

TO: Dr. Mike Riggle

FROM: Rosanne Williamson

RE: FOIA Requests

**FOIA Response:**

Please see the attached email response. Responsive documents can be found online at <http://il.glenbrook.schoolboard.net/board>. (Responsive documents will not be attached to the all documents pdf, but can be found under the FOIA agenda item.)

**Background:**

The Freedom of Information Act (FOIA - 5 ILCS 140/1 et seq.) is a state statute that provides the public the right to access government documents and records. A person can ask a public body for a copy of its records on a specific subject and the public body must provide those records, unless there is an exemption in the statute that protects those records from disclosure (for example: records containing information concerning student records or personal privacy).

A public body must respond to a FOIA request within 5 business days after the public body receives the request or 21 business days if the request is for commercial purpose. That time period may be extended for an additional 5 business days from the date of the original due date if:

- The requested information is stored at a different location;
- The request requires the collection of a substantial number of documents;
- The request requires an extensive search;
- The requested records have not been located and require additional effort to find;
- The requested records need to be reviewed by staff who can determine whether they are exempt from FOIA;
- The requested records cannot be produced without unduly burdening the public body or interfering with its operations; or
- The request requires the public body to consult with another public body who has substantial interest in the subject matter of the request.

If additional time is needed, the public body must notify the requester in writing within 5 business days after the receipt of the request of the statutory reasons for the extension and when the requested information will be produced.



Elaine Geallis &lt;egeallis@glenbrook225.org&gt;

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**Re: Glenview Journal FOIA request**

1 message

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**Rosanne Marie Williamson** <rwilliamson@glenbrook225.org>

Tue, Feb 19, 2019 at 12:13 PM

To: news-gv &lt;news-gv@journal-topics.info&gt;

Bcc: egeallis@glenbrook225.org

Dear Mr. Robb,

Thank you for writing to Glenbrook High School District 225 with your request for information pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

On 02/12/19 we received your request for the following information:

- The employment contract between Dr. Charles Johns and High School Dist. 225, approved by a vote of school board members in open session, after being discussed in closed session at the Monday, Feb. 11 Glenbrook High School Dist. 225 board of education meeting

**District Response: Please see attached.**

Sincerely,

On Tue, Feb 12, 2019 at 3:27 PM news-gv <[news-gv@journal-topics.info](mailto:news-gv@journal-topics.info)> wrote:

Please provide the employment contract between Dr. Charles Johns and High School Dist. 225, approved by a vote of school board members in open session, after being discussed in closed session at the Monday, Feb. 11 Glenbrook High School Dist. 225 board of education meeting.

Mr. Johns was hired as Dist. 225 superintendent, effective July 1, 2019 by a vote of school board members Feb. 11, 2019.

This is an order for public documents under the Illinois Freedom of Information Act, 5 ILCS 140, section 7 on exemptions to disclosure section 1, F, of which states, "a specific record or relevant portion of a record shall not be exempt (from disclosure) when the record is publicly cited and identified by the head of the public body."

Under the above stated provision of Illinois Compiled Statutes, the document is public and must be released.

Please provide it in a PDF format.

Your cooperation is appreciated.

Tom Robb  
Reporter  
Glenview Journal  
Political Editor  
Journal & Topics Newspapers  
622 Graceland Ave.  
Des Plaines, IL 60016  
847-299-5511 ex 114  
[www.journal-topics.com](http://www.journal-topics.com)  
[news-gv@journal-topics.info](mailto:news-gv@journal-topics.info)  
Find the Journal on Facebook and Twitter

3/11/2019

Glenbrook High School District 225 Mail - Re: Glenview Journal FOIA request

Rosanne Williamson Ed.D.  
Assistant Superintendent for Educational Services  
Glenbrook H.S. District 225  
3801 West Lake Ave.  
Glenview, IL 60026  
847-486-4701

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 **Superintendent's Employment Agreement 2019-2022.pdf**  
611K

**SUPERINTENDENT’S EMPLOYMENT AGREEMENT (2019-2022)**

**THIS EMPLOYMENT AGREEMENT** is made and entered into on the date hereinafter set forth by and between the BOARD OF EDUCATION, NORTHFIELD TOWNSHIP HIGH SCHOOL DISTRICT NO. 225, COOK COUNTY, ILLINOIS (the “BOARD”), and CHARLES JOHNS (the “SUPERINTENDENT”).

**IT IS AGREED:**

**1. EMPLOYMENT**

The SUPERINTENDENT is hereby hired and retained from July 1, 2019 through and including June 30, 2022 as Superintendent of Schools and Chief Executive Officer of the School District.

**2. DUTIES**

The duties and responsibilities of the SUPERINTENDENT shall be those incidental to the office of the Superintendent of Schools, those set forth in the job description (contained in Board Policy, as adopted, and which may be amended from time to time), those obligations imposed by the laws of the State of Illinois upon the SUPERINTENDENT, and to perform other professional duties customarily performed by a Superintendent of Schools as from time to time may be assigned to the SUPERINTENDENT by the BOARD. The SUPERINTENDENT shall have charge of the administration of the School District under the policies of the BOARD. He shall direct and assign, place and transfer all employees, and shall organize and administer the affairs of the School District as best serves the School District consistent with Board Policy and BOARD directives. He shall from time to time suggest regulations, rules and procedures deemed necessary for the well-ordering of the School District. The BOARD reserves the right to

reassign the SUPERINTENDENT to different duties customarily performed by other executive officers of high school district from time to time, during the life of this Agreement, without a loss of contract term, pay and/or benefits.

**3. STUDENT PERFORMANCE AND ACADEMIC IMPROVEMENT GOALS**

In accordance with the requirements of the *Illinois School Code*, the parties have jointly developed performance goals for the SUPERINTENDENT with respect to student performance and academic improvement, and have appended the goals to become a part of this Agreement as Exhibit A. These goals are subject to modification by mutual agreement of the BOARD and the SUPERINTENDENT prior to August 1, 2019.

The BOARD shall determine whether the SUPERINTENDENT has met the performance goals after an evaluation of the SUPERINTENDENT. The BOARD shall issue its determination in writing and present it to the SUPERINTENDENT during the annual evaluation required under this Agreement.

**4. COMPENSATION**

In consideration of the compensation set forth below (hereinafter "Base Salary"), the SUPERINTENDENT hereby agrees to devote such time, skill, labor and attention to his employment, during the term of this Agreement (except as otherwise provided in this Agreement), in order to perform faithfully the duties of Superintendent of Schools. The SUPERINTENDENT'S Base Salary for the 2019-2020 school term (July 1, 2019 - June 30, 2020) shall be Two Hundred Fifty Thousand Dollars (\$250,000.00). Base Salary for the remaining years of this Agreement will be set annually by agreement of the BOARD and the SUPERINTENDENT, but in no event will such annual Base Salary be less than that paid for the

preceding school term. Salary shall be paid in equal installments in accordance with the policy of the BOARD governing payment of salary to other certificated members of the professional staff, less such amounts as provided for in this Agreement, and other amounts as may be required by law.

In consideration of such compensation for each school year of this Agreement, the SUPERINTENDENT hereby agrees to devote his entire time, skill, labor and attention to his employment, during the term of this Agreement, in order to faithfully perform the duties of Superintendent of Schools.

The BOARD retains the right to adjust the annual compensation, salary, and/or fringe benefits of the SUPERINTENDENT during the life of this Agreement, provided that any such compensation, salary, and/or fringe benefits adjustment(s) shall not be lower than the annual compensation, salary, and fringe benefits paid by the BOARD in the preceding contract year. Any adjustment in compensation, salary and/or fringe benefits made during the life of this Agreement shall be or presently is in the form of an amendment and shall become a part of this Agreement; provided, however, that it shall not be considered that the BOARD has entered into a new agreement with the SUPERINTENDENT nor that the termination date of this Agreement has been in any way extended. The BOARD and the SUPERINTENDENT, however, may enter into subsequent agreements or extensions of this Agreement for additional periods of time, if both parties should agree, and said agreement is reduced to writing.

The BOARD agrees to pay the SUPERINTENDENT for any transition days that the SUPERINTENDENT may work prior to July 1, 2019 at the SUPERINTENDENT'S per diem based on the base annual salary for the 2019-2020 contract year. Said days shall be mutually

agreed to by the SUPERINTENDENT, current administration and the BOARD.

**5. DEFERRED COMPENSATION**

The SUPERINTENDENT may elect that a portion of his annual compensation be used to purchase a tax-sheltered annuity pursuant to Section 403(b) of the *Internal Revenue Code of 1986* (the "Code"), as amended, and/or a deferred compensation plan pursuant to Section 457 of the *Internal Revenue Code of 1986* ("the Code"), as amended. The SUPERINTENDENT may also, at his option, elect to forego a portion of any increase to the annual compensation paid to him under this Agreement and have that amount contributed to such a tax-sheltered annuity and/or deferred compensation plan. It is understood and agreed that the cost of the purchase of said annuity, and contributions to said annuity and/or deferred compensation plan, shall be deducted from the SUPERINTENDENT'S annual compensation and shall not require an expenditure of funds by the BOARD above the amount paid to the SUPERINTENDENT in the form of annual compensation. The amounts so contributed shall not exceed an amount equal to the maximum allowable contributions under the *Internal Revenue Code*. This provision is intended to be a salary reduction agreement.

In addition, each contract year, the BOARD shall provide a non-elective employer contribution in the amount of Four Hundred and Fifty Dollars (\$450) payable in equal monthly installments. The SUPERINTENDENT did not have the option to receive said non-elective contribution as cash.

**6. EVALUATION**

The BOARD and SUPERINTENDENT agree that during the life of this Agreement there shall be an evaluation of the SUPERINTENDENT'S job performance. The BOARD shall

endeavor to complete an evaluation of the SUPERINTENDENT'S performance by June 1, of each year of this Agreement. The evaluation shall consider, but not be limited to, an examination of the establishment and maintenance of educational goals, administration of personnel, rapport with the BOARD and such other factors of appraisal that may be established by the parties. The parties may elect to meet and confer on the evaluation prior to the preparation of the written summary. Failure by the BOARD to complete an evaluation does not preclude the SUPERINTENDENT'S the nonrenewal of this Agreement.

**7. LICENSURE**

The SUPERINTENDENT shall furnish to the BOARD, a valid, appropriate and properly registered license to act as Superintendent of Schools, in accordance with the laws of the State of Illinois and as directed by the BOARD. At all times during the term of this Agreement, the SUPERINTENDENT shall maintain and register his license to act as Superintendent of Schools in accordance with the laws of the State of Illinois and as directed by the BOARD.

**8. OTHER WORK**

With the prior agreement of the BOARD, the SUPERINTENDENT may undertake speaking engagements, writing, or other professional duties and obligations. Such other work shall not interfere with the SUPERINTENDENT'S obligations set forth in this Agreement.

**9. TERMINATION OF AGREEMENT**

This Employment Agreement may be terminated by:

- A. Mutual agreement of the parties.
- B. Retirement.
- C. Resignation, provided, however, the SUPERINTENDENT gives the



BOARD at least one hundred eighty (180) days written notice of the proposed resignation.

- D. Discharge for cause. "For cause" shall mean any conduct, act, or failure to act by the SUPERINTENDENT, which is detrimental to the best interests of the School District, as determined by the BOARD. Reasons for discharge for cause shall be given in writing to the SUPERINTENDENT, who shall be entitled to notice and a hearing before the BOARD to discuss those causes. If the SUPERINTENDENT chooses to be accompanied by legal counsel, the SUPERINTENDENT shall bear any costs therein involved. The BOARD hearing shall be conducted in closed session. The BOARD will not arbitrarily or capriciously call for the dismissal of the SUPERINTENDENT.
- E. Failure to comply with the terms and conditions of this Agreement after notification and a reasonable opportunity to correct, where appropriate.

Nothing shall prohibit the BOARD from suspending the SUPERINTENDENT with or without pay pending final adjudication by the BOARD. After the effective date of termination of this Agreement, including dismissal, the SUPERINTENDENT shall not be entitled to any further payments of compensation of any kind under this Agreement, except that the SUPERINTENDENT shall be entitled to any vested benefits then due and payable under the terms and provisions of the Illinois Teachers' Retirement System or by law. The SUPERINTENDENT's dismissal pursuant to this Agreement shall render all other agreements between the BOARD and the SUPERINTENDENT which would otherwise accrue after the date

of termination (including, but not limited to, all other SUPERINTENDENT's Agreements occurring from and after the date of termination) null and void.

**10. PROFESSIONAL ACTIVITIES**

The SUPERINTENDENT shall be allowed to attend appropriate professional meetings, community service organizations, and continuing education at the local, state and national levels, as determined by the BOARD. Within budget constraints, and with the prior approval of the BOARD, the BOARD shall pay the costs of attendance.

**11. VACATION**

The SUPERINTENDENT shall receive twenty (20) work days of vacation annually, exclusive of legal holidays, and two (2) work days of personal leave annually. The scheduling of more than ten (10) consecutive work days for vacation shall be with prior BOARD approval. Vacation days shall be cumulative to the extent that unused vacation days earned during a given year may be carried over for use during the next year to a maximum of twenty (20) days. Any accumulated vacation days, up to twenty (20) days, remaining upon termination of the SUPERINTENDENT's employment shall be paid on a per diem basis, said per diem rate determined by the fraction  $1/260$  multiplied by the annual compensation then paid to the SUPERINTENDENT. Said payment shall be made to the SUPERINTENDENT after the SUPERINTENDENT'S final work day and after receipt of his final paycheck for regular earnings.

