

LINCOLNWOOD SCHOOL DISTRICT 74  
BOARD OF EDUCATION  
Facilities Committee Meeting AGENDA  
Tuesday, June 11, 2024 at **6:00 PM**

BOARD OF EDUCATION  
Kevin Daly, *President*  
Peter D. Theodore, *Vice President*  
John P. Vranas, *Secretary*  
Myra A. Foutris  
Jay Oleniczak  
Rupal Shah Mandal

ADMINISTRATION  
Dr. David L. Russo, *Superintendent of Schools*  
Dr. Dominick M. Lupo, *Assistant Superintendent for Curriculum and Instruction*  
Courtney Whited, *Business Manager/CSBO*

*Agenda of the Facilities Committee Meeting of the Board of Education of Lincolnwood School District 74, Cook County, Illinois, to be held in the Marvin Garlich Administration Building  
6950 N. East Prairie Road  
Lincolnwood, Illinois 60712,  
on Tuesday, June 11, 2024.*

*IN-PERSON PARTICIPATION: It is expected that all members of the Facilities Committee, plus several administrators, will be physically present at the Marvin Garlich Administration Building located at 6950 N. East Prairie Road, Lincolnwood, IL. The public is welcome.*

1. CALL TO ORDER/ROLL CALL  
FACILITIES COMMITTEE MEMBERS

- John P. Vranas (BOE), Chair
- Rupal Shah Mandal (BOE), Co-Chair
- Myra A. Foutris (BOE)
- Wendy Grano, Community Member
- Emily McCall, Community Member
- Zade Tagani, Community Member

ADMINISTRATORS/STAFF

- Dr. David L. Russo, Superintendent of Schools
- Dr. Dominick M. Lupo, Assistant Superintendent for Curriculum and Instruction
- Courtney Whited, Business Manager/CSBO
- Jim Caldwell, Director of Buildings and Grounds

2. AUDIENCE TO VISITORS

3. APPROVAL OF MINUTES

- a. Facilities Committee Meeting Minutes - **APRIL 16, 2024** 3

Motion by member: \_\_\_\_\_ Seconded by: \_\_\_\_\_

- b. Facilities Committee Meeting Minutes - **MAY 21, 2024** 6

Motion by member: \_\_\_\_\_ Seconded by: \_\_\_\_\_

4. DISTRICT ARCHITECT OF RECORD - STUDIOGC architecture+interiors

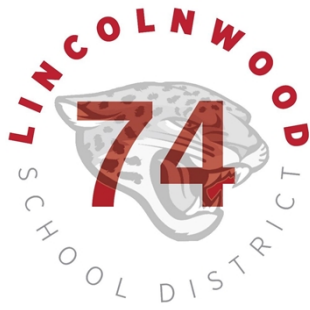
- a. INFORMATION/DISCUSSION: Todd Hall Renovation Discussion 8

- 5. OLD BUSINESS
- 6. NEW BUSINESS
  - a. INFORMATION/DISCUSSION/ACTION: Partial Fence Around the PreK Playground 26
- 7. INFORMATION/DISCUSSION: District Facilities Update 28
  - a. Tree Removal - Near PreK Playground
  - b. Rutledge Hall Band/Orchestra Rehearsal Room (Attachment) 29
  - c. Facilities Rental - KUD Bosna Chicago
- 8. ADJOURNMENT

Motion by member: \_\_\_\_\_ Seconded by: \_\_\_\_\_

***Dr. David L. Russo, Superintendent of Schools***

*Lincolnwood School District 74 is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of this meeting or facility, are requested to contact the District Office at 847-675-8234 promptly to allow Lincolnwood School District 74 to make reasonable accommodations for those persons.*



LINCOLNWOOD SCHOOL DISTRICT 74  
BOARD OF EDUCATION  
Facilities Committee Meeting Minutes  
Tuesday, April 16, 2024 at **6:00 PM**

BOARD OF EDUCATION  
Kevin Daly, *President*  
Rupal Shah Mandal, *Vice President*  
John P. Vranas, *Secretary*  
Maxie Boynton  
Myra A. Foutris  
Jay Oleniczak  
Peter D. Theodore

ADMINISTRATION  
Dr. David L. Russo, *Superintendent of Schools*  
Dr. Dominick M. Lupo, *Assistant Superintendent for Curriculum and Instruction*  
Courtney Whited, *Business Manager/CSBO*

*Minutes of the Facilities Committee Meeting of the Board of Education of Lincolnwood School District 74, Cook County, Illinois, was held in the Marvin Garlich Administration Building 6950 N. East Prairie Road, Lincolnwood, Illinois 60712, on Tuesday, April 16, 2024.*

1. CALL TO ORDER/ROLL CALL

Chair Vranas called the Facilities Committee meeting to order at 6:00 p.m.

FACILITIES COMMITTEE MEMBERS

John P. Vranas (BOE), Chair  
Rupal Shah Mandal (BOE), Co-Chair  
Myra A. Foutris (BOE)  
Wendy Grano, Community Member  
Emily McCall, Community Member  
Zade Tagani, Community Member

ADMINISTRATORS/STAFF

Dr. David L. Russo, Superintendent of Schools  
Dr. Dominick M. Lupo, Assistant Superintendent for Curriculum and Instruction  
Courtney Whited, Business Manager/CSBO  
Jim Caldwell, Director of Buildings and Grounds

OTHERS PRESENT

Athi Toufexis, StudioGC

2. AUDIENCE TO VISITORS

None

3. APPROVAL OF MINUTES

a. Facilities Committee Meeting Minutes - **MARCH 19, 2024**

A motion was made, seconded and passed to approve the March 19, 2024 Facilities Committee meeting minutes.

