

# **OAK PARK AND RIVER FOREST HIGH SCHOOL**

## **Finance Committee Meeting**

### **Agenda**

**April 19, 2011**

**Board Room**

**7:30 a.m.**

- |  |                               |
|--|-------------------------------|
| 1. Call to Order   | John Allen                    |
| 2. Minutes   | John Allen                    |
| 3. Simplex Contract  | Robert ZumMallen              |
| 4. Construction Update   | Robert ZumMallen              |
| 5. Construction Bids   | Michael Benstent, Henry Bros. |
| 6. Approval of Life Safety Amendment   | Cheryl Witham                 |
| 7. Com Ed Request for Support of HB 14   | Miguel Ortega                 |
| 8. Food Service Bids   | Micheline Piekarski           |
| 9. Food Service Roll Over Bids   | Micheline Piekarski           |
| 10. Dist. 97 and Dist. 200 Food Service Lunch Prices   | Micheline Piekarski           |
| 11. Hyatt Contract   | Cindy Milojevic               |
| 12. Mark Wainwright, Glassfrog Tours Agreement   | Cindy Milojevic               |
| 13. Epson Projector Bid  | Mike Carioscio                |
| 14. Certified/Non-Certified Staffing 2011-12 School Year   | Lauren Smith                  |
| 15. Athletic and Activity Stipends for 2011-12 School Year   | Lauren Smith                  |
| 16. Renewal of Photographers Contract  | Tim Keeley                    |
| 17. Xerographic Paper Bid  | Tim Keeley                    |
| 18. Ombudsman Contract   | Cheryl Witham                 |
| 19. Resolution to Transfer Bond and Interest Fund to Operations and Maintenance Fund                   | Cheryl Witham                 |
| 20. Resolution to Transfer Funds from the Operations and Maintenance Fund to the Capital Projects Fund | Cheryl Witham                 |
| 21. Presentation of Amended Budget   | Cheryl Witham                 |
| 22. Finance Advisory Committee Update  | Cheryl Witham                 |
| 23. Financial Report   | Cheryl Witham                 |
| 24. Treasurer's Report   | Cheryl Witham                 |

### **Finance Committee Members**

**Chair: Amy McCormack  
John C. Allen IV**

Board of Education, DLT, Jim Hunter – FSEC Chair

<b>July, 2010</b>	<b>August, 2010</b>	<b>September, 2010</b>	<b>October, 2010</b>
	Tentative Budget 2010 - 2011	Fin. Adv. Com Proposal Wireless Access Employee Ben. Ins. Broker 2010 - 2011 Budget Approval	Insurance Renewals Levy Timeline Books & Fees Report FY 2010 Audit Report
<b>November, 2010</b>	<b>December, 2010</b>	<b>January, 2011</b>	<b>February, 2011</b>
Preliminary 2010 Levy	2010 Levy	Authority to Commence Amend. Budget 10/11	Student Fees 11/12
Employee Benefit Ins. Renewal	Youth Interventionist	Authority to Commence FY 11/12 Budget Prep	PTAB Resolution
Update Vanguard Energy Svcs.		Contracts of \$10,000 - \$25,000 Report Coaches Stipends vs Activity Funds	Transportation
<b>March, 2011</b>	<b>April, 2011</b>	<b>May, 2011</b>	<b>June, 2011</b>
Author. to Commence 2011 Audit 2011 - 2012 Athletic Uniform Bid Board of Ed FY 2012 Budget Life Safety Amendment	Present Amended Budget Triton Contract Dist. 200 Food Service lunch prices 11-12 Dist. 97 Food Service lunch prices 11-12 Food Service Rollover Bids Food Service Bids Division FTE PaperBid Construction Bids Final Staffing and Stipends FY2012 Resolution to Transfer Funds Renewal of Photographers Contract	Prevailing wage Marching Band Uniform Bid Contracts for FY 11-12 Thrive Services Towel Service Bid Wellness Report Minority Hiring Cost Containment/FAC update Strategic Plan Budget RFQ Amended Budget Approval Bleacher Bid	FY 12 Preliminary Budget Property & Liability Ins Renewal Workers Comp Renewal
<b>Every Meeting:</b>			
Minutes			
Construction Update			
Finance Advisory Committee Update			
Financial Reports			
Treasurer's Report			

OAK PARK AND RIVER FOREST HIGH SCHOOL  
201 North Scoville Avenue  
Oak Park, IL 60302

**FINANCE COMMITTEE MEETING**

Tuesday, March 15, 2011

A Finance Committee meeting was held on Tuesday, March 15, 2011. Co-Chair McCormack called the meeting to order at 7:34 a.m. in the Board Room. Committee members present were Terry Finnegan, Dr. Ralph H. Lee, Amy McCormack, Dr. Dietra D. Millard, and Sharon Patchak-Layman. Also present were Dr. Steven T. Isoye, Superintendent; Michael Carioscio, Chief Information Officer; Amy Hill, Director of Assessment and Research; Philip M. Prale, Assistant Superintendent for Curriculum and Instruction; Nathaniel L. Rouse, Principal; Lauren M. Smith, Director of Human Resources; Cheryl L. Witham, Chief Financial Officer and Treasurer; and Gail Kalmerton, Executive Assistant/Clerk of the Board.

Visitors included Kay Foran, James Paul Hunter, FSEC Chair; Doug Wiley, OPRFHS Supervisor of Finance; Robert Zummallen, Director of Buildings and Grounds; Tim Keeley, Purchasing Coordinator; Mike Bernstent of Henry Bros.; John Phelan and Christopher Wildman, community members; Jay Green of Miller, Hall & Triggs, LLC and Valerie J. Fisher, educational consultant.

**Approval of February 15, 2011 Finance Committee Minutes**

It was the consensus of the Committee members to accept the February 15, 2011 Finance Committee minutes, as presented.

**Pekron Asbestos Contract**

It was the consensus of the Finance Committee members to recommend to the Board of Education that it approve the Asbestos Removal Consulting Contract with Pekron Consulting at its regular March Board of Education meeting under the consent agenda. The final consulting contract amount will be dependent on the final bid amounts, but it will not exceed \$31,500. This is a separate contract and not supervised by Legat Architects or Henry Bros. The actual removal will be \$79,000.

While Dr. Lee questioned the actual danger of asbestos in the schools, the state would need to change its laws and administrative rules and regulations for the school not to remove it. Mr. Zummallen explained that as long as floor tiles are not in a friable state, no hazard exists, and every six months he identifies areas that are friable. A sampling is then sent to the laboratory for testing and the result informs the abatement contractor. Pekron Consulting will determine how to remove it and monitor air quality and the environment. Pekron Consulting will inform the District when the standards come into play. There is significant floor tile yet to be removed and sometimes asbestos is found when a ceiling is opened.

Pekron Consulting was recommended by the Legat Architect and the only company who submitted a proposal.

### **Construction Update**

Mr. Mike Bernstent from Henry Bros. presented information regarding the summer 2011 construction projects. Henry Bros. is currently working on defining the scope of the work and preparing documents for the bid packets. The projects are on track, the scope as been included in bid documents, and a menu of bids has been created in order to stay within budget. He anticipated a minimum of three bids on each project. In public bidding, questions from bidders must be submitted in writing and responses are given to all via an addendum.

### **Life Safety Amendment**

It was the consensus of the Finance Committee members to recommend to the Board of Education that it approve the Life Safety Amendment #21 at its regular March Board of Education meeting under the consent agenda. The projects for this summer include:

- Removal and replacement of existing ceiling system and light fixtures;
- Removal of existing galvanized steel domestic water piping and replace with copper piping;
- Removal and replacement of vinyl asbestos floor tile.

### **Technology FY 2012 Budget Request**

It was the consensus of the Finance Committee members to recommend to the Board of Education that it approve the unmet expense of the proposed technology items, totaling \$340,570, from the River Forest TIF funds at its regular March Board of Education meeting.

The summary of the proposed projects included:

Wireless	\$110,000	complete instructional space
Projectors	\$150,000	½ of classrooms
Content filter	\$55,000	Emergency upgrade
Tablets	\$86,000	1/4 of faculty
Website redesign	\$50,000	Phase 1 – navigation
VOIP	\$75,000	Pilot
Total	\$526,000	
Available funds	<u>\$185,430</u>	
Unmet Funding	\$340,570	

Mr. Carioscio reviewed his budget; Account 404 focuses on divisional/ requests/program and Account 405 servers, network, etc. Mr. Carioscio had asked the Board to approve \$55,000 for the amended budget for FY 2011 and the balance for FY 2012.

Mr. Carioscio stated that these items are for what is termed foundational technology, the foundation for putting instructional technology in place. Classrooms will be a first priority as well as Room 174, the Library, etc. The useable life of these items could range between 18 months to 10 years. The computers are the property of the school and will be transferred to the next person; some schools collected them at the end of each year. He reviewed 2011-12 budget categories excluding projects.

A pilot of VOIP telephony and computers integration will be conducted in one division. The current phone system is over 12 years old and needs replacement.

The rationale for eventually installing projectors in each room is 1) an assumption has been made that it was a necessary precondition for teachers to use technology, 2) it allows flexibility in the scheduling of teachers/divisions; and 3) it is safer than having carts with cords and wires where someone may trip and fall. Some districts have upwards of 90% of teachers using the technology. If the District is serious about looking at different types of textbooks, teachers have to understand the technology. These projectors will be able to connect to student laptops as well. Mr. Finnegan suggested forming a quality review committee or for DLT to tease out the expected outcomes regarding usage and expectations, i.e., student performance, to determine how well the money was spent.

Ms. Patchak-Layman noted that New Trier set up a classroom outfitted with technology so that it could provide feedback; the outcome was the expense of furniture and the placement of screens. Those are the secondary costs involved. Should the district also be looking at reconfiguration as well as equipment needs? It was reported that in-house committees now exist for technology, online textbooks, web-design, and working groups. Feedback is being sought.

While Ms. Patchak-Layman asked if other suggestions had come forward from other divisions to use these funds, e.g., a reading program, and an interest within the parent community in terms of substance abuse and programming, it was reiterated that the funds from River Forest TIF were a one-time infusion of funds and these were one-time activities.

#### **Illinois Central Bus Contract for Special Education Transportation**

It was the consensus of the Finance Committee members to recommend to the Board of Education that it approve the contract with Illinois Central Bus for the District's Special Education Transportation at the regular March Board of Education meeting under the consent agenda. The contract will be for the period August 15, 2011 through August 14, 2014.

The contract with Illinois Central prohibits it from transporting students of other districts with OPRFHS students. It also mandates that attendance be taken every day. Some buses have aides and all buses have video cameras. The tapes are only requested if an incident occurs and they are confidential.

#### **Illinois Central Bus Contract for Field Trip/Extracurricular Transportation Services**

It was the consensus of the Finance Committee members to recommend to the Board of Education that it approve the contract with Illinois Central Bus for the District's Field Trip/Extracurricular Transportation at the regular March Board of Education meeting under the consent agenda. The contract will be for the period August 15, 2011 through August 14, 2014

The District determines if adults are allowed on the field trip buses.

### **2011 – 2012 Athletic Uniform Bid**

It was the consensus of the Finance Committee members to recommend to the Board of Education that it approve the following at its regular March Board of Education meeting under the consent agenda.

- Award the Girls' Field Hockey, Boys' Lacrosse and Boys' Volleyball products to Salkeld; as the lowest responsible bidder, Advantage, did not provide a product that meets the bid specifications;
- Award the Girls' Golf, Boys' Basketball and Girls' Gymnastics products to Salkeld, the lowest responsible bidder.
- Award the Boys Golf, Boys' Tennis and Girls' Softball products to Advantage Team Sales, the lowest responsible bidder.

The Cheer Warm-ups will be re-quoted to achieve a more favorable value.

### **Substitute Rates for FY 2012**

It was the consensus of the Finance Committee members to recommend to the Board of Education that it approve the certified substitute pay for the 2011-2012 as follows at its regular March Board of Education meeting.

\$100 per day

\$176.50 per day, after 20 days with no retro pay

Ms. Smith surveyed what other NWPAs schools paid their substitutes and found that the median NWPAs rate was \$95 and that the average daily rate was \$94.74. OPRFHS had been paying \$117.50 per day. The District could save \$85,000 next year with this decrease.

For specialty classes such as Spanish there is a more stringent interview process. Note, after 20 days, these substitutes are long-term subs for the present assignment only.

### **Instructional Materials Fee**

It was the consensus of the Finance Committee members to recommend to the Board of Education that it approve the Instructional Materials Fee of \$320 per student beginning with the 2012 school year at its regular March Board of Education meeting under the consent agenda.

Ms. Witham noted that the proposal that came before the Board of Education in February was for \$340 per student. At that meeting several concerns were raised regarding the legality and the cost of the system. The District explored the legality with its attorney and the administration is now assured that the proposal is within the law. The District also found additional sources of revenue which will slightly reduce the cost per student. The District believes this model is the most cost effective and instructionally sound.

While offering an opt-out option of allowing families to purchase items other than from the school was suggested, it was rejected because 1) some materials were not available for outside purchase, and 2) this model provides instructional materials just-in-time, not just textbooks. Ms.

Witham presented the proposal to Citizens' Council and asked for additional input, but received no additional comments.

Ms. Patchak-Layman did not believe fee-paying students should be paying for non-fee paying students. She asked if the fee were morally ethical. Next year the state textbook loan program will be defunct and the District will have to buy a new computer program. She asked why some of the Bookstore fund balance of \$700,000 was not included in the proposal. Ms. Witham noted that the fund balance was not all cash, it was inventory plus cash. By June 30, the District will need to buy a large inventory of books and supplies, some for summer school. In addition, the Bookstore needs its cash in order to be able to buy as many books back from students as possible. Cash is also needed for cash flow purposes. The District may keep the books that were state-loaned, but there are changes in some of the math core classes and the books will need to be replaced.

Ms. Patchak-Layman repeated her objection to the implementation of a fee structure that mandated that students who paid their fees were paying for non-paying students. The District has the obligation of the General Fund, not for the students who are unable to pay. She continued that the attorney cautioned that people must understand that there is no benefit for one group or the other with this fee. Ms. Witham assured her that the committee reviewed many formats and it felt this was the best for all.

### **E- Commerce**

It was the consensus of the Finance Committee members to recommend to the Board of Education that it authorize the District to commence e-commerce at its regular March Board of Education meeting under the consent agenda.

OPRFHS had been offered the opportunity to gain additional revenue by providing books, music, and movies through a linked website run by Majors Educational Services, known as My Books and More, as well as OPRF logo merchandise through Skor. By adding this e-commerce solution to the Bookstore's operations, the goal is to use the additional revenue to help offset costs and help to contain the Instructional Materials Fee. The first year revenue is estimated to be \$5,000. A review of both Majors Educational Services and Skor was provided. Over 150 college bookstores now do this and National Association of College Stores (NACS) is offering books.

Boosters would not be precluded for doing anything similar to this. The benefit to OPRFHS is that there is only a nominal set up fee and the discounts are larger than anyone else.

### **Finance Advisory Committee Update**

A monthly update on the activities of the Finance Advisory Committee was provided. The activities for February were as follows:

- The communication sub-committee met once to discuss the educational and communication recommendations from FAC.

- The topic of professional development time for the financial information as discussed at Instructional Council. IT was decided that professional development time this spring is not available.
- The District Leadership Team discussed the timeframe for the educational plan since professional development time is not available this spring. It was decided that the subcommittee should rethink the model.
- Ms. Foran and Ms. Witham created the education plan outline and document in draft format for review by the sub-committee.
- The next meeting of the Finance Advisory Committee is scheduled for March 15.

#### **Authorization to Commence FY 2011 Audit**

It was the consensus of the Finance Committee members to recommend to the Board of Education that it authorize the Chief Financial Officer to commence with the annual audit for fiscal year ending June 30, 2011 at the regular March Board of Education meeting on the consent agenda.

Crowe-Horwath provided the District's audit services for fiscal year ending June 30, 2011 and this will be the third year of a three-year contract.

#### **Board of Education FY 2012 Budget**

The Board of Education continued its discussion of its budget for the FY 2012 school year. A copy of last year's budget was included. Decisions need to be made on earmarking funds for the Policy Manual of approximately \$8,000 and Strategic Planning of approximately \$15,000 plus travel, estimating \$22,000.

The legal fees are for general legal services related to policy or employment issues (contracts, personnel, general questions regarding Special Education). Anything related to litigation is accounted for in the TORT Fund. The District seems to be moving to attorneys with expertise in the fields, rather than a general firm. Because the Board of Education does not have a formal process for obtaining legal counsel, Ms. Witham, Ms. McCormack, and Mr. Allen will develop such a format for the Board of Education to review. Dr. Isoye suggested surveying the NWPA schools to see what their processes are. The IASB has stated that the District does not have to have an attorney of record. Mr. Finnegan felt it was more of a qualitative than quantitative question.

Ms. Patchak-Layman wanted to maintain the line item of special projects with a minimum of \$35,000 to use for items that may come as a result of the Board of Education's retreat or, perhaps, the substance abuse discussion. Discussion ensued and it was the consensus of the Committee to continue this discussion at the Board of Education meeting on March 24, 2011, so that it could be finalized before the spring break deadline.

The Committee recessed at 10:12 a.m. and reconvened at 10:20 a.m.



### **Monthly Financial**

It was the consensus of the Finance Committee members to recommend to the Board of Education that it approve the February Financial Reports at its regular March Board of Education meeting as presented.

### **Treasurer Reports**

It was the consensus of the Finance Committee members to recommend to the Board of Education that it approve the February Treasurer's Report at its regular March Board of Education meeting.

### **Legal Services for Human Resources**

It was the consensus of the Finance Committee members to recommend to the Board of Education that it approve the use of the legal firm Miller, Hall & Triggs, LLC to provide supplemental legal services for the Human Resource department at its regular March Board of Education meeting.

Miller, Hall & Triggs is located in Peoria, IL. Hourly costs range from \$138 to \$199 per hour. The senior partner, Dennis Triggs, was instrumental in creating the local bar association diversity committee approximately eight years ago. Ms. Smith worked with this firm in the past on issues of discrimination, contract violations, policy implementation, and other labor issues.

Mr. Green responded to a question about how the firm looks at management rights, saying that while there are technical issues such as management's right clauses, it is a question of how to get the union's cooperation. Each fact pattern would influence the answer. If it is not written in a specific law, one does not have to do it. However, it is a philosophical issue. Mr. Green has negotiated 40 to 50 contracts and was trained by the partner Dennis Triggs who has negotiated more educational contracts than anyone in the state. The firm's philosophy for the long term is to develop relationships with the unions and the employees. His firm believes that best run Districts are the ones in which the administration and the union leaders have strong relationships. He counsels people that cooperation is needed and when problems arise it should be looked at as an opportunity to solve those problems. One has to analyze the problem and make a decision about the end product. He does most of his work in his own office, as he is a transactional and labor attorney. He did not believe that any travel would be necessary for his work at OPRFHS. If OPRFHS had litigious work, then use of his firm would not be cost effective. His firm has experience with other districts in Cook County. Half of the firm's school clients are located in the tri-county region. The most common format in the negotiation process is that there is a two- or three-member team with one board member but some Districts, the entire Board wants to participate in the process. He has also used the interest-based bargaining model. Only one of his 75 clients has a portion of their fees based on a retainer based on the need for his attendance at its board meetings. The concern with having a retainer is the issue of fairness to both the District and the attorney. The District will receive an itemized bill. The most recent kinds of questions coming from school Human Resources departments in February and March included layoffs, teacher evaluations, etc.

When asked how he would handle a difference of opinion between the administration and the Board of Education, as the Board of Education hires the law firm, Mr. Green stated that the Board of Education should go through the administration but with specific concerns, it could contact the attorney directly through protocol.

While the Committee recommended that the Board of Education approved this firm at its regular March meeting, Mr. Green was informed that the Board of Education would be putting together a proposal to solicit legal services.

**Adjournment**

The Finance Committee meeting adjourned at 10:39 a.m.

***Oak Park and River Forest High School  
District 200***

*201 North Scoville Avenue • Oak Park, IL 60302-2296*

TO: Board of Education

FROM: Robert Zummallen

DATE: April 19, 2011

RE: Simplex Contract

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**BACKGROUND**

The smoke and heat detectors that are currently servicing the 3<sup>rd</sup> and 4<sup>th</sup> floors in the old building are 19 years old. The National Fire Protection Agency recommends that these devices be replaced out every 10 years.

**SUMMARY OF FINDINGS**

The School District will save contractor “mark up” on these devices by purchasing them directly. The labor to install these devices will be provided in the scope of work by Henry Bros during the demolition and renovation of the 3<sup>rd</sup> and 4<sup>th</sup> floor classroom ceilings and lights this summer.

Attached are quotations from Simplex Grinnell totaling \$32,513 to provide the District with all the recommended devices to bring the rooms that are receiving new ceilings and lights this summer up to code.

**RECOMMENDATIONS**

That the Board approve the purchase of new smoke and heat detector devices from Simplex Grinnell for the Summer 2011 construction projects at the April 19<sup>th</sup> Special Board of Education meeting.

**SimplexGrinnell Quotation**

TO:  
Oak Park-River Forest H.S.  
201 N Scoville Ave  
Attn: Business Office  
OAK PARK, IL 60302-2264  
Attn: Robert Zummallen

Project: OPRFHS 2011 Summer Work  
Customer Reference:  
SimplexGrinnell Reference: 311455629  
Date: 04/05/2011  
Page 1 of 5

SimplexGrinnell is pleased to offer for your consideration this quotation for the above project.

QUANTITY	MODEL NUMBER	DESCRIPTION
<b>FA Peripherals</b>		
FA Peripherals - Base		
Initiating Devices		
10	4098-9714	PHOTO SENSOR
8	4098-9733	HEAT SENSOR
18	4098-9792	SENSOR BASE
200 Degree HD		
1	5604	SINGLE-CIRCUIT 194 FIXED
1	4090-9001	SUPERVISED IAM
1	YJ1263	SIP PLATE W/(2) IAM VIEW LEDS
Duct Detector		
6	4098-9755	DUCT SENSOR HOUSING
6	2098-9798	SAMPLING TUBE 73"
6	2098-9806	REMOTE TEST STATION
3	2190-9163	ADDRESS. MODULE - RELAY
Elev Recall		
4	2190-9163	ADDRESS. MODULE - RELAY
1	4090-9001	SUPERVISED IAM
1	YJ1263	SIP PLATE W/(2) IAM VIEW LEDS
NAC's		
58	4906-9101	STROBE MC RED
15	4906-9127	HORN/STROBE MC RED
3	4009-9201	NAC EXTENDER 120VAC, IDNET
6	2081-9274	BATTERY 10AH

**Total net selling price, FOB shipping point, \$24,608.00**

**Comments**

This proposal does include updating the existing graphics.

This proposal does not include electrical sub-contractor labor and material.

## SimplexGrinnell Quotation

### Comments (continued)

Programming, Testing, Certification, and Training services have also been included in this proposal and will be performed by a SimplexGrinnell technician. The contractor is encouraged to contact SimplexGrinnell prior to the onset of construction to arrange for a pre-construction meeting. This is an integral part of the technical support package provided by SimplexGrinnell.

To schedule a technician, please contact Vicki Berzynski at (630) 948-1171 or [vberzynski@simplexgrinnell.com](mailto:vberzynski@simplexgrinnell.com).

Submittal drawing work is based on availability of AutoCad compatible drawings from the contractor/owner. Drawings shall depict device locations, column lines, door swings, and correct room labels. If CAD drawings are not available, SimplexGrinnell reserves the right to request additional compensation for floor plan drawing development.

This proposal does not include premium time. Overtime or holiday work required (as a result of project delays created by others) will be justification for a Change Order. Installation assumed to occur Monday thru Friday between 7am and 3:30pm.

SimplexGrinnell requests a secure staging area on site to store equipment, tools, and materials.

This proposal is valid for 30 days.

This proposal includes a one (1) year standard parts and labor warranty in accordance with SimplexGrinnell terms and conditions.

Terms and conditions of contractor's purchase order/contract shall be subject to SimplexGrinnell review. Final agreement to terms shall be by written agreement between contractor and SimplexGrinnell.

Additional labor, material, specifications and requirements not specifically listed above, may be an additional cost. We understand that there may be specific facility construction procedures and requirements unique to this installation. We encourage you to bring those to our attention before accepting this proposal, so that we may understand them, and bring any deficiencies in this proposal to your immediate attention to ensure we provide you with a proposal that will address all of your needs.

Please contact me with any questions at the numbers listed below. To place an order, please send an executed copy of this quote (see signatory block on the last page) with your purchase order number.

Thanks,  
John M Watson  
SimplexGrinnell  
Electronic Systems Sales Representative  
NICET Certification No. 109311  
V: 630/948.1141  
F: 630/948.1287  
[jmwatson@simplexgrinnell.com](mailto:jmwatson@simplexgrinnell.com)

### TERMS AND CONDITIONS

**1. Payment.** Payments shall be invoiced and due in accordance with the terms and conditions set forth above. Work performed on a time and material basis shall be at the then-prevailing Company rate for material, labor, and related items, in effect at the time supplied under this Agreement. Company shall invoice Customer for progress payments to one hundred (100%) percent based upon equipment delivered or stored, and services performed. Customers without established satisfactory credit shall make payments of cash in advance, upon delivery or as otherwise specified by Company. Where Customer establishes and maintains satisfactory credit, payments shall be due and payable thirty (30) days from date of invoice. Company reserves the right to revoke or modify Customer's credit at its sole discretion. The Customer's failure to make payment when due is a material breach of this Agreement.

If Customer fails to make any payment when due, in addition to any other rights and remedies available, Company shall have the right, at Company's sole discretion, to stop performing any Services and/or withhold further deliveries of materials, until the account is current. In the event payment is not received when due, Company may, at its discretion, assess late fees at the rate of 1.5% per month or the maximum rate allowed by law. Customer agrees to pay all costs of collection, including without limitation costs, fees, and attorneys' fees. Customer's failure to make payment when due is a material breach of this Agreement until the account is current.

**2. Pricing.** The pricing set forth in this Agreement is based on the number of devices to be installed and services to be performed as set forth in the Scope of Work ("Equipment" and "Services"). If the actual number of devices installed or services to be performed is greater than that set forth in the Scope of Work, the price will be increased accordingly. If this Agreement extends beyond one year, SimplexGrinnell may increase prices upon notice to the Customer. Customer agrees to pay all taxes, permits, and other charges, including but not limited to state and local sales and excise taxes, however designated, levied or based on the service charges pursuant to this Agreement.

**3. Alarm Monitoring Services.** Any reference to alarm monitoring services in this Agreement is included for pricing purposes only. Alarm monitoring services are performed pursuant to the terms and conditions of Company's standard alarm monitoring services agreement.

**4. Code Compliance.** Company does not undertake an obligation to inspect for compliance with laws or regulations unless specifically stated in the Scope of Work. Customer acknowledges that the Authority Having Jurisdiction (e.g. Fire Marshal) may establish additional requirements for compliance with local codes. Any additional services or equipment required will be provided at an additional cost to Customer.

**5. Limitation of Liability; Limitations of Remedy.** It is understood and agreed by the Customer that Company is not an insurer and that insurance coverage, if any, shall be obtained by the Customer and that amounts payable to company hereunder are based upon the value of the services and the scope of liability set forth in this Agreement and are unrelated to the value of the Customer's property and the property of others located on the premises. Customer agrees to look exclusively to the Customer's insurer to recover for injuries or damage in the event of any loss or injury and that Customer releases and waives all right of recovery against Company arising by way of subrogation. Company makes no guaranty or Warranty, including any implied warranty of merchantability or fitness for a particular purpose that equipment or services supplied by Company will detect or avert occurrences or the consequences therefrom that the equipment or service was designed to detect or avert. It is impractical and extremely difficult to fix the actual

damages, if any, which may proximately result from failure on the part of Company to perform any of its obligations under this Agreement. Accordingly, Customer agrees that, Company shall be exempt from liability for any loss, damage or injury arising directly or indirectly from occurrences, or the consequences therefrom, which the equipment or service was designed to detect or avert. Should Company be found liable for any loss, damage or injury arising from a failure of the equipment or service in any respect, Company's liability shall be limited to an amount equal to the Agreement price (as increased by the price for any additional work) or where the time and material payment term is selected, Customer's time and material payments to Company. Where this Agreement covers multiple sites, liability shall be limited to the amount of the payments allocable to the site where the incident occurred. Such sum shall be complete and exclusive. If Customer desires Company to assume greater liability, the parties shall amend this Agreement by attaching a rider setting forth the amount of additional liability and the additional amount payable by the Customer for the assumption by Company of such greater liability, provided however that such rider shall in no way be interpreted to hold Company as an insurer. **IN NO EVENT SHALL COMPANY BE LIABLE FOR ANY DAMAGE, LOSS, INJURY, OR ANY OTHER CLAIM ARISING FROM ANY SERVICING, ALTERATIONS, MODIFICATIONS, CHANGES, OR MOVEMENTS OF THE COVERED SYSTEM(S) OR ANY OF ITS COMPONENT PARTS BY THE CUSTOMER OR ANY THIRD PARTY. COMPANY SHALL NOT BE LIABLE FOR INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES OF ANY KIND, INCLUDING BUT NOT LIMITED TO DAMAGES ARISING FROM THE USE, LOSS OF THE USE, PERFORMANCE, OR FAILURE OF THE COVERED SYSTEM(S) TO PERFORM.** The limitations of liability set forth in this Agreement shall inure to the benefit of all parents, subsidiaries and affiliates of company, whether direct or indirect, company's employees, agents, officers and directors.

**6. Reciprocal Waiver of Claims (SAFETY Act).** Certain of SimplexGrinnell's systems and services have received Certification and/or Designation as Qualified Anti-Terrorism Technologies ("QATT") under the Support Anti-terrorism by Fostering Effective Technologies Act of 2002, 6 U.S.C. §§ 441-444 (the "SAFETY Act"). As required under 6 C.F.R. 25.5 (e), to the maximum extent permitted by law, SimplexGrinnell and Customer hereby agree to waive their right to make any claims against the other for any losses, including business interruption losses, sustained by either party or their respective employees, resulting from an activity resulting from an "Act of Terrorism" as defined in 6 C.F.R. 25.2, when QATT have been deployed in defense against, response to, or recovery from such Act of Terrorism.

**7. General Provisions.** Customer has selected the service level desired after considering and balancing various levels of protection afforded, and their related costs. Customer acknowledges and agrees that by this Agreement, Company, unless specifically stated, does not undertake any obligation to maintain or render Customer's system or equipment as Year 2000 compliant, which shall mean, capable of correctly handling the processing of calendar dates before or after December 31, 1999. All work to be performed by Company will be performed during normal working hours of normal working days (8:00 a.m. - 5:00 p.m., Monday through Friday, excluding Company holidays), as defined by Company, unless additional times are specifically described in this Agreement.

Company will perform the services described in the Scope of Work section ("Services") for one or more system(s) or

equipment as described in the Scope of Work section or the listed attachments ("Covered System(s)").

The Customer shall promptly notify Company of any malfunction in the Covered System(s) which comes to Customer's attention. This Agreement assumes the Covered System(s) are in operational and maintainable condition as of the Agreement date. If, upon initial inspection, Company determines that repairs are recommended, repair charges will be submitted for approval prior to any work. Should such repair work be declined Company shall be relieved from any and all liability arising therefrom. **UNLESS OTHERWISE SPECIFIED IN THIS AGREEMENT, ANY INSPECTION (AND, IF SPECIFIED, TESTING) PROVIDED UNDER THIS AGREEMENT DOES NOT INCLUDE ANY MAINTENANCE, REPAIRS, ALTERATIONS, REPLACEMENT OF PARTS, OR ANY FIELD ADJUSTMENTS WHATSOEVER, NOR DOES IT INCLUDE THE CORRECTION OF ANY DEFICIENCIES IDENTIFIED BY COMPANY TO CUSTOMER. COMPANY SHALL NOT BE RESPONSIBLE FOR EQUIPMENT FAILURE OCCURRING WHILE COMPANY IS IN THE PROCESS OF FOLLOWING ITS INSPECTION TECHNIQUES, WHERE THE FAILURE ALSO RESULTS FROM THE AGE OR OBSOLESCENCE OF THE ITEM OR DUE TO NORMAL WEAR AND TEAR. THIS AGREEMENT DOES NOT COVER SYSTEMS, EQUIPMENT, COMPONENTS OR PARTS THAT ARE BELOW GRADE, BEHIND WALLS OR OTHER OBSTRUCTIONS OR EXTERIOR TO THE BUILDING, ELECTRICAL WIRING, AND PIPING.**

**8. Customer Responsibilities.** Customer shall furnish all necessary facilities for performance of its work by Company, adequate space for storage and handling of materials, light, water, heat, heat tracing, electrical service, local telephone, watchman, and crane and elevator service and necessary permits. Where wet pipe system is installed, Customer shall supply and maintain sufficient heat to prevent freezing of the system. Customer shall promptly notify Company of any malfunction in the Covered System(s) which comes to Customer's attention. This Agreement assumes any existing system(s) are in operational and maintainable condition as of the Agreement date. If, upon initial inspection, Company determines that repairs are recommended, repair charges will be submitted for approval prior to any work. Should such repair work be declined Company shall be relieved from any and all liability arising therefrom.

