



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

**Reber Center  
100 South Brainard Avenue  
La Grange, Illinois 60525  
Monday, May 9, 2022 - 6:30 PM**

**A G E N D A**

Pursuant to Board Policy 8:30, individuals attending LTHS District #204 Board of Education meetings are expected to conduct themselves with respect and civility. Individuals shall not use vulgar or obscene language, or impede, delay, disrupt, or interfere with a Board meeting. In the event individuals do not adhere to the policy, they will receive one warning. If the behavior continues, they will be notified that they are in violation of trespassing and will be asked to leave school property. If the behavior occurs again, they will be notified that they are in violation of trespassing and will be asked to leave the property. Failure to comply immediately and cooperatively with a directive to leave will result in the involvement of law enforcement officials.

**I. CALL TO ORDER**

**II. COMMUNICATIONS - Public Comment**

The Board welcomes and encourages public comment at regularly scheduled board meetings. If you have a suggestion, question, concern or comment, please submit the blue communication form online by 4:30 p.m. the day of the Board meeting and it will be read into the record during the "Communications" portion of the meeting. Or you may submit the form in person before the meeting begins and you will be called upon to address the Board during public comment. Please limit comments to no more than three (3) minutes. Online forms submitted after 4:30 p.m. will be forwarded to the next month's meeting.

While the Board appreciates your participation, please understand that we cannot actively engage in dialogue during public comment. We take all matters seriously and if there is a specific question or comment that requires follow up, the appropriate Board or Administration contact will provide a response to you within two weeks or less.

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**IX. PUBLIC COMMENT**

**X. CLOSED SESSION**

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 concerning salary schedules 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. ADJOURNMENT**

BY ORDER OF  
KARI DILLON  
LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204  
100 SOUTH BRAINARD AVENUE  
LA GRANGE, IL 60525

# LYONS TOWNSHIP HIGH SCHOOL

BRIAN P. WATERMAN, SUPERINTENDENT

[bwaterman@lths.net](mailto:bwaterman@lths.net)

North Campus  
100 S. Brainard Ave.  
LaGrange, IL 60525



708-579-6451

South Campus  
4900 S. Willow Springs Rd.  
Western Springs, IL 60558

TO: District #204 Board of Education

FROM: Dr. Brian Waterman, Superintendent

DATE: Monday, May 9, 2022

RE: Review of LTHS Draft Strategic Plan

On Tuesday, April 19, the InspireLT Strategic Plan Team participated in a full day collaborative workshop in order to answer the question, “How do we get from where we are to where we want to be?” Specifically, the purpose of the workshop was to further refine the Preferred Future Statement, which includes our vision, mission, motto, portraits (graduate, adult, and system) and core values. In addition, the team developed draft goals, key performance indicators, and strategies. All materials, data, and information that was utilized with the team on April 19, and throughout the strategic planning process, can be accessed by visiting the InspireLT website at [www.lths.net/strategicplan](http://www.lths.net/strategicplan).

The primary goal for the May 9 Committee of the Whole meeting is for the Board of Education to provide consensus feedback to the InspireLT team regarding the draft strategic plan, which is included within this packet. Please note that on Monday, May 2, the draft strategic plan was shared with all stakeholders, along with a survey intended to solicit input on the team’s work. The survey results, along with feedback from the Board of Education will be shared with the InspireLT team at our final strategic plan workshop on Wednesday, May 11.

On Monday evening, the Board of Education will be asked to provide feedback on the following questions:


- ✓ When reviewing the draft strategic plan, what does the Board of Education support?
- ✓ When reviewing the draft strategic plan, what does the Board of Education feel the InspireLT team missed?
- ✓ What consensus feedback would the Board of Education provide to the board member representatives to take back to the InspireLT team?

As we look ahead to the next several weeks, here are some important dates related to our strategic planning process:

- ✓ Wednesday, May 11 – InspireLT Virtual Workshop (Reviewing the Draft Plan)
- ✓ Monday, June 13 - Tentative Date for BOE Consideration of Draft Strategic Plan

I will continue to share updates regarding the strategic planning process with the Board as the plan becomes finalized.

# Lyons Township High School District 204 Preferred Future Statement

Lyons Township High School District 204 Preferred Future Statement		
Mission		Motto
<p><i>Ensure a learning environment that honors tradition, fosters innovation, inspires, and empowers all students in their quest for the fulfilling life.</i></p>		<p><b><i>Vita Plena:</i></b> Honor Tradition, Innovate Together, Inspire the Future in <i>the quest for a fulfilling life.</i></p>
Vision		
<p><b>Our North Star: All students graduate life, career, and college ready to continue their quest for a fulfilling life.</b></p>		
Graduate Portrait	Adult Portrait	System Portrait
<p>An LT Graduate is:</p> <ul style="list-style-type: none"> <li>• Life, Career, &amp; College Ready</li> <li>• Empowered, &amp; Self-Sufficient</li> <li>• A Critical Thinker &amp; Problem- Solver</li> <li>• An Effective Communicator &amp; Collaborator</li> <li>• Adaptable &amp; Resilient</li> <li>• Culturally Competent &amp; Inclusive</li> <li>• Personally Responsible</li> </ul>	<p>An LT Employee is:</p> <ul style="list-style-type: none"> <li>• Passionate about Teaching &amp; Learning</li> <li>• Ethical &amp; Trustworthy</li> <li>• Prepared &amp; Professional</li> <li>• An Engaged Collaborator &amp; Effective Communicator</li> <li>• Respectful of Students &amp; Parents</li> <li>• An Innovator fostering Continuous Improvement</li> <li>• Individually &amp; Collectively Responsible</li> </ul>	<p>The LT District System:</p> <ul style="list-style-type: none"> <li>• Values &amp; Supports Its Staff</li> <li>• Ensures Clear Purpose &amp; Focus</li> <li>• Values Collaboration, Shared Decision-making, &amp; Continuous Improvement</li> <li>• Provide Clear Communication &amp; Transparency</li> <li>• Promotes Consistent Policies, Procedures, &amp; Practices</li> <li>• Values Equity, Diversity, Belonging, &amp; a Sense of Community</li> <li>• Responsibly Allocates Resources</li> </ul>
Core Values		
<ul style="list-style-type: none"> <li>• <b>Excellence</b> through <b>Continuous Improvement</b> and <b>Stewardship</b></li> <li>• <b>Connected Families</b> and a <b>Collaborative Community</b></li> <li>• <b>Innovation, Relevancy,</b> and <b>Readiness</b> for the future</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Healthy Relationships</b> to ensure <b>Trust, Respect,</b> and <b>Engagement</b></li> <li>• <b>Equity, inclusion,</b> and <b>Cultural Competence</b></li> <li>• <b>Clear Communication</b> and effective <b>Collaboration</b></li> </ul>	



# OUR GOALS AND STRATEGIES

Goal One: Student Growth & Achievement	Goal Two: Learning Environment & Supports	Goal Three: High-Quality, Diverse Staff	Goal Four: Family & Community Partnerships	Goal Five: Resource Effectiveness & Efficiencies
Provide a comprehensive, innovative education for every student to promote life, career, and post-secondary success.	Provide a safe, positive, and engaging learning environment to meet the academic, social, and emotional needs of all students.	Invest in staff and culture to ensure innovation, collaboration, and accountability.	Partner with families and the community to support and expand learning opportunities for all students.	Allocate necessary resources to maximize educational success for all students.
<b>Goal 1: Key Performance Indicators</b> <ul style="list-style-type: none"> <li>• Graduation Rate</li> <li>• PSAT</li> <li>• SAT ELA and Math</li> <li>• GPA</li> <li>• 9<sup>th</sup> Grade on Track</li> <li>• AP/Dual Credit</li> <li>• Post-Secondary Success</li> <li>• English Language Proficiency</li> </ul>	<b>Goal 2: Key Performance Indicators</b> <ul style="list-style-type: none"> <li>• Attendance</li> <li>• Diversity</li> <li>• Chronic Absenteeism</li> <li>• Class size</li> <li>• Student Satisfaction</li> <li>• Behavior</li> <li>• Co-Curricular Participation</li> </ul>	<b>Goal 3: Key Performance Indicators</b> <ul style="list-style-type: none"> <li>• Attendance</li> <li>• Diversity</li> <li>• Retention</li> <li>• Education</li> <li>• Staff Satisfaction</li> <li>• Salaries &amp; Benefits</li> <li>• Co-Curricular Involvement</li> </ul>	<b>Goal 4: Key Performance Indicators</b> <ul style="list-style-type: none"> <li>• Family Engagement</li> <li>• Family Satisfaction</li> <li>• Service-Learning/Internship Opportunities</li> <li>• Use of Digital Reporting</li> <li>• Community Partnerships</li> </ul>	<b>Goal 5: Key Performance Indicators</b> <ul style="list-style-type: none"> <li>• Financial Profile</li> <li>• Expense Per Pupil</li> <li>• EVA/Tax Rate</li> <li>• Space Utilization</li> <li>• Life-Safety Compliance</li> <li>• Safety and Security</li> <li>• Facilities Plan on Track</li> </ul>
<p><i>Provide rigorous, engaging, and equitable learning experiences for all students aligned to district vision</i></p> <p><i>Use current research to inform and bring consistencies to grading practices.</i></p>	<p><i>Build student self-confidence, self-sufficiency, and wellness by enhancing social and emotional needs.</i></p> <p><i>Improve intervention and support systems for academics and behaviors to close gaps</i></p>	<p><i>Enhance satisfaction, collaboration, innovation, and unity through staff engagement, collaboration, voice, and professional development.</i></p> <p><i>Attract, recruit, hire, mentor, and support employees who reflect student and communities' populations and commit to our mission, vision, core values, and goals.</i></p> <p><i>Promote high school readiness by fostering communication, collaboration, and connection with the PK-8 elementary districts sending students to LT.</i></p>	<p><i>Build confidence and engagement with families and communities through improved communication, collaboration, and transparency.</i></p> <p><i>Offer community learning opportunities to expose students to potential career pathways and community services.</i></p>	<p><i>Improve technology expectations, infrastructure, and access for students, staff, and families.</i></p> <p><i>Explore and reinvent the student day and year.</i></p> <p><i>Upgrade facilities to better meet the 21<sup>st</sup> Century interests and needs of students and staff.</i></p>

# LYONS TOWNSHIP HIGH SCHOOL

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Brian Stachacz  
Director of Business Services

## Memorandum

**To:** Dr. Brian Waterman, Board of Education  
**From:** Brian Stachacz  
**Date:** 5/4/2022  
**Re:** FY23 Education Fund and O&M Fund Capital Outlay Requests

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Attached you will find a list of capital outlay recommendations for purchase in the FY23 budget. The District Administration met on April 29<sup>th</sup> to review the requests in preparation to recommend a final list to the Board of Education. Based upon available funds in the FY 23 budget, we are recommending this list for approval at this time. The total amount for these current requests is estimated to be \$1,716,463 and represents the majority of the “Priority 1” requests that were submitted. The total estimated cost of all capital outlay requests for the Education Fund and O&M Fund, if approved, is estimated to be \$1,919,451 in FY23 including items approved during the April 2022 Board of Education meeting. This total amount is higher than the amount suggested for capital expense in FY23 in the five-year forecast however, I believe that available funds will be able to support these requests. If not, we can always re-evaluate these purchases at a later date.

We will discuss this information in detail during the meeting, however, should you have any questions prior to the meeting, please do not hesitate to contact me.

**Recommendation:** The Board of Education approve the FY23 recommended Education Fund and O&M Fund capital outlay requests as presented.

**Recommended Capital Outlay Purchases To Be Included In The FY23 Budget**  
**5-3-2022**

	B	D	E	F	G	H	I	J
1	Department	SubmittedBy	ItemDescription	Quantity	UnitPrice	ExtendedPrice	Priority	Justification
2	Driver Education	kjohns	New vision screener	1	\$3,750.00	\$3,750.00	1	Our old vision screener which is needed to administer a vision test to students to meet permit and licensing requirements has finally failed. The machine is estimated to be roughly 50 years old so parts are no longer made for it. We will need to replace it to be able to offer permit processing at LT.
3	Driver Education	kjohns	Installing a key card entry point at door #17 at South Campus.	2	\$3,700.00	\$7,400.00	1	Door #17 at South Campus is conveniently located next to the range where all of our cars are located for range lessons and behind the wheel. We would like a key card entry point at this location so students and staff can easily move from the cars to the range room without disrupting classes. This will increase time students are engaged in class activities vs. transitioning and it will allow us to keep the building secure. Often teachers will prop the door open throughout the class to have easy access to the range room. The current set up has teachers and students going to the field house and then moving through 2 hallways to get back to the range room.
4	General Use	kwbrown	10-passenger van	2	\$90,000.00	\$90,000.00	1	These vans are used every day to transport students to work sites, in activities and athletics. The current fleet is showing its age and we need to replace the worst vehicles and phase in the rest over then next 3-5 years.
5	General Use	kwbrown	Stair Chair	2	\$1,600.00	\$3,200.00	1	North Campus has ongoing issues with elevators being out of service. These stair chairs (and properly trained staff) will allow us to avoid calls to the LG Fire Department to evacuate students/staff in the event of an elevator or power outage or in the event of a fire.
6	General Use	ggardner	Student of the Month Recognition / Equity & Belonging Signage	1	\$5,000.00	\$5,000.00	1	Installation of a new Student of the Month and Co-Curricular Recognition signage, as well as installation of the Environmental Portrait Diversity, Equity, and Belonging display at SC.
7	General Use	ggardner	Digital Signage for Main Entrance	1	\$4,000.00	\$4,000.00	1	We would like to add a monitor and purchase new digital signage software management program to provide an opportunity for us to share student stories, activity/athletic news and meeting info, as well as school events and history.
8	General Use	ggardner	Storage lockers for Corral	1	\$15,000.00	\$15,000.00	1	This additional locker storage will help support those paras who assist with our transition program and do not have a place to safely store their personal belongings.
9	General Use	ggardner	Security Camera System Upgrade	1	\$110,000.00	\$110,000.00	1	Over the next three to five years we would like to phase out our current video surveillance system to provide a more advanced level of security monitoring suitable for a large high school. This summer we would like to invest in the software platform upgrade as well as a hardware upgrade of our MVR to start this process.  We have recommendations for additional cameras which can be installed at this time and/or over the next few years.  We will have a more detailed quote on April 13th after we meet with vendors to review software options
10	General Use	epiotrowski	New Furniture for HR Conference Room	1	\$9,000.00	\$9,000.00	1	Replacement of existing furniture and re-configuration of the space for use with in-person and online meetings/interviews.

