



**REGULAR MEETING OF THE BOARD OF EDUCATION
LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204**

**Virtual Meeting
100 South Brainard Avenue
La Grange, Illinois 60525
Tuesday, January 19, 2021 - 6:30 PM**

A G E N D A

Pursuant to Executive Order 2021-01 and Tier 3 mitigation recommendations, the Board of Education meeting will be held virtually. Details to join the meeting and how to address the Board will be posted on the BOE Meeting Dates page on the District's website.

I. OPENING & ROLL CALL (6:30)

II. AGENDA APPROVAL/ORDER OF BUSINESS (6:30)

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Approval of agenda as prepared or members may request consideration of modification to the agenda. Changes will be determined by a majority of the Board.

III. CLOSED SESSION (6:30)

Recommended adjournment into Closed Session to discuss pending or probable litigation against, affecting or on behalf of the public body; collective negotiating matters or deliberations for one or more classes of employees; and the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee or legal counsel for the public body.

IV. OPEN SESSION & PLEDGE (7:30)

V. COMMUNICATIONS - Public Comment (7:35)

VI. STUDENT REPRESENTATIVE TO THE BOARD OF EDUCATION REPORT

(Ms. Meehan) (7:45)

VII. SUPERINTENDENT'S DISTRICT REPORT (7:50)

- A. December Graduates
- B. TTO Litigation Update
- C. Miscellaneous
- D. Monthly FOIA Report

VIII. NEW BUSINESS (8:05)

A. Action

- 1. 2021-2022 Textbook/Instructional Material Change Requests - 1st Reading (Mr. Eggerding) 4
- 2. District Policy Updates (PRESS Issue 106) - 1st Reading (Mr. Piotrowski) 53
- 3. FTE Request for 2nd Semester 2020-2021 School Year (Mr. Piotrowski/Mr. Eggerding) 76
- 4. UPS Property Tax Settlement Recommendation (Mr. Stachacz) 77
- 5. Vaughan Stair Replacement Project Bid Recommendation (Mr. Stachacz) 81
- 6. ComEd Easement Agreement (Mr. Stachacz) 90
- 7. Western Springs Metropolitan Area Network Intergovernmental Agreement (Mr. Tennant) 101

B. Information

- 1. School Board Calendar for February 2021

IX. CONSENT AGENDA (8:50)

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| | |
|--|-----|
| A. Payment of Bills and Financial Statements (Mr. Stachacz) | |
| 1. Lyons Township High School - Approval is requested for payment of bills within various funds | 121 |
| 2. Lyons Township High School - The financial statement for the month ending December 31, 2020, is presented for Board approval | 122 |
| 3. LaGrange Area Department of Special Education (LADSE) - Approval is requested for payment of bills within various funds | 125 |
| 4. LaGrange Area Department of Special Education (LADSE) - The financial statement for the month ending December 31, 2020, is presented for Board approval | 126 |
| B. Human Resources (Mr. Piotrowski) | |
| 1. LTHS Certified and/or Classified Staff Employment Recommendations | 127 |
| 2. LADSE Staff Employment Recommendations | 129 |
| C. Minutes | |
| 1. Regular Meeting - December 14, 2020 - Open and Closed Sessions | |
| 2. Committee of the Whole - December 16, 2020 | |
| 3. Committee of the Whole - January 5, 2021 | |
| 4. Committee of the Whole - January 11, 2021 | |
| 5. Curriculum Committee - January 12, 2021 | |
| 6. Human Resources/Policy Committees - January 13, 2021 | |
| 7. Facilities Committee - January 14, 2021 | |
| 8. Finance Committee - January 14, 2021 | |
| 9. Technology Committee - January 14, 2021 | |
| D. December 2020 Graduates (Dr. Waterman) | |
| E. Donations | |
| 1. Monetary Donation to Various Programs (Ms. Moran) | |
| 2. Monetary Donation to Continuing Education Special Needs Drama Production Program (Mr. Eggerding) | |

X. CLOSED SESSION (8:55)

Recommended adjournment into Closed Session to discuss pending or probable litigation against, affecting or on behalf of the public body; collective negotiating matters or deliberations for one or more classes of employees; and the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee or legal counsel for the public body.

XI. OPEN SESSION & ADJOURNMENT (9:45)

To: Board of Education
From: Timothy B. Kilrea
Date: January 19, 2021
Re: Agenda Approval/Order of Business

Suggested Motion

. . . that the Board of Education approves the agenda as presented, including the Closed Session, if applicable.

LYONS TOWNSHIP HIGH SCHOOL

CURRICULUM OFFICE 100 S. Brainard Ave., LaGrange, IL 60525-2101

- Tel: (708) 579-6470
- E-mail: seggerding@lths.net
- Fax: (708) 579-6036
- Website: www.lths.net



SCOTT D. EGGERDING
Director of Curriculum and Instruction

TO: Tim Kilrea
Board of Education

FROM: Scott Eggerding

DATE: January 12, 2021

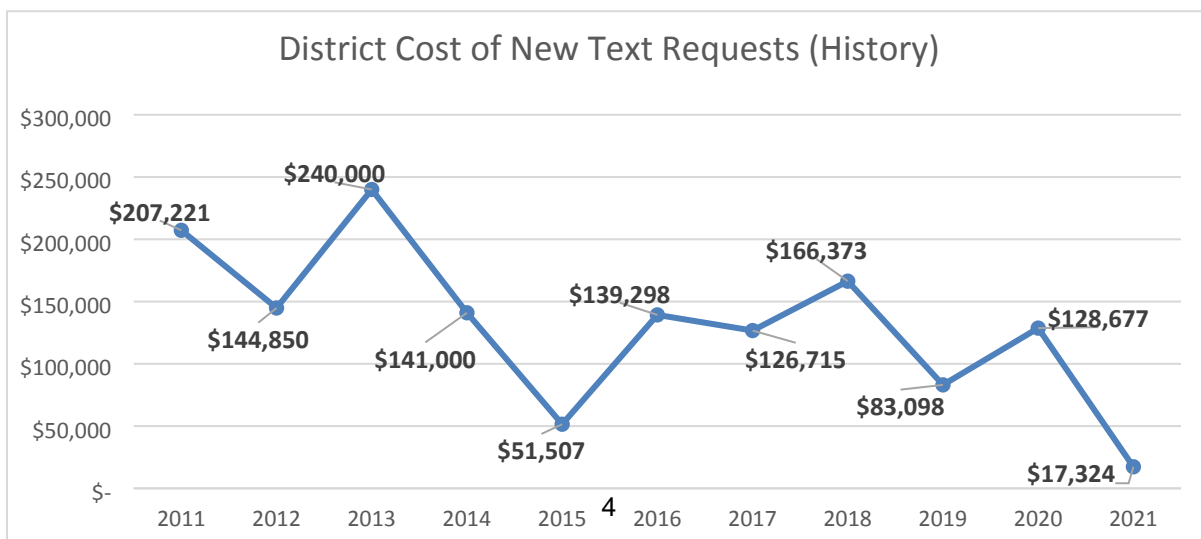
RE: 2021-2022 Instructional Material Change Requests – First Reading

BACKGROUND

Below and attached, please find the summary of the 2021-2022 proposed textbook/instructional material change requests. Some details still need to be finalized, but the amounts for District funded texts will not change significantly. Estimated District expenditures are \$17,324.

Observations:

- All texts that are being replaced are 5 or more years older, indicating that we have maximized the use of previously purchased texts. We require a text to be adopted for a minimum of 5 years.
- The low requested amount is reflective of two trends: 1) The use of digital materials has reduced the use of traditional textbooks in many courses and 2) the discussion of shifting to 1 to 1 computing made people pause before proposing books to see what the laptops might mean for use of textbooks going forward.
- Our Drones class will use an as-yet unreleased book from Embry Riddle. This will be an up-to date text for current FAA drone requirements, and is therefore only available with a title and a mock-up of the cover.
- Drops reflect courses no longer running and in the Language arts Division, indicate texts that have been replaced.
- Some courses shifted texts to class sets for reference rather than assigning a book to each student.
- A more detailed textbook financial history and forecast will be included in the second reading.



Text Designation Adoption/Change: The information provided is sorted by the text designation and includes division, course title, book title, ISBN, unit cost, projected enrollment, and total item cost to the District. Total costs do not include teacher resource materials unless they are included as part of the package price offered by publishers. All costs are estimated based on enrollment histories, where available. As a reminder, we designate our textbooks based on the following codes:

DT = District Text. These books are purchased by the District and loaned to students. The student textbook fee is used primarily to purchase this kind of textbook.

CS = Class Set. These books are purchased in bundles to be used by an entire class at one time. They are kept in the classroom and are usually needed for a unit or short period of time.

CN = Consumables. Consumables are books purchased by students in addition to their textbook fee. These materials include workbooks and novels that are not returned at the end of the semester.

DRP = Dropped Text. We will no longer purchase or distribute dropped books. The bookstore looks to sell back any remaining books to textbook companies to offset other textbook costs.

Divisional Cost Summary: This page shows the total amount of textbooks requested for 2021-2022 and include those that will be purchased by students and those purchased using District funds.

Additional Items for Consideration during the First Reading:

1. Revenues/Expenditures Summary will be coming in the second reading to more accurately reflect enrollment projections and 2021-2022 costs.
2. Each textbook/material change request has been reviewed with the appropriate division chair. Textbook adoptions are, at a minimum, on a five year cycle, with a goal to replace texts with the most recent edition possible; however, new texts may be recommended if a new book is available that better fits the course objectives. In some instances, publishers have changed editions of textbooks, requiring a change since older editions are no longer available and/or instructionally inadequate. Other changes are a result of a partnership with a college that requires a new text to qualify for dual credit.
3. In some cases, items were dropped and not replaced.
4. Individual textbook/material change request forms along with new titles will be on public display at the Board meeting and will remain on display in Rm. 103, North Campus for 30 days until second reading in February.
5. Additional texts will be brought forward in April based on new editions or changes to dual credit partnership materials. The new Multicultural Literature class will have its texts brought forward later as well.

RECOMMENDATION

I recommend that the Board review the attached 2021-2022 Textbook/Instructional Material Change Requests for first reading and place texts up for adoption on public display for 30 days.

LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204
2021-2022 Textbook/Core Reading/Instructional Material Adoption/Change Form

- Teacher(s) submits to Division chairs by Friday, December 18, 3:00 p.m.
- Submit form electronically *and* hard copy.
- Nota Bene: examination copy of text/material must accompany request.
- Textbook/Core Reading/Instructional Material Change Requests will be adopted for a 5 year cycle.
- Do not add any surcharges, shipping charges, tax, etc., to costs.

| I. COURSE INFORMATION | |
|------------------------------------|-------------------|
| Division | Language Arts |
| Department | English |
| Course Title | English I (Accel) |
| Course Number(s) | LA7116/LA7117 |
| Course Level | IV |
| Projected Enrollment for 2021-2022 | 410 |

| II. ADD or DROP FOR YEAR | | |
|--------------------------|-----|------|
| | ADD | DROP |
| 2021-22 | X | X |
| 2022-23 | | |
| 2023-24 | | |

| III. TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL INFORMATION | | |
|---|---------------------------------------|---------------------|
| | ADD | DROP |
| Text/Material Title | <u>The Nickel Boys</u> | <u>Frankenstein</u> |
| Author(s) | Colson Whitehead | Mary Shelley |
| Publisher | Doubleday | Penguin |
| Copyright Date/Edition | July 16, 2019/1 st edition | 1992 |
| ISBN 13# | 978-0345804341 | 978-0141439471 |
| CD Rom Included? ISBN# | n/a | |
| Software ISBN# | n/a | |
| Reading Level | HL940L Lexile measure | |
| Catalog/Web/Purchase Source | Amazon.com | |

| IV. PRIMARY TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL TYPE | | | |
|---|---|----------------------|--|
| Hardback | | E-book | |
| Hardback w/digital | | CD Rom | |
| Paperback | X | Website subscription | |
| Paperback w/digital | | Workbook/Lab Manual | |

| V. TEACHING MATERIALS (need accurate count) | | | |
|---|--|------------|---|
| Teacher Desk Copies | | | 6 |
| Blackline Masters | | Software | |
| Workbooks/Lab Manuals | | CD Roms | |
| Wraparound Editions | | E-book | |
| Study Guides | | Test Banks | |
| Videos | | Other | |

VI. Comments (Box will expand as needed)


| VII. COST AND SOURCE (Cost per item excluding bookstore mark-up.) | |
|--|----------------|
| DT = District purchase - student rental, CS = District purchase - class set, IL = State purchase - student rental, CN = Student purchase | |
| District (DT) | |
| District (CS) | |
| State Textbook Loan Program IL | |
| Student (CN) | 12.00 |
| Grant (specify) | |
| Total cost to student for course (CN above + other CN and fees for the course) | \$30.00 |

VIII. RATIONALE AND SIGNATURES

A. Rationale Provide a rationale for the textbook/core reading/instructional material change request. If the request is to add a textbook/core reading/instructional material prior to the end of the 5 year cycle, be sure to explain why. (Box will expand as needed.)

We are proposing to drop *Frankenstein* and replace it with *The Nickel Boys*. Our intention is to use *The Nickel Boys* as an anchor text to which we will add nonfiction articles as part of our unit on research. We believe that *The Nickel Boys* is not only a compelling, important story for our time, but its narrative structure and backstory offer an interesting opportunity for analysis and research. Students will be able to examine the text for the ways in which Whitehead plays with the traditional constructs of fiction, memoir and historical nonfiction. Students will be able to research real-life events within the framework of Whitehead's narrative while they compare and contrast the novel's content and craft with primary source materials.

B. Signatures Division chair signature indicates approval of and support for requested textbook/core reading/instructional material change based on adherence to Board Policy 6.210. Specifically, it indicates assurances regarding the use of the stated instructional objectives and consistency and alignment with District level standards and expectations.

| | | | | |
|----|------------|-------------|--|--------------|
| 1. | Teacher(s) | Amy Johnson |  | Date 11.6.20 |
| 2. | Recommend | X | Do Not Recommend | Date 11.6.20 |
| 3. | Approved | X | Not Approved | Date 11.6.20 |
| 4. | Approved | ~ | Not Approved | Date |

IX. FOR BOOKSTORE USE ONLY

| | |
|--|---------------------------|
| A. Projected lifespan of textbook/core reading/instructional material | D. Purchase Source |
| B. Pending new editions (if known) | DT (District Rental) |
| C. Out of print | CS (District Purchase) |
| | IL (State Loan Program) |
| | CN (Student Purchase) |

- cc: • Director of Curriculum & Instruction
- Division Chair/Assistant Division Chair
- Bookstore

LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204
2021-2022 Textbook/Core Reading/Instructional Material Adoption/Change Form

- Teacher(s) submits to Division chairs by Friday, December 18, 3:00 p.m.
- Submit form electronically *and* hard copy.
- Nota Bene: examination copy of text/material must accompany request.
- Textbook/Core Reading/Instructional Material Change Requests will be adopted for a 5 year cycle.
- Do not add any surcharges, shipping charges, tax, etc., to costs.

| I. COURSE INFORMATION | |
|------------------------------------|------------------------|
| Division | LAD |
| Department | English |
| Course Title | American Studies Accel |
| Course Number(s) | LA7411/LA7412 |
| Course Level | IV |
| Projected Enrollment for 2021-2022 | 100 |

| II. ADD or DROP FOR YEAR | | |
|--------------------------|-----|------|
| | ADD | DROP |
| 2021-22 | X | X |
| 2022-23 | | |
| 2023-24 | | |

| III. TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL INFORMATION | | |
|---|------------------------|---------------------|
| | ADD | DROP |
| Text/Material Title | The Piano Lesson | Death of a Salesman |
| Author(s) | August Wilson | Arthur Miller |
| Publisher | Plume; Reprint edition | |
| Copyright Date/Edition | December 1, 1990 | |
| ISBN 13# | 978-0452265349 | 978-0-14048-134-1 |
| CD Rom Included? ISBN# | | |
| Software ISBN# | | |
| Reading Level | | |
| Catalog/Web/Purchase Source | Amazon.com | |

| IV. PRIMARY TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL TYPE | | | |
|---|---|----------------------|--|
| Hardback | | E-book | |
| Hardback w/digital | | CD Rom | |
| Paperback | x | Website subscription | |
| Paperback w/digital | | Workbook/Lab Manual | |

| V. TEACHING MATERIALS (need accurate count) | | | |
|---|--|------------|--|
| Teacher Desk Copies | | | |
| Blackline Masters | | Software | |
| Workbooks/Lab Manuals | | CD Roms | |
| Wraparound Editions | | E-book | |
| Study Guides | | Test Banks | |
| Videos | | Other | |

VI. Comments (Box will expand as needed)

| VII. COST AND SOURCE (Cost per item excluding bookstore mark-up.) | |
|--|---------------|
| DT = District purchase - student rental, CS = District purchase - class set, IL = State purchase - student rental, CN = Student purchase | |
| District (DT) | |
| District (CS) | |
| State Textbook Loan Program IL | |
| Student (CN) | \$11.59 |
| Grant (specify) | |
| Total cost to student for course (CN above + other CN and fees for the course) | 103.09 |

VIII. RATIONALE AND SIGNATURES

A. Rationale Provide a rationale for the textbook/core reading/instructional material change request. If the request is to add a textbook/core reading/instructional material prior to the end of the 5 year cycle, be sure to explain why. (Box will expand as needed.)

Adding *The Piano Lesson* to the curriculum will diversify the authors and perspectives that students read in this course. As this text would replace Miller's *Death of a Salesman*, it still presents themes of dreams in American while also giving students a more diverse cultural experience. Furthermore, while the common core standards value the analysis of two or more texts with similar themes, this text will build on understandings generated from *The Great Gatsby* to explore similar themes about the American dream, but offer an opportunity for students to analyze our central questions: Do the excluded and the empowered read history differently? How does setting, race, and gender impact an individual's ability to achieve their dreams? Therefore, *The Piano Lesson* will better serve the interdisciplinary goals of this course but still provide students with an opportunity to explore a story about American dreams in the form of a play.

B. Signatures Division chair signature indicates approval of and support for requested textbook/core reading/instructional material change based on adherence to Board Policy 6.210. Specifically, it indicates assurances regarding the use of the stated instructional objectives and consistency and alignment with District level standards and expectations.

| | | | | | | |
|----|------------|--------------|---------------------|------------------------------------|----------|----------|
| 1. | Teacher(s) | Megan Dawson | <i>Megan Dawson</i> | Date | 11.19.20 | |
| 2. | Recommend | x | Do Not Recommend | Assistant Division Chair | Date | 11.19.20 |
| 3. | Approved | | Not Approved | Division Chair | Date | 11.19.20 |
| 4. | Approved | | Not Approved | Director of Curriculum/Instruction | Date | |

IX. FOR BOOKSTORE USE ONLY

| | | | |
|----|--|----|-------------------------|
| A. | Projected lifespan of textbook/core reading/instructional material | D. | Purchase Source |
| B. | Pending new editions (if known) | | DT (District Rental) |
| C. | Out of print | | CS (District Purchase) |
| | | | IL (State Loan Program) |
| | | | CN (Student Purchase) |

- cc: • Director of Curriculum & Instruction
 • Division Chair/Assistant Division Chair
 • Bookstore

LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204
2021-2022 Textbook/Core Reading/Instructional Material Adoption/Change Form

- Teacher(s) submits to Division chairs by Friday, December 18, 3:00 p.m.
- Submit form electronically *and* hard copy.
- Nota Bene: examination copy of text/material must accompany request.
- Textbook/Core Reading/Instructional Material Change Requests will be adopted for a 5 year cycle.
- Do not add any surcharges, shipping charges, tax, etc., to costs.

| I. COURSE INFORMATION | |
|------------------------------------|------------------|
| Division | Language Arts |
| Department | English |
| Course Title | English I Honors |
| Course Number(s) | LA8116; LA8117 |
| Course Level | V |
| Projected Enrollment for 2021-2022 | 375 |

| II. ADD or DROP FOR YEAR | | |
|--------------------------|-----|------|
| | ADD | DROP |
| 2021-22 | | X |
| 2022-23 | | |
| 2023-24 | | |

| III. TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL INFORMATION | | |
|---|-----|---|
| | ADD | DROP |
| Text/Material Title | | <i>The Adventures of Huckleberry Finn</i> |
| Author(s) | | Mark Twain |
| Publisher | | |
| Copyright Date/Edition | | |
| ISBN 13# | | 978-0-84348-758-3 |
| CD Rom Included? ISBN# | | |
| Software ISBN# | | |
| Reading Level | | |
| Catalog/Web/Purchase Source | | |

| IV. PRIMARY TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL TYPE | | | |
|---|--|----------------------|--|
| Hardback | | E-book | |
| Hardback w/digital | | CD Rom | |
| Paperback | | Website subscription | |
| Paperback w/digital | | Workbook/Lab Manual | |

| V. TEACHING MATERIALS (need accurate count) | | | |
|---|--|------------|--|
| Teacher Desk Copies | | | |
| Blackline Masters | | Software | |
| Workbooks/Lab Manuals | | CD Roms | |
| Wraparound Editions | | E-book | |
| Study Guides | | Test Banks | |
| Videos | | Other | |

VI. Comments (Box will expand as needed)

| VII. COST AND SOURCE (Cost per item excluding bookstore mark-up.) | |
|--|----------------|
| DT = District purchase - student rental, CS = District purchase - class set, IL = State purchase - student rental, CN = Student purchase | |
| District (DT) | |
| District (CS) | |
| State Textbook Loan Program IL | |
| Student (CN) | |
| Grant (specify) | |
| Total cost to student for course (CN above + other CN and fees for the course) | \$69.50 |

VIII. RATIONALE AND SIGNATURES

A. Rationale Provide a rationale for the textbook/core reading/instructional material change request. If the request is to add a textbook/core reading/instructional material prior to the end of the 5 year cycle, be sure to explain why. (Box will expand as needed.)

The Adventures of Huckleberry Finn by Mark Twain should be removed from the English I Honors curriculum for the following reasons: there are concerns regarding the discussion of race and racism with the language and character portrayals throughout the text; we have redundancy in our curriculum of books written by a white male perspective.

In lieu of *The Adventures of Huckleberry Finn*, students will select a novel of their choice during the 4th quarter that will help them springboard into a substantive research unit about societal issues. This student-selected novel study will allow teachers to teach the genre of the novel and will address the CCSS listed below:

CCSS.ELA-Literacy.RL.9-10.2

Determine a theme or central idea of a text and analyze in detail its development over the course of the text, including how it emerges and is shaped and refined by specific details; provide an objective summary of the text.

CCSS.ELA-Literacy.RL.9-10.3

Analyze how complex characters (e.g., those with multiple or conflicting motivations) develop over the course of a text, interact with other characters, and advance the plot or develop the theme.

CCSS.ELA-Literacy.RL.9-10.5




Analyze how an author's choices concerning how to structure a text, order events within it (e.g., parallel plots), and manipulate time (e.g., pacing, flashbacks) create such effects as mystery, tension, or surprise.

CCSS.ELA-Literacy.RL.9-10.6

Analyze a particular point of view or cultural experience reflected in a work of literature from outside the United States, drawing on a wide reading of world literature

Students will work from a list of ten titles from which to choose. We will submit that list and a request for a flat fee of \$15 towards the purchase of the self-selected text in February.

B. Signatures Division chair signature indicates approval of and support for requested textbook/core reading/instructional material change based on adherence to Board Policy 6.210. Specifically, it indicates assurances regarding the use of the stated instructional objectives and consistency and alignment with District level standards and expectations.

| | | | | |
|------------------------------------|------------|---|--|---------------|
| 1. | Teacher(s) | D. McDermott, J. Roessler, M. Birck, N. Masciola, A. Dudek |  | Date 11.19.20 |
| 2. | Recommend | Do Not Recommend |  | Date 11.19.20 |
| 3. | Approved | Not Approved | Assistant Division Chair | Date 11.19.20 |
| 4. | Approved | Not Approved | Division Chair  | Date |
| Director of Curriculum/Instruction | | | | |

IX. FOR BOOKSTORE USE ONLY

| | | | |
|---|--|-------------------------|--|
| A. Projected lifespan of textbook/core reading/instructional material | | D. Purchase Source | |
| B. Pending new editions (if known) | | DT (District Rental) | |
| C. Out of print | | CS (District Purchase) | |
| | | IL (State Loan Program) | |
| | | CN (Student Purchase) | |

- cc: • Director of Curriculum & Instruction
- Division Chair/Assistant Division Chair
- Bookstore

LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204
2021-2022 Textbook/Core Reading/Instructional Material Adoption/Change Form

- Teacher(s) submits to Division chairs by Friday, December 18, 3:00 p.m.
- Submit form electronically *and* hard copy.
- Nota Bene: examination copy of text/material must accompany request.
- Textbook/Core Reading/Instructional Material Change Requests will be adopted for a 5 year cycle.
- Do not add any surcharges, shipping charges, tax, etc., to costs.

CHANGE IN DESIGNATION

| I. COURSE INFORMATION | |
|------------------------------------|---|
| Division | Language Arts |
| Department | English |
| Course Title | English IV (Prep): The Literature of Comedy |
| Course Number(s) | LA4371/LA4372 |
| Course Level | III |
| Projected Enrollment for 2021-2022 | 80 each semester |

| II. ADD or DROP FOR YEAR | | |
|--------------------------|-----|------|
| | ADD | DROP |
| 2021-22 | | |
| 2022-23 | | |
| 2023-24 | | |

| III. TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL INFORMATION | | |
|---|--------------------------------------|------|
| | ADD | DROP |
| Text/Material Title | The Hitchhiker's Guide to the Galaxy | |
| Author(s) | Adams, Douglas | |
| Publisher | Del Rey | |
| Copyright Date/Edition | 1995 | |
| ISBN 13# | 978-0345391803 | |
| CD Rom Included? ISBN# | | |
| Software ISBN# | | |
| Reading Level | | |
| Catalog/Web/Purchase Source | | |

| IV. PRIMARY TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL TYPE | | | |
|---|--|----------------------|--|
| Hardback | | E-book | |
| Hardback w/digital | | CD Rom | |
| Paperback | | Website subscription | |
| Paperback w/digital | | Workbook/Lab Manual | |

| V. TEACHING MATERIALS (need accurate count) | | | |
|---|--|------------|--|
| Teacher Desk Copies | | | |
| Blackline Masters | | Software | |
| Workbooks/Lab Manuals | | CD Roms | |
| Wraparound Editions | | E-book | |
| Study Guides | | Test Banks | |
| Videos | | Other | |

VI. Comments (Box will expand as needed)
 Change from a student purchase to a literary circle book



| VII. COST AND SOURCE (Cost per item excluding bookstore mark-up.) | |
|--|-------------|
| DT = District purchase - student rental, CS = District purchase - class set, IL = State purchase - student rental, CN = Student purchase | |
| District (DT) | |
| District (CS) | |
| State Textbook Loan Program IL | |
| Student (CN) | |
| Grant (specify) | |
| Total cost to student for course (CN above + other CN and fees for the course) | 4.00 |

VIII. RATIONALE AND SIGNATURES

A. Rationale Provide a rationale for the textbook/core reading/instructional material change request. If the request is to add a textbook/core reading/instructional material prior to the end of the 5 year cycle, be sure to explain why. (Box will expand as needed.)

In Unit 1: Escape, the primary focus is on the basic understanding of comedic principles. As such, emphasis is placed on analyzing the types of comedy and the comedic techniques. We believe that these skills can be accomplished through a variety of texts, and that it is more valuable for students to be engaged in what they are reading. Given the highly subjective nature of comedy, students will be offered a choice of novel to read in Unit 1. They will choose from the four current Literature Circle Books, and Hitchhiker's Guide to the Galaxy for a total of five options.

B. Signatures Division chair signature indicates approval of and support for requested textbook/core reading/instructional material change based on adherence to Board Policy 6.210. Specifically, it indicates assurances regarding the use of the stated instructional objectives and consistency and alignment with District level standards and expectations.

| | | | | | |
|----|------------|------------------|------------------------------------|--|---------------|
| 1. | Teacher(s) | Kirsten Manthei | | | Date 11.20.20 |
| 2. | Recommend | Do Not Recommend | Assistant Division Chair |  | Date 11.20.20 |
| 3. | Approved | Not Approved | Division Chair |  | Date 11.20.20 |
| 4. | Approved | Not Approved | Director of Curriculum/Instruction | | Date |

IX. FOR BOOKSTORE USE ONLY

A. Projected lifespan of textbook/core reading/instructional material

B. Pending new editions (if known)

C. Out of print

D. Purchase Source

DT (District Rental)

CS (District Purchase)

IL (State Loan Program)

CN (Student Purchase)

- cc: • Director of Curriculum & Instruction
- Division Chair/Assistant Division Chair
- Bookstore

LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204
2021-2022 Textbook/Core Reading/Instructional Material Adoption/Change Form

- Teacher(s) submits to Division chairs by Friday, December 18, 3:00 p.m.
- Submit form electronically *and* hard copy.
- Nota Bene: examination copy of text/material must accompany request.
- Textbook/Core Reading/Instructional Material Change Requests will be adopted for a 5 year cycle.
- Do not add any surcharges, shipping charges, tax, etc., to costs.

| I. COURSE INFORMATION | |
|------------------------------------|----------------|
| Division | Language Arts |
| Department | English |
| Course Title | Playwriting |
| Course Number(s) | LA9311; LA9321 |
| Course Level | III, IV |
| Projected Enrollment for 2021-2022 | 25 |

| II. ADD or DROP FOR YEAR | | |
|--------------------------|-----|------|
| | ADD | DROP |
| 2021-22 | X | |
| 2022-23 | | |
| 2023-24 | | |

| III. TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL INFORMATION | | |
|---|-------------------------|------|
| | ADD | DROP |
| Text/Material Title | Sweat | |
| Author(s) | Lynn Nottage | |
| Publisher | Dramatists Play Service | |
| Copyright Date/Edition | 2018 | |
| ISBN 13# | 978-0-8222-3764-8 | |
| CD Rom Included? ISBN# | | |
| Software ISBN# | | |
| Reading Level | | |
| Catalog/Web/Purchase Source | DPS on line | |

| IV. PRIMARY TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL TYPE | | | |
|---|---|----------------------|--|
| Hardback | | E-book | |
| Hardback w/digital | | CD Rom | |
| Paperback | X | Website subscription | |
| Paperback w/digital | | Workbook/Lab Manual | |

| V. TEACHING MATERIALS (need accurate count) | | | |
|---|--|------------|---|
| Teacher Desk Copies | | | 1 |
| Blackline Masters | | Software | |
| Workbooks/Lab Manuals | | CD Roms | |
| Wraparound Editions | | E-book | |
| Study Guides | | Test Banks | |
| Videos | | Other | |

VI. Comments (Box will expand as needed)




| VII. COST AND SOURCE (Cost per item excluding bookstore mark-up.) | |
|--|---------------|
| DT = District purchase - student rental, CS = District purchase - class set, IL = State purchase - student rental, CN = Student purchase | |
| District (DT) | |
| District (CS) | \$10 |
| State Textbook Loan Program IL | |
| Student (CN) | |
| Grant (specify) | |
| Total cost to student for course (CN above + other CN and fees for the course) | \$0.00 |

VIII. RATIONALE AND SIGNATURES

A. Rationale Provide a rationale for the textbook/core reading/instructional material change request. If the request is to add a textbook/core reading/instructional material prior to the end of the 5 year cycle, be sure to explain why. (Box will expand as needed.)

Sweat is a Pulitzer Prize winning story of a Pennsylvania town struggling with economic crisis as factories downsize. Lynn Nottage is the only African American Woman playwright to have won this award twice. The play will help fill a gap in the diversity of literature in Playwriting. Stylistically, the play is also reflective of contemporary American Literature in its use of dialogue and contemporary issues.

B. Signatures Division chair signature indicates approval of and support for requested textbook/core reading/instructional material change based on adherence to Board Policy 6.210. Specifically, it indicates assurances regarding the use of the stated instructional objectives and consistency and alignment with District level standards and expectations.

| | | | | |
|----|------------|------------------|---|---------------|
| 1. | Teacher(s) | Lawrence Keller |  | Date 11.23.20 |
| 2. | Recommend | Do Not Recommend | Assistant Division Chair  | Date 11.23.20 |
| 3. | Approved | Not Approved | Division Chair  | Date 11.23.20 |
| 4. | Approved | Not Approved | Director of Curriculum/Instruction | Date |

IX. FOR BOOKSTORE USE ONLY

| | | | |
|---|--|-------------------------|--|
| A. Projected lifespan of textbook/core reading/instructional material | | D. Purchase Source | |
| B. Pending new editions (if known) | | DT (District Rental) | |
| C. Out of print | | CS (District Purchase) | |
| | | IL (State Loan Program) | |
| | | CN (Student Purchase) | |

- cc: • Director of Curriculum & Instruction
 • Division Chair/Assistant Division Chair
 • Bookstore

LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204
2021-2022 Textbook/Core Reading/Instructional Material Adoption/Change Form

- Teacher(s) submits to Division chairs by Friday, December 18, 3:00 p.m.
- Submit form electronically *and* hard copy.
- Nota Bene: examination copy of text/material must accompany request.
- Textbook/Core Reading/Instructional Material Change Requests will be adopted for a 5 year cycle.
- Do not add any surcharges, shipping charges, tax, etc., to costs.

