

Board of Education Special Meeting

Monday, July 14, 2025 4:30 PM

D300 Central Office - Anne B Miller Boardroom, 2550 Harnish Drive, Algonquin, IL 60102

1. Call to Order

1.1. Roll Call

2. Pledge of Allegiance

3. Approval of the Agenda

4. **Public Participation: Members of the public, especially residents of District 300, are welcome to contribute during public participation. To do so, you must sign up electronically via a computer located in the Central Office lobby between 4:00pm - 4:30pm, or the start of the open meeting; be 18 years old or older or have a parent/legal guardian present with you, give your full name and respectfully state your comments, and you are not permitted to mention the names of specific staff members or students. The Board will not respond in this forum but will thoughtfully consider your statements.**

5. Consent Items

5.1. Approval of Human Resources Report

6. Roll Call Action Items

6.1. Approval of Community Engagement Project Services Agreement

7. Closed Session

7.1. Motion to go into closed session for the purpose of discussing: 1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body 2(c)(1); 2. Litigation 2(c)(11); 3. Self evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the public body is a member 2(c)(16); and 4. Security procedures, school building safety and security, and the use of personnel to respond to an actual, a threatened or a reasonably potential danger to the safety of employees, students, staff, the public or public property 2(c)(8).

7.2. Motion to Adjourn Closed Session and return to open session

8. Reconvene in Open Session

8.1. Roll Call

9. **Adjournment**

COMMUNITY UNIT SCHOOL DISTRICT 300

HUMAN RESOURCES REPORT

July 14, 2025
Page 1

ADMINISTRATORS

1. Recommend the following be employed by Community Unit School District 300 for the **2025 - 2026** school year and be compensated according to the Certified Administrators' and Supervisory Staff Compensation & Benefits Handbook for the 2025-2026 school year:

Name	Position	Location	Annual Salary	Effective
Jones, Samoane	Literacy Coordinator HS	Central Office	G Step 5	July 1, 2025
Littlehale, Karolyn	Principal	Sleepy Hollow Elementary School	E Step 5	July 1, 2025
Nikson, Jason	Dean of Students	Carpentersville Middle School	L Step 1	July 1, 2025
Rhea, Andrew	Dean of Students	Hampshire Middle School	L Step 1	July 1, 2025
Ross, Carolyn	Assistant Principal	Algonquin Lakes Elementary School	J Step 4	July 1, 2025

RESIGNATION - ADMINISTRATORS

1. Recommend approval of the following letters of resignation:

Name	Position	Location	Effective
Culpepper, Cambron	Dean of Students	Dundee-Crown High School	June 30, 2025
Schaal, Jason	Dean of Students	Dundee Middle School	June 30, 2025

RETIREMENT – ADMINISTRATORS

None

CERTIFIED PERSONNEL

1. Recommend the following be employed by Community Unit School District 300 for the **2025-2026** school year and be compensated according to the LEAD negotiated agreement:

Name	Position	Location	FTE	Salary	Type
Basch, Elizabeth	Dual Language	Carpentersville Middle School	1.0	M45 Step F	Replacement
Fessler, Melissa	Math	Hampshire High School	1.0	BA Step A	Replacement

Leave of absence requests are attached separately for Board of Education approval.

COMMUNITY UNIT SCHOOL DISTRICT 300

HUMAN RESOURCES REPORT

July 14, 2025

Page 2

Name	Position	Location	FTE	Salary	Type
Fischer, Luke	School Psychologist	Hampshire Middle School (.6) & District Locations (.4)	1.0	M30 Step L	Replacement
Garay, Ana	School Social Worker	Wright Elementary School	1.0	M30 Step B	Replacement
Hammond, Grace	Cross Categorical	Big Timber Elementary School	1.0	BA Step A	Replacement
Hart, Nevaeh	7 th Grade Language Arts	Westfield Community School	1.0	BA Step A	Replacement
Higginson, Leah	ESL (.8) & English (.2)	Hampshire High School	1.0	BA Step A	Additional
Homola, Brenda	Family & Consumer Sciences	Jacobs High School	1.0	MA Step P	Replacement
Klinn, Katelyn	SPED - Intellectual Disabilities	Hampshire High School	1.0	BA Step A	Replacement
Lawler, Amanda	SPED - Intellectual Disabilities	Lincoln Prairie Elementary School	1.0	M30 Step H	Replacement
Long, Paige	Preschool For All	Wright Elementary School	1.0	BA Step A	Replacement
Odishoo, Justine	7th Grade Science	Carpentersville Middle School	1.0	MA Step A	Replacement
Parra, Melissa	ESL	Dundee-Crown High School	1.0	BA Step A	Replacement
Rabuck, Gracie	Music	Gilberts Elementary School	1.0	BA Step A	Replacement
Rios Maldonado, Laura	Speech & Language Pathologist - Bilingual	Lakewood Elementary School	1.0	M30 Step A	Replacement
Ristow, Madison	SPED - Emotional Disorder	Westfield Community School	1.0	BA Step B	Additional
Sharma, Natasha	SPED - Autism	Eastview Elementary School	1.0	M30 Step C	Replacement
Szymkowiak, Sarah	8th Grade Language Arts	Westfield Community School	1.0	BA Step A	Replacement
Thomsen, Alyssa	School Social Worker	Lincoln Prairie Elementary School	1.0	M30 Step A	Replacement
Velazquez, Marisol	Guidance Counselor	Dundee-Crown High School	1.0	M30 Step A	Replacement
Vonderheide, Anthony	6th Grade Social Studies	Westfield Community School	1.0	BA Step A	Replacement

Leave of absence requests are attached separately for Board of Education approval.

COMMUNITY UNIT SCHOOL DISTRICT 300

HUMAN RESOURCES REPORT

July 14, 2025

Page 3

OTHER EMPLOYMENT – CERTIFIED PERSONNEL

None

RESIGNATION – CERTIFIED PERSONNEL

1. Recommend approval of the following letters of resignation:

Name	Position	Location	Effective
Bunke, Rachel	Speech & Language Pathologist	Dundee-Crown High School	End of the 2024-2025 school year
Cook, Amanda	1st Grade	Gilberts Elementary School	End of the 2024-2025 school year
Daoui, Ilham	French (.6) & ALOP (.2)	Dundee-Crown High School (.4) & Jacobs High School (.4)	End of the 2024-2025 school year
Gonzalez, Priscilla	School Social Worker - Bilingual	Golfview Elementary School	End of the 2024-2025 school year
Gonzalez, Yesenia	5th Grade Dual Language	Golfview Elementary School	End of the 2024-2025 school year
Hevesy, Michelle	Cross Categorical	Lakewood Elementary School	End of the 2024-2025 school year
Hodal, Heather	Student Advisor	Neubert Elementary School	End of the 2024-2025 school year
Hunter, T'Keyah	Hearing Itinerant	District Locations	End of the 2024-2025 school year
Kottke, Molly	3rd Grade Dual Language	Meadowdale Elementary School	End of the 2024-2025 school year
Rahimi, Stephanie	8th Grade Math	Dundee Middle School	End of the 2024-2025 school year
Rees, Nicole	American Sign Language	Hampshire High School	End of the 2024-2025 school year
Sabo, Kevin	Physical Education	Meadowdale Elementary School (.8) & Big Timber Elementary School (.2)	End of the 2024-2025 school year
Teele, Kelly	Math	Jacobs High School	End of the 2024-2025 school year

OTHER RESIGNATION – CERTIFIED PERSONNEL

None

Leave of absence requests are attached separately for Board of Education approval.

COMMUNITY UNIT SCHOOL DISTRICT 300

HUMAN RESOURCES REPORT

July 14, 2025

Page 4

RETIREMENT – CERTIFIED PERSONNEL

None

SUPERVISOR/MANAGER – EDUCATIONAL SUPPORT PERSONNEL

None

RESIGNATION – SUPERVISOR/MANAGER EDUCATIONAL SUPPORT PERSONNEL

None

RETIREMENT – SUPERVISOR/MANAGER EDUCATIONAL SUPPORT PERSONNEL

None

EDUCATIONAL SUPPORT PERSONNEL

1. Recommend employment of the following educational support personnel:

Name	Position	Location	Hourly Rate	Type
Charalambous, Harry	Night Custodian	Westfield Community School	\$19.51	Replacement
Kann, Matthew	Night Custodian	Hampshire Middle School	\$19.51	Replacement
Porsche, Ana	Paraeducator	Dundee Highlands Elementary School	\$21.58	Replacement
Studt, Ashley	Human Resource Specialist	Central Office	\$21.93	Additional
Tobin, Margaretha	District Clerical	District Locations	\$20.69	Additional

RESIGNATION – EDUCATIONAL SUPPORT PERSONNEL

1. Recommend approval of the following letter of resignation:

Name	Position	Location	Effective
Neckar, Kimberly	Media Clerical	Dundee Middle School	May 23, 2025

DISMISSAL – EDUCATIONAL SUPPORT PERSONNEL

None

Leave of absence requests are attached separately for Board of Education approval.

COMMUNITY UNIT SCHOOL DISTRICT 300

HUMAN RESOURCES REPORT

July 14, 2025

Page 5

RETIREMENT – EDUCATIONAL SUPPORT PERSONNEL

1. Recommend approval of the following request to retire:

Name	Position	Location	Effective
Barth, Anne	Registrar Secretary	Parkview Elementary School	August 29, 2025

COACHING/VOLUNTEER – EDUCATIONAL SUPPORT PERSONNEL

1. Recommend approval of the following support personnel:

Name	Position	Location
Fitzsimons, Karen Ann	Head Coach – Fall Dance	Hampshire High School
Fitzsimons, Karen Ann	Head Coach – Winter Dance	Hampshire High School
Thornton, Abbigail	Head Coach – Fall Dance	Jacobs High School
Thornton, Abbigail	Head Coach – Winter Dance	Jacobs High School
Rizzo, Jenna	Head Coach – Fall Cheerleading	Jacobs High School
Rizzo, Jenna	Head Coach – Winter Cheerleading	Jacobs High School
Nuttall, Kailyn	Assistant Coach – Fall Cheerleading	Jacobs High School
Nuttall, Kailyn	Assistant Coach – Winter Cheerleading	Jacobs High School

COMMUNITY UNIT SCHOOL DISTRICT 300

HUMAN RESOURCES REPORT

July 14, 2025

Page 6

DISTRICT POSITION TRANSFERS

1. Recommend position transfers of the following personnel:

Current Class	Name	Current Position	Current Location	New Class	New Position	CBA/ Handbook	Lane- Step	New Location	Effective Date
DESPA	Stump, Adam	District Custodian	B & G	Same	Head Custodian	DESPA	C, 19	DHES	June 16, 2025
DESPA	Holub, Joan	Secretary (10 Month)	WCS	Same	Principal's Secretary	DESPA	C, 7	Same	June 16, 2025
DESPA	Rosales, Roy	Head Custodian	DHES	Same	Maintenance	DESPA	D, 2	DCHS	June 16, 2025

Leave of absence requests are attached separately for Board of Education approval.



DISTRICT 300

COMMUNITY UNIT SCHOOL DISTRICT NO. 300 BOARD of EDUCATION MEMO

DATE: July 14, 2025
TO: Board of Education
FROM: Dr. Martina Smith, Superintendent

Presented at the following Board Meetings	Date
Board Operations Committee	
Policy/Legislative	
School Utilization	
BOE 1 st Reading	July 14, 2025
BOE 2 nd Reading	July 14, 2025

SUBJECT: Community Engagement Project Services Agreement

Background

District 300 is partnering with Discovery Works Collaborative to provide communications, community engagement, and public opinion research services to help effectively involve the community in the Master Facility planning process and ensure our stakeholders are informed, engaged, and invested. The scope of work includes:

- Community Engagement
- Informational Communications
- Public Opinion Surveys

Services will conclude no later than November 15, 2026

Administrative Recommendation

The Administration recommends approving the agreement as presented.

Fiscal Impact

Costs are as follows:

- | | |
|--------------------------------|-----------------|
| • Community Engagement | \$32,000 |
| • Informational Communications | \$26,500 |
| • Public Opinion Research | \$31,000 |
| TOTAL | \$89,500 |

The total of \$89,500 will be paid at a monthly rate of \$5,265 for 17 months. Other out-of-pocket expenses related to delivering services and producing deliverables (printing, advertising, travel expenses) may also be incurred as the project moves forward.

DISCOVERY WORKS

COLLABORATIVE 

COMMUNITY UNIT SCHOOL DISTRICT 300 PROPOSAL TO PROVIDE COMMUNICATIONS, COMMUNITY ENGAGEMENT AND PUBLIC OPINION RESEARCH SERVICES

DISCOVERY WORKS COLLABORATIVE REPRESENTATIVE:

Jennifer Volk, President & CEO
314.472.3391 office
314.608.8424 cell
jennifer@discoveryworksco.com

1034 S. Brentwood Blvd.
Suite 1401
St. Louis, MO 63117



*We're in our new era. Creative Entourage is now Discovery Works Collaborative.
You can learn more at discoveryworkscollaborative.com/name-change*

DISCOVERY WORKS

COLLABORATIVE 

OVERVIEW



AT DISCOVERY WORKS COLLABORATIVE, OUR APPROACH BLENDS PUBLIC OPINION RESEARCH, COMMUNITY ENGAGEMENT, AND STRATEGIC COMMUNICATIONS TO DRIVE MEANINGFUL CHANGE.

With more than 50 years of combined experience and an 83%+ success rate at the polls, our work has strengthened communities nationwide and empowered leaders to achieve their goals. We know of no other agency with our expertise in linking school districts to their communities in this unique way.

Our history reflects a deep commitment to collaboration and discovery. Over 30 years ago, our team pioneered community engagement strategies for school districts with UNICOM-ARC. In 2020, the team joined Creative Entourage, integrating the best practices in public opinion research and community engagement with cutting-edge creative services. As we continued to grow and refine our approach, we recognized the key to success: empowering communities through collaboration. This belief led us to become Discovery Works Collaborative, a name that reflects both our legacy and our mission.

Our services include working with communities to develop and implement ballot proposals for school districts and other public entities. Over the past five years alone, our team has worked on more than 70 issue-based campaigns, resulting in more than \$2 billion in bond funding and billions more in additional operating revenue.

