

An Operations Department Guide to Reporting to your School Board

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Introductions

Eric DePorter

Speaker

*Assistant Superintendent of Finance, Facilities & Operations
Glen Ellyn School District 41*



Marta McCullough

Speaker

*District Facilities and Transportation Manager
Glenbard Township High School District 87*



Blaine Sears

Moderator

*Director of Facilities and Security
Lake Villa School District 41*



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Board Meeting



Process

Discussion Item, Superintendent's Recommendation, Consent, Reporting/Update/Information

Timeline

Documents submittal

Documents Public posting



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 **2025**
ANNUAL
CONFERENCE

CELEBRATING
75
YEARS

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Committee Meeting



Purpose

- ❖ Finance & Facilities
- ❖ Student Performance & Achievement
- ❖ Policy
- ❖ Communication, Legislation & Partnerships

Members

- ❖ Community Members
- ❖ Board Members
- ❖ Students
- ❖ School Administration

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Know your Rabbit - Know your Rabbit's habits

Get to Know your **Board Members**

Understand their Background

What are they looking for?

What is the best way for them to receive the information?

Understand your audience. Learn what their background is so you can be sure and explain your “why” in a way that will resonate with them

Avoid overly wordy dialogue with unnecessary information

Get to know your **Superintendent**

Understand their style of presentations

What are they looking for?

Double and sometimes triple **check your data.**
You never want to compromise your expertise

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Agenda Item: Discussion
Date: April 14, 2025
Subject: School Towel Service Agreement -
Bid Award
Related Page(s): 1
Submitted by: Seth Chapman
Marta McCullough

BRIEFING

TOPIC: School (Athletic & PE) Towel Service Agreement – Bid Award

BACKGROUND INFORMATION:
Glenbard Township High School District 87 recently rebid our Athletic and PE towel service for three 1-year terms for the time frame of 2025/26 – 2027/2028. Bids were opened on April 10, 2025. There were four bidders, Marberry Cleaners & Launderers LLC (current services provider), Cintas, Now Linens, and Vestis Uniforms. Current service includes 2 times per week service at Glenbard North and Glenbard West and 1 time per week for Glenbard East and Glenbard South.

Vestis is the lowest apparent bidder at a 3 year cost of \$72,082.76 for 2 times per week service and \$75,297.29 for 3 times per week service. Official bid tabulation is attached.

The administration will conduct a full bids evaluation and due diligence process. We intend on bringing this bid response for award at our April 24th Board meeting, as a consent item.

SUPERINTENDENT'S RECOMMENDATION:
I recommend that the Board accept this report as information.

BID TAB

Glenbard Township High School District 87 --
2025 School Towels Services

Company NAME	BASE BID 'A' - 5 TIMES PER WEEK SERVICE						BASE BID 'B' - 3 TIMES PER WEEK SERVICE						BASE BID 'C' - 2 TIMES PER WEEK SERVICE					
	COST PER PUPIL Y1 - 2025-26	TOTAL COST Y1 - 2025-26	COST PER PUPIL Y2 - 2026-27	TOTAL COST Y2 - 2026-27	COST PER PUPIL Y3 - 2027-28	TOTAL COST Y3 2027-28	COST PER PUPIL Y1 - 2025-26	TOTAL COST Y1 - 2025-26	COST PER PUPIL Y2 - 2026-27	TOTAL COST Y2 - 2026-27	COST PER PUPIL Y3 - 2027-28	TOTAL COST Y3 2027-28	COST PER PUPIL Y1 - 2025-26	TOTAL COST Y1 - 2025-26	COST PER PUPIL Y2 - 2026-27	TOTAL COST Y2 - 2026-27	COST PER PUPIL Y3 - 2027-28	TOTAL COST Y3 2027-28
CINTAS	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	\$0.35*	\$54,600.00	\$0.36*	\$56,160.00	\$0.37*	\$57,720.00
MARBERRY	\$4.49	\$34,550.55	\$4.62	\$35,550.90	\$4.75	\$36,551.25	\$5.49	\$42,245.55	\$5.65	\$43,476.75	\$5.82	\$44,784.90	\$9.50	\$73,102.50	\$9.78	\$75,257.??**	\$10.05	\$77,334.75
NOW LINENS	\$6.79	\$52,282.50	\$7.00	\$53,850.98	\$7.21	\$55,466.50	\$6.51	\$50,113.50	\$6.71	\$51,616.91	\$6.91	\$53,165.41	\$6.42	\$49,429.00	\$6.62	\$50,911.87	\$6.81	\$52,439.23
VESTIS	\$3.436	\$26,440.26	\$3.539	\$27,233.47	\$3.645	\$28,050.47	\$3.166	\$24,360.96	\$3.261	\$25,091.79	\$3.359	\$25,844.54	\$3.031	\$23,320.96	\$3.122	\$24,020.59	\$3.215	\$24,741.21

