

COMMUNITY UNIT SCHOOL DISTRICT NO. 205
Board of Education
9:00AM – Monday, November 30, 2020

Via Zoom
SPECIAL MEETING

Meeting ID: 890 6698 8265
Passcode: SPECIAL

AGENDA

- I. Call to Order
- II. Roll Call
- III. Consider Approval of Jr-Sr High School Budget Summary
- IV. Consider Approval of Jr-Sr High School Phase Two: Additions and Renovations Contractor Award Recommendations
- V. Jr-Sr High Proposed Addition Discussion
- VI. Consider Approval of Blue Cross/Blue Shield Fully Insured Health Insurance Proposal
- VII. Consider Approval of Job Descriptions
- VIII. Consider Approval of Personnel Agenda
- IX. Return to Learn Plan Discussion
- X. Adjourn



November 23, 2020

Dr. John Asplund
Superintendent of Schools
Community Unit School District #205
932 Harrison St.
Galesburg, IL 61401

Re: Galesburg CUSD #205
Jr-Sr High School Budget Summary

Dear Dr. Asplund:

As the remolded Galesburg Jr-Sr High School continues to take shape, I wanted to take a moment to pause and provide a big picture budget update on this building.

As you recall Phase One was completed this past fall with the remodeling of the kitchen and server. Phase Two was bid out last week and we were able to take advantage of the market and gain some very favorable bids. Phase Three consisting of the Interior of the Auditorium is in the Design Development phase of and schedule to go out to bid 1st quarter of 2021.

Phase One

Modular Install	2,000,000
Jr-Sr High Kitchen	4,178,385
Phase One Total	\$ 6,178,385

Phase Two

Construction Cost: Addition & Renovations	26,392,166
A/E Fees	1,583,530
FF&E	1,000,000
Security & Technology	500,000
Asbestos	500,000
Phase Two Total	\$ 29,975,696

Phase Three: Kitchen

Phase Three: Auditorium	2,957,500
Band Choir Addition	2,000,000
Phase Three Total	\$ 4,957,500

Jr-Sr High Complete	\$ 41,111,581
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Russell is honored to be your partner on this exciting project and look forward to guiding the project to completion.

Sincerely,

Lee Marbach
Senior Project Manager

Copy: Ms. Jennifer Hamm, CUSD 205
Mr. Brett Ketelsen, Russell



November 23, 2020

Dr. John Asplund
Superintendent of Schools
Community Unit School District #205
932 Harrison St.
Galesburg, IL 61401

Re: Galesburg CUSD #205
Jr-Sr High School Phase Two: Additions and Renovations Contractor Award Recommendations

Dear Dr. Asplund:

Russell Construction is pleased to provide you with bid results and contract award recommendations for the above referenced project. The bids received on Tuesday November 17th were very competitive and under the overall project budget. Russell's post bid scope review and bid analysis contributes the favorable bids to the contracting construction market conditions making this project very desirable.

The contract award recommendations have been based upon accepting Alternate 1-3 Concrete Curb Islands, Alternate 1-4 Concrete Pavement, and Alternate 1-8 Paint Existing Built-in Casework along with waiving the bond for selected bidders as noted below. The recommendations are as follows for each bid category with adjusted contract amount listed.

Bid Category	Bids Received	Apparent Low Bidder	Adjusted Bid w/ Alternates	Base Bid	Bond & Combined Package Discount	ALT 1-3 Concrete Curb Islands	ALT 1-4 Concrete Pavement	ALT 1-8 Paint Existing B.I. Casework
BP 1A Earthwork & Utilities	5	Hein Construction	\$ 456,000	\$ 475,000	\$ (25,000)	\$ 6,000		
BP 1B Concrete	7	Hein Construction	\$ 1,039,000	\$ 575,000	\$ (25,000)	\$ 34,000	\$ 455,000	
BP 1C Asphalt Paving	2	Gunther	\$ -	\$ 425,000			\$ (425,000)	
BP 1D Demo Area F	3	Veit & Company	\$ 508,200	\$ 508,200				
BP 1E Demo	3	Precision Builders	\$ 547,899	\$ 547,899				
BP 1F Masonry	4	JJ Braker	\$ 319,100	\$ 319,100				
BP 1G Steel Fabrication	2	Vetger	\$ 328,700	\$ 328,700				
BP 1H Steel Erection	4	Tri City Ironworks	\$ 109,030	\$ 109,850	\$ (820)			
BP 1I Roofing	2	Sterling Commercial	\$ 459,604	\$ 462,450	\$ (2,846)			
BP 1J MS Framing & Drywall	5	River Valley	\$ 1,276,025	\$ 1,276,025				
BP 1K General Trades	2	Precision Builders	\$ 1,659,500	\$ 1,659,500				
BP 1L Lockers	4	Quality Erectors	\$ 280,000	\$ 280,000				
BP 1M Casework Supply	2	Carroll Seating	\$ 397,580	\$ 397,580				
BP 1N DFH Supply	3	S&S Builders	\$ 389,950	\$ 389,950				
BP 1O Glass & Glazing	3	East Moline Glass	\$ 490,433	\$ 493,433	\$ (3,000)			
BP 1P Acoustical Ceilings	7	Allied	\$ 651,158	\$ 651,158				
BP 1Q Flooring	2	TSI	\$ 1,301,020	\$ 1,301,020				
BP 1R Epoxy Flooring	3	Power Glaze	\$ 41,778	\$ 41,778				
BP 1S Painting	4	W.F. Scott	\$ 294,800	\$ 279,500				\$ 15,300
BP 1T Fire Protection	8	Automatic Fire Sprinkler	\$ 460,900	\$ 460,900				
BP 1U Plumbing	5	Northwest Mechanical	\$ 855,500	\$ 887,000	\$ (31,500)			
BP 1V Mechanical	6	Northwest Mechanical	\$ 7,292,500	\$ 7,324,000	\$ (31,500)			
BP 1W Electrical	5	Rock River Electric	\$ 2,756,191	\$ 2,756,191				

Dr. Asplund
November 23, 2020
Page Two

In summary, the Jr-Sr High School Phase Two: Additions and Renovations has been bid and has come in under budget. Above are the recommendations for contractors. Enclosed you will find a copy of the bid tabulation sheet.

