



**Tuesday, October 20, 2026
Finance and Facilities Committee Meeting**

On Tuesday, October 20, 2026, the Board of Education of Township High School District 113 will hold a Finance and Facilities Committee Meeting at 5:00 PM at the Administration Building, 1040 Park Avenue West, Highland Park, IL 60035.

Attend the meeting in person to share your comment at Administration Building, 1040 Park Avenue West, Highland Park, IL 60035.

A recording of the meeting will be posted within two business days following the conclusion of the meeting on the Board's Vimeo channel. Please note, only open session will be recorded and posted.

District 113 is committed to providing equal access to the content on its website. The District makes every effort to conform to the Web Content Accessibility Guidelines developed by the World Wide Web Consortium, as well as the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

Individuals who wish to request an alternate version of any of District 113's content, ask questions regarding web accessibility or individuals who are unable to access any pages or documents on the District 113 websites, can email the webmaster at webmaster@dist113.org and indicate the nature of the accessibility or alternative format needs and the URL (web address) of the material.

1. **Call to Order/Roll Call - 5:00 PM**
2. **Discussion**
 - A. 2027-2028 Budget Designee Resolution and Calendar
 - B. Estimate of the 2026 Tax Levy
 - C. Master Facility Plan Process Overview
 - D. Summer 2027 Mechanical Work and Capital Improvement Projects
 - E. Preliminary Financial Projections
3. **Public Comments**
4. **Action**
 - A. Board of Education Finance and Facilities Committee Meeting Minutes - August 25, 2026
5. **Adjournment**



MEMORANDUM

TO: Dr. Chala Holland, Superintendent
Township High School District 113 Board of Education

FROM: Dr. David Bein, Interim Assistant Superintendent for Finance
Dr. Susan Harkin, Interim Assistant Superintendent for Finance

DATE: October 20, 2026

SUBJECT: 2027-2028 Budget Designee Resolution and Calendar

Background

The Illinois School Code requires the Board of Education to designate "some person or persons" to prepare the budget in the tentative form (105 ILCS 5/17-1). Typically, this has been the responsibility of the Assistant Superintendent of Finance in District 113. To comply with the Illinois School Code, the District has developed a resolution to designate the preparer of the tentative budget. In addition, the District has developed a proposed budget calendar that will be followed for the 2027-2028 budget development process.

Recommendation

Based on the information above and as required by State law, the administration recommends that the Board:

- Adopt the Resolution Regarding Designee to Prepare 2027-2028 Tentative Budget; and
- Adopt the 2027-2028 Budget Calendar.



**Township High School District 113
Resolution Regarding Designee to Prepare Tentative Budget**

BE IT RESOLVED by the Board of Education of Township High District 113, County of Lake, State of Illinois, that Susan Harkin, Interim Assistant Superintendent of Finance/CSBO, is hereby appointed to prepare a tentative budget for said School District for the fiscal year beginning July 1, 2027 and ending June 30, 2028, which tentative budget shall be filed with the Secretary of this Board.

ADOPTED this 20th day of October 2026.

AYES:

NAYS:

ABSENT:

Board of Education
Township High School District 113
County of Lake, Illinois

BY:

President, Board of Education

ATTEST:

Secretary, Board of Education

Date

TOWNSHIP HIGH SCHOOL DISTRICT 113



1040 PARK AVENUE WEST
HIGHLAND PARK, IL 60035-2257
224.765.1000
dist113.org

FY 2027-2028 Budget Calendar

Month	Task	Who
10/2026	Review preliminary financial data and assumptions for 5-year projections Direct Superintendent or designee to begin the FY28 budget process Vote on FY28 budget calendar Review the estimate of the 2026 tax levy	Finance/Facility Board Board Board
11/2026	Review preliminary financial data and assumptions for 5-year projections Vote on estimate of the 2026 tax levy Vote on the approval of truth in taxation notice and public hearing Publish 2026 truth in taxation and notice of public hearing	DLT Board Board CSBO
12/2026	Hold 2026 truth in taxation hearing Board considers the adoption of the estimate of the 2026 tax levy File 2026 levy extension and Certificate of Tax Levy with Lake county clerk	Board Board CSBO
01/2027	Distribute staffing and non-personnel budget packets/request forms to Principals, Assistant Principals, Department Chairs, Directors and Managers	CSBO
02/2027	Submit non-personnel and staffing budget requests to the Business Office Review non-personnel budget and staffing request forms Hold budget hearings with the Supt and Asst Supt for Finance	DLT Supt/CSBO DLT
03/2027	Present FY28 budget projections, inclusive of enrollment projections, preliminary staffing, budget requests, revenue/expenditure assumptions, capital improvement plan and deficit reduction plan Confirm FY28 financial assumptions and approve staffing plan	Board Board
04/2027	Finalize 2026 tax levy rates Finalize FY27 spending requests	CSBO DLT
06/2027	Discuss and approve the FY28 tentative budget Authorize public hearing notice & 1st quarter spending for FY27	Board Board
07/2027	Place legal notice of public hearing for FY28 tentative budget	CSBO
08/2027	Hold public hearing on the FY28 budget Board considers adoption of FY28 budget File FY28 budget with the county clerk	Board Board CSBO



MEMORANDUM

TO: Dr. Chala Holland, Superintendent
Township High School District 113 Board of Education

FROM: Dr. David Bein, Interim Assistant Superintendent for Finance
Dr. Susan Harkin, Interim Assistant Superintendent for Finance

DATE: October 20, 2026

SUBJECT: Estimate of the 2026 Tax Levy

Background

The purpose of this memorandum is to provide background and context regarding the 2026 Tax Levy to be presented to the Finance Committee and Board of Education on October 20, 2026. This levy establishes the amount of property tax revenue to be collected in 2027 and represents the District's primary source of funding for operations and debt obligations.

In Illinois, property taxes are the primary revenue source for local governments, including school districts. The levy represents the District's formal request to Lake County for property tax dollars needed to operate and maintain Township High School District 113's educational programs, facilities, and debt service obligations.

The County Clerk determines the tax rate by applying the levy to the total Equalized Assessed Valuation (EAV) of properties within the District. School districts levy specific dollar amounts for each fund; the final tax rate is not determined until the County's extension process is complete.

Key Factors Impacting the 2026 Levy

The following factors were considered in developing the 2026 levy request:

- Consumer Price Index (CPI-U): 2.7% as applied under the Property Tax Extension Limitation Law (PTELL)
- Projected EAV Growth: 7.16%
- Estimated New Construction: \$26.9 million
- Estimated Total EAV: \$5.7 billion
- Estimated Total Tax Rate: 2.34%
- Debt Service Levy: \$11.4 million

PTELL limits the annual increase in the aggregate tax extension for capped funds to the lesser of 5% or CPI (2.7% this year), plus the value of new property



The estimated 2026 tax levy request represents a 4.22% increase over last year's extension for capped funds. This request includes an intentional margin above projections to ensure the District captures all allowable revenue related to new construction and EAV growth. Based on CPI and historical EAV patterns, the expected increase in the capped extension is estimated at 3.19% and 2.83% overall.