I. COURSE INFORMATION

| | |
|------------------------------------|--|
| Division | Global Studies |
| Department | Applied Tech |
| Course Title | Architectural Engineering Design 1 & 2 |
| Course Number(s) | AT9216, AT9217, AT9211, AT9212, AT9316, AT9317, AT9311, AT9312 |
| Course Level | IV |
| Projected Enrollment for 2021-2022 | |

II. ADD or DROP FOR YEAR

| | ADD | DROP |
|---------|-----|------|
| 2021-22 | | |
| 2022-23 | | |
| 2023-24 | | |

III. TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL INFORMATION

| | ADD | DROP |
|-----------------------------|--|------|
| Text/Material Title | Architecture Residential Drafting and Design | |
| Author(s) | Clois E. Kicklighter | |
| Publisher | Goodheart-Wilcox | |
| Copyright Date/Edition | 2008 | |
| ISBN 13# | 978-1-59070-699-2 | |
| CD Rom Included? ISBN# | | |
| Software ISBN# | | |
| Reading Level | | |
| Catalog/Web/Purchase Source | | |

IV. PRIMARY TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL TYPE

| Hardback | X | E-book | |
|---------------------|---|----------------------|--|
| Hardback w/digital | | CD Rom | |
| Paperback | | Website subscription | |
| Paperback w/digital | | Workbook/Lab Manual | |

V. TEACHING MATERIALS (need accurate count)

| | | |
|-----------------------|------------|--|
| Teacher Desk Copies | | |
| Blackline Masters | Software | |
| Workbooks/Lab Manuals | CD Roms | |
| Wraparound Editions | E-book | |
| Study Guides | Test Banks | |
| Videos | Other | |

VI. Comments (Box will expand as needed)

Please switch this text from being a rental to a class set at both campuses. One set at NC in 174 and a second set at SC in D122

VII. COST AND SOURCE (Cost per item excluding bookstore mark-up.)



DT = District purchase - student rental, CS = District purchase - class set, IL = State purchase - student rental, CN = Student purchase

| | |
|---|----------|
| District (DT) | |
| District (CS) | |
| State Textbook Loan Program IL | |
| Student (CN) | |
| Grant (specify) | |
| Total cost to student for course (CN above + other CN and fees for the course) | 0 |

VIII. RATIONALE AND SIGNATURES

A. Rationale Provide a rationale for the textbook/core reading/instructional material change request. If the request is to add a textbook/core reading/instructional material prior to the end of the 5 year cycle, be sure to explain why. (Box will expand as needed.)

B. Signatures Division chair signature indicates approval of and support for requested textbook/core reading/instructional material change based on adherence to Board Policy 6.210. Specifically, it indicates assurances regarding the use of the stated instructional objectives and consistency and alignment with District level standards and expectations.

| | | | | | |
|----|------------|---|---|------|------------|
| 1. | Teacher(s) |  | | Date | 12-11-20 |
| 2. | Recommend | Do Not Recommend | Assistant Division Chair | Date | |
| 3. | Approved | Not Approved | Division Chair  | Date | 12-11-2020 |
| 4. | Approved | Not Approved | Director of Curriculum/Instruction | Date | |

IX. FOR BOOKSTORE USE ONLY

| | |
|---|-------------------------|
| A. Projected lifespan of textbook/core reading/instructional material | D. Purchase Source |
| B. Pending new editions (if known) | DT (District Rental) |
| C. Out of print | CS (District Purchase) |
| | IL (State Loan Program) |
| | CN (Student Purchase) |

- cc: • Director of Curriculum & Instruction
 • Division Chair/Assistant Division Chair
 • Bookstore

LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204
2021-2022 Textbook/Core Reading/Instructional Material Adoption/Change Form

- Teacher(s) submits to Division chairs by Friday, December 18, 3:00 p.m.
- Submit form electronically *and* hard copy.
- Nota Bene: examination copy of text/material must accompany request.
- Textbook/Core Reading/Instructional Material Change Requests will be adopted for a 5 year cycle.
- Do not add any surcharges, shipping charges, tax, etc., to costs.

| I. COURSE INFORMATION | |
|------------------------------------|--------------------|
| Division | Global Studies |
| Department | Social Studies |
| Course Title | Constitutional Law |
| Course Number(s) | SS6331/2 |
| Course Level | III |
| Projected Enrollment for 2021-2022 | |

| II. ADD or DROP FOR YEAR | | |
|--------------------------|-----|------|
| | ADD | DROP |
| 2021-22 | | |
| 2022-23 | | |
| 2023-24 | | |

| III. TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL INFORMATION | | |
|---|--------------------------------------|------|
| | ADD | DROP |
| Text/Material Title | Street Law A Course in Practical Law | |
| Author(s) | Arbetman & O'Briend | |
| Publisher | McGraw Hill | |
| Copyright Date/Edition | 2005 / 7th ed. | |
| ISBN 13# | 978-0-07-860019-7 | |
| CD Rom Included? ISBN# | | |
| Software ISBN# | | |
| Reading Level | | |
| Catalog/Web/Purchase Source | | |

| IV. PRIMARY TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL TYPE | | | |
|---|---|----------------------|--|
| Hardback | X | E-book | |
| Hardback w/digital | | CD Rom | |
| Paperback | | Website subscription | |
| Paperback w/digital | | Workbook/Lab Manual | |

| V. TEACHING MATERIALS (need accurate count) | | |
|---|--|------------|
| Teacher Desk Copies | | |
| Blackline Masters | | Software |
| Workbooks/Lab Manuals | | CD Roms |
| Wraparound Editions | | E-book |
| Study Guides | | Test Banks |
| Videos | | Other |

VI. Comments (Box will expand as needed)

Change book designation from DT to CS (1 class set needed).

| VII. COST AND SOURCE (Cost per item excluding bookstore mark-up.) | |
|--|---------------|
| DT = District purchase - student rental, CS = District purchase - class set, IL = State purchase - student rental, CN = Student purchase | |
| District (DT) | |
| District (CS) | |
| State Textbook Loan Program IL | |
| Student (CN) | |
| Grant (specify) | |
| Total cost to student for course (CN above + other CN and fees for the course) | \$0.00 |

VIII. RATIONALE AND SIGNATURES

A. Rationale Provide a rationale for the textbook/core reading/instructional material change request. If the request is to add a textbook/core reading/instructional material prior to the end of the 5 year cycle, be sure to explain why. (Box will expand as needed.)

In Constitutional Law this book as used as a resource, but not a primary source for information. I have modified and expanded resources for students over the years, and the book is not used enough to necessitate a rental. Therefore, a class-set for occasional reference will be more appropriate.

B. Signatures Division chair signature indicates approval of and support for requested textbook/core reading/instructional material change based on adherence to Board Policy 6.210. Specifically, it indicates assurances regarding the use of the stated instructional objectives and consistency and alignment with District level standards and expectations.

| | | | |
|---------------|--|------------------------------------|---------------------------------|
| 1. Teacher(s) | Christina George | Date | 12/11/2020 |
| 2. Recommend | <input checked="" type="checkbox"/> Do Not Recommend | Assistant Division Chair | <i>Melanie</i> Date 12/11/20 |
| 3. Approved | <input checked="" type="checkbox"/> Not Approved | Division Chair | <i>Paul</i> Date 12-7-2020 |
| 4. Approved | <input type="checkbox"/> Not Approved | Director of Curriculum/Instruction | |

IX. FOR BOOKSTORE USE ONLY

| | |
|--|---------------------------|
| A. Projected lifespan of textbook/core reading/instructional material | D. Purchase Source |
| B. Pending new editions (if known) | DT (District Rental) |
| C. Out of print | CS (District Purchase) |
| | IL (State Loan Program) |
| | CN (Student Purchase) |

- cc: • Director of Curriculum & Instruction
 • Division Chair/Assistant Division Chair
 • Bookstore

LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204
2021-2022 Textbook/Core Reading/Instructional Material Adoption/Change Form

- Teacher(s) submits to Division chairs by Friday, December 18, 3:00 p.m.
- Submit form electronically *and* hard copy.
- Nota Bene: examination copy of text/material must accompany request.
- Textbook/Core Reading/Instructional Material Change Requests will be adopted for a 5 year cycle.
- Do not add any surcharges, shipping charges, tax, etc., to costs.

| I. COURSE INFORMATION | |
|------------------------------------|-----------------------|
| Division | Global Studies |
| Department | Business Education |
| Course Title | AP Computer Science A |
| Course Number(s) | BU4951/BU4952 |
| Course Level | Level V |
| Projected Enrollment for 2021-2022 | N/A |

| II. ADD or DROP FOR YEAR | | |
|--------------------------|-----|------|
| | ADD | DROP |
| 2021-22 | | X |
| 2022-23 | | |
| 2023-24 | | |

| III. TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL INFORMATION | | |
|---|-----|---------------------------------------|
| | ADD | DROP |
| Text/Material Title | | Java Concepts for AP Computer Science |
| Author(s) | | Horstmann, Cay |
| Publisher | | Wiley |
| Copyright Date/Edition | | 5th edition (July 24, 2007) |
| ISBN 13# | | 978-0470181607 |
| CD Rom Included? ISBN# | | |
| Software ISBN# | | |
| Reading Level | | |
| Catalog/Web/Purchase Source | | |

| IV. PRIMARY TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL TYPE | | | |
|---|--|----------------------|--|
| Hardback | | E-book | |
| Hardback w/digital | | CD Rom | |
| Paperback | | Website subscription | |
| Paperback w/digital | | Workbook/Lab Manual | |

| V. TEACHING MATERIALS (need accurate count) | | | |
|---|--|------------|--|
| Teacher Desk Copies | | | |
| Blackline Masters | | Software | |
| Workbooks/Lab Manuals | | CD Roms | |
| Wraparound Editions | | E-book | |
| Study Guides | | Test Banks | |
| Videos | | Other | |

VI. Comments (Box will expand as needed)

Discontinue use of this textbook as this textbook is outdated and current resources are now available online at no additional cost.

| VII. COST AND SOURCE (Cost per item excluding bookstore mark-up.) | |
|--|---------------|
| DT = District purchase - student rental, CS = District purchase - class set, IL = State purchase - student rental, CN = Student purchase | |
| District (DT) | |
| District (CS) | |
| State Textbook Loan Program IL | |
| Student (CN) | |
| Grant (specify) | 20 |
| Total cost to student for course (CN above + other CN and fees for the course) | \$0.00 |

VIII. RATIONALE AND SIGNATURES

A. Rationale Provide a rationale for the textbook/core reading/instructional material change request. If the request is to add a textbook/core reading/instructional material prior to the end of the 5 year cycle, be sure to explain why. (Box will expand as needed.)

Discontinue use of this textbook as this textbook is outdated and current resources are now available online at no additional cost.

B. Signatures Division chair signature indicates approval of and support for requested textbook/core reading/instructional material change based on adherence to Board Policy 6.210. Specifically, it indicates assurances regarding the use of the stated instructional objectives and consistency and alignment with District level standards and expectations.

| 1. | Teacher(s) | | | Date |
|----|------------|---|------------------|-----------------|
| 2. | Recommend | ✓ | Do Not Recommend | Date 12/11/20 |
| 3. | Approved | ✓ | Not Approved | Date 12-11-2020 |
| 4. | Approved | | Not Approved | Date 12/11/2020 |

Assistant Division Chair, *[Signature]*
 Division Chair *[Signature]*
 Director of Curriculum/Instruction *[Signature]*

IX. FOR BOOKSTORE USE ONLY

| A. Projected lifespan of textbook/core reading/instructional material | D. Purchase Source |
|---|-------------------------|
| B. Pending new editions (if known) | DT (District Rental) |
| C. Out of print | CS (District Purchase) |
| | IL (State Loan Program) |
| | CN (Student Purchase) |

- cc: • Director of Curriculum & Instruction
 • Division Chair/Assistant Division Chair
 • Bookstore

LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204
2021-2022 Textbook/Core Reading/Instructional Material Adoption/Change Form

- Teacher(s) submits to Division chairs by Friday, December 18, 3:00 p.m.
- Submit form electronically *and* hard copy.
- Nota Bene: examination copy of text/material must accompany request.
- Textbook/Core Reading/Instructional Material Change Requests will be adopted for a 5 year cycle.
- Do not add any surcharges, shipping charges, tax, etc., to costs.

| I. COURSE INFORMATION | |
|------------------------------------|--------------------------|
| Division | Global Studies |
| Department | Applied Technology |
| Course Title | Private Pilot Operations |
| Course Number(s) | AT3361, AT3362 |
| Course Level | V |
| Projected Enrollment for 2021-2022 | 18 |

| II. ADD or DROP FOR YEAR | | |
|--------------------------|-----|------|
| | ADD | DROP |
| 2021-22 | x | |
| 2022-23 | | |
| 2023-24 | | |

| III. TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL INFORMATION | | |
|---|---------------------------------------|------|
| | ADD | DROP |
| Text/Material Title | Private Pilot FAA Knowledge Test Prep | |
| Author(s) | Gleim Aviation | |
| Publisher | Gleim Aviation | |
| Copyright Date/Edition | 2021 Edition | |
| ISBN 13# | 978-1-61854-348-6- the 2021 book. | |
| CD Rom Included? ISBN# | no | |
| Software ISBN# | | |
| Reading Level | | |
| Catalog/Web/Purchase Source | Wing Aero – We have an acct | |

| IV. PRIMARY TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL TYPE | | | |
|---|---|----------------------|--|
| Hardback | | E-book | |
| Hardback w/digital | | CD Rom | |
| Paperback | x | Website subscription | |
| Paperback w/digital | | Workbook/Lab Manual | |

| V. TEACHING MATERIALS (need accurate count) | | | |
|---|--|------------|---|
| Teacher Desk Copies | | | 1 |
| Blackline Masters | | Software | |
| Workbooks/Lab Manuals | | CD Roms | |
| Wraparound Editions | | E-book | |
| Study Guides | | Test Banks | |
| Videos | | Other | |

VI. Comments (Box will expand as needed)
 This book is updated every year, each student needs a copy. These can be ordered at a discount from our aviation products vendor Wing Aero. www.wingaero.com Username: lyons. Password: 401664. Link to the product: <https://www.wingaero.com/product-detail.aspx?ct=11&sc=&pi=5128#desc>
 Wing Aero Item #GLEIM PPKT-21




| VII. COST AND SOURCE (Cost per item excluding bookstore mark-up.) | | |
|--|----|----------------|
| DT = District purchase - student rental, CS = District purchase - class set, HL = State purchase - student rental, CN = Student purchase | | |
| District (DT) | | |
| District (CS) | | |
| State Textbook Loan Program IL | | |
| Student (CN) | 22 | \$13.00 |
| Grant (specify) | | |
| Total cost to student for course (CN above + other CN and fees for the course) | | \$13.00 |

VIII. RATIONALE AND SIGNATURES

A. Rationale Provide a rationale for the textbook/core reading/instructional material change request. If the request is to add a textbook/core reading/instructional material prior to the end of the 5 year cycle, be sure to explain why. (Box will expand as needed.)

This consumable book, updated every year to be current on FAA regulations, is required by Embry Riddle University.

B. Signatures Division chair signature indicates approval of and support for requested textbook/core reading/instructional material change based on adherence to Board Policy 6.210. Specifically, it indicates assurances regarding the use of the stated instructional objectives and consistency and alignment with District level standards and expectations.

| | | | | |
|----|------------|------------------|--|----------------|
| 1. | Teacher(s) | Dave Root |  | Date 8/31/2020 |
| 2. | Recommend | Do Not Recommend |  Assistant Division Chair | Date 9-5-2020 |
| 3. | Approved | Not Approved | Division Chair  | Date 8-31-2020 |
| 4. | Approved | Not Approved | Director of Curriculum/Instruction | Date |

IX. FOR BOOKSTORE USE ONLY

A. Projected lifespan of textbook/core reading/instructional material

B. Pending new editions (if known)

C. Out of print

D. Purchase Source

DT (District Rental)

CS (District Purchase)

IL (State Loan Program)

CN (Student Purchase)

- cc:
- Director of Curriculum & Instruction
 - Division Chair/Assistant Division Chair
 - Bookstore

LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204
2021-2022 Textbook/Core Reading/Instructional Material Adoption/Change Form

- Teacher(s) submits to Division chairs by Friday, December 18, 3:00 p.m.
- Submit form electronically *and* hard copy.
- Nota Bene: examination copy of text/material must accompany request.
- Textbook/Core Reading/Instructional Material Change Requests will be adopted for a 5 year cycle.
- Do not add any surcharges, shipping charges, tax, etc., to costs.

I. COURSE INFORMATION

| | |
|------------------------------------|--------------------|
| Division | Global Studies |
| Department | Social Studies |
| Course Title | Constitutional Law |
| Course Number(s) | SS6331/2 |
| Course Level | III |
| Projected Enrollment for 2021-2022 | |

II. ADD or DROP FOR YEAR

| | ADD | DROP |
|---------|-----|------|
| 2021-22 | | XX |
| 2022-23 | | |
| 2023-24 | | |

III. TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL INFORMATION

| | ADD | DROP |
|-----------------------------|-----|-----------------------------|
| Text/Material Title | | The Supreme Court Explained |
| Author(s) | | Greenberg |
| Publisher | | WW Norton |
| Copyright Date/Edition | | 1997 |
| ISBN | | 978-0-3933-1638-4 |
| CD Rom Included? ISBN# | | |
| Software ISBN# | | |
| Reading Level | | |
| Catalog/Web/Purchase Source | | |

IV. PRIMARY TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL TYPE

| Hardback | E-book |
|---------------------|------------------------|
| Hardback w/digital | CD Rom |
| Paperback | X Website subscription |
| Paperback w/digital | Workbook/Lab Manual |

V. TEACHING MATERIALS (need accurate count)

| | |
|-----------------------|------------|
| Teacher Desk Copies | |
| Blackline Masters | Software |
| Workbooks/Lab Manuals | CD Roms |
| Wraparound Editions | E-book |
| Study Guides | Test Banks |
| Videos | Other |

VI. Comments (Box will expand as needed)

VII. COST AND SOURCE (Cost per item excluding bookstore mark-up.)

DT = District purchase - student rental, CS = District purchase - class set, IL = State purchase - student rental, CN = Student purchase

| | |
|---|----------|
| District (DT) | |
| District (CS) | |
| State Textbook Loan Program IL | |
| Student (CN) | |
| Grant (specify) | |
| Total cost to student for course (CN above + other CN and fees for the course) | 0 |

VIII. RATIONALE AND SIGNATURES

A. Rationale Provide a rationale for the textbook/core reading/instructional material change request. If the request is to add a textbook/core reading/instructional material prior to the end of the 5 year cycle, be sure to explain why. (Box will expand as needed.)

I have not found this book to be useful in Constitutional Law. It holds little student interest and we have a large variety of other sources used to teach the unit on the Supreme Court. Therefore, this book is not a necessary part of the curriculum going forward.

B. Signatures Division chair signature indicates approval of and support for requested textbook/core reading/instructional material change based on adherence to Board Policy 6.210. Specifically, it indicates assurances regarding the use of the stated instructional objectives and consistency and alignment with District level standards and expectations.

| | | | | | |
|----|------------|------------------|------------------|------------------------------------|-----------------|
| 1. | Teacher(s) | Christina George | | Date | 12/11/2020 |
| 2. | Recommend | ✓ | Do Not Recommend | Assistant Division Chair | Date 12/11/20 |
| 3. | Approved | ✓ | Not Approved | Division Chair | Date 12-11-2020 |
| 4. | Approved | | Not Approved | Director of Curriculum/Instruction | |

IX. FOR BOOKSTORE USE ONLY

| | | |
|----|---|-------------------------|
| A. | Rejected lifespan of textbook/core reading/instructional material | D. Purchase Source |
| B. | Pending new editions (if known) | DT (District Rental) |
| C. | Out of print | CS (District Purchase) |
| | | IL (State Loan Program) |
| | | CN (Student Purchase) |

- cc: • Director of Curriculum & Instruction
 • Division Chair/Assistant Division Chair
 • Bookstore

LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204
2021-2022 Textbook/Core Reading/Instructional Material Adoption/Change Form

- Teacher(s) submits to Division chairs by Friday, December 18, 3:00 p.m.
- Submit form electronically *and* hard copy.
- Nota Bene: examination copy of text/material must accompany request.
- Textbook/Core Reading/Instructional Material Change Requests will be adopted for a 5 year cycle.
- Do not add any surcharges, shipping charges, tax, etc., to costs.

| I. COURSE INFORMATION | |
|------------------------------------|--------------------------|
| Division | Math/Science |
| Department | Math |
| Course Title | Financial Algebra |
| Course Number(s) | MA6311, MA6312 |
| Course Level | Prep |
| Projected Enrollment for 2021-2022 | 2 sections (50 students) |

| II. ADD or DROP FOR YEAR | | |
|--------------------------|-----|------|
| | ADD | DROP |
| 2021-22 | X | |
| 2022-23 | | |
| 2023-24 | | |

| III. TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL INFORMATION | | |
|---|---|------|
| | ADD | DROP |
| Text/Material Title | Financial Algebra: Advanced Algebra with Financial Applications | |
| Author(s) | Robert Gerver and Richard Sgrol | |
| Publisher | Cengage Learning | |
| Copyright Date/Edition | 2 | |
| ISBN 13# | 978-0-357-42350-9 | |
| CD Rom Included? ISBN# | | |
| Software ISBN# | | |
| Reading Level | | |
| Catalog/Web/Purchase Source | | |

| IV. PRIMARY TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL TYPE | | | |
|---|---|----------------------|--|
| Hardback | x | E-book | |
| Hardback w/digital | | CD Rom | |
| Paperback | | Website subscription | |
| Paperback w/digital | | Workbook/Lab Manual | |

| V. TEACHING MATERIALS (need accurate count) | | | |
|---|--|------------|---|
| Teacher Desk Copies | | | 2 |
| Blackline Masters | | Software | |
| Workbooks/Lab Manuals | | CD Roms | |
| Wraparound Editions | | E-book | |
| Study Guides | | Test Banks | |
| Videos | | Other | |

VI. Comments (Box will expand as needed)

| VII. COST AND SOURCE (Cost per item excluding bookstore mark-up.) | |
|--|---------------|
| DT = District purchase - student rental, CS = District purchase - class set, IL = State purchase - student rental, CN = Student purchase | |
| District (DT) | \$87.75 |
| District (CS) | |
| State Textbook Loan Program IL | |
| Student (CN) | |
| Grant (specify) | |
| Total cost to student for course (CN above + other CN and fees for the course) | \$0.00 |



VIII. RATIONALE AND SIGNATURES

A. Rationale Provide a rationale for the textbook/core reading/instructional material change request. If the request is to add a textbook/core reading/instructional material prior to the end of the 5 year cycle, be sure to explain why. (Box will expand as needed.)

New course

B. Signatures Division chair signature indicates approval of and support for requested textbook/core reading/instructional material change based on adherence to Board Policy 6.210. Specifically, it indicates assurances regarding the use of the stated instructional objectives and consistency and alignment with District level standards and expectations.

| 1. | Teacher(s) | | | Date |
|----|------------|---|------------------|---------------|
| 2. | Recommend | X | Do Not Recommend | Date 10/17/20 |
| 3. | Approved | X | Not Approved | Date 10/27/20 |
| 4. | Approved | | Not Approved | Date |

Assistant Division Chair 
 Division Chair 
 Director of Curriculum/Instruction

IX. FOR BOOKSTORE USE ONLY

A. Projected lifespan of textbook/core reading/instructional material

B. Pending new editions (if known)

C. Out of print

D. Purchase Source

DT (District Rental)

CS (District Purchase)

IL (State Loan Program)

CN (Student Purchase)

- Director of Curriculum & Instruction
- Division Chair/Assistant Division Chair
- Bookstore

LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204
2021-2022 Textbook/Core Reading/Instructional Material Adoption/Change Form

- Teacher(s) submits to Division chairs by Friday, December 18, 3:00 p.m.
- Submit form electronically *and* hard copy.
- Nota Bene: examination copy of text/material must accompany request.
- Textbook/Core Reading/Instructional Material Change Requests will be adopted for a 5 year cycle.
- Do not add any surcharges, shipping charges, tax, etc., to costs.

| I. COURSE INFORMATION | |
|------------------------------------|-------------------------|
| Division | Math/Science |
| Department | Science |
| Course Title | STEM Research |
| Course Number(s) | SN7611, SN7612 |
| Course Level | Accel |
| Projected Enrollment for 2021-2022 | 1 section (25 students) |

| II. ADD or DROP FOR YEAR | | |
|--------------------------|-----|------|
| | ADD | DROP |
| 2021-22 | X | |
| 2022-23 | | |
| 2023-24 | | |

| III. TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL INFORMATION | | |
|---|--------------------------------|------|
| | ADD | DROP |
| Text/Material Title | STEM Student Research Handbook | |
| Author(s) | Darci J. Harland | |
| Publisher | NSTA Press | |
| Copyright Date/Edition | 9.1.2011 | |
| ISBN 13# | 978.1.936137.24.4 | |
| CD Rom Included? ISBN# | | |
| Software ISBN# | | |
| Reading Level | | |
| Catalog/Web/Purchase Source | | |

| IV. PRIMARY TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL TYPE | | | |
|---|---|----------------------|--|
| Hardback | | E-book | |
| Hardback w/digital | | CD Rom | |
| Paperback | x | Website subscription | |
| Paperback w/digital | | Workbook/Lab Manual | |

| V. TEACHING MATERIALS (need accurate count) | | |
|---|------------|---|
| Teacher Desk Copies | | 2 |
| Blackline Masters | | |
| Workbooks/Lab Manuals | | |
| Wraparound Editions | | |
| Study Guides | | |
| Videos | | |
| | Software | |
| | CD Roms | |
| | E-book | |
| | Test Banks | |
| | Other | |

VI. Comments (Box will expand as needed)

| VII. COST AND SOURCE (Cost per item excluding bookstore mark-up.) | |
|--|---------------|
| DT = District purchase - student rental, CS = District purchase - class set, IL = State purchase - student rental, CN = Student purchase | |
| District (DT) | \$24.76 |
| District (CS) | |
| State Textbook Loan Program IL | |
| Student (CN) | |
| Grant (specify) | |
| Total cost to student for course (CN above + other CN and fees for the course) | \$0.00 |

VIII. RATIONALE AND SIGNATURES

A. Rationale Provide a rationale for the textbook/core reading/instructional material change request. If the request is to add a textbook/core reading/instructional material prior to the end of the 5 year cycle, be sure to explain why. (Box will expand as needed.)

Text supports students in two areas of STEM research: Planning and conducting research and doing statistical analysis for communicating the research results. Topics include Research Design, Background Research, Writing Hypotheses, Proposal Writing, Descriptive Statistics, and Graphical Representations.

B. Signatures Division chair signature indicates approval of and support for requested textbook/core reading/instructional material change based on adherence to Board Policy 6.210. Specifically, it indicates assurances regarding the use of the stated instructional objectives and consistency and alignment with District level standards and expectations.

| 1. | Teacher(s) | | | Date |
|----|------------|---|------------------|---------------|
| 2. | Recommend | ✓ | Do Not Recommend | Date 12/05/20 |
| 3. | Approved | ✓ | Not Approved | Date 10/28/20 |
| 4. | Approved | | Not Approved | Date |

Assistant Division Chair *[Signature]*
 Division Chair *[Signature]*
 Director of Curriculum/Instruction

20

IX. FOR BOOKSTORE USE ONLY

| A. Projected lifespan of textbook/core reading/instructional material | D. Purchase Source |
|---|-------------------------|
| B. Pending new editions (if known) | DT (District Rental) |
| C. Out of print | CS (District Purchase) |
| | IL (State Loan Program) |
| | CN (Student Purchase) |

- cc: • Director of Curriculum & Instruction
 • Division Chair/Assistant Division Chair
 • Bookstore

LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204
2021-2022 Textbook/Core Reading/Instructional Material Adoption/Change Form

- Teacher(s) submits to Division chairs by Friday, December 18, 3:00 p.m.
- Submit form electronically *and* hard copy.
- Nota Bene: examination copy of text/material must accompany request.
- Textbook/Core Reading/Instructional Material Change Requests will be adopted for a 5 year cycle.
- Do not add any surcharges, shipping charges, tax, etc., to costs.

| I. COURSE INFORMATION | |
|------------------------------------|-----------------------|
| Division | Math/Science |
| Department | Science |
| Course Title | Environmental Science |
| Course Number(s) | SN6011, SN6012 |
| Course Level | Prep |
| Projected Enrollment for 2021-2022 | 3 sections |

| II. ADD or DROP FOR YEAR | | |
|--------------------------|-----|------|
| | ADD | DROP |
| 2021-22 | X | |
| 2022-23 | | |
| 2023-24 | | |

| III. TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL INFORMATION | | |
|---|---|------|
| | ADD | DROP |
| Text/Material Title | Toxic Communities: Environmental Racism, Industrial Pollution, and Residential Mobility | |
| Author(s) | Dorceta Taylor | |
| Publisher | New York University Press | |
| Copyright Date/Edition | 2014 | |
| ISBN 13# | 978.1.4798.6178.1 | |
| CD Rom Included? ISBN# | | |
| Software ISBN# | | |
| Reading Level | | |
| Catalog/Web/Purchase Source | | |

| IV. PRIMARY TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL TYPE | | | |
|---|---|----------------------|--|
| Hardback | | E-book | |
| Hardback w/digital | | CD Rom | |
| Paperback | x | Website subscription | |
| Paperback w/digital | | Workbook/Lab Manual | |

| V. TEACHING MATERIALS (need accurate count) | | | |
|---|--|------------|---|
| Teacher Desk Copies | | | 2 |
| Blackline Masters | | Software | |
| Workbooks/Lab Manuals | | CD Roms | |
| Wraparound Editions | | E-book | |
| Study Guides | | Test Banks | |
| Videos | | Other | |

VI. Comments (Box will expand as needed)

| VII. COST AND SOURCE (Cost per item excluding bookstore mark-up.) | |
|--|---------------|
| DT = District purchase - student rental, CS = District purchase - class set, IL = State purchase - student rental, CN = Student purchase | |
| District (DT) | |
| District (CS) | \$25.00 |
| State Textbook Loan Program IL | |
| Student (CN) | 30 |
| Grant (specify) | |
| Total cost to student for course (CN above + other CN and fees for the course) | \$0.00 |

VIII. RATIONALE AND SIGNATURES

A. Rationale Provide a rationale for the textbook/core reading/instructional material change request. If the request is to add a textbook/core reading/instructional material prior to the end of the 5 year cycle, be sure to explain why. (Box will expand as needed.)

Toxic Communities examines the connections among residential segregation, zoning, and exposure to environmental hazards. Students will be able to read real life stories of how industrial pollution affects modern communities.

B. Signatures Division chair signature indicates approval of and support for requested textbook/core reading/instructional material change based on adherence to Board Policy 6.210. Specifically, it indicates assurances regarding the use of the stated instructional objectives and consistency and alignment with District level standards and expectations.

| | | | | |
|----|------------|---|------------------|----------------|
| 1. | Teacher(s) | | | Date |
| 2. | Recommend | ✓ | Do Not Recommend | Date 18 OCT 20 |
| 3. | Approved | ✓ | Not Approved | Date 10/28/20 |
| 4. | Approved | | Not Approved | Date |

Assistant Division Chair *[Signature]*
 Division Chair *[Signature]*
 Director of Curriculum/Instruction

IX. FOR BOOKSTORE USE ONLY

| | | |
|----|--|-------------------------|
| A. | Projected lifespan of textbook/core reading/instructional material | D. Purchase Source |
| B. | Pending new editions (if known) | DT (District Rental) |
| C. | Out of print | CS (District Purchase) |
| | | IL (State Loan Program) |
| | | CN (Student Purchase) |

- cc: • Director of Curriculum & Instruction
 • Division Chair/Assistant Division Chair
 • Bookstore

LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204
2021-2022 Textbook/Core Reading/Instructional Material Adoption/Change Form

- Teacher(s) submits to Division chairs by Friday, December 18, 3:00 p.m.
- Submit form electronically and hard copy.
- Nota Bene: examination copy of text/material must accompany request.
- Textbook/Core Reading/Instructional Material Change Requests will be adopted for a 5 year cycle.
- Do not add any surcharges, shipping charges, tax, etc., to costs.

| I. COURSE INFORMATION | |
|----------------------------------|-----------------------|
| Division | Math/Science |
| Department | Science |
| Course Title | Environmental Science |
| Course Number(s) | SN6011, SN 6012 |
| Course Level | Prep |
| Projected Enrollment for 2021-22 | 50 |

| II. ADD or DROP FOR YEAR | | |
|--------------------------|-----|------|
| | ADD | DROP |
| 2021-22 | x | x |
| 2022-23 | | |
| 2023-24 | | |

| III. TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL INFORMATION | | |
|---|-----------------------------------|------|
| | ADD | DROP |
| Text/Material Title | Visualizing Environmental Science | |
| Author(s) | David Hassenzahl, Mary Hagar | |
| Publisher | Wiley | |
| Copyright Date/Edition | 2017 5 th Edition | |
| ISBN 13# | 978-1-119-37714-6 | |
| CD Rom Included? ISBN# | | |
| Software ISBN# | | |
| Reading Level | | |
| Catalog/Web/Purchase Source | | |

| IV. PRIMARY TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL TYPE | | | |
|---|----|----------------------|--|
| Hardback | 50 | E-book | |
| Hardback w/digital | | CD Rom | |
| Paperback | | Website subscription | |
| Paperback w/digital | | Workbook/Lab Manual | |

| V. TEACHING MATERIALS (need accurate count) | | | |
|---|--|------------|--|
| Teacher Desk Copies | | | |
| Blackline Masters | | Software | |
| Workbooks/Lab Manuals | | CD Roms | |
| Wraparound Editions | | E-book | |
| Study Guides | | Test Banks | |
| Videos | | Other | |

VI. Comments (Box will expand as needed)
 Change in designation from DT to CS (1 class set needed). Can draw from existing DT stock.

| VII. COST AND SOURCE (Cost per item excluding bookstore mark-up.) | |
|--|---------------|
| DT = District purchase - student rental, CS = District purchase - class set, IL = State purchase - student rental, CN = Student purchase | |
| District (DT) | |
| District (CS) | \$139.00 |
| State Textbook Loan Program IL | |
| Student (CN) | |
| Grant (specify) | |
| Total cost to student for course (CN above + other CN and fees for the course) | \$0.00 |

VIII. RATIONALE AND SIGNATURES

A. Rationale Provide a rationale for the textbook/core reading/instructional material change request. If the request is to add a textbook/core reading/instructional material prior to the end of the 5 year cycle, be sure to explain why. (Box will expand as needed.)

