

LINCOLNWOOD SCHOOL DISTRICT 74
BOARD OF EDUCATION
REGULAR MEETING AGENDA
THURSDAY, MARCH 4, 2021 AT **7:30 PM**

BOARD OF EDUCATION
Scott L. Anderson, *President*
Kevin Daly, *Vice President*
John P. Vranas, *Secretary*
Jeffrey S. Evens
Myra A. Foutris
Elaina Geraghty
Rupal Shah Mandal

ADMINISTRATION
Dr. Kimberly A. Nasshan, *Superintendent of Schools*
Dr. David Russo, *Assistant Superintendent for Curriculum and Instruction*
Courtney Whited, *Business Manager/CSBO*

*Agenda of the Regular Meeting of the Board of Education of Lincolnwood School District 74,
Cook County, Illinois, to be held in the Lincoln Hall Orchestra Room (#109)
6855 North Crawford
Lincolnwood, IL 60712,
on Thursday, March 4, 2021.*

**Notice of Change in Meeting Location
for the March 4, 2021,
Meeting of the Board of Education of School District Number 74,
Cook County, Illinois**

Public Notice is Hereby Given that the meeting of the Board of Education of School District Number 74, Cook County, Illinois, scheduled for 4th day of March, 2021, at 7:30 o'clock P.M., at the Village of Lincolnwood Council Chambers, 6900 North Lincoln Avenue, Lincolnwood, Illinois, has been relocated to the Orchestra Room (#109) of the Lincoln Hall Middle School Building, 6855 North Crawford Avenue, Lincolnwood, Illinois, and will also be accessible by video conference via Zoom webinar, which connection information will be made available via the following electronic link: <https://meetings.boardbook.org/Public/Organization/1270>.

The Agenda for the Meeting is as follows:

Bill reviewers for the month: Scott L. Anderson and Rupal Shah Mandal

IN-PERSON PARTICIPATION: Pursuant to the Governor's disaster proclamation issued on February 5, 2021, no more than 10 people may gather at this location for the meeting. Per Board Policy 2:230, anyone who wishes to address the Board during "Audience to Visitors" as indicated on the agenda may do so when recognized by the Board President. Typically each person is allotted three minutes. Members of the public may only participate by joining through ZOOM Conferencing. The ZOOM Tech Check will be at 7:15 p.m.

Join the meeting via ZOOM app (video and audio): Meeting ID: # 859 8597 5115
(Link: <https://sd74-org.zoom.us/j/85985975115>)

or

Join the meeting via phone (audio only): Step #1: Dial 1-312-626-6799; Step #2: Enter Meeting ID: # 859 8597 5115

1. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE - (7:30 p.m.)

- Scott L. Anderson
- Kevin Daly
- Jeffrey S. Evens
- Myra A. Foutris
- Elaina Geraghty
- Rupal Shah Mandal
- John P. Vranas

ADMINISTRATIVE TEAM MEMBERS

___ Dr. Kimberly A. Nasshan ___ Dr. Dominick Lupo
___ Dr. David L. Russo ___ Mark Atkinson
___ Courtney Whited ___ Chris Harmon
___ Jennifer Ruttkay ___ Erin Curry
___ Christopher Edman ___ Christina Audisho
___ Renee Tolnai

2. AUDIENCE TO VISITORS

3. INFORMATION/ACTION: CONSENT AGENDA

(Any member of the Board wishing to vote separately on a Consent Agenda item should request removal of that item from the Consent Agenda.)

a. APPROVAL OF MINUTES

I. Regular Board Meeting Minutes - **February 4, 2021**

II. Regular Board Meeting - Closed Session Minutes - **February 4, 2021**

b. EMPLOYMENT MATTERS

I. Personnel Report

II. New Employment

1. **Sheryl Habel**, Paraprofessional, Lincoln Hall, effective February 22, 2021, \$15.45/hr

2. **Peggy Leen**, Paraprofessional, Todd Hall, effective March 2, 2021, \$16.49/hr

III. Resignation

1. **Valerie Quadri**, Paraprofessional, Todd Hall, effective February 5, 2021

2. **Lauren Wallenberg**, 8th Grade Humanities Teacher, effective June 7, 2021

IV. Retirement

1. **Tracey Uruba**, EL Teacher, Todd Hall, effective closing of the 2024-2025 school year.

