



LINCOLNSHIRE – PRAIRIE VIEW SCHOOL DISTRICT 103

1370 N. Riverwoods Road • Lincolnshire, Illinois 60069

847/295-4030 • FAX 847/295-9196

<http://www.d103.org>

BOARD OF EDUCATION AGENDA

DECEMBER 17, 2013

The Regular Meeting of the Board of Education of Lincolnshire-Prairie View School District 103 will be held on Tuesday, December 17, 2013 at 7:00 PM in the Learning Center of Daniel Wright Junior High School, 1370 N. Riverwoods Road, Lincolnshire, Illinois.

- | | |
|---|----|
| A. Call to Order and Roll Call | |
| Time: 1 Hour 5 Minutes | |
| B. Pledge of Allegiance | |
| C. Community Participation | |
| D. Celebrating Successes | |
| Time: 10 Minutes | |
| E. Approval of Minutes | 3 |
| Time: 5 Minutes | |
| F. Consent Agenda | |
| Time: 5 Minutes | |
| 1. Presentation and Approval of Bills | 13 |
| 2. Approval of School Donations | 36 |
| 3. Approval of Early Morning Band Stipend | 37 |
| 4. Approval of Resolution to Designate Assistant Superintendent for Business to Prepare the Tentative Budget for the 2015 Fiscal Year | 38 |
| 5. Approval of Policy Issue 2nd Reading | 41 |
| 6. Approval of Employment | 63 |
| G. Action Items | |
| H. Information | |
| Time: 15 Minutes | |
| 1. Board Representatives Committee Update | |
| 2. Department Updates | |
| a. Business Office | 66 |
| b. Facilities | 77 |
| c. Curriculum & Instruction, Student Services, Technology, Enrollment | 79 |
| 3. Superintendent's Informational Report | 84 |

I. Old Business/New Business

J. In the Press

109

K. Community Participation

L. Executive Session

Time: 30 Minutes

M. Adjournment



Lincolnshire-Prairie View School District 103

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BOARD OF EDUCATION MEETING MINUTES

Tuesday, November 12, 2013

The Board of Education Meeting of Lincolnshire-Prairie View School District 103 was held on Tuesday, November 12, 2013 in the Library of Daniel Wright Junior High School located at 1370 N. Riverwoods Road, Lincolnshire, Illinois.

The following Board Members were in attendance:

Gary Gordon, President
Chris Curtis, Vice President
Kate Harper
Sandy Simon
Sherri Thomas
Anne van Gerven
Ben Yomtoob

Absent: None.

Also present were:

Dr. Scott Warren, Superintendent
Dan Stanley, Assistant Superintendent for Business
Katie Reynolds, Assistant Superintendent for Curriculum and Instruction
Julie Postma, Director of Student Services
Scott Gaunky, Director of Facilities
Mark Westhoff, Director of Technology
Norma Taylor, Board Secretary

Public: 15

Press: 0

Staff: 9

Call to Order and Roll Call

President Gordon called the meeting to order at 7:01 pm.

Pledge of Allegiance

Celebrating Successes

Dr. Warren recognized the Board of Education members in honor of School Board Appreciation Day. He stated that serving on a school board requires a great deal of time and commitment and dedication to children's education. He thanked them for their work and their guidance.

The Board was given gifts from the Administration and Association as a token of their appreciation for the work of the School Board. The Association also provided a fruit tray and the PTO provided sweets in appreciation for the Board.

Dr. Warren introduced 59th District State Representative Carol Sente who addressed the Board. Representative Sente thanked the Board personally for their work and commitment to education. She presented each board member with a letter and certificate.

Celebrating Successes continued with Mrs. Mau introducing 4th Grade Spanish Teacher Nicole Padron-Glass who presented her 4th grade students who sang a welcome song in Spanish. The Board was next treated to a few skits performed by the students. Two students at a time, with the use of marionettes, conducted conversations in Spanish. Next, each student paired with a Board Member to practice conversations in Spanish. Each Board Member and student presented their conversation. There was applause all around.

Mr. Curtis read a note to the class in Spanish on behalf of the Board thanking them for coming to the School Board meeting and allowing the Board to see the wonderful progress the students have made in just a few months. He noted the benefits of exposing children to a new language at a younger age are obvious from the presentation. He and the Board will look forward to watching their progress over the next several years.

Community Participation

There was no community participation at this time.