B. Signatures Division chair signature indicates approval of and support for requested textbook/core reading/instructional material change based on adherence to Board Policy 6.210. Specifically, it indicates assurances regarding the use of the stated instructional objectives and consistency and alignment with District level standards and expectations.

| | | | | | |
|----|------------|---------------|------------------|------------------------------------|----------------|
| 1. | Teacher(s) | Charles Pozen | | Date | 10/26/20 |
| 2. | Recommend | X | Do Not Recommend | Assistant Division Chair | Date 26 Oct 20 |
| 3. | Approved | X | Not Approved | Division Chair | Date 10/26/20 |
| 4. | Approved | | Not Approved | Director of Curriculum/Instruction | Date |

IX. FOR BOOKSTORE USE ONLY

| | |
|---|-------------------------|
| A. Projected lifespan of textbook/core reading/instructional material | D. Purchase Source |
| B. Pending new editions (if known) | DT (District Rental) |
| C. Out of print | CS (District Purchase) |
| | IL (State Loan Program) |
| | CN (Student Purchase) |

- cc: • Director of Curriculum & Instruction
 • Division Chair/Assistant Division Chair
 • Bookstore

LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204
2021-2022 Textbook/Core Reading/Instructional Material Adoption/Change Form

- Teacher(s) submits to Division chairs by Friday, December 18, 3:00 p.m.
- Submit form electronically *and* hard copy.
- Nota Bene: examination copy of text/material must accompany request.
- Textbook/Core Reading/Instructional Material Change Requests will be adopted for a 5 year cycle.
- Do not add any surcharges, shipping charges, tax, etc., to costs.

| I. COURSE INFORMATION | |
|------------------------------------|-----------------|
| Division | Fine Arts |
| Department | World Languages |
| Course Title | French V |
| Course Number(s) | WL7451 WL7452 |
| Course Level | IV |
| Projected Enrollment for 2021-2022 | 20 |

| II. ADD or DROP FOR YEAR | | |
|--------------------------|-----|------|
| | ADD | DROP |
| 2021-22 | x | |
| 2022-23 | | |
| 2023-24 | | |

| III. TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL INFORMATION | | |
|---|---|------|
| | ADD | DROP |
| Text/Material Title | <i>Petit Pays</i> reader | |
| Author(s) | Gaël Faye | |
| Publisher | Grasset & Fasquelle | |
| Copyright Date/Edition | 2016 | |
| ISBN 13# | 978-0320087301 | |
| CD Rom Included? ISBN# | | |
| Software ISBN# | | |
| Reading Level | High School | |
| Catalog/Web/Purchase Source | https://www.amazon.com/Petit-pays/dp/2253070440 | |

| IV. PRIMARY TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL TYPE | | | |
|---|---|----------------------|--|
| Hardback | | E-book | |
| Hardback w/digital | | CD Rom | |
| Paperback | x | Website subscription | |
| Paperback w/digital | | Workbook/Lab Manual | |

| V. TEACHING MATERIALS (need accurate count) | | | |
|---|--|------------|--|
| Teacher Desk Copies | | | |
| Blackline Masters | | Software | |
| Workbooks/Lab Manuals | | CD Roms | |
| Wraparound Editions | | E-book | |
| Study Guides | | Test Banks | |
| Videos | | Other | |

VI. Comments (Box will expand as needed)

| VII. COST AND SOURCE (Cost per item excluding bookstore mark-up.) | |
|--|--------------|
| DT = District purchase - student rental, CS = District purchase - class set, IL = State purchase - student rental, CN = Student purchase | |
| District (DT) | |
| District (CS) | |
| State Textbook Loan Program IL | |
| Student (CN) | 16.00 |
| Grant (specify) | |
| Total cost to student for course (CN above + other CN and fees for the course) | 16.00 |

VIII. RATIONALE AND SIGNATURES

A. Rationale Provide a rationale for the textbook/core reading/instructional material change request. If the request is to add a textbook/core reading/instructional material prior to the end of the 5 year cycle, be sure to explain why. (Box will expand as needed.)

Petit Pays is an original French novel written by Burundian author Gaël Faye. It chronicles the exile and childhood of a man who grew up before and during the Rwandan genocide, which extended into Burundi and impacted his family, as his mother is Rwandan and his father French. It touches on important historical events and themes of colonization/decolonization, and gives voice to recent history through an authentic perspective. It also shows another part of the Francophone world that students do not see in any other part of the entire French program.

B. Signatures Division chair signature indicates approval of and support for requested textbook/core reading/instructional material change based on adherence to Board Policy 6.210. Specifically, it indicates assurances regarding the use of the stated instructional objectives and consistency and alignment with District level standards and expectations.

| | | | | |
|----|------------|--------------------|------|---------|
| 1. | Teacher(s) | Elizabeth Martinez | Date | 12.3.20 |
| 2. | Recommend | Do Not Recommend | Date | |
| 3. | Approved | x | Date | 12.3.20 |
| 4. | Approved | Not Approved | Date | |

IX. FOR BOOKSTORE USE ONLY

| | | |
|----|--|-------------------------|
| A. | Projected lifespan of textbook/core reading/instructional material | D. Purchase Source |
| B. | Pending new editions (if known) | DT (District Rental) |
| C. | Out of print | CS (District Purchase) |
| | | IL (State Loan Program) |
| | | CN (Student Purchase) |

- cc: • Director of Curriculum & Instruction
- Division Chair/Assistant Division Chair
- Bookstore

LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204
2021-2022 Textbook/Core Reading/Instructional Material Adoption/Change Form

- Teacher(s) submits to Division chairs by Friday, December 18, 3:00 p.m.
- Submit form electronically *and* hard copy.
- Nota Bene: examination copy of text/material must accompany request.
- Textbook/Core Reading/Instructional Material Change Requests will be adopted for a 5 year cycle.
- Do not add any surcharges, shipping charges, tax, etc., to costs.

| I. COURSE INFORMATION | |
|------------------------------------|--|
| Division | Fine Arts |
| Department | World Language, German |
| Course Title | German Level I, II, Communication & Language III/IV (rotating) |
| Course Number(s) | WL 7651, WL 7652, WL 5626, WL 5627, WL 7626, WL7627, WL 5616, WL5617, WL 7616, WL 7617 |
| Course Level | I Prep/Accel, II Prep/Accel, III/IV Accel |
| Projected Enrollment for 2021-2022 | 110-120 (total students for German program) |

| II. ADD or DROP FOR YEAR | | |
|--------------------------|-----|------|
| | ADD | DROP |
| 2021-22 | X | X |
| 2022-23 | X | X |
| 2023-24 | | |

| III. TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL INFORMATION | | |
|---|---|--|
| | ADD | DROP |
| Text/Material Title | Portfolio Deutsch NEU Level 1, Level 2 & Level 3 | Komm Mit! Level 1 Komm Mit! Level 2 Mosaik Level 3 |
| Author(s) | Stephanie Dengler, Cordula Schurig, Ute Koithan, Theo Scherling, Anna Hila, Michael Koenig, Sarah Fleer, Alicia Padros, in cooperation with Daniela Becht | Bryan Reinhart |
| Publisher | Klett | (Komm Mit!) Holt Rinehart Winston (Mosaik) |
| Copyright Date/Edition | Ernst Klett Sprachen GmbH, Stuttgart, 2019 | (Komm Mit!) 2006, 2 nd Edition (Mosaik) |
| Digital code | Level 1 NP00860532001 Level 1 Workbook 9783126053211 Level 2 NP00860532401 Level 2 Workbook 9783126053259 Level 3+4 NP00860532801 Level 3+4 Workbook 9783126053297 | (Komm Mit! Level 1) 0-03-037258-5 (Komm Mit! Level 2) 978-0-03-037259-9 (Mosaik Level 3) |
| CD Rom Included? ISBN# | | |
| Software ISBN# | Software included on website | |
| Reading Level | Levels A1, A2, B1 | 1, 2, 3/4 |
| Catalog/Web/Purchase Source | https://www.klett-usa.com/portfolio-deutsch-neu/r-2188/612#reiter=titel&niveau=A1 https://www.klett-usa.com/portfolio-deutsch-neu/r-2188/612#reiter=titel&niveau=A2 https://www.klett-usa.com/portfolio-deutsch-neu/r-2188/612#reiter=titel&niveau=B1 | N/A – no longer published |

| IV. PRIMARY TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL TYPE | | | |
|---|--|----------------------|---|
| Hardback | | E-book | x |
| Hardback w/digital | | CD Rom | |
| Paperback | | Website subscription | x |
| Paperback w/digital | | Workbook/Lab Manual | x |

| V. TEACHING MATERIALS (need accurate count) | | | |
|---|---|------------|---|
| Teacher Desk Copies (all materials come in package) | | | x |
| Blackline Masters | | Software | |
| Workbooks/Lab Manuals | x | CD Roms | |
| Wraparound Editions | | E-book | |
| Study Guides | | Test Banks | |
| Videos | | Other | |

| VI. Comments (Box will expand as needed) |
|---|
| Students will need digital access to all materials (textbook, online practice, workbook, digital website, etc.) |

| VII. COST AND SOURCE (Cost per item excluding bookstore mark-up.) | |
|--|----------------|
| DT = District purchase - student rental, CS = District purchase - class set, IL = State purchase - student rental, CN = Student purchase | |
| District (DT) | \$67.95 |
| District (CS) | |
| State Textbook Loan Program IL | |
| Student (CN) | \$13.95 |
| Grant (specify) | |
| Total cost to student for course (CN above + other CN and fees for the course) | \$13.95 |

Provided Book Codes from Klett

| Title | Book Code |
|---------------------|-----------|
| PD NEU 1 Textbook | SJEU8ZH2 |
| PD NEU 1 Workbook | UKAXPXM2 |
| PD NEU 2 Textbook | RL56YSZ2 |
| PD NEU 2 Workbook | FYNW5EM2 |
| PD NEU 3+4 Textbook | B9LFHA52 |
| PD Neu 3+4 Workbook | KLCEYHR2 |

VIII. RATIONALE AND SIGNATURES

A. Rationale Provide a rationale for the textbook/core reading/instructional material change request. If the request is to add a textbook/core reading/instructional material prior to the end of the 5 year cycle, be sure to explain why. (Box will expand as needed.)

The current textbooks used for German Levels 1 and 2 are very outdated (in content and materials for students). They are no longer publishing the textbook series that we currently have. The new series being requested provides students with an engaging, target-language oriented and intercultural learning experience.

The current textbook for German Level 3/4 (German Language, Communication) does not provide an adequate source of language and cultural interaction. Students will receive more engaging activities and a current intercultural experience in the new textbook series.

This request is for all digital components for students in direct relationship to the 1:1 initiative.

B. Signatures Division chair signature indicates approval of and support for requested textbook/core reading/instructional material change based on adherence to Board Policy 6.210. Specifically, it indicates assurances regarding the use of the stated instructional objectives and consistency and alignment with District level standards and expectations.

| 1. | Teacher(s) | Shannon Murray | Shannon Murray | Date |
|----|--|------------------|------------------------------------|-----------------|
| 2. | Recommend | Do Not Recommend | Assistant Division Chair | Date |
| 3. | Approved <input checked="" type="checkbox"/> | Not Approved | Paula Nardi | Date 12.7.20 |
| 4. | Approved | Not Approved | Director of Curriculum/Instruction | Date |

IX. FOR BOOKSTORE USE ONLY

| A. Projected lifespan of textbook/core reading/instructional material | D. Purchase Source |
|---|-------------------------|
| B. Pending new editions (if known) | DT (District Rental) |
| C. Out of print | CS (District Purchase) |
| | IL (State Loan Program) |
| | CN (Student Purchase) |

- cc: • Director of Curriculum & Instruction
 • Division Chair/Assistant Division Chair
 • Bookstore

LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204
2021-2022 Textbook/Core Reading/Instructional Material Adoption/Change Form

- Teacher(s) submits to Division chairs by Friday, December 18, 3:00 p.m.
- Submit form electronically *and* hard copy.
- Nota Bene: examination copy of text/material must accompany request.
- Textbook/Core Reading/Instructional Material Change Requests will be adopted for a 5 year cycle.
- Do not add any surcharges, shipping charges, tax, etc., to costs.

| I. COURSE INFORMATION | |
|------------------------------------|----------------|
| Division | Fine Arts |
| Department | World Language |
| Course Title | Italian IV AP |
| Course Number(s) | WL 8341 |
| Course Level | AP |
| Projected Enrollment for 2021-2022 | 15 |

| II. ADD or DROP FOR YEAR | | |
|--------------------------|-----|------|
| | ADD | DROP |
| 2021-22 | x | |
| 2022-23 | | |
| 2023-24 | | |

| III. TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL INFORMATION | | |
|---|--|--|
| | ADD | DROP |
| Text/Material Title | Ace the AP Italian Language and Culture Exam 5 th Edition | Ace the AP Italian Language and Culture Exam 4 th Edition |
| Author(s) | Nicoletta Villa-Sella, Anna Taraboletti Segre, Nicoletta da Ros | Nicoletta Villa-Sella, Anna Taraboletti Segre, Nicoletta da Ros |
| Publisher | Edizioni Farinelli | Edizioni Farinelli |
| Copyright Date/Edition | 2020/5 th edition | 2017/4 th edition |
| ISBN 13# | 978-1-937923-26-6 9780 | 978-1937923-23-5 |
| CD Rom Included? ISBN# | No-online code | yes |
| Software ISBN# | | |
| Reading Level | | |
| Catalog/Web/Purchase Source | www.edizionifarinelli.com | www.edizionifarinelli.com |

| IV. PRIMARY TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL TYPE | | | |
|---|---|----------------------|--|
| Hardback | | E-book | |
| Hardback w/digital | | CD Rom | |
| Paperback | x | Website subscription | |
| Paperback w/digital | x | Workbook/Lab Manual | |

| V. TEACHING MATERIALS (need accurate count) | | | |
|---|--|------------|---|
| Teacher Desk Copies | | | x |
| Blackline Masters | | Software | |
| Workbooks/Lab Manuals | | CD Roms | |
| Wraparound Editions | | E-book | |
| Study Guides | | Test Banks | |
| Videos | | Other | x |

VI. Comments (Box will expand as needed)

Teacher answer key to be included. Students will get a unique code with access to online audio activities instead of the CD.

| VII. COST AND SOURCE (Cost per item excluding bookstore mark-up.) | |
|--|----------------|
| DT = District purchase - student rental, CS = District purchase - class set, IL = State purchase - student rental, CN = Student purchase | |
| District (DT) | |
| District (CS) | |
| State Textbook Loan Program IL | |
| Student (CN) | \$48.95 |
| Grant (specify) | |
| Total cost to student for course (CN above + other CN and fees for the course) | \$48.95 |

VIII. RATIONALE AND SIGNATURES

A. Rationale Provide a rationale for the textbook/core reading/instructional material change request. If the request is to add a textbook/core reading/instructional material prior to the end of the 5 year cycle, be sure to explain why. (Box will expand as needed.)

This is an update to the current Ace the AP exam student workbook according to the AP exam changes.

B. Signatures Division chair signature indicates approval of and support for requested textbook/core reading/instructional material change based on adherence to Board Policy 6.210. Specifically, it indicates assurances regarding the use of the stated instructional objectives and consistency and alignment with District level standards and expectations.

| | | | |
|---------------|------------------|------------------------------------|---------------|
| 1. Teacher(s) | Lynn Meister | Lynn Meister (digital) | Date 11/30/20 |
| 2. Recommend | Do Not Recommend | Assistant Division Chair | Date |
| 3. Approved | X Not Approved | Division Chair | Date 11/30/20 |
| 4. Approved | Not Approved | Director of Curriculum/Instruction | Date |

IX. FOR BOOKSTORE USE ONLY

| | |
|---|-------------------------|
| A. Projected lifespan of textbook/core reading/instructional material | D. Purchase Source |
| B. Pending new editions (if known) | DT (District Rental) |
| C. Out of print | CS (District Purchase) |
| | IL (State Loan Program) |
| | CN (Student Purchase) |

- cc: • Director of Curriculum & Instruction
 • Division Chair/Assistant Division Chair
 • Bookstore

LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204
2021-2022 Textbook/Core Reading/Instructional Material Adoption/Change Form

- Teacher(s) submits to Division chairs by Friday, December 18, 3:00 p.m.
- Submit form electronically *and* hard copy.
- Nota Bene: examination copy of text/material must accompany request.
- Textbook/Core Reading/Instructional Material Change Requests will be adopted for a 5 year cycle.
- Do not add any surcharges, shipping charges, tax, etc., to costs.

| I. COURSE INFORMATION | |
|------------------------------------|----------------------|
| Division | Fine Arts |
| Department | World Language |
| Course Title | Latin Poetry (Accel) |
| Course Number(s) | WL 7141 |
| Course Level | 3/4 |
| Projected Enrollment for 2021-2022 | 50 |

| II. ADD or DROP FOR YEAR | | |
|--------------------------|-----|------|
| | ADD | DROP |
| 2021-22 | X | X |
| 2022-23 | | |
| 2023-24 | | |

| III. TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL INFORMATION | | |
|---|---|--------------------------------------|
| | ADD | DROP |
| Text/Material Title | Vergil A Legamus Transitional Reader | Horace A Legamus Transitional Reader |
| Author(s) | Thomas J. Sienkewicz, LeaAnn A. Osburn, Karen Lee Singh | David J. Murphy, Ronnie Ancona |
| Publisher | Bolchazy-Carducci Publishers | Bolchazy-Carducci Publishers |
| Copyright Date/Edition | 2004 | 2008 |
| ISBN 13# | 978-0865165786 | 978-0865166769 |
| CD Rom Included? ISBN# | N/A | N/A |
| Software ISBN# | N/A | N/A |
| Reading Level | | |
| Catalog/Web/Purchase Source | Link | Link |

| IV. PRIMARY TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL TYPE | | | |
|---|--|----------------------|---|
| Hardback | | E-book | |
| Hardback w/digital | | CD Rom | |
| Paperback | | Website subscription | |
| Paperback w/digital | | Workbook/Lab Manual | X |

| V. TEACHING MATERIALS (need accurate count) | | |
|---|------------|---|
| Teacher Desk Copies | | 1 |
| Blackline Masters | Software | |
| Workbooks/Lab Manuals | CD Roms | |
| Wraparound Editions | E-book | |
| Study Guides | Test Banks | |
| Videos | Other | |

VI. Comments (Box will expand as needed)
 Will also need 1 copy of teacher's manual.

| VII. COST AND SOURCE (Cost per item excluding bookstore mark-up.) | | |
|--|----|--------------|
| DT = District purchase - student rental, CS = District purchase - class set, IL = State purchase - student rental, CN = Student purchase | | |
| District (DT) | | |
| District (CS) | | |
| State Textbook Loan Program IL | | |
| Student (CN) | 41 | 31.00 |
| Grant (specify) | | |
| Total cost to student for course (CN above + other CN and fees for the course) | | 31.00 |

VIII. RATIONALE AND SIGNATURES

A. Rationale Provide a rationale for the textbook/core reading/instructional material change request. If the request is to add a textbook/core reading/instructional material prior to the end of the 5 year cycle, be sure to explain why. (Box will expand as needed.)

Latin Poetry students will now read selections from the Roman poet Vergil, instead of Horace (in addition to still reading selections from the authors on the syllabus: Ovid and Catullus). As the best known and preeminent Roman poet, it is foundational for Latin students to have the opportunity to read selections from the greatest work of Latin literature, the *Aeneid*. The literary content of the reader pairs nicely with the Roman history & mythology students learn at the upper levels, and the book's formatting (which includes pre-reading materials, scaffolded text, vocabulary & syntactical notes & literary device explanations) makes the text accessible to Latin readers of all levels.

Additionally, exposure to Vergil's writing style provides students a broader exposure to Latin poetic style compared to the previous arrangement of authors. This will benefit students who opt to take a Latin language placement test upon entry to college, either to pass into Intermediate levels of study, or fulfill their language requirement.

B. Signatures Division chair signature indicates approval of and support for requested textbook/core reading/instructional material change based on adherence to Board Policy 6.210. Specifically, it indicates assurances regarding the use of the stated instructional objectives and consistency and alignment with District level standards and expectations.

| | | | | |
|---------------|------------------|------------------------------------|------|---------|
| 1. Teacher(s) | Sean Sweany | | Date | 12/3/20 |
| 2. Recommend | Do Not Recommend | Assistant Division Chair | Date | |
| 3. Approved | Not Approved | Division Chair | Date | 12/3/20 |
| 4. Approved | Not Approved | Director of Curriculum/Instruction | Date | |

IX. FOR BOOKSTORE USE ONLY

| | |
|---|-------------------------|
| A. Projected lifespan of textbook/core reading/instructional material | D. Purchase Source |
| B. Pending new editions (if known) | DT (District Rental) |
| C. Out of print | CS (District Purchase) |
| | IL (State Loan Program) |
| | CN (Student Purchase) |

- cc: • Director of Curriculum & Instruction
 • Division Chair/Assistant Division Chair
 • Bookstore

LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204
2021-2022 Textbook/Core Reading/Instructional Material Adoption/Change Form

- Teacher(s) submits to Division chairs by Friday, December 18, 3:00 p.m.
- Submit form electronically *and* hard copy.
- Nota Bene: examination copy of text/material must accompany request.
- Textbook/Core Reading/Instructional Material Change Requests will be adopted for a 5 year cycle.
- Do not add any surcharges, shipping charges, tax, etc., to costs.

| I. COURSE INFORMATION | |
|------------------------------------|----------------|
| Division | Fine Arts |
| Department | World Language |
| Course Title | Latin Prose |
| Course Number(s) | WL 7131 |
| Course Level | 3 / 4 |
| Projected Enrollment for 2021-2022 | 50 |

| II. ADD or DROP FOR YEAR | | |
|--------------------------|-----|------|
| | ADD | DROP |
| 2021-22 | | |
| 2022-23 | X | X |
| 2023-24 | | |

| III. TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL INFORMATION | | |
|---|--|--------------------------------------|
| | DROP | DROP |
| Text/Material Title | Caesar A Legamus Transitional Reader | Cicero A Legamus Transitional Reader |
| Author(s) | Rose R. Williams, Hans-Friedrich Mueller | Judith Lynn Sebesta, Mark Haynes |
| Publisher | Bolchazy-Carducci Publishers | Bolchazy-Carducci Publishers |
| Copyright Date/Edition | 2013 | 2009 |
| ISBN 13# | 978-0865167339 | 978-0865166561 |
| CD Rom Included? ISBN# | N/A | N/A |
| Software ISBN# | N/A | N/A |
| Reading Level | | |
| Catalog/Web/Purchase Source | Link | Link |

| | ADD | ADD |
|-----------------------------|------------------------------|---|
| Text/Material Title | Res Gestae Divi Augusti | Petronius: Selections from the <i>Satyricon</i> |
| Author(s) | Rex E. Wallace | Gilbert Lawall |
| Publisher | Bolchazy-Carducci Publishers | Bolchazy-Carducci Publishers |
| Copyright Date/Edition | 2007 | 1995 |
| ISBN 13# | 978-0865164550 | 978-0865162884 |
| CD Rom Included? ISBN# | N/A | N/A |
| Software ISBN# | N/A | N/A |
| Reading Level | | |
| Catalog/Web/Purchase Source | Link | Link |

| | ADD | |
|-----------------------------|------------------------------------|--|
| Text/Material Title | Pliny the Younger Selected Letters | |
| Author(s) | Jo-Ann Shelton | |
| Publisher | Bolchazy-Carducci Publishers | |
| Copyright Date/Edition | 2016 | |
| ISBN 13# | 978-0865168404 | |
| CD Rom Included? ISBN# | N/A | |
| Software ISBN# | N/A | |
| Reading Level | | |
| Catalog/Web/Purchase Source | Link | |

| IV. PRIMARY TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL TYPE | | | |
|--|---|----------------------|---|
| Hardback | | E-book | |
| Hardback w/digital | | CD Rom | |
| Paperback | x | Website subscription | |
| Paperback w/digital | | Workbook/Lab Manual | X |

| V. TEACHING MATERIALS (need accurate count) | | | |
|---|--|------------|---|
| Teacher Desk Copies | | | 1 |
| Blackline Masters | | Software | |
| Workbooks/Lab Manuals | | CD Roms | |
| Wraparound Editions | | E-book | |
| Study Guides | | Test Banks | |
| Videos | | Other | |

| VI. Comments (Box will expand as needed) |
|--|
| |

| VII. COST AND SOURCE (Cost per item excluding bookstore mark-up.) DT = District purchase - student rental, CS = District purchase - class set, IL = State purchase - student rental, CN = Student purchase | |
|--|--------------|
| District (DT) | |
| District (CS) | |
| State Textbook Loan Program IL | |
| Student (CN) Petronius 35.00 Res Gestae 25.00 Pliny the Younger 29.00 | 89.00 |
| Grant (specify) | |
| Total cost to student for course (CN above + other CN and fees for the course) | 89.00 |

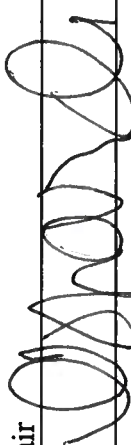
VIII. RATIONALE AND SIGNATURES

A. Rationale Provide a rationale for the textbook/core reading/instructional material change request. If the request is to add a textbook/core reading/instructional material prior to the end of the 5 year cycle, be sure to explain why. (Box will expand as needed.)

Beginning in the 2022-2023 school year, Latin Prose students will read selections from the Latin authors Augustus, Petronius and Pliny the Younger (replacing textbooks of Julius Caesar and Cicero). We are instituting this change to less commonly known Prose authors for several reasons:

- the new author set will provide students more exposure to different writing styles from different eras of Roman history. Not only is this a helpful approach in study of Latin, but it also benefits students who will take language placement exams in college by virtue of having broader exposure to different literary styles.
- The content covered by these three authors includes voices and perspectives of more marginalized people in the Roman world including women, the poor, and slaves. Reading these accounts will give us an opportunity to look more deeply at the whole of Roman society and consider the relationship between aristocratic males (ie. Caesar & Cicero) and “the other.” This will give students a more balanced and nuanced perspective and understanding of the Roman world; both its successes and shortcomings.
- The selections in these textbooks will allow the class to examine a broader range of Roman historical and cultural topics and how they relate to our world today, including: the benefits & cost of empire, Roman slavery and its impact on the ancient Mediterranean, the eruption of Mount Vesuvius / importance of archaeology for the field of Classics
- In the past several years, new online text & resources for both Julius Caesar & Cicero have emerged that were not available when the previous textbooks were in use. These resources are free and easy to use, and could be incorporated into the Latin Poetry curriculum so that students could still have the opportunity to read these well known authors without having to purchase entire textbooks

B. Signatures Division chair signature indicates approval of and support for requested textbook/core reading/instructional material change based on adherence to Board Policy 6.210. Specifically, it indicates assurances regarding the use of the stated instructional objectives and consistency and alignment with District level standards and expectations.

| | | | | | |
|----|------------|------------------|------------------------------------|--|---------------|
| 1. | Teacher(s) | Sean Sweany | | | Date 12/3/20 |
| 2. | Recommend | Do Not Recommend | Assistant Division Chair |  | Date |
| 3. | Approved | Not Approved | Division Chair | | Date 12.03.20 |
| 4. | Approved | Not Approved | Director of Curriculum/Instruction | | Date |

IX. FOR BOOKSTORE USE ONLY

| | | |
|----|--|------------------------|
| A. | Projected lifespan of textbook/core reading/instructional material | D. Purchase Source |
| B. | Pending new editions (if known) | DT (District Rental) |
| C. | Out of print | CS (District Purchase) |
| | | CN (Student Purchase) |

- cc: • Director of Curriculum & Instruction
 • Division Chair/Assistant Division Chair
 • Bookstore

LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204
2021-2022 Textbook/Core Reading/Instructional Material Adoption/Change Form

- Teacher(s) submits to Division chairs by Friday, December 18, 3:00 p.m.
- Submit form electronically *and* hard copy.
- Nota Bene: examination copy of text/material must accompany request.
- Textbook/Core Reading/Instructional Material Change Requests will be adopted for a 5 year cycle.
- Do not add any surcharges, shipping charges, tax, etc., to costs.

| I. COURSE INFORMATION | |
|------------------------------------|-----------------|
| Division | Fine Arts |
| Department | Music |
| Course Title | Music Theory AP |
| Course Number(s) | MU5811 |
| Course Level | V |
| Projected Enrollment for 2021-2022 | 15 |

| II. ADD or DROP FOR YEAR | | |
|--------------------------|-----|------|
| | ADD | DROP |
| 2021-22 | x | x |
| 2022-23 | | |
| 2023-24 | | |

| III. TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL INFORMATION | | |
|---|---|--|
| | ADD | DROP |
| Text/Material Title | Auralia 6 (Cloud) | Workbook to Accompany Music In Theory and Practice |
| Author(s) | n/a | Benward & Saker |
| Publisher | Rising Software | McGraw-Hill Education |
| Copyright Date/Edition | 2020 | 2015, 9th |
| ISBN 13# | | 978-0-07-749331-8 (Keeping textbook, see comments) |
| CD Rom Included? ISBN# | | n/a |
| Software ISBN# | (unable to locate) | |
| Reading Level | | |
| Catalog/Web/Purchase Source | https://www.risingsoftware.com/shop | mhed.com |

| IV. PRIMARY TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL TYPE | | | |
|---|--------|----------------------|--------|
| Hardback | | E-book | |
| Hardback w/digital | | CD Rom | |
| Paperback | T B | Website subscription | A u |
| Paperback w/digital | | Workbook/Lab Manual | |

| V. TEACHING MATERIALS (need accurate count) | | |
|---|------------|---|
| Teacher Desk Copies | | 1 |
| Blackline Masters | Software | |
| Workbooks/Lab Manuals | CD Roms | |
| Wraparound Editions | E-book | |
| Study Guides | Test Banks | |
| Videos | Other | |

VI. Comments (Box will expand as needed)

In past years, students in AP Music Theory have purchased a “Music In Theory and Practice” textbook and workbook. The textbook teaches the core knowledge-based content of the class and the workbook reinforced what was learned in the textbook. As the workbook merely supplements what students are already learning and doing with the textbook, it seems necessary to drop the workbook for software that would help students be successful in their aural skills outside of class time.

Auralia is a cloud-based software that would allow students to practice their aural skills anywhere by themselves. The program is capable of teaching students the skills necessary to be successful in AP theory and even goes beyond the AP level to more advanced college skills.

Although it does not say it on the form above, we will still be keeping the Textbook for "Music In Theory and Practice." Please do not drop the textbook, as it is a vital part of the class.

| VII. COST AND SOURCE (Cost per item excluding bookstore mark-up.) | |
|---|--------------|
| DT = District purchase - student rental, CS = District purchase - class set, IL = State purchase - student rental, CN = Student purchase | |
| District (DT) | |
| District (CS) | |
| State Textbook Loan Program IL | |
| Student (CN) | \$35 |
| Grant (specify) | |
| Total cost to student for course (CN above + other CN and fees for the course) | \$122 |

VIII. RATIONALE AND SIGNATURES

A. Rationale Provide a rationale for the textbook/core reading/instructional material change request. If the request is to add a textbook/core reading/instructional material prior to the end of the 5 year cycle, be sure to explain why. (Box will expand as needed.)

In past years, students in AP Music Theory have purchased a "Music In Theory and Practice" textbook and workbook. The textbook teaches the core knowledge-based content of the class and the workbook reinforced what was learned in the textbook.

However, nearly half of the AP exam for music theory involves aural skills. Students are required to listen to music excerpts, scales, chords, intervals, melodies, and harmonies and analyze or identify what was performed. To date, aural skills have been taught and practiced by the teacher during class, but have been challenging to practice by oneself, particularly melodic and harmonic dictation.

Auralia is a cloud-based software that would allow students to practice their aural skills anywhere by themselves. The program is capable of teaching students the skills necessary to be successful in AP theory and even goes beyond the AP level to more advanced college skills.