Capped Levy Request: \$123.4 million

Expected Capped Levy: \$122.1 million

The increase in the levy does not equate to an identical increase on individual tax bills, as the impact varies based on each property's EAV relative to total district growth.

Impact on Taxpayers

The total tax impact on homeowners for the 2026 levy will be slightly higher than CPI due to an increase in the District's Debt Service Fund associated with the issuance of life safety bonds. For a homeowner whose property value increased in line with the District's overall EAV growth (approximately 7%), the estimated total tax rate is 2.33%, consisting of:

Operating Funds Rate: 2.13% (down from 2.14% in 2025)

Bond & Interest Rate: 0.20% (down from 0.21% in 2025)

Due to the increasing EAV and new property, the overall tax rate will decrease modestly, with the operating levy remaining within PTELL limits and continues to reflect prudent fiscal management.

Debt Service Fund

The Bonds and Interest (B&I) Fund levy is not subject to PTELL limitations and is calculated to meet the District's annual debt obligations. The 2026 B&I levy supports repayment of six outstanding bonds, including the recently issued life safety bonds that ensure continued investment in student and staff safety, facility maintenance, and infrastructure integrity.

Next Steps

The schedule outlined below will be followed to comply with all legal requirements for determining the levy, issuing public notice of the hearing, and final adoption.

- October 20, 2026: (Finance Committee Mtg) - Finance Committee reviews the 2026 tax levy prior to the regularly scheduled Board meeting.
- October 20, 2026: (Regular Board Meeting) - Levy discussion/presentation
- November 17, 2026: (Regular Board Meeting) - The board takes action to estimate the aggregate levy; publish the public hearing notice for the December 8 hearing and publish "Truth-in-Taxation" legal notice (7-14 days prior to hearing)
- November 24, 2026: (Pioneer Press and Lake County News Sun) Publish Public Hearing Notice
- December 8, 2026: (Regular Board Meeting) - Tax levy public hearing and levy adoption.
- December 2026: (December 29, 2026 last day to file) - File levy with County Clerk



Township High School District 113

Estimate of the 2026 Tax Levy

Presented on October 20, 2026

By Dr. Susan Harkin, Interim Assistant Superintendent of Finance

Levy Timeline

10/20/26	Present estimate of the 2026 tax levy to Finance and Facilities Committee
10/20/26	Present estimate of the 2026 tax levy Board of Education
11/17/26	Consider approval of estimate of the 2026 tax levy, public hearing date and Truth in Taxation hearing publication
11/24/26	Publish public hearing notice
12/08/26	Consider approval of 2026 tax levy resolution
12/29/26	File levy with counties
04/2027	Receive tax computation reports from county clerks Finalize tax rates
05/2027	Begin receiving property tax dollars

Roles in Property Tax Process

By the last Tuesday in December, **taxing bodies** must submit their property tax request (dollar amount) to the **county clerk**.

In the spring, the:

- **Assessor's Office** finalizes Equalized Assessed Valuation (EAV) using:
 - Market conditions
 - Additional new property
- **County Clerk** set maximum allowable tax rate using:
 - Previous year extension plus allowable increase
 - Authorized bond and interest payment
 - Final EAV
- **Taxing Body** approves final tax rate used on the property tax bills.

Items used to Develop D113 Tax Rate

Per the Property Tax Extension Limitation Law (PTELL), the following items are used to calculate the D113 tax rate:

- Prior Year Capped Tax Extension
- Consumer Price Index (CPI)
- Equalized Assessed Valuation (EAV)
- New Property
- Bond & Interest Payment

2025 Prior Year Tax Extension

Fund	Extension	Tax Rate
Educational	\$95,038,925.37	
Operations & Maintenance	\$16,410,221.99	
Transportation	\$1,275,426.73	
Working Cash	\$63,752.79	
Municipal Retirement	\$41,547.96	
Social Security	\$3,229,876.28	
Special Education	\$2,273,849.44	
Total Capped Extension	\$118,333,600.56	2.2329
Bond & Interest	\$11,476,720.71	0.2166
Total Extension	\$129,810,321.27	2.4495

2026 Levy Factors

Factor	Amount
Lesser of 5% or Consumer Price Index	2.70%
Actual Rate Setting EAV for 2025	\$5,299,483,616
Estimated Existing EAV % Change for 2026	7.16%
Estimated New Property for 2026	\$26,853,632
Estimated Total EAV for 2026	\$5,705,780,275
Estimated Total % Change in EAV From Prior Year	7.67%
2026 Bond & Interest Payment	\$11,385,835
Levy Increase % for Capped Funds*	1%

*These are the known factors at this time. However, the District does overestimate its **request** to accommodate any unforeseen variances related to the final **EAV** and **new property** that will be used in the PTELL calculation in April. The levy estimate includes a 1% increase for capped funds to account for any unforeseen variances.

2026 Estimated Tax Levy

Fund	Estimated	Tax Rate	Increase P/Y
Educational	\$98,037,181		
Operations & Maintenance	\$16,092,322		
Transportation	\$3,349,218		
Working Cash	\$66,442		
Municipal Retirement	\$43,300		
Social Security	\$3,366,096		
Special Education	\$2,369,749		
Capped Levy/Extension/Rate	\$123,324,308	2.1614	4.22%
Bond & Interest Levy	\$11,385,835	.1995	-0.79%
Total Levy	\$134,710,143	2.3609	3.77%

2026 Projected Tax Levy

Fund	Projected	Tax Rate	Increase P/Y
Educational	\$97,066,516		
Operations & Maintenance	\$15,932,992		
Transportation	\$3,316,058		
Working Cash	\$65,784		
Municipal Retirement	\$42,872		
Social Security	\$3,332,768		
Special Education	\$2,346,286		
Capped Levy/Extension/Rate	\$122,103,276	2.1400	3.19%
Bond & Interest Levy	\$11,385,835	.1995	-0.79%
Total Levy	\$133,489,111	2.3395	2.83%