Public Hearing for the 2013 Tax Levy

President Gordon called the hearing to order at 7:16 p.m.

Call to Order and Roll Call

Present: Curtis, Harper, Simon, Thomas, van Gerven, Yomtoob, Gordon.

Absent: None.

President Gordon stated the purpose of the hearing is to hear testimony/comments regarding the 2013 Tax Levy.

President Gordon asked the Board for further comments.

There were no further comments.

President Gordon asked the public for any written or oral comments.

There were no further comments.

President Gordon asked for a motion and a second to close the Public Hearing.

Motion by Mr. Yomtoob, seconded by Mrs. van Gerven, to close the Public Hearing.

Roll Call: Ayes: Curtis, Harper, Simon, Thomas, van Gerven, Yomtoob, Gordon. Nays: None.

Abstain: None. Motion carried.

The Public Hearing closed at 7:18 p.m.

Approval of Minutes

Motion by Mr. Curtis, seconded by Mrs. Harper, to approve the October 15, 2013 Regular and Executive Session Meeting Minutes.

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

Consent Agenda

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

Presentation and Approval of Bills

Approval of School Donations

Approval of State Maintenance Grant

Approval of 2013 Audited Financial Statements

Approval of Full Day Kindergarten Fees for 2014-2015 School Year

Approval of Employment

Mr. Gordon stated Board members raised some questions about the Kindergarten fees and Mr. Stanley's recommendation that they remain the same for 2014-2015 school year. He recommended the approval of these fees be modified giving the Administration the authority to increase the fees, if needed, to cover the costs of the program.

Mr. Curtis amended the motion to reflect this modification.

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

Action Items**1.2. Approval of Resolution to Adopt Tax Levy for 2013 and Approval of Resolution to Levy Certain Special Taxes for SEDOL IMRF**

Motion by Mrs. Harper, seconded by Mrs. Thomas, to approve the resolution to adopt tax levy for 2013 and the resolution to levy certain special taxes for special education district IMRF purposes.

Mr. Gordon asked the Board for any additional questions or discussion from the Administration on those resolutions.

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

3. Approval of Resolution Abating Debt Service Property Taxes for the 2013 Levy

Mr. Gordon stated the Board had previously directed the Administration to extend a levy for the debt service but the Board made the decision to abate those taxes.

Motion by Mrs. Harper, seconded by Mrs. van Gerven, to approve the resolution abating debt service property taxes for the 2013 levy.

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

Information**Board Representatives Committee Update**

Mr. Yomtoob will attend the PTO's Links to Learning meeting to be held Wednesday, November 13 to review the grant applications received from teachers.

Mrs. Harper reported she attended the Learning Fund Foundation Board Meeting this month. Their website is completed and they have a new brochure published. The Foundation is currently working on donor vetting for corporate and individual donors. The Innisbrook Sale and Rotary Check Awards are currently running. They are looking for activities in the spring.

Mrs. van Gerven attended the PTO meeting where discussion focused on the PTO recognizing teachers. During teacher appreciation week, the PTO would like to do something every day of that week for teachers, instead of one day. Also discussed was a push to get more parents involved sending notes to teachers recognizing something that's done well. The annual PTO Book Fair is coming up December 7. The used book drive will be the week before and the week after the Fair.

Mrs. Thomas reported she attended with Dr. Warren the IASB Lake County Fall Dinner where Board member mandatory training was clarified that the training must be completed in one session. The District 96 Board is coordinating efforts to conduct a joint annual training for board members.

Department Updates

Dr. Warren asked the Board for questions on any of the Business Office updates. There were no questions at this time.

Dr. Warren reviewed results of the MAP and ISAT tests. The Board was provided the MAP results and 2013 School Report Cards in their packet of materials. Dr. Warren noted the reports showed District 103 students scored above the national norms on MAP and scored the highest in Lake County on the ISAT.

Dr. Warren reviewed information from the annual School Report Cards released by the Illinois State Board of Education. He reviewed charts outlining 2013 Student Academic Growth for the District compared to their 2012 performance. Dr. Warren explained the ISAT test in 2012 was the traditional ISAT test, in 2013 20% of test questions addressed new Common Core State Standards (CCSS), in 2014 100% of the ISAT test will be CCSS and in 2015 the State will replace the ISAT with PARCC assessments. Overall, District 103 scored very well.

Dr. Warren noted the State has provided new At-a-Glance Report Cards for each school and the District showing a snapshot of the data.