As the workbook merely supplements what students are already learning and doing with the textbook, it seems necessary to drop the workbook for software that would help students be successful in their aural skills outside of class time.

B. Signatures Division chair signature indicates approval of and support for requested textbook/core reading/instructional material change based on adherence to Board Policy 6:210. Specifically, it indicates assurances regarding the use of the stated instructional objectives and consistency and alignment with District level standards and expectations.

| 1. | Teacher(s) | | Date |
|----|------------|------------------|------|
| 2. | Recommend | Do Not Recommend | Date |
| 3. | Approved | Not Approved | Date |
| 4. | Approved | Not Approved | Date |

Assistant Division Chair
Division Chair
Director of Curriculum/Instruction

12/3/20

IX. FOR BOOKSTORE USE ONLY

| A. Projected lifespan of textbook/core reading/instructional material | D. Purchase Source |
|---|-------------------------|
| B. Pending new editions (if known) | DT (District Rental) |
| C. Out of print | CS (District Purchase) |
| | IL (State Loan Program) |
| | CN (Student Purchase) |

- cc: • Director of Curriculum & Instruction
 • Division Chair/Assistant Division Chair
 • Bookstore

Text Adoption/Change by Designation

District Purchased Texts (Purchased by the District and supplemented through the textbook fee)

| Division | Course | Text | ISBN | Age of Drop | Designation | Cost per Unit | Enroll | Estimated Cost |
|-----------------|-------------------|---|---------------|-------------|-------------|---------------|--------|----------------|
| FA: World Lang. | German I | Portfolio Deutsch Neu Level 1 | 9783126053204 | 14 | DT | \$67.95 | 75 | \$5,096.25 |
| FA: World Lang. | German II | Portfolio Deutsch Neu Level 2 | 9783126053242 | 14 | DT | \$67.95 | 50 | \$3,397.50 |
| FA: World Lang. | German III/IV | Portfolio Deutsch Neu Level 3+4 | 9783126053280 | 7 | DT | \$67.95 | 25 | \$1,698.75 |
| Math | Financial Algebra | Financial Algebra: Adv. Algebra with Fin. Apps. | 9780357423509 | N/A | DT | \$87.75 | 50 | \$4,387.50 |
| Science | STEM Research | STEM Student Research Handbook | 9781936137244 | N/A | DT | \$24.76 | 25 | \$619.00 |

\$15,199.00

Class Sets (Purchased by the District and stored in the classroom)

| Division/Dept. | Course | Text | ISBN | Age of Drop | Designation | Cost per Unit | Enroll | Estimated Cost |
|--------------------|---------------------------------|--|---------------|-------------|-------------|---------------|--------|----------------|
| LAD/English | English IV Prep: Lit. of Comedy | The Hitchhiker's Guide to the Galaxy | 9780345391803 | N/A | CN-CS | \$0.00 | 0 | \$0.00 |
| LAD/English | Playwriting | Sweat | 9780822237648 | N/A | CS | \$10.00 | 25 | \$250.00 |
| Science | Environmental Science | Toxic Communities: Enviro Racism, Ind. Pollution | 9781479861781 | N/A | CS | \$25.00 | 75 | \$1,875.00 |
| GS: Social Studies | Constitutional Law | Street Law: A Course in Practical Law | 0-07-860019-7 | N/A | DT-CS | N/A | | \$0.00 |
| GS: Applied Tech | Architect. Engrng Design 1 & 2 | Architectural Residential Drafting and Design | 9781590706992 | N/A | DT-CS | N/A | | \$0.00 |
| Science | Environmental Science | Visualizing Environmental Science | 9781119377146 | N/A | DT-CS | N/A | | \$0.00 |

\$2,125.00

Text Adoption/Change by Designation

Consumables (purchased by students and not returned/sold back to the bookstore)

| Division/Dept. | Course | Text | ISBN | Age of Drop | Designation | Cost per Unit | Enroll | Estimated Cost |
|------------------|--------------------------------|--|---------------|-------------|-------------|---------------|--------|----------------|
| LAD/English | English I Accel | The Nickel Boys | 9780345804341 | 28 | CN | \$12.00 | 410 | \$4,920.00 |
| LAD/English | English American Studies Accel | The Piano Lesson | 9780452265349 | 30+ | CN | \$11.59 | 100 | \$1,159.00 |
| FA: World Lang. | French V | <i>Petit Pays</i> Reader | 9780320087301 | N/A | CN | \$16.00 | 20 | \$320.00 |
| FA: World Lang. | German I | Portfolio Deutsch Neu Level 1 Workbook | online access | 14 | DT | \$13.95 | 75 | \$1,046.25 |
| FA: World Lang. | German II | Portfolio Deutsch Neu Level 2 Workbook | online access | 14 | DT | \$13.95 | 50 | \$697.50 |
| FA: World Lang. | German III/IV | Portfolio Deutsch Neu Level 3+4 Workbook | online access | 7 | DT | \$13.95 | 25 | \$348.75 |
| FA: World Lang. | Italian IV AP | Ace the AP Italian Language and Culture Exam 5th | 9781937923266 | 4 | CN | \$48.95 | 15 | \$734.25 |
| FA: World Lang. | Latin Poetry | Vergil A Legamus Transitional Reader | 9780865165786 | 16 | CN | \$31.00 | 50 | \$1,550.00 |
| FA: World Lang. | Latin Prose (2022-23) | Res Gestae Divi Augusti | 9780865164550 | 7 | CN | \$25.00 | 50 | \$1,250.00 |
| FA: World Lang. | Latin Prose (2022-23) | Petronius: Selections from <i>Satyricon</i> | 9780865162884 | 7 | CN | \$35.00 | 50 | \$1,750.00 |
| FA: World Lang. | Latin Prose (2022-23) | Pliny the Younger Selected Letters | 9780865168404 | 7 | CN | \$29.00 | 50 | \$1,450.00 |
| FA: Music | Music Theory | Auralia 6 | | 5 | CN | \$335.00 | 15 | \$5,025.00 |
| GS: Applied Tech | Private Pilot operations | Private Pilot FAA Knowledge Test Prep | 9781618543486 | 1 | CN | \$13.00 | 18 | \$234.00 |

Dropped Books

| Division/Dept. | Course | Text | ISBN | Age of Drop | Designation | Cost per Unit | Enroll | Estimated Cost |
|--------------------|--------------------------------|---------------------------------------|---------------|-------------|-------------|---------------|--------|----------------|
| LAD/English | English I Honors | The Adventures of Huckleberry Finn | 9780843487583 | | DRP | | | |
| LAD/English | English I Accel | Frankenstein | 9780141439471 | | DRP | | | |
| LAD/English | English American Studies Accel | Death of a Salesman | 9780140481341 | | DRP | | | |
| GS: Social Studies | Constitutional Law | The Supreme Court Explained | 9780393316384 | | DRP | | | |
| GS: Business Ed | AP Computer Science A | Java Concepts for AP Computer Science | 9780470181607 | | DRP | | | |

Divisional Cost Summary

| Division/Dept. | Course | Text | ISBN | Age of Drop | Designation | Cost per Unit | Enrollment | Estimated Cost |
|----------------|---------------------------------|--------------------------------------|---------------|-------------|-------------|---------------|------------|----------------|
| LAD/English | English I Accel | The Nickel Boys | 9780345804341 | 28 | CN | \$12.00 | 410 | \$4,920.00 |
| LAD/English | English American Studies Accel | The Piano Lesson | 9780452265349 | 30+ | CN | \$11.59 | 100 | \$1,159.00 |
| LAD/English | English IV Prep: Lit. of Comedy | The Hitchhiker's Guide to the Galaxy | 9780345391803 | N/A | CN-CS | \$0.00 | 0 | \$0.00 |
| LAD/English | Playwriting | Sweat | 9780822237648 | N/A | CS | \$10.00 | 25 | \$250.00 |

Total **\$6,329.00**

Cost to District \$250.00

| Division/Dept. | Course | Text | ISBN | Age of Drop | Designation | Cost per Unit | Enrollment | Estimated Cost |
|-----------------|---------------|--|---------------|-------------|-------------|---------------|------------|----------------|
| FA: World Lang. | French V | <i>Petit Pays</i> Reader | 9780320087301 | N/A | CN | \$16.00 | 20 | \$320.00 |
| FA: World Lang. | German I | Portfolio Deutsch Neu Level 1 | 9783126053204 | 14 | DT | \$67.95 | 75 | \$5,096.25 |
| FA: World Lang. | German I | Portfolio Deutsch Neu Level 1 Workbook | online access | 14 | CN | \$13.95 | 75 | \$1,046.25 |
| FA: World Lang. | German II | Portfolio Deutsch Neu Level 2 | 9783126053242 | 14 | DT | \$67.95 | 50 | \$3,397.50 |
| FA: World Lang. | German II | Portfolio Deutsch Neu Level 2 Workbook | online access | 14 | CN | \$13.95 | 50 | \$697.50 |
| FA: World Lang. | German III/IV | Portfolio Deutsch Neu Level 3+4 | 9783126053280 | 7 | DT | \$67.95 | 25 | \$1,698.75 |
| FA: World Lang. | German III/IV | Portfolio Deutsch Neu Level 3+4 Workbook | online access | 7 | CN | \$13.95 | 25 | \$348.75 |
| FA: World Lang. | Italian IV AP | Ace the AP Italian Language and Culture Exam 5th | 9781937923266 | 4 | CN | \$48.95 | 15 | \$734.25 |
| FA: World Lang. | Latin Poetry | Vergil A Legamus Transitional Reader | 9780865165786 | 16 | CN | \$31.00 | 50 | \$1,550.00 |
| FA: World Lang. | Latin Prose | Res Gestae Divi Augusti | 9780865164550 | 7 | CN | \$25.00 | 50 | \$1,250.00 |
| FA: World Lang. | Latin Prose | Petronius: Selections from <i>Satyricon</i> | 9780865162884 | 7 | CN | \$35.00 | 50 | \$1,750.00 |
| FA: World Lang. | Latin Prose | Pliny the Younger Selected Letters | 9780865168404 | 7 | CN | \$29.00 | 50 | \$1,450.00 |
| FA: Music | Music Theory | Auralia 6 | online access | 5 | CN | \$335.00 | 15 | \$5,025.00 |

Total **\$24,364.25**

Cost to District \$10,192.50

Divisional Cost Summary

| Division/Dept | Course | Text | ISBN | Age of Drop | Designation | Cost per Unit | Enrollment | Estimated Cost |
|-------------------------|--------------------------------|---|---------------|-------------|-------------|---------------|------------|-----------------|
| GS: Social Studies | Constitutional Law | Street Law: A Course in Practical Law | 0-07-860019-7 | N/A | DT-CS | N/A | | \$0.00 |
| GS: Applied Tech | Private Pilot operations | Private Pilot FAA Knowledge Test Prep | 9781618543486 | 1 | CN | \$13.00 | 18 | \$234.00 |
| GS: Applied Tech | Architect. Engrng Design 1 & 2 | Architectural Residential Drafting and Design | 9781590706992 | N/A | DT-CS | N/A | | \$0.00 |
| Total | | | | | | | | \$234.00 |
| Cost to District | | | | | | | | \$0.00 |

| Division/Dept. | Course | Text | ISBN | Age of Drop | Designation | Cost per Unit | Enrollment | Estimated Cost |
|-------------------------|-----------------------|--|---------------|-------------|-------------|---------------|------------|-------------------|
| Math | Financial Algebra | Financial Algebra: Adv. Algebra with Fin. Apps. | 9780357423509 | N/A | DT | \$87.75 | 50 | \$4,387.50 |
| Science | STEM Research | STEM Student Research Handbook | 9781936137244 | N/A | DT | \$24.76 | 25 | \$619.00 |
| Science | Environmental Science | Visualizing Environmental Science | 9781119377146 | N/A | DT-CS | N/A | | |
| Science | Environmental Science | Toxic Communities: Enviro Racism, Ind. Pollution | 9781479861781 | N/A | CS | \$25.00 | 75 | \$1,875.00 |
| Total | | | | | | | | \$6,881.50 |
| Cost to District | | | | | | | | \$6,881.50 |

LYONS TOWNSHIP HIGH SCHOOL



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EDWARD M. PIOTROWSKI
Director of Human Resources

TO: Timothy B. Kilrea, Superintendent
Board of Education

FROM: Edward M. Piotrowski, Director of Human Resources

DATE: January 19, 2021

RE: District Policy Updates (PRESS Issue 106) – *1st Reading*

The District maintains its policies through the PRESS service provided by the Illinois Association of School Boards (IASB). We recently received PRESS Issue 106. A summary of the policies under review is provided below and all policies are attached to this memorandum. The revisions mostly include changes of an administrative nature, such as updates to legal references, terminology, or responses to recent legislation, and should not affect how the policies are interpreted.

- Policy 3:40, *Superintendent* – Legal references are updated.
- Policy 5:270, *Employment At-Will, Compensation, and Assignment* – Cross references are updated in response to a five-year review.
- Policy 7:100, *Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students* – Minor language updates as recommended by PRESS.
- Policy 7:140, *Search and Seizure* – Legal references are updated in response to a five-year review.
- Policy 7:300, *Extracurricular Activities* – Minor language and cross reference updates in response to a five-year review.

The following Operational Services policies are under review by Brian Stachacz.

- Policy 4:80, *Accounting and Audits* – The policy is updated in response to changes to Policy 4:90, discussed below.
- Policy 4:90, *Student Activity and Fiduciary Funds* – The policy is renamed and updated to establish fiduciary funds as a category of funds separate from student activity funds for which the district has custodial responsibilities.

The following Instruction policies are under review by Scott Eggerding. Most of the revisions include minor language changes and legal reference updates added by Public Act 101-643 (eff. 6-18-2020), which addresses several education-related matters.

- Policy 6:20, *School Year Calendar and Day* – Legal references are updated in response to pandemic preparedness legislation.

- Policy 6:300, *Graduation Requirements* – Minor language updates in response to P.A. 101-643 (see PRESSPlus Comments 1 and 2).
- Policy 6:310, *Credit for Alternative Courses and Programs, and Course Substitutions* – Legal references are updated. Also includes new language for registered apprenticeship programs if offered as a substitution for PE and other required courses.
- Policy 6:320, *High School Credit for Proficiency* – Legal references are updated.
- Policy 6:340, *Student Testing and Assessment Program* – Minor language changes as recommended by PRESS.

RECOMMENDATION

We recommend the District policies listed above and attached to this memorandum be considered and presented as a first reading.

Document Status: Draft Update

GENERAL SCHOOL ADMINISTRATION

3:40 Superintendent

Duties and Authority

The Superintendent is the District's executive officer and is responsible for the administration and management of the District school in accordance with Board of Education policies and directives, and State and federal law. District management duties include, without limitation, preparing, submitting, publishing, and posting reports and notifications as required by State and federal law. The Superintendent is authorized to develop administrative procedures and take other action as needed to implement Board policy and otherwise fulfill his or her responsibilities. The Superintendent may delegate to other District staff members the exercise of any powers and the discharge of any duties imposed upon the Superintendent by Board policies or by Board vote. The delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action that was delegated.

Qualifications

The Superintendent must be of good character and of unquestionable morals and integrity. The Superintendent shall have the experience and the skills necessary to work effectively with the Board, District employees, students, and the community. The Superintendent must have and maintain a Professional Educator License with a superintendent endorsement issued by the Illinois State Educator Preparation and Licensure Board.

Evaluation

The Board will evaluate, at least annually, the Superintendent's performance and effectiveness, using standards and objectives developed by the Superintendent and Board that are consistent with the Board's policies and the Superintendent's contract. A specific time should be designated for a formal evaluation session with all Board members present. The evaluation should include a discussion of professional strengths as well as performance areas needing improvement.

The Superintendent shall annually present evidence of professional growth through attendance at educational conferences, in-service training, or similar continuing education pursuits.

Compensation and Benefits

The Board and the Superintendent shall enter into an employment agreement that conforms to Board policy and State law. This contract shall govern the employment relationship between the Board and the Superintendent. The terms of the Superintendent's employment agreement, when in conflict with this policy, will control.

LEGAL REF.:

[105 ILCS 5/10-16.7](#), [5/10-20.47](#), [5/10-21.4](#), [5/10-23.8](#), [5/21B-20](#), [5/21B-25](#), [5/24-11](#), and [5/24A-3](#).

23 Ill.Admin.Code §§1.310, 1.705, and ~~29.130~~ [25.355](#). [PRESSPlus1](#)

CROSS REF: 2:20 (Powers and Duties of the Board of Education; Indemnification), 2:130 (Board-Superintendent Relationship), 2:240 (Board Policy Development), 3:10 (Goals and Objectives)

~~ADOPTED: August 17, 2015~~

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated in response to the repeal of 23 Ill.Admin.Code §29.130. **Issue 106, November 2020**

Document Status: 5-Year-Review - Needs Review

Educational Support Personnel

5:270 Employment At-Will, Compensation, and Assignment

Employment At-Will

Unless otherwise specifically provided, District employment is at-will, meaning that employment may be terminated by the District or employee at any time for any reason, other than a reason prohibited by law, or no reason at all. Nothing in Board of Education policy is intended or should be construed as altering the employment at-will relationship.

Exceptions to employment at-will may include employees who are employed annually, have an employment contract, or are otherwise granted a legitimate interest in continued employment. The Superintendent is authorized to make exceptions to employing nonlicensed employees at-will but shall maintain a record of positions or employees who are not at-will.

Compensation

Please refer to the following current agreement:

"Negotiated Agreement Between Board of Education Lyons Township High School District 204 Cook County, Illinois and Lyons Township High School Instructional Aides and Paraprofessional Association (IAPA)," and

"Agreement Between Board of Education of Lyons Township High School District 204, Cook County, Illinois and Service Employees' International Union, AFL-CIO Local No. 73 Change to Win (CTW)."

For employees not covered by these agreements:

The Board will determine salary and wages for educational support personnel. Increments are dependent on evidence of continuing satisfactory performance. An employee covered by the overtime provisions in State or federal law, shall not work overtime without the prior authorization from the employee's immediate supervisor. Educational support personnel are paid twice a month.

Assignment

The Superintendent is authorized to make assignments and transfers of educational support personnel.

LEGAL REF.:

[105 ILCS 5/10-22.34](#) and [5/10-23.5](#).

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:35 (Compliance with the Fair Labor Standards Act), 5:290 (Educational Support Personnel - Employment Termination and Suspensions)

ADOPTED: February 16, 2016

Document Status: Draft Update

STUDENTS

7:100 Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students

Required Health Examinations and Immunizations

A student's parent(s)/guardian(s) shall present proof that the student received a health examination, with proof of the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health (IDPH), within one year prior to:

1. Entering the ninth grade; and
2. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, Head Start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

Proof of immunization against meningococcal disease is required for students in grade 12.

As required by State law:

1. Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice registered PRESSPlus1 nurse ~~who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations,~~ or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening is a required part of each health examination; diabetes testing is not required.
3. ~~Beginning with the 2017-2018 school year, a~~ An age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.
4. The District will provide informational materials regarding influenza, influenza vaccinations, meningococcal disease, and meningococcal vaccinations developed, provided, or approved by the IDPH when it provides information on immunizations, infectious diseases, medications, or other school health issues to students' parent(s)/guardian(s).

Unless the student is homeless or transferring from out-of-state, failure to comply with the above requirements by the first day of school of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students transferring from out of state shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by the first day of school, the student must present, by the first day of school, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice registered nurse, physician assistant, or local health department responsible for administering the immunizations.

Eye Examination

Parent(s)/guardian(s) are encouraged to have their children undergo an eye examination whenever health examinations are required.

Parent(s)/guardian(s) of students entering an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination.

If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Superintendent or designee shall ensure that parent(s)/guardian(s) are notified of this eye examination requirement in compliance with the rules of the IDPH. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

Dental Examination

All children in ninth grade must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the IDPH.

If a child in the ninth grade fails to present proof by May 15, the school may hold the child's report card until the child presents

proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parent(s)/guardian(s) are notified of this dental examination requirement at least 60 days before May 15 of each school year.

Exemptions

In accordance with rules adopted by the IDPH, a student will be exempted from this policy's requirements for:

1. Religious grounds, if the student's parent(s)/guardian(s) present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parent(s)/guardian(s) of exclusion procedures pursuant to Board policy 7:280, *Communicable and Chronic Infectious Disease*, and State rules if there is an outbreak of one or more diseases from which the student is not protected.
2. Health examination or immunization requirements on medical grounds, if the examining physician, advanced **registered** practice **registered** nurse, or physician assistant provides written verification.
3. Eye examination requirement, if the student's parent(s)/guardian(s) show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist.
4. Dental examination requirement, if the student's parent(s)/guardian(s) show an undue burden or a lack of access to a dentist.

Homeless Child

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. Board of Education policy 6:140, *Education of Homeless Children*, governs the enrollment of homeless children.

LEGAL REF.:

[42 U.S.C. §11431](#) et seq., McKinney-Vento Homeless Assistance Act

[105 ILCS 5/27-8.1](#) and [45/1-20](#).

[410 ILCS 45/7.1](#) and [315/2e](#).

[23 Ill.Admin.Code §1.530](#).

[77 Ill.Admin.Code Part 665](#).

[77 Ill.Admin.Code Part 690](#).

[77 Ill.Admin.Code Part 695](#).

CROSS REF.: 6:30 (Organization of Instruction), 6:140 (Education of Homeless Children), 6:180 (Extended Instructional Programs), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:280 (Communicable and Chronic Infectious Disease)

Adopted: February 19, 2019

PRESSPlus Comments

PRESSPlus 1. Updated throughout for continuous improvement. **Issue 106, November 2020**

Document Status: Draft Update

STUDENTS

7:140 Search and Seizure

In order to maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. This paragraph applies to student vehicles parked on school property. In addition, Building Principals shall require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle, and personal effects therein, without notice and without suspicion of wrongdoing.

The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objective and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students,
2. In the presence of a school administrator or adult witness, and
3. By a certificated employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Notification Regarding Student Accounts or Profiles on Social Networking Websites

The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, [105 ILCS 75/](#):

1. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.
2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

LEGAL REF.:

[105 ILCS 5/10-20.14](#), [5/10-22.6](#), and [5/10-22.10a](#).

Right to Privacy in the School Setting Act, [105 ILCS 75/](#).

Cornfield v. Consolidated High School Dist. No. 230, 991 F.2d 1316 (7th Cir. 1993). [PRESSPlus1](#)

People v. Dilworth, 169 Ill.2d 195, 661 N.E.2d 310 (Ill., 1996), *cert. denied*, 116 S.Ct. 1692 (1996).

People v. Pruitt, 278 Ill.App.3d 194, 662 N.E. 2d 540 (Ill.App.1st Dist., 1996), *app. denied*, 667 N.E. 2d 1061 (Ill.App.1, 1996).

T.L.O. v. New Jersey, 405 S.Ct. 733, 469 U.S. 325 (1985).

Vernonia School Dist. 47J v. Acton, 415 S.Ct. 2386, 515 U.S. 646 (1995).

Safford Unified School Dist. No. 1 v. Redding, 429 S. Ct. 2633, 557 U.S. 364 (2009).

CROSS REF.: 7:130 (Student Rights and Responsibilities), 7:150 (Agency and Police Interviews), 7:190 (Student Behavior)

ADOPTED: March 14, 2016

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated in response to a five-year review. **Issue 106, November 2020**

Document Status: Draft Update

STUDENTS

7:300 Extracurricular Athletics

Student participation in school-sponsored extracurricular athletic activities is contingent upon the following:

1. The student must meet the academic criteria set forth in Board policy 6:190, *Extracurricular and Co-Curricular Activities*.
2. A parent/guardian of the student must provide written permission for the student's participation, giving the District full waiver of responsibility of the risks involved.
3. The student must present a current certificate of physical fitness issued by a licensed physician, an advanced practice **registered** **PRESSPlus1** nurse, or a physician assistant. The **Pre-Participation Physical Examination Form**, offered by the Illinois High School Association and the Illinois Elementary School Association, is the preferred certificate of physical fitness.
4. The student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent(s)/guardian(s) written statement that the student is covered under a family insurance plan.
5. The student must agree to follow all conduct rules and the coaches' instructions.
6. The student and his or her parent(s)/guardian(s) must: (a) comply with the eligibility rules of, and complete any forms required by, any sponsoring association (such as, the Illinois Elementary School Association, the Illinois High School Association, or the Southern Illinois Junior High School Athletic Association), and (b) complete all forms required by the District including, without limitation, signing an acknowledgment of receiving information about the Board's concussion policy 7:305, *Student Athlete Concussions and Head Injuries*.

The Superintendent or designee (1) is authorized to impose additional requirements for a student to participate in extracurricular athletics, provided the requirement(s) comply with Board policy 7:10, *Equal Educational Opportunities*, and (2) shall maintain the necessary records to ensure student compliance with this policy.

LEGAL REF.:

[105 ILCS 5/10-20.30](#), [5/10-20.54](#), [5/22-80](#), and [25/2](#).

[23 Ill.Admin.Code §1.530](#)(b).

CROSS REF.: 4:100 (Insurance Management), 4:170 (Safety), 6:190 (Extracurricular and Co-Curricular Activities), 7:10 (Equal Educational Opportunities), [7:20 \(Harassment of Students Prohibited\)](#), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:305 (Student Concussions and Head Injuries), 7:340 (Student Records)

ADOPTED: March 14, 2016

PRESSPlus Comments

PRESSPlus 1. Updated in response to a five-year review. **Issue 106, November 2020**

Document Status: Draft Update

OPERATIONAL SERVICES

4:80 Accounting and Audits

The School District's accounting and audit services shall comply with the Illinois Program Accounting Manual, as adopted by the Ill. State Board of Education (ISBE), and State law. The Superintendent or designee, in addition to other assigned financial responsibilities, shall report monthly on the District's financial performance, both income and expense, in relation to the financial plan represented in the budget.

Annual Audit

At the close of each fiscal year, the Superintendent or designee shall arrange an audit of the District funds, accounts, statements, and other financial matters. The audit shall be performed by an independent certified public accountant designated by the Board and be conducted in conformance with prescribed standards and legal requirements. A complete and detailed written audit report shall be provided to each Board member and to the Superintendent or designee. The Superintendent or designee shall annually, on or before October 15, submit an original and one copy of the audit to the appropriate Intermediate Service Center.

Annual Financial Report

The Superintendent or designee shall annually prepare and submit the Annual Financial Report on a timely basis using the form adopted by the ISBE.

Inventories

The Superintendent or designee is responsible for establishing and maintaining accurate inventory records. The inventory record of supplies and equipment shall include a description of each item, quantity, location, purchase date, and cost or estimated replacement cost, unless the supplies and equipment are acquired by the District pursuant to a federal or State grant award, in which case the inventory record shall also include the information required by [2 C.F.R. §200.313](#), if applicable. The Superintendent shall establish procedures for the management of property acquired by the District under grant awards that comply with federal and State law.

Capitalization Threshold

To be considered a capital asset for financial reporting purposes, a capital item must be at or above a capitalization threshold of \$5,000 and have an estimated useful life greater than one year.

Disposition of District Property

The Superintendent or designee shall notify the Board, as necessary, of the following so that the Board may consider its disposition: (1) District personal property (property other than buildings and land) that is no longer needed for school purposes, and (2) school site, building, or other real estate that is unnecessary, unsuitable, or inconvenient. Notwithstanding the above, the Superintendent or designee may unilaterally dispose of personal property of a diminutive value. The Superintendent shall establish procedures for the disposition of property acquired by the District under grant awards that comply with federal and State law.

Taxable Fringe Benefits

The Superintendent or designee shall: (1) require that all use of District property or equipment by employees is for the District's convenience and best interests unless it is a Board-approved fringe benefit, and (2) ensure compliance with the Internal Revenue Service regulations regarding when to report an employee's personal use of District property or equipment as taxable compensation.

Controls for Revolving Funds and Petty Cash

Revolving funds and the petty cash system are established in Board policy 4:50, *Payment Procedures*. The Superintendent or designee shall: (1) designate a custodian for each revolving fund and petty cash fund, (2) obtain a bond for each fund custodian, and (3) maintain the funds in compliance with this policy, State law, and ISBE rules. A check for the petty cash fund may be drawn payable to the designated petty cash custodian. Each revolving fund shall be maintained in a bank that has been approved by the Board and established in an amount approved by the Superintendent or designee consistent with the annual budget. All expenditures from these bank accounts must be directly related to the purpose for which the account was established and supported with documentation, including signed invoices or receipts. All deposits into these bank accounts must be

accompanied with a clear description of their intended purpose. The Superintendent or designee shall include checks written to reimburse revolving funds on the Board's monthly listing of bills indicating the recipient and including an explanation.

Control Requirements for Checks

The Board must approve all bank accounts opened or established in the District's or a District school's name or with the District's Federal Employer Identification Number. All checks issued by the School District must be signed by either the Township Treasurer, Director of Business Services, or Board President, except that checks from accounts containing student activity funds or fiduciary funds and checks from revolving accounts may be signed by their respective account custodians. [PRESSPlus1](#)

Internal Controls

The Superintendent or designee is primarily responsible for establishing and implementing a system of internal controls for safeguarding the District's financial condition; the Board, however, will oversee these safeguards. The control objectives are to ensure efficient business and financial practices, reliable financial reporting, and compliance with State law and Board policies, and to prevent losses from fraud, waste, and abuse, as well as employee error, misrepresentation by third parties, or other imprudent employee action.

The District's system of internal controls shall include the following:

1. All financial transactions must be properly authorized and documented.
2. Financial records and data must be accurate and complete.
3. Accounts payable must be accurate and punctual.
4. District assets must be protected from loss or misuse.
5. Incompatible duties should be segregated, if possible.
6. Accounting records must be periodically reconciled.
7. Equipment and supplies must be safeguarded.
8. Staff members with financial or business responsibilities must be properly trained and supervised, and must perform their responsibilities with utmost care and competence.
9. Any unnecessary weaknesses or financial risks must be promptly corrected.

The Superintendent or designee shall annually audit the District's financial and business operations for compliance with established internal controls and provide the results to the Board. The Board may from time-to-time engage a third-party to audit internal controls in addition to the annual audit.

LEGAL REF.:

[2 C.F.R. §200](#) *et seq.*

[30 ILCS 708/](#), Grant Accountability and Transparency Act, implemented by [44 Ill.Admin.Code 7000](#) *et seq.*

[105 ILCS 5/2-3.27](#), [5/2-3.28](#), [5/3-7](#), [5/3-15.1](#), [5/5-22](#), [5/10-21.4](#), [5/10-20.19](#), [5/10-22.8](#), and [5/17-1](#) *et seq.*

[23 Ill.Admin.Code Part 100](#).

CROSS REF.: 4:10 (Fiscal and Business Management), 4:50 (Payment Procedures), 4:55 (Use of Credit Cards), 4:90 (Student Activity and Fiduciary Funds)

Adopted: January 21, 2020

PRESSPlus Comments

PRESSPlus 1. Updated to incorporate 23 Ill.Admin.Code §§100.20, 100.80 and 100.85 (establishing *fiduciary* funds as a category of funds separate from *student activity funds*, for which a district has custodial responsibilities). See policy 4:90, *Student Activity and Fiduciary Funds*, for more information about a board's responsibilities for *student activity funds* and *fiduciary funds*. **Issue 106, November 2020**

Document Status: Draft Update

OPERATIONAL SERVICES

4:90 Student Activity and Fiduciary Funds

Title has been updated. Original Title: Activity Fund

The Board of Education, upon the Superintendent or designee's recommendation; shall establish a Student Activity Fund. Individual accounts within the fund shall be managed by student organizations under the guidance and direction of staff members for educational, athletic, recreational, cultural or scholarship purposes. The Board, upon the Superintendent or designee's recommendation, also establishes fiduciary funds to be supervised by the Superintendent or designee. The District has custodial responsibilities for fiduciary funds but no direct involvement in the management of such funds. [PRESSPlus1](#)

Student Activity Funds [PRESSPlus2](#)

The Superintendent or designee shall be responsible for supervising the Student Activity Fund in accordance with Board Policy 4:80, *Accounting and Audits*, State law, and the Illinois State Board of Education (ISBE) rules for student activity funds. The Director of Business Services shall serve as the treasurer and custodian for the Student Activity Fund and be bonded in accordance with the School Code.

As treasurer, the Director of Business Services shall have all of the authority and responsibilities specific to the treasurer listed in ~~the Illinois State Board of Education~~ ISBE rules for student activity funds, except that loans shall only be granted from the Student Activity Fund Interest Earnings account. Interest earnings for all accounts shall be combined in the Student Activity Fund Interest Earnings account. The cash balance in the Student Activity Interest Earnings accounts shall be expended or loaned only with the written approval of the Director of Business Services and/or the Superintendent.

Unless otherwise instructed by the Board, the balances in Student Activity Fund accounts will carry over to the next fiscal year. Negative cash balances, if they occur in any account, are to be corrected in as timely a manner as possible; and, at the end of the fiscal year, all Student Activity Fund accounts are to have positive cash balances. An account containing activity funds that is inactive for 24 consecutive months shall be closed and its funds transferred to another Student Activity Fund account with a similar purpose, or to the District's Educational Fund.

