

**NOTICE OF BUILDING AND FINANCE COMMITTEE MEETING OF THE BOARD OF EDUCATION
OF KENILWORTH SCHOOL DISTRICT No. 38, COOK COUNTY, ILLINOIS
THE 9th DAY OF OCTOBER 2020**

Public notice is hereby given. The Board of Education of Kenilworth School District No. 38, Cook County, Illinois will hold a Building and Finance Committee Meeting – Master Facilities Plan Draft Review on the 9th day of October 2020. Open session will begin at 9:00 A.M. at the Joseph Sears School, 542 Abbotsford Road, Kenilworth, Illinois, 60043. **In-person attendance by members of the public will not be possible.**

Due to the COVID-19 health pandemic, it has been determined that an in-person meeting is not practical or prudent. As permitted by Governor Pritzker’s Executive Orders 2020-39, 2020-33, 2020-18, 2020-07 and Senate Bill 2135, this meeting will be held without the physical presence of a quorum at the meeting location. Ms. Kate Donegan, Superintendent, will be physically present at the meeting location. In-person attendance by members of the public will not be possible.

Please join the live open session virtual meeting at 9:00 AM.: Join Zoom

Meeting:

<https://kenilworth38-org.zoom.us/j/96517879852?pwd=SWdhUzA1Qk5nbmUvR2RRbDVBVHZtdz09>

Meeting ID: 965 1787 9852 Passcode: 685578

The Building and Finance Committee will accept public comment by virtual attendees during the meeting at the appropriate time as indicated on the agenda or when recognized by the Committee Chairperson. Your microphone/camera may be muted/inactive until that time, and if you indicate you have comment (through Zoom hand raise feature), you will be unmuted.

If you are unable to attend the virtual meeting, the Board of Education Secretary will accept public comment via email at: listen@kenilworth38.org until two hours prior to the meeting. Those messages will be read aloud during the Public Comment agenda item. Please put the meeting name and ‘public comment’ in the subject line.

AGENDA

(Open Session – 9:00 AM)

I. CALL TO ORDER AND ROLL CALL

	Present	Absent		Present	Absent
John Gottschall	_____	_____	Lisa Metzger Mugg	_____	_____
Bill Graham	_____	_____	Stephen N. Potter	_____	_____
Mia Casey Sachs	_____	_____	Andrew Stone	_____	_____
Evan Lukasik	_____	_____			

II. OLD BUSINESS

- A. Discussion/Review of 457 Investment Plan
- B. Extra Duty Pay Report
- C. Master Facilities Plan Update
 - Discussion of Master Facilities Plan Timeline
 - Communication Plan to Stakeholders
 - Discussion/authorization of Construction Manager

III. NEW BUSINESS

- A. Overview of Five Year Projections and Financial Planning for the Master Facility Plan

Dated 7th day of October, 2020

- Forecast5 Overview
- Barrowing/Funding Options

IV. INFORMATION ITEM

- A. Employee Self Service (ESS) Portal
- B. 12 Month Support Staff Absence Management and Tax Forms Portal - Infinite Visions
- C. Review Minutes from the 09/16/20 Building & Finance Committee Meeting
- D. P-Card Program

V. PUBLIC COMMENT ([See posted Rules of Public Comment](#))

VI. ADJOURNMENT



Julie M. Campanaro
Secretary, Board of Education
Kenilworth School District No. 38



Memo

Title/Topic: Building and Finance Meeting Information

Date: October 9, 2020

To: Building and Finance Committee Members

From: Dr. Joe Bailey, Business Manager

Good afternoon, all,

We will be covering the following topics during the Building & Finance Committee meeting on Friday, 10/09/20. Associated documents may be found in the meeting folder on the shared drive.

1. 457 Investment Plan
 - It is recommended that the BOE approve a 457-investment plan for Kenilworth 38. This is per staff request and would be in line with business office practice, generally, throughout the State.
 - The 457 plan is a retirement-related, employee-based, tax-free investment opportunity for interested staff (of which we have several).
 - Other than allowing employees to use the 457 plan as an investment tool, the District has no relationship/liability relative to offering it.

Please review the following links for additional information.

- i. <https://tickertape.tdameritrade.com/retirement/457b-vs-403b-retirement-plans-17857>
 - ii. <https://smartasset.com/retirement/403b-vs-457b>
2. Extra Duty Pay Report – BOE members will have an opportunity to review and discuss extra duty pay reports from the September 16, Building and Finance Committee meeting.
 3. Master Facility Planning Update
 - Administration, Architect, BOE team is continuing to hammer out timeline for phases I, II, and III
 - Construction Manager
 - i. As we proceed toward completion of the Master Facility Plan, it has been recommended that we secure the services of a



- Construction Manager to represent the District throughout the project and its various phases.
- ii. Administration is seeking BOE support/direction relative to implementing a Request for Qualifications process and incorporated timeline relative to this process. Attached, please find a draft copy of this product. It is currently under legal review and we will proceed once it is vetted.
 - iii. Selection of BOE member to represent the BOE on the interview committee.
4. Overview of five year projections and financial planning for the Master Facility Plan
- Nate Spangler, Forecast5
 - i. Present five year forecast with facility plan and based on two specific scenarios
 - ii. Present the Forecast5+ monthly tracking model to supplement the annual Forecast5 projection model.
 - Elizabeth Hennessey, Raymond James
 - iii. Present current borrowing situation
 - iv. Present various funding options for Phase III
5. General Informational Business Office Updates
- Employee Self Service (ESS) Portal Training – Employees can enter/update personal information
 - 12-Month Staff Employee Absence Tracking and Tax Forms Portal
 - i. Employees can access Federal and State Withholding Forms.
 - ii. Employee will fill out completely review/post AESOP/Sub Interface with Infinite Visions
 - P-Card Program

Please review this information prior to our meeting and let me know if you have any questions.

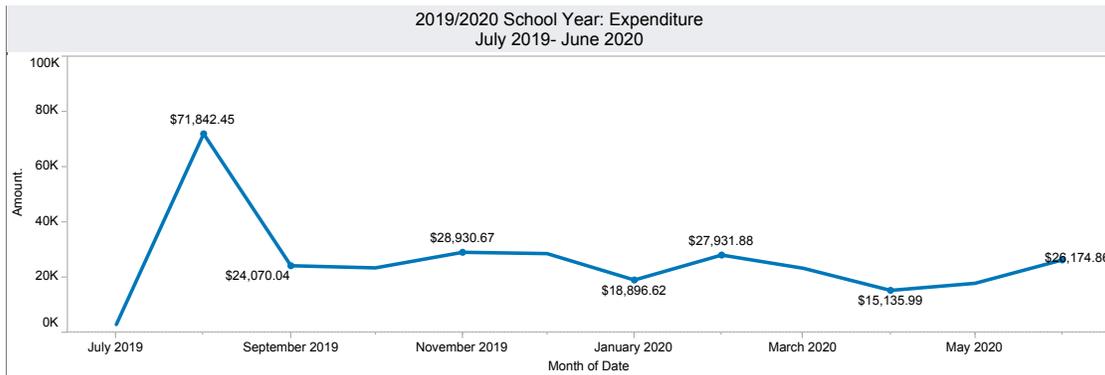
Thank you!
Joe Bailey

Kenilworth School District: Extra Duties Report

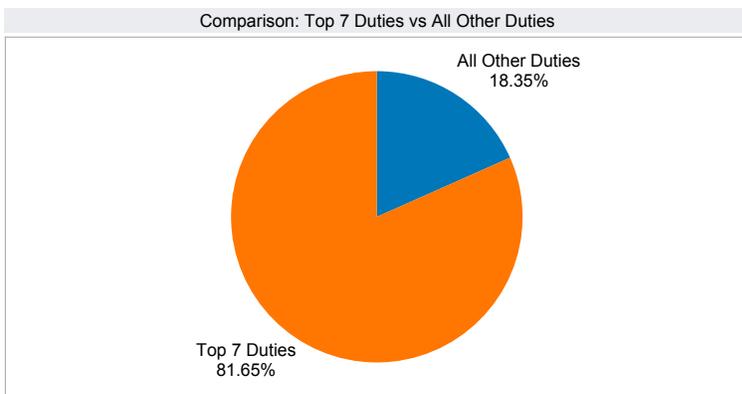
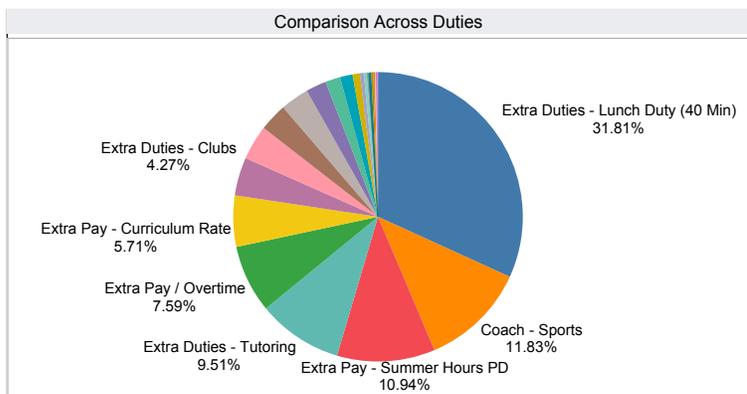


Macro Analysis of District Expense for FY20

2019/2020 School Year: Total Expenditure		
2019	2020	Grand Total
\$179,363.97	\$128,981.23	\$308,345.20



Duty Comparison



Duty Analysis

Duty (group)	Total Hours	Total Amount	Distinct count of Staff
Extra Duties - Lunch Duty (40 Min)	4,458	\$98,076.00	77
Coach - Sports	1,139.5	\$36,464.00	8
Extra Pay - Summer Hours PD	785.45	\$33,742.93	43
Extra Duties - Tutoring	348.5	\$29,325.00	18
Extra Pay / Overtime	577.75	\$23,402.27	12
Extra Pay - Curriculum Rate	409.75	\$17,602.86	34
Extra Duties - Clubs	411.02	\$13,152.64	17
Extra Duties - Morning Duties	797	\$11,955.00	19
Extra Duties - LTC	324	\$9,822.50	5
Extra Duties - General Instruction	299.85	\$9,595.20	30
Extra Duties - Game Support	235.45	\$7,063.50	8
Extra Duties - Afternoon Duties	686	\$5,145.00	11
Extra Duties - Teachers Classroom Instruction	136.4	\$4,364.80	28
Extra Duties - Lunch Coverage (Nurse Office)	114	\$2,508.00	4
Extra Pay - Conference Attendance	36	\$1,260.00	6
Extra Duties - Student Advisory Board	32.5	\$1,040.00	3
Extra Pay - Summer Moving Hours	30	\$900.00	6
Extra Duties - General Supervision	21.35	\$640.50	3
Extra Duties - Spelling Bee	20	\$640.00	5
Extra Pay - Presenter - Differentiation	12	\$600.00	12
Extra Duties - School Store	15	\$450.00	1
Extra Duties - Geography Bee	12.5	\$400.00	3
Extra Duties - 8th Grade Play Supervision	6.5	\$195.00	2