4. DISTRICT ARCHITECT OF RECORD - STUDIOGC architecture+interiors

a. StudioGC architecture+interiors Project(s) Update

I. Rutledge Hall Furniture - IFB

Athi Toufexis, StudioGC, shared an update on the Rutledge Hall Furniture. Courtney explained that three of the chairs at the reading tables will be the wobble style chairs discussed at a previous meeting.

II. Summer 2024 Construction Allowances

There were two allowance authorizations:

1. \$5,572 for concrete work in the Lincoln Hall courtyard in order to make the west entrance ADA compliant.

2. \$5,117 for additional upper cabinets as well as modifying a wall for electrical purposes in RH Room 18.

### III. StudioGC Programs - 179D Energy Efficiency Tax Deduction

Athi discussed the 179D Energy Efficiency Tax Deduction program. Athi noted that the deduction is estimated around \$9,700.

### IV. Todd Hall and Rutledge Hall Utilization

Athi discussed the Todd Hall and Rutledge Hall Utilization.

The Committee inquired if the Administration is currently satisfied with the utilization numbers. Dr. Russo explained that based upon historical enrollment, if the District were to add square footage, it would be for programming purposes and not enrollment needs. Dr. Russo asked the Committee if there was a desire to start work on some tunnel/HVAC issues or a comprehensive overhaul of the classroom fixtures at Todd Hall in a phased approach. The Committee asked if those improvements were currently in our 2025 and 2026 summer work plans. Athi confirmed that some of these projects were currently outlined in the Master Facilities Plan. The Committee asked the Administration to begin exploring the financial impact of Todd Hall renovations and to work with StudioGC on a comprehensive remodeling of Todd Hall interior instructional spaces in the summer of 2025.

### 5. OLD BUSINESS

None

### 6. NEW BUSINESS

#### a. 2024 Rutledge Hall Cabling Upgrades Bid

Athi explained that there were seven vendors that attended the pre bid meeting and two bids were received.

A motion was made, seconded, and passed that the Facilities Committee concurs with the Administration's recommendation to the Board of Education to accept this bid from Applied Communications Group for the 2024 Rutledge Hall Cabling Upgrades project in the amount of \$733,045.12 to commence June 10, 2024 and be completed by August 16, 2024.

#### b. Winter 2024-25 & 2025-26 Snow Removal Services Contract with Contour Landscaping Inc.

A motion was made, seconded, and passed that the Facilities Committee concurs with the Administration's recommendation to the Board of Education to accept this Contract from Contour Landscaping, Inc. for annual snow removal services in the amount of \$9,264 from November 1, 2024 through March 31, 2026.

#### c. Custodial Services Bid

Courtney shared that six bid packets were received. Administration used an extensive evaluation process to show the rationale used to award the contract to the lowest, responsive, and responsible vendor.

A motion was made, seconded, and passed that the Facilities Committee concurs with the Administration's recommendation to the Board of Education to accept the bid from GSF USA, Inc. for three years of District-wide custodial services with the option to renew for two additional one-year periods. The first year cost will be \$506,445.97 commencing August 1, 2024 and ending July 31, 2025.

### 7. District Facilities Update

#### a. Lincolnwood Public Library Use of Rutledge Hall's Parking Lot

Courtney explained that the Lincolnwood Public Library requested use of the Rutledge Hall Parking lot for their Summer Reading Kick Off Party.

#### b. Lincolnwood Baseball and Softball Association Facilities Rental Fee Waiver Request

Courtney explained the Lincolnwood Baseball and Softball Association submitted a request to waive facility rental fees for the upcoming fiscal year beginning July 1, 2024 and ending June 30, 2025.

8. ADJOURNMENT

A motion was made, seconded, and passed to adjourn the Facilities Committee meeting at 6:28 p.m.

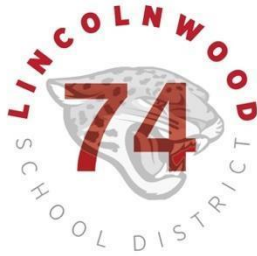
The next Facilities Committee meeting will be held Tuesday, May 21, 2024 at 6:00 p.m. The public is welcome.

---

John P. Vranas, Chair

---

Rupal Shah Mandal, Co-chair



LINCOLNWOOD SCHOOL DISTRICT 74  
BOARD OF EDUCATION  
Facilities Committee Meeting minutes  
Tuesday, May 21, 2024 at **6:00 PM**

**BOARD OF EDUCATION**

**Kevin Daly**, *President*  
**Peter D. Theodore**, *Vice President*  
**John P. Vranas**, *Secretary*  
**Myra A. Foutris**  
**Jay Oleniczak**  
**Rupal Shah Mandal**

**ADMINISTRATION**

**Dr. David L. Russo**, *Superintendent of Schools*  
**Dr. Dominick M. Lupo**, *Assistant Superintendent for Curriculum and Instruction*  
**Courtney Whited**, *Business Manager/CSBO*

*Minutes of the Facilities Committee Meeting of the Board of Education of Lincolnwood School District 74, Cook County, Illinois, was held in the Marvin Garlich Administration Building 6950 N. East Prairie Road, Lincolnwood, Illinois 60712, on Tuesday, May 21, 2024.*

**1. CALL TO ORDER/ROLL CALL**

Co-Chair Shah Mandal called the Facilities Committee meeting to order at 6:01 p.m. Roll call was taken and a quorum was not present. No formal recommendations would be taken, but members continued with their discussion.