Fiduciary Funds [PRESSPlus3](#)

The Superintendent or designee shall be responsible for supervising fiduciary funds in accordance with Board policy 4:80, Accounting and Audits; State law; and ISBE rules for fiduciary funds. The Board will appoint a treasurer for each fund to serve as the fund's sole custodian and be bonded in accordance with the School Code. The treasurer shall have all of the responsibilities specific to the treasurer listed in the ISBE rules for fiduciary funds.

LEGAL REF.:

[105 ILCS 5/8-2](#) and [5/10-20.19](#).

23 Ill.Admin.Code §§100.20, ~~and~~ 100.80, and 100.85.

CROSS REF.: 4:80 (Accounting and Audits), 7:325 (Student Fund-Raising Activities)

Adopted: September 16, 2019

PRESSPlus Comments

PRESSPlus 1. Updated to incorporate 23 Ill.Admin.Code §§100.20, 100.80 and 100.85 (establishing *fiduciary* funds as a category of funds separate from *student activity funds*, for which a district has custodial responsibilities). **Issue 106, November 2020**

PRESSPlus 2. Student activity funds are under the school board's control, giving it a fiduciary responsibility to safeguard them along with district assets. In contrast to *fiduciary funds* (see PRESS Plus Comment 3), the board, superintendent, or other district employees have direct involvement in how *student activity funds* are spent or attained. And, unlike fiduciary funds, student activity funds must be reported as part of a district's Educational Fund for its annual financial reporting and budget, in accordance with *Governmental Accounting Standards Board Statement No. 84*. 23 Ill.Admin.Code §§100.80(e),

100.85. Issue 106, November 2020

PRESSPlus 3. Fiduciary funds are funds “received from an independent, outside source in which the school board is acting in an administrative capacity.” Unlike student activity funds, where “[t]he school board, superintendent, or district employees have direct involvement with the decisions of how the funds are spent or attained,” a district has no control over how fiduciary funds are spent or raised. 23 Ill.Admin.Code §§100.20, 100.80, and 100.85.

See 23 Ill.Admin.Code §100.85 for the specific characteristics and permitted activities of a fiduciary fund. Boards must take a number of specific actions for fiduciary funds that are delegated to the superintendent or designee in this policy and align with IASB’s *Foundational Principles of Effective Governance*, at www.iasb.com/principles_popup.cfm. 23 Ill.Admin.Code §100.85(b). Boards should consult their local auditors for guidance on whether a particular fund should be classified as a student activity fund or fiduciary fund.

Issue 106, November 2020

Document Status: Draft Update

INSTRUCTION

6:20 School Year Calendar and Day

School Calendar

The Board of Education, upon the Superintendent's recommendation and subject to State regulations, annually establishes the dates for opening and closing classes, teacher institutes and in-services, the length and dates of vacations, and the days designated as legal school holidays. The school calendar shall have a minimum of 185 days to ensure 176 days of actual student attendance.

Commemorative Holidays

The teachers and students shall devote a portion of the school day on each commemorative holiday designated in the School Code to study and honor the commemorated person or occasion. The Board may, from time to time, designate a regular school day as a commemorative holiday.

School Day

The Board establishes the length of the school day with the recommendation of the Superintendent and subject to State law requirements. The Superintendent or designee shall ensure that observances required by State law are followed during each day of school attendance.

LEGAL REF.:

105 ILCS 5/10-19, 5/10-19.05, 5/10-20.56, 5/10-24.46, 5/10-30, 5/18-12, 5/18-12.5, 5/24-2, 5/27-3, 5/27-18, 5/27-19, 5/27-20, 5/27-20.1, 5/27-20.2, and 20/1. [PRESSPlus1](#)

[10 ILCS 5/11-4.1](#).

[23 Ill.Admin.Code §1.420\(f\)](#).

Metz v. Leininger, 850 F.Supp. 740 (N.D. Ill. 1994), *aff'd* by 57 F.3d 618 (7th Cir. 1995).

CROSS REF.: 2:20 (Powers and Duties of the Board of Education; Indemnification), 4:180 (Pandemic Preparedness: Management; and Recovery), 5:200 (Terms and Conditions of Employment and Dismissal), 5:330 (Sick Days, Vacation, Holidays, and Leaves), 6:60 (Curriculum Content), 6:70 (Teaching About Religions), 7:90 (Release During School Hours)

Adopted: January 21, 2020

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 106, November 2020**

Document Status: Draft Update

INSTRUCTION

6:300 Graduation Requirements

To graduate from high school, unless otherwise exempted, each student is responsible for:

1. Completing all District graduation requirements that are in addition to the State requirements.
2. Completing all courses as provided in the School Code, 105 ILCS 5/27-22. [PRESSPlus1](#)
3. Completing all minimum requirements for graduation as specified in State law by Illinois State Board of Education rule, 23 Ill. Admin. Code §1.440.
4. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance. Beginning with the class of 2020, successful completion of the state civics coursework requirement will substitute for the examination.
5. Participating in State assessments that are required for graduation by State law by the School Code, 105 ILCS 5/2-3.64a-5(e). [PRESSPlus2](#)
6. Beginning with the 2020-2021 school year, filing one of the following: (1) a Free Application for Federal Student Aid (FAFSA) with the U.S. Dept. of Education, (2) an application for State financial aid, or (3) an Ill. State Board of Education (ISBE) waiver form indicating that the student understands what these aid opportunities are and has chosen not to file an application. If the student is not at least 18 years of age or legally emancipated, the student's parent/guardian must file one of these documents on the student's behalf.

A student is exempt from this requirement if: (1) the student is unable to file a financial aid application or an ISBE waiver due to extenuating circumstances, (2) the Building Principal attests the District made a good faith effort to assist the student or the student's parent/guardian with filing a financial aid application or an ISBE waiver form, and (3) the student has met all other graduation requirements.

The Superintendent or designee is responsible for:

1. Maintaining a description of all course offerings that comply with the above graduation requirements.
2. Notifying students and their parents/guardians of graduation requirements.
3. Developing the criteria for #4 above.
4. Complying with State law requirements for students who transfer during their senior year because their parent(s)/guardian(s) are on active military duty. This includes making reasonable adjustments to ensure graduation if possible, or efforts to ensure that the original (transferor) school district issues the student a diploma.
5. Taking all other actions needed or necessary to implement this policy.

As a requirement for graduation and the granting of a diploma from Lyons Township High School, each student must earn twenty three (23) Carnegie Unit credits and successfully complete the following courses.

| Subject Area/Course | Required Credits |
|-------------------------------|------------------|
| Consumer Education | 1/2 (.5) |
| Creative Arts ¹ | 1 (1.0) |
| Driver Education ² | 1/2 (.5) |
| English | 4 (4.0) |
| Health Education | 1/2 (.5) |
| Mathematics | 3 (3.0) |
| Physical Education | 3 1/2 (3.5) |
| Science | 2 (2.0) |
| United States History | 67 1 (1.0) |

| | |
|-----------------------------|-----------------------|
| World History 1 (1.0) | 1 (1.0) |
| Civics | 1/2 (.5) |
| Creative Arts | >1 (1.0) ³ |
| Practical Arts ⁴ | |
| Additional Electives | 5½ (5.5) |
| TOTAL 23 (23.0) | |

In addition to twenty three (23) Carnegie Unit credits required for graduation, each student must earn u-passing grade on a test covering the Constitutions of the State of Illinois and the United States or, beginning with the class of 2020, pass the designated civics course. Each student is also required to participate in any mandated State assessments.

Early Graduation

The Superintendent or designee shall implement procedures for students to graduate early, provided they finish seven semesters of high school and meet all graduation requirements.

Certificate of Completion

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's four years of high school, qualifies for a certificate of completion after the student has completed four years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class. The Superintendent or designee shall provide timely written notice of this requirement to children with disabilities and their parents/guardians.

Service Member Diploma

The District will award a diploma to a service member who was killed in action while performing active military duty with the U.S. Armed Forces or an honorably discharged veteran of World War II, the Korean Conflict, or the Vietnam Conflict, provided that he or she (1) resided within an area currently within the District at the time he or she left high school, (2) left high school before graduating in order to serve in the U.S. Armed Forces, and (3) has not received a high school diploma.

LEGAL REF.:

[105 ILCS 5/2-3.64a-5](#), [5/22-27](#), [5/27-3](#), [5/27-22](#), and [5/27-22.10](#).

[105 ILCS 70/](#), Educational Opportunity for Military Children Act.

[23 Ill.Admin.Code §1.440](#).

CROSS REF.: 6:30 (Organization of Instruction), 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students), 6:320 (High School Credit for Proficiency), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

Adopted: October 19, 2020

PRESSPlus Comments

PRESSPlus 1. The Ill. State Board of Education (ISBE) may adopt rules modifying graduation requirements for students in grades 9-12 if the Governor has declared a disaster due to a public health emergency under 20 ILCS 3305/7. 105 ILCS 5/27-22(i), added by P.A. 101-643. **Issue 106, November 2020**

PRESSPlus 2. 105 ILCS 5/2-3.64a-5(c), amended by P.A.s 100-7, 100-1046, and 101-643. Assessments are not required if ISBE receives a waiver from the administration of assessments from the U.S. Dept. of Education. **Issue 106, November 2020**

PRESS Footnotes

1. ¹Creative Arts: one (1) credit selected from Music, Visual Arts, Speech/Theatre, and/or Dance Studies.
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2. ²Driver Education: per State law, only the classroom phase must be passed. If a student satisfies the Driver Education requirement through an approved, off-site program, then this requirement and 1/2 (.5) credit requirement will have been deemed waived.

3. ⁴Beginning with the class of 2020, students must choose 1 Carnegie Unit from a pool of designated creative and practical arts courses.

4. ³Practical Arts: one (1) credit selected from Family and Consumer Sciences, Applied Technology, and/or Business Education.

Document Status: Draft Update

INSTRUCTION

6:310 Credit for Alternative Courses and Programs, and Course Substitutions

Correspondence Courses

A student enrolled in a correspondence course may receive high school credit for work completed, provided:

1. The course is given by an institution accredited by AdvancED;
2. The student is a fourth or fifth year senior;
3. The student assumes responsibility for all fees; and
4. The Building Principal approves the course in advance.

A maximum of 3 units of credit may be counted toward the requirements for a student's high school graduation.

Distance Learning Courses, Including Virtual or Online Courses

A student enrolled in a distance learning course, including a virtual or online course, may receive high school credit for work completed, provided:

1. The course is offered by an institution approved by the Superintendent or designee;
2. The course is not offered at the student's high school;
3. The student assumes responsibility for all fees (including tuition and textbooks); and
4. The Building Principal approves the course in advance.

Students may be limited as to the number of distance learning courses that apply toward high school credit. Grades earned in approved distance learning courses count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities. The District may pay the fee for expelled students who are permitted to take virtual or online courses in alternative settings.

Exchange Programs

An exchange student will be granted a diploma if he or she completes the criteria for graduation established by the State of Illinois and the Board of Education. The Board may grant a certificate of attendance to exchange students.

District students will receive high school credit for world exchange courses that meet the criteria established in the curriculum and that are approved by the Building Principal. International study course work not meeting District requirements may be placed in the student's permanent record and recorded as an international study experience.

Summer School and Independent Study

A student will receive high school credit for successfully completing: (1) any course given by an institution accredited by AdvancED, and (2) independent study in a curriculum area not offered by the District, provided the student obtains the consent of a supervising teacher as well as the Building Principal.

College Courses

A student who successfully completes community college courses may receive high school credit, provided:

1. The student is a senior in good academic standing;
2. The course is not offered in the high school curriculum;
3. The course is approved in advance by the student's guidance counselor and the High School Principal or designee; and
4. The student assumes responsibility for all fees.

A maximum of 6 units of credit may be counted toward the requirements for a student's high school graduation.

Dual Credit Courses

A student who successfully completes a dual credit course may receive credit at both the college and high school level.

World Language Courses

A student will receive high school credit by studying world language in an approved ethnic school program, provided such program meets the minimum standards established by the State Board of Education.

The amount of credit will be based on world language proficiency achieved. The Building Principal may require a student seeking world language credit to successfully complete a world language proficiency examination.

Tech Prep Programs and Vocational Academies

A student will receive high school credit for work-related training at manufacturing facilities or agencies in a Tech Prep Program, or for credit earned in a Vocational Academy. The student assumes responsibility for any fee, tuition, supply, or other expenses for participation in Tech Prep Programs or Vocational Academies.

Substitutions for Physical Education and Other Required Courses

A student in grades 9-12 may substitute the advanced placement computer science course for one year of mathematics, in accordance with [Section 27-22 of the School Code](#). The transcript of a student who completes the advanced placement computer science course will state that it qualifies as a mathematics-based, quantitative course.

A student in grades 9-12, unless otherwise stated, may submit a written request to the Building Principal to be excused from physical education courses for the reasons stated below. The Superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances.

1. Ongoing participation in an interscholastic or extracurricular athletic program for students in grades 11 and 12 (student must be in the 11th or 12th grade);
2. Ongoing participation in a marching band program for credit for students in grades 11 and 12;
3. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
4. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

A student in grades 9-12 who is eligible for special education may be excused from physical education courses if:

1. The student's parent/guardian agrees that the student must utilize the time set aside for physical education to receive special education support and services, or
2. The student's individualized education program team determines that the student must utilize the time set aside for physical education to receive special education support and services, or
3. The student is participating in an adaptive athletic program outside of the school setting, and the parent/guardian documents the student's participation in writing to the District.

The agreement or determination must be made a part of the individualized education program. A student requiring adapted physical education must receive that service in accordance with the student's individualized education program.

Registered Apprenticeship Program.^{Q1} The Superintendent or designee will ensure that the District complies with State law requirements for registered apprenticeship programs. [PRESSPlus1](#) The opportunities and requirements for registered apprenticeship programs contained in this policy will be posted on the District's website, and parents/guardians and students will also be notified of such opportunities in the appropriate school handbook(s). [PRESSPlus2](#)

A student in grades 9-12 who is 16 years or older may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing a registered apprenticeship program if:

1. The registered apprenticeship program meets all criteria contained in State law;
2. The registered apprenticeship program is listed by the District, or the student identifies a registered (but not listed) apprenticeship program with a business or organization if one is not offered in the District;
3. The student enrolled in a registered apprenticeship program has the opportunity to earn post-secondary credit toward a certificate or degrees, as applicable;
4. The student's parent/guardian requests and approves the substitution(s) in writing on forms provided by the District and on its website. [PRESSPlus3](#)
5. The Building Principal approves the substitution(s); and

6. All non-academic requirements mandated by the School Code for high school graduation that would otherwise prohibit or prevent the student from participating in the registered apprenticeship program are waived.

Re-Entering Students

Individuals younger than 21 years of age may re-enter high school to acquire a high school diploma or an equivalency certificate, subject to the limitations in Board Policy 7:50, School Admissions and Student Transfers To and From Non-District Schools. Re-entering students may obtain credit through the successful completion of the following (not all of these may be available at any one time):

1. District courses
2. Non-District experiences described in this policy
3. Classes in a program established under [Section 10-22.20 of the School Code](#), in accordance with the standards established by the Illinois Community College Board
4. Proficiency testing, correspondence courses, and other nonformal educational endeavors

LEGAL REF.:

105 ILCS 5/2-3.44, 5/2-3.108, 5/2-3.115, 5/2-3.142, 5/2-3.175, 5/10-22.43a, 5/27-6, 5/27-22.3, and 5/27-22.05.

110 ILCS 27/, Dual Credit Quality Act.

23 Ill.Admin.Code §§1.425(e), 1.440(f), ~~and~~ 1.470(c), and Part 255.

CROSS REF.: 6:180 (Extended Instructional Programs), 6:300 (Graduation Requirements), 6:320 (High School Credit for Proficiency), 7:260 (Exemption from Physical Activity)

Adopted: August 19, 2019

Questions and Answers:

***Required Question 1. A *registered apprenticeship program* is an industry-based occupational training program of study with standards reviewed and approved by the U.S. Dept. of Labor that meets characteristics set forth in State law and ISBE rules. The introductory sentence and listed items 1, 3, 4, and 6 are required to be in the policy if a board decides to allow students to participate in registered apprenticeship programs. See 23 Ill.Admin.Code §255.200(b). Item #2 is not required to be stated in policy, but is required to be included in a district's website notification (if any) to parents/guardians about registered apprenticeship opportunities.

Allowing for this substitution is optional, but, if offered, must be included in board policy, and the policy must be posted on the district's website (if any) for students, parents, and members of the business and industry community to access. 105 ILCS 5/2-3.175, added by P.A. 100-992, renumbered by P.A. 101-81; 23 Ill.Admin.Code §255.200.

Does the District allow substitutions in grades 9-12 (who are at least 16 years old) for PE and other required courses with participation in a registered apprenticeship program?

- Yes (default) Does the district maintain a website? Enter yes or no. (If no, IASB will edit the policy as necessary. See footnotes 11 and 13, available at PRESS Online by logging in at www.iasb.com, for more information.)
- No (IASB will remove the policy language regarding a Registered Apprenticeship Program.)

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/2-3.175, added by P.A. 100-992, renumbered by P.A. 101-81; 23 Ill.Admin.Code Part 255. In addition to the requirements listed in the policy, districts allowing for student participation in registered apprenticeship programs must also: (1) submit data on participating students through ISBE's Student Information System, (2) identify and attempt to eliminate any barriers to student participation, and (3) include the program in the Career Pathway Endorsement if the district awards endorsements under the Postsecondary and Workforce Readiness Act (110 ILCS 148/). 23 Ill.Admin.Code §255.200(d)-(f). **Issue 106, November 2020**

PRESSPlus 2. 23 Ill.Admin.Code §255.200(c). The Illinois Principals Association maintains a handbook service that coordinates with **PRESS** material, *Online Model Student Handbook (MSH)*, at: www.ilprincipals.org/resources/model-student-handbook. The notification to students and parents on the district's website must include: (1) a statement that a student may participate in any registered apprenticeship program listed by the district; and (2) a statement that a student may find a

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registered, but not listed, apprenticeship program with a business or organization, if a registered apprenticeship program is not offered in the district. 23 Ill.Admin.Code §255.200(c)(2). See 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*, available at PRESS Online by logging in at www.iasb.com (2:250-E2 will be updated in PRESS Issue 107). **Issue 106, November 2020**

PRESSPlus 3. 23 Ill.Admin.Code §255.200(b)(4). See 6:310-E, *Class Substitution Request*, and 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*, available at PRESS Online by logging in at www.iasb.com (2:250-E2 will be updated in PRESS Issue 107). **Issue 106, November 2020**

Document Status: Draft Update

INSTRUCTION

6:320 High School Credit for Proficiency

Proficiency Credits

Subject to the limitations in this policy and State law, the Superintendent is authorized to establish and approve a program for granting credit for proficiency with the goal of allowing a student who would not benefit from a course because the student is proficient in the subject area to receive credit without having to take the course. A student who demonstrates competency under this program will receive course credit for the applicable course and be excused from any requirement to take the course as a graduation prerequisite. No letter grade will be given for purposes of the student's cumulative grade point average. The Superintendent or designee shall notify students of the availability of and requirements for receiving proficiency credit.

Proficiency credit will be offered in the following subject areas:

World language - A student is eligible to receive one year of world language credit if the student has graduated from an accredited elementary school and can demonstrate proficiency, according to this District's academic criteria, in a language other than English. A student who demonstrates proficiency in American Sign Language is deemed proficient in a world language and will receive one year of world language credit. A student who studied a world language in an approved ethnic school program is eligible to receive appropriate credit according to the level of proficiency reached; the student may be required to take a proficiency examination.

Other proficiency testing - The program for granting credit for proficiency may allow, as the Superintendent deems appropriate, course credit to be awarded on the basis of a local examination to a student who has achieved the necessary proficiency through independent study or work taken in or through another institution. Proficiency testing may also be used to determine eligible credit for other subjects whenever students enter from non-graded schools, non-recognized or non-accredited schools, or were in a home-schooling program.

Course Credit for High School Diploma

The Superintendent or designee may investigate, coordinate, and implement a program for students in grade 8 to enroll in a course required for a high school diploma.

Students in grade 8 may enroll in a course required for a high school diploma when: (1) the course is offered by the high school that the elementary student would attend, (2) the student participates in the course at the location of the high school, and (3) the student's enrollment in the course would not prevent a high school student from being able to enroll.

A student that successfully completes a course required for a high school diploma while in grade 8 shall receive such academic credit from the Board. That academic credit shall satisfy the requirements of [Section 27-22](#) of the School Code for purposes of receiving a high school diploma, unless evidence about the course's rigor and content show that the course did not address the relevant Illinois learning standard at the level appropriate for the high school grade during which the course is usually taken. The student's grade in the course shall also be included in the student's grade point average in accordance with Board policy.

LEGAL REF.:

[105 ILCS 5/10-22.10](#), [5/10-22.43](#), [5/10-22.43a](#), [5/27-12.1](#), [5/27-22](#), [5/27-22.10](#), [5/27-24.3](#), and [5/27-24.4](#).

23 Ill.Admin.Code ~~§1.466~~ Part 680. [PRESSPlus1](#)

CROSS REF.: 6:180 (Extended Instructional Programs), 6:280 (Grading and Promotion), 6:300 (Graduation Requirements), 6:310 (Credit for Alternative Courses and Programs, and Course Substitutions), 7:40 (Nonpublic School Students, Including Parochial and Home-Schooled Students)

~~ADOPTED: January 21, 2014~~

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 106, November 2020**

Document Status: Draft Update

INSTRUCTION

6:340 Student Testing and Assessment Program

The District student assessment program provides information for determining individual student achievement and instructional needs, curriculum and instruction effectiveness, and school performance measured against District student learning objectives and statewide norms.

The Superintendent or designee shall manage the student assessment program that, at a minimum:

1. Administers to students the State assessment system all standardized assessments required by the Ill. State Board of Education (ISBE)~~to all students~~ and/or any other appropriate assessment methods and instruments, including norm and criterion-referenced achievement tests, aptitude tests, proficiency tests, and teacher-developed tests. [PRESSPlus1](#)
2. Informs students of the timelines and procedures applicable to their participation in every State assessment.
3. Provides each student's parents/guardians with the results or scores of each State assessment and an evaluation of the student's progress. See policy 6:280, *Grading and Promotion*.
4. Utilizes professional testing practices.

Overall student assessment data on tests required by State law will be aggregated by the District and reported, along with other information, on the District's annual report card. All reliable assessments administered by the District and scored by entities outside of the District must be (1) reported to ISBE on its form by the 30th day of each school year, and (2) made publicly available to parents/guardians of students. Board policy 7:340, *Student Records*, and its implementing procedures govern recordkeeping and access issues.

LEGAL REF.:

[20 U.S.C. §1232g](#), Family Educational Rights and Privacy Act.

[105 ILCS 10/](#), Illinois School Student Records Act.

[105 ILCS 5/2-3.63](#), [5/2-3.64a-5](#), [5/10-17a](#), [5/22-82](#), and [5/27-1](#).

CROSS REF.: 6:15 (School Accountability), 6:280 (Grading and Promotion), 7:340 (Student Records)

Adopted: October 21, 2019

PRESSPlus Comments

PRESSPlus 1. Updated to incorporate continuous improvement changes suggested by the **PRESS** Advisory Board. **Issue 106, November 2020**

LYONS TOWNSHIP HIGH SCHOOL



DISTRICT 204 OFFICES 100 S. Brainard Ave., LaGrange, IL 60525-2101

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EDWARD M. PIOTROWSKI
Director of Human Resources

TO: Timothy B. Kilrea, Superintendent
Board of Education
FROM: Edward M. Piotrowski, Director of Human Resources
DATE: January 19, 2021
RE: Request for Additional FTE (.3 for Alternative Education and Social Work Supports)

BACKGROUND:

In March, 2020, the Board of Education approved 250.7 FTE in instructional FTE for the 2020-2021 school year. As in years past, the Board also approved an additional .4 discretionary FTE to be used, if needed. In prior years, this discretionary FTE was not needed in its entirety. As discussed at the Curriculum Committee on January 12, 2021, we have used the full discretionary FTE during the 2020-2021 school year. With the use of the .4 discretionary FTE, the current instructional FTE for 2020-2021 is 250.1.

In addition, the administration is requesting an additional .3 FTE to create a semester section of Edgenuity (.1 FTE) within our Alternative Education Program, as well as to increase our current social work supports by .2 FTE. As Scott Eggerding and Leslie Owens shared with the Board at the Curriculum Committee, we are requesting this increase in FTE to provide students with not only an option to assist in credit recovery through the Edgenuity class, but also to increase social work supports to provide students with additional resources from a social-emotional and mental health standpoint.

The additional .1 FTE of Edgenuity will be covered by hiring a certified teacher to a part-time assignment. **The approximate cost of the additional section of Edgenuity is \$6,500.**

The additional .2 FTE of social work supports will be covered by increasing a part-time social worker to full-time. **The approximate cost of the additional .2 FTE of social work supports is \$25,500.**

With the use of the .4 discretionary FTE and the additional .3 FTE for as outlined above, the instructional FTE for 2020-2021 will be 251.4.

RECOMMENDATION:

We recommend that the Board approve an additional .3 FTE for 2020-2021 as described above.

LYONS TOWNSHIP HIGH SCHOOL

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Brian Stachacz
Director of Business Services

Memorandum

To: Dr. Tim Kilrea, Board of Education
From: Brian Stachacz
Date: 1/14/2021
Re: Tax Objection Complaint Settlement (UPS Property)

Information: You may recall that back in November of 2020 we discussed with the Finance Committee a potential settlement of this case with UPS. As a reminder, UPS filed, in the Circuit Court, a tax objection case on their property located in Hodgkins. This property is located within District 204 boundaries and UPS pays property taxes to District 204. The Board gave permission to district counsel to intervene in this case in September of 2019 as UPS was seeking a substantial refund for multiple tax years spanning from 2011 through 2016.

One of the attached spreadsheets shows the extent of the refund that UPS was originally seeking for all of those years. That amount, based on a reduction of Assessed Valuation, would have been \$2.0 million for District 204. Any settlement is typically refunded out of the current year taxes at the time of the settlement. That means, without the intervention, we would have paid a refund to UPS of \$2.0 million in one year.

Our attorneys, Ares Dalianis and Scott Metcalf from Franczek P.C., have been able to negotiate a tentative settlement with counsel from UPS that dramatically lowers that amount of the refund paid to UPS for the years of 2011-2016. Under the terms of the tentative settlement, the District would refund \$270,338 to UPS. Including interest, the final refund total will be \$298,218. This represents a total dollar reduction from the original request of \$1.72 million.

Mr. Dalianis and Mr. Metcalf were also able to negotiate a favorable settlement for the years of 2017-2019. For these years, the proposed settlement refund is \$204,416. Including interest, the final refund total will be \$215,262 and may be less if the payout is prior to March 15th of 2022 as this would reduce the amount of interest to be paid.

Typically, we do not bring these settlement agreements to the Board of Education, as many of the other settlements are much smaller in actual dollars. We wanted to share this information with the Board of Education and approve this settlement agreement due to the amount of money involved with this refund. Based on the reduction of the proposed refund and based on the recommendation of District Counsel, it is my recommendation that the Board of Education approve the settlements at the January meeting.

Recommendation: The Board of Education approve the property tax appeal settlements with UPS as presented.

UPS Facility - Hodgkins

Total Refund Exposure

| | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 | |
|---------------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Total Current AV | 20,623,460 | 20,623,460 | 20,623,460 | 20,200,415 | 20,200,415 | 20,200,415 | |
| Total Current MV *(per taxpayer doc.) | 82,653,686 | 82,653,686 | 82,653,686 | 80,961,906 | 80,961,906 | 80,961,906 | |
| Requested AV *(per taxpayer doc.) | 15,560,039 | 15,560,039 | 15,560,039 | 14,460,039 | 14,460,039 | 14,460,039 | |
| Requested MV *(per taxpayer doc.) | 62,400,000 | 62,400,000 | 62,400,000 | 58,000,000 | 58,000,000 | 58,000,000 | |
| Potential AV Reduction | 5,063,421 | 5,063,421 | 5,063,421 | 5,740,376 | 5,740,376 | 5,740,376 | |
| | | | | | | | Total |
| Potential Refund | \$1,306,702 | \$1,333,852 | \$1,359,791 | \$1,580,005 | \$1,643,040 | \$1,721,202 | \$8,944,592 |
| District 105 | \$94,993 | \$98,607 | \$102,056 | \$121,017 | \$124,956 | \$127,259 | \$668,888 |
| District 107 | \$245,705 | \$245,464 | \$239,059 | \$279,844 | \$322,233 | \$321,022 | \$1,653,327 |
| District 108 | \$114 | \$120 | \$129 | \$167 | \$169 | \$168 | \$867 |
| District 204 | \$288,491 | \$301,813 | \$310,992 | \$362,798 | \$371,746 | \$378,787 | \$2,014,627 |
| District 217 | \$75 | \$80 | \$82 | \$103 | \$105 | \$109 | \$554 |

Refunds at Proposed Settlement

| | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 | |
|---------------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Total Current AV | 20,623,460 | 20,623,460 | 20,623,460 | 20,200,415 | 20,200,415 | 20,200,415 | |
| Total Current MV *(per taxpayer doc.) | 82,653,686 | 82,653,686 | 82,653,686 | 80,961,906 | 80,961,906 | 80,961,906 | |
| Proposed Settlement AV | 19,849,966 | 19,865,713 | 19,880,164 | 19,475,222 | 19,503,041 | 19,534,715 | |
| Proposed Settlement MV | 79,553,722 | 79,616,806 | 79,674,742 | 78,054,992 | 78,166,472 | 78,293,438 | |
| Settlement AV Reduction | 773,494 | 757,747 | 743,296 | 725,193 | 697,374 | 665,700 | |
| | | | | | | | Total |
| Settlement Refund | \$200,000 | \$199,999 | \$200,000 | \$200,000 | \$200,001 | \$200,000 | \$1,200,000 |
| District 105 | \$14,539 | \$14,785 | \$15,011 | \$15,319 | \$15,210 | \$14,787 | \$89,651 |
| District 107 | \$37,607 | \$36,805 | \$35,160 | \$35,423 | \$39,223 | \$37,303 | \$221,521 |
| District 108 | \$17 | \$18 | \$19 | \$21 | \$21 | \$20 | \$116 |
| District 204 | \$44,155 | \$45,255 | \$45,740 | \$45,924 | \$45,251 | \$44,013 | \$270,338 |
| District 217 | \$11 | \$12 | \$12 | \$13 | \$13 | \$13 | \$74 |
| Refund Exposure Eliminated | \$1,106,702 | \$1,133,853 | \$1,159,791 | \$1,380,005 | \$1,443,039 | \$1,521,202 | \$7,744,592 |
| District 105 | \$80,454 | \$83,822 | \$87,045 | \$105,698 | \$109,746 | \$112,472 | \$579,237 |
| District 107 | \$208,098 | \$208,659 | \$203,899 | \$244,421 | \$283,010 | \$283,719 | \$1,431,806 |
| District 108 | \$97 | \$102 | \$110 | \$146 | \$148 | \$148 | \$751 |
| District 204 | \$244,336 | \$256,558 | \$265,252 | \$316,874 | \$326,495 | \$334,774 | \$1,744,289 |
| District 217 | \$64 | \$68 | \$70 | \$90 | \$92 | \$96 | \$480 |

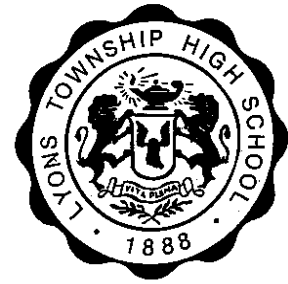
UPS Facility - Hodgkins
December 2020 Settlement of the 2011-2019 Tax Objection Complaints
(with simultaneous settlement of 2020-2022 Board of Review matters)

| Refunds with Est. Payout March 15, 2021 | | | | | | | |
|---|-----------|-----------|-----------|-----------|-----------|-----------|-------------------|
| TOC Tax Year | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 | Totals |
| District 105 | \$ 14,539 | \$ 14,785 | \$ 15,011 | \$ 15,319 | \$ 15,210 | \$ 14,787 | \$ 89,651 |
| Est. Interest | \$ 1,881 | \$ 3,382 | \$ 1,691 | \$ 1,291 | \$ 562 | \$ 375 | \$ 9,183 |
| Total | \$ 16,420 | \$ 18,167 | \$ 16,702 | \$ 16,610 | \$ 15,772 | \$ 15,162 | \$ 98,834 |
| District 107 | \$ 37,607 | \$ 36,805 | \$ 35,160 | \$ 35,423 | \$ 39,223 | \$ 37,303 | \$ 221,521 |
| Est. Interest | \$ 4,866 | \$ 8,420 | \$ 3,962 | \$ 2,986 | \$ 1,449 | \$ 947 | \$ 22,629 |
| Total | \$ 42,473 | \$ 45,225 | \$ 39,122 | \$ 38,409 | \$ 40,672 | \$ 38,250 | \$ 244,150 |
| District 204 | \$ 44,155 | \$ 45,255 | \$ 45,740 | \$ 45,924 | \$ 45,251 | \$ 44,013 | \$ 270,338 |
| Est. Interest | \$ 5,713 | \$ 10,353 | \$ 5,154 | \$ 3,871 | \$ 1,672 | \$ 1,117 | \$ 27,880 |
| Total | \$ 49,868 | \$ 55,608 | \$ 50,894 | \$ 49,795 | \$ 46,923 | \$ 45,130 | \$ 298,218 |

| Refunds with Est. Payout March 15, 2022 | | | | |
|---|-----------|-----------|-----------|-------------------|
| TOC Tax Year | 2017 | 2018 | 2019 | Totals |
| District 105 | \$ 4,576 | \$ 4,622 | \$ 5,024 | \$ 14,222 |
| Est. Interest | \$ 348 | \$ 254 | \$ 154 | \$ 757 |
| Total | \$ 4,924 | \$ 4,876 | \$ 5,178 | \$ 14,979 |
| District 107 | \$ 66,516 | \$ 69,348 | \$ 68,513 | \$ 204,377 |
| Est. Interest | \$ 5,059 | \$ 3,818 | \$ 2,101 | \$ 10,979 |
| Total | \$ 71,575 | \$ 73,166 | \$ 70,614 | \$ 215,356 |
| District 204 | \$ 65,362 | \$ 65,994 | \$ 73,060 | \$ 204,416 |
| Est. Interest | \$ 4,971 | \$ 3,634 | \$ 2,241 | \$ 10,846 |
| Total | \$ 70,333 | \$ 69,628 | \$ 75,301 | \$ 215,262 |

LYONS TOWNSHIP HIGH SCHOOL

DISTRICT 204 OFFICES 100 S. Brainard Ave., LaGrange, IL 60525-2101
· Tel: (708) 579-6462 · Fax: (708) 579-6454 · Email: bstachacz@lths.net · Website: www.lths.net



Brian Stachacz
Director of Business Services

Memorandum

To: Dr. Tim Kilrea, Board of Education
From: Brian Stachacz
Date: 1/14/2021
Re: Vaughan Stairs Replacement Project Bid Results

On December 18th, the District received and opened bids for the Vaughan Stairs Replacement Project. There were nine bids received and at first look, it would appear that G. Fisher Commercial Construction was the low bidder. However, their bid raised concerns immediately as their base bid was much lower than all others were and their alternate #1 bid was much higher than the others were. Both Ed Wright and Paul Gajda from DLA followed up with questions to G. Fisher regarding their numbers. In response, we received a letter, dated December 23rd, stating that they had incorrectly allocated costs for each of the categories. The letter also outlines what their bid should have been in each category. After reading this response, another red flag was raised as their numbers did not match their submitted bid total, but more importantly, the cost of \$9,000 for alternate #1 is less than the amount needed for only the materials.

