

## **Finance Committee Meeting**

Wednesday, June 2, 2021 5:30 PM

Grodsky Administration Building, 700 N Schoenbeck Rd, Prospect Heights, IL  
60070

### **I. Call to Order**

### **II. Discussion Items**

A. Resolution for Funds Transfer of Bond Proceeds

B. Organic Life Renewal

C. Workers Compensation Insurance Renewal

D. Summer Furniture Updates

E. Preliminary Audit Status

### **III. Financial Reporting to the Committee**

### **IV. Old Business**

A. Approval of Minutes - Finance Committee Meeting  
of Monday, May 3, 2021

### **V. New Business**

### **VI. Adjournment**



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

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**Date:** June 9, 2020

**Title:** Proposed Contract Renewal - Food Service (Organic Life)

**Contact:** Amy McPartlin, Assistant Superintendent for Finance & Operations

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**Background:**

The Illinois State Board of Education (ISBE) requires districts to renew their food service contracts on an annual basis. To date, Administration has been very pleased with Organic Life and the services provided to the District and larger community, especially as they have navigated a fluid school year through the varying levels of in-person attendance during the pandemic.

**Administrative Consideration:**

As the Federal waiver of qualifications for the Summer Food Service Program lunch program has been extended for the 2021-22 school year, District 23 students will again be provided daily lunch and breakfast at no cost to families. We will also be able to continue to offer meal support to all children under the age of 18 in our community as all of these meals are fully reimbursable.

The proposed renewal reflects an overall increase of 3.9%, raising the cost of breakfast from \$1.37 to \$1.42 and \$2.34 to \$2.43 for lunch. Through the District's participation in the Summer Food Service Program, we are able to receive an increased level of reimbursement (\$2.46/breakfast and \$4.31/lunch) still allowing the District to realize a small profit on the total number of meals served.

**Administrative Recommendation:**

The Administration recommends the approval of the proposed renewal of the District's contract with Organic Life, LLC.

Date of Original Contract July 1, 2020					
Year of Renewal (Circle)					
1	2	3	4	5- COVID19 Emergency Extension	6- COVID19 Emergency Extension

**Contract Renewal Agreement for  
Food Management Services  
Nonprofit Food Service Program**

This document contains the rates and fees for the contract of food service management for nonprofit food service programs for the period beginning July 1, 2021, and ending June 30, 2022. The terms and conditions of the original contract are applicable to the contract renewal. Upon acceptance, this document shall constitute the contract renewal between the Food Service Management Company (FSMC) and the School Food Authority.

The FSMC shall not plead misunderstanding or deception because of the character, location, or other conditions pertaining to the contract.


PER MEAL PRICES MUST BE QUOTED AS IF NO USDA COMMODITIES WILL BE RECEIVED

	2020-2021 Rate**	2021-2022 Rate***	Percentage Increase****
1. Reimbursable Breakfasts	1. <u>1.37</u>	1. <u>1.4234</u>	1. <u>3.9</u>
2. Reimbursable Lunches*	2. <u>2.34</u>	2. <u>2.4312</u>	2. <u>3.9</u>
3. Reimbursable Pre-K Snacks (CACFP)	3. <u>1.95</u>	3. <u>2.0260</u>	3. <u>3.9</u>
4. A la Carte Equivalents Fee*	4. <u>2.34</u>	4. <u>2.4312</u>	4. <u>3.9</u>
5. A la Carte Management Fee	5. <u>XXXXXXXX</u>	5. <u>          </u>	5. <u>          </u>
6. Reimbursable After-School Snacks	6. <u>1.00</u>	6. <u>1.0390</u>	6. <u>3.9</u>
7. Special Milk	7. <u>0.95</u>	7. <u>0.9870</u>	7. <u>3.9</u>
8. Reimbursable After-School Suppers (CACFP)	8. <u>3.95</u>	8. <u>4.1040</u>	8. <u>3.9</u>
9. Reimbursable Summer Breakfast	9. <u>1.37</u>	9. <u>1.4234</u>	9. <u>3.9</u>
10. Reimbursable Summer Lunch	10. <u>2.34</u>	10. <u>2.4312</u>	10. <u>3.9</u>

\*Rates must be the same.  
 \*\* Rates must be based on original contract terms, not on COVID-19 contract amendment rates (if applicable).  
 \*\*\***Rates must not be rounded up.** Do not exceed four decimal places.  
 \*\*\*\*Percentage increase must not exceed the allowable increase established in the original contract.

OrganicLife, LLC		
Food Service Management Company		
430 W. Erie St.		
Street Address		
Chicago	IL	60654
City	State	Zip Code

By submission of this proposed renewal agreement, the FSMC certifies that, in the event they receive a renewal award under this solicitation, the FSMC shall operate in accordance with all applicable current program regulations. This agreement shall not exceed one year.

	Vice President	3/1/21
Authorized Signature of FSMC	Title	Date

**Acceptance of Contract Renewal Agreement**

_____ <b>School Food Authority (SFA)</b>	_____ <b>Agreement Number</b>
_____ <b>Authorized Signature of SFA</b>	_____ <b>Title</b>
_____ <b>Authorized Signature of SFA</b>	_____ <b>Date</b>

## Contract Renewal Agreement Certification Form 2021–2022

The *Contract Renewal Agreement Certification Form* must be completed and signed by the School Food Authority's (SFA's) authorized representative.

### A. School Food Authority Information

Agreement Number (RCDT Code) \_\_\_\_\_

School Food Authority \_\_\_\_\_

Contractor Name OrganicLfe, LLC

### B. Required Documentation

Submit signed copies of the following documents.

- *Contract Renewal Agreement*
- *Contract Renewal Agreement Certification Form 2021–2022*
- Certification forms, as applicable, signed annually by the contractor. The contractor certification forms are located on our website at <https://www.isbe.net/Pages/General-Procurement-All-Programs.aspx> under Contract Certification Forms.
  - *Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions,*
  - *Certificate Regarding Lobbying—Contracts, Grants, Loans, and Cooperative Agreements,*
  - *Disclosure of Lobbying Activities-* If the annual contract is over \$100,000 and any funds other than Federal appropriated funds have been used for lobbying;
- Any other amendments, if applicable, for non-material allowable contract changes accompanied by written justification for the amendment.

### C. Contract Renewal Terms

Per the contract renewal terms stated in the contract, the maximum allowable percentage increase that may be applied to the fixed meal rates and fixed management fees is as follows (refer to the original contract for renewal terms; check the appropriate box):

- |   |      |
|---|------|
| <input checked="" type="checkbox"/> CPI—Food Away from Home (Dec) | 3.9% |
| <input type="checkbox"/> CPI—All (Dec)                            | 1.4% |
| <input type="checkbox"/> CPI—Food (Dec)                           | 3.9% |
| <input type="checkbox"/> Other (specify) _____                    |      |

### D. Certification Statement

Under the provisions of the United States Department of Agriculture, Food and Nutrition Service, I certify as a sponsor in the Child Nutrition Programs all information contained in the executed *Contract Renewal Agreement* and accompanying contract renewal documents is true and accurate.

I understand the nonprofit school food service program account cannot be used to pay for unallowable contract costs. As authorized representative for the school food authority noted above, I will ensure operation of the nonprofit school food service program, including use of nonprofit school food service program account funds, is in compliance with the rules and regulations of the Illinois State Board of Education and the United States Department of Agriculture regarding Child Nutrition Programs.

I understand revisions cannot be made to the executed *Invitation for Bid and Contract* without first submitting proposed revisions to the Illinois State Board of Education for review and receiving written notification the proposed revisions are allowable within the regulatory guidelines. Furthermore, I understand additional



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100 North First Street  
Springfield, IL 62777-0001

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION LOWER TIER COVERED TRANSACTIONS**

This certification is required by the regulations implementing Executive Orders 12549 and 12689, Debarment and Suspension, 2 CFR part 3485, including Subpart C Responsibilities of Participants Regarding Transactions (also see federal guidance at 2 CFR part 180). Copies of the regulations may be obtained by contacting the Illinois State Board of Education.

**BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS BELOW.**

**CERTIFICATION**

The prospective lower tier participant certifies, by submission of this Certification, that:

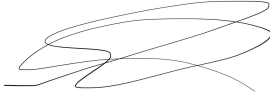
- (1) Neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;
- (2) It will provide immediate written notice to whom this Certification is submitted if at any time the prospective lower tier participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances;
- (3) It shall not knowingly enter any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated;
- (4) It will include the clause titled *Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion—Lower Tier Covered Transactions*, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions;
- (5) The certifications herein are a material representation of fact upon which reliance was placed when this transaction was entered into; and
- (6) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this Certification.

OrganicLife, LLC  
\_\_\_\_\_  
*Organization Name*

Food Service management  
\_\_\_\_\_  
*PR/Award Number or Project Name*

Saad Abid  
\_\_\_\_\_  
*Name of Authorized Representative*

Vice President  
\_\_\_\_\_  
*Title*

  
\_\_\_\_\_  
*Original Signature of Authorized Representative*

3/10/21  
\_\_\_\_\_  
*Date*

**Instructions for Certification**

1. By signing and submitting this Certification, the prospective lower tier participant is providing the certifications set out herein.
2. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue all available remedies, including suspension and/or debarment.
3. Except for transactions authorized under paragraph 3 above, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue all available remedies, including suspension and/or debarment.
4. The terms *covered transaction*, *debarred*, *suspended*, *ineligible*, *lower tier covered transaction*, *participant*, *person*, *primary covered transaction*, *principal*, *proposal*, and *voluntarily excluded*, as used herein, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549 and Executive Order 12689. You may contact the person to which this Certification is submitted for assistance in obtaining a copy of those regulations.
5. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the "GSA Government-Wide System for Award Management Exclusions" (SAM Exclusions) at <http://www.sam.gov>.
6. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required herein. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

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**CERTIFICATE REGARDING LOBBYING**

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit ISBE 85-37, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

OrganicLife, LLC

\_\_\_\_\_  
*Organization Name*

Food Service management

\_\_\_\_\_  
*PR/Award Number or Project Name*

Saad Abid

\_\_\_\_\_  
*Name of Authorized Representative*

Vice President

\_\_\_\_\_  
*Title*

  
\_\_\_\_\_  
*Original Signature of Authorized Representative*

3/10/21

\_\_\_\_\_  
*Date*

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**DISCLOSURE OF LOBBYING ACTIVITIES**

**Directions:** Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352. (See reverse for public burden disclosure.)

1. TYPE OF FEDERAL ACTION

a. Contract     b. Grant     c. Cooperative agreement     d. Loan     e. Loan guarantee     f. Loan insurance

2. STATUS OF FEDERAL ACTION

a. Bid/offer/application     b. Initial award     c. Post-award

3. REPORT TYPE

a. Initial filing     b. Material change     For material change only: \_\_\_\_\_ Year \_\_\_\_\_ Quarter \_\_\_\_\_ Date of last report

4. NAME AND ADDRESS OF REPORTING ENTITY

Prime     Subawardee, Tier \_\_\_\_\_, if known \_\_\_\_\_ Congressional District, if known

5. IF REPORTING ENTITY IN NO. 4 IS SUBAWARDEE, ENTER NAME AND ADDRESS OF PRIME

\_\_\_\_\_ Congressional District, if known

6. FEDERAL DEPARTMENT/AGENCY

7. FEDERAL PROGRAM NAME/DESCRIPTION

\_\_\_\_\_ CFDA Number, if applicable

8. FEDERAL ACTION NUMBER, if known

9. AWARD AMOUNT, if known

\$ \_\_\_\_\_

10a. NAME AND ADDRESS OF LOBBYING ENTITY  
(If individual, last name, first name, MI)

b. INDIVIDUALS PERFORMING SERVICES  
(Including address if different from No. 10a) (last name, first name, MI)

**(Attach Continuation Sheet(s) ISBE 85-37A, if necessary)**

11. AMOUNT OF PAYMENT (check all that apply)

\$ \_\_\_\_\_     Actual     Planned

12. FORM OF PAYMENT (check all that apply)

a. Cash     b. In-kind; specify: nature \_\_\_\_\_ value \_\_\_\_\_

13. TYPE OF PAYMENT (check all that apply)

a. Retainer     b. One-time fee     c. Commission  
 d. Contingent fee     e. Deferred     f. Other, specify \_\_\_\_\_

14. Brief description of services performed or to be performed and date(s) of service, including officer(s), employee(s), or member(s) contacted, for payment indicated in item 11.