**Recommended Capital Outlay Purchases To Be Included In The FY23 Budget**  
**5-3-2022**

	B	D	E	F	G	H	I	J
11	Music	pnardi	set of microphones, stands and cables	1	\$5,400.00	\$5,400.00	1	We record the bands and jazz bands at various points in the year to submit recordings for applications for conferences and elite performance experiences. Our current recorder is insufficient to properly capture the scope and quality of the groups. These microphones, cables and stands can be plugged into our current recorder and will dramatically improve our ability to properly record our ensembles. Breakdown: Microphones 2 @1000 Cardioid Mic 2 @1200 Mic cables 4 @ 100 Mic stand 3 @ 200
12	Music	pnardi	drum set	1	\$3,460.00	\$3,460.00	1	The SC drum set is at the end of its life. This proposal would move the NC set to SC and replace the old non-functioning set for the Jazz Ensemble at NC. This is year 2 of this request, predicting that it is necessary for the 22-23 school year.
13	Music	pnardi	Hanging brackets and folders for Music Library at NC	1	\$2,080.00	\$2,080.00	1	The music library at NC which houses all of LT's music catalog was installed 19 years ago and needs some updated storage for efficiency and prolonging the life of the space for years to come.
14	Music	pnardi	Phil Jones Bass Suitcase Compact BG-400 Bass Combo Amplifier	1	\$1,075.00	\$1,075.00	1	We have been without a bass amp at SC this year, since the old ones have not worked in several years. Paul Meiste has been bringing his own personal amp to use at SC. All jazz bands will use this amp.
15	Student Services	deder	AED for North Campus Nurse's Office	1	\$1,500.00	\$1,500.00	1	There is a need for and AED in the North Campus Health Office to have available to take emergency calls. There is one AED across from the main office and two in the Vaughan Building. Due to the location of our office and the time-sensitive need for this device, having one in a location near our office is essential to providing appropriate (life-saving) care.
16	Visual Arts	pnardi	Elonglin Camera Backpack Waterproof Bag compace camera cases for DSLR w/accessories.	12	\$8.00	\$107.00	1	Continuing our initiative of making the Digital Photo Art course more accessible to all students, we have been building an inventory of loaner cameras at each campus.
17	Visual Arts	pnardi	Canon EOS Rebel T7 24.1 MP DSLR Camera with EF-S 19-55mm f/3.5-5.6 IS II Lens	12	\$469.00	\$5,631.00	1	Continuing our initiative of making the Digital Photo Art course more accessible to all students, we have been building an inventory of loaner cameras at each campus.
18	Visual Arts	pnardi	Drying cabinet for ceramics	3	\$1,346.00	\$4,038.00	1	With the increase in ceramics enrollment, especially the upper levels, the current drying cabinets are overflowing and are not able to keep up with student work. These cabinets can also double as additional counter space on the top.
19	SCIENCE	cvoigt	miniPCR Lab in a Box	2	\$5,290.00	\$10,580.00	1	This expenditure would allow the purchase of Mini-PCR and Gel Electrophoresis kits. Exposure to these technologies would help prepare students for careers in medicine and biology.  PCR machines closely monitor and control temperatures in order to help DNA replication. Having these kits would allow each lab group to control their own experiments, including timing and temperature.  Gel electrophoresis allows for the ability to separate DNA based on size and charge. The gel electrophoresis kits would allow for safer use of the process, as well as faster processing and the ability to capture video. Usage for these kits would be in the following classes: AP Biology, Forensics, AP Environmental Science, and STEM Research. This would impact over 400 students in a typical year. Usage would be 5+ times per year in AP Bio, 2-3x in Forensics, 1-2 in APES and STEM Research.

**Recommended Capital Outlay Purchases To Be Included In The FY23 Budget**  
**5-3-2022**

	B	D	E	F	G	H	I	J
20	Athletics	jgrundke	Open Chute 10 X 20 (Football)	1	\$1,600.00	\$1,600.00	1	This football chute would be used on the freshman and sophomore fields. Currently the district owns one chute that is utilized by the varsity team which practices on Bennett Field. The freshman and sophomore teams would benefit from having an additional chute on their practice fields as well.
21	Athletics	jgrundke	Softball Pitching Machine	1	\$4,000.00	\$4,000.00	1	The old pitching machine has fallen apart.
22	Athletics	jgrundke	Low Balance Beam	1	\$1,500.00	\$1,500.00	1	To replace a worn and dangerous beam.
23	Athletics	jgrundke	Antiwave Ultimate Storage Reel to store new Lane Lines	1	\$1,600.00	\$1,600.00	1	To store the new lane lines for the Water Polo Pool Markings
24	Athletics	jgrundke	Weighted Vinyl Long jump pit cover (Boys and Girls Track)	2	\$3,100.00	\$6,200.00	1	The old covers no longer function.
25	Athletics	jgrundke	High Jump Top Pad Cover (Girls and Boys Track)	1	\$3,400.00	\$3,400.00	1	Needed to protect the high jump pit.
26	Building and Ground	bdrake	Lawn Mower Replacement for South Campus	1	\$40,000.00	\$40,000.00	1	New wide-deck rider mower to replace existing mower that is 23 years old. The existing mower is beginning to fail and repairs are beginning to exceed reasonable amounts. Money better spend on new mower.
27	Physical Education	kjohns	Mirrors for Yoga studio	1	\$5,950.00	\$5,950.00	1	This is the other major need in the renovation of 171 for our yoga studio. The quote is to put in 6 foot mirrors on 2 walls in the room. This is a standard for yoga and group fitness rooms so students can self assess form and movement.
28	Physical Education	kjohns	Yoga room flooring	1	\$18,500.00	\$18,500.00	1	With the addition of our new Yoga course at North Campus (18 sections) we are converting 171 into a yoga studio. We need to replace the flooring so the space can be used for yoga and dance if needed. This quote is for material and installation of a new Taraflex multipurpose floor that will lay on top of the current floor and can be removed and reused if ever needed in the future.
29	Sp. Ed. Severe Profound	mmoore	Hausmann 1412-46 Upholstered Mat Therapy Table	1	\$1,137.00	\$1,137.00	1	Students who participate in the LIFE Program and receive physical therapy services have IEP goals in the areas of range of motion, stretching, functional exercise routines, and mobility. A mat table is required to safely provide students with physical therapy services that target these goal areas. The current Mat Therapy Table used to service this group of students has exceeded it's life span and needs to be replaced in order to safely support students. Mat table \$867.50 shipping \$270.21
30	Sp. Ed. Severe Profound	mmoore	TherAdapt Chair-Primary/Intermediate	1	\$747.00	\$747.00	1	Required per IEP for an individual student to provide supportive seating with decreased trunk control. The student requires the chair for all classroom activities. The student participates in all academic classes in the LIFE B classroom, so only 1 chair is required at this time.  Invoice quote includes: School Chair: \$694.89 Freight: \$52.37 Total: \$747.26
31	Sp. Ed. Severe Profound	mmoore	Crocodile Gait Trainer and Solid Seat (Size 3)	1	\$1,108.00	\$1,108.00	1	Required per IEP for an individual student to support the student's mobility and endurance. The device is required for the student to be able to access his educational environment and make progress toward IEP goals. LTHS owns a similar device that is currently used by another student, but it is not the appropriate size for this student.  Invoice quote includes: Crocodile Gait Trainer, Size 3: \$954.75 Solid Seat, Size 3: 132.75 Shipping: \$21.00 Total: \$1,108.50

**Recommended Capital Outlay Purchases To Be Included In The FY23 Budget**  
**5-3-2022**

	B	D	E	F	G	H	I	J
32	Technology	etenant	Phone System	1	\$100,000.00	\$100,000.00	1	Replace the District's two digital PBX units with a current, single, integrated VoIP system that can serve the entire district as a single entity. The current systems are 18+ years old & have been more problematic as they age - memory errors, config losses, card failures,
33	Technology	etenant	Networking & Wi-Fi	1	\$900,000.00	\$900,000.00	1	Cyclical replacement of End-of-Life technology
34	Technology	etenant	Virtualization Infrastructure	1	\$100,000.00	\$100,000.00	1	Replacement of aged / unsupported virtualization devices - servers and storage.
35	Technology	etenant	Replacement Cafeteria POS Terminals	1	\$25,000.00	\$25,000.00	1	Cyclical replacement of End-of-Life technology
36	Technology - Instruction	etenant	Replacement LAB/Classroom Desktop PCs	200	\$1,000.00	\$200,000.00	1	Cyclical replacement of End-of-Life technology
37	Technology - Instruction	etenant	LCD Projector Replacements	35	\$700.00	\$24,500.00	1	Replacement of old/failing units - 250 unit inventory / expected life of 7 years = ~35 / year needed.
38								
39					<b>Total</b>	<b>\$1,716,463.00</b>		

# LYONS TOWNSHIP HIGH SCHOOL



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**EDWARD M. PIOTROWSKI**  
Director of Human Resources

TO: Brian Waterman, Superintendent  
Board of Education

FROM: Ed Piotrowski

DATE: May 16, 2022

RE: 2022 Summer Extended Contracts

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## BACKGROUND

Each summer, Counselors, College/Career Coordinator, select Special Education positions and the Assistant Athletic Director are provided paid workdays to complete tasks for closing out one school year and preparing for the next school year.

I. Counselors process and register students new to LT, as well as review and change schedules for students as a result of second semester and summer school course grade results. Counselors would be required to turn in a detailed log sheet for each day worked.

Two (2) days at the end of the year to contact families of students with failures and to make adjustments to student schedules. Counselors must contact parents regarding failing grades, encourage enrollment in summer school, and process schedule changes. The District could have a better idea of whether additional classes are needed due to failures and courses needed for graduation if the counselors completed schedule changes for students with failures, as well as encourage summer school enrollment, during the week of May 30-June 3. Each counselor would work two (2) additional days that week. Two (2) days of summer transfer registration during late July and August. Appointments generally take at least an hour to review transcripts and develop schedules. There will be days scheduled throughout the summer, with the heaviest concentration in August. Each counselor would work two (2) days during this time period.

One (1) day at processing to make corrections to schedules for students who attended summer school.

The scheduling of summer extended contract days for counselors may be modified to space the five (5) workdays in a different arrangement.

We are recommending the Board allow for five (5) additional workdays to be released over the course of the summer in the event that we observe a large number of student transfers into the District. The additional days would be used to complete the transfer process, including the creation of a student schedule, as close as possible to the student's transfer date. These additional days would allow for student scheduling to occur in the weeks prior to the end of July, should the need arise. We will work with the Associate Principals at each campus to monitor student transfers and release the additional workdays, if necessary. As these days would not be assigned to a particular counselor, an average daily



rate is used to provide a total estimate of approximately \$3,100 for the five (5) additional workdays.

II. Cody Dailey's duties for twelve (12) days include reviewing and procuring college/career informational materials, scholarship program work, college/career materials and program preparation for the fall, and completing the final college placement report. She also meets with students and parents (primarily fall seniors) as needed and as they begin and complete their college searches.

III. Special Education Program Coordinators are provided extended summer contracts for five (5) days each to complete the following: establish senior service plans; complete out-of-district issues (transportation, transition needs, change of placement requests, etc.); review FACT forms for LADSE as part of the Child Count process for funding and recoupment of funds; develop case management groupings; IEP meetings for transfer students; contact districts for information for transfer students; respond to and meet with parents who require support; etc. Special Education Inclusion Facilitators are provided extended summer contracts for two (2) days each to complete the following: hand-scheduling of inclusion students for the 2022-2023 school year; parent communication.

IV. Christopher Cabaj's duties for twenty (20) days at five (5) hours/day include completing and finalizing athletic event schedules for the 2022-2023 school year; collect, organize, and prepare publication materials for the Fall 2021 all sports program; inventory all athletic awards and order for 2022-2023; update *Athletic Department Handbook* for coaches; prepare, organize, and conduct fall sports picture day; perform duties as Resource Athletic Director for the West Suburban Conference; prepare materials for and conduct the pre-season meetings for athletic teams.

## RECOMMENDATION

We recommend that the Board approve the 2022 summer extended contracts as outlined above and summarized on the attached table.