Customer shall further:

- supply required schematics and drawings unless they are to be supplied by Company in accordance with this Agreement;
  - Provide a safe work environment, in the event of an emergency or Covered System(s) failure, take reasonable safety precautions to protect against personal injury, death, and property damage, continue such measures until the Covered System(s) are operational, and notify Company as soon as possible under the circumstances.
  - Provide Company access to any system(s) to be serviced,
  - Comply with all laws, codes, and regulations pertaining to the equipment and/or services provided under this agreement.
- 9. Excavation.** In the event the Work includes excavation, Customer shall pay, as an extra to the contract price, the cost of any additional work performed by Company due to water, quicksand, rock or other unforeseen condition or obstruction encountered or shoring required.
- 10. Structure and Site Conditions.** While employees of Company will exercise reasonable care in this respect, Company shall be under not responsibility for loss or damage due to the character, condition or use of foundations, walls, or other structures not erected by it or resulting from the excavation in proximity thereto, or for damage resulting from concealed piping, wiring, fixtures, or other equipment or condition of water pressure. All shoring or protection of

### SALE AND INSTALLATION AGREEMENT (continued)

foundation, walls or other structures subject to being disturbed by any excavation required hereunder shall be the responsibility of Customer. Customer shall have all things in readiness for installation including, without limitation, structure to support the sprinkler system and related equipment (including tanks), other materials, floor or suitable working base, connections and facilities for erection at the time the materials are delivered. In the event Customer fails to have all things in readiness at the time scheduled for receipt of materials, Customer shall reimburse Company for all expenses caused by such failure. Failure to make areas available to Company during performance in accordance with schedules that are the basis for Company's proposal shall be considered a failure to have things in readiness in accordance with the terms of this Agreement.

**11. Confined Space.** If access to confined space by Company is required for the performance of Services, Services shall be scheduled and performed in accordance with Company's then-current hourly rate.

**12. Hazardous Materials.** Customer represents that, except to the extent that Company has been given written notice of the following hazards prior to the execution of this Agreement, to the best of Customer's knowledge there is no:

- "permit confined space," as defined by OSHA,
- risk of infectious disease,
- need for air monitoring, respiratory protection, or other medical risk,
- asbestos, asbestos-containing material, formaldehyde or other potentially toxic or otherwise hazardous material contained in or on the surface of the floors, walls, ceilings, insulation or other structural components of the area of any building where work is required to be performed under this Agreement.

All of the above are hereinafter referred to as "Hazardous Conditions".

Company shall have the right to rely on the representations listed above. If hazardous conditions are encountered by Company during the course of Company's work, the discovery of such materials shall constitute an event beyond Company's control and Company shall have no obligation to further perform in the area where the hazardous conditions exist until the area has been made safe by Customer as certified in writing by an independent testing agency, and Customer shall pay disruption expenses and re-mobilization expenses as determined by Company.

This Agreement does not provide for the cost of capture, containment or disposal of any hazardous waste materials, or hazardous materials, encountered in any of the Covered System(s) and/or during performance of the Services. Said materials shall at all times remain the responsibility and property of Customer. Company shall not be responsible for the testing, removal or disposal of such hazardous materials.

**13. OSHA Compliance.** Customer shall indemnify and hold Company harmless from and against any and all claims, demands and/or damages arising in whole or in part from the enforcement of the Occupational Safety Health Act (and any amendments or changes thereto) unless said claims, demands or damages are a direct result of causes within the exclusive control of Company.

**14. Interferences.** Customer shall be responsible to coordinate the work of other trades (including but not limited to ducting, piping, and electrical) and for and additional costs incurred by Company arising out of interferences to Company's work caused by other trades.

**15. Modifications and Substitutions.** Company reserves the right to modify materials, including substituting materials of later design, providing that such modifications or substitutions will not materially affect the performance of the Covered System(s).

**16. Changes, Alterations, Additions.** Changes, alterations and additions to the Scope of Work, plans, specifications or construction schedule shall be invalid unless approved in writing by Company. Should changes be approved by Company, that increase or decrease the cost of the work to Company, the parties shall agree, in writing, to the change in price prior to

performance of any work. However, if no agreement is reached prior to the time for performance of said work, and Company elects to perform said work so as to avoid delays, then Company's estimate as to the value of said work shall be deemed accepted by Customer. In addition, Customer shall pay for all extra work requested by Customer or made necessary because of incompleteness or inaccuracy of plans or other information submitted by Customer with respect to the location, type of occupancy, or other details of the work to be performed. In the event the layout of Customer's facilities has been altered, or is altered by Customer prior to the completion of the Work, Customer shall advise Company, and prices, delivery and completion dates shall be changed by Company as may be required.

**17. Commodities Availability.** Company shall not be responsible for failure to provide services, deliver products, or otherwise perform work required by this Agreement due to lack of available steel products or products made from plastics or other commodities. 1) In the event Company is unable, after reasonable commercial efforts, to acquire and provide steel products, or products made from plastics or other commodities, if required to perform work required by this Agreement, Customer hereby agrees that Company may terminate the Agreement, or the relevant portion of the Agreement, at no additional cost and without penalty. Customer agrees to pay Company in full for all work performed up to the time of any such termination. 2) If Company is able to obtain the steel products or products made from plastics or other commodities, but the price of any of the products has risen by more than 10% from the date of the bid, proposal or date Company executed this Agreement, whichever occurred first, then Company may pass through that increase through a reasonable price increase to reflect increased cost of materials.

**18. Project Claims.** Any claim of failure to perform against Company arising hereunder shall be deemed waived unless received by Company, in writing specifically setting forth the basis for such claim, within ten (10) days after such claims arises.

**19. Backcharges.** No charges shall be levied against the Seller unless seventy-two (72) hours prior written notice is given to Company to correct any alleged deficiencies which are alleged to necessitate such charges and unless such alleged deficiencies are solely and directly caused by Company.

**20. System Equipment.** The purchase of equipment or peripheral devices (including but not limited to smoke detectors, passive infrared detectors, card readers, sprinkler system components, extinguishers and hoses) from Company shall be subject to the terms and conditions of this Agreement. If, in Company's sole judgment, any peripheral device or other system equipment, which is attached to the Covered System(s), whether provided by Company or a third party, interferes with the proper operation of the Covered System(s), Customer shall remove or replace such device or equipment promptly upon notice from Company. Failure of Customer to remove or replace the device shall constitute a material breach of this Agreement. If Customer adds any third party device or equipment to the Covered System(s), Company shall not be responsible for any damage to or failure of the Covered System(s) caused in whole or in part by such device or equipment.

**21. Reports.** Where inspection and/or test services are selected, such inspection and/or test shall be completed on Company's then current Report form, which shall be given to Customer, and, where applicable, Company may submit a copy thereof to the local authority having jurisdiction. The Report and recommendations by Company are only advisory in nature and are intended to assist Customer in reducing the risk of loss to property by indicating obvious defects or impairments noted to the system and equipment inspected and/or tested. They are not intended to imply that no other defects or hazards exist or that all aspects of the Covered System(s), equipment, and components are under control at the time of inspection. Final responsibility for the condition and operation of the Covered System(s) and equipment and components lies with Customer.

**22. Limited Warranty.** Subject to the limitations below, Company warrants any equipment (as distinguished from the Software) installed pursuant to this Agreement to be free from defects in material and workmanship under normal use for a period of one (1) year from the date of first beneficial use or all or any part of the Covered System(s) or 18 months after Equipment shipments, whichever is earlier, provided however, that Company's sole liability, and Customer's sole remedy, under this limited warranty shall be limited to the repair or replacement of the Equipment or any part thereof, which Company determines is defective, at Company's sole option and subject to the availability of service personnel and parts, as determined by Company. Company warrants expendable items, including, but not limited to, video and print heads, television camera tubes, video monitor displays tubes, batteries and certain other products in accordance with the applicable manufacturer's warranty. Company does not warrant devices designed to fail in protecting the System, such as, but not limited to, fuses and circuit breakers.

Company warrants that any Company software described in this Agreement, as well as software contained in or sold as part of any Equipment described in this Agreement, will reasonably conform to its published specifications in effect at the time of delivery and for ninety (90) days after delivery. However, Customer agrees and acknowledges that the software may have inherent defects because of its complexity. Company's sole obligation with respect to software, and Customer's sole remedy, shall be to make available published modifications, designed to correct inherent defects, which become available during the warranty period.

If Repair Services are included in this Agreement, Company warrants that its workmanship and material for repairs made pursuant to this Agreement will be free from defects for a period of ninety (90) days from the date of furnishing.

**EXCEPT AS EXPRESSLY SET FORTH HEREIN, COMPANY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE WITH RESPECT TO THE SERVICES PERFORMED OR THE PRODUCTS, SYSTEMS OR EQUIPMENT, IF ANY, SUPPORTED HEREUNDER. COMPANY MAKES NO WARRANTY OR REPRESENTATION, AND UNDERTAKES NO OBLIGATION TO ENSURE BY THE SERVICES PERFORMED UNDER THIS AGREEMENT, THAT COMPANY'S PRODUCTS OR THE SYSTEMS OR EQUIPMENT OF THE CUSTOMER WILL CORRECTLY HANDLE THE PROCESSING OF CALENDAR DATES BEFORE OR AFTER DECEMBER 31, 1999.**

Warranty service will be performed during Company's normal working hours. If Customer requests warranty service at other than normal working hours, service will be performed at Company's then current rates for after hours services. All repairs or adjustments that are or may become necessary shall be performed by and authorized representative of Company. Any repairs, adjustments or interconnections performed by Customer or any third party shall void all warranties.

**23. Indemnity.** Customer agrees to indemnify, hold harmless and defend Company against any and all losses, damages, costs, including expert fees and costs, and expenses including reasonable defense costs, arising from any and all third party claims for personal injury, death, property damage or economic loss, including specifically any damages resulting from the exposure of workers to Hazardous Conditions whether or not Customer pre-notifies Company of the existence of said hazardous conditions, arising in any way from any act or omission of Customer or Company relating in any way to this Agreement, including but not limited to the Services under this Agreement, whether such claims are based upon contract, warranty, tort (including but not limited to active or passive negligence), strict liability or otherwise. Company reserves the right to select counsel to represent it in any such action.

**24. Insurance.** Customer shall name Company, its officers, employees, agents, subcontractors, suppliers, and

# SimplexGrinnell

## BE SAFE.

Project: OPRFHS 2011 Summer Work  
Customer Reference:  
SimplexGrinnell Reference: 311455629  
Date: 04/05/2011  
Page 5 of 5

### SALE AND INSTALLATION AGREEMENT

(continued)

representatives as additional insureds on Customer's general liability and auto liability policies.

**25. Termination.** Any termination under the terms of this Agreement shall be made in writing. In the event Customer terminates this Agreement prior to completion for any reason not arising solely from Company's performance or failure to perform, Customer understands and agrees that Company will incur costs of administration and preparation that are difficult to estimate or determine. Accordingly, should Customer terminate this Agreement as described above, Customer agrees to pay all charges incurred for products and equipment installed and services performed, and in addition pay an amount equal to twenty (20%) percent of the price of products and equipment not yet delivered and Services not yet performed, return all products and equipment delivered and pay a restocking fee of twenty (20%) percent of the price of products or equipment returned.

Company may terminate this Agreement immediately at its sole discretion upon the occurrence of any Event of Default as hereinafter defined. Company may also terminate this Agreement at its sole discretion upon notice to Customer if Company's performance of its obligations under this Agreement becomes impracticable due to obsolescence of equipment at Customer's premises or unavailability of parts.

**26. No Option to Solicit.** Customer shall not, directly or indirectly, on its own behalf or on behalf of any other person, business, corporation or entity, solicit or employ any Company employee, or induce any Company employee to leave his or her employment with Company, for a period of two years after the termination of this Agreement.

**27. Default.** An Event of Default shall be 1) failure of the Customer to pay any amount within ten (10) days after the amount is due and payable, 2) abuse of the System or the Equipment, 3) dissolution, termination, discontinuance, insolvency or business failure of Customer. Upon the occurrence of an Event of Default, Company may pursue one or more of the following remedies, 1) discontinue furnishing Services, 2) by written notice to Customer declare the balance of unpaid amounts due and to become due under the this Agreement to be immediately due and payable, provided that all past due amounts shall bear interest at the rate of 1 1/2% per month (18% per year) or the highest amount permitted by law, 3) receive immediate possession of any equipment for which Customer has not paid, 4) proceed at law or equity to enforce performance by Customer or recover damages for breach of this Agreement, and 5) recover all costs and expenses, including without limitation reasonable attorneys' fees, in connection with enforcing or attempting to enforce this Agreement.

**28. Exclusions.** Unless expressly included in the Scope of Work, this Agreement expressly excludes, without limitation, testing inspection and repair of duct detectors, beam detectors, and UV/IR equipment; provision of fire watches; clearing of ice blockage; draining of improperly pitched piping; replacement of batteries; recharging of chemical suppression systems; reloading of, upgrading, and maintaining computer software; system upgrades and the replacement of obsolete systems, equipment, components or parts; making repairs or replacements necessitated by reason of negligence or misuse of components or equipment or changes to Customer's premises, vandalism, corrosion (including but not limited to micro bacterially induced corrosion ("MIC")), power failure, current fluctuation, failure due to non-Company installation, lightning, electrical storm, or other severe weather, water, accident, fire, acts of God or any other cause external to the Covered System(s). Repair Services provided pursuant to this Agreement do not cover and specifically excludes system upgrades and the replacement of obsolete systems, equipment, components or parts. All such services may be provided by Company at Company's sole discretion at an additional charge. If Emergency Services are expressly included in the scope of work section, the Agreement price does not include travel expenses.

**29. Force Majeure; Delays.** Company shall not be liable for any damage or penalty for delays or failure to perform work due to acts of God, acts or omissions of Customer, acts of civil or military authorities, Government regulations or priorities, fires, epidemics, quarantine, restrictions, war, riots, civil disobedience or unrest, strikes, delays in transportation, vehicle shortages, differences with workmen, inability to obtain necessary labor, material or manufacturing facilities, defaults of Company's subcontractors, failure or delay in furnishing complete information by Customer with respect to location or other details of work to be performed, impossibility or impracticability of performance or any other cause or causes beyond Company's control, whether or not similar to the foregoing. In the event of any delay caused as aforesaid, completion shall be extended for a period equal to any such delay, and this contract shall not be void or voidable as a result of the delay. In the event work is temporarily discontinued by any of the foregoing, all unpaid installments of the contract price, less an amount equal to the value of material and labor not furnished, shall be due and payable upon receipt of invoice by Customer.

**30. One-Year Limitation on Actions; Choice of Law.** It is agreed that no suit, or cause of action or other proceeding shall be brought against either party more than one (1) year after the accrual of the cause of action or one (1) year after the claim

arises, whichever is shorter, whether known or unknown when the claim arises or whether based on tort, contract, or any other legal theory. The laws of Massachusetts shall govern the validity, enforceability, and interpretation of this Agreement.

**31. Assignment.** Customer may not assign this Agreement without Company's prior written consent. Company may assign this Agreement to an affiliate without obtaining Customer's consent.

**32. Entire Agreement.** The parties intend this Agreement, together with any attachments or Riders (collectively the "Agreement") to be the final, complete and exclusive expression of their Agreement and the terms and conditions thereof. This Agreement supersedes all prior representations, understandings or agreements between the parties, written or oral, and shall constitute the sole terms and conditions of sale for all equipment and services. No waiver, change, or modification of any terms or conditions of this Agreement shall be binding on Company unless made in writing and signed by an Authorized Representative of Company.

**33. Severability.** If any provision of this Agreement is held by any court or other competent authority to be void or unenforceable in whole or in part, this Agreement will continue to be valid as to the other provisions and the remainder of the affected provision.

**34. Legal Fees.** Company shall be entitled to recover from the customer all reasonable legal fees incurred in connection with Company enforcing the terms and conditions of this Agreement.

**35. License Information (Security System Customers):** AL Alabama Electronic Security Board of Licensure 7956 Vaughn Road, Pmb 392, Montgomery, Alabama 36116 (334) 264-9388; AR Regulated by: Arkansas Board of Private Investigators And Private Security Agencies, #1 State Police Plaza Drive, Little Rock 72209 (501)618-8600; CA Alarm company operators are licensed and regulated by the Bureau of Security and Investigative Services, Department of Consumer Affairs, Sacramento, Ca, 95814. Upon completion of the installation of the alarm system, the alarm company shall thoroughly instruct the purchaser in the proper use of the alarm system. Failure by the licensee, without legal excuse, to substantially commence work within 20 days from the approximate date specified in the agreement when the work will begin is a violation of the Alarm Company Act: NY Licensed by N.Y.S. Department of the State: TX Texas Commission on Private Security, 5805 N. Lamar Blvd., Austin, 78752-4422, 512-424-7710. License numbers available at [www.simplexgrinnell.com](http://www.simplexgrinnell.com) or contact your local SimplexGrinnell office.

(Rev. 10/08)

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### IMPORTANT NOTICE TO CUSTOMER

In accepting this Proposal, Customer agrees to the terms and conditions contained herein including those on the following pages of this Agreement and any attachments or riders attached hereto that contain additional terms and conditions. It is understood that these terms and conditions shall prevail over any variation in terms and conditions on any purchase order or other document that the Customer may issue. Any changes in the system requested by the Customer after the execution of this Agreement shall be paid for by the Customer and such changes shall be authorized in writing. **ATTENTION IS DIRECTED TO THE LIMITATION OF LIABILITY, WARRANTY, INDEMNITY AND OTHER CONDITIONS ON THE FOLLOWING PAGES.** This Proposal shall be void if not accepted in writing within thirty (30) days from the date of the Proposal.

Offered By: SimplexGrinnell LP License#:  91 N Mitchell Ct ADDISON, IL 60101-5608  Telephone: (630) 948 1100  Representative: _____	Accepted By: (Customer)  Company: _____  Address: _____  Signature: _____  Title: _____  P.O.#: _____ Date: _____
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Fire, Security, Communications, Sales & Service  
Offices & Representatives in Principal Cities throughout North America



***Oak Park and River Forest High School  
District 200***

*201 North Scoville Avenue • Oak Park, IL 60302-2296*

TO: Board of Education

FROM: Cheryl L. Witham, Chief Financial Officer and Treasurer

DATE: April 19, 2011

RE: Construction Bids

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**BACKGROUND**

On April 6, 2011 Oak Park and River Forest High School, District 200 opened bids for the 2011 Summer Construction projects.

**SUMMARY OF FINDINGS**

Henry Bros. Construction Management Services has performed a scope review with the low bidders per the attached summary.

**RECOMMENDATIONS**

To present the attached recommendations for Board approval at the April 19<sup>th</sup> Special Board meeting.

**TEL:** (708) 383-0700  
**FAX:** (708) 434-3910

**WEB:** [www.oprfhs.org](http://www.oprfhs.org)

**TTY/TDD:** (708) 524-5500



*Building lasting client relationships for nearly a century*

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April 13, 2011

Ms. Cheryl Witham  
Chief Financial Officer  
Oak Park and River Forest High School District 200  
201 North Scoville Avenue  
Oak Park, IL 60302

Re: Oak Park and River Forest High School District 200  
2011 Life Safety Improvements  
Contract Award Recommendations

Dear Ms. Witham:

On April 6, 2011, Oak Park and River Forest High School District 200 opened bids for the 2011 Life Safety Improvements project. Henry Bros. Construction Management Services, LLC has performed a scope review with the low bidders and recommends contract award per the attached summary.

If you should have any questions regarding the bid results, do not hesitate to call.  
Very truly yours,

HENRY BROS. CONSTRUCTION MANAGEMENT SERVICES, LLC

Michael Benstent  
Sr. Project Manager

MB/mkj

cc: Robert Wroble w/enclosures  
Stan Jagielski w/enclosures  
File

9821 South 78<sup>th</sup> Avenue  
Hickory Hills, Illinois 60457  
708.430.5400  
Fax. 708.430.8262  
[www.henrybros.com](http://www.henrybros.com)

HENRY BROS. CONSTRUCTION MANAGEMENT SERVICES, LLC  
OAK PARK-RIVER FOREST HIGH SCHOOL  
CONTROL ESTIMATE

04/14/11

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
Description	Award Amount/Current Budget	Owner Approved Change Orders	(B+C) Committed Costs	Uncommit. Costs	Pending Extra Committed Costs	Contract Allowance	Approved Allowance Draws	Remaining Value of Allowance	Approx Additional Costs	(D+E+F+I+J) Projected Costs	(D+E-K) Projected Over/Under	Life Safety Pay App Amount	Life Safety Paid to Date (incl. M)	Capital Proj. Pay App Amt.	Capital Proj. Paid to Date (incl. O)	(K-N-P) Cost to Complete
<b>Contractors</b>																
General Construction - Lounges	370,900	0	370,900	0	0	20,000	0	20,000	0	350,900	20,000	0	0	0	0	350,900
Flooring - Johnson Flooring	267,416	0	267,416	0	0	10,000	0	10,000	0	257,416	10,000	0	0	0	0	257,416
Asbestos Abatement - M&O Environ.	150,040	0	150,040	0	0	0	0	0	0	150,040	0	0	0	0	0	150,040
HVAC - Mechanical Concepts of IL	816,242	0	816,242	0	0	10,000	0	10,000	0	806,242	10,000	0	0	0	0	806,242
Temp. Controls - Automated Logic	245,000	0	245,000	0	0	5,200	0	5,200	0	239,800	5,200	0	0	0	0	239,800
Elevators - Anderson	65,995	0	65,995	0	0	5,000	0	5,000	0	60,995	5,000	0	0	0	0	60,995
Plumbing - CR Leonard Plumbing	402,649	0	402,649	0	0	15,000	0	15,000	0	387,649	15,000	0	0	0	0	387,649
Electrical - Connelly Electric	535,700	0	535,700	0	0	25,000	0	25,000	0	510,700	25,000	0	0	0	0	510,700
Brookline Shades	21,600	0	21,600	0	0	0	0	0	0	21,600	0	0	0	0	0	21,600
Simplex Grinnell	24,608	0	24,608	0	0	0	0	0	0	24,608	0	0	0	0	0	24,608
Women's Shower Lounge (Budget)	20,000	0	20,000	0	0	0	0	0	0	20,000	0	0	0	0	0	20,000
West Pool Wall Repair (Budget)	40,000	0	40,000	0	0	0	0	0	0	40,000	0	0	0	0	0	40,000
Contractor Subtotal	2,960,150	0	2,960,150	0	0	90,200	0	90,200	0	2,869,950	90,200	0	0	0	0	2,869,950
<b>Pektron - Professional Services</b>	36,500	0	36,500	0	0	0	0	0	0	36,500	0	0	0	0	0	36,500
Additional Services	10,300	0	10,300	0	0	0	0	0	0	10,300	0	0	0	0	0	10,300
Abatement Subtotal	46,800	0	46,800	0	0	0	0	0	0	46,800	0	0	0	0	0	46,800
<b>Henry Bros. Construction Mgt.</b>																
Fee (6.9%)	185,847	0	185,847	0	0	0	0	0	0	185,847	0	0	0	0	0	185,847
Preconstruction Services	18,403	0	18,403	0	0	0	0	0	0	18,403	0	0	0	0	0	18,403
Insurance (0.83%)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
General Conditions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Bond (0.73%)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Reimbursables	13,778	0	13,778	0	0	0	0	0	0	13,778	0	0	0	0	0	13,778
CM Subtotal	218,028	0	218,028	0	0	0	0	0	0	218,028	0	0	0	0	0	218,028
<b>Legal Architects</b>																
Fee (8.5%)	267,410	0	267,410	0	0	0	0	0	0	267,410	0	0	0	0	0	267,410
Additional Services for Alt. Bids	5,015	0	5,015	0	0	0	0	0	0	5,015	0	0	0	0	0	5,015
Legal Reimbursables	10,000	0	10,000	0	0	0	0	0	0	10,000	0	0	0	0	0	10,000
Architect Subtotal	282,425	0	282,425	0	0	0	0	0	0	282,425	0	0	0	0	0	282,425
<b>Owner Items</b>																
Construction Contingency	449,000	0	449,000	0	0	0	0	0	0	449,000	0	0	0	0	0	449,000
<b>TOTAL</b>	<b>3,956,403</b>	<b>0</b>	<b>3,956,403</b>	<b>0</b>	<b>0</b>	<b>90,200</b>	<b>0</b>	<b>90,200</b>	<b>0</b>	<b>3,866,203</b>	<b>90,200</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,866,203</b>

HENRY BROS. CONSTRUCTION MANAGEMENT SERVICES, LLC  
OAK PARK-RIVER FOREST HIGH SCHOOL  
CONTROL ESTIMATE

04/14/11

Description	Award Amount/ Current Budget	Life Safety Amount	Capital Projects Amount
<b>Contractors</b>			
General Construction - Loungs	370,900	300,000	70,900
Flooring - Johnson Flooring	267,416	44,500	222,916
Asbestos Abatement - M&O Environ.	150,040	66,900	83,140
HVAC - Mechanical Concepts of IL	816,242	244,873	571,369
Temp. Controls - Automated Logic	245,000	73,500	171,500
Elevators - Anderson	65,995	0	65,995
Plumbing - CR Leonard Plumbing	402,649	367,657	34,992
Electrical - Connelly Electric	535,700	529,700	6,000
Women's Shower Lounge (Budget)	20,000	0	20,000
West Pool Wall Repair (Budget)	40,000	0	40,000
Simplex Grinnell	24,608	0	24,608
Brookline Shades	21,600	0	21,600
Contractor Subtotal	2,960,150	1,627,130	1,333,020
<b>Pekron - Professional Services</b>			
Additional Services	36,500	20,817	15,683
	10,300	0	10,300
Abatement Subtotal	46,800	20,817	25,983
<b>Henry Bros. Construction Mgt.</b>			
Fee (6.9%)	185,847	112,272	73,575
Preconstruction Services	18,403	0	18,403
Insurance (0.83%)	0	0	0
General Conditions	0	0	0
Bond (0.73%)	0	0	0
Reimbursables	13,778	0	13,778
CM Subtotal	218,028	112,272	105,756
<b>Legat Architects</b>			
Fee (8.5%)	267,410	147,849	119,561
Additional Services for Alt. Bids	5,015	0	5,015
Legat Reimbursables	10,000	0	10,000
Architect Subtotal	282,425	147,849	134,576
<b>Owner Items</b>			
Construction Contingency	449,000	0	449,000
Owner Subtotal	449,000	0	449,000
<b>TOTAL</b>	<b>3,956,403</b>	<b>1,908,068</b>	<b>2,048,335</b>

Description	Budget w/ Allow.	Allowance	Low Bid Amount *	Alt. #1	Alt. #2	Alt. #3	Alt. #4	Alt. #6	Alt. #7	Alt. #8	Alt. #10	Alt. #11	TOTAL	Low Bid Contractor
1 General Construction	498,942	20,000	357,000					0				13,900	370,900	Loungs Corporation
2 Flooring	61,836	10,000	73,596	83,100	27,520	46,400	36,800			6/SF			267,416	Johnson Floor
3 HVAC	757,750	10,000	797,000			0	0		19,242				816,242	Mechanical Concepts of IL
4 Temperature Controls	172,945	0	257,514										245,000	Automated Logic
5 Elevator	97,610	5,000	62,695	3,300									65,995	Anderson Elevator Co.
6 Plumbing	497,598	15,000	367,657								26,611	8,381	402,649	CR Leonard Plumbing
7 Electrical	447,500	25,000	529,700					2,600	0		1,900	1,500	535,700	Connolly Electric
Abatement	91,530	0	73,700	38,900	12,400	23,300	1,740						150,040	M&O ENVIRONMENTAL CO
Simplex Grinnell	24,608	0	24,608										24,608	Simplex Grinnell
	<b>2,650,319</b>	<b>85,000</b>	<b>2,543,470</b>	<b>125,300</b>	<b>39,920</b>	<b>69,700</b>	<b>38,540</b>	<b>2,600</b>	<b>19,242</b>	<b>0</b>	<b>28,511</b>	<b>23,781</b>	<b>2,878,550</b>	

\* The bid amounts include the allowances

#### Alternate description

- 1 Remove and replace flooring in identified Second Floor Corridors. Area includes East/West and North/South corridors.
- 2 Remove and replace finished flooring in two identified Second Floor Corridors (East and West sides of building).
- 3 Remove and replace finished flooring in two identified Second Floor Corridors (middle of building).
- 4 Provide rubber stair treads, risers, and tactile warning surface at identified stair landings (Second floor).
- 6 Remove and replace light fixtures in Art Classroom 392.
- 7 Provide identified variable frequency drive units.
- 8 Provide floor sealer.
- 10 Provide a booster pump for the domestic water service.
- 11 Provide a disabled accessible route.