**12. SICK LEAVE AND DISABILITY**

On July 1, 2019, the BOARD shall grant the SUPERINTENDENT a grant of thirty (30) sick leave days which shall be immediately available for use. Effective July 1, 2020, the

SUPERINTENDENT shall be entitled to fifteen (15) work days of sick leave annually. However, if the SUPERINTENDENT becomes disabled (as defined by the group disability insurance policy then maintained by the BOARD), he shall be allowed to use all of his then accumulated and unused sick and personal leave prior to receiving the benefits of said disability policy as amended from time to time. Unused sick leave shall accumulate in accordance with BOARD Policy 3020 for Administrative Personnel on the accumulation of sick leave. As of the date of execution of this Agreement, The SUPERINTENDENT may accumulate a maximum of 360 days of sick leave.

The SUPERINTENDENT shall have the right, upon his resignation or retirement, to receive credit for accumulated sick leave with the Illinois Teachers' Retirement System as permitted by Illinois Teachers' Retirement System rules and regulations.

Should the SUPERINTENDENT be incapable of performing the duties and obligations covenanted herein by reason of illness, accident, or other disability, and such disability continues for more than four (4) consecutive months, following the exhaustion of all paid benefits (sick and personal leave) due the SUPERINTENDENT, or if said disability is permanent, irreparable, or of such nature as to render the SUPERINTENDENT unable to perform the essential functions of the positions of Superintendent of Schools, the BOARD may, at its option, terminate this Agreement, whereupon all respective duties, rights, and obligations as set forth herein or related hereto shall terminate, provided, however, the SUPERINTENDENT may, at such time, elect to retire and in such case shall be entitled to any retirement benefits afforded members of the administrative staff. Prior to termination for disability, the SUPERINTENDENT may request a hearing in closed executive session by the BOARD.

**13. HOSPITALIZATION/MAJOR MEDICAL INSURANCE**

The BOARD shall provide and pay the premiums for hospitalization, major medical and dental insurance for the SUPERINTENDENT, his spouse and the dependent members (as defined by the contract of insurance then in effect) of his immediate family during the life of this Agreement, in accordance with the basic insurance coverage provided to certificated members of the professional administrative staff. In this regard, the SUPERINTENDENT may elect, in his discretion, whichever plan is then being offered to all employees of the District, and shall not be required to make any contributory payment for premiums in excess of the least expensive plan then being offered to employees of the District.

**14. TERM LIFE INSURANCE**

The BOARD shall provide and pay the premiums for a term life insurance policy for the SUPERINTENDENT during the life of this Agreement in the amount of two times (2x) the SUPERINTENDENT's annual salary as defined in Section 4 of this Agreement, but excluding deferred compensation, and other fringe benefits being paid under this Agreement, which is in accordance with BOARD policy for Administrative personnel on the provision of such insurance. The BOARD shall assign the ownership of the term life insurance to a person or trust designated by the SUPERINTENDENT, and upon termination of this Agreement shall allow that owner to continue that life insurance policy at its (or his) own expense.

**15. MEDICAL EXAMINATION**

At least annually, the SUPERINTENDENT shall obtain a comprehensive medical examination, the actual cost of which shall be paid by the BOARD. A copy of the examination or certificate of the physician certifying the physical ability of the SUPERINTENDENT to

perform the essential functions of the position of Superintendent of Schools shall be given to the President of the BOARD. The physician performing the medical examination shall be one licensed to practice medicine in all of its branches and shall be chosen by the BOARD, or by mutual agreement of the BOARD and SUPERINTENDENT.

**16. MEMBERSHIP DUES**

The SUPERINTENDENT, upon proper substantiation, shall be reimbursed for all dues and membership fees for those professional and community organizations to which he belongs, within budget constraints and with prior BOARD approval.

**17. NOTICE**

Any notice or communication permitted or required under this Agreement shall be in writing and shall become effective on the day of personal delivery, on the next business day after sending by commercial overnight courier, or on the second business day after the mailing thereof by first class mail, registered, or certified mail, postage prepaid, addressed:

If to the BOARD, to:	BOARD OF EDUCATION Northfield Township School District No. 225 3801 W. Lake Avenue Glenview, Illinois 60025
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If to the SUPERINTENDENT, to: Dr. Charles Johns

(or at the last address of the SUPERINTENDENT contained in official Business Office records of the BOARD).

**18. BUSINESS EXPENSES**

It is anticipated and agreed that the SUPERINTENDENT shall be required to incur certain expenses for the official business of the BOARD. As such, the BOARD agrees to

reimburse the SUPERINTENDENT for such reasonable and necessary expenses incurred by him on behalf of the BOARD, subject, however, to substantiation, budget constraints and the BOARD'S approval of such expenses.

**19. OTHER BENEFITS AND LEAVE**

The SUPERINTENDENT shall be allowed such other privileges, leaves and/or fringe benefits, including tuition reimbursement, not specifically enumerated as were extended to all other certificated administrative personnel as contained in Board Policy 3020 (Administrative Personnel), as amended from time to time, except as set forth herein. The amounts or levels of such privileges, leaves and/or fringe benefits, shall not be reduced as to the SUPERINTENDENT for the duration of this Agreement. However, in consideration of the compensation and other benefits provided by the BOARD in this Agreement, the SUPERINTENDENT agrees to waive his rights under Board Policy: Voluntary Termination Benefits for Administrators and Supervisors (6100), revised August 31, 2009, and as amended from time to time.

**20. TEACHERS' RETIREMENT SYSTEM CONTRIBUTION**

In addition to the compensation to be paid to the SUPERINTENDENT by the BOARD pursuant to this Agreement, the BOARD will pick-up and pay on the SUPERINTENDENT'S behalf, the entire required retirement contribution to TRS pursuant to the *Illinois Pension Code*. The SUPERINTENDENT shall have no right or claim to the funds so remitted except as they may subsequently become available from the Illinois Teachers' Retirement System upon retirement or resignation.

**21. PROFESSIONAL LIABILITY**

The BOARD agrees that it shall defend, hold harmless, and indemnify the SUPERINTENDENT from any and all demands, claims, suits, actions and legal proceedings brought against the SUPERINTENDENT in his individual capacity, or in his official capacity as agent and employee of the BOARD or the School District, provided the incident arose while the SUPERINTENDENT was acting within the scope of his employment and excluding criminal litigation, and except to the extent such liability coverage as is beyond the authority of the BOARD to provide under state law. In no case will individual Board members be considered personally liable for indemnifying the SUPERINTENDENT against such demands, claims, suits, actions and legal proceedings.

**22. WAIVER OF TENURE**

By accepting the terms of this Agreement, the SUPERINTENDENT waives all rights of tenure granted under Section 24-11 through 24-16 of the *Illinois School Code* during the term of this Agreement.

**23. PREVAILING PARTIES**

In the event of a dispute pertaining to this Agreement which results in litigation, the losing party to that litigation shall pay the costs, expenses and reasonable attorneys' fees incurred by the prevailing party in said litigation.

**24. MISCELLANEOUS**

A. This Agreement has been executed in Illinois, and shall be governed in accordance with the laws of the State of Illinois in every respect. Venue for any dispute pertaining to this Agreement shall be in Cook County, Illinois.

- B. Section headings and numbers have been inserted for convenience of reference only, and if there shall be any conflict between such headings or numbers and the text of this Agreement, the text shall control.
- C. This Agreement may be executed in one or more counterparts, each of which shall be considered an original, and all of which taken together shall be considered one and the same instrument.
- D. This Agreement contains all the terms agreed upon by the parties with respect to the subject matter of this Agreement and supersedes all prior agreements, arrangements and communications between the parties concerning such subject matter, whether oral or written.
- E. This Agreement shall be binding upon and inure to the benefit of the SUPERINTENDENT, his successors, assigns, heirs, executors, and personal representatives, and shall be binding upon, and inure to the benefit of the BOARD, its successors and assigns.
- F. Both parties have had the opportunity to seek the advice of counsel. The BOARD and the SUPERINTENDENT have each relied upon the advice and representation of their respective counsel respecting the legal liabilities of the parties, if any.



IN WITNESS WHEREOF, the parties have executed this Agreement on the 11<sup>th</sup> day of February, 2019.

  
\_\_\_\_\_  
DR. CHARLES JOHNS

BOARD OF EDUCATION OF NORTHFIELD  
TOWNSHIP HIGH SCHOOL DISTRICT NO. 225,  
COOK COUNTY, ILLINOIS

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

ATTEST:

  
\_\_\_\_\_  
Secretary

## **EXHIBIT A**

### **SUPERINTENDENT GOALS AND INDICATORS**

**GOAL 1** – The Superintendent will promote academic improvement.

**INDICATOR** –

The Superintendent will work with the District administrators to review and modify, as needed, district and school improvement plans. These plans will reflect Board and school goals for each campus. The plans developed will be presented to the Board in the Spring of 2020.

**GOAL 2** – The Superintendent will promote enhanced student performance.

**INDICATOR** –

Using the district and school improvement plans, the Superintendent will assess and evaluate student performance, including an analysis of performance on standardized assessment. The Superintendent will make recommendations to the Board on methods to be used to improve such performance.



Elaine Geallis &lt;egeallis@glenbrook225.org&gt;

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**Re: 22nd Century Media FOIA Request**

1 message

**Rosanne Marie Williamson** <rwilliamson@glenbrook225.org>

Thu, Feb 21, 2019 at 8:46 AM

To: Michal Dwojak &lt;m.dwojak@22ndcenturymedia.com&gt;

Bcc: egeallis@glenbrook225.org

Dear Mr. Dwojak:

Thank you for writing to Glenbrook High School District 225 with your request for information pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

On 2/14/19, you requested the following documents:

- All public forms of public communication, including but not limited to email, sent or received by Glenbrook South Director of Athletics Steve Rockrohr ([srockrohr@glenbrook225.org](mailto:srockrohr@glenbrook225.org)) or other Glenbrook South administrators referencing Robert Rosinski, a former school baseball coach and current physical education teacher, from January 1, 2012 to December 31, 2013.

**District Response: \*Extended Time**

- All public forms of public communication, including but not limited to email, sent or received by Robert Rosinski ([rrosinski@glenbrook225.org](mailto:rrosinski@glenbrook225.org)) from January 1, 2012 to December 31, 2013.

**District Response: \*Extended Time:**

- All public forms of public communication, including but not limited to email, sent or received by Glenbrook South Director of Athletics Steve Rockrohr ([srockrohr@glenbrook225.org](mailto:srockrohr@glenbrook225.org)) or other Glenbrook South administrators from Kerry Elizabeth, from January 1, 2012 to December 31, 2013.

**District Response: No documents responsive to this request.****\*Extended Time:**

Under the Freedom of Information Act, a public body may extend the time to respond to a FOIA request by up to 5 business days for a limited number of reasons. 5 ILCS 140/3(e). We are extending the time to respond to your request by *5 business days* for the following reason(s):

- The requested records require examination and evaluation by personnel having the necessary competence and discretion to determine if they are exempt from disclosure under Section 7 of this Act or should be revealed only with appropriate deletions.

Accordingly, School District 225 will provide a response to you on or before, February 28,, 2019.

Sincerely,

Rosanne Williamson Ed.D.

Assistant Superintendent for Educational Services  
Glenbrook H.S. District 225  
[3801 West Lake Ave.](#)  
[Glenview, IL 60026](#)  
847-486-4701

On Thu, Feb 14, 2019 at 2:25 PM Michal Dwojak <[m.dwojak@22ndcenturymedia.com](mailto:m.dwojak@22ndcenturymedia.com)> wrote:

Hello,

The following is a request under the Illinois Freedom of Information Act:

I would like to request all public forms of public communication, including but not limited to email, sent or received by Glenbrook South Director of Athletics Steve Rockrohr ([srockrohr@glenbrook225.org](mailto:srockrohr@glenbrook225.org)) or other Glenbrook South administrators referencing Robert Rosinski, a former school baseball coach and current physical education teacher, from January 1, 2012 to December 31, 2013.

I would like to request all public forms of public communication, including but not limited to email, sent or received by Robert Rosinski ([rosinski@glenbrook225.org](mailto:rosinski@glenbrook225.org)) from January 1, 2012 to December 31, 2013.

I would also like to request all public forms of public communication, including but not limited to email, sent or received by Glenbrook South Director of Athletics Steve Rockrohr ([srockrohr@glenbrook225.org](mailto:srockrohr@glenbrook225.org)) or other Glenbrook South administrators from Kerry Elizabeth, from January 1, 2012 to December 31, 2013. .

Please respond within five business days. If the request cannot be completed in that time, please contact me at [m.dwojak@22ndcenturymedia.com](mailto:m.dwojak@22ndcenturymedia.com) or (847) 272-4565 to let me know how I can help expedite the process.