**2022 Summer Extended Contract Salary Summary**

<b>I. Counselors</b>	<b>Contract</b>
Jane Bauer	\$3,807.20
Lauren Cuchna	\$1,992.70
Gia Marie Garro	\$1,682.75
Christopher Grosrenaud	\$3,807.20
Alexander Ip	\$3,450.80
Patrick King	\$3,580.40
Kathryn Kozlowski	\$3,580.40
Nadia Malik	\$2,154.70
Kate Pruski	\$2,397.75
Kristen Sisto	\$1,830.70
Brooke Spencer	\$1,749.70
Anne Strickland	\$3,914.80
TBD*	\$2,614.60
Leo Torres	\$3,122.80
Michael Ziroli	\$3,288.80
Nicole Ziroli	\$3,580.40
5 additional days (estimate–staffed as needed)*	\$3,093.70
<b>Subtotal</b>	<b>\$49,649.40</b>
<b>II. College/Career Coordinator</b>	<b>Contract</b>
Cody Dailey	\$4,830.36
<b>Subtotal</b>	<b>\$4,830.36</b>
<b>III. Special Education</b>	<b>Contract</b>
Program Coordination	\$12,446.35
Inclusion Facilitation	\$4,338.25
<b>Subtotal</b>	<b>\$16,784.60</b>
<b>IV. Athletics</b>	<b>Contract</b>
Christopher Cabaj	\$9,198.00
<b>Subtotal</b>	<b>\$9,198.00</b>
<b>Total</b>	<b>\$80,462.36</b>

\*Estimate – actual totals TBD based on staffing

# LYONS TOWNSHIP HIGH SCHOOL

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

- Tel: (708) 579-6470
- E-mail: [seggerding@lths.net](mailto:seggerding@lths.net)
- Fax: (708) 579-6036
- Website: [www.lths.net](http://www.lths.net)



**SCOTT D. EGGERDING**  
Director of Curriculum and Instruction

TO: Bran Waterman  
Board of Education

FROM: Scott Eggerding *SE*

DATE: May 9, 2022

RE: 2022-2023 Additional Textbook and Instructional Material Requests – First Reading

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## BACKGROUND

No changes have been made to the attached list of textbook requests and no community members have come to inspect the materials that have been on display in the Board room.

The only District costs associated with the entire list of texts in this agenda item are requests for class sets/digital access to an anthology of essays, poems, short stories, photography and comix that will provide supplementary readings in English III Accel and Prep, English IV World Perspectives, and English IV Multicultural Lit. The total District costs in this proposal total \$15,600 for class sets. The cost of the online access is approximately \$9 per student and the online works interact with Canvas.

I followed up with the Norton representative about the *Uncharted Territory* book that will be used in 4 different courses as a supplemental reader. Shortening the access to the online materials results in higher cost. Given that the digital access allows teachers to upload readings to Canvas, I believe the 6-year commitment will be well worth the initial investment and will ensure that the readings will be used more frequently than if we just had a set of hard copy books in the classroom.

As for the A+ PC Computer Repair book, the cost is certainly something we take into consideration, but knowing that the access is for the book and the computer environment where students will be able to implement the lessons, the materials will enhance the course and make it more relevant and aligned to the industry credential examination that occurs at the end of the course.

Much of the detail in this item is general housekeeping, but it is important to ensure that our textbook inventory is up to date and ready to go when school resumes in the fall.

## RECOMMENDATION

I recommend that the Board approve the attached 2022-2023 Textbook/Instructional Material Change Requests.

## Text Adoption/Change by Designation

### 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 III Prep and Accel, Am Lit & Comp, English IV World Perspectives, English IV Multicultural Lit	Uncharted Territory	9780393884357		CS	\$65.00	240	\$15,600.00
GS: Business	Consumer Economics	Economics Education for Consumer 4th	9780538448888		CS			\$0.00
GS: Business	Business Law	Law for Business and Personal use	9780538496902		CS			\$0.00
GS: Business	Introduction to Business	Business Management 13th	9781111571726		CS			\$0.00
GS: Business	Web Page Development	New Perspectives on HTML, CSS & Dynamic HTML	9781111526436		CS			\$0.00
Special Education	US History	America: History of our Nation	9780133230048		CS	\$0.00		\$0.00
Special Education	Practical Math	Mathematics Concepts and Workbook	9780785437819/33		CS	\$0.00		\$0.00

**\$15,600.00**

### 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 III Prep and Accel, Am Lit & Comp, English IV World Perspectives, English IV Multicultural Lit	Uncharted Territory	9781324019022		CN	\$50.00	700	\$35,000.00
GS: Business	PC Repair and Maintenance (A)	COMPTIA A+ Guide to Information Technology 11th	9780357674604	3*	CN	\$120.00	50	\$6,000.00
Science	Intro to Healthcare Careers	Stethoscope and Lab Coat			CN	\$52.93	182	\$9,633.26
Student Services	Alternative English III/IV	There Are No Children Here	9780385265565		CN	\$10.79	25	\$269.75
Student Services	Alternative English III/IV	The Freedom Writer's Diary	9780385494229		CN	\$14.99	25	\$374.75
Student Services	Alternative English III/IV	A Lesson Before Dying	9780375702709		CN	\$9.49	25	\$237.25

**\$51,889.76**

## Text Adoption/Change by Designation

### Dropped Books

Division/Dept.	Course	Text	ISBN	Age of Book	Cost per	Enroll	Estimated
GS: FCS	Adult Living	Strengthening Family and Self	9781590701249	DRP	\$0.00		\$0.00
Special Education	BASE I and BASE II	Executive Functioning: A Blueprint for Success	9781630802226	DRP	\$0.00		\$0.00
Special Education	LIFE English and LIFE Reading	Reading Mastery Choice		DRP	\$0.00		\$0.00
Special Education	LIFE Mathematics	Connecting Math Concepts Levels C, D, & Wkbk.		DRP	\$0.00		\$0.00

## Divisional Cost Summary

Division/Dept.	Course	Text	ISBN	Age of Drop	Designation	Cost per Unit	Enrollment	Estimated Cost
LAD/English	English III Prep and Accel, Am Lit & Comp, English IV World Perspectives, English IV Multicultural Lit	Uncharted Territory	9781324019022	N/A	CN	\$50.00	700	\$35,000.00
			9780393884357		CS	\$65.00	240	\$15,600.00

Total **\$15,600.00**

**Cost to District \$15,600.00**

Division/Dept	Course	Text	ISBN	Age of Drop	Designation	Cost per Unit	Enrollment	Estimated Cost
GS: Business	PC Repair and Maintenance (A+)	COMPTIA A+ Guide to Information Technology 11	9780357674604	3*	CN	\$120.00	50	\$6,000.00
GS: Business	Consumer Economics	Economics Education for Consumer 4th	9780538448888		CS			\$0.00
GS: Business	Business Law	Law for Business and Personal use	9780538496902		CS			\$0.00
GS: Business	Introduction to Business	Business Management 13th	9781111571726		CS			\$0.00
GS: Business	Web Page Development	New Perspectives on HTML, CSS & Dynamic HTML	9781111526436		CS			\$0.00
GS: Social Studies	Economics	Economics: Concepts and Choices	9780618594030		CS			\$0.00
GS: FCS	Adult Living	Strengthening Family and Self	9781590701249		DRP			\$0.00

Total **\$6,000.00**

**Cost to District \$0.00**

Division/Dept.	Course	Text	ISBN	Age of Drop	Designation	Cost per Unit	Enrollment	Estimated Cost
Science	Intro to Healthcare Careers	Stethoscope and Lab Coat		N/A	CN	\$52.93	182	\$9,633.26

Total **\$9,633.26**

**Cost to District \$0.00**

## Divisional Cost Summary

Division/Dept.	Course	Text	ISBN	Age of Drop	Designation	Cost per Unit	Enrollment	Estimated Cost
Special Education	US History	America: History of our Nation	9780133230048		CS	\$0.00		\$0.00
Special Education	BASE I and BASE II	Executive Functioning: A Blueprint for Success	9781630802226		DRP	\$0.00		\$0.00
Special Education	LIFE English and LIFE Reading	Reading Mastery Choice			DRP	\$0.00		\$0.00
Special Education	LIFE Mathematics	Connecting Math Concepts Levels C, D, & Wkbk.			DRP	\$0.00		\$0.00
Special Education	Practical Math	Mathematics Concepts and Workbook	9780785437819/33		CS	\$0.00		\$0.00

**Total \$0.00**

**Cost to District \$0.00**

Division/Dept.	Course	Text	ISBN	Age of Drop	Designation	Cost per Unit	Enrollment	Estimated Cost
Student Services	Alternative English III/IV	There Are No Children Here	9780385265565		CN	\$10.79	25	\$269.75
Student Services	Alternative English III/IV	A Lesson Before Dying	9780375702709		CN	\$9.49	25	\$237.25
Student Services	Alternative English III/IV	The Freedom Writer's Diary	9780385494229		CN	\$14.99	25	\$374.75

**Total \$881.75**

**Cost to District \$0.00**

**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204**  
**2022-2023 Textbook/Core Reading/Instructional Material Adoption/Change Form**

- Teacher(s) submits to Division chairs by Friday, December 17, 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 III (Accel) (Prep): Am. Lit. & Comp.; English IV World Perspectives; English IV Multicultural Am. Lit.
Course Number(s)	LA7331/2; LA5331/2; LA5321/2; LA4351/2
Course Level	III and IV
Projected Enrollment for 2022-2023	Est. 1000 for all 4 courses

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

III. TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL INFORMATION		
	ADD	DROP
Text/Material Title	Uncharted Territory: A High School Reader	
Author(s)	Jim Burke	
Publisher	W. W. Norton & Company;	
Copyright Date/Edition	Second edition – June 1, 2022	
ISBN 13#	978-0393884357	
CD Rom Included? ISBN#		
Software ISBN#		
Reading Level		
Catalog/Web/Purchase Source	Norton School Quote	

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)  
**This text will be a class set and for \$9 students will have access to the digital version.**

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)	\$65.00
State Textbook Loan Program IL	
Student (CN)	\$9
Grant (specify)	
<b>Total cost to student for course (CN above + other CN and fees for the course)</b>	<b>\$9</b>



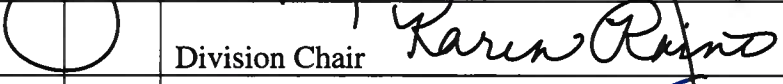



**VIII. RATIONALE AND SIGNATURES**

**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.)

*Unchartered Territory* by Jim Burke is a diverse anthology of short fiction and non-fiction that is organized thematically. This text will serve as an additional resource for students in junior American Literature courses as well as for seniors in Perspectives in World Literature and Multicultural Literature. The text mirrors many of the themes that students explore in each course and offers novel pairings for students which will encourage more independent reading. Additionally, the text provides writing opportunities that are relevant as well as writing resources to help students as they grow in their abilities to write narrative, expository, and argument pieces. Teaching teams will collaborate to identify the pieces that will be taught in each class.

**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)		R. Darrah; N. Hulbert; J. Roessler		Date 3.3.22
2.	Recommend	X	Do Not Recommend	 Assistant Division Chair	Date 3.3.22
3.	Approved	X	Not Approved	 Division Chair	Date 3.3.22
4.	Approved	A	Not Approved	 Director of Curriculum/Instruction	Date 4/5/22

**IX. FOR BOOKSTORE USE ONLY**

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

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



**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204**  
**2022-23 Textbook/Instructional Material Adoption/Change Form**

- Teacher(s) submits to Division chairs by Friday, December 3, 3:00 p.m.
- Chairs submit signed forms and copies of books for Board Room display by Friday, December 17
- Submit form electronically *and* hard copy (single sided and signed)
- 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	PC Repair & Maintenance (A+)
Course Number(s)	BU4836, BU4837, BU4831, BU4832
Course Level	III
Projected Enrollment for 2022-23	50

II. ADD/DROP YEAR		
	ADD	DROP
2022-23	X	X
2023-24		
2024-25		

III. TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL INFORMATION		
	ADD	DROP
Text/Material Title	COMPTIA A+ Guide to Information Technology Technical Support, 11 <sup>th</sup> Edition	COMPTIA A+ Guide to Information Technology Technical Support, 10 <sup>th</sup> Edition
Author(s)	Jean Andrews, Joy Dark Shelton, Nicholas Pierce	Jean Andrews; Joy Dark Shelton; Jill West
Publisher	Cengage Learning NGL	Cengage Learning NGL
Copyright Date/Edition	Copyright 2023 Available May 2022	Copyright 2020
ISBN 13#	9780357674604	978-0-357-10829-1
CD Rom Included? ISBN#		
Software ISBN#		
Reading Level	High School / College	High School / College
Catalog/Web/Purchase Source	Cengage Learning NGL	Cengage Learning NGL

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	

V. TEACHING MATERIALS (need accurate count)		
Teacher Desk Copies		4
Blackline Masters	Software	
Workbooks/Lab Manuals	Videos	
Wraparound Editions	E-book	
Study Guides	Test Banks	

VI. Comments (Box will expand as needed)	
Subscription Offerings	
<p>Cengage Unlimited</p> <p>Provide students access to all Cengage eBooks and online homework platforms—plus at least 4 free hardcopy textbook rentals (\$7.99 S&amp;H each), study tools and more—in one place, for one price.</p>	<p>student price starts at \$119.99</p> <p><a href="#">LEARN MORE</a></p>


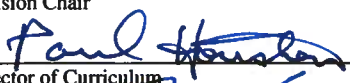
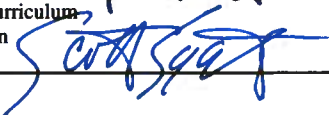
VII. COST AND SOURCE (Cost per item excluding bookstore mark-up.)	
DT: District Text adopted for a minimum 5 year cycle	
CS: Class Sets of texts purchased by the District and stored in classrooms	
CN: Consumable materials purchased by the student; not returned at the end of the semester/year	\$120
Grant: (specify in comments above)	21
<b>Total cost to student for course (CN above + other CN and fees for the course)</b>	<b>\$120</b>

### 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 COMPTIA A+ Guide to Information Technology Tech Support is the industry standard text that prepares students for the COMPTIA A+ exam. Because the book and the exam are geared toward IT Tech Support that is current, the book changes frequently. There are a number of ways to purchase the material. The Cengage Unlimited version gives students access to the homework as well as the textbook. When the e-book and the homework module are purchased separately, the two items cost \$139. The hardback book costs \$150 and has no access to the homework. We are suggesting the cost be borne by the student here, but we may be able to subsidize the cost of the e-book for about 1/3 of the total price. As presented, the student would pay the full amount, but we expect to be able to reduce that cost with the support of the District.