**FACILITIES COMMITTEE MEMBERS**

Rupal Shah Mandal (BOE), Co-Chair  
Wendy Grano, Community Member  
Emily McCall, Community Member

**FACILITIES COMMITTEE MEMBERS NOT PRESENT**

John P. Vranas (BOE), Chair  
Myra A. Foutris (BOE)  
Zade Tagani, Community Member

**ADMINISTRATORS/STAFF**

Dr. David L. Russo, Superintendent of Schools  
Dr. Dominick M. Lupo, Assistant Superintendent for Curriculum and Instruction  
Courtney Whited, Business Manager/CSBO  
Jim Caldwell, Director of Buildings and Grounds

**OTHERS PRESENT**

Athi Toufexis, StudioGC  
Kevin Daly (BOE), President

**2. AUDIENCE TO VISITORS**

None

**3. APPROVAL OF MINUTES**

**a. Facilities Committee Meeting Minutes - **APRIL 16, 2024****

The Facilities Committee did not take any action relative to the April 16, 2024 minutes due to the lack of a quorum.

4. DISTRICT ARCHITECT OF RECORD - STUDIOGC architecture+interiors

a. Todd Hall Renovation Discussion

Dr. Russo discussed the history surrounding evaluating the potential future renovations of Todd Hall. Athi Toufexis, StudioGC presented the suggested Todd Hall renovations. The Committee members in attendance discussed different options for the Multi-Purpose Room (MPR). The Committee members in attendance directed the Administration to continue the planning phase. The Committee members in attendance would also like input from Mr. Harmon about his ideas for alternative plans relative to the Classroom Number 100s wing.

b. Roller Shade Window Treatments for 2nd Floor Classrooms in Rutledge Hall

This completes the work that started last year. The Administration would like to complete the second floor before the fall. This proposal includes only installation. The SD74 team will remove, patch, and paint.

The Committee members in attendance stated their support for the Administration's recommendation to the Board of Education to approve this Proposal from Indecor Inc. for Summer 2024 installation of new roller shade window treatments inside Rutledge Hall's second floor classrooms in the amount of \$24,941.67.

5. OLD BUSINESS

None

6. NEW BUSINESS

None

7. ADJOURNMENT

The members in attendance stated their support to adjourn the Facilities Committee meeting at 6:50 p.m.

The next Facilities Committee meeting will be held Tuesday, June 11, 2024 at 6:00 p.m. The public is welcome.

---

Rupal Shah Mandal, Co-chair



## Executive Summary Facilities Committee Meeting

DATE: June 11, 2024

TOPIC: Todd Hall Renovation Discussion

PREPARED BY: Courtney Whited

### **Recommended for:**

Action

Discussion

Information

### **Purpose/Background:**

Now that Rutledge Hall renovations will be completed during the summer of 2024, there may be an opportunity to perform renovations at Todd Hall during the summer of 2025. Studio GC prepared a grid displaying suggested projects by location, a slideshow of current conditions, and a draft of foreseeable expenses.

Updates have been made since the May 2024 Facilities Committee meeting to show a potential reconfiguration of spaces as follows:

- Existing staff lounge gets subdivided to create a new sensory room and special education room
- Current STEM office and adjacent open area in the library get enclosed and transformed to a new staff workroom with a new door off the main corridor
- Rotunda alcove in the library gets enclosed and converted to a STEM office
- Stage demolished and reconfigured as new Staff Lounge
- New doors to accommodate corridor access to the Library's small rooms for reading, EL, and mothers/changing/miscellaneous

- For an idea of space size/comparisons:

Existing Todd Hall library (not including the STEM office & EL/reading rooms) = 2,250 SF

Proposed smaller library = 1,325 SF

Proposed STEM lab = 750 SF

Proposed STEM office/storage room = 230 SF

Typical classroom at Todd = 750 SF

Rutledge library (not including the classroom) = 2,130 SF

Rutledge STEM lab = 885 SF

**Fiscal Impact:**

Approximately \$6,500,000

**Recommendation:**

This summary is for informational purposes.

The Administration requests direction from the Facilities Committee on next steps.