We look forward to reviewing this information with the project team and moving forward into construction of this exciting project.

Sincerely,



Lee Marbach
Senior Project Manager

Copy: Ms. Jennifer Hamm, CUSD 205
Mr. Brett Ketelsen, Russell

Encl: Bid Tabulation

Owner:
Project Title:
Construction Manager's Project No.:
Bid Date / Time:

Galesburg School District #105
Jr-Sr High School Phase Two
01-20-0024
11/17/1010 2:00:00 PM



Bid Category 1A						
Earthwork and Site Utilities	Valley Construction	Miller Trucking & Exc	Hein Construction	Hein 1A&1B	Valley 1A&1C	
Addenda	y	y	y	y	y	
Bid Bond (for bids over \$100K)	y	y	y	y	y	
Base Bid	\$ 643,000.00	\$ 647,000.00	\$ 475,000.00	\$ 1,000,000.00	\$ 1,033,000.00	
Alternate #1-1 Omit S. Drive Sitework	\$ (175,000.00)	\$ (80,000.00)	\$ (110,000.00)	(220,000.00)	\$ (350,000.00)	
Alternate #1-2 Omit SE Entrance Canopy		\$ (45,000.00)		\$ (18,000.00)		
Alternate #1-3 Concrete Curb Islands	\$ 28,000.00	\$ 8,700.00	\$ 6,000.00	40,000.00	\$ 28,000.00	
Alternate #1-4 Concrete Pavement				\$ 455,000.00		

Bid Category 1B								
Concrete	Illinois Civil Contractors	Centennial	Knapp	Otto Baum	Bidders			
					Hein	Treiber	Hein 1A&1B	Williams Bros 1B,1D,1E,1K
Addenda	y	y	y	y	y	y	y	y
Bid Bond (for bids over \$100K)	y	y	y	y	y	y	y	y
Base Bid	\$ 597,110.17	\$ 792,750.00	\$ 638,647.00	\$ 752,846.00	\$ 575,000.00	\$ 943,650.00	1,000,000.00	\$ 5,340,000.00
Alternate #1-1 Omit S. Drive Sitework	\$ (70,000.00)	\$ (101,600.00)	\$ 122,584.00	\$ (132,091.00)	\$ (110,000.00)	\$ (39,162.00)	(220,000.00)	\$ (100,000.00)
Alternate #1-2 Omit SE Entrance Canopy	\$ (13,000.00)	\$ (29,260.00)	\$ (32,623.00)	\$ (37,273.00)	\$ (18,000.00)	\$ (14,220.00)	\$ (18,000.00)	\$ (55,000.00)
Alternate #1-3 Concrete Curb Islands	\$ 23,000.00	\$ 73,200.00	\$ 44,395.00	\$ 79,826.00	\$ 34,000.00	\$ 36,352.00	40,000.00	\$ 52,000.00
Alternate #1-4 Concrete Pavement	\$ 428,000.00	\$ 346,000.00	\$ 356,571.00	\$ 462,727.00	\$ 466,000.00	\$ 403,587.00	\$ 455,000.00	\$ 510,000.00
Alternate #1-6 Omit Light Monitors								\$ (43,000.00)
Alternate #1-7 Omit Area B&C Window Replacement								\$ (40,000.00)

Bid Category 1C						
Asphalt Paving	Valley	Gunther UCM	Valley 1A&1C			
Addenda	y	y	y			
Bid Bond (for bids over \$100K)	y	y	y			
Base Bid	\$ 499,900.00	\$ 424,023.36	\$ 1,033,000.00			
Alternate #1-1 Omit S. Drive Sitework	\$ (175,000.00)	\$ (177,638.05)				
Alternate #1-2 Omit SE Entrance Canopy			\$ 28,000.00			

Bid Category 1D						
Interior Demo - Area F Only	Veit & Company	Williams Bros 1D&1E	Hein 1D,1E,1K	Williams Bros 1B,1D,1E,1K		
Addenda	y	y	y	y		
Bid Bond (for bids over \$100K)	y	y	y	y		
Base Bid	\$ 508,200.00	\$ 1,480,000.00	\$ 4,392,000.00	\$ 5,340,000.00		
Alternate #1-1 Omit S. Drive Sitework				\$ (100,000.00)		
Alternate #1-2 Omit SE Entrance Canopy		\$ (2,000.00)	\$ (52,000.00)	\$ (55,000.00)		
Alternate #1-3 Concrete Curb Islands				\$ 52,000.00		
Alternate #1-4 Concrete Pavement				\$ 510,000.00		
Alternate #1-5 Omit Locker Room Lockers/Benches			\$ (1,500.00)			
Alternate #1-6 Omit Light Monitors		\$ (13,000.00)	\$ (60,000.00)	\$ (43,000.00)		
Alternate #1-7 Omit Area B&C Window Replacement		\$ (19,000.00)	\$ (22,000.00)	\$ (40,000.00)		