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

1.	Teacher(s)					Date
2.	Recommend	<input checked="" type="checkbox"/>	Do Not Recommend	Assistant Division Chair		Date 4-12-2022
3.	Approved	<input checked="" type="checkbox"/>	Not Approved	Division Chair		Date 4-12-2022
4.	Approved	<input checked="" type="checkbox"/>	Not Approved	Director of Curriculum and Instruction		Date 4-12-2022

### IX. FOR BOOKSTORE USE ONLY

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

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



**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204**  
**2022-23 Textbook/Instructional Material Adoption/Change Form**

- Teacher(s) submits to Division chairs by Friday, December 3, 3:00 p.m.
- Chairs submit signed forms and copies of books for Board Room display by Friday, December 17
- Submit form electronically *and* hard copy (single sided and signed)
- 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 Division
Department	Business Education
Course Title	Consumer Economics
Course Number(s)	BU 0551 & BU 0552
Course Level	III
Projected Enrollment for 2022-23	??

II. ADD/DROP YEAR		
	ADD	DROP
2022-23		
2023-24		
2024-25		

III. TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL INFORMATION		
	ADD	DROP
Text/Material Title	Economics Education for Consumers 4e	
Author(s)	Roger Miller and Alan Stafford	
Publisher	South-Western / Cengage Learning	
Copyright Date/Edition	2010 / 4 <sup>th</sup> edition	
ISBN 13#	978-0-5384-4888-8	
CD Rom Included? ISBN#		
Software ISBN#		
Reading Level		
Catalog/Web/Purchase Source		

IV. PRIMARY TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL TYPE			
Hardback	<input checked="" type="checkbox"/>	E-book	<input type="checkbox"/>
Hardback w/digital	<input type="checkbox"/>	CD Rom	<input type="checkbox"/>
Paperback	<input type="checkbox"/>	Website subscription	<input type="checkbox"/>
Paperback w/digital	<input type="checkbox"/>	Workbook/Lab Manual	<input type="checkbox"/>

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

**VI. Comments** (Box will expand as needed)

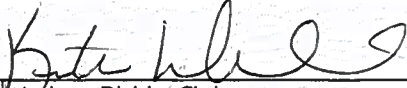

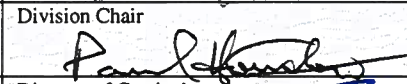

VII. COST AND SOURCE (Cost per item excluding bookstore mark-up.)	
DT: District Text adopted for a minimum 5 year cycle	
CS: Class Sets of texts purchased by the District and stored in classrooms	<b>X</b>
CN: Consumable materials purchased by the student; not returned at the end of the semester/year	
Grant: (specify in comments above)	
<b>Total cost to student for course (CN above + other CN and fees for the course)</b>	

### 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 book is not being used as a primary set and is used more as reference. Requesting to change from district rental to class set.

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

1.	Teacher(s): Greg Gerritsen	Krista Wilcox		Assistant Division Chair	Date 3/24/2022
2.	Recommend	<input checked="" type="checkbox"/>	Do Not Recommend		Date 3/25/2022
3.	Approved	<input checked="" type="checkbox"/>	Not Approved		Date 3-25-2022
4.	Approved	<input checked="" type="checkbox"/>	Not Approved	 Director of Curriculum and Instruction	Date 4/5/22

### IX. FOR BOOKSTORE USE ONLY

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

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



**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204**  
**2022-23 Textbook/Instructional Material Adoption/Change Form**

- Teacher(s) submits to Division chairs by Friday, December 3, 3:00 p.m.
- Chairs submit signed forms and copies of books for Board Room display by Friday, December 17
- Submit form electronically *and* hard copy (single sided and signed)
- 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 Division
Department	Business Education
Course Title	Business Law
Course Number(s)	BU5811 & BU5812
Course Level	III
Projected Enrollment for 2022-23	??

II. ADD/DROP YEAR		
	ADD	DROP
2022-23		
2023-24		
2024-25		

III. TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL INFORMATION		
	ADD	DROP
Text/Material Title	Law for Business & Personal Use	
Author(s)	Adamson & Morrison	
Publisher	South-Western / Cengage Learning	
Copyright Date/Edition	2012 / 19 <sup>th</sup> edition	
ISBN 13#	978-0-538-49690-2	
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	Videos
Wraparound Editions	E-book
Study Guides	Test Banks

**VI. Comments** (Box will expand as needed)

VII. COST AND SOURCE (Cost per item excluding bookstore mark-up.)	
DT: District Text adopted for a minimum 5 year cycle	
CS: Class Sets of texts purchased by the District and stored in classrooms	X
CN: Consumable materials purchased by the student; not returned at the end of the semester/year	
Grant: (specify in comments above)	
<b>Total cost to student for course (CN above + other CN and fees for the course)</b>	

**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 book is not being used as a primary set and is used more as reference. Requesting to change from district rental to class set.

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

1.	Teacher(s): Greg Gerritsen	<i>Greg Gerritsen</i>			Assistant Division Chair	Date 3/23/2022
2.	Recommend	<input checked="" type="checkbox"/>	Do Not Recommend		<i>[Signature]</i> Assistant Division Chair	Date 3/25/2022
3.	Approved	<input checked="" type="checkbox"/>	Not Approved		<i>[Signature]</i> Division Chair	Date 3-25-22
4.	Approved	<input checked="" type="checkbox"/>	Not Approved		<i>[Signature]</i> Director of Curriculum and Instruction	Date 4/5/22

**IX. FOR BOOKSTORE USE ONLY**

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

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



**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204  
2022-23 Textbook/Instructional Material Adoption/Change Form**

- Teacher(s) submits to Division chairs by Friday, December 3, 3:00 p.m.
- Chairs submit signed forms and copies of books for Board Room display by Friday, December 17
- Submit form electronically *and* hard copy (single sided and signed)
- 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 Division
Department	Business Education
Course Title	Introduction to Business
Course Number(s)	BU 5111, BU5112, BU5116, BU5117
Course Level	III
Projected Enrollment for 2022-23	??

II. ADD/DROP YEAR		
	ADD	DRO
2022-23		
2023-24		
2024-25		

III. TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL INFORMATION		
	ADD	DROP
Text/Material Title	Business Management 13e	
Author(s)	Burrow Kleindl	
Publisher	Cengage Learning	
Copyright Date/Edition	2013	
ISBN 13#	978-1-1115-7172-6	
CD Rom Included? ISBN#	No	
Software ISBN#		
Reading Level		
Catalog/Web/Purchase Source		

IV. PRIMARY TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL TYPE			
Hardback	<input checked="" type="checkbox"/>	E-book	<input type="checkbox"/>
Hardback w/digital	<input type="checkbox"/>	CD Rom	<input type="checkbox"/>
Paperback	<input type="checkbox"/>	Website subscription	<input type="checkbox"/>
Paperback w/digital	<input type="checkbox"/>	Workbook/Lab Manual	<input type="checkbox"/>

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

**VI. Comments** (Box will expand as needed)

VII. COST AND SOURCE (Cost per item excluding bookstore mark-up.)	
DT: District Text adopted for a minimum 5 year cycle	
CS: Class Sets of texts purchased by the District and stored in classrooms	<b>X</b>
CN: Consumable materials purchased by the student; not returned at the end of the semester/year	
Grant: (specify in comments above)	
<b>Total cost to student for course (CN above + other CN and fees for the course)</b>	

### 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 book is not being used as a primary set and is used more as reference. Requesting to change from district rental to class set.

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

1.	Teacher(s): Greg Gerritsen & Ryan Gerenstein	Greg Gerritsen & Ryan Gerenstein			Date 2/28/2022
2.	Recommend	<input checked="" type="checkbox"/>	Do Not Recommend	Assistant Division Chair 	Date 3/25/2022
3.	Approved	<input type="checkbox"/>	Not Approved	Division Chair 	Date 3-29-22
4.	Approved	<input checked="" type="checkbox"/>	Not Approved	Director of Curriculum and Instruction 	Date 4/5/22

### IX. FOR BOOKSTORE USE ONLY

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

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



**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204**  
**2022-23 Textbook/Instructional Material Adoption/Change Form**

- Teacher(s) submits to Division chairs by Friday, December 3, 3:00 p.m.
- Chairs submit signed forms and copies of books for Board Room display by Friday, December 17
- Submit form electronically and hard copy (single sided and signed)
- 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 Division
Department	Business Education
Course Title	Web Page Development
Course Number(s)	BU4841, BU4842, BU4846, BU4847
Course Level	III
Projected Enrollment for 2022-23	??

II. ADD/DROP YEAR		
	ADD	DROI
2022-23		
2023-24		
2024-25		

III. TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL INFORMATION		
	ADD	DROP
Text/Material Title	New Perspectives on HTML, CSS and Dynamic HTML	
Author(s)	Patrick Carey	
Publisher	Cengage Learning	
Copyright Date/Edition	2013 / 5 <sup>th</sup> Edition	
ISBN 13#	978-1-1115-2643-6	
CD Rom Included? ISBN#	No	
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		Videos	
Wraparound Editions		E-book	
Study Guides		Test Banks	

VI. Comments (Box will expand as needed)

VII. COST AND SOURCE (Cost per item excluding bookstore mark-up.)	
DT: District Text adopted for a minimum 5 year cycle	
CS: Class Sets of texts purchased by the District and stored in classrooms	X
CN: Consumable materials purchased by the student; not returned at the end of the semester/year	
Grant: (specify in comments above)	
<b>Total cost to student for course (CN above + other CN and fees for the course)</b>	



**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 book is not being used as a primary set and is used more as reference. Requesting to change from district rental to class set.

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

1.	Teacher(s): Ryan Gerenstein	<i>Ryan Gerenstein</i>			Date 2-28-22
2.	Recommend	<input checked="" type="checkbox"/>	Do Not Recommend	Assistant Division Chair <i>[Signature]</i>	Date 3-25-2022
3.	Approved	<input type="checkbox"/>	Not Approved	Division Chair <i>[Signature]</i>	Date 3-25-22
4.	Approved	<input checked="" type="checkbox"/>	Not Approved	Director of Curriculum and Instruction <i>[Signature]</i>	Date 4/5/22

**IX. FOR BOOKSTORE USE ONLY**

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

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

**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204  
2022-23 Textbook/Instructional Material Adoption/Change Form**

- **Teacher(s) submits to Division chairs by Friday, December 3, 3:00 p.m.**
- **Chairs submit signed forms and copies of books for Board Room display by Friday, December 17**
- **Submit form electronically and hard copy (single sided and signed)**
- **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.**

<b>I. COURSE INFORMATION</b>	
Division	Global Studies
Department	Social Studies
Course Title	Economics
Course Number(s)	SS5916/SS5917 & SS5911/SS5912
Course Level	Level 3
Projected Enrollment for 2022-23	200

<b>II. ADD/DROP YEAR</b>		
	ADD	DROP
2022-23		
2023-24		
2024-25		

<b>III. TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL INFORMATION</b>		
	ADD	DROP
Text/Material Title	Economics: Concepts and Choices	
Author(s)	Meek, Morton, Schug	
Publisher	McDougal Littell	
Copyright Date/Edition	2008	
ISBN 13#	978-0-618-59403-0	
CD Rom Included? ISBN#		
Software ISBN#		
Reading Level		
Catalog/Web/Purchase Source		

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

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

**VI. Comments (Box will expand as needed)**  
**This is the current book distributed to students. This is a request to make the textbook a class set rather than having students take them.**

<b>VII. COST AND SOURCE (Cost per item excluding bookstore mark-up.)</b>	
DT: District Text adopted for a minimum 5 year cycle	0
CS: Class Sets of texts purchased by the District and stored in classrooms	0
CN: Consumable materials purchased by the student; not returned at the end of the semester/year	
Grant: (specify in comments above)	
<b>Total cost to student for course (CN above + other CN and fees for the course)</b>	<b>0</b>







**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.)

Students would have better use of the economics textbook if it was a classroom set rather than distributed to each individual student. The class could utilize the textbook more often with less disruption to instructional time that would improve student learning. It would result in no cost to the district and would require this organization for the bookstore distributing and collecting books every semester.