Individual Analysis Snapshot

Staff	Total Hours	Total Amount	Avg. Amount.	Median Total Amount	Count of Duty
1002	63.5	\$2,473.80	\$137.43	\$135.66	18
1003	1.5	\$49.86	\$49.86	\$49.86	1
1004	83.25	\$1,973.76	\$82.24	\$77.00	24
1006	45.45	\$1,365.65	\$71.88	\$44.00	19
1007	191.5	\$3,854.76	\$91.78	\$75.00	42
1008	15	\$475.76	\$67.97	\$44.00	7
1009	166.5	\$3,935.00	\$171.09	\$176.00	23
1010	34.5	\$1,119.76	\$159.97	\$105.00	7
1012	89.07	\$3,124.16	\$156.21	\$64.00	20
1016	297.5	\$8,085.80	\$175.78	\$108.46	46
1023	70.5	\$1,601.00	\$76.24	\$66.00	21
1024	49.35	\$1,505.20	\$94.08	\$76.00	16
1025	381.5	\$6,107.50	\$98.51	\$67.50	62
1026	13.5	\$685.26	\$228.42	\$257.76	3
1027	64.4	\$1,906.48	\$158.87	\$130.44	12
1028	39.09	\$1,448.16	\$90.51	\$38.40	16
1034	1	\$22.00	\$22.00	\$22.00	1
1035	217.5	\$5,890.54	\$190.02	\$176.00	31
1038	1	\$22.00	\$22.00	\$22.00	1
1043	548	\$11,036.38	\$119.96	\$90.00	92
1044	4.5	\$99.00	\$24.75	\$22.00	4
1046	165.5	\$3,641.00	\$182.05	\$198.00	20
1047	5	\$96.00	\$16.00	\$18.50	6
1048	91	\$2,062.00	\$98.19	\$88.00	21
1053	66	\$4,108.16	\$456.46	\$224.00	9
1057	15	\$578.64	\$289.32	\$289.32	2
1059	3	\$1,548.92	\$516.31	\$85.92	3
1061	91.25	\$3,538.20	\$252.73	\$136.00	14
1070	15.75	\$473.85	\$52.65	\$35.00	9
1078	117.5	\$3,105.88	\$119.46	\$66.00	26
1084	18	\$708.48	\$141.70	\$128.88	5
1085	18	\$396.00	\$36.00	\$22.00	11
1086	10.5	\$420.00	\$140.00	\$180.00	3
1087	53.82	\$1,780.78	\$71.23	\$24.00	25
1089	25.5	\$927.80	\$154.63	\$33.00	6
1091	255.9	\$5,934.12	\$179.82	\$67.50	33
1092	1	\$22.00	\$22.00	\$22.00	1
1095	57.5	\$1,651.76	\$71.82	\$44.00	23
1102	2	\$44.00	\$22.00	\$22.00	2
1103	308	\$9,043.50	\$192.41	\$157.50	47
1104	759	\$15,716.00	\$231.12	\$135.00	68
1105	146	\$3,926.00	\$109.06	\$88.00	36
1107	33.5	\$1,433.68	\$358.42	\$322.20	4
1108	6.5	\$203.00	\$101.50	\$101.50	2
1109	76.6	\$2,392.74	\$108.76	\$44.00	22
1112	46.5	\$1,929.52	\$482.38	\$145.00	4
1113	21	\$462.00	\$35.54	\$22.00	13
1115	114.5	\$2,584.26	\$112.36	\$67.50	23
1119	148.1	\$7,128.80	\$475.25	\$294.40	15
1122	65	\$1,430.00	\$71.50	\$77.00	20
1123	35	\$1,467.04	\$293.41	\$120.00	5
1124	131	\$3,686.68	\$147.47	\$110.00	25
1125	18	\$773.28	\$773.28	\$773.28	1
1126	156	\$4,927.20	\$197.09	\$110.00	25
1127	189	\$3,506.04	\$166.95	\$135.00	21
1128	1	\$22.00	\$22.00	\$22.00	1
1131	159	\$5,038.00	\$458.00	\$416.00	11
1132	99.5	\$3,252.40	\$108.41	\$44.00	30
1134	81	\$3,076.08	\$236.62	\$112.00	13
1142	90	\$1,968.00	\$61.50	\$62.00	32
1151	100.9	\$3,284.56	\$182.48	\$128.00	18
1154	57	\$1,254.00	\$62.70	\$55.00	20
1157	10	\$220.00	\$36.67	\$33.00	6
1165	6	\$132.00	\$26.40	\$22.00	5
1170	12.5	\$667.00	\$95.29	\$90.00	7
1171	103.5	\$4,322.68	\$144.09	\$66.00	30
1172	24.5	\$622.88	\$41.53	\$33.00	15
1173	75	\$1,753.36	\$76.23	\$66.00	23
1174	165.42	\$6,588.62	\$193.78	\$110.00	34
1175	118.5	\$5,637.52	\$170.83	\$87.90	33
1176	119.43	\$3,352.30	\$98.60	\$66.00	34
1177	146	\$3,141.20	\$142.78	\$145.43	22
1178	119.5	\$5,322.64	\$183.54	\$48.00	29
1179	95.5	\$2,669.50	\$116.07	\$112.40	23
1191	105.37	\$3,475.54	\$112.11	\$44.00	31
1192	91.34	\$2,331.64	\$77.72	\$66.00	30
1193	258.5	\$7,989.08	\$177.54	\$110.00	45
1194	9	\$510.00	\$170.00	\$128.00	3
1195	6	\$210.00	\$210.00	\$210.00	1
1196	7	\$240.88	\$80.29	\$90.00	3
1198	249.7	\$5,811.30	\$138.36	\$152.00	42
1199	84	\$2,821.20	\$122.66	\$44.00	23
1200	145.5	\$4,067.76	\$193.70	\$176.00	21
1206	161	\$3,542.00	\$177.10	\$187.00	20
1211	51	\$1,632.00	\$816.00	\$816.00	2
1218	178.25	\$5,240.64	\$748.66	\$751.80	7
1219	69	\$1,654.00	\$78.76	\$88.00	21
1222	176	\$3,654.50	\$130.52	\$159.50	28
1225	340.5	\$9,296.00	\$344.30	\$220.00	27
1227	22	\$484.00	\$53.78	\$44.00	9
1229	130.5	\$2,843.52	\$123.63	\$154.00	23
1234	223.5	\$6,584.30	\$143.14	\$44.00	46
1239	57	\$2,441.06	\$174.36	\$165.63	14
1240	300.5	\$12,981.74	\$170.81	\$80.78	76
1241	77.15	\$2,462.52	\$94.71	\$44.00	26
1242	589.75	\$17,520.04	\$417.14	\$214.50	42
1244	49	\$2,006.32	\$501.58	\$476.64	4
1248	167.5	\$3,656.00	\$166.18	\$187.00	22
1249	57	\$1,254.00	\$104.50	\$110.00	12
1250	33.68	\$983.26	\$61.45	\$27.00	16
1255	6	\$132.00	\$44.00	\$44.00	3
1256	33.5	\$1,744.00	\$348.80	\$270.00	5
1257	1	\$22.00	\$22.00	\$22.00	1

Kenilworth School District: Extra Duties Report FY21 (August 2020 Payroll)



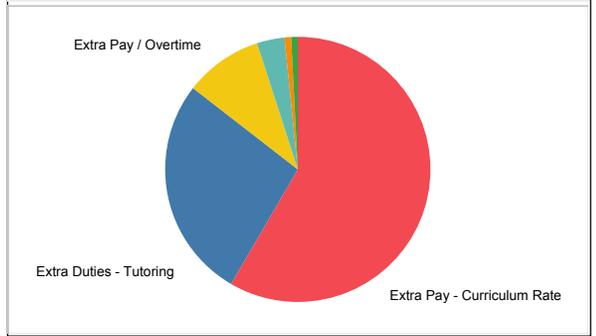
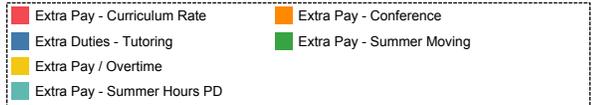
Micro Analysis of District Expense

Individual Analysis Snapshot

Staff	Total Hours	Total Amount	Avg. Amount.	Median Total Amount	Count of Duty
1	8.65	\$380.17	\$380.17	\$380.17	1
2	5	\$219.75	\$219.75	\$219.75	1
3	2	\$87.90	\$87.90	\$87.90	1
4	6	\$263.70	\$263.70	\$263.70	1
5	1	\$43.95	\$43.95	\$43.95	1
6	2.5	\$109.88	\$109.88	\$109.88	1
7	3.5	\$153.83	\$153.83	\$153.83	1
8	29.5	\$1,475.00	\$1,475.00	\$1,475.00	1
9	1.5	\$65.93	\$65.93	\$65.93	1
10	17	\$747.15	\$747.15	\$747.15	1
11	0.5	\$21.98	\$21.98	\$21.98	1
12	11	\$534.88	\$267.44	\$267.44	2
13	13.5	\$593.33	\$593.33	\$593.33	1
14	5	\$219.75	\$219.75	\$219.75	1
15	5.5	\$241.73	\$241.73	\$241.73	1
16	10	\$439.50	\$439.50	\$439.50	1
17	18	\$791.10	\$791.10	\$791.10	1
18	13.5	\$593.33	\$296.67	\$296.66	2
19	8.1	\$356.00	\$356.00	\$356.00	1
20	6.5	\$285.68	\$285.68	\$285.68	1
21	4.5	\$197.78	\$197.78	\$197.78	1
22	6.5	\$285.68	\$285.68	\$285.68	1
23	4.65	\$204.37	\$204.37	\$204.37	1
24	9.45	\$359.53	\$179.76	\$179.76	2
25	8	\$351.60	\$351.60	\$351.60	1
26	15.5	\$790.24	\$395.12	\$395.12	2
27	1	\$43.95	\$43.95	\$43.95	1
28	8	\$351.60	\$351.60	\$351.60	1
29	5	\$219.75	\$219.75	\$219.75	1
30	39.5	\$1,944.75	\$972.38	\$972.38	2
31	16.5	\$725.18	\$725.18	\$725.18	1
32	14	\$615.68	\$153.92	\$153.92	4
33	1.5	\$65.93	\$65.93	\$65.93	1
34	1.5	\$18.71	\$18.71	\$18.71	1
35	25.5	\$1,052.16	\$263.04	\$263.04	4
36	9.15	\$402.14	\$402.14	\$402.14	1
37	3	\$131.85	\$131.85	\$131.85	1
38	9.5	\$417.53	\$417.53	\$417.53	1
39	23.9	\$994.61	\$497.31	\$497.31	2
40	1	\$43.95	\$43.95	\$43.95	1
41	17	\$747.15	\$747.15	\$747.15	1
42	2	\$87.90	\$87.90	\$87.90	1
43	4.5	\$197.78	\$197.78	\$197.78	1
44	19	\$835.06	\$417.53	\$417.53	2
45	2.15	\$50.91	\$50.91	\$50.91	1
46	7	\$245.00	\$245.00	\$245.00	1
47	9	\$395.55	\$395.55	\$395.55	1
48	14	\$615.30	\$615.30	\$615.30	1
49	6.5	\$285.68	\$285.68	\$285.68	1
50	6.9	\$303.26	\$303.26	\$303.26	1
51	10.5	\$316.58	\$158.29	\$158.29	2
52	5	\$219.75	\$219.75	\$219.75	1
53	28.45	\$1,398.60	\$699.30	\$699.30	2
54	3	\$131.85	\$131.85	\$131.85	1
55	4.5	\$71.69	\$71.69	\$71.69	1
56	4.9	\$215.36	\$215.36	\$215.36	1
57	5.5	\$241.73	\$241.73	\$241.73	1
58	3	\$131.85	\$131.85	\$131.85	1
59	5	\$219.75	\$219.75	\$219.75	1
60	5.5	\$241.73	\$241.73	\$241.73	1
61	4	\$175.80	\$175.80	\$175.80	1
62	6.5	\$285.68	\$285.68	\$285.68	1
63	3.5	\$153.83	\$153.83	\$153.83	1
64	11	\$483.45	\$483.45	\$483.45	1
65	6.5	\$285.68	\$285.68	\$285.68	1
66	10.5	\$461.48	\$461.48	\$461.48	1
67	8.5	\$373.58	\$373.58	\$373.58	1
68	3.65	\$160.42	\$160.42	\$160.42	1
69	2.5	\$109.88	\$109.88	\$109.88	1
70	42	\$2,054.63	\$1,027.32	\$1,027.32	2
71	2	\$87.90	\$87.90	\$87.90	1
72	3.9	\$171.41	\$171.41	\$171.41	1
73	37.5	\$1,856.85	\$928.42	\$928.42	2
74	3.5	\$153.83	\$153.83	\$153.83	1