V. FMLA Leave

1. **Nida Tabba**, Bilingual Teacher, Todd Hall & Rutledge Hall, effective February 15, 2021 expected return March 2, 2021

VI. Leave Request

1. **Annelisse Rivera Lopez**, Paraprofessional, Todd Hall, effective April 5, 2021, with an expected return for the 2021-2022 school year.

c. Landscaping Bid

The Finance Committee concurs to recommend to the Board of Education to retain the services of Contour Landscaping Inc. with an annual cost of \$42,288 for both the 2021 and 2022 seasons, for a total of \$84,576.

d. 2021-22 Swiftreach Networks LLC Agreement for SwiftK12 for PowerSchool – Unlimited Messaging

The Finance Committee concurs to recommend to the Board of Education to approve this Agreement renewal from Swiftreach Networks, LLC for SwiftK12 for PowerSchool - Unlimited Messaging in the amount of \$1,263.75 from February 1, 2021 to January 31, 2022.

e. 2021-22 PowerSchool Agreements for Enrollment Registration and SIS Maintenance and Support

The Finance Committee concurs to recommend to the Board of Education to approve these Agreement renewals with PowerSchool for the SIS Maintenance and Support Agreement in the amount of \$7,217.66 from February 1, 2021 to January 31, 2022 and the Enrollment Registration Agreement for \$10,294.46 from March 9, 2021 to March 8, 2022.

f. Director Employment Contracts

The Lincolnwood School District 74 Board of Education approves all Administrator Contracts.

I. Christina Audisho, Director of Community Relations

II. James Caldwell, Sr., Director of Buildings and Grounds

- III. Christopher Edman, Director of Technology
- IV. Jennifer Ruttkay, Director of Special Education

Rationale: As part of the regular meeting, the Board of Education routinely approves minutes, personnel items, Board policies, and routine business matters.

Recommended Motion: I move that the Lincolnwood School District 74 Board of Education approves those items on the Consent Agenda as appear above.

Motion by member: _____ Seconded by: _____

- 4. UNFINISHED BUSINESS
- 5. NEW BUSINESS
- 6. COMMUNICATION FROM BOARD MEMBERS
 - a. NTDSE/District 807: **John P. Vranas/Kevin Daly**
 - b. IASB (Illinois Association of School Boards): **Elaina Geraghty/Myra A. Foutris**
 - c. Finance Committee: **Kevin Daly/John P. Vranas**
 - d. Facilities Committee: **John P. Vranas/Elaina Geraghty**
 - e. Policy Committee: **Rupal Shah Mandal/Myra A. Foutris/Jeffrey S. Evens**
 - f. President's Report: **Scott L. Anderson**
- 7. COMMUNICATION TO THE BOARD OF EDUCATION
 - a. PTA (Parent Teacher Association): **Courtney Tucker (President)**
 - b. LTA (Lincolnwood Teacher Association): **Travis DuPriest/Stacy Panoutsos/Jamie Schremser/Stephanie Shortell (Co-Presidents)**
 - c. LSSU (Lincolnwood Support Staff Union): **Tammer Gad (President)**
- 8. ADMINISTRATIVE REPORTS
 - a. Superintendent's Report: **Dr. Kimberly A. Nasshan**
 - I. INFORMATION/DISCUSSION: District Updates
 - b. Curriculum and Instruction, Assistant Superintendent's Report: **Dr. David L. Russo**
 - I. INFORMATION/DISCUSSION: Curriculum Department Update
 - c. Business and Operations, Business Manager/CSBO: **Courtney Whited**
 - I. INFORMATION/DISCUSSION: Finance Report - **DECEMBER 2020**
 - II. INFORMATION/ACTION: Bills Payable in the Amount of \$674,811.66**Bills reviewed this month by:** Scott L. Anderson and Rupal Shah Mandal

Rationale: The Board of Education routinely reviews and approves invoices and bills.

