



## LINCOLNSHIRE – PRAIRIE VIEW SCHOOL DISTRICT 103

1370 N. Riverwoods Road • Lincolnshire, Illinois 60069

847/295-4030 • FAX 847/295-9196

<http://www.d103.org>

### BOARD OF EDUCATION AGENDA

MAY 5, 2015

The Special Meeting of the Board of Education of Lincolnshire-Prairie View School District 103 will be held on Tuesday, May 5, 2015 at 7:00 PM in the Learning Center of Daniel Wright Junior High School, 1370 N. Riverwoods Road, Lincolnshire, Illinois.

- A. Call to Order and Roll Call  
Time: 1 hour 30 minutes
- B. Pledge of Allegiance
- C. Community Participation
- D. Approval of Minutes 3  
Time: 5 minutes
- E. Motion to adjourn *sine die*
- F. Seating New Board  
Time: 15 minutes
  - 1. Oath of Office 7
  - 2. Election of President Pro Tem 8
  - 3. Election of President
  - 4. Election of Vice President
  - 5. Adoption of Rules, Regulations, and Policies
  - 6. Adoption of Board Meeting Schedule 2015-2016 10
- G. Reception  
Time: 15 Minutes
- H. Action Item  
Time: 5 Minutes
  - 1. Approval of Bid 11
- I. Discussion Items  
Time: 20 Minutes
  - 1. Collective Bargaining Discussion
- J. Information
- K. Community Participation
- L. Executive Session

Time: 30 minutes

M. Adjournment



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**BOARD OF EDUCATION REGULAR MEETING MINUTES**

Tuesday, April 21, 2015

The Board of Education Regular Meeting of Lincolnshire-Prairie View School District 103 was held on Tuesday, April 17, 2015 in the Learning Center of Daniel Wright Junior High School located at 1370 N. Riverwoods Road, Lincolnshire, Illinois.

The following Board Members were in attendance:

Gary Gordon, President

Kate Harper

Sandy Simon

Sherri Thomas

Anne van Gerven

Absent: Chris Curtis, Vice President

Ben Yomtoob

Also present were:

Dr. Scott Warren, Superintendent

Dan Stanley, Assistant Superintendent for Business/CSBO

Julie Postma, Director of Student Services

Scott Gaunky, Director of Facilities

Michelle Blackley, Principal Daniel Wright Junior High School

Norma Taylor, Board Secretary

Public: 1

Press: 1

Staff: 6

**Call to Order and Roll Call**

President Gordon called the meeting to order at 7:04 p.m.

**Pledge of Allegiance**

**Community Participation**

Mr. Wei Li addressed the board with concerns of Senate Bill 1 regarding school funding. Mr. Stanley gave a brief summary of the bill and Dr. Warren noted the district will provide the community further information via email.

## **Approval of Minutes**

**Motion by** Mrs. Harper, seconded by Mrs. Thomas, to approve the minutes of the March 17, 2015 Regular and Executive Session, and the April 7, 2015 Special Meeting minutes.

**Roll Call:** Ayes: Harper, Simon, Thomas, van Gerven, Gordon. Nays: None. Abstain: None. Motion carried.

## **Consent Agenda**

**Motion by** Mrs. Harper, seconded by Mrs. Simon, the Board approve the following items on the Consent Agenda:

Approval of Bills

Approval of School Donations

Approval of Policy Updates Issue 87

Approval of Certified Staffing Plan

Approval of Classified Staffing Plan

**Roll Call:** Ayes: Harper, Simon, Thomas, van Gerven, Gordon. Nays: None. Abstain: None. Motion carried.

## **Action Item**

### **Field Trips:**

**Motion by** Mrs. Simon, seconded by Mrs. Thomas, to approve the Daniel Wright Science Olympiad Team Trip to Nationals in Lincoln, NE, and the History Bee Trip to Nationals in Louisville, KY.

**Roll Call:** Ayes: Harper, Simon, Thomas, van Gerven, Gordon. Nays: None. Abstain: None. Motion carried.

## **Discussion Items**

### **1. Preliminary Budget Fiscal Year 2016**

Mr. Stanley presented major assumptions and explanations of the preliminary budget for fiscal year 2016. The tentative budget will be presented at the May 19, 2015 board meeting and the public hearing for the budget is scheduled for May 26, 2015.

### **2. Strategic Planning Update**

Dr. Warren provided an update on the Strategic Plan Vision 2020 that will guide the district for the next five years. The administration has created task lists and timelines to support the identified goals of Vision 2020. Dr. Warren noted each year the district will review Vision 2020 to ensure we are on target with goals and provide updates to the community.