A Board member suggested combining various surveys the district will be administering into one survey for parents to complete, and perhaps conducting a survey annually between Thanksgiving and Winter Break so parents get accustomed to it.

Superintendent's Informational Report

Dr. Warren presented his report to the Board. He stated the District received one Freedom of Information Act request from Dr. Maria Fitzpatrick from Cornell University requesting copies of negotiated agreements between the district and teacher's association from 2000 through the 2013-14 school year. The request was fulfilled in the required time.

Dr. Warren provided the Board his monthly Superintendent Goals Update.

Dr. Warren informed the Board of a presentation he will co-present at the Triple III Conference with Districts 96, 102 and 125 on the collaborative work they have done as a consortium through a shared services model.

The Board discussed the Delegate Assembly to be held at the Triple III Conference. The Board members will review the Resolutions and inform Mrs. Thomas, the Delegate Representative, of any positions that conflict with the recommendations of the Resolutions Committee. The Board will notify Norma Taylor of the panels they wish to attend at the conference and Norma will compile a master list for the Board's review.

Community Participation

There was no community participation at this time.

Adjournment

Motion by Mr. Curtis, seconded by Mr. Yomtoob, to adjourn.

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

The meeting adjourned at 7:47 pm.

President Board of Education

Secretary Board of Education



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BOARD OF EDUCATION MEETING MINUTES

Tuesday, December 3, 2013

The Board of Education Committee of the Whole Meeting of Lincolnshire-Prairie View School District 103 was held on Tuesday, December 3, 2013 in the Library of Daniel Wright Junior High School located at 1370 N. Riverwoods Road, Lincolnshire, Illinois.

The following Board Members were in attendance:

Gary Gordon, President
Chris Curtis, Vice President
Kate Harper
Sandy Simon
Sherri Thomas
Anne van Gerven
Ben Yomtoob

Absent: None.

Also present were:

Dr. Scott Warren, Superintendent
Dan Stanley, Assistant Superintendent for Business
Katie Reynolds, Assistant Superintendent for Curriculum and Instruction
Julie Postma, Director of Student Services
Norma Taylor, Board Secretary

Public: 1

Press: 0

Staff: 4

Call to Order and Roll Call

President Gordon called the meeting to order at 7:05pm.

Pledge of Allegiance

Community Participation

There was no community participation at this time.

Discussion Items:**Policy Issue 83 - First Reading**

Mr. Yomtoob reviewed the following Board policies that were presented for an initial reading.

- 3:60 Administrative Responsibility of the Building Principal
- 5:50 Drug and Alcohol Free Workplace; Tobacco Prohibition
- 5:90 Abused and Neglected Child Reporting
- 5:100 Staff Development Program
- 5:120 Ethics and Conduct
- 5:200 Terms and Conditions of Employment and Dismissal
- 6:60 Curriculum Content
- 6:250 Community Resource Persons and Volunteers
- 7:185 Teen Dating Violence Prohibited
- 8:30 Visitors to and Conduct on School Property

Superintendent Goals Update

Mr. Gordon asked Dr. Warren for an update on the Technology Integration Specialists the district hired for this school year. Dr. Warren explained the Tech Specialists have been sharing 1:1 program activities at staff meetings, which is going very well. It has been reported there is an increase in the homework turn-in rate for students in these pilot programs. Second graders have been creating Native American legends and sharing those with Half Day School using a program called Edmodo. The eighth grade Family and Consumer Sciences classes have been having food and cultural discussions with students from New Zealand and have created *YouTube* videos to share back and forth. Next week is the National Hour of Code where the Technology Specialists at each school will be leading age-appropriate sessions for students and professional staff development.

A Board member asked about the district's 1:1 pilot program. Dr. Warren explained we currently have 2 classrooms in each building piloting the program that involves each student in the classroom having a device like Chromebooks and iPads to help with learning the curriculum.

A Board member asked Dr. Warren for an update on the teacher evaluation system. Dr. Warren explained it is although it is intensive and has kept principals and evaluators extremely busy, they have had positive feedback that people are feeling the time is well spent in deeper conversations regarding reflection about how they are performing as teachers.

IASB/IASA/IASBO Conference Review

Mr. Gordon asked if Board members would like to give a brief overview of the most interesting session they attended at the conference.

