



**DUPAGE TOWNSHIP
PAYROLL/ACCOUNTS PAYABLE SCHEDULE**

2025

All invoices are due by 9:00 AM the Friday prior to the scheduled Tuesday board meeting to comply with proper posting of the board meeting agenda.

DUE DUE

2025	TIME CARD APPROVAL BY 9 AM	PAY DAY	INVOICES /PO'S	BOARD MEETING	COMMITTEE	CHECKS CUT
JANUARY	13	15	12	21	Senior 7th	17
	29	31			Youth 27th	
FEBRUARY	13	15	16	18	Senior 4th	21
	26	28			Youth 24th	
MARCH	13	15	15	18	Senior 4th	20
	27	31			Youth 24th	
APRIL	11	15	ASAP	*7	Senior 1st	7
	28	30	**ANNUAL MTG	**15		**NO BILLS PAID
			19	22	Youth 28th	17
MAY	13	15	17	20	Senior 6th	22
	29	31			no meeting	
JUNE	12	15	14	17	Senior 3rd	19
	26	30			Youth 23rd	
JULY	11	15	12	15	Senior 1st	17
	29	31			Youth 28th	
AUGUST	13	15	16	19	Senior 5th	21
	28	30			25th	
SEPTEMBER	11	15	13	16	Senior 2nd	18
	26	30			Youth 22nd	
OCTOBER	10	15	11	21	Senior 7th	16
	29	31			27th	
NOVEMBER	13	15	15	18	Senior 4th	20
	25	29			28th	
DECEMBER	11	15	13	16	Senior 2nd	18
	29	31			Youth TBD	

**Thursday meeting to approve final bill pay of the fiscal year

**April 15th is the Annual Town Meeting-NO bill pay

- Executive Summary


Description
<p>Migrate BS&A and user profile data from the VC3 Michigan data center to Deneen's laptop. The township will be responsible for backing up this laptop after migration is complete.</p> <p>VC3 is discontinuing BS&A hosting in the Michigan data center.</p> <p>Server Data Info: - Using General Ledger and Accounts Payable 8 GB - C:\Users (desktop and documents) 891 MB - C:\Data\BSA (installer and license) 2.2 GB - BSA SQL DBs</p> <p>* The township would like to migrate BS&A to a Deneen's laptop computer.</p> <p>Deneen is primary user. Jackie has only used BS&A couple times the last few years. The township will be responsible for the computer backup (external drive and/or cloud). Tech should remind them of this.</p> <p>- Deneen's work computer is a laptop (about 3 years old). She has a barcode scanner. - The township does not have a local server. - The township does have an IT provider (CDS Office Technologies). - Currently using Cisco AnyConnect and then remotes the BS&A hosted server. - Deneen does not use BS&A remotely.</p>

- Labor

Thumbnail	Product Description	Comment	Price	Qty	Extended Price
	Labor - Fixed Fee - Configuration & Project Management		\$1,400.00	1	\$1,400.00

Subtotal: **\$1,400.00**

Service Ticket #3043736 - 2024.10 - TFF - Migrate Hosted BSA to Workstation

	<p>Prepared by: VC3 Krissy Goins 218-336-2327 quotes.Kristine.Goins@vc3.com</p>	<p>Prepared for: Township of Dupage, IL 241 Canterbury Lane Bolingbrook, IL 60440 Deneen Lenoir +16307591317 dlenoir@dupagetownship.com</p>	<p>Quote Information: Quote #: KG005275 Version: 1 Delivery Date: 11/11/2024 Expiration Date: 12/09/2024</p>
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Quote Summary

Description	Amount
- Labor	\$1,400.00
Total: \$1,400.00	

- Applicable taxes & Environmental Surcharges will be added.
- All product transfer of ownership and invoicing occurs upon VC3's receipt of the product.
- Pricing & Availability is subject to change without notice.
- Shipping and handling costs may not be included in this quote, as these costs are variable. Adjusted shipping and handling costs may be applied to the final invoice.
- VC3 makes NO WARRANTY either expressed or implied, regarding performance or suitability for any purpose of the above products. The customer assumes the responsibility for understanding the warranty, if any, of the manufacturer or VC3.
- If not included in agreement, travel will be billed separately.
- Returns:
 - No returns will be accepted unless first approved by VC3 Inc.
 - Approved returns are subject to a 20% restocking fee.
 - Approved return of in-stock items will be accepted within 10 business days of purchase, if merchandise if unopened and packaging is undamaged.
 - Open box items are not returnable
 - Approved defective returns must be shipped to VC3 within 10 business days of said approval

