Length of Term	Date 11/01/2023 - End Date 10/31/2026
Number of Visits Annually	4
Billing Interval	Quarterly

Program Overview

The owner is requesting a preventive maintenance program which will provide routine inspection and maintenance of the covered equipment. Timely inspections can minimize or prevent unscheduled down-time by detecting deficiencies early. Scheduled factory recommended maintenance will help to ensure efficient operation and maximum equipment life. Repairs by factory-trained technicians keep the equipment operating to specification. Owner|Operator knowledge is a key component of any maintenance program. During equipment inspections, Thermosystems recommends Operator participation to help them learn proper equipment operation and early problem recognition that can minimize service outages and increase satisfaction.

Personnel

Thermosystems will perform all services using factory-trained technicians who specialize in HVAC, refrigeration and electronic system maintenance and repair service.

Emergency Service Response

Emergency service is available on a 7-day, 24-hour basis. For scheduled service and repairs covered under this agreement and performed at the Customer's request outside of normal working hours, the Customer agrees to pay the difference between the prevailing standard billing rate and the prevailing overtime rate. For Emergency Service Call 630.616.8600.

Time of Services and Repairs

Thermosystems will perform all services Monday through Friday between 7:00 am CST|CDT and 3:30 pm CST|CDT unless otherwise specified herein. Any services requested or agreed to by Customer that are outside the Scope of these Services will be performed by Thermosystems at an additional cost. Thermosystems will invoice such services at a special service and repair billing rate at Company's published labor rates for the service area.

Standard Inclusions

The agreement includes travel to and from the site, preventative maintenance materials, and any trips to supply houses to procure materials. The customer will receive a written report for the inspection or services provided. For specific activities associated with the equipment covered under the agreement, reference Attachment A - Equipment Maintenance Schedule and associated Maintenance Task List(s).



INSPECTION PROGRAM RESPONSIBILITIES

1) Thermosystems agrees to

- Furnish its Inspection Service during normal working hours, unless otherwise specified on page 1 herein, on the Equipment, in accordance with the Maintenance Agreement at the price stated herein and subject to the terms and conditions set forth herein.
- Provide a report to the Customer about the condition of the Equipment and any recommendations for necessary repairs or enhancements to maintain capacity, reliability, and efficiency.
- Instruct the person(s) responsible for Equipment operation and familiarize them with normal operation.

2) Customer agrees to

- Designate a representative in its employ to receive instructions in the operation of the Equipment. Such representative shall have authority to carry out recommendations received from Thermosystems in conjunction with the performance of this Agreement.
- Allow Thermosystems to start and stop the Equipment in order to perform services specified in this Agreement.
- Operate the Equipment in accordance with Thermosystems factory recommended instructions, and to notify Thermosystems promptly of any change in the usual operating conditions.
- Provide reasonable means of access to the Equipment and building.

3) It is understood that, except to the extent otherwise provided in the Maintenance Task List(s), the services and maintenance provided for herein includes only those items listed herein. It does not, for example, include any of the following:

- Normal daily and weekend functions of stopping/starting the Equipment covered hereunder.
- The maintenance of space conditions or system performance.
- The changing or cleaning of air filters, unless specifically referenced in the Maintenance Task List(s).
- Piping or duct work.
- Damage due to freezing weather.
- Water treatment.
- Corrosion or erosion damage to water and/or air side of Equipment (for example, but not limited to the following: tube bundles, heat exchangers, structural supports, and coils).
- Disconnect switches, fuses and circuit breakers.
- Portable recorders.
- Complementary equipment (for example, but not limited to the following: cabinets, fixtures, water boxes, water supply lines and drain lines, and painting for appearance).
- Boiler shell, tubes, and refractory material.
- Replacement of complete unit.
- Any items of equipment that are recommended or required by Insurance Companies, Government, State, Municipal or other authorities.
- Any inspection, service provided, or worked performed, including, but not limited to, the discovery of any worn or defective parts or components thereof under the Compressor Assurance Program ("CAP") or any other optional scheduled internal inspection of compressors are not covered under this agreement.

4) As a Maintenance Contract Customer, you will receive the following benefits

- Preferential Service will be provided over non-maintenance agreement customers and is available 24 hours a day, 365 days a year. This is not a guarantee that service will be provided in set period of time, but rather a guarantee you will be given priority.
- Contract Customers receive a 10% discount off of all Labor and Materials for Quoted and T&M Service.
- Minimum Billable Hours for T&M Service during Normal Business Hours will be two (2) hours.
- Minimum Billable Hours for T&M Service after Normal Business Hours will be four (4) hours.
- A completed copy of the Service Report with recommendations will be provided after service calls identifying the scope of work performed and any recommendations for improving the operation of the Equipment.



PLANNED MAINTENANCE AGREEMENT

D158 Huntley Admin Bldg.

Quote #: Q5180

Date: Sep 1, 2023

Duration

- This agreement shall remain in effect for a Term of: **3 Year - Start Date 11/01/2023 - End Date 10/31/2026**

Investment Amount

- Year 1: **\$25,653.00**
- Year 2: **\$26,679.00**
- Year 3: **\$27,479.00**

Payment Terms

- Payment will be in advance and scheduled as below. Invoices will be due upon receipt.
- Year One Invoicing starting on **11/01/23** to be billed **QUARTELY** in the Amount of **\$6,413.25**.
- Year Two Invoicing starting on **11/01/24** to be billed **QUARTELY** in the Amount of **\$6,669.75**
- Year Three Invoicing starting on **11/01/25** to be billed **QUARTELY** in the Amount of **\$6,869.75**.

Terms and Conditions

- This agreement between the Customer and Thermosystems is limited to Thermosystems' Terms and Conditions located at [TS Terms and Conditions.pdf](#), unless a formal agreement governing this agreement has been executed by both the Customer and Thermosystems, in which case the Terms and Conditions of the signed agreement shall govern.

Feel free to contact us if you have any questions or concerns regarding the information contained in this Maintenance Agreement. If you would like us to proceed with the solution presented above, sign the acceptance line below (including PO# if applicable) and return a copy via email so we may begin to mobilize our efforts to complete services as quickly as possible. We appreciate the opportunity to provide you with this solution and look forward to working with you on this and servicing your needs in the future.

This Proposal is only valid for: **60** and will expire on **Nov 13, 2023**.

Accepted by: **D158 Huntley**

Doug Renkosik

Approved by: Thermosystems, LLC

Signature

Signature

Date

Date

NOTE: Please, see email Attachment A for the Equipment Maintenance Schedule and associated Maintenance Task List(s).



EQUIPMENT MAINTENANCE SCHEDULE

Huntley Community SD 158

Q5180

September 1, 2023

TAG	EQUIPMENT TYPE	MAKE	MODEL #	SERIAL #	QTY	DEC FEB	MAR MAY	JUN AUG	SEP NOV	PROGRAM	EMERGENCY COVERAGE
Huntley Administration Building											
CH-1	Air Cooled Scroll Chiller	Daikin	AGZ091ED	STNU210200199	1	Annual	Startup	Operational	Shutdown	Inspection Only	Not Included
Huntley High School											
CH-Central	Air Cooled Screw Chiller	Daikin	AWS400B	STNU130300069	1	Annual	Startup	Operational Oil	Shutdown	Inspection Only	Not Included
CH-West	Air Cooled Screw Chiller	Daikin	AWS350C	STNU150500134	1	Annual	Startup	Operational Oil	Shutdown	Inspection Only	Not Included
RTU-2	15 Ton RTU	Daikin	DPS015AHMW4D W-6	FBOU191100649	1	Operational	Operational	Operational	Operational	Inspection Only	Not Included
RTU-3	18 Ton RTU	Daikin	DPS018AHMW4D W-4	FBOU191100649	1	Operational	Operational	Operational	Operational	Inspection Only	Not Included
Conley Elementary School											108
CH-1	Air Cooled Screw Chiller	Daikin	AWV012A	STNU170700096	1	Annual	Startup	Operational Oil	Shutdown	Inspection Only	Not Included
RTU-2	40 Ton RTU	Daikin	MPS040F	FBOU170700471	1	Operational	Operational	Operational	Operational	Inspection Only	Not Included
RTU-3	40 Ton RTU	Daikin	MPS040F	FBOU170700470	1	Operational	Operational	Operational	Operational	Inspection Only	Not Included
Mackeben Elementary School											
RTU-2	40 Ton RTU	Daikin	MPS040FW4	FBOU200402390	1	Operational	Operational	Operational	Operational	Inspection Only	Not Included
RTU-3	40 Ton RTU	Daikin	MPS040FW4	FBOU200402389	1	Operational	Operational	Operational	Operational	Inspection Only	Not Included



MAINTENANCE TASK LIST

Huntley Community SD 158

Q5180

September 1, 2023

SCREW CHILLER - AIR AND WATER COOLED

General Inspection Notes (all inspections):

Huntley High School

Review services performed and report any uncorrected deficiencies to facility maintenance manager.

Owner to provide adequate Water Treatment by a qualified Water Treatment firm for equipment covered under this agreement.

If glycol is present in the system, it is the responsibility of the Owner to recover the glycol prior to Thermosystems punching tubes.

Owner is responsible for checking and maintaining the self-contained breathing apparatus per the manufacturer's recommendations.

Owner to provide OSHA compliant access to the equipment.

Startup|Operational|Shutdown Inspection (Qty 3):

Check unit for proper operation, interlocks, controls, and excessive noise or vibration.

Visually inspect condition of starter contacts and overloads for wear, pitting, and any signs of overheating.

Check operating and safety controls.

Check operation of lubrication system and crankcase heater.

Visually inspect coils for damage, obstructions, and cleanliness.

Check evaporator and condenser flow rates.

Review all microprocessor diagnostic codes.

Check operation of electronic expansion valve.

Check operation of load/unload solenoid valves.

Check condition of thermometers, and gauges. Compare with operating controls.

Check sight glass(es) for flashing / moisture and/or oil presence.

Complete operating log of temperatures, pressures, voltages, amperages, and review all readings. Include chiller starts and run times.

Annual Inspection (Qty 1):

Check unit for proper operation, interlocks, controls, and excessive noise or vibration.

Tighten all starter, motor, and control connections.

Visually inspect condition of starter contacts and overloads for wear, pitting, and any signs of overheating.

Meg compressor motor and record readings.

Check condition, operation, and proper liquid/air levels in expansion tank.

Check operation of crankcase heater.

Check evaporator shell heaters and controls for freeze protection.

Inspect condition of motor, fan wheel (bent blades, debris, proper rotation and airflow).

Check and Lubricate motor and fan bearings, screws, and motor mounts.

Visually inspect coils for damage, obstructions, and cleanliness.

Clean and restore as needed to ensure proper operation *if included in Optional Services* below.

Check operation of refrigerant cycle, pump-down cycle, controls, refrigerant charge and oil level.

Ensure all safety and operating controls are set within factory specifications.

Check microprocessor for proper setup and operation. Review all microprocessor diagnostic codes.

Check operation of electronic expansion valve.

Check operation of load/unload solenoid valves.

Check operation of compressor(s).

Check condition of thermometers, and gauges. Compare with operating controls.

Test differential oil pressure switch for proper setting.

Check sight glass(es) for flashing / moisture and/or oil presence.

Complete operating log of temperatures, pressures, voltages, amperages, and review all readings. Include chiller starts and run times.

Blow down strainer.

Check relief valve(s) for leakage.

Water Cooled: Inspect water piping and valves for leakage; check condition of unit and pipe insulation.

Water Cooled: Visually inspect units, piping, and accessories for any signs of oil or refrigerant leakage.

Water Cooled: Check flow switch devices and external pump interlocks for proper operation.

Water Cooled: Check evaporator and condenser flow rates, temperatures, interlocks, and safeties.

Optional Services Included:

Spectrographic oil analyses for the indication of wear metals, acid content, and moisture.



MAINTENANCE TASK LIST

Huntley Community SD 158

Q5180

September 1, 2023

SCROLL CHILLER - AIR AND WATER COOLED

General Inspection Notes (all inspections):

Huntley High School

Review services performed and report any uncorrected deficiencies to facility maintenance manager.

Owner to provide adequate Water Treatment by a qualified Water Treatment firm for equipment covered under this agreement.

If glycol is present in the system, it is the responsibility of the Owner to recover the glycol prior to Thermosystems punching tubes.

Owner is responsible for checking and maintaining the self-contained breathing apparatus per the manufacturer's recommendations.

Owner to provide OSHA compliant access to the equipment.

Startup|Operational|Shutdown Inspection (Qty 3):

Check unit for proper operation, interlocks, controls, and excessive noise or vibration.

Visually inspect condition of starter contacts and overloads for wear, pitting, and any signs of overheating.

Check operating and safety controls.

Check operation of lubrication system and crankcase heater.

Visually inspect coils for damage, obstructions, and cleanliness.

Check evaporator and condenser flow rates.

Review all microprocessor diagnostic codes.

Check operation of electronic expansion valve.

Check operation of load/unload solenoid valves.

Check condition of thermometers, and gauges. Compare with operating controls.

Check sight glass(es) for flashing / moisture and/or oil presence.