Current Marberry Contract (2024-25) = \$52,612.71

Your ask?

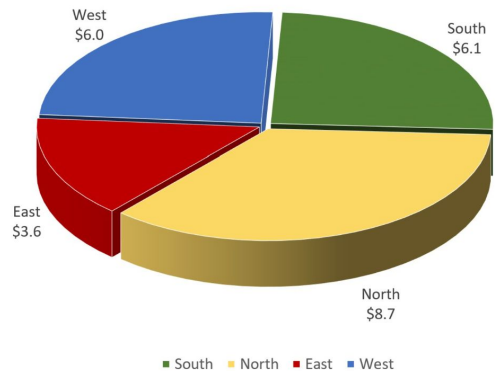
Approval Process

- ❖ Discussion
- ❖ Superintendent Recommendation
- ❖ Consent



Executive Summary – Project Cost by Location

SUMMER 2024 COST BY LOCATION (IN MILLIONS)



Total project scope amount is \$23.9M in current plan
Base bid = \$21,403,369
Total “alternate bid package” = \$2,491,369

Your ask?

Reporting

Construction and Facilities Updates

- ❖ Facilities (ROE, Inspections, Building Efficiencies, etc.)
- ❖ Building Renovations - Construction
- ❖ Custodial Operations
- ❖ Maintenance Operations
- ❖ Grounds Operations
- ❖ Transportation Operations

Staffing Updates

- ❖ Staff Training
- ❖ Standards

SUMMER 2023 ACCOMPLISHMENTS - GLENBARD EAST:

SCIENCE LABS RENOVATION Architect: Legat Architects Engineer: PSI Contractor: Henry Brothers Co. / GESC Bid: \$1,240,000	KITCHEN GREASE TRAP INSTALLATION Work performed by: PSI / GESC Bid: \$97,000
RESTROOMS RENOVATIONS Architect: PSI Engineer: PSI Contractor: GESC Bid: \$580,000	RTU-AH4 CONTROL AND PUMP RELOCATION Work performed by: PSI / GESC Bid: \$130,000
DOMESTIC WATER SYSTEM REPAIRS Engineer: PSI Work performed by: GESC Bid: \$460,000	MIDDLE CURTAIN (BIESTER) Work performed by: Grand Stage Budget: \$40,000
ROOM 142, 143 & 144 HVAC REPLACEMENT Engineer: PSI Work performed by: GESC Bid: \$320,000	NEW AMPLIFIER (BIESTER) Work performed by: PCI Budget: \$21,000
	FITNESS / WEIGHT ROOM REMODEL Work performed by: GBE Staff / Vendor Budget: \$91,215

\$2,870,000



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Your ask?