Contract #1 - General Trades

	Bidder's Name	Phone	Fax	Bid Bond	Add. 1	Base Bid	Alt. 6 - Art 392	Alt. 11 - pool ADA	Total	Comments
1	Doherty Construction	815-334-8300	815-334-8325	X	X	\$369,000.00		\$87,500.00	\$456,500.00	
2	<b>Loungs Corporation</b>	<b>630-986-8240</b>	<b>630-986-9582</b>	<b>X</b>	<b>X</b>	<b>\$357,000.00</b>		<b>\$13,900.00</b>	<b>\$370,900.00</b>	
3	Manusos General Contract	847-973-0600	847-973-0900	X	X	\$439,000.00		\$30,970.00	\$469,970.00	
4	Metropolitan Corporation	219-322-8745	219-322-8750						\$0.00	
5	Parkway Forming	847-468-0121	847-697-3094	X	X	\$300,000.00	\$7,800.00	\$99,400.00	\$407,200.00	
6	Pasch & Sons	815-838-2076	815-838-2064	X	X	\$423,900.00		\$52,100.00	\$476,000.00	
7	R. Rudnick	847-537-5900	847-537-0245	X	X	\$401,100.00		\$67,200.00	\$468,300.00	
8	RL Sohol	815-436-1177	815-439-9677						\$0.00	
9	Simpson Construction	708-544-3800	708-544-1971	X	X	\$387,800.00		\$86,500.00	\$474,300.00	
10									\$0.00	
11									\$0.00	
12									\$0.00	
13									\$0.00	
14									\$0.00	
15									\$0.00	
16									\$0.00	
	<b>Apparent Low Bidder</b>									
	Loungs Corporation	630-986-8240	630-986-9582	X	X	\$357,000.00		\$13,900.00		

Contract #2 - Flooring

Bidder's Name	Phone	Fax	Bid Bond	Add. 1	Base Bid	Alt. 1 - 2nd fl flooring a	Alt. 2 - 2nd fl flooring b	Alt. 3 - 2nd fl flooring c	Alt. 4 - 2nd fl stair wells	Alt. 8 - floor sealer	Total w/o Alt 8	Comments
1 Integral Flooring	630-783-9400	630-343-0707									\$0.00	
2 International Floor Covering	847-718-9100	847-718-9105									\$0.00	
3 Johnson Floor	708-354-5510	708-354-9205	X	X	\$73,596.00	\$83,100.00	\$27,520.00	\$46,400.00	\$36,800.00	6/SF	\$287,416.00	
4 Midwest Floor Covering	708-614-2000	708-614-0100									\$0.00	
5 Vortex Enterprises	630-458-8600	630-458-8601	X	X	\$98,900.00	\$95,777.00	\$31,698.00	\$55,097.00	\$24,230.00	\$31,050.00	\$305,702.00	
6											\$0.00	
7											\$0.00	
8											\$0.00	
9											\$0.00	
10											\$0.00	
11											\$0.00	
12											\$0.00	
13											\$0.00	
14											\$0.00	
15											\$0.00	
16											\$0.00	
Apparent Low Bidder												
Johnson Floor	708-354-5510	708-354-9205	X	X	\$73,596.00	\$83,100.00	\$27,520.00	\$46,400.00	\$36,800.00	6/SF		

Contract #3 - HVAC

Bidder's Name	Phone	Fax	Bid Bond	Add. 1	Base Bid	Alt. 3 - 2nd fl flooring c	Alt. 4 - 2nd fl stair wells	Alt. 7 - VFD's	Total	Comments
1 Amber Mechanical	708-597-9700	708-597-5875	X	X	\$1,095,000.00			\$33,000.00	\$1,128,000.00	
2 C Acitelli Heating	630-832-4645	630-832-4651	X	X	\$1,180,000.00			\$19,500.00	\$1,199,500.00	
3 Ideal Heating	708-680-5000	708-680-5007	X	X	\$1,283,500.00			\$30,000.00	\$1,313,500.00	
4 International Piping Systems	847-519-1900	847-519-1999							\$0.00	
5 Mechanical Concepts of IL	630-724-0891	815-838-5364	X	X	\$797,000.00			\$19,242.00	\$816,242.00	
6 Monaco Mechanical	630-810-8900	630-810-8914	X	X	\$969,600.00			\$23,000.00	\$992,600.00	
7 Oakbrook Mechanical	630-941-3555	630-941-0294	X	X	\$1,157,000.00			\$17,000.00	\$1,174,000.00	
8 Premier Mechanical	630-543-3500	630-543-5400	X	X	\$1,214,000.00	NO CHANGE	NO CHANGE	\$40,000.00	\$1,254,000.00	
9 RJ Olmen Company	847-724-0994	847-724-7309	X	X	\$925,450.00			\$22,800.00	\$948,250.00	
10 Stern Corp.	708-331-5577	708-331-5580	X	X	\$1,096,000.00			\$24,000.00	\$1,120,000.00	
11									\$0.00	
12									\$0.00	
13									\$0.00	
14									\$0.00	
15									\$0.00	
16									\$0.00	
Apparent Low Bidder										
Mechanical Concepts of IL	630-724-0891	815-838-5364	X	X	797,000.00			19,242.00		



Contract #4 - Temperature Controls

	Bidder's Name	Phone	Fax	Bid Bond	Add. 1	Base Bid	Total	Comments
1	Automated Logic	630-852-1700	630-852-9330	X	X	\$257,514.00	\$245,000.00	Adjusted Base Bid
2							\$0.00	
3							\$0.00	
4							\$0.00	
5							\$0.00	
6							\$0.00	
7							\$0.00	
8							\$0.00	
9							\$0.00	
10							\$0.00	
11							\$0.00	
12							\$0.00	
13							\$0.00	
14							\$0.00	
15							\$0.00	
16							\$0.00	
	Apparent Low Bidder							
	Automated Logic	630-852-1700	630-852-9330	X	X	\$257,514.00		

Bidder's Name	Phone	Fax	Bid Bond	Add. 1	Base Bid	Alt. 1 - 2nd fl flooring a	Total	Comments
1 Anderson Elevator Co.	708-345-9710	708-345-9507	X	X	\$62,695.00	\$3,300.00	\$65,995.00	
2 Urban Elevator	708-656-5512	708-416-0546					\$0.00	
3							\$0.00	
4							\$0.00	
5							\$0.00	
6							\$0.00	
7							\$0.00	
8							\$0.00	
9							\$0.00	
10							\$0.00	
11							\$0.00	
12							\$0.00	
13							\$0.00	
14							\$0.00	
15							\$0.00	
16							\$0.00	
Apparent Low Bidder								
Anderson Elevator Co.	708-345-9710	708-345-9507	X	X	\$62,695.00	\$3,300.00		

Contract #6 - Plumbing

	Bidder's Name	Phone	Fax	Bid Bond	Add. 1	Base Bid	Alt. 10 - booster pump	Alt. 11 - pool ADA	Total	Comments
1	Capitol Mechanical	630-261-8070	630-261-8067	X	X	\$456,780.00	\$25,520.00	\$6,500.00	\$488,800.00	
2	Chas. F. Bruckner & Sons	312-842-1020	312-842-2003	X	X	\$372,990.00	\$30,697.00	\$9,658.00	\$413,345.00	
3	CJ Erickson Plumbing	708-371-4900	708-371-3885	X	X	\$387,708.00	\$29,917.00	\$12,154.00	\$429,779.00	
4	CR Leonard Plumbing	815-744-0791	815-744-0794	X	X	\$367,657.00	\$26,611.00	\$8,381.00	\$402,649.00	
5	CW Burns	630-629-5850	630-629-6740	X	X	\$436,100.00	\$25,800.00	\$13,200.00	\$475,100.00	
6	DeFranco Plumbing	847-438-0808	847-438-0157	X	X	\$398,200.00	\$34,900.00	\$9,650.00	\$442,750.00	
7									\$0.00	
8									\$0.00	
9									\$0.00	
10									\$0.00	
11									\$0.00	
12									\$0.00	
13									\$0.00	
14									\$0.00	
15									\$0.00	
16									\$0.00	
	Apparent Low Bidder									
	CR Leonard Plumbing					\$367,657.00	\$26,611.00	\$8,381.00		

Contract #7 - Electrical

Bidder's Name	Phone	Fax	Bid Bond	Add. 1	Base Bid	Alt. 6 - Art 392	Alt. 7 - VFD's	Alt. 10 - booster pump	Alt. 11 - pool ADA	Total	Comments
1 Austin Electric	815-744-1147	815-744-4707	X	X	\$564,000.00	\$2,500.00		\$2,000.00	\$3,000.00	\$561,500.00	
2 Connelly Electric	630-543-9059	630-543-9077	X	X	\$529,700.00	\$2,600.00		\$1,900.00	\$1,500.00	\$535,700.00	
3 Indicom Electric	815-725-7993	815-725-5909								\$0.00	
4 Linear Electric	708-687-8850	708-687-9920	X	X	\$589,758.00	\$2,394.00	\$21,494.00	\$2,057.00	\$2,234.00	\$617,937.00	
5 Lyons & Pinner Electric	708-588-6824	708-588-6825	X	X	\$638,700.00	\$3,500.00		\$7,500.00	\$2,500.00	\$652,200.00	
6 Richmond Electric	630-541-5210	630-541-7547	X	X	\$567,300.00	\$4,425.00		\$1,600.00	\$2,400.00	\$575,725.00	
7 Sullivan Electrical Contract	708-687-4810	708-687-4815								\$0.00	
8										\$0.00	
9										\$0.00	
10										\$0.00	
11										\$0.00	
12										\$0.00	
13										\$0.00	
14										\$0.00	
15										\$0.00	
16										\$0.00	
Apparent Low Bidder											
Connelly Electric	630-543-9059	630-543-9077	X	X	\$529,700.00	\$2,600.00		\$1,900.00	\$1,500.00		

Contract #8 - ABATEMENT

Bidder's Name	Phone	Fax	Bid Bond	Add. 1	Base Bid	BEAM PROJECT	TUNNEL DEBRIS	ALT 1	ALT 2	ALT 3	ALT 4	SUBTOTAL BASE BID	Total	Comments
1 VALOR			X	X	\$102,200.00	\$30,000.00	\$6,800.00	\$46,700.00	\$19,400.00	\$26,300.00	\$3,600.00	\$139,000.00	\$235,000.00	
2 M&O ENVIRONMENTAL CO			X	X	\$41,700.00	\$25,200.00	\$6,800.00	\$38,900.00	\$12,400.00	\$23,300.00	\$1,740.00	\$73,700.00	\$150,040.00	
3 UNIVERSAL ASBESTOS			X	X	\$43,300.00	\$15,000.00	\$16,000.00	\$44,000.00	\$15,000.00	\$22,400.00	\$500.00	\$74,300.00	\$156,200.00	
4													\$0.00	
5													\$0.00	
6													\$0.00	
7													\$0.00	
8													\$0.00	
9													\$0.00	
10													\$0.00	
11													\$0.00	
12													\$0.00	
13													\$0.00	
14													\$0.00	
15													\$0.00	
16													\$0.00	
Apparent Low Bidder														
M&O ENVIRONMENTAL CO					\$41,700.00	\$25,200.00	\$6,800.00	\$38,900.00	\$12,400.00	\$23,300.00	\$1,740.00	\$73,700.00		

***Oak Park and River Forest High School  
District 200***

*201 North Scoville Avenue • Oak Park, IL 60302-2296*

TO: Board of Education

FROM: Robert Wroble, Architect from Legat Architects

DATE: 4/15/2011

RE: Summer Construction Update and Approval of Life Safety Amendment #22

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**BACKGROUND**

Each year Oak Park and River Forest High School District 200 uses Life Safety Funds for projects allowed under this funding model by the Illinois State Board of Education (ISBE). This year many building improvement projects will be accomplished and some will use Life Safety Funds pending the approval of ISBE. Requesting permission from ISBE requires the submission of the attached Request for Authorization - Certification of Need for Fire Prevention and Safety Funds.

**SUMMARY OF FINDINGS**

Projects that are being proposed for this summer are identified are as follows:

1. Removal and replacement of air handling units (AHU's) and related temperature control systems located in the attic of the 1924 building. Two existing air handling units (AHU-2 and AHU-4) are to be replaced with one new air handling unit (AHU-2).

Benefits from the proposed work include:

- New HVAC equipment will improve indoor air quality;
- New air handling unit will result in energy savings.

**RECOMMENDATIONS**

MOTION: To Approve the Life Safety Amendment as presented.

ROLL CALL VOTE

# SCHEDULE OF RECOMMENDED WORK ITEMS AND ESTIMATED COSTS

1. COUNTY CODE			2. DISTRICT CODE/NAME			3. FACILITY CODE/NAME					
016, Cook			2000, Oak Park - River Forest SD 200			OAK PARK & RIVER FOREST HIGH SCH					
4. Item I.D.	5. Action I.D.	6. Priority Code	7. Specification(s)	8. Units Of Measure	9. Quantity	10. Labor Code	11. Estimated Cost (Architect / Engineer)	12. ROE Adjustment	13. ISBE Adjustment	14. Estimated Completion Date	15. Funding Type
1	f	b.	Remove existing air handling units AHU-2 and AHU-4 and replace with one new air handling unit AHU-2. Work to also include removal and replacement of related temperature control systems equipment.	lump sum	1	2	\$277,200.00			8/12/2011	F

Original Subtotal	\$277,200.00	Adjusted Subtotal	\$277,200.00
Original 10.00% Contingency	\$27,720.00	Adjusted 10.00% Contingency	\$27,720.00
Original 10.00% A/E Fees	\$27,720.00	Adjusted 10.00% A/E Fees	\$27,720.00
Original Grand Total	\$332,640.00	Adjusted Grand Total	\$332,640.00

Items with a Funding Type of 'O' are not included in the cost calculation.  
35-48 (7/07) (Prescribed by ISBE for Local Board Use)

SCHEDULE OF RECOMMENDED WORK ITEMS AND ESTIMATED COSTS														
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1. COUNTY CODE			2. DISTRICT CODE/NAME			3. FACILITY CODE/NAME					
016, Cook			2000, Oak Park - River Forest SD 200			OAK PARK & RIVER FOREST HIGH SCH					
4.	5.	6.	7. Specification(s)	8. Units Of Measure	9. Quantity	10. Labor Code	11. Estimated Cost (Architect / Engineer)	12. ROE Adjustment	13. ISBE Adjustment	14. Estimated Completion Date	15. Funding Type
			Remove existing air handling units AHU-2 and AHU-4 and replace with one new air handling unit AHU-2. Work to also include removal and replacement of related temperature control systems equipment.								
1	f	b.		lump sum	1	2	\$277,200.00			8/12/2011	F

Original Subtotal	\$277,200.00	Adjusted Subtotal	\$277,200.00
Original 10.00% Contingency	\$27,720.00	Adjusted 10.00% Contingency	\$27,720.00
Original 10.00% A/E Fees	\$27,720.00	Adjusted 10.00% A/E Fees	\$27,720.00
Original Grand Total	\$332,640.00	Adjusted Grand Total	\$332,640.00

Items with a Funding Type of 'O' are not included in the cost calculation.  
35-48 (7/07) (Prescribed by ISBE for Local Board Use)



# REQUEST FOR AUTHORIZATION To use Fire Prevention and Safety Funds

Amendment Number \_\_\_\_\_

## PART I. CERTIFICATION OF ESTIMATED COSTS

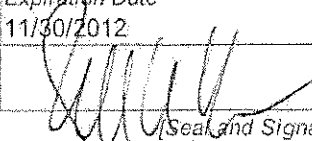
This is to certify that:

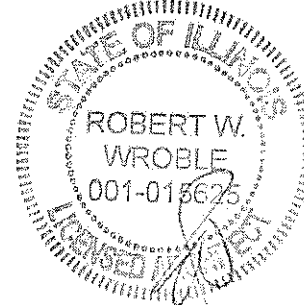
The OAK PARK & RIVER FOREST HIGH SCH school, located at 201 N Scoville Ave Oak Park, Illinois, and under the management and control of the Board of Education of School District # 2000, Cook County, was surveyed by me on 2/14/2011.

☒ All of the urgent or necessary work as indicated on the attached Form 35-48 is necessary to abate the violations of applicable code requirements and should result in effecting compliance with said requirements within prescribed timelines. No violations of applicable code requirements other than those cited in previously approved safety survey reports or amendments and those noted in this survey or amendment were noted.

☒ All other work recommended in the attached Form 35-48, though not required to abate violations of applicable requirements of the Health/Life Safety Code for Public Schools, is recommended for energy conservation; disabled accessibility; school security; repair of school sidewalks, playgrounds, parking lots, or school bus turnarounds; and other repair purposes provided in Section 17 2.11 of the School Code.

The certified estimated cost figures were prepared by me and to the best of my knowledge are true and accurate estimates of the costs to execute the work as specified. The total estimated costs to finance the work involved is \$ 332,640.00.

Name of Architect/Engineer Robert W. Wroble	Name of Firm Legat Architects
Phone Number 630.990.3535	Fax Number 630.990.3541
License Number 001-015625	Expiration Date 11/30/2012
Email Address rwroble@legat.com	 (Seal and Signature)



## PART II. CERTIFICATION OF NEED (Provided by district through IWAS)

The local Board of Education hereby certifies and assures the State Board of Education:

- Based upon the report of the architect referred to above, the district faces total estimated costs of \$ to finance the work involved.
- The district has \$ available in its operations and maintenance fund and/or fire prevention and safety fund to finance the work.
- The district needs to raise \$ in additional revenue through the levy of the Fire Prevention and Safety Tax or issuance of Bonds to finance the recommended work.
- Plans and specifications for the work will be submitted to the Regional Superintendent for review and approval.
- The work to be financed with Fire Prevention and Safety funds will not commence until the Certificate of Approval of the State Superintendent is received, the detailed plans and specifications have been approved by the regional superintendent and the regional superintendent (or other lawful agency) has issued an appropriate Order to Effect Compliance with the Health/Life Safety Code for public schools (or other lawful order requiring the work to be done).
- All work authorized by the District will be executed in conformity with all applicable codes.

# REQUEST FOR AUTHORIZATION To use Fire Prevention and Safety Funds

Amendment Number \_\_\_\_\_

## PART I. CERTIFICATION OF ESTIMATED COSTS

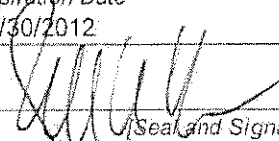
This is to certify that:

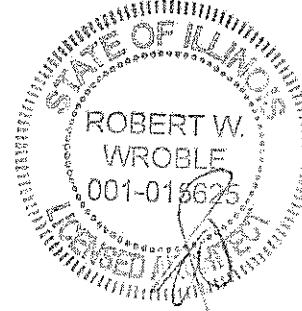
The OAK PARK & RIVER FOREST HIGH SCH school, located at 201 N Scoville Ave Oak Park, Illinois, and under the management and control of the Board of Education of School District # 2000, Cook County, was surveyed by me on 2/14/2011.

All of the urgent or necessary work as indicated on the attached Form 35-48 is necessary to abate the violations of applicable code requirements and should result in effecting compliance with said requirements within prescribed timelines. No violations of applicable code requirements other than those cited in previously approved safety survey reports or amendments and those noted in this survey or amendment were noted.

All other work recommended in the attached Form 35-48, though not required to abate violations of applicable requirements of the Health/Life Safety Code for Public Schools, is recommended for energy conservation; disabled accessibility; school security; repair of school sidewalks, playgrounds, parking lots, or school bus turnarounds; and other repair purposes provided in Section 17 2.11 of the School Code.

The certified estimated cost figures were prepared by me and to the best of my knowledge are true and accurate estimates of the costs to execute the work as specified. The total estimated costs to finance the work involved is \$ 332,640.00.

Name of Architect/Engineer Robert W. Wroble	Name of Firm Legat Architects
Phone Number 630.990.3535	Fax Number 630.990.3541
License Number 001-015625	Expiration Date 11/30/2012
Email Address rwroble@legat.com	 (Seal and Signature)



## PART II. CERTIFICATION OF NEED (Provided by district through IWAS)

The local Board of Education hereby certifies and assures the State Board of Education:

- Based upon the report of the architect referred to above, the district faces total estimated costs of \$ to finance the work involved.
- The district has \$ available in its operations and maintenance fund and/or fire prevention and safety fund to finance the work.
- The district needs to raise \$ in additional revenue through the levy of the Fire Prevention and Safety Tax or issuance of Bonds to finance the recommended work.
- Plans and specifications for the work will be submitted to the Regional Superintendent for review and approval.
- The work to be financed with Fire Prevention and Safety funds will not commence until the Certificate of Approval of the State Superintendent is received, the detailed plans and specifications have been approved by the regional superintendent and the regional superintendent (or other lawful agency) has issued an appropriate Order to Effect Compliance with the Health/Life Safety Code for public schools (or other lawful order requiring the work to be done).
- All work authorized by the District will be executed in conformity with all applicable codes.

<div> <div>VIOLATION AND RECOMMENDATION SCHEDULE</div> <div>(23 IL Adm. Code 180, Sections 180.320)</div> </div>						
1. COUNTY CODE 016, Cook		2. DISTRICT CODE/NAME 2000, Oak Park - River Forest SD 200		3. FACILITY CODE/NAME OAK PARK & RIVER FOREST HIGH SCH		
4. Item ID	5. Location(s) (Room No)	6. Priority Code	7. Rule Violated	8. Description of the violation	9. Recommendation to correct violation	
1	1924 Addition	b.	185.457	Existing air handling units AHU-2 and AHU-4 have exceeded their life expectancy, are in poor condition, and do not provide the volume of fresh outside air as required by 185.457.	Remove existing air handling units AHU-2 and AHU-4 and replace with one new air handling unit AHU-2. Work to also include removal and replacement of related temperature control systems equipment.	

<b>VIOLATION AND RECOMMENDATION SCHEDULE</b> (23 IL Adm. Code 180, Sections 180.320)		
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***Oak Park and River Forest High School  
District 200***

*201 North Scoville Avenue • Oak Park, IL 60302-2296*

TO: Board of Education

FROM: Cheryl L. Witham, Chief Financial Officer and Treasurer

DATE: April 19, 2011

RE: ComEd request for support of HB 14

---

**BACKGROUND**

Com Ed is proposing to upgrade its aging electrical infrastructure in Illinois. Miguel Ortega, a representative from ComEd will be making a presentation to the Board of Education at the Finance Committee meeting.

**SUMMARY OF FINDINGS**

Com Ed is requesting that Oak Park and River Forest High School support House Bill 14 for a \$2.6 billion investment to modernize the electric system serving northern Illinois.

**RECOMMENDATIONS**

Com Ed is seeking Board letter of support for House Bill 14.

**TEL:** (708) 383-0700  
**FAX:** (708) 434-3910

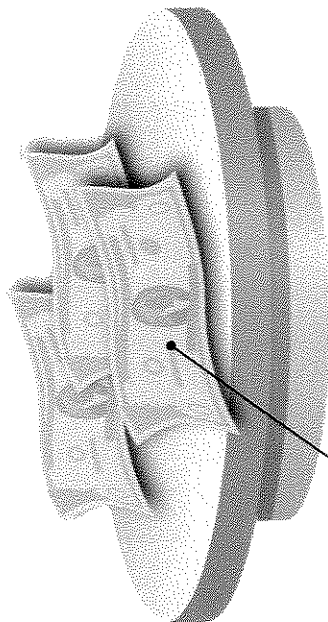
**WEB:** [www.oprfhs.org](http://www.oprfhs.org)

**TTY/TDD:** (708) 524-5500

# The Benefits of Grid Modernization Outweigh the Costs

## HB 14 Investment

**\$3.00\***



Added to  
the average  
monthly  
residential bill

## BENEFITS

Smart Meter in every  
home for greater customer  
control and savings

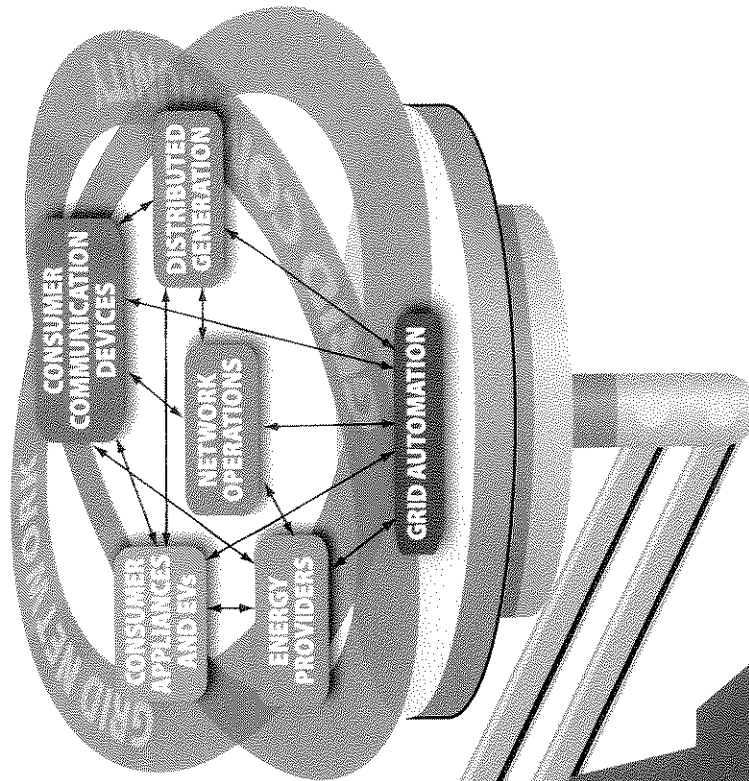
More  
accurate  
customer bills

**\$100 Million**  
in Illinois  
tax revenue

**4.6 million** avoided  
outages and hundreds  
of millions of dollars  
in associated costs

**2,000**  
new jobs

**Enhanced**  
economic  
competitiveness  
for Illinois



\*Impact of Grid Modernization Act

7/8 increase Per Month

## The Energy Infrastructure Modernization Act

*Smart Energy for the Challenges of  
Today and Tomorrow*

### Setting the Scene



Today in Illinois, an analog electric grid is struggling to power a digital economy.

We're operating with a system Sam Insull would recognize as the same one he helped design back in 1910.

## Today, the World is a Far Different Place

2





We live, work and play in an online age that would not be possible without reliable electricity.



**ComEd.**  
An Exelon Company

## More Technology Requires Better Reliability

3

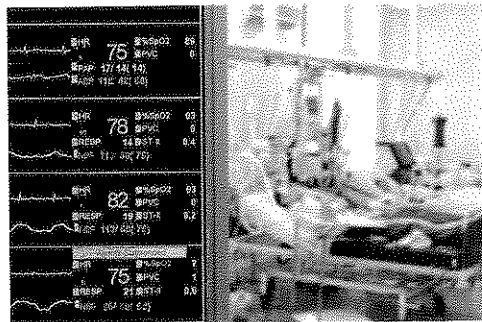
Technology Owned	1970s Household	1990s Household	Today's Household
 Microwave Ovens	1%	25%	90%
 Personal Computers	0%	16%	75%
 Mobile Phones	0 subscribers	5.2 mil subscribers	285 mil subscribers
 Text Messages	0	12.8 mil per day	418.3 mil per day

**ComEd.**  
An Exelon Company



## Reliable, High Quality Electric Power

Hospitals, manufacturing, and high tech companies all depend on a well-functioning electric grid.



**ComEd**  
An Exelon Company

## The State of the Grid Today

Some components of the current equipment and infrastructure are aging and need to be refurbished.



- Approx. 50% of ComEd's underground equipment is more than 40 years old.
- Approx. 29% of poles are more than 50 years old.
- 71% of wires are more than 30 years old.

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An Exelon Company

## Illinois is Falling Behind



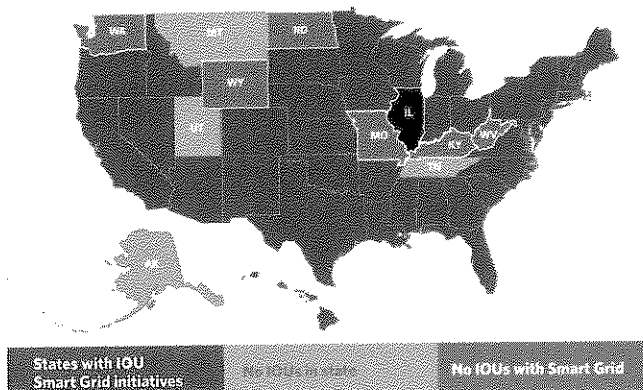
Utilities are one of the few analog industries left in a digital world.

Meanwhile, a long term strategy to bring smart grid technology to Illinois is stalled.

**ComEd**  
An Exelon Company

## Illinois is Falling Behind

Many states already have some type of Smart Grid program in place.



Note: Smart Grid defined as having Advanced Metering Infrastructure (AMI) two way communications  
© 2009 Silver Spring Networks / Company Confidential

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An Exelon Company

## What Needs to Be Done



Our vision is to modernize our infrastructure so we can reap the long-term benefits

- Economic development
- Customer choice
- Greater cost efficiencies

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## The Energy Infrastructure Modernization Act

The Act:

- Will bring consistency, predictability and stability to the regulatory process.
- Lays out a long-term plan to upgrade Illinois' aging power grid
- \$2.6 billion in investment over the next ten years to upgrade Illinois' aging power grid creating 2,000 new jobs.
- Retain ICC authority over rates and make the process more equitable and transparent.
- Deliver more customer choice and control

**ComEd**  
An Exelon Company

## The Energy Infrastructure Modernization Act

10



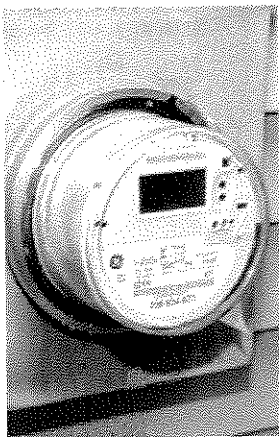
Significant benefits for Illinois consumers:

- It will improve reliability for all consumers at a time when high quality power is more important than ever.
- Customers will have better tools such as smart meters and information to make smart energy decisions.
- The State of Illinois will have an electricity infrastructure that will support economic development

**ComEd.**  
An Exelon Company

## A Smart Meter in Every Home

11

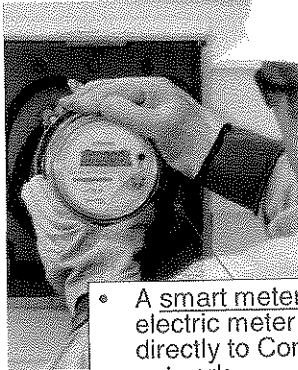


Helping consumers and residents better manage their own usage and costs.

Putting a smart meter in every home gives consumers tools and information to better manage their own usage.

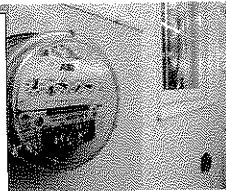
**ComEd.**  
An Exelon Company

## What is a Smart Meter?



- Smart meters are a building block to a Smart Grid system that may someday be deployed throughout the ComEd service territory to further enhance reliability and contribute to reduced costs and greenhouse gas emissions.

- A smart meter is an advanced digital electric meter that reports usage directly to ComEd through a wireless network.
- Allows ComEd and its system to know when customers experience an outage
- Ability to send customers data so that they can manage their energy needs



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An Exelon Company

## The Act Will Spur Economic Development

- The multi-billion-dollar capital investment would generate millions in economic benefits.
- It would create work for thousands and provide a booster shot to the Illinois economy.
- Many of ComEd's suppliers are located in Illinois
- Investment benefits would ripple throughout the Illinois economy

**ComEd**  
An Exelon Company

## System Modernization Summary

14

The following programs would be included in our investment package:

- Mainline underground cable
- Underground Residential Direct-Buried (URD)
- Distribution automation (DA)
- Wood pole inspection, replacement and reinforcement
- Substation upgrades
- 69kv cable replacement
- Smart meter deployment, including customer education
- ComEd facilities upgrades

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An Exelon Company

## Cooperation and Dialogue

15



ComEd is working with state leaders, other Illinois utilities and interested stakeholders and consumer groups.

Introducing the Act begins a dialogue on the best path to a long-term plan building a sustainable and technologically advanced grid.

**ComEd**  
An Exelon Company



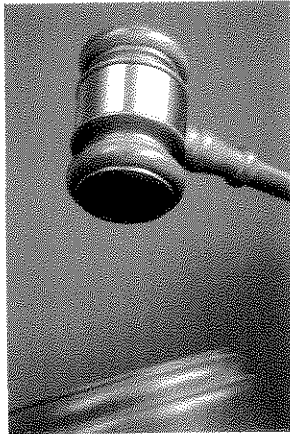
Just as Mr. Insull would recognize the power grid today, he would also see that the regulatory process has been largely unchanged for a century.

The current regulatory framework undermines Illinois' competitiveness.

- Lack of Predictability chills investment
- Does not encourage long-term planning
- Erodes reliability
- Costs more
- Jeopardizes jobs and business expansion and attraction
- Stymies customer empowerment

## The Way We Decide Rate Cases Today

18



- Rate cases do not have a provision for long-term planning and investment
- Cost recovery is unpredictable, not timely
- The process takes 11 months.
- Decisions can be inconsistent given one case vs. another.

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## Consumer Protections Remain

19

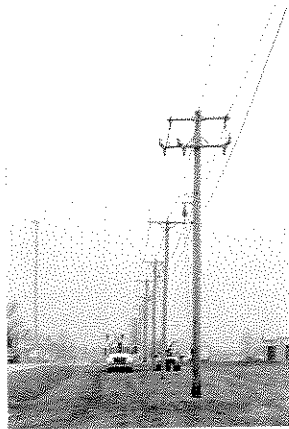
- ICC retains oversight of rates.
- Retains the rights of interveners to challenge rates.
- The Act establishes metrics and benchmarks that hold utilities accountable.

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An Exelon Company



## The Energy Infrastructure Modernization Act – In Summary

20



- \$2.6 billion in smart grid investment over the next ten years
- Create 2,000 jobs tied to the modernization effort
- Empower consumers to have more control over their own energy usage

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An Exelon Company

## What You Can Do

21

- Get more information at [www.comed.com](http://www.comed.com)
- Contact your lawmaker to let him or her know you support the Act and the benefits it will bring to Illinois.
- Stay engaged in the discussion moving forward.

**ComEd**  
An Exelon Company

***Oak Park and River Forest High School  
District 200***

*201 North Scoville Avenue • Oak Park, IL 60302-2296*

TO: Board of Education

FROM: Micheline Piekarski

DATE: April 19, 2011

RE: NIIPC Selected High Volume Commercial Foods Contract RFP

---

**BACKGROUND**

On April 5, 2011, RFP's were solicited for the NIIPC High Volume Commercial Foods contract. This contract incorporates high volume products sold to the NIIPC school districts. Specifications, annual usage and guidelines for the RFP were formulated by the NIIPC RFP team.

**SUMMARY OF FINDINGS**

RFP's were received from the following companies: Billie's Best Cookies, J&J Snack Foods, Kellogg's, General Mills, East Side Entrée, Country Pure Foods and Citrus Systems.

All RFP's were reviewed by the NIIPC evaluation team and the established scoring system was applied to all qualified RFP's:

**Section 1: Technical Score** - Maximum possible score 125 Points  
The possible points for each of the following categories:

- 50 pts.** 1) Complete and accurate submission of items specified.
- 40 pts.** 2) Easy access to online nutritional information.
- 35 pts.** 4) Accurate calculations and extensions of RFP prices

**Section 2: Cost Score** - Maximum possible score of 130 points

The cost score was computed by dividing the vendor's total cost of services into the lowest total cost of all bids, then multiplying by the maximum score for price. See attached matrix for analysis.