No lobbying activity to report

15.  YES     NO    CONTINUATION SHEET(S), ISBE 85-37A ATTACHED

16. Information requested through this form is authorized by title 31 U.S.C. Section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

ORIGINAL SIGNATURE



PRINT NAME OR TYPE

Saad Abid

TITLE

Vice President

TELEPHONE NUMBER

(312) 929-2005

DATE

3/10/21

**INSTRUCTIONS FOR COMPLETION OF  
ISBE 85-37, DISCLOSURE OF LOBBYING ACTIVITIES**

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. Section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the ISBE 85-37A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001".
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial(MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not an ISBE 85-37A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

*Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.*

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**CONTINUATION SHEET**  
**DISCLOSURE OF LOBBYING ACTIVITIES**

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REPORTING ENTITY

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**Transmission of material in this release is embargoed until  
 8:30 a.m. (ET) January 13, 2021**

USDL-21-0024

Technical information: (202) 691-7000 • [cpi\\_info@bls.gov](mailto:cpi_info@bls.gov) • [www.bls.gov/cpi](http://www.bls.gov/cpi)  
 Media Contact: (202) 691-5902 • [PressOffice@bls.gov](mailto:PressOffice@bls.gov)

**CONSUMER PRICE INDEX – DECEMBER 2020**

**(NOTE: This news release was reissued January 19, 2021, correcting 29 seasonally adjusted CPI-U special relative series in tables 2 and 6. Additional information is available at [www.bls.gov/errata/home.htm?errataID=82899](http://www.bls.gov/errata/home.htm?errataID=82899).)**

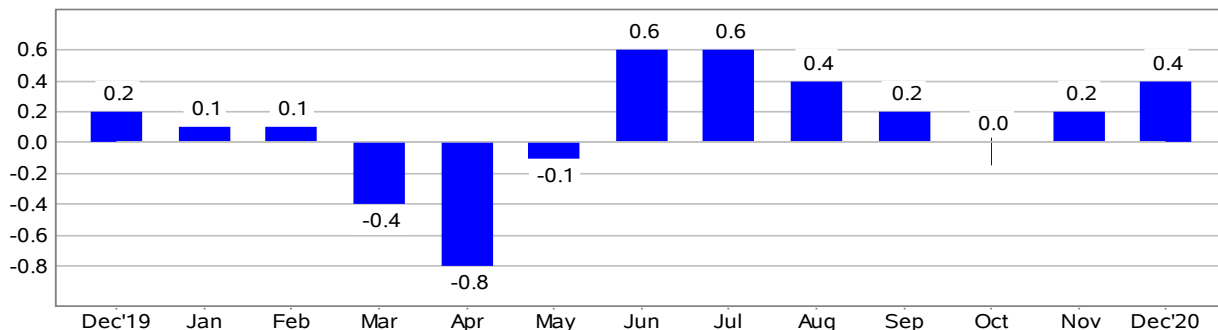
The Consumer Price Index for All Urban Consumers (CPI-U) increased 0.4 percent in December on a seasonally adjusted basis after rising 0.2 percent in November, the U.S. Bureau of Labor Statistics reported today. Over the last 12 months, the all items index increased 1.4 percent before seasonal adjustment.

The seasonally adjusted increase in the all items index was driven by an 8.4-percent increase in the gasoline index, which accounted for more than 60 percent of the overall increase. The other components of the energy index were mixed, resulting in an increase of 4.0 percent for the month. The food index rose in December, as both the food at home and the food away from home indexes increased 0.4 percent.

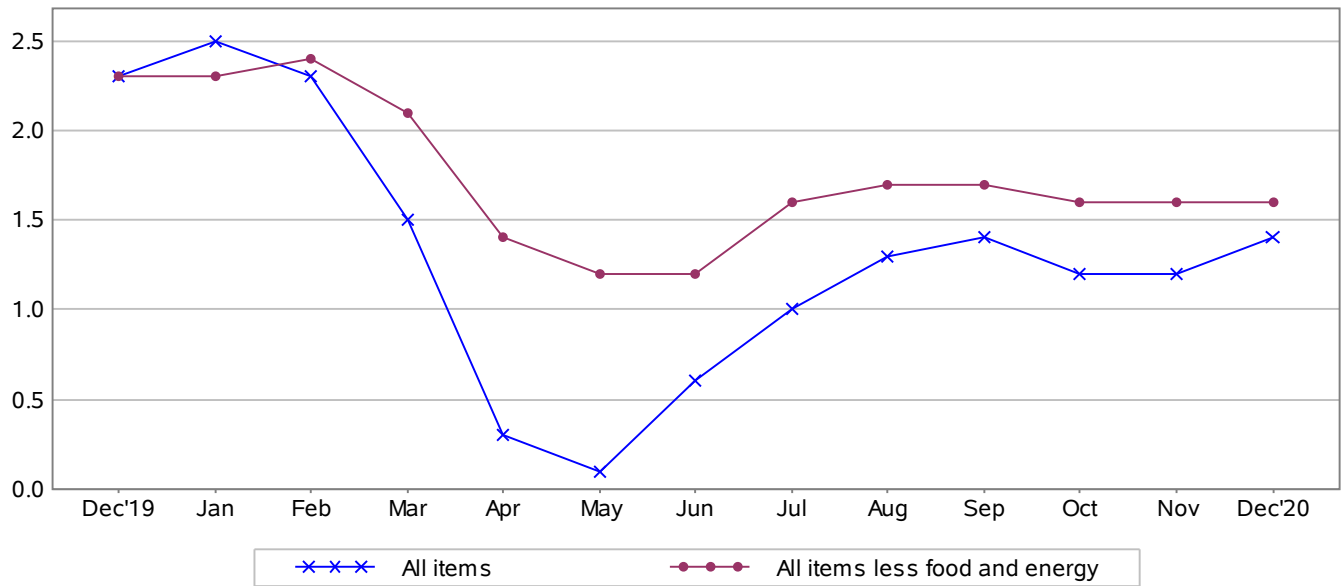
The index for all items less food and energy increased 0.1 percent in December after rising 0.2 percent in the previous month. The indexes for apparel, motor vehicle insurance, new vehicles, personal care, and household furnishings and operations all rose in December. The indexes for used cars and trucks, recreation, and medical care were among those to decline over the month.

The all items index rose 1.4 percent for the 12 months ending December, a slightly larger increase than the 1.2-percent rise reported for the period ending November. The index for all items less food and energy rose 1.6 percent over the last 12 months, as it did in the periods ending October and November. The food index rose 3.9 percent over the last 12 months, while the energy index fell 7.0 percent.

**Chart 1. One-month percent change in CPI for All Urban Consumers (CPI-U), seasonally adjusted, Dec. 2019 - Dec. 2020**  
 Percent change



**Chart 2. 12-month percent change in CPI for All Urban Consumers (CPI-U), not seasonally adjusted, Dec. 2019 - Dec. 2020**  
Percent change



**Table A. Percent changes in CPI for All Urban Consumers (CPI-U): U.S. city average**

	Seasonally adjusted changes from preceding month							Un-adjusted 12-mos. ended Dec. 2020
	Jun. 2020	Jul. 2020	Aug. 2020	Sep. 2020	Oct. 2020	Nov. 2020	Dec. 2020	
All items.....	0.6	0.6	0.4	0.2	0.0	0.2	0.4	1.4
Food.....	0.6	-0.4	0.1	0.0	0.2	-0.1	0.4	3.9
Food at home.....	0.7	-1.1	-0.1	-0.4	0.1	-0.3	0.4	3.9
Food away from home <sup>1</sup> .....	0.5	0.5	0.3	0.6	0.3	0.1	0.4	3.9
Energy.....	5.1	2.5	0.9	0.8	0.1	0.4	4.0	-7.0
Energy commodities.....	11.7	5.3	2.0	-0.1	-0.5	-0.2	8.2	-15.2
Gasoline (all types).....	12.3	5.6	2.0	0.1	-0.5	-0.4	8.4	-15.2
Fuel oil.....	10.2	4.3	3.9	-5.3	-0.3	3.6	10.0	-20.0
Energy services.....	-0.2	0.0	-0.2	1.6	0.8	1.1	0.1	2.6
Electricity.....	-0.3	0.3	-0.2	0.9	1.2	0.5	0.4	2.2
Utility (piped) gas service.....	0.0	-1.0	-0.2	4.2	-0.7	3.1	-0.8	4.1
All items less food and energy.....	0.2	0.6	0.4	0.2	0.0	0.2	0.1	1.6
Commodities less food and energy commodities.....	0.2	0.7	1.0	0.8	-0.2	0.1	0.2	1.7
New vehicles.....	0.0	0.8	0.0	0.3	0.4	-0.1	0.4	2.0
Used cars and trucks.....	-1.2	2.3	5.4	6.7	-0.1	-1.3	-1.2	10.0
Apparel.....	1.7	1.1	0.6	-0.5	-1.2	0.9	1.4	-3.9
Medical care commodities.....	0.2	0.0	-0.1	0.0	-0.8	-0.3	-0.4	-2.5
Services less energy services.....	0.3	0.6	0.2	0.0	0.1	0.2	0.1	1.6
Shelter.....	0.1	0.2	0.1	0.1	0.1	0.1	0.1	1.8
Transportation services.....	2.1	3.6	0.0	-0.9	0.1	1.8	-0.1	-3.5
Medical care services.....	0.5	0.5	0.1	0.0	-0.3	-0.1	-0.1	2.8

<sup>1</sup> Not seasonally adjusted.

## **Food**

The food index increased 0.4 percent in December following a 0.1-percent decrease in November. The index for food at home increased 0.4 percent after declining in November. Major grocery store food group indexes were mixed over the month. The index for other food at home rose 0.7 percent in December after falling 0.6 percent in November. The nonalcoholic beverages index increased 1.1 percent after a 0.9-percent decline in the previous month. The index for dairy and related products rose 0.8 percent in December, and the index for cereals and bakery products increased 0.4 percent over the month.

The index for meats, poultry, fish, and eggs declined 0.2 percent in December, following a 0.1-percent increase the previous month. The index for fruits and vegetables also declined 0.2 percent over the month.

The index for food away from home rose 0.4 percent in December, after rising 0.1 percent in November. The index for limited service meals rose 0.5 percent, while the index for full service meals increased 0.3 percent.

The food at home index increased 3.9 percent over the past 12 months. All six major grocery store food group indexes increased over the period. The largest increase was the meats, poultry, fish, and eggs index which rose 4.6 percent as the beef index increased 5.3 percent. The smallest increases were for the cereals and bakery products and the fruits and vegetables indexes, which both increased 3.2 percent over the last 12 months. The index for food away from home rose 3.9 percent over the last year. The index for limited service meals rose 6.0 percent and the index for full service meals rose 3.0 percent over the span.

