

**PROSPECT HEIGHTS SCHOOL DISTRICT 23  
BOARD OF EDUCATION - REGULAR MEETING  
WEDNESDAY, MARCH 9, 2016  
GRODSKY ADMINISTRATION CENTER at 7:00 PM**

*Achieving excellence in learning through an equitable education for all.*

**AGENDA**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**I. RECOGNITION OF VISITORS AND VISITOR PARTICIPATION**

In an effort to keep Board meetings to a reasonable length, we ask visitors to make all statements regarding agenda items or other issues at this time.

**II. COMMUNICATIONS**

- A. Prospect Heights Library Meet the Artists Reception 5  
**Besides the artwork of our students in grades one through eight, the Serenading Strings will be performing on March 10 between 6:30 - 8:30 pm. On March 6 at 2:00 PM the Middle School Concert Choir will perform at the library.**

**III. COMMITTEE REPORTS**

- A. Building and Sites 6  
**Jim will report.**
- B. I.A.S.B./ED-RED 7  
**Carol will report.**
- C. Policy  
**No report.**
- D. School/Community Relations 9  
**Pat Chester will report.**
- E. N.S.S.E.O.  
**Carol will report.**
- F. Finance 10  
**Jeff will report.**
- G. Negotiations  
**No report.**

**IV. CONSENT AGENDA**

**I move to approve the Consent Agenda as presented.**

- A. Approval of Regular Meeting Minutes of February 10, 2016 11
- B. Approval of Executive Session Minutes of February 10, 2016 19
- C. Approval of Personnel Report 20
- D. Renewal of Intergovernmental Agreement with Arlington Heights School District 25 (Food Service) 21  
**The state requires the submission of the Intergovernmental Agreement on an annual basis.**
- E. Marsha Brenner PowerSchool Plugin Contract 27  
**The Plugin allows a seamless reporting connection between PowerSchool and RevTrack.**

**PROSPECT HEIGHTS SCHOOL DISTRICT 23  
BOARD OF EDUCATION - REGULAR MEETING  
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**AGENDA**

- F. Approval of Request for Qualifications for Architect Services 31  
**As we have discussed at both the Building & Sites and Finance Committees, the District feels it is appropriate to seek a different architect for the Ten-Year Life Safety study.**
- G. Resolution For Dismissal and Non-Renewal of Certain Non-Final Year Probationary Teachers 41  
**Annually the District makes the difficult decision to non-renew the contracts of employees that we choose not to invite back for another school year.**
- H. Resolution Authorizing the Honorable Dismissal of Teachers 43  
**These individuals are being dismissed due to the 2016-2017 staffing plan.**

**V. FINANCIAL REPORT**

**I move to approve the Financial Report as presented.**

- A. Approval of Financial Report

**VI. SUPERINTENDENT'S REPORT**

**Tonight Ashley Sterba will share highlights from the revised Family and Consumer Science Curriculum. We hope these program highlights keep you connected with District curriculum as well as program and services.**

**We also have four action items:**

**The first item is for the increase of technology devices for grades four and five.**

**The second item is student registration fees.**

**The third item is the staffing plan for 2016 - 2017.**

**The fourth item is the amended school calendar, which is required by contract since we have not used emergency days.**

- A. Family and Consumer Science Presentation (**Presentation**) 46  
**Ms. Ashley Sterba will share an update regarding the Family and Consumer Science Program. She will be accompanied by several of her students.**
- B. Tech Plan 2.0: Sullivan iPad Implementation (**Action**) 47  
**Board approval is for an increase in technology devices for Sullivan. The when, how, and for what purpose the students in grades 4 and 5 will take the iPads home will be determined after parent and staff input. Devices from Sullivan will be reallocated to Ross and Eisenhower to meet the technology needs in those buildings. The lease will be brought to the Board in April.**

**Recommendation: I move to approve the additional technology devices required for 1:1 implementation for Sullivan.**

**PROSPECT HEIGHTS SCHOOL DISTRICT 23  
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**AGENDA**

C. 2016-2017 Student Registration Fees (**Action**) 48

**In February we brought the Board the recommendation for fees for 2016-2017. No fee increase for prek - 3. \$50 increase for grades 4 - 5 (includes the \$30 student protection plan coverage and 1:1 implementation). \$10 decrease in grades 6 - 8 (reflects removal of the assignment notebook). We are also eliminating the calculator fee and investigating a decrease in the gym uniform and locks.**

**Recommendation: I move to accept the student fees for 2016-2017 as presented.**

D. 2016-2017 Staffing Plan (**Action**) 49

**The staffing plan for 2016-2017 was presented in February. We are not recommending an increase in core or exploratory teacher positions for 2016-2017. We are recommending a 1.0 increase in Speech and Language (.5 Bilingual and .5 Assitive Technology). and a .5 Psychologist for our growing needs. Please read the Board report. We will be saving approximately \$59,000 with this move as it reflects a decrease in purchased services from NSSEO and outside vendors. Please give a call if you have questions.**

**Recommendation: I move to accept the 2016-2017 Staffing Plan as presented.**

E. Approve the Final 2015-2016 School Calendar (**Action**) 51

**Currently, we have not used any emergency days. The contract language requires we amend the calendar. The proposed calendar reflects June 10 as the last day of student attendance, which allows any of our middle school students to attend summer high school opportunities which begin on June 13. Teachers will work on Monday and Tuesday. Wednesday will be designated as Records Day per the contract.**

**Recommendation: I move to accept the Amended 2015-2016 calendar as presented.**

F. Freedom of Information Act (FOIA) Requests: (**Information**) 52

VII. **RECOGNITION OF VISITORS AND VISITOR PARTICIPATION**

In an effort to keep Board meetings to a reasonable length, we ask visitors to make all statements regarding agenda items or other issues at this time.

VIII. **OLD BUSINESS**

IX. **NEW BUSINESS**

**Please bring your calendars. We will need to reschedule our June 8 Board meeting, as 8th grade graduation falls on that date this year.**

A. Reschedule Date of June Regular Meeting of the Board.

**PROSPECT HEIGHTS SCHOOL DISTRICT 23  
BOARD OF EDUCATION - REGULAR MEETING  
MARCH 9, 2016  
GRODSKY ADMINISTRATION CENTER at 7:00 PM**

*Achieving excellence in learning through an equitable education for all.*

**AGENDA**

**X. EXECUTIVE SESSION**

**I move we adjourn to executive session for matters regarding personnel and negotiations.  
There will be no action after executive session.**

A. Personnel

B. Negotiations

**XI. ACTION TO BE TAKEN AFTER EXECUTIVE SESSION**

**XII. ADJOURNMENT**

**DISTRICT ORGANIZATIONAL GOALS**

- Provide educational opportunities that are responsive to the needs of all learners and reflective of the demands of accountability.
- Engage families, community members and staff in dialogue, deliberation and collaborative thinking around the common interests of District 23.
- Manage resources efficiently and effectively to align with District priorities while being fiscally responsible

*You are cordially invited  
to attend a*

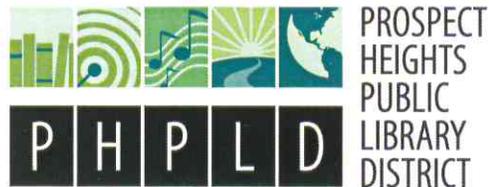
*Meet the Artists Reception*

*Thursday, March 10, 2016*

*6:30- 8:00 pm*

*in honor of the young art students  
from our local schools who have been selected  
to display their artwork at the Prospect Heights  
Public Library during Youth Art Month.*

*Family and friends are welcome.  
We look forward to seeing you there!*



12 N. Elm Street, Prospect Heights, IL  
847-259-3500 • [www.phpl.info](http://www.phpl.info)

*Additional parking is available at the  
Gary Morava Recreation Center and Eisenhower School*

**PROSPECT HEIGHTS SCHOOL DISTRICT 23**

**Buildings & Sites Committee  
700 North Schoenbeck Road  
Board of Education Meeting Room  
Prospect Heights, Illinois**

**February 29, 2015**

**7:30 am**

**AGENDA**

- I. Call meeting to order
- II. Discussion Items
  - A. RFQ for architects
    - 1. Approval of language
    - 2. Confirmation of timelines
    - 3. Determination on interview process/participants
  - B. IGA Prospect Heights review to determine action upon expiration
  - C. IGA Arlington Heights review to determine whether to renegotiate permitted terms
  - D. Ownership of property on main campus
- III. Old business – discussion of issues from previous meetings
  - A. Prospect Heights/Wheeling Youth Baseball/Softball project
  - B. Solar power follow-up
- IV. New business – discussion of proposed items for next meeting
- V. Adjournment

## Improving School Security

Paul Timm, PSP, President,  
RETA Security, Inc.

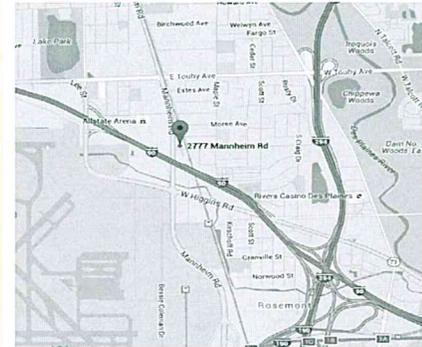
Tuesday, April 5, 2016 • Café La Cave • Des Plaines

### PROGRAM:

## Improving School Security

Paul Timm, PSP, President, RETA Security, Inc.

From tragic acts of violence, such as Sandy Hook, to recent natural disasters, making our schools safe and secure has become a national priority. Paul Timm, a board-certified Physical Security Professional through ASIS International, is a nationally known conference presenter on school security and is often called upon to conduct physical security assessments. He recently published a book entitled, *School Security: How to Build and Strengthen a School Safety Program* and has served on the Illinois Terrorism Task Force. Paul will discuss the many facets of school security and offer practical, risk reducing strategies, including the use of technology and social media.



**April 5, 2016**

**Café La Cave**  
**2777 Mannheim Road**  
**Des Plaines, IL. 60018**  
**Phone: 847/827-7818**

**Driving directions:** Café la Cave is on the east side of Mannheim Road, south of Touhy Avenue and North of Higgins Road. If on 294, exit at Touhy, head west to Mannheim, head south on Mannheim to Café la Cave which is on your left. Or, take I-90 West and exit Higgin Road/72, go southeast to Mannheim Road, turn north (left) and go under expressway to Café la Cave which is on your right.

## AGENDA:

5:45 p.m. Registration

6:15 p.m. Business Meeting

Presiding: Charlotte Kegarise, Chair

### *Reports of the:*

Board of Directors: Barbara Somogyi, Director

Resolutions Committee: Anna Klimkowicz, Resolutions Chair  
Recognition of Delegates

Statewide Officer: Phil Pritzker, President

Executive Director: Roger Eddy, Executive Director

6:30 p.m. Dinner

Program - Improving School Security

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## Mark Your Calendar:

April 9-11, 2016 – 76th NSBA Annual Conference, Boston, MA

November 18-20, 2016 – 84th Joint Annual Conference

**Be sure to visit the IASB website for a complete list of events and locations: [www.iasb.com/calendar](http://www.iasb.com/calendar)**

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**Barbara B. Toney**  
Field Services  
Director

## Your North Cook Division Officers:

The following dedicated school board members represent you and serve your Association

**Barbara Somogyi**, Director,  
Community Consolidated SD 59

**Charlotte Kegarise**, Chair,  
Schaumburg CCSD 54

**Alva Kreutzer**, Vice-Chair,  
THSD 214

**Anna Klimkowicz**, Resolutions  
Chair, Township HSD 211

**Stephanie Duckmann**, Director-at-  
Large, Des Plaines CCSD 62

**Frank Fiarito**, Director-at-Large,  
River Trails SD 26

**Terri Lefler**, Director-at-Large,  
Skokie SD 69

**Carol Rahim**, Director-at-Large,  
Fairview SD 72

**IASA Representative:**  
Dr. Cindy Whittaker,  
Fairview SD 72



**PROSPECT HEIGHTS SCHOOL DISTRICT 23  
COMMUNICATIONS COMMITTEE MEETING  
MONDAY, FEBRUARY 22, 2016  
EGGSPERIENCE at 8:30 AM**

**AGENDA**

**CALL TO ORDER**

- I. Traditional Newsletter
  - A. Education item
    - 1. STEM article
  - B. Preview items
    - 1. Calendar of spring events
  - C. Community Service item
    - 1. Jump Rope for Heart
  - D. Financial item
    - 1. Ten Year Life Safety
- II. Looking Forward
  - A. Do we exchange the newsletter for a push into more of a Digital presence?
    - 1. Blog, increased twitter presence, Facebook page

**PROSPECT HEIGHTS SCHOOL DISTRICT 23**

**Finance Committee  
700 North Schoenbeck Road  
Board of Education Meeting Room  
Prospect Heights, Illinois**

**February 29, 2016  
4:00 pm**

**AGENDA**

- I. Call meeting to order
- II. Discussion Items
  - A. Martha Brenner Power School Plugin Contract (Used with RevTrack)
  - B. Renewal of Intergovernmental Agreement with Arlington Heights School District 25 (Food Service)
  - C. Renewal of Resolution Authorizing Payment of Bills
  - D. iPad lease terms and projections
  - E. PHIL piano fund
  - F. Activity accounts
- III. Old business – discussion of issues from previous meetings
  - A. Property tax appeal legal representation
  - B. Wellness incentive parameters
- IV. New business – discussion of proposed items for next meeting
- V. Adjournment

MINUTES OF THE REGULAR MEETING  
OF THE  
BOARD OF EDUCATION  
PROSPECT HEIGHTS SCHOOL DISTRICT 23  
FEBRUARY 10, 2016  
GRODSKY ADMINISTRATION CENTER

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Mari-Lynn Peters, Board President, called the meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL:

PRESENT: Mrs. Olsen, Mrs. Peters, Mr. Bednar, Mrs. Botwinski,  
Mr. Bowes, Mr. Chester

ABSENT: Mr. Novak

ALSO

PRESENT: Dr. Deb Wilson, Superintendent; Dr. Don Angelaccio, Assistant  
Superintendent for Instruction; Mr. Micheal DeBartolo, Business  
Manager

RECOGNITION OF VISITORS AND VISITOR PARTICIPATION

No one addressed the Board.

COMMUNICATIONS

PROSPECT HEIGHTS PARK DISTRICT

Mr. Micheal DeBartolo shared information from the Prospect Heights/Wheeling Baseball League presenting a plan with multiple options to improve the baseball fields behind MacArthur. The district currently has an intergovernmental agreement with the Prospect Heights Park District allowing them to use these fields. At Eisenhower, a separate intergovernmental agreement exists with the PHWYBS. The proposal will go to the Building & Sites Committee for discussion.