Macro Analysis of District Expense

Duty Comparison



Duty Analysis

Duty	Total Hours	Total Amount	Avg. Amount.	Distinct count of Staff
Extra Pay - Curriculum Rate	406.7	\$17,874.63	\$274.99	65
Extra Duties - Tutoring	166	\$8,300.00	\$1,383.33	6
Extra Pay / Overtime	73.65	\$2,915.97	\$194.40	7
Extra Pay - Summer Hours PD	23.5	\$1,032.83	\$516.41	2
Extra Pay - Conference	7	\$245.00	\$245.00	1
Extra Pay - Summer Moving	8	\$240.00	\$120.00	2

REQUEST FOR QUALIFICATIONS

Introduction

The Board of Education for the Kenilworth School District #38, is soliciting Statements of Interest and Qualifications from qualified firms to provide comprehensive Construction Management Services to assist the School District in the planning (pre-construction), bidding, construction, close-out and occupancy of the planned improvements. The scope of the work is further outlined in Part IV – Project Information.

This RFQ is not an Invitation to Bid; responses will be evaluated on the basis of the relative merits of the Qualifications. There will be no public opening or reading of responses received by the School District pursuant to this request.

RFQ Submission

Please submit either electronically to ksd38project@kenilworth.org or deliver three (3) bound copies and one digital copy (USB) to:

Kenilworth School District 38
C/O "ksd38project@kenilworth38.org"
542 Abbotsford Road
Kenilworth, IL 60045

Qualifications must be delivered either electronically or enclosed in a sealed envelope (or other sealed container): the submission must clearly display "Request for Qualifications – Construction Management Services for Kenilworth School District 38" and the respondent's name.

Submittals should be prepared as standard 8-1/2" x 11" letter size, and shall be limited to 90 pages (the length of the submission may be limited to save review time), 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.

Timely delivery of submissions is the responsibility of the Respondent.

District Schedule to Award the CM Services

RFQ Released	10/15//2020
RFQ Pre-Submission Meeting	10/20/2020 2:00 PM
Last date to submit questions/clarifications	10/29/2020 3:00 PM
RFQ Due to District	11/05/2020 3:00 PM
RFQ Committee Review	11/09/2020 - 11/16/2020
RFQ Interview List Released	11/17/2020
Interview Process	11/19/2020 1:00-5:00 PM
Committee recommends firm for Board Approval	11/20/2020
Award of Contract, Board of Education (Pending Contract Negotiation)	12/7/2020

Respondents' Inquiries and Addenda

Questions regarding the RFQ should be directed to Joseph Bailey who can be reached via email only at ksd38project@Kenilworth38.org. Contacting other members of the School District or Board members is strictly prohibited.

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 clarifications will be without legal effect.

General Information, Notifications and Purpose

a) Respondents are advised to carefully review all sections of this RFQ carefully, and to follow instructions completely, as 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 non-responsive.

General Terms and Conditions

The purpose of this Request for Qualification is to identify an experienced Construction Management Services firm with the best combination of qualifications, to develop the program efficiently and effectively with respect to process, quality control, safety, time and cost.

Construction Manager as Constructor (CM/c) - The CM will all hold the contracts after assignment by the Board and thus undertake the schedule risk, have greater control of the finances/allowances once awarded, issue the checks/administer pay requests and will provide contract enforcement administration.

The School District reserves the right to award contracts for various types of projects to multiple or single respondents. The School District reserves the right to waive informalities and irregularities in the qualifications received. The School District reserves the right to terminate this RFQ at any stage and/or reissue a subsequent solicitation. The District will remedy or waive technical errors in the RFQ process as is in the best interest of the District.

The Respondent(s) whose submittal(s) is deemed to be the most qualified, advantageous and in the School District's best interests as determined by the selection committee may be submitted to the Board of Education for approval. The Board of Education may act to approve, reject or delay award of the contract based on the recommendation of the selection committee.

The School District reserves the right to contact any Respondent for clarification, additional interviews, negotiate or terminate negotiations if such are deemed desirable by the School District.

All proposals must comply with applicable Illinois law including the payment of prevailing wages by all contractors working on public work projects and Criminal Background Investigation, Proposals must comply with the Illinois statutory requirements regarding labor, including equal employment opportunity laws. The District may, in its sole discretion, allow a CM to bid on portions of the work.

All costs associated with developing or submitting qualifications 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 for submission of a response or in anticipation of a contract.

This RFQ does not commit the School District to enter into a contract. The School District reserves the right to reject any/all submissions, award one contract, award multiple contracts, or delay award of contract(s) beyond the date specified, in response to this RFQ.

Project Information

The project is subject to approval of budgets and funding by the Board of Education. The Board may suspend the project at any stage up to and including following receipt of bids.

The Additions and Renovations at The Joseph Sears School, includes:

- Existing Building Area: Approximately 108,000 sf
- Proposed Multiple Building Additions Area: Approximately 18,000 sf
- Proposed Renovation Area: Approximately 40,000 SF, plus additional mechanical upgrades throughout existing school.
- Miscellaneous educational and student support additions
- New furniture in new and renovated spaces.
- LEED v4 Certification: Level TBD
- Asbestos Abatement: TBD
- Storm water management: TBD

See attached existing site plan

Selection Criteria and Process

A reasonable inquiry for additional information may be conducted by the School District as to respondents' past performance, financial stability, and ability to perform on schedule, within budget, and in a fashion that results in customer satisfaction with quality results.

The timing of the research may precede or follow the interview process as determined in the best interest of the School District. Respondents are solely responsible to promptly supply additional information to the School District in connection with such inquiries. The promptness, accuracy, and cooperation of respondents in responding to such inquiries may be grounds for determination of non-responsiveness as determined by the School District.

A final evaluation of all the presenting Respondents will be made by the Selection Committee in order to determine the best qualified for the project.

The Selection Committee shall determine the selection of respondents for the interview process by reviewing the written qualifications of the respondents based on the responses to the RFQ. A "short list" of no more than 3-4 firms will be developed. These firms may be invited to make a presentation before the Selection Committee. The Selection Committee will consist of members recommended by the Superintendent with approval of the Kenilworth School District #38 Board of Education.

The Selection Committee will be making a recommendation to the Board of Education on the chosen Respondent upon completion of the interview process. The Selection Committee may rank the firms making the presentations to determine a recommendation or immediately reach a recommendation. Each of the interviewed respondents shall be evaluated on their qualifications.

Recommendation by the selection committee is based on the combination of the proposers' response to the Submittal Requirements, the composition and qualifications of the proposer's staff for this project and the interview process.

The Selection Committee's recommended firm will be submitted to the Kenilworth School District #38 Board of Education for approval, including approval of all negotiated contract terms.

SCOPE OF CONSTRUCTION MANAGEMENT SERVICES

The construction manager's scope of work shall include, but not be limited to, the following list of services:

PRE-CONSTRUCTION PHASE SERVICES

Administration: The construction manager (CM) shall attend and participate in all design phase team meetings. The CM shall prepare a site logistics and utilization plan for review by the Owner.

Estimating: The CM shall provide the following estimates:

- Concept Estimate
- Schematic Document
- 100% Design Development Document
- 50% Construction Documents
- 75% Construction Documents
- 100% Construction Documents

*Provide a sample work product of the estimate

Scheduling: Develop a detailed master project schedule immediately upon award. This schedule should be developed using a nationally recognized computerized scheduling program. The schedule will include all phases of the work: program development, design, bidding, Board approval of the contracts and all construction activities through close out of the project.

*Provide a sample work product of the schedule.

CONSTRUCTION PHASE SERVICES:

General Administration: Maintain a competent and sufficient number of full-time field staff to administer the work of the project, coordinate, and supervise the work. The CM shall conduct weekly meetings with the project team and all trade contractors and prepare and distribute meeting minutes for all parties. During early phases of the project, conduct MEP coordination meetings as necessary to facilitate effective use of interstitial spaces.

Reporting/Communication: On a weekly basis, prepare a detailed project report updating the Owner with cost, schedule, safety, quality and other pertinent project facts. Maintain a daily log of construction activities and photographic log of the projects' progress. On a

weekly basis, hold an informational meeting with the user groups and other Owner personnel to provide an overall update of the projects' progress. Develop and maintain computerized information management systems to monitor costs, requests for information, change order status, submittals and all other project information.

Project Accounting: On a monthly basis, gather all trade contractor and supplier invoices and summarize overall project billing in a format acceptable to the Owner. Process payment requests and collect waivers from trade contractors and suppliers. Review, negotiate and recommend action regarding all trade contractor change order requests prior to submission to Architect and Owner for review. Continuously incorporate changes into the overall project budget to maintain an accurate estimate of total project costs. Obtain the required bonds and insurance certificates from all contractors and suppliers.