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

1.	Teacher(s)				Assistant Division Chair	Date 1/7/22
2.	Recommend		Do Not Recommend		Division Chair	Date 1-7-2022
3.	Approved		Not Approved		Paul Houston	Date 1-7-2022
4.	Approved	X	Not Approved		Director of Curriculum and Instruction	Date 4/5/22

**IX. FOR BOOKSTORE USE ONLY**

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

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

**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204**  
**2022-23 Textbook/Instructional Material Adoption/Change Form**

- **Teacher(s) submits to Division chairs by Friday, December 3, 3:00 p.m.**
- **Chairs submit signed forms and copies of books for Board Room display by Friday, December 17**
- **Submit form electronically and hard copy (single sided and signed)**
- **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	Family and Consumer Sciences
Course Title	Adult Living
Course Number(s)	FC5411 & FC5412
Course Level	III
Projected Enrollment for 2022-23	50

II. ADD/DROP YEAR		
	ADD	DROP
2022-23		X
2023-24		
2024-25		

III. TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL INFORMATION		
	ADD	DROP
Text/Material Title		Strengthening Family & Self
Author(s)		Leona Johnson
Publisher		The Goodheart-Willcox Company, Inc.
Copyright Date/Edition		2004
ISBN 13#		978-1590701249
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		Videos	
Wraparound Editions		E-book	
Study Guides		Test Banks	

VI. Comments (Box will expand as needed)

VII. COST AND SOURCE (Cost per item excluding bookstore mark-up.)	
DT: District Text adopted for a minimum 5 year cycle	
CS: Class Sets of texts purchased by the District and stored in classrooms	
CN: Consumable materials purchased by the student; not returned at the end of the semester/year	
Grant: (specify in comments above)	
<b>Total cost to student for course (CN above + other CN and fees for the course)</b>	


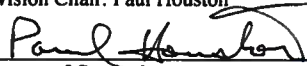



**VIII. RATIONALE AND SIGNATURES**

**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 textbook is outdated and has not been used in the course since a curriculum change in 2019. This course no longer needs a textbook because of the presence of student Chromebooks.

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

1.	Teacher(s)					Date
2.	Recommend		Do Not Recommend		Assistant Division Chair: Danielle Radzialowski	Date 1/31/2022
3.	Approved		Not Approved		Division Chair: Paul Houston	Date
4.	Approved	X	Not Approved		Director of Curriculum and Instruction: Scott Eggerding	Date 4/5/22

**IX. FOR BOOKSTORE USE ONLY**

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

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

**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204  
2022-23 Textbook/Instructional Material Adoption/Change Form**

- Teacher(s) submits to Division chairs by Friday, December 3, 3:00 p.m.
- Chairs submit signed forms and copies of books for Board Room display by Friday, December 17
- Submit form electronically *and* hard copy (single sided and signed)
- 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	Intro to Healthcare Careers
Course Number(s)	SN2116/7
Course Level	III
Projected Enrollment for 2022-23	182

II. ADD/DROP YEAR		
	ADD	DROP
2022-23	x	
2023-24		
2024-25		

III. TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL INFORMATION		
	ADD	DROP
Text/Material Title	ParaMed Stethoscope Unisex Student Lab Coat	
Author(s)		
Publisher		
Copyright Date/Edition		
ISBN 13#		
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		Videos	
Wraparound Editions		E-book	
Study Guides		Test Banks	

**VI. Comments** (Box will expand as needed)

VII. COST AND SOURCE (Cost per item excluding bookstore mark-up.)	
DT: District Text adopted for a minimum 5 year cycle	
CS: Class Sets of texts purchased by the District and stored in classrooms	
CN: Consumable materials purchased by the student; not returned at the end of the semester/year	\$23.95
	\$28.98
Grant: (specify in comments above)	
<b>Total cost to student for course (CN above + other CN and fees for the course)</b>	<b>\$52.93</b>

### 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.)

**Students will purchase their own lab coat and stethoscope for use in the course. This will be used regularly throughout the course and should not be shared for safety concerns.**

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

1.	Teacher(s)	<i>Amber Beemer</i>			Date	<i>4/5/22</i>
2.	Recommend	<input checked="" type="checkbox"/>	Do Not Recommend	Assistant Division Chair	Date	<i>4/4/22</i>
				<i>Annette Orrico</i>		
3.	Approved	<input checked="" type="checkbox"/>	Not Approved	Division Chair	Date	<i>4/4/22</i>
				<i>Collin Voigt</i>		
4.	Approved	<input checked="" type="checkbox"/>	Not Approved	Director of Curriculum and Instruction	Date	<i>4/5/22</i>
				<i>Scott Speltz</i>		

### IX. FOR BOOKSTORE USE ONLY

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

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



**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204**  
**2022-23 Textbook/Instructional Material Adoption/Change Form**

- **Teacher(s) submits to Division chairs by Friday, December 3, 3:00 p.m.**
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- **Submit form electronically and hard copy (single sided and signed)**
- **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.**

<b>I. COURSE INFORMATION</b>	
<b>Division</b>	Special Education
<b>Department</b>	Special Education
<b>Course Title</b>	US History
<b>Course Number(s)</b>	IP2211/12
<b>Course Level</b>	
<b>Projected Enrollment for 2022-23</b>	

<b>II. ADD/DROP YEAR</b>		
	<b>ADD</b>	<b>DROP</b>
<b>2022-23</b>		
<b>2023-24</b>		
<b>2024-25</b>		

<b>III. TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL INFORMATION</b>		
	<b>ADD</b>	<b>DROP</b>
<b>Text/Material Title</b>	America: History of Our Nation	
<b>Author(s)</b>		
<b>Publisher</b>	Prentice Hall	
<b>Copyright Date/Edition</b>	2013	
<b>ISBN 13#</b>	978013323000048 or 013323004x	
<b>CD Rom Included? ISBN#</b>		
<b>Software ISBN#</b>		
<b>Reading Level</b>		
<b>Catalog/Web/Purchase Source</b>		

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

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

**VI. Comments (Box will expand as needed)**

<b>VII. COST AND SOURCE (Cost per item excluding bookstore mark-up.)</b>	
<b>DT: District Text adopted for a minimum 5 year cycle</b>	
<b>CS: Class Sets of texts purchased by the District and stored in classrooms</b>	<b>x</b>
<b>CN: Consumable materials purchased by the student; not returned at the end of the semester/year</b>	
<b>Grant: (specify in comments above)</b>	
<b>Total cost to student for course (CN above + other CN and fees for the course)</b>	

**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 no longer published so we cannot get enough copies for all students. Shifting from District Text to Class Set.

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

1.	Teacher(s)				Assistant Division Chair	Date
2.	Recommend	<input checked="" type="checkbox"/>	Do Not Recommend		<i>Al Dyer</i>	Date 4-4-22
3.	Approved	<input checked="" type="checkbox"/>	Not Approved		Division Chair <i>Melissa Moore</i>	Date 4-4-22
4.	Approved	<input checked="" type="checkbox"/>	Not Approved		Director of Curriculum and Instruction <i>Scott Ferguson</i>	Date 4/5/22

**IX. FOR BOOKSTORE USE ONLY**

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

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

**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204**  
**2022-23 Textbook/Instructional Material Adoption/Change Form**

- Teacher(s) submits to Division chairs by Friday, December 3, 3:00 p.m.
- Chairs submit signed forms and copies of books for Board Room display by Friday, December 17
- Submit form electronically *and* hard copy (single sided and signed)
- 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	Special Education
Department	Special Education
Course Title	BASE I & BASE II
Course Number(s)	IP0316/17 & IP0326/27 & IP0321/22
Course Level	
Projected Enrollment for 2022-23	

II. ADD/DROP YEAR		
	ADD	DROP
2022-23		X
2023-24		
2024-25		

III. TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL INFORMATION		
	ADD	DROP
Text/Material Title		Executive Functioning: A Blueprint for Success Guide
Author(s)		Rush Neurobehavioral Center
Publisher		Rush Neurobehavioral Center
Copyright Date/Edition		2016 – 2 <sup>nd</sup> Edition
ISBN 13#		9781630802226
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		Videos	
Wraparound Editions		E-book	
Study Guides		Test Banks	

**VI. Comments** (Box will expand as needed)

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VII. COST AND SOURCE (Cost per item excluding bookstore mark-up.)	
DT: District Text adopted for a minimum 5 year cycle	
CS: Class Sets of texts purchased by the District and stored in classrooms	X
CN: Consumable materials purchased by the student; not returned at the end of the semester/year	
Grant: (specify in comments above)	
<b>Total cost to student for course (CN above + other CN and fees for the course)</b>	

**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.)

Rush Neurobehavioral Center no longer publishes this guide. BASE classes will continue to use the curriculum, but shift to in-class resources.

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

1.	Teacher(s)				Assistant Division Chair	Date
2.	Recommend	<input checked="" type="checkbox"/>	Do Not Recommend		<i>Al Diaz</i>	Date 4-4-22
3.	Approved	<input checked="" type="checkbox"/>	Not Approved		<i>Melissa Moore</i>	Date 4-4-22
4.	Approved	<input checked="" type="checkbox"/>	Not Approved		<i>Scott Grogan</i>	Date 4/5/22

**IX. FOR BOOKSTORE USE ONLY**

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

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



**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204**  
**2022-23 Textbook/Instructional Material Adoption/Change Form**

- Teacher(s) submits to Division chairs by Friday, December 3, 3:00 p.m.
- Chairs submit signed forms and copies of books for Board Room display by Friday, December 17
- Submit form electronically *and* hard copy (single sided and signed)
- 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	Special Education
Department	Special Education
Course Title	LIFE English & LIFE Reading
Course Number(s)	IP1516/17 & IP1616/17
Course Level	
Projected Enrollment for 2022-23	

II. ADD/DROP YEAR		
	ADD	DROP
2022-23		X
2023-24		
2024-25		

III. TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL INFORMATION		
	ADD	DROP
Text/Material Title		Reading Mastery Choice
Author(s)		
Publisher		
Copyright Date/Edition		
ISBN 13#		
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		Videos	
Wraparound Editions		E-book	
Study Guides		Test Banks	

VI. Comments (Box will expand as needed)

VII. COST AND SOURCE (Cost per item excluding bookstore mark-up.)	
DT: District Text adopted for a minimum 5 year cycle	
CS: Class Sets of texts purchased by the District and stored in classrooms	X
CN: Consumable materials purchased by the student; not returned at the end of the semester/year	
Grant: (specify in comments above)	
<b>Total cost to student for course (CN above + other CN and fees for the course)</b>	

**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 curriculum has not been used in our LIFE program.

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

1.	Teacher(s)					Date
2.	Recommend	<input checked="" type="checkbox"/>	Do Not Recommend		Assistant Division Chair	Date
3.	Approved	<input checked="" type="checkbox"/>	Not Approved		Division Chair	Date
4.	Approved	<input checked="" type="checkbox"/>	Not Approved		Director of Curriculum and Instruction	Date

*Handwritten signatures and dates:*  
 Row 2: Assistant Division Chair, Date 4-4-22  
 Row 3: Division Chair, Melissa Moore, Date 4-4-22  
 Row 4: Director of Curriculum and Instruction, Scott Goggin, Date 4/5/22

**IX. FOR BOOKSTORE USE ONLY**

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

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



**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204**  
**2022-23 Textbook/Instructional Material Adoption/Change Form**

- **Teacher(s) submits to Division chairs by Friday, December 3, 3:00 p.m.**
- **Chairs submit signed forms and copies of books for Board Room display by Friday, December 17**
- **Submit form electronically and hard copy (single sided and signed)**
- **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.**

<b>I. COURSE INFORMATION</b>	
<b>Division</b>	Special Education
<b>Department</b>	Special Education
<b>Course Title</b>	LIFE Mathematics
<b>Course Number(s)</b>	IP1216/17
<b>Course Level</b>	
<b>Projected Enrollment for 2022-23</b>	

<b>II. ADD/DROP YEAR</b>		
	ADD	DROP
2022-23		X
2023-24		
2024-25		

<b>III. TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL INFORMATION</b>		
	ADD	DROP
<b>Text/Material Title</b>		Connecting Math Concepts Level C and Level D Connecting Math Concepts Workbook
<b>Author(s)</b>		
<b>Publisher</b>		McGraw Hill
<b>Copyright Date/Edition</b>		
<b>ISBN 13#</b>		
<b>CD Rom Included? ISBN#</b>		
<b>Software ISBN#</b>		
<b>Reading Level</b>		
<b>Catalog/Web/Purchase Source</b>		

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

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

**VI. Comments (Box will expand as needed)**

<b>VII. COST AND SOURCE (Cost per item excluding bookstore mark-up.)</b>	
<b>DT: District Text adopted for a minimum 5 year cycle</b>	
<b>CS: Class Sets of texts purchased by the District and stored in classrooms</b>	X
<b>CN: Consumable materials purchased by the student; not returned at the end of the semester/year</b>	
<b>Grant: (specify in comments above)</b>	
<b>Total cost to student for course (CN above + other CN and fees for the course)</b>	

**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 curriculum has not been used in our LIFE program.

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

1.	Teacher(s)					Date
2.	Recommend	<input checked="" type="checkbox"/>	Do Not Recommend		Assistant Division Chair	Date
3.	Approved	<input checked="" type="checkbox"/>	Not Approved		Division Chair	Date
4.	Approved	<input checked="" type="checkbox"/>	Not Approved		Director of Curriculum and Instruction	Date

*Handwritten signatures and dates:*  
 Row 2: *Al Dy...*, Date: 4-4-22  
 Row 3: *Melissa Moore*, Date: 4-4-22  
 Row 4: *Scott...*, Date: 4/5/22

**IX. FOR BOOKSTORE USE ONLY**

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

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

**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204**  
**2022-23 Textbook/Instructional Material Adoption/Change Form**

- **Teacher(s) submits to Division chairs by Friday, December 3, 3:00 p.m.**
- **Chairs submit signed forms and copies of books for Board Room display by Friday, December 17**
- **Submit form electronically and hard copy (single sided and signed)**
- **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.**

<b>I. COURSE INFORMATION</b>	
<b>Division</b>	Special Education
<b>Department</b>	Special Education
<b>Course Title</b>	Practical Math
<b>Course Number(s)</b>	IP1241/42
<b>Course Level</b>	
<b>Projected Enrollment for 2022-23</b>	

<b>II. ADD/DROP YEAR</b>		
	<b>ADD</b>	<b>DROP</b>
<b>2022-23</b>		
<b>2023-24</b>		
<b>2024-25</b>		

<b>III. TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL INFORMATION</b>		
	<b>ADD</b>	<b>DROP</b>
<b>Text/Material Title</b>	Mathematics Concepts Mathematics Concepts Workbook	
<b>Author(s)</b>	Siegfried Haenisch	
<b>Publisher</b>	AGS Publishing Circle	
<b>Copyright Date/Edition</b>	2005	
<b>ISBN 13#</b>	9780785437819 9780785437833	
<b>CD Rom Included? ISBN#</b>		
<b>Software ISBN#</b>		
<b>Reading Level</b>		
<b>Catalog/Web/Purchase Source</b>		

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

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

<b>VI. Comments (Box will expand as needed)</b>

<b>VII. COST AND SOURCE (Cost per item excluding bookstore mark-up.)</b>	
<b>DT: District Text adopted for a minimum 5 year cycle</b>	
<b>CS: Class Sets of texts purchased by the District and stored in classrooms</b>	<b>x</b>
<b>CN: Consumable materials purchased by the student; not returned at the end of the semester/year</b>	
<b>Grant: (specify in comments above)</b>	
<b>Total cost to student for course (CN above + other CN and fees for the course)</b>	

**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 no longer published so we cannot get enough copies for all students. Shifting from District Text to Class Set.