# TODD HALL PROPOSED RENOVATIONS

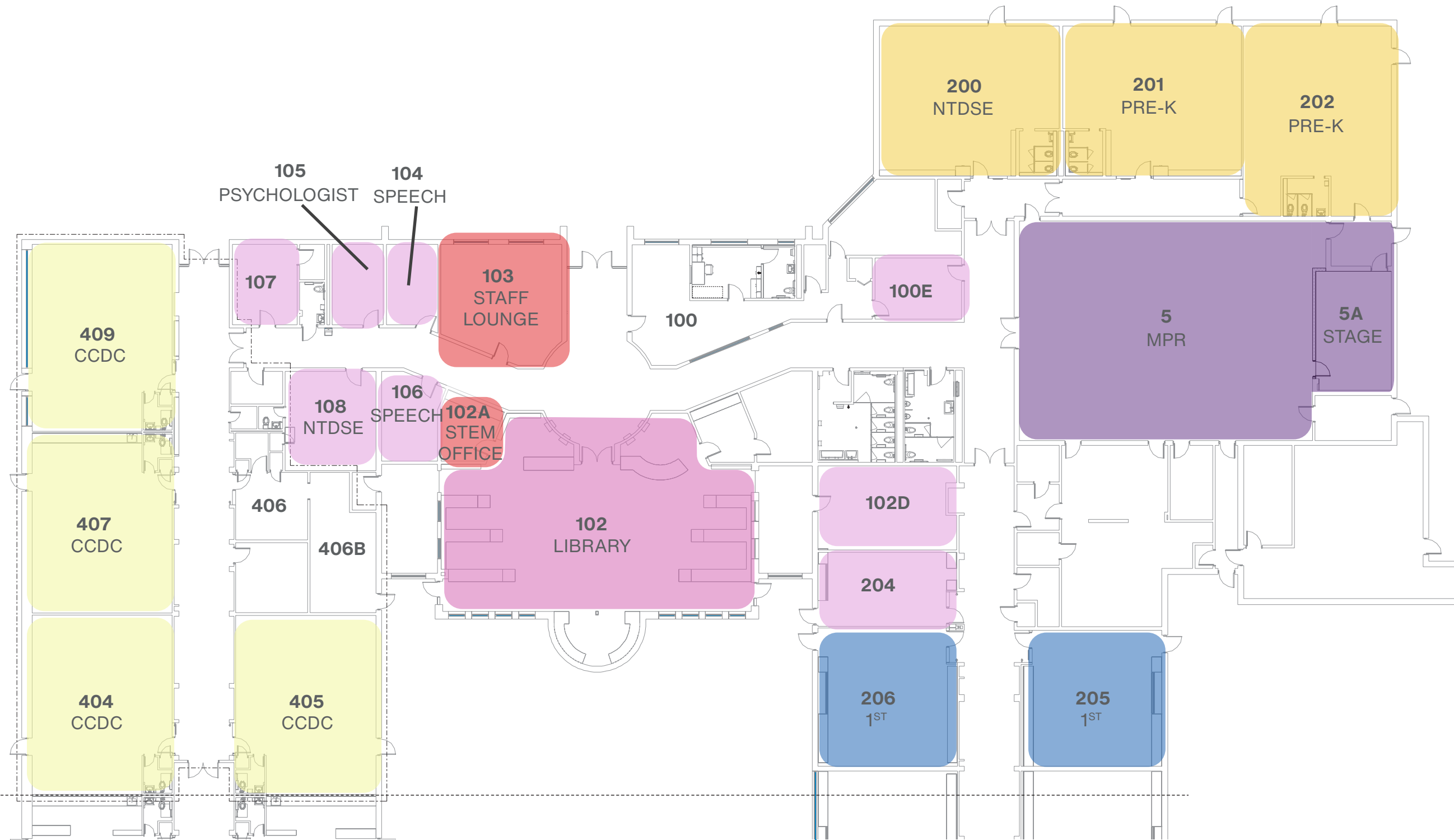
June 11th, 2024

# PROPOSED SCOPE OF WORK

	RENOVATE TOILETS FOR ADA COMPLIANCE	REPLACE CASEWORK	REPLACE CEILING & LIGHTS	REPLACE FLOOR	FUR OUT WALLS	PAINT / WALL PANELS	ADD STORAGE (FURN./ CASEW.)	MODIFY OR ELIMINATE STAGE	REPLACE / ADD FURNITURE	PAINT DUCTWORK	REPLACE BASKETBALL HOOPS	MISC. MECH, ELEC, AV	OTHER CHANGES & NOTES
<b>A: PRE-K</b> 200, 201, 202	●	●	●	●	●	●	●		● TCHR DESK/ CHAIR ONLY			●	REPLACE CUBBIES; TOILET ROOMS TO BE RENOVATED
<b>B1: KINDERGARTEN</b> 400, 401, 402, 403	●	●	●		●	●	●		● TCHR DESK/ CHAIR & STOR.			●	TOILET ROOMS TO BE EXPANDED
<b>B2: CCDC</b> 404, 405, 407, 409	●	●	●		●	●	●		●			●	ALTERNATE BID; MECH. IS BASE BID; CONSIDER OPTIONAL ALT. FOR MOTHERS' ROOM
<b>C1: TYPICAL CLASSROOM</b> 301, 303, 305, 307, 309, 311, 313		●	●		●	●		●	● TCHR DESK/ CHAIR ONLY			●	
<b>C2: TYPICAL CLASSROOM</b> 205, 206, 207, 208, 209, 210, 212		●	●		●	●			●			●	REPLACE EXISTING CLASSROOM SINKS
<b>D: MUSIC &amp; ART</b> 300, 302		●	●	●		●			●			●	CONSIDER SECOND SINK IN ART
<b>E: MPR</b> 5				●				●		●	●	●	REPLACE BASKETBALL HOOPS
<b>F: GYM</b> 215				●		●					●	●	ADD 2 BASKETBALL HOOPS ON WEST AND REPLACE 2 ON EAST
<b>G: LIBRARY</b> 102			●									●	ENCLOSE WEST READ. ROOM W/ WALL & DOOR; EXPLORE DIVIDING FOR NEW STEM LAB
<b>H: SMALL GROUP ROOMS</b> 100E, 102D, 104, 105, 106, 107, 108, 204, 211, 213, 315		●	●		●	●			●			●	CASEWORK EXISTS ONLY IN 204, 211, 213, 315
<b>I: STAFF LOUNGE</b> 103		●	●	●		●			●			●	REPLACE FURNITURE; ELIMINATE OPERABLE PARTITION
<b>J: STAFF TOILETS</b>				●		●							ELIMINATE SHOWER IN GYM STAFF TOILET

# PROPOSED SCOPE OF WORK

• NORTH PLAN



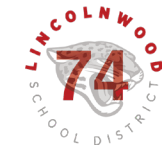
- A
- B1
- B2
- C1
- C2
- D
- E
- F
- G
- H
- I
- J