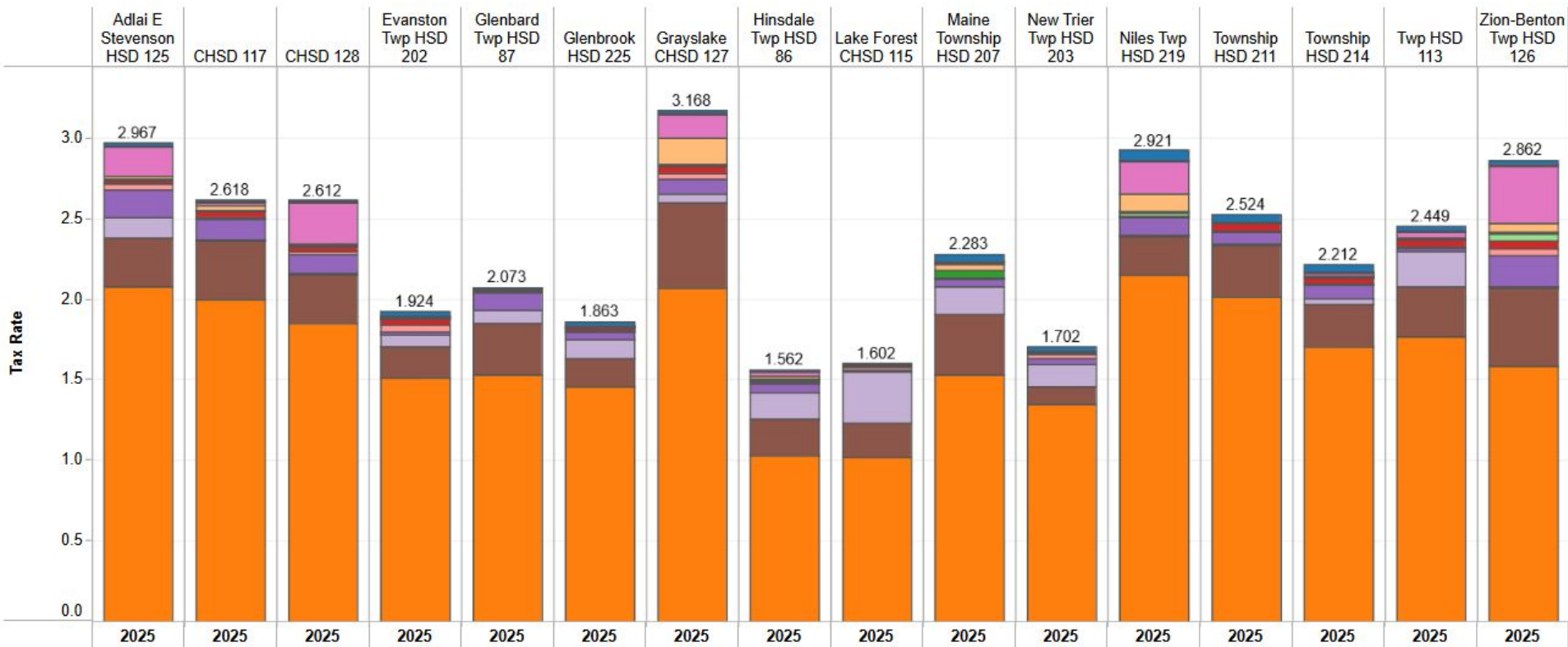
Taxpayer Impact of Projected 2026 Tax Levy*

2025 Fair Cash / Market Value Home	\$600,000	
Estimated 2026 Fair Cash Value Home	\$642,960	<i>Includes EAV % Change</i>
Total Assessed Value	\$214,320	33.3%
State Equalization Multiplier	\$214,320	1.0000
Homestead Exemption	\$8,000.00	<i>Based on County 1 on the input tab</i>
Net Equalized Assessed Value	\$206,320.00	
Estimated Change in Tax Payment for 2026	\$123.92	

*The Taxpayer Impact does not include the recapture levy or property taxes paid for other District purposes and to other governments. Actual tax rates and payments may vary based on District-wide EAV growth, individual homeowner reassessment, State Law changes, property tax rate initiatives and other factors.

2025 Tax Rate Comparison

Lake County & Township High School Districts



Estimate of the 2026 Tax Levy Timeline

10/20/26	Present estimate of the 2026 tax levy Board of Education
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11/24/26	Publish public hearing notice
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04/2027	Receive tax computation reports from county clerks Finalize tax rates
05/2027	Begin receiving property tax dollars



MEMORANDUM

TO: Dr. Chala Holland, Superintendent
Township High School District 113 Board of Education

FROM: Dr. David Bein, Interim Assistant Superintendent for Finance
Dr. Susan Harkin, Interim Assistant Superintendent for Finance

DATE: October 20, 2026

SUBJECT: Master Facility Plan Overview

Background

As communicated at the September 22, 2026 board meeting, administration has finalized the master facility plan agreement with Wight and Company. The agreement assures a not to exceed amount of \$353,500, with the district only being charged for actual hours used but will not be charged for any hours beyond the not to exceed amount. Additionally, administration was able to review the proposal in comparison to master facility planning work completed in other districts. Administration has concluded that the contract amount is appropriate for the services rendered, the level of expertise that will be provided by Wight staff supporting the project, and additional work requested specific to District 113. The final agreement is being provided for your review.

Next Steps

District 113 will initiate its Master Facility Plan process with a kickoff workshop involving District administration and Wight staff on Tuesday, October 20. This meeting will review the initial timeline focused on the project framework, confirm leadership roles, and begin to outline the collection of key background information, including building plans, enrollment information, and prior facility-study data. An overview of the initial timeline is provided as an attachment to this agenda item. Below is an overview of this timeline.

Phase 1: Initial and Discover Work

Following the kickoff, the District will convene a steering committee to define project goals and guide the process. The discovery phase will use three complementary assessments to identify District needs and establish core values for future planning:

- Capacity and utilization analysis to evaluate how existing space is used and whether it supports current and projected enrollment needs.
- Facility condition assessment to document building-system, infrastructure, and physical-condition needs through on-site review, data entry, and analysis.
- Educational alignment assessment to evaluate how well current learning environments support future teaching and learning priorities.

This work will be supported by stakeholder engagement, including community insight surveys, teacher and committee workshops, student-focused activities, possible benchmarking tours, and steering committee reviews. The District will use the findings to develop a needs assessment and a set of core values that will guide plan development.

Phase 2: Long Range Planning and Board Review

The planning phase will translate identified needs and core values into high-level facility solutions. Wight and District leadership will develop preliminary concepts, initial budgets, phasing and sequencing options, and updated funding scenarios. Community engagement and consensus-building activities will inform refinement of the recommended plan.

The process will conclude with final deliverables, a steering committee presentation, and a recommendation to the Board of Education for adoption of the Master Facility Plan. The schedule identifies completion of this plan by November 2027.

Phase 3: Potential Funding and Implementation Considerations

If the District determines that funding beyond its existing resources may be needed, the process also provides for evaluation of various funding options. Following plan adoption, subsequent phases would refine the approved concepts into technical design and implementation.

Closing

The October 20 kickoff meeting with administration will be the first step in a structured, stakeholder-informed process designed to produce a clear, data-based, and financially informed master facility plan roadmap for District 113 facilities. Administration will provide periodic board updates as this work moves forward.

Attachments

Fin - Master Facility Plan Overview Agreement
 Fin - Master Facility Plan Overview Timeline



September 16, 2026

Dr. David Bein and Dr. Susan Harkin
Interim Assistant Superintendents for Finance.
Township High School District 113
1040 Park Ave. West
Highland Park, IL 60035-2257

**Long-Range Facility Planning Services
Project Authorization - Professional Services Proposal**

Dear Dr. Bein and Dr. Harkin,

Thank you for the selection of Wight & Company (Wight) to assist Township High School District 113 (District) with your facility assessment and long-range facility planning needs. Wight is pleased to submit this Project Authorization Proposal to provide architecture and engineering services. Our services will be delivered consistently with the Master Agreement, AIA B101-2017 Standard Form of Agreement between Owner and Architect.