Bid Category 1E						
Interior Demo - Excl. Area F	Precision Builders	Hein	Precision 1E,1K,1L	Williams Bros 1D&1E	Hein 1D,1E,1K	Williams Bros 1B,1D,1E,1K
Addenda	y	y	y	y	y	y
Bid Bond (for bids over \$100K)	y	y	y	y	y	y
Base Bid	\$ 547,899.00	\$ 998,000.00	\$ 2,554,600.00	\$ 1,480,000.00	\$ 4,392,000.00	\$ 5,340,000.00
Alternate #1-1 Omit S. Drive Sitework				\$ (100,000.00)		\$ (100,000.00)
Alternate #1-2 Omit SE Entrance Canopy	\$ (5,125.00)		\$ (47,965.00)	\$ (2,000.00)	\$ (52,000.00)	\$ (55,000.00)
Alternate #1-3 Concrete Curb Islands						\$ 52,000.00
Alternate #1-4 Concrete Pavement						\$ 510,000.00
Alternate #1-5 Omit Locker Room Lockers/Benches	\$ (4,484.00)	\$ (1,500.00)	\$ (64,284.00)		\$ (1,500.00)	
Alternate #1-6 Omit Light Monitors	\$ (18,336.00)		\$ (33,136.00)	\$ (13,000.00)	\$ (60,000.00)	\$ (43,000.00)
Alternate #1-7 Omit Area B&C Window Replacement	\$ (25,898.00)	\$ (15,000.00)	\$ (25,898.00)	\$ (19,000.00)	\$ (22,000.00)	\$ (40,000.00)

Owner:
Project Title:
Construction Manager's Project No.:
Bid Date / Time:

Galesburg School District #105
Jr-Sr High School Phase Two
01-20-0024
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Bid Category 1F		Bidders				
Masonry	Otto Baum	JJ Braker & Sons	B&B Masonry	M R Mason		
Addenda	Y	Y	Y	Y		
Bid Bond (for bids over \$100K)	Y	Y	Y	Y		
Base Bid	\$ 398,350.00	\$ 319,100.00	\$ 400,000.00	\$ 554,088.36		

Bid Category 1G		Bidders				
Steel Fabrication	Hanley Steel	Vetger				
Addenda	Y	Y				
Bid Bond (for bids over \$100K)	Y	Y				
Base Bid	\$ 480,000.00	\$ 328,700.00				
Alternate #1-2 Omit SE Entrance Canopy	\$ (14,000.00)	\$ (14,000.00)				
Alternate #1-6 Omit Light Monitors	\$ (2,000.00)	\$ (3,100.00)				

Bid Category 1H		Bidders				
Structural Steel Erection	Cedar Valley Steel	Bevans	Tri City Ironworks	ISE		
Addenda	Y	Y	Y	Y		
Bid Bond (for bids over \$100K)	Y	Y	Y	Y		
Base Bid	\$ 162,000.00	\$ 454,000.00	\$ 109,850.00	\$ 181,000.00		
Alternate #1-1 Omit S. Drive Sitework						
Alternate #1-2 Omit SE Entrance Canopy	\$ (8,000.00)	\$ (8,220.00)	\$ (6,200.00)	\$ (8,000.00)		
Alternate #1-6 Omit Light Monitors	\$ (4,000.00)	\$ (16,660.00)		\$ (9,000.00)		

Bid Category 1I		Bidders				
Roofing	Roof Doctors	Sterling Commercial				
Addenda	Y	Y				
Bid Bond (for bids over \$100K)	Y	Y				
Base Bid	\$ 470,250.00	\$ 462,450.00				
Alternate #1-2 Omit SE Entrance Canopy	\$ (11,370.00)	\$ (20,910.00)				
Alternate #1-6 Omit Light Monitors	\$ (7,060.00)					

Bid Category 1J		Bidders				
MS Framing and Drywall	Allied	Prime Construction	River Valley	BSSC	BSSC 1J&1P	
Addenda	Y	Y	Y	Y	Y	
Bid Bond (for bids over \$100K)	Y	Y	Y	Y	Y	
Base Bid	\$ 1,577,327.00	\$ 1,506,182.00	\$ 1,276,025.00	\$ 1,439,325.00	\$ 2,076,840.00	
Alternate #1-2 Omit SE Entrance Canopy	\$ (39,419.00)	\$ (26,000.00)	\$ (18,977.00)	\$ (23,650.00)	\$ (23,650.00)	
Alternate #1-6 Omit Light Monitors	\$ (33,234.00)	\$ (38,400.00)	\$ (30,384.00)	\$ (55,000.00)	\$ (55,000.00)	

Bid Category 1K		Bidders				
General Trades	Precision Builders	Hein	Precision 1E,1K,1L	Hein 1D,1E,1K	Williams Bros 1B,1D,1E,1K	
Addenda	Y	Y	Y	Y	Y	
Bid Bond (for bids over \$100K)	Y	Y	Y	Y	Y	
Base Bid	\$ 1,659,500.00	\$ 2,744,000.00	\$ 2,554,600.00	\$ 4,392,000.00	\$ 5,340,000.00	
Alternate #1-1 Omit S. Drive Sitework					\$ (100,000.00)	
Alternate #1-2 Omit SE Entrance Canopy	\$ (42,840.00)	\$ (50,000.00)	\$ (47,965.00)	\$ (52,000.00)	\$ (55,000.00)	
Alternate #1-3 Concrete Curb Islands					\$ 52,000.00	
Alternate #1-4 Concrete Pavement					\$ 510,000.00	
Alternate #1-5 Omit Locker Room Lockers/Benches			\$ (64,284.00)	\$ (1,500.00)		
Alternate #1-6 Omit Light Monitors	\$ (14,800.00)	\$ (60,000.00)	\$ (33,136.00)	\$ (60,000.00)	\$ (43,000.00)	
Alternate #1-7 Omit Area B&C Window Replacement	\$ (4,900.00)	\$ (7,000.00)	\$ (25,898.00)	\$ (22,000.00)	\$ (40,000.00)	