Recommended Motion: I move that the Lincolnwood School District 74 Board of Education approve invoices and bills in the amount of \$674,811.66.

Motion by Member: _____ Seconded by: _____

- 9. AUDIENCE TO VISITORS
 - 10. RECESS INTO CLOSED SESSION
- I move that the Lincolnwood School District 74 Board of Education recess into Closed Session for the purposes of: **5 ILCS 120/2(c)(1), amended by P.A. 101-459 - Personnel** and **5 ILCS 120/2(c)(2) - Collective Negotiating.**

Motion by Member: _____ Seconded by: _____

- 11. ADJOURNMENT

Motion by Member: _____ Seconded by: _____

Dr. Kimberly A. Nasshan, Superintendent of Schools

Lincolnwood School District 74 is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of this meeting or facility, are requested to contact the District Office at 847-675-8234 promptly to allow Lincolnwood School District 74 to make reasonable accommodations for those persons.



LINCOLNWOOD SCHOOL DISTRICT 74
BOARD OF EDUCATION
REGULAR MEETING MINUTES
THURSDAY, FEBRUARY 4, 2021 AT 7:30 PM

BOARD OF EDUCATION
Scott L. Anderson, *President*
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John P. Vranas, *Secretary*
Jeffrey S. Evens
Myra A. Foutris
Elaina Geraghty
Rupal Shah Mandal

ADMINISTRATION
Dr. Kimberly A. Nasshan, *Superintendent of Schools*
Dr. David Russo, *Assistant Superintendent for Curriculum and Instruction*
Courtney Whited, *Business Manager/CSBO*

Minutes of the Regular Meeting of the Board of Education of Lincolnwood School District 74, Cook County, Illinois, was held in the Lincoln Hall Auditorium, 6855 North Crawford, Lincolnwood, IL 60712, with ZOOM Video Conferencing available for public participation on Thursday, February 4, 2021.

1. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE

President Anderson called the Regular Meeting to order at 7:31 p.m. Roll call was taken and the Pledge of Allegiance was recited:

MEMBERS PRESENT

Scott L. Anderson
Kevin Daly
Jeffrey S. Evens
Myra A. Foutris
Elaina Geraghty
Rupal Shah Mandal
John P. Vranas

ADMINISTRATORS/STAFF PRESENT

Dr. Kimberly A. Nasshan Dr. Dominick Lupo (via ZOOM)
Dr. David L. Russo Mark Atkinson (via ZOOM)
Courtney Whited (via ZOOM) Chris Harmon (via ZOOM)
Jennifer Ruttkay (via ZOOM) Erin Curry (via ZOOM)
Christopher Edman Christina Audisho (via ZOOM)
Renee Tolnai

2. AUDIENCE TO VISITORS

None

3. DISTRICT RECOGNITION

a. 7th grade student, **Salwa M.**, won the Lincoln Hall Spelling Bee. Salwa will be moving on to the Regional Competition of the Scripps National Spelling Bee.

Lincoln Hall Principal Dr. Dominick Lupo introduced 6th grade Language Arts teacher Dr. Amy Cattapan who provided an overview of the achievement. The Lincolnwood School District 74 Board of Education and Administrative staff congratulate Salwa M. and her parents, and all wish Salwa good luck at the Regional Competition.

4. INFORMATION/ACTION: CONSENT AGENDA

a. Approval of Minutes

I. Regular Board Meeting Minutes - **JANUARY 7, 2021**

II. Regular Board Meeting - Closed Session Minutes - **JANUARY 7, 2021**

b. Employment Matters

I. Personnel Report

c. Children's Care and Development Center (CCDC) Lease Agreement

The Finance Committee concurs to recommend to the Board of Education to enter into a new 5-year lease term at the initial annual rate of \$83,017 with 3.0% increases each fiscal year.

d. 2021-22 School Fees

The Finance Committee concurs to recommend to the Board of Education to approve the 2021-22 School Fee Schedule, as presented.