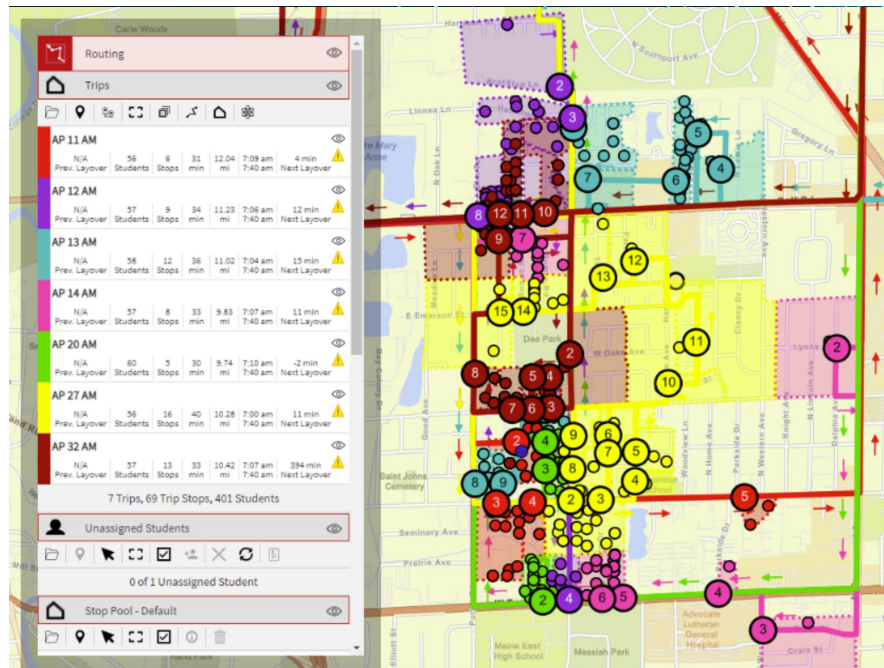
Reporting

Construction and Facilities Updates

- ❖ Facilities (ROE, Inspections, Building Efficiencies, etc.)
- ❖ Building Renovations - Construction
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- ❖ Grounds Operations
- ❖ Transportation Operations

Staffing Updates

- ❖ Staff Training
- ❖ Standards



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Needs vs. Wants



Understanding and Expressing

- ❖ 5-year plan (Capital Plan)
- ❖ Budgeting
- ❖ Facilities Conditions Assessment