Complete operating log of temperatures, pressures, voltages, amperages, and review all readings. Include chiller starts and run times.

Annual Inspection (Qty 1):

Check unit for proper operation, interlocks, controls, and excessive noise or vibration.

Tighten all starter, motor, and control connections.

Visually inspect condition of starter contacts and overloads for wear, pitting, and any signs of overheating.

Meg compressor motor and record readings.

Check condition, operation, and proper liquid/air levels in expansion tank.

Check operation of crankcase heater.

Check evaporator shell heaters and controls for freeze protection.

Inspect condition of motor, fan wheel (bent blades, debris, proper rotation and airflow).

Check and Lubricate motor and fan bearings, screws, and motor mounts.

Visually inspect coils for damage, obstructions, and cleanliness.

Clean and restore as needed to ensure proper operation *if included in Optional Services* below.

Check operation of refrigerant cycle, pump-down cycle, controls, refrigerant charge and oil level.

Ensure all safety and operating controls are set within factory specifications.

Check microprocessor for proper setup and operation. Review all microprocessor diagnostic codes.

Check operation of electronic expansion valve.

Check operation of load/unload solenoid valves.

Check operation of compressor(s).

Check condition of thermometers, and gauges. Compare with operating controls.

Test differential oil pressure switch for proper setting.

Check sight glass(es) for flashing / moisture and/or oil presence.

Check relief valve(s) for leakage.

Blow down strainer.

Inspect water piping and valves for leakage; check condition of unit and pipe insulation.

Visually inspect units, piping, and accessories for any signs of oil or refrigerant leakage.

Check flow switch devices and external pump interlocks for proper operation.

Check evaporator and condenser flow rates, temperatures, interlocks, and safeties.

Complete operating log of temperatures, pressures, voltages, amperages, and review all readings. Include chiller starts and run times.

Optional Services Included:

No optional services are included for this maintenance task list.



ROOFTOP UNIT | OUTDOOR AIR HANDLING UNIT

General Inspection Notes (all inspections):

Huntley High School

Review services performed and report any uncorrected deficiencies to facility maintenance manager.

Owner to provide adequate Water Treatment by a qualified Water Treatment firm for equipment covered under this agreement.

Owner to provide OSHA compliant access to the equipment.

Quarterly Operational Inspection (Qty 2):

Check for particulate accumulation on filters. Clean or replace as needed *if included in Optional Services* below.

Check ultraviolet lamp (if applicable). Clean and verify that it is functioning.

Check P-trap. Prime as needed to ensure proper operation.

Check drain pan, drain line, coil, and other areas of moisture accumulation for visible signs of biological growth.

Clean, and verify proper operation *if included in Optional Services* below.

Semi-Annual Operational Inspection (Qty 1):

Check control system and devices for evidence of improper operation. Clean, lubricate and adjust, if required.

Check fan-belt tension, check for belt wear, and check sheaves for evidence of improper alignment or evidence of wear.

Correct tension and sheave alignment or replace belt, *if included in Optional Services* below.

Check VFD (if applicable) for proper operation. Report any identifiable issues.

Clean or replace VFD air filter *if included in Optional Services* below.

Check for damage or evidence of leaks on the refrigeration-cycle outdoor heat exchanger, chilled water coil, hot water coil or steam coil.

Report any identified leaks or damage in need of repair. *Leak Identification and Repairs to be quoted separately.*

Check for fin damage and evidence of fouling on the outdoor refrigeration-cycle heat-exchanger surfaces.

Annual Operational Inspection (Qty 1):

Verify proper operation of Energy Recovery components (Annual Heating Inspection).

Check air-filter fit and housing seal integrity.

Check control box for dirt, debris, and/or loose terminations. Clean and tighten electrical connections as needed.

Check motor contactor for pitting or other signs of damage. Clean and tighten electrical connections as needed.

Check fan blades and fan housing. Clean, if required for proper operation.

Check refrigerant system temperatures. Report any levels outside of recommended levels.

Check fan drive for wear or problems due to poor alignment or poor bearing seating. Report wear and alignment problems.

Check integrity of all panels and/or curbs on equipment. Report any issues with the panels and/or curbs.

Assess field-serviceable bearings. Lubricate as necessary.

Check for damage or evidence of leaks on the refrigeration-cycle outdoor heat exchanger, chilled water coil, hot water coil or steam coil.

Report any identified leaks or damage in need of repair. *Leak Identification and Repairs to be quoted separately.*

Inspect for evidence of moisture carryover beyond the drain pan from cooling coils. Clean, *if included in Optional Services* below.

Check damper for condition, setting, and operation. Adjust and lubricate as necessary for proper operation.

Check for damage or evidence of leaks on the outdoor refrigeration-cycle heat-exchanger surfaces.

Report any identified leaks or damage in need of repair. *Leak Identification and Repairs to be quoted separately.*

Check low ambient head pressure control sequence for proper operation.

Check combustion chamber, burner, and flue for deterioration, leaks, moisture problems, condensation, and combustion products.

Clean and adjust combustion for proper operation, *if included in Optional Services* below.

Report any identified leaks. *Leak Identification and Repairs to be quoted separately.*

Check for damage or evidence of leaks on the gas heat section heat-exchanger surfaces.

Blow down strainer.

Report any identified leaks or damage in need of repair. *Leak Identification and Repairs to be quoted separately.*

Check for proper operation of electric heating coil (if applicable).

Inspect insulation and areas of moisture accumulation for biological growth. Report any biological growth.

Check compressor oil levels or pressure on refrigerant systems having oil level or pressure measurement means.

Report levels that are outside of recommended levels. *Repairs to be quoted separately.*

Optional Services Included:

No optional services are included for this maintenance task list.



MAINTENANCE TASK LIST

Huntley Community SD 158

Q5180

September 1, 2023



Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.huntley158.org

DATE: October 19, 2023
TO: Board of Education and Administration
FROM: Doug Renkosik, Director of Operations and Maintenance
RE: Chesak Chilled Water System replacement proposal from Midwest Mechanical per NCPA Contract: 02-91 (A)
Board of Education Meeting, October 19, 2023
Consent Agenda Item

Background:

At the August 3, 2023 Building and Grounds Committee meeting of the Board of Education, the Board of Education reviewed the Ten-Year Life Cycle report and Deferred Maintenance project list. Included in that list was an FY25 project listing for the replacement of the Chesak Elementary School chiller system which provides cooling for the gym, LRC, cafeteria, kitchen, main office, and four classrooms. This chiller is the oldest chiller (2000 vintage) in the D158 fleet which has not been overhauled and works with R22 refrigerant.

As you will note, the lead time for the equipment is fast approaching the very end of FY24. Many other School Districts in the Chicagoland area have experienced extended delays in delivery of such equipment. Therefore, it is suggested that District 158 get their order in now for FY25 project delivery.

The School District explored options for how to procure this project including traditional bid and spec and Cooperative Purchase network model of a design-build process. The latter was found to be the most cost-effective way to meet this need.

Attached is a proposal from Midwest Mechanical per National Cooperative Purchasing Alliance (NCPA) Contract: 02-91 to complete the Chesak Elementary School Chiller Replacement (RQN number: 2023100600).

Recommendation:

The Building and Grounds Committee met on October 12, 2023 and recommends the Board of Education approve the National Cooperative Purchasing Alliance Contract: 02-91 proposal from Midwest Mechanical Group Inc. as attached in the amount of \$283,832.00 as attached at the October 19, 2023 Board Meeting.

DR/jk

MidwestMechanical
Building Efficiency and Sustainability



A Service Logic Company

Proposal For:
Huntley School District
158

Chesak Elementary School
Chiller Replacement

Per National Cooperative Purchasing
Alliance Contract: 02-91

INSTALLATION PROPOSAL

By and Between:

Contractor Performing Work:
Midwest Mechanical Group, Inc.
801 Parkview Boulevard
Lombard, IL 60148

Customer:
Huntley School District 158
650 Dr. John Burkey Drive
Algonquin, IL 60102

PROJECT LOCATION:

Chesak Elementary School
10910 Reed Road
LITH, IL 60156

PROJECT DESCRIPTION: Chesak School - Chiller Replacement
RQN number: 2023100600

OUR BASE PROPOSAL INCLUDES THE FOLLOWING SCOPE OF WORK:

Midwest Mechanical proposes direct replacement of the existing chiller, remote evaporator, and refrigerant piping at **Chesak Elementary School** located at 10910 Reed Rd., Lake In The Hills, IL 60156. .

General

- Provide all necessary stamped engineering drawings.
- Secure all necessary permits required by the local Regional Office of Education
- Provide all necessary Project and Construction Management and coordinate all site activities associated with the project.
- Provide off-site disposal for demolished HVAC equipment.
- Fill and vent new refrigerant piping systems (new pipe only).
- Provide necessary technical check-out, start-up, commissioning and testing of new equipment to ensure proper operation. *Includes third party commissioning services.*
- Provide support to the District in obtaining applicable utility incentives based on the HVAC energy efficiency upgrades.
- Provide project close-out paperwork including warranty letters, as-built drawings and Operations and Maintenance manuals on all new equipment.
- Major equipment and material will conform to District standards. *Equipment selections to be submitted to the District prior to equipment and material order.*
- Existing heating and ventilation equipment associated to new chiller will remain and be reused.
- Existing fire alarm, life safety, AV, and sprinkler systems will remain. Additions, modifications, upgrades, or replacement of existing fire alarm, life safety, AV, and sprinkler systems is not included in scope.
- *Moving, off-site storage, protection, security, and cleaning of existing building furnishings,*

equipment, computer systems and educational materials will be the responsibility of the District.

- Work to be completed during normal hours. *Project installation is expected to take place during the summer break in 2024 (dependent on equipment lead-times).*
- Include two years of preventative maintenance services and two years of remote monitoring services for new DX cooling systems.
- Includes payment and performance bond.

Chesak Elementary School – Chiller Replacement

Design, furnish and install new DX cooling systems as described below:

- Reclaim R22 refrigerant from the existing air cooled condenser per Illinois ECC code and guidelines. Refrigerant may be reclaimed by district for repurposing if desired.
- Disconnect piping, electrical, and all other associated connections from the existing units.
- Remove the existing units from the facility and dispose of equipment off site.
- Provide new air cooled chiller with remote evaporator. System capacity to match existing. Existing chiller and evaporator locations and concrete pads will be reused.
 - New units include 5-year compressor warranty.
- Provide crane for equipment removal and installation.
- Provide new piping and specialties from the new condensing unit to the evaporator unit. Routing for new circuits will follow path of existing systems.
- Provide new chilled water flow switch and chilled water control valve.
- Provide pressure test and fill of new systems.
- Provide balancing of chilled water flow through the chiller. *Total chilled water system balancing not included.*
- Provide insulation of new piping.
- Provide factory start up and inspect for proper operation.
- Provide electrical work as detailed below:
 - Disconnect and re-use existing power feeds to new chiller.
 - Provide infrared scan of all new electrical distribution system components.
- Provide controls as described below:
 - Provide BACnet interface modules with new chiller. Modules will allow for integration and communication with District 158 Tridium BACnet Platform through Veregy.

The proposed scope of work does not include the following

- Any HVAC related work in the District facilities or on equipment not listed above.
- Landscaping or fence removal. Midwest will provide protection during the project but does not anticipate any landscaping or fence work.
- Asbestos abatement or related work
- The project does not include tax
- Cleaning of the facility
- Any work done on premium time

Schedule

The implementation schedule will be managed by the Midwest Mechanical and communicated to with the District with a detailed project schedule given to the District prior to the start of construction. Project milestones outlined below will not be altered without mutual agreement by the Midwest and the Owner.

In observance of current factory production and material distribution volatilities, Midwest Mechanical will work towards a summer 2024 installation. **Current lead time for the chiller as reported by the manufacturer is 32-34 weeks.** Unexpected delays due to equipment distribution will be communicated to the owner in a timely manner and milestones will be mutually updated accordingly. It is the intent of Midwest Mechanical to procure and receive all major equipment for the project prior to the start of construction.

In observance of current factory production and material distribution volatilities, Midwest Mechanical can only guarantee the firm pricing (as stated within) until 10/31/23. We cannot guarantee lead times. As such, any authorizations to proceed which are received beyond this time period may be subject to a revised final contract pricing and/or lead time projection to reflect market conditions at the time of the Customer's acceptance.

PRICING SUMMARY Base Proposal:

The price for above scope of work and materials is\$283,832.00

- *Includes payment and performance bond valued at \$2,838.00*

Terms of Payment:

The terms of payment for this project to be paid in normal AIA progress billings. Midwest Mechanical looks forward to exceeding your expectations during and after the project. Please feel free to contact me at (630) 487-8961 with any questions or concerns.