CONSENT AGENDA

APPROVAL OF REGULAR MEETING MINUTES

Mrs. Olsen moved and Mr. Bednar seconded the motion to approve the Regular Meeting Minutes of January 13, 2016 as presented.

ROLL CALL:

AYES: Mrs. Olsen, Mrs. Peters, Mr. Bednar, Mrs. Botwinski,  
Mr. Bowes, Mr. Chester

NAYS: None

ABSENT: Mr. Novak

APPROVAL OF THE EXECUTIVE SESSION MEETING MINUTES

Mrs. Olsen moved and Mr. Bednar seconded the motion to approve the Executive Session Minutes of January 13, 2016 as presented.

ROLL CALL:

AYES: Mrs. Olsen, Mrs. Peters, Mr. Bednar, Mrs. Botwinski,  
Mr. Bowes, Mr. Chester

NAYS: None

ABSENT: Mr. Novak

PERSONNEL REPORT

Mrs. Olsen moved and Mr. Bednar seconded the motion to approve the Personnel Report as presented, a copy of which is included with these minutes.

ROLL CALL:

AYES: Mrs. Olsen, Mrs. Peters, Mr. Bednar, Mrs. Botwinski,  
Mr. Bowes, Mr. Chester

NAYS: None

ABSENT: Mr. Novak

APPROVAL OF REVTRAK CONTRACT

Mrs. Olsen moved and Mr. Bednar seconded the motion to approve the RevTrack contract as presented.

ROLL CALL:

AYES: Mrs. Olsen, Mrs. Peters, Mr. Bednar, Mrs. Botwinski,  
Mr. Bowes, Mr. Chester

NAYS: None

ABSENT: Mr. Novak

APPROVAL OF INFINITE VISIONS ACTIVITY ACCOUNT CONTRACT

Mrs. Olsen moved and Mr. Bednar seconded the motion to approve the Infinite Visions Activity Account Contract as presented.

ROLL CALL:

AYES: Mrs. Olsen, Mrs. Peters, Mr. Bednar, Mrs. Botwinski,  
Mr. Bowes, Mr. Chester

NAYS: None

ABSENT: Mr. Novak

RESOLUTION OF CONTINUING DISCLOSURE ON BOND ISSUANCE

Mrs. Olsen moved and Mr. Bednar seconded the motion to approve the Resolution of Continuing Disclosure on Bond Issuance as presented.

ROLL CALL:

AYES: Mrs. Olsen, Mrs. Peters, Mr. Bednar, Mrs. Botwinski,  
Mr. Bowes, Mr. Chester

NAYS: None

ABSENT: Mr. Novak

RESOLUTION AUTHORIZING APPOINTMENT OF AN INDIVIDUAL TO PREPARE THE  
TENTATIVE BUDGET

Mrs. Olsen moved and Mr. Bednar seconded the motion to authorize the Appointment of Mr. Micheal DeBartolo to Prepare the Tentative Budget as presented.

ROLL CALL:

AYES: Mrs. Olsen, Mrs. Peters, Mr. Bednar, Mrs. Botwinski,  
Mr. Bowes, Mr. Chester

NAYS: None

ABSENT: Mr. Novak

RESOLUTION FOR DISPOSAL OF SURPLUS PROPERTY

Mrs. Olsen moved and Mr. Bednar seconded the motion to approve Resolution for Disposal of Surplus Property as presented.

ROLL CALL:

AYES: Mrs. Olsen, Mrs. Peters, Mr. Bednar, Mrs. Botwinski,  
Mr. Bowes, Mr. Chester

NAYS: None

ABSENT: Mr. Novak

FINANCIAL REPORT

Mrs. Olsen moved and Mr. Bednar seconded the motion to approve the Financial Report as presented of bills in the amount of \$616,612.13 and the payroll for February in the amount of \$1,069,002.30

ROLL CALL:

AYES: Mrs. Olsen, Mrs. Peters, Mr. Bednar, Mrs. Botwinski,  
Mr. Bowes, Mr. Chester

NAYS: None

ABSENT: Mr. Novak

COMMITTEE REPORTS

Buildings and Sites: Mr. Bednar reported that when the committee met on Feb. 2<sup>nd</sup> they discussed invoices that are just coming in for the Sullivan geothermal work completed in August 2014. The committee also reviewed the Life Safety Report, and is considering whether or not to stay with the current architects and

contractors. They would like to have a joint meeting with the Finance Committee specifically to discuss construction projects.

IASB/ED-RED: Mrs. Botwinski reported on the ED-RED annual dinner that was attended by some Board members and administrators. The speaker was Angela Chamness, the ISBE Administrator for Assessment and Accountability. Last week the regular ED-RED monthly meeting concentrated on the State of the State speech, and upcoming legislation.

Policy: No report.

School/Community Relations: No report.

NSSEO: Mrs. Botwinski reported on the NSSEO Governing Board's February meeting. The Board recognized the Parent Advisory Committee that meets monthly, and applauded the relationship with them. Dr. Hackett updated goals and reviewed professional development activities. The budget will be presented in April. Negotiations were discussed in closed session.

Finance: Mr. Bowes reported on the Finance Committee meeting held on February 2<sup>nd</sup>, at which they discussed several items approved in the Consent Agenda. The agenda item for disposal of district property refers to selling the blue van previously used for deliveries. The committee discussed the annual staffing plan and financial projections, insurance increases from EBC that will be finalized in March, and construction issues. They are also taking steps to reconcile activity accounts by the end of the school year.

Negotiations: No report.

## SUPERINTENDENT'S REPORT

### NEXT GENERATION SCIENCE STANDARDS AND STEMSCOPES

Dr. Angelaccio and MacArthur science teachers shared some of the exciting ways teachers are applying the new science curriculum, which incorporates the Next Generation Science Standards. Using a PowerPoint presentation, MacArthur science teachers Christine O'Brien, Stephanie Ritter, Maggie Leja, Kristen Bearwald, and Kim Basile, each demonstrated ways they are engaging students with the new curriculum.

### 2016-2017 STUDENT REGISTRATION FEES

Dr. Wilson and the Board discussed the fee structure being recommended for the 2016-2017 school year. The full discussion incorporated other agenda items under the Superintendent's Report including the class size projections, the proposed staffing plan, and the Tech Plan 2.0 implementation proposal for Sullivan School. If the recommendations are approved in March, the registration fees will reflect a decrease at MacArthur, and an increase at Sullivan to cover the Technology Fee necessary to cover the iPad rollout, with all other fees remaining the same.

### 2016-2017 CLASS SIZE PROJECTIONS

Dr. Wilson showed that projections of all grades currently fall within the classroom guidelines for the 2016-2017 school year. Administration will be watching actual enrollment in third grade, where the projections are at the top of the guidelines.

### 2016-2017 STAFFING PLAN RECOMMENDATIONS

Dr. Wilson presented the proposed 2016-2017 staffing plan with the recommendations for next year. The only increases recommended are in Special Education to cover services we have previously purchased from NSSEO. Providing these services within our district will result in substantial savings.

### TECH PLAN 2.0: SULLIVAN iPad IMPLEMENTATION

Dr. Angelaccio presented the next phase of the Tech Plan 2.0, with the iPad rollout to Sullivan students. The Board expressed some concerns, both monetarily and about the difficulties related to having students bring devices home to do homework. Delaying the implementation was discussed, but administration feels that the momentum is strong to keep the plan moving and both students and parents have increased their demands for technology. Dr. Angelaccio added that the Technology Department learned some valuable lessons during the rollout at MacArthur, and plan to provide more training and support to students and parents. For example, devices would not be sent home with students right away, and there will be a focus group with parents. The committee is currently investigating other districts to see what their rollouts looked like. The costs for the Sullivan phase have been embedded in the budget, and the \$30 fee for the protection plan has worked very well at MacArthur and will be used at Sullivan as well. The Technology Committee is looking at purchasing iPad Air devices. The lease agreement will not be presented to the Board before March or April.

## 2017-2020 FINANCIAL PROJECTIONS

Dr. Wilson added that Tech Plan 2.0 has been built into the financial projections and was kept within parameters. The Board had no other questions about the financial projections.

## FREEDOM OF INFORMATION ACT (FOIA) REQUEST

Dr. Wilson informed the Board that the Business Office received two Freedom of Information Act Requests (FOIA) regarding district curriculum and district insurance providers. The requests and responses were included with the Board materials.

## RECOGNITION OF VISITORS AND VISITOR PARTICIPATION

Ms. Kelly Funk, Sullivan teacher, addressed the Board regarding the iPad rollout for Sullivan. She and her students love technology and she wanted to tell the Board that her students are always competing to use the devices they currently have and use them everyday. She stated that there is a learning curve for all of them, teachers and kids alike. She is looking forward to the iPad rollout and agrees with her students that it would be awesome. She agreed that there are issues about training, such as appropriate apps, and how to download and push them out.

Mrs. Darla Stavros, PTO president at MacArthur, addressed the Board in order to publicly thank the district for working so closely with her to get the water filling stations at MacArthur, saying they've been a huge hit with students and faculty.

## OLD BUSINESS

### REVIEW OF EXECUTIVE SESSION MINUTES

Mr. Bowes moved and Mrs. Olsen seconded the motion that the Executive Session Minutes from September 29, 2015 and November 5, 2015 be made available for public inspections, as they no longer require confidential treatment.

## NEW BUSINESS

There was no New Business.

EXECUTIVE SESSION

Mrs. Olsen moved and Mr. Bednar seconded the motion to adjourn to Executive Session for purposes of discussing personnel and negotiations.

ROLL CALL:

AYES: Mrs. Olsen, Mrs. Peters, Mr. Bednar, Mrs. Botwinski,  
Mr. Bowes, Mr. Chester

NAYS: None

ABSENT: Mr. Novak

The Board adjourned to Executive Session at 8:34 p.m.

OPEN SESSION

The Board returned to open session at 8:54 p.m.

ROLL CALL:

PRESENT: Mrs. Olsen, Mrs. Peters, Mr. Bednar, Mrs. Botwinski,  
Mr. Bowes, Mr. Chester

ABSENT: Mr. Novak

ADJOURNMENT

Mrs. Olsen moved and Mr. Bednar seconded the motion to adjourn at 8:55 p.m.

ROLL CALL:

AYES: Mrs. Olsen, Mrs. Peters, Mr. Bednar, Mrs. Botwinski,  
Mr. Bowes, Mr. Chester

NAYS: None

ABSENT: Mr. Novak

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President

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Secretary

MINUTES OF THE EXECUTIVE SESSION  
OF THE  
BOARD OF EDUCATION  
PROSPECT HEIGHTS SCHOOL DISTRICT 23  
FEBRUARY 10, 2016  
GRODSKY ADMINISTRATION CENTER

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Mari-Lynn Peters, Board President, called the Executive Session to order at 8:40p.m.

ROLL CALL:

PRESENT: Mrs. Olsen, Mrs. Peters, Mr. Bednar, Mrs. Botwinski,  
Mr. Bowes, Mr. Chester

ABSENT: Mr. Novak

ALSO

PRESENT: Dr. Deb Wilson, Superintendent; Dr. Don Angelaccio, Assistant  
Superintendent for Instruction; Mr. Micheal DeBartolo, Business  
Manager

NEGOTIATIONS

Mrs. Botwinski gave a quick update on the upcoming negotiations for NSSEO.

ADJOURNMENT

Mrs. Olsen moved and Mrs. Botwinski seconded the motion to return to Open Session at 9:22 p.m.

ROLL CALL:

AYES: Mrs. Olsen, Mrs. Peters, Mr. Bednar, Mrs. Botwinski,  
Mr. Bowes, Mr. Chester

NAYS: None

ABSENT: Mr. Novak

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President

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Secretary

**PERSONNEL REPORT**

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Action</u></b>	<b><u>Effective</u></b>	<b><u>Salary</u></b>
1. Tara MacTavish	Gr. 4 Teacher Sullivan	FMLA	April 6 -15, 2016	\$99,846
2. Karen Walker	Program Assistant Ross	Terminated	March 9, 2016	\$28,988
3. Megan Windsor	LBS Teacher MacArthur	FMLA	May 16, 2016 to August 19, 2016	\$56,114
4. Eileen Forrest	Reading Teacher Sullivan	Resignation	March 18, 2016	\$65,990
5. Lauren Souri	Gr. 3 Bilingual Teacher Ross	Resignation	March 9, 2016	\$54,319
6. Rachel Curran	Social Work Sullivan	Extended Parental Leave	2016-2017 School Year	\$73,125
7. Christina Antosiak	.66 Music Teacher Sullivan	Resignation	June 15, 2016	\$28,636

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# PROSPECT HEIGHTS SCHOOL DISTRICT 23

700 N. SCHOENBECK ROAD PROSPECT HEIGHTS, ILLINOIS 60070

District Office  
PHONE: (847) 870-3850  
FAX: (847) 870-3896

Eisenhower School  
PHONE: (847) 870-3875  
FAX: (847) 870-3877

Ross School  
PHONE: (847) 870-3868  
FAX: (847) 870-3898

Sullivan School  
PHONE: (847) 870-3865  
FAX: (847) 870-8113

MacArthur Middle School  
PHONE: (847) 870-3879  
FAX: (847) 870-3881

## MEMORANDUM

TO: Superintendent

CC: Board of Education

FROM: Micheal DeBartolo  
Business Manager

DATE: February 29, 2016

RE: BOARD ACTION – Intergovernmental Agreement for Food Services  
*Arlington Heights School District 25*

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### **BACKGROUND:**

The Business Office is presenting for approval by the Board of Education the Intergovernmental Cooperation Agreement Between the Board of Education of Arlington Heights School District 25 and the Board of Education of Prospect Heights School District 23 for Food Services.

The agreement presented for approval is the same as the last full Intergovernmental Agreement approved by the Board of Education in August 2013 and reapproved via addenda to the Agreement for such issues as dates, numerical terms, etc. since that time. Due to a change in leadership of the Illinois State Board of Education, the parties have been asked to submit a new, full agreement evidencing the terms of the District 23 food service program as administered and managed by District 25.

There are only two (2) changes to the Agreement that are substantive, but both changes merely document the practice and current charges that are part of the actual Agreement. First, in Section 5 of the Agreement, the current costs charged for management and administrative fees have been placed into the language of the Agreement. Second, the delineation of responsibilities between District 23 and District 25 for paperwork and communication has been enumerated in the Agreement. No other substantive changes have been made to this Agreement.

### **RECOMMENDATION:**

The Business Office recommends that the Board of Education approve the Intergovernmental Agreement for Food Service with Arlington Heights School District 25 beginning with the 2016-2017 School Year.