We are pleased to submit this fee proposal which is presented in four parts:

PROJECT UNDERSTANDING
SCOPE OF SERVICES
SCHEDULE
COMPENSATION

PROJECT UNDERSTANDING

We understand that the District desires to implement a building assessment and a long-range planning process that incorporates facility conditions and educational needs into a Long-Range Facility Plan (LRFP). Based on the scope of services, timelines and service offerings discussed through the selection process we have developed the following understanding of the District's needs and desires:

- The District wishes to conduct a facility condition assessment that provides the District with data using non-destructive visual inspection to identify a combination of system-level deficiencies and life-cycle conditions.
- The District wishes to assess space and programming needs informed through a variety of factors that include demographic forecasts, stakeholder input, and potential need to re-align spaces with future program/educational directions. Additionally, Wight will identify high-level security and accessibility needs. A summary shall address space needs, program requirements, potential layout/adjacency objectives, opportunities to enhance efficiency/effectiveness, and goals for enhanced public use/public image of the facilities to reflect the values of the community.

- Using the information identified through the facility condition assessment, and the space and programming needs analysis, Wight will develop a Long-Range Facility Plan (LRFP) taking into consideration strategies for implementation. A summary document that sets an overall direction, pre-design concept plans when appropriate, which includes preliminary budgets, milestone-level implementation strategies, and other diagrammatic information appropriate to the stage in the overall process.
- During both the assessment and planning phases, the process should engage stakeholders, which typically includes the community, Board of Education, District/school leadership, teachers/staff, and students. The process needs to consider multiple ways to engage and solicit input which may include workshops, surveys, and public meetings. The entire process shall aim to gain consensus among the District stakeholders on a preferred LRFP strategy or group of strategies.
- Finally, the process should put the District in position to explore/evaluate a variety of funding approaches which may include presenting a future ballot question for community consideration.

SCOPE OF SERVICES

The District has six primary physical facilities that will be evaluated as part of the process, noted below:

	Square Footage	Acreage	Facility Condition Assessment	Educational Alignment
Deerfield High School	To be provided	To be provided	X	X
Highland Park High School	To be provided	To be provided	X	X
Transitions Building	To be provided	To be provided	X	X
Administration Building	To be provided	To be provided	X	
Transportation Building	To be provided	To be provided	X	
Wolters Fields	To be provided	To be provided	X	X

Step 1 – Initiation: Start Up and Alignment

To become familiar with the District's programs, facilities, and operations, and to assure consensus and understanding of assumptions within this proposal, Wight will work with the District to set up the work plan, schedule, communications channels, and expectations.

Organizational Planning:

- Kick-off and follow-up meetings to review a checklist prepared by Wight of recommended schedules, purpose/structure/participants for establishing District's LRFP Steering Committee, selected committees and academic advisory groups, proposed workshop structure/schedules, and to establish a community engagement approach.
- At this time, Wight will collect building plans (digital CAD and Revit format is preferred), 10 Year Life Safety Plan and all relevant capital improvement information that may inform the Facility Condition Assessment. Wight will issue a checklist with desired information.
- District will set up a shared Google Drive to exchange necessary information and documents.

Base Floor Plan Preparation:

- Leverage digital CAD or Revit building plan files to create base plans with graphic refinement appropriate for master plan development.
- Identify common elements/unique aspects across both high schools including adjusting/estimating as necessary the detail/accuracy required for data analysis for room sizes/capacity calculations.
- Engage School Principals early at this stage to confirm usage/space assignments so Wight can refine plans for future use in Steps 2 and 3.

Our **Step 2, the Discovery Step**, focuses on identifying needs based on a three-lens assessment: physical conditions/facility assessment, capacity and utilization, and educational alignment.

Step 2a. – Discovery: Facility Condition Assessment

Wight will work with Buildings & Grounds personnel to assess and gather available information regarding the physical conditions and needs of the school buildings. The focus of this study area will be on the five primary physical condition components of the school buildings – 1) Building Envelope Analysis, 2) Building Interior Analysis, 3) Mechanical Systems, 4) Electrical Systems and 5) Site Infrastructure. It is our understanding that the District has currently engaged/contracted three Consultants: INSPEC, Inc. to perform the Building Envelope Analysis and a large part of the Site Infrastructure (hardscape, pavement and ADA compliance), Performance Solutions Inc, to assess the Mechanical and Electrical Systems, and Midwest Environmental Consultants (MEC) to assess any Environmental Components (asbestos-containing materials, air quality and lead testing). Wight understands that we will be required to incorporate the three Consultant's findings into the final LRFP for a cohesive report. We anticipate the need for follow up meetings/workshops with each Consultant to ensure that their findings are organized and presented in a manner that fits into an overall deliverable document. Wight will conduct the Building Interiors Analysis. The assessment will be system-focused, allowing for inclusion into the LRFP. This system-level approach and itemized information will provide the foundation for a plan, inclusive of the delivery of strategic-level budgeting estimates organized into 5-year and 10-year capital needs for the District. We understand that the three Consultant's plus the District's Construction Manager will develop the budget estimates. We anticipate meeting with key facility staff and the Steering committee to review draft assessment items.

The Facility Condition Assessment will not take the place of, or fulfill the requirements of, a 10-Year Health Life Safety Survey. We understand that your current 10-Year Health Life Safety Survey was completed in 2024, therefore we will review the current status of your 10-Year Health Life Safety Survey and integrate "open items" into the LRFP in alignment with appropriate projects or long-term phases. We assume that the District's Consultants or the Construction Manager will review/update the budget cost estimates that are included in the 2024 10-Year Health Life Safety Survey. Future work to file life safety amendments and to complete open items will be developed under a separate proposal.

Wight's condition assessment includes a review of the general area. If an item is observed that will require more due diligence (deeper dive) or the District reports specific concerns, we will suggest a specialty consultant and process to investigate it further if the District does not already have a report with the detailed information. Some examples may include bleacher seating and special artwork or historic preservation analysis.

Step 2b. – Discovery: Educational Alignment / Capacity and Utilization (for all physical facilities with regular student use)

In addition to the space and programming needs, which are more data driven, we propose to look more broadly at overall educational alignment of the facilities. In conducting an Educational Alignment Study, we will consider the effectiveness of the buildings to support the District's Strategic Plan and desired educational program, the quality of the learning environments for students, and the ability of the learning spaces to support recognized practices in next generation learning. The focus will be on prioritization of space needs as well as upgrading the quality of learning spaces. A committee will be engaged to confirm the direction prior to starting the Educational Alignment process. The following lenses are considered in this aspect of the study:

Space Optimization and Efficiency

- Overall building organization, circulation, and relationships between functions.
- Confirmation of space usage/assignments, adjacencies, and department-level connectivity.
- Evaluation of capacity – enrollment data, scheduling, utilization, and efficiency data.
- High-level gap analysis to review parity between the two high schools.