## **Energy**

The energy index rose for the seventh month in a row in December, increasing 4.0 percent. The largest contribution to this increase was the gasoline index, which increased 8.4 percent in December after declining in the previous 2 months. (Before seasonal adjustment, gasoline prices rose 3.4 percent in December.) The index for electricity rose 0.4 percent over the month, while the index for natural gas fell 0.8 percent.

Despite the monthly increase, the energy index fell 7.0 percent over the past 12 months. Energy commodity indexes fell sharply over the period, with the fuel oil index declining 20.0 percent and the gasoline index decreasing 15.2 percent. Energy service indexes rose over the last 12 months, with the index for natural gas increasing 4.1 percent and the index for electricity rising 2.2 percent.

## **All items less food and energy**

The index for all items less food and energy rose 0.1 percent in December after rising 0.2 percent in November. The shelter index rose 0.1 percent in December, the fifth 0.1-percent increase in a row for that index. The indexes for rent and owners' equivalent rent both increased 0.1 percent in December, after both were unchanged in November. The index for lodging away from home was unchanged in December after rising sharply in November.

The index for apparel increased 1.4 percent in December, as did the index for motor vehicle insurance. The index for personal care and the index for new vehicles both rose 0.4 percent over the month after falling 0.1 percent the previous month. The index for household furnishings and operations increased 0.2 percent in December after rising 0.7 percent in November.

The index for used cars and trucks declined for the third consecutive month, falling 1.2 percent in December. The recreation index fell 0.3 percent in December, ending a string of 4 consecutive monthly increases. The index for medical care continued to decline in December, falling 0.2 percent after decreasing 0.1 percent in November. The index for prescription drugs declined 0.4 percent over the month, while the index for hospital services rose 0.3 percent in December, and the index for physicians' services was unchanged.

The index for all items less food and energy rose 1.6 percent over the past 12 months. The shelter index rose 1.8 percent over the last 12 months. The used cars and trucks index increased 10.0 percent over the last 12 months and the medical care index increased 1.8 percent. Indexes which declined over the past 12 months included the indexes for airline fares, apparel, lodging away from home, and motor vehicle insurance.

### **Not seasonally adjusted CPI measures**

The Consumer Price Index for All Urban Consumers (CPI-U) increased 1.4 percent over the last 12 months to an index level of 260.474 (1982-84=100). For the month, the index increased 0.1 percent prior to seasonal adjustment.

The Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) increased 1.4 percent over the last 12 months to an index level of 254.081 (1982-84=100). For the month, the index rose 0.1 percent prior to seasonal adjustment.

The Chained Consumer Price Index for All Urban Consumers (C-CPI-U) increased 1.2 percent over the last 12 months. For the month, the index increased 0.1 percent on a not seasonally adjusted basis. Please note that the indexes for the past 10 to 12 months are subject to revision.

### **Year in Review (December to December)**

The all items CPI-U rose 1.4 percent in 2020. This was smaller than the 2019 increase of 2.3 percent and the smallest December-to-December increase since the 0.7-percent rise in 2015. The index rose at a 1.7-percent average annual rate over the last 10 years.

The food index increased 3.9 percent in 2020, a larger increase than the 2019 rise of 1.8 percent. The index for food at home also increased 3.9 percent in 2020, a larger increase than the 0.7-percent increase reported for 2019. Over the last 10 years, the food index rose at a 2.0-percent average annual rate, and the food at home index increased at a 1.5-percent average annual rate.

All six major grocery store food group indexes rose in 2020. The index for meats, poultry, fish, and eggs rose 4.6 percent in 2020 after rising 2.3 percent in 2019. Similarly, the dairy and related products index increased 4.4 percent in 2020 after increasing 2.4 percent in 2019. The index for nonalcoholic beverages also increased by 4.4 percent in 2020, while the index for other food at home rose 3.9 percent over the year. The cereals and bakery products and the fruits and vegetables indexes both increased 3.2 percent in 2020.

The index for food away from home rose 3.9 percent in 2020, a somewhat larger increase than the 3.1 percent increase in 2019 and the largest December-to-December rise since 2008. The food away from home index increased at a 2.7-percent average annual rate over the last 10 years.

The energy index decreased 7.0 percent in 2020 after increasing 3.4 percent in 2019. The index for gasoline fell 15.2 percent in 2020 after rising 7.9 percent the previous year. The index for fuel oil fell 20.0 percent in 2020. These declines more than offset increases in the other energy component indexes. The index for natural gas rose 4.1 percent in 2020 after falling 3.5 percent in 2019, while the index for electricity increased 2.2 percent over the year after declining 0.4 percent in the previous year. The energy index decreased at a 0.9-percent average annual rate since December 2010.

The index for all items less food and energy rose 1.6 percent in 2020, a smaller increase than the 2.3-percent increase reported for 2019, and smaller than the 2.0-percent average annual rate over the past 10 years. The shelter index rose 1.8 percent, the smallest December-to-December increase since 2010. The index for rent increased 2.3 percent in 2020, while the index for owners' equivalent rent increased 2.2 percent. The index for household furnishings and operations increased 3.2 percent in 2020 after increasing 1.0 percent in 2019. In contrast, the index for lodging away from home fell 9.5 percent in 2020, the largest December-to-December decrease ever reported for that index, which dates to December 1997.

The medical care index increased 1.8 percent in 2020, a smaller increase than the 4.6-percent increase reported for 2019. The index for hospital services rose 3.0 percent in 2020, the same increase as in 2019. The physicians' services index rose 1.7 percent over the year. The index for prescription drugs, in contrast, fell 2.4 percent in 2020 after rising 3.0 percent in 2019. The medical care index increased at a 2.8-percent average annual rate over the last decade.

The index for used cars and trucks increased 10.0 percent in 2020, the largest December-to-December increase reported for that index since 1983. The new vehicles index rose 2.0 percent in 2020 after rising 0.1 percent in 2019. The index for motor vehicle insurance fell 4.8 percent over the year after being unchanged in 2019, the largest December-to-December decrease in that index since 1955.

The communication index increased 2.4 percent in 2020, a larger increase than the 0.7-percent increase reported in 2019. The index for education increased 1.4 percent over the year, less than the 2.1-percent increase in the previous year. The personal care index increased 1.8 percent in 2020, while the recreation index increased 0.9 percent. The index for tobacco increased 5.1 percent over the year, and the index for alcoholic beverages increased 2.8 percent. The index for airline fares declined 18.4 percent in 2020, the largest December-to-December decrease ever reported for that index, which was first published in December 1964. The apparel index continued to decline for the seventh consecutive year, falling 3.9 percent.



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

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**Date:** June 9, 2021  
**Title:** Recommendation to Approve Workers Compensation Insurance Coverage with Illinois Counties Risk Management Trust  
**Contact:** Amy McPartlin, Assistant Superintendent for Finance & Operations

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**Background Information:**

On an annual basis, the District requests multiple proposals for its Workers Compensation Insurance Coverage through its broker, Alliant/Mesirow. For the 2021-22 year, we have received two (2) renewal proposals, including one from the District's current workers compensation carrier – Illinois Counties Risk Management Trust. Both proposals provide savings from the FY21 premium amount.

From a historical perspective, due to our relatively low number of workers compensation losses, the District has received reductions in its premium year after year. More recently, the 2019-20 school year saw a premium reduction of 16.11% , 2020-21, saw a reduction in premium of 6.5%. Again, as we move into FY22, we are pleased to see a decrease in annual premium of just over 7%.

**Recommendation:**

Based upon the quote received and familiarity with the current provider, the enhanced training materials, consultation services provided and the level of services experienced, ICRMT continues to be the preferred carrier for the District's workers compensation insurance. The Administration recommends renewal of its workers compensation insurance with Illinois Counties Risk Management Trust (ICRMT for the 2021-22 school year at a cost of \$72,471.

## ACCEPTANCE FORM

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**Named Insured:** Prospect Heights CUSD #23  
**Quote Number:** R5-1000567-2122-01  
**Policy Year:** JUL 01, 2021 - JUL 01, 2022

<b>Total Annual Premium</b>	<b>\$74,414</b>
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<b>Total Amount Due</b>	<b>\$72,471</b>
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### Terms and Conditions

- The Named Insured can only cancel the Policy at program anniversary and only if 90-day prior written notice of cancellation is given. If required notice is not given, full estimated premium is earned, due and payable.
- All terms and conditions of membership in the Illinois Counties Risk Management Trust are set forth in the Trust by-laws. A copy of this document is available for your review
- Per the Membership Agreement, the member must be with the Trust for 12 months prior to withdrawing and can only withdraw at anniversary date of effective date.
- The following must be received prior to binding:
  - Signed Acceptance Form
  - Intials Cancellation Clause
  - Insured's Contact Information
  - Insured's FEIN
  - Requested Payment Plan       Annual       50/50       25/5

### Acceptance Statement:

Please accept this as a formal confirmation that all terms and conditions, attached scheduled items, and premiums proposed by the Illinois Counties Risk Management Trust are accepted effective 07/01/2021.

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Signature of Official

Date





## PROSPECT HEIGHTS DISTRICT 23 FINANCE & BUILDING AND SITES COMMITTEES INFORMATION ITEM

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**Date:** June 2, 2021  
**Title:** Discussion of Summer 2021 Furniture Expenditures  
**Contact:** Amy McPartlin, Assistant Superintendent for Finance & Operations

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### **BACKGROUND INFORMATION:**

In accordance with our ongoing plan to address furniture replacements at each building, the FY22 Budgetary Guidelines discussed the need for the continued allocation of funds through two expenditure line items. The 2021-22 Per Pupil Allocation amount of \$188.00/student included an amount equal to 25% of the Cost Per Pupil (\$47/student) to be set aside in each building's 2021-22 budget, as a non-discretionary line item for furniture replacements. These non-discretionary funds total \$68,526. An additional allocation of \$50,000 was also requested as a non-discretionary expenditure for furniture, to be split across all buildings based on a per pupil amount.

As was the case in FY21, principals are allowed to utilize their building furniture budgets early in the fiscal year. The \$50,000 Board allocation will be released later in the year as we confirm that revenues and expenditures are on track.

### **CURRENT SCENARIO:**

The FY21 year-end orders were presented in April/May. In order to maximize our purchasing power and leverage our orders across the fiscal years, we have placed the initial FY22 orders, based on the approved budgetary guidelines. Final orders for Eisenhower, Ross and Sullivan have been included for the Committee's review. The total cost of these orders is \$60,280 and represents the full FY22 Cost Per Pupil allocation for furniture as well as additional building line items. Pricing for the Smith Systems items is in accordance with the National Cooperative Purchasing Alliance (NCPA) Contract #NCPA07-44 KI Items have will be purchased through the Sourcewell Contract #121919-KII.

Initial plans have also been attached for the MacArthur Library. The updating of this large space has been an identified project for the past few years, with layouts being developed and finalized by building administration and staff this past year. The MacArthur Administration has requested the use of their FY22 furniture allocations for this project, as it is a space that benefits the entire school population. We plan for this to be a two year process with tables and seating purchased now and soft seating and bookcases later in the year, as the collection of books is scaled down as requested.

We will continue to keep the Board and Committees up to date as product is delivered to Eisenhower, Ross and Sullivan and the MacArthur Library project progresses.