# PROPOSED SCOPE OF WORK

• SOUTH PLAN

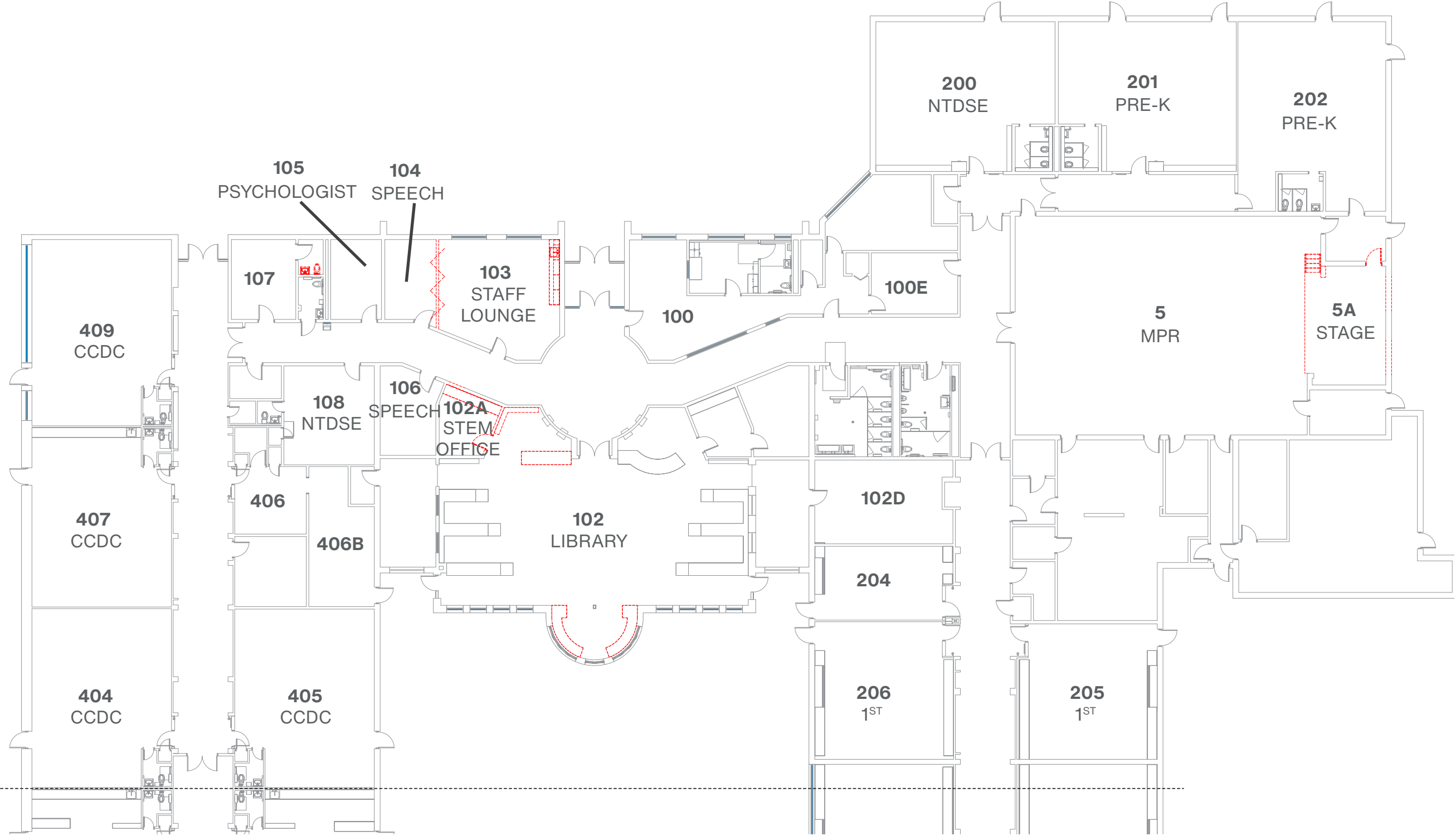


- A
- B1
- B2
- C1
- C2
- D