Translate your Message

Data based Information

Share data information and Reports

Completed and Upcoming Projects

Report the successes

Share the upcoming opportunities - next steps

Sudden or unplanned projects

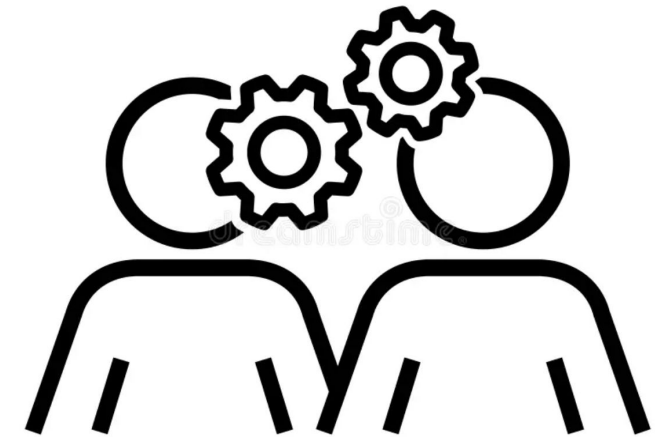
Before and After Images

A picture is worth a thousand words

Timeline Information

Preventive Maintenance

Construction



CELEBRATING
75
YEARS

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Data based Information

Share data information and Reports

HOLSTEINS REPORT JULY - DECEMBER 2024

Building	Year Purchased/Leased	Make	Model	License Plate #	Assigned to	Mileage July 2024	Mileage December 2024	July	August	September	October	November	December	Annually	Total to Date
East	2023	Nissan	Rogue	M237124	Driver Ed	5914	9630							\$0.00	\$90.00
East	2023	Nissan	Rogue	M237125	Driver Ed	4602	5583							\$0.00	\$90.00
East	2023	Nissan	Rogue	M237131	Driver Ed	5065	8007							\$0.00	\$90.00
East	2011	Chevrolet	Collins Bus	M187300	Athletics	90068	92025	\$1,324.00						\$1,324.00	\$8,600.00
East	2013	Chevrolet	Collins Bus	M193589	Athletics	65721	67318			\$710.00	\$1,475.00			\$2,185.00	\$14,612.50
East	2013	Chevrolet	Collins Bus	M195806	Athletics	61534	63333		\$825.00					\$825.00	\$11,141.50
East	2014	Chevrolet	Collins Bus	M201502	Athletics	69373	72151			\$1,065.00				\$1,065.00	\$12,040.50
East	2022	Chevrolet	Trans Tech Bus	M236486	Athletics	12896	15086	\$653.00		\$460.00				\$1,113.00	\$470.00
East	2020	Ford	F250 Pickup	M228968	Maintenance	3977	5544			\$210.00	\$808.00			\$1,018.00	\$3,394.00
East	2013	Ford	F250 Pickup	M195211	Maintenance	15928	17534			\$1,680.00				\$1,680.00	\$8,409.00
East	2014	Ford	F450 Dump	M201551	Maintenance	4130	4365				\$2,535.00			\$2,535.00	\$5,198.00
West	2023	Nissan	Rogue	M237123	Driver Ed									\$0.00	\$45.00
West	2023	Nissan	Rogue	M237130	Driver Ed									\$0.00	\$112.50
West	2023	Nissan	Rogue	M237109	Driver Ed									\$0.00	\$112.50
West	2011	Chevrolet	Collins Bus	M187299	Athletics	80088	80123				\$1,550.00			\$1,550.00	\$10,613.50
West	2013	Chevrolet	Collins Bus	M193586	Athletics	45483	45483					\$2,867.00		\$2,867.00	\$11,458.00
West	2013	Chevrolet	Collins Bus	M195804	Athletics	49906	49942		\$540.00					\$540.00	\$12,060.50
West	2014	Chevrolet	Collins Bus	M201503	Athletics	43297	44056					\$3,073.00		\$3,073.00	\$8,749.00
West	2022	Chevrolet	Trans Tech Bus	M236488	Athletics	8182	8997							\$0.00	\$170.00
West	2020	Ford	F250 Pickup	M228969	Maintenance	8058	9004				\$645.00			\$645.00	\$2,180.00
West	2013	Ford	F250 Pickup	M195212	Foreman/Engineer	33787	34353				\$2,228.00			\$2,228.00	\$11,773.00
West	2014	Ford	F450 Dump	M201550	Grounds/Maintenance	6793	6830		\$440.00		\$945.00			\$1,385.00	\$8,161.50
District	2018	Ford	F150 Super Pickup	M216909	Construction Manager									\$0.00	\$5,981.00
District	2018	Ford	Econoline E150	M126910	Courier	79228	83373	\$1,491.00				\$3,420.00		\$4,911.00	\$4,802.00
North	2023	Nissan	Rogue	M237122	Driver Ed									\$0.00	\$180.00
North	2023	Nissan	Rogue	M237069	Driver Ed									\$0.00	\$180.00
North	2023	Chevrolet	Bolt	M238150	Driver Ed									\$0.00	\$45.00
North	2011	Chevrolet	Collins Bus	M187297	Athletics	58414	59353				\$480.00			\$480.00	\$9,962.00
North	2013	Chevrolet	Collins Bus	M193587	Athletics	51736	52791							\$0.00	\$15,775.00
North	2013	Chevrolet	Collins Bus	M195805	Athletics	55741	57531				\$2,141.00			\$2,141.00	\$9,682.50
North	2014	Chevrolet	Collins Bus	M201500	Athletics	47676	49101		\$3,300.00					\$3,300.00	\$12,244.50
North	2022	Chevrolet	Trans Tech Bus	M236487	Athletics	11799	13533							\$0.00	\$365.00
North	2020	Ford	F250 Pickup	M228967	Grounds/Maintenance	5595	6226			\$380.00				\$380.00	\$950.00
North	2013	Ford	F250 Pickup	M195210	Grounds	34832	14886				\$2,125.00			\$2,125.00	\$10,027.00
North	2014	Ford	F450 Dump	M202621	Grounds	5323	5522		\$815.00					\$815.00	\$5,530.00
South	2023	Nissan	Rogue	M237179	Driver Ed	3302	4843							\$0.00	\$90.00
South	2023	Nissan	Rogue	M238894	Driver Ed	2794	3895							\$0.00	\$90.00
South	2023	Nissan	Rogue	M237178	Driver Ed	3723	4602							\$0.00	\$90.00
South	2011	Chevrolet	Collins Bus	M187298	Athletics	59588	61477	\$1,165.00						\$1,165.00	\$12,275.00