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

1.	Teacher(s)				Assistant Division Chair	Date
2.	Recommend	<input checked="" type="checkbox"/>	Do Not Recommend		Division Chair	Date
3.	Approved	<input checked="" type="checkbox"/>	Not Approved		Director of Curriculum and Instruction	Date
4.	Approved	<input checked="" type="checkbox"/>	Not Approved			Date

*Handwritten signatures and dates:*  
 Row 2: *AK Dyr*, Date: *4-4-22*  
 Row 3: *Melissa Moore*, Date: *4-4-22*  
 Row 4: *Scott Fry*, Date: *4/5/22*

**IX. FOR BOOKSTORE USE ONLY**

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

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



**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204**  
**2022-23 Textbook/Instructional Material Adoption/Change Form**

- Teacher(s) submits to Division chairs by Friday, December 3, 3:00 p.m.
- Chairs submit signed forms and copies of books for Board Room display by Friday, December 17
- Submit form electronically *and* hard copy (single sided and signed)
- 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	Student Services
Department	Alternative
Course Title	English III / IV
Course Number(s)	AL0031 / AL0041
Course Level	LIII
Projected Enrollment for 2022-23	25

II. ADD/DROP YEAR		
	ADD	DROP
2022-23	X	
2023-24		
2024-25		

III. TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL INFORMATION		
	ADD	DROP
Text/Material Title	There Are No Children Here	
Author(s)	Alex Kotlowitz	
Publisher	Ancher Books / Random House	
Copyright Date/Edition	Feb, 1992	
ISBN 13#	0-375-26556-5	
CD Rom Included? ISBN#	N/A	
Software ISBN#	N/A	
Reading Level		
Catalog/Web/Purchase Source		

IV. PRIMARY TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL TYPE			
Hardback		E-book	
Hardback w/digital		CD Rom	
Paperback	<input checked="" type="checkbox"/>	Website subscription	
Paperback w/digital		Workbook/Lab Manual	

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

**VI. Comments** (Box will expand as needed)

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VII. COST AND SOURCE (Cost per item excluding bookstore mark-up.)	
DT: District Text adopted for a minimum 5 year cycle	
CS: Class Sets of texts purchased by the District and stored in classrooms	
CN: Consumable materials purchased by the student; not returned at the end of the semester/year	\$ 10.79
Grant: (specify in comments above)	
<b>Total cost to student for course (CN above + other CN and fees for the course)</b>	<b>\$ 35.27</b>

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

1.	Teacher(s)					Date
2.	Recommend		Do Not Recommend		Assistant Division Chair	Date
3.	Approved		Not Approved		Division Chair <i>Dan Ed</i>	Date 4/4/22
4.	Approved		Not Approved		Director of Curriculum and Instruction	Date

**IX. FOR BOOKSTORE USE ONLY**

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

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



**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204**  
**2022-23 Textbook/Instructional Material Adoption/Change Form**

- Teacher(s) submits to Division chairs by Friday, December 3, 3:00 p.m.
- Chairs submit signed forms and copies of books for Board Room display by Friday, December 17
- Submit form electronically *and* hard copy (single sided and signed)
- 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	Student Services
Department	Alternative
Course Title	English III / III
Course Number(s)	AL0031 / AL0041
Course Level	LIII
Projected Enrollment for 2022-23	25

**II. ADD/DROP YEAR**

	ADD	DROP
2022-23	X	
2023-24		
2024-25		

**III. TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL INFORMATION**

	ADD	DROP
Text/Material Title	A Lesson Before Dying	
Author(s)	Ernest J. Gaines	
Publisher	Vintage	
Copyright Date/Edition	Sept. 1994	
ISBN 13#	978-03757702709	
CD Rom Included? ISBN#		
Software ISBN#	X	
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	Videos
Wraparound Editions	E-book
Study Guides	Test Banks

**VI. Comments (Box will expand as needed)**

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

DT: District Text adopted for a minimum 5 year cycle	
CS: Class Sets of texts purchased by the District and stored in classrooms	
CN: Consumable materials purchased by the student; not returned at the end of the semester/year	\$ 9.49
Grant: (specify in comments above)	
<b>Total cost to student for course (CN above + other CN and fees for the course)</b>	<b>\$ 35.27</b>

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

1.	Teacher(s)					Date
2.	Recommend	Do Not Recommend		Assistant Division Chair		Date
3.	Approved	Not Approved		Division Chair <i>Drew El</i>		Date 4/4/22
4.	Approved	Not Approved		Director of Curriculum and Instruction		Date

**IX. FOR BOOKSTORE USE ONLY**

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

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

**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204**  
**2022-23 Textbook/Instructional Material Adoption/Change Form**

- Teacher(s) submits to Division chairs by Friday, December 3, 3:00 p.m.
- Chairs submit signed forms and copies of books for Board Room display by Friday, December 17
- Submit form electronically *and* hard copy (single sided and signed)
- 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	Student Services
Department	Mathematics
Course Title	English III / IV
Course Number(s)	AL0031 / AL0041
Course Level	LTII
Projected Enrollment for 2022-23	25

II. ADD/DROP YEAR		
	ADD	DROP
2022-23	X	
2023-24		
2024-25		

III. TEXTBOOK/CORE READING/INSTRUCTIONAL MATERIAL INFORMATION		
	ADD	DROP
Text/Material Title	The Freedom Writers Diary	
Author(s)	Erin Gruwell	
Publisher	Crown	
Copyright Date/Edition	Oct. 1999	
ISBN 13#	978-0385494229	
CD Rom Included? ISBN#		
Software ISBN#	X	
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		Videos	
Wraparound Editions		E-book	
Study Guides		Test Banks	

**VI. Comments** (Box will expand as needed)

VII. COST AND SOURCE (Cost per item excluding bookstore mark-up.)	
DT: District Text adopted for a minimum 5 year cycle	
CS: Class Sets of texts purchased by the District and stored in classrooms	
CN: Consumable materials purchased by the student; not returned at the end of the semester/year	\$14.99
Grant: (specify in comments above)	
<b>Total cost to student for course (CN above + other CN and fees for the course)</b>	<b>\$ 35.29</b>



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

1.	Teacher(s)					Date
2.	Recommend		Do Not Recommend		Assistant Division Chair	Date
3.	Approved		Not Approved		Division Chair <i>Dan Ed</i>	Date 4/4/22
4.	Approved		Not Approved		Director of Curriculum and Instruction	Date

**IX. FOR BOOKSTORE USE ONLY**

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

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

# LYONS TOWNSHIP HIGH SCHOOL

CURRICULUM OFFICE 100 S. Brainard Ave., La Grange, IL 60525-2101  
Tel: (708) 579-6470 E-mail: seggerding@lths.net Website: www.lths.net



**SCOTT D. EGGERDING**  
Director of Curriculum and Instruction

TO: Brian Waterman  
Board of Education

FROM: Scott Eggerding *SE*

DATE: May 9, 2022

RE: Course Team Summer Workshop Proposal (A-F Implementation)

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## **INFORMATION:**

Following the Second Reading of the summer workshop proposals in April, the consideration of one summer workshop was deferred until the May Committee of the Whole Meeting.

As of May, 2022, 30 course teams have implemented an A-F grading scale, which involves updates to the course's curriculum, assessments, and grading practices. This work has occurred throughout the last several years for the 30 teams currently using an A-F grading scale. During the summer workshop proposal process for Summer 2022, teachers from three additional course teams have requested support and summer workshop time to work collaboratively toward the implementation of an A-F grading system. The course teams requesting this time and support include:

- American Studies Prep (US History and English)
- Cross-Categorical English III/IV
- English Learning/EL Reading

## **RECOMMENDATION:**

I recommend that the board approve the A-F Workshop

**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204**  
**2022 Summer Workshop Proposal**

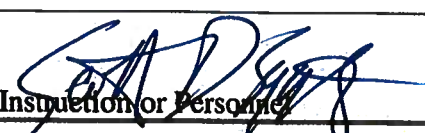
<b>I. DIRECTIONS</b>
<ul style="list-style-type: none"> <li>• Proposal(s) for 2022 Summer Workshops must be completed using this form. Save to your file first.</li> <li>• Division chair submits proposals to Curriculum/Instruction Office by Monday, February 7, 3:00 p.m.</li> <li>• Submit form electronically and in hard copy.</li> </ul>

<b>II. DIVISION(S) AND DEPARTMENT(S)</b>	<b>IV. DIVISION CHAIR USE ONLY</b>
A. Division Curriculum & Instruction	<b>A. Number and priority of department proposals</b> (specify priority order, e.g., 2 of 8, etc.) <div style="text-align: center; border: 1px solid black; display: inline-block; padding: 2px 10px;">3</div> of <div style="text-align: center; border: 1px solid black; display: inline-block; padding: 2px 10px;">5</div>
B. Department Assessment & Research	
<b>III. TITLE AND CRITERIA</b>	<b>B. Funding source(s) and account numbers</b>
A. Workshop Title A-F Grading Workshop	<input checked="" type="checkbox"/> Grant Account
B. Selection Criteria Priority	<input type="checkbox"/> District Budget Account
<input type="checkbox"/> 1. Approved Curriculum Change	<input type="checkbox"/> Township Initiative
<input checked="" type="checkbox"/> 2. District Goals	<input type="checkbox"/> Other
<input type="checkbox"/> 3. Federal and/or State Mandates:	

<b>V. NAME(S), DAYS, DATES, AND HOURS</b> (Provide the names of all faculty, including media specialists, librarians, etc., who will work in this workshop. A typical summer workshop day is 5 hours.)			
<b>NAMES</b>	<b>DATES</b>	<b>NUMBER OF DAYS</b>	<b>TOTAL HOURS (Days x 5)</b>
1. Patrick O'Neil	June 1, 2	2 Days	10
2. Lucy Hoffman	June 1, 2	2 Days	10
3. Kirsten Bacon	June 1, 2	2 Days	10
4. Deana Mancini	June 1, 2	2 Days	10
5. Gabrielle Williams	June 1, 2	2 Days	10
6. Jennifer Bigenwald	June 1, 2	2 Days	10
<b>TOTALS</b>		12 Days	60

<b>VI. SUMMER WORKSHOP DESCRIPTION</b> (In this box, provide a clearly written detailed description of the work to be done, impact on teaching/learning/students, course enrollment, etc.)
<p>In an effort to meet LT's grading goals of reporting learning by skills/concepts through an A-F (no percentages) scale, American Studies (Prep), EL Reading, and Special Education English IV will transition to this reporting method in 2022-2023. Transitioning to grading by skills/concepts requires a restructuring of the course. Specifically, teams must realign their summative assessments so that they clearly evaluate the targeted skills/concepts. Additionally, teams must revise or redesign formative assessments to ensure students receive relevant feedback prior to the summative experience.</p> <p>This workshop will be facilitated by administrators who will review the purpose of the aforementioned grading system. Facilitators will provide teams a framework to: identify the targeted skills/concepts that will be reported in the gradebook, review their current assessments for these skills/concepts, align assessment items to these skills/concepts, and set up their gradebook to report by these skills/concepts. Additionally, facilitators will demonstrate how to set up a skills-based gradebook in Infinite Campus without using percentages and points.</p> <p>Following the review of the framework, course teams will collaborate to apply guidelines previously provided to all their units of study. While teams will likely need to work past the time provided in the workshop, the two-day opportunity will ensure a successful transition to the A-F grading scale. As a result, students in these courses in the 2022-23 school year will benefit from a grading system that clearly articulates their acquisition of knowledge and skills.</p>



VII. SIGNATURES AND APPROVAL	
Primary Submitting Teacher(s)	Date
Curriculum Coordinator(s)/Assistant Division Chair(s)	Date
Division Chair(s)	Date
Director of Curriculum/Instruction or Personnel 	Date 3/9/22

VIII. CURRICULUM OFFICE USE ONLY	
Approved as submitted <input checked="" type="checkbox"/>	Not approved with rationale
Approved with revisions	Total hours approved
District budget hours	Grant hours all Title I
Other hours	Maximum cost allowable


# LYONS TOWNSHIP HIGH SCHOOL

CURRICULUM OFFICE 100 S. Brainard Ave., LaGrange, IL 60525-2101  
Tel: (708) 579-6470 E-mail: seggerding@lths.net Website: www.lths.net



**SCOTT D. EGGERDING**  
Director of Curriculum and Instruction

TO: Brian Waterman  
Board of Education

FROM: Scott D. Eggerding 

DATE: May 9, 2022

RE: 2022-2023 Calendar (Update)

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### ***Modification to 2022-23 School Year Calendar***

The board may recall that following the addition of Election Day November 8, 2022 as a state school holiday, the 2022-23 calendar was adjusted to incorporate the additional first semester holiday. As the year continued, a number of challenges to our calendar have been presented which a modified final calendar (attached) will solve.