### **3. Collective Bargaining Discussion**

Mr. Gordon noted a request was made at the recent TAB committee that the Board begin conversations regarding the collective bargaining process in October 2015. He suggested the board continue the discussion at the next meeting when a full board will be present.

### **Information**

Mrs. Harper reported she attended the Exceptional Learner's Collaborative (ELC) Board Meeting where the board was organized, meeting dates established, and the director was approved.

Mrs. Harper reported she attended the PTO Board Meeting where discussion was held regarding Teacher Appreciation Week. She reported highlights of the meeting included the PTO has funded grants, the Run for D103 5K has received a large donation, and they announced the Volunteer of the Year is Mrs. Kelly Dupont.

### **Superintendent's Informational Report**

Dr. Warren reported the district received three FOIA requests that were fulfilled within the appropriate time. He noted long range facility planning is moving forward with group meetings of board members, administration and staff; and a community engagement evening is planned for all community members.

### **Community Participation**

There was no community participation at this time.

### **Executive Session**

**Motion by**, Mrs. Harper, seconded by Mrs. Simon, the Board go into Executive Session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees.

**Roll Call:** Ayes: Harper, Simon, Thomas, van Gerven, Gordon. Nays: None. Abstain: None. Motion carried.

The Board moved into Executive Session at 7:48 p.m.

### **Open Session**

The meeting reconvened to Open Session at 8:07 p.m.

### **Adjournment**

**Motion by**, Mrs. Harper, seconded by Mrs. van Gerven, to adjourn.

**Voice Vote:** All ayes. No nays. Motion carried.

The meeting adjourned at 8:08 p.m.

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President      Board of Education

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Secretary      Board of Education



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**BOARD OF EDUCATION EXECUTIVE SESSION MINUTES AMENDED**

Tuesday, April 21, 2015

The Board of Education of Lincolnshire-Prairie View School District 103 held an Executive Session on Tuesday, April 21, 2015 in the Learning Center of Daniel Wright Junior High School located at 1370 N. Riverwoods Road, Lincolnshire, Illinois.

The following Board Members were in attendance:

Gary Gordon, President  
Kate Harper  
Sandy Simon  
Sherri Thomas  
Anne van Gerven

Absent: Chris Curtis, Vice President

Ben Yomtoob

Also present were:

Dr. Scott Warren, Superintendent  
Dan Stanley, Assistant Superintendent for Business/CSBO  
Michelle Blackley, Principal Daniel Wright Junior High School  
Norma Taylor, Board Secretary

Executive Session convened at 7:55 p.m. to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees.

Dr. Warren discussed the unprofessional behavior and substandard performance of Laura Brennan. Dr. Warren reviewed options for the Board to consider including a Notice to Remedy issued to Laura Brennan from the Board. The Board will consider the options at a subsequent Board meeting.

**Motion by**, Mrs. Harper, seconded by Mrs. Simon, to return to Open Session.

**Voice Vote:** All ayes. No nays. Motion carried.

The meeting reconvened to Open Session at 8:07 p.m.

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President      Board of Education

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Secretary      Board of Education

## Official Oath of Office

**I, (name), do solemnly swear** that I will faithfully discharge the duties of the office of member of the Board of Education of Lincolnshire-Prairie View School District 103, in accordance with the Constitution of the United States, the Constitution of the State of Illinois, and the laws of the State of Illinois, to the best of my ability:

**I further swear** that:

**I shall respect** taxpayer interests by serving as a faithful protector of the school district's assets;

**I shall encourage** and respect the free expression of opinion by my fellow board members, and others who seek a hearing before the board, while respecting the privacy of students and employees;

**I shall recognize** that a board member has no legal authority as an individual and that decisions can be made only by a majority vote at a public board meeting; and

**I shall abide** by majority decisions of the board, while retaining the right to seek changes in such decisions through ethical and constructive channels.

“SCRIPT” for Election of Officers\*  
MAY 5, 2015

I. ELECTION OF PRESIDENT PRO TEM

**Secretary** asks for a nomination for President Pro Tem: *“Nominations are now in order for the office of President Pro Tem.”*

**Member:** I nominate \_\_\_\_\_ for the office of President Pro Tem.

II. ELECTION OF PRESIDENT

**President Pro Tem** asks for nominations for President. *“Nominations are now in order for the office of President.”*

Any member of the Board may nominate any other member. Nominations do not require a second.