Worked with
more than
200
Public Entities

83%+
Success rate
on issue-based
campaigns
Since 2016

Conducted community
engagement programs
for more than
100
Public Entities

OVERVIEW

For District 300, this proven approach and track record can help effectively involve the community in the planning process and ensure your stakeholders are informed, engaged, and invested.

From sparking transformational change to creating strategies that build trust and drive action, we have a history of turning possibilities into reality. By partnering with us, District 300 can build the kind of momentum that inspires support and makes a lasting impact.

It's important to note, we don't play politics or work with political candidates or parties, instead we're committed to our mission: empowering communities through informed decision-making.

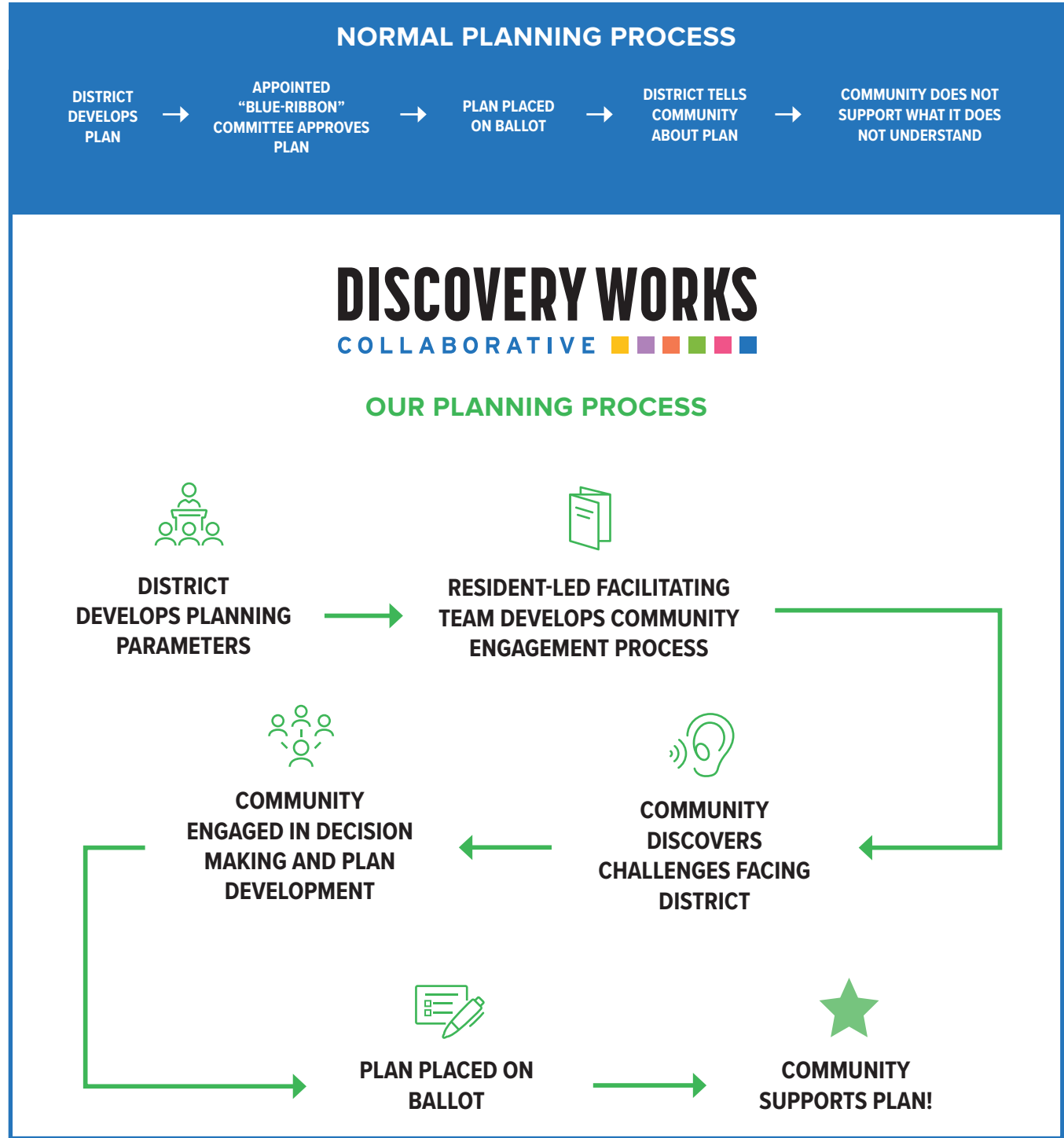
When communities are part of the journey, real change happens. We know that true transformation doesn't come from persuasion but from empowering people to discover answers within their own communities. Let's collaborate to build a future you and your community are excited to support.



DISCOVERY WORKS

COLLABORATIVE 

PROPOSED APPROACH



OUR PROCESS: PUBLIC OPINION RESEARCH

THE IMPORTANCE OF QUALITY SURVEY RESULTS CANNOT BE UNDERESTIMATED.

Effective public opinion research is the foundation of any well-executed planning or communications program.

A survey is essential to:

- Determine the starting point in terms of overall attitudes toward the district along with benchmark support for and knowledge about possible initiatives or proposals under consideration by the district.
- Determine theme and message for a communications program.
- Understand differences in attitudes that may exist from one area to another, or from one demographic category to another.

Our team of professionals is uniquely qualified to conduct this research, and we are proud to provide surveys that include:

RELIABLE DATA

Our surveys are developed using scientifically established practices proven to deliver accurate measures of public opinion you can trust. Your survey results can help structure an actionable and effective communications plan to help build robust connections between your district and community including providing a successful foundation for referendum projects.

ELIMINATE BIAS

We pride ourselves on providing “bias free” surveys. Proper sampling methodology and questionnaire development are critically important to eliminate bias that can skew your final results. The data from our surveys is used to make important decisions that will have a long-term impact so we must ensure they are developed to be as accurate as possible. From our sampling technique and methodologies to the way we design the survey instrument, we ensure there is no room for biased responses.

ACCURATE RESULTS

Our list of dozens of clients who come back to us time and time again is a testament to accurate results that can guide decision making. When elections are involved, our survey results are often in line with the final election results. A recent Glenbard High School District 87 bond referendum was successful with 50.82% of voters supporting the proposal. Our survey, which was conducted a few months before the election, showed 51.4% support. These figures are not uncommon, with nearly all of our surveys tracking within 5% or less of the actual election results when the survey is conducted within a few months of election day, and the proposal is presented as it was surveyed.

In addition to our quality public opinion research, we are proud to only work on issue-based projects for public sector clients. We do not, and will not, work for any political candidates or political parties.

OUR PROCESS: PUBLIC OPINION RESEARCH

THOROUGH QUESTIONNAIRES

Longer surveys allow us to get at the data you really need. Our questionnaires are typically 30 to 40 questions long. By asking similar questions in various ways, and testing word choice and language, we can offer analysis with a greater degree of accuracy and confidence. In our experience, once a stakeholder has started a survey, it is cost effective to ask as many questions as possible yet not go so long that there is a high termination rate. So we gather as much data as we can. By statistically tracking every survey, we know how many questions we can ask before the termination rate increases to an unacceptable level. In the end, these longer questionnaires lead to a more robust and helpful survey.

THEME AND MESSAGE DOCUMENT

We are first and foremost a communications agency. We know, and you know, words matter. We know how to help you find the right words that get results. We understand the actual word or a phrase in a question can impact the data. Do you focus on training or professional development? Different words, same meaning, but often different responses. We know how to ask the questions to get you the right words. We know how to develop a theme and message document that is actionable and impactful.

TELEPHONE SURVEYS

The most statistically accurate way to obtain survey data.

As the number of landlines continues to decrease, completing enough telephone surveys to obtain a large enough sample size for an acceptable margin of error and the ability to cross tabulate, or disaggregate, the survey responses by key categories is increasingly challenging.

To complicate this, calls to cell phone numbers are more expensive because auto-dialers cannot be used by the field service that must hand-dial these numbers. Because of the labor time involved, telephone surveys can be expensive. And while interviewing is a little "cheaper by the dozen" - the per completion rate comes down somewhat given a larger size of the sample - they are not THAT MUCH cheaper by the dozen. So, the question is how to develop a sample size robust enough for quality analysis when available phone numbers are limited and when the cost of telephone surveys is so expensive.

Our answer to that is to combine methodologies and conduct a sufficient number of telephone surveys to get reliable overall numbers and a good measure of district demographics, and then supplement the phone survey with an electronic survey, taking steps to maximize participation and adjusting the results to reflect community demographics, to end up with a larger sample size for analysis of data.

Of course electronic surveys are less expensive than phone surveys. While a portion of the difference in cost between phone and electronic surveys will go toward promoting participation in the survey by various media, the cost of the electronic surveys remain considerably lower. For community members who cannot, or would prefer not to, complete a survey online paper versions will be made available.

At the start of the process we recommend conducting an online survey to get baseline knowledge about the community's perceptions of the district.

Then, near the end of the process, we recommend combining a 300-sample phone survey with an electronic survey. The difference between sampling error (at the 95% confidence interval) for a 400 sample compared to a 300 sample survey is plus or minus 4.9% to 5.7% - so less than one percent. The primary reason for the larger sample size is more reliable crosstabulation of data. For this purpose, will enhance the sample size with the electronic survey.

As a first step in this process, we will sit down with district representatives and discuss sample size and the right mix between telephone and electronic surveys.

SURVEY PROCESS



A BLENDED APPROACH THAT WORKS

Township High School District 211, Palatine, IL and School District of Clayton, St. Louis County, MO

We conducted phone surveys and electronic surveys for both districts. After receiving the results, electronic survey responses were statistically weighted to reflect community demographics measured in the phone survey. For example, oftentimes females are more likely to participate in electronic surveys than are males.

We maintain a 50/50 balance in the phone surveys. So electronic survey results can be weighted by gender so that the results reflect a 50/50 balance of male/female. Similarly, results can be weighted by age, parent versus nonparent, length of residence, race or any other key characteristic. In short, the demographics of the

electronic survey are statistically weighted to reflect those from the phone survey and thus mirror those characteristics in the community.

When this was done in District 211 and Clayton, the results from the phone survey and electronic survey were virtually identical. Any differences were within sampling error. When we have done both phone surveys and electronic surveys using identical questionnaires and then weighted the results of the electronic survey to match the demographics of the phone survey, the results have been virtually identical. Thus the sample size is boosted which enables better analysis of the data. These tactics have since been applied to a number of other school district surveys with similar results.

Electronic Surveys

SHOW YOU'RE LISTENING

An interesting feature of electronic surveys is that they can be a positive factor in two way communication. Yes, we obtain survey data from those who complete the surveys, but the respondents also learn a lot about the district. Because of this, it is in the district's interest to maximize participation in the survey. While 300 completed telephone surveys is not a large portion of the district, the electronic survey can be completed by many more if aggressively publicized. This survey promotion also reminds the entire community that you are listening.

PROPOSED APPROACH: COMMUNITY ENGAGEMENT

THERE IS NO ONE SIZE FITS ALL

One thing we've learned over the years is that a community engagement and communications program must be customized to accommodate the facts on the ground – there is no “one size fits all” model that works for everyone.

That said, we have also learned that, however the program is designed, there are some fundamental best practices that are essential for designing and implementing successful programs.

These best practices are:

Large number of participants	Community leadership
Internal “buy-in” and support	Clear mission and agenda
True two-way communication	Action and accountability
Data-driven processes that drives collective agreement and decision-making	Vision of excellence

Our team has built these components into community engagement programs that engage local communities and help them discover the challenges faced by public entities while also, making them part of the solution.

This document offers a description of such a process, which typically involves:

- Formation of a Stakeholder Group (what we call a Facilitating Team) to oversee the development of a plan;
- Effective two-way communication between residents and the district;
- Development of community understanding and buy-in for the plan; and
- Establishment of a volunteer network within the community, which will lay the foundation of support to implement the plan.

Creating and implementing such a community engagement program is one of the strengths of our team – a team that includes a unique group of experts who specialize in public sector-related strategic communications, public opinion research and community engagement.

Using our combined experience, we successfully execute programs that promote a better understanding of a community's needs and invites the community to help produce a solution for those needs.

PROPOSED APPROACH: COMMUNITY ENGAGEMENT

Community engagement can be messy with lots of people involved in a process that leads to meaningful change. Because of this, it is critically important that the program be developed and managed in an efficient, effective manner.

1 PUBLIC OPINION RESEARCH

To learn more about the community's knowledge and awareness of the planning process, and the challenges and opportunities facing the district, an initial public opinion survey should be conducted.

The information learned from this survey will help provide data to guide decisions for next steps and to determine theme and message for overall communications moving forward. Details about our approach to public opinion research are included in the previous section of this proposal.

2 THE CHARGE

At the start of any community engagement program, the Board develops a charge to the community that defines the planning parameters, timeline and goals for the process. Included in that charge is the selection of what we call a Facilitating Team.

3 THE FACILITATING TEAM

The Facilitating Team is responsible for decisions about the community engagement process, which makes member selection a critical component for the success of the program.

As residents of your district, these team members are the experts at living in your community and they often know the best ways to inform and engage residents.

With our guidance and experience, they will develop a process to inform the community about the challenges and opportunities facing your district and provide opportunities for feedback.

This team will also help guide the community outreach and communication efforts to involve as many stakeholders as possible in the community.

This team of 20 to 25 individuals typically includes:

- 10 to 15 community members who live in the district
 - Two to three will be selected as chairs of the program
- Staff
- Representation from any employee unions
- Appropriate district leadership
- Up to two board liaisons
- Professional advisors (architects, finance, community engagement, etc.)
- An internal coordinator

PROPOSED APPROACH: COMMUNITY ENGAGEMENT

The team can be divided into three subcommittees for work on the engagement and outreach program described below:

- COMMUNICATIONS**
A communications subcommittee that provides community input on all communications strategy and materials.
- NEIGHBORHOOD OUTREACH**
A neighborhood outreach committee that delivers “door-to-door” material (door-to-door invitations or digital outreach, depending on resources and circumstances) about the plan and invites community input.
- COMMUNITY PARTNERSHIPS**
A community partnership subcommittee that primarily organizes a Listener’s Bureau for outreach to community organizations and encourages organization members to have input in the process.

The Facilitating Team will meet at least three times before the first community engagement activity and at least once in between all future sessions. Our team will meet with district leadership to assist in the development of the Facilitating Team.

Our role is to provide advice, support, and communications services while the Facilitating Team provides input to make the program right for your community.