e. Post-Issuance Tax Compliance Reports

The Finance Committee concurs to recommend to the Board of Education to accept the findings contained in the Post-Issuance Tax Compliance Reports.

f. Pitney Bowes Postage Meter Lease Renewal

The Finance Committee concurs to recommend to the Board of Education to approve the 60-month Agreement with Pitney Bowes in the amount of \$9,821.40 for postage meter leasing.

g. Amendment No. 2 to Siemens Performance Contracting Agreement

The Facilities Committee concurs to recommend to the Board of Education to approve the Performance Assurance Service Program cancellation by signing Amendment No. 2 to the Performance Contracting Agreement with Siemens.

h. Administrator Contracts

The Lincolnwood School District 74 Board of Education approves all Administrator Contracts.

I. Dr. Kimberly A. Nasshan, Superintendent of Schools, through June 30, 2022

II. Dr. David L. Russo, Assistant Superintendent for Curriculum and Instruction/Superintendent (2022-23)

III. Dr. Dominick Lupo, Principal, Lincoln Hall Middle School/Assistant Superintendent (2022-23)

IV. Mark Atkinson, Assistant Principal/Principal, Lincoln Hall Middle School (2022-23)

V. Erin Curry, Principal, Rutledge Hall

VI. Chris Harmon, Principal, Todd Hall

i. POLICY

I. 2nd Reading/Adoption of Policy

1. 4:90 Student Activity and Fiduciary Funds

II. Consent Only - Policies Excluded from 1st Reading for Approval

1. Policy 8:25 Advertising and Distributing Materials in Schools Provided by Non-School Related Entities

j. Donation to Lincolnwood School District 74

The Administration recommends that the Lincolnwood School District 74 Board of Education approve the Donation from the Horner Family Charitable Family Fund in the amount of \$2,250.

k. Baseball Fields Dressing

The Facilities Committee concurs to recommend to the Board of Education to accept the agreement from Sportsfields, Inc. for field dressing services using Mid Lo mix in the amount of \$26,850.

l. Rutledge Hall Stairwell Flooring Bid

The Facilities Committee concurs to recommend to the Board of Education to accept the bid from Johnson Floor Company in the amount of \$88,540 for the Rutledge Hall Stairwell Flooring project to begin and finish during the Summer 2021.

m. Todd Hall and Rutledge Hall Doors

The Facilities Committee concurs to recommend to the Board of Education to accept the bid from Stuckey with Alternate #1 in the amount of \$820,643 for the purpose of completing Health Life Safety interior and exterior door work at Todd Hall and Rutledge Hall during the summer of 2021.

It was moved by Secretary Vranas and seconded by Vice President Daly that the Lincolnwood School District 74 Board of Education approves those items on the Consent Agenda as appear above.

President Anderson submitted the motion to a vote and the following vote was recorded:

Ayes: Daly, Vranas, Evens, Foutris, Geraghty, Shah Mandal, Anderson

Nays: None

Absent: None

Motion passed.

On behalf of the Board of Education, President Anderson congratulated the Administrators on their new contracts, as well as, highlighting the continued partnership with Children's Care and Development Center (CCDC) with the approval of another five-year lease agreement.

5. UNFINISHED BUSINESS

None

6. NEW BUSINESS

None

7. COMMUNICATION FROM BOARD MEMBERS

a. NTDSE/District 807: **John P. Vranas/Kevin Daly**

- The NTDSE Governing Board last met on January 14, 2021.
- Two-thirds of NTDSE students returned to school on January 20, 2021 after an adaptive pause.
- The Governing Board, along with Executive Director Tarin Kendrick, navigated and approved a concept plan for the Molloy renovation project that meets the original cost projection.
- The Governing Board received an Aa3 rating for the proposed \$3,600,000 bond sale. Phase 1 construction will begin late-summer 2021.