- E
- F
- G
- H
- I
- J



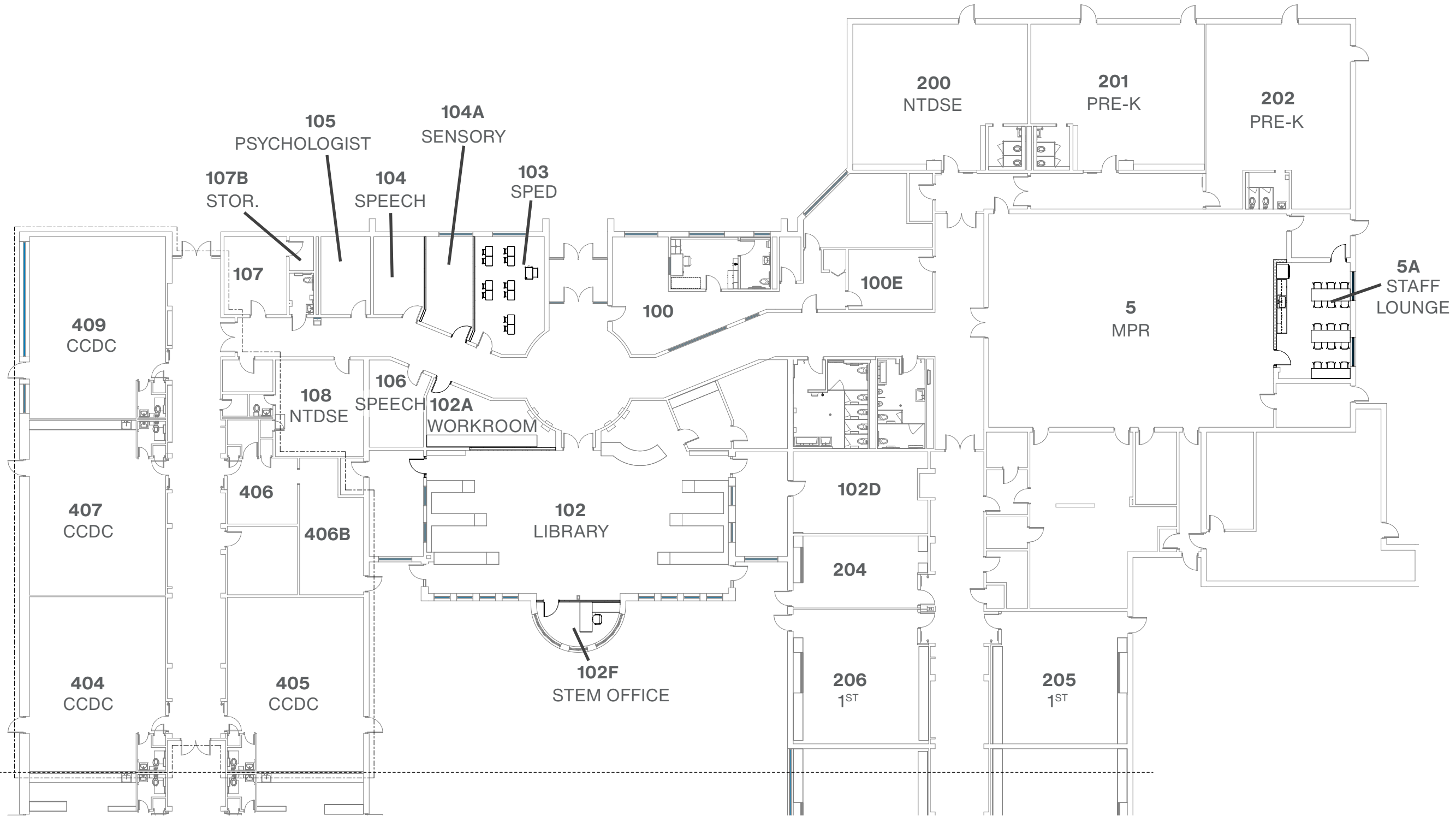
# PROPOSED DEMOLITION

• NORTH PLAN