F122 10.5.0000.1110.491.05.0000



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960 Lively Blvd.  
Wood Dale, IL 60191  
630-227-1000  
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www.lowerymcdonnell.com

**TO: Ms. Amy McPartlin**  
Chief School Business Official  
Prospect Heights SD 23  
700 N. Schoenbeck Road  
Prospect Heights, IL 60070

**DATE:** May 12, 2021

**SUBJECT:** Eisenhower Elementary School  
Classroom Furniture  
\*\*REVISED\*\*

**PROPOSAL**

We are pleased to provide the following quotation for your consideration:

Qty	Description	Unit Price	Extension
<b>Classroom Furniture by Smith System</b>			
2	Interchange Rectangle Tables, Felt Glides, #04101F, Mission Maple Top, Mint Edge, Platinum Legs	\$278.00	\$556.00
48	Interchange Wing Open Front Desks, Felt Glides, #04503, Mission Maple Top, Mint Edge, Platinum Legs	224.00	10,752.00
48	Groove Chairs, 14"H, Felt Glides, #33847F, Cerulean Seat, Platinum Legs	60.50	2,904.00
2	Cascade Double Bullet Teacher Desk, #26180, Mission Maple Top, Mint Edge, Platinum Base	825.00	1,650.00

**Total Furniture Cost, Delivered Only: \$15,862.00**

Optional Inside Delivery, Assembly and Rubbish Removal  
(Regular Business Hours, in Conjunction with Ross & Sullivan Furniture) \$1,500.00

Total \$ 17,362

Delivery about six weeks after receipt of PO.

Thank you for this opportunity to be of service. Please call if you have any questions.





TERMS

- Prices are Net 30 days and include tailgate delivery.
- Change in quantity ordered may affect prices.
- Subject to acceptance within 45 days.
- Unit Prices do not include installation.

Accepted:  
By: [Signature]  
Title: Asst. Superintendent  
Date: 05.12.21

Presented:  
By: Dave Tatge  
Dave Tatge, Ext. 232  
dtatge@lmcinc.net

## Prospect Heights SD23 – Ike Classroom Furniture Selections

Tag	Description	Image
<p><b>A</b></p>	<p><b>Teacher Work Table</b></p> <ul style="list-style-type: none"> <li>• “Interchange” Series by Smith System</li> <li>• Model #04101</li> <li>• Worksurface 24”D x 48”W</li> <li>• Felt Glides</li> <li>• Finish Selection: Mission Maple Top, Mint Edge, Platinum Leg</li> </ul> <p>Qty: 3</p>	
<p><b>B</b></p>	<p><b>Student Desks</b></p> <ul style="list-style-type: none"> <li>• “Interchange Wing” by Smith System</li> <li>• Model #04503F</li> <li>• Open Front Desk</li> <li>• Adjustable Height 22” – 32”</li> <li>• Felt Glides</li> <li>• Finish Selection: Mission Maple Top, Mint Edge, Platinum Leg</li> </ul> <p>Qty: 72</p>	
<p><b>D</b></p>	<p><b>Student Chairs</b></p> <ul style="list-style-type: none"> <li>• “Groove” Series by Smith System</li> <li>• Model #33847F</li> <li>• Chair Height: 14”</li> <li>• Felt Glides</li> <li>• Finish Selection: Cerulean Seat, Platinum Legs</li> </ul> <p>Qty: 90</p>	
<p><b>M</b></p>	<p><b>Teacher Desk – Mobile</b></p> <ul style="list-style-type: none"> <li>• “Cascade” Double Pedestal by Smith System</li> <li>• Model #26180</li> <li>• 28” x 72” Double Bullet Top</li> <li>• Two Locking Box Box File Pedestals</li> <li>• Finish Selection: Mission Maple Top, Mint Edge, Platinum Base</li> </ul> <p>Qty: 3</p>	





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F122 10.5.0000.1110.491.03.0000 \$14,711<sup>00</sup>  
10.5.0000.2410.491.03.0000 \$8,355<sup>00</sup>

960 Lively Blvd.  
Wood Dale, IL 60191  
630-227-1000  
Fax: 630-227-1010  
www.lowerymcdonnell.com

**TO: Ms. Amy McPartlin**  
Chief School Business Official  
Prospect Heights SD 23  
700 N. Schoenbeck Road  
Prospect Heights, IL 60070

**DATE:** May 11, 2021

**SUBJECT:** Ross Elementary School  
Classroom Furniture

**PROPOSAL**

We are pleased to provide the following quotation for your consideration:

Qty	Description	Unit Price	Extension
<b>Classroom Furniture by Smith System</b>			
58	Planner Student Desks, #01272, Pewter Mesh Top, Apple Edge, Platinum Legs	\$141.00	\$8,178.00
58	Metal Book Boxes, #17190, Platinum	39.00	2,262.00
58	Caster Set, 4-Pack, #17576	48.00	2,784.00
10	Three Slope Shelf Book Truck, #21092, Persian Blue	236.00	2,360.00
1	Three Flat Shelf Book Truck, #21051, Persian Blue	278.00	278.00
1	Cascade Mega Tower, Combo Unit, #912012000P, Persian Blue End Panels	1,220.00	1,220.00
4	Cascade Double Bullet Teacher Desk, #26180, Pewter Mesh Top, Persian Blue Edge, Platinum Base	825.00	3,300.00
<b>Miscellaneous Furniture</b>			
1	United Chair, Upswing Task Chair, Soft Wheel Casters	325.00	325.00
1	Haskell Fuzion Sit Stand Desk w/ Grommet, Fog Grey	419.00	419.00
<b>Total Furniture Cost, Delivered Only:</b>			<b>\$21,126.00</b>

Optional Inside Delivery, Assembly and Rubbish Removal  
(Regular Business Hours, in Conjunction with Ike & Sullivan Furniture) \$1,940.00

Total \$23,066


Delivery about six weeks after receipt of PO.

Thank you for this opportunity to be of service. Please call if you have any questions.

TERMS

- Prices are Net 30 days and include tailgate delivery.
- Change in quantity ordered may affect prices.
- Subject to acceptance within 45 days.
- Unit Prices do not include installation.

Accepted:

By:   
Title: Asst Superintendent  
Date: 05-12-21




Presented:

By: Dave Tatge  
Dave Tatge, Ext. 232  
dtatge@lmcinc.net

## Prospect Heights SD23 – Ross Classroom Furniture Selections

Tag	Description	Image
<p><b>A</b></p>	<p><b>Student Desks</b></p> <ul style="list-style-type: none"> <li>• “Planner” Series by Smith System</li> <li>• Model #01272</li> <li>• 20” x 27” Top, Height Adjust 22” – 32”</li> <li>• Equipped with Book Box and Locking Casters</li> <li>• Finish Selection: Pewter Mesh Top w/ Apple Edge, Platinum Legs w/ Chrome Inserts</li> </ul> <p>Qty: 58</p>	
<p><b>B-1</b></p>	<p><b>Book Truck</b></p> <ul style="list-style-type: none"> <li>• “Buffalo” Series by Smith System</li> <li>• Model #21092</li> <li>• 14” D x 36” W x 43” H</li> <li>• Three sloping shelves &amp; 4” soft tread casters</li> <li>• Sliding book supports not included</li> <li>• Finish Selection: Persian Blue</li> </ul> <p>Qty: 10</p>	
<p><b>B-2</b></p>	<p><b>Book Truck</b></p> <ul style="list-style-type: none"> <li>• “Buffalo” Series by Smith System</li> <li>• Model #21051</li> <li>• 18” D x 36” W x 43” H</li> <li>• Three flat shelves &amp; 4” soft tread casters</li> <li>• Finish Selection: Persian Blue</li> </ul> <p>Qty: 1</p>	
<p><b>C</b></p>	<p><b>Mobile Storage</b></p> <ul style="list-style-type: none"> <li>• “Cascade” Series by Smith System</li> <li>• Model #912012000P</li> <li>• Open Combination Unit, No Doors</li> <li>• 19” D x 43” W x 61.4” H</li> <li>• Three adjustable shelves, 12 tote trays</li> <li>• End Panels: Persian Blue</li> </ul> <p>Qty: 1</p>	

*Prospect Heights SD23 – Ross Classroom Furniture Selections*

Tag	Description	Image
D	<p><b>Teacher Desk – Mobile</b></p> <ul style="list-style-type: none"> <li>• “Cascade” Double Pedestal by Smith System</li> <li>• Model #26180</li> <li>• 28” x 72” Double Bullet Top</li> <li>• Two Locking Box Box File Pedestals</li> <li>• Finish Selection: Pewter Mesh Top, Persian Blue Edge, Platinum Base</li> </ul> <p>Qty: 4</p>	
E	<p><b>Teacher Workstation Chair</b></p> <ul style="list-style-type: none"> <li>• “Upswing” Series by United Chair</li> <li>• Model #UP13-SDW-HA8-G1</li> <li>• Mesh Back Task Chair, Ht. Adj. Arms</li> <li>• Soft Wheel Casters</li> <li>• Seat Fabric Selection: TBD</li> </ul> <p>Qty: 1</p>	
F	<p><b>Teacher Work Stand – Mobile</b></p> <ul style="list-style-type: none"> <li>• “Fuzion” Series by Haskell</li> <li>• 28” – 42” High, Sit to Stand</li> <li>• 22” x 26” Worksurface w/ laptop storage bin</li> <li>• Tablet holder and cup caddie grommet</li> <li>• Finish Selection: Fog Grey Top, Platinum Base</li> </ul> <p>Qty: 1</p>	





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FY22 \$13,630 → 10.5.0000, 2410.491.02, 0000  
\$ 6,222 → 10.5.0000, 2410.491.02, 0000  
*ct*

**TO: Ms. Amy McPartlin**  
Chief School Business Official  
Prospect Heights SD 23  
700 N. Schoenbeck Road  
Prospect Heights, IL 60070

**DATE:** May 11, 2021

**SUBJECT:** Sullivan Elementary School  
Classroom Furniture

**PROPOSAL**

We are pleased to provide the following quotation for your consideration:

Qty	Description	Unit Price	Extension
<b>Classroom Furniture by Smith System</b>			
24	Interchange 3-2-1 Desk, #03011 LS, Pewter Mesh Top, Platinum Edge & Leg	\$227.00	5,448.00
2	Interchange Rectangle Table, 30" x 60", #04107, Pewter Mesh Top, Platinum Edge & Leg	340.00	680.00
2	Interchange Half Moon Table, 36" x 72", #04128, Pewter Mesh Top, Platinum Edge & Leg	400.00	800.00
28	Caster Set, 4-Pack, #17576	48.00	1,344.00
2	Café Table, 36"R Top, 36"H Disc Base, #01504/01452, Pewter Mesh Top, Platinum Edge & Base	303.00	606.00
24	Flavors Chair, 18"H, Felt Glides, #11849F, Persian Blue Seat	78.00	1,872.00
24	Flavors Chair, 18"H, Felt Glides, #11849F, Apple Seat	78.00	1,872.00
6	Plato Stool, 24"H, Felt Glides, #00981, Persian Blue Seat	100.00	600.00
2	Cascade Mega-Case, Doors, 15 Totes, #320015000P, Persian Blue	860.00	1,720.00
2	Cascade Mega-Case, Doors, 15 Totes, #320015000P, Apple	860.00	1,720.00
<b>Miscellaneous Furniture</b>			
10	VS Hokki Stools, 18", Black	134.00	1,340.00
2	United Chair, Upswing Task Chair, Soft Wheel Casters, Punchcard Abyss Seat	325.00	650.00

**Total Furniture Cost, Delivered Only: \$18,652.00**

Optional Inside Delivery, Assembly and Rubbish Removal \$1,200.00  
(Regular Business Hours, In Conjunction with Ikea, & Ross Furniture)

*Total \$19,852.00*

Delivery about six weeks after receipt of PO and finish selections.