Best Regards,

Dan Brandolino
Vice President- Public Sector

Approved By: _____

Date: _____

CONTRACT AGREEMENT - TERMS AND CONDITIONS

1. Applicability. These terms and conditions (these “Terms”) are the only terms which govern the sale of the goods (“Goods”) and services (“Services”) by MIDWEST MECHANICAL (“Seller”) to Helping Hand Center (“Buyer”). The accompanying [quotation/confirmation of sale/invoice] (the “Sales Confirmation”) and these Terms (collectively, this “Agreement”) comprise the entire agreement between the parties, and supersede all prior or contemporaneous understandings. These Terms prevail over any of Buyer’s general terms and conditions of purchase regardless whether or when Buyer has submitted its purchase order or such terms. Fulfillment of Buyer’s order does not constitute acceptance of any of Buyer’s terms and conditions and does not serve to modify or amend these Terms. In the event of a conflict between the risk-shifting terms contained in these general terms and conditions and in the Sales Confirmation, the terms contained in these general terms and conditions shall control and prevail.

2. Delivery of Goods and Performance of Services. The Goods will be delivered within a reasonable time after the receipt of Buyer’s purchase order, subject to availability of finished Goods. Seller shall not be liable for any delays, loss, or damage in transit. Unless otherwise agreed in writing by the parties, Seller shall deliver the Goods to the location described in the Sales Confirmation (the “Delivery Point”) using Seller’s standard methods for packaging and shipping such Goods. Seller shall use reasonable efforts to meet any performance dates to render the Services specified in the Sales Confirmation, and any such dates shall be estimates only. With respect to the Services, Buyer shall (i) cooperate with Seller in all matters relating to the Services and provide such access to Buyer’s premises, and such office accommodation and other facilities as may reasonably be requested by Seller, for the purposes of performing the Services; (ii) respond promptly to any Seller request to provide direction, information, approvals, authorizations, or decisions that are reasonably necessary for Seller to perform Services in accordance with the requirements of this Agreement; and (iii) obtain and maintain all necessary licenses and consents and comply with all applicable laws in relation to the Services before the date on which the Services are to start.

3. Shipping Terms. Delivery of the Goods shall be made FOB as set forth in the Sales Confirmation.

4. Title and Risk of Loss. Risk of loss passes to Buyer upon delivery of the Goods at the Delivery Point. Title passes to Buyer only upon payment for the Goods in full.

5. Buyer’s Acts or Omissions. If Seller’s performance of its obligations under this Agreement is prevented or delayed by any act or omission of Buyer or its agents, subcontractors, consultants, representatives, or employees, Seller shall not be deemed in breach of its obligations under this Agreement or otherwise liable for any costs, charges, or losses sustained or incurred by Buyer, in each case, to the extent arising directly or indirectly from such prevention or delay.

6. Nonconforming Goods. Buyer shall inspect the Goods immediately upon receipt. Buyer will be deemed to have accepted the Goods unless it notifies Seller in writing of any Nonconforming Goods within 1 day after the Inspection Period and furnishes such written evidence or other documentation as required by Seller.

7. Price. Buyer shall purchase the Goods and Services from Seller at the prices (the “Price[s]”) set forth in Seller’s published price list in force as of the date of the Sales Confirmation. All Prices are exclusive of all sales, use, and excise taxes, and any other similar taxes, duties, and charges of any kind imposed by any government.

8. Payment Terms. Buyer shall pay all invoiced amounts due to Seller within 30 days from the date of Seller’s invoice. Buyer shall pay interest on all late payments at the lesser of the rate of 1.5% per month, calculated daily and compounded monthly. Buyer shall reimburse Seller for all costs incurred in collecting any late payments, including, without limitation, attorneys’ fees. Buyer shall not leave any of the Goods or Services furnished or installed by Seller in operation until the customer has approved and accepted same and paid Seller the billed Price for such Goods and Services in full.

9. Limited Warranty. Seller warrants to Buyer that for a period of one (1) year from the date of shipment of the Goods (“Warranty Period”), that such Goods will materially conform to the specifications set forth in Seller’s published specifications in effect as of the date of manufacture. Seller warrants to Buyer that it shall perform the Services using personnel of required skill, experience, and qualifications and in a professional and workmanlike manner in accordance with generally recognized industry standards for similar services and shall devote adequate resources to meet its obligations under this Agreement. This workmanship warranty will terminate one (1) year from the date Services were performed. **EXCEPT FOR THE WARRANTIES SET FORTH IN THIS SECTION, SELLER MAKES NO WARRANTY WHATSOEVER WITH RESPECT TO THE GOODS OR SERVICES, INCLUDING ANY (a) WARRANTY OF MERCHANTABILITY; OR (b) WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE; OR (c) WARRANTY OF TITLE; OR (d) WARRANTY AGAINST INFRINGEMENT OF INTELLECTUAL PROPERTY RIGHTS OF A THIRD PARTY; WHETHER EXPRESS OR IMPLIED BY LAW, COURSE OF DEALING, COURSE OF PERFORMANCE, USAGE OF TRADE, OR OTHERWISE.** Products manufactured by a third party (“Third Party Product”) may constitute, contain, be contained in, incorporated into, attached to or packaged together with, the Goods. Third Party Products are not covered by the warranty in Section 119. For the avoidance of doubt, **SELLER MAKES NO REPRESENTATIONS OR WARRANTIES WITH RESPECT TO ANY THIRD-PARTY PRODUCT, INCLUDING ANY (a) WARRANTY OF MERCHANTABILITY; (b) WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE; (c) WARRANTY OF TITLE; OR (d) WARRANTY AGAINST INFRINGEMENT OF INTELLECTUAL PROPERTY RIGHTS OF A THIRD PARTY; IN EACH CASE, REGARDLESS OF WHETHER EXPRESS OR IMPLIED BY LAW, COURSE OF DEALING, COURSE OF PERFORMANCE, USAGE OF TRADE, OR OTHERWISE. SELLER SHALL HAVE NO LIABILITY TO BUYER (AND BUYER HEREBY WAIVES ALL RIGHTS TO RECOVER FROM SELLER) FOR ANY LOSS OR DAMAGE ARISING FROM OR RELATED TO A THIRD PARTY PRODUCT.** Seller shall not be liable for a breach of the warranties set forth herein unless Buyer gives written notice of the defective Goods or Services to Seller within thirty (30) days of the time when Buyer discovers or ought to have discovered the defect. Seller shall not be liable for a breach of the warranty set forth herein if: (i) Buyer makes any further use of such Goods after giving such notice; (ii) the defect arises because Buyer failed to follow Seller’s instructions; or (iii) Buyer alters or repairs such Goods without the prior written consent of Seller. Subject to the limitations herein, with respect to any such Goods during the warranty period, Seller shall, in its sole discretion, either: (i) repair or replace such Goods (or the defective part) or (ii) credit or refund the price of such Goods at the pro rata contract rate provided that, if Seller so requests, Buyer shall, at Seller’s expense, return such Goods to Seller. Subject to the limitations herein above, with respect to any Services subject to a claim under the

warranty set forth herein, Seller shall, in its sole discretion, (i) repair or re-perform the applicable Services or (ii) credit or refund the price of such Services at the pro rata contract rate. **THE REMEDIES SET FORTH IN THIS SECTION SHALL BE THE BUYER'S SOLE AND EXCLUSIVE REMEDY AND SELLER'S ENTIRE LIABILITY FOR ANY BREACH OF THE LIMITED WARRANTIES SET FORTH IN THIS SECTION.**

10. Limitation of Liability. **IN NO EVENT SHALL SELLER BE LIABLE TO BUYER OR ANY THIRD PARTY FOR ANY LOSS OF USE, MAINTENANCE EXPENSE, CLAIMS OF CUSTOMERS, CLAIMS OF TENANTS, OR CLAIMS OF CLIENTS, LOSS OF REVENUE OR PROFIT OR LOSS OF DATA OR DIMINUTION IN VALUE, OR FOR ANY CONSEQUENTIAL, INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, OR PUNITIVE DAMAGES UNLESS THEY ARE DUE TO OUT OF BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), OR OTHERWISE, SUCH DAMAGES WERE FORESEEABLE AND SELLER HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.**

11. Insurance. During the term of this Agreement, each party shall, at its own expense, maintain and carry insurance in which includes, but is not limited to, commercial general liability (including product liability and liability covering independent contractors) in reasonable amounts. Buyer shall carry all risk property insurance to the full value of the materials and equipment and name Seller as an additional insured.

12. Indemnification. To the fullest extent permitted by law, Buyer shall indemnify, defend, release, and hold harmless Seller, its affiliates, and its and their respective agents, representatives, contractors and employees from and against all claims, damages, losses and expenses, arising out of or resulting from the performance of Services or deliver of Goods hereunder, provided that such claim, damage, loss or expense is caused in whole or in part by any active or passive act or omission of Buyer, anyone directly or indirectly employed by Buyer, or anyone for whose acts Buyer may be liable, except when it is caused in part by the negligence of Seller.

13. Termination. In addition to any remedies herein, Seller may terminate this Agreement with immediate effect upon written notice to Buyer, if Buyer: (a) fails to pay any amount when due; (b) has not otherwise performed or complied with any of these Terms; or (c) becomes insolvent. In addition, if the project to which the Goods and Services relate is paused for a period of thirty (30) days through no act or fault of Seller, Seller may terminate this Agreement and immediately recover from Buyer payment for all work to date and for any proven loss, including reasonable profit and damages.

14. Confidential Information. All information of Seller disclosed by Seller to Buyer in connection with this Agreement is confidential, solely for the use of performing this Agreement and may not be disclosed, OTHER THAN IS REQUIRED BY THE FREEDOM OF INFORMATION ACT, or copied unless authorized in advance by Seller in writing. Upon Seller's request, Buyer shall promptly return all documents and other materials received from Seller. This Section does not apply to information that is: (a) in the public domain; (b) known to Buyer at the time of disclosure; or (c) rightfully obtained by Buyer on a non-confidential basis from a third party.

15. Force Majeure. Seller shall not be liable or responsible to Buyer for any failure or delay in fulfilling or performing any term of this Agreement when and to the extent such failure or delay is caused by or results from acts or circumstances beyond the reasonable control of Seller including, without limitation, acts of God, flood, fire, earthquake, explosion, governmental actions, war, invasion, or hostilities (whether war is declared or not), terrorist threats or acts, riot, or other civil unrest, national emergency, revolution, insurrection, epidemic, pandemic, lockouts, strikes or other labor disputes (whether or not relating to either party's workforce), or restraints or delays affecting carriers or inability or delay in obtaining supplies of adequate or suitable materials, materials or telecommunication breakdown or power outage.

16. Miscellaneous. This Agreement is governed by laws of the State in which the Goods are delivered and/or the Services are performed. Provisions of these Terms which by their nature should apply beyond their terms will remain in force after any termination of this Agreement. These Terms may only be amended or modified in a writing stating specifically that it amends these terms and is signed by an authorized representative of each party.

By signing the below line, you are confirming that you have read and understand this paragraph and that you agree to the Terms and Conditions listed above.

Signature:

Date:



Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: October 19, 2023

Subject: **Supplemental Purchase Order Summary**
Board of Education Meeting, October 19, 2023
Action Items

The following is an updated executive summary of the attached report titled “Purchase Orders” which is a listing of purchase orders issued from October 5, 2023 to October 12, 2023, for which Administration is requesting Board Approval to issue payment once invoices have been received. Invoices which exceed an approved Purchase Order by \$100 or 10% of the Purchase Order (whichever is lower) will not be issued without additional Board approval.

Education Fund	\$	126,260.04
Operations & Maintenance Fund		40,830.39
Debt Service Fund		0.00
Transporation Fund		5,467.21
Municipal Retirement and Social Security Fund		0.00
Capital Projects Fund		0.00
Working Cash Fund		0.00
Fire Prevention and Safety Fund		0.00
Total	\$	<u>172,557.64</u>

RECOMMENDATION

Administration recommends the Board of Education approve the Supplemental Purchase Orders Report at the October 19, 2023 Regular Board meeting.