**RECOMMENDATIONS (OR FUTURE DIRECTIONS)**

The NIIPC evaluation team recommends the Board of Education to award the RFP as follows: Country Pure Foods for all Juice Products, General Mills for assorted cereal products, Kellogg's for assorted Breakfast Bags and J&J Snack Food for all assorted Holiday Cookies at the regular April Board meeting.

NIIPC  
Holiday Cookie RFP Results  
2011-12

Product	Billy's Best	J & J	Quantities	Billy's Best	J & J
Cookies, Holiday Themes, Frozen Dough, Pre-Sugared	\$0.148	\$0.150	663,840	\$98,248.32	\$99,576.00
<b>Total</b>				\$98,248.32	\$99,576.00
<b>Price Score (130)</b>				130.00	128.24
<b>Technical Score (125)</b>				120.00	125.00
<b>Total Score</b>				<b>250.00</b>	<b>253.24</b>

NIIPC  
Juice Products RFP Results  
2011-12

Product	Citrus System	Country Pure	Quantities	Citrus System	Country Pure
JUICE, 4 oz Cups, Apple Juice; 100%	0.1188	0.1105	669,200	\$79,500.96	\$73,946.60
JUICE, 4 oz Cups, Grape Juice; 100%	0.1280	0.1277	368,000	\$47,104.00	\$46,993.60
JUICE, 4 oz Cups, Fruit Punch Juice	0.1280	0.1130	416,400	\$53,299.20	\$47,053.20
JUICE, 4 oz Cups, Orange Juice; 100%	0.1297	0.1253	518,000	\$67,184.60	\$64,905.40
JUICE, 4 oz Cups, Orange- Pineapple Juice; 100%	0.1221	0.1279	62,400	\$7,619.04	\$7,980.96
JUICE, 4 oz Cups, 15% Cranberry Juice	0.1094	0.1120	20,720	\$2,266.77	\$2,320.64
JUICE, 4 oz Cups, Apple Cherry; 100%	0.1259	0.1166	67,600	\$8,510.84	\$7,882.16
JUICE, 4 oz. Cups, Pineapple; 100%	0.1313	0.1263	28,000	\$3,676.40	\$3,536.40
JUICE, 4 oz Cups, Lemonade	0.0984	0.0895	5,600	\$551.04	\$501.20
JUICE, 6 oz Cups, Apple Juice; 100%	0.1586	0.1648	38,400	\$6,090.24	\$6,328.32
JUICE, 6 oz Cups, Orange Juice Blend;	0.1898	0.1790	18,912	\$3,589.50	\$3,385.25
JUICE, 6 oz Cups, Grape Juice; 100%	0.1892	0.1948	14,880	\$2,815.30	\$2,898.62
<b>Total</b>				\$282,207.88	\$267,732.35
<b>Price Score (130)</b>				122.97	130.00
<b>Technical Score (125)</b>				125.00	125.00
<b>Total Score</b>				<b>247.97</b>	<b>255.00</b>

UIC

[illegible]

## NIPCC

[illegible]

TO: Board of Education

FROM: Micheline Piekarski

DATE: April 19, 2011

RE: NIIPC Bread Products RFP

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## BACKGROUND

On April 5, 2011, RFP's were solicited for the NIIPC Bread Products Foods contract. This contract incorporates bread products sold to the NIIPC school districts. Specifications, annual usage and guidelines for the RFP were formulated by the NIIPC RFP team.

## SUMMARY OF FINDINGS

RFP's were received from the following companies: Alpha Baking Company, Campagna-Turano Bakery and Sara Lee Bakery.

The RFP specified thirty-eight items for vendors to bid on. All the companies do not carry all of these products and therefore cannot bid on them. In order to reach a fair comparison, we evaluated the RFP's on only the items bid by all the companies. The results are as follows:

Alpha Baking	Sara Lee	Campagna-Turano
\$43,353.9985	\$35,132.1277	\$48,184.9793

Alpha Baking carries all thirty-eight items on the RFP; Sara Lee carries twelve, but they are the very basic products that satisfy the needs of many of the NIIPC districts. Section 3.7 of the RFP states that the RFP can be awarded so as to be the most advantageous to each NIIPC district. Some member districts require a broad line of bread products while others have more limited needs. Therefore the RFP will be awarded to the successful vendors as follows:

Alpha Baking	Sara Lee Bakery
Woodstock School District #200	Oak Park Elementary School District #97
Oak Park & River Forest H.S. District #200	Prairie Hill CCSD #133
Leyden High School District #212	Bradley School District #61
Meridian School District #223	Bradley Bourbonnais High School #307
Evanston Township High School District #202	Evanston High School Satellite Operation
Schiller Park School District #81	Tri Valley School District #3
Champaign School District #4	Central Unit School District #4

Antioch School District #34	Iroquois School District #9
Blue Ridge School District #180	Olympia School District #16
Cunningham Children's Home	Bradley Bourbonnais District #61
Fairview School District #72	Reed Custer School District #255U
Fox Lake Grade School District #114	Riley School District #18
Grant Community High School District #124	Bloomington Public School District #87
Monticello School District #25	SD #158 Huntley
Warrensburg-Latham School District #11	Elmhurst Elementary School District #205
Parkview/Morton Grove School District #70	Johnsburg School District #12
Elmhurst High School District #205	Will County School District #92
Marquardt School District	Joliet Township High School District #204
Coal City School District #1	Evanston School District #65
Westmont School District	Kankakee School District #111
J.S. Morton High School District #201	Nippersink School District #2
Glenview School District #25	
Marengo CHS #154	
Arlington Heights SD #25	
Mt. Prospect School District #57	
River Trails School District #26	

## RECOMMENDATIONS (OR FUTURE DIRECTIONS)

For the Board of Education to award the RFP to Alpha Baking and Sara Lee at the regular April Board meeting as presented.



TO: Board of Education

FROM: Micheline Piekarski

DATE: April 19, 2011

RE: NIIPC Dairy Products RFP

---

## **BACKGROUND**

On April 5, 2011, RFP's were solicited for the NIIPC Dairy Products contract. This contract incorporates dairy products sold to the NIIPC school districts. Specifications, annual usage and guidelines for the RFP were formulated by the NIIPC RFP team.

## **SUMMARY OF FINDINGS**

RFP's were received from the following companies: Bob's Dairy, Cloverleaf Farms Dairy, ECO Marigold Dairy, Kemp's Dairy and Muller-Pinehurst Dairy.

As stated in the RFP: In recognition of the wide geography of the participating member districts, the award may be made on a regional basis. Vendors have the option of submitting offers on selected member districts if it is more cost-effective to service a particular region.

## **RECOMMENDATIONS (OR FUTURE DIRECTIONS)**

The NIIPC recommends that the Board of Education award the RFP to the following companies at the regular April Board meeting.

<b>Bob's Dairy</b>	<b>Cloverleaf Farm</b>	<b>ECO Marigold</b>	<b>Kemp's</b>	<b>Mueller-Pinehurst</b>
Arlington Hts.	Blue Ridge	Bloomington		Antioch
Bradley #61	Champaign	Fox Lake		J.S. Morton
Bradley H.S.	Coal City	Grant H.S.		Johnsburg
Burr Ridge	Cunningham	Huntley #158		Leyden HS
Elmhurst	Meridian #223	Marengo HS		Marquardt
Evanston H.S.	Monticello	Olympia		Nippersink
Evanston #65	Reed Custer	Prairie Hill		Queen Bee
Glenview		Woodstock		Westmont
Joliet				
Kankakee				
Mt. Prospect				
Oak Park HS				
River Trails				

# ***Oak Park and River Forest High School District 200***

201 North Scoville Avenue • Oak Park, IL 60302-2296

TO: Board of Education

FROM: Micheline Piekarski

DATE: April 19, 2011

RE: Rollover and Approval of the Northern Illinois Independent  
Purchasing Cooperative's Request for Proposals.

---

## **BACKGROUND**

Oak Park & River Forest H.S. is the Administrative District for the NIIPC. Per the NIIPC Intergovernmental Agreement:

*The administrative district, subject to the direction of the Board of Directors, shall perform those necessary functions to obtain bids and award to a preferred vendor the purchase of food and supply items by individual member districts of the Cooperative. This includes the rollover of all bids/RFP's.*

## **SUMMARY OF FINDINGS**

### **Roll Over the Following Products/Companies**

#### **Company**

#### **Product**

General Mills	Biscuits
Pierre	Beef Crumbles, Teriyaki Nuggets, Rib Patties, Country Fried Steak, all pork products
JTM	Meatballs, Chili, Spaghetti Sauce, Sloppy Joe, Taco Filling, Salisbury Steak, Sliced Beefsteak, Reduced Fat Macaroni and Cheese
Rich's	Mozzarella sticks, Pizza Dippers
Bosco	Cheese Stuffed Breadsticks
Land O Lakes	Regular Macaroni and Cheese, Bulk Cheese Sauce
Integrated	Grilled Cheese Sandwiches
Tyson	All Chicken Products
Barrel O Fun	Tortilla Chips
Michael's	Egg Products
J & J Snacks	Assorted Pretzel Products
Foster Farms	Assorted Corn Dog Products
Kelly Eisenberg	Hot Dogs
Smucker's	Peanut Butter & Jelly Sandwiches
J.R. Simplot	All frozen Potato products
Red Gold	Assorted canned tomato sauces
Jennie O	Assorted Turkey products
Nestles	Assorted Water products

***Oak Park and River Forest High School  
District 200***

*201 North Scoville Avenue • Oak Park, IL 60302-2296*

Health Fustion	Assorted flavored water products
Upstate Farms	Assorted Yogurt products
Berkley Square	Disposable flatware

**Primary Vendor Contract**

Fox River Foods

**RECOMMENDATIONS (OR FUTURE DIRECTIONS)**

That the following be approved at the April 28, 2011 Regular Board of Education Meeting.

# ***Oak Park and River Forest High School***

## ***District 200***

201 North Scoville Avenue • Oak Park, IL 60302-2296

TO: Board of Education

FROM: Micheline Piekarski, MSM, SNS

DATE: April 19, 2011

RE: Price Increase for District 97 and District 200

---

### **BACKGROUND**

OPRFHS is the vendor for the District 97 Breakfast and Lunch program. We prepare and deliver bulk Reimbursable Breakfasts and Lunches, which when served in the designated portions will meet all meal pattern requirements of the National School Lunch and Breakfast Programs and will include the appropriate amounts of meat/meat alternate, vegetables/fruits and grains. The meals will also include all appropriate paper products and condiments.

The program has been very successful. We have been averaging 2100 meals per day.

### **SUMMARY OF FINDINGS**

The price agreed upon for the 2010-11 school year was \$.95 for Breakfast and \$1.60 for Lunch. In an attempt to satisfy the nutritional needs of the Junior High Students, an additional bread portion is supplied daily. The cost of this serving is added to each day's bill at a rate of \$.18 per student.

With the new government regulations which are requiring us to serve more fresh fruits and vegetables and with increasing prices of food, gasoline and labor we are asking for a \$.05 increase for Breakfast and Lunch. This increase would be for both District #97 and OPRFHS.

#### **Breakfast Prices**

School	2010-11	2011-12
OPRFHS	\$1.90	\$1.95
District 97	\$.95	\$1.00

#### **Lunch Prices**

School	2010-11	2011-12
OPRFHS	\$2.40	\$2.45
District 97	\$1.60	\$1.65
District 97 Junior High	\$1.78	\$1.83

### **RECOMMENDATIONS (OR FUTURE DIRECTIONS)**

This recommendation will be presented to the Board Of Education at the April 28<sup>th</sup> meeting to approve the increased cost for both Breakfast and Lunch as presented for District 97 and Oak Park and River Forest High School, School Year 2011 -12.

# ***Oak Park and River Forest High School District 200***

201 North Scoville Avenue • Oak Park, IL 60302-2296

TO: Board of Education

FROM: Micheline Piekarski

DATE: April 19, 2011

RE: Rollover and Approval of the Northern Illinois Independent  
Purchasing Cooperative's Request for Proposals.

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## **SUMMARY OF FINDINGS**

### **Roll Over the Following Products/Companies**

#### **Company**

#### **Product**

General Mills	Biscuits
Pierre	Beef Crumbles, Teriyaki Nuggets, Rib Patties, Country Fried Steak, all pork products
JTM	Meatballs, Chili, Spaghetti Sauce, Sloppy Joe, Taco Filling, Salisbury Steak, Sliced Beefsteak, Reduced Fat Macaroni and Cheese
Rich's	Mozzarella sticks, Pizza Dippers
Bosco	Cheese Stuffed Breadsticks
Land O Lakes	Regular Macaroni and Cheese, Bulk Cheese Sauce
Integrated	Grilled Cheese Sandwiches
Tyson	All Chicken Products
Barrel O Fun	Tortilla Chips
Michael's	Egg Products
J & J Snacks	Assorted Pretzel Products
Foster Farms	Assorted Corn Dog Products
Kelly Eisenberg	Hot Dogs
Smucker's	Peanut Butter & Jelly Sandwiches
J.R. Simplot	All frozen Potato products
Red Gold	Assorted canned tomato sauces
Jennie O	Assorted Turkey products
Nestles	Assorted Water products

***Oak Park and River Forest High School***  
***District 200***

*201 North Scoville Avenue • Oak Park, IL 60302-2296*

Health Fustion	Assorted flavored water products
Upstate Farms	Assorted Yogurt products
Berkley Square	Disposable flatware

**Primary Vendor Contract**

Fox River Foods

**RECOMMENDATIONS (OR FUTURE DIRECTIONS)**

That the following be approved at the April 28, 2011 Regular Board of Education Meeting.

*Oak Park and River Forest High School - District 200*  
201 North Scoville Avenue • Oak Park, IL 60302-2296

TO: Board of Education  
FROM: Cindy Milojevic, Neal Weisman  
DATE: April 19, 2011  
RE: Contract for Prom 2012

---

**BACKGROUND**

Each year OPRFHS upper-class students attend Prom at the Hyatt Regency in downtown Chicago. This has been a long standing tradition. Based upon student survey information in years past, students have requested the Hyatt in order to enjoy their Prom in the city.

**SUMMARY OF FINDINGS**

Attached is a copy of the contract for Prom 2012 at the Hyatt Regency Chicago, Grand Ballroom.

**RECOMMENDATIONS**

For the Board to approve the Hyatt Regency Chicago contract for the Prom 2012 at the Special Board of Education meeting, April 19<sup>th</sup>.



HYATT REGENCY CHICAGO  
151 E WACKER DR

CHICAGO, IL 60601- US

Telephone: (312) 565-1234  
Fax: (312) 239-4541

March 10, 2011

### CATERING CONTRACT

ALL RESERVATIONS AND AGREEMENTS are made upon, and are subject to, the rules and regulations of the Hotel and the following conditions:

Your private function has been booked on a first option tentative basis:

GROUP NAME: OAK PARK RIVER FOREST H. S.  
FUNCTION NAME: SENIOR PROM 2012  
CONTACT NAME: NEAL WEISMAN  
ADDRESS: 201 N SCOVILLE  
OAK PARK, IL 60302  
PHONE NUMBER: (708) 434-3217  
EMAIL ADDRESS: nweisman@oprffhs.org

Day	Date	Function	Time	Set Up	# of guests	Room Rental
Saturday	5/19/2012	Reception	06:00 PM - 11:00 PM	OTHER	825	\$ 0
Saturday	5/19/2012	Registration	06:00 PM - 11:00 PM	OTHER	10	\$ 0
Saturday	5/19/2012	SECURITY	06:00 PM - 11:00 PM	OTHER	0	\$ 0
Saturday	5/19/2012	STAFF ROOM	06:00 PM - 11:00 PM	OTHER	5	\$ 0
Saturday	5/19/2012	STAFF ROOM	06:00 PM - 11:00 PM	OTHER	5	\$ 0
Saturday	5/19/2012	TEACHER LOUNG	06:00 PM - 11:00 PM	OTHER	5	\$ 0
Saturday	5/19/2012	DINNER	07:00 PM - 11:00 PM	BANQUET ROUNDS OF 10	825	\$ 0

### **DEFINITE BOOKING**

Once you sign and return this letter, along with the required deposit of \$2,500.00 your reservation will be confirmed and considered a definite booking. This signed contract and deposit of \$2,500.00 are due on 3/18/2011.

### **MINIMUM REVENUE COMMITMENT**

Based on the approximate number of guests set forth above, a minimum of \$45,375.00 in combined banquet food, beverage and meeting room rental will be spent at your function. This minimum does not include guestroom charges, service charges, tax, labor charges, audiovisual, or any other miscellaneous charges incurred. Should your final count drop below the approximate number of guests listed above, we will be happy to advise you on additional alternatives in food and beverage which will bring you back up to the agreed upon minimum revenue figures for your function.



### CANCELLATION POLICY

Either the Hotel or Group may cancel this contract without cause at any time prior to the event by paying to the other party liquidated damages (agreed not to constitute a penalty) based on the following scale:

More than six(6) months from arrival date	\$18,150.00
Less than six(6) months to one(1) month from arrival date	\$27,225.00
Less than one(1) month up to arrival date	\$34,031.25

Cancellations made under this provision shall be made by the canceling party to the non-canceling party by written notice and payment of the liquidated damages due at that time.

### GUARANTEE COUNTS

In arranging for private functions, the final attendance must be received by the Catering Office no later than 11:00 a.m. three (3) working days prior to the commencement of the function. This number will be considered a guarantee; not subject to reduction; and charges will be made accordingly. Please provide the guarantees on the following days\*:

Day of Function:	Guarantee due on the preceding:
Saturday, Sunday, or Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday
Thursday	Monday
Friday	Tuesday

\*National Holidays are not considered working days and should be taken into consideration when submitting guarantees.

The Hotel will be prepared to serve 3% more than the guaranteed number of attendees and cannot be responsible for service to more than 3 % over the guarantee for groups of up to 1,000 persons. For groups more than 1,000 persons, a maximum of 30 person overset will apply. If the guarantee is raised within the 72 hours, the 3% over set will not apply, and the guarantee then becomes the set.

### TAXES

All federal and local taxes / charges which may be imposed or be applicable to this agreement and to the service rendered by the Hotel are in addition to the prices herein agreed upon, and the Customer agrees to pay them.

Groups that are tax exempt in the State of ILLINOIS must provide a copy of their CURRENT tax exemption certificate at the time of signing this agreement to qualify.

### FOOD AND BEVERAGE

No food and beverage of any kind may be brought into the Hotel by the Customer or any of the Customer's guests or invitees.

Hyatt offers the following types of alcohol beverage service:

\_\_\_\_\_ By the person by the Hour: Price for alcoholic beverages is charged by the per person for the contracted time.

\_\_\_\_\_ Consumption Bar: The price is based on a per drink charge. The number of drinks per bottle is calculated as follows: 27/1.25 oz. Drinks for each liter bottle, 5 Drinks for each wine bottle, and 17/1.5 oz. Drinks for each 750 milliliter cordial bottle.

\_\_\_\_\_ No Alcohol service will be required.

\*\*\* Please check the desired type of alcohol beverage service required.

**CONTINGENCY**

Performance of the agreement is contingent upon the ability of the Hotel to complete same and is subject to labor, disputes, strikes or picketing, accidents, government (federal, state, local) requisitions, restrictions upon travel, transportation, food, beverage or supplies and other causes, whether enumerated herein or not, which are beyond the control of the Hotel. In no event shall the Hotel be liable for the loss of profit or other similar or dissimilar collateral of consequential damages, whether based on breach of contract, warranty or otherwise. In no event shall the Hotel's liability be in excess of the total amount of the food and beverages contracted heretofore.

**PAYMENT**

Payment shall be made 72 hours advance of the function in the form of cash or certified check.

**SERVICE CHARGE**

On functions where no bartenders and/or busboys are present, 76.73% is to go to service personnel and banquet captains, while 23.27% is retained by the hotel to off set employee wages and benefits. On functions where bartenders and/or busboys are present, 67.56% is to go to service personnel and banquet captains, while 32.44% is retained by the hotel to off set employee wages and benefits. The portion of the service charge retained by the hotel is subject to the current food and beverage sales tax.

**LIABILITY**

The Customer agrees to be responsible for any damage done to the function rooms or any other part of the Hotel by the Customer, his guest, invitees, employees, independent contractors or other agents under the Customer's control. The Hotel will not assume or accept any responsibility for damage to or loss of any merchandise or articles left in the hotel prior to, during or following the Customer's function.

**PERMITS/LICENSES**

In the event that the Customer's function requires a permit or license from any governing body, local, state or federal, the Customer is solely responsible for obtaining such license or permit at Customer's expense.

**EVENT ROOM**

The Hotel reserves the right to assign another room for the Customer's functions in the event the room originally designated for such function shall be unavailable or inappropriate, in the Hotel's sole opinion.

**AGREEMENT**

The agreement shall be considered accepted once both parties have signed below. It is our understanding that you are empowered by your organization to make these arrangements. A signature delivered by facsimile or electronic means will be considered binding for both parties.

**PRIVACY POLICY**

Hotel complies with the Global Privacy Policy for Guests which is available at <http://privacy.hyatt.com> (the "Privacy Policy"). Group shall make the guests of Group who stay at the Hotel ("Group's Guest") aware of the Privacy Policy. Group affirms to the Hotel that Group is entitled to disclose the personal information of the Group's Guests to the Hotel, and to receive personal information of the Group's Guests from the Hotel, as is necessary in connection with the Group Guest's stay at the Hotel.

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

Signature: \_\_\_\_\_  
Printed: DR. STEVEN ISOYE  
(OAK PARK RIVER FOREST H.S.)

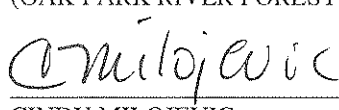
Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Printed: Dietra D. Millard, President  
(OAK PARK RIVER FOREST H.S.)

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

Signature: \_\_\_\_\_  
Printed: NATHANIEL ROUSE  
(OAK PARK RIVER FOREST H.S.)

Date: 4/8/2014

Signature:   
Printed: CINDY MILOJEVIC  
(OAK PARK RIVER FOREST H.S.)

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

Signature: \_\_\_\_\_  
Printed: NEAL WEISMAN  
(OAK PARK RIVER FOREST H.S.)

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

Signature: \_\_\_\_\_  
Printed: ROOSEVELT MONCURE  
(HYATT REGENCY CHICAGO)

***Oak Park and River Forest High School  
District 200***

*201 North Scoville Avenue • Oak Park, IL 60302-2296*

TO: Board of Education

FROM: Cindy Milojevic

DATE: April 19, 2011

RE: Field Tropical Ecology Course

---

**BACKGROUND**

This is the 20<sup>th</sup> year OPRFHS has been doing the trip and will be the 10<sup>th</sup> year working with Mark Wainwright. It is a privilege to have Mark as our primary contact/guide/coordinator. In the past Mark has worked and guided through Monteverde Institute in Monteverde, Costa Rica.

**SUMMARY OF FINDINGS**

Although Mark is the President of the Monteverde Conservation League [http://www.monteverdeinfo.com/monteverde\\_conservation\\_league.htm](http://www.monteverdeinfo.com/monteverde_conservation_league.htm), he has created a company of his own called Glassfrog Tours. He accommodates our needs like no other and I trust his expertise and experience with my students year after year.

**RECOMMENDATIONS (OR FUTURE DIRECTIONS)**

To present the agreement between Oak Park and River Forest High School and Mark Wainwright, Glassfrog Tours for approval at the April 19<sup>th</sup> Special Board of Education meeting.

Dear Cindy/Cheryl or whom this may concern:

Below is the Memorandum of Agreement between Mark Wainwright and OPRFHS for the Field Tropical Ecology course. This is the 20<sup>th</sup> year OPRFHS has been doing the trip and will be the 10<sup>th</sup> year working with Mark Wainwright. It is a privilege to have Mark as our primary contact/guide/coordinator. In the past Mark has worked and guided through Monteverde Institute in Monteverde, Costa Rica. Although Mark is the President of the Monteverde Conservation League [http://www.monteverdeinfo.com/monteverde\\_conservation\\_league.htm](http://www.monteverdeinfo.com/monteverde_conservation_league.htm), he has created a company of his own called Glassfrog Tours. He accommodates our needs like no other and I trust his expertise and experience with my students year after year.

Thanks for continuing to support this course and our students.

Sincerely,  
Kara Bohne

**AGREEMENT BETWEEN MARK WAINWRIGHT  
AND OAK PARK AND RIVER FOREST HIGH SCHOOL**

The following is an agreement between Oak Park River Forest High School and Mark Wainwright, British passport no. 705030981; Costa Rican residency identity (cédula) no. 182600001928):

1. Mark Wainwright will design in conjunction with OPRF course leader Kara Bohne, coordinate, and lead an eleven-day field course in Costa Rica for Oak Park River Forest High School students and faculty, from June 19th to June 29th, 2011.

2. Mark Wainwright will negotiate, reserve, and pay for all food, lodging, transport, and activities specified in the attached itinerary (addendum 1), for seventeen Oak Park River Forest High School students, three Oak Park River Forest High School faculty, himself, and a bus driver.

3. In exchange for these services, Oak Park River Forest High School will pay Mark Wainwright U.S. \$1,920 per student, for a total of \$32,640. Mark Wainwright will absorb the cost of the three faculty members in the student fee and will not charge faculty. Half of the total amount will be deposited in the account stipulated on the attached invoice (addendum 2) by March 31st, 2011. The other half will be deposited in the same account by May 19th, 2011.

4. In the unlikely event of a medical emergency during the course in Costa Rica, Mark Wainwright will facilitate access to the best medical attention available but will not be responsible for paying for such attention or associated costs. All course participants will have a health insurance policy that covers them while in Costa Rica. All course participants will sign a form releasing Mark Wainwright from liability prior to or upon arrival in Costa Rica.

5. Many hotels and other service providers offer little or no refund for late cancellations. If a student withdraws from the course or if the entire course is cancelled before May 19th, 2011, Mark Wainwright will reimburse Oak Park River Forest High School with \$1,500 per withdrawn student. If a student withdraws from the course or if the entire course is cancelled between May 19th, 2011 and the start of the course, Mark Wainwright will reimburse Oak Park River Forest High School with \$800 per withdrawn student. There will be no refund for any withdrawals once the course has started.

We have read, understood, and agree to these terms:

-----  
Mark Wainwright  
Glassfrog Tours

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Kara Bohne  
Oak Park River Forest High School

## ADDENDUM 1: ITINERARY

### ITINERARY FOR COSTA RICAN FIELD COURSE, 19-29 JUNE 2011 OAK PARK RIVER FOREST HIGH SCHOOL

17 students; 3 professors

Course leader: Mark Wainwright (<markwainwright@racsa.co.cr>; tel. (506) 2645 5395; cel. (506) 8704 8883)

#### **Day 1 (Sun, June 19); Arrival day; introduction to Costa Rica.**

3:55 pm: Arrival at Juan Santamaría Airport on flight AA 1051 from Miami.

4:45 pm: Drive to Orquideas, check-in.

6:00 pm: Introductory meeting.

6:30 pm: Dinner at Orquideas.

After dinner: Presentation by Mark: "The History of Costa Rica".

*Lodging: Hotel Orquideas (tel. 2433 9436)*

#### **Day 2 (Mon, June 20); Travel to Tortuguero; intro to rainforest by day and night.**

7:00 am: Breakfast.

7:45 am: Drive to Caño Blanco boat dock (approx. 3 hours); stop to sample tropical fruits on way.

11:00 pm: Board boat for Tortuguero.

12:30 pm: Arrive at Tortuga Lodge; check-in and lunch.

2:00 - 4:45 pm: Introduction to the rainforest hike with Mark.

5:00-6:30 pm: Free time to relax or use swimming pool.

6:30 pm: Dinner.

7:30 - 9:30 pm: Introduction to the rainforest by night; hike with Mark.

*Lodging: Tortuga Lodge (San José office tel. 2257 0766)*

#### **Day 3 (Tue, June 21); Boat through waterways; explore town; turtles.**

7:30 am: Breakfast.

8:30 - 11:30 am: Explore canals on a boat with Mark and local guide Mau.

12:30 pm: Lunch.

1:30 - 4:30: Visit CCC turtle conservation center; shopping/observation exercise in Tortuguero village.

5:00-6:30 pm: Free time to relax or use swimming pool.

6:30 pm: Dinner.

After dinner: Turtle hike along beach.

*Lodging: Tortuga Lodge (San José office tel. 2257 0766)*

#### **Day 4 (Wed, June 22); Travel to Rancho Naturalista; bananas.**

6:30 - 7:30 am: Introduction to birds on hotel grounds with Mark.

7:30 am: Breakfast

8:30 am: Depart by boat for Caño Blanco.

10:30 am: Bus from Caño Blanco to Earth University.

11:30 am: Introduction to Earth.

12:00 pm: Lunch at Earth.

12:45 - 2:00 pm: Visit Earth's banana plantation.

2:30 pm: Continue to Rancho Naturalista.

6:30 pm: Dinner at Rancho Naturalista.

After dinner: Group discussion.

*Lodging: Rancho Naturalista (tel. 2554 8100)*

#### **Day 5 (Thur, June 23); Service project at local school; cooking; hummingbirds; dance.**

7:00 am: Breakfast.

8:00 am: Drive and walk to local school.

Rest of morning: Service project at school.

Bag lunch at school.

2:00 - 3:30 pm: Costa Rican cooking class at hotel.

4:00 - 5:30 pm: Short nature hike with Mark: introduction to hummingbirds.

6:00 pm: Dinner.

After dinner: 30 minute glass frog excursion; Latin dance class with Mario.

*Lodging: Rancho Naturalista (tel. 2554 8100)*

-----  
Mark Wainwright

-----  
Kara Bohne

**Day 6 (Fri, June 24); Guayabo archaeological site; travel to Savegre.**

7:00 am: Breakfast.

8:00 am: Depart for Guayabo.

10:00 - 12:00 pm: Explore Guayabo and learn about Costa Rica's pre-Columbian history with Rosa Fernández.

12:00 pm: Lunch.

1:00 pm: Depart for Savegre. Brief stop to see Cartago Basilica on way.

6:30 pm: Dinner at hotel.

7:30 - 8:30 pm: Log fire meeting to discuss and prepare for independent exercise next day.

*Lodging: Savegre Mountain Hotel (tel. 2740 1028)*

**Day 7 (Sat, June 25); The mystical highland oak forest; independent projects and presentations.**

7:30 am: Breakfast.

8:30 - 11:30 am: Introduction to oak cloud forest with Mark.

12:00 pm: Lunch.

1:00 - 4:00 pm: Independent project observation/data collection.

4:00 - 6:00 pm: Independent presentation preparation.

6:30 pm: Dinner at station.

7:30 - 8:30 pm: Student presentations at log fire.

*Lodging: Savegre Mountain Hotel (tel. 2740 1028)*

**Day 8 (Sun, June 26); Horseback ride to waterfall?; travel to Manuel Antonio.**

7:30 am: Breakfast.

8:30-11:30 am: To be defined; possibly horseback ride to waterfall, or longer hike.

12:00 pm: Lunch at Savegre Hotel.

1:15 pm: Depart for Manuel Antonio.

5:00 pm: Arrive, check-in at Costa Verde.

7:00 pm: Dinner at Costa Verde.

*Lodging: Hotel Costa Verde (tel. 2777 0584)*

**Day 9 (Mon, June 27); Kayak through mangroves; canopy ziplines; dinner out.**

7:00 am: Breakfast.

7:45 am: Depart for mangroves.

8:30 - 11:00 am: Explore and learn about mangroves in kayaks with Mark.

11:30 am: Drive to Canopy Safari.

12:00 pm: Lunch at Canopy Safari.

1:00 - 4:00: Ziplining adventure at Canopy Safari.

4:30 pm: Drive back to Costa Verde.

5:30-7:00: Free time to relax/use pool etc.

7:30 pm: Dinner at El Avión Restaurant.

*Lodging: Hotel Costa Verde (tel. 2777 0584)*

**Day 10 (Tue, June 28); Manuel Antonio park and beach; shopping; return to Alajuela.**

7:00 am: Breakfast; pack all luggage on bus.

8:00 am: Drive to Manuel Antonio National Park.

8:30 - 9:30 am: Nature hike with Mark in Manuel Antonio along trail to beach.

9:30 - 2:30 pm: Free time to enjoy beach, shop around park entrance etc.; picnic lunch.