Thank you,

**Michal Dwojak**

Sports Editor of the Glenview Lantern and the Northbrook Tower  
22nd Century Media  
[60 Revere Drive Suite 888](#)  
[Northbrook, Illinois, 60062](#)  
Office: (847) 272-4565 ext. 26



Elaine Geallis &lt;egeallis@glenbrook225.org&gt;

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**Re: 22nd Century Media FOIA Request**

1 message

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**Rosanne Marie Williamson** <rwilliamson@glenbrook225.org>

Thu, Feb 21, 2019 at 8:47 AM

To: Michal Dwojak &lt;m.dwojak@22ndcenturymedia.com&gt;

Bcc: egeallis@glenbrook225.org

Dear Mr. Dwojak,

Thank you for writing to Glenbrook High School District 225 with your request for information pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

On 2/15/19 we received your request for the following information:

- Request all public forms of public communication, including but not limited to email, sent or received by Glenbrook South Director of Athletics Steve Rockrohr ([srockrohr@glenbrook225.org](mailto:srockrohr@glenbrook225.org)) or other Glenbrook South administrators from Kerry Hahn and Dan Hahn from January 1, 2012 to December 31, 2013.

**District Response: No documents responsive to this request.**

Sincerely,

Rosanne Williamson, Ed.D.  
Secretary, Board of Education  
Assistant Superintendent for Educational Services  
[Glenbrook High School District 225](#)  
[3801 West Lake Avenue](#)  
[Glenview, IL 60026](#)

On Fri, Feb 15, 2019 at 10:17 AM Michal Dwojak <[m.dwojak@22ndcenturymedia.com](mailto:m.dwojak@22ndcenturymedia.com)> wrote:

Hello,

The following is a request under the Illinois Freedom of Information Act:

I would also like to request all public forms of public communication, including but not limited to email, sent or received by Glenbrook South Director of Athletics Steve Rockrohr ([srockrohr@glenbrook225.org](mailto:srockrohr@glenbrook225.org)) or other Glenbrook South administrators from Kerry Hahn and Dan Hahn from January 1, 2012 to December 31, 2013.

Please respond within five business days. If the request cannot be completed in that time, please contact me at [m.dwojak@22ndcenturymedia.com](mailto:m.dwojak@22ndcenturymedia.com) or (847) 272-4565 to let me know how I can help expedite the process.

Thank you,

--

**Michal Dwojak**  
Sports Editor of the Glenview Lantern and the Northbrook Tower  
22nd Century Media  
[60 Revere Drive Suite 888](#)  
[Northbrook, Illinois, 60062](#)  
[Office: \(847\) 272-4565 ext. 26](#)



Elaine Geallis &lt;egeallis@glenbrook225.org&gt;

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## 02.14.19 Dwojak FOIA Response

1 message

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**Rosanne Marie Williamson** <rwilliamson@glenbrook225.org>

Thu, Feb 28, 2019 at 2:38 PM

To: Michal Dwojak &lt;m.dwojak@22ndcenturymedia.com&gt;

Bcc: egeallis@glenbrook225.org

Dear Mr. Dwojak:

Pursuant to the Freedom of Information Act ("FOIA"), on February 14, 2019, you requested the disclosure of certain public records as follows:

I would like to request all public forms of public communication, including but not limited to email, sent or received by Glenbrook South Director of Athletics Steve Rockrohr ([srockrohr@glenbrook225.org](mailto:srockrohr@glenbrook225.org)) or other Glenbrook South administrators referencing Robert Rosinski, a former school baseball coach and current physical education teacher, from January 1, 2012 to December 31, 2013.

I would like to request all public forms of public communication, including but not limited to email, sent or received by Robert Rosinski ([rosinski@glenbrook225.org](mailto:rosinski@glenbrook225.org)) from January 1, 2012 to December 31, 2013.

I would also like to request all public forms of public communication, including but not limited to email, sent or received by Glenbrook South Director of Athletics Steve Rockrohr ([srockrohr@glenbrook225.org](mailto:srockrohr@glenbrook225.org)) or other Glenbrook South administrators from Kerry Elizabeth, from January 1, 2012 to December 31, 2013. .

On February 21, the School District extended its time to respond to the request. On February 25, 2019 we discussed the scope of your request and the burden it places on the School District, given its vague and categorical boundaries and the voluminous records responsive to the request. We discussed narrowing the scope by further limiting the timeframe and by providing particular phrases or keywords that might limit the number of results. You agreed to further limit the timeframe to January 1, 2012 to March 1, 2013 for each request, but declined to otherwise limit the scope of the correspondence you seek by keyword, phrase or other limiting characteristic.

### Response

**Request 1** ...all public forms of public communication, including but not limited to email, sent or received by Glenbrook South Director of Athletics Steve Rockrohr ([srockrohr@glenbrook225.org](mailto:srockrohr@glenbrook225.org)) or other Glenbrook South administrators referencing Robert Rosinski, a former school baseball coach and current physical education teacher, from January 1, 2012 to [March 1, 2013].

**Response** See enclosed records via link: <https://drive.google.com/drive/folders/1-G0C3dUtFcKxf59nljDmp1aQUZQLAQvV?usp=sharing>

Some records have been withheld or redacted as exempt pursuant to the following exemptions in the FOIA: Sec. 7(1)(a) (Information specifically prohibited from disclosure by federal or State law or rules and regulations implementing federal or State law, including confidential student record information pursuant to 5 ILCS 140/7(1)(a) and 7.5(r) and 105 ILCS 10/6(a) and 20 U.S.C. § 1232g; Sec. 7(1)(f) (“[p]reliminary drafts, notes, recommendations, memoranda and other records in which opinions are expressed, or policies or actions are formulated...”); Sec. 7(1)(n) (investigatory records or communications); and Sec 7(1)(c) (unwarranted invasion of personal privacy).

**Request 2** ...all public forms of public communication, including but not limited to email, sent or received by Robert Rosinski ([rosinski@glenbrook225.org](mailto:rosinski@glenbrook225.org)) from January 1, 2012 to [March 1, 2013].

**Response** This categorical request is denied as unduly burdensome. For the 15-month time period, we have located over 1800 responsive emails. As you know, the primary work performed by School District employees concerns confidential student matters. To review, cull, redact and protect confidential student records and other exempt information from 1800 records would require an estimated minimum of 50 hours of manual labor. Such burden would unduly disrupt the primary duties of School District’s staff.

**Request 3** ... all public forms of public communication, including but not limited to email, sent or received by Glenbrook South Director of Athletics Steve Rockrohr ([srockrohr@glenbrook225.org](mailto:srockrohr@glenbrook225.org) ) or other Glenbrook South administrators from Kerry Elizabeth, from January 1, 2012 to [March 1, 2013].

**Response** No documents responsive to this request.

Should you believe that this response is an unlawful denial of your request, you may file a request for review with the Public Access Counselor (“PAC”) pursuant to §9.5 of *FOIA*. You can file your Request for Review with the PAC at the Office of the Attorney General, 500 South 2<sup>nd</sup> Street, Springfield, IL 62706 or by calling 1-877-299-FOIA. You also have the right to seek judicial review of your denial by filing a lawsuit in the Circuit Court pursuant to §11 of *FOIA*.

Rosanne Williamson Ed.D.  
Assistant Superintendent for Educational Services  
Glenbrook H.S. District 225  
[3801 West Lake Ave.](http://www.glenbrook225.org)  
[Glenview, IL 60026](http://www.glenbrook225.org)  
847-486-4701



Elaine Geallis &lt;egeallis@glenbrook225.org&gt;

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**Re: FOIA Request**

1 message

**Rosanne Marie Williamson** <rwilliamson@glenbrook225.org>

Thu, Feb 28, 2019 at 2:57 PM

To: David Greenberg &lt;greenbergd97@gmail.com&gt;

Cc: Kimberly Ptak &lt;kptak@glenbrook225.org&gt;

Bcc: egeallis@glenbrook225.org

Dear Mr. Greenberg,

Thank you for writing to Glenbrook High School District 225 with your request for information pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

On 2/27/19 we received your request for the following information:

1. A copy of the financial records and any related documentation regarding the cost and completion of the renovations and construction to the Glenbrook North High School football field and track surfaces in the years 2012-2013.

**District Response: Please see attached.**

2. A copy of the records regarding the cost and completion of the renovations to Glenbrook North in the summer of 2013.

**District Response: Please see attached.**

**If you have any additional questions regarding these renovations and construction, please feel free to contact Dr. Kim Ptak at [kptak@glenbrook225.org](mailto:kptak@glenbrook225.org) or 847-486-4722.**

Sincerely,

Rosanne Williamson Ed.D.  
Assistant Superintendent for Educational Services  
Glenbrook H.S. District 225  
[3801 West Lake Ave.](#)  
[Glenview, IL 60026](#)  
847-486-4701

On Wed, Feb 27, 2019 at 11:21 AM David Greenberg <[greenbergd97@gmail.com](mailto:greenbergd97@gmail.com)> wrote:

Please provide the following records:

1. A copy of the financial records and any related documentation regarding the cost and completion of the renovations and construction to the Glenbrook North High School football field and track surfaces in the years 2012-2013.
2. A copy of the records regarding the cost and completion of the renovations to Glenbrook North in the summer of 2013.

If possible, please provide all records in electronic format. Please consider waiving all fee's as these records are important information to citizens from Northbrook and Glenview school district 225. If you see



any issues or concerns with the request, please contact me preferably by email at:  
[greenbergd97@gmail.com](mailto:greenbergd97@gmail.com), or by phone at 312-714-7356

Thank you,

David Greenberg  
213 Ann Street, Apt. #307  
East Lansing, MI 48823



**Responsive Document.pdf**

192K



Elaine Geallis &lt;egeallis@glenbrook225.org&gt;

## Re: Request for Information Attached

1 message

**Rosanne Marie Williamson** <rwilliamson@glenbrook225.org>

Thu, Feb 28, 2019 at 9:27 AM

To: Jennifer Lawrence <jhlawrence@comcast.net>

Bcc: egeallis@glenbrook225.org

Dear Ms. Lawrence and Ms. Raju,

Thank you for writing to Glenbrook High School District 225 with your request for information pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

On 2/21/19 we received your request for the following information:

- Seeking aggregate results of the PSAT 8/9 broken down by feeder district (i.e. 28, 27, 30, 31) with detail level on scores for math and Reading/Writing

### District Response:

Feeder Schools for GBN	Count of students	Average of Evidence-based Reading and Writing NP	Average of Math NP
FS-Field School	32	67.38%	73.16%
MA-Maple	100	78.44%	88.18%
NB-Northbrook Junior High	197	76.20%	71.47%
WO-Wood Oaks	128	79.08%	76.55%

Average NP refers to average percentile of score on the national level. NP percentile in data detail sheet shows that the score received is better than received by that percent of test takers in the country

Sincerely,

Rosanne Williamson, Ed.D.  
 Secretary, Board of Education  
 Assistant Superintendent for Educational Services  
 Glenbrook High School District 225  
 3801 West Lake Avenue  
 Glenview, IL 60026

On Wed, Feb 20, 2019 at 4:34 PM Jennifer Lawrence <jhlawrence@comcast.net> wrote:

Please see the attached FOIA

Thank you in advance for your attention to this matter

**GLENBROOK HIGH SCHOOLS  
District Business Office**

**TO: Dr. Riggle  
Hillary Siena**

**FROM: Kimberly L. Ptak**

**DATE: MARCH 18, 2013**

**RE: Approval of FY 13/14 Construction Bids**

It is recommended that the Board of Education approve the following contracts for summer 2013 construction work. Overall bid results are 3.57% or \$101,260 over budget.

<b>Bid Package</b>	<b>Contractor</b>	<b>Total Contract</b>
Demolition	Break Through	\$8,750
Excavation	Reimer	\$824,534
Paving	Superior	\$607,900
Concrete	Wagner	\$128,622
Masonry	JAC	\$70,885
Steel	M&I Steel	\$33,915
Olson	Roof	\$34,640
General Trades	Monarch	\$126,850
Painting	May	\$72,200
Bleachers	Larson	\$280,716
Plumbing	Jensen	\$25,630
HVAC	Jensen	\$46,053
Electrical	Carey	<u>\$216,755</u>
		<u>\$2,468,700</u>

**BACKGROUND**

On Monday February 18, 2013, bids for summer 2013 construction work were opened. There was a high bidder turnout, on average, all trades had four bidders. Overall, bid results were 3.57% or \$101,260 higher than budget. The primary reason is the GBS maintenance expansion project. An explanation is provided below. Following is a summary, by trade and by budget area of the bid results.

Bid Package	Contractor	GBN Turf & Track	LS Infra.	Paving Fencing	GBN Projects	GBS Projects	Total Contract
Demolition	Break Through					\$8,750	\$8,750
Excavation	Reimer	\$816,734		\$3,400		\$4,400	\$824,534
Paving	Superior	\$352,900		\$250,000		\$5,000	\$607,900
Concrete	Eagle	\$9,200		\$69,284		\$50,138	\$128,622
Masonry	JAC					\$70,885	\$70,885
Steel	M&I Steel					\$33,915	\$33,915
Olson	Roof		\$34,640				\$34,640
General Trades	Monarch		\$76,000			\$50,850	\$126,850
Painting	May		\$53,600		\$18,600		\$72,200
Bleachers	Larson		\$280,716				\$280,716
Plumbing	Jensen					\$25,630	\$25,630
HVAC	Jensen					\$46,053	\$46,053
Electrical	Carey		\$197,775			\$18,980	\$216,755
*Turf	Field Turf	\$471,000					\$471,000
Total		\$1,649,834	\$642,731	\$322,684	\$18,600	\$314,601	\$2,939,700
Village Charge		-\$65,542		\$60,000			
Work to be bid		\$1,584,292	\$642,731	\$382,684	\$18,600	\$314,601	\$2,939,70
Estimate		\$1,586,520	\$634,600	\$398,320	\$19,000	\$200,000	\$2,838,44
OVER/(UNDER)		-\$2,228	\$8,131	-\$15,636	-\$400	\$114,601	\$101,260
%		-0.14%	1.28%	-3.93%	-2.11%	57.30%	3.57%
OVER/(UNDER)		-0.14%	1.28%	-3.93%	-2.11%	57.30%	3.57%
		A	B	C	D	E	

\* The turf surface was bid and awarded spring 2012 but is shown here since it is part of the overall budget previously provided to the Board.