Students are required to be in attendance for 176 days. Certified Staff are required to be in attendance for 183 days. The state provides an allowance for school districts to count parent/teacher conference days as student attendance days, which we did to solve the election day issue. This also makes it necessary to add an additional attendance day for certified staff. As a result, we are proposing to add the additional certified staff attendance day to the beginning of the school year (Wednesday, August 17) in order to arrive at the contractual number of 183 days for certified staff. We also want to ensure that we preserve 176 days of actual instruction for students. As a result, we are proposing to convert the March 3 Institute Day to a regular student attendance day.

### ***Modification to 2022-23 Late Start Schedule***

LTHS's transportation provider, FirstStudent, has experienced difficulties ensuring that all students arrive at school in time for the start of class on late arrival Wednesdays. Certain busses drop students off at 7:30am while others do not arrive until after 9:00am. We have considered a number of solutions, and due to the impact that this has on students, we are recommending a modification to our late start schedule so that 1<sup>st</sup> period begins at 9:15am instead of 8:45am. This modification will ensure that all students will arrive in time for 1<sup>st</sup> period on each Wednesday late start. An additional benefit to this modification will be the ability to provide our certified staff with an additional 30 minutes each week for collaboration professional development efforts.

### ***Reinstatement of Early Dismissal Days***

Certified Staff requests for professional development and our leadership team's desire to ensure all faculty can access professional development has led to a proposal to reinstate the Early Dismissal Days on a quarterly basis. Early Dismissal Days allow for students to attend classes from 7:45am-11:30am, and for our certified staff to engage in division meetings from 12:00p-3:05p. This will allow for Division-specific activities to occur, and will free up additional time during Institute Days for professional development. In addition, we propose utilizing the March Early Dismissal Day to

administer the Illinois Science Assessment. This helps to avoid removing students from class to take this state-required assessment.

***Inclusion of Asynchronous/Remote Learning on SAT Day 2***

The number of students requesting, and approved for, testing accommodations from College Board for school-day state testing has grown significantly with nearly 400 students utilizing accommodations across the district for the PSAT 9, PSAT 10, and SAT. College Board dictates how the accommodations must be implemented and due to the increase in total test time for students receiving an accommodation that includes extended time, the majority of those 400 students must test over two days. College Board also specifies that the two days of testing must be consecutive and testing must be the first activity of the day.

This proposal is to modify April 13, 2023 (Day 2 of testing) as an asynchronous/remote learning day so that students who are continuing to test will be afforded the same standardized and optimal testing environment provided for all students on Day 1 of testing.

***Proposed Calendar Details***

- ✓ 176 student attendance days
  - 82 days First Semester, 94 days Second Semester
- ✓ 183 Certified Staff Work Days
- ✓ 187 Total Days, including Emergency Days

Significant Dates

1 <sup>st</sup> day for certified staff	August 17
1 <sup>st</sup> day of student attendance	August 22
Election Day (non-attendance)	November 8
Early (11:30) Dismissal	September 28, November 16, February 8, March 15
PSAT9, PSAT10, SAT	April 12 & 13

This draft calendar has been shared with the Lyons Township Education Association (LTEA)

**RECOMMENDATION:**

Approve the 2022-2023 Calendar as presented.





# LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204 2022-2023 SCHOOL CALENDAR

(updated 4-18-22)

## August 2022

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## September 2022

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24 HOCO
25	26	27	28	29	30	

## October 2022

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## November 2022

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## December 2022

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## January 2023

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### OPENING/CLOSING DAYS OF SCHOOL

- August 22, 2022 (A) First Day of School
- June 1, 2023 (Ω) Last Day of School

### STUDENT NON-ATTENDANCE DAYS (\*)

- August 17 District Institute Day
- August 18 Teacher Work Day
- September 5 Labor Day
- October 7 District Institute Day
- October 10 Columbus/Indigenous Peoples Day
- October 28 Non-Attendance Day
- November 8 Non-Attendance Day
- November 23 Non-Attendance Day
- November 24-25 Thanksgiving
- Dec. 24 - Jan. 6 Winter Break
- January 9 District Institute Day
- January 16 Dr. M. L. King, Jr. Day
- February 20 Presidents Day
- March 27-31 Spring Break
- April 7 Non-Attendance Day
- May 29 Memorial Day
- June 2 Teacher Work Day
- June 19 Juneteenth
- July 4 Independence Day

### LATE START DAYS

Wednesdays start at 9:15 a.m.  
except for 9/28, 11/16, 12/21, 2/8, 3/15, 4/12, 5/31

### SCHOOL IMPROVEMENT DAYS: 11:30 Dismissal

September 28, November 16, February 8, March 15

### PARENT-TEACHER CONFERENCE DAYS (▲)

- October 26 5:00-9:00 p.m.
- October 27 5:00-8:30 p.m.

### GRADING PERIODS

- Aug. 22 - Oct. 14 Q1 1st quarter
- Oct. 17 - Dec. 23 S1 2nd quarter & End of 1<sup>st</sup> semester
- Jan. 10 - Mar. 10 Q3 3rd quarter
- Mar. 13 - June 1 Ω 4th quarter & End of 2<sup>nd</sup> semester

### COMMENCEMENT (🎓)

- Wednesday, May 31 7:00 p.m. Bennett Field

### MISCELLANEOUS

- August 11, 12, & 15 ☑ Processing Days by appointment
- August 19 🗑 Frosh Experience Day
- September 8 🏠 S. C. Open House
- September 15 🏠 N. C. Open House
- September 24 🏠 Homecoming
- April 12 📖 PSAT9, PSAT10, SAT
- \*April 13 📖 Asynchronous Day
- June 2, 5-8 🚨 Emergency Days
- June 12 🏫 Summer School Begins

## February 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

## March 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## April 2023

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13*	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## May 2023

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## June 2023

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## July 2023

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

☑ Emergency Days may be used as school days if school closes unexpectedly during the regular school year.

# LYONS TOWNSHIP HIGH SCHOOL

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**DISTRICT OFFICE** 100 S. Brainard Avenue LaGrange, IL 60525-2101  
Tel: (708) 579-6429 E-mail: lowens@lths.net



**LESLIE C. OWENS**  
Director of Student Services

To: Lyons Township High School District #204 Board of Education

From: Leslie Owens, Director of Student Services

Date: Monday, May 9, 2022

Re: Special Education Presentation

Lyons Township High School provides Special Education services to approximately 450 students across grades 9-12, as well as students within the Transition Program. Students receiving Special Education services are a richly diverse group of students with a wide variety of talents, abilities, and skills. Each student who is eligible for Special Education services receives an Individualized Education Plan (IEP), which is formally updated annually and is regulated by the federal Individuals with Disabilities Education Act (IDEA). An IEP is the guide for understanding the student's educational needs and the impact of their disability on their educational progress, as well for delineating the specific instruction and services that will be provided in order to address the student's needs.

Both federal law (IDEA) and evidence-based practices are clear that outcomes for students receiving Special Education services are maximized with rigorous instructional standards and when students are educated within the least restrictive environment. The least restrictive environment is an individualized component of each student's IEP that guides IEP teams to assess and determine how a student may receive the required services while remaining within their home school and within general education classes to the extent possible. As previously discussed, LTHS will begin to provide co-taught classes at the start of the next school year (2022-2023) with a four-year plan for expanding the district's co-taught offerings to include all graduation requirements. This is a significant step in expanding the least restrictive educational environment within the district.

The following information will be presented by the Special Education Leadership Team, led by Division Chair, Dr. Melissa Moore, in order to provide a more thorough overview of the district's Special Education service delivery model.

## Recommended Action

None at this time

# LTHS Special Education

Presentation to the Board of Education  
May 9, 2022



## Special Education Division Leadership Team

Dr. Melissa Moore, Division Chair

Mrs. Allison Doyle, Assistant Division Chair

Mr. Daniel Singer, Program Coordinator

Ms. Erin Sharkey, Program Coordinator

Mrs. Kate Wohlgemuth, Program Coordinator



## Special Education Identification

- To be eligible for special education services, a multidisciplinary team must determine that:
  - 1) A student meets the criteria for 1 or more of 13 eligibility categories
  - 2) The disability adversely affects educational performance
  - 3) Specialized instruction is required to address educational needs
- 11% of LTHS students receive special education services
- 15% is the Illinois state average

## Individualized Education Plan (IEP)

Multidisciplinary teams meet at least annually to review and develop a student's Individualized Education Plan (IEP), which includes:

- Present Levels of Academic Achievement and Functional Performance
- Transition Plan
- Annual Goals
- Educational Accommodations
- Special Education Services and Placement

# Case Management

- Every student with an IEP is assigned a case manager within the special education division
  - Communicates services and supports with teachers
  - Monitors progress toward IEP goals
  - Serves as primary student and parent contact for needs related to the IEP
- Inclusion Facilitators may be assigned based upon:
  - Level of coordination of services and providers
  - Support required within general education environment



# Related Services

- May be provided as pull-out or push-in within general ed or special ed setting
- LTHS partners with LADSE and CASE special education cooperatives for service providers
- Examples include:
  - Social Work
  - Speech and Language
  - Psychological Services
  - Physical Therapy
  - Occupational Therapy
  - Vision Itinerant Services
  - Hearing Itinerant Services
  - Orientation & Mobility Itinerant Services
  - Transportation



# Resource

- Self-contained class to provide instruction focused on IEP goals and provide support for accessing the general curriculum.
  - BASE I & II: Emphasis on executive functioning with direct instruction on organizational, learning, and study skill strategies
  - ARC: Emphasis on self-advocacy and increasing independence
  - PSD Resource: Emphasis on social-emotional skill development



# Cross-Categorical Courses

- Self-contained instructional classes aligned to the College Prep curriculum.
- Curricula is modified to meet the unique needs of individual learners.
- Scope and sequence allows for individualization and repeated practice.
- Course offerings include graduation requirements, with additional courses focused on skill development related to students' IEP goals
  - English I-IV
  - Math I-II, Geometry, Practical Math
  - World History, Civics, US History, Consumer Economics
  - Biology, Physical Science
  - Drivers' Education, Health
  - Reading
  - Career Training & Education
  - Social Awareness & Perspective Taking / Advanced SAPT





## PSD Courses

- Self-contained instructional classes with an emphasis on social-emotional supports.
- Course offerings include:
  - PSD English I-IV
  - PSD Math I, II
  - PSD Geometry
  - PSD World History
  - PSD US History



## LIFE Courses

- Self-contained instructional classes for students identified with moderate to severe disabilities.
- Courses provide direct instruction with an emphasis on foundational academic and functional skills.
- Course offerings include:
  - LIFE English I-IV
  - LIFE Math I-IV
  - LIFE Reading I-IV
  - LIFE & Work Skills I, II
  - LIFE Home Living
  - LIFE Social Skills
  - LIFE Physical Education



# Transition Program

- Available to students who require additional instruction after high school in order to meet post-secondary goals.
- Students may be eligible through the end of the school year that they turn 22 years old.
- Curricular focus is on practical life skills:
  - Workplace training
  - Community participation
  - Transportation
  - Independent living
- Programming located at
  - The Corral
  - The Transition House on Cossitt Avenue
  - A variety of vocational sites within the community



# Therapeutic Day Schools & Alternative Placement

- Alternative placement options are considered when an IEP Team determines that the needs of a student cannot be met at LTHS.
- The most common alternative placement to LTHS is a therapeutic day school.
- A Program Coordinator is assigned as case manager and works with the team and family to provide supports and plan for reintegration to LTHS if/when appropriate for the student.



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**DISTRICT OFFICE** 100 S. Brainard Avenue LaGrange, IL 60525-2101  
Tel: (708) 579-6429 E-mail: lowens@lths.net



**LESLIE C. OWENS**  
Director of Student Services

To: Lyons Township High School District #204 Board of Education

From: Leslie Owens, Director of Student Services

Date: Monday, May 9, 2022

Re: Illinois State Board of Education Discipline Improvement Plan

Illinois law requires that the Illinois State Board of Education (ISBE) identify school districts that utilize exclusionary disciplinary measures more often than other districts. Specifically, [Section 2-3.162 of the School Code](#) requires the Illinois State Board of Education (ISBE) to determine the top 20 percent of school districts in the following metrics:

- Suspension Rate as calculated by the total number of out-of-school suspensions divided by the total district enrollment, multiplied by 100.
- Expulsion Rate as calculated by the total number of out-of-school expulsions divided by the total district enrollment, multiplied by 100.
- Racial disproportionality, defined as the overrepresentation of students of color or white students in comparison to the total number of students of color or white students, with respect to the use of out-of-school suspensions and expulsions.