INTERGOVERNMENTAL COOPERATION AGREEMENT  
BETWEEN  
THE BOARD OF EDUCATION OF  
ARLINGTON HEIGHTS SCHOOL DISTRICT NO. 25  
COOK COUNTY, ILLINOIS  
AND  
THE BOARD OF EDUCATION OF  
PROSPECT HEIGHTS SCHOOL DISTRICT NO. 23  
COOK COUNTY, ILLINOIS  
FOR  
FOOD SERVICES

THIS AGREEMENT (“Agreement”), is made this 1<sup>st</sup> day of August, 2016,  
By and between the Board of Education of Arlington Heights School District No. 25,  
Cook County, Illinois (“District 25”) and the Board of Education of Prospect Heights  
School District No. 23, Cook County, Illinois (“District 23”).

Witnesseth

WHEREAS, District 25 and District 23 are authorized to enter into an Intergovernmental Agreement pursuant to Article VII, Section 10, of the Illinois Constitution of 1970 and the *Intergovernmental Cooperation Act, 5 ILCS 220/1 et. seq.* providing for the execution of agreements and implementation of cooperative ventures between public agencies of the State of Illinois: and

WHEREAS, District 25 and District 23 are authorized by the School Code of Illinois, 105 ILCS 5/10-22.26, to maintain and operate a school lunch program in accordance with the applicable regulations of the State Board of Education and agencies of the United States Government; and

WHEREAS, subject to the terms set forth below, District 25 agrees to operate a school lunch program consisting of bulk lunches and ala carte food items to MacArthur Middle School, and a lunch program for all students in Betsy Ross Elementary, Eisenhower Elementary and Sullivan Elementary.

NOW, THEREFORE, in the consideration of the mutual covenants herein contained and each and every act to be performed hereunder by either of the parties hereto, District 25 and District 23 agree as follows:

1. **TERMS OF MEAL SERVICE.** District 25 will provide meal service to the schools on the full school days established on the District 23 School Board approved annual calendar. Meal service will begin on the first full day for students in August 2016, **and continue until the last full student attendance day in June 2017.** In the event that the District 23 school calendar is extended beyond this date due to the use of emergency day(s), District 25 agrees to provide meals for these days, provided that District 23 pays District 25 the additional labor charge for these days.

2. **BULK LUNCH REQUIREMENTS.** District 25 will prepare bulk lunches which when served in the designated portion, will meet all meal pattern requirements of the National School Lunch Program and will include the appropriate servings of meat/meat alternate, vegetables /fruits and grains. The meal will also include all appropriate condiments and an occasional bonus item intended to add additional interest and/or calories to the meals.
3. **MEAL PREPARATION.** Meals will be prepared at District 23 MacArthur Middle School according to printed menus, a copy of which will be supplied to the District 23 Business Office no later than two weeks in advance of service to allow adequate time to disseminate copies to parents in each school.
4. **DAILY NUMBER OF MEALS REQUIRED.** The number of meals prepared by District 25 will be based on a daily forecast for the MacArthur School and on a pre-ordered amount for the grade centers called in daily to the kitchen. Due to the variety of food items offered there may be times that a certain item is not available.
5. **MEAL CHARGES AND INVOICES.** District 25 will accept cash on location and deposit that money into District 23 accounts. **District 23 will pay District 25 for all milk, bread and groceries as billed from the distributors. In addition, District 23 will pay the greater of 5% or \$1,460 per month for management fees and the greater of 7% or \$1,980 per month for administrative fees.**
6. **USDA COMMODITIES.** District 23 agrees to supplement the per-meal cash payment by sharing all donated USDA commodities at no cost to District 25 for use in meals prepared and served in District 23 only.
7. **FIELD TRIP LUNCHESES.** Scheduled field trips must be reported to District 25 five days (5) prior to the date so the kitchen can reduce the amount of food prepared. Lunches required for field trips must be ordered at least 5 days in advance.
8. **EQUIPMENT MAINTENANCE.** District 23 will be responsible for maintaining/replacing equipment including POS equipment and licensing agreements that are being considered. District 23 will also be responsible for preventative maintenance on equipment located in the kitchen that can be performed by a district employee. District 25 employees will call service companies only **after notifying District 23 maintenance personnel** and any repair costs will be covered by District 23.
9. **ADDITIONAL EQUIPMENT.** District 23 will provide equipment needed to serve bulk hot lunches on lunch trays. District 23 will be responsible for providing any additional electric or gas needed, **if new equipment is**

**mutually agreed upon.** District 23 will assume responsibility to safeguard equipment during off hours of operation, over holidays and summer months. District 23 will be responsible to install any equipment as required by local health department regulations.

10. **NATIONAL SCHOOL LUNCH PROGRAM STATUS.** District 23 will become a National School Lunch Program Sponsor for the Schools in District 23 and District 25 will be responsible for all paperwork and communications incumbent on that status - will be split as follows:
  - a. The Annual Application for Participation in National School Lunch and Food Distribution Programs. **D25**
  - b. The Renewal Certification of Agreement and Policy Statement; **D25**
  - c. The monthly USDA Commodities Communications; **D25**
  - d. Free and Reduced Price Meal Applications and all necessary processing and communications to households; **D23**
  - e. Monthly Claims for Reimbursement; **D25**
  - f. Audits; **D25**
11. **REQUEST FOR OPEN COMMUNICATIONS.** District 25 requests that a short meeting be scheduled monthly with the Principal/Asst. Principal and Food Service Staff working in each building along with the Director from District 25.
12. **ADDITIONAL SERVICES.** District 25 will accommodate when possible request for additional services which could include but not be limited to; catering for meetings, kindergarten snack programs, food for before and after school programs. Additional labor charges would apply to these programs and will be included in the end of month billing.
13. **TERMS AND CONDITIONS OF AGREEMENT.** **This agreement shall automatically renew from year-to-year unless either side issues a notice of non-renewal on or before June 30 of the preceding year.**
14. **INSURANCE.** District 25 agrees to purchase from and maintain in a company or companies lawfully authorized to do business in the State of Illinois, Comprehensive General Liability insurance coverage with combined single limits of at least \$1,000,000.00 on a per occurrence basis (**or comparable coverage as part of a self-insurance pool**), governing all liability arising out of this agreement. **District 23 is to be named as an additional insured and to be provided with a copy of the certificate of insurance.**
15. **INDEMNIFICATION.** District 23 and District 25 shall indemnify, release and hold harmless each other, including their respective Board Members, employees and agents, in their individual and official capacities , from and

against any and all claims, demands, liabilities, injuries, or causes of action, including but not limited to, reasonable attorney's fees, costs and expenses of litigation, to the extent the indemnifying party's negligent conduct or willful misconduct, or that of its employees or that of its employees or agents, related to the food services provided in accordance with the Agreement causes damage to property or injury, illness, or death to persons.

16. **DEFAULT.** In the event that one party believes the other to be in default under this Agreement, that party acting through its Superintendent, shall notify the other party in writing and allow that party thirty (30) days from the date of receipt of the notice to cure the default. If the default is not cured, the party having sent the notice of default may terminate this agreement by serving written notice on the other party effective ten (10) days after receipt of the notice by the other party. No waiver of any default shall be implied by the failure of either party to give notice of default, and no express waiver shall affect any other default except this one specified in the waiver.
17. **NO ASSIGNMENT.** Neither party may assign any rights or duties under this Agreement without the written consent of the other party.
18. **NOTICES.** All notices to the parties to this agreement shall be made by certified mail to the addresses below.

Arlington Heights School District No. 25  
1200 S. Dunton Ave.  
Arlington Heights, IL 60005

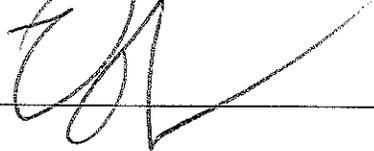
Prospect Heights School District No. 23  
700 North Schoenbeck Road  
Prospect Heights, IL 60070

19. **SUCCESSORS.** This Agreement shall be binding upon the successors of the parties respective Boards.
20. **HEADINGS.** The Agreement heading and all paragraph headings are for quick reference and convenience only and do not alter, amend, explain or otherwise affect the terms and conditions appearing in this Agreement.
21. **AMENDMENTS.** No modifications or amendments or waiver of any provision hereto shall be valid and binding unless in writing and signed by both parties.
22. **COMPLETE UNDERSTANDING.** This Agreement sets forth all the terms, conditions, agreements and understandings between District 25 and District 23 relative to the subject matter hereof and there are no agreements or conditions,

oral or written, expressed or implied, between them other than as herein set forth.

- 23. **GOVERNING LAW.** This Agreement and the rights and responsibilities of the parties hereto shall be interpreted and enforced in accordance with the laws and State of Illinois.
- 24. **EFFECTIVE DATE.** The effective date of the Agreement is August 1, 2013, pending approval.

Board of Education  
Arlington Heights  
School District No. 25  
Cook County, Illinois

By:  \_\_\_\_\_

Attest:  \_\_\_\_\_  
Date: 8/18/16 \_\_\_\_\_

Board of Education  
Prospect Heights  
School District No. 23  
Cook County, Illinois

By: \_\_\_\_\_

Attest: \_\_\_\_\_  
Date: \_\_\_\_\_



# PROSPECT HEIGHTS SCHOOL DISTRICT 23

700 N. SCHOENBECK ROAD PROSPECT HEIGHTS, ILLINOIS 60070

District Office  
PHONE: (847) 870-3850  
FAX: (847) 870-3896

Eisenhower School  
PHONE: (847) 870-3875  
FAX: (847) 870-3877

Ross School  
PHONE: (847) 870-3868  
FAX: (847) 870-3898

Sullivan School  
PHONE: (847) 870-3865  
FAX: (847) 870-8113

MacArthur Middle School  
PHONE: (847) 870-3879  
FAX: (847) 870-3881

## MEMORANDUM

TO: Superintendent

CC: Board of Education

FROM: Micheal DeBartolo  
Business Manager

DATE: February 29, 2016

RE: BOARD ACTION – Martha Brenner InfoSnap/PowerSchool/RevTrak Plugin Program

---

### **BACKGROUND:**

Martha Brenner and Associates currently provides the only plugin program that interfaces InfoSnap, PowerSchool and RevTrak to permit the payment processing system to work seamlessly between the registration and collection software programs. This plugin program would allow for the District to accept registration and fee payments in one series of "clicks" on the website which culminate in fully registered students and payments collected in one lump sum OR permit for parents to pay for items over time/come back to pay for items which were not originally paid for during registration. This is a service that the District is not afforded with the current InfoSnap model.

The initial service charges for the program are attached. The total for the first year is \$3,230.15. However, after the initial year, the cost will be reduced to approximately \$1,200 as the first year contains data conversion and installation charges.

It should be noted that PowerSchool and InfoSnap are now owned by the same company. As such, we are waiting to see if some sort of interface is developed for the programs since they are now under one ownership umbrella. If so, the need for the Martha Brenner Plugin Program will not be necessary in the future.

### **RECOMMENDATION:**

For the above reasons, I recommend Board of Education adoption of the Martha Brenner and Associates Plugin Program contract.

**BILL TO:**

Prospect Heights School District 23  
 700 North Schoenbeck Road  
 Prospect Heights, IL 60070  
 USA

Account Name: **Prospect Heights School District 23**  
 Contact Name: **Michael DeBartolo**

Enrollment: **1515**

Product Details	List Price	Total
<b>Fees Plugin License</b> Software License	\$0.65	\$984.75
<b>Fees Plugin Annual Support and Maintenance</b> Recurring Annual Fee provides customer with Support and Maintenance for the plugin including new enhancements and modifications to remain compliant with all PowerSchool updates.	\$0.195	\$295.43
<b>Fees Data Conversion</b> Convert existing fee data into plugin.	\$800.00	\$800.00
<b>Fees Plugin Services</b> Services include up to 6 hours for installation, configuration setup and training for the plugin.	\$1,150.00	\$1,150.00
	<b>Sub Total</b>	<b>\$3,230.18</b>
	<b>Grand Total</b>	<b>\$3,230.18</b>

### Terms and Conditions

1. All conversion, installation and other services will be done remotely. If onsite services are requested, district will be required to pay for travel expenses incurred by MBA.
2. All Training Services assume a 'Train the Trainer' model. To maintain quality and depth of knowledge, training sessions are limited to a maximum of five participants.
3. Implementation services will begin upon receipt of PO, signed End User License Agreement, and completed Pre-Implementation form.
4. All Plugins are designed to work on PowerSchool v 8.0 or higher. Custom Page Management must be enabled to use plugins.

Software Customizations

# Enhancing the Power of PowerSchool®

PowerSchool's open architecture allows you to easily extend your current capabilities by adding select features. Marcia Brenner Associates (MBA) can help you maximize its functionality through customized, well-designed plugins that provide the information you need to effectively run your school district.

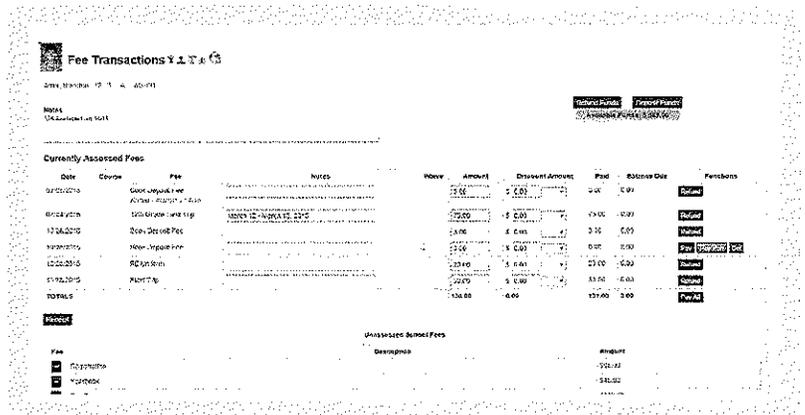


## Most Popular Enhancements

### Fees Plugin

No longer manage transactions in DDA and solve the mystery of SOY balances. Extensive reporting options provide greater transparency and detailed documentation.

- intuitive navigation and faster record entry and modification, including a delete button.
- Easily waive and discount fees.