Thank you for this opportunity to be of service. Please call if you have any questions.

TERMS

- Prices are Net 30 days and include tailgate delivery.
- Change in quantity ordered may affect prices.
- Subject to acceptance within 45 days.
- Unit Prices do not include installation.






Accepted:

By: *[Signature]*  
Title: Asst. Superintendent  
Date: 05-12-21


Presented:

By: Dave Tatge  
Dave Tatge, Ext. 232  
dtatge@lmcinc.net

## *Prospect Heights SD23 – Sullivan Classroom Furniture Selections*

Tag	Description	Image
<b>A</b>	<b>Student Desks</b> <ul style="list-style-type: none"> <li>• “Interchange 3-2-1” Series by Smith System</li> <li>• Model #03011 LS Desk w/ Casters #17576</li> <li>• Top 35” x 50” x Adjustable Height, 22” – 34”</li> <li>• Finish Selection: Pewter Mesh Top, Platinum Edge &amp; Leg</li> </ul> <p>Qty: 24</p>	
<b>B</b>	<b>Rectangle Table</b> <ul style="list-style-type: none"> <li>• “Interchange” Series by Smith System</li> <li>• Model #04107 w/ Casters #17576</li> <li>• Worksurface 30”D x 60”W x 22” – 34”H</li> <li>• Finish Selection: Pewter Mesh Top, Platinum Edge &amp; Leg</li> </ul> <p>Qty: 2</p>	
<b>C</b>	<b>Half Moon Table</b> <ul style="list-style-type: none"> <li>• “Interchange” Series by Smith System</li> <li>• Model #04128 w/ Casters #17576</li> <li>• Worksurface 36”D x 72”W x 22” – 34”H</li> <li>• Finish Selection: Pewter Mesh Top, Platinum Edge &amp; Leg</li> </ul> <p>Qty: 2</p>	
<b>D</b>	<b>Collaboration Station</b> <ul style="list-style-type: none"> <li>• “Cafe” Series by Smith System</li> <li>• Model #01504 Top/01452 Base</li> <li>• 36” Round Top, 36”H Circular Base</li> <li>• Backpack Hooks</li> <li>• Finish Selection: Pewter Mesh Top, Platinum Edge &amp; Base</li> </ul> <p>Qty: 2</p>	
<b>E</b>	<b>Student Chairs</b> <ul style="list-style-type: none"> <li>• “Flavors” Series by Smith System</li> <li>• Model #11849F</li> <li>• Chair Height: 18”</li> <li>• Platinum Legs with Felt Glides</li> <li>• Finish Selection: Persian Blue and Apple seat</li> </ul> <p>Qty: 48 (24 – Persian Blue, 24 – Apple)</p>	

## *Prospect Heights SD23 – Sullivan Classroom Furniture Selections*

Tag	Description	Image
F	<p><b>Student Chairs - Bistro</b></p> <ul style="list-style-type: none"> <li>• “Plato” Series by Smith System</li> <li>• Model #00981F</li> <li>• Chair Height 24”H</li> <li>• Platinum Legs with Felt Glides</li> <li>• Finish Selection: Persian Blue seat</li> </ul> <p>Qty: 6</p>	
G	<p><b>Mobile Storage – Doors</b></p> <ul style="list-style-type: none"> <li>• “Cascade Mega-Case” by Smith System</li> <li>• Model #320015000P</li> <li>• (15) 3” SW Totes</li> <li>• 19”D x 43”W x 30.4”H</li> <li>• Locking doors (open shown for clarity)</li> <li>• End Panel Selection: Persian Blue &amp; Apple</li> </ul> <p>Qty: 4 (2 – Persian Blue, 2 – Apple)</p>	
H	<p><b>Student Active Seating</b></p> <ul style="list-style-type: none"> <li>• “Hokki” Series by VS</li> <li>• 18” Stool Height</li> <li>• Color Selection: Black</li> </ul> <p>Qty: 10</p>	
I	<p><b>Teacher Workstation Chair</b></p> <ul style="list-style-type: none"> <li>• “Upswing” Series by United Chair</li> <li>• Model #UP13-SDW-HA8-G1</li> <li>• Mesh Back Task Chair, Ht. Adj. Arms</li> <li>• Soft Wheel Casters</li> <li>• Seat Fabric Selection: Punchcard Abyss</li> </ul> <p>Qty: 2</p>	
J	<p><b>Teacher Desk – Mobile</b></p> <ul style="list-style-type: none"> <li>• “Instruct All Terrain” Series by KI</li> <li>• Model #ATMTD2466-74P</li> <li>• 24”D x 48”W Worksurface w/ Modesty Panel</li> <li>• 18”W x 40”H Right Side Lectern with Storage</li> <li>• Finish Selection: Pressed Linen Top w/ Warm Gray Edge, Starlight Silver Paint</li> </ul> <p>Qty: 0</p>	



**Lowery McDonnell Company**  
A DIVISION OF WAREHOUSE DIRECT

960 Lively Blvd.  
Wood Dale, IL 60191  
630-227-1000  
Fax: 630-227-1010  
www.lowerymcdonnell.com

**TO: Ms. Amy McPartlin**  
Chief School Business Official  
Prospect Heights SD23  
700 N. Schoenbeck Road  
Prospect Heights, IL 60070

**DATE:** May 19, 2021

**SUBJECT: MacArthur Middle School**  
Library Furniture  
**\*\*REVISED\*\***

**PROPOSAL**

We are pleased to provide the following quotation for your consideration:

Qty	Description	Unit Price	Extension
<b>Library Furniture by Media Technologies</b>			
8	Derby Series Seminar Tables, 18" x 60", Fixed Top, Wheelbarrow Base	\$379.00	\$3,032.00
4	Derby Bistro Tables, 36"R Top, 36"H (Orbit Bistro Tables with Disc Base, Add \$50.00 per table)	463.00	1,852.00
4	Deuce Seating with Café Counter, 60"W, Gr. 5	2,067.00	8,268.00
8	Push Pops, 25"H, Gr. 3	544.00	4,352.00
4	Fulltime Ottoman, Cylinder Shape w/ Casters, Gr. 3	495.00	1,980.00
2	Derby Series Tables, 36"SQ x 29"H (Orbit Tables with Disc Base, Add \$50.00 per table)	473.00	946.00
2	Duo Series Closed Corner Tables, Pie Shape	722.00	1,444.00
<b>Library Chairs by KI</b>			
16	Strive Chairs, 18", Poly Seat/Back, Steel Glides	\$121.50	\$1,944.00
12	Strive Bistro Chairs, 23"H, Poly Seat/Back, Steel Glides	181.00	2,172.00
Total Cost, Delivered Only:			\$25,990.00
Optional Inside Delivery, Assembly & Rubbish Removal:			1,920.00
Total Cost, Delivered & Installed:			\$27,910.00

Delivery about 10 weeks after receipt of PO and finish selections.

Thank you for this opportunity to be of service. Please call if you have any questions.

TERMS

- Prices are Net 30 days and include tailgate delivery.
- Change in quantity ordered may affect prices.
- Subject to acceptance within 45 days.
- Unit Prices do not include installation.

Accepted:

Presented:

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

By: Dave Tatge

Title: \_\_\_\_\_

Dave Tatge, Ext. 232






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

dtatge@lmcinc.net

*Prospect Heights SD23 – MacArthur Library Furniture*

Tag	Description	Image
A	<p><b>Seminar Style Tables</b></p> <ul style="list-style-type: none"> <li>• “Derby” Series by Media Technologies</li> <li>• 18” x 60” x 29”H</li> <li>• Fixed Worksurface</li> <li>• Wheelbarrow Base (single leg with casters)</li> </ul> <p>Qty: 8</p>	
B-1	<p><b>Bistro Table, Option 1</b></p> <ul style="list-style-type: none"> <li>• “Derby” Series by Media Technologies</li> <li>• 36” Round top, 36”H</li> <li>• Single Steel Column with X-Base</li> </ul> <p>Qty: 4</p>	
B-2	<p><b>Bistro Table, Option 2</b></p> <ul style="list-style-type: none"> <li>• “Orbit” Series by Media Technologies</li> <li>• 36”H Top, 36”D</li> <li>• Single Steel Column with Disc Base</li> </ul> <p>Qty: 4</p>	
C	<p><b>Student Chairs</b></p> <ul style="list-style-type: none"> <li>• “Strive” by KI</li> <li>• Model #SLNAP</li> <li>• Poly Seat and Flex Back</li> <li>• Steel Glides</li> </ul> <p>Qty: 16</p>	
D	<p><b>Collaboration Zone Seating</b></p> <ul style="list-style-type: none"> <li>• “Strive” by KI</li> <li>• Model #SLSNAP-23</li> <li>• Stool Height: 23”</li> <li>• Poly Seat and Flex Back</li> <li>• Steel Glides</li> </ul> <p>Qty: 12</p>	

## Prospect Heights SD23 – MacArthur Library Furniture

Tag	Description	Image
E	<p><b>Settee Area Benches</b></p> <ul style="list-style-type: none"> <li>• “Deuce Café” Series by Media Technologies</li> <li>• Bench Style Seating, 60”W x 18”H</li> <li>• Café Ledge at 36”H x 12”D</li> <li>• Heavy Duty Square Tube Steel Frame</li> </ul> <p>Qty: 4</p>	
F	<p><b>Bistro Height Stools</b></p> <ul style="list-style-type: none"> <li>• “Push Pop” Series by Media Technologies</li> <li>• 25”H stool with foot ring</li> <li>• Heavy duty 3” diameter round steel tube with 18” diameter steel base plate</li> <li>• 2” high resilience upholstery foam seat</li> </ul> <p>Qty: 8</p>	
G	<p><b>Cylinder Ottoman</b></p> <ul style="list-style-type: none"> <li>• “Fulltime” Series by Media Technologies</li> <li>• 20”D Cylinder, 18”H, with Casters</li> <li>• Fully framed with 2” thick high density foam</li> </ul> <p>Qty: 4</p>	
H	<p><b>Bench Area Tables</b></p> <ul style="list-style-type: none"> <li>• “Derby” Series by Media Technologies</li> <li>• 36” Square Top, 29”H</li> <li>• Single Steel Column with X-Base</li> </ul> <p>Qty: 2</p>	
I	<p><b>Settee Corner Connector</b></p> <ul style="list-style-type: none"> <li>• “Duo Connector” by Media Technologies</li> <li>• Quarter Round, fully closed corner table</li> <li>• 35 ½”W x 24”D x 14”H</li> </ul> <p>Qty: 2</p>	