- \$2.7 million solar project, completed 2020
- 1.16 MW system, offsets 36% of building kWh usage
- \$1.1M in incentives (41% of project cost)
- Actual kWh production results
 - Y1 – 102% of predicted
 - Y2 – 103% of predicted
 - Y3 – 101% of predicted
- Project is cashflow positive

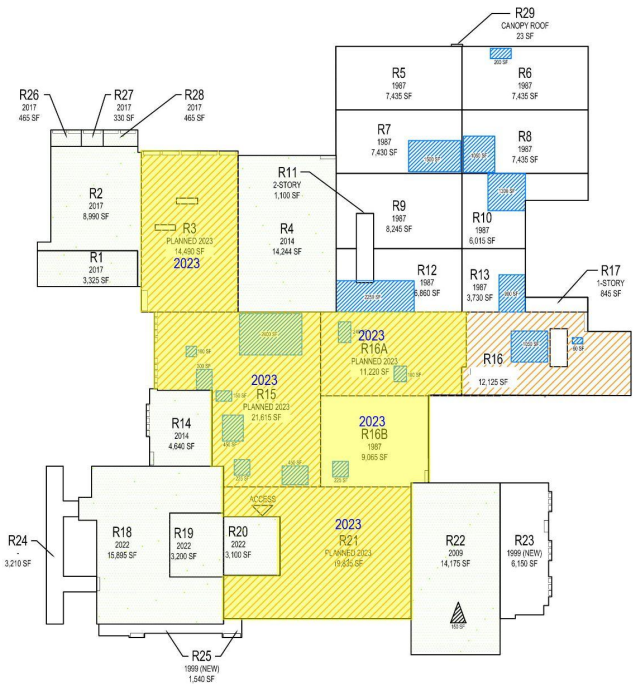


REPORTS

Glenbard South Roofing

Data based Information

Share data information and Reports



Total Roof Area: 224,918 s.f.
Area Replaced 2023: 76,245 s.f.
Percent of total Roof: 34%