VC3

Township of Dupage, IL

Name: Krissy Goins

Title: Senior Client Solutions Specialist

Date: 11/11/2024

Name: Deneen Lenoir

Date: _____

PARATRANSIT LOCAL SHARE AGREEMENT
DuPage Township

This Paratransit Local Share Agreement (“Agreement”) is between Pace, the Suburban Bus Division of the Regional Transportation Authority, an Illinois municipal corporation (“Pace”), and DuPage Township, an Illinois unit of local government (“Sponsor”).

Pace was established under the Regional Transportation Authority Act (70 ILCS 3615/1.01 et seq.) to aid and assist public transportation in the six-county northeastern Illinois area.

Article VII, section 10 of the Constitution of the State of Illinois (Ill. Const. art. VII, § 10) authorizes units of local government to contract or otherwise associate among themselves in any manner not prohibited by law or ordinance.

The Intergovernmental Cooperation Act (5 ILCS 220/1 et seq.) authorizes and encourages intergovernmental cooperation.

The parties are units of local government within the meaning of article VII, section 10 of the Constitution of the State of Illinois (Ill. Const. art. VII, § 10) and have the power and authority to enter into this Agreement.

In consideration of the mutual promises contained in this Agreement, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. **Effective Date.** This Agreement will be in effect beginning on January 1, 2025. If a party signs this Agreement but fails to date its signature, the date that the other party receives the signing party’s signature on this Agreement will be deemed to be the date that the signing party signed this Agreement.
2. **Service Description.** Demand response curb-to-curb paratransit service will be provided for eligible riders as described in the attached Exhibit A (“Service”). The Service and its parameters are subject to change upon approval by Pace and the participating Service sponsor(s).
3. **Term and Termination.** This Agreement will remain in effect through December 31, 2025 unless earlier terminated by a party upon 30 days’ advance written notice to the other party in the event: (a) sufficient funds have not been appropriated to cover the required financial contribution by Pace or any other agency funding the Service; (b) Pace develops alternative public transportation services which, as determined by Pace, will better meet the transportation needs of the public; (c) Sponsor fails to make payments as required by paragraph 5 of this Agreement; (d) Pace has materially failed to perform its obligations under this Agreement; or (e) Sponsor otherwise determines that the Service is not satisfactory.
4. **Service Provider.** Pace will contract with one or more outside service providers to provide the Service (“contracted outside service provider(s)”). Pace will not be responsible for any failure to provide the Service due to circumstances beyond the reasonable control of Pace and/or Pace’s contracted outside service provider(s). Pace shall make every reasonable effort to have the Service restored as soon as practical. No fees will be charged by any contracted outside service provider for Service not performed.

5. **Local Share Funding.** Sponsor shall participate in the financial support of the Service by reimbursing Pace monthly for the local share incurred by Pace in providing the Service ("Local Share"). The Local Share will equal the total expense of the Service ("Total Expense") less any fare revenue from the Service less any Pace subsidy for the Service ("Pace Contribution") less any grants for the Service and will be calculated as follows (see Projected Project Budget attached as Exhibit B):

- (a) The Total Expense will equal the sum of the hourly Service expense and the per-trip Service expense. The hourly Service expense will be calculated by multiplying the number of vehicle revenue hours by the hourly rate charged to Pace by Pace's contracted outside provider(s) delivering the Service. The per-trip Service expense will be calculated on a trip-by-trip basis. The operating expense will be the aggregate of rates and/or fees charged to Pace by Pace's contracted outside service provider(s) delivering the Service.
- (b) The Pace Contribution will be limited to 75% of the actual Operating Deficit, not to exceed a maximum amount of \$75,939, and a one-time additional subsidy of \$11,391, for a total of \$87,330.
- (c) The Pace Contribution will be calculated monthly on a year-to-date basis.
- (d) Sponsor shall pay Pace within 30 days of receiving the monthly bill for the Local Share. Sponsor shall mail payment to:

Pace, the Suburban Bus Division of the Regional Transportation Authority
550 W. Algonquin Road
Arlington Heights, IL 60005
Attention: Accounts Payable

6. **Reporting.** On a monthly basis, Pace shall provide Sponsor with a written summary report specifying the number of one-way trips and total miles.

