



July 15, 2015

Justin D. Kee
501 Burton Avenue
Highland Park, IL 60035

VIA EMAIL – justinkee@gmail.com

Re: FOIA Request Dated July 1, 2015 and received July 1, 2015 FOIA ID #15-27

Subject: A copy of any and all engagement contracts, bills and invoices from the Jasculca Terman and Associates from the period of January 1, 2012 up to and including today, July 1, 2015.

Dear Mr. Kee:

This letter will serve as Community Unit School District 308's response to your July 1, 2015 request under the Freedom of Information Act (5ILCS 140/1 et seq.), in which you asked for the above referenced information. The information responsive to your request is attached.

To promote district transparency and assist others who may have a similar question, this responsive document will be posted online on the district's website. To access it, go to www.sd308.org and select *Our District > Freedom of Information Act Request > FOIA Request Responses*, then select FOIA ID #15-27.

Please be advised that to comply with your FOIA request, the district incurred the expense of \$340.38, comprised of the cost of labor and resources used to search for records responsive to your request. You are not legally required to reimburse the district for the amount incurred.

Please let me know if you have additional questions. Thank you.



Brian Graves
Freedom of Information Officer



JASCULCA TERMAN
STRATEGIC COMMUNICATIONS

INVOICE

**Jasculca Terman Strategic
Communications**

730 North Franklin Street
Suite 510
Chicago, IL 60654-7221
Ph: 312-337-7400
Fax: 312 337 8189

Bill To:

Brian Graves
Community Unit School District 308
District Administration Center
4175 Route 71
Oswego, IL 60543

Client #
Invoice #
Invoice Date
Terms
Due Date

OSWEGO308
42108
05/15/2015
Net 30 Day Terms
06/14/2015

Reference #:2092--District 308 - District 308

For Professional Public Affairs Services for the month of April 2015

STAFF	TITLE/DESCRIPTION	HOURS	AMOUNT
Bartekd, Holly	Sr. VP, Creative & Strategic Dev	.5	\$150.00
Yoshimoto, Katelyn	Accounts Director	.5	\$125.00
		SUBTOTAL	\$275.00
		TOTAL	\$275.00

1026337011 000 319



INVOICE

Jasculca Terman and Associates, Inc.

730 North Franklin Street
Suite 510
Chicago, IL 60654-7221
Ph.No: 312-337-7400
Fax No: 312 337 8189

Bill to: Community Unit School District 308
District Administration Center
4175 Route 71
Oswego, IL 60543
Attn: Brian Graves

Client # : OSWEGO308
Invoice # : 40615
Invoice Date : 07/09/2014
Terms : Net 30 Day Terms
Due Date : 08/08/2014

Reference # : Website Project Management-2102

Retainer for the month of June 2014

Description	Amount
For Professional Website Project Management Services to Community Unit School District 308 in connection with the redesign and launch of its new website	\$3,000.00

SUBTOTAL \$3,000.00

TOTAL \$3,000.00

###

1026607051 319



INVOICE

Jasculca Terman and Associates, Inc.

730 North Franklin Street
Suite 510
Chicago, IL 60654-7221
Ph.No: 312-337-7400
Fax No: 312 337 8189

Bill to: Community Unit School District 308
District Administration Center
4175 Route 71
Oswego, IL 60543
Attn: Brian Graves

Client # : OSWEGO308
Invoice # : 40445
Invoice Date : 06/10/2014
Terms : Net 30 Day Terms
Due Date : 07/10/2014

Reference # : Website Project Management-2102

Retainer for the month of May 2014

Description	Amount
For Professional Website Project Management Services to Community Unit School District 308 in connection with the redesign and launch of its new website	\$3,000.00
SUBTOTAL	\$3,000.00
TOTAL	\$3,000.00

###

1026807051
319



INVOICE

Jasculca Terman and Associates, Inc.