Mrs. Thomas reported she attended the session on 1:1 Implementation where three school districts explained how they implemented the 1:1 technology device program. The presenters emphasized the importance for students that the workflow between classes and grades remain consistent. These districts also found it necessary to update their Acceptable Use Policy, which has become outdated, to a Responsible Use Policy that focuses on how the students use their devices in a responsible way. These districts also found the corners of the devices were most frequently damaged, so investing in strong cases that protect the corners would be cost efficient.

Mr. Gordon attended the Board President Roundtable session. He explained there were interesting discussions about how some boards use the committee process and he encouraged the Board to consider attending Board meetings in our consortium districts to observe those meetings.

Mrs. Simon attended a presentation by Oak Park School District on CLAIM, their legislative action committee made up of community members and parents. They have multiple board-directed committees consisting of board members, community members and parents that take on various issues to supplement the district work.

Mr. Curtis reported he and Mr. Gordon attended a session called "Eliminate the Salary Schedule" which was about the teacher contract negotiation process. This particular district discussed some innovative things they are doing from a contract perspective. Mr. Curtis suggested considering partnering with a district that is doing innovative things from a contract perspective for a presentation next year on how these contracts have been working for the district and for teachers.

Mrs. van Gerven attended the Online Blended Learning session that ties into our 1:1 technology initiative. This session discussed using technology to enhance curriculum looking at more competency-based learning vs. time based. They showed websites and other tools useful with CCSS.

Community Participation

There was no community participation at this time.

Executive Session

There being no further business, motion by Mrs. Harper, seconded by Mr. Yomtoob, to move into Executive Session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees.

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

The meeting moved into Executive Session at 7:23 p.m.

Open Session

The meeting moved into Open Session at 8:17 p.m.

Julie Postma joined the meeting.

There were questions from the Board about the new security system, surveillance cameras, and an incident at Daniel Wright involving a student who was injured during a passing period. Dr. Warren will look into the matter.

Dr. Warren and Mrs. Postma updated the Board concerning the withdrawal from SEDOL. Dr. Warren and Mrs. Postma discussed communication regarding the withdrawal agreement negotiations between SEDOL and the withdrawing districts.

Adjournment

Motion by Mr. Yomtoob, seconded by Mrs. Simon, to adjourn.

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

The meeting adjourned at 8:43 pm.

President Board of Education

Secretary Board of Education

DRAFT



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BOARD OF EDUCATION EXECUTIVE SESSION MINUTES

Tuesday, December 3, 2013

Executive Session of the Committee of the Whole Meeting of Lincolnshire-Prairie View School District 103 was held on Tuesday, December 3, 2013 in the Learning Center of Daniel Wright Junior High School located at 1370 N. Riverwoods Road, Lincolnshire, Illinois.

The following Board Members were in attendance:

Gary Gordon, President

Chris Curtis, Vice President

Kate Harper

Sandy Simon

Sherri Thomas

Anne van Gerven

Ben Yomtoob

Absent: None

Also present were:

Dr. Scott Warren, Superintendent

Mr. Dan Stanley, Assistant Superintendent for Business

Norma Taylor, Board Secretary

Executive Session convened at 7:30 pm.

Mr. Stanley informed the Board that the Administrator contracts allow for a \$6,000 per year stipend. TRS has informed the District this is not considered credible earnings. Discussion was held about rewriting the language in the contracts. Discussion was held specifically regarding Julie Postma, Director of Student Services, as she is currently in the retirement track.

Mr. Stanley informed the Board that Nick Pagano was recently hired as a wrestling coach. This afternoon Mr. Stanley was informed that his background check came back that he had been arrested, not convicted, a few years ago. Mr. Stanley immediately terminated his employment.

Motion by, Mr. Yomtoob, seconded by Mrs. Thomas, to return to Open Session.

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

The meeting returned to Open Session at 8:16 pm.

Bills Payable List Fund Total

Printed: 12/12/2013 1:05 PM
Lincolnshire-Prairie View SD #103

Fund Code	Description	Amount
10	Education Fund	475,635.74
20	Oper, Build, & Maint Fund	145,386.51
30	Debt Service Fund or Fund Group	689.00
40	Transportation Fund	52,816.20
60	Capital Projects Fund or Fund Group	136,194.00
Report Total		<u><u>\$810,721.45</u></u>