**(A) Turf and Track** – Bids for the GBN artificial turf field and track replacement project were \$2,228, or .14% under budget.

As previously discussed the detention was done in conjunction with the Village of Northbrook. A total of 3.6 acre feet of detention will be gained, of which 21% will be used by the Village and 79% by the district. The district bid the full detention expansion and will be reimbursed by the Village \$65,542 for its share.

Additionally the turf surface was bid spring, 2012 and was awarded to Field Turf.

**(B) Life Safety & Infrastructure** – Life safety and infrastructure work primarily includes the GBN bleachers, GBN main gym refinishing, GBS gym lighting retrofit, GBS auditorium lighting retrofit and GBS upgrade of the addressable fire alarm system. This work was \$8,131 over budget or 1.28%.

The main gym fixtures (approx. 150) are being retrofitted with LED bulbs. The LED bulbs use roughly a third the wattage of the current high pressure sodium bulbs. The total project cost is \$110,000 and we are expecting to be reimbursed \$30,000-\$50,000 through a DCEO grant. Annual cost savings is estimated to be \$32,000. With the grant, payback is 2.5 years, without the grant payback is 3.4 years.

The new GBN gym bleachers will be in compliance with ADA requirements and will therefore have wider aisles and adequate ADA seating. In order to maintain the current capacity level (2,152), we will continue to have 10 rows of bleachers on the main floor and 14 rows on the north mezzanine; however the south mezzanine will be expanded from 10 rows to 14.

**(C) Paving and Concrete** – This scope primarily includes replacement of the GBN track and football fence, three lane egress onto Pfingsten Ave from GBS and the GBS football fence replacement. Bids were \$15,636 or 3.9% under budget.

The paving work for the three lane egress (widening the lanes, reducing the island) was bid and the low bidder was \$20,500. IDOT is still reviewing the requirements for the traffic light. It appears we will not be required to make any changes or replace the existing mast, but we will be required to change all bulbs to LED and add pedestrian cross counters. This work is estimated to be \$50k - \$60k. A placeholder is in the table above and the work will be bid and presented to the board once IDOT completes its review. Grant opportunities through DCEO and Safe Routes to School are being pursued.



**(D) GBN Projects** – Glenbrook North's small building projects is painting the main gym. Bids came in at estimate.

**(E) GBS Project** - Glenbrook South's small building project is to expand the maintenance dock area with a 1,350 square foot addition. The estimate for this work was \$200,000. Bids were \$114,601 or 57.3% over budget.

This project has been a priority for the GBS administration and is space that has not been expanded since GBS opened in 1962 even though the building square footage and maintenance staff have nearly doubled. It is the hub for all shipping and receiving for the school. Due to the lack of space, shipments need to be staged in the student hallway until the items are logged in, assembled and delivered.

The project came in \$114,601 over budget. A large piece of this (approx. \$55K) is due to the existing infrastructure. Many utilities feed into the building dock area at GBS. There was a gas line that needs to be relocated and a storm sewer line and storm structures that need to be removed. It is recommended that the site utility work (\$55K) be funded through the Build America Bonds and the remainder by absorbed by the GBS budget, primarily as a reduction to capital outlay requests.



Rosanne Marie Williamson <rwilliamson@glenbrook225.org>

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## Re: FOIA Request

1 message

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**Rosanne Marie Williamson** <rwilliamson@glenbrook225.org>

Thu, Mar 7, 2019 at 1:50 PM

To: Selena Garcia <Selena@emericsservices.com>

Bcc: Kimberly Ptak <kptak@glenbrook225.org>

Dear Ms. Garcia,

Thank you for writing to Glenbrook High School District 225 with your request for information pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

On 2/29/19 we received your request for the following information:

- the contract the district has for outsourced vendor custodial services

**District Response: Please see attached.**

Sincerely,

Rosanne Williamson Ed.D.  
Assistant Superintendent for Educational Services  
Glenbrook H.S. District 225  
3801 West Lake Ave.  
Glenview, IL 60026  
847-486-4701

On Thu, Feb 28, 2019 at 3:43 PM Selena Garcia <Selena@emericsservices.com> wrote:

To whom it may concern,

I am requesting to view the contract the district has for outsourced vendor custodial services in accordance to the Freedom of Information Act.

Thank you so much,

Selena Garcia

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 **Responsive Document.pdf**  
18824K

## SERVICES AGREEMENT

This Services Agreement ("Agreement") is entered into by and between the NORTHFIELD TOWNSHIP HIGH SCHOOL DISTRICT 225, (hereinafter referred to as the "DISTRICT") and MULTI SYSTEM MANAGEMENT INC (hereinafter referred to as "CONTRACTOR"). For and in consideration of the mutual promises hereinafter set forth and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the DISTRICT and CONTRACTOR agree as follows:

### 1. Contract Documents

The Contract Documents shall consist of this Agreement and the Form Contract/Proposal submitted by CONTRACTOR (Form Contract/Proposals attached hereto as Exhibit A and incorporated herein by reference).

### 2. Precedence/Interpretation of Contract Documents

The terms of this Agreement shall take precedence and control in all respects over the Form Contract/Proposal. It is anticipated by the Parties hereto that the Form Contract/Proposal will have some provisions covering the same provision contained in this Agreement; in such event, the terms of this Agreement shall control in all respects. For purposes of interpretation, the priority of documents shall be in the following order: 1) This Agreement and 2) Form Contract/Proposal. Further, any inconsistency, ambiguity or discrepancy between this Agreement and the Form Contract/Proposal shall be resolved in favor of this Agreement and in accordance with the foregoing sequence.

### 3. Term

This contract shall begin on May 1, 2017 and terminate on April 30, 2019.

### 4. Representations and Warranties

In executing this Agreement, CONTRACTOR represents and warrants as follows:

a) CONTRACTOR is solely responsible for payment, according to law, of all income taxes and other required withholding for CONTRACTOR and his/her/its employees;

b) No workers' compensation insurance or unemployment insurance shall be obtained by the DISTRICT concerning the CONTRACTOR, or employees of the CONTRACTOR. Said coverage, to the extent required by law, shall be provided by the CONTRACTOR.

c) CONTRACTOR has complied with all federal, state, and local laws regarding business permits, certificates, taxes, and licenses that may be required to carry out the work to be performed under this Agreement. It is expressly understood that the DISTRICT enters this Agreement on the express understanding that the CONTRACTOR possesses and will maintain throughout the term of this Agreement the certificate(s) and/or appropriate professional credentials required of the service to be performed hereunder. Proof of required certifications will be provided to the DISTRICT upon request. Failure to have or maintain the certificate(s) required hereunder is cause for immediate termination;



d) Upon execution of this Agreement, the CONTRACTOR will provide the DISTRICT with permission from his/her/its employees for the DISTRICT to perform Illinois State Police Criminal History Background Investigations on all persons who will have direct contact with students and staff. Unless waived by the DISTRICT, the CONTRACTOR shall reimburse the DISTRICT for the costs of the criminal background investigation;

e) CONTRACTOR is in full compliance with the Illinois Preference Act and the Illinois Prevailing Wage Act, where applicable;

f) CONTRACTOR (employing 25 or more employees) is in full compliance with the Illinois Drug Free Workplace Act, as applicable;

g) CONTRACTOR shall not discriminate against any employee or applicant for employment on the basis of race, color, religion, national origin, ancestry, citizenship status, age, sex, marital status, order of protection status, disability, or military services; and

h) CONTRACTOR has a written sexual harassment policy in compliance with the requirements of the Illinois Human Rights Act (775 ILCS 5/2-105(A)), if applicable.

#### **5. Payments to Contractor**

CONTRACTOR shall invoice the DISTRICT monthly. All invoiced amounts are due and payable by the DISTRICT in accordance with the Local Governmental Prompt Payment Act, 50 ILCS 505/1 et seq.

#### **6. Taxes and Withholdings**

The CONTRACTOR is solely responsible for payment, according to law, of all federal, state or local income taxes and other required withholdings for CONTRACTOR'S employees.

#### **7. Termination**

This Agreement may be terminated by either party if the other party is in breach of any material provisions of this Agreement, but only after written notice of default and an opportunity to cure said default has been provided. A party shall have fourteen (14) days after receiving written notification of default in which to cure the identified default.

Either party may terminate this Agreement, without cause, upon 30-day prior written notice to the other party of the intent to terminate without cause. The parties shall deal with each other in good faith during the (30) day notice period.

In the event this Agreement is terminated, the DISTRICT shall pay CONTRACTOR for all mutually agreed upon services provided up to the date of termination.

In the event of a dispute between the respective parties hereto which results in litigation relating to this Agreement, the losing party shall pay all costs, expenses and reasonable attorneys' fees incurred by the prevailing party in the said litigation.

THE RESPECTIVE PARTIES HERETO IRREVOCABLY WAIVE ANY RIGHT TO TRIAL BY JURY IN ANY ACTION OR PROCEEDING RELATING TO THIS AGREEMENT OR ARISING FROM ANY DISPUTE OR CONTROVERSY IN CONNECTION WITH OR RELATED TO THIS AGREEMENT, AND AGREE THAT ANY SUCH ACTION OR PROCEEDING SHALL BE TRIED BEFORE A COURT AND NOT BEFORE A JURY.

**8. Notices**

Any notices required to be given pursuant to this Agreement shall be addressed to the following and sent via first class United States mail, return receipt requested, or via facsimile:

<p>To the DISTRICT:</p> <p>Raoul J. Gravel III, Ed. D. Asst. Sup. for Business Services/CSBO Glenbrook High School District 225 3801 West Lake Avenue Glenview, IL 60026 Phone Number: (847) 486-4745 Fax: (847) 486-4734 Email: rgravel@glenbrook225.org</p>	<p>To the CONTRACTOR:</p> <p>Name: Kathy Wiszowaty Position: Sales Representative Address: 1900 East Golf Road Suite 950 City: Schaumburg, IL 60173 State/Zip: IL, 60559 Phone Number: 224-330-9892 Fax Number: N/A Email: kathy.wiszowaty@gmail.com</p>
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**9. Non-Assignability**

CONTRACTOR may not assign this Agreement without prior written agreement by the DISTRICT.

**10. Indemnification**

Contractor shall indemnify, defend and hold District 225 and its employees, and Board members from and against any and all damages, losses, claims, suits, demands, actions, causes of action, setoffs, liens, attachments, debts, judgments, liabilities or expenses including, attorneys' fees and costs by reason of any claim, demand, suit, or judgment arising out of or alleged to have arisen out of or in any way relating to this Agreement.

**11. Modification**

This Agreement may be amended or modified only by a written instrument signed by both parties.

**12. Governing Law/Venue**

This Agreement shall be governed by, and construed exclusively in accordance with, the laws of the State of Illinois. In the event of legal action brought to enforce the terms of this Agreement, venue shall only be proper in the Circuit Court of Cook County or the United States District Court for the Northern District of Illinois, Eastern Division.

**13. Integration**

This Agreement supersedes all prior negotiations, understandings, and agreements between the Parties hereto and constitutes the final and complete understanding of the Parties regarding the subject matter hereof. Both Parties acknowledge and agree that

neither Party has relied on any representations or promises in connection with this Agreement not contained herein.

**14. Compliance with Law**

In addition to the laws specifically mentioned in this Agreement, Contractor shall at all times comply with any and all other applicable federal, state and local laws, including Title III of the Americans with Disabilities Act (ADA).

**15. Waiver**

Waiver by either Party of any default, breach or provision will not be construed as a waiver of any other default, breach or provision under this Agreement.

**16. Time of the Essence**

Time is of the essence in the performance of this Agreement.

**17. Severability**

If any provision of this Agreement is held invalid or unenforceable, its invalidity or unenforceability shall not affect any other provision of this Agreement, the remainder of this Agreement shall remain in full force and affect and will be construed and enforced as if such provision had not been included herein.

**18. Authority to Execute**

The individuals signing on behalf of the Parties to this Agreement hereby represent and warrant that they have full and absolute legal authority to execute this Agreement.

**19. Insurance**

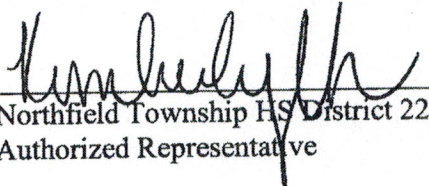
Prior to commencing any services under this Agreement and as a condition precedent to the District's obligation to perform under this Agreement, CONTRACTOR shall provide DISTRICT with proof of insurance in such amounts and for such coverages as the District deems necessary (coverage requirements are collectively referred to as Insurance Documents and are attached hereto as Group Exhibit B and incorporated herein by reference).

**20. Effective Date**

The effective date of this Agreement shall be the later of the execution dates below.