The Facilitating Team will review the community input gathered through the process and develop and present a final report to the Board of Education.

4 DEFINING THE PROCESS

Community engagement activities can take many different forms during the process that can last anywhere from six to 18 months. For school districts looking at potential facility updates, we find it effective to host a series of large community engagement sessions and building tours or open houses that are open to everyone in your community.

Community Engagement Workshops

Many of our engagement programs host five to seven of these large, two-hour community engagement sessions. Ideally, the participants will represent a microcosm of your community, including a wide range of demographic and geographic categories.

Each session will cover a different topic specific to your district’s process. Sample meeting topics include staffing, student performance, facilities, equitable educational opportunities, school finance 101, and diversity and inclusion. Participants will learn more about the topic from an area expert, then provide feedback and build consensus through a small-group work activity.

Open Houses and Building Tours

During an open house, participants come and go on their own schedule to tour the building and learn more about the community engagement process and draft recommendations before providing input.

PROPOSED APPROACH: COMMUNITY ENGAGEMENT

These open houses can be held at every building or at a select number of strategic locations throughout the school district and provide a unique opportunity for your community to see your school buildings first hand.

I HAVE A QUESTION!

Discovery Works Collaborative's community engagement format is not conducive to an open forum or debate. We prefer work sessions, focused on results and building consensus. Because of this we do not encourage sessions where presenters take questions from a podium in front of an audience. Instead, participants are given other opportunities to ask questions and engage in one-on-one or small group dialogue. This format ensures that the question of one individual or group does not take the time of all of those involved with the engagement activity.

Working with our team, the Facilitating Team will develop the agendas for the workshops and open houses, review all presentations and materials before they are presented to the community and develop the small-group work activities. It is critical that these activities be well-planned and well-implemented to ensure consistent attendance. Each activity is led by and facilitated by the community chairs and community members on the facilitating team. Our team will provide all of the tools for success for the community chairs including scripts and speaker training.

The Team will also work with the district, its architect and bond financing consultant, to fully develop the facility improvement options to be presented to the community in the engagement

program. We will work with the communications subcommittee to package these options for presentation to the community.

5 DEVELOPMENT OF COMMUNICATIONS MATERIALS

Working with the Facilitating Team communications subcommittee (which will include the district's communications team), we will produce the multimedia communications materials needed to support this program. This could include social media and website content, media relations, display boards, mailers, flyers, posters, videos, and more.

If there are large community workshops or open houses, this will also involve the various materials needed to support those meetings – everything from the invitations to table materials.

6 DOCUMENTATION

Every community engagement activity is well-documented through the development of:

- An Executive Summary of the small-group work activity results. This document also includes a series of consensus or general agreement points that serve as the basis for final recommendations.
- A Verbatim Responses document that includes typed documentation of the small-group work activity from each table.

These documents will be available to the public on the district website.

PROPOSED APPROACH: COMMUNITY ENGAGEMENT

7 DEVELOPING THE FINAL REPORT

After all of the informational topics have been covered, the community will develop a report based on the consensus points and key information learned. A second online survey will also be conducted to update information about the community's thoughts and perceptions about the district and plan.

Initially, draft recommendations will be created by the Facilitating Team and presented to the community at a Community Engagement Workshop. Residents have an opportunity to provide feedback before the Facilitating Team finalizes the report for the Board of Education.

8 PRESENTING THE REPORT

Following the presentation by Facilitating Team leadership to the Board of Education, we will work with the district in reporting the plan to the community along with any steps to be taken for implementation. The Facilitating Team will review the input from the community engagement program and the surveys, then use that information to reach an agreement for their report to district leadership.

9 COMMUNICATING ABOUT THE REPORT

When the plan is finalized by the Board of Education, it is important to fully inform the community about the plan and the community-led process that led to its development.

10 POSSIBLE NEXT STEPS: COMMUNICATIONS SEMINAR

If the District decides to move forward with a ballot initiative to fund improvements our team can assist with referendum communications and management. The first step in this process is a seminar for district representatives and volunteers to prepare for the election. The seminar would cover the district's role in informing the community about the proposal including staff dos and don'ts, and how volunteers can advocate for the plan.

It is important to note that any activities that promote the support of the proposal must be privately funded and not involve any district resources or staff.

THE IMPORTANCE OF COMMUNICATIONS

Consistent, quality communication is critical to the success of a community engagement program. The goal of the communications effort during these programs is for every community member, even those who are not active participants, to be informed about the process through digital media, social media, traditional media outlets, direct mail and community outreach efforts. With decades of experience in strategic communications and graphic design, our team will ensure the communications about your engagement program and plan resonate with your community.

PROPOSED APPROACH: COMMUNITY ENGAGEMENT

11 POSSIBLE NEXT STEPS: INFORMATIONAL COMMUNICATIONS

We often take the lead on producing informational communications regarding the ballot proposal while working in tandem with the district's communications professionals. Included in this work would be discussions about theme and message (supported by survey results) for the overall district informational communications program, strategies to adopt, determining the right mix of direct mail, community outreach, social media and other forms of communications, and reviewing content for effectiveness.

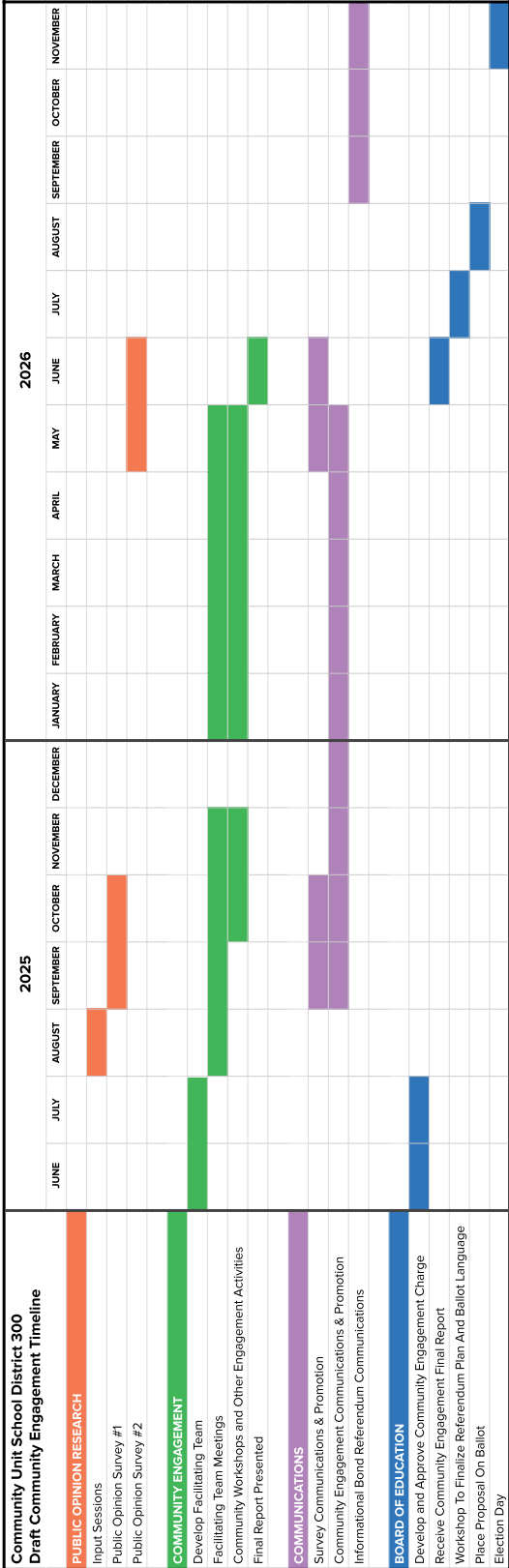
We can also assist the district in a liaison role with volunteer committees that may be established to work on this referendum.

12 POSSIBLE NEXT STEPS: VOTE YES COMMITTEE

In many cases, members of the Facilitating Team step forward to take responsibility for forming a committee that will work on passage of the proposal. The scope of work under our agreement with the district is separate from any work we might do for the campaign committee. It is up to that committee whether it wishes to utilize our services for assistance with the vote yes committee.

Any activities that promote the support of the proposal must be privately funded and not involve any district resources or staff.

POTENTIAL TIMELINE



PROPOSED APPROACH: COMMUNICATIONS

BUILDING TRUST THROUGH COMMUNICATION

Transparency is key in the relationship between a school district and its community, especially regarding long-term plans and potential ballot initiatives.

Providing open, honest information about such initiatives not only fulfills the district's responsibility to its constituents, it also helps residents make informed decisions while building trust, which is essential for the success of your school district.

However, neutrality is paramount. School districts are required to provide factual, unbiased information about the proposed plans, but not advocate for or against them. This ensures community members receive impartial information.

It's not about influencing the community but equipping residents with the tools they need to understand the full context of the proposed plan. The goal is facilitating open, informed discussions for community members to make well-considered decisions.



PROPOSED APPROACH: COMMUNICATIONS

With decades of experience developing informational communications for public entities, our team is uniquely qualified to support your district during this critical phase. We have a proven track record of successful collaboration with public entities nationwide, particularly in the context of ballot proposal communications.

Working closely with your district communication experts, we frequently take the lead in developing educational materials about the district's ballot initiative. Together, we will discuss the survey results to determine the overarching theme and message for the informational communication program. Then, we will strategize the optimal combination of direct mail, media relations, community outreach, social media, and other forms of communication to inform the community about the proposal while maintaining a consistent message.

With our professional assistance, the district will be well-equipped to navigate the complexities of this process, ensuring your entire community is fully informed and engaged every step of the way.

Our comprehensive communications offerings can include, but are not limited to, the following:

- Developing an informational communications strategy and graphic identity.
- Formulating and reviewing themes, messages, and materials to ensure consistent messaging.
- Developing written and graphic content for use in printed and digital media.
- Development, production and mailing of informational newsletters and direct mailers.
- Development of informational slide decks and presentations.
- Creating content for social media platforms.
- Advising on paid and organic social media utilization, including district accounts and community Facebook groups.
- Developing and sending informational text messages.
- Assisting with email communication.
- Assisting in the development of informational materials for the district website.
- Assistance with developing informational videos
- Serving as a liaison between the district and any referendum committees.

RECENT REFERENDUM EXPERIENCE

OVER
83%
SUCCESS
RATE

Our team has nearly **50 years of experience** working on **hundreds of elections** for school districts, school districts, community colleges and municipalities. Below is a sample of some of the campaigns we have assisted with since 2019.

CLIENT	ELECTION DATE	PROPOSAL	SERVICES PROVIDED			RESULTS	
			RESEARCH	INFORMATIONAL EFFORT	VOTE YES CAMPAIGN	YES	NO
Lisle School District	4/2019	Stopped \$1.2 Million Rollback		●	●	31%	69%
Fox Lake School District	3/2020	59-Cent Rate Increase	●	●	●	57%	43%
Maroa Forsyth School District	3/2020	\$33 Million Bond	●	●	●	57%	43%
Williamsville Sherman School District	3/2020	\$45 Million Bond	●	●	●	75%	25%
Cottleville Fire Protection District	6/2020	\$16 Million Bond		●		82%	18%
Ritenour School District	6/2020	\$17 Million Bond	●	●	●	80%	20%
O'Fallon Fire Protection District	11/2020	Pension Tax		●	●	53%	47%
Cottleville Fire Protection District	11/2020	Pension Tax		●		52%	48%
City of Brentwood	11/2020	Use Tax	●	●	●	53%	47%
Kirkwood School District	4/2021	\$61.2 Bond	●			68%	32%
St. Louis Community College	8/2021	8-Cent Operating Rate Increase	●	●		58%	42%
Park Hill School District	4/0222	Bond Issue	●	●	●	74%	26%
Park Hill School District	4/0222	Operating Increase	●	●	●	66%	34%
Pattonville School District	4/0222	\$111 Million Bond	●		●	79%	21%
Hazelwood School District	11/2022	\$130 Million Bond		●	●	79%	21%
Hillsboro School District	11/2022	\$13 Million Bond		●	●	64%	28%
School District U-46 (Elgin)	4/2023	\$179 Million Bond	●	●	●	62%	38%
Edwardsville District 7	4/2023	\$100 Million Bond	●	●	●	64%	36%
Collinsville CUSD #10	3/2024	Tax Rate Transfer	●	●	●	56%	44%
Glenbard High School District #87	3/2024	\$179 Million Bond	●	●	●	51%	49%
Galena CUSD #120	3/2024	\$14 Million Bond		●	●	65%	35%
School District of University City	4/2024	\$65 Million Bond	●			89%	11%
Arlington Central School District (NY)	5/2024	\$179 Million Bond	●	●	●	71%	29%
Rockridge School District	11/2024	\$44 Million Bond	●	●	●	70%	30%
Staunton School District	11/2024	\$26 Million Bond	●	●	●	56%	44%
Bradley-Bourbannais #307	11/2024	\$62 Million Bond	●	●	●	55%	45%
LaGrange School District 102	4/2025	\$82 Million Bond	●	●	●	68%	32%
Northbrook School District 28	4/2025	\$95 Million Bond	●	●	●	63%	37%

Our team has had the privilege to work with hundreds of school districts throughout the country including:

SCHOOL DISTRICT	SURVEY	COMMUNITY ENGAGEMENT	COMMUNICATIONS ASSISTANCE
Affton School District	•	•	•
Arlington Central School District (NY)	•	•	•
Arthur CUSD 305	•	•	•
Barrington CUSD 220	•		
Benjamin School District	•	•	•
Bradley-Bourbonnais Community High School 307		•	•
Central CUSD 301	•		
Champaign Unit 4 School District	•		
Clinton CUSD #15	•	•	•
Collinsville CUSD #10	•	•	•
Community High School District 128	•	•	•
Decatur Public Schools	•	•	•
East Prairie School District		•	•
Edwardsville School District 7	•	•	•
Fox Lake School District	•	•	•
Galena CUSD 120			•
Geneso School District	•	•	
Glenbard High School District 87	•	•	•
Golf School District 67	•	•	•
Grayslake Community High School District 127	•	•	•
Hazelwood School District	•	•	•
Hillsboro School District (IL)			•
Huntley School District		•	
Indian Prairie School District 204		•	
Iowa City Community School District	•	•	
Iroquois West School District	•	•	•
Jefferson City School District	•		•
Kirkwood School District	•		
La Grange School District 102	•	•	•
Lee's Summit R-7 School District	•		•

SCHOOL DISTRICT	SURVEY	COMMUNITY ENGAGEMENT	COMMUNICATIONS ASSISTANCE
Lisle School District		•	•
Moraa Forsyth School District	•	•	•
Naperville Community Unit School District 203	•	•	
New Berlin CUSD 16	•	•	•
Normandy School Collaborate	•	•	•
Northbrook School District 28	•	•	•
Orangeville School District	•		•
Palmyra R-1 School District	•	•	•
Park Hill School District	•	•	•
Parkway School District	•	•	•
Pattonville School District	•	•	•
Paxton-Buckley-Loda School District		•	•
Platte County R-3 School District	•		
Richland County CUSD 1	•	•	•
Ritenour School District	•	•	•
Rockridge School District	•	•	•
Rockwood School District	•	•	
San Marcos CISD (Tx)	•		•
School District of Clayton	•	•	•
School District U-46	•	•	•
School District of University City	•		
Sergeant Bluff School District (Sioux City, IA)		•	•
Smithton School District		•	•
South Sioux City Schools	•	•	•
Staunton School District	•	•	•
St. Charles CUSD 303	•	•	•
St. Joseph School District	•	•	•
Township High School District 211	•	•	
Triad School District	•	•	•
Waltham School District 185	•	•	
West Prairie School District		•	
Wichita Public Schools	•		•
Williamsville Sherman School District	•	•	•
Winchester CUSD 1	•		



CASE STUDY ELGIN AREA SCHOOL DISTRICT U-46



U-46, the second largest school district in Illinois, had not developed a facility master plan in over a decade. With declining enrollment, aging buildings, and changing student needs, the district needed to find solutions to improve its facilities.