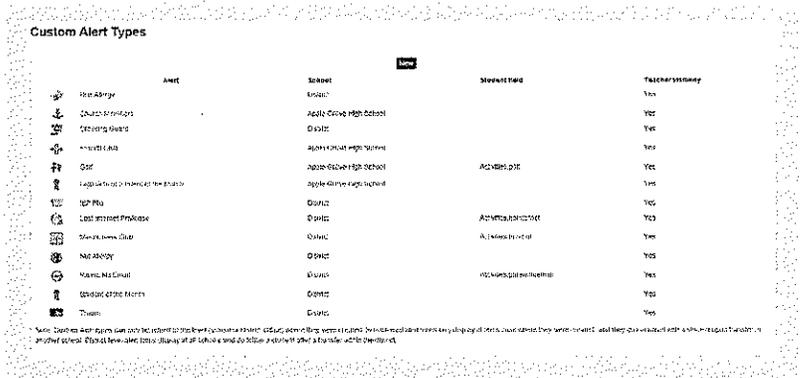


*The intuitive Fees Transaction plugin simplifies the task of maintaining student fees and allows faster record entry and modification.*

### Custom Alerts

Eliminate the need to create and maintain your own alerts. Save time and money with a plugin that does it all for you.

- Create district-wide or school defined custom alerts for students.
- Upload your own icons.
- Quickly identify students connected to any core or custom alert.



*With the Custom Alerts Plugin you create district-wide or school defined custom alerts for students and you can upload your own icons.*

### Cafe Plugin

Speed up cafeteria lines by giving your food service manager and lunchroom cashiers access to the right information at the right time.

- Easily generate line item transactions for meals and a la carte menu items.
- Accurately report student lunch status eligibility counts by date.

*continued...*

**Behavior Plugin**

Easily spot trends and make informed decisions. Internal alerts encourage timely responses and follow-up to behavior incidents.

- Enhanced interface.
- Maintain data related to roles, motivation, actions and more.

**Meds Plugin**

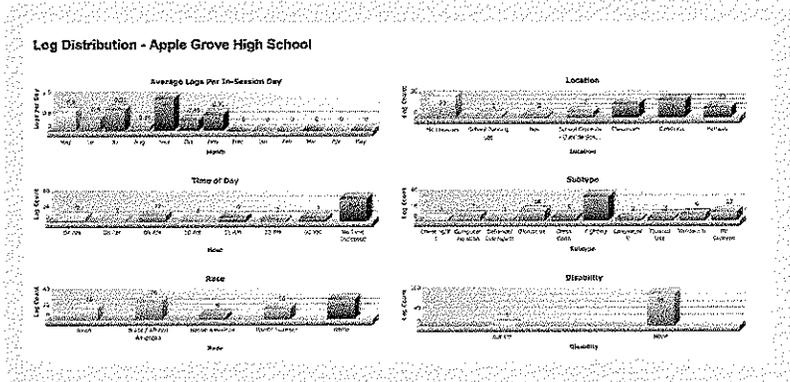
Obtain mass authorizations and instantly display data in a way that gives nurses a clear picture when administering medication.

- Integrated with student health screens.
- Maintain data related to medication authorization and distribution.
- Record the history of medications that have been administered.

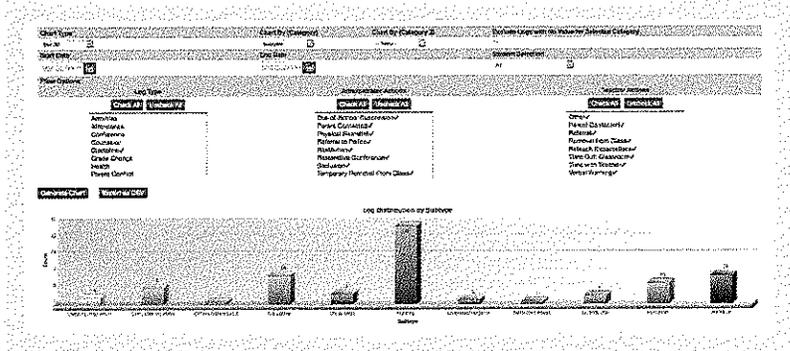
**Report Card Creator**

Drastically reduce the time it takes to create standards based or traditional report cards. Go paperless and save even more time and money.

- Create sophisticated HTML report cards within PowerSchool.
- Easily adaptable to individual school needs.
- Design modifications made easy.



*The Student Behavior Plugin allows you to maintain data related to roles, motivation, actions and more.*



*Easily generate your own chart based on selected criteria in the Student Behavior Plugin dashboard.*

**Why Use MBA?**

**Customer-Driven Products**

The features available in our plugins are based upon user requests to ensure they are highly useful and intuitive. Customization is a part of our DNA, so we are always adding new features that can be tailored to your requirements.

**Full Service Implementation & Technical Support**

We'll partner with you from start to finish – programming, installation, training and support – and also offer data conversion and migration services. We know our products inside and out and can quickly provide assistance if an issue should arise.

**Trusted Experience**

We've drawn upon decades of experience to design software modules that enable school districts to meet the reporting requirements of their states.

Marcia Brenner Associates, LLC  
8017 Excelsior Drive, Suite 120  
Madison, WI 53717

608-836-4000  
info@mba-link.com

[www.mba-link.com](http://www.mba-link.com)

**REQUEST FOR QUALIFICATIONS  
ARCHITECTURAL SERVICES  
March 10, 2016  
Prospect Heights School District 23**

The Board of Education for Prospect Heights School District 23 is soliciting Statements of Interest and Qualifications from qualified firms to provide comprehensive Architectural Services pursuant to the *Local Government Professional Services Selection Act* (50 ILCS 510/1 et. seq.). If selected, the architectural firm will perform the 10-year Life Safety Study and assist the School District in performing possible planning, remodeling, construction, life-health safety projects and special projects. The architectural firm selected shall have the primary responsibility for execution of the planning, design, construction documentation, and construction administration phases of any project as well as the 10-year Life Safety Study.

This Request for Qualifications ("RFQ") is not an Invitation for Bid. The responses will be evaluated on the basis of the relative merits of the qualifications. There will be no public opening and reading of responses received by the School District pursuant to this request.

**RFQ Submission**

RFQ's are due by **Friday, April 8, 2016 at 3:00 pm** local time. Timely delivery is at the risk of the Respondent. Any submittals received after the deadline will be rejected.

Please submit:

Five (5) bound copies; and

One (1) digital copy via CD/USB Drive to:

Micheal DeBartolo  
Business Manager  
Prospect Heights School District 23  
700 North Schoenbeck Road  
Prospect Heights, Illinois 60070

Qualifications must be enclosed in a sealed envelope (or other sealed container); the package must clearly show the phrase **"Request for Qualifications - Architectural Services for Prospect Heights School District 23"** and the Respondent's name.

Submittals should be (1) prepared on standard 8-1/2 x 11 letter size paper, (2) formatted in no less than 11 point font with no less than one inch margins on each side and (3) limited to 75 pages, exclusive of required attachments. Adherence to the maximum page criterion is critical; each page side with criteria information will be counted toward the maximum number of pages. Front and back covers, table of contents pages, and tabbed divider pages will not be counted if they do not contain submittal information.

**REQUEST FOR QUALIFICATIONS  
ARCHITECTURAL SERVICES  
March 10, 2016  
Prospect Heights School District 23**

**Introduction**

The Board of Education for Prospect Heights School District 23 is soliciting Statements of Interest and Qualifications from qualified firms to provide comprehensive Architectural Services pursuant to the *Local Government Professional Services Selection Act* (50 ILCS 510/1 et. seq.). If selected, the architectural firm will perform the 10-year Life Safety Study and assist the School District in performing possible planning, remodeling, construction, life-health safety projects and special projects. The architectural firm selected shall have the primary responsibility for execution of the planning, design, construction documentation, and construction administration phases of any project as well as the 10-year Life Safety Study.

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**REQUEST FOR QUALIFICATIONS  
ARCHITECTURAL SERVICES  
March 10, 2016  
Prospect Heights School District 23**

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**Schedule**

The following is the proposed schedule for the selection of firms to provide architectural services:

***March 10, 2016:***

RFQ released on website and sent to Chicagoland architect firms listed in IASB website

***March 28, 2016 at 1:00pm:***

Non-mandatory pre-submittal meeting and walk-through of facilities

Meet at: Grodsky Administration Building  
700 North Schoenbeck Road  
Prospect Heights, Illinois 60070

***April 1, 2016:***

Last date for respondents to send clarifications / questions

***April 8, 2016 at 3:00pm:***

Individual respondent's submission of response due; Evaluation of qualifications begins

***May 3, 2016:***

Successful short-listed firms are notified; Unsuccessful firms are notified

***May 18, 2016:***

Interviews with short-listed firms

***May 23, 2016:***

Ranking of top 3 firms and contract negotiations

***June 3, 2016:***

Committee recommends firm for Board approval

***June 8, 2016:***

Proposed Board action on firm to provide architect services

**REQUEST FOR QUALIFICATIONS  
ARCHITECTURAL SERVICES  
March 10, 2016  
Prospect Heights School District 23**

**Respondents' Inquiries and Addenda**

Any questions or concerns regarding this RFQ shall be directed in writing to:

Micheal DeBartolo  
Business Manager  
Prospect Heights School District 23  
700 North Schoenbeck Road  
Prospect Heights, Illinois 60070  
[mdebartolo@d23.org](mailto:mdebartolo@d23.org)

Any responses to questions, or changes in this RFQ, shall be issued in writing as an addendum. Respondents must acknowledge addenda received as part of their submissions.

Oral and other interpretations or clarification will be without legal effect.

NO INTENTIONAL DIRECT OR INDIRECT CONTACT WITH A BOARD OF EDUCATION MEMBER OR ADMINISTRATOR OTHER THAN THE BUSINESS MANAGER SHALL BE MADE BY THE RESPONDENT OR A REPRESENTATIVE OF THE RESPONDENT THROUGHOUT THIS PROCESS. ANY DIRECT OR INDIRECT CONTACT MAY BE GROUNDS FOR DISQUALIFICATION FROM CONSIDERATION.

**School District Background**

Prospect Heights School District 23 is an elementary district located northwest of suburbs of Chicago in Cook County, Illinois. It is financially stable with adequate reserves and debt capacity. The District has four attendance centers housing approximately 1,575 students. Three of attendance centers are located on one campus. Dwight D. Eisenhower Elementary School has approximately 390 students in grades pre- Kindergarten – 1<sup>st</sup>. Eisenhower Elementary School is on its own campus. Betsy Ross Elementary School has approximately 300 students in grades 2<sup>nd</sup> – 3<sup>rd</sup>. Anne Sullivan Elementary School has approximately 365 students in grades 4<sup>th</sup> and 5<sup>th</sup>. Mac Arthur Middle School has approximately 515 students in grades 6<sup>th</sup> – 8<sup>th</sup>. The District Administrative Offices are located on the same campus as Ross Elementary School, Sullivan Elementary School and Mac Arthur Middle School.

**REQUEST FOR QUALIFICATIONS  
ARCHITECTURAL SERVICES  
March 10, 2016  
Prospect Heights School District 23**

Prospect Heights School District 23 just completed a three-year project in which all attendance centers have received new LED lighting, new flooring and changed the heating and air conditioning systems from a traditional boiler system to geothermal energy. The cost of construction for these four (4) buildings was approximately \$12.5 million. The year prior to the commencement of the geothermal HVAC system, LED lighting and flooring project, the School District replaced the boiler (with a traditional boiler) in the administration building, modified configurations of the administrative office building, replaced the flooring and installed LED lighting. The School District is still in need of some additional updates for educational adequacy, physical structure repairs and replacements, storage space, and parking lot spaces. The Elementary and Middle school construction was funded by a \$10.7 million 2013 and 2014 bond series as well as grants which were sought after and awarded as well as monies from the general funds.

The last 10–year Life Safety Survey was completed in January 2007 and a new survey will need to be completed by January 2017.

**General Information, Notifications, and Purpose**

- a) Respondents are advised to review all sections of this RFQ carefully, and to follow instructions completely. Failure to make a complete submission as described elsewhere herein may result in rejection of the submittal. Qualifications which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being nonresponsive.
- b) Joint venture and/or cooperative professional teams will not be considered.
- c) The inclusion of subconsultants (e.g.: Mechanical, Electrical, Plumbing, Structural, etc.) will not be required to be included in the submittal.

**General Terms and Conditions**

- a) All costs associated with developing or submitting a qualifications statement in response to this Request, or to provide oral or written clarification of its content shall be borne by the respondent. The School District assumes no responsibility for these costs. This RFQ does not commit the School District to pay any costs incurred in preparation or submission of a response or in anticipation of a contract.

**REQUEST FOR QUALIFICATIONS  
ARCHITECTURAL SERVICES  
March 10, 2016  
Prospect Heights School District 23**

- b) This RFQ does not commit the School District to enter into a contract. The School District reserves the right to award one, more than one, or no contract(s) in response to this RFQ. The School District reserves the right to waive informalities and irregularities in the submissions of qualifications received. The School District also reserves the right to terminate this RFQ, and reissue a subsequent solicitation, and/or remedy technical errors in the RFQ process.
- c) The Contract, if awarded, will be awarded to the Respondent(s) whose submittal(s) is deemed most advantageous to the School District, as determined by the selection committee, upon approval of the School District Board of Education.
- d) The School District reserves the right to contact any Respondent for clarification, interviews or to negotiate if such is deemed desirable by the School District.
- e) The purpose of this Request for Qualifications is to identify an experienced Architectural Services firm with the best combination of qualifications.
- f) Requests for site visits and introductory meetings will not be allowed.
- g) All Respondents are prohibited from making any contact with the District Personnel, Board of Education, or Superintendent or any other administrator or employee of the District with regard to the RFQ, other than in the manner and to the person(s) designated above. The Business manager reserves the right to disqualify any Respondent found to have contacted the people listed above in any manner with regard to the RFQ.

**General Description of Scope of Services**

- a) The selected architectural firm will become part of a project team consisting of members of the School District and, if necessary, community stakeholders and to perform services as required.
- b) The Design Team may be requested to:
  - i. Attend meetings with School District administrative staff as necessary.
    - a. Attend School District Board of Education meetings as necessary.

**REQUEST FOR QUALIFICATIONS  
ARCHITECTURAL SERVICES  
March 10, 2016  
Prospect Heights School District 23**

- b. Develop preliminary drafts of the Project Program for School District review and comment.
  - c. Consult with School District on budgetary and funding matters.
  - d. Consult with the School District on Project scheduling considerations. Consult with the School District on general concepts of the Project scope of work and Project needs.
- ii. The firm's services and product provided shall conform to the Illinois *School Code* (105 ILCS 5/1 et. seq.) and be in accordance with all federal, state and local laws, codes, ordinances, and regulations.

**Proposal Content**

**Statement of Interest**

Provide a signed statement of qualifications with the name and address of the respondent, expressing interest and capability to perform the work.