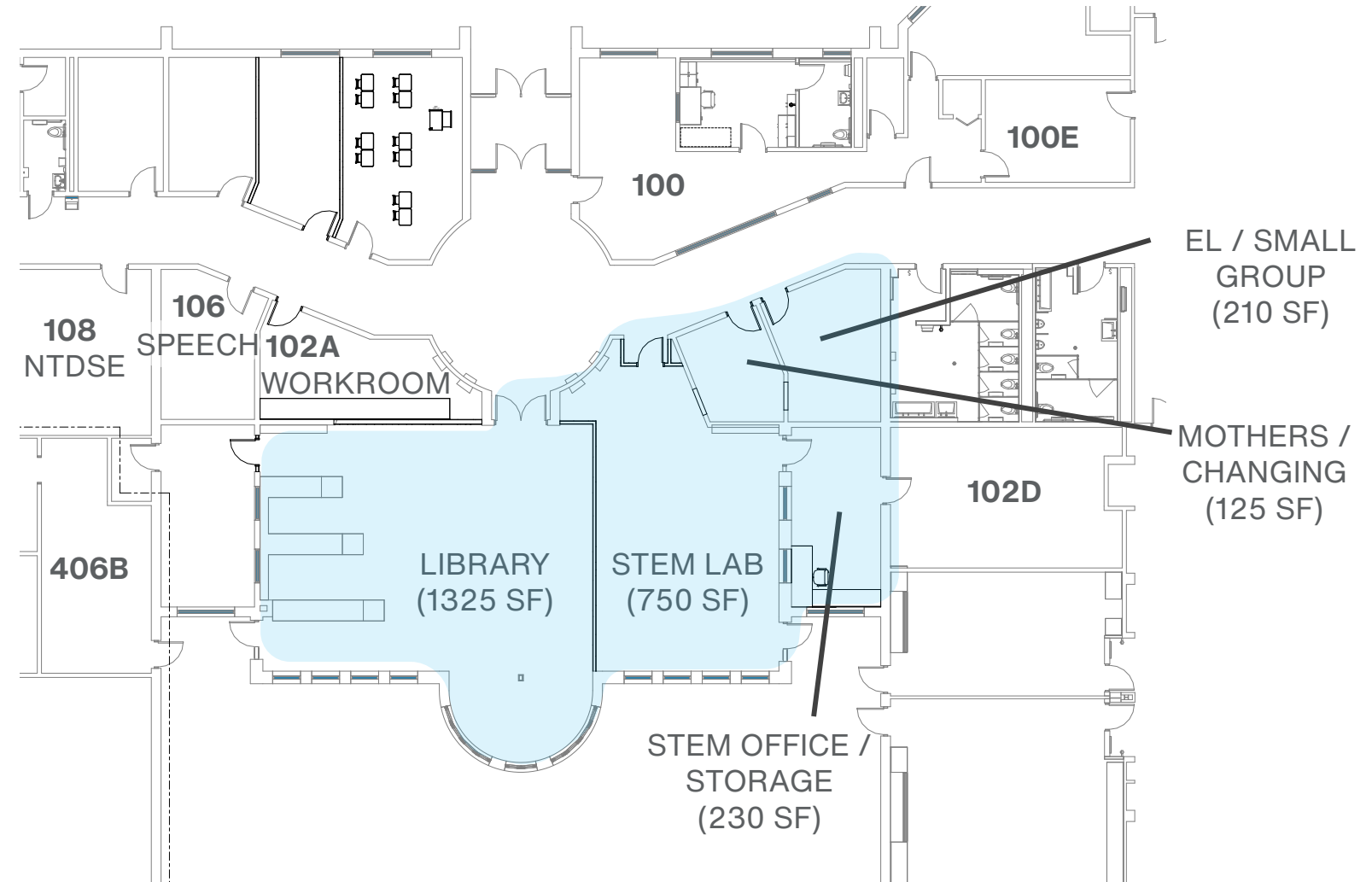
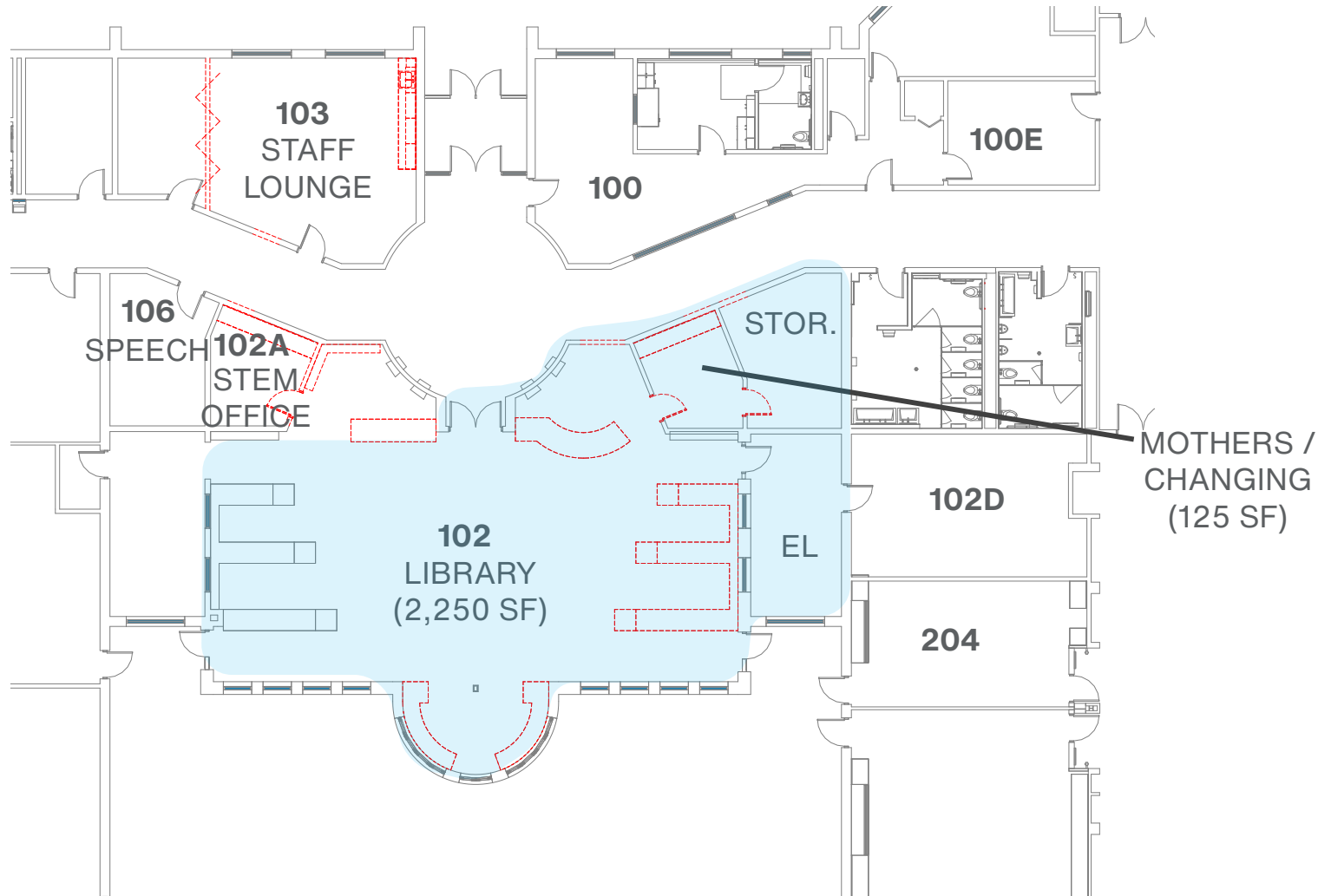
# PROPOSED NEW CONSTRUCTION