2:30 pm: Depart for San José.

4:00 - 5:00 pm: Shopping stop on way at Jacó Beach.

6:30 pm: Approx. arrival at Orquídeas.

7:30 pm: Farewell dinner at Orquídeas; closing thoughts from all participants.

*Lodging: Hotel Orquídeas (tel. 2433 9346)*

**Day 11 (Wed, June 29); Flight home.**

7:00 am: Breakfast at Orquídeas.

8:15 am: Drive to airport.

11:20 am: Departure on flight AA 988 to Miami.

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Mark Wainwright

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Kara Bohne



# ADDENDUM 2: INVOICE

## INVOICE FOR WIRE TRANSFER

**DATE:** 6 March, 2011

**INVOICE #:** 1689

### SERVICE PROVIDER:

Mark Wainwright  
Cédula (= Social Security) #: 182600001928  
Glassfrog Tours, Casa del Hueco,  
Monteverde, Puntarenas, Costa Rica.  
Tel. (506) 2645 5395 (office); 8704 8883 (cel.).

### TRANSFER ROUTING ADDRESS:

Banco Nacional de Costa Rica  
Code #: 019462  
Via SWIFT BNCRCRSJ  
Agencia: Santa Elena 127  
Acct. #: 200-02-127-1435-8  
Acct. holder: Mark Wainwright

### BILL TO:

Oak Park River Forest High School

SERVICE DESCRIPTION:	Price per participant:	Total:
AN 11-DAY EDUCATIONAL FIELD COURSE IN COSTA RICA FROM JUNE 19 TO JUNE 29, 2011, INCLUDING ALL FOOD, LODGING, TRANSPORT, ACTIVITIES, LOGISTICAL SERVICES, AND INSTRUCTION SPECIFIED IN THE ATTACHED ITINERARY.		
QUANTITY OF PAYING STUDENTS: 17	\$1,920.00	\$32,640
QUANTITY OF NON-PAYING FACULTY: 3	0	0
		<b>Total due:</b>
		<b>\$32,640</b>

**PAYMENT DUE BY:** 50% (\$16,320) by March 31st, 2011.  
Balance by May 19th, 2011.

-----  
Mark Wainwright

-----  
Kara Bohne

***Oak Park and River Forest High School  
District 200***

*201 North Scoville Avenue • Oak Park, IL 60302-2296*

TO: Board of Education

FROM: Mike Carioscio

DATE: 4/19/11

RE: Executive Summary for Epson Projectors

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**BACKGROUND**

On April 5, 2011, solicitations were received for the purchase and installation of 58 Epson wireless projectors and speakers. Vendors were asked to provide a separate price for the group of projectors, group of speakers and for the project installation and labor.

**SUMMARY OF FINDINGS**

<u>VENDOR</u>	<u>Projector Price</u>	<u>Speaker Price</u>	<u>Install Price</u>
Advent	99,876.00	18,154.00	103,070.06
Geary	82,641.00	16,008.00	59,337.00
Midwest Computer Products	60,842.00	10,846.00	95,410.00
Moran Electric	83,916.00	4,130.00	88,046.00
Precision Controls	101,419.38	14,724.46	66,067.80
Tri-Electronics	90,712.00	15,196.00	70,296.00

**RECOMMENDATIONS (OR FUTURE DIRECTIONS)**

To award the contracts as follows:

- Projectors – Midwest Computer Products
- Speakers – Moran Electric
- Installation – Geary Electric

***Oak Park and River Forest High School  
District 200***

*201 North Scoville Avenue • Oak Park, IL 60302-2296*

DATE: April 19, 2011

TO: Board of Education

FROM: Lauren Smith, Director of Human Resources

Cc: Dr. Steven Isoye, Superintendent; Cheryl Witham, Chief Financial Officer;  
Nathaniel Rouse, Principal

RE: Certified/Non-Certified Proposed FTE Summary for the 2011/2012 School Year

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**BACKGROUND**

Each year the District provides to the Board of Education the proposed FTE summary for the next school following year.

It should be noted that the FTE calculation for hourly employees is based on the standard annual 2080 hours of work.

The attached document provides current FTE information for the 2011/2012 school year as well as historical information for the previous four-year period.

**SUMMARY OF FINDINGS**

As reflected on the chart the Faculty FTE has been reduced by 3.4 FTE when compared with the current this year's FTE. However, overall FTE for the 2011/2012 school year is projected to be 2.0 FTE less than the FTE totals for the 2010/2011 school year. The overall faculty FTE of 228.10 will not be adjusted. However, the exact FTE per subject may change based upon final student class selection.

It is important to note that changes may occur in the "Classified" group in the area of special education due to District requirements related to a student's IEP. The "Non-Affiliated" group reflects the additional of a position that has moved from contract to regular status. We have also moved members of the District Leadership Team to the "District Administration". There has not been an increase in administrative positions, just a reclassification.

The number of FTE associated with "Safety and Security" may change based upon the Board's further review of the closed campus question.

**RECOMMENDATIONS**

Move to forward the proposed FTE for 2011/2012, noting the above possible exceptions, for approval to the Special Board meeting on April 19, 2011

Area/Division/Employee Group	F.T.E 2007-2008	F.T.E 2008-2009	F.T.E 2009-2010	F.T.E 2010-2011	F.T.E 2011-2012	F.T.E. 2010-2011 vs 2011-2012
<b>Faculty</b>						
Alternative Program	1.40	1.00	1.00	0.00	0.00	0.00
Business Education	5.50	5.80	6.60	6.40	6.20	-0.20
Deans	4.00	4.00	4.00	4.00	4.00	0.00
Driver Education	6.00	6.10	6.20	6.10	6.00	-0.10
English	28.40	27.20	27.80	28.20	27.50	-0.70
Family and Consumer Sciences	2.00	2.00	2.40	1.90	2.10	0.20
Guidance	12.00	12.00	12.00	12.00	12.00	0.00
History	22.00	22.30	22.20	23.40	22.40	-1.00
ISIT/Media	3.00	3.00	3.00	3.00	3.00	0.00
Mathematics	26.20	26.10	26.20	26.70	27.00	0.30
Music	3.00	3.00	3.00	3.20	3.00	-0.20
Physical Education	14.80	14.50	14.60	14.60	14.60	0.00
Science	23.20	23.90	24.00	24.90	24.80	-0.10
Special Education	40.00	40.40	40.40	41.40	40.00	-1.40
Technology	2.00	1.50	1.80	1.80	2.40	0.60
Theater/TV Production/Speech	1.20	1.50	1.30	1.60	1.60	0.00
Visual Arts	5.30	5.50	5.40	5.00	5.10	0.10
World Languages	19.90	20.40	20.80	21.00	20.40	-0.60
Other Assignments/Release Periods <sup>3</sup>	4.10	5.10	5.70	6.30	6.00	-0.30
<b>Sub-total</b>	<b>224.00</b>	<b>225.30</b>	<b>228.40</b>	<b>231.50</b>	<b>228.10</b>	<b>-3.40</b>
<b>Non-Certified Employee Groups<sup>4</sup></b>						
Buildings and Grounds	40.7	40.7	40.7	40.7	41.6	0.90
Classified	67.8	70.71	64.07	64.16	65.5	1.34
Food Service	19.95	19.95	21.68	21.68	21.68	0.00
**Non-Affiliated	41.5	38.88	37.06	37.68	35.67	-2.01
Safety and Support Team	18.13	18.13	17.8	18.6	17.64	-0.96
<b>Sub-total</b>	<b>188.08</b>	<b>188.37</b>	<b>181.26</b>	<b>182.82</b>	<b>182.09</b>	<b>-0.73</b>
<b>Administration</b>						
**Building Administration/Division Heads	9.1	9.6	9.4	10.2	8.76	-1.44
**District Administration	5	6	5	5	8.57	3.57
<b>Sub-total</b>	<b>14.1</b>	<b>15.6</b>	<b>14.4</b>	<b>15.2</b>	<b>17.33</b>	<b>2.13</b>
<b>TOTALS</b>	<b>426.18</b>	<b>429.27</b>	<b>424.06</b>	<b>429.52</b>	<b>427.52</b>	<b>-2.00</b>

<sup>1</sup> F.T.E. = Full-Time Equivalent of 1.0

<sup>2</sup> F.T.E. = Shown here is a summary of paid employees and excludes employees on Sabbaticals and unpaid Leaves of Absence.

<sup>3</sup> F.T.E. = Spoken Word, Title I, Learning Sem./Reading Supp., FS Chair, Proj. Schol/Coll. Prep, Test Prep, Rtl and Engage Learning Coordinator.

<sup>4</sup> F.T.E. = For 2008 and beyond, FTE is reported as hours worked based on 2080 hours vs Number of Employees as in prior years.

\*\*Reflects relocation of DLT members to District Administration

Modified 04/14/2011

***Oak Park and River Forest High School  
District 200***

*201 North Scoville Avenue • Oak Park, IL 60302-2296*

DATE: April 19, 2011  
TO: Board of Education  
FROM: Lauren Smith, Director of Human Resources  
Cc: Dr. Steven Isoye, Superintendent; Cheryl Witham, Chief Financial Officer  
RE: Athletic and Activity Stipends

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**BACKGROUND**

Each year the Board of Education is asked to approve the FTE for athletic and activity positions and the budget amount for the total costs of stipends paid to personnel for performing in these programs. The stipends for these activities are determined by the collective bargaining agreement between the Board of Education and the Faculty Senate.

**SUMMARY OF FINDINGS**

Only the FTE and the dollar amounts are being presented to the Board of Education. Recommendations for personnel hiring will be presented at a regular Board meeting. Some positions may not be filled until the next school year due to the activity season.

**NEXT STEP**

Move to Special Board of Education meeting for approval the Athletic and Activity Stipend positions and budget for the 2011-2012 school year.

**Student Activity Stipends for the 2011/2012 School Year**

<u>11/12 Stipend</u>	<u>11/12 Level</u>	<u>11/12 Stip. Amt</u>
A Place For All (50% of stipend)	6	\$1,538.00
A Place For All (50% of stipend)	6	\$1,043.50
ACTSO (50% of stipend)	5	\$3,103.00
ACTSO (50% of stipend)	5	\$1,538.00
Art Club	6	\$4,119.00
ASPIRA	6	\$2,087.00
Astromony Club (50% of stipend)	6	\$2,059.50
Astromony Club (50% of stipend)	6	\$1,043.50
B.O.S.S	6	\$2,087.00
Best Buddies (33.3% of stipend)	4	\$2,068.67
Best Buddies (33.3% of stipend)	4	\$1,684.33
Best Buddies (33.3% of stipend)	4	\$1,684.33
Biology / Enviornmental Club	4	\$6,206.00
Chemistry Club (50% of stipend)	6	\$1,538.00
Chemistry Club (50% of stipend)	6	\$1,538.00
Chess Team	6	\$2,087.00
Crest Staff	6	\$3,076.00
Dance Club	5	\$4,119.00
Debate Club - Head Coach	4	\$5,053.00
Debate Club-Asst. (100% of stipend)	6	\$2,087.00
Dudes Making a Difference	6	\$2,087.00
First Fall Show	4	\$6,206.00
Freshman Class Sponsor	5	\$6,206.00
Gospel Choir	4	\$6,206.00
Gospel Choir Voice coach	6	\$3,076.00
Graduation Rentals/Wardrobing		\$500.00
Huskie Athletic Council	4	\$6,206.00
International Liason	0	\$500.00
Italian Club	6	\$3,076.00
J. Kyle Braid Leadership (50% of Stipend)	5	\$2,059.50
J. Kyle Braid Leadership (50% of Stipend)	5	\$1,538.00
Japanese Club	6	\$4,119.00
Jazz Band II	4	\$7,250.00
M.A.G.D. (Anime)	6	\$2,087.00
Madrigals	6	\$5,053.00
Makeup	5	\$6,206.00
Marching Band - Assistant Frontline	6	\$2,087.00
Marching Band - Head	2	\$9,447.00
Marching Band Assistant	4	\$7,250.00
Marching Band -Assistant Drumline	6	\$2,087.00
Marching Band Flags	5	\$4,119.00
Marching Band-Asst. Field Technician	6	\$500.00
Martin Luther King Assembly		\$300.00
Math Team Co-Sponsor (50% of stipend-2 total)	6	\$1,043.50
Math Team Co-Sponsor (50% of stipend-2 total)	6	\$2,526.50
Math Team Co-Sponsor (50% of stipend-2 total)	6	\$1,538.00
Math Team Co-Sponsor (50% of stipend-2 total)	6	\$2,526.50
Mock Trial (50% of Stipend)	6	\$2,087.00
Model UN / Social Causes	6	\$3,076.00
Orchesis (40% of stipend)	4	\$2,021.20
Orchesis (60% of stipend)	4	\$4,943.40
Peer Mediators	6	\$2,087.00
Pep Band	6	\$3,076.00
Photo Club	6	\$4,119.00
Prom/Post Prom (second semester at 50%)	6	\$1,538.00
Psychology Club	6	\$3,076.00

<u>11/12 Stipend</u>	<u>11/12 Level</u>	<u>11/12 Stip. Amt</u>
Relay for Life		\$300.00
SADD	6	\$3,076.00
Scholastic Bowl (50% of stipend)	5	\$1,538.00
Scholastic Bowl (50% of stipend)	5	\$3,103.00
Science Fiction Club (50% of stipend)	6	\$2,087.00
Second Fall Show	4	\$6,206.00
Second Spring Show	4	\$6,206.00
Snowball Club (50% of stipend)	4	\$2,526.50
Snowball Club (50% of stipend)	4	\$3,103.00
Speech Team - Assistant Coach	5	\$1,373.00
Speech Team - Assistant Coach	5	\$1,373.00
Speech Team - Assistant Coach	5	\$1,025.33
Speech Team - Head Coach	4	\$8,239.00
Spoken Word	4	\$7,250.00
Spoken Word (Asst.)	5	\$3,075.00
Spring Musical (Dance)	5	\$6,206.00
Spring Musical (head)	4	\$6,206.00
Spring Musical (Music) (50% of stipend)	5	\$3,103.00
Spring Musical (Music) (50% of stipend)	5	\$2,526.50
Spring Musical (Piano) (50% of stipend)	5	\$3,103.00
Spring Musical (Piano) (50% of stipend)	5	\$2,526.50
Stage Crew/Props	5	\$5,053.00
Stud. For Peace & Justice/SPJ	6	\$2,087.00
Student Council	4	\$5,053.00
Studio 200 (50% of Stipend)	4	\$4,119.50
Studio 200 (50% of Stipend)	4	\$3,103.00
Synchronized Swim	4	\$5,053.00
Table Tennis Club	6	\$4,119.00
Tau Gamma (50% of stipend)	4	\$3,625.00
Tau Gamma (50% of stipend)	4	\$3,625.00
Technology Club	6	\$2,087.00
Thespians/ITS		\$2,500.00
Third Show	4	\$5,053.00
Ticket Booth Manager (50% of stipend)	6	\$1,538.00
Ticket Booth Manager (50% of stipend)	6	\$1,538.00
Video Gaming Club	6	\$3,076.00
Vocal Ensembles	2	\$7,250.00
Wheelthrowing Club /Empty Bowls	6	\$3,076.00
Youth Conference	6	<u>\$4,119.00</u>

Actual - per issued coi      \$311,809.77

## ATHLETIC STIPENDS FOR 2011-2012

	CATEGORY	FTE	SALARY	
FALL SPORTS				
Boys	3	1.00	\$9,447.00	
Cross Country	4	1.00	\$8,239.00	
-2.5 POSITIONS-	4	<u>0.50</u>	<u>\$2,526.50</u>	
		<b>2.50</b>	<b>\$20,212.50</b>	
Girls	3	1.00	\$7,250.00	
Cross Country	4	1.00	\$6,206.00	
-2.5 POSITIONS-	4	<u>0.50</u>	<u>\$4,119.50</u>	
		<b>2.50</b>	<b>\$17,575.50</b>	
Field Hockey	3	1.00	\$9,447.00	
-4 POSITIONS-	4	1.00	\$6,206.00	
	4	0.75	\$4,654.50	
	4	0.75	\$3,789.75	
	4	<u>0.50</u>	<u>\$2,526.50</u>	
		<b>4.00</b>	<b>\$26,623.75</b>	
Varsity	1	1.00	\$8,239.00	
Football	2	1.00	\$9,447.00	
-13 POSITIONS-	2	1.00	\$8,239.00	
	2	1.00	\$8,239.00	
	2	1.00	\$10,326.00	
	2	0.25	\$1,812.50	
	2	1.00	\$10,326.00	
	2	1.00	\$10,326.00	
	2	1.00	\$10,326.00	
	2	1.00	\$7,250.00	
	2	0.50	\$4,723.50	
	2	0.33	\$2,392.50	
	2	0.33	\$2,392.50	
	2	1.00	\$7,250.00	
	2	0.50	\$4,119.50	
	2	0.50	\$4,119.50	
	2	0.25	\$2,059.75	
	2	<u>0.34</u>	<u>\$2,801.26</u>	
		<b>13.00</b>	<b>\$114,389.01</b>	
Golf	3	1.00	\$9,447.00	
-4 POSITIONS-	3	1.00	\$7,250.00	
	4	0.25	\$1,551.50	
	4	1.00	\$7,250.00	
	4	<u>0.75</u>	<u>\$4,654.50</u>	
		<b>4.00</b>	<b>\$30,153.00</b>	
Boys	2	1.00	\$9,447.00	
Soccer	3	0.90	\$7,415.10	
-6 POSITIONS-	3	0.90	\$7,415.10	
	3	0.80	\$5,800.00	
	3	0.80	\$5,800.00	
	3	0.80	\$5,800.00	
	3	0.80	\$5,800.00	
	3	0.00	\$0.00	VOL
	3	<u>0.00</u>	<u>\$0.00</u>	VOL
		<b>6.00</b>	<b>\$47,477.20</b>	



<i>Girls</i>	2	1.00	\$10,326.00
<i>Swimming</i>	3	0.75	\$5,437.50
<b>-3.5 POSITIONS-</b>	3	0.50	\$3,625.00
	3	0.50	\$3,103.00
	3	<u>0.75</u>	<u>\$5,437.50</u>
		<b>3.50</b>	<b>\$27,929.00</b>

<i>Girls</i>	3	1.00	\$9,447.00	
<i>Tennis</i>	4	0.75	\$6,179.25	
<b>-2.5 POSITIONS-</b>	4	0.75	\$4,654.50	
	4	0.00	\$0.00	VOL
	4	<u>0.00</u>	<u>\$0.00</u>	VOL
		<b>2.50</b>	<b>\$20,280.75</b>	

<i>Girls</i>	2	1.00	\$10,326.00
<i>Volleyball</i>	3	1.00	\$9,447.00
<b>-5 POSITIONS-</b>	3	1.00	\$7,250.00
	3	1.00	\$9,447.00
	3	<u>1.00</u>	<u>\$9,447.00</u>
		<b>5.00</b>	<b>\$45,917.00</b>

#### WINTER SPORTS

<i>Boys</i>	1	1.00	\$11,369.00	
<i>Basketball</i>	2	1.00	\$7,250.00	
<b>-6 POSITIONS-</b>	2	0.50	\$5,163.00	
	2	0.75	\$6,179.25	
	2	0.25	\$2,581.50	
	2	1.00	\$10,326.00	
	2	0.50	\$3,625.00	
	2	0.50	\$4,119.50	
	2	0.50	\$3,625.00	
	2	<u>0.00</u>	<u>\$0.00</u>	VOL
		<b>6.00</b>	<b>\$54,238.25</b>	

<i>Girls</i>	1	1.00	\$11,369.00	
<i>Basketball</i>	2	1.00	\$9,447.00	
<b>-5.5 POSITIONS-</b>	2	0.75	\$5,437.50	
	2	1.00	\$8,239.00	
	2	0.50	\$4,119.50	
	2	1.00	\$8,239.00	
	2	0.25	\$1,812.50	
	2	<u>0.00</u>	<u>\$0.00</u>	VOL
		<b>5.50</b>	<b>\$48,663.50</b>	

<i>Gymnastics</i>	2	1.00	\$10,326.00
<b>-2 POSITIONS-</b>	3	0.80	\$4,964.80
	3	<u>0.20</u>	<u>\$1,889.40</u>
		<b>2.00</b>	<b>\$17,180.20</b>

Boys	2	1.00	\$10,326.00
Swimming	3	1.00	\$9,447.00
-3.5 POSITIONS-	3	0.50	\$3,103.00
	3	<u>1.00</u>	<u>\$7,250.00</u>
		3.50	\$30,126.00

Boys	1	1.00	\$10,326.00	
Track	2	1.00	\$10,326.00	
-4.5 POSITIONS-	2	0.60	\$6,195.60	
	2	0.50	\$4,723.50	
	2	1.00	\$9,447.00	
	2	0.40	\$2,900.00	
	2	<u>0.00</u>	<u>\$0.00</u>	VOL
		4.50	\$43,918.10	

Girls	1	1.00	\$9,447.00
Track	2	0.50	\$4,723.50
-4.5 POSITIONS-	2	0.25	\$1,812.50
	2	1.00	\$9,447.00
	2	0.50	\$3,625.00
	2	0.25	\$2,361.75
	2	<u>1.00</u>	<u>\$7,250.00</u>
		4.50	\$38,666.75

Wrestling	2	1.00	\$10,326.00	
-5 POSITIONS-	3	1.00	\$7,250.00	
	3	1.00	\$7,250.00	
	3	0.50	\$3,103.00	
	3	0.50	\$4,119.50	
	3	1.00	\$7,250.00	
	3	0.00	\$0.00	VOL
	3	<u>0.00</u>	<u>\$0.00</u>	VOL
		5.00	\$39,298.50	

#### SPRING SPORTS

Badminton	3	1.00	\$9,447.00
-3 POSITIONS-	4	1.00	\$8,239.00
	4	<u>1.00</u>	<u>\$7,250.00</u>
		3.00	\$24,936.00

Baseball	2	1.00	\$10,326.00	
-5.5 POSITIONS-	3	0.75	\$7,085.25	
	3	0.75	\$7,085.25	
	3	0.75	\$6,179.25	
	3	0.75	\$5,437.50	
	3	0.50	\$3,625.00	
	3	0.50	\$3,103.00	
	3	0.50	\$3,103.00	
	3	0.00	\$0.00	VOL
	3	0.00	\$0.00	VOL
	3	<u>0.00</u>	<u>\$0.00</u>	VOL
		5.50	\$45,944.25	

Lacrosse (boys)	3	1.00	\$9,447.00	
-4.5 POSITIONS-	4	1.00	\$6,206.00	
	4	1.00	\$6,206.00	
	4	0.50	\$2,526.50	
	4	1.00	\$6,206.00	
	4	0.00	\$0.00	VOL
	4	0.00	\$0.00	VOL
	4	0.00	\$0.00	VOL
	4	0.00	\$0.00	VOL
	4	<u>0.00</u>	<u>\$0.00</u>	VOL
		4.50	\$30,591.50	

Lacrosse (girls)	3	1.00	\$8,239.00	
-3.5 POSITIONS-	4	1.00	\$6,206.00	
	4	0.75	\$3,789.75	
	4	0.50	\$2,526.50	
	4	0.25	\$1,263.25	
	4	0.00	\$0.00	VOL
	4	<u>0.00</u>	<u>\$0.00</u>	VOL
		3.50	\$22,024.50	

Girls	2	1.00	\$9,447.00	
Soccer	3	1.00	\$9,447.00	
-5.5 POSITIONS-	3	1.00	\$7,250.00	
	3	0.25	\$1,551.50	
	3	0.75	\$4,654.50	
	3	0.75	\$5,437.50	
	3	0.25	\$1,551.50	
	3	0.50	\$3,625.00	
	3	<u>0.00</u>	<u>\$0.00</u>	VOL
		5.50	\$42,964.00	

Softball	2	1.00	\$10,326.00	
-4.5 POSITIONS-	3	1.00	\$9,447.00	
	3	1.00	\$8,239.00	
	3	0.75	\$5,437.50	
	3	0.50	\$3,625.00	
	3	<u>0.25</u>	<u>\$2,581.50</u>	
		4.50	\$39,656.00	

Boys	3	1.00	\$9,447.00	
Tennis	4	0.75	\$6,179.25	
-2.5 POSITIONS-	4	0.75	\$4,654.50	
	4	0.00	\$0.00	VOL
	4	<u>0.00</u>	<u>\$0.00</u>	VOL
		2.50	\$20,280.75	

Boys	2	1.00	\$10,326.00	
Volleyball	3	1.00	\$9,447.00	
-4.5 POSITIONS-	3	0.75	\$7,085.25	
	3	1.00	\$7,250.00	
	3	<u>0.75</u>	<u>\$5,437.50</u>	
		4.50	\$39,545.75	

Boys	3	1.00	\$8,239.00	
Water Polo	4	1.00	\$6,206.00	
-2 POSITIONS-	4	<u>0.00</u>	<u>\$0.00</u>	VOL
		2.00	\$14,445.00	

Girls	3	1.00	\$7,250.00
Water Polo	4	<u>1.00</u>	<u>\$5,053.00</u>
-2 POSITIONS-		2.00	\$12,303.00

OTHER

Fall and Winter	4	1.00	\$12,412.00
Cheerleaders	5	0.50	\$4,119.00
-2.5 POSITIONS-	5	<u>1.00</u>	<u>\$10,106.00</u>
		2.50	\$26,637.00

Fall/Winter	4	1.00	\$12,412.00
Drill Team	5	0.50	\$4,119.00
-2.5 POSITIONS-	5	0.50	\$4,119.00
	5	<u>0.50</u>	<u>\$5,053.00</u>
		2.50	\$25,703.00

Intramurals	4	1.00	<u>\$8,239.00</u>
-1 POSITION-			\$8,239.00

Ticket Manager	3	1.00	<u>\$6,206.00</u>
-1 POSITION-			\$6,206.00

Weight Room	5	1.00	\$6,206.00
-3 POSITIONS-	5	1.00	\$6,206.00
	5	<u>1.00</u>	<u>\$4,119.00</u>
		3.00	\$16,531.00

Cardio Room	5	0.25	\$769.00
-1 POSITIONS-	5	<u>0.75</u>	<u>\$2,307.00</u>
		1.00	\$3,076.00

Special Olympics	5	1.00	\$5,053.00
-2 POSITIONS-	6	0.50	\$1,538.00
	6	<u>0.50</u>	<u>\$1,538.00</u>
		2.00	\$8,129.00

TOTAL			\$1,035,563.76
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4/15/11 8:55 AM

***Oak Park and River Forest High School***  
***District 200***

*201 North Scoville Avenue • Oak Park, IL 60302-2296*

TO: Board of Education

FROM: Tim Keeley

DATE: April 19, 2011

RE: Visual Image Photography (VIP) Contract Extension

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**BACKGROUND**

In March 2010, the Board of Education approved a one-year contract with VIP as a result of the Photography RFP process.

**SUMMARY OF FINDINGS**

VIP has provided excellent service and timely solutions to challenges common to the school-photography process. The attached contract reflects only two minor alterations from the 2010-11 contract:

- They have added two new photo package selections for parents in the prepaid package program (listed as "1A" and "2A" on page 7 of the attached proposal). These packages include a photo CD, which will give the families the digital rights to the photographs for electronic use.
- A \$2.00 shipping and handling fee was added to the personalized coffee mug, travel mug, water bottle, mouse pad and key chain.

**RECOMMENDATIONS (OR FUTURE DIRECTIONS)**

For the Board to approve a one-year contract extension with VIP for 2011-2012 school year at the regular April Board of Education meeting.



VISUAL IMAGE PHOTOGRAPHY, INC.

Action • Portraits • School Pictures • Team Sports • Weddings

## **Oak Park River Forest High School** **Student Photography Services Proposal**

March 15, 2011

**Oak Park River Forest High School**

201 N. Scoville Avenue

Oak Park, IL. 60302-2296

708-383-0700

This document sets forth a proposal between Oak Park River Forest High School ("the School") and Visual Image Photography, Inc. ("VIP") regarding photography and related services to be provided by VIP to the School beginning July 1, 2011 and ending June 30, 2012 with a renewal option of up to one additional year. This proposal is intended to comply with the requirements of the Request for Proposal issued by the District, but in case of any specific variance, the terms of this document constitute the binding offer of VIP.

### **Senior Portrait Program**

- VIP will photograph all seniors in traditional head and shoulder pose. Seniors will be photographed in attire deemed appropriate by the School. Images will be taken using a digital system for both capture and processing. This process will ensure continuity of head size, color and background consistency when printed in the yearbook.
- Timely delivery of senior images on a publisher-compatible CD/DVD (minimum 300-DPI high resolution) will be provided to meet the yearbook deadline. VIP will develop the publisher's CD/DVD with input from the publisher in order to ensure that the images are delivered in high quality format to the publisher's specifications. The yearbook advisor will advise VIP of the CD/DVD delivery date no later than 120 days prior to such a date.
- VIP will offer a "student model program" in which the yearbook staff can participate. This program helps to promote VIP's portrait quality and packages to prospective student buyers and their families.
- VIP will initiate "portrait sign up days" during lunch periods in order to insure qualified appointments. VIP will provide its own staff to facilitate.
- VIP will provide absentee/make up days for students who have not had their senior portraits taken during the summer months.
- Scheduling of appointments, direct mail promotions, reminder mailings and telephone follow-ups will be handled by VIP to ensure a maximum number of seniors are photographed.
- The School will supply all necessary student information in a Microsoft Excel compatible format, including name, address and city, state, zip code, and phone numbers by March 15<sup>th</sup> of each year. This will insure that all students are fully informed before the summer break.
- VIP will send students a minimum of two mailings. The first will inform students and parents of the School's decision to use VIP as their exclusive senior portrait vendor, and the second will provide special offers, appointment information, and general pricing information.



VISUAL IMAGE PHOTOGRAPHY, INC.

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## Page 2

- On or off campus, VIP will arrange an elaborate system of props, backdrops and lighting that will create outstanding results. Off campus photography will be performed at Concordia University, River Forest, IL.
- Several different senior sittings will be offered. All sittings will include yearbook poses and offer a choice of clothing changes and background options, allowing for a customized sitting that fits student needs. There will be no sitting fee for the yearbook-only pose. A minimum of 9 previews of the yearbook only pose will be available for viewing within 5-7 days after the photo date.
- No student is under any obligation to purchase a portrait package. No tentative portrait orders will be taken at the time the seniors are photographed. VIP will provide the yearbook sponsor with a printout of all seniors photographed and not photographed.
- Senior portrait package pricing includes sales tax and all shipping costs associated with mail home service.
- VIP will provide a secure website to be accessed by all seniors photographed. Seniors will have the ability to view and purchase senior portrait images.
- VIP shall deliver all senior orders to the shipping address provided by the buyer.
- All VIP products have a 100% customer satisfaction guarantee.
- Commission – \$25.00 per package sold during the months of June through December of each year only to the extent the Gross Profit from this event exceeds \$1000.00. For the purpose of this Proposal, the term Gross Profit shall mean Net Receipts from an event (as defined in the following sentence) less the following items: (1) 3% of Net Receipts for average refunds and non-payments; (2) 20% of Net Receipts for production costs and; (3) Mailing Costs for any items mailed directly to clients at the rate of \$5.00 per mailing. Net Receipts shall refer to total receipts from any individual photography event less any sales taxes included in the price of items sold. VIP shall pay the amount so calculated within 90 days after the applicable event.



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### Page 3

### Senior Portrait Package Descriptions

A	B	C	D	E	F	G
1-16x20 5-8x10 6-5x7 56-Wallet	1-16x20 4-8x10 4-5x7 48-Wallet	1-11x14 2-8x10 2-5X7 4-4X6 32-Wallet	2-8x10 4-5x7 2-4x6 32-Wallet	1-8x10 2-5x7 4-4x6 32-Wallet	1-8x10 2-5x7 2-4x6 16-Wallet	1-5x7 2-4x6 8-Wallet
\$400.00	\$350.00	\$325.00	\$300.00	\$250.00	\$200.00	\$125.00

Add a photo CD to your package for:

\$60.00	\$75.00	\$90.00	\$110.00	\$125.00	\$140.00	\$165.00
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If you do not order a package, a photo CD may be purchased for \$250.00. All photo CD's include 1 high resolution images of your choice.