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 10/5/2023 to 10/12/2023

Printed: 10/12/2023 1:03 PM

Page 1 of 10

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
247 Security Inc					
20241001	40-2554-410-00-79	Fleet Supplies	10/05/2023	233.00	40-2554-410-00-79
			Total	\$233.00	
A Parts Warehouse					
20241045	40-2554-410-00-79	Fleet Supplies	10/10/2023	225.00	40-2554-410-00-79
			Total	\$225.00	
AbleNet Inc					
20241017	10-2150-410-92-79-605-14	IDEA Sp Path & Audiol Supplies	10/06/2023	215.00	10-2150-410-92-79-605-14
			Total	\$215.00	
Advantage Mechanical Inc					
20241061	20-2542-323-00-79	Repairs & Maint Buildings	10/12/2023	4,054.00	20-2542-323-00-79
20241061	20-2542-323-00-79	Repairs & Maint Buildings	10/12/2023	1,273.70	20-2542-323-00-79
20241061			10/12/2023	0.00	
			Total	\$5,327.70	
Ancora Publishing					
20241076			10/12/2023	0.00	
20241076	10-2212-332-00-74-500-14	Travel & Conference Curr 6-12	10/12/2023	925.00	10-2212-332-00-74-500-14
			Total	\$925.00	
Aramark Refreshment Services					
20241072	10-2213-415-00-72-120-13	Martin Staff Devel Supplies	10/12/2023	1,000.00	10-2213-415-00-72-120-13
			Total	\$1,000.00	
Auto Tech Centers Inc					
20241046	40-2550-323-00-79	Repairs and Maintenance	10/10/2023	69.85	40-2550-323-00-79
20241047	40-2550-323-00-79	Repairs and Maintenance	10/10/2023	840.56	40-2550-323-00-79
20241048	40-2550-323-00-79	Repairs and Maintenance	10/10/2023	1,192.61	40-2550-323-00-79
			Total	\$2,103.02	



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 10/5/2023 to 10/12/2023

Printed: 10/12/2023 1:03 PM

Page 2 of 10

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
Barcode Logics					
20240996	10-2660-410-00-79-600-14	Supplies Tech	10/05/2023	1,381.00	10-2660-410-00-79-600-14
			Total	<u>\$1,381.00</u>	
Benefitfocus.com Inc					
20241013	10-1100-220-00-79-600-14	Regular Programs Insurance	10/06/2023	50,386.57	10-1100-220-00-79-600-14
			Total	<u>\$50,386.57</u>	
Bernard Food Industries					
20241062	10-2560-415-00-72-220-13	Cafe Food Marlowe	10/12/2023	354.00	10-2560-415-00-72-220-13
20241062	10-2560-415-00-72-110-13	Cafe Food Chesak	10/12/2023	118.00	10-2560-415-00-72-110-13
20241062	10-2560-415-00-72-120-13	Cafe Food Martin	10/12/2023	354.00	10-2560-415-00-72-120-13
20241062	10-2560-415-00-74-150-13	Cafe Food Conley	10/12/2023	236.00	10-2560-415-00-74-150-13
20241062	10-2560-415-00-74-140-13	Cafe Food Mackeben	10/12/2023	118.00	10-2560-415-00-74-140-13
20241062	10-2560-415-00-71-100-13	Cafe Food Leggee	10/12/2023	472.00	10-2560-415-00-71-100-13
20241062	10-2560-415-00-74-210-13	Cafe Food Heineman	10/12/2023	472.00	10-2560-415-00-74-210-13
			Total	<u>\$2,124.00</u>	
Building Technology Consultants PC					
20241053			10/11/2023	0.00	
20241053	20-2540-310-00-79	Professional & Technical	10/11/2023	4,550.00	20-2540-310-00-79
20241053			10/11/2023	0.00	
			Total	<u>\$4,550.00</u>	
Canteen Refreshments					
20241063	10-2560-415-00-71-300-13	Cafe Food HS	10/12/2023	204.37	10-2560-415-00-71-300-13
			Total	<u>\$204.37</u>	
CDW Government Inc					
20241055	10-2660-490-00-79-600-14	Inventoriable Equipment Tech	10/11/2023	5,550.00	10-2660-490-00-79-600-14
20241077	10-2660-490-00-79-600-14	Inventoriable Equipment Tech	10/12/2023	11,010.00	10-2660-490-00-79-600-14
			Total	<u>\$16,560.00</u>	

122



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 10/5/2023 to 10/12/2023

Printed: 10/12/2023 1:03 PM

Page 3 of 10

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
ClientFirst Technology Consulting					
20241070	10-2660-390-00-79-600-14	Purchased Service Technology	10/12/2023	350.00	10-2660-390-00-79-600-14
			Total	\$350.00	
Colley Elevator Co					
20241005			10/05/2023	0.00	
20241004	20-2542-323-00-79	Repairs & Maint Buildings	10/05/2023	1,139.00	20-2542-323-00-79
20241004			10/05/2023	0.00	
20241005	20-2542-323-00-79	Repairs & Maint Buildings	10/05/2023	9,994.00	20-2542-323-00-79
			Total	\$11,133.00	
Crystal Lake School District 47					
					123
20241010	10-4120-310-92-79-600-14	IDEA Payments to Other Districts	10/06/2023	731.25	10-4120-310-92-79-600-14
			Total	\$731.25	
Dreisilker Electric Motors Inc					
20241064	20-2542-410-00-79	Supplies B & G	10/12/2023	95.81	20-2542-410-00-79
			Total	\$95.81	
Dundee Crown HS c/o Sarah Neuman					
20241073	10-1500-640-00-74-210-13	Sports Dues & Fees Heineman	10/12/2023	100.00	10-1500-640-00-74-210-13
			Total	\$100.00	
EMS LINQ Inc					
20241065	10-2560-640-00-71-300-13	Cafe Dues & Fees HS	10/12/2023	365.00	10-2560-640-00-71-300-13
20241065	10-2560-640-00-71-100-13	Cafe Dues & Fees Leggee	10/12/2023	365.00	10-2560-640-00-71-100-13
20241065	10-2560-640-00-72-220-13	Cafe Dues & Fees Marlowe	10/12/2023	365.00	10-2560-640-00-72-220-13
20241065	10-2560-640-00-72-110-13	Cafe Dues & Fees Chesak	10/12/2023	365.00	10-2560-640-00-72-110-13
20241065	10-2560-640-00-72-120-13	Cafe Dues & Fees Martin	10/12/2023	365.00	10-2560-640-00-72-120-13
20241065	10-2560-640-00-72-110-13	Cafe Dues & Fees Chesak	10/12/2023	365.00	10-2560-640-00-72-110-13
20241065	10-2560-640-00-74-210-13	Cafe Dues & Fees Heineman	10/12/2023	365.00	10-2560-640-00-74-210-13



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 10/5/2023 to 10/12/2023

Printed: 10/12/2023 1:03 PM

Page 4 of 10

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20241065	10-2560-640-00-74-150-13	Cafe Dues & Fees Conley	10/12/2023	365.00	10-2560-640-00-74-150-13
Total				<u>365.00</u>	
				\$2,920.00	
Eval Center, The					
20241016	10-2140-310-92-79-600-14	IDEA Psychological Services	10/06/2023	1,502.50	10-2140-310-92-79-600-14
20241016			10/06/2023	0.00	
Total				<u>1,502.50</u>	
				\$1,502.50	
Fox Valley Junior High Conference					
20241002	10-1500-640-00-74-210-13	Sports Dues & Fees Heineman	10/05/2023	152.00	10-1500-640-00-74-210-13
20241002			10/05/2023	0.00	
Total				<u>152.00</u>	
				\$152.00	124
Frank Cooney Company					
20241014	10-2642-410-00-74-500-14	Supplies Human Res	10/06/2023	2,041.12	10-2642-410-00-74-500-14
Total				<u>2,041.12</u>	
				\$2,041.12	
Halloran & Yauch Inc					
20241006	20-2543-323-00-79	Repairs-Grounds	10/05/2023	5,352.17	20-2543-323-00-79
20241006			10/05/2023	0.00	
Total				<u>5,352.17</u>	
				\$5,352.17	
Huntley Fire Protection District					
20241074	10-1500-410-00-71-300-13	Training/Athletic Supplies HS	10/12/2023	466.29	10-1500-410-00-71-300-13
Total				<u>466.29</u>	
				\$466.29	
IBP					
20241056	10-2130-332-00-79-600-14	Health Travel	10/11/2023	84.00	10-2130-332-00-79-600-14
20241056			10/11/2023	0.00	
Total				<u>84.00</u>	
				\$84.00	

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Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 10/5/2023 to 10/12/2023

Printed: 10/12/2023 1:03 PM

Page 5 of 10

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20241067	10-1500-332-00-72-220-13	Athletic Travel Marlowe	10/12/2023	90.00	10-1500-332-00-72-220-13
20241066	10-1500-332-00-72-220-13	Athletic Travel Marlowe	10/12/2023	75.00	10-1500-332-00-72-220-13
20241067	10-1500-332-00-72-220-13	Athletic Travel Marlowe	10/12/2023	90.00	10-1500-332-00-72-220-13
20241067	10-1500-332-00-72-220-13	Athletic Travel Marlowe	10/12/2023	90.00	10-1500-332-00-72-220-13
Total				<u>\$345.00</u>	
Johnson Wilbur Adams Inc.					
20240999			10/05/2023	0.00	
20240999	20-2540-310-00-79	Professional & Technical	10/05/2023	1,440.00	20-2540-310-00-79
Total				<u>\$1,440.00</u>	
Kriha Boucek LLC					
20241052	10-2310-318-00-74-500-14	Legal Board	10/10/2023	228.00	10-2310-318-00-74-500-14
Total				<u>\$228.00</u>	125
Lawson Products					
20241008	20-2542-410-00-79	Supplies B & G	10/05/2023	40.38	20-2542-410-00-79
20241008			10/05/2023	0.00	
Total				<u>\$40.38</u>	
Leach Enterprises Inc					
20241049	40-2554-410-00-79	Fleet Supplies	10/10/2023	2,230.85	40-2554-410-00-79
Total				<u>\$2,230.85</u>	
LearnWell					
20241000	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	10/05/2023	197.00	10-4210-670-00-79-600-14
20241000	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	10/05/2023	197.00	10-4210-670-00-79-600-14
20241000	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	10/05/2023	788.05	10-4210-670-00-79-600-14
20241000	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	10/05/2023	394.00	10-4210-670-00-79-600-14
20241000	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	10/05/2023	236.40	10-4210-670-00-79-600-14
Total				<u>\$1,812.45</u>	
McHenry County Sheriffs Office					



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 10/5/2023 to 10/12/2023

Printed: 10/12/2023 1:03 PM

Page 6 of 10

126

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20241075	10-1500-310-00-71-300-13	Supervision HS	10/12/2023	280.00	10-1500-310-00-71-300-13
				Total	\$280.00
Midwest Transit Equip Kankakee					
20241050	40-2554-410-00-79	Fleet Supplies	10/10/2023	225.34	40-2554-410-00-79
				Total	\$225.34
Minnesota Clay					
20241057	10-1110-410-02-72-110-13	Art Supplies Chesak	10/12/2023	80.54	10-1110-410-02-72-110-13
20241057	10-1110-410-02-74-140-13	Mackeben Art Supplies	10/12/2023	80.54	10-1110-410-02-74-140-13
20241057	10-1110-410-02-74-150-13	Art Supplies Conley	10/12/2023	80.54	10-1110-410-02-74-150-13
20241057	10-1110-410-02-72-120-13	Art Supplies Martin	10/12/2023	80.54	10-1110-410-02-72-120-13
20241057	10-1110-410-02-71-100-13	Art Supplies Leggee	10/12/2023	80.54	10-1110-410-02-71-100-13
20241057	10-1110-410-02-74-150-13	Art Supplies Conley	10/12/2023	166.50	10-1110-410-02-74-150-13
20241057	10-1110-410-02-72-120-13	Art Supplies Martin	10/12/2023	333.00	10-1110-410-02-72-120-13
20241057	10-1110-410-02-71-100-13	Art Supplies Leggee	10/12/2023	832.50	10-1110-410-02-71-100-13
20241057	10-1110-410-02-72-110-13	Art Supplies Chesak	10/12/2023	194.25	10-1110-410-02-72-110-13
20241057	10-1110-410-02-74-140-13	Mackeben Art Supplies	10/12/2023	166.50	10-1110-410-02-74-140-13
				Total	\$2,095.45
NCS Pearson Inc.					
20241058	10-1400-410-03-71-300-13	Business Supplies	10/12/2023	2,565.00	10-1400-410-03-71-300-13
20241058	10-1400-410-03-71-300-13	Business Supplies	10/12/2023	5,299.00	10-1400-410-03-71-300-13
				Total	\$7,864.00
NIIPC					
20241068	10-2560-640-00-74-210-13	Cafe Dues & Fees Heineman	10/12/2023	200.00	10-2560-640-00-74-210-13
20241068	10-2560-640-00-71-100-13	Cafe Dues & Fees Leggee	10/12/2023	200.00	10-2560-640-00-71-100-13
20241068	10-2560-640-00-71-100-13	Cafe Dues & Fees Leggee	10/12/2023	200.00	10-2560-640-00-71-100-13
20241068	10-2560-640-00-72-110-13	Cafe Dues & Fees Chesak	10/12/2023	200.00	10-2560-640-00-72-110-13
20241068	10-2560-640-00-74-140-13	Cafe Dues & Fees Mackeben	10/12/2023	200.00	10-2560-640-00-74-140-13
20241068	10-2560-640-00-72-220-13	Cafe Dues & Fees Marlowe	10/12/2023	200.00	10-2560-640-00-72-220-13
20241068	10-2560-640-00-71-100-13	Cafe Dues & Fees Leggee	10/12/2023	200.00	10-2560-640-00-71-100-13