Discovery Works Collaborative helped U-46 turn to the community for solutions through a comprehensive community engagement program and community survey. The community engagement process, Unite U-46, brought together over 650 community members to discuss the challenges and opportunities facing the district's 57 schools. The input from these community engagement sessions was supplemented by data from a 300-sample telephone survey and an electronic survey of more than 2,000 residents.

In December 2022, the Board of Education accepted the community's recommendations and placed a \$179 million bond issue on the April 2023 ballot. The measure passed with 63% yes votes. In Kane and Cook counties, it was the only successful school proposal in April 2023 and it passed with the highest margin amongst school proposals in DuPage county.

We continue to work with U-46 on what has developed into phase 3 of their Unite U-46 program, which is now working on involving the community in developing updated boundaries to support the implementation of their facility master plan.

SCAN THIS CODE WITH YOUR SMARTPHONE
TO SEE THE DISTRICT'S PROCESS WEBSITE.
YOU CAN ALSO VISIT UNITEU46.ORG.



DISCOVERY WORKS

COLLABORATIVE

clockwise

- Survey Postcard
- Process Report
- Promotional Flier

Help Move Our Schools Forward!

¡Ayude a que nuestras escuelas sigan adelante!

Take Our Survey by Oct. 16!

¡Tome nuestra encuesta antes del 16 de octubre!



Unite46
Moving Forward Together

Let us know what you think about plans created by our community to update our school buildings and move our School District U-46 forward.

Take the survey online at [U-46.org/unitesurvey](https://u-46.org/unitesurvey)

Unete46
Siguiendo Adelante Juntos

Háganos saber lo que piensa acerca de los planes creados por la comunidad para actualizar nuestros edificios escolares y hacer avanzar nuestro Distrito Escolar U-46.

Tome la encuesta en línea en [U-46.org/unitesurvey](https://u-46.org/unitesurvey)

SCAN TO TAKE SURVEY
Take a photo of this code with your smartphone and click the popup link to take the survey.

ESCANEA PARA TOMAR LA ENCUESTA
Tome una foto de este código con su teléfono inteligente y haga clic en el enlace que lo sugiere para realizar la encuesta.

update our schools. Learn how these plans will help us work toward academic success for all students and how they will impact our school district budget and local property taxes at UniteU46.org.

para actualizar nuestras escuelas. Conozca cómo estos planes nos ayudarán a trabajar hacia el éxito académico de todos los estudiantes y cómo afectarán el presupuesto de nuestro distrito escolar y los impuestos locales a la propiedad en uniteu46.org.

Our U-46 Schools Need Your Voice!

- ▶ Aging buildings
- ▶ Declining enrollment
- ▶ Changing needs of students today

How can we overcome these challenges and move U-46 forward together?

Let us know what you think through **Unite U-46!**

Unite U-46

Unite U-46 is a community-led public engagement collaboration that brings parents, families and community members together to move the district forward by developing solutions for the district's key challenges. Everyone who resides within U-46 boundaries, whether they have students or not in the District, is encouraged to participate and your input is critically important! Participate in Unite U-46 and help us bring the ideas of our community together to develop recommendations that will move our district forward.

Join Us!

Unite U-46 is holding a series of community engagement sessions where you will learn more about these challenges, the District's facilities, give and receive school education and more, then participate in interactive work activities with fellow community members to come to general agreement about the priorities to move our schools forward. The results of these work activities will be included in a series of recommendations presented to the Board of Education. Registration is not required, but SD57ing@uniteu46.org will be helpful for planning.

UNITE U-46 COMMUNITY ENGAGEMENT SESSIONS

Each session will provide information about and gather feedback on a different topic.

Session 1: April 27 Session 2: May 25 Session 3: Oct. 19
 Session 4: May 11 Session 4: Sept. 14 Session 6: Nov. 9

All sessions will be held from 7-9 p.m. at the U-46 Welcome Center, near the car discharges at 3038 E. Chicago St. in Elgin. A virtual option via Zoom is also available. Visit UniteU46.org to register, and a Zoom link will be emailed to you.

FOR MORE INFO

- ▶ UniteU46.org
- ▶ UniteU46@u-46.org

PARA MÁS INFO

- ▶ UniteU46.org
- ▶ UniteU46@u-46.org

SCHOOL DISTRICT U-46

Unite46

DISTRITO ESCOLAR U-46

Unete46

Siguiendo Adelante Juntos

RESUMEN DEL PROCESO

▶ The Process

Unite U-46

A community-led initiative develop recommendation about the best way to implement the U-46 Board Education vision.

▶ The Plan

In early 2020, just before the COVID-19 pandemic, U-46 embarked on an Education Master Plan (EMP) process. The process assessed District:

- Infrastructure
- Classroom
- Overall facility use
- Efficiency

▶ El proceso

Unite U-46

Una iniciativa dirigida por la comunidad para desarrollar recomendaciones sobre la mejor manera de implementar la visión de la Junta Educativa del Distrito U-46.

▶ El plan

A principios del año 2020, justo antes de la pandemia de COVID-19, el Distrito U-46 inició el proceso de Plan Maestro de Instalaciones Educativas (EMPE) con el Grupo de Trabajo de Instalaciones Educativas. Este proceso evaluó lo siguiente:

- Infraestructura
- Clases
- Uso general de las instalaciones
- Eficiencia

Anclas para lograr la visión del Distrito U-46:

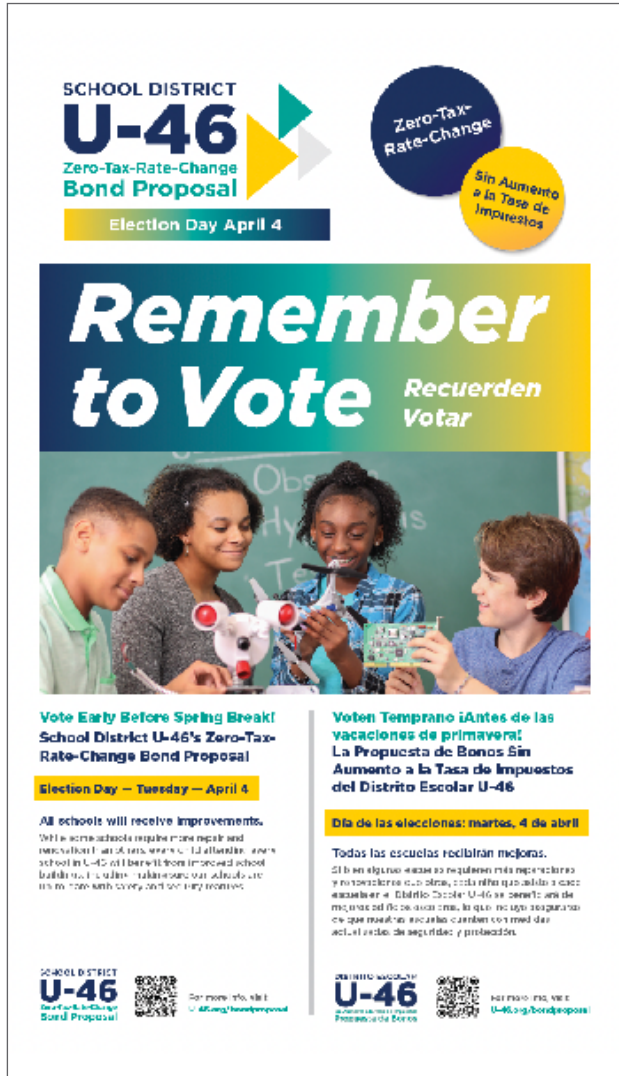
- ▶ Mover el 6^o grado a las escuelas intermedias para mejorar la experiencia educativa
- ▶ Proporcionar una experiencia equitativa a todos los estudiantes de escuela elemental
- ▶ Revisar la capacidad de las escuelas elementales adaptar el programa preescolar del Distrito.

clockwise

Informational Postcard

Informational Website Banner

Informational Poster



SCHOOL DISTRICT U-46
Zero-Tax-Rate-Change Bond Proposal

Remember to Vote *Recuerden Votar*

Vote Early Before Spring Break!
School District U-46's Zero-Tax-Rate-Change Bond Proposal

Election Day – Tuesday – April 4

All schools will receive improvements. While some schools require more repairs and renovation than others, every child attending any school in U-46 will benefit from improved school buildings. Funding will ensure our schools are the most modern, safe, and secure for every student.

Voten Temprano ¡Antes de las vacaciones de primavera!
La Propuesta de Bonos Sin Aumento a la Tasa de Impuestos del Distrito Escolar U-46

Día de las elecciones: martes, 4 de abril

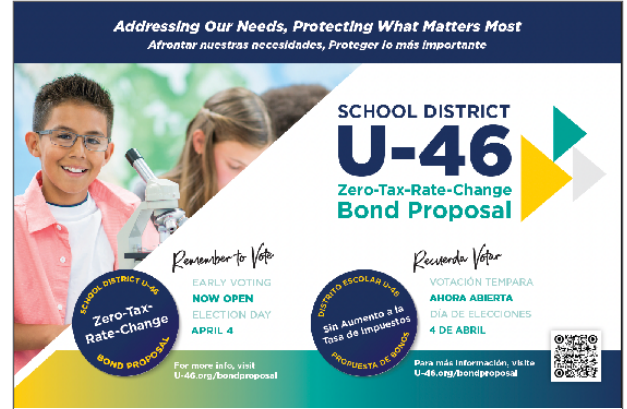
Todas las escuelas recibirán mejoras. Si bien algunas escuelas requieren más reparaciones y renovaciones que otras, cada niño que asista a cada escuela en el Distrito Escolar U-46 se beneficiará de mejoras en los edificios escolares que los harán más modernos, seguros y protegidos.

SCHOOL DISTRICT U-46
Zero-Tax-Rate-Change Bond Proposal

For more info, visit U-46.org/bondproposal

DISTRITO ESCOLAR U-46
Propuesta de Bonos Sin Aumento a la Tasa de Impuestos

Por más información, visite U-46.org/bondproposal



Addressing Our Needs, Protecting What Matters Most
Afrontar nuestras necesidades, Proteger lo más importante

SCHOOL DISTRICT U-46
Zero-Tax-Rate-Change Bond Proposal

Remember to Vote
EARLY VOTING NOW OPEN
ELECTION DAY APRIL 4

Recuerden Votar
VOTACIÓN TEMPORAL AHORA ABIERTA
DÍA DE ELECCIONES 4 DE ABRIL

For more info, visit U-46.org/bondproposal

Para más información, visite U-46.org/bondproposal



SCHOOL DISTRICT U-46
Zero-Tax-Rate-Change Bond Proposal

EARLY VOTING NOW OPEN
ELECTION DAY APRIL 4

VOTACIÓN TEMPORAL AHORA ABIERTA
DÍA DE ELECCIONES 4 DE ABRIL

Election Day April 4

DISCOVERY WORKS

COLLABORATIVE 



CASE STUDY **GLENBARD HIGH SCHOOL DISTRICT**



Glenbard Township High School District 87 (D87), a large district in the Chicago suburbs, needed to address capital improvement challenges at its four high schools, which were between 51 and 101 years old. Discovery Works Collaborative partnered with D87 to engage the community in identifying the next steps to improve Glenbard's four high schools and gathering community feedback on priorities.

Students, parents, community members, educators and district leaders formed a team to discuss the future of D87 and develop a responsible plan to address facility needs. The process allowed hundreds of community members to be involved via community engagement team meetings and facility planning community forums held at each school and a community-wide survey that had more than 1,400 individuals share their thoughts about next steps.

After the Board voted to place the referendum on the ballot, our team worked with the District to develop a comprehensive, multi-media communications program to inform the community as a whole about the ballot initiative.

The \$183 million referendum plan included upgrading safety and security in all four Glenbard high schools, improving science labs and classrooms, repairing and renovating building infrastructure items, including roofs, windows, doors, floors, and heating, ventilation and air conditioning systems where needed, and eliminate overcrowded conditions. With initial surveys showing 51.4% support, our targeted strategy helped secure a 50.82% approval on March 19, 2024, passing one of Illinois' largest school bond measures through clear, transparent communication.

clockwise

Social Media Post

Survey Postcard



**FACILITY PLANNING
COMMUNITY
FORUMS**
GLENBARD DISTRICT 87

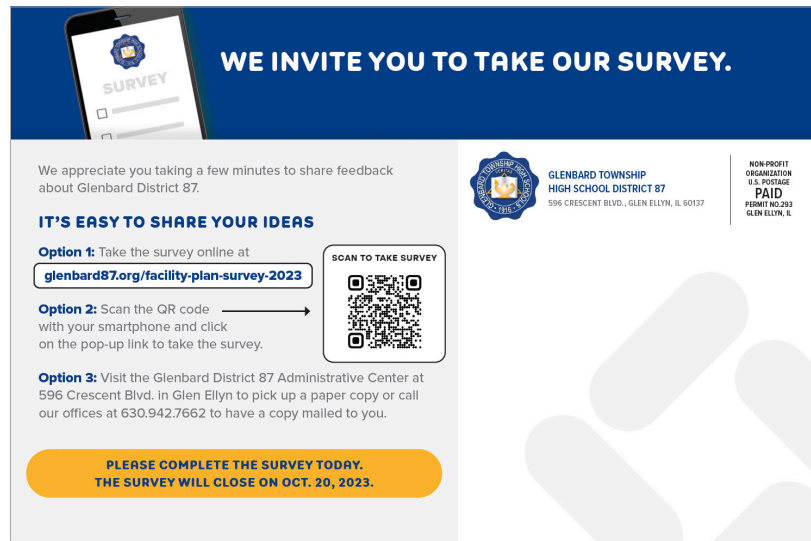
WE NEED YOUR FEEDBACK!