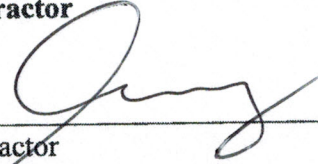
IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in their respective names on the day and year first above written.

**Northfield Township HS District 225**

  
\_\_\_\_\_  
Northfield Township HS District 225  
Authorized Representative

Date: 4/11/17

**Contractor**

  
\_\_\_\_\_  
Contractor  
Authorized Representative

Date: 4/14/17

## Glenbrook High Schools District 225

3801 W. Lake Ave., 3rd Floor • Glenview, IL 60026 • (847)486-4722 • Fax: (847)486-4734

### STANDARD BID PACKAGE

Date: Thursday, November 13, 2014

Item(s): Custodial Cleaning Services

Date & time of acceptance of bid: December 1, 2014 – 10:30 a.m.

Location of acceptance of bid: Glenbrook High School District 225  
District Office  
3801 W. Lake Ave., 3rd Floor  
Glenview, IL 60026

Direct questions to: Kimberly L. Ptak  
(847)486-4722

Direct sealed bids to: Ms. Kimberly L. Ptak  
Glenbrook High Schools  
3801 W. Lake Ave., 3rd Floor  
Glenview, IL 60026

The Board of Education reserves the right to award separate items in the bid, to reject any or all bids, to waive all technicalities, and to award the bid(s) in the best interest of the school district.

Sincerely,

Kimberly L. Ptak  
Director of Purchasing & Operations

**INFORMATION FOR BIDDERS**

1. Glenbrook High School District 225 is seeking sealed bids on a Custodial Cleaning Services according to the enclosed specifications.
2. Contractor is required to list three references on the enclosed forms.
3. Contractor is required to meet Glenbrook insurance requirements as listed on attachment "C" and maintain this required level prior to any services on the property and remain for the period of the contract and any extensions. **Glenbrook District 225 should be referred to as Northfield Township High School District 225 on all insurance documents.**
4. All items must be bid on. It is the intent to award bid to one vendor.
5. The Custodial Cleaning Services are to be performed at:

Glenbrook High School District 225 3801 W. Lake Avenue Glenview, Illinois 60026	Glenbrook Off-Campus & Evening School 1835 Landwehr Glenview, Illinois 60026
---------------------------------------------------------------------------------------	------------------------------------------------------------------------------------
6. Sealed proposals for the Custodial Cleaning Services are outlined on the attached listing for School District #225, shall be received on the 3<sup>rd</sup> floor at the District Office on or before 10:30 a.m. on Monday, December 1, 2014. Faxed bids are not acceptable.
7. Signature page must accompany the bid document.
8. Bids shall be valid for 90 days from the due date to allow time for review by Board of Education and District.
9. **TRIAL PERIOD** – A one month trial period of services shall start on Monday, January 5, 2015 and go through Friday, January 30, 2015. During this time, the District will evaluate quality of services and a decision to award the contract will be made by January 30, 2015. The vendor will be paid according to the price bid for this period. An approved Certificate of Insurance will be required prior to the trial period.
10. **CONTRACT** – Term of this first year contract is from February 1, 2015 through January 31, 2015. One contract will be issued on a district-wide basis to include the two locations as stipulated. The District shall have the right to renew the contract for up to (4) four additional (1) one year terms.

11. Glenbrook High School District 225 reserves the right to reject any and all bids, to accept bids either in whole or in part, and to waive any irregularities or defects in any proposal should it be deemed to be in the best interest of the School District to do so. The contract will be awarded, if at all, to the lowest responsible bidder meeting the specifications as determined by the Board of Education. In determining same, the actual dollar cost of the proposal as submitted by each bidder may not be the sole criterion.

The Board of education will also consider the following criteria in awarding the contract:

- References
- Training Programs
- Contractor must be free of financial obligations

A contract will be awarded with the understanding that the contractor will comply with all applicable laws governing the issuance of contracts in the State of Illinois, including the Rules and Regulations of the Illinois Fair Employment Practices Act, Illinois Human Rights Act, as amended effective June 1, 1995 as well as applicable local regulations and laws.

12. **PREVAILING RATE OF WAGES** – Prevailing rate of wages for Cook County will be enforced. All contracts for work here in are subject to the provisions of the Prevailing Wage Act, Illinois Compiled Statutes Chapter 820, Section 130/1 through 130/12. Providing for the payment of prevailing rate of wages to all laborers, workmen, and mechanics engaged on the work, which such provisions shall be applicable to all subcontractors and material men as well as the prime contractor. The Owner's resolution establishing prevailing wages is available for inspection at the Northfield Township High School District #225 Administration Offices. The Owner may at any time inquire of the contractor as to rates of wages being paid to employees of the contractors, any subcontractor or material men, where upon such information shall be promptly provided to the owner.

**SCHEDULE OF EVENTS**

1. Bid due date is Monday, December 1, 2014 - 10:30 a.m.
2. Evaluation of bids and notice of trial period Friday, December 5, 2014
3. Trial Period – January 5, 2015 through January 30, 2015
4. Evaluation of service and formal recommendation to the Board of Education is scheduled for Monday, January 26, 2015.
5. Award of contract, based on Board approval, shall be Tuesday, January 27, 2015.
6. 1 Year Service to begin Monday, February 2, 2015

Pursuant to and in compliance with the specifications provided by the Owner, the undersigned having become familiar with the specifications and having satisfied all questions concerning such specifications by contacting the Owner, hereby agrees to provide all items called for in the attached specifications.

Proposal item: **Custodial Cleaning Services**  
Due Date: **10:30 a.m. - December 1, 2014**

SIGNATURE *John Paluch*  
Officer of the Company

SIGNATURE *Kay*  
Sales Representative

COMPANY MULTISYSTEM MANAGEMENT COMPANY

ADDRESS 1900 E GOLF RD., SUITE 950  
SCHAUMBURG, IL 60173

PHONE NO 817-592-6330 DATE 11/26/14

**Certification**

The bidder hereby certifies that the bidder (contractor) is not barred from bidding on this contract as a result of a violation of either the bid-rigging or bid-rotating provisions of Article 33E of the Criminal Code of 1961, as amended.

*Kay* / ACCOUNT MANAGER  
Signature and title

**Sexual Harassment Clause**

Each bidder must certify that he has complied with the requirements of Sec 2-105 of the Illinois Human Rights Act (Public Act 87-1257) effective July 1, 1993, with respect to sexual harassment policies. The terms of that law, as applicable, are hereby incorporated into this contract.

The District 225 Board of Education states that Glenbrook is in compliance with said law.

*Kay* / ACCOUNT MANAGER  
Signature and title



REFERENCES

Name:	<u>WILL COUNTY HEALTH DEP.</u>
Address:	<u>SDI ELLA AVE</u>
City, State, Zip:	<u>JOLIET, IL</u>
Contact:	<u>PAT THORNS</u>
Phone:	<u>815-740-8998</u>

Name:	<u>FIRST TRANSIT</u>
Address:	<u>799 W. ROOSEVELT RD.</u>
City, State, Zip:	<u>GUEN ELLYN</u>
Contact:	<u>LINDA ZORNILLA</u>
Phone:	<u>630-873-1344</u>

Name:	<u>COOK COUNTY SHERIFF'S OFFICE</u>
Address:	<u>3600 S. CALIFORNIA</u>
City, State, Zip:	<u>CHICAGO, IL</u>
Contact:	<u>EDUARDO BIANCHI</u>
Phone:	<u>312-882-8732</u>

**BID FORM**

**Glenbrook High School District 225**

The Board of Education reserves the right to reject any and all bids.

**BID SUBMISSION:**

Company: MULTISYSTEM MANAGEMENT COMPANY  
Address: 1900 E. GOLF RD., SUITE 900  
City, State, Zip: SCHAUMBURG, IL 60173  
Phone: 847-592-6330  
Sales Rep: KATHY WISZOWATY ph#224-330-9892

***Please use:***

Attachment "A" for Bid Specifications

Attachment "B" for Bid Proposal Form

Attachment "C" for Insurance Requirements

**CUSTODIAL CLEANING SPECIFICATIONS**

Cleaning Services will be performed at the following two locations at the times specified:

<b>Location #1</b>	<b>Location #2</b>
<p>Glenbrook High School District #225 Off-Campus and Evening School 1835 Landwehr Road Glenview, IL 60026</p> <p>Alternative education site Facility approximately 12,000 sq. feet -- 1 level 10 classrooms and office space</p>	<p>Glenbrook High School District #225 Administration Office 3801 W. Lake Ave. Glenview, IL 60026</p> <p>Office Space – Elevator Building Facility approximately 15,000 sq. feet</p>
<p><b><u>Job #1 – Approx. 244 Cleaning Days</u></b> Monday - Friday First Cleaning After Day School Cleaning can start as early as 3:45 but must be completed by 5:45 pm</p>	
	<p><b><u>Job #2 – Approx. 250 Cleaning Days</u></b> Monday – Friday After 6:00 p.m.</p>
<p><b><u>Job #3 – Approx. 134 Cleaning Days</u></b> Monday – Thursday* Second Cleaning After Night School Cleaning can start as early as 9:30 pm *no night school on Fridays</p>	

Calendars for each job are attached. Days/Calendar is subject to change due to school schedule.

**July**

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

4 Independence Day

**August 2014**

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

21

**September**

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				31

1 Labor Day  
7 Grandparent's Day

**October**

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	23

31 Halloween

**November**

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

16

2 Daylight Saving Time Ends  
4 Election Day  
11 Veteran's Day  
27 Thanksgiving

**December**

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			18

21 Winter Solstice  
25 Christmas  
31 New Year's Eve

**2015**

**January**

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1 New Year's Day  
19 Martin Luther King Jr. Day

**February**

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

19

2 Groundhog Day  
12 Lincoln's Birthday  
14 St. Valentine's Day  
16 President's Day  
18 Ash Wednesday  
22 Washington's Birthday

**March**

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				21

8 Daylight Saving Time Begins  
17 St. Patrick's Day  
29 Palm Sunday

**April**

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	20	

1 April Fool's Day  
3 Good Friday  
5 Easter

**May**

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

20

10 Mother's Day  
30 Memorial Day

**June**

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				22

14 Flag Day  
21 Father's Day  
21 Summer Solstice

**July**

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	23

4 Independence Day

Job #1

244 Cleaning Days

1835 Landwehr  
Example of Calendar.  
Final School Calendar not released yet.  
Cleaned M-F.

2014

July

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

4 Independence Day

August

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

21

September

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1 Labor Day  
7 Grandparent's Day

October

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

31 Halloween

November

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

2 Daylight Saving Time Ends  
4 Election Day  
11 Veteran's Day  
27 Thanksgiving

December

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

21 Winter Solstice  
25 Christmas  
31 New Year's Eve

2015

January

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1 New Year's Day  
19 Martin Luther King Jr. Day

February

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

2 Groundhog Day  
12 Lincoln's Birthday  
14 St. Valentine's Day  
16 President's Day  
18 Ash Wednesday  
22 Washington's Birthday

March

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

8 Daylight Saving Time Begins  
17 St. Patrick's Day  
29 Palm Sunday

April

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

1 April Fool's Day  
3 Good Friday  
5 Easter

May

Su	Mo	Tu	We	Th	Fr	Sa
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

10 Mother's Day  
25 Memorial Day

June

Su	Mo	Tu	We	Th	Fr	Sa
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

14 Flag Day  
21 Father's Day  
21 Summer Solstice

July

Su	Mo	Tu	We	Th	Fr	Sa
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

4 Independence Day

Job #2

3801 W. Lake

8/1/2014-7/31/2015

250 Cleaning Co

**July**

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

4 Independence Day

**August 2014**

Su	Mo	Tu	We	Th	Fr	Sa
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**September**

Su	Mo	Tu	We	Th	Fr	Sa
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				13

1 Labor Day  
7 Grandparent's Day

**October**

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

31 Halloween 18

**November**

Su	Mo	Tu	We	Th	Fr	Sa
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2	3	4	5	6	7	8
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23	24	25	26	27	28	29
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**December**

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

21 Winter Solstice  
25 Christmas  
31 New Year's Eve

- 2 Daylight Saving Time Ends
- 4 Election Day
- 11 Veteran's Day
- 27 Thanksgiving

# 2015

**January**

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1 New Year's Day  
19 Martin Luther King Jr. Day

**February**

Su	Mo	Tu	We	Th	Fr	Sa
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8	9	10	11	12	13	14
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2 Groundhog Day  
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14 St. Valentine's Day  
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22 Washington's Birthday

**March**

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1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
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29	30	31				

8 Daylight Saving Time Begins  
17 St. Patrick's Day  
29 Palm Sunday

**April**

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

1 April Fool's Day  
3 Good Friday  
5 Easter

**May**

Su	Mo	Tu	We	Th	Fr	Sa
						1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

10 Mother's Day  
25 Memorial Day

**June**

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

14 Flag Day  
21 Father's Day  
21 Summer Solstice

**July**

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

4 Independence Day

Cleaning 134 bags Job #3 Example of Calendar  
Final School Calendar not release  
No Cleaning on Fridays.  
1835 Landwehr

## **CUSTODIAL CLEANING SPECIFICATIONS**

Office Cleaning Service for Office Campus Site, 1835 Landwehr Road, Glenview, IL 60026 and District 225 Administration Office, 3801 W. Lake Ave., Glenview, IL 60026

*The following is a list of expected areas to be cleaned. The list is not intended to be all inclusive as it is the expectation that the buildings are cleaned thoroughly each day.*

### **Scope of Work**

**Job #1 Monday-Friday, between 3:45 and 5:45 (after day-school) at 1835 Landwehr Road**

#### **EXTERIOR ENTRANCE**

##### ***Daily Services – Monday through Friday***

1. Clean and wash outside trash bin by the front door.
2. Wash all entrance door glass and frames.
3. Remove fingerprints from door frames.
4. Clean and polish door thresholds.
5. Clean entryway glass and side lights.
6. Remove trash from parking lot.