media  
technologies

PROJECT  
MACARTHUR JHS -  
OPTION 2

DEALER  
LOWERY MCDONNELL

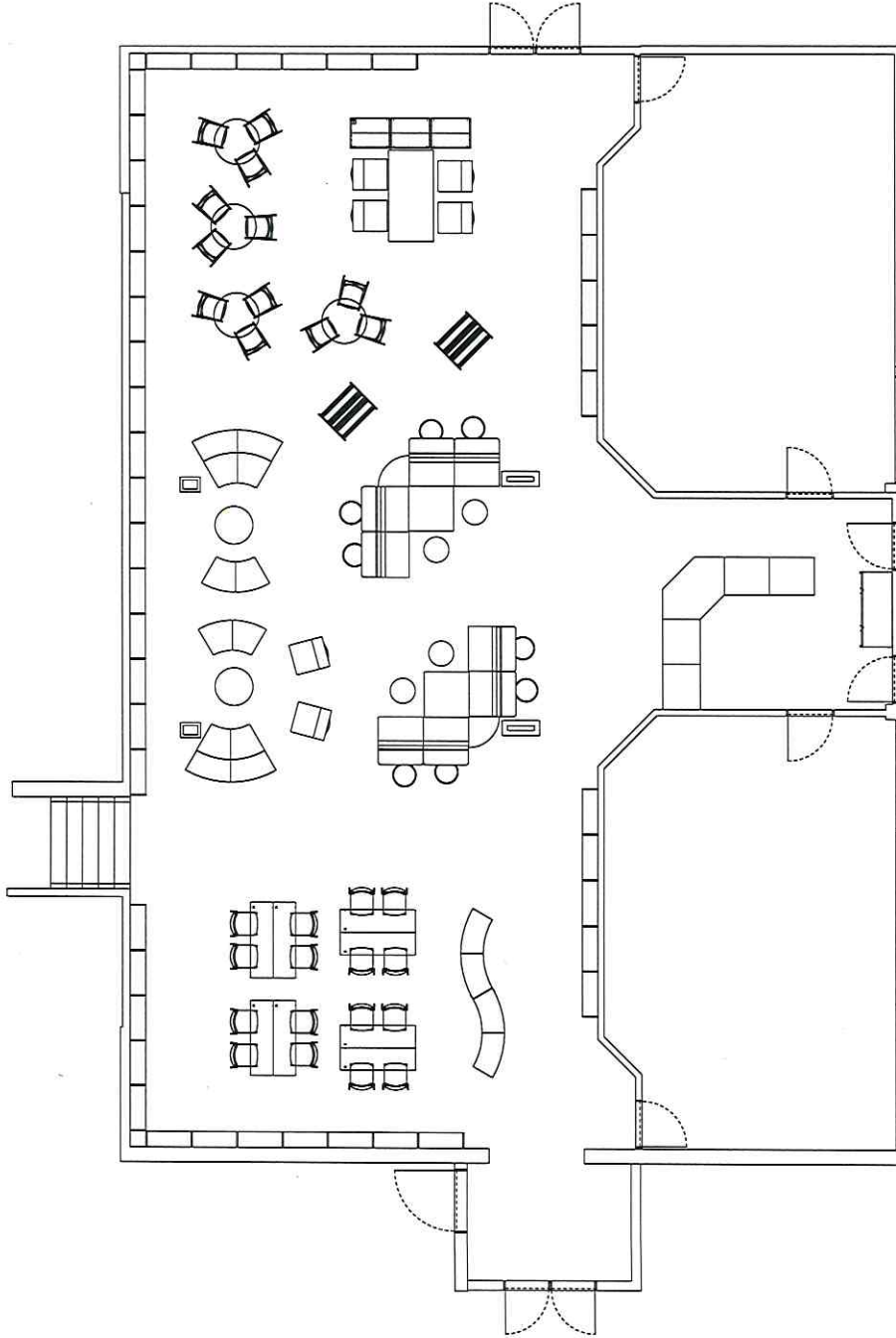
DEALER CONTACT  
DAVE TATGE

REV	DATE	BY	HRS
1	12/12/2019	JE	1.5

DRAWN BY: JKE

DRAWN DATE 12/11/2019

SHEET 1 OF 4



Scale: 1/8" = 1'