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 10/5/2023 to 10/12/2023

Printed: 10/12/2023 1:03 PM

Page 7 of 10

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20241068	10-2560-640-00-72-120-13	Cafe Dues & Fees Martin	10/12/2023	200.00	10-2560-640-00-72-120-13
				Total	\$1,600.00
P & M Distributors Inc					
20241071	10-2560-415-00-74-210-13	Cafe Food Heineman	10/12/2023	97.50	10-2560-415-00-74-210-13
20241071	10-2560-415-00-74-210-13	Cafe Food Heineman	10/12/2023	508.84	10-2560-415-00-74-210-13
20241071	10-2560-415-00-74-210-13	Cafe Food Heineman	10/12/2023	474.96	10-2560-415-00-74-210-13
20241071	10-2560-415-00-72-220-13	Cafe Food Marlowe	10/12/2023	550.84	10-2560-415-00-72-220-13
20241071	10-2560-415-00-72-220-13	Cafe Food Marlowe	10/12/2023	359.00	10-2560-415-00-72-220-13
20241071	10-2560-415-00-71-300-13	Cafe Food HS	10/12/2023	474.96	10-2560-415-00-71-300-13
				Total	\$2,466.10
Parkland Preparatory Academy Inc					
127					
20241011			10/06/2023	0.00	
20241011	10-4220-670-00-79-600-14	Sp Ed Private Tuition	10/06/2023	13,362.00	10-4220-670-00-79-600-14
				Total	\$13,362.00
Pink Oatmeal LLC					
20240997	10-2210-640-92-79-605-14	IDEA Other Objects	10/05/2023	1,079.94	10-2210-640-92-79-605-14
				Total	\$1,079.94
Quest Food Management					
20241069	10-2560-310-00-71-300-13	Cafe Prof & Tech HS	10/12/2023	3,184.95	10-2560-310-00-71-300-13
20241069	10-2560-310-00-71-300-13	Cafe Prof & Tech HS	10/12/2023	1,210.28	10-2560-310-00-71-300-13
20241069	10-2560-315-00-74-500-14	Coffee Bar Mgmt Fees-Quest	10/12/2023	3,000.00	10-2560-315-00-74-500-14
				Total	\$7,395.23
Runkle, Jessica					
20241007	10-2310-318-00-74-500-14	Legal Board	10/05/2023	3,500.00	10-2310-318-00-74-500-14
20241007	10-2310-318-00-74-500-14	Legal Board	10/05/2023	0.00	10-2310-318-00-74-500-14
				Total	\$3,500.00
Schocks Towing					



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 10/5/2023 to 10/12/2023

Printed: 10/12/2023 1:03 PM

Page 8 of 10

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20241051	40-2550-323-00-79	Repairs and Maintenance	10/10/2023	450.00	40-2550-323-00-79
				Total	\$450.00
Scholastic Classroom Magazines					
20241009	10-1100-421-00-74-500-14	Materials 6-12	10/05/2023	169.60	10-1100-421-00-74-500-14
20241009	10-1100-421-00-74-500-14	Materials 6-12	10/05/2023	339.15	10-1100-421-00-74-500-14
20241009	10-1100-421-00-74-500-14	Materials 6-12	10/05/2023	339.15	10-1100-421-00-74-500-14
20241009	10-1100-421-00-74-500-14	Materials 6-12	10/05/2023	339.15	10-1100-421-00-74-500-14
20241009	10-1100-421-00-74-500-14	Materials 6-12	10/05/2023	339.15	10-1100-421-00-74-500-14
20241009	10-1100-421-00-74-500-14	Materials 6-12	10/05/2023	339.15	10-1100-421-00-74-500-14
20241009	10-1100-421-00-74-500-14	Materials 6-12	10/05/2023	0.00	10-1100-421-00-74-500-14
				Total	\$1,865.35
School Specialty LLC					
20241059	10-1130-410-02-71-300-13	Art Supplies HS	10/12/2023	22.97	10-1130-410-02-71-300-13
20241059	10-1130-410-02-71-300-13	Art Supplies HS	10/12/2023	206.97	10-1130-410-02-71-300-13
20241059	10-1130-410-02-71-300-13	Art Supplies HS	10/12/2023	15.84	10-1130-410-02-71-300-13
20241059	10-1130-410-02-71-300-13	Art Supplies HS	10/12/2023	61.82	10-1130-410-02-71-300-13
				Total	\$307.60
Social Thinking					
20241018	10-2110-410-92-79-605-14	IDEA Social Work Supplies	10/06/2023	69.98	10-2110-410-92-79-605-14
20241018	10-2110-410-92-79-605-14	IDEA Social Work Supplies	10/06/2023	99.96	10-2110-410-92-79-605-14
20241018	10-2110-410-92-79-605-14	IDEA Social Work Supplies	10/06/2023	69.99	10-2110-410-92-79-605-14
20241018	10-2110-410-92-79-605-14	IDEA Social Work Supplies	10/06/2023	14.88	10-2110-410-92-79-605-14
20241018	10-2110-410-92-79-605-14	IDEA Social Work Supplies	10/06/2023	(9.98)	10-2110-410-92-79-605-14
20241018	10-2110-410-92-79-605-14	IDEA Social Work Supplies	10/06/2023	25.99	10-2110-410-92-79-605-14
				Total	\$270.82
Starfall Education Foundation					
20241015	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	10/06/2023	70.00	10-2210-314-92-79-605-14
20241015			10/06/2023	0.00	
				Total	\$70.00

128



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 10/5/2023 to 10/12/2023

Printed: 10/12/2023 1:03 PM

Page 9 of 10

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
Tools to Grow					
20240998	10-2210-640-92-79-605-14	IDEA Other Objects	10/05/2023	575.00	10-2210-640-92-79-605-14
			Total	<u>\$575.00</u>	
Trane					
20241060	20-2542-410-00-79	Supplies B & G	10/12/2023	629.41	20-2542-410-00-79
20241054	20-2542-323-00-79	Repairs & Maint Buildings	10/11/2023	940.00	20-2542-323-00-79
20241054			10/11/2023	0.00	
			Total	<u>\$1,569.41</u>	
Veregy Central LLC					
20241012			10/06/2023	0.00	129
20241012	20-2542-390-00-79	Other Purchased Service	10/06/2023	4,255.00	20-2542-390-00-79
20241012	20-2542-390-00-79	Other Purchased Service	10/06/2023	6,300.00	20-2542-390-00-79
			Total	<u>\$10,555.00</u>	
Village of Lake in the Hills					
20241003	20-2546-310-00-71-305	Resource Officer	10/05/2023	766.92	20-2546-310-00-71-305
20241003			10/05/2023	0.00	
			Total	<u>\$766.92</u>	
			Total	<u><u>\$172,557.64</u></u>	



Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: October 19, 2023

Subject: **Supplemental Accounts Payable Report**
Board of Education Meeting, October 19, 2023
Action Items

The following is an updated executive summary of the attached report titled “Accounts Payable” which is a listing of open accounts payable for which the Board has not approved purchase orders (i.e. employee reimbursements, refunds for fees, etc.) and therefore Administration is requesting Board Approval to issue payment:

Education Fund	\$	6,466.44
Operations & Maintenance Fund		21.75
Debt Service Fund		0.00
Transporation Fund		0.00
Municipal Retirement and Social Security Fund		0.00
Capital Projects Fund		0.00
Working Cash Fund		0.00
Fire Prevention and Safety Fund		0.00
Total	\$	<u>6,488.19</u>

RECOMMENDATION

Administration recommends the Board of Education approve the Supplemental Accounts Payable Report at the October 19, 2023 Regular Board meeting.



Huntley Community School District 158

Accounts Payable Report

Printed: 10/12/2023 1:08 PM

Page 1 of 7

Vendor Name	Account Number	Description	Check Date	Amount	State Account Number
Allen, Michele - 123334680	10-2210-314-92-79-605-14	IL School of Psychologist Assoc Fall Conf Registra		150.00	10-2210-314-92-79-605-14
	10-2210-640-92-79-605-14	IL School of Psychologist Assoc Membership Fee		125.00	10-2210-640-92-79-605-14
				<u>\$275.00</u>	
Alonso, Ciara - 1233400076	10-1100-423-00-74-500-14	Container Store-Stacking Drawers for Math Leader S		129.92	10-1100-423-00-74-500-14
				<u>\$129.92</u>	
Altmayer, Mark - 123335471	10-2520-332-00-74-500-14	Travel Fiscal for June, July & August 2023		105.91	10-2520-332-00-74-500-14
				<u>\$105.91</u>	
Bolger, Laurie A - 123334652	10-2210-640-92-79-605-14	IL Dept of Financial & Prof Regulation Renewal		100.00	10-2210-640-92-79-605-14
				<u>\$100.00</u>	
Breese, Kari - 1233397862	10-1200-332-00-79-600-14	Travel Sp Ed-September 2023 Mileage		76.50	10-1200-332-00-79-600-14
				<u>\$76.50</u>	
Carlson, Dean - 1233397596	20-2540-332-00-79	Travel home to Marlowe and back		21.75	20-2540-332-00-79
				<u>\$21.75</u>	
Cornett, Brenda - 1233400062	10-1200-410-66-71-300-13	STEP Supplies-June 2023 Mileage		66.48	10-1200-410-66-71-300-13
	10-1200-410-66-71-300-13	STEP Supplies-September 2023 Mileage		94.97	10-1200-410-66-71-300-13
				<u>\$161.45</u>	
Dabe, Aimee - 1233400268	10-1200-410-66-71-300-13	STEP Supplies-September 2023 Mileage		125.63	10-1200-410-66-71-300-13
				<u>\$125.63</u>	
Dean, Adam - 1233395830	10-2546-332-00-79-600-14	Security Officer Travel-July Mileage		180.78	10-2546-332-00-79-600-14
	10-2546-332-00-79-600-14	Security Officer Travel-August Mileage		243.66	10-2546-332-00-79-600-14
				<u>\$424.44</u>	
DeGarcia, Irma - 1233400591					

131



Huntley Community School District 158

Accounts Payable Report

Printed: 10/12/2023 1:08 PM
Page 2 of 7

Vendor Name	Account Number	Description	Check Date	Amount	State Account Number
	10-2560-410-00-74-150-13	Cafe Supplies Conley-Amazon-Work Pants		41.90	10-2560-410-00-74-150-13
	10-2560-410-00-74-150-13	Cafe Supplies Conley-Amazon-Work Shoes		35.99	10-2560-410-00-74-150-13
				<u>\$77.89</u>	
Delahanty, Eileen - 26307	10-2630-332-00-74-500-14	Miles traveled between buildings Sept/2023		51.74	10-2630-332-00-74-500-14
				<u>\$51.74</u>	
DeYoung, Jamie - 1233399769	10-2210-640-92-79-605-14	IL Dept of Financial & Prof Regulation Renewal		102.25	10-2210-640-92-79-605-14
				<u>\$102.25</u>	
Eppley, Regina - 123337935	10-1100-423-00-74-500-14	Amazon - Sipper pouches, drawer organizer Math Lea		129.27	10-1100-423-00-74-500-14
	10-1100-423-00-74-500-14	Amazon - Zipper pouches, Spot Markers Leader Suppl		35.70	10-1100-423-00-74-500-14
				<u>\$164.97</u>	
Escudero, Michelle - 1233399849	10-2561-332-00-79-605-14	Dir Food Service Travel-September 2023 Mileage		47.16	10-2561-332-00-79-605-14
				<u>\$47.16</u>	
Franklin, Lisa - 1233396640	10-2210-640-92-79-605-14	ASHA 2024 Membership Dues		225.00	10-2210-640-92-79-605-14
	10-2210-640-92-79-605-14	IL Dept of Financial & Prof Regulation Renewal		100.00	10-2210-640-92-79-605-14
				<u>\$325.00</u>	
Gates, Julie - 123336252	10-2210-640-92-79-605-14	IL Dept of Financial & Prof Regulation Renewal		100.00	10-2210-640-92-79-605-14
	10-2210-640-92-79-605-14	ASHA Learning Pass		253.00	10-2210-640-92-79-605-14
				<u>\$353.00</u>	
Golovin, Jennifer - 123338187	10-1200-410-66-71-300-13	STEP Supplies-September 2023 Mileage		83.68	10-1200-410-66-71-300-13
				<u>\$83.68</u>	
Green, Max - 1233399067	10-1130-332-00-71-300-13	Teacher Travel HS-2023 ICTA Convention-Bloomington		201.74	10-1130-332-00-71-300-13
				<u>\$201.74</u>	
Gullifor, Kateri - 123339409					



Huntley Community School District 158

Accounts Payable Report

Printed: 10/12/2023 1:08 PM

Page 3 of 7

Vendor Name	Account Number	Description	Check Date	Amount	State Account Number
	10-1200-332-00-79-600-14	Travel Sp Ed-September 2023 Mileage		127.33	10-1200-332-00-79-600-14
				<u>\$127.33</u>	
Hillard, Kristen - 1233396726	10-2560-410-00-74-210-13	Cafe Supplies Heineman-Work shoes & pants		100.00	10-2560-410-00-74-210-13
				<u>\$100.00</u>	
Jakubek, Sarah - 1233400161	10-1500-335-00-71-300-13	IHSA Body Fat Course Certification		35.00	10-1500-335-00-71-300-13
				<u>\$35.00</u>	
Kelly, Jill - 123338719	10-1200-332-00-79-600-14	Travel Sp Ed-Hearing Itinerant Travel Sept 2023		126.42	10-1200-332-00-79-600-14
				<u>\$126.42</u>	
Kennedy, Michael - 1233400130	10-2212-332-00-74-500-14	Mileage for CADCA - Lincoln West H.S.		85.81	10-2212-332-00-74-500-14
	10-2212-332-00-74-500-14	Title 1 Conference - Crowne Plaza Hotel-Springfile		294.75	10-2212-332-00-74-500-14
				<u>\$380.56</u>	
Kent, Laura - 1233399241	10-1200-332-00-79-600-14	Travel Sp Ed-PT Visits to/from ALCA - Sept 2023		64.85	10-1200-332-00-79-600-14
	10-2210-640-92-79-605-14	IL Dept of Financial & Prof Regulation Renewal		60.00	10-2210-640-92-79-605-14
				<u>\$124.85</u>	
Knotts, Heath - 27234	10-2520-332-00-74-500-14	Travel Fiscal-Mileage in district 9/11-9/15/23		13.10	10-2520-332-00-74-500-14
	10-2520-332-00-74-500-14	Travel Fiscal- September 18-29 (10 days)		26.20	10-2520-332-00-74-500-14
				<u>\$39.30</u>	
Koch, Leslie - 123338898	10-2560-410-00-72-220-13	Cafe Supplies HS-Work shoes		66.48	10-2560-410-00-72-220-13
	10-2560-410-00-72-220-13	Cafe Supplies HS-Work socks		22.00	10-2560-410-00-72-220-13
				<u>\$88.48</u>	
Krawczyk, Robin - 1233396914	10-2560-410-00-74-150-13	Cafe Supplies Conley-Duluth-Work Pants		46.82	10-2560-410-00-74-150-13
				<u>\$46.82</u>	