Learning Environment

- Alignment with the District's Strategic Plan – accommodation for new or developing programs.
- Overall quality of the teaching & learning environment to support modern practices including adequacy/quality of core-learning spaces to align with program needs, support space for non-core curriculum (i.e., performing arts, STEM, CTE, etc.), common spaces (i.e., athletic spaces, library, cafeteria, etc.), and administrative/support spaces (i.e., offices, student services, etc.).
- Observations of furniture and technology (primarily within core learning spaces) appropriateness will be made at a macro-level to access appropriateness.

Site and Access

- Accommodation for outdoor activities and physical education areas.
- Assessment for public entry/accessibility, on-site storage, parking capacity and site circulation.

Safety and Security

- Working with the District's safety team/committee, we will observe core school security elements and summarize findings in a narrative format to be included in the LRFP. Basic observations will be made in plan reviews, consider comments from Principals, selected confirmation with site visits. During site visits, we will observe vehicular/ pedestrian approach to building entries, secure entry vestibule sequence, exit door security management, interior corridor compartmentalization capabilities, classroom entries and fire alarm systems. If the District chooses to engage with an independent 3rd party security consultant, we will ensure collaboration and integration of recommendations into the LRFP.

Tours of High School

- The District and Wight will select several local high Schools that have similar environments identified as futures/education opportunities to visit together.

To implement Step 2b, we propose to conduct activity-based Futures/Education Alignment workshops (2 total) one with staff/LRFP Committee and a student activity – to confirm the areas of interest and direction the District may be interested in exploring. We propose that the two high schools be brought together for the workshops to promote collaboration and process efficiency, and to identify any potential gaps or misalignments in spaces/functions between the two high schools. Wight will develop a prep-package of floor plans, survey information, and other content for participants prior to the workshops to begin collecting feedback. School Principals & Administrative staff will be engaged to collect feedback/input from departments/teachers; and make school-centric observations and priorities. In the workshops, the teams will review outcomes/program needs developed (even if preliminary) in comparison with the District's Strategic Plan, visions, and goals. We anticipate Steering Committee meetings (2-3 total) during this step to evaluate workshop findings, develop guiding principles and planning direction. Follow-up site visits will focus on targeted confirmation of information developed at the workshops and follow up as necessary with District Administration and School Principals.

Specialty areas, typically provided by specialty consultants to the district, are not included in this Educational Alignment Study as identified in step 2a. However, we will assist the District to obtain consultant information where relevant to be included in the LRFP. These specialty areas may include, for example, acoustical studies and geotechnical investigations.

Upon completion and review of Steps 2a and 2b, a draft summary report will be developed. The report will be supported with an executive summary, annotated plans/space diagrams, summary narratives, data charts, photographs, and notations as appropriate, summarizing both the physical condition facility assessment and the alignment of each school against the Education Alignment objectives. The draft report will be reviewed by the Steering Committee, updated with committee comments, and made available for acceptance by the District prior to launching into Step 3 - Planning. This summary will be presented as a "needs-focused" document with the intent to be the development of planning strategies and solutions taking place in Step 3.

Step 2c. - Community Insights Survey

The Community Insights Survey is a service performed by Beyond Your Base (BYB). The Community Insight Survey is approximately 15 questions long, testing attitudes and opinions regarding:

- Perceived quality of instruction
- Perceived quality of facilities
- What is the district doing well, and vice versa?
- Trust of institution regarding oversight of taxpayer dollars
- Priority placed on possible capital improvements
- Anticipated benefits of possible capital improvements that are most important to district residents.
- Desired methods of communication
- Demographic questions would also be part of the survey.
- Other topics the District may be interested in. (keeping the total number of questions to about 15).

The district would be provided with a presentation deck with the results as well as detailed crosstabs.

Step 3 – Planning: Long-Range Facility Plan Development

Following acceptance of Facility Condition Assessment and Educational Alignment work in Steps 2a and 2b, the process will continue with planning efforts, culminating in a draft LRFP document. While collaborating with the Steering Committee, we will begin developing school-specific planning concepts/improvement scenarios that consider possible renovation, addition, and other improvements. Facility improvement scenarios will consider both facility condition needs and educational space needs. Graphics will be created at a diagrammatic, pre-design level indicating basic space layouts, opportunities for space optimization/re-alignment, general allocation of light-medium-heavy renovation areas, and a system level summary of needs to support Facility Condition Assessment and Educational Alignment findings. Wight will assist the District's Construction Manager in the development of preliminary conceptual budgets to begin forecasting financial needs, and if necessary, milestone-level implementation timelines will be developed.

Community Engagement activities will commence during the planning process to allow for broader feedback of the facility improvement scenarios. The approach will be implemented in a two-step sequence. The concept is outlined as follows:

- Staff Engagement and Community Engagement 1 – review LRFP initial direction, collect feedback
- Staff and Community Engagement 2 – review updates, collect additional feedback

The LRFP is envisioned as a final report in both digital and paper formats that would likely include the following components:

- Executive Summary – including overview of process, workshops, findings, and planning principles
- Facility Condition Assessment – a summary of findings and proposed improvement priorities
- Educational Alignment Assessment – a summary of findings and proposed improvement priorities
- Security Assessment – high-level summary of findings from Educational Alignment Assessment
- Proposed Facility Plans – integrating both physical and educational solutions for each High School, Transportation Building, Transitions Building, and Administration Building.
- District-wide Goals – development of priorities and milestone-level implementation
- Capital Budgeting – organized into proposed priorities and categories, as appropriate.

After adoption of the LRFP by the Board of Education, the District will be in position to consider next steps which may include further refinement of direction and/or a ballot initiative.

SCHEDULE

Detailed timelines will be developed upon approval. For Steps 1-3, work is scheduled to be completed by May/June 2027 to position the District to implement a decision-making process to consider funding, implementation and what level of additional community review may be needed to take a final plan to the community, if appropriate.

- **Step 1 - Initiation: Start-Up and Alignment** activities will commence upon approval of this proposal; kick-off activities anticipated October 2026.
- **Step 2a. - Discovery: Facility Conditions Assessment** is targeted to commence November 2026 with plan to complete assessment during the winter break with minimal occupants in the buildings. The overall process will likely extend to February 2027 with follow-up as needed to finalize/refine the deliverable. Target deliverable March 2027 and ready for District acceptance April 2027 prior to proceeding to Step 3.
- **Step 2b. - Discovery: Educational Alignment/Capacity and Utilization** – will commence following Start Up and Alignment assessments will take place during the winter break with minimal occupants in the buildings. The overall process will likely extend to May 2027 with follow-up as needed to finalize/refine the deliverable. Target deliverable review May 2027 and ready for District acceptance June 2027 prior to proceeding to Step 3.
- **Step 2c. - Community Insights Survey** - This optional service provided by BYB would begin at the end of 2026 with a draft of the survey. The District would then want to gather feedback from their team (and board) on finalizing the questions. The survey would then be conducted in mid-January 2027.
- **Step 3 - Planning: Long Range Facility Plan Development** - will commence on or about June 2027 and extend through November 2027 with Board of Education adoption of the LRFP.