Mr. Wright and Mr. Gajda then followed up with G. Fisher and Happ Builders (the second lowest bidder) and asked for a schedule of values report for the project. A schedule of values breaks down the project into sub sections and itemizes a cost for each section. Happ Builders provided the document upon request and their numbers seem appropriate for their bid. G. Fisher provided a letter stating that they made a mistake and that their bid was incomplete. They also stated that in order for them to complete the project with the correct cost, they would need to add an additional \$35,895 to their original bid.

Based on the response from G. Fisher, the district will be unable to accept their bid as a valid bid and they have provided an additional letter that withdraws their bid from contention. If the District chooses to move forward with the project, the contract should be awarded to Happ Builders as outlined by the recommendation letter from DLA Architects. District Counsel has also confirmed that the bid from G. Fisher is not a valid bid.

Recommendation: The Board of Education award the contract for the North and Vaughan Stairs Replacement Project to Happ Builders including the Base Bid and Alternate #1, in the amount of \$241,000.



January 08, 2021

Mr. Brian Stachacz
Lyons Township High School District 204
100 S. Brainard
LaGrange, IL 60525

Dear Brian

Subject: North and Vaughan Stair Replacement Project
DLA Architects Ltd. Project No. 2020.076

After reviewing the Base Bid and Alternate received from nine bidders on Friday, December 18, 2020 and as requested by District 204 Administration, we have determined that the Apparent Lowest Qualified Bidder is Happ Builders. This determination is based on the acceptance of their Base Bid with consideration for Alternate No. 1, as seen in the attached bid tabulation form.

Base Bid for a total of \$227,000
Base Bid and Alternate No. 1 for a total of \$241,000

As shown in the Bid Tab sheet, the lowest submitted Base Bid from G. Fisher Commercial Construction Company, Inc. is substantially less than the other bids and Alternate 1 is substantially higher. As indicated in their attached letter dated, December 23, 2020, they did not provide a complete Base Bid and subsequently did not have the correct pricing for Alternate #1 either.

Based on the substantial difference in cost from their combined bid to the next lowest bidder, and that they did not pick up drawings until 3 days before the bids were due, we requested a schedule of values to break down their costs. This request was to ensure that they fully understood the scope of the project and had properly allocated funds for each aspect of it. This is a standard request and required for each pay application throughout the duration of a project. It also would be expected to be readily available as it is needed to formulate a responsible bid submission. This request was made on Wednesday, January 6, 2021.

At the end of the day on January 8, 2021 we received an undated "Explanation of Mistake" letter. As stated in the attached letter they did not bid the correct scope and are unable to perform the job for their original bid amount. We have

Mr. Brian Stachacz

Page 2

January 08, 2021

requested that they submit a formal withdrawal letter, which we have not received yet. At this point in time, we cannot recommend moving forward with their self-described, "incomplete" bid.

As we have discussed, the low Base Bid and Alternate from Happ Builders is below to the original estimated cost of \$295,000 for the base bid work and is reasonable for the proposed scope of work. Additionally, a \$30,000 general allowance for unforeseen conditions is also included in the bid amount.

The Alternate work includes the cost for:

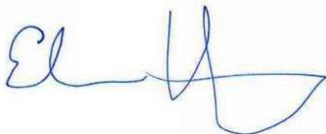
Alternate No. 1 – Provide new granite cap pieces at both levels of each side wall to match stair slab color with 1" drip edge on each side.as indicated in the drawings and specifications.

We have contacted a representative from Happ Builders, and they have stated that all of the work as shown in the Construction Documents has been considered and that they are comfortable with their bid. Additionally, they have provided a schedule of values at our request to confirm that they have fully covered all of the scope.

Therefore, DLA Architects, with the approval of Lyons Township High School District 204, recommends award of the contract to Happ Builders for the Base Bid work as described and Alternate #1 if determined necessary by the District.

If you should have any questions, please do not hesitate to call.

Sincerely

A handwritten signature in blue ink, appearing to read 'Edward Wright', with a stylized flourish at the end.

Edward Wright
Principal

Enclosures: Bid Tab Sheet, G. Fisher Bid Explanation Letter, Explanation of Mistake

c: Paul Gajda, AIA

North and Vaughan Stair Replacement Project for Lyons Township High School District 204

Project # 2020.076

December 18 at 1:00 pm

BID TAB



| Contractor | Bid Bond | Add#1 | Base Bid | Alternate #1 | Base Bid 1 + Alternate 1 | Remarks |
|-----------------------------------|----------|-------|-----------|--------------|--------------------------|----------------|
| Berglund Construction | x | x | \$295,000 | \$12,500 | \$307,500 | |
| Bulley & Andrews, LLC | x | x | \$370,051 | \$24,530 | \$394,581 | |
| Chicago Heights Construction Co. | x | x | \$268,915 | \$23,000 | \$291,915 | |
| D Kersey Construction Co. | x | x | \$248,618 | \$14,000 | \$262,618 | |
| G. Fisher Commercial Construction | x | x | \$148,000 | \$56,000 | \$204,000 | Incomplete Bid |
| Happ Builders | x | x | \$227,000 | \$14,000 | \$241,000 | |
| Manusos General Contracting Inc. | x | x | \$258,000 | \$15,759 | \$273,759 | |
| Metropolitan Corp | x | x | \$254,000 | \$13,500 | \$267,500 | |
| Monson Nicholas | x | x | \$389,617 | \$17,375 | \$406,992 | |
| | | | | | | |

Alternate #1: Provide new granite cap pieces at both levels of each side wall to match stair slab color with 1" drip edge on each side.

Allowance: Include in base bid a \$30,000 (Thirty Thousand Dollars) contingency allowance to be used for unforeseen conditions and at the discretion of the Owner.



G. FISHER
COMMERCIAL CONSTRUCTION, INC.

2 S. Hanks Road, Suite C
Aurora, IL 60506
O: (331) 256-6847
F: (331) 256-6848

December 23, 2020

Mr. Paul N. Gajda

DLA Architects, Ltd.

2 Pierce Place, Suite 1300

Itasca, IL 60143

RE: Lyons Township High School- North & Vaughan Stair Replacement

Project No. 2020.076

Dear Mr. Gajda,

I wanted to take this opportunity to thank you for discussing our bid for the Lyons Township High School- North & Vaughan Stair Replacement project. We appreciate that you have made yourself available for discussions this week.

As discussed, this letter's sole purpose is to clarify our base bid calculation. Our base bid was incomplete as we had incorrectly allocated funds towards the alternate that should have been included in the base bid total. Our Mason subcontractor had provided us with their bid that had the funds incorrectly allocated and unfortunately, we did not catch their mistake in the bid.

Our total base bid should have been \$195,040.00 with the alternate cost at \$9,000.00

We are asking that you allow us to revise the base bid total to the figure of \$195,040.00 due to this error, and we hope that this will not disqualify our bid for the project.

Thank you for your consideration.

Respectfully submitted,

George R. Fisher, Jr.

President

G. Fisher Commercial Construction, Inc.

cc: file



G. FISHER
COMMERCIAL CONSTRUCTION, INC.

2 S. Hanks Road, Suite C
Aurora, IL 60506
O: (331) 256-6847
F: (331) 256-6848

Hi Paul and Ed!

Again, my apologies for the delay. Our concrete contractor also performs sewer and water systems work and had a main break early this morning at another of his clients. He was there most of the day in the catch basin. This forced me to go to his site to work with him get my answers for this project.

Attached is the breakdown per Paul's request. I had augmented it to include a few additional line items that completed the full scope. As well, we identified a mistake in our bid. The mistake is corrected which shows an increased base bid. As this mistake would typically disqualify my firm from this project, there is still a significant savings to the owner and I ask for consideration of the quote on this merit.

That said, after analyzing the total costs and the line items of the entire scope we found our initial bid had not included enough cost for the stairs. This was due to my misinterpretation the stairs were to be saved and reused per my side conversation with Paul. In our conversation Paul had mentioned the owner wanted to reuse the stairs for the aesthetics.

LET ME BE PERFECTLY CLEAR, THIS WAS CLEARLY AND UNEQUIVOCALLY ALL IN MY HEAD, MY MISTAKE AND WAS NOT DIRECTED BY ANYONE TO BID THIS INCORRECT SCOPE.

Our Mistake in the provided bid explanation is as follows:

As this incorrect perception of scope was in my head, I incorrectly directed the mason to price accordingly, without referring to my notes of that conversation for confirmation. After the bid opening I re-reviewed my meeting notes, from the conversation with Paul. I noted that the reference to re-use of the stair was followed by "the district, although would like that stair to be matched and replaced". Paul stated he believed the existing stair material was no longer manufactured and to follow the plan.

The delay in providing the Schedule of Values:

The delay is a result of a few uncommon issues encountered with regard to LaFarge's quote and locating the mistake made in our bid. The issues and mistake explained below:

1. LaFarge Material Quote and the **ALTERNATE 1** Bid Doc description
 - a. LaFarge cap quote referencing the quantity at 42' for \$10,710.00, was interpreted to be the **ALTERNATE 1** and thought to be used at the North Stair Planter.
 - i. This cap is actually to be utilized for the North Stair Planter in the base bid.
 1. Per Paul's email of 1/6/2021, provided confirmation of the 42' portion of the quote, was to be used for the alternate.
 2. The dilemma was the 42' portion of the quote with the provided cost, did not match with the quantity required for the sidewalls cap quantity of approximately 97' we measured.
 3. Our determination of the item above to be used in the base bid is due to the ACTUAL cap lineal foot quantity required for the planter is approximately 33' (+ -); the LaFarge quote stated 42'.
 - b. Also, there is no quote for the Vaughn stair sidewalls which **IS** the actual **ALT. 1**
 - c. The Bid Docs item **ALTERNATE 1** line item are a bit ambiguous by the absence of a location designation. Vaughn or North. As well the bid documents lacking of any detail or size for **ALTERNATE 1**. Missing information for the stone cap was inherently is a path to a mistake. I would speculate all the other bidders used the incorrect quantity and incorrect cost provided by LaFarge for the **ALTERNATE 1**, as well.
 - i. We recently sent to Paul the adjusted **ALTERNATE 1** revised amount reduced to \$9k solely based on our initial perception the North Planter was the **ALTERNATE 1**.
2. The mistake in our bid cost were caused by my incorrect direction to my mason contractor to disregard the plan and re-use the stair existing stair material thereby shorting costs needed for a complete bid.



G. FISHER
COMMERCIAL CONSTRUCTION, INC.

2 S. Hanks Road, Suite C
Aurora, IL 60506
O: (331) 256-6847
F: (331) 256-6848

In closing, I ask that you accept my apology for not only the delay in getting this to you folks, as well possibly wasting DLA's time of the additional work spent to qualify my firm.

I respectfully request that upon presenting my revised quote and this explanation (if you think the explanation is appropriate to include) to the School District and the School District's decision, in lieu of an award to Fisher, that there be no penalty for our mistake.

I thank you for your time and understanding.

Respectfully Submitted,

George R. Fisher, Jr.



2 S. Hanks Road, Suite C
 Aurora, IL 60506
 O: (331) 256-6847
 F: (331) 256-6848

| General Information | | | |
|---------------------|----------------------------|--------------------|--------------|
| Project: | Lyons HS Stair Replacement | Date of Submittal: | 12/18/2020 |
| Address: | 100 S. | Job Number: | 110398 |
| Location: | | Project Cost | \$239,912.70 |
| Sq. Ft. | | Cost Per Sq. Ft. | |
| Prepared By: | | Status: | |

| <u>North Building Stairs</u> | | \$ | 13,255.00 | <u>Alternate</u> |
|--|--|----|------------|------------------|
| Precast coping | | \$ | 13,255.00 | |
| Demolition of concrete stairs | | \$ | 7,500.00 | |
| Installation of concrete stairs | | \$ | 19,300.00 | |
| | | \$ | 40,055.00 | |
| <u>Vaughan Building Stairs</u> | | | | |
| 1 Demolition of granite stairs and concrete | | \$ | 19,154.00 | |
| 2 30 percent and at 2" deep of the existing concrete substructure slab | | | | |
| needs to be cleaned out, the bar coated - Allowed for 120sf | | \$ | 1,320.00 | |
| 3 20 percent of exposed rebar in the existing concrete substructure | | | | |
| needs to be cut out and replaced allowed for 80sf | | \$ | 1,120.00 | |
| 4 Wausau V Series Tile Ecopremier X-50 for paver tiles. | | \$ | 17,050.00 | |
| 5 Remove and reinstall caps | | \$ | 9,990.00 | \$ (3,000.00) |
| 6 Planters - ALTERNATE | | \$ | - | \$ 25,982.00 |
| 7 Waterproofing | | \$ | 4,600.00 | |
| 8 Stainless steel handrails | | \$ | 11,500.00 | |
| 9 Granite stair slabs | | \$ | 37,982.00 | |
| 10 Tuck pointing | | \$ | 3,410.00 | |
| 11 New concrete Side walk | | \$ | 730.00 | |
| 12 Allowance | | \$ | 30,000.00 | |
| 14 General Conditions | | \$ | 24,885.00 | |
| | | \$ | 201,796.00 | \$ 22,982.00 |
| 15 Bonds and Insurance | | \$ | 5,044.90 | |
| 16 Overhead and profit. | | \$ | 10,089.80 | |
| | | \$ | 216,930.70 | \$ 22,982.00 |
| <u>Alternate 1: Granite Cap Pieces at the Vaughan Stair</u> | | \$ | 22,982.00 | |
| | | \$ | 239,912.70 | |

| Bid | Difference |
|---------------|--------------|
| \$ 204,018.00 | \$ 35,894.70 |



2 S. Hanks Road, Suite C
Aurora, IL 60506
O: (331) 256-6847
F: (331) 256-6848

January 11, 2021

RE: Lyons Township Project 2020.076.000- D-204/Rebuilding of Exterior Stairs

To Whom It May Concern,

The purpose of this letter is to formally withdraw G. Fisher Commercial Construction, Inc.'s bid for the Lyons Township Project 2020.076.000- D-204/Rebuilding of Exterior Stairs. Our bid was incomplete.

I would like to thank all for allowing this withdrawal.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read 'George R. Fisher, Jr.', is written over a light blue circular stamp.

George R. Fisher, Jr., President

LYONS TOWNSHIP HIGH SCHOOL

DISTRICT 204 OFFICES 100 S. Brainard Ave., LaGrange, IL 60525-2101
· Tel: (708) 579-6462 · Fax: (708) 579-6454 · Email: bstachacz@lths.net · Website: www.lths.net



Brian Stachacz
Director of Business Services

Memorandum

To: Dr. Tim Kilrea, Board of Education
From: Brian Stachacz
Date: 1/14/2021
Re: Request for Easement Agreement with ComEd

In early December, we received information about an electrical upgrade project that ComEd is completing in the LaGrange area. As part of that project, they are requesting our permission, through an easement agreement, to directionally bore conduit under our service road that exits from behind the Field House on to Brainard Ave. For your review, I have included a picture that shows where the conduit will be placed and I have included a final copy of the easement agreement for approval. An easement agreement allows for the contractor, in this case ComEd, to access our property for the project and for any future maintenance of the lines and conduit that will be installed. The District retains ownership of the property and can continue to use the property as it has always done.

The final copy of the agreement that is being presented for approval contains the following important changes from the original document presented:

1. Narrows the scope of possible work to only directionally boring conduit.
2. Includes a requirement that ComEd is required to restore the property to original conditions once work is completed now and at any future date.
3. Includes language that references two letters, one for insurance and one for indemnification, which are part of the agreement.

Our legal counsel has reviewed the final documents and has approved their use for this particular easement. At this time, we would recommend that the Board of Education approve the Easement Agreement as presented.

Recommendation: The Board of Education approve the Easement Agreement with ComEd as presented.

GRANT OF EASEMENT

**Trustees of Schools of Township 38
North, Range 12 East of the 3rd
Principal Meridian, Cook County,
Illinois, for the benefit of Lyons
Township High School District No.
204, ("Grantor")**

in consideration of the sum of One Dollar and other valuable consideration, receipt of which is hereby acknowledged, hereby grant(s) and conveys to **COMMONWEALTH EDISON COMPANY**, an Illinois Corporation, (together with its licensees, successors and assigns, collectively, "Grantee"), an easement to (a) directionally bore conduit and (b) construct, operate, repair, maintain, modify, reconstruct, replace, supplement, relocate and remove, from time to time, cables, fiber, conduits used in connection with overhead and underground transmission and distribution of electricity, communications, sounds and signals (collectively, the "Facilities"), together with right of access to the same and the right, from time to time, to trim or remove trees, bushes, roots and saplings and to clear obstructions from the surface and subsurface as may be reasonably required incident to the grant herein given, in, over, under, across, along and upon the surface of property situated in Section 5, Township 38 North, Range 12, East of the Third Principal Meridian in Cook County, Illinois (the "Property"), further described below:

An easement as depicted on the Exhibit "A" and as legally described on the Exhibit "B", both Exhibits attached hereto and made a part hereof.

**PROPERTY ADDRESSES: 1041 W Cossitt Ave, La Grange, IL 60525
P.I.N: 18-05-223-016**

Obstructions shall not be placed over the Facilities or in, upon or over the Easement Area without prior written consent of Grantee. After installation of any Facilities, the grade of the Property shall not be altered in a manner so as to interfere with the operation and maintenance thereof.

Notwithstanding the foregoing sentence, prior to exercising the rights granted herein, Grantee will use commercially reasonable efforts to provide no less than forty-eight (48) hours' prior notice to Grantor; provided, however, that in the event of an emergency situation, Grantee shall exercise the rights granted herein as reasonably necessary to address the emergency situation without providing prior notice to Grantor. For purposes of this paragraph, notice may be provided by e-mail or telephonically. 91

After completion of construction of the Facilities, Grantee will restore the surface of the portions of the Easement Area subject to such construction to as near as reasonably possible its condition when first entered upon by Grantee.

Grantor acknowledges that Grantee has heretofore provided Grantor with two (2) separate letters, the first dated December 30, 2020 and the second dated January 13, 2021, each of which addresses a specific matter related to the granting of this Easement.

Grantee shall not permit any lien to stand against the Property or Grantor adjacent property or any improvements thereon for any labor or materials related to work performed under this Easement. In the event of any such lien attaching to Grantor property or any improvements thereon, the Grantee shall have such lien released within forty-five (45) days of Grantee's written receipt of such lien.

This Easement shall be governed by, construed, and enforced in accordance with the laws of the State of Illinois without regard to conflict of law principles. Jurisdiction and venue for all disputes shall be the Circuit Court located in Cook County, Illinois, or the federal district court for the Northern District of Illinois.

This instrument prepared by and when recorded, return to Michael Xenakis, 1701 Golf Rd, Rolling Meadows, Illinois 60008, on behalf of Commonwealth Edison Company.

Complete the Appropriate Acknowledgments on Following Page Hereof

The Grantor represents and warrants to the Grantees that Grantor is the true and lawful owner of the Property and has full right and power to grant and convey the rights conveyed herein.

The Easement is binding upon and shall inure to the benefits of the heirs, successors, assigns, and licensees of the parties hereto.

IN WITNESS WHEREOF, the Grantor, **Trustees of Schools of Township 38 North, Range 12 East of the 3rd Principal Meridian, Cook County, Illinois, for the benefit of Lyons Township High School District No. 204**, has caused this instrument to be executed on its behalf this _____ day of _____, 2020.

By: _____

Printed Name: _____

Title: _____

State Of _____
County Of _____

I, the undersigned, a Notary Public in and for the said County and State aforesaid, do hereby certify that _____, known to be the _____ of **Trustees of Schools of Township 38 North, Range 12 East of the 3rd Principal Meridian, Cook County, Illinois, for the benefit of Lyons Township High School District No. 204**, personally known to me to be the same person whose name is subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that he/she signed and delivered said instrument as his/her own free and voluntary act for the uses and purposes therein set forth.

GIVEN under my hand and NOTARIAL SEAL this _____ day of _____, 2020.

Notary Public

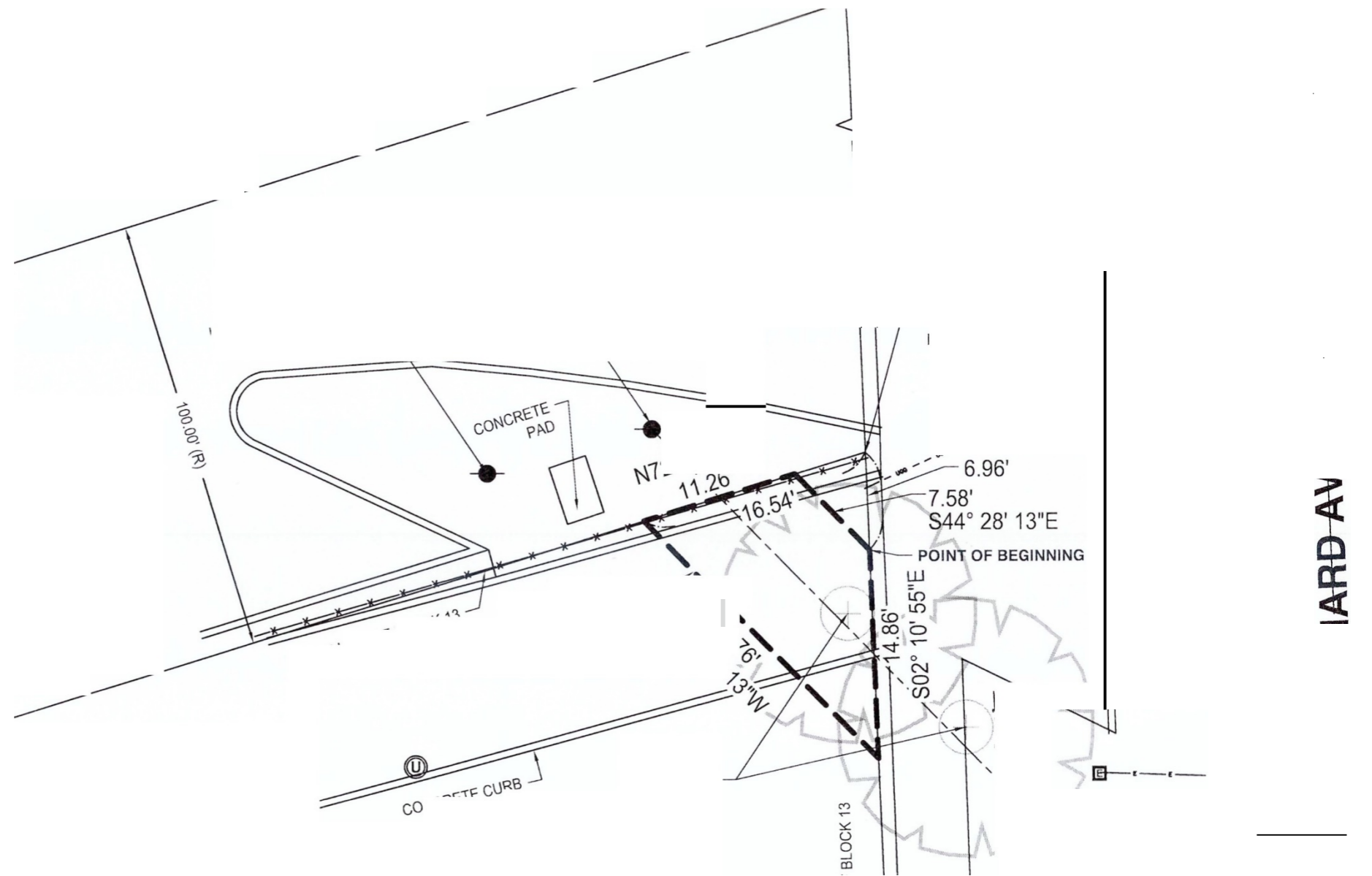


Exhibit "B"

THAT PART OF BLOCK 13 OF THE SUBDIVISION OF PART OF THE EAST HALF OF THE NORTHEAST QUARTER OF SECTION 5, TOWNSHIP 38 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN, LYING SOUTH OF THE CENTERLINE OF OGDEN AVENUE RECORDED JUNE 11, 1900 AS DOCUMENT NUMBER 2972582, DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTHEAST CORNER OF SAID BLOCK 13; THENCE SOUTH 02 DEGREES 10 MINUTES 55 SECONDS EAST ALONG THE EAST LINE OF SAID BLOCK 13, SAID LINE ALSO BEING A LINE 33.00 FEET WEST OF THE EAST LINE OF THE NORTHEAST QUARTER OF SAID SECTION 5 AS MEASURED PERPENDICULAR THEREOF, 6.96 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING SOUTH 02 DEGREES 10 MINUTES 55 SECONDS EAST, ALONG THE EAST LINE OF SAID BLOCK 13, 14.86 FEET; THENCE NORTH 44 DEGREES 28 MINUTES 13 SECONDS WEST TO A POINT ON A NORTHERLY LINE OF SAID BLOCK 13, SAID POINT BEING 16.54 FEET WESTERLY OF THE NORTHEAST CORNER OF SAID BLOCK 13 AS MEASURED ALONG THE NORTHERLY LINE THEREOF, 23.76 FEET; THENCE NORTH 72 DEGREES 56 MINUTES 14 SECONDS EAST ALONG SAID NORTHERLY LINE OF SAID BLOCK 13, 11.26 FEET; THENCE SOUTH 44 DEGREES 28 MINUTES 13 SECONDS EAST, 7.58 FEET TO THE POINT OF BEGINNING, ALL IN COOK COUNTY, ILLINOIS.

Commonwealth Edison Company
Real Estate and Facilities
3 Lincoln Center – 4th Floor
Oakbrook Terrace, IL 60181

January 13, 2021

VIA E-MAIL

Trustees of Schools of Township 38 North, Range 12 East of the 3rd Principal Meridian, Cook County, Illinois, for the benefit of Lyons Township High School District No. 204
c/o Mr. Brian Stachacz
100 South Brainard Ave.
LaGrange, IL 60525
Re: 1041 W Cossitt Ave, La Grange, IL 60525 P.I.N: 18-05- 223-016 (“Grantor’s Property”)
Letter of Assurance

Dear Mr. Stachacz:

In consideration of a grant of easement (“Easement”) granted by the Trustees of Schools of Township 38 North, Range 12 East of the 3rd Principal Meridian, Cook County, Illinois, for the benefit of Lyons Township High School District No. 204, as Grantee, for the purpose of underground transmission and distribution of electricity, communications, sounds and signals, Grantee hereby agrees to provide this Letter of Assurance. Enclosed for your referenced is an unsigned copy of the final form Easement.

Only to the extent permitted under applicable law, and as limited in (i), (ii), and/or (iii) below, Grantee hereby agrees to indemnify and hold Grantor harmless from any and all claims, actions, liabilities or causes of action that may be incurred by Grantor as a result of bodily injury, death or property damage arising from the negligent or willful misconduct by Grantee or any of its agents, contractors, employees and invitees, pertaining to the use of the Easement. Notwithstanding the foregoing, in no event shall any liability extend to (i) matters caused by the Grantor’s negligent or willful misconduct, or (ii) damages for any failure to provide service, or for interruption of one or more phases, or reversal of such service, or interruptions in electric service, or (iii) claims for damage to property for which property insurance is available. Notwithstanding anything to the contrary contained herein, in no event shall Grantee be obligated to pay punitive or consequential damages, including without limitation damages for lost profits.

Notwithstanding anything contained herein, the parties acknowledge and agree that the Easement, as well as this Letter of Assurance shall not alter or impact the rights and obligations of the parties as a retail customer and as electric service provider under all applicable laws and tariffs.

It is our intent to provide you with the requested assurances as described above. Thank you again for your understanding and cooperation in this matter.

Sincerely,

Mark Primm,
Commonwealth Edison Company
Director Real Estate

Enclosure

cc : Lora Reader (via e-mail)

Acknowledged and accepted on _____, 20__ by:

Trustees of Schools of Township 38 North, Range 12 East of the 3rd Principal Meridian, Cook County, Illinois,
for the benefit of Lyons Township High School District No. 204

By: _____ (Authorized Representative)

Printed Name: _____

Attachment
Easement
(see attached)



Exelon Corporation
BSC Insurance
2301 Market St., S21-1
Philadelphia, PA 19101
Phone: 215-841-4739

December 30, 2020

Lyons Township High School District No. 204
1041 W Cossitt Ave,
La Grange, IL 60525

Re: Underground Conduit Installation

Please be advised that Commonwealth Edison Company (ComEd) is covered under a self-insurance program maintained by its parent company, Exelon Corporation, and we will self-insure its obligations as they may arise. Commonwealth Edison Company (ComEd) is thus hereby named as an insured to this program. The self-insurance program is more fully described as follows:

1. **Commercial General Liability** – Exelon Corporation maintains a self-insured retention of \$10 million per occurrence. We also maintain excess liability insurance above this self-insured retention.
2. **Automobile Liability** – Exelon is a qualified self-insurer in the State of Illinois for automobile liability.
3. **Workers' Compensation and Employer's Liability** – Exelon is a qualified self-insurer in the State of Illinois for all statutory benefits and employer's liability.
4. **Property Insurance** – Exelon Corporation maintains excess "all risk" property insurance on a replacement cost basis with a self-insured retention of \$10,000,000.

Exelon Corporation shall consider the above-described program of self-insurance to be continuous and shall provide at least thirty (30) days prior written notice of any cancellation to the addressee of this letter.

Should you have any questions, please contact me at (215) 841-4739.

Sincerely,

Elisa Khan
Senior Risk Analyst, Insurance
Exelon Corporation




LYONS TOWNSHIP HIGH SCHOOL

EDWARD C. TENNANT
Director of Technology

DISTRICT OFFICE
NORTH CAMPUS
100 S. Brainard Ave.
LaGrange, IL 60525

SOUTH CAMPUS
4900 S. Willow Springs Rd.
Western Springs, IL 60558
(708) 579-6300

TO: Dr. Tim Kilrea
Board of Education

FROM: Ed Tennant 

DATE: January 12, 2021

RE: Western Springs Metropolitan Area Network

INFORMATION:

Ten years ago, the District entered into an Intergovernmental Agreement (IGA) with the Village of Western Springs related to the construction and ongoing operation of a Metropolitan Area Network (MAN). Other participants in the MAN are Western Springs School District 101, the Thomas Ford Memorial Library, and St. John of the Cross School. The Village served as the customer of record with an Internet Service Provider and as the link location for the circuit delivering Internet services into the MAN. The Village then paid the ISP for services and collected portion shares of that invoice from each of the members based on the services they received from the MAN. This cooperative arrangement provided better services at more cost-effective rates and has served Lyons Township High School District 204, the Village of Western Springs and the other members well through the years.