133



Huntley Community School District 158

Accounts Payable Report

Printed: 10/12/2023 1:08 PM

Page 4 of 7

Vendor Name	Account Number	Description	Check Date	Amount	State Account Number
	10-2210-640-92-79-605-14	IL Dept of Financial & Prof Regulation Renewal		100.00	10-2210-640-92-79-605-14
				<u>\$100.00</u>	
Kurek, Richard - 1233400585	10-1130-332-00-71-300-13	Teacher Travel HS August & September 2023		43.23	10-1130-332-00-71-300-13
				<u>\$43.23</u>	
Landvick, Matthew - 1233396232	10-1500-335-00-71-300-13	Asst Ath Dir at Football @ Mchenry High School		28.17	10-1500-335-00-71-300-13
	10-1500-335-00-71-300-13	Asst Ath Dir at Football @ Prairie Ridge		20.31	10-1500-335-00-71-300-13
				<u>\$48.48</u>	
Latoria, Kristy - 1233400061	10-2210-314-92-79-605-14	ASHA Learning Pass		144.00	10-2210-314-92-79-605-14
				<u>\$144.00</u>	
Martinez, Patricia - 1233400133	10-2560-415-00-72-110-13	Team Meeting Morale-Donuts Jewel/Coffe DD		17.00	10-2560-415-00-72-110-13
	10-2560-410-00-72-110-13	Cafe Supplies Chesak-Famous Footwear Shoes		74.99	10-2560-410-00-72-110-13
	10-2560-410-00-72-110-13	Cafe Supplies Chesak-Burlington Work Pants		17.98	10-2560-410-00-72-110-13
				<u>\$109.97</u>	
Natale, Bozena - 1233400584	10-2560-410-00-72-220-13	Amazon - Work shoes		55.00	10-2560-410-00-72-220-13
	10-2560-410-00-72-220-13	Amazon - Work pants		28.99	10-2560-410-00-72-220-13
				<u>\$83.99</u>	
Norton, Gina - 1233399615	10-1200-410-66-71-300-13	STEP Supplies-September 2023 Mileage		128.31	10-1200-410-66-71-300-13
				<u>\$128.31</u>	
Panke, Keith - 123337962	10-1200-410-66-71-300-13	STEP Supplies-September 2023 Mileage		83.32	10-1200-410-66-71-300-13
				<u>\$83.32</u>	
Parchutz, Karen - 08288	10-1120-410-00-74-210-13	7th Grade Math Interactive Notebook		59.99	10-1120-410-00-74-210-13
				<u>\$59.99</u>	
Primus, Mike - 1233400590					

134



Huntley Community School District 158

Accounts Payable Report

Printed: 10/12/2023 1:08 PM

Page 5 of 7

Vendor Name	Account Number	Description	Check Date	Amount	State Account Number
	10-2660-332-00-79-600-14	Travel Technology-September 2023 Mileage		63.34	10-2660-332-00-79-600-14
	10-2660-332-00-79-600-14	Travel Technology-August 2023 Mileage		38.12	10-2660-332-00-79-600-14
				<u>\$101.46</u>	
Ramirez, Savannah - 1233400565					
	10-2520-332-00-74-500-14	Travel Fiscal-Travel 9/06-9/27/23		10.48	10-2520-332-00-74-500-14
				<u>\$10.48</u>	
Reckamp, Margaret - 32928					
	10-2210-640-92-79-605-14	IL Dept of Financial & Prof Regulation Renewal		100.00	10-2210-640-92-79-605-14
				<u>\$100.00</u>	
Reed, Richard - 1233398410					
	10-2561-332-00-79-605-14	Travel to ISBO Leadership Training 9/20-9/21/23		58.16	10-2561-332-00-79-605-14
	10-2561-332-00-79-605-14	Dir Food Service Travel-September 2023 Mileage		56.33	10-2561-332-00-79-605-14
				<u>\$114.49</u>	
Rosenberg, Katherine - 1233400587					
	10-1200-410-66-71-300-13	STEP Supplies-August 2023 Mileage		20.96	10-1200-410-66-71-300-13
				<u>\$20.96</u>	
Ryan, Debra - 123336268					
	10-1200-332-00-79-600-14	Travel Sp Ed-September 2023 Mileage		45.85	10-1200-332-00-79-600-14
	10-2210-640-92-79-605-14	IL Dept of Financial & Prof Regulation Renewal		102.25	10-2210-640-92-79-605-14
				<u>\$148.10</u>	
Schwerzler, Therese - 123338008					
	10-2410-332-00-71-300-13	Prin Travel HS		4.19	10-2410-332-00-71-300-13
	10-2410-332-00-71-300-13	HHS to UPS & return - package for Tom K		4.45	10-2410-332-00-71-300-13
	10-2410-332-00-71-300-13	HHS to Jewel & return for duplicate receipt		4.59	10-2410-332-00-71-300-13
	10-2410-332-00-71-300-13	HHS to Kostas & return football dinner for Admin t		7.47	10-2410-332-00-71-300-13
				<u>\$20.70</u>	
Shadel, Jill - 1233399288					
	10-1200-332-00-79-600-14	Travel Sp Ed-September 2023 Mileage		89.08	10-1200-332-00-79-600-14
				<u>\$89.08</u>	
Shufelt, April - 1233399664					
	10-2560-410-00-72-220-13	Cafe Supplies Marlowe-Famous Footwear Shoes		64.99	10-2560-410-00-72-220-13

135



Huntley Community School District 158

Accounts Payable Report

Printed: 10/12/2023 1:08 PM
Page 6 of 7

Vendor Name	Account Number	Description	Check Date	Amount	State Account Number
				<u>\$64.99</u>	
Smith, Carly - 1233398503	10-2210-640-92-79-605-14	IL Dept of Financial & Prof Regulation Renewal		100.00	10-2210-640-92-79-605-14
	10-2210-640-92-79-605-14	ASHA 2024 Membership Dues		225.00	10-2210-640-92-79-605-14
				<u>\$325.00</u>	
Smith, Sandra - 123333701	10-1200-332-00-79-600-14	Travel Sp Ed-Aug 15-Sept 29, 2023		134.28	10-1200-332-00-79-600-14
				<u>\$134.28</u>	
Spoeth, Holly - 123334104	10-1200-410-66-71-300-13	STEP Supplies-September 2023 Mileage		76.18	10-1200-410-66-71-300-13
				<u>\$76.18</u>	
Tetrev, Amy Jo - 123336463	10-1200-410-92-79-600-14	Target-Cups and Food coloring for Science		11.68	10-1200-410-92-79-600-14
	10-1200-410-92-79-600-14	Michaels-Craft Poms fo N2Y sombrero craft		13.57	10-1200-410-92-79-600-14
	10-1200-410-92-79-600-14	Party City -Sombrero yellow cups & plates		6.50	10-1200-410-92-79-600-14
				<u>\$31.75</u>	
Vasis, Tricia - 1233400589	10-2560-410-00-72-220-13	Cafe Supplies Marlowe-Work pants		29.99	10-2560-410-00-72-220-13
	10-2560-410-00-72-220-13	Cafe Supplies Marlowe-Work shoes		45.90	10-2560-410-00-72-220-13
				<u>\$75.89</u>	
Wille, Sarah - 1233399225	10-2210-640-92-79-605-14	IL Dept of Financial & Prof Regulation Renewal		100.00	10-2210-640-92-79-605-14
				<u>\$100.00</u>	
Zajeski, Miranda - 1233400588	10-1100-423-00-74-500-14	Walmart-Binders, sheet protectors Math Leader Supp		68.30	10-1100-423-00-74-500-14
	10-1100-423-00-74-500-14	Ikea Storage Container for Math Leader Supplies		105.99	10-1100-423-00-74-500-14
	10-1100-423-00-74-500-14	Amazon-Sterilite 18 quart stackable storage contai		48.99	10-1100-423-00-74-500-14
	10-1100-423-00-74-500-14	Amazon-Markers, Binder Folders for Math Leader Sup		21.16	10-1100-423-00-74-500-14
				<u>\$244.44</u>	
Zhao, Tianya - 1233396007	10-2520-332-00-74-500-14	Travel Fiscal-August Mileage		51.09	10-2520-332-00-74-500-14



Huntley Community School District 158

Accounts Payable Report

Printed: 10/12/2023 1:08 PM

Page 7 of 7

Vendor Name	Account Number	Description	Check_Date	Amount	State Account Number
	10-2520-332-00-74-500-14	Travel Fiscal-September Mileage		81.22	10-2520-332-00-74-500-14
				<u>\$132.31</u>	
			Report Total	<u><u>\$6,488.19</u></u>	

Date: October 19, 2023
To: Board of Education
From: Adam Zehr, Assistant Superintendent for Human Resources and The Health Insurance Committee
Subject: Health Insurance Recommendations for 2024

Over the past several months, Administration has been working closely with Alliant Insurance Services, our insurance broker/advisor, to finalize the benefits renewals for the policy year beginning January 1, 2024. The results of these efforts and the recommendation by the Health Insurance Committee follow:

Medical Plan (Blue Cross Blue Shield):

- The District will continue to offer PPO2, HMO, and HSA PPO plans as it has in the past.
- The committee is recommending replacing the current PPO1 plan with the Blue Cross Options (BCO) plan.
 - The estimated cost savings by switching to the BCO plan is \$300,000
- The expected total increase for 2024 is 18.1%

Ancillary Plans – Dental, Vision, Life and Long-Term Disability:

- Ancillary Plans
 - MetLife – Dental – year 2/3
 - Lincoln Basic Life and Long-Term Disability – 2024 will be year 2/2 of guaranteed rates
 - Lincoln Voluntary Life – 2024 will be year 2/2 of guaranteed rates
 - VSP Vision
 - Aflac Voluntary Accident
 - Aflac Voluntary Critical Illness

Open Enrollment for 2024: Open enrollment is projected to begin October 30, 2023.

Recommendations: Seeking approval of the Board at their next Regular Meeting as presented.