Requests for Information/Submittals: Review and forward to the architect and/or Owner all trade contractor requests for information and submittals. Maintain a date sensitive computerized log of all such documents indicating current status of each.

LEED Project Design and Construction Services

The Construction Manager will evaluate various LEED points, along with the Owner and Design Team, to determine feasibility and provide cost analyses during the Pre-Construction Phase. The evaluation shall identify advantages and/or disadvantages of each option with regard to cost, schedule, logistics, and site development. The Construction Manager will also participate in a project Eco Charrette during the design phase.

The Construction Manager will be responsible for Construction LEED meeting facilitation and inspections for LEED compliance, and Submittal reviews for LEED product approvals.

The Construction Manager will implement LEED plans such as Construction waste management plan, Construction activity pollution prevention plan, Construction indoor air quality management plan, coordinate building flush-out and prepare and analyze "schedule of values" document for LEED MR credits, hold progress meetings, and support the CxA for building commissioning.

The Construction Manager will also be responsible for calculations for LEED MR credits, filling out forms for construction related LEED credits and uploading LEED construction point related documentation via LEED online.

Permits/Inspections: Secure all necessary local, state and federal permits, inspections and certificates of occupancy for the facility.

Self Performance: The District may, in its sole discretion, allow the CM to bid on portions of the work.

O & M Manuals/As-Built: Prepare and turn over all O & M manuals for all equipment to the

Owner. Throughout the project maintain an accurate set of as-built documents for the Owner incorporating all aspects of the construction.

Training/Start Up: Coordinate equipment training for appropriate staff of the Owner to ensure smooth transition of building operation. Administer start up and testing of all equipment by manufacturer's representatives.

Warranty: Obtain appropriate guarantees and warranties from all applicable trade contractors and suppliers. Provide copies of same to Owner. Enforce provisions of warranties and guarantees with appropriate parties.

Submittal Requirements-Provided by the Construction Manager Candidate

Qualifications should include information regarding the proposer's experience and approach relating to the subsequent design and construction phases of the Project. RFQ submission must include the following:

Cover Letter: A Cover Letter signed by an owner, officer, or authorized agent of the firm or organization, acknowledging and accepting the terms and conditions of this Request. The letter must contain a commitment to provide both the services described herein and the personnel proposed for the assignment. The Cover Letter should identify all addenda received by the Respondent.

Executive Summary: The Executive Summary is intended to highlight the contents of the Proposal and to provide the School District evaluators with a broad understanding of the Respondent's technical approach and ability.

General Information:

- a. Name, address and telephone of firm including involvement in industry organizations.
- b. Name and title of contact person.
- c. Name of officers in firm and an organizational chart (one page).
- d. Brief history of firm (one page).
- e. Overview of specific qualifications and projects within the educational market, this can include public school districts, private schools and higher education institutions.
- f. Names of school districts / educational institutions and descriptions of the work for multi-year facilities plans performed by your firm.
- g. Additional information that the Respondent feels is a unique qualification and is of direct benefit to the District.

Project Staffing: The education, training and qualifications of the proposed project staff including; Principal-in-Charge, Project Executive, Project Manager, and Construction Superintendent for this Project. Describe total experience in construction management of each of the proposed Project Team Members. Note separately projects performed by personnel while with another firm and/or organization.

- a) Project Executive (minimum 15 years experience in Educational Projects)
- b) Project Manager (minimum 10 years experience in Educational Projects)
- c) Construction Superintendent (minimum 10 years experience in Educational Projects)
- d) Assistant Superintendent (if needed)
- e) Project Engineer (if needed)
- f) Administrative Staff
- g) Safety Personnel
- h) Any other assigned staff

Experience and References: Profile several educational clients and/or projects specifically related to our construction management needs that have been performed within recent years.

Provide a brief overview of other K-12 school districts, private schools, or higher education institutions your firm has worked with that illustrates the depth, experience and service capabilities of your firm with school clients:

- a) Number of years the Firm has provided Construction Management Service for school projects.
- b) Number of projects of similar scope and type your firm has completed in the past five years.
 - 1. Project name, location and School District: Name, title, telephone number and email of School District contact
 - 2. Name, address, telephone number and email of project Architect
 - 3. Project description including size in square feet, schedule, and services provided
- c) Describe your multi-year planning process your firm has developed that illustrates the depth, experience and service capabilities of your firm.
- d) Define your bonding limits, Bonding Company (with contact information) and submit a Certificate of Insurance showing your insurance coverage.

List all Construction Management Projects that your firm is currently involved with, and the estimated value of each. Include state of completion and contact person.

List five (5) contractor references with whom your organization has worked with in the past twelve (12) months. Submit company name, contact person, and phone number.

Supporting Data: Include any other supporting data which you feel will assist the District in evaluation of your firm.

Service Offerings/Approaches

Provide a brief overview of your firm including the number of years the firm has provided construction management services.

- a) Describe how you view and approach the role of District Construction Manager in partnering with the School District and Architect.
- b) Student Safety and Criminal Background Investigation. Discuss the firm's approach to site safety during the construction phase.
- c) Describe the firm's approach to developing bid packages, managing the bid process and awarding trade contracts. Approach to public bidding, understanding experience with public bidding law, bid review and negotiation.
- d) Describe the firm's plan for screening contractors who bid on the various portions of the job.
- e) Describe the firm's handling of "change orders" during construction.
- f) Describe the firm's handling of "cash allowances" included in the contractor's bid.
- g) Describe how you provide cost estimates including outlining the phases of the project and detail of the work. Discuss the approach to cost reduction at various points in the design, bidding, and construction process. Provide an example of proposed cost reduction developed on a recent project during the pre-construction phase.
- h) How does the firm schedule a project from the earliest conceptual stages through construction? How does the firm maintain project schedules? Firm's approach in providing fast track or accelerated construction.
- i) Describe the firm's approach to phasing and managing construction activities to allow for school activities to continue throughout the construction process.
- j) Describe the firm's approach to integrating quality assurance during the pre-construction phase and maintaining quality assurance during the construction phase.
- k) Describe the firm's approach to close-out, equipment start-up and follow-up on construction related issues including warranty
- l) Describe how your firm encourages participation from MBE/FBE/DBE companies in your projects. Confirm if your company holds a BEP registration or how your firm outsources to BEP vendors.
- m) Describe how your firm keeps projects on time and within budget. This item is of particular importance to the District.

Litigation: Litigation and Ethics Information: List any current or concluded litigation involving your company within the past ten (10) years specifically including Client involvement. Describe your company's involvement in the matter and the outcome of the matter, if concluded.

Compensation: The Construction Manager Respondent is to complete the attached cost inclusion matrix

The Construction Manager shall describe their Services Fee Structure in detail.

- a. Staff Hourly Rates - List all staff for project
- b. Typical General Conditions Cost Structure (minimum list for “apples to apples comparison) Identify if the following are additional costs, included in the base outlined fee structure or purchased through the trade bids:
 - i. Professional Fee
 - ii. Insurance
 - iii. Bonding Rate
 - iv. Builders Risk Insurance
- c. Describe Allowances that may be included in trade packages for bidding.

Covid-19 Response: The Respondent shall include a statement of how their firm has responded to and managed projects during the current pandemic. The statement should include the Respondent’s anticipated efforts to comply with all IDPH, CDC, State, Local and District mandates and recommendations.

**JOSEPH SEARS RENOVATION PROJECT
KENILWORTH SCHOOL DISTRICT 38, KENILWORTH IL 60038**

COST ASSIGNMENT ATTACHMENT

EXHIBIT A

Kenilworth School District #38
Kenilworth, IL
PROPOSAL FEE FORM
JOSEPH SEARS SCHOOL PROJECT

	CM Fee	Direct Payment by Owner	Provided by Trades through CM Bid Process
Construction Management Staff			
Project Executive	X		
Project Manager	X		
Project Superintendent	X		
Assistant Superintendent	X		
Project Engineer/Assist Project Manager	X		
MEP Coordination	X		
Estimating	X		
Safety	X		
Administrative Support	X		
Accounting	X		
Other Staff as proposed by the CM	X		
<u>CM General Conditions/Consumables</u> - assign all elements into a category			
Transportation of Staff	X		
Site Safety During Construction	X		
Site Office Rental	X		

**JOSEPH SEARS RENOVATION PROJECT
KENILWORTH SCHOOL DISTRICT 38, KENILWORTH IL 60038**

	CM Fee	Direct Payment by Owner	Provided by Trades through CM Bond Process
Temporary Facilities/Toilets			X
Project Signs	X		
Site Office Telephone	X		
Electrical Power Consumption During Construction		X	
Heating Energy Consumption During Construction		X	
Temporary Water		X	
Cleaning During Construction			X
Final Cleaning			X
General Use Dumpsters			X
Temporary Access Roads			X
Site Fencing/Barricades/Traffic Control			X
Site Testing of Materials		X	
Called Inspections		X	
Water Tap Fees		X	
Utility Service Fees		X	
Permit Fees		X	
Effort to Secure Permits	X		
Traffic Control	X		
Street Maintenance			X
Sewer Tap Fees		X	
Construction Survey Work		X	

**JOSEPH SEARS RENOVATION PROJECT
KENILWORTH SCHOOL DISTRICT 38, KENILWORTH IL 60038**

EXHIBIT B

Kenilworth School District #38
Kenilworth, IL
PROPOSAL FEE FORM
Joseph Sears School, Kenilworth School District #38 Project

I. Construction Management Fee

The fee for Construction Manager's basic services as described in AIA Document A134-2019, as modified, and the allocation of costs described in Exhibit A, plus any other services required for successful completion of the project as described in the proposal documents. Provide fee percentage as Construction Costs.

Percentage of Construction Costs: _____ %
(Provide sliding scale if preferred)

II. Guaranteed Maximum Reimbursable Expenses

Reimbursable expenses are in addition to compensation for basic and additional services described in the proposal documents and include expenses incurred by the Construction Manager and Construction Manager's employees and consultants in the performance of Services for the project. The figure provided should be stated as a not-to-exceed amount. It is intended that the contract will include a not-to-exceed amount for reimbursable expenses after negotiation. Examples of reimbursable expenses include those described in Exhibit A, attached to the School District's Request for Proposals and in the Owner's proposed contract form. Do not include Construction Manager mark-up in the estimate of Reimbursable Expenses. Rather, such mark-up should be included in the Construction Management Fee above.

\$ _____

III. Miscellaneous Costs

Identify and describe miscellaneous costs, if any, that Construction Manager foresees, but which have not been identified in the Request for Proposal documents.

\$ _____

IV. Total Proposed Construction Manager Compensation

Total proposed costs to the Owner for the Construction Manager's Services, excluding the Construction Management Fee and Trade Contract amounts.