730 North Franklin Street
Suite 510
Chicago, IL 60654-7221
Ph.No: 312-337-7400
Fax No: 312 337 8189

Bill to: **Community Unit School District 308**
District Administration Center
4175 Route 71
Oswego, IL 60543
Attn: Brian Graves

Client # OSWEGO308
Invoice # 40338
Invoice Date 05/19/2014
Terms Net 30 Day Terms
Due Date 06/18/2014

Reference # : Website Project Management-2102

Expenses through April 30, 2014

Description	Staff	Amount
Car Rental 2pcar rental for travel to/from Aurora for meeting on 5/5/2014	Bailey Vance	\$109.76
Out-of-pocket expenses-travel Toll charges incurred while traveling to/from Aurora on 3/14/2014 and 3/18/2014 for website vendor meetings	Bailey Vance	\$6.10
Cell One* Long distance cell charges through April 30, 2014		\$1.06
*15% Service Charge		\$0.16
SUBTOTAL		\$117.08
TOTAL		\$117.08

###

1026607051

319

1026607051 320.



JASCULCA TERMAN

INVOICE

Jasculca Terman and Associates, Inc.

730 North Franklin Street
Suite 510
Chicago, IL 60654-7221
Ph.No: 312-337-7400
Fax No: 312 337 8189

Bill to: **Community Unit School District 308**
District Administration Center
4175 Route 71
Oswego, IL 60543
Attn: Brian Graves

Client # : OSWEGO308
Invoice # : 40193
Invoice Date : 04/14/2014
Terms : Net 30 Day Terms
Due Date : 05/14/2014

Reference # : District 308-2092

Expenses through March 31, 2014

Description	Staff	Amount
Arkadin, Inc.* Conference calls on 02/05, 02/24, and 02/25/2014		\$39.80
Call One* Long distance call charges through March 10, 2014		\$6.77
Local Calls - March 2014		\$65.00
*15% Service Charge		\$8.84

SUBTOTAL \$117.41

TOTAL \$117.41

###

1026607051 320



JASCULCA TERMAN
ATTORNEYS AT LAW

INVOICE

Jasculca Terman and Associates, Inc.

730 North Franklin Street
Suite 510
Chicago, IL 60654-7221
Ph.No: 312-337-7400
Fax No: 312 337 8189

Bill to: **Community Unit School District 308**
District Administration Center
4175 Route 71
Oswego, IL 60543
Attn: Brian Graves

Client # : OSWEGO308
Invoice # : 40164
Invoice Date : 04/09/2014
Terms : Net 30 Day Terms
Due Date : 05/09/2014

Reference # : District 308-2092

Retainer for the month of March 2014

Description	Amount
For Professional Public Affairs Services in connection with a communications audit	\$5,000.00

SUBTOTAL \$5,000.00

TOTAL \$5,000.00

###

A large, stylized handwritten signature in black ink, written over the '###' and extending across the page.

1026607051 320



JASCULCA TERMAN
STON FILL COMPANY SALES INC.

INVOICE

Jasculca Terman and Associates, Inc.

730 North Franklin Street
Suite 510
Chicago, IL 60654-7221
Ph.No: 312-337-7400
Fax No: 312 337 8189

Bill to: **Community Unit School District 308**
District Administration Center
4175 Route 71
Oswego, IL 60543
Attn: Brian Graves

Client # : OSWEGO308
Invoice # : 40041
Invoice Date : 03/20/2014
Terms : Net 30 Day Terms
Due Date : 04/19/2014

Reference #: District 308-2092

Expenses through February 28, 2014

Description	Staff	Amount
Arkadin Inc.* Conference call on 1/13/2014		\$15.98
Photocopy charge* Black & White Copies - 30 @ \$ 15 each		\$4.50
*15% Service Charge		\$2.40

SUBTOTAL \$22.88

TOTAL \$22.88

###



1026607051 320



INVOICE

Jasculca Terman and Associates, Inc.

730 North Franklin Street
Suite 510
Chicago, IL 60654-7221
Ph.No: 312-337-7400
Fax No: 312 337 8189

Bill to: Community Unit School District 308
District Administration Center
4175 Route 71
Oswego, IL 60543
Attn: Brian Graves

Client # : OSWEGO308
Invoice # : 40007
Invoice Date : 03/13/2014
Terms : Net 30 Day Terms
Due Date : 04/12/2014

Reference # : Website Project Management-2102

Retainer for the month of February 2014

Description	Amount
For Professional Website Project Management Services to Community Unit School District 308 in connection with the redesign and launch of its new website	\$3,000.00

SUBTOTAL \$3,000.00

TOTAL \$3,000.00

###

A large, stylized handwritten signature in black ink, appearing to be 'B. Graves', written over a horizontal line.