Glenbard Township High School District 87 is focused on community engagement to prioritize upcoming facility improvements. Listening to your hopes, priorities and goals for our high schools is critical to ensure our new 10-year facility plan will address the most important facility needs at our schools.

Please take a few minutes to complete a brief community survey about our facility needs. Your thoughts and opinions will help us continue to improve Glenbard District 87 for our students. We greatly appreciate you taking a few minutes to share your opinions about our facilities.

Thank you for your time. We value your input.

David Carson, Ed. D., Superintendent

WE INVITE YOU TO TAKE OUR SURVEY.

We appreciate you taking a few minutes to share feedback about Glenbard District 87.

IT'S EASY TO SHARE YOUR IDEAS

Option 1: Take the survey online at glenbard87.org/facility-plan-survey-2023

Option 2: Scan the QR code with your smartphone and click on the pop-up link to take the survey.

Option 3: Visit the Glenbard District 87 Administrative Center at 596 Crescent Blvd. in Glen Ellyn to pick up a paper copy or call our offices at 630.942.7662 to have a copy mailed to you.

**PLEASE COMPLETE THE SURVEY TODAY.
THE SURVEY WILL CLOSE ON OCT. 20, 2023.**

**GLENBARD TOWNSHIP
HIGH SCHOOL DISTRICT 87**
596 CRESCENT BLVD., GLEN ELLYN, IL 60137

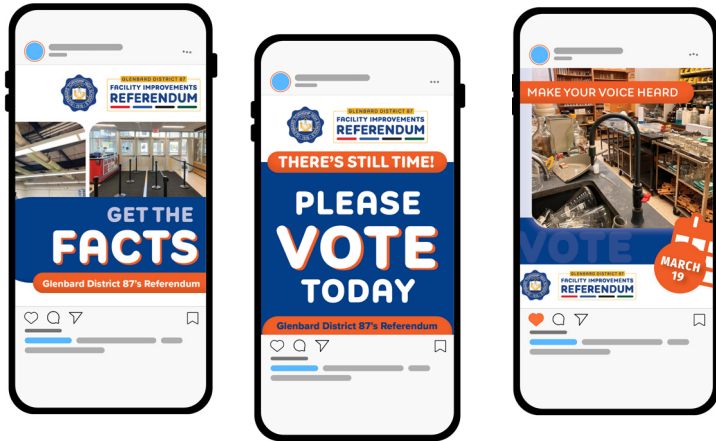
NON-PROFIT ORGANIZATION
U.S. POSTAGE PAID
PERMIT NO. 293
GLEN ELLYN, IL

DISCOVERY WORKS

COLLABORATIVE

clockwise

- Informational Video
- Postcard
- Flier
- Social Media Posts



Scan this code with your smartphone and click on the link to watch the informational video.

5 FACTS

FACT 1: ALL GLENBARD HIGH SCHOOLS RECEIVE SAFETY AND SECURITY IMPROVEMENTS

The safety and security of our students must be the highest priority when addressing facility needs. If our referendum passes, *safety and security features of all Glenbard high schools will be enhanced.*

** Narrow entry with administration and supervision located on a different floor*

FACT 2: LABS AND CLASSROOMS WILL BE UPDATED

Much has changed in the many years since our high schools were built. For our schools to continue to serve our community, *classrooms and labs in all of our high schools are in need of updates to accommodate best practices in education.*

** Outdated science spaces*
** Windowless, underused classrooms*

FACT 3: THE PHYSICAL CONDITION OF OUR HIGH SCHOOLS WILL BE PROTECTED

** Inefficient lighting and infrastructure*

In total, our four high schools represent a \$1 billion investment by our community, with the "newest" building being more than 50 years old. Just like with your home, *the buildings need repair, renovation and upgrades to remain in good working condition* — things like roofs, windows, electrical and plumbing systems. Failure to address these needs today will only result in higher future costs as conditions deteriorate.

FACT 4: CONTINUING RESPONSIBLE FINANCIAL PLANNING

For many years, our students have excelled even though we spend less per pupil, and *spend less on our buildings, than nearby high school districts.* Because of sound district financial planning:

- 40% of the dollars needed to fund the facility improvement program will come from the district (\$129 million of \$312 million). Our referendum is for \$183 million.
- The tax rate of Glenbard 87 has continued to decline. In fact, since 2015, Glenbard 87's tax rate has fallen 36 cents. Even if the referendum passes, the district's tax rate will remain well below its rate from a decade ago.

FACT 5: HIGH QUALITY SCHOOLS CONTRIBUTE TO COMMUNITY PRIDE AND MAINTAIN PROPERTY VALUES.

Our community has provided its children with public high schools since 1916. Quality schools are one of many factors that make our community such a *special place to live, raise a family and invest in our homes.*

Early voting starts on February 8, 2024. To learn more about voting, visit DuPage County Election Division at dupagecounty.gov/elected_officials/election_and_voter_information

EARLY VOTING STARTS FEB. 8
ELECTION DAY MARCH 19

MORE INFO > GLENBARD87.ORG/REFERENDUM-MARCH-2024

GLENBARD DISTRICT 87 FACILITY IMPROVEMENTS REFERENDUM

ADDRESSING OUR NEEDS

PROTECTING YOUR INVESTMENT

CONTINUING RESPONSIBLE FINANCIAL PLANNING
Information about Glenbard District 87's Referendum

PLEASE REMEMBER TO VOTE MARCH 19



CASE STUDY **BRADLEY-BOURBONNAIS COMMUNITY HIGH SCHOOL DISTRICT**



Bradley-Bourbonnais Community High School District (BBCHS) pursued a large bond measure in one of the most tax-averse counties in Illinois, where both countywide and school district referenda regularly fail. Facing this challenging electoral environment, the district sought strategic guidance to navigate the path to a successful outcome.

Discovery Works Collaborative consulted with the district's architect on the community engagement program. Then, toward the end of the engagement process, we conducted public opinion research to assess voter sentiment and identify key messaging opportunities. Using these insights, we developed a comprehensive theme and messaging to support both the district's informational communications and the efforts of the independent vote-yes committee. Additionally, our team provided ongoing strategic consulting for both the district's informational outreach and the advocacy side of the campaign.

Beyond referendum strategy, our veteran school communicators also supported BBCHS's newly hired communications director, who stepped into her role at a critical moment—just as the district transitioned from its engagement phase into full-scale informational outreach. Our mentorship helped her navigate the complexities of referendum communications, ensuring consistency and effectiveness in messaging.

In November 2024, BBCHS was one of the few districts in Illinois to pass a large bond measure that included a tax rate increase. Despite an initial benchmark survey showing just 46% support, the coordinated efforts of the district and the vote-yes committee helped increase that figure to 54.7% on Election Day—securing a comfortable victory.





FACILITY IMPROVEMENTS REFERENDUM

On November 5, BBCHS District 307 will ask voters to go to the polls. The questions on the ballot will allow the district to pay for facility improvements. The \$70 million overall project cost will be divided between property taxes and district operating budget.

PROPERTY TAXES
\$62 million

+ DISTRICT RESERVES
\$8 million

TOTAL PROJECT COST
\$70 million

How much will my taxes go up?

The project will be funded through bond issuance and district reserves. A bond proposal is a way to school districts to borrow money used for large capital projects, such as improving district facilities. This bond will result in an increase in property taxes. The exact amount of the tax increase will depend on the value of your property and will be in effect over the next 20 years. The district will fund an additional portion of the project through its reserve balance. This referendum continues our history of responsible planning. We spend less on our facilities and operations, carry less debt, and have a lower tax rate than the vast majority of districts in our area.

What does the project include?

Safety updates include removing mobile trailers to bring all students under one roof.

Infrastructure renovations aim to reduce operating costs and prioritize instruction.

A new field house will free up gym space to convert into a cafeteria and additional classrooms.

Flexible spaces will support collaborative learning, science labs, clubs, and athletics.

Contact us:
 866-545-0307
 buildingbetter@bbchs.org
 www.bbchs.org





\$100,000 Market Value Home
 - Monthly: \$10.42

\$200,000 Market Value Home
 - Monthly: \$23.08

\$300,000 Market Value Home
 - Monthly: \$35.75

\$400,000 Market Value Home
 - Monthly: \$48.42


DISTRICT 307 BOND REFERENDUM

5 FACTS

ABOUT THE REFERENDUM TO IMPROVE OUR COMMUNITY'S HIGH SCHOOL

VOTE

For more specific information about our referendum, go to -
<https://www.bbchs.org/domain/142>



OUR TEAM



Clayton Community Foundation

When we say we are in business to

MAKE A DIFFERENCE

in the communities we serve, it doesn't stop with our clients. Our team is proud to be active in our community, donating hundreds of hours each year to a number of non-profit organizations throughout the St. Louis area where our company is based.



Baseball Battles Cancer



Softball Battles Cancer



Charity Lemonade Stand



Eureka, Missouri Flood Relief

Our team has assisted in raising over \$100,000 for non-profit partners since 2013.

OUR TEAM



JENNIFER ROLWES VOLK

PRESIDENT & CEO

As Discovery Works Collaborative's president and CEO, Jennifer Volk devotes her extensive expertise to supporting public-sector organizations in planning and implementing strategic communications crucial to meeting their goals.

Her work includes developing and managing dozens of community engagement programs across the nation that involved community members in making decisions about the future of their public schools, school departments, community colleges and cities.

Her areas of expertise include strategic planning, community engagement, campaign management, media relations and crisis management. Jennifer finds solutions to ensure her clients are authentically engaging their communities, while also using data to make solid decisions. Jennifer and her team are problem solvers, using their wealth of experience to help organizations overcome challenges and bring a fresh, strategic perspective to their situations. Her innate curiosity leads her to ask questions and learn the most she can about her clients, so she can provide the best solutions to their individual needs.

Prior to joining Discovery Works Collaborative in 2009, Jennifer worked as a senior associate at UNICOM-ARC. Other roles include communications director and interim executive director for KidSmart, media relations assistant for the Rockwood School District, and a general assignment reporter for the NBC affiliate in Columbia, Missouri. She earned a bachelor's degree in broadcast journalism from the University of Missouri-Columbia, and her work has earned recognition from the Missouri School Public Relations Association, Illinois School Public Relations Association, the National School Public Relations Association, 3CMA (City-County Communications and Marketing Association), The Tellys, and the Business Marketing Association.

Growing up, Jennifer attended school in Indiana, New Jersey, and Ohio before moving to Missouri where she attended high school. Today, she lives in St. Louis with her husband Ben and their two daughters. Traveling across the country for her clients supports her hobby of finding great travel deals. She loves visiting everywhere from cities to the mountains with her family. Closer to home, you can find them at St. Louis Cardinals games or following Mizzou and Ohio State sporting events. In her free time, she also volunteers as the President of the Clayton Community Foundation and is a member of the St. Michael School of Clayton Board of Directors.

- **Project management and client relations**
- **Strategic communications planning and implementation**
- **Campaign management**
- **Message development**
- **Media relations**
- **Crisis communications**
- **Content development and copywriting**

OUR TEAM



CHRIS TENNILL, APR

CHIEF STRATEGIC COMMUNICATIONS OFFICER

Chris Tennill, APR, is a nationally recognized, veteran school communicator who spent more than two decades leading communications and community engagement programs for one of the top-ranked school districts in Missouri and the Midwest. He is a go-to strategic advisor in the areas of crisis management, community engagement and bond/levy campaigns. He believes in the power of data and research and that, when done well, some of the best work of a PR professional often goes unseen. His passion for mentoring drove him to develop programs to support his colleagues new to the school communications profession throughout his home state of Missouri and nationally through work with the National School Public Relations Association's (NSPRA) New Professionals program. Chris has served in state-level leadership roles with the Missouri School Public Relations Association and nationally on NSPRA's Executive Board.

When he's not working, you're likely to find him near a soccer ball (coaching or watching ... his playing days ended long ago) or transforming a large slab of meat into tasty hand-crafted BBQ or some type of old-world sausage or charcuterie. Chris lives in the St. Louis area with his wife, Deana, who teaches English at a local public high school and has two daughters: Sydney, a recent graduate of Northwestern University, and Olivia, who is studying digital video and communications at Saint Louis University.

- **Project management and client relations**
- **Campaign management**
- **Public opinion research**
- **Strategic communications planning and implementation**
- **Campaign management**
- **Message development**
- **Media relations**
- **Crisis communications**
- **Copywriting**

OUR TEAM



HEATHER WOLFE
CHIEF OPERATING OFFICER

Heather Wolfe is a results-oriented strategic business professional with experience in marketing communications, brand management, lead generation, event planning, public relations, project management and corporate social responsibility. She is skilled at helping organizations reimagine their marketing approach to better meet their organizational goals and has experience developing and implementing community outreach programs for a Fortune 500 company.

Heather's experience includes working as a financial advisor at Northwestern Mutual; director of marketing for LOGOS School; associate dean and director of marketing and communications for Washington University in St. Louis; community outreach and public relations lead and communications specialist at Monsanto Company; director of marketing and public relations at Maritz; account executive at Paradowski Creative. She started her professional career as an English teacher at Appleton City R-II School District.

Heather earned her bachelor's degree in secondary education with certifications in English, communications and theater from the University of Missouri-Columbia and her master's degree in communication with public relations emphasis from Lindenwood University.

