



FENTON HIGH SCHOOL DISTRICT 100
1000 W. GREEN ST, BENSENVILLE IL 60106
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FENTON HIGH SCHOOL

FENTON100.ORG

4/26/2024

To Whom it May Concern:

The Board of Education at Fenton Community High School District 100 is seeking a firm to conduct an independent review of the District's actions related to the allegations of sexual misconduct by a former employee or other emerging matters.

Rebuilding public trust is an important objective for the Board. An unbiased evaluation of actions taken and the standing policies and procedures will greatly assist the Board in making future decisions that ensure student safety and public trust.

Attached is a Request for Proposals overview. If you have any questions, please contact Keren Vasilikos, Executive Assistant to the Board of Education (vasilikos@fenton100.org). Otherwise, please follow the stated instructions and submit your proposal no later than close of business on Thursday, May 9, 2024.

Sincerely,

A handwritten signature in black ink that reads 'Sam Bentsen'.

Sam Bentsen, Ed.D.
Interim Superintendent
Associate Superintendent/Principal
Fenton Community High School District 100

Request for Proposal - Legal Services for an Independent Review

Fenton Community High School District No. 100

DuPage County, Illinois

INTENT

Fenton Community High School District No.100 (the “District”) is soliciting proposals from qualified licensed full service law firms to conduct an independent review of the Fenton Community High School District No. 100’s actions related to the allegations of sexual misconduct by a former employee or other emerging matters from the review.

Qualified firms are encouraged to review the Request for Proposal (RFP) and return the response to:

Dr. Samuel Bentsen, Interim Superintendent

Fenton Community High School District No. 100

1000 West Green Street

Bensenville, Illinois 60106

Responses to the RFP are to be submitted in a sealed envelope marked Independent Review Legal Services RFP. Responses must be received no later than close of business on Thursday, May 9, 2024. Legal firms are required to submit 7 copies of the responses to the Request for Proposal. All inquiries for this RFP are to be addressed to:

Dr. Samuel Bentsen, Interim Superintendent

Fenton Community High School District No. 100

1000 West Green Street

Bensenville, Illinois 60106

Bentsen@Fenton100.org

School District Description

Fenton Community High School District No. 100 is an Illinois Public School District that serves high school age students from the communities of Bensenville, Wood Dale, and Addison, Illinois. The District's enrollment is approximately 1,450 students in grades 9 through 12. Fenton CHSD100 offers a comprehensive curriculum to its students. Fenton CHSD100 offers a special education transitional program through our special education cooperative (NDSEC) that enrolls students to the age of 22. The District Senior Leadership Administration consists of:

Dr. Samuel Bentsen, Interim Superintendent, Associate Superintendent and Principal

Jose Jaramillo, Assistant Superintendent for Human Resource

Bruce Martin, Chief School Business Officer

Dr. James Batson, Director for Technology

Fenton CHSD100 runs an extended curriculum and extracurricular program. Fenton is a member of the North DuPage Special Education Cooperative (NDSEC). The majority of Special Education services are delivered in-house by Fenton CHSD100 employees. Special Education students may be outplaced at approved entities based on need. Fenton coordinates with NDSEC for special education transportation..

Legal firms interested in submitting a response to this RFP are encouraged to visit the Fenton CHSD100 web page at www.Fenton100.org to acquire more information and become familiar with the school district.

Scope of Work

Fenton Community High School District No. 100 (the "District") is soliciting proposals from qualified licensed full service law firms to conduct an independent review of the Fenton Community High School District No. 100's actions related to the allegations of sexual misconduct by a former employee or other emerging matters from the review.