The next NTDSE Governing Board meeting is March 11, 2021 at 7 p.m.

b. IASB (Illinois Association of School Boards): **Elaina Geraghty/Myra A. Foutris**

- The North Cook Division Spring Virtual meeting will be held on March 17, 2021 at 7 p.m.
- There are several IASB virtual events available to Board of Education candidates.
- President Anderson asked the Administration to share the event information with each candidate.

c. Finance Committee: **Kevin Daly/John P. Vranas**

The Finance Committee last met on January 21, 2021.

The Committee sent four items to the Consent Agenda:

- Pitney Bowes Postage Meter Lease Renewal
- Post-Issuance Tax Compliance Reports
- Proposed 2021-2022 School Fees Draft
- Children's Care and Development Center (CCDC) Lease Agreement

The next Finance Committee meeting is scheduled for Thursday, February 18, 2021 at 6:30 p.m.

The public is welcome.

d. Facilities Committee: **John P. Vranas/Elaina Geraghty**

The Facilities Committee last met on January 19, 2021.

- The Committee reviewed and discussed the Rutledge Hall Stairwell Flooring project bid evaluation presented by Studio GC and concurred with the recommendation to the Board to approve the bid from Johnson Floor Company.

- The Committee reviewed and discussed Todd Hall and Rutledge Hall interior and exterior door replacement bid evaluation presented by Studio GC and concurred with the recommendation to the Board to approve the bid from Stuckey Construction Company including Alternate #1.
- The Committee concurred with Administration's recommendation to the Board to approve the cancellation of the Performance Assurance Service Program and the execution of Amendment No. 2 to the Performance Contracting Agreement with Siemens.
- The Committee concurred with the Administration's recommendation to the Board to approve the Agreement from Sportsfields, Inc. for field dressing services using Mid Lo mix in the amount of \$26,850.
- The Rutledge Hall Small Group Instruction Room is in the punch list stage. The Committee directed StudioGC to start assessing liquidated damages if the project was not complete by January 29, 2021.
- The Landscaping bid will be opened on January 25, 2021. The District sent out this Request For Proposals (RFP) to a half dozen vendors and it was also posted in the newspaper. The District had received three inquiries and two vendors had surveyed the campus.
- The Todd Hall Plaza Lighting has been completed and the Committee is pleased with the installation.

The next Facilities Committee meeting will be held on its new day of the week Tuesday, February 16, 2021 at 6:00 p.m. The public is welcome.

e. Policy Committee: **Rupal Shah Mandal/Myra A. Foutris/Jeffrey S. Evens**

The Policy Committee last met on Friday, January 22, 2021

- The Committee sent one policy to the February 4, 2021 Consent Agenda, and retained one policy in Committee for further review.

The next Policy Committee Meeting is scheduled for Friday, February 19, 2021 at 8:30 a.m.

The public is welcome.

f. President's Report: **Scott L. Anderson**

- i. Committee Appointments of Emily McCall (Facilities), Leah Brennan (Policy), Lidia Kaihara (Finance), and Reuben George (Finance).
President Anderson appointed the above Committee members without objection.
- ii. 3-Month Review and Approval of the Resolution 2020-21 re: Reopening and Requirements for Use of Personal Protective Equipment (Including Face Coverings) and Symptom Screening During the Covid-19 Pandemic.

It was moved by Secretary Vranas and seconded by Vice President Daly that the Lincolnwood School District 74 Board of Education approves the Resolution 2020-21 re: Reopening and Requirements for Use of Personal Protective Equipment (Including Face Coverings) and Symptom Screening During the Covid-19 Pandemic, as presented.

President Anderson submitted the motion to a vote and the following vote was recorded:

Ayes: Daly, Vranas, Evens, Foutris, Geraghty, Shah Mandal, Anderson

Nays: None

Absent: None

Motion passed.

iii. Bi-Annual Review of Closed Meeting Minutes

It was moved by Secretary Vranas and seconded by Member Geraghty that the Lincolnwood School District 74 Board of Education authorize the release of certain closed session minutes,

as listed in the attachment between January 16, 2007 to August 6, 2020, which were reviewed by the Board of Education and recommended by the Secretary of the Board of Education, as no longer needing confidential treatment.