\$ _____

**JOSEPH SEARS RENOVATION PROJECT
KENILWORTH SCHOOL DISTRICT 38, KENILWORTH IL 60038**

EXHIBIT C

Kenilworth School District #38
Kenilworth, IL
PROPOSAL FEE FORM
Joseph Sears School, Kenilworth School District #38 Project

STATE OF ILLINOIS

SS: _____ COUNTY

The undersigned vendor or agent, being duly sworn, on oath says that s(he) has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him/her, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting, nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this proposal is made without reference to any other bid or proposal and without any agreement, understanding or combination with any other person in reference to such proposal. S(he) further states that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value resulting from such sale.

Vendor or Agent

For _____
Firm or Corporation

Subscribed and sworn to before me on this _____ day of _____, 2020.

My commission expires: Signature: _____

Notary Public

CERTIFICATION

The Bidder hereby certifies that the bidder is not barred from entering into this contract as a result of a violation of either the bid-rigging or bid-rotating provisions of Article 33E of the Criminal Code of 1961, as amended.

Signature _____

**JOSEPH SEARS RENOVATION PROJECT
KENILWORTH SCHOOL DISTRICT 38, KENILWORTH IL 60038**

EXHIBIT D

Kenilworth School District #38
Kenilworth, IL
PROPOSAL FEE FORM
Joseph Sears School, Kenilworth School District #38 Project

The successful construction manager shall comply with all applicable laws, rules, regulations, ordinances and codes in providing services to the Board, including, but not limited to those set forth below.

PREVAILING WAGE

By signing below, Construction Manager shall comply with the present Prevailing Wage Act (820 ILCS 130) which provides that no less than the prevailing rate of wages, as founded by the Department of Labor, shall be paid to all laborers, workmen and mechanics performing work on this contract. The most current list of prevailing wages can be obtained without charge by writing the Conciliation Mediation Service, Illinois Department of Labor, 705 Stratton Office Building, Springfield, Illinois 62706.

SEXUAL HARASSMENT

By signing below, Construction Manager certifies that it has complied with the requirement of 2-105 of the Illinois Human Rights Act (775ILCS2-105)-1257) with respect to sexual harassment policies. The terms of that law, as applicable, are hereby incorporated into this contract.

DRUG FREE WORKPLACE

By signing below, Construction Manager, having 25 employees or more, does hereby certify pursuant to Section 3 of the Illinois Drug-Free Workplace Act (30ILCS580/3) that it shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the Illinois Drug-Free Workplace Act and, further certifies that it is not ineligible for award of this contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

NON-DISCRIMINATION AFFIRMATION

By signing below, Construction Managers must assure that all persons employed by the Construction Manager, and all applicants for such employment, will not be discriminated against because of their race, religion, nationality, gender, disability, physical characteristics or sexual orientation. The Construction Manager must also comply with all rules and regulations of the Illinois Department of Human Rights, Illinois Human Rights Commission and the Equal Employment Opportunity Commission.

CRIMINAL AND SEXUAL OFFENDER BACKGROUND CHECKS

The construction manager certifies that none of its employees that will be present on Board property have been convicted of any crime that would prevent them from being allowed on public school property. Further, the construction manager shall ensure, at the request of the Board, that all trade contractor employees performing work at the Project submit to the criminal background checks set forth in Section 10-21.9 of the School Code. In addition, all contractor employees and subcontractor employees performing work at the Project must log into the District's entrance management system to perform a background check against the national sexual offender list

CONFLICT OF INTEREST

By signing below, Construction Manager certifies that it is in accordance with the School Code, and the Public Officer Prohibited Practice Act, 50 ILCS 105/0.01 et seq., no Board of Education member or

**JOSEPH SEARS RENOVATION PROJECT
KENILWORTH SCHOOL DISTRICT 38, KENILWORTH IL 60038**

Board employee shall be directly or indirectly involved or own an interest in any contract, work, or business of the District, or in the sale of any article by or to the Board.

Signed: _____

Name (printed): _____

Title: _____

Company Name: _____

Address: _____

Telephone Number: _____

Date: _____

**JOSEPH SEARS RENOVATION PROJECT
KENILWORTH SCHOOL DISTRICT 38, KENILWORTH IL 60038**

EXHIBIT E

Kenilworth School District #38
Kenilworth, IL
PROPOSAL FEE FORM
Joseph Sears School, Kenilworth School District #38 Project

The project schedule list below is PRELIMINARY. The final construction schedule, final design solutions, number and timing of bid packages, etc. will likely change as the project develops. Time durations for design and construction documents can only be estimated at this time and completion of same will depend on factors unknown at this time.

December 2020: Construction Manager retained by School District

November 2020 – February 2021: Architect/Engineers to design and prepare a single complete package of construction drawings & specifications for bidding, permit and construction for phase 1 construction.

February - March 2021: Bidding and awarding of contracts of phase 1 bid packages

February - July 2021: Architect/Engineers to design and prepare a single complete package of construction drawings & specifications for bidding, permit and construction for phase 2 construction.

Anticipated Multiple Phased Construction: May 2021 – End of Summer 2023

Summer of 2021: Phase 1 construction - scope to be determined

Start Date TBD - End of Summer 2023: Phase 2 construction - scope to be determined

**JOSEPH SEARS RENOVATION PROJECT
KENILWORTH SCHOOL DISTRICT 38, KENILWORTH IL 60038**

EXHIBIT F

Kenilworth School District #38
Kenilworth, IL
PROPOSAL FEE FORM
Joseph Sears School, Kenilworth School District #38 Project

The following minimum staff must be provided by the Construction Manager during the project and must be included in the construction management fee or fixed general conditions. In addition to this minimum staffing requirement, the CM must provide all staff necessary for the proper execution of their construction management services and contractual obligations.

Pre-construction (as needed for services provided):

- One (1) Project Executive
- One (1) Project Manager
- Cost estimating personnel
- Bidding personnel
- Administrative support

During construction activities (as needed for services provided, unless noted otherwise below):

- One (1) Project Executive
- One (1) Project Manager
- One (1) Superintendent
- Administrative support

**JOSEPH SEARS RENOVATION PROJECT
KENILWORTH SCHOOL DISTRICT 38, KENILWORTH IL 60038**

EXHIBIT G

Kenilworth School District #38
Kenilworth, IL

PROPOSAL FEE FORM

Joseph Sears School, Kenilworth School District #38 Project
SUBMISSION CHECKLIST

This document is for the use of the Construction Manager, and need not be included with the proposal.

- Have you executed and included a one or two page Cover Letter with all acknowledgements including all addenda received?
- Have you signed the proposal?
- Have you provided all information requested?
- Have you completed and included your Fee Proposal included on Attachment A?
- Have you included your workers compensation experience modification rate (EMR)?
- Have you included the audited financial statements?
- Have you included the required bonding and insurance information?
- Have you executed and included the Non-Collusion Affidavit Attachment C?
- Have you executed and included the Compliance with Laws Attachment D?
- Have you included the construction man hour staffing schedule by week including ALL team members from Pre-construction through Final completion of Attachment H?
- Is the envelope clearly marked as required?
- Is your proposal provided in a sealed envelope?
- Have you properly completed all portions of the proposal?

All proposals shall be submitted with each space properly completed. The special attention of Construction Managers is directed to the policy that no claim for relief because of errors or omissions in the proposals will be considered, and the Construction Manager will be held strictly to the proposals as submitted. Should a Construction Manager find any discrepancies in, or omission from any of the documents, or be in doubt as to its meanings, they shall advise the Architect who will issue the necessary clarifications to all prospective Construction Managers by means of addenda.

**JOSEPH SEARS RENOVATION PROJECT
KENILWORTH SCHOOL DISTRICT 38, KENILWORTH IL 60038**

END of CM Request for Proposals

ADVERTISEMENT FOR REQUEST FOR QUALIFICATIONS

REQUEST FOR QUALIFICATIONS INFORMATION

- A. Sealed RFQs will be received by Kenilworth School District No. 38, on or before 3:00 p.m. on November 5, 2020, for comprehensive Construction Management Services.
- B. A Pre-Submission Meeting will be held on October 20, 2020 at 2:00 p.m., at the Joseph Sears School, 542 Abbottsford Road, Kenilworth, IL 60043. All interested firms are encouraged to attend and sign in at the meeting which will also be attended by the Owner, Architect and Engineer.
- C. Interviews will be held on: November 19, 2020
- D. Anticipated Start of Construction: Summer 2020 to be done in 3 phases
- E. Anticipated Award by the Board of Education: December 7, 2020.
- F. RFQs shall be submitted on or before the specified closing time either electronically to ksd38project@kenilworth38.org or in an opaque sealed envelope addressed to: Kenilworth School District 38, C/O ksd38project, 542 Abbottsford Road, Kenilworth, IL 60043.
- G. Questions should be directed in writing to Joseph Bailey at ksd38project@kenilworth.org
- H. The Owner reserves the right to reject any or all RFQs or parts thereof, or waive any irregularities or informalities, and to make the award in the best interest of the Owner.
- I. All Construction Management (CM) firms must comply with applicable Illinois Law requiring the payment of prevailing wages by all Contractors working on public works. CM firms must comply with the Illinois Statutory requirements regarding labor, including Equal Employment Opportunity Laws.
- J. The Architect for the project is DLA Architecture, Inc., (630) 455-4500.

Board of Education
Kenilworth School District #38
542 Abbottsford Road,
Kenilworth, IL 60043



FIRST FLOOR PLAN - OPTION 8

MASTERPLAN - JOSEPH SEARS SCHOOL

KENILWORTH SCHOOL DISTRICT 38

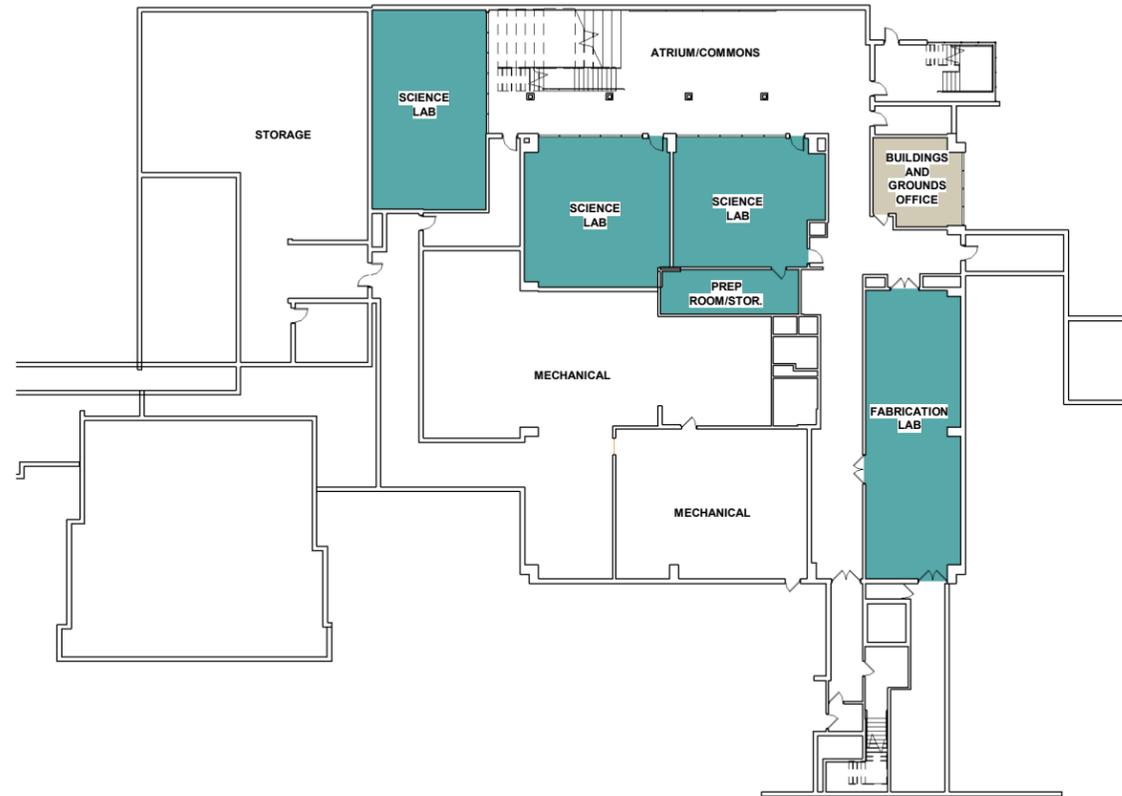
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LOWER LEVEL PLAN - OPTION 8