**HUNTLEY COMMUNITY SCHOOL DISTRICT 158
2023 INSURANCE CONTRIBUTIONS**

MEDICAL DEDUCTIONS FOR 24 PAY PERIODS

Employee Only	
PPO Option 1	
Plan Cost	\$484.34
BOE Contribution	(\$377.79)
<i>Balance Owed</i>	<u>\$106.55</u>
PPO Option 2	
Plan Cost	\$397.67
BOE Contribution	(\$377.79)
<i>Balance Owed</i>	<u>\$19.88</u>
HMO Blue Advantage	
Plan Cost	\$399.13
BOE Contribution	(\$377.79)
<i>Balance Owed</i>	<u>\$21.34</u>
HSA Compatible PPO	
Plan Cost	\$357.18
BOE Contribution	(\$377.79)
<i>Balance Owed</i>	<u>**\$5.00** (\$20.61)</u>

Employee + 1	
PPO Option 1	
Plan Cost	\$878.87
BOE Contribution	(\$545.85)
<i>Balance Owed</i>	<u>\$333.02</u>
PPO Option 2	
Plan Cost	\$727.47
BOE Contribution	(\$545.85)
<i>Balance Owed</i>	<u>\$181.62</u>
HMO Blue Advantage	
Plan Cost	\$727.80
BOE Contribution	(\$545.85)
<i>Balance Owed</i>	<u>\$181.95</u>
HSA Compatible PPO	
Plan Cost	\$655.43
BOE Contribution	(\$545.85)
<i>Balance Owed</i>	<u>\$109.58</u>

9/23/2022

Employee + Family	
PPO Option 1	
Plan Cost	\$1,263.77
BOE Contribution	(\$789.49)
<i>Balance Owed</i>	<u>\$474.28</u>
PPO Option 2	
Plan Cost	\$1,007.16
BOE Contribution	(\$789.49)
<i>Balance Owed</i>	<u>\$217.67</u>
HMO Blue Advantage	
Plan Cost	\$1,052.65
BOE Contribution	(\$789.49)
<i>Balance Owed</i>	<u>\$263.16</u>
HSA Compatible PPO	
Plan Cost	\$913.17
BOE Contribution	(\$789.49)
<i>Balance Owed</i>	<u>\$123.68</u>

139

DENTAL DEDUCTIONS			DENTAL DEDUCTIONS with APPLICABLE CREDIT		
	Low Plan	High Plan		Low Plan	High Plan
Employee Only	\$21.02	\$26.51	Employee Only with HSA/PPO	\$5.00	\$5.90
Employee +1	\$40.72	\$51.28	Employee + 1 with HSA/PPO	\$20.11	\$30.67
Employee + Family	\$72.10	\$92.72	Employee + Family with HSA/PPO	\$51.49	\$72.11

VISION DEDUCTIONS / VSP	
Employee Only	\$2.97
Employee + 1	\$5.94
Employee Family	\$9.56

NOTE: If you elect the HSA Compatible PPO Plan with single coverage you will pay the minimum of ****\$5.00**** per paycheck
There will be a \$20.61 credit with this plan that can be used towards your dental election. Minimum deduction will be \$5.00 per paycheck

HSA - Health Savings Account

**HUNTLEY COMMUNITY SCHOOL DISTRICT 158
2024 INSURANCE CONTRIBUTIONS**

MEDICAL DEDUCTIONS FOR 24 PAY PERIODS

9/26/2023

Employee Only	
BCO PPO	
Plan Cost	\$513.66
BOE Contribution	(\$433.04) 84%
Balance Owed	\$80.62
PPO Option 2	
Plan Cost	\$455.83
BOE Contribution	(\$433.04) 95%
Balance Owed	\$22.79
HMO Blue Advantage	
Plan Cost	\$472.41
BOE Contribution	(\$433.04) 92%
Balance Owed	\$39.37
HSA Compatible PPO	
Plan Cost	\$409.42
BOE Contribution	(\$433.04) 106%
Balance Owed	**\$5.00** (\$23.62)

Employee + 1	
BCO PPO	
Plan Cost	\$932.06
BOE Contribution	(\$646.07) 69%
Balance Owed	\$285.99
PPO Option 2	
Plan Cost	\$833.86
BOE Contribution	(\$646.07) 77%
Balance Owed	\$187.79
HMO Blue Advantage	
Plan Cost	\$861.42
BOE Contribution	(\$646.07) 75%
Balance Owed	\$215.35
HSA Compatible PPO	
Plan Cost	\$751.29
BOE Contribution	(\$646.07) 86%
Balance Owed	\$105.22

Employee + Family	
BCO PPO	
Plan Cost	\$1,340.25
BOE Contribution	(\$934.43) 70%
Balance Owed	\$405.82
PPO Option 2	
Plan Cost	\$1,154.46
BOE Contribution	(\$934.43) 81%
Balance Owed	\$220.03
HMO Blue Advantage	
Plan Cost	\$1,245.91
BOE Contribution	(\$934.43) 75%
Balance Owed	\$311.48
HSA Compatible PPO	
Plan Cost	\$1,046.72
BOE Contribution	(\$934.43) 89%
Balance Owed	\$112.29

DENTAL DEDUCTIONS			DENTAL DEDUCTIONS with APPLICABLE CREDIT		
	Low Plan	High Plan		Low Plan	High Plan
Employee Only	\$21.02	\$26.51	Employee Only with HSA/PPO	\$5.00	\$5.00
Employee + 1	\$40.72	\$51.28	Employee + 1 with HSA/PPO	\$17.10	\$27.66
Employee + Family	\$72.10	\$92.72	Employee + Family with HSA/PPO	\$48.48	\$69.10

VISION DEDUCTIONS / VSP	
Employee Only	\$3.70
Employee + 1	\$7.40
Employee Family	\$11.90

NOTE: If you elect the HSA Compatible PPO Plan with single coverage you will pay the minimum of ****\$5.00**** per paycheck. There will be a **\$23.62** credit with this plan that can be used towards your dental election. Minimum deduction will be **\$5.00** per paycheck.

HSA - Health Savings Account

Huntley Community School District 158
2024 Insurance Contributions

MEDICAL DEDUCTIONS FOR 17 PAY PERIODS

9/26/2023

<i>Employee Only</i>	
BCO PPO	
Plan Cost	\$725.16
BOE Contribution	(\$611.34)
<i>Balance Owed</i>	\$113.82
PPO Option 2	
Plan Cost	\$643.52
BOE Contribution	(\$611.34)
<i>Balance Owed</i>	\$32.18
HMO Blue Advantage Option	
Plan Cost	\$666.92
BOE Contribution	(\$611.34)
<i>Balance Owed</i>	\$55.58
HSA Compatible PPO	
Plan Cost	\$578.00
BOE Contribution	(\$611.34)
<i>Balance Owed</i>	*7.06* (\$33.34)

<i>Employee + One</i>	
BCO PPO	
Plan Cost	\$1,315.84
BOE Contribution	(\$912.09)
<i>Balance Owed</i>	\$403.75
PPO Option 2	
Plan Cost	\$1,177.21
BOE Contribution	(\$912.09)
<i>Balance Owed</i>	\$265.12
HMO Blue Advantage Option	
Plan Cost	\$1,216.12
BOE Contribution	(\$912.09)
<i>Balance Owed</i>	\$304.03
HSA Compatible PPO	
Plan Cost	\$1,060.64
BOE Contribution	(\$912.09)
<i>Balance Owed</i>	\$148.55

<i>Employee + Family</i>	
BCO PPO	
Plan Cost	\$1,892.12
BOE Contribution	(\$1,319.20)
<i>Balance Owed</i>	\$572.92
PPO Option 2	
Plan Cost	\$1,629.82
BOE Contribution	(\$1,319.20)
<i>Balance Owed</i>	\$310.62
HMO Blue Advantage Option	
Plan Cost	\$1,758.93
BOE Contribution	(\$1,319.20)
<i>Balance Owed</i>	\$439.73
HSA Compatible PPO	
Plan Cost	\$1,477.72
BOE Contribution	(\$1,319.20)
<i>Balance Owed</i>	\$158.52

	DENTAL DEDUCTIONS	
	LOW PLAN	HIGH PLAN
Employee Only	\$29.67	\$37.42
Employee + 1	\$57.49	\$72.40
Employee + Family	\$101.78	\$130.89

	DENTAL DEDUCTIONS with APPLICABLE CREDIT	
	LOW PLAN	HIGH PLAN
Employee Only with HSA/PPO	\$7.06	\$7.06
Employee + 1 with HSA/PPO	\$24.15	\$39.06
Family with HSA/PPO	\$68.44	\$97.55

VISION DEDUCTIONS / VSP	
Employee Only	\$5.22
Employee + 1	\$10.44
Employee + Family	\$16.80

HSA - Health Savings Account

**HUNTLEY COMMUNITY SCHOOL DISTRICT 158
2024 INSURANCE CONTRIBUTIONS**

DUAL MEDICAL DEDUCTIONS FOR 17 PAY PERIODS

9/26/2023

Employee + 1		
PPO Option 1		
Plan Cost		\$1,315.84
BOE Contribution		(\$1,523.43)
Balance Owed	\$7.06	(\$207.59)
PPO Option 2		
Plan Cost		\$1,177.21
BOE Contribution		(\$1,523.43)
Balance Owed	\$7.06	(\$346.22)
HMO Blue Advantage		
Plan Cost		\$1,216.12
BOE Contribution		(\$1,523.43)
Balance Owed	\$7.06	(\$307.31)
HSA Compatible PPO		
Plan Cost		\$1,060.64
BOE Contribution		(\$1,523.43)
Balance Owed	\$7.06	(\$462.79)

Employee + Family		
PPO Option 1		
Plan Cost		\$1,892.12
BOE Contribution		(\$1,930.54)
Balance Owed	\$7.06	(\$38.42)
PPO Option 2		
Plan Cost		\$1,629.82
BOE Contribution		(\$1,930.54)
Balance Owed	\$7.06	(\$300.72)
HMO Blue Advantage		
Plan Cost		\$1,758.93
BOE Contribution		(\$1,930.54)
Balance Owed	\$7.06	(\$171.61)
HSA Compatible PPO		
Plan Cost		\$1,477.72
BOE Contribution		(\$1,930.54)
Balance Owed	\$7.06	(\$452.82)

DENTAL DEDUCTIONS		
	Low Plan	High Plan
Employee Only	\$29.67	\$37.42
Employee +1	\$57.49	\$72.40
Employee + Family	\$101.78	\$130.89
DENTAL COSTS WITH APPLICABLE CREDIT		
Employee +1 with PPO/1	\$7.06	\$7.06
Employee +1 with PPO/2	\$7.06	\$7.06
Employee + 1 with HMO Blue	\$7.06	\$7.06
Employee + 1 with H S A PPO	\$7.06	\$7.06
Employee + Family with PPO/2	\$7.06	\$7.06
Employee + Family with HMO BI	\$7.06	\$7.06
Employee + Family with HSA /PI	\$7.06	\$7.06
VISION DEDUCTIONS / VSP		
Employee Only	\$5.22	
Employee + 1	\$10.44	
Family	\$16.80	

HSA - Health Savings Account

**HUNTLEY COMMUNITY SCHOOL DISTRICT 158
2024 INSURANCE CONTRIBUTIONS**

BCO Plan

9/26/2023

DUAL MEDICAL DEDUCTIONS FOR 24 PAY PERIODS

Employee + 1		
BCO PPO		
Plan Cost		\$932.06
BOE Contribution		(\$1,079.11)
Balance Owed	\$5.00	(\$147.05)
PPO Option 2		
Plan Cost		\$833.86
BOE Contribution		(\$1,079.11)
Balance Owed	\$5.00	(\$245.25)
HMO Blue Advantage		
Plan Cost		\$861.42
BOE Contribution		(\$1,079.11)
Balance Owed	\$5.00	(\$217.69)
H S A Compatible PPO		
Plan Cost		\$751.29
BOE Contribution		(\$1,079.11)
Balance Owed	\$5.00	(\$327.82)

Employee + Family		
BCO PPO		
Plan Cost		\$1,340.25
BOE Contribution		(\$1,367.47)
Balance Owed	\$5.00	(\$27.22)
PPO Option 2		
Plan Cost		\$1,154.46
BOE Contribution		(\$1,367.47)
Balance Owed	\$5.00	(\$213.01)
HMO Blue Advantage		
Plan Cost		\$1,245.91
BOE Contribution		(\$1,367.47)
Balance Owed	\$5.00	(\$121.56)
H S A Compatible PPO		
Plan Cost		\$1,046.72
BOE Contribution		(\$1,367.47)
Balance Owed	\$5.00	(\$320.75)

DENTAL DEDUCTIONS 24 PAYS		
	Low Plan	High Plan
Employee Only	\$21.02	\$26.51
Employee +1	\$40.72	\$51.28
Employee + Family	\$72.10	\$92.72

DENTAL COSTS with APPLICABLE CREDIT		
	Low Plan	High Plan
Employee + 1 with BCO PPO	\$5.00	\$5.00
Employee +1 with PPO/2	\$5.00	\$5.00
Employee +1 with HMO Blue	\$5.00	\$5.00
Employee +1 with H S A PPO	\$5.00	\$5.00
Employee + Family with PPO/2	\$5.00	\$5.00
Employee + Family with HSA/PPO	\$5.00	\$5.00
Employee + Family with HMO Blue	\$5.00	\$5.00

VISION DEDUCTIONS VSP FOR 24 PAYS	
Employee Only	\$3.70
Employee + 1	\$7.40
Family	\$11.90

H S A - Health Savings Account



Blue Choice OptionsSM

Take Your Health Cost Savings to the Next Level

Blue Cross and Blue Shield of Illinois (BCBSIL) has a helpful solution to support your cost-savings strategy, including the tools to help educate your employees about their benefits with Blue Choice Options.

Blue Choice Options takes your efforts to help control health costs to the next level by encouraging employees to use a select network of independently-contracted providers in the Blue Choice OPT PPOSM network. Employees will still have the choice to use the larger PPO network but will pay a greater share of the cost. Blue Choice Options also gives employees the confidence to choose the trusted name of BCBSIL, which has been serving members for over 75 years.

How Blue Choice Options Works

Blue Choice Options is designed to encourage your employees to make consumer-directed decisions about their health care.

This is a unique PPO plan that offers a wide choice of independently-contracted doctors and hospitals, yet Blue Choice Options is priced significantly lower than other standard PPO plans.

Here's How it Works

- **Tier 1** — If the member elects to use a provider in the Blue Choice OPT PPO, a smaller, select network they pay the least out-of-pocket expenses.
- **Tier 2** — The member pays additional out-of-pocket costs by choosing a participating provider in the larger network of providers.
- **Tier 3** — The member pays the highest out-of-pocket cost by selecting an out-of-network provider.