As the District looks to ensure adequate bandwidth for students and staff to access Internet resources with the eye towards the District's 1:1 program, it has become clear that the bandwidth offered by the current MAN structure would not be adequate. In consultation with the Village and the ISP, it was determined that the service could be upgraded to appropriately serve LT's needs and improve services for all other members, maintaining that collaborative, cost-effective model. Additionally, by changing the link location and customer of record status to LT, the opportunity to further reduce the recurring costs, while providing greater management of the bandwidth allocations could be realized. While this will reverse the roles of the District and Village in regards to the invoicing and payments for the recurring services – the District paying the ISP and invoicing the Village for the portion of the services not attributable to the District – the Village is agreeable to maintaining the arrangement with the other members in that the District need only generate one invoice (to the Village) for the MAN's non-LT services and the Village will singularly manage payment to the District for that portion of the services used by all other members.

An amendment to the IGA, addressing these changes, was drafted (attached). The draft has been reviewed by counsels for the Village and the District and is being presented to Boards of both entities for approval.

RECOMMENDATION:

Approved the amended Intergovernmental Agreement with the Village of Western Springs, specifying that Lyons Township High School District 204 is to be the Customer of Record for the municipal area network's Internet connection, billing the Village of Western Springs for the portion of the Internet services assigned for use by the MAN users other than LTHS.

**Intergovernmental Agreement Between
the Village of Western Springs and Lyons Township High School – District 204
For Use of Village’s Metropolitan Area Network**

This Intergovernmental Agreement (the "Agreement") is made this ___ day of January, 2021, by and between the Village of Western Springs, Illinois (the "Village") and the Board of Education of Lyons Township High School – District 204 ("DISTRICT 204"). The Village and DISTRICT 204 are referred to herein at times as a "Party" or the "Parties".

Recitals:

WHEREAS, the Village, at its cost, has established, installed and operated a fiber-optic high-speed data transmission network (hereinafter the "Metropolitan Area Network" or "MAN") that initially inter-connected only the Village Hall and other Village buildings and Village-owned infrastructure facilities to provide high-speed Internet access and additional bandwidth capabilities to the Village for use by its employees to conduct Village business. The Village owns and operates an Internet connection that allows a private "Internet Service Provider" to provide the Village with access to the Internet. Cogent Communications ("Cogent") is the current Internet Service Provider that the Village maintains an Internet connection with in order to provide high-speed Internet access and bandwidth capabilities through the MAN; and

WHEREAS, by the use of intergovernmental agreements and the installation of additional fiber lines, the Village has expanded the geographic footprint of the MAN to include other permitted users consisting of DISTRICT 204, the Village of La Grange for LTACC Internet and fiber service, School District 101, St. John of the Cross School and Thomas Ford Memorial Library (collectively the "Permitted Users" and individually "Permitted User"), so these other Permitted Users have high-speed Internet access and bandwidth capabilities and can receive and deliver various data and communications in a quick, efficient and cost effective manner; and

WHEREAS, in 2011, the Village and DISTRICT 204 entered into an intergovernmental agreement relative to DISTRICT 204 becoming a Permitted User of the MAN, entitled "INTERGOVERNMENTAL AGREEMENT BETWEEN THE VILLAGE OF WESTERN SPRINGS AND LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204 FOR THE USE OF VILLAGE’S METROPOLITAN AREA NETWORK" (the "2011 Agreement"); and

WHEREAS, as part of an Internet-related Federal E-rate program available only to schools and libraries, DISTRICT 204 proposes to upgrade the MAN’s Internet connection from 1 Gb to 10 Gb fiber optic synchronous Internet connectivity to allow the MAN to provide higher-speed Internet access and additional bandwidth capabilities, at a cost-effective rate, to the Village, the other Permitted Users and DISTRICT 204 to improve the speed of data transfers and enhance communication capabilities so that they can better meet their own respective user demands, as well as the increased demand caused by COVID-19; and

WHEREAS, as part of the upgrade the MAN’s Internet connection, DISTRICT 204, at its cost, agrees to pay the related Internet connection relocation and operation costs and the Cogent monthly service fee, and the Village, at its cost, agrees to acquire, install and operate certain upgraded hardware necessary for the MAN to receive the enhanced higher-speed Internet access and additional bandwidth capabilities, all as set forth in this Agreement; and

WHEREAS, as part of this new arrangement, DISTRICT 204 agrees to provide the Village with high-speed Internet access connection through the existing or expanded fiber network of the MAN in order to allow the Village to continue to provide high-speed Internet access to: (a) the Village's existing and any expanded fiber connections among Village buildings and other Village-owned infrastructure facilities so that Village-related data and Village-related communications can be transmitted via the MAN; and (b) all of the other Permitted Users of the MAN, as determined by the Village, in accordance with its existing or new intergovernmental agreements and any amendments to those intergovernmental agreements; and

WHEREAS, under this new arrangement, DISTRICT 204 will take over the billing responsibilities with Cogent, but the Village will continue to collect monthly service fees from each of the other entities who are part of the MAN and transfer those funds to DISTRICT 204 in accordance with the terms of this Agreement. Access to the higher speed Internet connection is available only to schools or libraries pursuant to a Federal E-rate program, and the change in the responsible billing agent is a requirement of the Federal E-rate program; and

WHEREAS, DISTRICT 204, at its cost, agrees to pay the related Internet connection relocation costs and the monthly service fee as set forth in this Agreement; and

WHEREAS, DISTRICT 204 and the Village are authorized to enter into this Agreement pursuant to the intergovernmental cooperation powers provided by Section 10(a) of Article VII of the Constitution of the State of Illinois of 1970 and the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*; and

WHEREAS, it is in the best interests of the Village and DISTRICT 204 to enter into this Agreement.

NOW, THEREFORE, in consideration of the foregoing and in consideration of the Parties' mutual undertakings, promises, covenants, financial payments and agreements as set forth below, the Parties agree as follows:

1. Recitals. Each of the above recitals is incorporated into Section 1 of this Agreement as material provisions agreed to by the Parties.

2. Village's Use. DISTRICT 204 agrees to allow the Village to use the MAN, and the Village agrees to use the MAN, subject to the terms and conditions set forth herein.

3. Definitions.

"Affiliates" means all appointed and elected officials, officers, president and trustees, employees, engineers, attorneys, consultants, volunteers and agents of the Village or DISTRICT 204.

"Authoritative Domain Name Service" means translating a web site name into a Public Internet I.P.

"Content Filtering" means employing a computer program that blocks or restricts access to view certain web sites due to content on those sites.

"Email Service" means providing email addresses and space for their organization.

"Fiber" means single mode fiber optic cable.

“Firewall Protection” means a computer program that provides protection against any type of “attack” by viruses or unauthorized users that are conveyed via the Internet.

“Force Majeure” means causes beyond a Party’s control, including but not limited to: acts of God; fire; explosion; cable cut; storm; flood or other similar occurrences; pandemic; any law, order, regulation, direction, action or request of any government or agency, including federal, state, provincial, municipal and local governments claiming jurisdiction over any Party to this Agreement, the MAN or the Internet access service provided herein subject to prior notice; national emergencies; unavailability of materials or rights-of-way; insurrections; riots, terrorist acts or wars (declared/undeclared); or strikes, lock-outs, work stoppages or other labor difficulties, supplier failures, shortages of any type of transportation, equipment or service from a public utility needed for their performance, breaches or delays, provided that the delayed party: (i) gives the other party prompt notice of such cause, and (ii) uses its reasonable commercial efforts to promptly correct such failure or delay in performance.

“Hosting Services” means providing Internet accessible space for a web site.

“IT” means either “Information Technology” or is an abbreviation for the word “Internet”.

“Internet Service Provider” means a company that delivers high quality Internet, Ethernet and Colocation services through an IP network to its customers.

“Metropolitan Area Network” or “MAN” means the existing or expanded fiber-optic high-speed data transmission network established, owned and operated by the Village of Western Springs that currently inter-connects the Western Springs Village Hall, other Village buildings and Village-owned infrastructure facilities, as well as buildings and facilities owned by other “Permitted Users”, who currently consist of DISTRICT 204, Western Springs Park District, Village of La Grange (for LTACC’s Internet and fiber service), School District 101, St. John of the Cross School and Thomas Ford Memorial Library, for the purpose of providing the Permitted Users with high-speed Internet access and additional bandwidth capabilities so that they can conduct business and deliver various data and communications in a quick, efficient and cost effective manner. The current version of the Western Springs MAN Map dated December 7, 2020, that shows the MAN’s fiber-optic high-speed data transmission network, including all fiber lines and connection points for each of the Permitted Users and a legend that details the start and end points of ownership of the MAN’s fiber lines, the start and end points of any fiber lines owned by the Permitted Users and ownership of any connection equipment, is on file at the Village (the “Western Springs MAN Map”).

“Public Domain I.P.” means the Internet Protocol addresses that are available to the World Wide Web, rather than just to a private network, which are required for any Internet connection.

“2021 Upgrade Connection Project” or “Project” means the relocation, installation and operation by DISTRICT 204, at its cost, of the Cogent Internet connection, which is provided by Cogent Communications (the “Internet Service Provider”) and currently located and operated by the Village at the Village Hall, to DISTRICT 204’s North Campus Building located at North Campus, 100 South Brainard Avenue, LaGrange, Illinois in order to upgrade the MAN’s Internet connection from 1 Gb to 10 Gb fiber optic synchronous Internet connectivity and to complete other DISTRICT 204-related equipment upgrades. As part of the Project, the Village, at its cost, will purchase, install and operate certain upgraded hardware equipment to be located at the Village Hall to accommodate the MAN’s Internet connection

from 1 Gb to 3 Gb fiber optic synchronous Internet connectivity, which is the amount of fiber optic synchronous Internet connectivity being allocated for the use by the Village and the other Permitted Users of the MAN. At its own cost, DISTRICT 204 will use 7 Gb fiber optic synchronous Internet connectivity of the 10 Gb fiber optic synchronous Internet connectivity upgrade for its own purposes. DISTRICT 204, at its own cost, also intends on installing two (2) additional redundant internet connections that will each provide 10 Gb fiber optic synchronous Internet connectivity dedicated for its own use. The Village and DISTRICT 204 agree to complete the Project within ninety (90) calendar days of the effective date of this Agreement, or such other time period as mutually agreed to by their respective IT Directors. The “Estimated Cost of the 2021 Upgrade Connection Project” that contains the respective anticipated costs to be incurred by the Village and DISTRICT 204 is set forth in **Exhibit “A”**, attached hereto and made a part hereof.

“Western Springs MAN Map” as described above under the term “Metropolitan Area Network” is a document that contains confidential and propriety information and the release of Western Springs MAN Map to the public would constitute a public safety and security risk. The Western Springs MAN Map is exempt from public inspection and photocopying in accordance with the following Freedom of Information Act exemptions: (a) 5 ILCS 140/7(1)(g): Trade secrets and commercial or financial information that is proprietary, privileged or confidential; (b) 5 ILCS 140/7(1)(k): Technical documents for government owned, operated, or occupied buildings, facilities and projects where disclosure would compromise security; and (c) 5 ILCS 140/7(1)(v): Plans of government owned, operated, or occupied buildings, facilities and projects where the public release of same would constitute a clear and present danger to the health or safety of the community and where public disclosure could reasonably be expected to jeopardize the buildings, facilities and projects and the effectiveness of the measures or the safety of the personnel who implement them or the public.

“Virus Protection” means scanning all inbound and outbound electronic communications (email, downloads, interactive content, etc.) for viruses.

4. Project, Services and Charges.

A. Project and Upgraded IT Equipment. The respective IT Directors, staffs and IT consultants of each Party shall work together and cooperate to complete the Project in accordance with the terms of this Agreement.

B. Ongoing Services. Once the Project is completed, DISTRICT 204 will provide, on a 24 hour/7 days per week/365 days per year basis, the Village with the following “Services”: (a) not less than 3 Gbps Internet bandwidth (even if not fully used), subject to the availability of bandwidth within DISTRICT 204’s own IT network; and (b) not to exceed sixty-four (64) Public Domain IPs.

C. Excluded Services and Equipment. The following equipment and services are excluded from the scope of this Agreement, the Services and the Project, and are the specific responsibility of each of the Parties with respect to their own access to and use of the Internet: (a) Content Filtering; (b) Firewall Protection; (c) Virus Protection; (d) Email Service; (e) Hosting Services; (f) any additional IT network equipment, DISTRICT 204-owned fiber lines, IT network adjustments and other configuration changes required to connect or maintain a connection to the terminated fiber-optic cables to the MAN network at each Party’s respective point of connection; (g) any wireless IT communication equipment or fiber lines owned by DISTRICT 204 that are part of its own IT network; (h) the Village’s contractual obligations to

provide Internet access to other Permitted Users of the MAN; and (i) any equipment or Services not expressly required in this Agreement.

D. Fees and Charges.

(1) Payments to Maintain Internet Connection. During the Term (as defined below) of this Agreement, DISTRICT 204, at its cost, is responsible for paying for: (a) all IT network connection equipment and work necessary to maintain a working connection to the MAN fiber-optic cables installed by the Village; and (b) access to the Internet through the Cogent Internet connection, or such other Internet Service Provider as mutually agreed to by the Parties, in order to supply the Village with not less than 3 Gbps Internet bandwidth (even if not fully used), subject to availability of bandwidth within DISTRICT 204. The Village shall be responsible for billing and collecting monthly service charges from the other Permitted Users for their use of the MAN.

(2) Monthly Service Fee. In exchange for the Services, the Village shall pay to DISTRICT 204 the following "Monthly Service Fee" for access to the Internet through the Cogent Internet connection, or such other Internet Service Provider as mutually agreed to by the Parties, for the 2021 calendar year: Monthly High-Speed Internet/Broadband 3 Gbps: \$2,100.00 per month.

- a. Adjustments. The above Monthly Service Fee is based on a monthly fee charged to DISTRICT 204 by the Internet Service Provider for High-Speed Internet/Broadband 3 Gbps capacity under a written contract entered into between DISTRICT 204 and the Internet Service Provider, which is available to schools and libraries based on the special Federal E-rate program. In the event that the total monthly fee charged to DISTRICT 204 by its Internet Service Provider increases or decreases at any time during the Term of this Agreement, DISTRICT 204 and the Village agree to negotiate a new Monthly Service Fee. If mutual agreement cannot be reached regarding a new Monthly Service Fee as provided for under this subsection, then either Party may terminate this Agreement in accordance with Section 9 (Suspension; Termination; Default) of this Agreement after complying with the dispute resolution / negotiation provision contain in Section 16 (Dispute Resolution; Negotiation). The Parties agree that their respective corporate boards do not have to approve an addendum to this Agreement to account for any increases or decreases in the Monthly Service Fee charged to the Village during the Term of this Agreement, and that the Village Manager and the DISTRICT 204 Superintendent are authorized to negotiate and execute letters of understanding that memorialize any changes to the Monthly Service Fee, subject to budgetary approvals by their corporate boards and limitations on management spending authority.
- b. Billing. DISTRICT 204 invoices relative to the Monthly Service Fee shall be sent each month in advance to the Village. The monthly payments shall be made by the Village to DISTRICT 204 within thirty (30) calendar days of receipt. The Village agrees to pay all charges and applicable taxes for the Internet access service upon receipt of the invoice without counterclaim, set-off or deduction. In the event any federal, state, county or local taxes are imposed on the equipment or Services delivered to the Village under this Agreement, such taxes shall be the responsibility of the Village.

(3) New Services Or Upgrades / Relocations. If requested by the Village, any new services or upgrades/relocations (e.g., the provision of a redundant fiber connection) provided by DISTRICT 204 to

the Village may result in additional fees and charges that will be negotiated by the Parties and agreed upon in an addendum to this Agreement. The Village Manager and the Superintendent are authorized to negotiate and execute any such addendum, subject to budgetary approvals by their corporate boards and limitations on management spending authority. If mutual agreement cannot be reached regarding any additional fees and charges as provided for under this subsection, then either Party may terminate this Agreement in accordance with Section 9 (Suspension; Termination; Default) of this Agreement after complying with the dispute resolution / negotiation provision contain in Section 16 (Dispute Resolution; Negotiation).

E. Service Use. The Parties' use of the Internet bandwidth and the MAN, including such use by each Party's own users (e.g., officials, employees, agents, consultants, the public and other customers), shall only be for lawful purposes and must comply with this Agreement. The Parties agree to use the MAN primarily for high-speed Internet connectivity and to enhance its capabilities through the high-speed Internet access to provide for the delivery of related data and communications to and from their respective employees, elected officials and other authorized users. The Parties understand and agree that transmission of any material in violation of any federal, state, county or local law, rule or regulation or this Agreement is strictly prohibited. Access to other networks connected to the Village's MAN must comply with the Village's network rules and such other networks' rules.

F. Resale of Internet Access Service; Extension of Fiber Network or the MAN.

- (1) Village. The Village is authorized to continue to provide and to resell DISTRICT 204's Internet access service, obtained from DISTRICT 204, to the other current Permitted Users of the MAN and to any newly added Permitted Users of the MAN. The Internet access service being provided to the Village by DISTRICT 204 is a non-exclusive right of access. The Village, at its cost, may install additional network fiber to expand the MAN to new Permitted Users without the approval of DISTRICT 204. The Village, at its cost, may contract with one or more Internet Service Providers to increase the amount of High-Speed Internet/Broadband capacity that it has access to and use of, and further may install and maintain additional redundant fiber connections to maintain its source of continuous Internet access service for its own business uses and to satisfy its contractual obligations to provide Internet access service to other Permitted Users of the MAN. The Village agrees to not solicit or provide Internet access service to any customers of DISTRICT 204's fiber network, unless authorized in writing by DISTRICT 204 to do so and set forth in addendum to this Agreement. The Village is not authorized to install new fiber connections to DISTRICT 204's own fiber network for purposes of expanding the MAN, unless authorized in writing by DISTRICT 204 to do so and set forth in addendum to this Agreement.
- (2) DISTRICT 204. DISTRICT 204 is authorized to continue to provide and to resell DISTRICT 204's Internet access service, obtained from its Internet Service Provider, to the Village and to other customers of DISTRICT 204's fiber network. DISTRICT 204, at its cost, may install additional network fiber to expand its own fiber network to new customers without the approval of the Village. DISTRICT 204, at its cost, may contract with one or more Internet Service Providers to increase the amount of High-Speed Internet/Broadband capacity that it has access to and use of, and further may install and maintain additional redundant fiber connections to maintain its source of continuous Internet access service for its own business uses and to satisfy its contractual obligations to provide Internet access service to its own fiber network customers. DISTRICT 204 agrees to not solicit or provide Internet access service to any Permitted Users of the MAN, unless authorized in writing by the Village to do so and set forth in addendum to

this Agreement. DISTRICT 204 is not authorized to connect to the MAN for purposes of expanding DISTRICT 204's own fiber network, unless authorized in writing by the Village to do so and set forth in addendum to this Agreement.

G. Fiber Connections to the MAN. The MAN fiber-optic cables installed by the Village are located or shall be located on or in the Village's right-of-way, the Village's real property, other Permitted Users' real property and DISTRICT 204's real property. DISTRICT 204's IT network equipment, required to connect the terminated fiber-optic cables to DISTRICT 204's network, will be located on or in the Village's property and DISTRICT 204's property.

H. Access Easements and Related Insurance. During the Term of this Agreement, each Party shall maintain the required insurance coverages and grants temporary construction access easements to the other Party (and their contractors) to have a right to access and enter onto or into the real property and buildings, in accordance with the Party's regulations and guidelines, to perform the installation, repair, maintenance and restoration work for the Project, as set forth in Exhibit "B" (Temporary Construction Easements and Insurance Requirements) attached hereto and made a part hereof. Prior to any access and work being done under this provision, written notice of the proposed work and individuals who will be performing the work shall be delivered to the Village Manager and the Superintendent by the Party desiring to perform the work.

5. Term; Extended Term; Amendment. The Term of this Agreement shall commence on the date the last signatory executed this Agreement, after both Parties have approved this Agreement, and shall continue until December 31, 2021, unless terminated earlier as set forth below or unless the Term is automatically extended by the Parties in accordance with this Section 5. This Agreement shall be automatically extended for successive one (1) calendar year terms (each new Term being referred to as an "Extended Term"), unless written notice of non-renewal is provided by either Party to the other Party on or before September 1st of the then-current Term or any Extended Term, in which case this Agreement shall terminate on December 31 at 11:59 p.m. of the year timely notice is provided. The use of the word "Term" and "Extended Term" are interchangeable in this Agreement. The Parties may mutually agree to amend this Agreement by approving an addendum to this Agreement.

6. Rights and Duties of the Parties.

A. Ownership and Operation of the MAN. The fiber network of the MAN and all its related equipment is owned by the Village, or its licensors, and is protected by copyright and other intellectual property laws. DISTRICT 204 agrees that title to and ownership of the MAN and all its related equipment shall at all times and in any event be held exclusively by the Village. DISTRICT 204 shall not acquire any ownership interest in the MAN under the terms of this Agreement. DISTRICT 204 shall be entitled to only such rights with respect to access and use of the MAN as provided by Village, as are specifically granted herein.

B. Ownership and Operation of DISTRICT 204's Fiber Network. DISTRICT 204's fiber network and all its related equipment is owned by DISTRICT 204, or its licensors, and is protected by copyright and other intellectual property laws. The Village agrees that title to and ownership of DISTRICT 204's fiber network and all its related equipment shall at all times and in any event be held exclusively by the DISTRICT 204. The Village shall not acquire any ownership interest in DISTRICT 204's fiber network under the terms of this Agreement. The Village shall not acquire any ownership of DISTRICT 204's own fiber network under

the terms of this Agreement. The Village shall be entitled to only such rights with respect to access the Internet access services, as provided by DISTRICT 204, as are specifically granted herein.

C. Maintenance, Repairs and Upgrades.

(1) Connections to the MAN. In addition to its obligations provided elsewhere in this Agreement, the Parties, at their own respective costs, shall be responsible for all current and future costs and expenses related to the operation, testing, maintenance, repair, replacement and upgrades of their connections to the MAN and all equipment and software systems, program production, distribution, promotion, engineering modifications, fiber lines, repair and replacement costs, and all other similar costs and expenses related to their use of the MAN. DISTRICT 204, in consultation and with the prior written approval of the Village, shall at its own cost and expense provide, maintain, repair, replace, and upgrade the appropriate inter-connection between DISTRICT 204's network connection equipment and the MAN during the Term of this Agreement. If the Village or DISTRICT 204, or their respective contractor(s), damages the MAN fiber-optic cables as part of its network connection work or any future repair work to its equipment that is attached to the MAN fiber-optic cables or MAN-related IT equipment owned by either Party, the Party who causes the damage agrees to pay all repair or replacement costs that are incurred by the Village in repairing or replacing the MAN fiber-optic cables.

(2) The MAN. As the owner of the MAN, the Village, at its own cost, shall be responsible for all current and future costs and expenses involved with the operation, testing, maintenance, repair, replacement upgrade and expansion of the MAN and all equipment and software systems, program production, distribution, promotion, engineering modifications, equipment, maintenance, repair, replacement and upgrade costs, and all other similar costs and expenses related to the MAN.

D. Right to Inspect. The Village shall have the right, during normal business hours and upon prior notice, to inspect and approve all network connection equipment used by DISTRICT 204 pursuant to this Agreement to ensure compatibility with the MAN fiber-optic cables. This right of inspection and approval of any such network connection equipment does not in any way limit or restrict the scope and applicability of the Warranties and Indemnification provisions set forth herein. After DISTRICT 204's connection work is completed, the Village, at its own cost and expense, will provide normal repair, replacement and maintenance services to the MAN fiber-optic cables to allow the inter-connection between DISTRICT 204's equipment and the MAN during the Term of this Agreement.

7. Warranties.

A. Except as otherwise expressly set forth herein, the installation work performed by the Village relative to the man fiber-optic cables and internet access services are provided in "as-is, where-is condition," and neither the Village (or its affiliates) nor any of its providers or licensors makes any warranty, condition or guarantee with respect to the installation work and Internet access services or as to the results to be obtained from the use of the MAN or the Internet access services, under this Agreement or otherwise. The Internet access services are purchased with knowledge of this warranty limitation. The Village expressly disclaims all other warranties, conditions or guarantees of any kind, either express or implied, including, but not limited to, any warranties or conditions of merchantability, non-infringement, satisfactory quality and/or fitness or a particular purpose. The Village does not monitor, and disclaims all liability and responsibility for, the content of any communication transmitted by DISTRICT 204 or others, and disclaims all liability and responsibility for unauthorized use or misuse of the Internet access services.

B. Without prejudice to or limiting of DISTRICT 204's right to receive payment for the Internet access services, DISTRICT 204's entire liability for all claims of whatever nature (including claims based on negligence) arising out of this Agreement between DISTRICT 204 and the Village, and the provision by the Village of a connection to the MAN and its related facilities, transmissions, data, Internet access services or equipment including, but not limited to, damage to real/personal property, shall not exceed the amount paid by the Village for the monthly Internet access service as set forth herein for the prior six (6) months leading to the action giving rise to the claim; provided, however, that the foregoing limitations shall not apply for death or personal injury caused by DISTRICT 204, or for any other liability which may not be excluded or limited under applicable law. DISTRICT 204 agrees that the Village's entire liability for all claims of whatever nature (including claims based on negligence) arising out of this Agreement between DISTRICT 204 and the Village, and the provision by the Village of a connection to the MAN and its related facilities, transmissions, data, Internet access services or equipment including, but not limited to, damage to real/personal property, shall not exceed the amount paid by the Village for the monthly Internet access service as set forth herein for the prior six (6) months leading to the action giving rise to the claim; provided, however, that the foregoing limitations shall not apply for death or personal injury caused by the Village, or for any other liability which may not be excluded or limited under applicable law.

C. DISTRICT 204 recognizes that the Internet consists of multiple participating networks that are separately owned and not subject to the Village's control. DISTRICT 204 agrees that the Village shall not be liable for damages incurred or sums paid when the Internet access services are temporarily or permanently unavailable due to malfunction of, or cessation of, Internet services by network(s) or Internet service providers not subject to the Village's control, or for transmission errors in, corruption of or the security of DISTRICT 204 information carried on such networks or Internet service providers. The Village and its Affiliates shall have no liability hereunder for damages incurred or sums paid due to any fault of DISTRICT 204 or any third party, or by any harmful components (such as computer viruses, worms, computer sabotage and "denial of service" attacks). The Village and its Affiliates are not liable for any breach of security on DISTRICT 204's network, regardless of whether any remedy provided in this Agreement fails of its essential purpose, unless the Village or its Affiliates are grossly negligent or intentionally breach DISTRICT 204's security network. DISTRICT 204 agrees that it will not hold the Village or its Affiliates responsible for any selection or retention of, or the acts or omissions of, third parties in connection with the Internet access services (including those with whom the Village may contract to operate the services), or hold a third party responsible for any selection or retention of, or the acts or omissions of, the Village in connection with the Internet access services. Except for claims related to the Village's grossly negligent or intentional actions, without limiting the foregoing, DISTRICT 204 agrees that it will not hold the Village or its Affiliates responsible for: (a) third party claims against DISTRICT 204 for damages, (b) loss of or damage to DISTRICT 204's records or data or those of any third party, or (c) loss or damage to DISTRICT 204 associated with the inoperability of DISTRICT 204's equipment or applications with any component of the Internet access services or the MAN. DISTRICT 204 agrees to make all claims related to the Internet access services directly against the Village (and not its Affiliates), and waives any right to recover damages (directly or by indemnity) related to the services by claiming against or through a third party to this Agreement.

The Village recognizes that the Internet consists of multiple participating networks that are separately owned and not subject to DISTRICT 204's control. The Village agrees that DISTRICT 204 shall not be liable for damages incurred or sums paid when the Internet access services are temporarily or permanently unavailable due to malfunction of, or cessation of, Internet services by network(s) or Internet

service providers not subject to DISTRICT 204's control, or for transmission errors in, corruption of or the security of Village information carried on such networks or Internet service providers. DISTRICT 204 and its Affiliates shall have no liability hereunder for damages incurred or sums paid due to any fault of the Village or any third party, or by any harmful components (such as computer viruses, worms, computer sabotage and "denial of service" attacks). DISTRICT 204 and its Affiliates are not liable for any breach of security on the Village's network, regardless of whether any remedy provided in this Agreement fails of its essential purpose, unless DISTRICT 204 or its Affiliates are grossly negligent or intentionally breach the Village's security network. The Village agrees that it will not hold DISTRICT 204 or its Affiliates responsible for any selection or retention of, or the acts or omissions of, third parties in connection with the Internet access services (including those with whom DISTRICT 204 may contract to operate the services), or hold a third party responsible for any selection or retention of, or the acts or omissions of, the Village in connection with the Internet access services. Except for claims related to the DISTRICT 204's grossly negligent or intentional actions, without limiting the foregoing, the Village agrees that it will not hold DISTRICT 204 or its Affiliates responsible for: (a) third party claims against the Village for damages, (b) loss of or damage to the Village's records or data or those of any third party, or (c) loss or damage to the Village associated with the inoperability of the Village's equipment or applications with any component of the Internet access services or the MAN. The Village agrees to make all claims related to the Internet access services directly against DISTRICT 204 (and not its Affiliates), and waives any right to recover damages (directly or by indemnity) related to the services by claiming against or through a third party to this Agreement.

D. Neither the Village (and its Affiliates) nor anyone else involved in creating, producing, delivering (including suspending or discontinuing services) or supporting the Internet access services shall be liable to DISTRICT 204 for any indirect, incidental, special, punitive or consequential damages arising out of the services or inability to use the services, including, without limitation, lost revenue, lost profits, loss of technology, rights or services, even if advised of the possibility of such damages, whether under theory of contract or tort (including negligence, strict liability or otherwise), unless such damages arise out of the intentional misconduct of the Village or its Affiliates.

Neither DISTRICT 204 (and its Affiliates) nor anyone else involved in creating, producing, delivering (including suspending or discontinuing services) or supporting the Internet access services shall be liable to the Village for any indirect, incidental, special, punitive or consequential damages arising out of the services or inability to use the services, including, without limitation, lost revenue, lost profits, loss of technology, rights or services, even if advised of the possibility of such damages, whether under theory of contract or tort (including negligence, strict liability or otherwise), unless such damages arise out of the intentional misconduct of DISTRICT 204 or its Affiliates.

E. The Parties warrant and represent that they have the right to enter into this Agreement and that they have obtained and will maintain all authorizations, licenses and other applicable or appropriate clearances necessary for their respective performance under this Agreement; that their respective performance under the terms of this Agreement shall not violate nor infringe on the rights, of any kind or nature whatsoever, including but not limited to rights under copyright law, of any person, firm or corporation; that all programming transmitted by the Parties over the MAN hereunder will be maintained within the bounds of good public taste and with due regard for present-day standards and public conventions; and that such programming will not further nor advocate any illegal activity. The Parties further warrant and represent that they will comply with all applicable present and future federal, state and local laws, rules and regulations, including decisions and orders of the Federal Communications Commission, and DISTRICT 204 further agrees to comply with any operating rules as may reasonably and

legally be promulgated by the Village governing the operation and use of the MAN. In particular, and not by way of limitation, the Parties shall comply with the regulations of the Federal Communications Commission prohibiting the presentation of lottery information (47 CFR § 76.213), obscene or indecent matter (18 U.S. Code § 1464, 47 U.S. Code § 303), and requiring sponsorship identification (47 CFR § 73.1212).

8. Indemnification.

A. DISTRICT 204 will indemnify, defend and hold harmless the Village and its Affiliates, and its contractors and subcontractors from and against any claims, suits, actions and proceedings from any and all third parties, and for payment of any Losses, to the extent such Losses arise: (a) as a result of non-compliance by DISTRICT 204 with its obligations under this Agreement; (b) from any and all claims by any of DISTRICT 204's intended or unintended users or other third party end users in connection with the Internet access service (including, without limitation, any claims regarding content transmitted using the Internet access services or violation of data protection legislation), regardless of the form of action, whether in contract, tort, warranty or strict liability; provided, however, that DISTRICT 204 will have no obligation to indemnify and defend the Village against claims for damages for bodily injury or death caused by the Village's gross negligence or willful misconduct; or (c) from claims of copyright infringement and all manner of intellectual property claims, defamation claims, claims of publication of obscene, indecent, offensive, racist, unreasonably violent, threatening, intimidating or harassing material, and claims of infringement of data protection legislation, to the extent such Losses are based upon (i) the content of any information transmitted by DISTRICT 204 or by any of DISTRICT 204's intended or unintended users or authorized end users, (ii) the use and/or publication of any and all communications or information transmitted by DISTRICT 204 or by any of DISTRICT 204's intended or unintended users or authorized end users, or (iii) the use of Internet access services by DISTRICT 204 in any manner inconsistent with the terms of this Agreement.

B. The Village will indemnify, defend and hold harmless DISTRICT 204 and its Affiliates, and its contractors and subcontractors, from and against any claims, suits, actions and proceedings from any and all third parties, and for payment of any Losses, to the extent such Losses arise: (a) as a result of non-compliance by the Village with its obligations under this Agreement; (b) from any and all claims by any of the Village's intended or unintended users or other third party end users in connection with the Internet access service (including, without limitation, any claims regarding content transmitted using the Internet access services or violation of data protection legislation), regardless of the form of action, whether in contract, tort, warranty or strict liability; provided, however, that the Village will have no obligation to indemnify and defend DISTRICT 204 against claims for damages for bodily injury or death caused by DISTRICT 204's gross negligence or willful misconduct; or (c) from claims of copyright infringement and all manner of intellectual property claims, defamation claims, claims of publication of obscene, indecent, offensive, racist, unreasonably violent, threatening, intimidating or harassing material, and claims of infringement of data protection legislation, to the extent such Losses are based upon (i) the content of any information transmitted by the Village or by any of the Village's intended or unintended users or authorized end users, (ii) the use and/or publication of any and all communications or information transmitted by the Village or by any of the Village's intended or unintended users or authorized end users, or (iii) the use of Internet access services by the Village in any manner inconsistent with the terms of this Agreement.