COMPENSATION (Updated)



Wight proposes to perform the professional services described above for a fixed fee of \$353,500 (Three Hundred Fifty-Three Thousand Five Hundred Dollars). This compensation is split as follows:

Basic Services

Wight proposes to perform professional services for a fixed fee of \$341,000 (Three Hundred Forty-One Thousand) for the development of a Long Range Facility Plan. These costs will be billed hourly with a not to exceed amount of \$341,000. This compensation is split across the Base Services as follows:

- Step 1. - Initiation: Start Up and Alignment \$ 21,000
- Step 2a. - Discovery: Facility Condition Assessment \$ 82,000
- Step 2b. - Discovery: Educational Alignment/Capacity Utilization \$ 103,000
- Step 3. - Planning: Long-Range Facility Plan Development \$ 135,000

Total Not to Exceed Amount would be \$341,000 for this portion of the Base Services. A fee of \$15,000 (Fifteen Thousand Dollars) has been included in the fixed fee above for Step 2 and 3 to incorporate the assessments of the District's three Consultant's (INSPEC, Inc., Performance Services Inc., and MEC) into the final LRFP to provide a cohesive final report. If the process and scope expand beyond what is anticipated above, Wight shall notify and discuss possible additional compensation and time required with the District.

Community Survey

Wight proposes to perform professional services for a community insight survey for a fixed fee of \$12,500 (Twelve Thousand) with reimbursables estimated at \$3,000 (Three Thousand). This additional work will be used to inform the development of a Long Range Facility. This compensation for these services are as follows:

- Step 2c. - Discovery: Community Insights Survey \$ 12,500*

Note: * = The District would be responsible for the cost of two text messages (3.5 cents per text) and the cost of the cell phone list (3.2 cents per number) for step 2c. The costs of these typically run a little over \$3,000. This cost is in addition to the reimbursable expense budget stated below.

Reimbursables

Reimbursable expenses for direct costs incurred during Steps 1-3 will be in addition to our professional service costs. The following is a list of typical reimbursable expenses. Qualifying items will be invoiced at direct price incurred with a not to exceed amount of \$3,500 (Three Thousand and Five Hundred Dollars).

- Digital scanning, reproductions, and delivery costs (if not hand delivered) of drawings and reports.
- Supplies, materials, and costs related to the production of requested reports. All presentation material will be provided in a PDF format. If these need to be printed Wight will provide a quote to provide which is not part of the not to exceed reimbursable amount.
- Prorated subscription costs/fees associated with web-based survey applications, or similar.
- Travel expenses for mileage as per the prevailing rates set by the IRS.
- Other direct expenses incurred for delivery of services outlined herein.

Invoicing will be monthly and based on a percentage of work completed. Payment shall be due within 30 days of the invoice date.

Thank you for the selection of the Wight & Company team and for the opportunity to submit this proposal. We look forward to collaborating with you and your team to explore, define and implement the future for Township High School District 113. It is an exciting time, and we look forward to a long-term relationship. Please call John Peacock with any questions or comments (Mobile # (630) 334-5647).

Respectfully submitted,

Wight & Company



John J Peacock
Senior Project Manager



Leanne Meyer-Smith
Principal

Approved by:



Signature

Dr. Susan Harkin

Printed Name

September 30, 2026

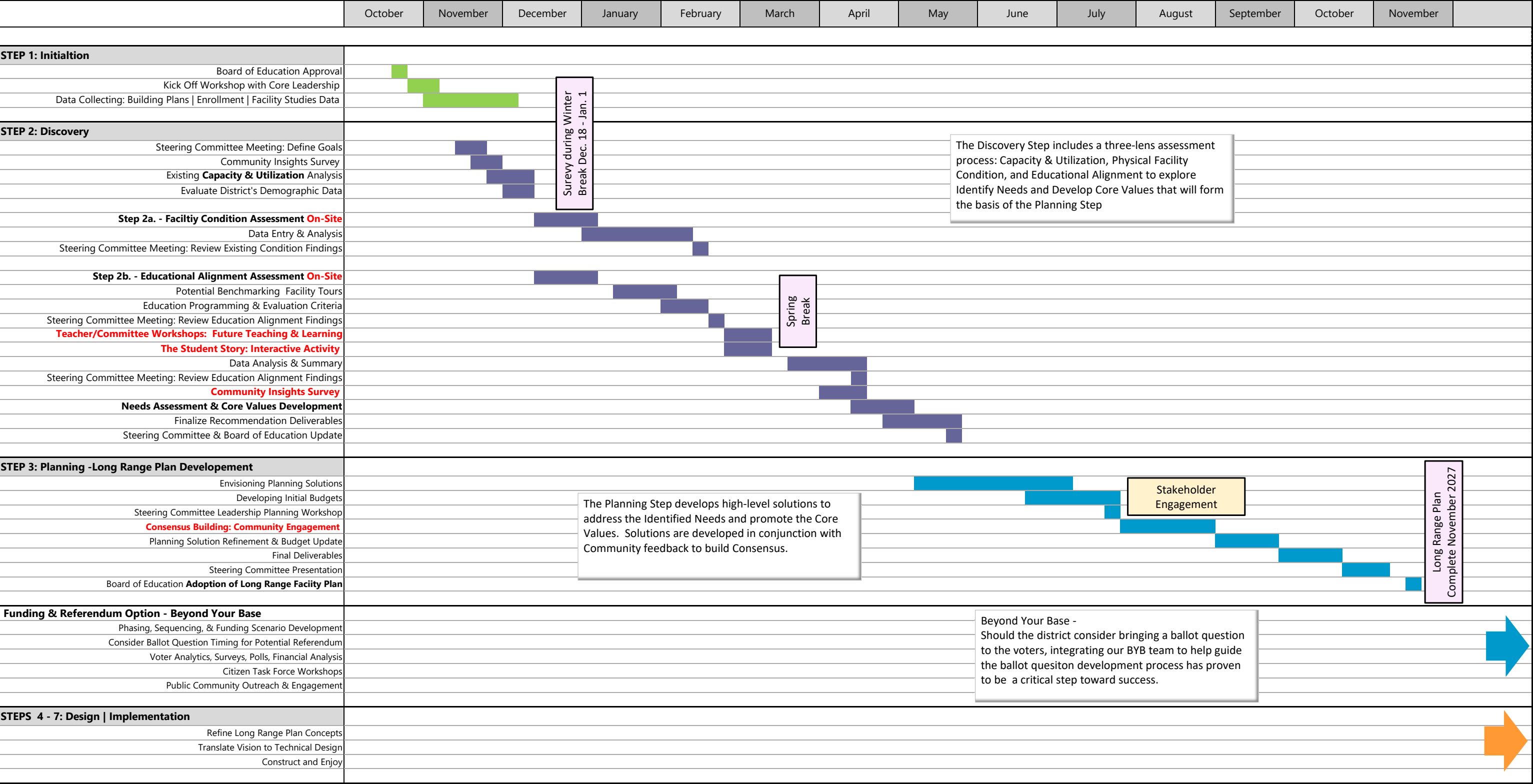
Date

Interim Asst. Supt. of Finance/CSBO

Title

Attached: Proposed Schedule

Proposed Long Range Facility Plan Schedule
Township High School District 113





MEMORANDUM

TO: Township High School District 113 Finance and Facility Committee
Dr. Chala Holland, Superintendent

FROM: Jose Medina, Executive Director of Facilities Management

DATE: October 20, 2026

RE: Summer 2027 Mechanical Work and Capital Improvement Projects

Overview

This memorandum presents the comprehensive scope of work, preliminary budget, and funding structure for the 2027 Capital Improvements and Mechanical upgrades at Deerfield High School. Developed in coordination with ICI, Wight, and Performance Services (PSI), these capital initiatives focus on replacing end-of-life mechanical infrastructure, upgrading facility security and electrical assemblies, enhancing perimeter and athletic site structures, and ensuring overall operational reliability and life safety compliance.