### Featured add-ons:

	<u>1<sup>st</sup> Print</u>	<u>Additional</u>	<u>Wallet Specials</u>
1-20x24	\$200.00	\$145.00	64-\$65.00
1-16x20	\$135.00	\$110.00	48-\$55.00
1-11x14	\$105.00	\$ 72.00	32-\$45.00
1-8x10	\$ 52.00	\$ 46.00	24-\$40.00
1-5x7	\$ 42.00	\$ 35.00	16-\$30.00
1-4x6	\$ 25.00	\$ 19.00	8 -\$20.00
TRIO	\$ 65.00	\$ 44.00	
EMBASSY	\$140.00	\$ 99.00	
50 BIZ CARDS	\$35.00		





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## Page 4

### Senior Sitting Fees

- **Yearbook Only No charge:** (9-12 previews) Head & shoulder traditional background only.
- **Session fee:** VIP will charge a session fee for all sittings other than Yearbook Only. This fee must be paid at time of portrait session. The cost is in addition to portrait package and a la carte prices.
- **One Outfit \$25.00:** (16-20 previews) Includes yearbook pose and a variety of backgrounds. Non-refundable sitting fee.
- **Two Outfits \$35.00:** (20-30 previews) Includes yearbook pose and a variety of backgrounds. Non-refundable sitting fee.
- Students will be able to view their previews online. There is no charge for this service.
- Students may also request that previews be mailed home in an attractive 8X10 photographic paper proof book at an additional cost of \$25. If the student returns the proofs intact, they will receive a full refund.

### Retouching

- All of the poses selected include normal retouching at no additional charge. This includes: softening under the eyes, removal of eyeglass reflections, removal of blemishes and smile lines (proofs are not retouched).
- For an additional charge, VIP offers a full range of digital retouching that includes removal of braces, locks of hair, and many other difficult to retouch items.



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### Underclass Portrait Program

- All portraits that are to be supplied to the yearbook staff for inclusion in the yearbook publication will meet or exceed the industry standards set forth by the PSPA (Professional School Photographers Association) which in turn meet all standards of the publisher of record currently servicing the School.
- The School shall provide VIP with a complete student database, including staff, in a Microsoft Excel compatible format at least one month prior to the initial photography date.
- VIP will photograph students and staff on the date(s) mutually agreed between VIP and the School. VIP agrees to use its best efforts to accommodate the School's requested dates.
- VIP will provide prepay envelopes explaining the photo packages and prices. Envelopes will be delivered to the School in June to be sent home with registration information.
- If prepay envelopes explaining the photo packages and prices are not to be included in the registration mailing, the envelopes will be delivered according to the School's recommended distribution schedule.
- Students and family members will have the ability to pre-order their underclass picture package selection via the internet. All packages and pricing will be featured on the VIP website, [www.vipis.com](http://www.vipis.com), prior to picture day, for viewing and purchase.
- Parents may purchase any ala carte/specialty items unconditionally.
- No fee will be charged for a yearbook only photograph.
- Retake/Absentee photo day will be scheduled after the return of original photographs on a date mutually agreed between VIP and the School. VIP agrees to use its best efforts to accommodate the School's requested dates.
- VIP will offer complete digital capture. The student will be able to view their portrait instantly. If necessary, the photograph is retaken immediately.
- VIP will provide a digital color publisher's CD/DVD including all students photographed within 2 weeks of the retake picture day(s) at no additional charge. A publisher's CD/DVD will be produced in a format that is compatible with all publisher and School software programs.
- VIP will provide one (1) Administrator's CD/DVD (minimum 300-DPI high resolution) including all students and staff members photographed at no additional charge. The School may make unlimited use of the images included on the disk, including transferring images to School administrative programs and as a digital school directory.
- The images on the CD/DVD will be of sufficient resolution for the School to produce parking passes, photo directories, award certificates, and business cards.
- VIP agrees that it shall be responsible for the delivery of all portrait packages purchased by students and their families. Delivery shall take place within five to six weeks of the original photo day(s). The package prices shown below reflect the inclusion of postage and handling.
- VIP will provide the School with a complete printout of all underclassmen photographed by class no later than October 30th of each School year.
- All VIP products have a 100% customer satisfaction guarantee.



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- Commission – 10% of underclass portrait sales only to the extent the Gross Profit from this event exceeds \$1000.00. For the purposes of this Proposal, the term “Gross Profit” shall mean Net Receipts from an event (as defined in the following sentence) less the following items: (1) 3% of Net Receipts for average refunds and non-payments; (2) 20% of Net Receipts for production costs and; (3) Mailing Costs for any items mailed directly to clients at the rate of \$5.00 per mailing. Net Receipts shall refer to total receipts from any individual photography event less any sales taxes included in the price of items sold. VIP shall pay the School the amount so calculated within 90 days after the applicable event.



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**Package Descriptions – Prepaid Program – Mail Home**

1	1A	2	2A	3	4	5	6
3-8X10	3-8X10	2-8X10	2-8X10	1-8X10	3-5X7	2-5X7	2-3X5
4-5X7	4-5X7	3-5X7	3-5X7	3-5X7	2-3X5	2-3X5	8-2X3
4-3X5	4-3X5	2-3X5	2-3X5	2-3X5	12-2X3	8-2X3	8-Minis
12-2X3	12-2X3	12-2X3	12-2X3	12-2X3	8-Minis	8-Minis	
8-Minis	8-Minis	8-Minis	8-Minis	8-Minis			
	PLUS		PLUS				
	1-CD		1-CD				

**Base Prices:**

\$37.00	\$47.00	\$31.00	\$41.00	\$26.00	\$21.00	\$15.00	\$10.00
---------	---------	---------	---------	---------	---------	---------	---------

**w/P&H:**

\$42.00	\$52.00	\$36.00	\$46.00	\$31.00	\$26.00	\$20.00	\$15.00
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**Featured ala carte items:**

1-8x10 Print	\$10.00
2-5x7 Prints	\$ 8.00
4-3x5 Prints	\$ 8.00
8 Wallets	\$ 8.00
16 Exchange Wallets	\$ 8.00
Photo CD	\$25.00
Retouching	\$ 8.00

**Specialty Items:**

Ceramic Coffee Mug	\$11.00 + \$2.00 p&h
Stainless Steel Travel Mug	\$14.00 + \$2.00 p&h
Aluminum Water Bottle	\$11.00 + \$2.00 p&h
Mouse Pad	\$ 6.00 + \$2.00 p&h
Carabiner Key Chain	\$13.00 + \$2.00 p&h



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### **Faculty Program**

- VIP will provide a separate date for individual faculty portraits as requested by the yearbook sponsor.
- VIP will provide a complimentary portrait package (minimum one (1) 8X10 unit) to administrators and faculty members.
- If the son or daughter of an administrator or faculty member schedules a senior portrait sitting to be taken by VIP, the family will receive a 25% discount on all purchases made.
- VIP will photograph each faculty department (16-20 estimated groups) as a group. VIP will provide a CD containing these images for proofing purposes.
- These group photos, once proofed by the yearbook advisor, will be enlarged to a 20X30 format, printed and mounted on black gator foam. VIP will provide one enlargement of each departmental photograph at no cost to the School.

### **Dance Program**

- VIP will provide candid coverage of dances as selected by the School.
- In addition, VIP will provide couples and group photography at dance events mutually agreed upon by VIP and the School.
- In providing couples and group photography, VIP will consult with all dance committees to select from a variety of dance backgrounds, or will work with the School to customize its own.
- Upon request, VIP will provide a photo booth for dances mutually agreed upon by VIP and the School.
- VIP will ship dance order forms describing available packages and pricing in order to coincide with the School's ticket sales schedule.
- An online photographic pre-purchase program for all dances will be made available to students.
- VIP will provide a complimentary photo package (minimum one (1) 8X10 unit) to the School's prom King and Queen as well as to all faculty chaperones in attendance.
- VIP agrees that it should be responsible for delivery of all products to buyers. Package prices will include postage and handling.
- Upon request, retakes will be made available at VIP's portrait studio in Wheeling, Illinois.
- Complimentary digital candid images of all covered dance events will be provided to the yearbook staff.
- Commission – VIP shall pay the School 10% of dance sales only to the extent the Gross Profit from this event exceeds \$500.00. For the purposes of this Proposal, the term "Gross Profit" shall mean Net Receipts from an event (as defined in the following sentence) less the following items: (1) 3% of Net Receipts for average refunds and non-payments; (2) 20% of Net Receipts for production costs and; (3) Mailing Costs for any items mailed directly to clients at the rate of \$5.00 per mailing. Net Receipts shall refer to total receipts from any individual photography event less any sales taxes included in the price of items sold. VIP shall pay the School the amount so calculated within 30 days after the applicable event.



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### **Dance Package Descriptions and Pricing**

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
2-8x10 4-5x7 16-Wallets	4-5x7 16-Wallets	2-8x10 8-Wallets	2-5x7 8-Wallets	1-5x7 4-Wallets	8-Wallets
\$50.00	\$40.00	\$35.00	\$30.00	\$20.00	\$15.00

### **GROUPS**

(3 Person Minimum)  
1-5x7 per Person  
\$5.00 per person in photo

**Photographs will be mailed to the home address.  
All package prices include sales tax, postage and handling.**



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### **Athletic Program**

- VIP will work with the Athletic Department to create a picture day schedule that meets the needs of all teams. Sufficient staff will be provided to ensure an efficient picture day with minimal disruption to practice schedules.
- Custom sports flyers offering a variety of packages and options will be provided for distribution prior to picture day. VIP's sports program utilizes the pre-paid system which eliminates the handling of cash on the part of the Athletic Department.
- A minimum of two photographers will be provided for all events where the number of teams and athletes to be photographed will require more than one hour to be completed by a single photographer. Teams will be photographed at a rate of one team every ten minutes. Larger teams, such as football and track, will be photographed every fifteen to twenty minutes.
- VIP will provide its own risers for all large team and group photographs.
- VIP will provide two complimentary sets of CDs and index sheets for program, yearbook and public relations uses within two working days of each photo day. Resolution will be no less than 300-DPI. Additional CDs and index sheets are available no charge upon request.
- Upon request, VIP will burn a CD on site of all team and individual pictures taken that day prior to the departure of the assigned photographers.
- A CD of ALL candid/action images will be provided to both the Yearbook Advisor and Athletic Director. One contest/all sports at varsity level and one contest of lower level sports (FR-JV) will be provided. Resolution will be no less than 300 DPI.
- One additional CD of selected/choice candid/action images per varsity sport taken will be provided to the Athletic Department for public relations uses and for use in the creation of awards banquet presentations. Resolution will be no less than 300 DPI.
- VIP will provide the Athletic Director with two 5X7 prints of any head and shoulder shots taken as requested by the Athletic Department.
- Upon request, all sports images can be transferred via FTP to the publisher of choice also within two working days after the shoot date.
- Special graphics, digital captioning and School logos will be featured on all team photographs ordered.
- Specialty photographs will be taken of all coaches, managers, athletic staff, seniors, etc. upon request, to be included on the sports service disc.
- VIP will provide 8X10 complimentary team photographs for all coaches on freshman, sophomore and junior varsity levels.
- VIP will provide the following complimentary items to each varsity team photographed:
  - 8X10 team photograph for all coaches.
  - One 8X10 specialty team plaque.
  - Two dozen "thank you for your support" cards.



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- Complimentary Wall of Fame (WOF) photographs up to a 16X20 in size. Includes school logo, graphics and text. These enlargements would include images of both athletes and coaches.
- Upon request from the Athletic Director, the School will receive an 8X10 color portrait of every team photographed.
- VIP agrees to take WOF photographs of honored athletes at the awards ceremony. A combination of 5x7 and 8x10 enlargements will be provided at no cost.
- VIP shall deliver all sports orders to the Athletic Department for distribution to student athletes.
- All products are 100% guaranteed. VIP will provide a full refund or a retake at the customer's request.
- The School agrees to:
  - Provide access to all teams and athletes.
  - Supply a schedule of all teams to be photographed prior to picture day.
  - Distribute envelopes to all athletes at least one week prior to the scheduled photo date.
  - Display "photo day" posters and reminders for the coaches and athletes prior to the scheduled photo date.
  - Distribute finished photographs to student athletes.
- For a nominal fee, the following options can be exercised by the Athletic Department to further customize photographic needs.
  - Specialty Wall of Fame products.
  - Promotional and seasonal schedule posters.
  - Championship plaques.
  - Laser engraved frames and bracket plaques.
  - Wall of fame renovation.
- Commission - VIP shall pay the School 10% of the Gross Revenue from athletic portraits sales only to the extent the Gross Revenue each event exceeds \$500.00. VIP shall pay the School the amount so calculated within 30 days after the applicable event.





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**Sports Packages**

<b>A</b> 1-8x10 Group 2-8x10 Indv. 2-5x7 Indv. 4-3x5 Indv. 18-Wallets  \$45.00	<b>B</b> 1-8x10 Group 1-8x10 Indv. 3-5x7 Indv. 2-3x5 Indv. 18-Wallets  \$39.00	<b>C</b> 1-8x10 Group 2-5x7 Indv. 2-3x5 Indv. 13-Wallets  \$33.00	<b>D</b> 1-8x10 Group 1-5x7 Indv. 2-3x5 Indv. 9-Wallets  \$31.00
<b>E</b> 2-8x10 Indv. 2-5x7 Indv. 4-3x5 Indv. 18-Wallets  \$36.00	<b>F</b> 1-8x10 Indv. 3-5x7 Indv. 2-3x5 Indv. 18-Wallets  \$30.00	<b>G</b> 2-5x7 Indv. 2-3x5 Indv. 13-Wallets  \$23.00	<b>H</b> 1-5x7 Indv. 2-3x5 Indv. 9-Wallets  \$21.00
<b>I</b> 9-Wallets \$12.00	<b>J</b> 18-Wallets \$15.00	<b>K</b> Indv. Photo CD \$30.00	<b>L</b> Indv. + Buddy CD \$50.00
<b>M</b> Personalization \$6.00	<b>N</b> Retouching \$10.00	<b>O</b> Buddy Package \$22.00	<b>P</b> 2-3" Photo Buttons \$9.00
<b>Q</b> 2-Gear Bag Tags \$10.00	<b>R</b> 2-3x5 Magnets \$10.00	<b>S</b> 1-11x14 Indv. \$22.00	<b>T</b> 1-16x20 Indv. \$26.00
<b>U</b> 1-8x10 Group \$16.00	<b>V</b> 1-11x14 Group \$18.00	<b>W</b> 1-16x20 Group \$20.00	



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### **Activities Photography**

- VIP will work with the yearbook department to schedule sports and student activities which may include clubs, fine arts performances, awards programs, etc. VIP will provide up to one hundred (100) trips to the School which would include coverage of the aforementioned sports and activities plus seniors, underclass and staff pictures, sports team and individual shoots, dances, graduation, etc.
- This proposal includes a specific number of service trips calculated to meet the normal needs of the School. VIP has been extremely flexible in accommodating varying School needs. However, under appropriate circumstances, VIP does retain the right to charge for trips beyond those specified in the proposal. VIP will notify the School of its intention to exercise that right in advance, and will charge additional trips at \$30/hour, portal to portal.
- VIP is the official photography partner of the IHSA. State finals images involving students of the School will be made available to the yearbook department. The number of images will be limited to what will be used in the yearbook publication only and are not for downloading, emailing or sale.
- All candid images will be captured digitally and delivered to the School on a CD Rom within 7-10 days after shooting to simplify the production of the yearbook.

### **Additional Portrait/Fundraising Programs (upon request)**

- Specialized portrait programs such as Portraits in the Park, Graduation Portraits, Spring Fling, Fine Arts Portraits can be offered to students, faculty and staff upon arrangement with the yearbook advisors and other interested club advisors. VIP will provide a generous commission if either of these custom portrait programs is enacted.

### **Portraits In the Park (Optional)**

- Portraits in the Park is a unique family portrait program providing high quality professional photography special rates. Highlights include 50% of the \$60.00 sitting fee plus 10% of the proceeds of any additional portrait orders placed by participating families returned to the School.
- Families would receive a complimentary enlargement up a 16X20 in size in exchange for the sitting fee.



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### **Graduation Program (Optional)**

- Upon request, prior to graduation day, posed Cap & Gown portraits can be made available to any interest graduating student.
- Cap & Gown portrait day will be coordinated with cap and gown pick up.
- VIP will provide complete coverage of Graduation Day.
- Coverage will include commencement day activities and the on stage distribution of diplomas.
- Information will be provided to each graduating student describing internet availability of images.
- All graduation sales will be conducted online. Proofs will be posted to the VIP website, [www.vipis.com](http://www.vipis.com), viewing and purchase within 5 days following Graduation Day.
- Purchased photographs will be mailed to the home address.
- A CD Rom containing all candid images will be provided within 7-10 days of the event.
- Commission – 10% of graduation sales only to the extent the Gross Profit from this event exceeds \$500.00. For the purposes of this Proposal, the term “Gross Profit” shall mean Net Receipts from an event (as defined in the following sentence) less the following items: (1) 3% of Net Receipts for average refunds and non-payments; (2) 20% of Net Receipts for production costs and: (3) Mailing costs for any items mailed directly to clients at the rate of \$5.00 per mailing. Net Receipts shall refer to total receipts from any individual photography event less any sales taxes included in the price of items sold. VIP shall pay the School the amount so calculated within 30 days after the applicable event.

### **Graduation Prints and Prices**

1-8x10	\$12.00	Thank You Cards	\$15.00
1-5x7	\$ 8.00	Plaque	\$26.00
1-4x6	\$ 6.00		

**Postage will be calculated at the time an order is placed using the VIP website.**



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## Fine Arts Photography (Optional)

- VIP shall provide coverage of all main stage theatrical performance dress rehearsals (musicals, drama and one act plays) and all main stage musical performances (band, orchestral and choral).
- VIP shall provide a group photo cast and crew ensembles as well as all instrumental and vocal groups.
- VIP shall provide coverage of Honors Night held during the School year, including pictures of individual students receiving their induction rose.
- All group and candid images will be captured digitally and delivered to the school on a CD Rom to simplify the production of the yearbook.
- Commission – 10% of fine arts sales only to the extent the Gross Profit from this event exceeds \$500.00. For the purposes of this Proposal, the term "Gross Profit" shall mean Net Receipts from an event (as defined in the following sentence) less the following items: (1) 3% of Net Receipts for average refunds and non-payments; (2) 20% of Net Receipts for production costs and: (3) Mailing Costs for any items mailed directly to clients at the rate of \$5.00 per mailing. Net Receipts shall refer to total receipts from any individual photography event less any sales taxes included in the price of items sold. VIP shall pay the School the amount so calculated within 30 days after the applicable event.

## Fine Arts Package Description and Prices

1	2	3	4	5	6
1-11x14	2-8x10	8x10 Grp.	8x10 Grp.	1-8x10	8x10 Grp.
2-8x10	2-5x7	1-8x10	2-5x7	4-5x7	2-5x7
4-5x7	4-3x5	2-5x7	8-Wallets	8-Wallets	8-Wallets
\$75.00	\$50.00	\$40.00	\$40.00	\$40.00	\$30.00
7	8	9			
1-8x10	2-5x7	8x10 Grp.			
2-5x7	8-Wallets	2-5x7			
\$20.00	\$20.00	\$20.00			



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### **School Services**

- Film processing and printing will be provided 24/7 at no cost to the yearbook staff. In order to avoid situations where VIP would not be able to meet School candid processing deadlines, arrangements will be made with a local processing center to facilitate film processing and printing. All costs incurred will be billed directly to VIP.
- VIP will provide 24-hour service on yearbook photography. Upon request, VIP will burn a disc on site of specific events requested in advance by the Yearbook Advisor.
- In lieu of burning a disc onsite, and if time permits, the Yearbook Advisor will be permitted to do a direct image transfer from the camera card used by the photographer. This must be pre-arranged with the photographer upon arrival at the School
- VIP will provide photography training workshops for any interested yearbook staff photographer. VIP will assist in the creation of a training manual for yearbook staff photographers.
- Yearbook staff photographers may also receive “hands on” candid or sports photography training by shadowing VIP photographers during such assignments.
- VIP photographers will make themselves available as guest speakers for photography classes, career days, etc.
- VIP will provide a CD/DVD containing yearbook images of students and staff for use in Skyward student management software at no charge.
- The parties agree that VIP has provided four (4) digital cameras to the School. VIP agrees that it shall replace two of those cameras with a single Canon D50 digital SLR camera or equivalent during the term of this Agreement. This equipment will be considered on loan from VIP for the duration of the school picture services contract. During the term of the Agreement, VIP agrees to maintain and repair loaned equipment at no expense to the School, provided however, that VIP shall have no obligation to maintain, repair or replace any loaned equipment arising from any abuse or neglect thereof while on loan to the School.
- VIP shall provide the yearbook staff with 12 disposable cameras.
- Color film will be provided to the yearbook staff at no cost (limit of 40 rolls of 24-exposure 400 ASA film per school year).
- Upon request, VIP will provide up to thirty 20X30 enlargements mounted of various activities for “halls and walls” at no cost.
- The School shall provide a link on their School website to [www.vipis.com](http://www.vipis.com) in order to help promote the sale of all group and candid photography that VIP will provide to the school.
- VIP will provide custom posters to be placed in strategic locations around the School to help promote the sale of candid images.
- The School shall make use of its outdoor marquee to help promote senior and underclass portrait dates.
- VIP staff shall maintain contact with the yearbook advisor/sponsor not less frequently than monthly to coordinate photography needs and scheduling confirmations.



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### **School ID's**

- VIP will provide customized 30mm thick PVC plastic ID cards for each student and staff member photographed. When requested by the School, the ID cards will be produced and delivered onsite after each individual is photographed.
- The ID card will be designed to the School's specifications. Student IDs will include at least the following for each student: photo, name, bar code, ID number and grade. Up to 20 different fields can be customized. ID card design will be ready by June 1<sup>st</sup> of each School year.
- Student IDs can include icons as requested by the School designating payment for and/or participation in various activities. ID cards can also be back-written with additional information.
- VIP will provide up to 4,000 30mm ID cards annually at no cost for use with the Fargo Direct Card 400 printer. Additional supplies will be available at cost through VIP's supplier.
- During student and faculty registration days, VIP will provide an adequate number of ID card printers in order to provide an efficient and delay free process.
- VIP will provide necessary software as well as technical support and training of School staff as it relates to the creation of ID card images.
- VIP will provide a CD/DVD of yearbook head and shoulder shots of students and staff images for use in Skyward student management software at no charge. A copy will be sent to the Yearbook Advisor for publication.



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### **Summary of Estimated Remuneration for Oak Park River Forest High School**

The estimates listed below are to be used for ISBE reporting purposes only. Estimates were provided by Bruce Brunner, Sales Manager for Visual Image Photography, Inc.

<b>Complimentary Items:</b>	<b>Value \$22,524.00</b>
(complimentary packages, enlargements, ID cards, plaques, film, etc.)	

<b>Service trips:</b>	<b>Value \$31,318.00</b>
(Senior portraits, underclass portraits, sports action, student candid, underclass portraits, etc.)	

<b>Technology:</b>	<b>Value \$9,442.00</b>
ID Card Printer, cameras, facility costs, etc.	

<b>Rebates/Commissions:</b>	<b>Value \$13,500.00</b>
\$25.00 per package sold	\$7,000.00
10% commission on dance portrait sales	\$500.00
10% commission on underclass portrait sales	\$1,500.00
10% on athletic portrait sales	\$2,000.00
10% Fund Raising	\$2,500.00

**Total estimated remuneration \$76,784.00 from all programs during the 2010-2011 school years.**

( \$13,500.00 estimated net revenue)  
( \$63,284.00 estimated non-monetary remuneration)



**VIP** VISUAL IMAGE PHOTOGRAPHY, INC.

*Action \* Portraits \* School Pictures \* Team Sports \* Weddings*

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## **Additional Information**

### **a. Corporate and Historical Information.**

#### **Visual Image Photography, Inc.**

##### **Mission Statement:**

Visual Image Photography provides high quality affordable portraiture to customers seeking to record and cherish the important moments in life. We are dedicated to the concept that excellence in photography is achieved by listening to and meeting customer needs.

Visual Image Photography, Inc. (VIP) is a family owned company founded by Tom Hayes in 1978. VIP has provided exceptional photographic services to athletes, students, graduating seniors, families and their schools for over 30 years. Strong company values and high standards have molded and cultivated VIP into a highly respected photography firm. The key strengths of the company continue to be a winning combination of service, quality and innovative photography techniques which has made VIP the photographer of choice among school administrators, yearbook advisors and athletic directors throughout Illinois and Wisconsin.

Currently VIP provides services to over 200 High Schools, 50 Primary Schools, 500 Youth League Organizations and 2 State High School Associations (Illinois and Wisconsin).

VIP is a seasonal business. We employ between 75 and 225 employees depending on the time of year. Our professional staff of photographers is highly trained and use top of the line cameras and photographic equipment. In 1994 VIP decided to add a state of the art photographic lab in order to control and maintain our high quality products and services. The addition of in-house lab facilities has enabled VIP to control the portrait quality and turn around time on all services. We have led the industry with exclusive digital capture and fulfillment since the year 2000. VIP has a dedicated sales and customer service team to meet the needs of our customers. We provide our schools with direct access to their account representatives for immediate assistance. Parents and students are given an 800 number to call with any questions or concerns they may have. We believe in strong communication and a quick response to all customer needs.

VIP operates out of a primary corporate location in Cedarburg, WI plus divisional, studio and sales locations in Wauwatosa, WI, Wheeling, IL and Huntley, IL.





Action • Portraits • School Pictures • Team Sports • Weddings

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b. Service Facilities and Operating Structure.

VIP is composed of five operating divisions covering sports team and individual photography, school pictures, high school senior portraiture, sports action photography and wedding and local studio operations. It is anticipated that all five divisions will have some responsibility for meeting the needs of Oak Park River Forest High School.

VIP's school pictures division is operated out of VIP's primary corporate location in Cedarburg, WI. Senior portraiture is currently operated out of a divisional headquarters in Wheeling, IL.

Based on extensive experience in meeting the multiple needs of schools requiring a variety of services, VIP provides a point of contact in each operating division to address the specialized needs associated with each facet of our service. Coordination of services is facilitated by close contact between the operating divisions, as well as ongoing sales and senior management involvement.

The following facilities will be directly involved in serving Oak Park River Forest High School:

**Corporate Office & Photographic Lab**  
**W63 N582 Hanover Avenue**  
**Cedarburg, WI 53012**  
**262-375-4457**  
**800-577-9570**

**Illinois Portrait Studios**

600 Northgate Parkway Unit K  
Wheeling, IL 60090  
847-499-9300

**Illinois Temporary Portrait Studio**

**Concordia University**  
**Koehnke Community Center**  
**7400 Augusta Street**  
**River Forest, IL. 60305-1499**  
**708-771-8300**



VISUAL IMAGE PHOTOGRAPHY, INC.

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### **c. Key Personnel.**

Listed below are the key employees who will be responsible for servicing Oak Park River Forest High School:

**Tom Hayes, President & CEO 1978 to present**

Develops and maintains the vision of the company. Approves all financial obligations. Seeks business opportunities.

**Courtney Lutz, Vice President 1996 to present**

Oversees operations within corporate offices and lab.

**Michael Barton, CFO 2005 to present**

Directs and coordinates financial programs to provide funding for new or continuing operations in order to maximize return on investments and increase productivity.

**Bruce Brunner, Sales Manager 1995 to present**

Manages market planning, advertising, public relations, sales promotion, merchandising, facilitating staff services.

**Eunju Choi, Director of Illinois Senior Portrait Division 1997 to present**

Master Photographer. Manages and trains senior portrait photographers. Oversees management of the Illinois studio locations. Over 27 years of photographic experience.

**Maureen Meyer, Senior Portrait Account Representative 1999 to present**

Oversees operations of Illinois Senior Portrait Division. Relocating in spring 2009 to Wheeling, IL to manage operations of the newly expanded studio.

**John Bryan, Director of School Picture Operations 2006 to present**

Oversees operations of the School Picture Division. Department staffing, training and coordinating operation activities.

**Holly Nelson, School Picture Service Account Representative 2007 to present**

Primary point of contact for scheduling and service needs for school picture customers.



VISUAL IMAGE PHOTOGRAPHY, INC.

Action • Portraits • School Pictures • Team Sports • Weddings

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**d. Packages, Pricing and Commissions**

The prices specified herein are for the first year of a proposed contract. VIP shall have the right to adjust pricing in subsequent contract years by an amount not to exceed the increase in the Consumer Price Index Urban Wage Earners and Clerical Workers Midwest Region All Items since the commencement date of this proposal or the last applicable increase.

VIP agrees that the School shall have the right, at its sole expense, to have a third party auditor audit the records of VIP to determine that amounts paid to the School have been correctly calculated. Any such auditor shall be an independent third party reasonably acceptable to VIP. Such audit shall be conducted at the offices of VIP at a mutually acceptable date. VIP agrees to use its best efforts to accommodate the auditor's convenience.

**e. Scheduling Parameters and Available Photographers.**

VIP directly employs or contracts with more than 100 trained photographers. That deep pool of talent allows us to make the best match possible between photographer and assignment. Nonetheless, scheduling as early as possible also helps in achieving that goal. Where possible, we request that photography requests are submitted at least 72 hours in advance of the assignment. However, VIP makes every effort to accommodate all requests upon whatever notice is available, and is overwhelmingly successful in meeting scheduling requests.

**f. References.**

Stevenson High School  
Enrollment: 4,548  
1 Stevenson Drive  
Lincolnshire, IL 60069  
Ted Goergen - Activities Director  
847-415-4461  
Katei Zawacki - Yearbook Advisor  
847-415-4377

Lake Zurich High School  
Enrollment: 2,214  
300 Church Street  
Lake Zurich, IL 60047  
Kim Kolze - Principal  
847-540-4041  
Karen Marchand - Yearbook Advisor  
847-540-5429

Warren Township High School  
Enrollment 4,124  
34090 Almond Road  
Gurnee, IL. 60031  
Kim Lobitz - Activities Director  
847-599-4433  
847-599-4756  
Cheryl Parmenter - Yearbook Advisor  
847-599-4755

Zion-Benton High School  
Enrollment: 2757  
21st & Kenosha Road  
Zion, IL. 60099-1476  
Jack Niemi - Activities Director  
847-731-9309  
Melissa David - Yearbook Advisor  
847-731-9378



VISUAL IMAGE PHOTOGRAPHY, INC.

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g. Internet Operations.

VIP is internet savvy and has been offering customers an e-commerce solution for their photographic needs since 2001. Internet services available to Oak Park River Forest High School include the following:

- Senior portrait proofs on line for viewing and purchase.
- School portraits, dance portraits, fine arts portraits and graduation portraits posted on line for pre pay and reorder possibilities.
- Candid and action photography posted on line for sale.
- Candid and action photography posted to our FTP site for YB advisors to download images for their use.

h. Systems Information.

VIP operates an extremely sophisticated information storage and processing system for an organization our size. All images are stored digitally on a 30 terabyte network attached storage system, backed up to a similarly sized backup storage system. Images are preserved for at least two years, and frequently longer. In addition, separate CD and DVD copies of images are maintained for all events.

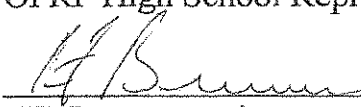
Business data are maintained on the same data system. In addition to commercial software, VIP has developed a large body of proprietary software to manage its photographic and business records, utilizing an on-staff developer

IT operations are conducted on a high speed network, including WAN and VPN capabilities.

VIP has created and internally hosts its own web site with support by a number of external vendors to provide specialized internet services for our customers.

i. Other Qualifications.

In addition to the technical competencies and operational proficiencies described above, VIP prides itself on maintaining the very highest ethical and moral standards in all of our operations and relationships with every customer.

OPRF High School Representative	Position	Date
	Sales Manager	3/15/11
VIP Representative	Position	Date

# ***Oak Park and River Forest High School District 200***

201 North Scoville Avenue • Oak Park, IL 60302-2296

TO: Board of Education

FROM: Tim Keeley

DATE: April 19, 2011

RE: Executive Bid Summary for Xerographic Paper Bid

---

## **BACKGROUND**

On April 5, 2011, bids were solicited for Fiscal Year 2012 xerographic paper. Specifications were based on 2010-2011 school year paper usage to date.