President Anderson submitted the motion to a voice vote and the motion passed.

iv. Destruction of Closed Meeting Audio Recordings

It was moved by Secretary Vranas and seconded by Member Shah Mandal that the Lincolnwood School District 74 Board of Education authorize the destruction of certain closed session audio recordings, as listed on the attachment, which were held prior to July 1, 2019, and for which approved minutes already exist, as reviewed by the Board of Education and recommended by the Secretary of the Board of Education.

President Anderson submitted the motion to a voice vote and the motion passed.

8. COMMUNICATION TO THE BOARD OF EDUCATION

a. PTA (Parent Teacher Association): **Courtney Tucker (President)**

PTA President Tucker confirmed the next meeting is Thursday, February 11, 2021 at 5:30 p.m. via ZOOM. The PTA Virtual Book Fair will be held February 1-14, 2021. The John Cahill Scholarship and Mini Grant applications are available, please watch for District communications.

b. LTA (Lincolnwood Teacher Association): **Travis DuPriest/Stacy Panoutsos/Jamie Schremser/Stephanie Shortell (Co-Presidents)**

Co-President DuPriest thanked the Board of Education and Administration for their efforts to try to locate staff COVID-19 vaccinations. The LTA welcomes working with the Administration and the Back to School Committee in preparation for the 2021-22 school year.

c. LSSU (Lincolnwood Support Staff Union): **Tammer Gad (President)**

None

9. ADMINISTRATIVE REPORTS

a. Superintendent's Report: **Dr. Kimberly A. Nasshan**

i. District Updates

- Superintendent Nasshan thanked the Board and the Lincolnwood Learning Community, and reflected on her past ten years in Lincolnwood School District 74.
- The Village of Lincolnwood has been working hard to try to secure vaccinations for the District staff.
- President Anderson and Superintendent Nasshan thanked Lincolnwood Fire Chief Michael Hansen for his efforts to try to secure COVID-19 vaccines for the District. The Village awaits additional shipments of the COVID-19 vaccine so that the staff vaccination process can begin.
- The Back to School Committee has begun their work, please watch for a preliminary Parent Survey. Also a final survey is planned for April 2021.

b. Curriculum and Instruction, Assistant Superintendent's Report: **Dr. David L. Russo**

i. Spring Assessment Window Update

- Assistant Superintendent for Curriculum and Instruction Russo thanked the Board for the approval of his Administrator's Contract and Amendment.
- Dr. Russo presented an overview of the planned District Spring Assessments and schedule.
- President Anderson questioned the number of planned assessments and asked if the District Administration can look into the option of eliminating the IAR/ISA Assessments. President Anderson requested that the Administration report if there would be a financial or other consequence to the District if excluded, so the Board can make a decision to consider an

official recommendation or not.

c. Business and Operations, Business Manager/CSBO: **Courtney Whited**

i. Finance Report - **November 2020**

Business Manager/CSBO Whited presented the November 2020 Finance Report via ZOOM.

ii. Conduct a Public Hearing Concerning the Intent of the Board of Education to Sell \$7,000,000 Working Cash Fund Bonds for the Purpose of Increasing the Working Cash Fund of the District

PUBLIC HEARING

OPEN PUBLIC HEARING

It was moved by Vice President Daly and seconded by Secretary Vranas that the Lincolnwood School District 74 Board of Education open the Public Hearing concerning the intent of the Board of Education to sell \$7,000,000 Working Cash Fund Bonds for the purpose of increasing the working cash fund of the District.

President Anderson submitted the motion to a vote and the following vote was recorded:

Ayes: Daly, Vranas, Evens, Foutris, Geraghty, Shah Mandal, Anderson

Nays: None

Absent: None

Motion passed.

AUDIENCE COMMENTS

None

Community member Lidia Kaihara raised her ZOOM hand and was called upon by President Anderson but Ms. Kaihara confirmed she had no comment on the bond issuance.