media  
technologies

PROJECT  
MACARTHUR JHS -  
OPTION 2

DEALER  
LOWERY MCDONNELL

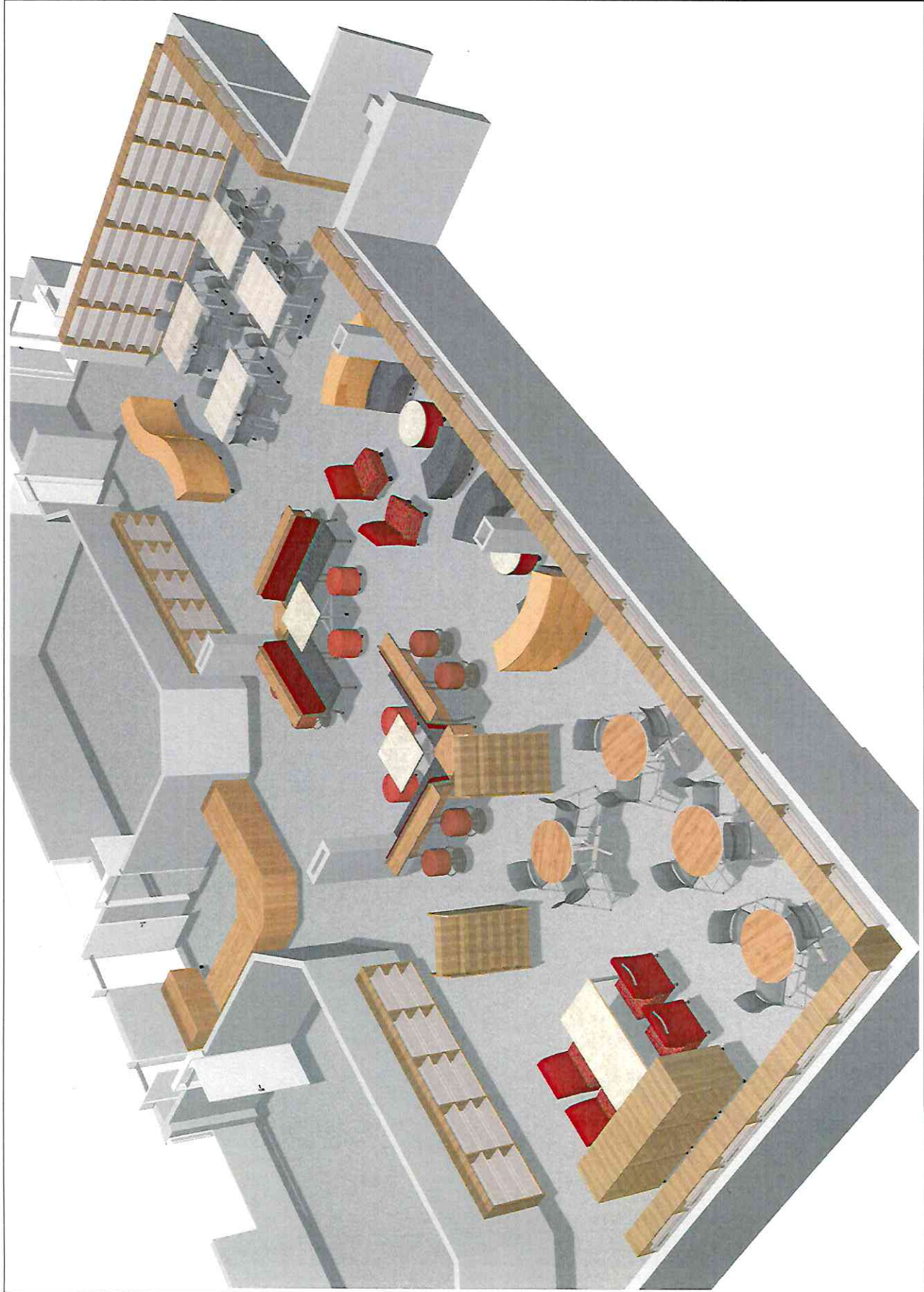
DEALER CONTACT  
DAVE TATGE

REV	DATE	BY	HRS
1	12/12/2019	JE	1.5

DRAWN BY: JKE

DRAWN DATE 12/11/2019

SHEET 2 OF 4





media  
technologies

PROJECT  
MACARTHUR JHS -  
OPTION 2

DEALER  
LOWERY MCDONNELL

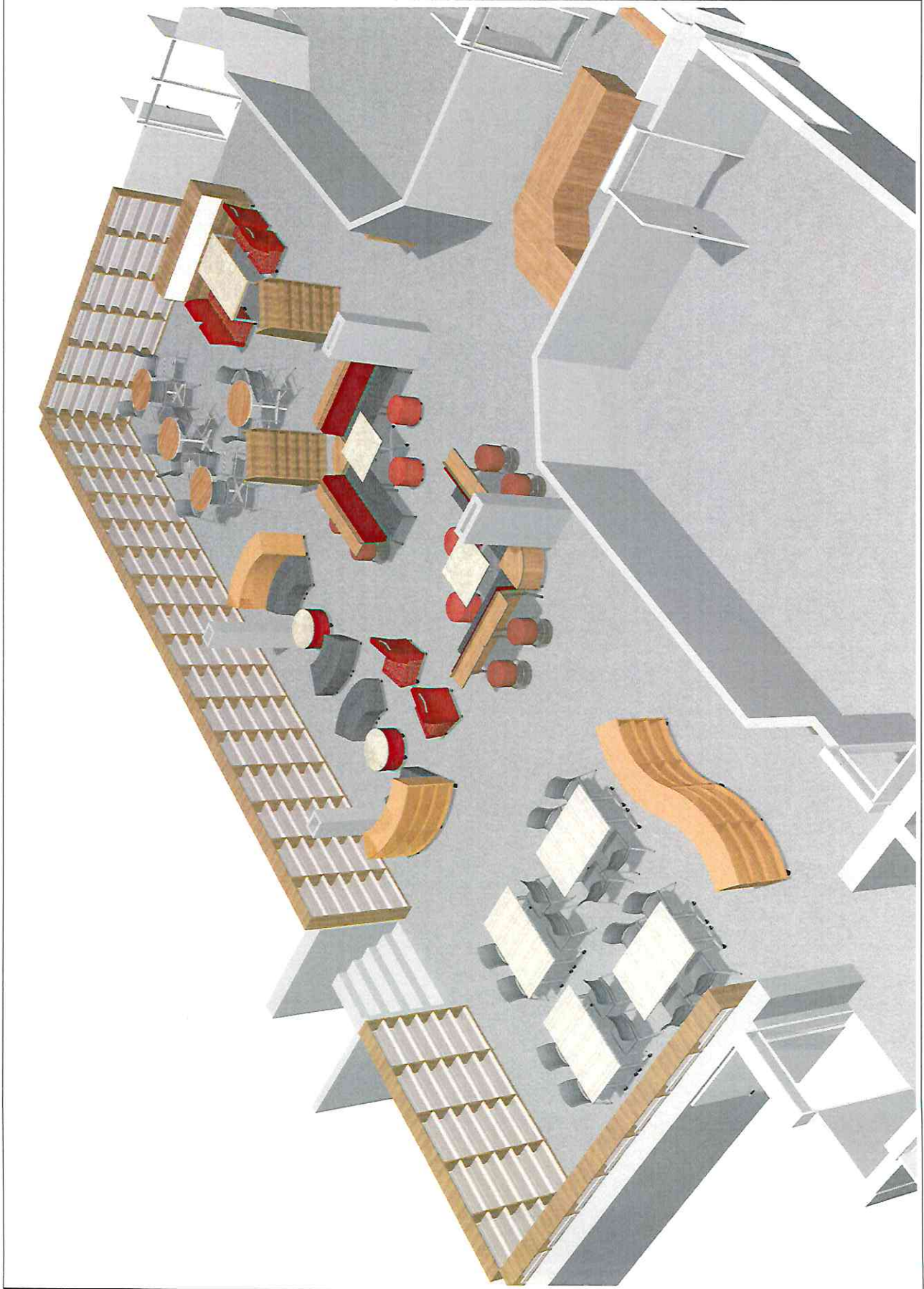
DEALER CONTACT  
DAVE TATGE

REV	DATE	BY	HRS
1	12/12/2019	JE	1.5

DRAWN BY: JKE

DRAWN DATE 12/11/2019

SHEET 3 OF 4





media technologies

PROJECT  
MACARTHUR JHS -  
OPTION 2

DEALER  
LOWERY MCDONNELL

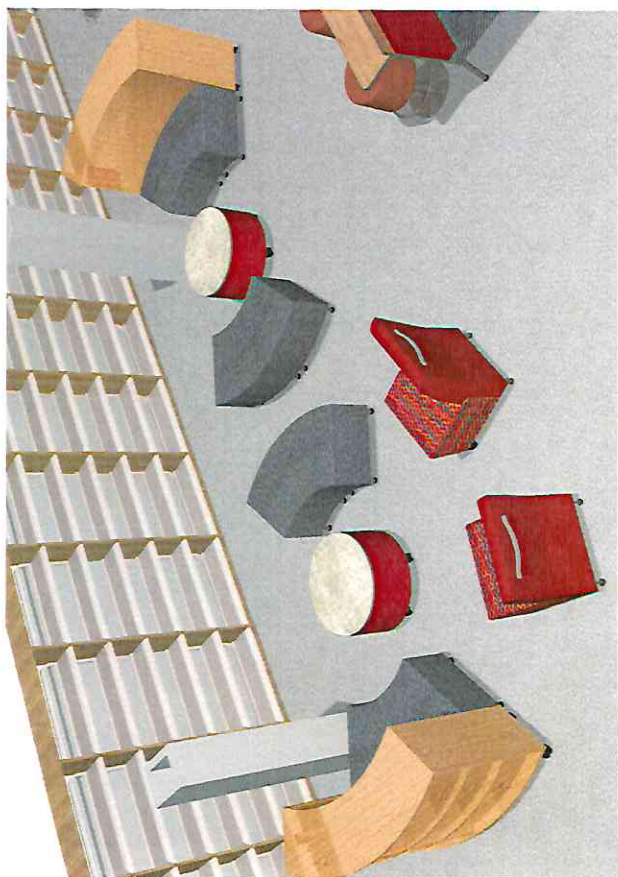
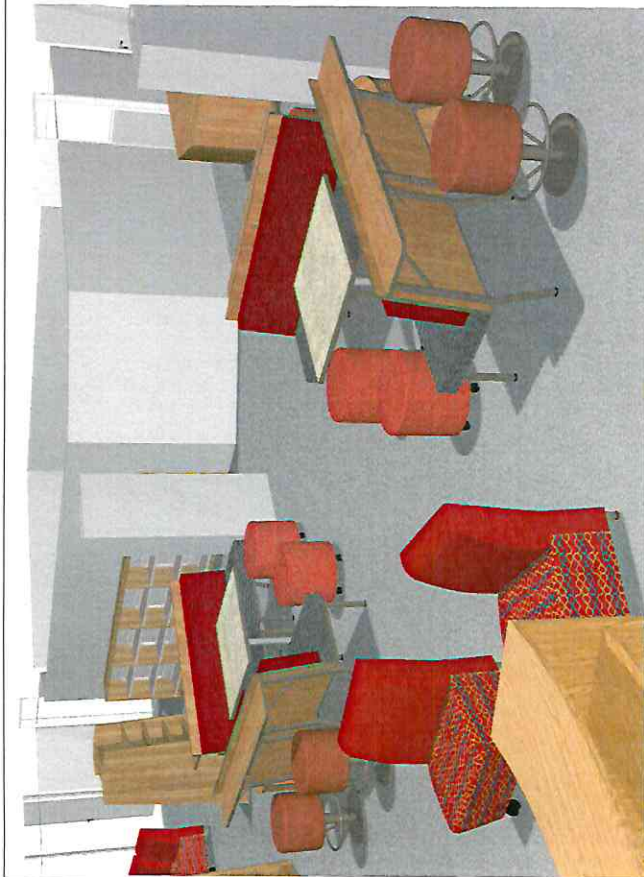
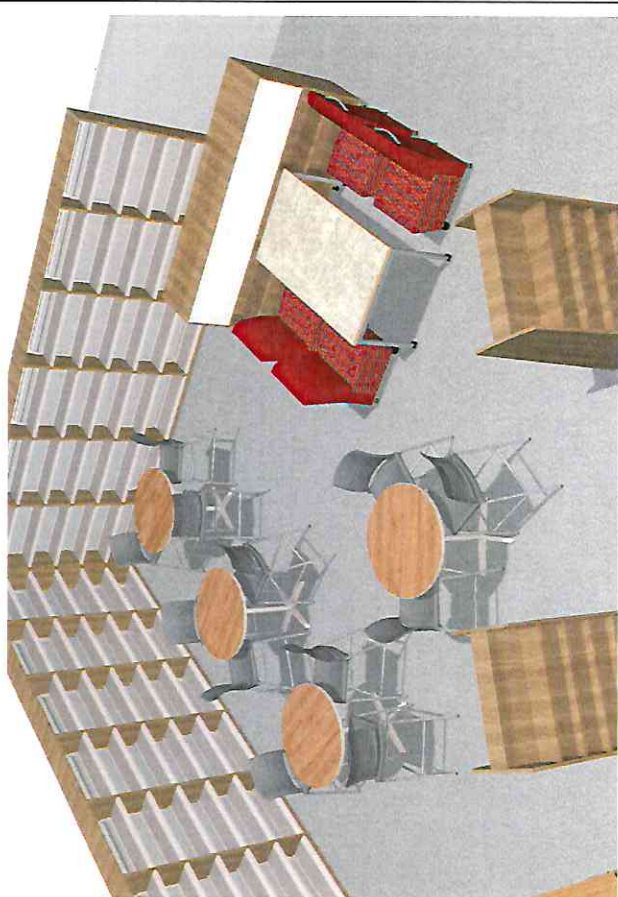
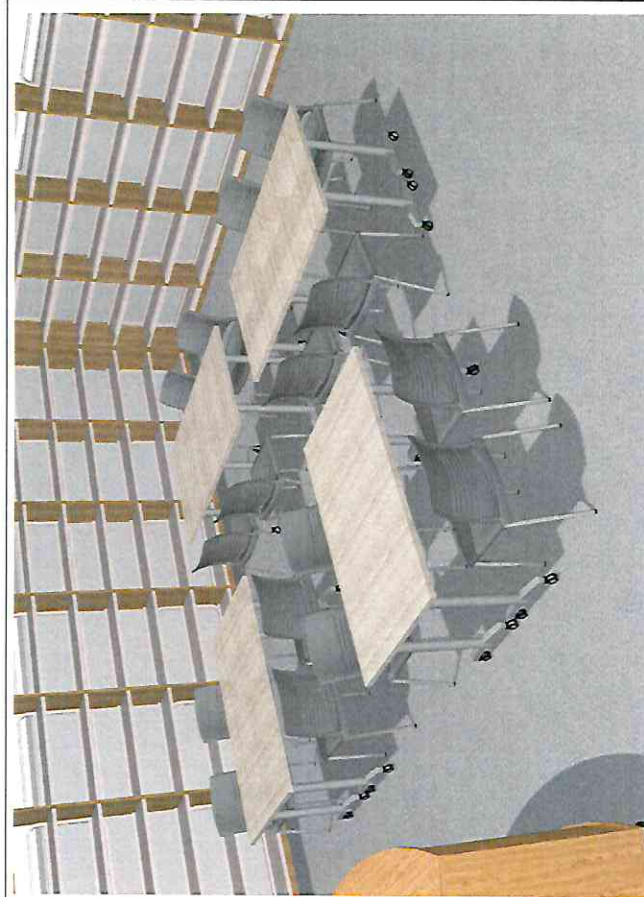
DEALER CONTACT  
DAVE TATGE

REV	DATE	BY	HRS
1	12/17/2019	JJE	1.5

DRAWN BY: JJE

DRAWN DATE 12/11/2019

SHEET 4 OF 4





**media**  
technologies



PROJECT  
MACARTHUR AIS-  
OPTION 2  
FLOOR  
1 (GROSS MEASUREMENT)  
DATE ISSUED  
DATE PLOTTED

**Project**  
MacArthur AIS-  
OPTION 2  
FLOOR  
1 (GROSS MEASUREMENT)  
DATE ISSUED  
DATE PLOTTED

**Pronite**  
Pronite  
Pronite  
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Pronite

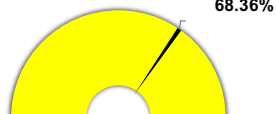
# Educational | Operations and Maintenance | Transportation | IMRF | Working Cash | Tort

For the Period Ending April 30, 2021

**Projected Year-End Balances as % of Budgeted Expenditures**



**Actual YTD Expenditures**



Projected YTD Expenditures  
73.06%

**Actual YTD Salaries / Benefits**



Projected YTD Salaries / Benefits  
71.41%

**Actual YTD Other Objects**



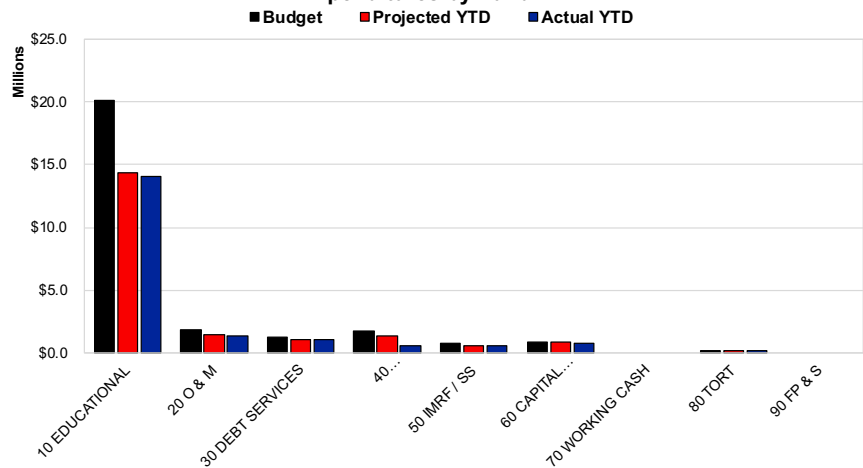
Projected YTD Other Objects  
77.97%

## All Funds | Top 10 Expenditures by Program YTD

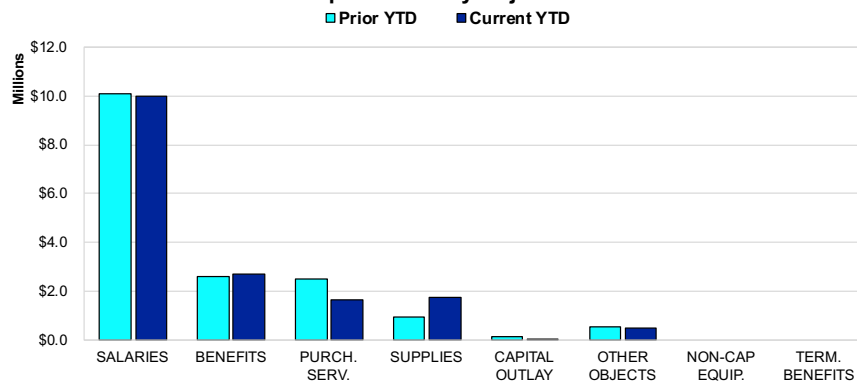
Regular Programs	\$4,803,750
Support Services - Business	\$4,187,015
Special Education/Remedial Programs	\$2,296,373
Support Services - Pupils	\$1,564,379
Support Services - Instructional Staff	\$1,496,208
Support Services - School Administration	\$953,003
Debt Services - Payments of Principal on Long-term Debt	\$917,505
Support Services - General Administration	\$540,904
Bilingual Programs	\$476,617
Payments to Other Govt. Units - Tuition (In-State)	\$322,451