**Firm Description** – Provide the following:

- Firm Name, address, web address, telephone and fax numbers
- Contact person (provide direct phone number and e-mail)
- Number of years in business under current name
- Type of organization
- Disciplines offered in-house
- Special areas of practice
- Staffing information (number or architects, interior designers, engineers, etc.)
- List any previous names of firm and years of business under each name

**REQUEST FOR QUALIFICATIONS  
ARCHITECTURAL SERVICES  
March 10, 2016  
Prospect Heights School District 23**

- In the case of a multiple office firm, provide general information on the firm (locations, staffing, etc.) but also provide detailed information on the office that will be serving the District (key personnel, project experience, etc.). The office designated to serve the District, in the Qualifications submission, must be the office to perform the work in the event that the project is awarded to that firm.
- The short-listed firms may be requested to provide a copy of the firm's financial statement. A copy of the firm's certificate of insurance indicating the levels of professional liability and general liability insurance coverage carried by the firm must be provided. The minimum coverage to be as follows:

General Liability \$2,000,000/\$2,000,000  
Automotive Liability \$1,000,000  
Professional Liability \$2,000,000/\$2,000,000  
Worker's Compensation Statutory Limits

- List any litigation, arbitration, and alternative dispute resolution within the last 5 years, arising out of any design work for any School District; and whether still pending, or if concluded, the final result. If so, please provide an explanation.
- List if your firm (under current or previous names) has been terminated within the last 5 years from a project by a School District and, if so, for what reason. If so, list the name and contact information for the School District.

**Firm Experience and Capabilities**

- Provide a list of all School District clients (elementary, middle, secondary or unit), as well as the client contact information, for which you have provided services for in the last five (5) years. Include project description (e.g. planning, new construction, additions or renovations), the type of architectural, engineering, other services and delivery method that you provided.
- Please provide a brief overview of the above projects to illustrate the depth, experience, and service capabilities of your firm.

**REQUEST FOR QUALIFICATIONS  
ARCHITECTURAL SERVICES  
March 10, 2016  
Prospect Heights School District 23**

- The District is anticipating conducting a 10-year Life Safety Survey, doing building additions and/or renovations, and new building construction in which a construction manager may be utilized. Please highlight your experience in performing such work. Samples of work that demonstrate experience in elementary and middle school environments are preferred.
- Please highlight expertise in maximizing construction budgets, experience in the design of general educational spaces as well as the design of secure vestibules and entryways, office space, libraries, cafeterias, multi-purpose rooms, and science classrooms.
- Describe any unique characteristics or additional information that makes your firm particularly well suited to provide services for Prospect Heights School District 23.

**Firm Workload**

- Provide a list of all projects for which your firm is currently under contract as an architectural firm.
- Provide the percentage that educational projects made up of your total project work load in the last twelve months.

**Key Personnel & Experience**

- Provide a simple organizational chart identifying key members of the firm.
- Provide resumes of project designers, managers, key staff relevant to the requirements of this RFQ, including their work experience, education, affiliations and awards. Resumes should not include project pictures or general firm information. Particular reference should be made to the firm's construction administration/observation personnel.
- If any staffing changes should occur between the submission of qualifications and the award of a contract, the architect must notify the District in writing. Unapproved staffing changes may result in a rejection of qualifications.

**REQUEST FOR QUALIFICATIONS  
ARCHITECTURAL SERVICES  
March 10, 2016  
Prospect Heights School District 23**

**Project Approach** - Provide a brief discussion of the following:

- The methodology that your firm would use in conducting the project from inception to Owner acceptance. This should include strategies for collaboration, communication and community building. If your methodology utilizes any specialized software packages and computerized systems, please provide an adequate description and summary of capabilities.
- The firm's ability / experience to work in the Chicago North Shore Suburbs. In your response, describe how your firm plans to respond when the District has immediate needs that require on-site attention.
- The ability of your firm to develop a strong partnership with a District.
- Your approach to project scheduling and cost estimating within the environment of the educational sector.
- The process your firm utilizes to investigate bidders to insure that they are qualified and equipped to satisfactorily complete a project.

**References**

- Provide a minimum of three (3) references for architectural services performed on educational facilities in Illinois in the last five (5) years.
- Include statements from listed references

**Disclosure**

The District discloses that the Illinois Association of School Business Officials (IASBO); Facility Management – Professional Development Committee (FM-PDC), assisted with development of this RFQ.

Authors / IASBO FM-PDC Sub Committee:

- Jim Petrakos, AIA, LEED AP; Principal Architect, Tria Architecture, Inc.
- Tim McGrath, AIA; Principal, BLDD Architects
- Mark Jolicoeur, AIA, LEED AP BD+C; Principal Architect, Perkins + Will

**RESOLUTION FOR DISMISSAL AND NON-RENEWAL  
OF CERTAIN NON-FINAL YEAR PROBATIONARY TEACHERS**

**WHEREAS**, the following teachers were employed for the 2015-2016 school term as non-final year probationary teachers, and

**WHEREAS**, the Board of Education has determined that said teachers will not be reemployed for the 2016-2017 school term, pursuant to Illinois School Code;

**NOW THEREFORE**, be it resolved by the Board of Education of Prospect Heights School District No. 23, Cook County, Illinois, that:

- Section 1:** The named non-final year probationary teachers on Exhibit 1 will not be reemployed for the 2016-2017 school term;
- Section 2:** The President and Secretary of the Board are authorized and directed to give said teachers written Notice and Statement of Non-Renewal by certified mail, return receipt requested, at least forty-five (45) days before the end of the school term. Copy of said notice is attached as Exhibit 2 and incorporated by reference.
- Section 3:** The Superintendent or designee shall also personally deliver a copy of said notice to the teacher.
- Section 4:** This Resolution shall be in full force and effect forthwith upon its passage.

ADOPTED this 9<sup>th</sup> day of March 2016, by the following vote:

AYES:

NAYS:

ABSENT:

\_\_\_\_\_  
President, Board of Education

ATTEST:

\_\_\_\_\_  
Secretary, Board of Education

**EXHIBIT 1**

**NON-TENURED TEACHERS OTHER THAN FINAL YEAR PROBATIONARY  
TEACHERS DISMISSED AT THE CLOSE OF THE 2015-2016 SCHOOL TERM**

NAME

Christine Akdeniz

Rachael Hastings

POSITION

Technology Integration Specialist – Eisenhower

Orchestra Teacher – MacArthur/Sullivan

**RESOLUTION AUTHORIZING THE  
HONORABLE DISMISSAL OF TEACHERS**

**WHEREAS**, the Board of Education has received reports and recommendations from the Superintendent and members of the administrative staff concerning the number of teachers needed to be employed for the next school term; and

**WHEREAS**, the Board of Education is required to notify teachers of honorable dismissal at least forty-five days before the close of the school term due to the Board's decision to decrease the number of teachers employed by the Board or to discontinue some particular types of teaching services; and

**WHEREAS**, the Board of Education has determined to decrease the number of teachers employed by the Board and/or to discontinue some particular types of teaching service;

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

1. The teacher(s) named in Exhibit 1 shall be honorably dismissed effective at the close of the 2015-2016 school term. The notice of such action shall be substantially in the form of the attached Exhibit 2.
2. The Superintendent shall deliver by personal service the notices of honorable dismissal and a copy shall also be sent by regular mail. If personal service cannot be made, the notices shall be sent by certified mail, return receipt requested.
3. The Superintendent also has the authority to deliver supplemental notices to the teacher(s) named in Exhibit 1 advising such teachers of their designated grouping based on evaluation rating(s) and seniority and stating whether such teacher are eligible for recall if the Board has any vacancies for the 2016-2017 school term or within one calendar year from the beginning of the 2016-2017 school term. The notice shall be substantially in the form of Exhibit 3 and shall be delivered by personal service and a copy shall also be sent by regular mail. If personal service cannot be made, the notices shall be sent by certified mail, return receipt requested.
4. This Resolution shall be in full force and effect upon its adoption.

ADOPTED this 9<sup>th</sup> day of March, 2016, by a roll call vote as follows:

YES: \_\_\_\_\_

NO: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
President, Board of Education

\_\_\_\_\_  
Secretary, Board of Education

**EXHIBIT 1**

**TEACHERS HONORABLY DISMISSED  
AT THE CLOSE OF THE 2015-2016 SCHOOL TERM**

**NAME**

**POSITION**

Candice Fleischmann

.6 Speech Language Pathologist

Nicole Baran

Early Childhood Teacher (Long term substitute) – Eisenhower



# Prospect Heights School District 23

700 N. SCHOENBECK ROAD, PROSPECT HEIGHTS, ILLINOIS 60070

DISTRICT OFFICE  
Phone (847) 870-3850  
Fax: (847) 870-3896

EISENHOWER SCHOOL  
Phone (847) 870-3875  
Fax: (847) 870-3877

BETSY ROSS SCHOOL  
Phone (847) 870-3868  
Fax: (847) 870-3898

ANNE SULLIVAN SCHOOL  
Phone (847) 870-3865  
Fax: (847) 870-8113

MACARTHUR MIDDLE SCHOOL  
Phone (847) 870-3879  
Fax: (847) 870-3880

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## EXHIBIT 2

### NOTICE OF HONORABLE DISMISSAL

March 9, 2016

Mrs. Candice Fleischmann  
200 N. Kenilworth Ave.  
Mt. Prospect, IL 60056

Dear Mrs. Fleischmann:

We regret to inform you that the Board of Education has determined to decrease the number of teachers employed in the School District and/or to discontinue some particular types of teaching service. Therefore, you are hereby honorably dismissed as a teacher and employee in the School District effective at the close of the 2015-2016 school term.

Sincerely,

BOARD OF EDUCATION  
Prospect Heights School District 23  
Cook County, Illinois

By \_\_\_\_\_  
Board President

ATTEST:

\_\_\_\_\_  
Secretary

c: Personnel file

**Prospect Heights School District 23  
Board Presentation**

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**Date:** March 9, 2016

**Title:** Curriculum Update – Family and Consumer Science

**Contact:** Don Angelaccio

---

Over the past year and a half, much work has been done to refresh and rewrite curriculum for our Family and Consumer Science (FACS) course at MacArthur. This memo and presentation are intended to provide an update to the Board regarding the newly revised FACS course at MacArthur and highlight a few of the new, cross-curricular activities embedded in the curriculum.

The process of developing an engaging and innovative FACS curriculum began with the hiring of a new teacher, Ms. Ashley Sterba in 2014. In consultation with MacArthur administration, Ms. Sterba has reviewed, revised, and renovated the curricular experience to align the content to more contemporary issues, address updated standards, and empower students to practice creative and design skills. This course is NOT your “mother’s” Home Economics class.

Tonight, Ms. Sterba and students from her current classes will share samples of their work and provide an overview of the key elements of the curriculum scope and sequence.

We thank Ashley and these students for sharing their time and experiences with us and look forward to our ongoing curriculum evaluation and refinement process.

## Prospect Heights School District 23 Board Action

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**Date:** March 9, 2016

**Title:** Year II – Tech Plan 2.0

**Contacts:** Don Angelaccio and Maria Stavropoulos

---

In February the Board of Education reviewed the status of Tech Plan 2.0. The Board heard from administration and from teachers in the audience regarding the need for more devices at Sullivan for students in grades four and five.

We continue to believe that following our Tech Plan 2.0 and 1:1 Implementation Plan serves the instructional needs of our students and provides the necessary tools to our teachers to meet the technology integration requirements of a 21<sup>st</sup> Century Education.

The decision to let students in grades four and five take the devices home will be determined at a later date based on staffing, feedback from our focus groups, and staff input. The decision to let students take the devices home is a separate issue from providing more devices for instruction and technology integration in grades four and five.

All related revenue and expenses required for this Year II phase were included in the budget projections presented to the Board in February. We need the approval of the Board to move forward with planning before we devote the time securing the lease and planning for the shuffle down of devices to Ross and Eisenhower.

Upon approval at this Board meeting, the lease from Apple will be brought to the Board in April.

Recommended action:

I move to approve administration moving forward with developing the lease for 1:1 devices at Sullivan and developing the plan for moving current devices to Ross and Eisenhower schools.

## Prospect Heights School District 23 Action

**Date:** March 9, 2016

**Title:** Student Fees for 2015-2016

**Contact:** Deb Wilson

**Registration Fees:**

The Finance Committee met on February 2, 2016 to review the administration’s recommendation for student fees for the 2016-2017 school year. These fees were discussed at the February Board meeting. Highlights for 2016 – 2107:

- No change for PreK through Kindergarten
- No change in Grade 1 through Grade 3
- Increase of \$50 in Grade 4 through Grade 5 to support 1:1 iPad initiative
- Decrease of \$10 in Grade 6 through Grade 8 (elimination of the assignment notebook)

The increase of \$50/year for includes the \$30 fee for the student protection plan.

The following is the proposed fee schedule for students in Grades 1 - 8 for the 2016-2017 school year:

Grade 6 - Grade 8	Approved Fees 2016	Proposed Fees 2017	Notes
<b>Materials</b>	\$165	\$155	\$10 Assignment Notebook. Eliminated
<b>Activity Fee</b>	\$25	\$25	No change
<b>Technology Fee</b>	\$100	\$100	\$75 increase includes \$30 for student protection plan and an individual iPad
<b>Total Registration Fee 6th-8th</b>	<b>\$290</b>	<b>\$280</b>	Decrease \$10

Grade 4 – Grade 5	Approved Fees 2016	Proposed Fees 2017	Notes
<b>Materials</b>	\$100	\$100	No change
<b>Activity Fee</b>	\$25	\$25	No change
<b>Technology Fee</b>	\$50	<b>\$100</b>	\$50 increase includes \$30 for student protection plan and an individual iPad
<b>Total Registration Fee 4th – 5th</b>	<b>\$175</b>	<b>\$225</b>	Net increase \$50

Grade 1 – Grade 3	Approved Fees 2016	Approved Fees 2017	Notes
<b>Materials</b>	\$100	\$100	
<b>Technology Fee</b>	\$50	\$50	
<b>Total Registration Fee 1st – 3rd</b>	<b>\$150</b>	<b>\$150</b>	No change

## **Prospect Heights School District 23 Action Item**

---

**Date: March 9, 2016**

**Title: Staffing Plan Overview 2016 - 2017**

**Contact: Deb Wilson**

---

The staffing plan presented in February reflects no increase in core academic teachers for 2016-2017. The class size projections for all grade levels are at or below classroom guidelines. We will continue to watch the third grade student enrollment. I will bring the enrollment numbers to the Board in August for updates and adjustments if necessary.