CLOSE THE PUBLIC HEARING

It was moved by Vice President Daly and seconded by Secretary Vranas that the Lincolnwood School District 74 Board of Education close the Public Hearing concerning the intent of the Board of Education to sell \$7,000,000 Working Cash Fund Bonds for the purpose of increasing the working cash fund of the District.

President Anderson submitted the motion to a vote and the following vote was recorded:

Ayes: Daly, Vranas, Evens, Foutris, Geraghty, Shah Mandal, Anderson

Nays: None

Absent: None

Motion passed.

iii. Bills Payable in the Amount of \$598,862.37

Bills reviewed this month by: John P. Vranas and Myra A. Foutris

It was moved by Member Foutris and seconded by Secretary Vranas that the Lincolnwood School District 74 Board of Education approve invoices and bills in the amount of \$598,862.37.

President Anderson submitted the motion to a vote and the following vote was recorded:
Ayes: Daly, Vranas, Evens, Foutris, Geraghty, Shah Mandal, Anderson
Nays: None
Absent: None

Motion passed.

10. AUDIENCE TO VISITORS

None

11. RECESS INTO CLOSED SESSION

It moved by President Anderson and seconded by Member Shah Mandal that the Lincolnwood School District 74 Board of Education recess into Closed Session for the purposes of: **5 ILCS 120/2(c)(1)**, amended by P.A. 101-459 - **Personnel** and **5 ILCS 120/2(c)(2)** - **Collective Negotiating**.

President Anderson submitted the motion to a voice vote and the motion passed.

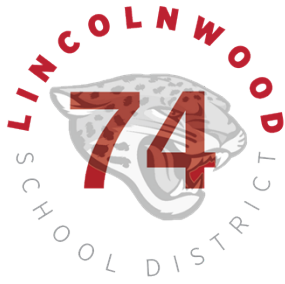
12. ADJOURNMENT

It was moved by Member Vranas and seconded by President Anderson to adjourn the Regular meeting of the Lincolnwood School District 74 Board of Education.

President Anderson submitted the motion to a vote and the motion passed at 9:16 p.m.

Scott L. Anderson, President

John P. Vranas, Secretary



Executive Summary Board of Education Meeting

DATE: March 4, 2021

TOPIC: Landscaping Bid

PREPARED BY: Courtney Whited

Recommended for:

- Action
- Discussion
- Information

Purpose/Background:

The Board of Education approves expenditures that are more than \$10,000. On January 14, 2021, the District provided legal notice to go out to bid for landscaping services. On January 25, 2021, the District received bids from three contractors for the 2021 and 2022 seasons. The bid documents require the bidders to complete the following services:

- 35 weekly lawn mowing, shrub bed and tree ring maintenance
- 2 annual lawn weed and fertilizer applications.
- 1 annual mulch of applicable areas

Fiscal Impact:

- | | |
|------------------------------|---|
| ● Contour Landscaping | Year 1: \$42,288 / Year 2: \$42,288 = Total \$84,576 |
| ● Fleck's Landscaping | Year 1: \$46,439 / Year 2: \$46,439 = Total \$92,878 |
| ● ILT Vignocchi Landscaping | Year 1: \$73,890 / Year 2: \$73,890 = Total \$147,780 |

Attached for review, please find the evaluation matrix used in determining the most qualified responsible bidder and the contract developed with assistance from the District's attorneys. The matrix provided for a Phase I evaluation, which required a minimum qualifying score of eight to move to the Phase II evaluation. Each bidder qualified to move to the Phase II evaluation process. The Phase II evaluation process required the administration to review six different components of each vendor's bid document and rate each component from 1 (least favorable) to 5 (most favorable). Overall, Contour Landscaping is the administrative recommendation with a score of 30 versus 27 for Fleck's Landscaping and 25 for ILT Vignocchi Landscaping. The most significant determining factors in the evaluation process was the cost and the references provided by each contractor. Legal counsel reviewed the bid from Contour, found it to be in order and cited no issues.

Recommendation:

The Finance Committee concurs to recommend to the Board of Education to retain the services of Contour Landscaping Inc. with an annual cost of \$42,288 for both the 2021 and 2022 seasons, for a total of \$84,576.