7. **Independent Relationship.** Pace is an independent contractor and not an employee, agent, joint venturer, or partner of Sponsor, and nothing in this Agreement will be construed as creating any other relationship between Pace and Sponsor or between any employee or agent of Pace and Sponsor. Pace employees will at all times remain employees of Pace, and Pace will be solely responsible for all aspects of their employment, including, without limitation, compensation, benefits, payment or withholding of taxes, Social Security, Medicare, unemployment or other insurance, and workers' compensation.

8. **Insurance.** Pace shall require its contracted outside service provider(s) to obtain and maintain insurance coverage and furnish Pace with evidence of such coverage, including a certificate of insurance. Pace shall provide Sponsor with a copy of the certificate of insurance upon written request by Sponsor.

9. **Indemnification.** Sponsor shall indemnify, defend, and hold harmless Pace and Pace's officers, directors, employees, and agents from and against any and all liability, losses, damages, claims, suits, payments, settlements, judgments, demands, awards, expenses, and costs, including attorneys' fees, resulting from Sponsor's intentional or negligent acts or omissions concerning the performance of any of Sponsor's obligations under this Agreement. Pace shall indemnify, defend,

and hold harmless Sponsor and Sponsor's officers, directors, employees, and agents from and against any and all liability, losses, damages, claims, suits, payments, settlements, judgments, demands, awards, expenses, and costs, including attorneys' fees, resulting from Pace's intentional or negligent acts or omissions concerning the performance of any of Pace's obligations under this Agreement. No party will be liable for or be required to indemnify the other party for claims based upon the intentional or negligent acts or omissions of third persons. Upon written notice by the party claiming indemnification ("Claimant") to the indemnifying party ("Indemnitor") regarding any claim which Claimant believes to be covered under this paragraph 9, Indemnitor shall appear and defend all suits brought upon that claim and shall pay all costs and expenses incidental to that claim, but Claimant has the right, at Claimant's option and expense, to participate in the defense of any suit, without relieving Indemnitor of Indemnitor's obligations under this paragraph 9.

10. **Force Majeure.** A party will not be held liable to another party for damages nor be deemed to have breached this Agreement for failure or delay in performing any obligation under this Agreement if the failure or delay is caused by or results from causes beyond the reasonable control of and without the fault or negligence of the affected party, including war, fire, flood, other acts of God, civil disturbance, a terrorist act, pandemic, epidemic, or a labor strike or lockout. The affected party shall promptly notify the other party of those force majeure circumstances, specifying the cause and the expected duration of the delay, and shall promptly undertake all reasonable steps necessary to cure those force majeure circumstances. If a condition of force majeure continues for more than 30 consecutive days, Pace, in its sole discretion and after written notice to Sponsor, may immediately terminate this Agreement for convenience. Where an event of force majeure occurs after a party's failure or delay in performance, the breaching party will not be released from liability.

11. **Compliance with Laws.** The parties shall comply with all local, state, and federal laws, statutes, ordinances, regulations, and rules applicable to this Agreement, including but not limited to section 2-105(A)(4) of the Illinois Human Rights Act (775 ILCS 5/2-105(A)(4)).

12. **Headings.** The headings in this Agreement are for reference and convenience only and will not affect the meaning or interpretation of this Agreement.

13. **Waiver.** Failure of a party to exercise any right or pursue any remedy under this Agreement will not constitute a waiver of that right or remedy.

14. **Binding Effect.** This Agreement will be binding upon the parties and their respective directors, officers, employees, agents, representatives, successors, and approved assigns.