More Advantages from BCBSIL

Online Support

BCBSIL offers a full-service website, Blue Access for MembersSM (BAMSM), that allows your employees the security, convenience and ease of:

- Using Provider Finder[®] to find an independently-contracted doctor or hospital within the Blue Choice Options (BCO) plan
- Accessing self-service tools to help manage claims activity, benefit details and notification preferences
- Calculating estimated costs for hundreds of medical tests and procedures

Your employees will appreciate the education they find on BAM when they look for network information, providers, treatment costs and other resources. Member satisfaction is enhanced with the help of Customer Service Advocates available to help guide your employees with questions they may have regarding their benefits or network information.

The Strength of BlueSM

- Employees who choose a PPO plan get access to BlueCard[®], a national network of independently-contracted providers, which includes more than 97 percent of hospitals nationwide for care when out of state
- Member discounts – save money on value-added health care products and services
- Access to health and wellness programs
- Blue Cross and Blue Shield is among the most trusted names in the industry

Blue Choice Options Offers:

- Member satisfaction
- Choice, access and savings
- Empowerment to make smart, personal health care decisions

Get Started Today

Call your BCBSIL Account Representative today to discuss the Blue Choice Options plan. Prospective employer groups can ask for a demonstration of Blue Access for EmployersSM on bcbsil.com.





Blue Choice OptionsSM

You know that you may save money when you see doctors and hospitals in your health plan's PPO network. But, did you know that with your Blue Choice Options benefit plan, you can save more money by using a doctor or hospital that is part of the Blue Choice OPT PPOSM network?

What Is a Blue Choice Options Plan?

Learn about the different tiers so you can make smart choices and get the best value.

Why Using a Blue Choice OPT PPO Network Provider Saves You Money

The Blue Choice OPT PPO network has many doctors and hospitals that can meet all your health care needs. They all meet Blue Cross and Blue Shield of Illinois (BCBSIL) quality standards and have agreed to offer you care and services at a lower cost.

Tier 1

Blue Choice OPT PPO Network

Best value, the least out-of-pocket costs with in-network providers

Tier 2

Larger Statewide PPO Network

Larger network, more out-of-pocket costs with these providers

Tier 3

Out-of-Network

Out-of-network, highest out-of-pocket costs, you may have to pay those fees up front

How to Find a Tier 1 or Tier 2 Provider

Log in to Blue Access for MembersSM (BAMSM) at bcbsil.com/member, register for a BAM account using your name, date of birth and identification number found on your member ID card. When you search for providers in BAM, it will take you to network providers only.

For basic provider searches, you use Provider Finder[®] without logging in to BAM. Visit bcbsil.com and click on the **Find Care** tab and select **Find a Doctor or Hospital**, and click **Search as Guest**. Under **Plans**: enter your search criteria:

- When you choose **Blue Choice OptionsSM (BCO)**, you will get a list of Tier 1 providers only.*
- When you choose **Participating Provider Organization (PPO)**, you will get a list of Tier 2 BCO providers.
- Or you can Browse by Category or Search for Names and Specialties.

*If you change the option to view "All Tiers", then results are sorted with Tier 1 providers to the top and Tier 2 providers are displayed below. The top tier providers will have Tier 1 listed by their names and the Tier 2 providers will just have the provider's name with no tier listed.

Choosing Tier 1 and 2 Providers Can Help You Save Money

	Tier 1 Blue Choice OPT PPO Network	Tier 2 Larger Statewide PPO Network	Tier 3 Out-of-Network**
Doctor Visit	Cost is \$200 You pay \$15	Cost is \$200 You pay \$30	Cost is \$200 You pay \$200
Specialist Visit	Cost is \$200 You pay \$30	Cost is \$200 You pay \$50	Cost is \$200 You pay \$200
2-Day Hospital Stay	Cost is \$5,000 You pay \$1,400	Cost is \$5,000 You pay \$2,900	Cost is \$5,000 You pay \$5,000

** Applied to member's deductible. Once deductible is met, pays at percentage designated by plan. Benefit information is based on a \$1,000 deductible and 90% coinsurance for Tier 1, a \$2,000 deductible and 70% coinsurance for Tier 2, and a \$8,000 deductible and 50% coinsurance for OON. These examples are stand-alone and do not track the member's out-of-pocket max.



Need Help Finding a Network Provider?

Call the toll-free number on the back of your member ID card.



Blue Choice OptionsSM

A Common-sense Health Care Solution

Are you looking for a health plan that is sensible and easy to use? Are you looking for an affordable PPO health plan for your family? Choosing Blue Choice Options may be the best choice for you.

Practical and Smart

Blue Choice Options from Blue Cross and Blue Shield of Illinois (BCBSIL) is designed for members who want all the benefits of a PPO and the flexibility to use a large network when the need arises — all at a price lower than our traditional PPO plan. Blue Choice Options offers the same range of health care benefits and member services as the larger PPO network, but may save you money over other PPO health plans.

How Blue Choice Options Works

To receive the highest level of benefits, you and your covered dependents should use the independently-contracted doctors and hospitals within the Blue Choice OPT PPOSM network. You can receive care from a provider within the larger PPO network, but will pay higher out-of-pocket costs. You will pay the highest out-of-pocket cost by choosing an out-of-network provider and may have to pay those fees up front.

How Blue Choice Options Can Save You Money:

- **Tier 1** — pay the least out-of-pocket expenses by using a participating provider in the Blue Choice OPT PPO network.
- **Tier 2** — pay additional out-of-pocket costs by choosing a participating provider in the larger network of providers.
- **Tier 3** — pay the highest out-of-pocket cost by selecting an out-of-network provider.

More Advantages from BCBSIL

Online support is just a click away

Information about your benefits can be found on the BCBSIL website at bcbsil.com. Log in to Blue Access for MembersSM (BAMSM) for immediate access. All you need are your group and identification numbers found on your BCBSIL member ID card.

BAM allows you the security, convenience and ease of:

- Using Provider Finder[®] to find an independently-contracted doctor or hospital within the Blue Choice Options (BCO) product.
 - Accessing self-service tools to help manage claims activity, benefit details and notification preferences.
 - You will appreciate the information you find on BAM when you look for benefit details, providers and other resources for information. And with the help of Customer Service Advocates over the phone, you have access to assistance if you have questions.
- You can:
- Find providers wherever you are without entering your location for each search
 - Find all locations where a provider practices in one search
 - Use a global search bar to get faster results
 - Use Provider Finder on your mobile smartphone

Get access to health and wellness programs, including:

Blue365[®] Member Discount Program*

The program offers exclusive health and wellness deals to BCBSIL members, including discounts from top national and local retailers on fitness gear, gym memberships, family activities, healthy eating options and much.

Health and Wellness Resources**

Our health and wellness resources provide tools and information, which may help you lose weight, quit smoking or reduce your risk for developing heart disease, stroke or diabetes.

Strength of the Blue Brand

- Members who choose a PPO plan get access to BlueCard[®], a national network of independently-contracted providers, which includes more than 97% of hospitals nationwide when traveling outside the state.
- Access to health and wellness programs**
- Blue Cross and Blue Shield is among the most trusted names in the industry.



* Blue365 is a discount program only for BCBSIL members. This is NOT insurance. Some of the services offered through this program may be covered under your health plan. Please check your benefit booklet or call the customer service number on the back of your ID card for specific benefit facts. Use of Blue365 does not change your monthly payment, nor do costs of the services or products count toward any maximums and/or plan deductibles. Discounts are only given through vendors who take part in this program. BCBSIL does not guarantee or make any claims or recommendations about the program's services or products. You may want to talk to your doctor before using these services and products. BCBSIL reserves the right to stop or change this program at any time without notice.

** Our health and wellness resources vary by health plans.

Huntley Community School District #158
Job Description – Database Technician

Job Title: Database Technician
Department: Technology
Reports to: Chief Technology Officer
Prepared by: HR/Technology
Prepared Date: September, 2023
Approved by: Board of Education
Approved Date: October 19, 2023

Summary: Installs and maintains the district databases and coordinates the movement of data from one database to another database by performing the following duties. Installs, maintains and manages/updates the district databases and coordinates the movement of the data from one database to another database. Provides reports to appropriate administrators that are generated from specific databases.

Essential Duties and Responsibilities include the following; other duties may be assigned:

- Provides reports from designated databases as requested.
- Manages/Updates designated databases related to Curriculum, Instruction, and Assessment
- Data extracts for student assessments
- Works under the direction of the Database Administrator to maintain student information systems and Operations based databases to ensure data consistency
- Provides level 1 support for SIS, escalates SIS help desk requests to tech support Coordinator or Assistant Technology Director where appropriate
- Keeps student information systems data updated with new information or changes to parents and students
- Distributes information to appropriate schools
- Documents procedures for users and technical staff on how to use, manage accounts, maintain system, and backup
- Sets up security for user access to databases
- Tests and corrects errors, and refines changes to database
- Assisting building secretaries with queries
- Trains users
- Answers user questions
- Provides updates, status, and completion information using a problem request tracking system, and/or users, via voicemail, e-mail, or in-person communication
- Attends training programs at the direction of the District CTO

Huntley Community School District #158
Job Description – Database Technician

- Other duties may be assigned

Supervisory Responsibilities: This job has no supervisory responsibilities

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- A working knowledge of networking, specifically Windows Server
- A working knowledge of Windows 11 (or current Windows version)
- A working knowledge of Microsoft Office
- An intermediate knowledge of database manipulation
- Experience importing and exporting of data
- Intermediate experience with SQL

Education and/or Experience: Bachelor's degree (B.A.) from a four-year college or university preferred; or an Associate's degree (A.A.) from a two-year college or technical school. Computer hardware, software, database, and networking systems experience in an education environment preferred. The candidate needs at least two years of related experience and/or training; or equivalent combination of education and experience.

Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from small groups of District management, staff, system users, vendors, and general public.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent. Ability to develop and interpret mathematical data in graphs or other visual displays.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS:

- SQL Certification preferred
- Microsoft Application certification preferred
- Valid Illinois Driver's license with a good record

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and talk or hear. the employee frequently is required to use hands and arms. The employee is occasionally required to walk; sit;

Huntley Community School District #158
Job Description – Database Technician

climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

Note: The job duties of viewing a computer screen, colored lights on computer hardware, working inside hardware on small wiring, traveling off-site to user location, minor repair, cleaning of computer equipment and peripherals, and installation of computer equipment and peripherals are a few of the references used for the above physical requirement parameters.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TERMS OF EMPLOYMENT: The position is a twelve month position with salary and work year to be established by the Board.

EVALUATIONS: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of non-certified staff.

Employee Signature

Date

Huntley Community School District #158
Job Description – Database Manager

Job Title: Database Manager
Department: Technology
Reports to: Chief Technology Officer
Prepared by: HR/Technology
Prepared Date: September, 2023
Approved by: Board of Education
Approved Date: October 19, 2023

Summary: Installs, maintains and manages/updates the district databases and coordinates the movement of the data from one database to another database. Provides reports to appropriate administrators that are generated from specific databases.

Essential Duties and Responsibilities include the following; other duties may be assigned:

- Provides reports from designated databases as requested.
- Manages/Updates designated databases related to Curriculum, Instruction, and Assessment
- Data extracts for student assessments
- Works under the direction of the CTO to maintain student information systems and all operations-based databases to ensure data consistency
- Provides level 2 support for SIS, escalates SIS help desk requests to tech support Coordinator or CTO where appropriate
- Keeps student information systems data updated with new information or changes to parents and students
- Distributes information to appropriate schools
- Documents procedures for users and technical staff on how to use, manage accounts, maintain system, and backup
- Sets up security for user access to databases
- Tests and corrects errors, and refines changes to database
- Assisting building secretaries with queries
- Trains users
- Answers user questions
- Provides updates, status, and completion information using a problem request tracking system, and/or users, via voice mail, e-mail, or in-person communication
- Attends training programs at the direction of the District CTO

Huntley Community School District #158
Job Description – Database Manager

- Other duties may be assigned

Supervisory Responsibilities: Data Analyst I, Data Analyst II, or Data Technician

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- A working knowledge of networking, specifically Windows Server
- A working knowledge of Windows 11 (or current Windows version)
- A working knowledge of Microsoft Office
- An intermediate-expert knowledge of database manipulation
- Experience importing and exporting of data
- Intermediate-expert experience with SQL

Education and/or Experience: Bachelor's degree (B.A.) from a four-year college or university preferred; or an Associate's degree (A.A.) from a two-year college or technical school. Computer hardware, software, database, and networking systems experience in an education environment preferred. The candidate needs at least two years of related experience and/or training; or equivalent combination of education and experience.

Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from small groups of District management, staff, system users, vendors, and the general public.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent. Ability to develop and interpret mathematical data in graphs or other visual displays.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form, and deal with several abstract and concrete variables.

Certifications:

- SQL Certification Preferred
- Microsoft Application certification preferred
- Valid Illinois Driver's license with a good record

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee frequently is required to use hands and arms. The employee is occasionally required to walk; sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10

Huntley Community School District #158
Job Description – Database Manager

pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

Note: The job duties of viewing a computer screen, colored lights on computer hardware, working inside hardware on small wiring, traveling off-site to user locations, minor repair, cleaning of computer equipment and peripherals, and installation of computer equipment and peripherals are a few of the references used for the above physical requirement parameters.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee Signature

Date