The scope shall encompass a thorough and complete examination of the following specific areas:

- **Investigation Procedures:** Evaluate procedures District No. 100 school and district administration followed when anonymous tips, credible reports or complaints were received in the matter of a former teacher's alleged sexual misconduct, including how allegations were documented, reported, and investigated.
- **Compliance with Policies and Regulations:** Assess whether District No. 100 adhered to all relevant district policies, regulations, State of Illinois laws and professional standards governing the handling of teacher misconduct allegations.
- **Communication and Transparency:** Assess the transparency of District No. 100's communication in said matter. Evaluate how information was shared with relevant agencies, School Board, and when legally allowed with stakeholders, including parents, students, and the broader community.
- **Accountability and Discipline:** Review the appropriate legal and policy required disciplinary actions taken against the teacher relevant to this matter. Evaluate whether these actions were consistent with district policies and regulations, and whether they were appropriate given the severity of the allegations.
- **Preventive Measures:** Identify any systemic weaknesses or gaps in District No. 100's procedures for preventing and addressing alleged teacher misconduct.
- **Victim Support and Redress:** Assess the support provided to victims of the alleged teacher misconduct, including counseling services and other forms of assistance. Evaluate whether District No. 100 adequately addressed the needs of victims and provided avenues for redress.

Qualification

Fenton CHSD100 is seeking responses from legal firms who specialize in Illinois school law and whose client list is primarily Illinois Public School Districts. In addition to the items listed under Scope of Work, the legal firm must also meet the following qualifications:

- Be able to verify that your firm is an established firm practicing school law in Illinois.
- Be well versed in conducting independent reviews of Illinois school districts.

Selection Process

Law firms are to submit their responses in the format specified within this document and return their responses on or before the due date. After the due date, a screening committee of no more than two (2) members of the Board of Education and representative members of the District Administrative staff will screen the responses for interview purposes. The interview committee will be composed of no more than two (2) School Board Members and the District

Administrative staff. The current lead attorney assigned to represent Fenton CHSD100 must be present during the interview process.

Proposal Information and Response Format

To achieve a uniform and fair evaluation process law firms are asked to submit your responses using the following format:

1. Title Page: Show the RFP subject, the name of the law firm, all office locations and telephone numbers, name of the contact person and contact information (include email address) and the date of the proposal.
2. A Table of Contents: Identify the material by section and page numbers.
3. Introductory Letter: Introducing your firm to Fenton CHSD100.
4. History: The history is to include the names and area of specialization of the partners and the legal structure of the firm as well as other information that you deem to be relevant. Include with the history any past relationship with Fenton CHSD100 and if you are an approved C.L.I.C. attorney firm.
5. Ability to Provide Services: Law firms are to respond to the Scope of Service and Qualification sections of this RFP and identify your ability to fulfill said requirements.
6. Resumes/Biographies: Included the resume or biographies of the following:

Lead Attorney(s) Assigned to Fenton CHSD100

7. A Schedule of the Firm's Fees: Include the following items in this section:
 - The hourly fee and minimum time increment for billing purposes for all partners, associates, paralegals and administrative staff.
 - Describe how telephone calls are billed. Any reimbursable expenses.
 - A description of any alternative fee services, such as flat fees and blended fees.
 - A sample monthly invoice.
 - A description of a retainer fee, if any, and the cost should Fenton CHSD100 like to consider this option.
8. References: Provide a list of at least three Illinois Public School Districts that your firm services in the "collar counties." Include the contact information of the Superintendent, Human Resources Director, Finance Director, and Special Education Director. Provide a

separate listing of all Illinois school districts who are new clients in the last five (5) years, as well as a list of any former clients who you have discontinued providing services to in the last five (5) years (with contact information, if possible).

Selection and Naming of the Firm conducting the independent review

The interview committee will develop and use a rating instrument to determine the law firm selected for this assignment. It is the goal of the committee to conclude the process so that a recommendation can be presented to the Board of Education at the May 22nd, 2024 board meeting, and the selected firm will begin its work with Fenton CHSD100 promptly.

Deliverables

An objective and impartial assessment of the school and district administration's handling of the former teacher's misconduct allegations. A final report with findings and recommendations for the school district moving forward.

Start Date

Our goal is to begin this review process the last week of May of 2024.