10-2660-70-51-000 320



INVOICE

Jasculca Terman and Associates, Inc.

730 North Franklin Street
Suite 510
Chicago, IL 60654-7221
Ph.No: 312-337-7400
Fax No: 312 337 8189

Bill to: **Community Unit School District 308**
District Administration Center
4175 Route 71
Oswego, IL 60543
Attn: Brian Graves

Client # OSWEGO308
Invoice # 39814
Invoice Date 02/05/2014
Terms Net 30 Day Terms
Due Date 03/07/2014

Reference # : District 308-2092

Retainer for the month of January 2014

Description	Amount
For Professional Public Affairs Services in connection with a communications audit	\$5,000.00
(Total value of services provided in January: \$11,412.50)	
SUBTOTAL	\$5,000.00
TOTAL	\$5,000.00

###

10-2660-70-51-000-320



INVOICE

Jasculca Terman and Associates, Inc.

730 North Franklin Street
Suite 510
Chicago, IL 60654-7221
Ph.No: 312-337-7400
Fax No: 312 337 8189

Bill to: Community Unit School District 308
District Administration Center
4175 Route 71
Oswego, IL 60543
Attn: Brian Graves

Client # : OSWEGO308
Invoice # : 39725
Invoice Date : 01/07/2014
Terms : Net 30 Day Terms
Due Date : 02/06/2014

Reference # : District 308-2092

Retainer for the month of December 2013

Description	Amount
For Professional Public Affairs Services in connection with a communications audit	\$5,000.00

(Total value of services
provided from November -
December: \$9,347.50)

SUBTOTAL \$5,000.00
TOTAL \$5,000.00

###

A large, stylized handwritten signature in black ink, likely belonging to a representative of the client or the firm, is written over the bottom right portion of the page.

parents, faculty/staff, administrators and/or community members who do not have children enrolled in District 308 schools.

- Scheduling and conducting 12-to-15 half-hour, one-on-one phone interviews with local opinion leaders, such as chamber of commerce presidents, local board presidents, business, civic and faith community leaders and the mayors of communities District 308 serves. Interviewees to be selected and initially contacted by District 308.
- Best practice communications and outreach benchmarking against three-to-five comparable local school districts.
- Presentation of initial findings and recommendations to the District 308 Superintendent, Assistant Superintendent, and Director of Communications and Public Relations.
- Development of final written report summarizing analysis and strategic recommendations, tools and tactics to enhance the effectiveness of District 308's communications and outreach initiatives.

At this time, we do not anticipate that our scope of work will involve strategic counsel or hands-on implementation assistance related to District 308's potential affiliation with the John C. Dunham STEM Partnership School at Aurora University.

PROFESSIONAL FEES

To perform the scope of work described herein, we will charge a firm fixed price of \$20,000, to be paid in four monthly installments of \$5,000 each beginning in December 2013 and concluding in March 2014.

EXPENSES

Authorized expenses are in addition to our professional fees, and are also billed monthly. These include expenditures for outside vendor services and out-of-pocket costs.

Outside vendor services include such items as printing, photography, and overnight mail and messenger delivery. The only potentially significant outside vendor expense anticipated for this project is professional public opinion research. Upon execution of this letter of agreement, JT will commence to obtain firm vendor price quotes for this service. We will request that the

work performed to date (based on the project fee referenced above, pro-rated based on deliverables at the time of termination for all services performed). In exchange, JT will provide District 308 with all of the project results and work product obtained through the termination date.

~ ~ ~

Jasculca Terman Strategic Communications is an equal opportunity employer. All employment decisions, with respect to all aspects of our operations, are made without regard to race, color, religion, gender (including pregnancy status), age, national origin, physical or mental disability, or any other characteristics protected by applicable federal or state law.

If this agreement is acceptable to you, please sign a copy of this letter and return it to me. If you have any questions, don't hesitate to give me a call.

Sincerely,

James L. Terman
President

ACCEPTED:
Community Unit School District 308

By:  _____

Date: 11/18/13