15. **Entire Agreement.** This Agreement, including any introductory recitals and any attached exhibits, which are hereby incorporated into and made a part of this Agreement, constitutes the entire agreement between the parties and supersedes any prior written or oral understandings, agreements, or representations between the parties that may have related in any way to the subject matter of this Agreement, and no other written or oral warranties, inducements, considerations, promises, representations, or interpretations, which are not expressly addressed in this Agreement, will be implied or impressed upon this Agreement.

16. **Conflict.** In the event of a conflict or ambiguity between the terms and conditions of this Agreement and any exhibit to this Agreement, the terms and conditions of this Agreement will control.

17. **Survival.** Any provision of this Agreement that imposes an obligation after termination or expiration of this Agreement will be deemed to survive termination or expiration of this Agreement.

18. **Severability.** If any provision of this Agreement is held invalid or unenforceable by an Illinois court of competent jurisdiction, that provision will be deemed severed from this Agreement and the remaining provisions of this Agreement will remain in full force and effect.

19. **Assignment.** No party may assign, delegate, or otherwise transfer all or part of its rights and obligations under this Agreement without the prior written consent of the other party.

20. **Amendment.** No changes, amendments, or modifications to this Agreement will be valid unless they are in writing and signed by the duly authorized signatory of each party.

21. **Notice.** Any notice under this Agreement must be in writing and must be given in the following manner:

- (a) by personal delivery (deemed effective as of the date and time of delivery);
- (b) by commercial overnight delivery (deemed effective on the next business day following deposit of the notice with a commercial overnight delivery company);
- (c) by registered or certified mail, return receipt requested, with proper postage prepaid (deemed effective as of the third business day following deposit of the notice in the U.S. mail); or
- (d) by facsimile with confirmation of transmission (deemed effective as of the date and time of the transmission, except the effective date and time will be 8:00 a.m. on the next business day after transmission of the notice if transmitted during non-business hours).

Business days are defined as Monday through Friday, excluding federal holidays. Business hours are defined as 8:00 a.m. to 5:00 p.m. Central Time on Monday through Friday, excluding federal holidays. The notice must be addressed as follows or addressed to such other address as either party may specify in writing:

If to Pace:

Pace, the Suburban Bus Division of the RTA
550 W. Algonquin Road
Arlington Heights, IL 60005
Attention: Executive Director

Facsimile No.: (847) 228-4205

If to Sponsor:

DuPage Township
241 Canterbury Lane
Bolingbrook, IL 60440-2834
Attention: Gary Marschke

Facsimile No.: (630) 759-3412

22. **Governing Law, Jurisdiction, and Venue.** This Agreement will be governed by and construed in accordance with the laws of the State of Illinois without regard to principles of conflicts of law, and the parties shall submit to the exclusive jurisdiction and venue of the state courts of Will County, Illinois for any dispute arising out of or related to this Agreement.

23. **Counterparts.** This Agreement may be executed in counterparts, each of which when so executed and delivered will be deemed to be an original and all of which when taken together will constitute one and the same agreement.

24. **Electronic Signatures.** This Agreement may be executed through the use of electronic signatures. Electronic signatures and signatures scanned and transmitted via email will be deemed original signatures for purposes of this Agreement.

25. **Authorization.** The signatories to this Agreement represent and warrant that they have full authority to sign this Agreement on behalf of the party for whom they sign.

The parties have caused this Agreement to be executed by their respective duly authorized signatory on the dates stated below.

PACE	SPON
By: _____ Signature	By: _____ s
Print Name: <u>Melinda J. Metzger</u>	Print N
Print Title: <u>Executive Director</u>	Print T
Date: _____	Date:

Exhibit A
SERVICE DESCRIPTION

TYPE OF SERVICE	Demand response curb-to-curb paratransit service.
SERVICE OPERATED BY	Pace shall contract with one or more public or private outside service providers to provide the Service. All such providers will be equipped with accessible vehicles.
TRIP RESERVATION METHOD	Reservations will be accepted one day in advance of the day of the Service; provided, however, advance reservations for transportation during a particular week will be accepted on Thursday of the preceding week. Trip requests on the same day of the Service may be accommodated if the schedule allows. Reservations are on a first-come, first-served basis. Subscription service (as defined by Pace) is allowable. Riders are to contact the Pace call center to apply for subscription service.
SERVICE AREA	The service area consists of DuPage Township. Transportation from the service area to any one of the following points of interest and transportation from any one of the following points of interest to the service area are allowed: Edward Hospital, Main Campus, 801 S. Washington Street, Naperville, IL Linden Oakes Behavioral Health, 852 S. West Street, Naperville, IL Edward Cancer Center, 120 Spaulding Drive, Naperville, IL Edward Medical Group, 1247 Rickert Drive, Naperville, IL
SERVICE HOURS	Monday through Friday 7:00 a.m. to 5:00 p.m. Central Additional service hours may be provided as mutually agreed upon by Pace and Sponsor. The Service will not operate on the following holidays observed by Sponsor: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.
ONE-WAY FARE	\$1.00 The fare structure may be changed by Sponsor.
RIDER ELIGIBILITY	DuPage Township residents who are 65 years of age or older and DuPage Township residents with disabilities, provided such individuals have obtained an RTA Reduced Fare Card.

Exhibit B
PROJECTED PROJECT BUDGET

SPONSOR: DUPAGE TOWNSHIP

REVENUE	\$ 2,076
OPERATING EXPENSE	\$ 103,329
OPERATING DEFICIT	\$ 101,252
PACE SUBSIDY	\$ 75,939
ADDITIONAL ONE-TIME PACE SUBSIDY	\$ 11,391
OPERATING LOCAL SHARE	\$ 13,922
CALL CENTER EXPENSE	\$ 7,122
CALL CENTER SUBSIDY	\$ 5,697
CALL CENTER LOCAL SHARE	\$ 1,424
PROJECTED TRIPS	2,085

Proposal

Page # _____ of _____ pages

SUPREME DESIGN
 1028 BEDFORD
 CAROL STREAM, IL.
 60188
 630-815-8592 (JACK)

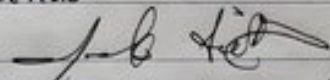
PROPOSAL SUBMITTED TO: DUPAGE TOWNSHIP	JOB NAME: DOOR INSTALL	JOB #:
ADDRESS: 241 CANTERBURY LN. BOLINGBROOK, IL. 60440	JOB LOCATION:	
PHONE: ATTN: ROBERT MARTIN	DATE: 11-18-24	DATE OF PLANS: 11-19-24
	ARCHITECT:	

We hereby submit specifications and estimates for: **INSTALL METAL COMMERCIAL DOOR.**
 3/0 x 7/0 JAMB w/5 MILL ALUMINUM.
 INSTALL KICKPLATE BOTTOM OF DOOR 16" x 34"
 AND A BOTTOM SWEEP FOR AIR DRAFT AND
 DEBRIS. ALL LABOUR AND MATERIALS GUARANTEED
 FOR 1 YR. CLEAN UP ALL DEBRIS.
 PAINTING DOOR WILL BE ADDITIONAL COST.

We propose hereby to furnish material and labor - complete in accordance with the above specifications for the sum of **\$2325.50**
 \$ **TWO THOUSAND THREE HUNDRED TWENTY FIVE, 50 CENTS** Dollars
 with payments to be made as follows: **PAYMENT UPON COMPLETION**

Any alteration or deviation from above specifications incurring extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Respectfully submitted



Note - this proposal may be withdrawn by us if not accepted within 1 days.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature _____

Signature _____

Date of Acceptance _____



WUNDERLICH® DOORS, INC.

300 W. Allen St
Joliet, IL 60436
Tel: 815-727-6430 Fax: 815-727-8880

Quote

Quote # : **404830**
Quote Date : **Nov 18, 2024**
Expiration Date : **Dec 3, 2024**

Customer:
New Customer
300 W. Allen St
Joliet, IL 60436

Ship To:
Dupage Township Administration Office
241 Canterbury Ln
Bolingbrook, IL 60440

Account Code : 1033
Terms : PrePaidOnly
Customer Job # :
Salesperson : Shannon Cooper
Order Name : Assessor Door Replacement
Purchase Order # :
Shipped Via :