Heather has been recognized for her professional accomplishments and is the recipient of the Monsanto Sustainable Yield Pledge Award, the YWCA Woman of Distinction Award for Professional and Community Leadership, the Maritz Standing Ovation Winner, and the Monsanto Operational Excellence Award. When she's not working, she enjoys volunteering with animal shelters, women's organizations and educational organizations. She also enjoys exploring the St. Louis restaurant scene.

- **Project management and client relations**
- **Campaign management**
- **Public opinion research**
- **Strategic communications planning and implementation**
- **Campaign management**
- **Message development**

OUR TEAM



ELIZABETH ARWAY

OWNER • CREATIVE ENTOURAGE

Elizabeth always knew she wanted to be a designer. From her first 4-H art project to earning her BFA in graphic design at Maryville University to launching her boutique agency in 2008, Elizabeth has always delighted in combining her love of art and design with her keen eye for detail and enthusiasm for fresh, innovative ideas.

As the founder of Creative Entourage Elizabeth works to keep the agency's creative work on the cutting edge and ensures that each client has a distinct look that's sure to turn heads. Her TAM and AIGA award-winning work takes a client's vision and turns it into reality.

Her broad experience, which includes both print and digital work, goes beyond graphic design. She has been instrumental in developing strategies to increase brand awareness, increase engagement, and build relationships among businesses and organizations.

Elizabeth, who grew up in rural Illinois, lives in Eureka, Missouri, with her husband PJ and their beagle, Sadie. The couple has worked tirelessly since 2013 to launch Baseball Battles Cancer, an annual baseball event held to raise money for cancer research. So far, they have raised over \$90,000. She also worked closely with the Society of St. Vincent de Paul during the 2017 Eureka flooding, designing and selling a T-shirt to raise more than \$10,000 for local relief efforts. In between managing the business and her philanthropy efforts, Elizabeth helped found the Missouri Whiskey Society in 2014. In her free time, Elizabeth enjoys quilting – a great way to express herself artistically while away from a computer – and being active in her church community.

- **Project management and client relations**
- **Marketing and communications strategy**
- **Creative and art direction**
- **Brand development**
- **Print and production management**

OUR TEAM



CINDY GIBSON, APR

SENIOR ASSOCIATE • STRATEGIC COMMUNICATIONS

A veteran communications and public relations professional, Cindy Gibson provides clients insightful and knowledgeable expertise in everything from election referendums and crisis communication to journalism, advertising and marketing. Prior to joining the team, Cindy served as the assistant to the superintendent for communications and community services for a St. Louis suburban school district, where her public relations programs, community engagement initiatives and election communication strategies earned national recognition from the National School Public Relations Association, the National School Boards Association and from national political election organizations.

Cindy is also a known leader in school emergency and crisis planning, as well as bond and tax referendums. She served as a member of the St. Louis County and Missouri Department of Health's emergency task force and was a member of a local school district that teamed with both health departments and Missouri Senior Services to better protect the St. Louis area in the event of a bioterrorist attack or large-scale crisis. She has presented nationally on community engagement, communications and elections communication strategies.

Cindy earned a bachelor's degree in public relations and communications from Arkansas State University in Jonesboro, Arkansas, and a master's degree in corporate public relations from Lindenwood University in St. Charles, Missouri. She earned her Accreditation in Public Relations (APR), one of the highest certifications in the communications profession, in 2007, and was named Missouri School Public Relations Professional of the Year in 2006.

Growing up in St. Louis with a father who was a long-time educator and superintendent, Cindy grew up with education discussions at the dinner table. Along the way, she developed a love for travel and has visited every continent on one passport. When not working or exploring the world, Cindy enjoys cooking, baking, attending St. Louis Cardinals games and being a strong advocate for wildlife conservation. She has volunteered on several research projects in Africa and is always looking forward to her next visit.

- **Project management and client relations**
- **Strategic communications planning and implementation**
- **Campaign management**
- **Message development**
- **Media relations**
- **Crisis communications**
- **Copywriting**

OUR TEAM



CHARLIE LEONARD, PH.D.

ASSOCIATE • PUBLIC OPINION RESEARCH

Dr. Charlie Leonard's work in strategic communications and public opinion research stretches more than 30 years, after beginning his career as a magazine editor. Clients have included state agencies, school districts, community college districts, municipalities, transportation districts, other special taxing districts, corporations, and candidates for public office.

Part of the post-Watergate wave of would-be crusading reporters flooding journalism programs in the 1970s, Dr. Leonard graduated from the University of Missouri School of Journalism, and went on to magazine editorial work at publications including St. Louis magazine and the St. Louis Globe-Democrat. After the Globe merged with the St. Louis Post-Dispatch, he went into consulting, landing at UNICOM Group as an account manager, handling corporate and public policy client communications.

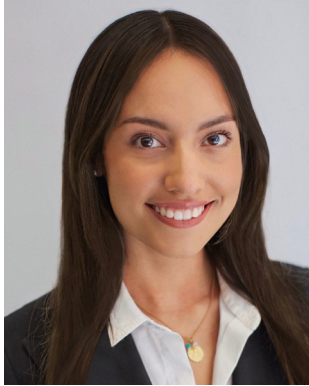
Inspired by the political work of UNICOM and the public opinion research directed by his friend and colleague, Dr. Rod Wright at Attitude Research Company (ARC), Dr. Leonard returned to graduate school for a Master's and a PhD in political science from the University of Missouri-St. Louis.

During subsequent academic appointments at Lindenwood University, the University of Texas at Dallas, Southern Illinois University Carbondale, and the University of Louisville, he taught a wide range of courses in political science and university honors departments, including classes on public policy, urban politics, and public opinion.

While serving as a faculty member and university administrator, Dr. Leonard remained active in polling and public policy research, including a ten-year stint as co-director of the Paul Simon Public Policy Institute's "Simon Poll" and "Southern Illinois Poll." Illinois legislators, agency executives, and journalists looked to Simon Poll results to help gauge public support for important statewide policy proposals.

- **Public opinion research**
- **Project management and client relations**
- **Campaign management**
- **Strategic communications planning and implementation**
- **Message and content development**

OUR TEAM



CLAUDIA OLIVOS
ASSOCIATE

With a background in content creation, public relations, and data-driven strategy, Claudia Olivos is the newest member of the team. She brings fresh insight to community engagement and strategic outreach for Discovery Works Collaborative. Gaining hands-on experience through internships at World Wide Technology and Elasticity, she has worked on campaign development, content strategy, and public relations initiatives, which have provided her with valuable insight into audience engagement and data-driven decision-making.

A graduate of Saint Louis University's Chaifetz School of Business with a degree in marketing, Claudia is fluent in English and Spanish and is passionate about using research-driven insights to help organizations connect with their communities in meaningful ways.

- **Strategic communications planning and implementation**
- **Message and content development**
- **Social media management**

DISCOVERY WORKS

COLLABORATIVE 

ESTIMATED PROJECT INVESTMENT

COMMUNITY ENGAGEMENT • \$32,000

Ongoing community engagement assistance:

- Assist in developing and/or reviewing a charge statement for the program.
- Assist in identifying/enlisting community leadership for the program.
- Provide training to community volunteers working on this program.
- Facilitate the work of the program chairs/community leadership.
- Provide guidance to customize a program to achieve the district's goals.
- Attend/coordinate meetings called to design and implement this program.
- Provide guidance in development of informational presentations.
- Assist in summarizing and documenting program proceedings/community feedback.
- Assist in developing a report and presentation of final program summation and recommendations.

INFORMATIONAL COMMUNICATIONS • \$26,500

Ongoing communications assistance:

- Serve as a communications strategy resource for informational communications throughout the scope of the contract to promote involvement in the community engagement program and awareness of the plan.
- Develop/review theme and message and other materials to ensure consistent messaging that will inform registered voters about the program and potential ballot proposal.
- Assist in developing/reviewing branding and communication vehicles for the program.
- Writing and design of informational direct mailers, text messages and other communications tools.
- Development of Facebook, Instagram, YouTube and Google ads.
- Provide guidance on the usage of organic social media including district accounts and community Facebook groups.
- Assist in the development of informational communication materials for the district website.
- Develop one informational video (up to three minutes) and accompanying social media shorts (up to four, six to 30 second videos).

PUBLIC OPINION SURVEYS • \$31,000

- Two online, opt-in surveys and one 300-sample random telephone survey.
- All meetings held for factfinding.
- Up to five one-hour input sessions.
- The cost of acquisition of districtwide mailing addresses, landline and cell phone numbers.
- Questionnaire development for two surveys including preparing them for telephone and electronic completion.
- Writing and design of two direct mail pieces and/or text messages promoting participation in the surveys.
- Assistance with emails, digital advertising and text messaging strategies to promote participation in the electronic survey.
- Professional interviewing for one phone survey with a questionnaire that contains 30-40 questions taking approximately 15 minutes to complete.
- Writing and hosting of two electronic surveys with approximately 30-40 questions.
- Report writing and electronic delivery as outlined in this proposal including a theme and message document.
- Attendance at unlimited follow-up meetings to discuss survey results.

PROJECT FEE
\$89,500

PROJECT BASED FEE STRUCTURE

Our agency uses a project based fee structure instead of traditional hourly rates, a decision rooted in transparency and efficiency.

This approach offers the district predictable costs, eliminating unforeseen expenses and aiding in strict budgetary management. Instead of counting hours, our focus is on delivering results, ensuring that the district's goals are met comprehensively.

A project fee encourages deeper collaboration and a result-oriented mindset, making it a more cost-effective option.

Unless specifically noted above, our professional fee does not include the cost of hiring of additional consultants, travel, canvassing apps and other necessary data, advertising, meeting accommodations such as room setup or refreshments, or printing and mailing of materials, brochures, invitations, etc. In the production of materials, we will make every effort to utilize internal resources. We will obtain upfront approval for all out-of-pocket expenses (other than routine things like travel).

POTENTIAL OUT OF POCKET EXPENSES

One key to success of our community engagement programs is ongoing communication with your community as a whole throughout the process. This cost varies greatly depending on the size and demographics of the community.

Below are estimated costs for communications materials such as direct mail, advertising and text messaging associated with promoting the community engagement program and proposal. These tactics and costs will be further refined as we begin the process.

DIRECT MAIL

Direct mail is critically important to reach all members of your community, especially those who are not actively involved with the school district. We recommend the following pieces of direct mail. Please note, that in order to ensure we receive enough responses, at least one direct mail postcard or text message is required to conduct an electronic survey. These are estimated costs for printing, mail processing, handling and printing of a 6 x 9 postcard to approximately 30,000 households. Prices are based on estimates from May 2025 and may fluctuate depending on cost of paper, postage and other economic factors.

Direct Mail	Estimated Cost Per Unit	Estimated Cost
Survey #1 Promotion	0.45	\$13,500
Community Engagement Launch	0.45	\$13,500
Community Engagement End of Process	0.45	\$13,500
Informational Referendum Postcard #1	0.45	\$13,500
Informational Referendum Postcard #2	0.45	\$13,500

TEXT MESSAGING

Text messaging is an effective tool for engaging your community. In your district, we can reach approximately 31,500 residents through text, ensuring broad outreach beyond just parents. We strongly recommend utilizing text messages to promote surveys and drive community engagement participation.

Direct Mail	Estimated Cost Per Unit	Estimated Cost
Survey #1 Promotion	0.15	\$4,725
Survey #2 Promotion	0.15	\$4,725
Community Engagement Launch	0.15	\$4,725
Community Engagement Mid-Process	0.15	\$4,725
Community Engagement End of Process	0.15	\$4,725

ADVERTISING

Each community is different, but if your community has a well-read local publication we recommend purchasing advertising to encourage participation in the program. We also recommend a budget of \$7,500 for digital advertising on social media channels and Google Ads for the duration of the program.

TRAVEL

Discovery Works Collaborative is located in St. Louis, Missouri, so travel will be required. However, most of our projects are in northern and central Illinois. When possible we try to visit multiple clients during a trip to reduce travel costs. While some meetings can be conducted virtually via Zoom we have found being in person to be important for the success community engagement process.

DISCOVERY WORKS

COLLABORATIVE 

COMMUNITY ENGAGEMENT EXPENSES

The out of pocket costs for the community engagement program vary greatly from community to community. Costs to consider include:

- Room rental (if necessary) for a centrally located space to accommodate up to 200 people seated at round or rectangular tables that has a strong Wifi signal, in-house audio visual equipment and adequate parking.
- Printing of agenda packets and other basic materials for each community engagement session.
- Basic refreshments (water, cookies, etc.) for each facilitating team and community engagement session.
- Printing of display boards of information for open houses.
- Printing of internal and parent-focused communications including fliers and handouts.



STATEMENT OF WORK

Project: Community Unit School District 300

CLIENT CONTACT

Martina Smith
Superintendent
martina.smith@d300.org
2550 Harnish Drive
Algonquin, IL 60102
P: 847-551-8300
F: 847-551-8413

DISCOVERY WORKS COLLABORATIVE CONTACT

Jennifer Rolwes Volk
President & CEO
314.608.8424
jennifer@discoveryworksco.com

DATE SUBMITTED

July 2, 2025

PROJECT:

2025-26 community engagement, public opinion research and informational communications consulting services for Community Unit School District 300.

1. SCOPE OF WORK TO BE PERFORMED/PROJECT SUMMARY:

- **COMMUNITY ENGAGEMENT AND INFORMATIONAL COMMUNICATIONS**

- *Ongoing community engagement assistance:*

- Assist in developing and/or reviewing a charge statement for the program.
- Assist in identifying/enlisting community leadership for the program.
- Provide training to community volunteers working on this program.
- Facilitate the work of the program chairs/community leadership.
- Provide guidance to customize a program to achieve the district's goals.
- Assist in developing/reviewing branding and communication vehicles for the program.
- Attend/coordinate meetings called to design and implement this program.
- Provide guidance in the development of informational presentations.
- Assist in summarizing and documenting program proceedings/community feedback.
- Assist in developing a report and presentation of final program summation and recommendations.

- *Ongoing communications assistance:*

- Serve as a communications strategy resource for informational communications throughout the contract, starting with the survey and ending with the informational communications for a ballot initiative.
- Develop/review theme and message and other materials to ensure consistent messaging that will inform registered voters about the proposal.
- Development of a graphic identity/brand for the community engagement and informational efforts.
- Development and design of content for print and digital communications including postcards, newsletter articles, social media posts and fliers.
- Development of Facebook, Instagram, YouTube and Google ads.
- Provide guidance on the usage of organic social media including district accounts and community Facebook groups.
- Assist in the development of informational communication materials for the district website.
- Serve as a liaison between the district and any referendum committees. This does not include any work for a volunteer-led community advocacy committee.
- Develop one informational video (up to three minutes) and accompanying social media shorts (up to four, six to 30 second videos).