- ❖ **Student Service Teachers recommended increase of 1.4 positions. Overall net savings of approximately \$59,000.**
  - .5 Bilingual Speech and Language
    - Currently NSSEO bills us \$80,000 for bilingual evaluations. The cost for a .5 Bilingual Speech and Language would be approximately \$30,000. If we are unable to hire a Bilingual Speech Pathologist, we will need to utilize services through NSSEO.
      - **Net savings \$50,000.**
  - .5 Psychologist
    - Over the past eight years we have successfully built self- contained programs for our neediest special education students. We have reached the tipping point and our current staff is in need of support to service the current population and complete evaluations in a timely fashion. The cost of a .5 Psychologist is approximately \$35,000. This will result in a decrease of \$16,000 dollars of purchased autism from NSSEO.
      - **Net cost \$19,000.**
  - .4 Assistive Technology
    - We have successfully developed internal personnel to support the assistive technology needs of the decrease. This will result in a decrease of \$16,000 of purchased services.
      - **Net savings \$16,000**
  - Autism Services
    - We have built the capacity within our ranks to staff for these services
      - **Net Savings \$12,000**

**STAFFING PLAN  
Board Presentation  
2014-2017**

	Actual	Actual	Projected
	2014-2015	2015-2016	2016-2017
Elementary Core Teachers	43	43	43
Elementary Special Area Teachers (PE and Art)	4.3	4.3	4.3
Middle School Core Teachers (6-8)	21	21	21
Middle School Special Area Teachers	8	8	8
K-8 Music: General, Vocal, and Instrumental	4.5	4.66	4.66
Student Service Teachers	45.6	47.23	49.63
ESP Building Support	35.5	36	36
District Support	29.5	29.75	29.5
<b>GRAND TOTAL</b>	<b>191.40</b>	<b>193.94</b>	<b>196.09</b>

**HIGHLIGHTS:**

**2016-2017**

**Bilingual SLP .5 increase** ( NSSEO purchased services offset).  
**Psychologist .5 increase.**  
**Assistive Tech Increase .4** (Offsets purchased service for AT support).  
**District Technology Integration Specialist 1.0** reassigned to student service from District support, **net effect of .75** from previous years year retirement of District Technology Admin position

**2015-2016**

**Music K-8 increase of .16** (supporting K-5 music). **Student Service Teachers increase of 2 positions** (1 Technology Integration Specialist, 1 Physical Therapist (in house from NSSEO) .5 Sped elementary.  
**District Support increase of 1 position (Technology Technician).** Corrected reading to 5.63 from 6.0.  
**Technology administrator decrease of .75.**

**2014-2015**

**Elementary teacher increase of 2 positions** ( .5 sped and 1.5 classroom). **Special Ed Assistants increase of 2.0**



**PROSPECT HEIGHTS SCHOOL DISTRICT #23**  
**2015-2016 FINAL SCHOOL CALENDAR**

Monday, August 24, 2015	Teacher Institute Day - Students <u>NOT</u> in attendance
Tuesday, August 25, 2015	Teacher Institute Day - Students <u>NOT</u> in attendance
Wednesday, August 26, 2015	First Day of Classes/FULL DAY of student attendance
Wednesday, September 2, 2015	First Day of Kindergarten and Early Childhood Classes
Monday, September 7, 2015	Labor Day - No School
Monday, September 14, 2015	Non-Attendance Day
Wednesday, September 23, 2015	Non-Attendance Day
Monday, October 12, 2015	Columbus Day – No School
Thursday, November 12, 2015	Parent/Teacher Conferences (4:30 – 8 pm) – Students in Attendance
Thursday, November 19, 2015	Parent/Teacher Conferences (4:30 – 8 pm) – Students in Attendance
Monday, November 23, 2015	<del>Non-Attendance Day</del> - <b>STUDENT ATTENDANCE DAY</b>
Tuesday, November 24, 2015	<del>Non-Attendance Day</del> - <b>STUDENT ATTENDANCE DAY</b>
Wednesday, November 25, 2015	Non-Attendance Day
November 26 - November 27, 2015	Thanksgiving Holiday - No School
Friday, December 18, 2015	Last Day of Classes Before Winter Break
December 20 – January 3, 2016	Winter Vacation
Monday, January 4, 2016	First Day of Classes After Winter Break
Monday, January 18, 2016	<del>Martin Luther King Day</del> - <b>STUDENT ATTENDANCE DAY</b>
Monday, January 25, 2016	<del>Teacher Institute Day</del> - <b>STUDENT ATTENDANCE DAY</b>
Thursday, February 4, 2016	Parent/Teacher Conferences (4:30 – 8 pm) – Students in Attendance
Thursday, February 11, 2016	Parent/Teacher Conferences (4:30 – 8 pm) – Students in Attendance
Friday, February 12, 2016	Non-Attendance Day
Monday, February 15, 2016	<del>Presidents' Day</del> - <b>STUDENT ATTENDANCE DAY</b>
Tuesday, March 15, 2016	Teacher Institute Day - Students <u>NOT</u> in attendance
March 20 – 27, 2016	Spring Vacation
Monday, March 28, 2016	First Day of Classes After Spring Break
Monday, May 30, 2016	Memorial Day - No School
Friday, June 3, 2016	Last Day of Early Childhood Classes
Friday, June 10, 2016	Last Day of Classes Grades K-8 – REGULAR DAY of student attendance
Monday, June 13, 2016	School Improvement Day – Students <u>NOT</u> in attendance
Tuesday, June 14, 2016	Teacher Institute Day - Students <u>NOT</u> in attendance

<u>Month</u>	<u>Student Attendance Days</u>	<u>Teacher Institute Days</u>	<u>Parent/Teacher Conference Days</u>
August	4	2	0
September	12	0	0
October	21	0	0
November	18	0	1
December	14	0	0
January	20	0	0
February	20	0	1
March	17	1	0
April	21	0	0
May	21	0	0
June	<u>8</u>	<u>2</u>	<u>0</u>
	<b>176</b>	<b>5</b>	<b>2</b>

**ADOPTED: OCTOBER 14, 2015**

**REVISED: MARCH 9, 2016**

**PROSPECT HEIGHTS SCHOOL DISTRICT 23**  
Cook County, Illinois

Freedom of Information Act Report

(March 2016)

Date Received	Requester	Request	Status
2/27/2016	Pat Noonan; Carpenters Local 1185	Electronic request for Superior Flooring certified payroll for Ross/Sullivan 2014 and Eisenhower 2015 construction projects	In Progress
2/26/2016	Charlene Roche; SmartProcure	Electronic request for information regarding purchase orders from 11/4/2015 to date of request	In Progress
2/19/2016	Maralee Hanners; Donald M. Craven Law offices	Electronic request for Honeywell all contracts, invoices, and change orders from 2015 for Honeywell	Extension Request
2/10/2016	Denise Burton	Electronic request for documents showing backflow devices and dates the devices were tested	Complete

Above represents the requests received by the District pursuant to the Illinois Freedom of Information Act (5 ILCS 140/1 et. seq.) since the October 2015 meeting of the Board of Education.



## PROSPECT HEIGHTS SCHOOL DISTRICT 23

700 N. SCHOENBECK ROAD PROSPECT HEIGHTS, ILLINOIS 60070

District Office  
PHONE: (847) 870-3850  
FAX: (847) 870-3896

Eisenhower School  
PHONE: (847) 870-3875  
FAX: (847) 870-3877

Ross School  
PHONE: (847) 870-3868  
FAX: (847) 870-3898

Sullivan School  
PHONE: (847) 870-3865  
FAX: (847) 870-8113

MacArthur Middle School  
PHONE: (847) 870-3879  
FAX: (847) 870-3881

February 23, 2016

Ms. Denise Burton

**RE: Response to Freedom of Information Act Request**  
*Request for testing information concerning backflow devices*

Ms. Burton:

This letter is in response to your request for information under the Illinois Freedom of Information Act.

You have requested information regarding "a list of backflow devices and when they were tested."

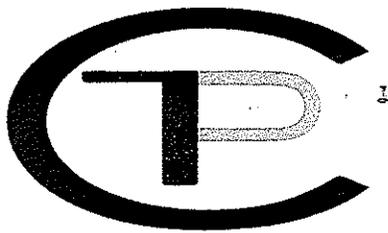
The information responsive to your inquiry is enclosed.

If you have questions, please contact me at (847) 870-5552 or [mdebartolo@d23.org](mailto:mdebartolo@d23.org).

Very truly yours,

Micheal A. DeBartolo  
Business Manager  
Freedom of Information Act Officer

Attachment



# TYSON PLUMBING, L.L.C.

HUMP ROOM

Phone: (847) 45-TYSON  
(847) 458-9766

E-mail: TysonPlumbing@comcast.net  
An Insured, Licensed, and Bonded Full-Service Plumbing Company

## BACKFLOW ASSEMBLY TEST AND CERTIFICATION REPORT

ADDRESS: 700N Schoenbeck Rd  
Prospect HTS, 60067

TEST DATE: 8/21/2015

RETEST DATE: 8/21/2016

SERIAL #	MAKE AND MODEL	SIZE	SERVICE	LOCATION
<u>307725</u>	<u>CONBRACO RP40</u>	<u>3/4"</u>	<u>Geothermal Water Supply</u>	<u>RM 181</u>
	CHECK VALVE #1		CHECK VALVE #2	RELIEF VALVE

	HELD AT	HELD AT	OPENED AT
INITIAL TEST	<input type="checkbox"/> LEAKED <input checked="" type="checkbox"/> CLOSED TIGHT	<input type="checkbox"/> LEAKED <input checked="" type="checkbox"/> CLOSED TIGHT	<input type="checkbox"/> DID NOT OPEN

	HELD AT	HELD AT	OPENED AT
FINAL TEST	<input type="checkbox"/> LEAKED <input checked="" type="checkbox"/> CLOSED TIGHT	<input type="checkbox"/> LEAKED <input checked="" type="checkbox"/> CLOSED TIGHT	<input type="checkbox"/> DID NOT OPEN

	REPLACED:	REPLACED:	REPLACED:
REPAIRS	<input type="checkbox"/> DISC <input type="checkbox"/> SPRING <input type="checkbox"/> GUIDE <input type="checkbox"/> PIN RETAINER <input type="checkbox"/> HINGE PIN <input type="checkbox"/> SEAT <input type="checkbox"/> DIAPHRAGM	<input type="checkbox"/> DISC <input type="checkbox"/> SPRING <input type="checkbox"/> GUIDE <input type="checkbox"/> PIN RETAINER <input type="checkbox"/> HINGE PIN <input type="checkbox"/> SEAT <input type="checkbox"/> DIAPHRAGM	<input type="checkbox"/> DISC <input type="checkbox"/> SPRING <input type="checkbox"/> DIAPHRAGM <input type="checkbox"/> SEAT <input type="checkbox"/> SPACER

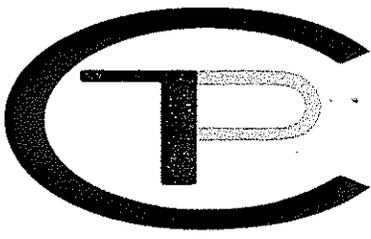
RESULT:  PASS  FAIL

COMMENTS: - PASS -

FINAL TEST BY: KURT CIELAK  
(PRINT)

CCCD#: XG3547 PLUMBING LICENSE #: 058-173167 SIGNATURE OF TESTER: Kurt Cielak

TEST KIT: MW 845 CALIBRATION DATE: 9/14 SUPPLY PSI: 55



# TYSON PLUMBING, L.L.C.

SULLIVAN

Phone: (847) 45-TYSON  
(847) 458-9766

E-mail: TysonPlumbing@comcast.net

An Insured, Licensed, and Bonded Full-Service Plumbing Company

## BACKFLOW ASSEMBLY TEST AND CERTIFICATION REPORT

ADDRESS: Sullivan School  
700 N. Schoenbeck  
Prospect HTS 60070

TEST DATE: 8/21/2015  
RETEST DATE: 8/21/2016

SERIAL #	MAKE AND MODEL	SIZE	SERVICE	LOCATION
75444	CONDORCO 40254A2	3/4"	FIRE PROTECTION	SVR
CHECK VALVE #1		CHECK VALVE #2		RELIEF VALVE

	HELD AT	HELD AT	OPENED AT
INITIAL TEST	9.0 PSID <input type="checkbox"/> LEAKED <input checked="" type="checkbox"/> CLOSED TIGHT	8.6 PSID <input type="checkbox"/> LEAKED <input checked="" type="checkbox"/> CLOSED TIGHT	2.14 PSID <input checked="" type="checkbox"/> DID NOT OPEN
FINAL TEST	<input checked="" type="checkbox"/> CLOSED TIGHT	<input checked="" type="checkbox"/> CLOSED TIGHT	2.14 PSID

	REPLACED:	REPLACED:	REPLACED:
REPAIRS	<input type="checkbox"/> DISC <input type="checkbox"/> SPRING <input type="checkbox"/> GUIDE <input type="checkbox"/> PIN RETAINER <input type="checkbox"/> HINGE PIN <input type="checkbox"/> SEAT <input type="checkbox"/> DIAPHRAGM	<input type="checkbox"/> DISC <input type="checkbox"/> SPRING <input type="checkbox"/> GUIDE <input type="checkbox"/> PIN RETAINER <input type="checkbox"/> HINGE PIN <input type="checkbox"/> SEAT <input type="checkbox"/> DIAPHRAGM	<input type="checkbox"/> DISC <input type="checkbox"/> SPRING <input type="checkbox"/> DIAPHRAGM <input type="checkbox"/> SEAT <input type="checkbox"/> SPACER

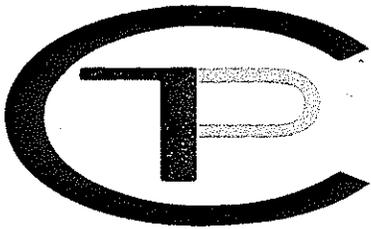
RESULT:  PASS  FAIL

COMMENTS: -PASS

FINAL TEST BY: KURT CIELAK  
(PRINT)

CCCD#: KC 3547 PLUMBING LICENSE #: 058-173667 SIGNATURE OF TESTER: Kurt Cielak

TEST KIT: MIN 895 CALIBRATION DATE: 9/14 SUPPLY PSI: 59



# TYSON PLUMBING, L.L.C.

SULLIVAN

Phone: (847) 45-TYSON  
(847) 458-9766

E-mail: TysonPlumbing@comcast.net  
An Insured, Licensed, and Bonded Full-Service Plumbing Company