C. DISTRICT 204 shall at all times indemnify and hold harmless the Village from and against any and all claims, causes of action, damages, liabilities, costs and expenses, including reasonable attorney

fees, arising out of DISTRICT 204's transmission of any data or communications over the MAN, or any of the operations of DISTRICT 204 or any claims or causes of action that are brought by third parties relating any matter covered by this Agreement. The Village shall promptly notify DISTRICT 204 of any claim or litigation to which this indemnity applies, and the Village may, at its option, allow DISTRICT 204 to assume the defense of any such claim or litigation, in which event DISTRICT 204's obligations with respect to it shall be limited to the payment of any defense attorney fees and litigation costs and any judgment entered against the Village and/or DISTRICT 204 or any settlement approved by the Village in connection therewith. If the Village assumes its own defense (or if a conflict of interest arises that prevents one attorney or law firm from jointly defending both Parties), DISTRICT 204 shall then pay the reasonable attorney fees and litigation costs incurred by the Village upon demand and any judgment entered against the Village or any settlement approved by the Village in connection therewith.

D. The Village shall at all times indemnify and hold harmless DISTRICT 204 from and against any and all claims, causes of action, damages, liabilities, costs and expenses, including reasonable attorney fees, that are brought by third parties relating to relating any matter covered by this Agreement. DISTRICT 204 shall promptly notify the Village of any claim or litigation to which this indemnity applies, and the Village shall assume the defense of any such claim or litigation, in which event the Village's obligations with respect to it shall be limited to the payment of any defense attorney fees and litigation costs and any judgment entered against the Village and/or DISTRICT 204 or any settlement approved by DISTRICT 204 in connection therewith. If a conflict of interest arises that prevents one attorney or law firm from jointly defending both Parties, the Village shall the pay the reasonable attorney fees and litigation costs incurred by DISTRICT 204 upon demand and any judgment entered against DISTRICT 204 or any settlement approved by DISTRICT 204 in connection therewith.

9. Suspension; Termination; Default.

A. Either Party may terminate this Agreement at any time upon thirty (30) calendar days written notice to the other Party. However, if DISTRICT 204's contract with its Internet Service Provider provides for a penalty for early cancellation or requires continuation of payment of Monthly Service Fees for a period of time, then the Party seeking cancellation or termination shall be obligated to pay the penalty or its portion of the Monthly Service Fees for the required time period. If DISTRICT 204 unilaterally terminates this Agreement, the Village shall not be responsible for payment of any cancellation or termination costs, fees or penalties. Any cessation or interruption in the Internet access service does not constitute a default or breach of this Agreement, and the Village agrees to waive and release DISTRICT 204 and its related Affiliates from any liability in connection with any damages of any kind incurred by the Village, including lost revenues, which arise, or are alleged to arise, out of any interruption of or defect in the Internet access services, regardless of whether such interruption or defect is caused by the Internet Service Provider, *Force Majeure* or the negligence (but not the willful misconduct) of DISTRICT 204 or its Affiliates.

B. In addition to the above thirty (30) day cancellation or termination provision, DISTRICT 204, in its discretion and upon written notice, may restrict, suspend or terminate this Agreement, or the Village's access to the provided Internet access services, at any time if: (a) there is a need for DISTRICT 204 to use some or all of the High-Speed Internet/Broadband 3 G bps capacity allocated to the Village to conduct DISTRICT 204's business relating to public health, safety or emergency matters (in such case, a credit or rebate will be paid to the Village based on a per-day proration of the Monthly Service Fee); or (b) the Village is in material breach of this Agreement and has not taken action to cure the breach; or (c) the Village's account is unpaid sixty (60) calendar days after date of invoice; or (d) the MAN or Internet

access at DISTRICT 204's connection point or location is no longer available (i.e., no connectivity and building access). If the Village defaults in any of its obligations under this Agreement, the Village agrees to pay DISTRICT 204's reasonable expenses, including but not limited to legal and collection agency fees, incurred by DISTRICT 204 in enforcing its rights. If this Agreement is cancelled or terminated or expires at the end of its Term, DISTRICT 204, at its cost, agrees to disconnect its network connection equipment from the MAN fiber-optic cables. In such case, the Village has the right, through its own equipment, to terminate DISTRICT 204's access to the MAN and any Internet access services provided by the Village to DISTRICT 204 (e.g., a redundant connection). In such case, DISTRICT 204 has the right, through its own equipment, to terminate Village access to any Internet access services provided by DISTRICT 204 to the Village.

C. In addition to the above thirty (30) calendar day cancellation or termination provision, the Village, in its discretion and upon written, may restrict, suspend or terminate this Agreement, or DISTRICT 204's use of or access to the MAN and any Village-provided Internet access services, or both, at any time if: (a) there is a need for the Village to use the MAN or some or all of the High-Speed Internet/Broadband capacity allocated to DISTRICT 204 to conduct the Village's business relating to public health, safety or emergency matters (in such case, a credit or rebate will be paid to DISTRICT 204 based on a per-day proration of the applicable monthly service fee); or (b) DISTRICT 204 is in material breach of this Agreement and has not taken action to cure the breach, and, in the Village's sole reasonable judgment, an immediate restriction or suspension is necessary to protect the MAN or the Village's ability to use the MAN or to provide Internet access services to other Permitted Users of the MAN; or (c) DISTRICT 204's account is unpaid sixty (60) calendar days after the date of invoice; or (d) the MAN or Internet access at the Village's connection point or location is no longer available (i.e., no connectivity and building access). If DISTRICT 204 defaults in any of its obligations under this Agreement, DISTRICT 204 agrees to pay the Village's reasonable expenses, including but not limited to legal and collection agency fees, incurred by the Village in enforcing its rights.

D. If one Party breaches any material term or provision of this Agreement and fails to cure such breach within ten (10) calendar days after receipt of written notice of the same, the non-breaching Party may terminate this Agreement or file suit to enforce its rights under this Agreement.

10. DISTRICT 204 and Village Employees. All persons employed in connection with DISTRICT 204's performance under this Agreement shall be and shall remain DISTRICT 204's employees, and DISTRICT 204 shall have the entire responsibility as employer of its employees and shall discharge all the obligations of any employer under any federal, state or local law, regulation or order, now or later in force. All persons employed in connection with the Village's performance under this Agreement shall be and shall remain the Village's employees, and the Village shall have the entire responsibility as employer of its employees and shall discharge all the obligations of any employer under any federal, state or local law, regulation or order, now or later in force.

11. Relationship of the Parties. Neither Party is the agent or legal representative of the other Party, and this Agreement does not create an association, partnership, joint venture, fiduciary relationship or relationship of principal and agent between the Village and DISTRICT 204. Neither Party shall have any authority to agree for or bind the other Party in any manner whatsoever. This Agreement confers no rights, remedies or claims of any kind upon any third party, including, without limitation, the Village's intended or unintended users or end users.

12. Notice. Notices, if required, must be sent in writing by email, facsimile, courier or first class mail (postage prepaid) to the individuals listed below. In the event of any emergency, either Party may only be able to provide verbal notice first; such verbal notice will be followed by written notice. The Parties are responsible for accuracy of their respective information, including points of contact. Any notices which are required or which shall be given shall be addressed as follows:

| | |
|--|---|
| <p>If to the Village:</p> <p>Attn: Village Manager Village of Western Springs 740 Hillgrove Avenue Western Springs, Illinois 60558 708/246-1800 ext. 125 (phone) 708/246-0284 (fax)</p> | <p>If to DISTRICT 204:</p> <p>Attn: Superintendent of Schools Lyons Township High School 100 South Brainard Avenue LaGrange, Illinois 60525 708/579-6300 (phone) 708/579-6491(fax)</p> |
|--|---|

The notices shall be in writing and directed to the addresses of the Parties set forth above, unless and until either or both of the Parties advises the other Party in writing of any change of address to which the notices shall be sent.

13. Applicable Law; Venue. This Agreement and all matters or issues relating to its interpretation and enforcement shall be governed by the laws of the State of Illinois applicable to contracts performed entirely within this State. Jurisdiction and venue for all disputes shall be the Circuit Court located in Cook County, Illinois, or the federal district court for the Northern District of Illinois.

14. Entire Agreement. This Agreement contains the entire understanding of the Parties, supersedes all prior understandings relating to the subject matter contained, and cannot be changed or terminated orally.

15. Compliance with Laws. The Parties agree to comply with all applicable provisions of Federal, State and local laws and regulations, including without limitation Article 2 of the Illinois Human Rights Act (775 ILCS 5/2-101 *et seq.*), the Illinois Prevailing Wage Act, minimum wages laws, the Illinois Fair Employment Practices Act, the Americans with Disabilities Act (42 U.S.C. 12101 *et seq.*), the Occupational Safety and Health Act standards, the Illinois Equal Pay Act of 2003, workers' compensation laws, the Employment of Illinois Workers on Public Works Act (30 ILCS 570/0.01 *et seq.*), the Smoke Free Illinois Act, the USA Security Act, the Veterans Preference Act (330 ILCS 55/0.01 *et seq.*), the Federal Social Security Act (and any of its titles), and any other law, rule or regulation of the Illinois Department of Labor, Illinois Department of Transportation, Illinois Environmental Protection Act, Illinois Department of Human Rights, Human Rights Commission and EEOC or other governmental authority or regulatory body pertaining to all aspects of the services, now in effect, or which may become in effect during this Agreement.

16. Dispute Resolution; Negotiation. The Parties desire to resolve any future disputes that may arise between them relative to this Agreement by avoiding termination of this Agreement or litigation. Accordingly, the Parties agree to engage in good faith negotiations to resolve any such dispute. If any Party has a dispute about a violation, interpretation or application of a provision of this Agreement, or if a dispute arises regarding a Party's failure to comply with the terms of this Agreement, then a written notice prepared by the affected Party, or his/her/its representative, shall be served on the Party at issue as provided in Section 12 (Notice) of this Agreement. The written notice shall set forth in detail the dispute, the provisions of this Agreement to which the dispute is related, and all facts and circumstances pertinent

to the dispute. Within ten (10) calendar days of receipt of the notice, the Parties shall schedule a date to conduct a conference to attempt to resolve the dispute. Such conference shall be conducted within thirty (30) calendar days after notice of the dispute has been delivered as provided herein. If a resolution is not reached within such 30-day period (or such longer period to which the Parties may mutually agree), then either Party may pursue remedies available under this Agreement or available under applicable law.

17. Exhibits. True and correct copies of the attached Exhibit(s) are incorporated herein and made a part of this Agreement and are identified as follows:

- Exhibit "A" – Estimated Cost of the 2021 Upgrade Connection Project
- Exhibit "B" – Temporary Construction Easements and Insurance Requirements

18. Additional Provisions.

A. Except as to payment obligations of the Village, neither Party shall have any claim or right against the other Party for any failure of performance due to *Force Majeure*.

B. Neither Party shall assign this Agreement without the Other Party's prior written consent, which consent shall not unreasonably be withheld. Any such assignment by one Party without prior written consent of the other Party shall be void. DISTRICT 204 shall allow the Village to continue to provide high-speed Internet access to all Permitted Users of the MAN.

In witness hereof, the Parties have executed this Agreement, effective as of the day and year first written above, based on the date that the last signatory has executed this Agreement.

VILLAGE OF WESTERN SPRINGS

**LYONS TOWNSHIP HIGH SCHOOL –
DISTRICT 204**

By : _____
Alice F. Gallagher, Village President

By: _____
Timothy B. Kilrea, Superintendent

Date: _____, 2021

Date: _____, 2021

Attest: _____
James Horvath
Acting Village Clerk

Attest: _____
Name: _____
Secretary

Date: _____, 2021

Date: _____, 2021

Exhibit "A"

Estimated Cost of the 2021 Upgrade Connection Project

(attached)

Exhibit "B"

Temporary Construction Easements and Insurance Requirements

(attached)

TEMPORARY CONSTRUCTION EASEMENT and INSURANCE REQUIREMENTS

Insurance Requirements

During the Term of this Agreement, the Parties agree to purchase and maintain the following types of insurance in not less than the specified amounts to satisfy their indemnification obligations under this Agreement:

- A. Comprehensive General Liability - \$2,000,000.00 per occurrence.
- B. Worker's Compensation - Statutory Limits.

The DISTRICT 204 shall furnish to the Village Manager satisfactory proof of coverage of the above insurance requirements, by a reliable company or companies licensed to do business in Illinois, before commencing any work covered by this Agreement. Such proof shall consist of insurance certificates or policies executed by the respective insurance companies. Said certificates or policies shall contain a clause to the effect that the insurance policy/policies shall not be canceled, expire or changed as to the amount of coverage without written notification thirty (30) days in advance to the Village Manager. In addition, said certificates shall list the "Village and its officers, appointed and elected officials, president and trustees, agents, employees, volunteers, attorneys, representatives" as additional insureds on all required insurance policies.

The DISTRICT 204 insurance and any contractor and sub-contractor insurance shall be primary to any insurance coverage of the Village regarding claims or clauses of action arising from any work performed by the DISTRICT 204 or its contractor and sub-contractor or relative to any indemnification obligation of the DISTRICT 204 under this Agreement. The DISTRICT 204 shall require all contractors and sub-contractors to take out and maintain insurance of the same nature, in the same amounts and under the same terms as required of the DISTRICT 204 during the time period that they are performing any work covered by this Agreement.

The Village shall furnish to the Superintendent satisfactory proof of coverage of the above insurance requirements, by a reliable company or companies licensed to do business in Illinois, before commencing any work covered by this Agreement. Such proof shall consist of insurance certificates or policies executed by the respective insurance companies. Said certificates or policies shall contain a clause to the effect that the insurance policy/policies shall not be canceled, expire or changed as to the amount of coverage without written notification thirty (30) days in advance to the Superintendent. In addition, said certificates shall list the "DISTRICT 204 and its officers, appointed and elected officials, president and trustees, agents, employees, volunteers, attorneys, representatives" as additional insureds on all required insurance policies.

The Village insurance and any contractor and sub-contractor insurance shall be primary to any insurance coverage of the DISTRICT 204 regarding claims or clauses of action arising from any work performed by the Village or its contractor and sub-contractor or relative to any indemnification obligation of the Village under this Agreement. The Village shall require all contractors and sub-contractors to take out and maintain insurance of the same nature, in the same amounts and under the same terms as required of the Village during the time period that they are performing any work covered by this Agreement.

Temporary Construction Easement for Benefit of DISTRICT 204

The Village grants to the DISTRICT 204 and its contractors a Temporary Construction Easement across, in, over and under those portions of the Village property and right-of-way, as shown on the MAN Fiber-Optic Cable/ Equipment Installation Map, for purposes of access and allowing the DISTRICT 204 to install its network connection equipment and to connect to the MAN fiber-optic cables, to complete the Project and to perform any work covered by this Agreement. The work covered by the Temporary Construction Easement includes but is not limited to all debris removal, site clearing and grading, auguring and trenching, constructing, installing, reconstructing, restoration, replacing, removing, maintaining, altering, inspecting, repairing and operating equipment relative to the installation of the network connection equipment by the DISTRICT 204 and its contractors to connect to the MAN, to complete the Project and to perform any work covered by this Agreement. The temporary easement rights granted hereunder are subject to the following terms and conditions: (a) the term of this Temporary Construction Easement document shall expire upon termination of this Agreement; (b) said installation and restoration work shall be completed in a good and workmanlike manner; (c) after the installation and restoration work is complete, the Temporary Access Easement areas shall be restored and repaired and left in as good or better condition than existed immediately prior to the work. The DISTRICT 204 agrees to obtain sworn contractor affidavits and full waivers of lien from all contractors, subcontractors and suppliers for the services, materials and labor that are delivered to or expended on the Village property and right-of-way as part of the Project and shall provide executed copies of such documents to the Village Manager as the work is completed or materials are supplied. The DISTRICT 204 shall indemnify and hold harmless the Village against any such liens.

Temporary Construction Easement for Benefit of the Village

The DISTRICT 204 grants to the Village and its contractors a Temporary Construction Easement across, in, over and under those portions of the DISTRICT 204 property, as shown on the MAN Fiber-Optic Cable/ Equipment Installation Map, for purposes of access and allowing the Village to install the MAN fiber-optic cables, to complete the Project and to perform any work covered by this Agreement. The work covered by the Temporary Construction Easement includes but is not limited to all debris removal, site clearing and grading, auguring and trenching, constructing, installing, reconstructing, restoration, replacing, removing, maintaining, altering, inspecting, repairing and operating equipment relative to the installation of the MAN fiber-optic cables by the Village and its contractors to connect to the MAN, to complete the Project and to perform any work covered by this Agreement. The temporary easement rights granted hereunder are subject to the following terms and conditions: (a) the term of this Temporary Construction Easement document shall expire upon termination of this Agreement; (b) said installation and restoration work shall be completed in a good and workmanlike manner; (c) after the installation and restoration work is complete, the Temporary Access Easement areas shall be restored and repaired and left in as good or better condition than existed immediately prior to the work. The Village agrees to obtain sworn contractor affidavits and full waivers of lien from all contractors, subcontractors and suppliers for the services, materials and labor that are delivered to or expended on the DISTRICT 204 property as part of the Project and shall provide executed copies of such documents to the Superintendent as the work is completed or materials are supplied. The Village shall indemnify and hold harmless the DISTRICT 204 against any such liens.

**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204
SUMMARY OF DECEMBER 2020 EXPENSES
FOR BOARD OF EDUCATION APPROVAL ON JANUARY 19, 2021**

| ACCOUNTS PAYABLE | PAID | TOTAL |
|-------------------------------|-----------------|------------------------|
| EDUCATION FUND | \$ 1,202,650.75 | |
| OPERATIONS BLDG MAINT | \$ 294,358.95 | |
| TRANSPORTATION | \$ 121,583.51 | |
| TOTAL ACCOUNTS PAYABLE | | \$ 1,618,593.21 |
| PAYROLL | | |
| EDUCATION FUND | \$ 4,201,553.35 | |
| OPERATIONS BLDG MAINT | \$ 342,209.89 | |
| IMRF/FICA/MEDICARE | \$ 238,423.60 | |
| TOTAL PAYROLL | | \$ 4,782,186.84 |
| TOTAL EXPENDITURES | | \$ 6,400,780.05 |

The Undersigned do hereby certify that the Accounts Payable and Payroll Expenditures in the amount of \$6,400,780.05 were approved for payment at the Lyons Township High School District 204 Board of Education Meeting, Cook County, Illinois held on January 19, 2021 and authorize the School Trustees of Township 38, Range 12 to pay the same.

Thomas W. Cushing, President

Jessica McLean, Secretary

**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204
 FUND BALANCE FINANCIAL REPORT - FISCAL YEAR 2020-21
 FOR THE MONTH OF DECEMBER 2020**

| | FUND BALANCE JULY 1, 2020 | FISCAL YTD REVENUES | FISCAL YTD EXPENSES | FUND BALANCE |
|-----------------------------------|--------------------------------------|--------------------------------|--------------------------------|-------------------------|
| <u>OPERATING FUNDS</u> | | | | |
| EDUCATION - 10 | \$ 29,320,359.87 | \$ 30,781,600.14 | \$ 26,621,837.17 | \$ 33,480,122.84 |
| OPERATIONS & MAINTENANCE - 20 | \$ 6,579,347.20 | \$ 3,991,647.91 | \$ 4,102,676.37 | \$ 6,468,318.74 |
| TRANSPORTATION - 40 | \$ 1,222,610.09 | \$ 1,563,122.62 | \$ 261,902.67 | \$ 2,523,830.04 |
| IMRF/SOCIAL SECURITY - 50/51 | \$ 988,417.54 | \$ 1,413,471.67 | \$ 1,239,842.97 | \$ 1,162,046.24 |
| TOTAL | \$ 38,110,734.70 | \$ 37,749,842.34 | \$ 32,226,259.18 | \$ 43,634,317.86 |
| <u>NON OPERATING FUNDS</u> | | | | |
| DEBIT SERVICE - 30 | \$ 1,363,727.32 | \$ 1,193,650.67 | \$ 2,388,770.00 | \$ 168,607.99 |
| TOTAL | \$ 1,363,727.32 | \$ 1,193,650.67 | \$ 2,388,770.00 | \$ 168,607.99 |
| <u>WORKING CASH</u> | | | | |
| WORKING CASH - 70 | \$ 3,927,981.87 | \$ 13,266.05 | \$ - | \$ 3,941,247.92 |
| TOTAL | \$ 3,927,981.87 | \$ 13,266.05 | \$ - | \$ 3,941,247.92 |
| TOTAL | \$ 43,402,443.89 | \$ 38,956,759.06 | \$ 34,615,029.18 | \$ 47,744,173.77 |

**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204
SUMMARY OF REVENUES - FISCAL YEAR 2020-21
FOR THE MONTH OF DECEMBER 2020**

| | BUDGET | MONTHLY REVENUES | FISCAL YTD REVENUES | BUDGET BALANCE | % REALIZED |
|-----------------------------------|-------------------------|-----------------------------|--------------------------------|---------------------------|-------------------|
| <u>OPERATING FUNDS</u> | | | | | |
| EDUCATION - 10 | \$ 65,647,352.00 | \$ 431,023.28 | \$ 30,781,600.14 | \$ 34,865,751.86 | 46.89% |
| OPERATIONS & MAINTENANCE - 20 | \$ 8,676,047.00 | \$ 20,030.91 | \$ 3,991,647.91 | \$ 4,684,399.09 | 46.01% |
| TRANSPORTATION - 40 | \$ 3,258,450.00 | \$ 5,152.28 | \$ 1,563,122.62 | \$ 1,695,327.38 | 47.97% |
| IMRF/SOCIAL SECURITY - 50/51 | \$ 2,933,012.00 | \$ 128,905.82 | \$ 1,413,471.67 | \$ 1,519,540.33 | 48.19% |
| TOTAL | \$ 80,514,861.00 | \$ 585,112.29 | \$ 37,749,842.34 | \$ 42,765,018.66 | 46.89% |
| <u>NON OPERATING FUNDS</u> | | | | | |
| DEBIT SERVICE - 30 | \$ 2,566,875.00 | \$ 5,731.39 | \$ 1,193,650.67 | \$ 1,373,224.33 | 46.50% |
| TOTAL | \$ 2,566,875.00 | \$ 5,731.39 | \$ 1,193,650.67 | \$ 1,373,224.33 | 46.50% |
| <u>WORKING CASH</u> | | | | | |
| WORKING CASH - 70 | \$ 7,000.00 | \$ - | \$ 13,266.05 | \$ (6,266.05) | 189.52% |
| TOTAL | \$ 7,000.00 | \$ - | \$ 13,266.05 | \$ (6,266.05) | 189.52% |
| TOTAL | \$ 83,088,736.00 | \$ 590,843.68 | \$ 38,956,759.06 | \$ 44,131,976.94 | 46.89% |

**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204
SUMMARY OF EXPENSES - FISCAL YEAR 2020-21
FOR THE MONTH OF DECEMBER 2020**

| | BUDGET | MONTHLY EXPENSES | FISCAL YTD EXPENSES | BUDGET BALANCE | % REALIZED |
|-----------------------------------|-------------------------|-----------------------------|--------------------------------|---------------------------|-------------------|
| <u>OPERATING FUNDS</u> | | | | | |
| EDUCATION - 10 | \$ 67,042,311.00 | \$ 5,399,583.77 | \$ 26,621,837.17 | \$ 40,420,473.83 | 39.71% |
| OPERATIONS & MAINTENANCE - 20 | \$ 9,024,734.00 | \$ 636,530.83 | \$ 4,102,676.37 | \$ 4,922,057.63 | 45.46% |
| TRANSPORTATION - 40 | \$ 3,258,450.00 | \$ 121,583.51 | \$ 261,902.67 | \$ 2,996,547.33 | 8.04% |
| IMRF/SOCIAL SECURITY - 50/51 | \$ 3,136,967.00 | \$ 238,423.60 | \$ 1,239,842.97 | \$ 1,897,124.03 | 39.52% |
| TOTAL | \$ 82,462,462.00 | \$ 6,396,121.71 | \$ 32,226,259.18 | \$ 50,236,202.82 | 39.08% |
| <u>NON OPERATING FUNDS</u> | | | | | |
| DEBIT SERVICE - 30 | \$ 2,510,438.00 | \$ 2,388,770.00 | \$ 2,388,770.00 | \$ 121,668.00 | 95.15% |
| TOTAL | \$ 2,510,438.00 | \$ 2,388,770.00 | \$ 2,388,770.00 | \$ 121,668.00 | 95.15% |
| <u>WORKING CASH</u> | | | | | |
| WORKING CASH - 70 | \$ - | \$ - | \$ - | \$ - | 0.00% |
| TOTAL | \$ - | \$ - | \$ - | \$ - | 0.00% |
| TOTAL | \$ 84,972,900.00 | \$ 8,784,891.71 | \$ 34,615,029.18 | \$ 50,357,870.82 | 40.74% |

LADSE

SUMMARY OF EXPENSES FOR DECEMBER 2020 BOARD OF EDUCATION APPROVAL ON JANUARY 19TH, 2021

| | EXPENSES | EXPENSES FROM REVENUE | | TOTAL |
|--------------------------|----------------------|-----------------------------|-----------|-------------------|
| EDUCATION FUND | \$ 552,675.79 | | \$ | 552,675.79 |
| VOCATIONAL ACTIVITY FUND | \$ - | \$ - | \$ | - |
| TOTAL A/P | \$ 552,675.79 | \$ - | \$ | 552,675.79 |

| PAYROLL | | | | |
|----------------------|--|--|-----------|---------------------|
| EDUCATION FUND | | | \$ | 1,517,752.56 |
| BOARD SHARE EXPENSES | | | \$ | 443,843.75 |
| TOTAL PAYROLL | | | \$ | 1,961,596.31 |

| | | | | |
|----------------------|--|--|--|----------|
| VOCATIONAL FUND | | | | - |
| BOARD SHARE EXPENSES | | | | - |
| TOTAL PAYROLL | | | | - |

2,514,272

THE UNDERSIGNED DO HEREBY CERTIFY THAT ACCOUNTS PAYABLE LISTINGS AND PAYROLLS IN THE AMOUNT OF \$2,514,272.10 WERE APPROVED FOR PAYMENT AT THE MEETING OF THE BOARD OF EDUCATION OF SCHOOL DISTRICT #204, COOK COUNTY, ILLINOIS HELD ON JANUARY 19TH, 2021 AND AUTHORIZE THE SCHOOL TRUSTEES OF TOWNSHIP 38, RANGE 12 TO PAY THE SAME.

PRESIDENT

SECRETARY

LADSE

SUMMARY FINANCIAL REPORT OF REVENUE - DECEMBER 2020

| OPERATING FUNDS | BUDGET | TRANSFERS | CURRENT REVENUES | YTD REVENUES | BALANCE | PERCENT REALIZED |
|--------------------------|------------|-----------|------------------|--------------|-----------|------------------|
| EDUCATION FUND | 26,669,605 | - | 2,493,883 | 17,790,850 | 8,878,754 | 66.71% |
| VOCATIONAL ACTIVITY FUND | - | - | 22 | 292 | (292) | 0.00% |
| TOTAL | 26,669,605 | - | 2,493,905 | 17,791,142 | 8,878,462 | 66.71% |

SUMMARY FINANCIAL REPORT OF EXPENSE - DECEMBER 2020

| OPERATING FUNDS | BUDGET | TRANSFERS | CURRENT EXPENDITURES | YTD EXPENDITURES | UNENCUMBERED BALANCE | PERCENT ENCUMBERED |
|--------------------------|------------|-----------|----------------------|------------------|----------------------|--------------------|
| EDUCATION FUND | 26,669,605 | - | 2,514,272 | 10,083,045 | 16,586,560 | 37.81% |
| VOCATIONAL ACTIVITY FUND | - | - | - | 675 | (675) | 0.00% |
| TOTAL | 26,669,605 | - | 2,514,272 | 10,083,720 | 16,585,885 | 37.81% |

MONTHLY FUND BALANCE REPORT FOR DECEMBER 2020

| OPERATING FUNDS | JULY 1ST EQUITY | YEAR TO DATE RECEIPTS | YEAR TO DATE DISBURSEMENTS | BALANCE |
|--------------------------|-----------------|-----------------------|----------------------------|------------|
| EDUCATION FUND | 3,479,238 | 17,790,850 | 10,083,045 | 11,187,044 |
| VOCATIONAL ACTIVITY FUND | - | 292 | 675 | (383) |
| TOTAL | 3,479,238 | 17,791,142 | 10,083,720 | 11,186,661 |

LYONS TOWNSHIP HIGH SCHOOL



DISTRICT 204 OFFICES – 100 S. Brainard Ave., LaGrange, IL 60525-2101

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EDWARD M. PIOTROWSKI
Director of Human Resources

TO: Timothy B. Kilrea, Superintendent
Board of Education

FROM: Edward M. Piotrowski, Director of Human Resources

DATE: January 19, 2021

RE: Administrative and Certified Employee Recommendations ****REVISED****

Please find below employment recommendations for administrative and certified employees:

- A. Employment.** We are recommending the following employment.
1. **Rosko, Jeremy**, Spanish – 0.6 FTE, effective January 4, 2021
- B. Leave of Absence.** We are recommending the following leaves of absence.
1. **Ecklund, Alik**, Spanish, effective May 13, 2021 through June 1, 2021
 2. **Kolathu, Anuja**, Spanish, effective January 19, 2021 through June 1, 2021
- C. Resignation.** We are recommending the following resignation.
1. **Hirstein, Theresa**, Social Studies, effective June 1, 2021

RECOMMENDATION

We recommend the Board approve the employment, leaves of absence, and resignation as outlined above.

Vita Plena


LYONS TOWNSHIP HIGH SCHOOL

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EDWARD M. PIOTROWSKI
Director of Human Resources

TO: Timothy B. Kilrea, Superintendent
Board of Education

FROM: Edward M. Piotrowski 

DATE: January 19, 2021

RE: Buildings and Grounds, Classified/Non-Contractual, and ParaEducator
Staff Employment Recommendations

BACKGROUND

Each month, we bring to the Board recommendations for employment, retirement, leaves of absence, resignations, etc., for the Buildings and Grounds, Classified/Non-Contractual, Classified/Non-Contractual Supervisors and Para Educator employees. Below, please find our January 19, 2021 recommendations for these employee groups.

I. Classified/Non-Contractual

- A. We recommend the Board of Education approve the following individual's resignation.
 - 1. **Kwec, David**, Systems Technician, effective January 8, 2021.
- B. We recommend the Board of Education approve the following individual's retirement.
 - 1. **Gerardi, Roxanne**, Registrar, effective January 19, 2021.

II. Para Educators

- A. We recommend the Board of Education approve the following individual's employment.
 - 1. **Corvino, Ann**, Part-time Para Educator, effective January 4, 2021; hourly rate of pay \$15.45.

RECOMMENDATION:

We recommend that the Board approve the request for employment actions for the individuals as noted above.

TO: Dr. Timothy Kilrea, Superintendent

DATE: January 19, 2021

FROM: Ellie Ambuehl, Ed. D

SUBJECT: LADSE Personnel Actions

Background

Each month, we present to the LTHS board recommendations for employment, retirement, leaves of absence, resignations, etc., for LADSE staff. We recommend that the Board approve the following:

Employment Recommendation

Esthapanie Romero 1.0 Paraprofessional effective 01/11/2021 at an hourly rate of \$14.71
Thomas Loranger 1.0 Occupational Therapist effective 01/13/2021 at an annual salary of \$27,595.59 prorated from \$53,179.00

Employment Change in FTE

Leslie Grady 0.89 Social Worker to 0.84 effective 01/04/2021

Acceptance of Retirement

Francesca Ramirez-Smith 1.0 DHH Special Education Teacher effective at the end of the 2025-2026 school year

Acceptance of Resignation

Kathryn Preedin 1.0 Paraprofessional effective 12/18/2020
Milka Hernandez 1.0 Paraprofessional effective 01/15/2021

Acceptance of Leave of Absence

Katherine Pennacchio 1.0 Special Education Teacher effective 10/26/2020
Kristen Yodka 1.0 Paraprofessional effective 11/16/2020 through 06/07/2021
Shannon DiCiolla 1.0 Paraprofessional effective 12/14/2020 through 06/07/2021

Acceptance of Leave of Absence (continued)

| | |
|------------------|--|
| Kristen O'Connor | 1.0 School Psychologist effective approximately 05/16/2021 |
| Laura Kubistal | 0.8 Occupational Therapist effective approximately 05/28/2021 |
| Margaret Cozzie | 1.0 Special Education Teacher effective approximately 05/31/2021 |

Acceptance of Extended Parental Leave (CBU)

| | |
|-----------------------|--|
| Lauren Tesmond | 0.5 Occupational Therapist effective 12/03/2020 through 06/08/2021 |
| Regina Ortiz Anderson | 0.4 Occupational Therapist effective 12/18/2020 through 05/27/2021 |