- **PUBLIC OPINION SURVEYS**

- Creative Entourage will develop and complete two public opinion surveys, one online only public opinion survey and one online and telephone survey. This includes:

- All meetings held for fact-finding
- Up to five, one-hour input sessions for the first survey. Additional input sessions can be conducted for \$400 each. The district is responsible for recruiting participants and securing a location for these sessions.
- The cost of acquisition of a list of registered voter addresses and phone numbers. The district can supplement this data with additional school district addresses and phone numbers if desired.
- Questionnaire development including preparing them for electronic completion
- Writing and design of two direct mail pieces or text messages promoting participation in each survey.
- Assistance with emails, direct mail, text messaging and other communication strategies to promote participation in the electronic surveys.

- Professional interviewing for one phone survey with a questionnaire that contains 30-40 questions taking approximately 15 minutes to complete.
- The district is responsible for the out-of-pocket costs to print and mail postcards or to send a text message, which is required to ensure adequate participation in the survey, and digital advertising.
- Writing and hosting of the electronic surveys on research.net.
- Survey result analysis will be provided in the following forms, which will be presented in electronic format.
 - Overview of data
 - Executive summary
 - Complete frequencies
 - Cross Tabulations (by demographic category)
 - Questionnaire
 - Theme and message document based on survey findings
 - Up to three formal presentations of survey results to audiences of the district's choosing.

2. TIMELINE

- a. Services will begin June 1, 2025 and will conclude no later than November 15, 2026.
- b. Proposed timing of phases:
 - i. Summer 2025
 - 1. Development of engagement program
 - 2. Development of public opinion research survey #1
 - ii. Fall 2025
 - 1. Public opinion research survey #1
 - 2. Development of community engagement and communications program
 - 3. Community engagement workshops and activities
 - iii. Winter - Spring 2026
 - 1. Community engagement workshops and activities
 - 2. Public opinion research survey #2
 - iv. Summer - Fall 2026
 - 1. Informational communications

3. ESTIMATED COST OF THE WORK TO BE PERFORMED ("FEES"), COSTS AND PAYMENT TERMS:

SERVICE	Investment
Community Engagement	\$32,000
Informational Communications	\$26,500
Public Opinion Research	\$31,000
Payment Terms	\$5,265 per month 17 months June 1, 2025 - October 1, 2026

4. ASSUMPTIONS

- a. In addition to project fees, the client is responsible for reimbursing Discovery Works Collaborative for out-of-pocket expenses related to delivering services and producing deliverables.
 - i. These may include, but are not limited to:
 - 1. Printing, mail handling and postage
 - 2. Advertising and media buys
 - 3. Video production that is not included in the scope above
 - 4. Room rental, audio visual support, material printing and other expenses for hosting community engagement meetings and workshops
 - 5. Travel expenses, which may include lodging, mileage or rental car, airfare, and meals
 - ii. These expenses are not included in cost estimates unless specifically stated in the scope of work.
 - iii. For significant expenses, Discovery Works Collaborative may request that the client pay vendors directly.
 - iv. Documentation will be provided for all reimbursable expenses.
- b. Any services not included in the defined scope require a written change order approved by both parties before work begins.
- c. All cost and timeline estimates are based on timely communication and decisions from the client. Delays in client response, changes to the project scope, or issues with outside vendors may lead to revised timelines or additional costs. If this occurs, Discovery Works Collaborative will provide notice and a change order reflecting the adjustments.
- d. Discovery Works Collaborative will provide an initial Spanish translation for public-facing materials. The client is responsible for any additional translation needs, as well as the accuracy and proofreading of translated materials. Discovery Works Collaborative is not responsible for translation errors.
- e. When publishing content created by Discovery Works Collaborative on the client's website, the client is responsible for ensuring it complies with ADA standards. Discovery Works Collaborative does not assume responsibility for ADA compliance.
- f. Discovery Works Collaborative does not guarantee the outcome of any election or public vote.
- g. Development and project management is to occur at the offices of Discovery Works Collaborative, or the offices of a Discovery Works Collaborative project team.

5. EXECUTION OF OUR MASTER SERVICES AGREEMENT.

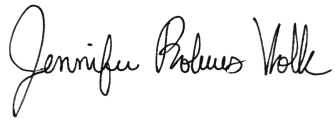
In the event you are a new Client, you will be required to execute the [Master Services Agreement](#) before we will begin work under this Statement of Work.

ACCEPTED AND AGREED:

Client (Authorized signature):

Printed Name: _____ Title: _____ Date: _____

Discovery Works Collaborative



Jennifer Volk, President & CEO

Date: July 2, 2025



MASTER SERVICE AGREEMENT

This **MASTER SERVICE AGREEMENT** (the “Agreement”) is made and entered into this per the signed statement of work agreement date (the “Effective Date”) by and between Creative Entourage Agency, LLC, DBA Discovery Works Collaborative, a Missouri limited liability company (“Creative Entourage Agency”), and the client listed on the statement of work agreement (each a “Party”).

RECITALS

Whereas, Client desires to purchase from Creative Entourage Agency and Creative Entourage Agency desires to provide to Client, from time to time, the Services as further defined herein, subject to the terms and conditions of this Agreement.

TERMS AND CONDITIONS

Now, Therefore, for the mutual consideration set forth herein, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

SECTION 1. SERVICES AND DELIVERABLES

1.1 Purchase of Services and Deliverables.

Subject to the terms and conditions set forth in the Agreement, Client agrees to purchase and Creative Entourage Agency agrees to perform the services (“Services”) and provide the Deliverables (defined in Section 5.1), which are detailed in the Statement of Work attached to this Agreement, the terms of which are incorporated herein, subsequent Statements of Work or Amended Statements of Work (collectively called “Statements of Work”) to be attached in the future. Each Statement of Work is subject to the terms and conditions of this Agreement. The Client may request additional Services from Creative Entourage Agency and all such requests are subject to acceptance by Creative Entourage Agency. Subsequent Statements of Work or Amended Statements of Work, upon execution, shall be subject to the terms and conditions of this Agreement. In the case of any conflicts between the terms of this Agreement and a Statement of Work, the terms of the Statement of Work shall prevail over the Agreement for that specific Statement of Work only. The nature of the Services to be provided by Creative Entourage Agency in a Statement of Work will vary based on Client’s requirements and the scope of the Statement of Work.

1.2 Acceptance.

Unless the Statement of Work sets forth an acceptance testing or period, the acceptance period shall be 30 calendar days for all Deliverables. Upon the expiration of these acceptance periods, the Deliverables will be deemed accepted, unless Creative Entourage Agency has received in writing from Client a reasonable, detailed basis for the rejection of the Deliverable. Notwithstanding any other provision to the contrary herein or in any Statement of Work, to the extent that Client launches a Deliverable, otherwise uses such Deliverable in productive use, or otherwise commercially exploits a Deliverable, or if Client does not reject a particular Deliverable in writing and does not specify a reasonable, detailed basis for such rejection within the applicable acceptance/testing period, as set forth in the applicable Statement of Work, such Deliverable shall be deemed accepted by Client for all purposes hereunder.

1.3 Invoice.

Unless otherwise provided in the Statement of Work, Creative Entourage Agency will deliver an invoice to Client upon receiving a signed Statement of Work equal to fifty-percent (50%) of the total project fee and Client shall pay as provided for in Section 4.2.

SECTION 2. DELIVERABLES PROCEDURES

2.1. Cooperation.

The parties acknowledge that cooperation and teamwork are essential for the success of each item of work as set forth in the Statement of Work. Client acknowledges and agrees that its cooperation and provision of the necessary resources are essential for the success of each Statement of Work and the lack thereof may result in increased costs and relieve Creative Entourage Agency of its obligation to meet Scheduled Dates. Both parties agree to use mutually agreed upon processes to report the progress of each Statement of Work and to identify, track, and resolve project issues, and questions. Unless otherwise agreed to the contrary in a Statement of Work, such processes will be based upon Creative Entourage Agency's standard methodologies and, as necessary, included in the Statement of Work. In order to accommodate the approval of Changes and other necessary communications, Client agrees to designate a representative ("**Client Representative**") with the authority to: (i) approve Changes and the cost of Changes; (ii) accept the Deliverables consistent with the applicable acceptance procedures; (iii) resolve Statement of Work related issues; and (iv) make all other decisions hereunder and otherwise communicate to Creative Entourage Agency on behalf of Client.

2.2 Change.

Either party may propose changes to the Deliverables, Services and/or scope of the Statement of Work by providing written notice of the proposed changes to the other party, ("**Change Order**"). Upon written acceptance of the Change Order by the Client Representative and Creative Entourage Agency, this Agreement and the applicable Statement of Work shall be automatically amended by the approved Change Order ("**Amended Statement of Work**").

SECTION 3. APPROVALS

3.1 Approvals.

Creative Entourage Agency will submit preliminary drafts and final drafts of any products for approval to Client before production.

SECTION 4. COMPENSATION

4.1 Compensation.

Client agrees to pay Creative Entourage Agency for the Services and Deliverables provided at the rates stated in the applicable Statement of Work for each Phase of the project and all Services and Deliverables ordered by Client, in accordance with the payment schedule included in the Statement of Work, subject to any increases pursuant to Section 2 (collectively "**Fees**"). Client shall be responsible for any additional costs and which reasonably result from the work ordered, any Change Orders, or which result from design or marketing decisions made by Client. In addition to the Fees, Client shall reimburse Creative Entourage Agency for out-of-pocket expenses ("**Expenses**") incurred by Creative Entourage Agency in performing its Services and creating the Deliverables under this Agreement. The term "Expenses" shall include but shall not be limited to, reasonable transportation, travel, lodging, per diem expenses, telephone, copier, courier and messenger charges, direct costs for hardware, software media production or research purchased or paid by Creative Entourage Agency to vendors or third parties on Client's behalf. In the event of expenditures in excess of \$100.00, Creative Entourage Agency may request that the Client pay for such expenses directly, and Client hereby agrees to do so. Creative Entourage Agency agrees to provide Client for the appropriate documentation for such Expenses.

4.2 Payments.

Payments shall be due in accordance with the Illinois Local Government Prompt Payment Act. Any payments not received in a timely manner shall be subject to an interest charge of 1% per month or the maximum interest permitted by applicable law, whichever is greater.

SECTION 5. INTELLECTUAL PROPERTY

5.1 Intellectual Property Ownership.

Creative Entourage Agency shall own all intellectual property rights, including but not limited to patents, copyrights, and trademarks, in all tangible and intangible works that Creative Entourage Agency develops on behalf of Client in the course of this Agreement ("**Creative Entourage Agency IP**").

5.2 Deliverables.

(i) "**Deliverable(s)**" means all tangible and intangible works described in the Statement of Work that are developed, licensed, or acquired on behalf of Client and provided to Client by Creative Entourage Agency under any Statement of Work. Deliverables may include (i) Creative Entourage Agency

IP, (ii) Pre-Existing Creative Entourage Agency Property (defined below), and Third Party Materials (defined below).

(ii) **“Pre-Existing Creative Entourage Agency Property”** means all copyrights, patents, trademarks, trade secrets and any other proprietary right, now known or hereinafter created in all know-how, concepts, designs, content, utilities, processes, methodologies, techniques, know-how, algorithms, specifications, source code, data procedures and modifications thereto, software and tools which are: (a) pre-existing works and works outside the scope of Services provided hereunder; (b) preliminary or interim versions of Deliverables that are not accepted by Client or that are not incorporated into final versions of Deliverables provided by Creative Entourage Agency to Client and accepted by Client; (c) works of general applicability to the consulting, marketing and web-development industries; and (d) existing trademarks, service marks, trade names, trade dress, domain names and all other marketing material of Creative Entourage Agency. For the avoidance of doubt, Pre-Existing Creative Entourage Agency Property does not include any Creative Entourage Agency IP.

(iii) **“Third Party Materials”** shall mean any content, including but not limited to artwork, photography, footage, talent, music, hardware and software (which may include such content that is generated by artificial intelligence tools), that Creative Entourage Agency may obtain from third parties.

5.3 Intellectual Property Licenses.

(i) Creative Entourage Agency grants to Client a non-exclusive, nontransferable, fully paid-up, royalty-free, worldwide, perpetual license to use, reproduce, create derivative works from, translate, execute, display, upload, store, modify, distribute and perform the Creative Entourage Agency IP.

(ii) Creative Entourage Agency grants to Client a non-exclusive, nontransferable, fully paid-up, royalty-free, worldwide license during the term of this Agreement to use, reproduce, create derivative works from, translate, execute, display, upload, store, modify, distribute and perform any Pre-Existing Creative Entourage Agency Property that is included with the Deliverable(s) solely for purposes set forth in the applicable Statement of Work.

(iii) Creative Entourage Agency grants to Client a license to all rights that are held by Creative Entourage Agency in the Third Party Materials solely to the extent that such rights are transferable from Creative Entourage Agency to Client in accordance with any applicable agreements with third parties regarding Third Party Materials.

(iv) Client grants to Creative Entourage Agency a non-exclusive, nontransferable, fully paid-up, royalty-free, worldwide license during the term of this Agreement to use, reproduce, create derivative works from, translate, execute, display, upload, store, modify, distribute and perform any Client content and other materials provided by Client to Creative Entourage Agency solely for purposes of completing the Phases of the work, provision of the Services, and creation of the Deliverables set forth in the applicable Statement of Work.

SECTION 6. CONFIDENTIALITY

6.1 Definition.

The term “**Confidential Information**” shall mean any information disclosed, directly or indirectly, in writing, verbally, or by any other means, to a party to this Agreement (the “**Receiving Party**”) by the other party to this Agreement (the “**Disclosing Party**”). Such Confidential Information includes, but is not limited to, business plans, proposals, processes, on-line login information, passwords, forecasts, ideas, pricing information and rate cards, concepts, methods, techniques, trade secrets, customer lists, models, projections, analyses, software, hardware or system designs, specifications, marketing information, financial information, documentation, architecture, structure and protocols and Paragraph 5.1(ii) (a), (b), (c), and (d). Each party acknowledges that the Confidential Information is unique and valuable and that disclosure in breach of this Agreement may result in irreparable injury to the other party for which monetary damages would not be an adequate remedy and as such the injured party shall be entitled to injunctive relief.