## BACKFLOW ASSEMBLY TEST AND CERTIFICATION REPORT

ADDRESS: SULLIVAN School  
700 N. SCHOENBECK  
Prospect Hgts, IL 60070

TEST DATE: 8/21/2015  
RETEST DATE: 8/21/2018

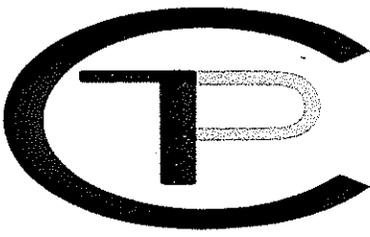
SERIAL # 14035 MAKE AND MODEL WATTS SIZE 9/9 GT SERVICE 2" LOCATION SVR

	CHECK VALVE #1	CHECK VALVE #2	RELIEF VALVE
INITIAL TEST	HELD AT <u>7.6</u> PSID <input type="checkbox"/> LEAKED <input checked="" type="checkbox"/> CLOSED TIGHT	HELD AT <u>7.4</u> PSID <input type="checkbox"/> LEAKED <input checked="" type="checkbox"/> CLOSED TIGHT	OPENED AT <u>2.7</u> PSID <input type="checkbox"/> DID NOT OPEN
FINAL TEST	<input checked="" type="checkbox"/> CLOSED TIGHT	<input checked="" type="checkbox"/> CLOSED TIGHT	OPENED AT <u>2.7</u> PSID
REPAIRS	<input type="checkbox"/> CLEANED REPLACED: <input type="checkbox"/> DISC <input type="checkbox"/> SPRING <input type="checkbox"/> GUIDE <input type="checkbox"/> PIN RETAINER <input type="checkbox"/> HINGE PIN <input type="checkbox"/> SEAT <input type="checkbox"/> DIAPHRAGM	<input type="checkbox"/> CLEANED REPLACED: <input type="checkbox"/> DISC <input type="checkbox"/> SPRING <input type="checkbox"/> GUIDE <input type="checkbox"/> PIN RETAINER <input type="checkbox"/> HINGE PIN <input type="checkbox"/> SEAT <input type="checkbox"/> DIAPHRAGM	<input type="checkbox"/> CLEANED REPLACED: <input type="checkbox"/> DISC <input type="checkbox"/> SPRING <input type="checkbox"/> DIAPHRAGM <input type="checkbox"/> SEAT <input type="checkbox"/> SPACER
RESULT	<input checked="" type="checkbox"/> PASS <input type="checkbox"/> FAIL		
	COMMENTS: <u>- PASS -</u>		

FINAL TEST BY: KURT CIELAK  
(PRINT)

CCCD#: KC 3547 PLUMBING LICENSE #: 058-173667 SIGNATURE OF TESTER: Kurt Cielak

TEST KIT: MW 845 CALIBRATION DATE: 9/14 SUPPLY PSE: 59



# TYSON PLUMBING, L.L.C.

SULLIVAN

Phone: (847) 45-TYSON  
(847) 458-9766

E-mail: TysonPlumbing@comcast.net  
An Insured, Licensed, and Bonded Full-Service Plumbing Company

## BACKFLOW ASSEMBLY TEST AND CERTIFICATION REPORT

ADDRESS: SULLIVAN School  
700 N. Schoenbeck  
Prospect HTS 60070

TEST DATE: 8/21/2015

RETEST DATE: 8/21/2016

SERIAL # 5PK00866 MAKE AND MODEL AMES 5000 SS SIZE 1/2" SERVICE FIRE PROTECTION LOCATION SVR

CHECK VALVE #1

CHECK VALVE #2

RELIEF VALVE

HELD AT

HELD AT

OPENED AT

INITIAL TEST

8.14 PSID

8.10 PSID

2.6 PSID

LEAKED  
 CLOSED TIGHT

LEAKED  
 CLOSED TIGHT

DID NOT OPEN

FINAL TEST

CLOSED TIGHT

CLOSED TIGHT

OPENED AT

2.6 PSID

CLEANED

CLEANED

CLEANED

REPLACED:

REPLACED:

REPLACED:

REPAIRS

DISC  
 SPRING  
 GUIDE  
 PIN RETAINER  
 HINGE PIN  
 SEAT  
 DIAPHRAGM

DISC  
 SPRING  
 GUIDE  
 PIN RETAINER  
 HINGE PIN  
 SEAT  
 DIAPHRAGM

DISC  
 SPRING  
 DIAPHRAGM  
 SEAT  
 SPACER

RESULT

PASS  
 FAIL

COMMENTS: - PASS -

FINAL TEST BY: KURT CIELAK  
(PRINT)

CCCDI#: KC 3547

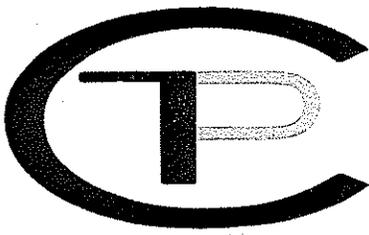
PLUMBING LICENSE #: 058-173667

SIGNATURE OF TESTER: Kurt Cielak

TEST KIT: MW 845

CALIBRATION DATE: 9/14

SUPPLY PSI: 59



# TYSON PLUMBING, L.L.C.

*LYM  
ROSS*

Phone: (847) 45-TYSON  
(847) 458-9766

E-mail: TysonPlumbing@comcast.net  
An Insured, Licensed, and Bonded Full-Service Plumbing Company

## BACKFLOW ASSEMBLY TEST AND CERTIFICATION REPORT

*BETSY ROSS*  
ADDRESS: *700N. SCHENDECK*  
*Prospect HTS 60070*

TEST DATE: 8/21/15  
RETEST DATE: 8/21/16

SERIAL # *21212* MAKE AND MODEL *WATIS 919* SIZE *3/4"* SERVICE *Boiler Feed* LOCATION *MECH RM*

CHECK VALVE #1 CHECK VALVE #2 RELIEF VALVE

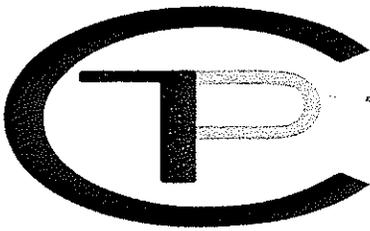
	HELD AT	HELD AT	OPENED AT
INITIAL TEST	<u>6.4</u> PSID <input type="checkbox"/> LEAKED <input checked="" type="checkbox"/> CLOSED TIGHT	<u>6.2</u> PSID <input type="checkbox"/> LEAKED <input checked="" type="checkbox"/> CLOSED TIGHT	<u>2.2</u> PSID <input type="checkbox"/> DID NOT OPEN
FINAL TEST	<input checked="" type="checkbox"/> CLOSED TIGHT	<input checked="" type="checkbox"/> CLOSED TIGHT	OPENED AT <u>2.2</u> PSID

	CLEANED	CLEANED	CLEANED
REPAIRS	<input type="checkbox"/> CLEANED REPLACED: <input type="checkbox"/> DISC <input type="checkbox"/> SPRING <input type="checkbox"/> GUIDE <input type="checkbox"/> PIN RETAINER <input type="checkbox"/> HINGE PIN <input type="checkbox"/> SEAT <input type="checkbox"/> DIAPHRAGM	<input type="checkbox"/> CLEANED REPLACED: <input type="checkbox"/> DISC <input type="checkbox"/> SPRING <input type="checkbox"/> GUIDE <input type="checkbox"/> PIN RETAINER <input type="checkbox"/> HINGE PIN <input type="checkbox"/> SEAT <input type="checkbox"/> DIAPHRAGM	<input type="checkbox"/> CLEANED REPLACED: <input type="checkbox"/> DISC <input type="checkbox"/> SPRING <input type="checkbox"/> DIAPHRAGM <input type="checkbox"/> SEAT <input type="checkbox"/> SPACER

RESULT:  PASS  FAIL  
COMMENTS: - PASS -

FINAL TEST BY: KURT CIELAK  
(PRINT)

CCCD#: XC 3547 PLUMBING LICENSE #: 058-173667 SIGNATURE OF TESTER: Kurt Cielak  
TEST KIT: MW 845 CALIBRATION DATE: 9/14 SUPPLY PSL: 41



# TYSON PLUMBING, L.L.C.

ROSS  
MECH ROOM

Phone: (847) 45-TYSON  
(847) 458-9766

E-mail: TysonPlumbing@comcast.net  
An Insured, Licensed, and Bonded Full-Service Plumbing Company

## BACKFLOW ASSEMBLY TEST AND CERTIFICATION REPORT

ADDRESS: 700 N SCHOENDECK  
PROSPECT HTS 60070

TEST DATE: 8/21/2015  
RETEST DATE: 8/21/2016

SERIAL # <u>A923063</u>	MAKE AND MODEL <u>Febeo 825 YA</u>	SIZE <u>1"</u>	SERVICE <u>LAWN IRRIGATION</u>	LOCATION <u>EXT. EAST</u>
----------------------------	---	-------------------	---------------------------------------	------------------------------

CHECK VALVE #1

CHECK VALVE #2

RELIEF VALVE

INITIAL TEST

HELD AT 70 PSID

LEAKED

CLOSED TIGHT

HELD AT 68 PSID

LEAKED

CLOSED TIGHT

OPENED AT 2.8 PSID

DID NOT OPEN

FINAL TEST

CLOSED TIGHT

CLOSED TIGHT

OPENED AT 2.8 PSID

REPAIRS

CLEANED

REPLACED:

DISC

SPRING

GUIDE

PIN RETAINER

HINGE PIN

SEAT

DIAPHRAGM

CLEANED

REPLACED:

DISC

SPRING

GUIDE

PIN RETAINER

HINGE PIN

SEAT

DIAPHRAGM

CLEANED

REPLACED:

DISC

SPRING

DIAPHRAGM

SEAT

SPACER

RESULT

PASS

FAIL

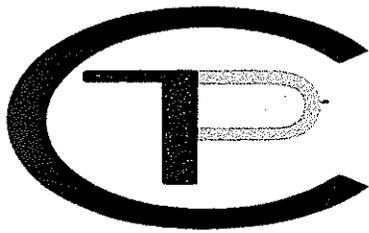
COMMENTS: - PASS -

Device must be removed before winter

FINAL TEST BY: KURT CIELAK  
(PRINT)

CCODE#: XC 3547 PLUMBING LICENSE #: 058-173667 SIGNATURE OF TESTER: Kurt Cielak

TEST KIT: MW 895 CALIBRATION DATE: 9/14 SUPPLY PSI: 60



# TYSON <sup>EXT. STORAGE</sup> PLUMBING, L.L.C. <sup>SPRINGER</sup>

Phone: (847) 45-TYSON  
(847) 458-9766

E-mail: TysonPlumbing@comcast.net

An Insured, Licensed, and Bonded Full-Service Plumbing Company

## BACKFLOW ASSEMBLY TEST AND CERTIFICATION REPORT

ADDRESS: 700 N. SCHOENBECK  
Prospect HTS 60067

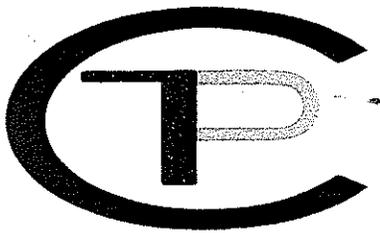
TEST DATE: 8/27/2015  
RETEST DATE: 8/21/2016

SERIAL #	MAKE AND MODEL	SIZE	SERVICE	LOCATION
85987	WATTS OOTM20T	3/4"	FIRE PROTECTION	SVR
CHECK VALVE #1		CHECK VALVE #2		RELIEF VALVE
INITIAL TEST	HELD AT <u>1.0</u> PSID	HELD AT <u>1.0</u> PSID	HELD AT <u>1.0</u> PSID	OPENED AT <u>—</u> PSID
	<input type="checkbox"/> LEAKED <input checked="" type="checkbox"/> CLOSED TIGHT	<input type="checkbox"/> LEAKED <input checked="" type="checkbox"/> CLOSED TIGHT	<input type="checkbox"/> LEAKED <input checked="" type="checkbox"/> CLOSED TIGHT	<input type="checkbox"/> DID NOT OPEN
FINAL TEST	<input checked="" type="checkbox"/> CLOSED TIGHT	<input checked="" type="checkbox"/> CLOSED TIGHT	<input checked="" type="checkbox"/> CLOSED TIGHT	OPENED AT <u>—</u> PSID
REPAIRS	<input type="checkbox"/> CLEANED	<input type="checkbox"/> CLEANED	<input type="checkbox"/> CLEANED	<input type="checkbox"/> CLEANED
	REPLACED:	REPLACED:	REPLACED:	REPLACED:
	<input type="checkbox"/> DISC	<input type="checkbox"/> DISC	<input type="checkbox"/> DISC	<input type="checkbox"/> DISC
	<input type="checkbox"/> SPRING	<input type="checkbox"/> SPRING	<input type="checkbox"/> SPRING	<input type="checkbox"/> SPRING
	<input type="checkbox"/> GUIDE	<input type="checkbox"/> GUIDE	<input type="checkbox"/> GUIDE	<input type="checkbox"/> DIAPHRAGM
	<input type="checkbox"/> PIN RETAINER	<input type="checkbox"/> PIN RETAINER	<input type="checkbox"/> PIN RETAINER	<input type="checkbox"/> SEAT
	<input type="checkbox"/> HINGE PIN	<input type="checkbox"/> HINGE PIN	<input type="checkbox"/> HINGE PIN	<input type="checkbox"/> SPACER
RESULT	<input checked="" type="checkbox"/> PASS	COMMENTS: <u>-PASS - DC</u>		
	<input type="checkbox"/> FAIL			

FINAL TEST BY: KURT CIELAK  
(PRINT)

CCCDI#: XC 3547 PLUMBING LICENSE #: 058-173667 SIGNATURE OF TESTER: Kurt Cielak

TEST KIT: MW 845 CALIBRATION DATE: 9/14 SUPPLY PSL: 56



# TYSON PLUMBING, L.L.C.

*EX*  
*SPRINGLER*

Phone: (847) 45-TYSON  
(847) 458-9766

E-mail: TysonPlumbing@comcast.net  
An Insured, Licensed, and Bonded Full-Service Plumbing Company

## BACKFLOW ASSEMBLY TEST AND CERTIFICATION REPORT

ADDRESS: *700 N Schoenbeck Rd.*  
*Prospect HTS, 60067*

TEST DATE: *8/21/2015*  
RETEST DATE: *8/21/2015*

SERIAL #	MAKE AND MODEL	SIZE	SERVICE	LOCATION
<i>3HL0363</i>	<i>AMES</i> <i>3000 SS</i>	<i>4"</i>	<i>FIRE</i> <i>PROTECTION</i>	<i>SVR</i>
	CHECK VALVE #1		CHECK VALVE #2	RELIEF VALVE