Owner:
Project Title:
Construction Manager's Project No.:
Bid Date / Time:

Galesburg School District #105
Jr-Sr High School Phase Two
01-20-0024
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Bid Category 1L		Bidders				
Lockers	Precision Builders	Larson Equipment	Quality Erectors	Global Installations	Precision 1E,1K,1L	
Addenda	y	y	y	y	y	
Bid Bond <small>(for bids over \$100K)</small>	y	y	y	y	y	
Base Bid	\$ 395,000.00	\$ 312,600.00	\$ 280,000.00	\$ 423,934.27	\$ 2,554,600.00	
Alternate #1-2 Omit SE Entrance Canopy					\$ (47,965.00)	
Alternate #1-5 Omit Locker Room Lockers/Benches	\$ (59,800.00)	\$ (36,312.00)	\$ (44,650.00)	\$ (51,596.44)	\$ (64,284.00)	
Alternate #1-6 Omit Light Monitors					\$ (33,136.00)	
Alternate #1-7 Omit Area B&C Window Replacement					\$ (25,898.00)	

Bid Category 1M		Bidders				
Casework Supply	Carroll Seating	Kewaunee				
Addenda	y	y				
Bid Bond <small>(for bids over \$100K)</small>	y	y				
Base Bid	\$ 397,580.00	Non Compliant Bid				

Bid Category 1N		Bidders				
DFH Supply	Doors Inc	S&S Builders Hardware	Walsh Door			
Addenda	y	y	y			
Bid Bond <small>(for bids over \$100K)</small>	y	y	y			
Base Bid	\$ 390,311.00	\$ 389,950.00	\$ 458,252.00			
Alternate #1-2 Omit SE Entrance Canopy	\$ (12,237.00)	\$ (5,695.00)				
Alternate #1-7 Omit Area B&C Window Replacement	\$ (25,863.00)	\$ (17,950.00)				

Bid Category 1O		Bidders				
Glass & Glazing	Mid American Glazing	East Moline Glass	Kelly Glass			
Addenda	y	y	y			
Bid Bond <small>(for bids over \$100K)</small>	y	y	y			
Base Bid	\$ 697,176.00	\$ 493,433.00	\$ 730,222.00			
Alternate #1-2 Omit SE Entrance Canopy	\$ (17,758.00)	\$ (19,500.00)	\$ (28,106.00)			
Alternate #1-6 Omit Light Monitors	\$ (14,833.00)	\$ (11,903.00)	\$ (16,070.00)			
Alternate #1-7 Omit Area B&C Window Replacement	\$ (173,546.00)	\$ (158,730.00)	\$ (235,095.00)			

Bid Category 1P		Bidders					
Acoustical Ceilings	Allied	Prime	RG Construction	Right Way	Mid Illinois	BSSC	River Valley
Addenda	y	y	y	y	y	y	y
Bid Bond <small>(for bids over \$100K)</small>	y	y	y	y	y	y	y
Base Bid	\$ 651,158.00	\$ 762,172.00	\$ 888,000.00	\$ 654,685.00	\$ 681,600.00	\$ 658,000.00	\$ 697,784.00

Bid Category 1Q		Bidders				
Floor Finishes	TSI	Specialty Commercial				
Addenda	y	y				
Bid Bond <small>(for bids over \$100K)</small>	y	y				
Base Bid	\$ 1,301,020.00	\$ 1,320,044.00				
Alternate #1-7 Omit Area B&C Window Replacement		\$ (748.00)				

Bid Category 1R		Bidders				
Epoxy Flooring	Power Glaze	Missouri Terrazzo Co	Desco Inc.			
Addenda	y	y	y			
Bid Bond <small>(for bids over \$100K)</small>	y	y	y			
Base Bid	\$ 41,777.71	\$ 96,169.00	\$ 67,654.00			

Owner:
Project Title:
Construction Manager's Project No.:
Bid Date / Time:

Galesburg School District #105
Jr-Sr High School Phase Two
01-20-0024
11/17/1010 2:00:00 PM