6.2 Exceptions.

Notwithstanding the foregoing Confidential Information shall not include any information which: (i) is in the public domain and is readily available at the time of disclosure or which thereafter enters the public domain and is readily available, through no improper action or inaction by the Receiving Party or any employee or independent contractor thereof; (ii) was in the possession of the Receiving Party or known by it prior to receipt from the Disclosing Party as shown by written records; (iii) was rightfully disclosed to the Receiving Party by a third party without restriction; (iv) is independently developed by the Receiving Party without access to such Confidential Information; (v) is disclosed with the Disclosing Party's prior written consent; (vi) is required by judicial or administrative order or subpoena to be disclosed, provided that the Receiving Party gives the Disclosing Party prompt written notice of such order or subpoena in order to allow the Disclosing Party sufficient time to obtain a protective order; or (vii) or is subject to disclosure under law including the Illinois Freedom of Information Act and the Illinois Open Meetings Act. The Parties agree that this Agreement and the Statement of Work are not Confidential Information.

6.3 Protections.

The Receiving Party agrees: (i) to use the Confidential Information only in connection with this Agreement; (ii) to retain the Confidential Information in confidence; (iii) to take all necessary actions to protect such Confidential Information, including, without limitation all actions that the Receiving Party employs with respect to its own confidential materials of a similar nature; (iv) not to disclose, directly or indirectly, any Confidential Information, any evaluation of the Confidential Information, or any information derived therefrom to any third party unless required by law; and (v) not to copy, reverse engineer, reverse compile, nor attempt to derive the composition or underlying information of any Confidential Information. Confidential Information shall only be disclosed to the Receiving Party's employees, independent contractors, and financial and legal advisors, and only to the extent such

employees, independent contractors, and financial and legal advisors have a specific need to know of the Confidential Information for this Agreement.

6.4 Title.

The Disclosing Party shall at all times retain title to, ownership of and all rights and control over the Confidential Information. Except as provided herein, no right or license to the Confidential Information is granted under this Agreement. The Receiving Party shall upon the written request of the Disclosing Party promptly return or destroy all Confidential Information to the Disclosing Party.

SECTION 7. REPRESENTATIONS AND WARRANTIES OF Creative Entourage Agency

7.1 Representations.

Creative Entourage Agency represents that: (i) it has the right to enter into this Agreement, grant the rights granted hereunder and it has no conflicts which would prevent it from performing its Services hereunder; (ii) it will perform the Services in a workmanlike manner and in accordance with current standards of the marketing services industry; (iii) unless otherwise provided hereunder, it is the owner or licensee of all the rights necessary and appropriate to provide the Deliverables in accordance with this Agreement; and (iv) to the best of its knowledge and belief, there are no claims, disputes, suits or controversies challenging Creative Entourage Agency's ownership or right to use the Deliverables provided to Client under a Statement of Work.

7.2 Disclaimer.

Creative Entourage Agency HEREBY DISCLAIMS AND CLIENT HEREBY WAIVES ALL OTHER EXPRESS OR IMPLIED WARRANTIES WITH REGARD TO THE SERVICES AND DELIVERABLES, INCLUDING BUT NOT LIMITED TO, WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE OR USE BY CLIENT, AND/OR WARRANTIES AS TO THIRD PARTY PRODUCTS OR SERVICES.

SECTION 8. REPRESENTATIONS AND WARRANTIES OF CLIENT

8.1 Client warrants and represents that: (i) it has the right to enter into this Agreement, grant the rights hereunder and it has no conflicts that would prevent it from performing hereunder; (ii) the individual signing this Agreement (and each Statement of Work) on behalf of Client has (and shall have) the full authority to legally bind Client; (iii) it is the owner or licensee of all rights necessary and appropriate to use any content, materials, equipment, software, data, logos, patents, trademarks, copyrights and any other material provided by Client or its agents to Creative Entourage Agency and has the right to use the same in accordance with this Agreement; and (iv) there are no other documents required for Client to execute in order for it to fulfill its obligations under this Agreement.

SECTION 9. INDEMNIFICATION

9.1 Creative Entourage Agency

Creative Entourage Agency will defend, hold harmless, and indemnify Client against any claim or threat of claim brought by a third party against Client arising out of the negligent or willful acts or omissions of Creative Entourage Agency or its employees or agents and any infringement (actual or claimed) of any patent, copyright, trademark, trade secret, or other proprietary right of a third party by reason of any work performed or to be performed by Creative Entourage Agency under this Agreement or by reason of anything to be supplied by Creative Entourage Agency pursuant to this Agreement.

9.2 Notice.

The party providing indemnification will do so to the extent that: (i) the other party provides prompt written notice of any claims or actions for which it claims indemnification; (ii) the other party provides the party providing indemnification with reasonable assistance and cooperation in the defense of such claim or action; and (iii) the party providing indemnification will have sole control over the defense and settlement of any such claim or action in accordance with the terms of this Section 9.

SECTION 10. LIMITATION OF LIABILITY

10.1 NOTWITHSTANDING ANY OTHER PROVISION IN THIS AGREEMENT, ANY STATEMENT OF WORK OR OTHER DOCUMENT TO THE CONTRARY: IN NO EVENT SHALL EITHER PARTY BE LIABLE FOR INDIRECT, INCIDENTAL, PUNITIVE OR CONSEQUENTIAL DAMAGES OF ANY KIND, WHETHER IN TORT OR CONTRACT, INCLUDING LOST PROFITS OR LOST DATA, EVEN IF IT HAS KNOWLEDGE OF THE RISK OF SUCH DAMAGES.

10.2 Modification.

Creative Entourage Agency shall not be responsible for any damages which relate in any way to Deliverables which have been changed or modified in any manner by Client or any third party.

SECTION 11. CLIENT TRADEMARKS/PROPRIETARY NOTICES

11.1 Nothing contained in this Agreement shall be construed as conferring any right to use or refer to in advertising, publicity, promotion, marketing or other activities, any name, trademark, logo, trade name or service mark, or any other designation of either party or any of its affiliated entities unless agreed to in writing by the other party.

SECTION 12. TERM; TERMINATION

12.1 Term.

The term ("**Term**") of this Agreement shall commence as of the Effective Date of this Agreement until terminated consistent with the provisions set forth below.

12.2 Termination - Cure.

This Agreement may be terminated by either party at any time for failure to perform by the other party or for any uncured breach of any material term by the other party by providing written notice to the breaching party ("**Defaulting Party**") and specifying that period in which the Defaulting Party may cure its performance or correct its breach, which shall be a minimum of 30 days. If such a notice is received and the Defaulting Party does not cure within the specified cure period, this Agreement shall terminate on the last day of the cure period. If Client is the Defaulting Party, Client shall pay Creative Entourage Agency for all work performed under all Statements of Work prior to the date of termination at its standard hourly rates or percentage of project completion consistent with the terms of the applicable Statement of Work. In addition, but only if Client is the Defaulting Party, Client agrees to assume Creative Entourage Agency's liability for all authorized commitments to Third Party Materials, to reimburse Creative Entourage Agency for all expenses incurred, and to pay Creative Entourage Agency for any related service charges ("**Third Party Termination Costs**"). If Creative Entourage Agency is the Defaulting Party, it shall reimburse Client for fees paid on a pro-rata basis.

12.3 Creative Entourage Agency.

Notwithstanding Sections 12.1 and 12.2, Creative Entourage Agency may terminate this Agreement immediately if: (i) Client does not pay any amounts due on a timely basis as specified herein; (ii) Client infringes Creative Entourage Agency's rights in the Creative Entourage Agency Property or the Deliverable; or (iii) if Client does not reasonably cooperate or communicate with Creative Entourage Agency in the performance of any phase of work as set forth in the Statement of Work within 15 business days after receiving a request for information or cooperation from Creative Entourage Agency. In the event of such termination, Creative Entourage Agency shall be compensated for all work performed up to the date of termination at its standard hourly rates consistent with the applicable Statement of Work, any Expenses, Termination Fee and any Third Party Termination Costs, in addition to any other rights and remedies available to Creative Entourage Agency.

12.4 Termination – Notice.

Either party may terminate this Agreement at any time by providing the other party with 30 days written notice of its intent to terminate the agreement. In the event that either party provides such written notice the agreement shall terminate 30 days from the date such notice, the "Termination Date". Such termination shall have the effect of terminating all then-existing Statements of Work on the Termination Date. In the event of such termination, Client shall pay Creative Entourage Agency for all work performed up to the date of such termination at its standard hourly rates or percentage of project completion consistent with each then-existing Statement of Work, any Expenses, and any Third Party Termination Costs for each Statement of Work, as applicable.

12.5 Cooperation.

Upon payment of all consideration due under this Agreement and after the effective termination date Creative Entourage Agency will provide to Client the Deliverables as of the termination date. Creative Entourage Agency shall cooperate and assist Client, at Client's expense, in an orderly transition in the event of termination (other than for breach by Client) of this Agreement. Upon completion of such transition, Creative Entourage Agency shall be duly released from the obligations under this Agreement. The Parties recognize and agree that their obligations in Sections 4, 5 6, 8, 9, 10, 15.5, and 15.6 survive the termination or expiration of this Agreement.

SECTION 13. RELATIONSHIP

13.1 The relationship of the parties to this Agreement is that of independent contractors and no other formal legal relationship is intended. Creative Entourage Agency agrees that it shall not be entitled to any employee benefits offered by the Client to its employees and agrees not to claim entitlement thereto. Nothing in this Agreement shall be deemed to create any partnership, principal/agent, master/servant, or joint venture relationship between the parties. Neither party is granted any authority to bind the other, create obligations of the other, or otherwise act as the representative of the other. Creative Entourage Agency shall provide the Services under this Agreement on a nonexclusive basis. Provided that Creative Entourage Agency complies with its confidentiality obligations hereunder, nothing in this Agreement shall be deemed to prohibit or limit Creative Entourage Agency's right to use, develop or market existing or future technology or concepts, or to provide similar services to other clients, or to use the skills and expertise acquired in the performance of Statements of Work under this Agreement in any current or subsequent endeavors.

SECTION 14. NON-SOLICITATION

14.1 Client recognizes that Creative Entourage Agency's employees and subcontractors constitute a valuable asset of Creative Entourage Agency. Accordingly, during this Agreement and for twelve (12) months after termination of this Agreement or Statement of Work, whichever period is later, Client will not, directly or indirectly, employ, hire away or contract with Creative Entourage Agency's employees or subcontractors.

Section 15. OPERATING PROVISIONS

15.1 Force Majeure.

Neither party shall be responsible for any delay or failure in performance of any part of this Agreement to the extent that such delay or failure is caused by fire, flood, explosion, war, embargo, government requirement, civil or military authority, act of God, act or omission of carriers or other similar causes beyond its control. If any such an event of force majeure occurs and such event continues for ninety (90) days or more, the party delayed or unable to perform shall give immediate notice to the other party, and

the party affected by the other's delay or inability to perform may elect at its sole discretion to: (a) terminate this Agreement or the affected order; (b) suspend such order for the duration of the condition and obtain or sell elsewhere the Deliverables comparable to the Deliverables to have been obtained under the order; or (c) resume performance of such order once the condition ceases with the option of the affected party to extend the period of this Agreement up to the length of time the condition endured; (d) unless written notice is given within thirty (30) days after the affected party is notified of the condition, option (c) shall be deemed selected.

15.2 Notice.

All notices required to be given under this Agreement shall be in writing and shall be deemed to have been given: (a) on the date given, if delivered, by hand; (b) on the following business day, if sent by facsimile transmission or by prepaid overnight courier service with delivery confirmation; (c) 3 days after deposit in the mail, postage prepaid, return receipt requested; or (d) if sent by e-mail, on the date delivered, unless the date of delivery is not a business day or that communication is delivered after 5:00PM CST on a business day, in which case, that communication will be deemed delivered and effective on the first following day that is a business day. In each case the address information for notice shall be as follows:

If to Client:

Physical address or E-Mail address set forth below the signature line.

If to Creative Entourage Agency:

Creative Entourage Agency, DBA Discovery Works Collab

Attn: Jennifer Volk

124A North Central Ave.

Clayton, MO 63105

or to such other address as either party may specify in writing.

15.3 Severability.

Each part of this Agreement is intended to stand alone. If any part of this Agreement is waived or held invalid, or unenforceable, it is the intent that the remainder of the Agreement remains valid and enforceable and shall be enforced to the fullest extent as if such part had not been included.

15.4 Waiver.

Any waiver, amendment or modification of any of the provisions of this Agreement or any right, power or remedy hereunder shall not be effective unless made in writing. No failure or delay by either party in exercising any right, power or remedy with respect to any of its rights hereunder shall operate as a waiver thereof.

15.5 Venue and Waiver of Jury Trial.

The validity, construction, interpretation and performance of this Agreement shall be governed by and construed in accordance with the domestic laws of the State of Illinois without regard to principals of conflicts of laws and the parties hereto irrevocably submit to the jurisdiction and venue of Kane County, Illinois to resolve any disputes arising hereunder or related hereto. **THE PARTIES WAIVE ALL RIGHTS TO TRIAL BY JURY IN ANY CLAIM, ACTION, PROCEEDING, OR COUNTERCLAIM BY EITHER PARTY AGAINST THE OTHER ARISING OUT OF OR IN ANY WAY CONNECTED WITH THIS AGREEMENT.**

15.6 Reserved.

15.7 Reserved.

15.8 Entire Agreement.

This Agreement, together with all signed Statements of Work, Amended Statements of Work and Addenda, if applicable, constitutes the entire agreement between the parties relating to the subject matter hereof. Any and all prior arrangements, representations, promises, understandings and conditions in connection with said matter, whether written or oral, and any representations, promises or conditions not expressly incorporated herein or expressly made a part hereof shall not be binding upon any party.

15.9 Counterparts.

This Agreement may be executed in any number of counterparts, each of which together shall constitute one and the same instrument.

15.10 Transfer.

Neither party may assign or transfer any of its rights or obligations under this Agreement to any other entity without the other party's prior written consent, and any such purported assignment or transfer shall be null and void.

ACCEPTED AND AGREED:

Client

(Authorized signature)

Name of Business _____

Signature

Print Name:

Date:

Creative Entourage Agency

(Authorized signature)



Jennifer Volk

Date: July 2, 2025