**Member:** “I nominate \_\_\_\_\_ as President of the Board of Education for a \_\_\_\_\_-year term to expire in April \_\_\_\_\_.”

**President Pro Tem:** “ \_\_\_\_\_ is nominated. Are there any additional nominations for the office of President?” (President Pro Tem should pause and repeat the call for nominations.)

**President Pro Tem:** “If there are no further nominations..... Nominations for the office of President are closed.”

**President Pro Tem:** “ \_\_\_\_\_, being the only candidate nominated for the office of President, the chair hereby declares him elected by acclamation and directs the Secretary to so record in the minutes.”

**Multiple Nominations** – If two or more members are nominated for an office, a show of hands or voice vote is necessary (as shown below) with the member receiving a majority of the votes cast being elected. In the event of a tie between two candidates, a second vote must be taken.

**President Pro Tem:** *“The Secretary will now call roll for voting on the office of President.”*

**Secretary:** *“ Member \_\_\_\_\_ ”*

**Member:** *“I vote for \_\_\_\_\_.”*

And so on until all members have been polled.

**President Pro Tem:** *“The Secretary will now tally the votes.”*

**Secretary:** *“ \_\_\_\_\_ receives four votes. \_\_\_\_\_ receives three votes.”*

**President Pro Tem:** *“ \_\_\_\_\_ receives a majority of the votes cast and is elected President.”*



**PRESIDENT ASSUMES THE CHAIR.**

**(HE THEN ASSUMES THE DUTIES OF THE PRESIDING OFFICER AND CONDUCTS THE ELECTION OF A VICE PRESIDENT.)**

**III. ELECTION OF VICE PRESIDENT**

**President:** Nominations are now in order for the office of Vice President.

**Board Member:** "I nominate \_\_\_\_\_ as Vice President of the Board of Education for a \_\_\_\_\_-year term to expire in April \_\_\_\_\_."

**President:** "Are there any further nominations for Vice President?  
If not, I ask the Secretary to record a unanimous vote for \_\_\_\_\_  
as Vice President for a \_\_\_\_\_-year term to expire in April \_\_\_\_\_."

If two or more are nominated, the **President** will instruct the **Secretary** to publicly call the roll, whereupon the members vote for the candidate of their choice (the same procedure as listed above for multiple president nominations.) The **President will then state:**  
"\_\_\_\_\_ receives a majority of the votes cast and is elected Vice President."

**IV. APPOINTMENT OF BOARD SECRETARY**

**President** asks for a motion to appoint a Secretary.

**Board Member:** "I move that **Norma Taylor** be appointed to serve as the Secretary to the Board of Education."

**V. ADOPTION OF RULES, REGULATIONS, AND POLICIES**

**Board Member:** I move that the newly organized Board adopt all previously approved policies and regulations of the Board of Education of School District 103."

**VI. ADOPTION OF BOARD REGULAR AND COMMITTEE OF THE WHOLE MEETING SCHEDULE**

**Board Member:** I move that the Board of Education approve its meeting schedule for 2015-2016 as presented.

**Voice Vote:**

\* Excerpt from IASB "The School Board in Action: Seating New Board Members & Organizing the Board".



**Lincolnshire-Prairie View School District 103**

**BOARD OF EDUCATION  
REGULAR and COMMITTEE OF THE WHOLE (COW)  
MEETING SCHEDULE  
2015-2016**

Tuesday	June 30, 2015 (COW)
Monday	July 13, 2015 (REGULAR)
Tuesday	August 11, 2015 (COW)
Tuesday	August 25, 2015 (REGULAR)
Tuesday	September 1, 2015 (COW)
Tuesday	September 15, 2015 (REGULAR)
Tuesday	October 6, 2015 (COW)
Tuesday	October 20, 2015 (REGULAR)
Tuesday	November 17, 2015 (REGULAR)
Tuesday	December 1, 2015 (COW)
Tuesday	December 15, 2015 (REGULAR)
Tuesday	January 5, 2016 (COW)
Tuesday	January 19, 2016 (REGULAR)
Tuesday	February 2, 2016 (COW)
Tuesday	February 16, 2016 (REGULAR)
Tuesday	March 1, 2016 (COW)
Tuesday	March 22, 2016 (REGULAR)
Tuesday	April 5, 2016 (COW)
Tuesday	April 19, 2016 (REGULAR)
Tuesday	May 3, 2016 (COW)
Tuesday	May 17, 2016 (REGULAR)
Tuesday	May 31, 2016 (COW)
Tuesday	June 14, 2016 (REGULAR)

All meetings are held at Daniel Wright Junior High School Library  
1370 N. Riverwoods Road, Lincolnshire, Illinois, beginning at 7:00 p.m.