#### **COMMON AREA**

##### ***Daily Services – Monday through Friday***

1. Empty all trash containers, wipe clean and insert liners.
2. Clean and sanitize with germicidal disinfectant cleaner all drinking fountains.
3. Vacuum all entry mats, runners and carpeting.
4. Dust mop with treated mop to remove all dust and debris and damp mop hard surfaced floor and stairs with neutral cleaner.

#### **RESTROOMS**

##### ***Daily Services – Monday through Friday***

1. Clean and sanitize all surfaces in bathrooms (including floors).
2. Empty, clean and sanitize all trash, towel and sanitary disposal receptacles and insert liners.
3. Fill toilet tissue holders, soap and towel dispensers.
4. Remove fingerprints from doors, frames, light switches, kick and push plates.
5. Dust partitions.
6. Wet mop floors using a germicidal disinfectant detergent.

**KITCHEN, CAFETERIA AND COFFEE STATIONS**

*Daily Services – Monday through Friday*

1. Empty all trash containers, wipe clean, sanitize and insert liners.
2. Clean and sanitize all tables and chairs.
3. Clean and sanitize microwave ovens (inside and out).
4. Clean and polish outside of refrigerators.
5. Polish all stainless steel appliances and vending machines if applicable.
6. Wipe clean counters and cabinets fronts.
7. Clean sinks with germicidal disinfectant detergent and polish.
8. Spot clean and remove fingerprints from doors, door frames, light switches, table bases and pedestals.
9. Dust baseboards, chair rails, trim and pictures.
10. Spot clean interior partitions and door glass.
11. Dust mop with treated mop all hard floor surfaces and damp mop with neutral cleaner.

**CLASSROOMS**

*Daily Services – Monday through Friday*

1. Vacuum all carpeted areas, sweep, and mop and sanitize all floors.
2. Empty all trash and recycling containers, wipe clean, sanitize and insert liners.
3. Clean and sanitize all tables, chairs and light switches.
4. Dust shelves, cabinets, door frames.
5. Clean window sills and windows.

**Job #2 Monday-Friday - After 6:00 p.m. – 3801 W. Lake Avenue – Office Space**

**EXTERIOR ENTRANCE**

*Daily Services – Monday through Friday*

1. Clean and wash outside trash bin by the front door.
2. Wash all entrance door glass and frames.
3. Remove fingerprints from door frames.
4. Clean and polish door thresholds.
5. Remove trash from parking lot.

*Weekly Service*

1. Squeegee clean entryway's glass sidelights.

**LOBBY AND CORRIDOR**

*Daily Services – Monday through Friday*

1. Empty all trash containers, wipe clean and insert liners.
2. Clean metal bright work including baseboard heating unit, window frames, etc.
3. Dust and wipe clean all ledges and horizontal surfaces including baseboards, trim, moldings and pictures.
4. Clean fixtures, displays, mail depository and all other decorative metal.
5. Clean and sanitize with germicidal disinfectant cleaner all drinking fountains.
6. Spot clean and dust lobby and corridor walls up to six feet necessary to keep free of dust, fingerprints and smudges.
7. Clean building directory glass and frame.
8. Vacuum and spot clean as necessary all entry mats, runners and carpeting.



**LOBBY AND CORRIDOR (cont'd)*****Daily Services – Monday through Friday***

9. Dust mop with treated mop to remove all dust and debris and damp mop hard surfaced floor and stairs with neutral cleaner.
10. Wipe clean all hand rails.

***Weekly Services***

1. Clean lobby and corridor glass surfaces.
2. High dust ceiling corners and edges, lobby walls, all light fixtures, globes and vents in lobby and corridors.
3. Dust and wipe clean as necessary all suite signage.

***Monthly Services***

1. Dust all horizontal blinds.
2. Wash all entry glass below transoms.

**ELEVATORS*****Daily Services – Monday through Friday***

1. Clean all stainless steel and brass surfaces.
2. Clean/polish rail in elevator.
3. Clean elevator walls, panels and doors.
4. Clean elevator door tracks and saddles, frames, buttons and indicator panels.
5. Vacuum all elevator carpeting.

***Weekly Service***

1. Dust and vacuum ceiling and light fixtures.

**OFFICE, CONFERENCE AND MAIL/COPY ROOM AREAS*****Daily Services – Monday through Friday***

1. Empty all trash & recycling cans, remove to designated area, wipe clean as necessary and insert liners.
2. Clean furniture tops to remove smudges and coffee rings.
3. Wipe clean desk tops if reasonably cleared.
4. Spot clean all door entry glass and interior partition glass.
5. Polish table tops in conference rooms.
6. Dust baseboards, chair rails and partition legs and bases, trim, louvers, pictures, window sills, and bulletin boards.
7. Remove fingerprints from doors, door frames, light switches, door push plates, handles and railings as necessary.
8. Spot clean and vacuum all carpeted areas, moving light furniture as necessary.
9. Dust with treated mop and damp mop all hard floor surfaces.
10. Properly arrange furniture in office.
11. Wash, disinfect with germicidal disinfectant cleaner and polish all water fountains.
12. Leave only designated lights on after cleaning is completed.
13. Turn off lights in unoccupied areas.
14. Report to client representative any restroom fixtures or lights not working properly.
15. All exterior doors will be locked and the premises left in a secure condition each night.
16. Doors to designated offices shall be locked and all other office doors shall be closed after cleaning services are finished.

***Weekly Services***

1. Wipe clean and sanitize telephones using germicidal disinfectant detergent.
2. Dust and wipe clean desk equipment, telephones, computers, desks, chairs, tables, lamps and other office furniture with treated cloths.
3. Dust fronts and sides of desks and file cabinets.
4. Dust and wipe clean all ledges and other flat surfaces.
5. Dust all window sills, heating units and horizontal surfaces.

**RESTROOMS**

***Daily Services – Monday through Friday***

1. Clean and sanitize all surfaces in bathrooms (including floors).
2. Empty, clean and sanitize all trash, towel and sanitary disposal receptacles and insert liners.
3. Fill toilet tissue holders, soap and towel dispensers.
4. Remove fingerprints from doors, frames, light switches, kick and push plates.
5. Dust partitions.
6. Wet mop floors using a germicidal disinfectant detergent.

***Weekly Service***

1. Remove lime deposits as necessary.
2. Pour water down floor drains to prevent sewer odors.

***Monthly Services***

1. Wash and sanitize partitions and receptacles with germicidal disinfectant detergent.
2. Dust ceiling vents, light fixtures and diffusers.
3. High dust ceiling, walls, corners and edges.
4. High dust all horizontal surfaces.

**LUNCHROOMS**

***Daily Services – Monday through Friday***

1. Empty all trash containers, wipe clean, sanitize and insert liners.
2. Clean and sanitize microwave ovens (inside and out).
3. Clean and polish outside of refrigerators.
4. Polish all stainless steel appliances and vending machines.
5. Clean and sanitize tables and chairs.
6. Wipe clean counters and cabinets fronts.
7. Clean sinks with germicidal disinfectant detergent and polish.
8. Spot clean and remove fingerprints from doors, door frames, light switches, table bases and pedestals.

**LUNCHROOMS (cont'd)**

*Daily Services – Monday through Friday*

9. Dust baseboards, chair rails, trim and pictures.
10. Spot clean interior partitions and door glass.
11. Dust mop with treated mop all hard floor surfaces and damp mop with neutral cleaner.

*Weekly Services*

1. High dust all horizontal and vertical surfaces.
2. Wash and sanitize table tops, bases and pedestals.
3. Wash and sanitize chair rails, seats, backs and frames.

*Monthly Services*

1. Squeegee clean all interior glass and partitions.
2. Dust horizontal and vertical blinds.
3. Dust high partition ledges, moldings, picture frames, shelves, light fixtures, diffusers, ceiling corners and edges and walls.
4. Dust air vents and heating ducts.
5. Polish or clean door kick plates and thresholds.
6. Wipe out refrigerator.

**JANITOR CLOSETS**

*Daily Services – Monday through Friday*

1. Sweep and damp mop floor areas.
2. Clean slop sinks, floors and walls.
3. Equipment and supplies will be kept clean and stored in an orderly manner.

**CLOSING INSTRUCTIONS**

*Daily Services – Monday through Friday*

1. Turn off designated lights, 5 times per week.
2. Lock doors and windows, 5 times per week.

**Job #3 Monday-Thursday – After 9:30 p.m. – 1835 Landwehr Rd.- Evening School**

**COMMON AREA:**

*Daily Services – Monday through Thursday*

1. Clean metal bright work including baseboard heating unit, window frames, etc.
2. Dust and wipe clean all ledges and horizontal surfaces including baseboards, trim, moldings, pictures and wall hangings.
3. Clean fixtures, displays, mail depository and all other decorative metal.
4. Clean and sanitize with germicidal disinfectant cleaner all drinking fountains.
5. Spot clean and dust lobby and corridor walls up to six feet necessary to keep free of dust, fingerprints and smudges.
6. Vacuum and spot clean as necessary all entry mats, runners and carpeting.
7. Dust mop with treated mop to remove all dust and debris and damp mop hard surfaced floor and stairs with neutral cleaner. Includes back stairwell.
8. Wipe clean all hand rails where applicable.
9. Remove all cobwebs.

**COMMON AREA (cont'd)**

***Weekly Services***

1. Clean lobby and corridor glass surfaces.
2. High dust ceiling corners and edges, lobby walls, all light fixtures, globes, vents and registers in lobby and corridors.

***Monthly Services***

1. Dust all horizontal blinds.
2. Wash all entry glass below transoms.

**RESTROOMS**

***Daily Services – Monday through Thursday***

1. Clean and sanitize all surfaces in bathrooms (including floors).
2. Empty, clean and sanitize all trash, towel and sanitary disposal receptacles and insert liners.
3. Fill toilet tissue holders, soap and towel dispensers.
4. Remove fingerprints from doors, frames, light switches, kick and push plates.
5. Dust partitions.
6. Wet mop floors using a germicidal disinfectant detergent.

***Weekly Service***

1. Remove lime deposits as necessary.
2. Pour water down floor drains to prevent sewer odors.

***Monthly Services***

1. Wash and sanitize partitions and receptacles with germicidal disinfectant detergent.
2. Dust ceiling vents, light fixtures and diffusers.
3. High dust ceiling, walls, corners and edges.
4. High dust all horizontal surfaces.

**KITCHEN, CAFETERIA AND COFFEE STATIONS**

***Daily Services – Monday through Friday***

1. Empty all trash containers, wipe clean, sanitize and insert liners.
2. Clean and sanitize all tables and chairs.
3. Clean and sanitize microwave ovens (inside and out).
4. Clean and polish outside of refrigerators.
5. Polish all stainless steel appliances and vending machines if applicable.
6. Wipe clean counters and cabinets fronts.
7. Clean sinks with germicidal disinfectant detergent and polish.
8. Spot clean and remove fingerprints from doors, door frames, light switches, table bases and pedestals.
9. Dust baseboards, chair rails, trim and pictures.
10. Spot clean interior partitions and door glass.
11. Dust mop with treated mop all hard floor surfaces and damp mop with neutral cleaner.

**CLASSROOMS**

*Daily Services – Monday through Thursday*

1. Vacuum all carpeted areas, sweep, and mop and sanitize all floors.
2. Empty all trash and recycling containers, wipe clean, sanitize and insert liners.
3. Clean and sanitize all tables, chairs and light switches.
4. Dust shelves, cabinets, door frames.
5. Clean window sills and windows.

**OFFICE, CONFERENCE AND MAIL/COPY ROOM AREAS**

*Daily Services – Monday through Friday*

1. Empty all trash cans, remove to designated area, wipe clean as necessary & insert liners.
2. Clean furniture tops to remove smudges and coffee rings.
3. Wipe clean desk tops if reasonably cleared.
4. Spot clean all door entry glass and interior partition glass.
5. Polish table tops in conference rooms.
6. Dust baseboards, chair rails and partition legs and bases, trim, louvers, pictures, window sills, and bulletin boards.
7. Remove fingerprints from doors, door frames, light switches, door push plates, handles and railings as necessary.
8. Spot clean and vacuum all carpeted areas, moving light furniture as necessary.
9. Dust with treated mop and damp mop all hard floor surfaces.
10. Properly arrange furniture in office.
11. Wash, disinfect with germicidal disinfectant cleaner and polish all water fountains.
12. Leave only designated lights on after cleaning is completed.
13. Turn off lights in unoccupied areas.
14. Report to client representative any restroom fixtures or lights not working properly.
15. Dispose of all trash, boxes and items marked for disposal in designated area; flatten boxes and remove to designated area.
16. All exterior doors will be locked and the premises left in a secure condition each night.
17. Doors to designated offices shall be locked and all other office doors shall be closed after cleaning services are finished.