	HELD AT	HELD AT	OPENED AT
INITIAL TEST	<input checked="" type="checkbox"/> <i>119</i> PSID	<input checked="" type="checkbox"/> <i>120</i> PSID	<input checked="" type="checkbox"/> PSID
	<input type="checkbox"/> LEAKED	<input type="checkbox"/> LEAKED	<input type="checkbox"/> DID NOT OPEN
	<input checked="" type="checkbox"/> CLOSED TIGHT	<input checked="" type="checkbox"/> CLOSED TIGHT	
FINAL TEST	<input checked="" type="checkbox"/> CLOSED TIGHT	<input checked="" type="checkbox"/> CLOSED TIGHT	OPENED AT <input checked="" type="checkbox"/> PSID

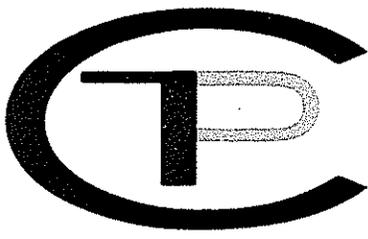
REPAIRS	CHECKED	CHECKED	CHECKED
	<input type="checkbox"/> CLEANED	<input type="checkbox"/> CLEANED	<input type="checkbox"/> CLEANED
	REPLACED: _____	REPLACED: _____	REPLACED: _____
	<input type="checkbox"/> DISC	<input type="checkbox"/> DISC	<input type="checkbox"/> DISC
	<input type="checkbox"/> SPRING	<input type="checkbox"/> SPRING	<input type="checkbox"/> SPRING
	<input type="checkbox"/> GUIDE	<input type="checkbox"/> GUIDE	<input type="checkbox"/> DIAPHRAGM
	<input type="checkbox"/> PIN RETAINER	<input type="checkbox"/> PIN RETAINER	<input type="checkbox"/> SEAT
	<input type="checkbox"/> HINGE PIN	<input type="checkbox"/> HINGE PIN	<input type="checkbox"/> SPACER
	<input type="checkbox"/> SEAT	<input type="checkbox"/> SEAT	
	<input type="checkbox"/> DIAPHRAGM	<input type="checkbox"/> DIAPHRAGM	

RESULT:  PASS      COMMENTS: *-PASS-*  
*DCNA*

FINAL TEST BY: *KURT CIELAK*  
(PRINT)

CCCDI#: *KC 2547* PLUMBING LICENSE #: *058-173667* SIGNATURE OF TESTER: *Kurt Cielak*

TEST KIT: *MW 845* CALIBRATION DATE: *9/14* SUPPLY PSL: *56*



# TYSON PLUMBING, L.L.C.

IKE

Phone: (847) 45-TYSON  
(847) 458-9766

E-mail: TysonPlumbing@comcast.net

An Insured, Licensed, and Bonded Full-Service Plumbing Company

## BACKFLOW ASSEMBLY TEST AND CERTIFICATION REPORT

ADDRESS: 600N Schoenbeck Rd.  
Prospect HTS, 60070

TEST DATE: 8/21/2015

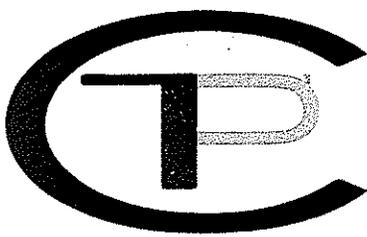
RETEST DATE: 8/21/2016

SERIAL #	MAKE AND MODEL	SIZE	SERVICE	LOCATION
<u>A004674</u>	<u>Febco 825Y</u>	<u>1"</u>	<u>LAWN Irrigation</u>	<u>S/R</u>
CHECK VALVE #1		CHECK VALVE #2		RELIEF VALVE
INITIAL TEST	HELD AT <u>6.6</u> PSID <input type="checkbox"/> LEAKED <input checked="" type="checkbox"/> CLOSED TIGHT	HELD AT <u>6.4</u> PSID <input type="checkbox"/> LEAKED <input checked="" type="checkbox"/> CLOSED TIGHT	HELD AT <u>2.4</u> PSID <input type="checkbox"/> DID NOT OPEN	OPENED, AT <u>2.4</u> PSID <input type="checkbox"/> DID NOT OPEN
FINAL TEST	<input checked="" type="checkbox"/> CLOSED TIGHT	<input checked="" type="checkbox"/> CLOSED TIGHT	OPENED, AT <u>2.4</u> PSID	OPENED, AT <u>2.4</u> PSID
REPAIRS	<input type="checkbox"/> CLEANED REPLACED: <input type="checkbox"/> DISC <input type="checkbox"/> SPRING <input type="checkbox"/> GUIDE <input type="checkbox"/> PIN RETAINER <input type="checkbox"/> HINGE PIN <input type="checkbox"/> SEAT <input type="checkbox"/> DIAPHRAGM	<input type="checkbox"/> CLEANED REPLACED: <input type="checkbox"/> DISC <input type="checkbox"/> SPRING <input type="checkbox"/> GUIDE <input type="checkbox"/> PIN RETAINER <input type="checkbox"/> HINGE PIN <input type="checkbox"/> SEAT <input type="checkbox"/> DIAPHRAGM	<input type="checkbox"/> CLEANED REPLACED: <input type="checkbox"/> DISC <input type="checkbox"/> SPRING <input type="checkbox"/> GUIDE <input type="checkbox"/> PIN RETAINER <input type="checkbox"/> HINGE PIN <input type="checkbox"/> SEAT <input type="checkbox"/> DIAPHRAGM	<input type="checkbox"/> CLEANED REPLACED: <input type="checkbox"/> DISC <input type="checkbox"/> SPRING <input type="checkbox"/> DIAPHRAGM <input type="checkbox"/> SEAT <input type="checkbox"/> SPACER
RESULT	<input checked="" type="checkbox"/> PASS <input type="checkbox"/> FAIL			
COMMENTS: <u>-PASS-</u>				

FINAL TEST BY: KURT CIELAK  
(PRINT)

CCCD#: XC 3547 PLUMBING LICENSE #: 058-773667 SIGNATURE OF TESTER: Kurt Cielak

TEST KIT: MW 845 CALIBRATION DATE: 9/14 SUPPLY PSL: 65



# TYSON PLUMBING, L.L.C.

IKE

Phone: (847) 45-TYSON  
(847) 458-9766

E-mail: TysonPlumbing@comcast.net  
An Insured, Licensed, and Bonded Full-Service Plumbing Company

## BACKFLOW ASSEMBLY TEST AND CERTIFICATION REPORT

ADDRESS: 600 N. Schoenbeck Rd  
Prospect HTS, 60070

TEST DATE: 8/21/2015

RETEST DATE: 8/21/2016

SERIAL #  
9605370

MAKE AND MODEL  
Hersey/GRINNE  
GCW

SIZE  
4"

SERVICE  
FIRE  
PROTECTION

LOCATION  
SVR

CHECK VALVE #1

CHECK VALVE #2

RELIEF VALVE

INITIAL TEST

HELD AT  
7.2 PSID

LEAKED  
 CLOSED TIGHT

HELD AT  
7.0 PSID

LEAKED  
 CLOSED TIGHT

OPENED AT  
3.0 PSID

DID NOT OPEN

FINAL TEST

CLOSED TIGHT

CLOSED TIGHT

OPENED AT  
3.0 PSID

CLEANED

CLEANED

CLEANED

REPLACED:

REPLACED:

REPLACED:

REPAIRS

DISC  
 SPRING  
 GUIDE  
 PIN RETAINER  
 HINGE PIN  
 SEAT  
 DIAPHRAGM

DISC  
 SPRING  
 GUIDE  
 PIN RETAINER  
 HINGE PIN  
 SEAT  
 DIAPHRAGM

DISC  
 SPRING  
 DIAPHRAGM  
 SEAT  
 SPACER

RESULT

PASS  
 FAIL

COMMENTS:  
- RELIEF VALVE LEAKING -  
NEED to be REBUILT

- Failed -

FINAL TEST BY:

KURT CIELAK  
(PRINT)

CCODE#:

XG 3547

PLUMBING LICENSE #:

058-173867

SIGNATURE OF TESTER:

Kurt Cielak

TEST KIT:

MW 845

CALIBRATION DATE:

9/14

SUPPLY PSE:

64

*LAB*

## BACKFLOW DEVICE TEST & CERTIFICATION REPORT

Name: Dist 23/Mc Arthur School *Eisenhower* Phone: 847-833-4031

Address: 1 N Schoenbeck Rd, Prospect Heights IL 60070

Location: (4) Outside Door - Eastside Service: Fire System

Type of Assembly: RP  DC  PVB  Other  Size: 4.000

Manufacturer: HERSEY/GRINNE Model: 6CM Serial #: 9505370

Notes: Arlington Heights Water

CHECK VALVE #1	CHECK VALVE #2	RELIEF VALVE
<input type="checkbox"/> LEAKED <input checked="" type="checkbox"/> CLOSED TIGHT DIFF PRESSURE ACROSS CHECK VALVE <u>6.9</u> PSI	<input type="checkbox"/> LEAKED <input checked="" type="checkbox"/> CLOSED TIGHT DIFF PRESSURE ACROSS CHECK VALVE <u>6.9</u> PSI	OPENED AT <u>2.0</u> PSI DID NOT OPEN <input type="checkbox"/>
<input type="checkbox"/> CLEANED ONLY REPLACED: RUBBER KIT <input type="checkbox"/> CV ASSEMBLY <input type="checkbox"/> OR DISC <input type="checkbox"/> O-RINGS <input type="checkbox"/> SEAT <input type="checkbox"/> SPRING <input type="checkbox"/> STEM/GUIDE <input type="checkbox"/> RETAINER <input type="checkbox"/> LOCK NUTS <input type="checkbox"/> OTHER <input type="checkbox"/>	<input type="checkbox"/> CLEANED ONLY REPLACED: RUBBER KIT <input type="checkbox"/> CV ASSEMBLY <input type="checkbox"/> OR DISC <input type="checkbox"/> O-RINGS <input type="checkbox"/> SEAT <input type="checkbox"/> SPRING <input type="checkbox"/> STEM/GUIDE <input type="checkbox"/> RETAINER <input type="checkbox"/> LOCK NUTS <input type="checkbox"/> OTHER <input type="checkbox"/>	<input type="checkbox"/> CLEANED ONLY REPLACED: RUBBER KIT <input type="checkbox"/> RV ASSEMBLY <input type="checkbox"/> OR DISC <input type="checkbox"/> DIAPHRAM(S) <input type="checkbox"/> SEAT <input type="checkbox"/> SPRING <input type="checkbox"/> GUIDE <input type="checkbox"/> O-RINGS <input type="checkbox"/> OTHER <input type="checkbox"/>
DIFF PRESSURE ACROSS CHECK VALVE _____ PSI	DIFF PRESSURE ACROSS CHECK VALVE _____ PSI	OPENED AT _____ PSI

REMARKS: \_\_\_\_\_

THE ABOVE INFORMATION IS CORRECT \_\_\_\_\_

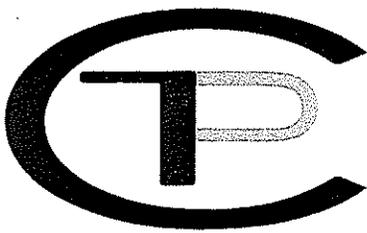
10-29-13  
Date of Inspection and Test

*Dale Vogel*

	CCCDI Approval #	Plumber License #
<input checked="" type="checkbox"/> Dale Vogel	XC1437	058-104266
<input type="checkbox"/> Jack Skirmont	XC2494	058-143355
<input type="checkbox"/> Tom Staroske	XC1001	058-109349
<input type="checkbox"/> George Bero	XC1338	058-095472

**PASS** ✓

**FAIL** \_\_\_\_\_



# TYSON PLUMBING, L.L.C.

IKE

Phone: (847) 45-TYSON  
(847) 458-9766

E-mail: TysonPlumbing@comcast.net  
An Insured, Licensed, and Bonded Full-Service Plumbing Company

## BACKFLOW ASSEMBLY TEST AND CERTIFICATION REPORT

ADDRESS: 600 N. Schoenbeck Rd  
Prospect HTS, 60067

TEST DATE: 8/21/2015  
RETEST DATE: 8/21/2016

SERIAL #	MAKE AND MODEL	SIZE	SERVICE	LOCATION
<u>21588</u>	<u>WATTS 919</u>	<u>3/4"</u>	<u>Boiler Feed</u>	<u>MECH RM</u>
CHECK VALVE #1		CHECK VALVE #2		RELIEF VALVE

	HELD AT	HELD AT	OPENED AT
INITIAL TEST	<u>7.6</u> PSID <input type="checkbox"/> LEAKED <input checked="" type="checkbox"/> CLOSED TIGHT	<u>7.2</u> PSID <input type="checkbox"/> LEAKED <input checked="" type="checkbox"/> CLOSED TIGHT	<u>7.8</u> PSID <input type="checkbox"/> DID NOT OPEN
FINAL TEST	<u>7.6</u> PSID <input checked="" type="checkbox"/> CLOSED TIGHT	<u>7.2</u> PSID <input checked="" type="checkbox"/> CLOSED TIGHT	<u>7.8</u> PSID <input type="checkbox"/> DID NOT OPEN

REPAIRS	CLEANED	CLEANED	CLEANED
	<input type="checkbox"/> CLEANED	<input type="checkbox"/> CLEANED	<input type="checkbox"/> CLEANED
	REPLACED:	REPLACED:	REPLACED:
	<input type="checkbox"/> DISC <input type="checkbox"/> SPRING <input type="checkbox"/> GUIDE <input type="checkbox"/> PIN RETAINER <input type="checkbox"/> HINGE PIN <input type="checkbox"/> SEAT <input type="checkbox"/> DIAPHRAGM	<input type="checkbox"/> DISC <input type="checkbox"/> SPRING <input type="checkbox"/> GUIDE <input type="checkbox"/> PIN RETAINER <input type="checkbox"/> HINGE PIN <input type="checkbox"/> SEAT <input type="checkbox"/> DIAPHRAGM	<input type="checkbox"/> DISC <input type="checkbox"/> SPRING <input type="checkbox"/> DIAPHRAGM <input type="checkbox"/> SEAT <input type="checkbox"/> SPACER

RESULT:  PASS  FAIL  
COMMENTS: - PASS -

FINAL TEST BY: KURT CIELAK  
(PRINT)

CCCDI#: XC3547 PLUMBING LICENSE #: 058-173667 SIGNATURE OF TESTER: Kurt Cielak  
TEST KIT: MW 845 CALIBRATION DATE: 9/14 SUPPLY PSI: 59