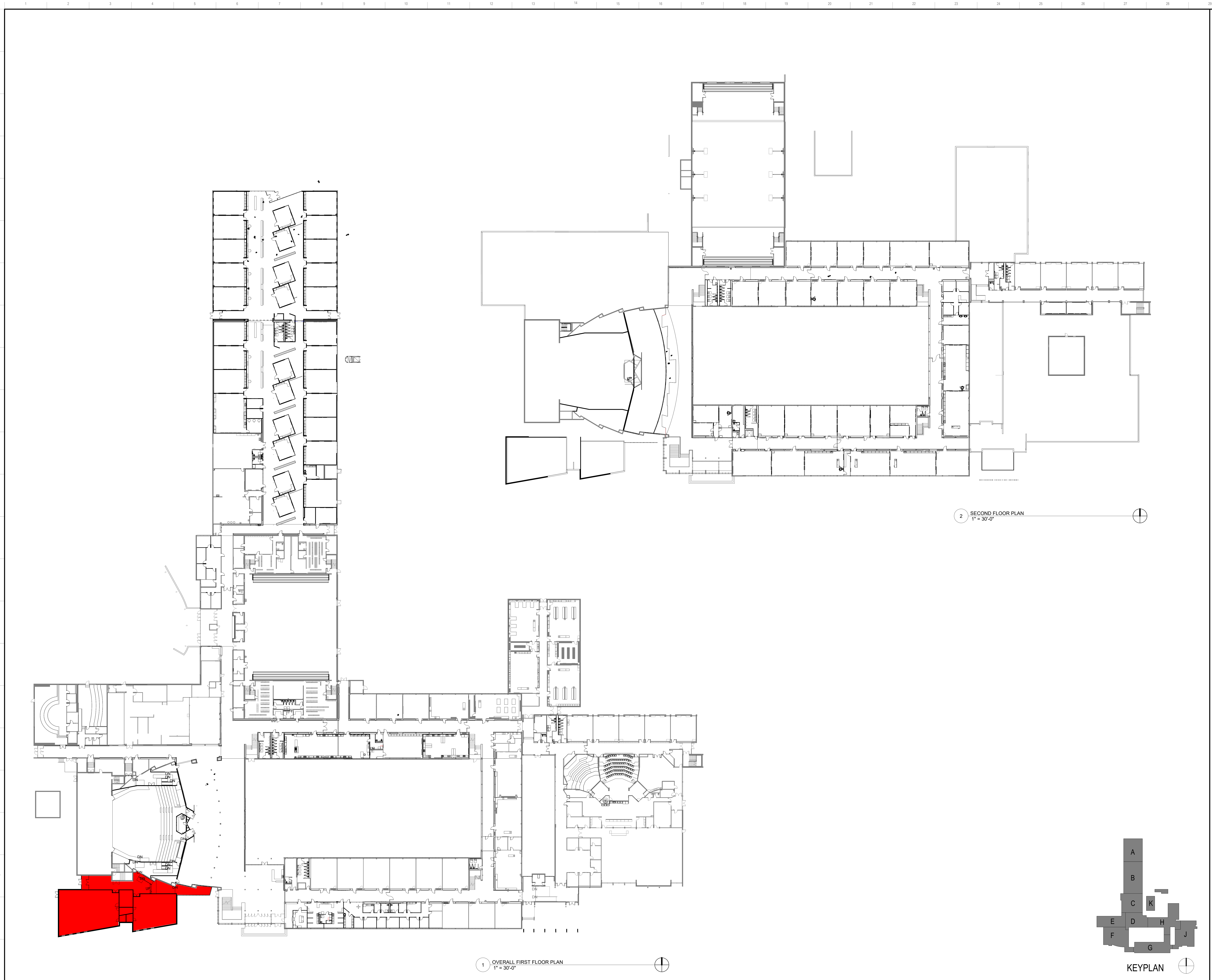
Bid Category 1S Painting	Bidders					
	Color Inc	Prime	BSSC	WF Scott		
Addenda	y	y	y	y		
Bid Bond (for bids over \$100K)	y	y	y	y		
Base Bid	\$ 348,597.00	\$ 243,514.00	\$ 384,390.00	\$ 279,500.00		
Alternate #1-6 Omit Light Monitors	\$ (1,997.00)	\$ (1,093.00)	\$ (1,720.00)	\$ 2,150.00		
Alternate #1-7 Omit Area B&C Window Replacement	\$ (1,500.00)					
Alternate #1-8 Paint Existing Built-in Casework	\$ 2,800.00	\$ 3,800.00	\$ 4,800.00	\$ 15,300.00		

Bid Category 1T Fire Protection	Bidders							
	Nelson	Illini	Ahern	Tri City Fire Protection	PIPCO	Automatic Fire Sprinklers	Midwest Automatic	Continental
Addenda	y	y	y	y	y	y	y	y
Bid Bond (for bids over \$100K)	y	y	y	y	y	y	y	y
Base Bid	\$ 531,711.00	\$ 834,900.00	\$ 563,640.00	\$ 619,000.00	\$ 486,000.00	\$ 460,900.00	\$ 697,900.00	\$ 624,355.00
Alternate #1-2 Omit SE Entrance Canopy						\$ 25,100.00		
Alternate #1-6 Omit Light Monitors								\$ (2,940.00)

Bid Category 1U Plumbing	Bidders					
	Northwest Mech	Warner Mech	Ragan Mech	Ryan & Associates	Northwest 1U&1V	
Addenda	y	y	y	y	y	
Bid Bond (for bids over \$100K)	y	y	y	y	y	
Base Bid	\$ 887,000.00	\$ 1,046,800.00	\$ 949,000.00	\$ 950,000.00	\$ 8,148,000.00	

Bid Category 1V Mechanical	Bidders						
	Northwest Mech	A&R Mechanical	Ryan & Associates	CSI	PIPCO	Crawford	Northwest 1U&1V
Addenda	y	y	y	y	y	y	y
Bid Bond (for bids over \$100K)	y	y	y	y	y	y	y
Base Bid	\$ 7,324,000.00	\$ 8,740,000.00	\$ 7,760,000.00	\$ 7,611,000.00	\$ 10,729,000.00	\$ 7,385,000.00	\$ 8,148,000.00

Bid Category 1W Electrical	Bidders					
	Oberlander	Fleming Electric	Foster Jacobs	Tri City Electric	Rock River Electric	
Addenda	y	y	y	y	y	
Bid Bond (for bids over \$100K)	y	y	y	y	y	
Base Bid	\$ 3,165,433.00	\$ 3,614,000.00	\$ 4,056,000.00	\$ 2,974,413.00	\$ 2,756,191.00	
Alternate #1-1 Omit S. Drive Sitework	\$ (3,040.00)	\$ (1,040.00)	\$ 1,400.00	\$ (14,396.00)	\$ (200.00)	
Alternate #1-2 Omit SE Entrance Canopy	\$ (22,808.00)	\$ (11,850.00)	\$ (17,000.00)	\$ (7,455.00)	\$ (14,500.00)	
Alternate #1-6 Omit Light Monitors	\$ (1,438.00)	\$ (3,600.00)	\$ (1,600.00)	\$ (2,566.00)	\$ (2,250.00)	