*Weekly Services*

1. Wipe clean and sanitize telephones using germicidal disinfectant detergent.
2. Dust and wipe clean desk equipment, telephones, computers, desks, chairs, tables, lamps and other office furniture with treated cloths.
3. Dust fronts and sides of desks and file cabinets.
4. Dust and wipe clean all ledges and other flat surfaces.
5. Dust all window sills, heating units and horizontal surfaces.

*Monthly Services*

KITCHEN – Wipe down interior of refrigerator.

BACK STAIRWELL – Vacuum, sweep and mop as needed.

**BID PROPOSAL FORM**

Company: MULTISYSTEM MANAGEMENT COMPANY  
 Address: 1900 E. GOLF RD., SUITE 950  
 City, State, Zip: SCHAUMBURG, IL 60173  
 Phone: 847-592-6330  
 Sales Rep: KATHY WISOWATY PH # 224-330-9892

	Price for Labor Only	Annual Price*
Job #1 - 1835 Landwehr, only between 3:45-5:45, Monday-Thursday 4x/week Approx. 244 Cleaning Days		2,900
Job #2 - 3801 W. Lake, after 6:00 pm, Monday-Friday 5x/week Approx. 250 Cleaning Days		14,400
Job #3 - 1835 Landwehr after 9:30 Monday-Friday 5x/week Approx. 134 Cleaning Days		7,300
	TOTAL	24,600

\*To be invoiced and paid in 12 equal installments. Job #1 and Job #3 will not be performed on days that students are not in attendance. Calendars with cleaning days are attached. These days off are subject to change as the school calendar is released.

- Years in service 5 years
- Does your company have a training program? Yes If yes, please provide a copy of the program.
- Proposed cleaning & labor schedule, (hours & number of cleaners)  
TOTAL 8 HRS / DAY 1 CLEANER
- Management contact information:  
GENERAL MANAGER ARTHUR MAGOLSKA 224-221-1745  
ACCOUNT MANAGER KATHY WISOWATY 224-330-9892
- Please provide a copy of your company's financial statement.

**NORTHFIELD TOWNSHIP HIGH SCHOOL DISTRICT 225 VENDOR INSURANCE REQUIREMENTS - EXHIBIT B**  
**(Certificate of Insurance Sample & General Insurance Requirements)**



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
2/22/2012

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder in an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b>  Weible & Cahill 2300 Cabot Drive, Suite 100 Lisle, IL 60532 Phone: (630) 245-4600 Fax: (630) 245-4601	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): _____ FAX (A/C, No): _____ E-MAIL ADDRESS: _____ PRODUCER(S) CUSTOMER(S): _____																								
<b>INSURED</b> Vendor Name & Address	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">INSURER A:</td> <td>A.N. Best Insurance Guide "A" Rating</td> <td style="width: 50%;">NAIC #</td> <td></td> </tr> <tr> <td>INSURER B:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> <td></td> <td></td> </tr> </table>	INSURER A:	A.N. Best Insurance Guide "A" Rating	NAIC #		INSURER B:				INSURER C:				INSURER D:				INSURER E:				INSURER F:			
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INSURER C:																									
INSURER D:																									
INSURER E:																									
INSURER F:																									

**COVERAGES**      **CERTIFICATE NUMBER:** \_\_\_\_\_      **REVISION NUMBER:** \_\_\_\_\_

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOT WITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES, LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ <input type="checkbox"/> _____ GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	X	X	POLICY NO.	03/01/12	03/01/13	EACH OCCURRENCE \$1,000,000 DAMAGES TO RENTED PREMISES (Each occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS-COMP/OP AGG \$2,000,000
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	X		POLICY NO.	03/01/12	03/01/13	COMBINED SINGLE LIMIT (Each accident) \$1,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$ None						EACH OCCURRENCE AGGREGATE
A	<b>WORKERS COMPENSATION AND EMPLOYEES LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?    Y/N <input type="checkbox"/> (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	X	POLICY NO.	03/01/12	03/01/13	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$500,000 E.L. DISEASE - EA EMPLOYEE \$500,000 E.L. DISEASE - POLICY LIMIT \$500,000
<b>PROFESSIONAL (where appropriate)</b>							

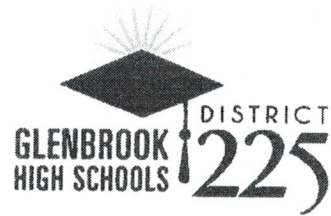
**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)**

Northfield Township High School District 225 is named additional insured (on a primary and non-contributory basis) with respect to General Liability and Automobile Liability. A waiver of subrogation, in favor of the Northfield Township High School District 225, is granted under General Liability and Workers' Compensation policies.

**\* ENDORSEMENTS REQUIRED \***

Northfield Township High School District 225 c/o Insurance Tracking Services, Inc. (ITS) P.O. Box 20270 Long Beach, CA 90801 Email: <a href="mailto:SSCRMP@instracking.com">SSCRMP@instracking.com</a> Fax: (562) 435-2999	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE <i>Sample Signature</i>
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**FACILITY RENTAL  
REQUIREMENTS - TIER 1**



The following insurance requirements are compulsory for any organization renting or using District 225 facilities for a non-school sponsored event.

**CERTIFICATE HOLDER:** Northfield Township High School District 225  
 c/o Insurance Tracking Services, Inc. (ITS)  
 P.O. Box 20270  
 Long Beach, CA 90801  
 Email: [SSCRMP@instracking.com](mailto:SSCRMP@instracking.com)  
 Fax: (562) 435-2999

- Endorsements must be submitted with the certificate of insurance; Additional insured endorsement must conform to ISO form CG 20 10 and CG 20 37, listing all required additional insureds, job name and address.
- Insurance shall be written with a company having at least an "A" rating as listed in the latest edition of the A. M. Best Insurance Guide.
- Graduations - Description of operations on the certificate of insurance must state "graduation related activities"; certificates listing terms such as "graduation" or "reception" will be deemed unacceptable.
- Certificate of insurance will be rejected, and rental delayed, if:
  - A properly executed contract is not in place
  - Coverages and limits are not met per requirements
  - Endorsements are not provided for all policies

**LIMITS OF LIABILITY (Minimum Limits):**

<b>General Liability</b>		
(a) Bodily Injury	(i) Each Occurrence	\$1,000,000
	(ii) Annual Aggregate	\$2,000,000
(b) Property Damage	(i) Each Occurrence	\$1,000,000
	(ii) Annual Aggregate	\$2,000,000
(c) Personal Injury	Each Person Aggregate	\$1,000,000

Additional insured's must be listed on a primary & non-contributory basis; endorsement required.

Waiver of subrogation on general liability & corresponding endorsement required.

<b>Workers' Compensation</b>		
	(i) Per Accident	\$500,000
	(ii) Disease, policy limit	\$500,000
	(iii) Disease, each employee	\$500,000

Waiver of subrogation & corresponding endorsement required.





Elaine Geallis &lt;egeallis@glenbrook225.org&gt;

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**Re: District 225 FOIA Request - Dr. Williamson, thank you, Sincerely.**

1 message

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**Rosanne Marie Williamson** <rwilliamson@glenbrook225.org>  
To: "Robert Boiko (BH) Loc. 1" <robertboiko@robertboiko.com>  
Bcc: egeallis@glenbrook225.org

Mon, Mar 11, 2019 at 1:01 PM

Dear Mr. Boiko,

Thank you for writing to Glenbrook High School District 225 with your request for information pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

On 3/4/19 we received your request for the following information:

1) Does District 225 Require outside contractors to provide a W-9 Form?

**District Response: Yes**

2) Does District 225 Require Vendors to Provide a Tax Resale Number?

**District Response: No**

Please produce the CRT-61 Certificates of Resale Numbers on File at the Glenbrook Schools, especially but not limited to specific contractors or purchases referenced below, other related Tax Exempt buildings, properties or rented/off campus locations that are covered under the same tax laws or District 225.

**District Response: No**

If so, what is or is there a contract dollar amount when a tax resale certificate and proof of use is mandated?

**District Response: No documents responsive to this request.**

3) Does District 225 Require Vendors to prove they used the Tax Resale Number on all items used during the course of Repairs of any type? Please produce the written forms and policies that support a yes answer.

**District Response: No**

4) Regarding Payouts Based on Document [https://boardmeetings.glenbrook225.org/sites/il.glenbrook.schoolboard.net/files/06.04%20Approval%20of%20Accounts%20Payable%20Bills\\_5.pdf](https://boardmeetings.glenbrook225.org/sites/il.glenbrook.schoolboard.net/files/06.04%20Approval%20of%20Accounts%20Payable%20Bills_5.pdf)

What is the Names of the outside contractors that have and or presently do Building Maintenance and Grounds Maintenance?

**District Response:**

**The District uses Autumn Tree Care for grounds work at the District Office.**

**The District uses Amber Mechanical for routine preventative maintenance work.**

**The majority of work is performed by internal maintenance and grounds employees.**

Please produce copies of their State of Illinois and any other applicable tax resale Certifications for those that purchase items out of this State and proof they were used. Does the District have records

of positive proof that hidden or overt sales tax was never paid, where legally the payment of Sales Taxes by a Government entity such as a School, a School System or School District should not be paying hidden or overt taxes. The term hidden tax also means any purchase from a Contractor where they list materials and line out or state no sales tax charged without proof taxes were not paid, but merely rolled into the invoice and stated as materials. Part of the proof could consist of the Contractor filing a monthly State of Illinois ST-1, the only legal form in Illinois to show payment of sales taxes via record of sales, form for the sales taxes they pay which are associated to their records and a tax resale number.

**District Response: No documents responsive to this request.**

5) 75897 GBN Bell System Repair - Please produce proof that all the subcomponents including but not limited to wire, wire connectors, conduit and hangers were purchased tax free by the contractor including the purchase of all related ancillary items that are legally entitled to be bought at no sales tax for resale, and that they did not include any taxes in the final invoice unknowingly to the school district.

**District Response: No documents responsive to this request.**

6) 1019 GBN Band Instrument Repairs Please produce the proofs including the name of the company that completed these repairs, that they possess and used their (or in the alternative a valid) tax exempt number to purchase the materials for repair, including the purchase of all related ancillary items that are legally entitled to be bought at no sales tax for resale, including the purchase of all related ancillary items that are legally entitled to be bought at no sales tax for resale, and that they did not include any taxes in the final invoice unknowingly to the school district.

**District Response: Company name (see highlighted below) No documents responsive to this request.**

Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
1019	GBN Band - Instrument Repairs	10/08/2018	156.50	10 E 200 1130 3230 20 001045	156.50
<i>Glenbrook North High School   Music/Performing Arts</i>					

7) 132118 GBS Fine Arts Calendar Printing - Please produce the proofs including the name of the company that completed the printing, that they possess and used a tax exempt number to purchase the materials for printing, including the purchase of all related ancillary items that are legally entitled to be bought at no sales tax for resale, and that they did not include any taxes in the final invoice unknowingly to the school district.

**District Response: Company Name (see highlighted below) No documents responsive to this request.**

Check Date	Check Number	Payment Type	Name	Check Amount	
10/23/2018	102774	Check	Judy's Letter & Secretarial Services Inc	1,295.27	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
1321-18	GBS - Fine Arts Calendar Printing	10/09/2018	1,295.27	10 E 300 1130 3600 30 001045	1,295.27
<i>Glenbrook South High School   Music/Performing Arts</i>					

8) 61450 GBN Fitness Center Repairs to Various Equipment Please produce the proofs including the name of the company that completed the repairs, that they possess and used a tax exempt number to purchase the materials for repairing, including the purchase of all related ancillary items that are legally entitled to be bought at no sales tax for resale, and that they did not include any taxes in the final invoice unknowingly to the school district.

**District Response: Company Name (see highlighted below) No documents responsive to this request.**

Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
61450	GBN - Fitness Center Repairs to Various Equipment	10/04/2018	144.38	10 E 200 1130 3230 20 001050	144.38

*Glenbrook North High School / Physical Education*

9 11179 GBS Homecoming Football Game Fireworks 9/21/18 Please produce the proofs including the name of the company that supplied the fireworks, that they possess and used a tax exempt number to purchase the materials for creating the fireworks including the purchase of all related ancillary items that are legally entitled to be bought at no sales tax for resale, and that they did not include any taxes in the final invoice unknowingly to the school district.

**District Response: Company Name (see highlighted below) No documents responsive to this request.**

Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
Inv 09242018b	GBN - Homecoming 2018 Fireworks	08/31/2018	3,200.00	99 L 990 1529 0000 20 820990	3,200.00

*Student Based Activity Account / Student Association*

9) 1609 GBS Auditorium Light Repairs - Please produce the proofs including the name of the company that completed the repairs, that they possess and used a tax exempt number to purchase the materials for repairing, including the purchase of all related ancillary items that are legally entitled to be bought at no sales tax for resale, and that they did not include any taxes in the final invoice unknowingly to the school district.

**District Response: Company Name (see highlighted below) No documents responsive to this request.**

Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
1609	GBS - Auditorium Light Repairs	10/10/2018	316.59	10 E 300 1530 3230 30 005805	316.59

*Glenbrook South High School / Auditorium*

10) 191021 GBN Grounds Mower 1145 Repair and Maintenance Please produce the proofs including the name of the company that completed the repairs, that they possess and used a tax exempt number to purchase the materials for repairing, including the purchase of all related ancillary items that are legally entitled to be bought at no sales tax for resale, and that they did not include any taxes in the final invoice unknowingly to the school district.