The total proposed preliminary budget across all facility improvement projects is **\$1,966,000.00**:

- Athletic, Site & Security Infrastructure — \$916,000.00
- Mechanical, HVAC & Plumbing Upgrades — \$1,050,000.00

Comprehensive Line-Item Scope of Work

A. Tennis Courts & Surfacing

- Remove two (2) existing fence posts and rails at the tennis courts and install new posts and rails.
- Replace concrete footings.
- Patch and restore the tennis court surfacing.

B. Site Fencing & Perimeter Infrastructure

- Remove and replace approximately 11,500 linear feet of chain-link site fencing.
- Perform clearing and grubbing of brush and trees along the fence line.
- Dismantle posts and footings at 10.0-foot intervals.
- Excavate, backfill, and compact footings for the new fencing.
- Install new posts and chain-link fencing fabric.
- Prime and paint posts and top rails.

C. Athletic Fields & Outdoor Structures

- Secure loose outfield fence fabric to existing posts and rails.
- Reconstruct a 10' x 10' section of the existing masonry storage building (New Construction).
- Dismantle existing posts, pads, and court elements.
- Pour concrete TCML/Pitch pads.
- Execute new wood structure construction work.
- Procure and set dugout and field equipment.
- Procure and set maintenance and sales area structures.
- Construct PCM walls, trim, and roofing.



D. Electrical, Life Safety & Security

- Install four (4) new Fire Alarm annunciation devices beneath the bleachers.
- Install four (4) new illuminated LED Exit Signs within the Press Box.
- Patch and paint affected electrical work areas.
- Provide secured pathways for exposed low-voltage cabling.
- Connect electrical feeds to designated field and facility structures.
- Perform ACT and electrical ceiling installations.
- Complete access control installation.
- Establish surveillance and fiber line connections for new construction.

E. Single-Zone Packaged Rooftop Units (RTUs)

- Decommission and remove five (5) existing packaged rooftop units (designations: RTU-J111, RTU-Q1, RTU-Q2, RTU-D1, and RTU-D2).
- Remove all associated electrical wiring and control assemblies.
- Supply and install replacement cooling-only packaged rooftop units.
- Install custom curb adapters.
- Integrate new Direct Digital Controls (DDC)

F. Locker Room Heating AHU P1 & Exhaust Fan Assembly

- Decommission and remove the existing heating-only Air Handling Unit (AHU P1) serving the locker rooms.
- Install a new hot-water heating AHU of equivalent capacity.
- Remove and replace the associated roof-mounted locker room exhaust fan and curb adapter.
- Integrate updated Direct Digital Controls (DDC).

G. Kitchen Make-Up Air Unit (MAU KSU-J1)

- Remove the existing kitchen exhaust hood make-up air unit (KSU-J1).
- Disconnect connected power wiring and control systems.
- Provide and install a replacement make-up air unit.
- Install matching curb adapter.
- Integrate new Direct Digital Controls (DDC)

H. Mechanical Room Plumbing & Water Heating Replacement

- Remove and replace three (3) storm/sewage ejector pumps located in the primary mechanical room.
- Replace dedicated control panels for the ejector pumps.
- Remove and replace the existing under-cabinet domestic water heater with a new unit.

Budget Overview & Funding Sources

The total budget for the 2027 Capital Improvement work is **\$1,966,000.00**. This all-inclusive figure accounts for direct construction costs, architectural/engineering fees, District owner costs, general conditions, insurance, construction management, and contingency reserves. A projection of how these projects will be funded is provided below:

1. Health/Life Safety (HLS) Approved Allocations: \$469,130.00
2. Health/Life Safety (HLS) *Submission underway*: \$900,000.00
3. District Capital Funding: \$596,870.00



This item is presented tonight for board review and discussion, and the Administration welcomes feedback regarding the proposed scope of work. Please note that these figures represent a preliminary budget, as all project components remain subject to competitive bidding. Upon receiving Board direction, this authorization will enable the finalization of contracts based on updated bids, paving the way for summer 2027 construction planning.



Township HS District 113

Summer 2027 Mechanical Work and
Capital Improvements Projects

FY27 Deerfield HS Architectural Building & Site Improvements



Health and Life Safety Improvements (ISBE Approved)

- Replace Perimeter Fencing
- Repair Utility Building
- Repair Heaving Concrete Fencing Foundations, Tennis Courts
- Replace Utility Conduit Weather Resistive Covers

Capital Improvements

- Press Box Integrated Illuminated Exit Signage
- Exterior Electrical/Data Utility Pathway Replacement