Percent of Total Expenditures Year-to-Date **92.20%**

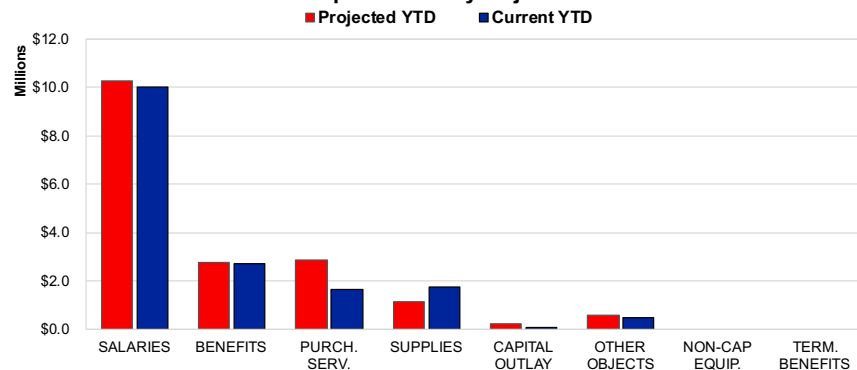
## Expenditures by Fund



## Expenditures by Object



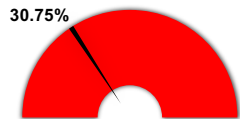
## Expenditures by Object



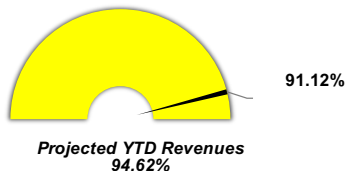
# Educational | Operations and Maintenance | Transportation | IMRF | Working Cash | Tort

For the Period Ending April 30, 2021

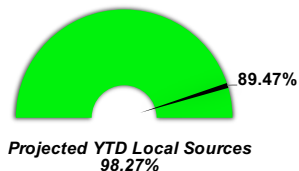
Projected Year-End Balances  
as % of Budgeted Revenue



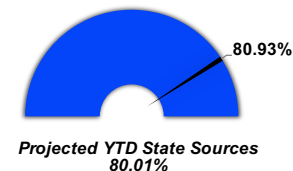
Actual YTD Revenues



Actual YTD Local Sources

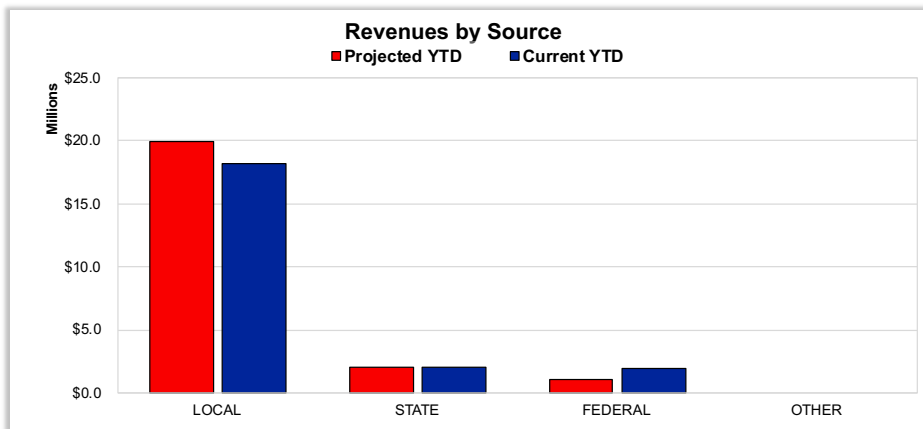
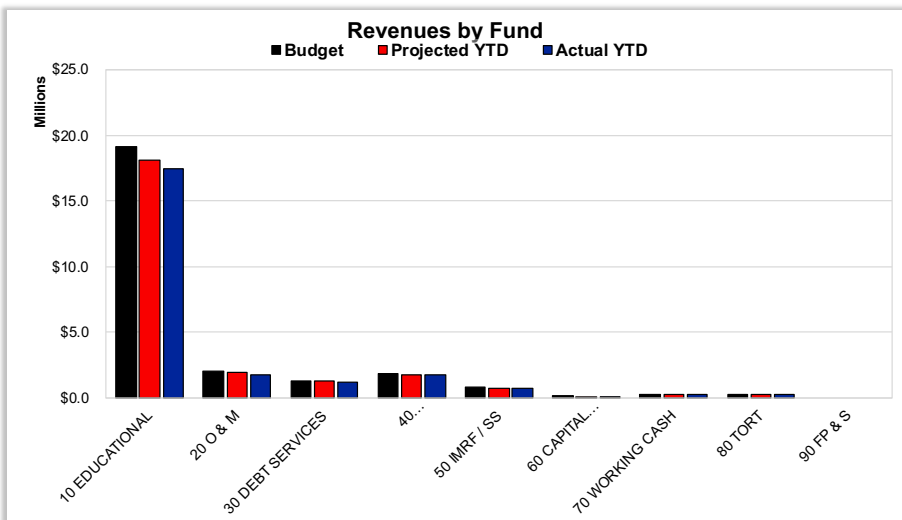
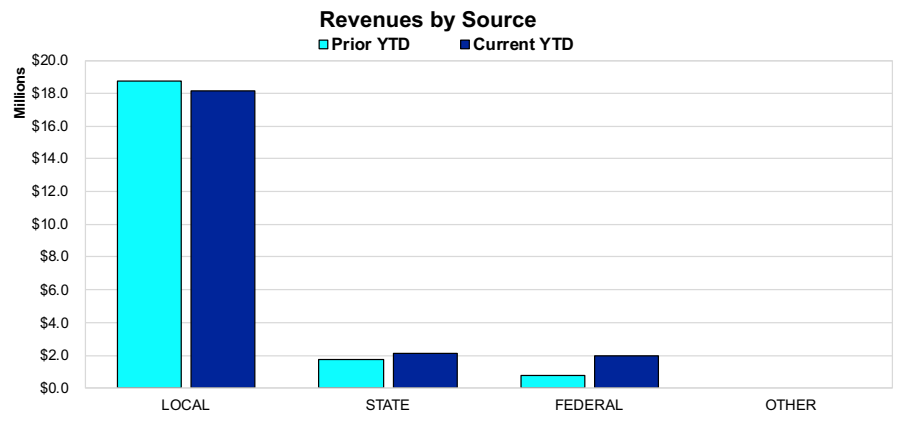


Actual YTD State Sources



## All Funds | Top 10 Sources of Revenue YTD

Ad Valorem Taxes	\$18,931,143
Unrestricted Grants-in-Aid	\$1,477,494
Food Service	\$1,218,304
State Transportation Reimbursement	\$506,528
Restricted Grants-In-Aid Received from the Federal Govt Thru	\$345,398
Federal Special Education	\$289,245
Textbook Income	\$248,301
Title I	\$98,799
Payments in Lieu of Taxes	\$75,273
Other Revenue from Local Sources	\$71,086
<b>Percent of Total Revenues Year-to-Date</b>	<b>99.20%</b>



## Budget Performance Update

### FY21+ Prospect Heights 23 (Initial Base Scenario)

#### Fund summary basis: Operating Funds

#### Month of April (fiscal year 2021):

- ↑ Total MTD Revenues: \$1,324,530; over plan\* (favorable) by +\$599,544
- ↑ Total MTD Expenditures: \$1,972,232; over plan (unfavorable) by **+\$93,835**

#### Fiscal year to date (July-April):

- ↓ Total YTD Revenues: \$22,253,054 (91.1% of annual budget compared to 94.4% prior YTD); under plan (unfavorable) year-to-date (YTD) by **-\$856,028**
  - ↓ 1000 Local Sources: **-\$1,787,952**
  - 2000 Flow-Through Sources: +\$0
  - ↑ 3000 State Sources: +\$23,692
  - ↑ 4000 Federal Sources: +\$908,833
  - ↓ 7000 Other Financing Sources: **-\$600**
- ↓ Total YTD Expenditures: \$16,690,856 (68.1% of annual budget compared to 72.9% prior YTD); under plan (favorable) year-to-date (YTD) by **-\$1,168,956**
  - ↓ 000 Transfer: -\$20,380
  - ↓ 100 Salaries: -\$287,639
  - ↓ 200 Employee Benefits: -\$36,401
  - ↓ 300 Purchased Services: -\$1,205,496
  - ↑ 400 Supplies & Materials: **+\$624,785**
  - ↓ 500 Capital Outlay: -\$170,607
  - ↓ 600 Other Objects: -\$73,218
  - 700 Non-Capitalized Equipment: +\$0

#### End of Fiscal Year Projection

	Projected	Annual Budget	Variance
<b>Total Revenues</b>	\$23,566,105	\$24,422,133	-\$856,028
<b>Total Expenditures</b>	\$23,357,930	\$24,526,886	-\$1,168,956
<b>Difference</b>	↑+\$208,175	-\$104,753	+\$312,928

\* Plan equals budgeted amount including any assumptions for all periods (Trend Amount).

For further details, refer to the current base scenario [Initial Base Scenario](#) in 5Cast *Plus*.

# **Minutes of Finance Committee Meeting**

## **The Board of Education**

### **Prospect Heights School District 23**

---

A Finance Committee Meeting of the Board of Education of Prospect Heights School District 23 was held Monday, May 3, 2021, beginning at 5:35 PM in the Grodsky Administration Building, 700 N Schoenbeck Rd., Prospect Heights, IL 60070.

#### **I. Call to Order**

Present: Board Members Paul, Botwinski; and Peters Admin: Angelaccio, Zaher, and McPartlin

#### **II. Discussion Items**

##### **A. Stipend Adjustment for 2021-22 School Year**

Administration is planning to bring forth a recommendation for Board approval for additional stipends for the 2021-22 school year. A detailed overview has been attached for the committee's review.

##### **B. 2021-2022 Staffing Recommendation**

Administration has provided a memo that serves as both a committee update and request for staffing needs for the 2021-22 school year.

##### **C. FY22 Bill Payment Resolutions**

Annually the Board of Education approves this resolution for the purpose of allowing the Business Office to pay bills weekly, rather than once per month, in an effort to provide ample time for review by the Board and facilitate timely payments by the Business Office. A rotation of the individual BOE members is scheduled so that there is one BOE member that is responsible for reviewing the voucher for each week of one month and certifying approval of the voucher on behalf of the BOE. Formal approval is then granted by BOE vote at the annual monthly meeting.

##### **D. Update on Bond Sale**

Following the receipt of the updated Bond Rating on April 29, 2021, the next steps in our bond issuance include the Negotiated Bond Sale on May 18, 2021 and the Bond Issue Closing on June 9, 2021.

##### **E. Disposal of Surplus Equipment Approval**

The Technology Department has prepared their annual listing of technology items for "disposal". Products are being recycled/disposed of as they are not functioning or currently outdated. Pending Committee approval, assets will be removed from the District's inventory and retired.

##### **F. Financial Reporting to the Committee**

1. Monthly review of Year to Date Revenue and Expenditures
2. Activity Fund Balances

Activity Fund Balances as of 4/30/2021 have been attached for the Committee's review.

### III. Old Business

#### A. Approval of Minutes - Finance Committee Meeting of April 6, 2021.

The Finance Committee recommended approval of the minutes from the April 6, 2021 meeting as written. Motion by Mrs. Botwinski, Second by Mrs. Paul. Motion passes.

#### IV. New Business – None

#### V. Adjournment: 6:46