Completed & Upcoming Projects

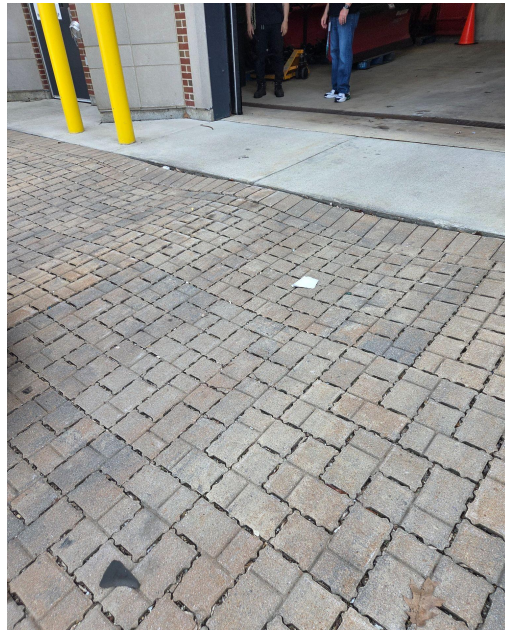
Talk about Successes

Share the upcoming opportunities

Progress

Next Steps on other projects

Sudden / Unplanned projects



Glenbard North

Special Education Office Remodel

Before & After Images

A picture is worth a thousand words



BEFORE



AFTER



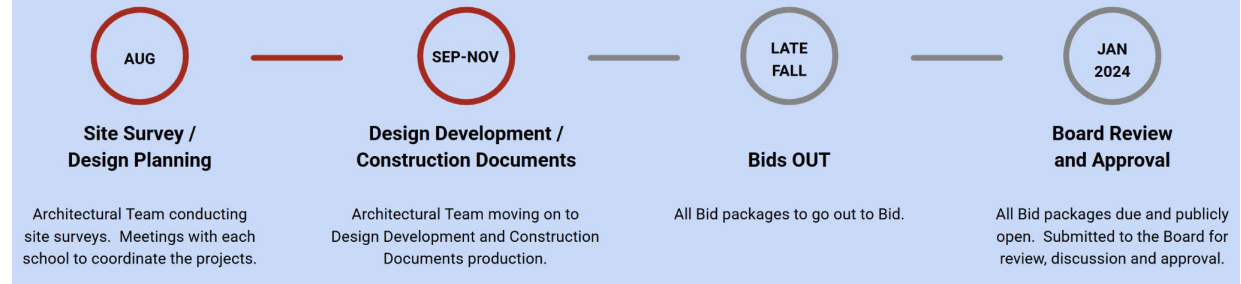


preventive maintenance

Timeline Information

Preventive Maintenance - Facility Assessment
Construction

Summer 2024 projects



construction

Building Visits



Invite the Board Members
to walk the buildings

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Presentation Layout



Compelling Narrative & Visuals

- ❖ Simple Layout
- ❖ Title your Images
- ❖ Maintain consistency
- ❖ Triple check your data
- ❖ Spell check - grammar check
- ❖ Share Data not emotions
(Inspection results, etc)

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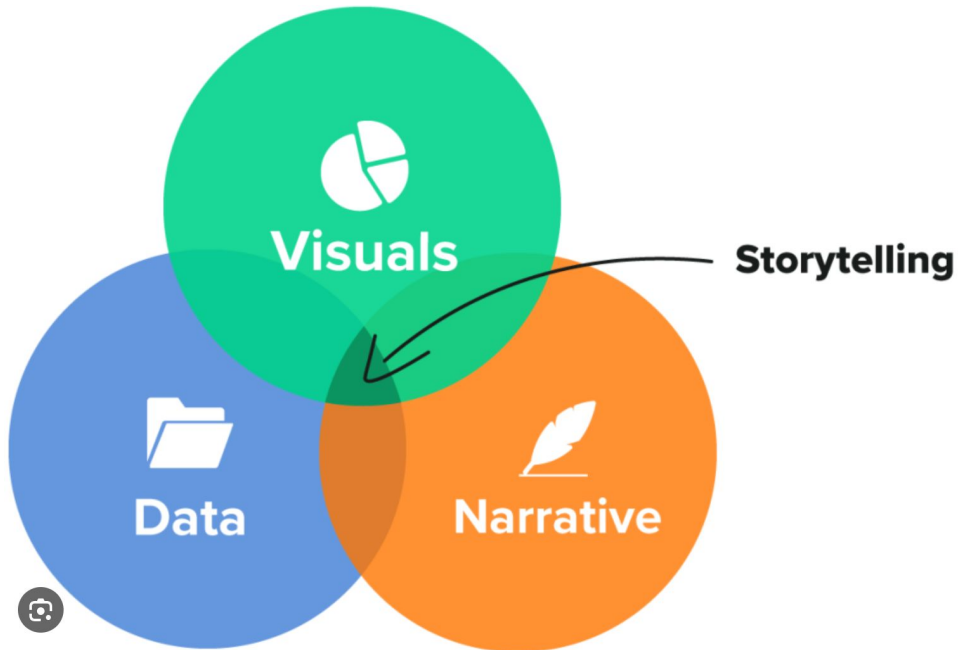
Presentation Delivery



Confident Delivery

- ❖ Dress to impress
- ❖ Posture
- ❖ Speak Clearly
- ❖ Know your details
- ❖ Be prepared for questions
- ❖ Invite Experts and Partners

... always remember - the meeting is recorded and someone is watching ...



We do it for our students



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Questions and Answers

We thank you for your time!

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Presenters

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