LEGATARCHITECTS
DESIGN | PERFORMANCE | SUSTAINABILITY

GALESBURG
CUSD #205

**GALESBURG
JR-SR HIGH
SCHOOL PHASE
TWO: ADDITIONS
AND
RENOVATIONS**

1135 W FREMONT ST
GALESBURG, IL 61401

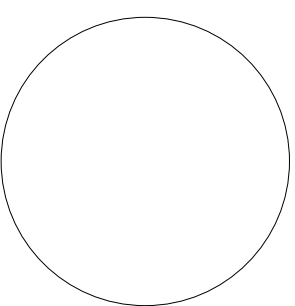
ARCHITECT
Legat Architects
1515 5th Ave., Suite 108
Moline, IL 61265
P: 309.517.5536
www.legat.com

CONSTRUCTION MANAGER
Russell Construction
4700 E 53rd Street
Davenport, IA 52807
P: 563.459.4600
www.russellco.com

STRUCTURAL ENGINEER
IMEG
623 26th Avenue
Rock Island, IL 61201
P: 309.788.0673
www.imegcorp.com

MET/PE ENGINEER
RTM Engineering
4436 North Brady Street, Suite 102
Davenport, IA 52806
P: 563.726.6310
www.rtmec.com

CIVIL ENGINEER
Hutchison Engineering
1518 5th Avenue, Suite 302
Moline, IL 61265
P: 309.517.2899
www.hutchisoneng.com



SIGNATURE: _____
DATE: _____

REVISIONS

NO.	DESCRIPTION	DATE

PROJECT 219024.00
DATE OF ISSUE 11.16.20
DRAWN BY BA
CHECKED BY BA

OVERALL PLANS

R1
BID DOCUMENTS

Community Unit School District #205

Job Title:	Administrative Assistant for Curriculum and Instruction		
Location:	District Office	Terms of Employment:	12 Month
Reports To:	Director of Curriculum and Instruction	Board Approved:	July 8, 2019
Evaluation:	Performance of this job will be evaluated in accordance with provisions of the Board's policy of evaluation of Support Services Personnel.		
Qualifications: <ol style="list-style-type: none"> 1. Bachelor's degree preferred. 2. Strong Computer Skills. 3. Strong Interpersonal / Public Relations Skills. 4. Alternatives to the above qualifications as the Board may find appropriate. 		Job Goal: To assure the smooth and efficient operation of the Curriculum and Instruction Office.	
Responsibilities: <ol style="list-style-type: none"> 1. Serves as personal assistant to the Director of Curriculum / Instruction and that person's correspondence/communication internally and outside of the district. 2. Maintains and manages schedule of appointments and activities for the Director of Curriculum / Instruction. 3. Coordinates all recruiting activities for Director of Curriculum and Instruction. 4. Maintains records for teachers of advanced graduate credit for course reimbursements and movement on the salary schedule. Maintains record of cost of reimbursement and cost of movement on the salary schedule. Provides salary adjustment requests. 5. Maintains salary schedules and works with the Assistant Superintendent of Finance and Operations for budget projections and other reports as needed. 6. Compiles and maintains differential lists and assignments. 7. Builds and maintains employee group calendars for finance and scheduling systems including Frontline and Skyward. 8. Maintains seniority list for all employee groups annually. 9. Compiles annual list of retirees, assists in retiree recognition. 10. Compiles list of service awards annually. 11. Assists with the Director of Curriculum / Instruction with various colleges and universities to coordinate student teaching and practicum hours within the district. 12. Serves as initial contact for parental concerns and public contact to the Director of Curriculum / Instruction office. 13. Maintains Elementary & Middle School Retention Reports. 14. Assists with New Teacher Orientation. 15. Assists with Senate Bill 7 Report as needed. 16. Maintain Frontline Professional Growth module in order to track professional development hours for certified personnel, Administrator Academies, mentoring logs, and grade level/department meetings. 17. Track ESEA expenditures. 18. Assists with grant development. 19. Assists in maintaining record of teacher evaluations. 			

Community Unit School District #205

20. Compiles the following reports/surveys: Reduction in Force Survey, Unfilled Positions Survey, Non-Certified Staff Salary Study, and the Teacher Salary & Benefit Study, EIS Employment, and EIS Evaluation.
21. Maintains Frontline Recruiting and Hiring module relative to TRS employee groups.
22. Assists with recruitment efforts relative to TRS employee groups including coordination of job postings on websites and social media.
23. Assists with Frontline Absence Management module.
24. Performs other duties as assigned.