MASTERPLAN - JOSEPH SEARS SCHOOL

KENILWORTH SCHOOL DISTRICT 38

10/08/20

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SECOND FLOOR PLAN - OPTION 8

MASTERPLAN - JOSEPH SEARS SCHOOL

KENILWORTH SCHOOL DISTRICT 38

10/08/20

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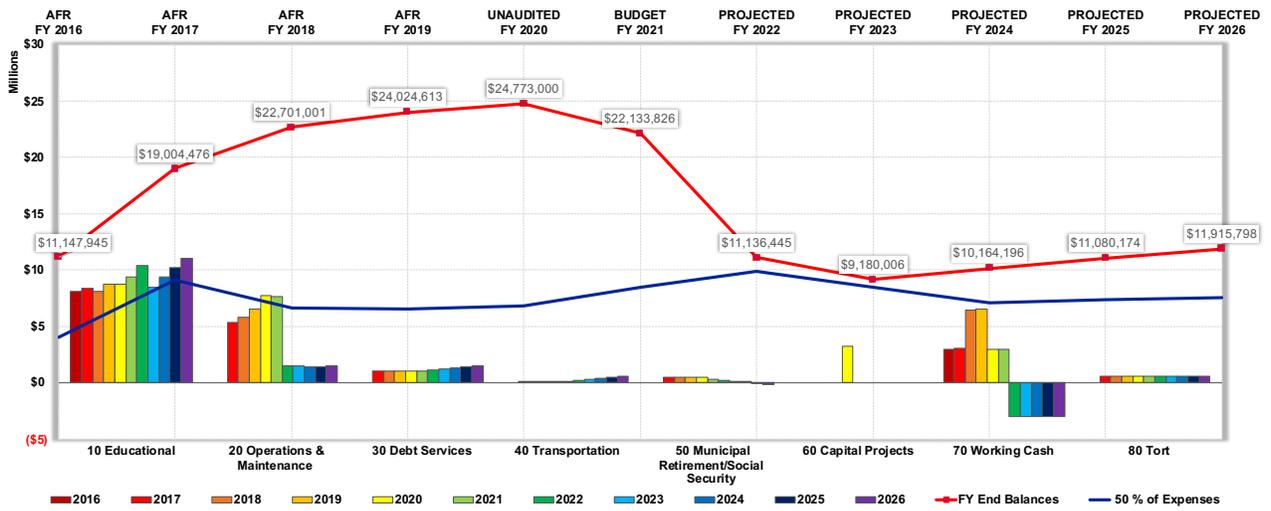


Option 8	Construction Cost Estimate (Includes Construction Management Fees and General Conditions)	Square Footage	Cost / SF	Budget Range		Comments
				10% Contingency	15% Contingency	
Phase 1	JK Classroom /JK-K Hub	2,800	\$180	\$504,000	\$504,000	Could be Moved to Phase 3
Phase 2	JK Bridge Addition	800	\$590	\$472,000	\$472,000	
Phase 2	Light Renovation of Baker Building Including Fab Lab	16,177	\$180	\$2,911,860	\$2,911,860	
Phase 2	Addition of Commons and Caffeteria and Second Floor Classrooms	12,350	\$490	\$6,051,500	\$6,051,500	
Phase 2	Light renovation of existing classrooms, Hubs and Commons	5,600	\$180	\$1,008,000	\$1,008,000	
Phase 2	Finish Replacement of existing Baker Building Classrooms	7,500	\$0	\$0	\$0	Moved to Phase 3
Phase 2	HVAC upgrades	41,523	\$65	\$2,698,995	\$2,698,995	
Phase 2	Mechanical Mezanine	800	\$138	\$110,400	\$110,400	
	**Site work & underground detention	lump sum		\$250,000	\$300,000	**Allowance Range - Full scope of detention required to be determined
	Subtotal			\$14,006,755	\$14,056,755	
	Contingency (10 - 15%)	range		\$1,400,676	\$2,108,513	
	Construction Subtotal			\$15,407,431	\$16,165,268	
	Construction Management Fee & General Conditions	0%		\$0	\$0	Included in Construction Cost/SF
	Professional Fees & Project Soft Costs (i.e. Architect & Architect's Consultants, Civil , Geotechnical, Environmental Engineers, Commissioning Agent, Landscape Architect, Kitchen, Acoustics/AV, Security &/or Traffic Consultants), Surveys, Asbestos Abatement, Utility Charges, Furniture, Fixtures & Equipment.	15-20%		\$2,311,115	\$3,233,054	
	Master Plan Total Budget			\$17,800,000	\$19,400,000	
Alternate #1	New exterior cladding of Baker Building			\$1,800,000		
Alternate #2	Parking lot expansion on West of Site (additional 19 parking stalls)			\$200,000		
Phase 3	*Finish upgrades to rest of school - final scope to be determined	55,800	\$150	\$8,370,000		
Phase 4	*Auditorium Renovation	6,100	\$300	\$1,830,000		
Phase 5	* Performing Arts Addition	7,200	\$450	\$3,240,000		
	*Contingencies, Fees & Inflation are NOT included in the Cost/ SF					
	** Site costs do not include demo of Village House and new playgrounds on Village House Site					

Educational | O & M | Debt Service | Transportation | IMRF / SS | Capital Projects | Working Cash | Tort | FP & S

Kenilworth SD 38 | FY21 & FY22 Cap Proj - \$18M w/ Change in FTE & Earnings Assumptions

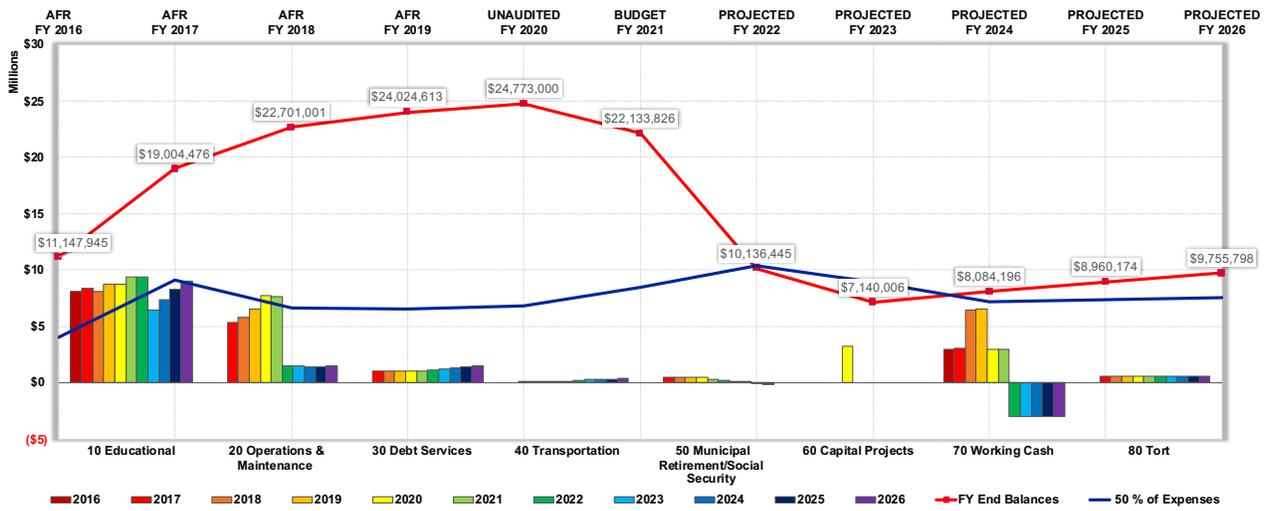
Fund Balances



Educational | O & M | Debt Service | Transportation | IMRF / SS | Capital Projects | Working Cash | Tort | FP & S

Kenilworth SD 38 | FY21 & FY22 Cap Proj - \$20M w/ Change in FTE & Earnings Assumptions

Fund Balances





THE JOSEPH SEARS SCHOOL

Kenilworth School District 38 Cook County, Illinois

FINANCING UPDATE & RAYMOND JAMES OVERVIEW

Discussion Materials

October 1, 2020

RAYMOND JAMES

Elizabeth M. Hennessy
Managing Director – Public Finance
550 West Washington, Suite 1650
Chicago, Illinois 60661-2511
312.612.7641 (voice)
elizabeth.hennessy@raymondjames.com

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SECTION 1



Debt Limit and Outstanding Debt Summary

DEBT LIMIT

Equalized Assessed Valuation (2019)		367,618,465
Time 6.9% Statutory Limit		6.90%
Subtotal		25,365,674
Less: Outstanding Principal		(7,940,000)
Net Debt Limit		\$ 17,425,674

DEBT LIMIT-WORKING CASH FUND BONDS

2019 Equalized Assessed Valuation	367,618,465
Maximum Education Fund Tax Rate	3.50%
Subtotal	12,866,646
Plus Corporate and Personal Property Replacement Taxes	68,517
Plus: Evidence Based Funding	273,536
Subtotal	13,208,699
Times 85%	85%
Gross Working Cash Fund Bond Limit	11,227,394
Less: Outstanding Working Cash Fund Balance	6,537,216
Net Working Cash Fund Bonding Limit	4,690,178