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MEMO

**To:** Board of Education  
**From:** Dan Stanley, Scott Gaunky  
**CC:** Dr. Scott Warren  
**Date:** May 5, 2015  
**Re:** Summer 2015 ADA Project Update

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The lowest bidder for the projected covered with Wight came in at \$287,800 for the base bid plus alternate 1. Alternate 2 was the smaller faculty bathroom that we are going to do in-house. Including the alternate 2, the total bid is \$308,800, \$126,200 less than the estimate. We did anticipate bids to come in below the estimate.

The items included in the base bid are the Sprague interior ramp, 2<sup>nd</sup> grade bathrooms, large faculty bathroom, and Half Day girls boys and girls toilet rooms (\$239,800).

The alternate as requested by the board includes the 1<sup>st</sup> grade bathrooms (\$48,000).

**Administration is recommending the base plus alternative 1 for approval to ensure that students will have equal access to accessible bathrooms regardless of where their classroom is in the building.**

The abatement portion of the project is still estimated at \$17,000-\$20,000. Finally, the exterior ramps at Sprague are estimated to be \$33,000.

The total estimated cost of the project stands at \$361,800 (down from \$488,000). Now that we have the bid for the Wight portion of the project, we have a better idea of the total project cost.



Wight & Company  
 wightco.com  
 .....  
 2500 North Frontage Road  
 Darien, IL 60561  
 .....  
 P 630.969.7000  
 F 630.969.7979

April 30, 2015

Mr. Scott Gaunky  
 Director of Facilities  
 Lincolnshire-Prairie View School District 103  
 1370 N. Riverwoods Road  
 Lincolnshire, Illinois 60069

**ACCESSIBLE TOILET ROOM AND RAMP RENOVATION PROJECT  
 PROJECT NO. 02-5467-03**

Dear Mr. Gaunky:

On April 28, 2015, bids were received by Lincolnshire-Prairie View School District 103 for the Accessible Toilet Room and Ramp Renovation project. The project consists of the renovation of various toilet rooms at Half Day School and Laura Sprague School, as well as the modification of an interior ramp at Laura Sprague School, to bring them into compliance with current accessibility standards.

A total of five (5) contractors submitted bids: Please see the attached bid tabulation sheet. The low bidder was ATP Enterprise Group out of Northfield, Illinois. Wight & Company has reviewed the project scope with ATP Enterprise Group and has also contacted references provided by ATP Enterprise Group. Based upon our evaluation of the bid, the information provided by the references, and the outcome of the scope review; we see no cause to deny award of the project to the low bidder. We therefore recommend the contract be awarded to:

ATP Enterprise Group, Inc.  
 400 Central Avenue, Suite 250  
 Northfield, IL 60093  
 (847) 656-3436

The bid proposal for ATP Enterprise Group is as follows:

Base Bid-	\$239,800.00
Alternate Bid No. 1-	\$48,000.00
Alternate Bid No. 2-	\$21,000.00

It is our understanding the District desires to proceed with the Base Bid work and with the work identified in Alternate Bid No. 1, which includes renovation of the Laura Sprague School first grade toilet rooms. As such Wight & Company recommends award of the contract to ATP Enterprise Group in the amount of \$287,800.00.

If you would like to discuss this information further please contact me at 630.969.7000.

Respectfully submitted,

**Wight & Company**

David Gassen  
 Senior Project Architect



Accessible Toilet Room and Ramp Renovation  
02-5467-03

Bid Tabulation Sheet  
April 28, 2015 2:00pm

Bidder	Addenda	Bid Security	Base Bid	Alternate Bid No. 1	Alternate Bid No. 2	Base Bid + Alt. Bid No. 1
Wm. Tonyan & Sons	1, 2	10% Bid Bond	\$299,900.00	\$46,000.00	\$27,500.00	\$345,900.00
Norcon	1, 2	10% Bid Bond	\$319,605.00	\$41,523.00	\$24,067.00	\$361,128.00
ATP Enterprise Group	1, 2	10% Bid Bond	\$239,800.00	\$48,000.00	\$21,000.00	<b>\$287,800.00</b>
Manusos General Contractors	1, 2	10% Bid Bond	\$363,000.00	\$42,470.00	\$31,673.00	\$405,470.00
Nu-Con Construction	1, 2	10% Bid Bond	\$284,477.00	\$29,722.00	\$11,250.00	\$314,199.00

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