## **SUMMARY OF FINDINGS**

<u>Plain White</u>	<u>Price/Case</u>	<u>Qty</u>	<u>Ext</u>
Murnane Paper	\$ 26.90	2000	\$53,800.00
Warehouse Direct	\$ 27.50	2000	\$55,000.00
Boss Online	\$ 29.45	2000	\$58,900.00
Garvey's	\$ 32.56	2000	\$65,120.00
Quill Corp.	\$ 33.80	2000	\$67,600.00

<u>Colors</u>	<u>Price/Case</u>	<u>Qty</u>	<u>Ext</u>
Murnane Paper	\$ 35.24	200	\$ 7,048.00
Quill Corp.	\$ 37.40	200	\$ 7,480.00
Warehouse Direct	\$ 38.98	200	\$ 7,796.00
Boss Online	\$ 40.20	200	\$ 8,040.00
Garvey's	\$ 51.13	200	\$10,226.00

<u>3-Hole Punched</u>	<u>Price/Case</u>	<u>Qty</u>	<u>Ext</u>
Murnane Paper	\$ 29.20	80	\$ 2,336.00
Warehouse Direct	\$ 32.14	80	\$ 2,571.20
Boss Online	\$ 32.50	80	\$ 2,600.00
Quill Corp.	\$ 37.50	80	\$ 3,000.00
Garvey's	\$ 38.75	80	\$ 3,100.00

<u>11x17</u>	<u>Price/Case</u>	<u>Qty</u>	<u>Ext</u>
Murnane Paper	\$ 29.20	40	\$ 1,168.00
Warehouse Direct	\$ 32.14	40	\$ 1,285.60
Boss Online	\$ 33.20	40	\$ 1,328.00
Quill Corp.	\$ 37.55	40	\$ 1,502.00
Garvey's	\$ 38.75	40	\$ 1,550.00

<u>Total</u>	<u>Ext</u>
Murnane Paper	\$64,352.00
Warehouse Direct	\$66,652.80
Boss Online	\$70,868.00
Quill Corp.	\$79,582.00
Garvey's	\$79,996.00

***Oak Park and River Forest High School  
District 200***

*201 North Scoville Avenue • Oak Park, IL 60302-2296*

**RECOMMENDATIONS (OR FUTURE DIRECTIONS)**

Award entire contract to Murnane Paper, who currently supplies all color copy paper to the district and has demonstrated the ability to provide excellent products in a timely fashion.

*Oak Park and River Forest High School  
District 200  
201 North Scoville Avenue • Oak Park, IL 60302-2296*

TO: Board of Education  
FROM: Cheryl L. Witham  
DATE: April 19, 2011  
RE: Ombudsman Educational Services Contract

---

**BACKGROUND**

Ombudsman Educational Services provides an alternative off campus day program for Oak Park and River Forest Students. The services are primarily utilized for students that have been referred to the program due to discipline issues.

**SUMMARY OF FINDINGS**

The Chief Financial Officer and Assistant Principal for Health & Safety reviewed and discussed the program utilization for this fiscal year and plans for next year. During FY2011 the number of students attending Ombudsman has averaged 12 students per month from August through March.

**RECOMMENDATION**

Based upon the need for students who need alternatives to the regular education program due to discipline issues, we recommend that the Board of Education approve a contract to pre-pay for 10 slots at the rate of \$ 5,652 per slot. We believe that this would be more cost effective, opposed to referring additional students on an "as needed" basis at the cost of \$650 per student per month or \$40 per day once we have exceeded the number of contracted students.

**OMBUDSMAN PROGRAM**  
**Alternative Education Services Agreement**  
**2011-2012 School Year**

This Agreement is made and entered into this 28 day of April, 2011, by and between Ombudsman Educational Services, Ltd., an Illinois corporation whose address is 1585 North Milwaukee Ave., Libertyville, IL 60048-1359 ("Ombudsman"), and Oak Park River Forest School District 200, whose address is 201 North Scoville Avenue, Oak Park, IL, 60302 (the "District").

**Scope of Service Provided**

Ombudsman provides the District an off-campus program intended to reduce drop-out rates, increase graduation rates, increase attendance levels, improve academic performance for drop-out prevention and offer the District's non-traditional learners a new opportunity to encounter an individualized learning experience different than that they encountered in the traditional school setting.

The Ombudsman Program is performance-based, allowing all students to work at their own pace and in many cases accelerate their own learning. An Individualized Learning Plan (ILP) is developed for each student, focused on developing their academic skills in Ombudsman's seven areas of study to help the student meet District and state learning standards. Ongoing assessment of students' academic skills in the seven areas of study allows the program to be customized for each student's needs and expected outcomes.

OES will provide, as necessary, certified teachers supported by other instructional personnel, less than a 10:1 student-to-instructor ratio for the majority of the school day, learning center site(s), equipment, and materials to support the accreditation of the program. OES will also provide attendance reports, quarterly progress reports, and semester/year-end transcripts as required by the District. The District will establish internal policies of entrance requirements, transportation, attendance standards and evaluation criteria consistent with the intents and purposes of the OES program.

10 to 20 slots: \$ 5,652 per slot times 10 slots equals a total cost of \$ 56,520.

- The District may refer students on an "as-needed" basis or in addition to slots purchased at a cost of \$650 per student per month, pro-rated at \$40 per day for partial months. The District will be billed for "as needed" slots on a monthly basis, and payment for "as needed" slots will be due upon receipt of invoices.
- The number of slots purchased may be increased through the end of September of the Renewal Year, with any increase in the number of slots must be agreed to in writing by OES and the District.
- A slot purchased by the District is a commitment to maintain student referrals. Billing will be based on the number of slots purchased, regardless of the number of student referrals.
- The District agrees to pay for the purchased slots in four (4) equal payments based upon the total purchase price of the slots. Payments will be due on August 15, October 15, January 15, and March 15, of the Renewal Year.



- The program, and the term of this Agreement, will be for the course of the regular school year pursuant to the District's calendar.
- The District and Ombudsman hereby ratify and confirm all of the terms of the Agreement.

District Authorization: \_\_\_\_\_

Print Name: \_\_\_\_\_

Position: \_\_\_\_\_

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

OES Authorization:  \_\_\_\_\_

Print Name: Allison O'Neill

Position: Chief Operating Officer

Date: April 7, 2011

**Enrollment:**

Enrollment at End of Semester:	12
Total Students Served:	13

**Attendance:**

Semester 1:	89%
Semester Truancy Rate:	4%

**Success Rate: (% of attn. & behavior drops)**

Semester 1:	100%	
Attendance:	0	
Behavior:	0	
Return to District:	1	
Graduates:	1*	* 1st Quarter Graduate

<b>Credit Status:</b>	<b>Percentage</b>	<b># of students</b>
Full Credit:	100%	13
Partial Credit:	0%	0
No Credit:	0%	0
 Total Credits Earned:	 100%	 83/83

**Middle School Status:**

Total number of MS students:	0
Promo scheduled Semester 2:	0
Students who met ALL goals:	0
Promotion Recommended:	0
Promo at District Discretion:	0

**Academic Performance (BASI):**

BASI Subtests	Entry Level	Exit Level	Growth
Math Computation	6.5		
Math Application	9.2		
Vocabulary	8.1		
Spelling	9		
Language Mechanics	7.2		
Reading Comprehension	7.5		

**Community Outreach**

The students at the North Harlem center had a food drive during the first semester. The center collected over 100 items to donate to local food pantries in the area. Most of the donation went to St. Celestine's. The students also participated when a guest speaker from UTI came to speak with the students about opportunities after graduation. The students also participate in the free rice/vocabulary website, which gives quiz questions on vocabulary words and every correct answer donates 20 grains of rice through the UN World Food Program to help end hunger.

So far the entire center has donated close to 100,00 grains of rice. The staff at the center also plans to invite more speakers from colleges and vocational schools to speak with the students during the second semester. Students are also working on individual projects which include a service learning component.

***Oak Park and River Forest High School  
District 200***

*201 North Scoville Avenue • Oak Park, IL 60302-2296*

TO: Board of Education

FROM: Cheryl L. Witham

DATE: April 19, 2011

RE: Resolution to Transfer Interest from the Bond and Interest Fund to the  
Operations and Maintenance Fund

---

**BACKGROUND**

In the past the District has annually transferred interest earnings and excess funds from the Bond and Interest Fund to the Operations and Maintenance Fund as provided in Section 10-22.14 of The School Code of Illinois.

**SUMMARY OF FINDINGS**

**RECOMMENDATIONS (OR FUTURE DIRECTIONS)**

A resolution that outlines the authority to transfer interest earnings and excess funds from the Bond and Interest Fund to the Operations and Maintenance Fund will be presented to the Board of Education on April 28, 2011.

**RESOLUTION OF OAK PARK AND RIVER FOREST HIGH SCHOOL  
DISTRICT NUMBER 200, COOK COUNTY, ILLINOIS  
MAKING TRANSFER TO THE OPERATIONS AND MAINTENANCE FUND**

**WHEREAS**, this school district has previously issued bonds for the construction of certain public improvements and/or for certain alterations and repairs, and the purposes for which said bonds have been issued have been fully accomplished and paid for in full and funds remain in the Bond and Interest Fund for this district; and

**WHEREAS**, The Operations and Maintenance Fund of the district bears the nearest relation to the purposes for which the bonds were issued; and

**WHEREAS**, certain excess funds remain in said Fund and is available for transfer;

**WHEREAS**, Section 10-22.14 of The School Code of Illinois permits the Board by resolution to transfer such excess funds to the Operations and Maintenance Fund,

**NOW THEREFORE**, Be It Resolved, by the Board of Education of Oak Park and River Forest High School District Number 200, Cook County, Illinois, as follows:

**Section 1:** That this Board of Education hereby finds that the recitals and the preambles to this Resolution are true and correct and hereby incorporate the same as findings of this Board of Education.

**Section 2:** This Board of Education hereby finds that excess funds exist in the Bond and Interest Fund of said District and this Board of Education hereby finds that the transfer of excess funds is not restricted by law or by any action of this Board of Education.

**Section 3:** That this Board of Education hereby further finds that the Operations and Maintenance Fund of this District is the fund most in need of such excess funds from the Bond and Interest Fund.

**Section 4:** That pursuant to the provisions of The Illinois School Code, the Treasurer of this school district is hereby directed to transfer all interest on investments from the Bond and Interest Fund of this district to the Operations and Maintenance Fund of this district, and the Treasurer is further hereby directed to make all necessary entries in this books and records providing for such permanent transfer.

**Section 5:** That the Secretary of this Board of Education shall deliver or cause to be delivered to the Treasurer of this District a certified copy of this Resolution upon its adoption as required by law.

**Section 6:** This Resolution shall be in full force and effect immediately upon its adoption.

**ADOPTED** this 28<sup>th</sup> day of April, 2011.

---

President, Board of Education

**ATTEST:**

---

Secretary, Board of Education

STATE OF ILLINOIS )  
 ) SS.  
COUNTY OF COOK )

## SECRETARY'S CERTIFICATE

I, \_\_\_\_\_ acting Secretary of the Board of Education of Oak Park and River Forest High School District Number 200, Cook County, Illinois, do hereby certify that attached hereto is a true and correct copy of a Resolution entitled:

**“RESOLUTION OF OAK PARK AND RIVER FOREST HIGH SCHOOL  
DISTRICT NUMBER 200, COOK COUNTY, ILLINOIS  
MAKING TRANSFER TO THE OPERATIONS AND MAINTENANCE FUND:**

which resolution was duly adopted by said Board of Education at a regular meeting held on the 27<sup>th</sup> day of May, 2010.

I do further certify that a quorum of said Board of Education was present at said meeting, and that all requirements of the Illinois Open Meetings Act were met.

**IN WITNESS WHEREOF**, I have hereunto set my hand to this document on the 27<sup>th</sup> day of May, 2010.

Secretary, Board of Education  
Oak Park and River Forest High School  
District Number 200  
Cook County, Illinois

***Oak Park and River Forest High School  
District 200***

*201 North Scoville Avenue • Oak Park, IL 60302-2296*

TO: Board of Education

FROM: Cheryl L. Witham, Chief Financial Officer

DATE: April 19, 2011

RE: Resolution to Transfer Funds from the Operations and Maintenance Fund to the  
Capital Projects Fund

---

**BACKGROUND**

The new changes to the Illinois Program Accounting Manual (IPAM) required the District to establish the Capital Project Funds in order to record expenditures related to construction projects. This school year is the first year the new Capital Projects Fund is utilized.

**EXECUTIVE SUMMARY**

The Capital Projects Fund receives monies for construction projects via a transfer from the Operations and Maintenance Fund. This transfer will cover the costs of the uncompleted construction projects at June 30, 2010, the end of the last fiscal year, and the projects for summer 2011.

This is not a change in the budget for summer construction projects for summer 2010 or for summer 2011, rather it is a mechanism to move the funds into the proper account in order to meet the IPAM requirements.

**RECOMMENDATIONS**

**Approve the resolution to transfer funds from the O & M Fund to the Capital Projects Fund at the April Regularly Scheduled Board of Education Meeting.**

**RESOLUTION OF THE BOARD OF EDUCATION DIRECTING  
THE SCHOOL TREASURER TO TRANSFER FUNDS FROM THE  
OPERATIONS AND MAINTENANCE FUND TO THE CAPITAL  
PROJECTS FUND**

WHEREAS, amendments to the Illinois Program Accounting Manual (the "IPAM") required changes in how Illinois school districts document the funding of, accounting for, and expenditures from the Capital Projects Fund; and

WHEREAS, the Board of Education of Oak Park and River Forest High School District No. 200, Cook County, Illinois desires to remain in compliance with generally accepted accounting principles and those requirements set forth in the IPAM; and

WHEREAS, the Board of Education has determined that it is in the best interest of the School District to direct the School Treasurer to transfer certain funds from the Operations and Maintenance Fund to the Capital Projects Fund to provide moneys with which to meet those expenses properly made from the Capital Projects Fund pursuant to the IPAM.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Oak Park and River Forest High School District No. 200, Cook County, Illinois, as follows:

Section 1. The Board of Education hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does hereby incorporate them into this Resolution by reference.

Section 2. The Board of Education authorizes and directs the School Treasurer to transfer \$3,177,000 from the Operations and Maintenance Fund to the Capital Projects Fund, such transfers to be made effective April 28, 2011.



Section 3. All other motions or resolutions or parts of motions or resolutions in conflict with this Resolution are hereby repealed and this Resolution shall be in full force and effect immediately upon its passage.

Section 4. If any section, paragraph, clause, or provision of this Resolution shall be held invalid, the invalidity of such section, paragraph, clause, or provision shall not affect any other sections, paragraphs, clauses, or provisions of this Resolution.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

Abstaining: \_\_\_\_\_

PRESENT: \_\_\_\_\_

Absent from Meeting: \_\_\_\_\_

Dated \_\_\_\_\_, 2011.

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

ATTEST:

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

***Oak Park and River Forest High School***  
***District 200***

*201 North Scoville Avenue • Oak Park, IL 60302-2296*

TO: Board of Education

FROM: Cheryl L. Witham

DATE: April 19, 2011

RE: Authorization to Place District 200 Amended Budget FY'11 on Display

---

**BACKGROUND**

Attached is the Amended Budget that will be presented and discussed at the April 19<sup>th</sup> Finance Committee Meeting. This is presented for the consideration of the Board of Education and the communities of Oak Park and River Forest.

**SUMMARY OF FINDINGS**

The Amended Budget will be placed on display for 30 days beginning April 20, 2011.

The Board will adopt the Amended Budget for FY '11 at the May 26, 2011 Board of Education meeting.

**RECOMMENDATIONS (OR FUTURE DIRECTIONS)**

It is recommended that the Board of Education adopt the resolution to place the Amended Budget for FY '11 on display for thirty days beginning April 20, 2011 at the April 19, 2011 Special Board meeting.

**RESOLUTION REGARDING  
THE PREPARATION OF AN AMENDED BUDGET  
FOR FISCAL YEAR 2010 - 2011**

**BE IT RESOLVED** by the Board of Education of the Oak Park and River Forest High School, Consolidated High School District Number 200, Cook County, Illinois, that Cheryl L. Witham, Chief Financial Officer, has prepared an amended budget for the fiscal year beginning July 1, 2010; that a draft thereof be made available for public inspection in the Business Office beginning at eight o'clock a.m., April 20<sup>th</sup>, 2011; that a public hearing be held by this Board at seven-thirty p.m. on May 26, 2011, at the office of this Board for the purpose of considering and acting upon such budget; that the Secretary of this Board cause to be published in Oak Leaves and Wednesday Journal newspapers published in this school district, a notice of such public hearing, such notice to state that an amended budget for the fiscal year beginning July 1, 2010, has been prepared in tentative form as required by law and is available for public inspection at the office of this Board; and that Cheryl L. Witham be authorized to present the amended budget at the public hearing at 7:30 PM on May 26, 2011.

**PASSED THIS** 19<sup>th</sup> day of April, 2011.

**APPROVED:**

---

President, Board of Education,  
Oak Park and River Forest High School,  
District No. 200, Cook County, Illinois

**ATTEST:**

---

Secretary, Board of Education,  
Oak Park and River Forest High School,  
District No. 200, Cook County, Illinois

**OAK PARK & RIVER FOREST HIGH SCHOOL  
FISCAL YEAR 2010 – 2011  
AMENDED BUDGET  
MANAGEMENT DISCUSSION AND ANALYSIS**

---

The Amended Budget is presented for the consideration of the Board of Education and the communities of Oak Park and River Forest. The Amended Budget will be placed on display for 30 days beginning March 19, 2011. There will be a presentation of the Amended Budget and a public hearing at the April 28, 2011 regularly scheduled Board of Education meeting.

The Original Budget, approved by the Board of Education in September 2010, was prepared based on the five-year projections using a zero-based budget model. Some of the assumptions used to compile the budget have now changed. The Amended Budget contains adjustments related to new information gathered since the Tentative Budget was presented to the Board last July.

Since the Original Budget was approved in September of 2010, the District has realized several cost saving initiatives.

- Created the EAC II student transition program with estimated savings of tuition of \$200,000.
- Approved a new energy policy with estimated annual savings of approximately \$50,000.
- Hired a new architect and construction management firm realizing greater oversight of construction projects and a reduction of professional fees related to construction of 1.7%. For the summer 2011 projects this will be a savings of approximately \$64,400.

The District has realized additional sources of revenue related to a surplus distribution from the River Forest TIF district in the amount of \$1,100,000. The River Forest TIF distribution will be recorded in the Educational Fund \$500,000, the Capital Projects Fund \$300,000 and the Life Safety Fund \$300,000. This type of revenue will not be received again in the future and the District intends to utilize the funds for one-time expenditures related to technology and facility upgrades. The River Forest TIF funds will be used in FY 2011 and the remaining will be used in FY 2012. The District has also received a portion of the amounts due from the Downtown Oak Park TIF.

## **EDUCATION FUND**

### ***Revenue***

The net increase in total revenue is \$3,768,446. The increases relate to the confirmation of grant amounts, General State Aid amounts and to unanticipated TIF distributions.

Federal sources of revenue have been adjusted to reflect actual grant awards for Title I Title II and IDEA, plus ARRA carry over amounts.

State sources have been increased to the State estimate for General State Aid now that the District is assured that the funds will be received.

Other Local Sources has been increased to reflect the River Forest and Oak Park TIF distributions. The River Forest TIF distribution is the final allocation of surplus funds released at the TIF District termination. The Oak Park TIF distributions relate to partial monies due as stipulated in the 2003 Intergovernmental Agreement.

### ***Expenditures***

The net increase in total expenditures is \$63,209. Minor changes have been made in different program areas to adjust the budget for changes in plans. Amounts have been increased in some areas with corresponding decreases in others.

The increase in the General Instruction relates to grant expenditures for Title I and Title II and for \$55,000 technology upgrades with funds from the River Forest TIF distribution.

The increased in Special Education expenditure relates to IDEA grant carry over amounts.

The increase in summer school expenditures relates to Title I funds that will be used for the 8 to 9 Connections summer school program.

The reduction in Other Instructional of \$248,000 is related to savings realized by the creation of the EAC II on-site transitional program; tuition expenditures have been reduced.

The remainder of the adjustments relate to the increases to the actual salaries compared to estimate salaries in various program areas and to reclassify some account codes to properly reflect expenditures.

## **FOOD SERVICE FUND**

### ***Revenues and Expenditures***

Revenues and Expenditures have been reduced to reflect a reduction in catered services provided by the food service program.

## **OPERATIONS AND MAINTENANCE FUND**

### ***Revenue***

The increase in revenue is an adjustment to the Corporate Personal Property Replacement Tax. The State receipts of CPPRT have exceeded the estimates we made last year.

### ***Uses of Funds***

The actual construction bid results for last summer (2010) exceeded the original estimates provided by Wight and Company. Last spring the Board of Education approved the amount of \$2,000,000 to be deducted from cash reserves in order to complete the list of projects. Some of the summer 2010 work occurred before June 30, 2010 but the majority of the construction work and payments occurred after July 1, 2010. Therefore, the expenditures are actually reflected in this budget cycle (FY 2011). The transfer of an additional \$1,567,000 from the O & M fund to the Capital Projects Fund will complete the summer 2010 transaction.

## **LIFE SAFETY FUND**

### ***Expenditures***

Several of the summer 2010 projects that were expected to be completed in FY 2010 were actually delayed until FY 2011. We have increased the budget for FY 2011 accordingly.

## **TRANSPORTATION FUND**

### ***Expenditures***

The District needed to add one bus to the schedule for students attending OPRFHS and receiving special services in the Special Education department. Another bus was added for the EAC II program to assist these students with the transition back to OPRFHS in a successful manner.

## **ILLINOIS MUNICIPAL RETIREMENT/SOCIAL SECURITY FUND (IMRF Fund)**

### ***Revenue***

Corporate Personal Property Replacement Taxes will be greater than anticipated. A portion of that revenue must be recorded in the IMRF Fund.

## **CAPITAL PROJECTS FUND**

### ***Revenue***

The total CPPRT for the fiscal year will be greater than expected. We will use these funds as cash flow to start the summer 2011 projects before June 30, 2011. This helps us reduce cost by extending the timeframe in which to complete the work.

### ***Sources of Funds and Expenditures***

The transfer is necessary in order to recognize the payment for summer 2010 projects as mentioned in the O & M narrative above.

OAK PARK RIVER FOREST HIGH SCHOOL  
FISCAL YEAR 2011 AMENDED BUDGET

	EDUCATION FUND	TOTL FUND	BOOKSTORE FUND	FOOD SERVICE FUND	OP. & MAINT. FUND	LIFE SAFETY FUND	BOND & INT. FUND	TRANSP. FUND	INSTR. FUND	CAPITAL PROJ. FUND	WORKING CASH FUND	FY 11 AMENDED BUDGET	FY 11 ORIGINAL BUDGET
<i>Receipts</i>													
Property Taxes	43,378,081	1,104,552	-	-	5,990,710	2,090,611	2,868,619	842,131	2,314,608	-	1,045,305	59,634,567	59,634,567
Other Local Sources	4,097,031	20,076	875,003	2,004,570	1,070,966	1,670	26,210	22,016	131,630	410,000	69,485	8,728,657	6,089,320
State Sources	2,777,714	-	-	13,987	-	-	-	645,379	-	-	-	3,437,080	2,194,598
Federal Sources	1,665,364	-	-	185,828	-	-	-	-	-	-	-	1,851,192	1,385,415
TIF Rebate	-	-	-	-	-	300,000	-	-	-	300,000	-	600,000	600,000
<i>Total Receipts</i>	51,918,140	1,124,628	875,003	2,203,385	7,061,676	2,392,281	2,894,829	1,509,526	2,446,238	710,000	1,114,790	74,251,496	69,903,900
<i>Expenditures</i>													
General Instruction	21,644,299	-	-	-	-	-	-	-	414,745	-	-	22,059,044	21,895,537
Special Education	5,185,958	-	-	-	-	-	-	-	224,800	-	-	5,410,758	5,333,906
Adult Education	20,539	-	-	-	-	-	-	-	-	-	-	20,539	20,539
Vocational Programs	373,114	-	-	-	-	-	-	-	25,273	-	-	398,387	403,332
Interscholastic Programs	2,182,182	-	-	-	-	-	-	-	121,161	-	-	2,303,343	2,310,343
Summer School	358,609	-	-	-	-	-	-	-	9,844	-	-	368,453	323,410
Drivers Education	765,563	-	-	-	-	-	-	-	9,239	-	-	774,802	774,802
Other Instructional	2,757,763	-	-	-	-	-	-	-	1,232	-	-	2,758,995	3,007,611
Support Svcs. - Pupil	6,794,206	-	-	-	-	-	-	1,503,261	393,359	-	-	8,690,826	8,523,655
Support Svcs. - Admin.	4,640,523	1,121,112	875,003	2,203,288	5,368,583	-	-	-	898,271	-	-	15,106,780	15,099,359
Construction	-	-	-	-	-	1,851,822	-	-	-	3,477,000	-	5,328,822	3,611,822
Debt Service	-	-	-	-	-	-	3,500,790	-	-	-	-	3,500,790	3,500,790
<i>Total Expenditures</i>	44,722,756	1,121,112	875,003	2,203,288	5,368,583	1,851,822	3,500,790	1,503,261	2,097,924	3,477,000	-	66,721,539	64,805,106
<i>Sources of Funds</i>													
Uses of Funds	-	-	-	-	26,210	-	614,263	-	-	3,177,000	-	3,817,473	2,250,473
	-	-	-	-	(3,177,000)	(614,263)	(26,210)	-	-	-	-	(3,817,473)	(2,250,473)
<i>Change in Fund Balance</i>	7,195,384	3,516	-	1,097	(1,457,697)	(73,804)	(17,908)	6,265	348,314	410,000	1,114,790	7,529,957	5,098,794
<i>Beginning Balance (audited)</i>	68,216,388	2,350,094	699,726	337,368	9,689,807	149,011	1,495,228	2,562,322	1,953,277	-	6,521,503	93,974,724	93,974,724
<i>Est. Ending Balance</i>	75,411,772	2,353,610	699,726	338,465	8,232,110	75,207	1,477,320	2,568,587	2,301,591	410,000	7,636,293	101,504,681	99,073,518



**OAK PARK - RIVER FOREST HIGH SCHOOL DISTRICT 200**  
**2010 - 2011 Amended Budget**  
**April 2011**

**Education Fund**

	<b>Original Budget 2010 - 2011</b>	<b>Amended Budget 2010 - 2011</b>	<b>Difference Amount</b>	<b>Difference Percent</b>
<i>Receipts</i>				
Property Taxes	43,378,031	43,378,031	-	0.00%
Other Local Sources	2,036,844	4,097,031	2,060,187	101.15%
State Sources	1,535,232	2,777,714	1,242,482	80.93%
Federal Sources	1,199,587	1,665,364	465,777	38.83%
	<u>48,149,694</u>	<u>51,918,140</u>	<u>3,768,446</u>	<u>7.83%</u>
<i>Expenditures</i>				
General Instruction	21,480,792	21,644,299	163,507	0.76%
Special Education	5,109,106	5,185,958	76,852	1.50%
Adult Education	20,539	20,539	-	0.00%
Vocational Programs	378,059	373,114	(4,945)	-1.31%
Interscholastic Programs	2,189,182	2,182,182	(7,000)	-0.32%
Summer School	313,566	358,609	45,043	14.36%
Drivers Education	765,563	765,563	-	0.00%
Other Instructional	3,006,379	2,757,763	(248,616)	-8.27%
Support Svcs. - Pupil	6,754,759	6,794,206	39,447	0.58%
Support Svcs. - Admin.	4,663,602	4,662,523	(1,079)	-0.02%
	<u>44,681,547</u>	<u>44,744,756</u>	<u>63,209</u>	<u>0.14%</u>
 Change in Fund Balance	 3,468,147	 7,173,384	 3,705,237	 106.84%
Beginning Balance (audited)	<u>66,213,181</u>	<u>66,213,181</u>		
Ending Balance	<u>69,681,328</u>	<u>73,386,565</u>		

**OAK PARK - RIVER FOREST HIGH SCHOOL DISTRICT 200**  
**2010 - 2011 Amended Budget**  
**April 2011**

**Tort Immunity Fund**

	<u>Original Budget 2010 - 2011</u>	<u>Amended Budget 2010 - 2011</u>	<u>Difference Amount</u>	<u>Difference Percent</u>
<i>Receipts</i>				
Property Taxes	1,104,552	1,104,552	-	0.00%
Other Local Sources	20,076	20,076	-	0.00%
	<u>1,124,628</u>	<u>1,124,628</u>	<u>-</u>	<u>0.00%</u>
<i>Expenditures</i>				
Support Srvs. - Admin.	1,121,112	1,121,112	-	0.00%
	<u>1,121,112</u>	<u>1,121,112</u>	<u>-</u>	<u>0.00%</u>
Change in Fund Balance	3,516	3,516	-	0.00%
Beginning Balance (audited)	<u>2,350,094</u>	<u>2,350,094</u>		
Ending Balance	<u>2,353,610</u>	<u>2,353,610</u>		

**Bookstore Fund**

	<u>Original Budget 2010 - 2011</u>	<u>Amended Budget 2010 - 2011</u>	<u>Difference Amount</u>	<u>Difference Percent</u>
<i>Receipts</i>				
Other Local Sources	850,003	875,003	25,000	2.94%
	<u>850,003</u>	<u>875,003</u>	<u>25,000</u>	
<i>Expenditures</i>				
Support Srvs. - Admin.	850,003	875,003	25,000	2.94%
	<u>850,003</u>	<u>875,003</u>	<u>25,000</u>	
Change in Fund Balance	-	-	-	N/A
Beginning Balance (audited)	<u>699,726</u>	<u>699,726</u>		
Ending Balance	<u>699,726</u>	<u>699,726</u>		

**OAK PARK - RIVER FOREST HIGH SCHOOL DISTRICT 200**  
**2010 - 2011 Amended Budget**  
**April 2011**

**Food Service Fund**

	<b>Original Budget 2010 - 2011</b>	<b>Amended Budget 2010 - 2011</b>	<b>Difference Amount</b>	<b>Difference Percent</b>
<i>Receipts</i>				
Other Local Sources	2,021,070	2,004,570	(16,500)	-0.82%
State Sources	13,987	13,987	-	0.00%
Federal Sources	185,828	185,828	-	0.00%
	<u>2,220,885</u>	<u>2,204,385</u>	<u>(16,500)</u>	<u>-0.74%</u>
<i>Expenditures</i>				
Support Svcs. - Admin.	2,219,788	2,203,288	(16,500)	-0.74%
Construction	-	-	-	N/A
	<u>2,219,788</u>	<u>2,203,288</u>	<u>(16,500)</u>	<u>-0.74%</u>
Change in Fund Balance	1,097	1,097	-	0.00%
Beginning Balance (audited)	<u>337,368</u>	<u>337,368</u>		
Ending Balance	<u>338,465</u>	<u>338,465</u>		

**Operations and Maintenance Fund**

	<b>Original Budget 2010 - 2011</b>	<b>Amended Budget 2010 - 2011</b>	<b>Difference Amount</b>	<b>Difference Percent</b>
<i>Receipts</i>				
Property Taxes	5,990,710	5,990,710	-	0.00%
Other Local Sources	962,216	1,070,966	108,750	11.30%
	<u>6,952,926</u>	<u>7,061,676</u>	<u>108,750</u>	<u>1.56%</u>
<i>Expenditures</i>				
Support Svcs. - Admin.	5,368,583	5,368,583	-	0.00%
	<u>5,368,583</u>	<u>5,368,583</u>	<u>-</u>	<u>0.00%</u>
Sources of Funds	26,210	26,210	-	0.00%
Uses of Funds	<u>(1,610,000)</u>	<u>(3,177,000)</u>	<u>(1,567,000)</u>	<u>97.33%</u>
Change in Fund Balance	553	(1,457,697)	(1,458,250)	-263698.01%
Beginning Balance (audited)	<u>9,689,807</u>	<u>9,689,807</u>		
Ending Balance	<u>9,690,360</u>	<u>8,232,110</u>		

**OAK PARK - RIVER FOREST HIGH SCHOOL DISTRICT 200**  
**2010 - 2011 Amended Budget**  
**April 2011**

**Life Safety Fund**

	<u>Original Budget 2010 - 2011</u>	<u>Amended Budget 2010 - 2011</u>	<u>Difference Amount</u>	<u>Difference Percent</u>
<i>Receipts</i>				
Property Taxes	2,090,611	2,090,611	-	0.00%
TIF Rebate	300,000	300,000	-	0.00%
Other Local Sources	<u>1,670</u>	<u>1,670</u>	<u>-</u>	<u>0.00%</u>
	2,392,281	2,392,281	-	0.00%
<i>Expenditures</i>				
Construction	<u>1,701,822</u>	<u>1,851,822</u>	<u>150,000</u>	<u>8.81%</u>
	<u>1,701,822</u>	<u>1,851,822</u>	<u>150,000</u>	<u>8.81%</u>
Sources of Funds	-	-	-	
Uses of Funds	<u>(614,263)</u>	<u>(614,263)</u>	<u>-</u>	<u>0.00%</u>
Change in Fund Balance	76,196	(73,804)	(150,000)	-196.86%
Beginning Balance (audited)	<u>149,011</u>	<u>149,011</u>		
Ending Balance	<u><u>225,207</u></u>	<u><u>75,207</u></u>		