SUMMARY OF OUTSTANDING DEBT BY TYPE

Tax Year	Equalized Assessed Value	EAV Change	Debt Service Extension Base	CPI Growth(1)	Non-Referendum Projected Total D/S	Remaining DSEB Capacity	Referendum ULT D/S	Total Debt Service	Debt Service Tax Rate
2019	367,618,465	3.76%	248,747.57	1.90%	233,000	15,748	732,644	965,644	0.263
2020	367,618,465	0.00%	254,468.76	2.30%	238,800	15,669	734,563	973,363	0.265
2021	367,618,465	0.00%	257,013.44	1.00%	239,200	17,813	736,173	975,373	0.265
2022	367,618,465	0.00%	259,583.57	1.00%	239,400	20,184	732,474	971,874	0.264
2023	367,618,465	0.00%	262,179.40	1.00%	244,400	17,779	733,569	977,969	0.266
2024	367,618,465	0.00%	264,801.19	1.00%	249,000	15,801	734,355	983,355	0.267
2025	367,618,465	0.00%	267,449.20	1.00%	248,200	19,249	734,832	983,032	0.267
2026	367,618,465	0.00%	270,123.69	1.00%	252,200	17,924	-	252,200	0.069
2027	367,618,465	0.00%	272,824.92	1.00%	255,800	17,025	-	255,800	0.070
2028	367,618,465	0.00%	275,553.16	1.00%	259,000	16,553	-	259,000	0.070
2029	367,618,465	0.00%	278,308.69	1.00%	256,800	21,509	-	256,800	0.070
2030	367,618,465	0.00%	281,091.77	1.00%	259,400	21,692	-	259,400	0.071
2031	367,618,465	0.00%	283,902.68	1.00%	261,600	22,303	-	261,600	0.071
2032	367,618,465	0.00%	286,741.70	1.00%	268,400	18,342	-	268,400	0.073
2033	367,618,465	0.00%	289,609.11	1.00%	269,600	20,009	-	269,600	0.073
2034	367,618,465	0.00%	292,505.20	1.00%	270,400	22,105	-	270,400	0.074
2035	367,618,465	0.00%	295,430.25	1.00%	275,800	19,630	-	275,800	0.075
2036	367,618,465	0.00%	298,384.55	1.00%	275,600	22,785	-	275,600	0.075
2037	367,618,465	0.00%	301,368.39	1.00%	-	301,368	-	-	0.000
2038	367,618,465	0.00%	304,382.07	1.00%	-	304,382	-	-	0.000
2039	367,618,465	0.00%	307,425.89	1.00%	-	307,426	-	-	0.000
2040	367,618,465	0.00%	310,500.14	1.00%	-	310,500	-	-	0.000
2041	367,618,465	0.00%	313,605.14	1.00%	-	313,605	-	-	0.000
2042	367,618,465	0.00%	316,741.19	1.00%	-	316,741	-	-	0.000
					4,363,600		4,405,966	8,769,566	

(1) CPI is assumed to grow at 1.0% from TY 2021 on

SECTION 2



Sears School Financing Options

NON-REFERENDUM LIMITED BONDS

- The District can issue bonds without a referendum to fund capital projects, if the debt service payments fit within the District's Debt Service Extension Base (DSEB) \$238,089
- The Debt Service Extension Base is based on the 1994 tax levy for non-referendum debt service and is part of the Tax Limitation Law. The law was amended in 2009 to allow CPI increases to be applied to the DSEB.
- The types of limited bonds the District can issue include:

Working Cash Fund Bonds

- ✓ Can be used either for capital or operating; requires a petition period and public hearing

Life Safety Bonds

- ✓ Proceeds must be used for life safety projects only which are approved by the State and Regional Superintendent of Schools; requires public hearing

Funding Bonds

- ✓ Can be used to refund debt obligations of the District such as lease or debt certificates; requires petition period and public hearing

- Limited Bonds do not negatively impact the operating funds of the District.
- They are paid through the bond and interest tax levy up to the Debt Service Extension Base as described above.
- Best practice is to amortize bonds quickly to reduce interest cost and allow flexibility for future projects.
- The following options show amortizations of 10, 15 and 20 years

\$862,875 NON-REFERENDUM DSEB BONDS – 20 YEAR PAYBACK

Proposed 2021 Refundings and 20-Year New Money Issuances

Tax Year	Equalized Assessed Value	EAV Change	Debt Service Extension Base	CPI Growth(1)	Non-Referendum					Referendum		Debt Service Tax Rate	
					Series 2017A Current DSEB D/S	Less Proposed Refunded DSEB D/S	Proposed Refunding DSEB D/S	Proposed New Money DSEB D/S	Non-Referendum Projected Total D/S	Remaining DSEB Capacity	Referendum ULT D/S		Total Debt Service
2019	367,618,465	3.76%	248,748	1.90%	233,000				233,000	15,748	732,644	965,644	0.263
2020	367,618,465	0.00%	254,469	2.30%	238,800				238,800	15,669	734,563	973,363	0.265
2021	367,618,465	0.00%	257,013	1.00%	239,200	(18,000)	7,571	25,925	254,695	2,318	736,173	990,868	0.270
2022	367,618,465	0.00%	259,584	1.00%	239,400	(17,600)	7,571	25,925	255,295	4,289	732,474	987,769	0.269
2023	367,618,465	0.00%	262,179	1.00%	244,400	(17,200)	7,571	25,925	260,695	1,484	733,569	994,264	0.270
2024	367,618,465	0.00%	264,801	1.00%	249,000	(21,800)	7,571	25,925	260,695	4,106	734,355	995,050	0.271
2025	367,618,465	0.00%	267,449	1.00%	248,200	(16,200)	7,571	25,925	265,495	1,954	734,832	1,000,327	0.272
2026	367,618,465	0.00%	270,124	1.00%	252,200	(15,800)	7,571	25,925	269,895	229	-	269,895	0.073
2027	367,618,465	0.00%	272,825	1.00%	255,800	(20,400)	7,571	25,925	268,895	3,930	-	268,895	0.073
2028	367,618,465	0.00%	275,553	1.00%	259,000	(19,800)	7,571	25,925	272,695	2,858	-	272,695	0.074
2029	367,618,465	0.00%	278,309	1.00%	256,800	(14,200)	7,571	25,925	276,095	2,214	-	276,095	0.075
2030	367,618,465	0.00%	281,092	1.00%	259,400	(13,800)	7,571	25,925	279,095	1,997	-	279,095	0.076
2031	367,618,465	0.00%	283,903	1.00%	261,600	(13,400)	7,571	25,925	281,695	2,208	-	281,695	0.077
2032	367,618,465	0.00%	286,742	1.00%	268,400	(18,000)	7,571	25,925	283,895	2,847	-	283,895	0.077
2033	367,618,465	0.00%	289,609	1.00%	269,600	(17,400)	7,571	25,925	285,695	3,914	-	285,695	0.078
2034	367,618,465	0.00%	292,505	1.00%	270,400	(16,800)	7,571	25,925	287,095	5,410	-	287,095	0.078
2035	367,618,465	0.00%	295,430	1.00%	275,800	(16,200)	7,571	25,925	293,095	2,335	-	293,095	0.080
2036	367,618,465	0.00%	298,385	1.00%	275,600	(15,600)	7,571	25,925	293,495	4,890	-	293,495	0.080
2037	367,618,465	0.00%	301,368	1.00%	-		252,571	45,925	298,495	2,873	-	298,495	0.081
2038	367,618,465	0.00%	304,382	1.00%	-			300,355	300,355	4,028	-	300,355	0.082
2039	367,618,465	0.00%	307,426	1.00%	-			307,407	307,407	19	-	307,407	0.084
2040	367,618,465	0.00%	310,500	1.00%	-			308,910	308,910	1,590	-	308,910	0.084
2041	367,618,465	0.00%	313,605	1.00%	-			-	-	313,605	-	-	0.000
2042	367,618,465	0.00%	316,741	1.00%	-			-	-	316,741	-	-	0.000
					4,363,600	(272,200)	373,699	1,377,388	5,842,487		4,405,966	10,248,453	

Savings (Dissavings)/Bond Proceeds	n/a	862,875
Savings (Dissavings)	(101,499)	n/a
Net PV Savings (Dissavings)	(30,341)	n/a
% Savings (Dissavings)	-15.17%	n/a
All-in TIC	3.28%	3.11%

(1) CPI is assumed to grow at 1.0% from TY 2021 on

(3) Includes interest rates for AAA rated IL school district bonds plus 1.00% cushion given they are issued in December of 2021

REFERENDUM ELECTION DATES

Election Date	Election Type	Resolution Deadline
April 6, 2021	Consolidated Election	January 19, 2021
March 15, 2022	Primary Election	December 27, 2021
November 8, 2022	General Election	August 20, 2022
April 11, 2023	Consolidated Election	January 20, 2023
March 12, 2024	Primary Election	December 22, 2023

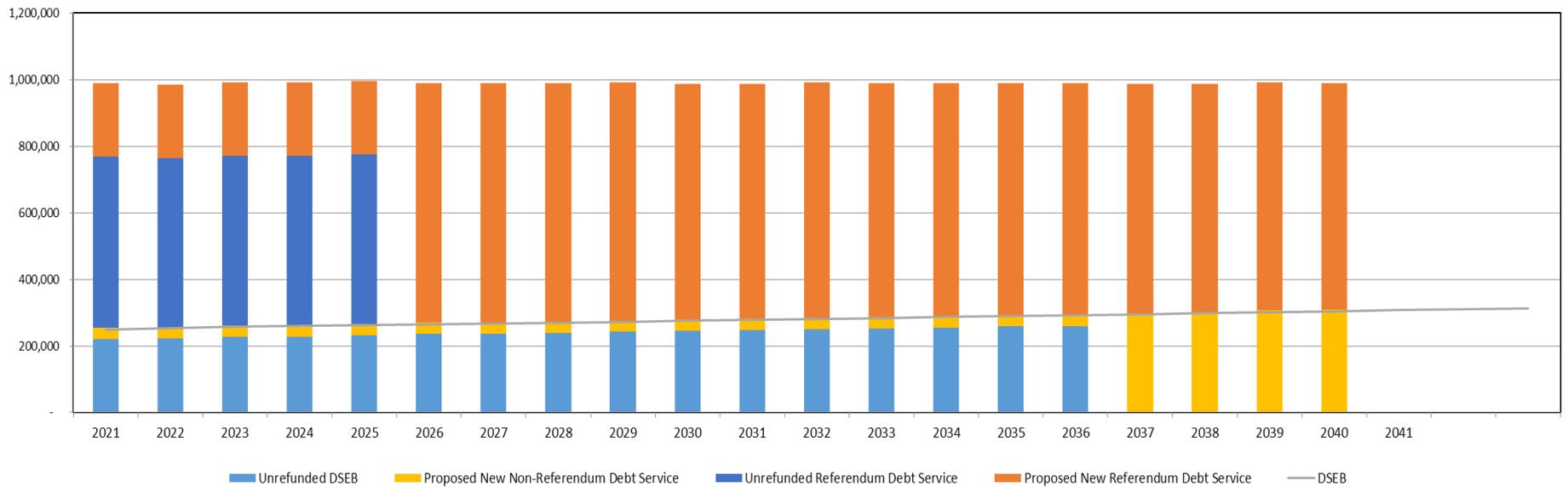
\$7.3M REFERENDUM BONDS WITH REFUNDING – 20 YEAR PAYBACK