Lyons Township High School District #204 was identified as being in the top 20 percent for the racial disproportionality metric within one of the last three years (2020) and in four out of the last six years (2016, 2017, 2018, 2020). As a result, the district is required to submit a Discipline Improvement Plan until the district is **not** within the top 20 percent of any of the three metrics for three consecutive years.

The purpose of the ISBE Discipline Improvement Plan is to examine district discipline data and identify actions and strategies the school district will implement to reduce the use of exclusionary disciplinary practices or racial disproportionality or both, if applicable.

The information below contains the Discipline Improvement Plan, which we propose be submitted to the Illinois State Board of Education.

## Recommended Action

We recommend the Board of Education approve the Discipline Improvement Plan, as presented.





**DISCIPLINE IMPROVEMENT PLAN TEMPLATE**

Per [105 ILCS 5/2-3.162](#) and [Public Act 098-1102](#), districts are required to submit a Discipline Improvement Plan. The Discipline Improvement Plan must be district board approved, placed on the district website, and submitted to ISBE by **June 1, 2022**.

<b>DISCIPLINE IMPROVEMENT PLAN</b>		
Name of School District/Charter School: Lyons Township District 204	School Year: 2021-22	Board Approval Date(s): May 16, 2022
School District/Charter School Address: 100 S. Brainard Ave. La Grange, IL 60525		
Superintendent/Administrator Name: Dr. Brian P. Waterman		
<b>Discipline Improvement Plan Team</b>		
Districts are encouraged to convene a Discipline Improvement Plan Team to address exclusionary discipline and/or racial disproportionality.		
<b>Team Leader:</b> Jennifer Tyrrell, Principal, <a href="mailto:jtyrrell@lths.net">jtyrrell@lths.net</a>  <b>Team Members:</b> Kevin Brown, Associate Principal, <a href="mailto:kwbrown@lths.net">kwbrown@lths.net</a> Adam Davis, Assistant Principal, <a href="mailto:adavis@lths.net">adavis@lths.net</a> Kelly Dostal, Assistant Principal, <a href="mailto:kdostal@lths.net">kdostal@lths.net</a> Greg Gardner, Associate Principal, <a href="mailto:ggardner@lths.net">ggardner@lths.net</a> Darrell Mathis, Assistant Principal, <a href="mailto:dmathis@lths.net">dmathis@lths.net</a> Leslie Owens, Director of Student Services, <a href="mailto:lowens@lths.net">lowens@lths.net</a> Bryan Radavich, Assistant Principal, <a href="mailto:bradavich@lths.net">bradavich@lths.net</a> Jennifer Rowe, Director of Equity and Belonging, <a href="mailto:jrowe@lths.net">jrowe@lths.net</a>		

**Recommended Steps to Consider when Creating the Discipline Improvement Plan**

**1-Review of discipline data:**

LTHS - SUSPENSION RATE				
YEAR	Top 20%	RATE	TOTAL RATE RANGE	RANK
2016	No	2.642	80.2 – 0.27	375/533
2017	No	2.919	113.3 – 0.19	253/474
2018	No	2.480	113.8 – 0.21	357/535
2019	No	3.566	75.6 – 0.15	284/521
2020	No	2.604	31.7 – 0.25	293/484
2021	<i>District 204 was not eligible for the Suspension Metric in 2021*</i>			
LTHS - EXPULSION RATE				
YEAR	TOP 20%	RATE	TOTAL RATE RANGE	RANK
2016 - 2021	<i>District 204 was not eligible for the Expulsion Metric from 2016 – 2021**</i>			
LTHS - RACIAL DISPROPORTIONALITY RATE				
YEAR	TOP 20%	RATE	TOTAL RATE RANGE	RANK
2016	Yes	4.507	16.4 – 0.0	25/381
2017	Yes	3.119	30.5 – 0.0	59/348
2018	Yes	3.692	28.8 – 0.0	46/401
2019	No	2.246	11.7 – 0.0	125/391
2020	Yes	3.851	10.8 – 0.0	43/370
2021	<i>District 204 was not eligible for the Racial Disproportionality Metric in 2021***</i>			

**Suspension Rate**

Calculation: Total number of out-of-school suspensions divided by the total district enrollment by the last school day in September for the year in which data was collected, multiplied by 100.

\*Eligibility: 10 or more out-of-school suspension for a given school year.

**Expulsion Rate**

Calculation: Total number of out-of-school expulsions divided by the total district enrollment by the last school day in September for the year in which data was collected, multiplied by 100.

\*\*Eligibility: 10 or more expulsions for a given school year (includes expulsions with and without educational services)

**Racial Disproportionality Rate**

Calculation: A divided by B, where

A = the total number of non-white out-of-school suspensions and expulsions divided by the total non-white enrollment as of October 1<sup>st</sup> of the school year

B = the total number of white out-of-school suspensions and expulsions divided by the total white student enrollment as of October 1<sup>st</sup> of the school year.

\*\*\*Eligibility: 50 or more white students and 50 or more students of color; 10 or more expulsions or out-of-school suspensions for a given school year.

It is important to note for each metric, only districts eligible for the metric are included in the count. Districts include the following types of school districts: elementary, high school, unit, and state authorized charter schools.

LTHS - RACIAL DISPROPORTIONALITY CALCULATIONS							
YEAR	TOTAL WHITE STUDENTS	TOTAL SUSPENSIONS OF WHITE STUDENTS	RATE	TOTAL STUDENTS OF COLOR	TOTAL SUSPENSIONS OF STUDENTS OF COLOR	RATE	RACIAL DISPROPORTIONALITY RATE
2016	2901	39	0.0134	1110	67	0.0603	4.507
2017	2917	54	0.0185	1091	63	0.0577	3.119
2018	2933	42	0.0143	1099	58	0.0527	3.692
2019	2941	78	0.0265	1125	67	0.0595	2.246
2020	2869	41	0.0142	1163	64	0.0550	3.851
2021	<i>District 204 was not eligible for the Racial Disproportionality metric in 2021</i>						

**2-Data Analysis and Identified Trends:**

Upon review of the ISBE Exclusionary Discipline Data for Lyons Twp HSD 204, the following was noted:

- LTHS has not been within the top 20% in any of the three metrics for the last year. In order to be removed from the list, the district must remain out of the top 20% across all metrics for 3 years (through 2023).
- LTHS has not been within the top 20% of (eligible) school districts with regard to Suspension Rate or Expulsion Rate since the beginning of ISBE data collection in 2016.
- LTHS was not eligible for the metrics (i.e. rates were below eligibility thresholds) of Suspension Rate in 2021 and of Expulsion Rate in all years 2016 – 2021.
- LTHS has been within the top 20% of eligible districts for Racial Disproportionality in 4 of the last 6 years.
- The percentage of the total enrollment of students of color for the years 2016 through 2020 was 27.6%, 27.2%, 27.2%, 27.6%, and 28.8%, respectively.
- The percentage of the total suspensions/expulsions applied to students of color for the years 2016 through 2020 was 63.2%, 53.8%, 58%, 46.2%, and 60.9%, respectively.
- The district’s Suspension Rate was highest in 2019 and lowest in 2021.
- The district’s Racial Disproportionality Rate was highest in 2016 and lowest in 2021.

### 3-Potential Action Plan to Reduce the Use of Exclusionary Discipline and/or Racial Disproportionality:

- **Data Review and Analysis**

- LTHS, in partnership with DecisionEd, has created data dashboards that allow for the efficient use of daily data in addition to data reports. Access to this data allows for the administration and intervention teams to monitor data, as well as to disaggregate and isolate concerns for more targeted professional learning and interventions.
- LTHS will utilize local, disaggregated data to fully understand who is being suspended, the reasons for suspensions, and the disparities in suspension across demographic groups. This information will be essential in understanding how to specifically address concerns and to reduce the Racial Disproportionality Rate.
- LTHS will utilize data to set goals for the measured metrics, with accompanying action steps, to remain out of the top 20% of the ISBE Exclusionary Discipline list.
- LTHS will utilize (among other resources) the ISBE-provided, evidence-based, Safe and Successful Schools Framework and the Educator's Action Planning Guide for Addressing the Root Causes of Disparities in School Discipline to guide and ensure comprehensive planning and action.

- **Increasing District Capacity**

- In order to expand and improve systems-level planning with a focus on improving the academic, social-emotional, and post-secondary outcomes for all students, LTHS hired two new District-level administrators for the start of the 2021-2022 school year:
  - Director of Equity and Belonging
  - Director of Student Services
- LTHS will hire the following additional positions for the 2022-23 school year to improve the staff to student ratios within Student Services to allow for a prevention-focused service delivery model and increased capacity to assess and address student needs:
  - Bilingual Coordinator
  - Social Worker
  - School Counselor

- **District/Board Policy and Procedures Review**

- The Board of Education, in collaboration with the Superintendent and consultation with the district's law firm, will review all policies related to discipline to ensure legal compliance and support for improved student outcomes.

- **Handbook Review and Revision**

- LTHS will convene a multidisciplinary committee to oversee a review and revision of the Student Handbook/Code of Conduct at the start of the 2022-2023 School Year with the goal of proposing changes that will go into effect for the start of the 2023-2024 School Year.
- The overarching desired outcomes of this review and revision will be to ensure legal compliance and compliance with Board Policy, to support students, families, and staff in order to maintain a safe school environment conducive to academic learning and personal growth by clearly outlining the behavioral expectations, interventions, and accompanying procedures
- LTHS will utilize the AASA and the Framework for Revising School District Codes of Student Conduct to guide the handbook review/revision and ensure alignment with evidence-based and best practices with a focus on preventative and restorative disciplinary responses.

- **Integration of Restorative Practices:**

- Integration and implementation of restorative practices will align with a Multi-Tiered System of Support Framework
  - Tier 1 – Clear Expectations and Education for All (Prevention)



- Tier 2 – Targeted Support and Skill-Building (Intervention)
- Tier 3 – Individualized and intensive support to repair harm (Reintegration)
- LTHS will develop and implement a restorative justice intervention program that maintains student attendance on-campus, while participating in educational opportunities that offer a continuum of instructional and positive behavioral supports.
- The Building Leadership and Student Support Teams will develop restorative strategies and resources, based on findings of the data analysis, that will target the specific needs of the district in the areas of prevention, intervention, and reintegration throughout the 2022-23 school year.
- **Continued Partnership with Rosecrance:**
  - Rosecrance is a national leader in addiction and behavioral health treatment that provides individualized, evidence-based treatment. Instead of an immediate out-of-school suspension and return, LTHS has contracted with Rosecrance to bring an assessment counselor on campus to work with students and families (when a student is found in possession or under the influence of illegal substances). Based on the results of the assessment, students and families may opt-in to various treatment programs through Rosecrance and their local La Grange office.
  - In lieu of out-of-school suspensions, students and families may opt-in to an alternative-to-suspension program with Rosecrance. The goal of this program is treatment and recovery as opposed to exclusionary discipline (e.g. suspension).

# LYONS TOWNSHIP HIGH SCHOOL

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TO: Board of Education

FROM: Dr. Brian Waterman

DATE: May 9, 2022

RE: Board of Education Regular Meeting Dates for 2022-2023

Attached to this memorandum is the proposed schedule of Board of Education regular meeting dates for 2022-2023. As is the Board's practice from the 2021-2022 school year, Committee of the Whole Meetings are scheduled on the second Monday of each month from August through June, unless otherwise indicated. Regular Action Meetings are scheduled on the third Monday of each month from August through June, unless otherwise indicated.

## RECOMMENDATION

I recommend approval of the attached schedule of Board of Education Committee of the Whole and Regular Action Meeting dates for August 2022 through June 2023.



**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204**  
**ESTABLISHMENT OF BOARD OF EDUCATION**  
**MEETING DATES FOR AUGUST 2022 – JUNE 2023**

**SUGGESTED MOTION:**

**BOARD MEMBER: “I move that the Board of Education establish the following Committee of the Whole and Regular Action meeting dates for August 2022 – June 2023.”**

**August**

Monday, August 8, 2022      Committee of the Whole  
Monday, August 15, 2022      Regular Meeting

**September**

Monday, September 12, 2022      Committee of the Whole  
Monday, September 19, 2022      Regular Meeting

**October**

Tuesday, October 11, 2022      Committee of the Whole  
Monday, October 17, 2022      Regular Meeting

**November**

Monday, November 14, 2022      Committee of the Whole  
Monday, November 21, 2022      Regular Meeting

**December**

Monday, December 12, 2022      Committee of the Whole  
Monday, December 19, 2022      Regular Meeting

**January**

Monday, January 9, 2023      Committee of the Whole  
Tuesday, January 17, 2023      Regular Meeting

**February**

Monday, February 13, 2023      Committee of the Whole  
Tuesday, February 21, 2023      Regular Meeting

**March**

Monday, March 13, 2023      Committee of the Whole  
Monday, March 20, 2023      Regular Meeting

**April**

Monday, April 10, 2023      Committee of the Whole  
Monday, April 17, 2023      Regular Meeting

**May**

Monday, May 15, 2023      Committee of the Whole  
Monday, May 22, 2023      Regular Meeting

**June**

Monday, June 12, 2023      Committee of the Whole  
Tuesday, June 20, 2023      Regular Meeting

\*please note: Committee of the Whole Meetings will begin at 6:30 p.m. and Regular Action Meetings will begin at 7:30 p.m.