Bob Martin 815-302-4898
Email: rmartin@dupagetownship.com

Qty Product Description

- 1 3068 HMD CP 18G LMO CECO 134 GL4 F (86Filler; MHB(3))
- 1 Continuous Hinge A570HDC 83
- 1 KICK Plate K1050 10X34 US32D F/S #085755
- 1 303AS3684 - PEMKO 3/0 X 7/0 JAMB W/S, MILL ALUMINUM F/S# 085629
- 1 Door Bottom Sweep 57 DV 48" TKSP8
Reuse exit device,trim and closer

Description

Install

Price

Pre-Tax Total	:	2,044.82
IL01 - IL RETAIL SALES TAX	:	73.92
Quote Total	:	2,118.74

Signature: _____

Date: _____

Metal Doors and Frames are primed unless otherwise noted. Finish painting by others is required. Building Permits are the responsibility of Customer.



lift trucks

4100 Olympic Blvd.
Joliet, IL 60431
Tel 815-773-0022
Fax 815-773-0033
crown.com

Service Quote: Q241261174
Date: 12/12/2024
Customer: 267756

crown.com

Sold To :

DuPage Township
241 Canterbury Ln
Bolingbrook, IL 60440

Shipped to :

DuPage Township Food Pantry
719 Parkwood Ave
Romeoville, IL 60446

Purchase Order	Requested By	Repair Location	Prepared By	Ship Rules	Shipping Method
		Field	Eddy Rincon	Prepay Add	Ground
Qty	Product	Description	NR	Unit Price	Total Price

Equipment Serviced: NON-SERIALIZEDITEM S/N: NON-SERIALIZED736 Customer Truck Number:

4	CRW CT97704-02202	SWITCH		33.50	134.00
3	LABR PTR	Productive Time Regular	NR	203.00	609.00
1	MISC FREIGHT	SHIPPING & HANDLING	NR	50.00	50.00

Remove and replace the switches on the hydraulic levers. Mitsubishi FB16NT (Serial # EFB1200099)

***THIS IS JUST A BASE QUOTE WITHOUT LOOKING AT THE TRUCK TO ACCURATELY QUOTE THE ISSUE. THIS IS JUST A QUOTE TO REPLACE SWITCHES AT THE CUSTOMERS REQUEST.*KEEP IN MIND THAT THIS MAY NOT REPAIR THE ISSUE IF THERE IS MORE TO THAN JUST SWAPPING THE SWITCHES**

Thank you for accepting this Crown Lift Trucks Service Quote and the applicable terms and conditions contained on the back of this form. To the extent the terms and conditions on the back of this form are inconsistent with the terms contained in the Service Quote above, the terms in the Service Quote above shall govern. The quoted costs are based upon a visual inspection of the equipment. Additional repairs may be needed after the commencement of service which will require additional costs. Customer shall be notified in writing prior to additional work/costs applying to this Service Quote. This Service Quote does not include applicable taxes. Freight charges for any parts ordered special or from third-party sources will be billed to Customer. Crown OEM parts and labor are warranted against defect in material and workmanship for a period of ninety (90) days from the date of service, unless indicated otherwise in writing by Crown. The price quoted may vary by ten percent (10%) without notification to Customer due to additional labor and/or parts. If the price is projected to be more than a ten percent (10%) increase from the original quote, Crown will notify the Customer prior to performing the work.

Total : \$793.00

Tax is not included in the quoted price:

Customer Signature

Thank You for your business.

Dave Locke

From: Carl Pottorff <carl.pottorff@altg.com>
Sent: Thursday, December 12, 2024 4:11 PM
To: Dave Locke
Subject: Forklift Inspection and Quote
Attachments: Alta New Customer Set-Up.pdf

David,

Good afternoon.

I received your request to have Alta quote to replace the switches on the hydraulic levers of your Mitsubishi forklift. In order to properly quote that, we have to dispatch a technician to evaluate the unit and look over the hydraulic system.

Our labor rate is \$197/hour, and I anticipate it will take a technician about 2 hours to complete the evaluation.

If you would like to move forward with a technician getting dispatched, attached is our New Customer set-up form. We are in Bolingbrook, so we are not very far from your location.