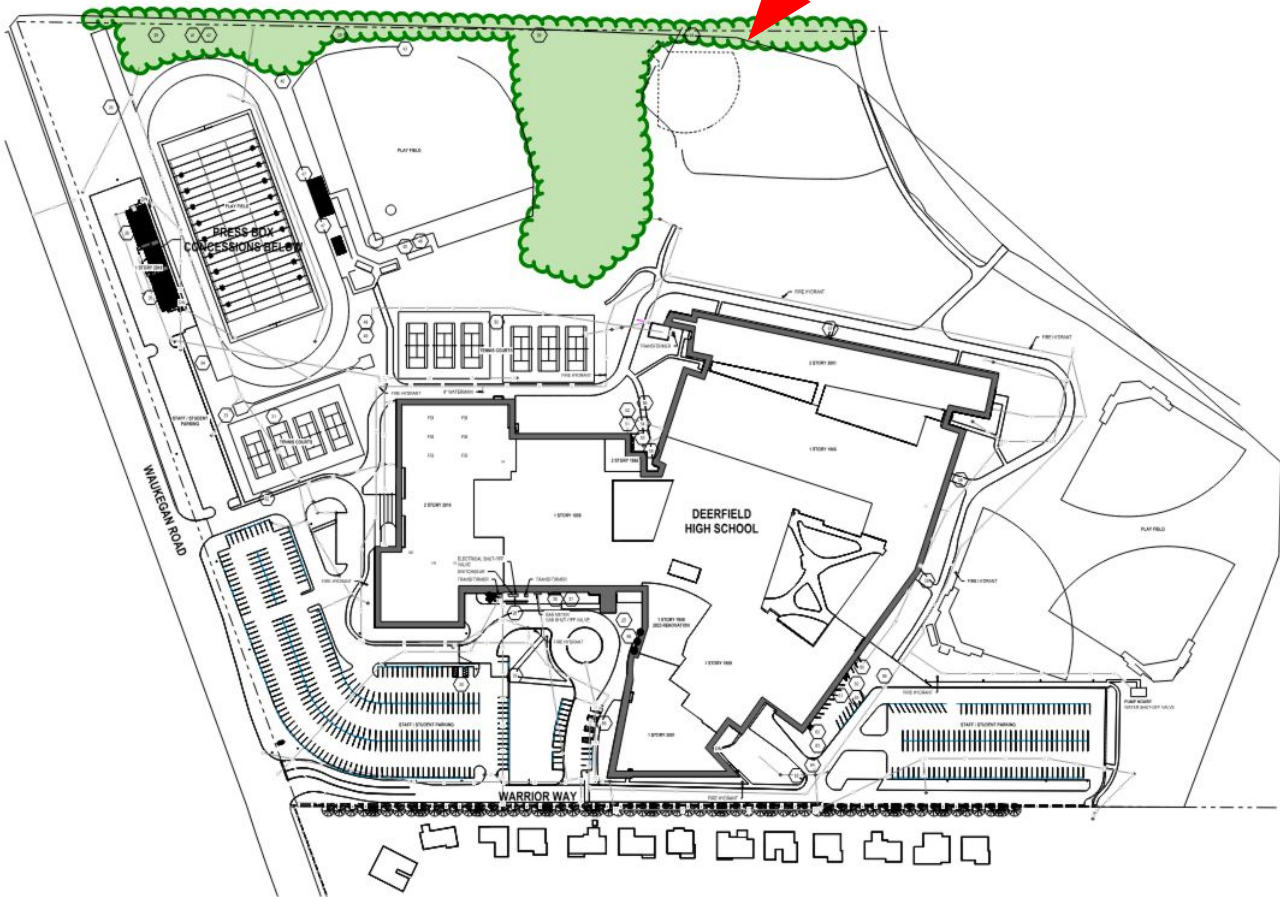


FY27 Deerfield HS Perimeter Fencing Replacement



DETERIORATING PERIMETER
FENCING WITH BARBS

PERIMIETER FENCE BOUNDARY



FY27 Deerfield HS Utility Building Repair

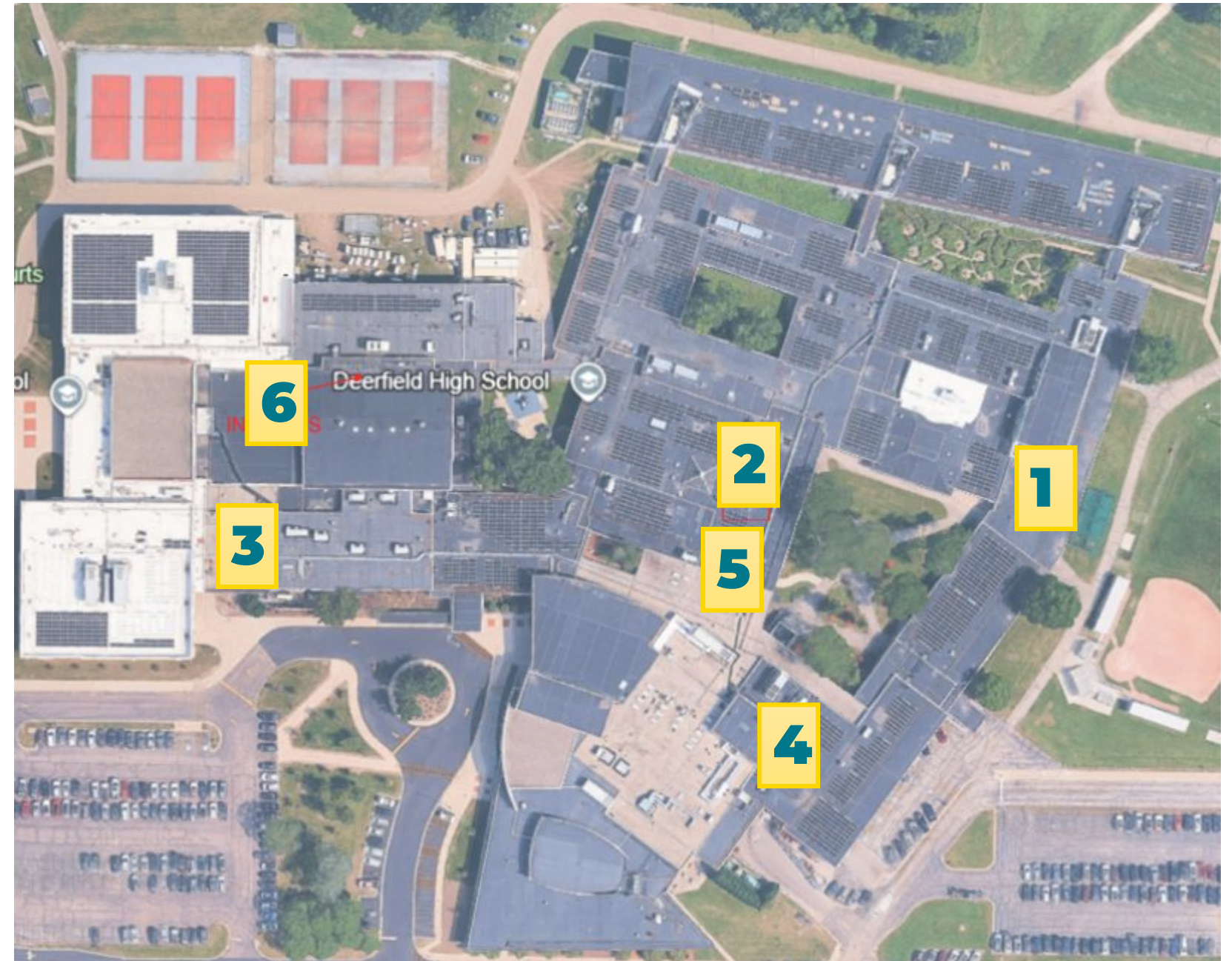


FY27 Deerfield HS Mechanical Work Improvements



Proposed Health & Life Safety Improvements

- 1.** Replace Classroom D1 & D2
- 2.** Replace RTU Classroom J111
- 3.** Replace RTU Hallway Q1 & Q2
- 4.** Replace Kitchen Make-up Air Unit System
- 5.** Replace Daycare Kitchenette Domestic Water Heater
- 6.** Replace Locker Rooms AHU and Exhaust Fan



Township HS District 113

FY27 Facilities Project Budget Summary



Description	Amount
Mechanical Work Improvements (PSI)	\$ 1,050,000.00
Health/Life Safety (HLS) Submission	\$ 900,000.00
Capital Outlay	\$ 150,000.00
Capital Improvement Projects (ICI & Wight)	\$ 916,000.00
Health/Life Safety (HLS) Approved Allocations	\$ 469,130.00
District Capital Funding	\$ 446,870.00
Grand Total	\$ 1,966,000.00

Township HS District 113



DISCUSSION