**District Response: Company Name (see highlighted below) No documents responsive to this request.**

10/03/2018	102324	Check	Buck Bros Inc			1,091.44
Invoice Number	Description	Invoice Date	Invoice Amount	Account		Amount
191021	GBN - Grounds Mower 1145 Repair and Maintenance	09/11/2018	938.15	20 E 200 2543 4820 20 009080		938.15
				Glenbrook North High School / Grounds Maintenance		
191181	GBN - Grounds Mower 1145 Repair and Maintenance	09/12/2018	41.35	20 E 200 2543 4820 20 009080		41.35
				Glenbrook North High School / Grounds Maintenance		
191497	GBN - Grounds Mower 1145 Repair and Maintenance	09/14/2018	111.94	20 E 200 2543 4820 20 009080		111.94
				Glenbrook North High School / Grounds Maintenance		

11) 4938833 GBN Pest Management Services October 2018 Please produce the proofs including the name of the company that completed the repairs, that they possess and used a tax exempt number to purchase the materials for repairing, including the purchase of all related ancillary items that are legally entitled to be bought at no sales tax for resale, and that they did not include any taxes in the final invoice unknowingly to the school district. This is a quoted type Service Job, has the school broken down the quote and sought out like quotes for commercial buildings that do pay tax to determine that the school is not paying tax on the materials or any other unknown or illegal tax, merely rolled into the final amount due.

**District Response: Company Name (see highlighted below) No documents responsive to this request.**

Check Date	Check Number	Payment Type	Name			Check Amount
10/03/2018	102304	Check	Anderson Pest Solutions			1,293.98
Invoice Number	Description	Invoice Date	Invoice Amount	Account		Amount
4907061	GBS - Pest Management Services - September 2018	09/04/2018	208.81	20 E 300 2544 3270 30 009050		208.81
				Glenbrook South High School / Building Maintenance		
4908028	GBA - Pest Management Services - September 2018	09/04/2018	56.65	20 E 100 2544 3234 10 009050		56.65
				Administrator / Building Maintenance		
4908030	GBA - Pest Management Services - September 2018	09/04/2018	103.00	20 E 100 2544 3234 10 009050		103.00
				Administrator / Building Maintenance		
4908159	GBS - Pest Control Services - September 2018	09/04/2018	218.77	20 E 300 2544 3270 30 009050		218.77
				Glenbrook South High School / Building Maintenance		
4909034	GBOC - Pest Management Services - September 2018	09/04/2018	70.00	20 E 500 2544 3234 10 009050		70.00
				Glenbrook Off Campus / Building Maintenance Center		
4909037	GBOC - Pest Management Services - September 2018	09/04/2018	125.00	20 E 500 2544 3234 10 009050		125.00
				Glenbrook Off Campus / Building Maintenance Center		
4937802	GBN - Pest Management Services - October 2018	10/01/2018	194.67	20 E 200 2544 3270 20 009050		194.67
				Glenbrook North High School / Building Maintenance		

12 Coo3238 District Quarterly HVAC Services Contract 9/19/18 12/18/18 09/19/2018 1,535.25 Repair and Maintenance Please produce the proofs including the name of the company that completed the repairs, that they possess and used a tax exempt number to purchase the materials for repairing, did your School Employee maintenance crew oversee and pictorially confirm (Please produce such confirmation) the name and composition of the lubricants used since it is common for a fraudulent type scam of school maintenance to be done with 10 weight Zoom Spout that causes rotating equipment to burn out prematurely and cost many extra thousands of dollars in destroyed equipment, especially because various equipment requires 20 or 30 SAE weight oil,

please produce proof this material supplied by the outside contractor was purchased with a tax resale number in their control for use in the tax exempt school and that tax cost not merely rolled into the material cost with a pro forma lined out tax cell, including the purchase of all related ancillary items such as bearing assemblies, gas valves, fractional horsepower motors normally bought paying tax and stored on Service Trucks, not bought for a specific school repair, that are legally entitled to be bought at no sales tax for resale, and that they did not include any taxes in the final invoice unknowingly to the school district.

**District Response: Company Name (see highlighted below) No documents responsive to this request.**

Check Date	Check Number	Payment Type	Name	Check Amount	
10/03/2018	102301	Check	Amber Mechanical Contractors	1,535.25	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
C003238	District Quarterly HVAC Services Contract 9/19/18 - 12/18/18	09/19/2018	1,535.25	20 E 100 2544 3234 10 009050	1,535.25
				Administraton	/ Building Maintenance

If you need additional clarification regarding the District's responses to your request, feel free to contact our Director of Operations, Dr. Kim Ptak, [kptak@glenbrook225.org](mailto:kptak@glenbrook225.org)

Sincerely,

Rosanne Williamson, Ed.D.  
Secretary, Board of Education  
Assistant Superintendent for Educational Services  
Glenbrook High School District 225  
3801 West Lake Avenue  
Glenview, IL 60026

On Sun, Mar 3, 2019 at 2:03 PM Robert Boiko (B"H) Loc. 1 <[robertboiko@robertboiko.com](mailto:robertboiko@robertboiko.com)> wrote:

FOIA Officer – Dr. Rosanne Williamson  
Glenbrook High Schools District 225  
3801 W. Lake Ave., Suite 203  
Glenview, IL 60026-5806

**Email:**

[foia@glenbrook225.org](mailto:foia@glenbrook225.org)

**Fax:**

847.486.4733

By Robert Boiko Dated 03/04/2019 FOIA Request:

There is no commercial purpose for this FOIA request. One or more follow up requests may be submitted. The intent is to keep this as compact as possible. This request is made for purposes of research. For economy of your time, please be assured of intent that shall be positive for 225.

1) Does District 225 Require outside contractors to provide a W-9 Form?

2) Does District 225 Require Vendors to Provide a Tax Resale Number? Please produce the CRT-61 Certificates of Resale Numbers on File at the Glenbrook Schools, especially but not limited to specific contractors or purchases referenced below, other related Tax Exempt buildings, properties or rented/off campus locations that are covered under the same tax laws or District 225. If so, what is or is there a contract dollar amount when a tax resale certificate and proof of use is mandated?

3) Does District 225 Require Vendors to prove they used the Tax Resale Number on all items used during the course of Repairs of any type? Please produce the written forms and policies that support a yes answer.

4) Regarding Payouts Based on Document [https://boardmeetings.glenbrook225.org/sites/il.glenbrook.schoolboard.net/files/06.04%20Approval%20of%20Accounts%20Payable%20Bills\\_5.pdf](https://boardmeetings.glenbrook225.org/sites/il.glenbrook.schoolboard.net/files/06.04%20Approval%20of%20Accounts%20Payable%20Bills_5.pdf)

What is the Names of the outside contractors that have and or presently do Building Maintenance and Grounds Maintenance? Please produce copies of their State of Illinois and any other applicable tax resale Certifications for those that purchase items out of this State and proof they were used. Does the District have records of positive proof that hidden or overt sales tax was never paid, where legally the payment of Sales Taxes by a Government entity such as a School, a School System or School District should not be paying hidden or overt taxes. The term hidden tax also means any purchase from a Contractor where they list materials and line out or state no sales tax charged without proof taxes were not paid, but merely rolled into the invoice and stated as materials. Part of the proof could consist of the Contractor filing a monthly State of Illinois ST-1, the only legal form in Illinois to show payment of sales taxes via record of sales, form for the sales taxes they pay which are associated to their records and a tax resale number.

5) 75897 GBN Bell System Repair - Please produce proof that all the subcomponents including but not limited to wire, wire connectors, conduit and hangers were purchased tax free by the contractor including the purchase of all related ancillary items that are legally entitled to be bought at no sales tax for resale, and that they did not include any taxes in the final invoice unknowingly to the school district.

6) 1019 GBN Band Instrument Repairs Please produce the proofs including the name of the company that completed these repairs, that they possess and used their (or in the alternative a valid) tax exempt number to purchase the materials for repair, including the purchase of all related ancillary items that are legally entitled to be bought at no sales tax for resale, including the purchase of all related ancillary items that are legally entitled to be bought at no sales tax for resale, and that they did not include any taxes in the final invoice unknowingly to the school district.

7) 132118 GBS Fine Arts Calendar Printing - Please produce the proofs including the name of the company that completed the printing, that they possess and used a tax exempt number to purchase the materials for printing, including the purchase of all related ancillary items that are legally entitled to be bought at no sales tax for resale, and that they did not include any taxes in the final invoice unknowingly to the school district.

8) 61450 GBN Fitness Center Repairs to Various Equipment Please produce the proofs including the name of the company that completed the repairs, that they possess and used a tax exempt number to purchase the materials for repairing, including the purchase of all related ancillary items that are legally entitled to be bought at no sales tax for resale, and that they did not include any taxes in the final invoice unknowingly to the school district.

9) 11179 GBS Homecoming Football Game Fireworks 9/21/18 Please produce the proofs including the name of the company that supplied the fireworks, that they possess and used a tax exempt number to purchase the materials for creating the fireworks including the purchase of all related ancillary items that are legally entitled to be bought at no sales tax for resale, and that they did not include any taxes in the final invoice unknowingly to the school district.

9) 1609 GBS Auditorium Light Repairs - Please produce the proofs including the name of the company that completed the repairs, that they possess and used a tax exempt number to purchase the materials for repairing, including the purchase of all related ancillary items that are legally entitled to be bought at no sales tax for resale, and that they did not include any taxes in the final invoice unknowingly to the school district.

10) 191021 GBN Grounds Mower 1145 Repair and Maintenance Please produce the proofs including the name of the company that completed the repairs, that they possess and used a tax exempt number to purchase the materials for repairing, including the purchase of all related ancillary items that are legally entitled to be bought at no sales tax for resale, and that they did not include any taxes in the final invoice unknowingly to the school district.

11) 4938833 GBN Pest Management Services October 2018 Please produce the proofs including the name of the company that completed the repairs, that they possess and used a tax exempt number to purchase the materials for repairing, including the purchase of all related ancillary items that are legally entitled to be bought at no sales tax for resale, and that they did not include any taxes in the final invoice unknowingly to the school district. This is a quoted type Service Job, has the school broken down the quote and sought out like quotes for commercial buildings that do pay tax to determine that the school is not paying tax on the materials or any other unknown or illegal tax, merely rolled into the final amount due.

12 C003238 District Quarterly HVAC Services Contract 9/19/18 12/18/18 09/19/2018 1,535.25

Repair and Maintenance Please produce the proofs including the name of the company that completed the repairs, that they possess and used a tax exempt number to purchase the materials for repairing, did your School Employee maintenance crew oversee and pictorially confirm (Please produce such confirmation) the name and composition of the lubricants used since it is common for a fraudulent type scam of school maintenance to be done with 10 weight Zoom Spout that causes rotating equipment to burn out prematurely and cost many extra thousands of dollars in destroyed equipment, especially because various equipment requires 20 or 30 SAE weight oil, please produce proof this material supplied by the outside contractor was purchased with a tax resale number in their control for use in the tax exempt school and that tax cost not merely rolled into the material cost with a pro forma lined out tax cell, including the purchase of all related ancillary items such as bearing assemblies, gas valves, fractional horsepower motors normally bought paying tax and stored on Service Trucks, not bought for a specific school repair, that are legally entitled to be bought at no sales tax for resale, and that they did not include any taxes in the final invoice unknowingly to the school district.

For the questions above all related to this Freedom of Information Request, we are giving specificity this is merely one of the approved payment cycles by the School Board, providing the associative number that is assigned by the District to the referenced request to produce.

By limiting the scope of this specific request to one set of approvals and a subset of the set of approvals, the information is not unduly burdensome since each request to produce is directly referenced to a specific invoice or standing School Board policy. Please, if you can see the spirit to which this attempts, any help or guidance is highly appreciated.

These answers and attachments may be emailed to :

Robert Boiko

[robertboiko@robertboiko.com](mailto:robertboiko@robertboiko.com)

or mailed to:

Robert Boiko

P. O. Box 544

Northbrook IL 60065-0544

Phone: 847-753-9536

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Elaine Geallis <egeallis@glenbrook225.org>

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## 030119 Meadows - Invitation to view

1 message

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**Rosanne Marie Williamson (via Google Drive)** <drive-shares-noreply@google.com>

Mon, Mar 11, 2019 at 1:55 PM

Reply-To: Rosanne Marie Williamson <rwilliamson@glenbrook225.org>

To: egeallis@glenbrook225.org

Cc: jonah.meadows@patch.com, rwilliamson@glenbrook225.org

Rosanne Marie Williamson has invited you to **view** the following shared folder:

 [030119 Meadows](#)



Dear Mr. Meadows,

Thank you for writing to Glenbrook High School District 225 with your request for information pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

On 3/1/19 we received your request for the following information:

Any verbatim audio or video recordings of any proceedings of the District 225 board since Feb. 1, 2019.

District Response: Please see attached.

Sincerely,

Rosanne Williamson, Ed.D.  
Secretary, Board of Education  
Assistant Superintendent for Educational Services  
Glenbrook High School District 225  
3801 West Lake Avenue  
Glenview, IL 60026

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