Employee Name:		Date:	
Employee Signature			

Community Unit School District #205

Job Title:	Administrative Assistant for Food Service/Secretary for Bright Futures		
Location:	District Office	Terms of Employment:	12 Month Administrative Assistant (260 days)
Reports To:	Food Service Director & Bright Futures Principal	Board Approved:	April 8, 2019
Evaluation:	In accordance with provisions of the Board's policy of evaluation of Support Services Personnel.		
Qualifications: <ol style="list-style-type: none"> 1. High School Diploma, must be 19 Years of Age. 2. Experience with Bookkeeping and Database Management. 3. Experience with Finance Management Preferred. 4. Computer, Telephone, and Office Skills. 5. Interpersonal Skills / Public Relations Skills. 6. Knowledge of school food service operations and regulations preferred. 7. Alternatives to the above qualifications as the Board may find appropriate. 		Job Goal: To assure the smooth and efficient operation of the office.	
Responsibilities: <ol style="list-style-type: none"> 1. Serve as administrative support for Bright Futures. <ol style="list-style-type: none"> a. Ensure temporary and permanent records comply with state requirements. b. Skyward data entry for attendance and student information maintenance. c. Order supplies as needed. d. Assist with the scheduling of preschool screenings. e. Assist the Bright Futures principal as needed. 2. Performs office duties of the Food Service Department as directed. 3. Maintains all financial records affiliated with the Food Service Department. 4. Receives and routes all telephone calls within the department. 5. Maintains an attendance log of the food service substitutes. 6. Assists with Frontline Time, Attendance and Substitute Management as needed for Food Service and Bright Futures. 7. Assists with monthly food service menu preparation/distribution and all correspondence. 8. Checks eligibility of free and reduced lunch forms after they have been approved in the schools. 9. Reviews and checks accuracy of daily and monthly food service reports from computer system. 10. Reconciles bank balance for the cafeteria account monthly. 11. Process all invoices and codes them for input into the computer for food service and 			

Community Unit School District #205

Bright Futures.

12. Generates a food service profit and loss statement for the Board of Education.
13. Serves as Administrative Assistant for the Director of Food Service.
14. Maintains participation reports for the food service programs.
15. Processes payroll information; maintains and processes Food Service Employee Benefits.
16. Maintain confidentiality regarding all information related to job responsibilities.
17. Performs various related office duties as assigned.

Employee Name:		Date:	
Employee Signature			

Community Unit School District #205

Job Title:	Administrative Assistant for Human Resources/Student Data and District Registrar		
Location:	District Office	Terms of Employment:	12 Month
Reports To:	Superintendent or Designee	Board Approved:	July 8, 2019
Evaluation:	Performance of this job will be evaluated in accordance with provisions of the Board’s policy of evaluation of Support Services Personnel.		
Qualifications: <ol style="list-style-type: none">1. Bachelor’s degree preferred.2. Strong Computer Skills.3. Strong Interpersonal Skills / Public Relations Skills.4. Experience with management and configuration of Skyward functions.5. Experience with training others.6. Alternatives to the above qualifications as the Board may find appropriate.		Job Goal: <ol style="list-style-type: none">1. To assure the smooth and efficient operation of the district’s human resources and student registration offices as well as maintain student data in the ISBE Student Information System (SIS).2. To keep all related Skyward/Frontline systems-up to date and functioning.3. Staff will have a good day to day operational knowledge of necessary Skyward/Frontline functions.4. To assure the smooth and efficient operation of the Human Resources office.	
Responsibilities: <ol style="list-style-type: none">1. Handles employee on and off boarding procedures including all new hire/termination paperwork, and work/educational verification for employees and volunteers, benefits enrollment/drops, IMRF retirement system enrollment, maintenance, exiting, and exit interviews.2. Conducts monthly New Employee Orientations per Collective Bargaining Agreements.3. Performs all functions related to preparation and follow-up activities of the personnel agenda presented to and approved by the Board of Education.4. Responds to unemployment claims and challenges and verification of employment requests.5. Prepares materials for collective bargaining when requested for all employee groups and submits for posting to the District Website.6. Maintains company organization charts in Frontline and Skyward.7. Ensures compliance with all state and federal labor laws (FMLA, FLSA, OSHA, etc.)8. Maintains human resource information systems and compiles reports from the databases as needed.9. Oversees maintenance of all personnel files and records for compliance with state, federal, and ISBE rules and regulations.10. Maintains employee insurance files.11. Reconciles insurance payroll deductions with Payroll each pay period.12. Troubleshoot problems between the district, third party administrator, insurance carrier, and membership.13. Ensures annual notification of 403b options, HIPPA and section 125 elections.14. Assists with acting as Administrative Assistant to the District Insurance Committee.15. Assists District Treasurer with billing to the Insurance Trust.16. Coordinates / oversees all registration process and Back to School off-site registrations.17. Responsible for K-4 school assignments based on address verification. Routes student records and documents received to the appropriate locations.			

Community Unit School District #205

18. Maintains and archives all student cumulative records that have left the district.
19. Meet and maintain all ISBE Student Information System deadlines and requirements. Includes assessment accommodations and pre ID information.
20. Serve as the district-wide administrator for all of the Skyward and Frontline modules. Assists staff with any problems they might be having with Skyward and Frontline. Trains staff as needed.
21. Work with outside agencies to maintain SIS data.
22. EBF verification as needed.
23. Work with Special Education Director to maintain student information for students attending out-of-district schools.
24. Work with Treasurer on County Residency numbers each year.
25. Attend webinars and / or conferences as required / requested.
26. Back up phones for other central office personnel as necessary.
27. Maintain District Parchment account and process transcript requests as necessary.
28. Fulfill official transcript (and other documents) requests to students, law enforcement and judicial system as needed.
29. Student enrollment / education verification for employment agencies, Social Security, Child Support, and Housing.
30. Mail address verification letters as needed.
31. Report students dropped to homeschool and suspected truancy to ROE.
32. Assist with software programs integration between Skyward/Frontline, and other vendor software systems.
33. Administers various human resource plans and procedures for all organization personnel; assists in the development and implementation of personnel policies and procedures; prepares and maintains the employee handbook and the policies and procedures manual.
34. Administers the compensation program; monitors the performance evaluation program for compliance.
35. Performs benefits administration, including claims resolution, change reporting, approving invoices for payment and communicating benefits information to employees.
36. Maintains Frontline Recruiting and Hiring module relative to IMRF employee groups.
37. Manages recruitment efforts relative to IMRF employee groups including coordination of job postings on websites and social media.
38. Assists with recruitment efforts relative to TRS employee groups including coordination of job postings on websites and social media as needed.
39. Assists Administrative Assistant for Curriculum and Instruction with Frontline Absence Management module.
40. Perform other duties as assigned.