• NORTH PLAN



# LIBRARY/STEM LAB - ALTERNATE CONSIDERATION

LIBRARY AREA - DEMO & NEW



# EXISTING CONDITIONS

• PRE-K



TYPICAL EXISTING TOILET ROOM TO BE RENOVATED



EXISTING CUBBIES

# EXISTING CONDITIONS

- KINDERGARTEN



TYPICAL EXISTING CASEWORK AND SINK TO BE REPLACED



TYPICAL EXISTING TOILET ROOM TO BE EXPANDED

# EXISTING CONDITIONS

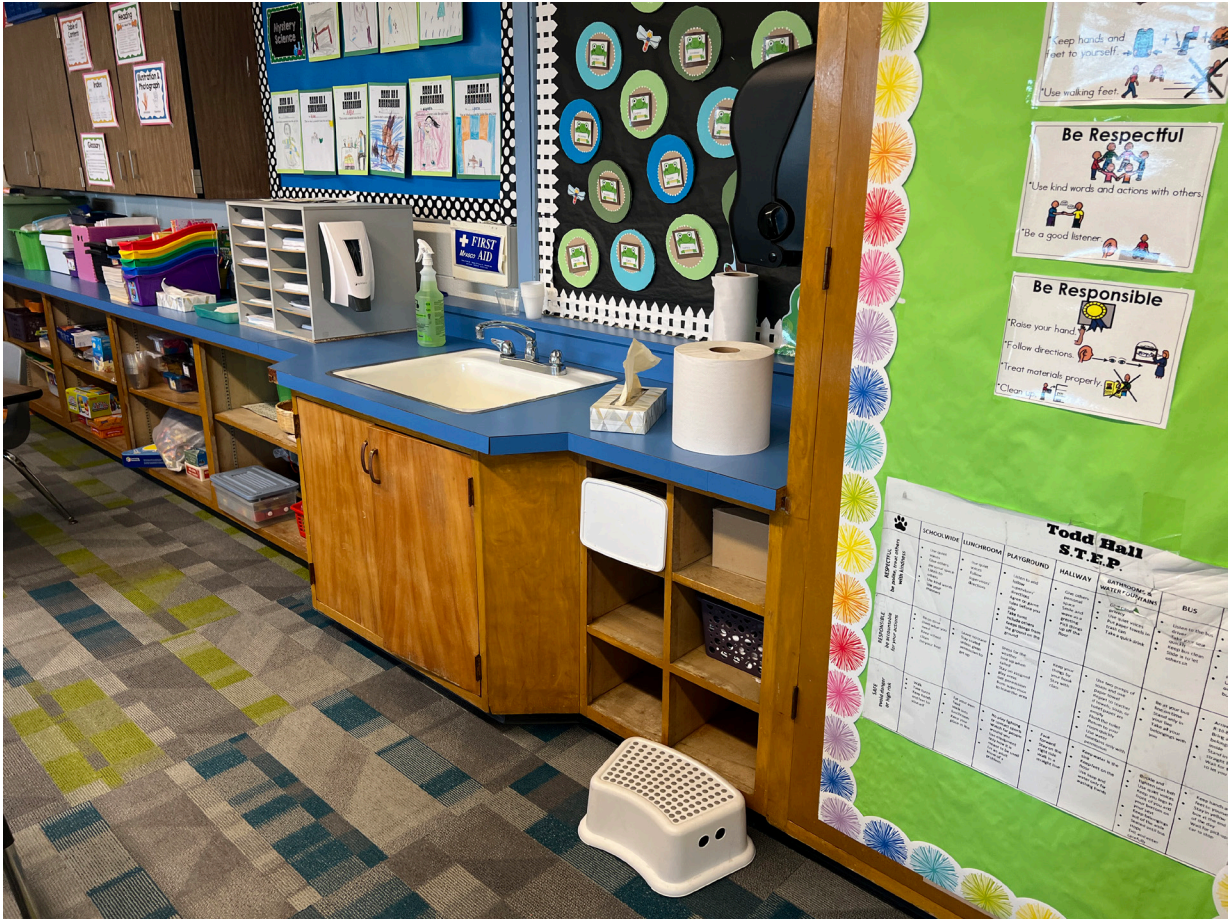
- TYPICAL CLASSROOM C1



TYPICAL EXISTING CLASSROOM STAGE AND CASEWORK

# EXISTING CONDITIONS

- TYPICAL CLASSROOM C2



TYPICAL 1ST GRADE, AND (1) 2ND GRADE CLASSROOM SINK AND CASEWORK TO BE REPLACED

# EXISTING CONDITIONS

- MUSIC AND ART



EXISTING MUSIC ROOM



EXISTING ART ROOM

# EXISTING CONDITIONS

• MPR



# EXISTING CONDITIONS

• GYM



# EXISTING CONDITIONS

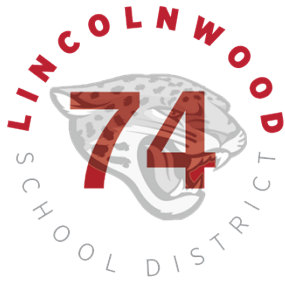
• STAFF LOUNGE

• STAFF TOILETS



EXISTING STAFF TOILET

THANK YOU!



## Executive Summary Facilities Committee Meeting

DATE: June 11, 2024

TOPIC: Partial Fence Around the PreK Playground

PREPARED BY: Courtney Whited

### **Recommended for:**

- Action
- Discussion
- Information

### **Purpose/Background:**

The Board of Education approves expenditures over \$10,000.

The Todd Hall Principal and PreKindergarten staff members have requested a fence to partially enclose the PreK Playground so that students will be less likely to wander outside of the supervised zone of visibility.

### **Fiscal Impact:**

\$12,225

### **Recommendation:**

The Facilities Committee concurs with the Administration's recommendation to the Board of Education to approve this Proposal from Action Fence Contractors, Inc. for a partial fence around the PreK Playground in the amount of \$12,225 to be installed before August 28, 2024.



**ACTION FENCE CONTRACTORS, INC.**

945 TOWER ROAD  
MUNDELEIN, ILLINOIS 60060-3811

Phone (847) 949-6690  
Fax (847) 949-6499  
www.actionfence.com

Date May 2, 2024

**PROPOSAL**

Name: **Lincolnwood School District**  
**6950 N. East Prairie Rd.**  
**Lincolnwood, IL 60712**  
**Attn: James Caldwell**

Ship to:

We propose, subject to acceptance, to furnish and install:

**Ornamental Fence**

**135' 3' tall prefinished ornamental steel fence**

Style: **Majestic 3-rail**  
Grade: **Montage Plus**  
Finish: **E-coat Black**  
Manuf: **Ameristar**

**\$12,225.00**

**\*For aluminum please credit (\$1,625.00)**

RECOMMENDED BY: **Andrew Ziegler**

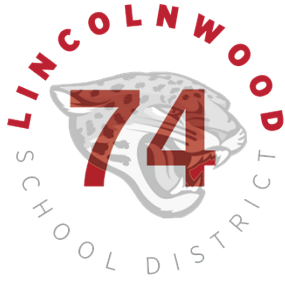
PURCHASER:

ACCEPTED: ACTION FENCE CONTRACTORS, INC.

BY \_\_\_\_\_ DATE \_\_\_\_\_

BY \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

*Make Remittances Payable to Action Fence Contractors, Inc.*



## Facilities Committee Meeting

DATE: June 11, 2024

TOPIC: District Facilities Update

PREPARED BY: Courtney Whited

### Recommended for:

Action

Discussion

Information

### Purpose/Background:

To provide the Facilities Committee an update on ongoing Districtwide project(s):

1. KUD Bosna Chicago expressed interest in renting SD74 facilities during the 2024-25 season for dance activities.
2. The tree that was in close proximity to the 2022 Todd Hall parking lot construction was evaluated by Progressive Tree. The experts indicated this tree, bordering the PreK Playground yard, would be completely dead in a year's time. Administration will make plans to remove the tree in an effort to avoid possible breakage during storms or high winds.
3. There is the potential to use contingency funds in order to add a student band/orchestra rehearsal room to Rutledge Hall when summer renovations occur. The attached drawings display the layout after splitting Room 42 for this purpose. Price estimates are forthcoming.