**OAK PARK - RIVER FOREST HIGH SCHOOL DISTRICT 200**  
**2010 - 2011 Amended Budget**  
**April 2011**

**Bond and Interest Fund**

	Original Budget 2010 - 2011	Amended Budget 2010 - 2011	Difference Amount	Difference Percent
<i>Receipts</i>				
Property Taxes	2,868,619	2,868,619	-	0.00%
Other Local Sources	26,210	26,210	-	0.00%
	2,894,829	2,894,829	-	0.00%
<i>Expenditures</i>				
Debt Service	3,500,790	3,500,790	-	0.00%
	3,500,790	3,500,790	-	0.00%
Sources of Funds	614,263	614,263	-	0.00%
Uses of Funds	(26,210)	(26,210)	-	0.00%
Change in Fund Balance	(17,908)	(17,908)	-	0.00%
Beginning Balance (audited)	1,495,228	1,495,228		
Ending Balance	1,477,320	1,477,320		

**Transportation Fund**

	Original Budget 2010 - 2011	Amended Budget 2010 - 2011	Difference Amount	Difference Percent
<i>Receipts</i>				
Property Taxes	842,131	842,131	-	0.00%
Other Local Sources	22,016	22,016	-	0.00%
State Sources	645,379	645,379	-	0.00%
	1,509,526	1,509,526	-	0.00%
<i>Expenditures</i>				
Support Srvs. - Pupil	1,375,537	1,503,261	127,724	9.29%
	1,375,537	1,503,261	127,724	9.29%
Change in Fund Balance	133,989	6,265	(127,724)	-95.32%
Beginning Balance (audited)	2,562,322	2,562,322		
Ending Balance	2,696,311	2,568,587		

**OAK PARK - RIVER FOREST HIGH SCHOOL DISTRICT 200**  
**2010 - 2011 Amended Budget**  
**April 2011**

**Illinois Municipal Retirement/Social Security Fund**

	<b>Original Budget 2010 - 2011</b>	<b>Amended Budget 2010 - 2011</b>	<b>Difference Amount</b>	<b>Difference Percent</b>
<i>Receipts</i>				
Property Taxes	2,314,608	2,314,608	-	0.00%
Other Local Sources	79,730	131,630	51,900	65.09%
	<u>2,394,338</u>	<u>2,446,238</u>	<u>51,900</u>	<u>2.17%</u>
<i>Expenditures</i>				
General Instruction	414,745	414,745	-	0.00%
Special Education	224,800	224,800	-	0.00%
Vocational Programs	25,273	25,273	-	0.00%
Interscholastic Programs	121,161	121,161	-	0.00%
Summer School	9,844	9,844	-	0.00%
Drivers Education	9,239	9,239	-	0.00%
Other Instructional	1,232	1,232	-	0.00%
Support Svcs. - Pupil	393,359	393,359	-	0.00%
Support Svcs. - Admin.	898,271	898,271	-	0.00%
	<u>2,097,924</u>	<u>2,097,924</u>	<u>-</u>	<u>0.00%</u>
Change in Fund Balance	296,414	348,314	51,900	17.51%
Beginning Balance (audited)	<u>1,953,277</u>	<u>1,953,277</u>		
Ending Balance	<u>2,249,691</u>	<u>2,301,591</u>		

**Working Cash Fund**

	<b>Original Budget 2010 - 2011</b>	<b>Amended Budget 2010 - 2011</b>	<b>Difference Amount</b>	<b>Difference Percent</b>
<i>Receipts</i>				
Property Taxes	1,045,305	1,045,305	-	0.00%
Other Local Sources	69,485	69,485	-	0.00%
	<u>1,114,790</u>	<u>1,114,790</u>	<u>-</u>	<u>0.00%</u>
<i>Expenditures</i>				
Other	-	-	-	N/A
	<u>-</u>	<u>-</u>	<u>-</u>	<u>N/A</u>
Sources of Funds	-	-	-	N/A
Uses of Funds	<u>-</u>	<u>-</u>	<u>-</u>	<u>N/A</u>
Change in Fund Balance	1,114,790	1,114,790	-	0.00%
Beginning Balance (audited)	<u>6,521,503</u>	<u>6,521,503</u>		
Ending Balance	<u>7,636,293</u>	<u>7,636,293</u>		

**OAK PARK - RIVER FOREST HIGH SCHOOL DISTRICT 200**  
**2010 - 2011 Amended Budget**  
**April 2011**

**Capital Projects Fund**

	<b>Original Budget 2010 - 2011</b>	<b>Amended Budget 2010 - 2011</b>	<b>Difference Amount</b>	<b>Difference Percent</b>
<i>Receipts</i>				
Other Local Sources	-	410,000	410,000	N/A
TIF-Rebates	<u>300,000</u>	<u>300,000</u>	<u>-</u>	-
	300,000	710,000	410,000	136.67%
<i>Expenditures</i>				
Construction	<u>1,910,000</u>	<u>3,477,000</u>	<u>1,567,000</u>	82.04%
	<u>1,910,000</u>	<u>3,477,000</u>	<u>1,567,000</u>	82.04%
Sources of Funds	1,610,000	3,177,000	1,567,000	97.33%
Uses of Funds	<u>-</u>	<u>-</u>	<u>-</u>	N/A
Change in Fund Balance	-	410,000	410,000	N/A
Beginning Balance (audited)	<u>-</u>	<u>-</u>		
Ending Balance	<u>-</u>	<u>410,000</u>		

**OAK PARK - RIVER FOREST HIGH SCHOOL DISTRICT 200**  
**2010 - 2011 Amended Budget**  
**April 2011**

**Dental Insurance Fund**

	<b>Original Budget 2010 - 2011</b>	<b>Amended Budget 2010 - 2011</b>	<b>Difference Amount</b>	<b>Difference Percent</b>
<i>Receipts</i>				
Insurance Premiums	452,853	452,853	-	0.00%
Other Local Sources	2,000	2,000	-	0.00%
	<u>454,853</u>	<u>454,853</u>	<u>-</u>	<u>0.00%</u>
<i>Expenditures</i>				
Staff Services	<u>452,853</u>	<u>452,853</u>	<u>-</u>	<u>0.00%</u>
Change in Fund Balance *	2,000	2,000	-	0.00%
Beginning Balance (audited)	<u>149,263</u>	<u>149,263</u>		
Ending Balance	<u>151,263</u>	<u>151,263</u>		

**Medical Self Insurance Fund**

	<b>Original Budget 2010 - 2011</b>	<b>Amended Budget 2010 - 2011</b>	<b>Difference Amount</b>	<b>Difference Percent</b>
<i>Receipts</i>				
Insurance Premiums	5,577,698	5,577,698	-	0.00%
Other Local Sources	20,000	20,000	-	0.00%
	<u>5,597,698</u>	<u>5,597,698</u>	<u>-</u>	<u>0.00%</u>
<i>Expenditures</i>				
Staff Services	<u>5,577,698</u>	<u>5,577,698</u>	<u>-</u>	<u>0.00%</u>
Change in Fund Balance *	20,000	20,000	-	0.00%
Beginning Balance (audited)	<u>1,838,087</u>	<u>1,838,087</u>		
Ending Balance	<u>1,858,087</u>	<u>1,858,087</u>		

**Self-Insurance Workers' Comp Fund**

	<b>Original Budget 2010 - 2011</b>	<b>Amended Budget 2010 - 2011</b>	<b>Difference Amount</b>	<b>Difference Percent</b>
<i>Receipts</i>				
Insurance Premiums	-	-	-	N/A
Transfers	-	-	-	N/A
	<u>-</u>	<u>-</u>	<u>-</u>	<u>N/A</u>
<i>Expenditures</i>				
Staff Services	<u>-</u>	<u>-</u>	<u>-</u>	<u>N/A</u>
Change in Fund Balance *	-	-	-	N/A
Beginning Balance (audited)	<u>15,857</u>	<u>15,857</u>		
Ending Balance	<u>15,857</u>	<u>15,857</u>		

\*Net changes in fund balance are consolidated with the Education Fund, per ISBE guidelines.



***Oak Park and River Forest High School  
District 200***

*201 North Scoville Avenue • Oak Park, IL 60302-2296*

TO: Board of Education

FROM: Cheryl L. Witham, CFO

DATE: April 19, 2011

RE: Finance Advisory Committee Update

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**BACKGROUND**

The Board of Education has requested a monthly report of activities of the FAC in order to enhance communication and transparency.

**SUMMARY OF FINDINGS**

During the month of March 2011, the following activities occurred:

- March 3, 2011, Ms. Kay Foran and I met to discuss and refine the Education Plan Document.
- March 9, 2011, the communication sub-committee reviewed the Education Plan Document and made further revisions. The committee reviewed the education plan timeline.
- March 9, 2011, the DLT discussed the Education Plan timeline and agrees to setting aside time on May 12, 2011 for an ADA meeting focused on the topic and September 9, 2011 for a faculty and staff presentation.
- March 15, 2011, the FAC met and reviewed the Education Plan Document and timeline. Suggestions were made for the sub-committee to consider. The timeline was updated. The committee agreed to meet in April to review the presentation.

**RECOMMENDATION**

None at this time.

# Finance Advisory Committee Education Timeline

<b>May 12, 2011</b>	Educate the Working Group Leaders (District Finances & Working Group protocol/format/objectives) —this will include ADA plus Directors and Program Chairs
<b>Summer/Fall 2011 onward</b>	Create and populate dedicated FAC webpage to host District finance and FAC related documents, information, Q & A – staff-wide and public access
<b>September 9, 2011</b>	Staff Development -- Educate entire faculty and staff on a) district finances and b) working group protocols/format/objectives, using the topic rotation model. Recruit Working Group membership.
<b>September 2011</b>	Train Working Groups
<b>October – November 2011</b>	Working Groups meet and prepare a report for QRC review
<b>November – December 2011</b>	QRCs review the reports of the working groups
<b>January 2012</b>	Cost containment ideas are presented to the BOE
<b>January 2012</b>	FY 2013 budget work begins
<b>Spring 2012</b>	Date and format TBD – Staff-wide district finance update and reporting out of Working Group ideas and rationale for those that are adopted.
<b>Winter/Spring 2011-2012 - ongoing</b>	Build in dates and formats for next budget cycle
<b>TBD</b>	Education of and communication to outside/parent groups in FAC/Working Group process

***Oak Park and River Forest High School  
District 200***

*201 North Scoville Avenue • Oak Park, IL 60302-2296*

TO: Board of Education

FROM: Cheryl Witham

DATE: April 19, 2011

RE: Financial Reports

---

**BACKGROUND**

It is a requirement that the Board of Education accepts and approves the monthly Financial Reports.

**SUMMARY OF FINDINGS**

Attached are the Financial Reports for March, 2011.

**RECOMMENDATIONS (OR FUTURE DIRECTIONS)**

The March, 2011 Financial Reports, will be presented to the Board of Education for approval at the April 28<sup>th</sup>, Board of Education meeting.

**OAK PARK AND RIVER FOREST HIGH SCHOOL DISTRICT 200**  
**Monthly Financial Statements**  
**March 2011**

**Education Fund**

	<b>Audited 2009-2010</b>	<b>Fiscal to Date March 31 2010</b>	<b>%</b>	<b>Original Budget 2010-2011</b>	<b>Fiscal to Date March 31 2011</b>	<b>%</b>
<b><i>Receipts</i></b>						
Property Taxes	47,315,686	45,942,239	97.1%	43,378,031	30,881,608	71.2%
Other Local Sources	3,617,642	2,221,426	61.4%	2,036,844	2,782,344	136.6%
State Sources	2,834,759	1,862,632	65.7%	1,535,232	2,471,130	161.0% <sup>1</sup>
Federal Sources	<u>2,607,278</u>	<u>2,171,003</u>	83.3%	<u>1,199,587</u>	<u>952,632</u>	79.4%
	56,375,365	52,197,300	92.6%	48,149,694	37,087,714	77.0%
<b><i>Expenditures</i></b>						
General Instruction	19,919,270	11,804,801	59.3%	21,480,792	12,711,943	59.2%
Special Education	5,555,934	3,298,312	59.4%	5,109,106	3,060,946	59.9%
Adult Education	20,282	6,000	29.6%	20,539	-	0.0%
Vocational Programs	335,859	249,637	74.3%	378,059	249,717	66.1%
Interscholastic Programs	1,963,819	1,284,638	65.4%	2,189,182	1,387,738	63.4%
Summer School	287,451	165,730	57.7%	313,566	159,489	50.9%
Drivers Education	757,147	450,266	59.5%	765,563	450,826	58.9%
Other Instructional	2,801,472	1,675,232	59.8%	3,006,379	1,306,967	43.5% <sup>2</sup>
Support Svcs. - Pupil	6,607,062	4,127,072	62.5%	6,754,759	4,092,717	60.6%
Support Svcs. - Admin.	<u>4,625,192</u>	<u>3,131,642</u>	67.7%	<u>4,663,602</u>	<u>3,019,892</u>	64.8%
	42,873,488	26,193,330	61.1%	44,681,547	26,440,235	59.2%
<b><i>Other Sources/(Uses)</i></b>						
Transfers fr. Other Funds	1,139,202	1,000,000	87.8%	-	-	N/A
Transfers to Other Funds	<u>(1,000,000)</u>	<u>(1,000,000)</u>	100.0%	<u>-</u>	<u>-</u>	N/A
	139,202	-	0.0%	-	-	
Change in Fund Balance	13,641,079	26,003,970		3,468,147	10,647,479	
Beginning Balance	<u>52,572,102</u>	<u>52,572,102</u>		<u>66,213,181</u>	<u>66,213,181</u>	
Ending Balance	<u>66,213,181</u>	<u>78,576,072</u>		<u>69,681,328</u>	<u>76,860,660</u>	

1. State aid budget was significantly reduced for fiscal 2011 due to uncertainty of the state actually paying Districts.  
The majority of the actual collections relates to the prior year grants and claims that the state was late in paying to Districts.

2. District started the EAC program this school year and has reduced special education off campus placements and thus lowered the amount it pays for tuition.

# OAK PARK AND RIVER FOREST HIGH SCHOOL DISTRICT 200

## Monthly Financial Statements

March 2011

### Operations and Maintenance Fund

	<u>Audited 2009-2010</u>	<u>Fiscal to Date March 31 2010</u>	<u>%</u>	<u>Original Budget 2010-2011</u>	<u>Fiscal to Date March 31 2011</u>	<u>%</u>
<b>Receipts</b>						
Property Taxes	6,136,075	5,829,376	95.0%	5,990,710	4,256,088	71.0%
Other Local Sources	2,297,496	1,947,480	84.8%	962,216	1,103,034	114.6% 1
	<u>8,433,571</u>	<u>7,776,856</u>	92.2%	<u>6,952,926</u>	<u>5,359,122</u>	77.1%
<b>Expenditures</b>						
Support Svcs. - Admin.	8,823,475	4,635,898	52.5%	5,368,583	3,441,054	64.1%
	<u>8,823,475</u>	<u>4,635,898</u>	52.5%	<u>5,368,583</u>	<u>3,441,054</u>	64.1%
<b>Other Sources/(Uses)</b>						
Transfers	1,035,354	1,000,000	96.6%	26,210	-	0.0%
Transfers	-	-	N/A	(1,610,000)	(1,610,000)	100.0% 2
	<u>1,035,354</u>	<u>1,000,000</u>	96.6%	<u>(1,583,790)</u>	<u>(1,610,000)</u>	101.7%
Change in Fund Balance	645,450	4,140,958		553	308,068	
Beginning Balance	<u>9,044,358</u>	<u>9,044,358</u>		<u>9,689,808</u>	<u>9,689,808</u>	
Ending Balance	<u>9,689,808</u>	<u>13,185,316</u>		<u>9,690,361</u>	<u>9,997,876</u>	

1. Corporate personal property replacement taxes have exceeded the anticipated budget amount.

2. Transfer to Capital Projects fund per the budget.

Note: Prior year numbers include the Restricted Building fund. This fund was closed in the current year and the District is now using the Capital Projects fund.

### Life Safety Fund

	<u>Audited 2009-2010</u>	<u>Fiscal to Date March 31 2010</u>	<u>%</u>	<u>Original Budget 2010-2011</u>	<u>Fiscal to Date March 31 2011</u>	<u>%</u>
<b>Receipts</b>						
Property Taxes	1,883,021	1,774,654	94.2%	2,090,611	1,649,842	78.9% 1
Other Local Sources	3,697	2,486	67.2%	301,670	300,343	99.6%
	<u>1,886,718</u>	<u>1,777,140</u>	94.2%	<u>2,392,281</u>	<u>1,950,185</u>	81.5%
<b>Expenditures</b>						
Support Svcs. - Business	1,474,581	904,409	61.3%	1,701,822	1,714,512	100.7%
	<u>1,474,581</u>	<u>904,409</u>	61.3%	<u>1,701,822</u>	<u>1,714,512</u>	100.7%
<b>Other Sources/(Uses)</b>						
Transfers	(618,263)	(618,263)	100.0%	(614,263)	-	0.0%
	<u>(618,263)</u>	<u>(618,263)</u>		<u>(614,263)</u>	<u>-</u>	
Change in Fund Balance	(206,126)	254,468		76,196	235,673	
Beginning Balance	<u>355,137</u>	<u>355,137</u>		<u>149,011</u>	<u>149,011</u>	
Ending Balance	<u>149,011</u>	<u>609,605</u>		<u>225,207</u>	<u>384,684</u>	

1. Life Safety levy was increased for the 2009 levy compared to the 2008 levy and therefore the increase in collections in the current year.

# OAK PARK AND RIVER FOREST HIGH SCHOOL DISTRICT 200

## Monthly Financial Statements

March 2011

### Illinois Municipal Retirement/Social Security Fund

	<u>Audited</u> <u>2009-2010</u>	<u>Fiscal to Date</u> <u>March 31</u> <u>2010</u>	<u>%</u>	<u>Original</u> <u>Budget</u> <u>2010-2011</u>	<u>Fiscal to Date</u> <u>March 31</u> <u>2011</u>	<u>%</u>
<b>Receipts</b>						
Property Taxes	2,362,524	2,246,090	95.1%	2,314,608	1,629,927	70.4%
Other Local Sources	106,550	27,071	25.4%	79,730	8,133	10.2%
	<u>2,469,074</u>	<u>2,273,161</u>	<u>92.1%</u>	<u>2,394,338</u>	<u>1,638,060</u>	<u>68.4%</u>
<b>Expenditures</b>						
General Instruction	336,245	201,672	60.0%	414,745	236,910	57.1%
Special Education	190,309	107,921	56.7%	224,800	119,805	53.3%
Vocational Programs	26,406	17,520	66.3%	25,273	13,591	53.8%
Interscholastic Programs	109,477	70,838	64.7%	121,161	76,433	63.1%
Summer School	9,143	5,478	59.9%	9,844	5,599	56.9%
Drivers Education	5,560	3,372	60.6%	9,239	3,990	43.2%
Other Instructional	1,241	731	58.9%	1,232	727	59.0%
Support Svcs. - Pupil	336,130	202,990	60.4%	393,359	229,211	58.3%
Support Svcs. - Admin.	824,926	575,580	69.8%	898,271	599,463	66.7%
	<u>1,839,437</u>	<u>1,186,102</u>	<u>64.5%</u>	<u>2,097,924</u>	<u>1,285,729</u>	<u>61.3%</u>
Change in Fund Balance	629,637	1,087,059		296,414	352,331	
Beginning Balance	1,323,641	1,323,641		1,953,278	1,953,278	
Ending Balance	<u>1,953,278</u>	<u>2,410,700</u>		<u>2,249,692</u>	<u>2,305,609</u>	

### Capital Projects Fund

	<u>Audited</u> <u>2009-2010</u>	<u>Fiscal to Date</u> <u>March 31</u> <u>2010</u>	<u>%</u>	<u>Original</u> <u>Budget</u> <u>2010-2011</u>	<u>Fiscal to Date</u> <u>March 31</u> <u>2011</u>	<u>%</u>
<b>Receipts</b>						
Other Local Sources	-	-	N/A	300,000	300,613	100.2%
	-	-	N/A	300,000	300,613	100.2%
<b>Expenditures</b>						
Support Svcs. - Business	-	-	N/A	1,910,000	2,084,758	109.1%
	-	-	N/A	1,910,000	2,084,758	109.1%
<b>Other Sources/(Uses)</b>						
Transfers	-	-	N/A	1,610,000	1,610,000	100.0%
	-	-		1,610,000	1,610,000	
Change in Fund Balance	-	-		-	(174,145)	
Beginning Balance	-	-		-	-	
Ending Balance	<u>-</u>	<u>-</u>		<u>-</u>	<u>(174,145)</u>	

1. Transfer from O&M fund to establish the Capital Projects fund per the budget.

**OAK PARK AND RIVER FOREST HIGH SCHOOL DISTRICT 200**  
**Monthly Financial Statements**  
**March 2011**

**Dental Self Insurance Fund**

	<b>Audited</b>	<b>Fiscal to Date</b>		<b>Original</b>	<b>Fiscal to Date</b>	
	<b>2009-2010</b>	<b>March 31</b>	<b>%</b>	<b>Budget</b>	<b>March 31</b>	<b>%</b>
		<b>2010</b>		<b>2010-2011</b>	<b>2011</b>	
<b>Receipts</b>						
Insurance Premiums	409,548	265,272	64.8%	452,853	273,412	60.4%
Other Local Sources	3,680	3,165	86.0%	2,000	718	35.9%
	413,228	268,437	65.0%	454,853	274,130	60.3%
<b>Expenditures</b>						
Staff Services	407,364	260,567	64.0%	452,853	275,064	60.7%
Change in Fund Balance	5,864	7,870		2,000	(934)	
Beginning Balance	143,399	143,399		149,263	149,263	
Ending Balance	149,263	151,269		151,263	148,329	

**Medical Self Insurance Fund**

	<b>Audited</b>	<b>Fiscal to Date</b>		<b>Original</b>	<b>Fiscal to Date</b>	
	<b>2009-2010</b>	<b>March 31</b>	<b>%</b>	<b>Budget</b>	<b>March 31</b>	<b>%</b>
		<b>2010</b>		<b>2010-2011</b>	<b>2011</b>	
<b>Receipts</b>						
Insurance Premiums	4,732,751	3,474,067	73.4%	5,577,698	4,269,745	76.6%
Other Local Sources	52,274	45,513	87.1%	20,000	13,401	67.0%
	4,785,025	3,519,580	73.6%	5,597,698	4,283,146	76.5%
<b>Expenditures</b>						
Staff Services	4,541,907	2,561,517	56.4%	5,577,698	3,177,231	57.0%
Change in Fund Balance	243,118	958,063		20,000	1,105,915	
Beginning Balance	1,594,968	1,594,968		1,838,086	1,838,086	
Ending Balance	1,838,086	2,553,031		1,858,086	2,944,001	

**Self-Insurance Workers' Comp Fund**

	<b>Audited</b>	<b>Fiscal to Date</b>		<b>Original</b>	<b>Fiscal to Date</b>	
	<b>2009-2010</b>	<b>March 31</b>	<b>%</b>	<b>Budget</b>	<b>March 31</b>	<b>%</b>
		<b>2010</b>		<b>2010-2011</b>	<b>2011</b>	
<b>Receipts</b>						
Insurance Premiums	-	-	N/A	-	-	N/A
Other Local Sources	-	-	N/A	-	-	N/A
Transfers	-	-	N/A	-	-	N/A
	-	-		-	-	
<b>Expenditures</b>						
Staff Services	-	-	N/A	-	-	N/A
Change in Fund Balance	-	-		-	-	
Beginning Balance	15,857	15,857		15,857	15,857	
Ending Balance	15,857	15,857		15,857	15,857	

***Oak Park and River Forest High School  
District 200***

*201 North Scoville Avenue • Oak Park, IL 60302-2296*

TO: Board of Education  
FROM: Cheryl Witham  
DATE: April 19, 2011  
RE: Treasurer's Reports

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**BACKGROUND**

It is a requirement that the Board of Education accepts and approves the monthly Treasurer's Reports.

**SUMMARY OF FINDINGS**

Attached is the Treasurer Report for March, 2011.

**RECOMMENDATIONS (OR FUTURE DIRECTIONS)**

The March 2011 Treasurer's Report will be presented to the Board of Education for approval at the April 28<sup>th</sup>, Board of Education meeting





Oak Park & River Forest High School District 200  
Treasurers Report  
March 31, 2011

<u>Funds</u>	<u>Opening Cash Balance 03/01/11</u>	<u>Cash Receipts</u>	<u>Cash Disbursements</u>	<u>Adjustments to Cash (JE's)</u>	<u>Ending Cash Balance 03/31/11</u>	<u>% of Total</u>
10 Education	67,325,253.09	11,263,089.77	(2,948,473.76)	(449,846.63)	75,190,022.47	71.68%
14 Food Service	359,845.97	220,121.18	(211,935.80)	(19,895.74)	348,135.61	0.33%
15 Book Store	297,854.97	21,143.62	(17,230.88)	(2,551.13)	299,216.58	0.29%
<b>Total - Education Fund</b>	<b>67,982,954.03</b>	<b>11,504,354.57</b>	<b>(3,177,640.44)</b>	<b>(472,293.50)</b>	<b>75,837,374.66</b>	<b>72.29%</b>
20 Operations, Building & Maintenance	8,727,178.98	1,471,942.62	(379,310.87)	(50,900.28)	9,768,910.45	9.31%
30 Bond & Interest Fund	(241,269.91)	609,831.86	(1,250.00)	-	367,311.95	0.35%
40 Transportation Fund	2,313,709.33	363,841.74	(104,763.25)	(180.00)	2,572,607.82	2.45%
50 IMRF & SS Fund	1,908,812.66	543,806.66	(158,760.46)	9.83	2,293,868.69	2.19%
60 Site & Construction	180,364.89	300,000.00	(654,509.38)	-	(174,144.49)	-0.17%
70 Working Cash	7,095,978.78	278,475.66	-	-	7,374,454.44	7.03%
80 Tort Immunity	2,148,773.96	246,916.59	(39,542.30)	1,365.00	2,357,513.25	2.25%
81 Dental Self Insurance	168,647.07	126.59	(33,586.66)	38,273.86	173,460.86	0.17%
82 Medical Self Insurance	3,149,850.35	2,391.71	(353,922.06)	478,971.82	3,277,291.82	3.12%
83 Workers' Comp Self Insurance	15,857.04	-	-	-	15,857.04	0.02%
84 Harris - PMA	476,524.40	198,426.40	(261,793.14)	4,753.27	417,910.93	0.40%
84 Community Bank	185,195.95	344,703.61	(278,713.39)	-	251,186.17	0.24%
<b>Total - Activity Funds</b>	<b>661,720.35</b>	<b>543,130.01</b>	<b>(540,506.53)</b>	<b>4,753.27</b>	<b>669,097.10</b>	<b>0.64%</b>
90 Fire Prevention & Safety	(404,315.22)	847,250.63	(72,531.63)	-	370,403.78	0.35%
<b>Total - All Funds</b>	<b>\$ 93,708,262.31</b>	<b>\$ 16,712,068.64</b>	<b>\$ (5,516,323.58)</b>	<b>\$ -</b>	<b>\$ 104,904,007.37</b>	<b>100.00%</b>

**Summary of adjustments to cash:**

Reclassification of food service chargebacks.  
Reclassification of bookstore chargebacks.  
Reclassification of expenditures  
PPO/Pharmacy reclassification.

Oak Park & River Forest High School District 200  
Cash and Investments  
March 31, 2011

	<u>Account Balance</u>	<u>Treasurer's Control</u>	<u>% of Total</u>
<b>Harris Bank Comingled Account (treas ofc.)</b>			
Statement CTTO	126,015.94		
Less: Outstanding Checks	-		
Plus: Deposits in Transit	-		
Adjusted	<u>126,015.94</u>	126,015.94	0.12%
<b>Harris ISDLAF Account (Liquid &amp; Max)</b>			
Statement Balance	104,861,852.75		
Less: Outstanding Checks	(416,075.28)		
Plus: Deposits in Transit	26,141.05		
Adjusted	<u>104,471,918.52</u>		99.59%
<b>Community Bank Student Activity Account</b>			
Statement Balance	280,206.30		
Less: Outstanding Checks	(29,020.13)		
Plus: Deposits in Transit	-		
Adjusted	<u>251,186.17</u>		0.24%
<b>Community Bank Imprest Account</b>			
Statement Balance	20,731.34		
Less: Outstanding Checks	(13,244.60)		
Plus: Deposits in Transit	-		
Adjusted	<u>7,486.74</u>		0.01%
<b>Petty Cash</b>	<u>7,400.00</u>		0.01%
<b>Workers Compensation Escrow</b>	<u>40,000.00</u>		0.04%
<b>Total Cash and Investments</b>	<b>\$ 104,904,007.37</b>	<b>\$ 126,015.94</b>	<b>100.00%</b>

Note: Petty cash number includes \$2,000 that is in the Athletic Imprest account maintained by the Athletic Department.

Oak Park & River Forest High School District 200  
Schedule of Investments  
March 31, 2011

By Financial Institution	Average Interest Rate *	Investment Value 03/31/11	Prior Month % of	
			Total	Total
Harris ISDLAF - Liquid MM	0.02%	2,182,016.86	2.08%	1.41%
Harris ISDLAF - Max MM	0.08%	8,556,421.06	8.15%	0.63%
Harris ISDLAF - SDA	0.15%	2,706,642.92	2.58%	2.88%
Harris ISDLAF - CD's	0.41%	61,486,169.48	58.57%	67.83%
Harris ISDLAF - Gov't Securities	0.55%	2,530,602.43	2.41%	2.70%
Harris ISDLAF - Term Series	0.30%	27,400,000.00	26.10%	24.41%
Harris - CTTO MM	*	126,015.94	0.12%	0.13%
<b>Total All Investments by Institution</b>		<b>104,987,868.69</b>	<b>100.00%</b>	<b>100.00%</b>

By Investment Type	Average Interest Rate *	Investment Value 03/31/11	Prior Month % of	
			Total	Total
CD's	0.41%	61,486,169.48	58.57%	67.83%
Government Securities	0.55%	2,530,602.43	2.41%	2.70%
Term Series	0.30%	27,400,000.00	26.10%	24.41%
Money Market	0.08%	13,571,096.78	12.93%	5.06%
<b>Total All Investments by Type</b>		<b>104,987,868.69</b>	<b>100.00%</b>	<b>100.00%</b>

By Maturity Age	Average Interest Rate *	Investment Value 03/31/11	Prior Month % of	
			Total	Total
1 month	0.56%	3,700,000.00	3.52%	4.69%
2 months	0.54%	4,993,500.00	4.76%	3.94%
3 months	0.60%	7,400,000.00	7.05%	5.32%
4-6 months	0.46%	42,844,145.00	40.81%	40.34%
7-9 months	0.23%	13,965,369.48	13.30%	22.03%
10-12 months	0.87%	5,393,400.00	5.14%	2.49%
1 year +	0.38%	13,120,357.43	12.50%	16.12%
2 years +	0.00%	-	0.00%	0.00%
Mature on demand	0.08%	13,571,096.78	12.93%	5.06%
<b>Total Investments</b>		<b>104,987,868.69</b>	<b>100.00%</b>	<b>100.00%</b>

\* The rate of interest is not known for funds invested with the Trustee of the former CTTO.

Comparative Interest Rate Information (as of April 11)

Fixed Income Type of Security	60 Days	90 Days	120 Days	180 Days	270 Days	1 Year		18 Months		2 Year	
						Year	Year	Months	Months	Year	Year
CD's	0.00%	0.00%	0.00%	0.10%	0.15%	0.26%	0.50%	0.35%	0.75%	0.20%	0.75%
Government Agency	0.03%	N/A	N/A	0.10%	0.08%	0.26%	0.26%	0.47%	0.70%		
Government Treasury	N/A	N/A	N/A	0.08%	0.16%	0.22%	0.44%	0.69%	0.69%		

Liquid Asset Funds	7 Day Effective	
	Liquid Class	Max Class
	0.02%	0.05%