Carl Pottorff

Customer & Product Support

M: 815-641-2639

E: carl.pottorff@altg.com

Our office location is 1049 Lily Cache Ln, Suite C, Bolingbrook, IL 60440 or visit us at altg.com

MOVING WHAT MATTERS MOST

NOTE: This email message is for the exclusive use of the intended recipient(s) and may contain confidential, privileged, and non-disclosable information. A

**Memorandum of Understanding
Lewis University Community Schools Consortium and DuPage Township**

WHEREAS, the Lewis University (Lewis) and DuPage Township Government (DuPage Township) have come together to collaborate on the Project “R” program; and,

WHEREAS the partners herein desire to enter a Memorandum of Understanding setting forth the services to be provided by the collaborative.

I. DESCRIPTION OF PARTNER AGENCIES

DuPage Township is a governmental entity which serves the communities of Bolingbrook, part of Romeoville, and part of Naperville. Located in Will County, IL, the DuPage Township serves over 87,000 residents, providing senior and youth programs, a food pantry, and a variety of other services.

Lewis University was founded in 1932 and serves 6,500 students. Guided by its Catholic and Lasallian heritage, Lewis provides a diverse student population programs for liberal and professional education, grounded in the interaction of knowledge and fidelity in the search for truth. Lewis promotes the development of the complete person through the pursuit of wisdom and justice. Fundamental to its Mission is a spirit of association which fosters community in all teaching, learning, and service.

The ‘Lewis University Community Schools Consortium’ (LUCSC) - funded by the U.S. Department of Education’s Full-Service Community Schools grant - is a campus-wide initiative of Lewis University, which partners with schools and community agencies to embrace the ‘community schools’ strategy. Partnering with Valley View School District 365U (VVSD) in Bolingbrook/Romeoville and Fairmont School District 89 (FSD), LUCSC integrates knowledge and skills from Lewis University and numerous community agencies to offer activities and services aimed to increase wellbeing so that local school communities can thrive.

II. About Project “R”

Project “R”, named to echo the relationship- and reflection-focused values of restorative practices, provides youth with high-quality, accessible opportunities for learning and growth in place of punitive disciplinary actions. The six-week-long program brings together a civic literacy curriculum with numerous services and activities to create a comprehensive, integrated support program for high school youth and their families.

III. Roles and Responsibilities

NOW, THEREFORE, it is hereby agreed by and between the partners as follows:

Lewis University will:

- Collaborate with VVSD and other school districts to implement Project “R,” including coordination of the intake process and ongoing communication with school administrators and other relevant school-based staff.
- Identify a coordinator who will communicate with DuPage Township staff about the Project “R” schedule and any changes in advance of program meetings.

- Provide program dates and times at least one month in advance of the program start date.
- Supervise all Project “R” participants while on-site at the DuPage Township office.
- Communicate any questions, concerns, and thoughts to the identified DuPage Township Administrator (and/or staff person on-site, as relevant) as soon as possible.
- Ensure that use of the space is respected and maintained to the best of the program’s abilities.

DuPage Township will:

- Host Project “R” students and associated program staff twice weekly for approximately two hours and 15 minutes, plus time-needed to set up.
- Provide use of a meeting space, including appropriate technology, to host in-person Project “R” meetings.
- Staff the Township office during the program meeting time.
- Provide snacks to Project “R” participants during each meeting.
- Provide a qualified driver who will transport Project “R” participants to/from Romeoville High School and the DuPage Township office (and/or to their homes after the program ends, as needed).
- Communicate any questions or concerns to the Project “R” team (designated person/s such as Coordinator or others) as soon as possible.
- Provide a separate room or space where sensitive conversations could occur without risk of breaking confidentiality of meeting participants.
- Ensure that van drivers have gone through the Valley View School District background check process.

IV. Timeline

The roles and responsibilities described above are contingent upon approval through Lewis University’s formal protocols and the DuPage Township board of directors.

Responsibilities under this Memorandum of Understanding will be carried out until such time that both partner organizations determine otherwise.

V. Commitment to Partnership

We, the undersigned, have read and agree with this Memorandum of Understanding.

Dr. Christopher Sindt, Provost, Lewis University

Date

Mr. Gary Marschke, Supervisor, DuPage Township

Date