Proposed 2021 Refundings and 20-Year New Money Issuances								
Tax Year	Equalized Assessed Value	EAV Change	Referendum				Total Debt Service	Debt Service Tax Rate
			Referendum ULT D/S	Less Proposed Refunded DSEB D/S	Proposed Refunding ULT D/S	Proposed New Money ULT D/S		
2019	367,618,465	3.76%	732,644				965,644	0.263
2020	367,618,465	0.00%	734,563				973,363	0.265
2021	367,618,465	0.00%	736,173	(221,630)	20,809	199,068	989,115	0.269
2022	367,618,465	0.00%	732,474	(222,510)	20,809	199,068	985,136	0.268
2023	367,618,465	0.00%	733,569	(223,287)	20,809	199,068	990,854	0.270
2024	367,618,465	0.00%	734,355	(223,961)	20,809	199,068	990,966	0.270
2025	367,618,465	0.00%	734,832	(224,532)	20,809	199,068	995,672	0.271
2026	367,618,465	0.00%	-		520,809	199,068	989,772	0.269
2027	367,618,465	0.00%	-		522,009	199,068	989,972	0.269
2028	367,618,465	0.00%	-		132,574	584,068	989,337	0.269
2029	367,618,465	0.00%	-			715,829	991,924	0.270
2030	367,618,465	0.00%	-			708,859	987,954	0.269
2031	367,618,465	0.00%	-			706,086	987,781	0.269
2032	367,618,465	0.00%	-			707,586	991,481	0.270
2033	367,618,465	0.00%	-			703,267	988,962	0.269
2034	367,618,465	0.00%	-			703,238	990,333	0.269
2035	367,618,465	0.00%	-			697,520	990,615	0.269
2036	367,618,465	0.00%	-			696,236	989,731	0.269
2037	367,618,465	0.00%	-			689,235	987,730	0.269
2038	367,618,465	0.00%	-			686,708	987,062	0.269
2039	367,618,465	0.00%	-			683,501	990,908	0.270
2040	367,618,465	0.00%	-			679,602	988,512	0.269
2041	367,618,465	0.00%	-				-	0.000
2042	367,618,465	0.00%	-				-	0.000
			4,405,966	(1,115,920)	1,279,437	10,355,202	20,767,172	
					n/a (163,517) (81,356) -7.75% 2.24%	7,313,625 n/a n/a n/a 2.86%		

(1) CPI is assumed to grow at 1.0% from TY 2021 on
(3) Includes interest rates for AAA rated IL school district bonds plus 1.00% cushion given they are issued in December of 2021

\$8.17M NON-REFERENDUM DSEB AND REFERENDUM BONDS – 20 YEAR PAYBACK (WITH REFUNDING)

Series 2021 DSEB and GO Referendum Bonds



\$4.4M DEBT CERTIFICATES ISSUED DECEMBER 2021

Cook County School District No. 38 (Kenilworth) Series 2021 Debt Certificates (10 Year Payback)

Year Ending	Total Debt Service
2022	493,177
2023	492,540
2024	496,546
2025	495,122
2026	493,187
2027	495,529
2028	491,974
2029	492,494
2030	492,104
2031	490,844
2032	-
2033	-
2034	-
2035	-
2036	-
Total	\$4,933,516
Dated Date	12/1/2021
All In True Interest Cost	2.33%
Proceeds	\$4,390,000

*Rates are based on spreads of similar-rated deals in the market over MMD Index as of September 28, 2020, with 1.00% cushion.

- Debt Certificates are paid from operating revenues (typically the O&M fund) and must be budgeted for annually.
- Debt Certificates require a resolution of the Board of Education.
- They are subject to the debt limit and can only be used for capital projects.
- The maximum payback is 20 years; this option shows a 10 year payback.

DISCLAIMER

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**MINUTES FOR THE BUILDING AND FINANCE COMMITTEE MEETING OF THE BOARD OF
EDUCATION OF KENILWORTH SCHOOL DISTRICT NO. 38, COOK COUNTY, ILLINOIS
REMOTE VIA ZOOM LINK
THE 16TH DAY OF SEPTEMBER 2020**

Mr. Stephen N. Potter called the meeting to order at 9:02 a.m. Upon roll call, the following Committee members answered as being present: Mr. Stephen N. Potter, and Mr. John Gottschall.

Also, present were Ms. Kate Donegan, Superintendent, Dr. Joseph Bailey, Business Manager, Mrs. Julie M. Campanaro, Board Secretary, Mr. Evan Lukasik, Board of Education President, and Board members, Mr. William Graham, and Dr. Lisa Metzger-Mugg. Also present was Mr. Robert Mellecker, Midwest Environmental.

PUBLIC COMMENT

There was no Public Comment.

NEW BUSINESS

Mr. Potter moved the Air Quality Report item to the first item of discussion so Mr. Mellecker could depart at the conclusion of the discussion.

Air Quality Report

Dr. Bailey opened the discussion by explaining that the testing had been a proactive move on the part of the Administration to insure the safety of the students and staff in the building due to any possible changes in environment due to COVID-19. Dr. Bailey invited Mr. Mellecker, from Midwest Environmental, to present his report on Air Quality testing done at the school.

Mr. Mellecker reported that in late July Midwest Environmental tested the air quality at the Joseph Sears School in several rooms and locations as a snapshot of air quality in the building. The measurements taken were done using non-invasive procedures such as using thermo-imaging to obtain mold samples. He explained that mold spores are found everywhere, as part of the natural environment and most are not harmful. He reported that as expected there were minimal mold spores found which are not harmful. This was expected because the doors and windows whenever possible are left open during school hours to create airflow as recommended by health officials, as such natural mold spores found in nature were found in the school at low levels. Had there been an issue other indicators would have been present. His recommendation was to continue the deep cleaning and installing new filters already being done by maintenance.

The committee members inquired if any levels found exceeded what was acceptable and should a second testing be conducted to insure there have been no changes in the mold spore levels later. It was suggested the initial reading could be used as a baseline. Mr. Mellecker responded that he



observed no mold levels found exceeded acceptable limits and were normal in all aspects. He said that the decision to test again was one for the Board of Education to make, but should they decide to do so, the same scope of work could be duplicated quickly. He also responded to inquiries if there were alternative times to do a second test. He recommended avoiding testing during construction and suggested testing at a time when only the usual students and faculty would be present. This would take into account additional variables such as seasonal indicators and the usual building population in the measurement.

The committee members discussed the best way to communicate the findings and recommended the communications be consistent. Typically, news of any kind is quickly circulated through the community and can be distorted. The committee believed it would be beneficial to get ahead of any inaccurate speculation or perceptions. The committee discussed the intention to conduct a second test and maybe test annually thereafter. There being no further questions for Mr. Mellecker, he departed the meeting.

OLD BUSINESS

Kenilworth TIF District Update

Mr. Potter returned to the order of the agenda and asked Dr. Bailey to provide his update on the TIF District. Dr. Bailey reported that there would be a meeting of the Joint Review Board for the Green Bay Road Redevelopment Area and that he and Ms. Donegan would be representing the school district. This is a public meeting and anyone interested may join via Zoom. The committee discussed the effect of the TIF district on district revenues and residents' tax rates. They concluded that homeowners would see an increase in their EAV. Ultimately, the idea of a TIF district is that those funds go toward infrastructure improvements in the municipality resulting in more sales tax and shifting the tax burden away from residents. The Board will have a fuller conversation on this topic after the Joint Review Board Meeting.

Master Facilities Plan Update

The committee discussed the status of the Master Facilities Plan (MFP). The District has been working with the architects, DLA, to fine-tune the plan, developing a version would allow for a good community result. While the plans are primarily for the students and the school it was hoped that, some aspects of the plan could offer some community benefits as well. The next steps were DLA would conduct another community visioning session, followed by presentations to the faculty and staff and the community on October 1. The plan could be presented to the Board of Education for possible adoption at the November 16, Board of Education meeting.

The committee took time to discuss the contract extension requested by New Vista representative, David Stephen. Concerns were expressed that the initial proposal tendered by New Vista should have calculated better the need for extra time on the project and that the District should not be held responsible for any additional costs. Any additional time spent should



have been preapproved. They in no way questioned the ethics of Mr. Stephen and attributed the additional charges due to a lack of foresight. It was acknowledged that the District however, should have been more mindful of possible cost overruns. It was recommended that the District take this up with a higher-level management but will likely approve payment with the caveat that all additional time must be preapproved. The District wants take advantage of his expertise and allow him to close out this work. He has done an excellent job overall on the project.

Returning to the MFP discussion, the Committee discussed other aspects of the plan including funding and how the MFP would be communicated to the school community. Thanks were expressed to Dr. Helfand, Dr. Bailey, Ms. Donegan, Mr. Potter, the visioning team and the school community at large, who have participated every step of the way.

FY21 Budget Update

Dr. Bailey gave his FY21 budget presentation that will also be presented at the September 21, Regular Board meeting. He outlined some of the changes to the tentative budget presented in August including adding architect fees and reducing the estimated COVID-19 related costs, which would be mitigated through the Cares Act. He characterized the budget as conservative. He responded to questions from the committee on the EAV's effect on the budget, and ways to reduce expenditures to bring the District's per pupil spending more in line with the median of the other sender districts. Areas such as staffing, extra duty pay and general supplies were identified as possible areas to reduce costs over time. The committee felt it would be useful to add footnotes to the presentation to indicate where the data in Dr. Bailey's charts had been derived. Dr. Bailey will also develop for the November Board meeting, a set of metrics to create a baseline for comparison as the year progresses. He will also provide comparisons between actual costs and the amount budgeted over the course of the fiscal year to maintain focus on expenditures.

Dr. Bailey responded to questions regarding the EAV per/pupil historical data in his presentation. He stated he had utilized the AFR and Forecast5 as sources for this slide's content.

Mr. Potter thanked Dr. Bailey for his thorough presentation. He also acknowledged the smooth transition from Dr. Gary Zabilka to Dr. Bailey and stated he looked forward to continuing to work with Dr. Bailey.

Mr. Potter requested that in the interest of time, the committee defer the remaining topics on the agenda to the next meeting in October.

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT



THE JOSEPH SEARS SCHOOL
Kenilworth School District No. 38 Board of Education

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There being no further business, Mr. Potter entertained a motion to adjourn the meeting. Mr. Bill Graham motioned to adjourn the meeting at 11:16 a.m. Dr. Lisa Metzger-Mugg seconded the motion.

The motion passed with all Ayes and the meeting adjourned at 11:16 a.m.

Attest for Distribution: ^{DocuSigned by:} Julie M. Campanaro
Julie M. Campanaro, Secretary

Approved: ^{DocuSigned by:} Stephen N. Potter
Stephen N. Potter, Committee Chairperson

ATTEST: ^{DocuSigned by:} Julie M. Campanaro
Julie M. Campanaro, Secretary