Employee Name:		Date:	
Employee Signature			

Community Unit School District #205

Job Title:	Administrative Assistant for Human Resources (Maintains Employee Benefit Time and Personnel Files)		
Location:	District Office	Terms of Employment:	12 Month Administrative Assistant (260 Days) Full Time M-F 8:00-5:00
Reports To:	Superintendent or Designee	Board Approved:	February 11, 2019
Evaluation:	Performance of this job will be evaluated in accordance with provisions of the Board's policy of evaluation of Support Services Personnel.		
Qualifications:		Job Goal:	
<ol style="list-style-type: none"> 1. High School Diploma or Equivalent. 2. Computer / Telephone Skills. 3. Interpersonal / Public Relations Skills. 4. Good organizational ability. 5. Alternatives to the above qualifications as the Board may find appropriate. 		<p>To assure the smooth and efficient operation of the Human Resources Office.</p>	
Responsibilities:			
<ol style="list-style-type: none"> 1. Assists all building visitors with appropriate information. This may include distribution of student registration packets, job applications, or other information as needed. 2. Maintains District Office Raptor system including screening and identifying all building visitors. 3. Responsible for-allotment of employee benefit time. 4. Performs general office work to include answering the phone, taking messages, filing and typing correspondence. 5. Schedules new employee physicals and background checks. 6. Submits and reviews education and work history verification requests to HR consulting firm. 7. Coordinates annual background check review with HR consulting firm. 8. Assists Special Education Department with clerical projects as needed. 9. Assists Building Administrators with projects as needed including annual notification of salary and job descriptions to employees. 10. Processes all incoming and outgoing mail and packages for the building including verifying packing lists. 11. Performs all other duties as assigned. 			
Employee Name:			Date:
Employee Signature			

Community Unit School District #205

Job Title:	Special Education Receptionist and Bookkeeper		
Location:	District Office	Terms of Employment:	11 Months
Reports To:	Director of Special Education	Board Approved:	May 14, 2018
Evaluation:	In accordance with the provisions of the Board of Education's policy on Evaluation of Support Services Personnel.		
Qualifications: <ol style="list-style-type: none"> 1. High School Diploma or Equivalent. 2. Computer / Telephone Skills. 3. Interpersonal / Public Relations Skills. 4. Alternatives to the above qualifications as the Board may find appropriate. 		Job Goal: To assure the smooth and efficient operation of the Special Education office.	
Responsibilities: <ol style="list-style-type: none"> 1. Maintain communication with parents, districts, staff, and public through email, phone, fax, staff calendars, and face to face meetings. 2. Receive and distribute all Special Education mail. 3. Maintain office equipment to include but not limited to the Xerox machine, track inventory, and submit reports as needed. 4. Maintain records, filing, and send / receive records request. 5. Process request for student records and disseminate to appropriate personnel. 6. Process employee time off requests and payroll process, 7. Code transportation plans in student's IEP, prepare and maintain report and distribute. 8. Maintain Special Education Database, records, and files. 9. Manage and implement Special Education Substitute Program. 10. Maintain and implement Istar Manager. 11. Manage and implement POWER IEP program. 12. Obtain new medical release forms, distribute to new Central Office Employees from packet. 13. Update office files for the new year. 14. Manager of the Homebound Program. 15. Manage Power DS Medicaid input. 16. All other duties as assigned. 			
Employee Name:		Date:	
Employee Signature			

Community Unit School District #205

Job Title:	Assistant Technology Director		
Location:	Silas Willard Technology Center	Terms of Employment:	12 Month
Reports To:	Director of Technology, Superintendent, and Assistant Superintendent of Finance / Operations	Board Approved:	December 14, 2020
Evaluation:	In accordance with provisions of the Board of Education's policy on Evaluation of Support Services Personnel.		
Qualifications:		Job Goal:	
<ol style="list-style-type: none"> 1. Knowledge of computer networks and experiences in business or educational local and wide area networks. 2. Ability to work well with others. 3. Good communication skills. 		<ol style="list-style-type: none"> 1. Become adept at managing a large technology network with minimum downtime and help desk requests. 	
Job Responsibilities:			
<ul style="list-style-type: none"> • Assist with management of PC and Chromebook installation, configuration, and repair. • Assist with maintenance of Cisco wireless, local and wide area networks. • Assist with management of Microsoft Active Directory. • Assist with management of UPS, Video surveillance, and Door access control systems. • Assist with management of Microsoft Windows client and server operating systems. • Assist with management of computer imaging services such as WDS and MDT. • Assist with management and maintenance of printers, copiers, and network cabling. • Assist with management of technology inventory and G Suite applications. • Serve as back-up for the Technology Director for VMware ESX, Google G-Suite educational environment, DNS and DHCP Telephony servers (Phone system), Skyward, SAN, and terminal services network monitoring, SQL, and Firewall • Assist with management of telephones, generator, TVs, Promethean Boards, temperature cameras, and other related educational technology. • Assist with management and maintenance of server hardware, server racks, HVAC integration, and help desk systems. • Assist with management of Malware removal, software installation, Papercut, and Laser engraver. • Assist with special hardware and software projects within the District • Other duties as assigned by the Technology Director, Superintendent or Assistant Superintendent 			
Employee Name:		Date:	
Employee Signature			

Assistant Technology Director