Bills Payable List

Printed: 12/12/2013 1:06 PM
Lincolnshire-Prairie View SD #103

Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
247SECURITY					
		REPAIRED HD ON TRANS COMPUTER	17	155.00	40-2550-319
				<u>\$155.00</u>	
A PARTS WAREHOUSE					
	000008253	SAFE GUARD STAR PLUS WITH CHEST STRAP	17	340.00	40-2550-490
				<u>\$340.00</u>	
ABLENET					
	000007943	COMMUNICATION DEVELOPMENT TOOL	17	207.00	10-1200-410
				<u>\$207.00</u>	
ACADEMIC ADVANTAGE					
		CHROMEBOOK REPAIR	17	140.00	10-2660-319
		IPAD REPAIRS	17	354.00	10-2660-319
				<u>\$494.00</u>	
ADVOCATE OCCUPATIONAL HEALTH					
		DRIVER PHYS EXAM & DRUG SCREEN	17	104.00	40-2550-390
		DRIVER PHYS EXAM & DRUG SCREEN	17	104.00	40-2550-390
				<u>\$208.00</u>	
ALBAN, NANCY					
		REIMB BLANK CDS FOR MUSICAL	17	16.49	10-1190-410
		REIMB MUSICAL PROPS	17	36.66	10-1190-414
				<u>\$53.15</u>	
ALDO & SONS DECORATING					
		SPRAGUE PHASE 2 PAINTING	17	6,266.00	60-2530-530
				<u>\$6,266.00</u>	
ALPHAGRAPHICS					
	000008239	BANNER FOR ADMIN COUNCIL	17	87.49	10-2520-360
				<u>\$87.49</u>	
AMAZON/GECRB					
	000008227	FILE CABINET BAR & LOCK	17	35.94	10-2410-410
	000008243	MIME BOOK - DW	17	10.14	10-2220-430
	000008243	HITCHCOCK DARING DETECTIVE BOOK - DW	17	4.25	10-2220-430
	000008243	BIP IN A BOOK LIBRARY BOOK - DW	17	4.01	10-2220-430
	000008243	HITCHCOCK LIBRARY BOOK - DW	17	20.51	10-2220-430
				<u>\$74.85</u>	
AMAZON					
	000008202	PICKLES TO PENGUINS BOOK	17	24.79	10-1111-410
	000008203	BEYOND GOOD TEACHING BOOK	17	36.35	10-1111-420
	000008228	SENSORY CONNECTION BOOK	17	43.98	10-1111-420
	000008228	DEVELOP COORDINATION BOOK	17	15.87	10-1111-420
	000008228	MOTOR SKILLS DEVELOPMENT BOOK	17	12.99	10-1111-420
	000008228	UNDERSTANDING ADHD, AUTISM BOOK	17	39.97	10-1111-420
	000008228	CLASSROOM BOOK ORDER	17	12.64	10-1111-420
	000008228	REASON & AUTISM BOOK	17	17.19	10-1111-420
	000008228	DEVELOPING HAND EYE COORD BOOK	17	12.18	10-1111-420
	000008229	STORY CUBES ACTION PIECES	17	7.57	10-1111-410
	000008265	FILE DRAWER LOCK	17	7.69	10-2410-410

Bills Payable List

Printed: 12/12/2013 1:06 PM
Lincolnshire-Prairie View SD #103

Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
				<u>\$231.22</u>	
ANDERSON LOCK COMPANY LTD					
		DOOR REPAIR - HD	17	677.40	20-2540-329
		DOOR REPAIR - DW	17	478.50	20-2540-329
				<u>\$1,155.90</u>	
ANDERSON PEST SOLUTIONS					
		DISTRICT MONTHLY SERVICE - NOV	17	144.05	20-2540-329
		DISTRICT MONTHLY SERVICE - DEC	17	144.05	20-2540-329
				<u>\$288.10</u>	
APPLE COMPUTER INC.					
		MACBOOK BATTERY	17	116.00	10-2660-410
		IPAD APP \$25 GIFT CARDS (4)	17	100.00	10-2660-410
				<u>\$216.00</u>	
AT & T					
		LONG DISTANCE - ADMIN	17	42.77	10-2540-341
		LONG DISTANCE D103 CLUB	17	1.39	10-3500-341
		LONG DISTANCE - ADMIN	17	42.39	10-2540-341
				<u>\$86.55</u>	
AT&T MOBILITY					
		IPAD DATA SERVICE	17	280.00	10-2540-341
				<u>\$280.00</u>	
AT&T					
		TELEPHONE	17	6,679.98	10-2540-341
		TELEPHONE D103 CLUB	17	88.48	10-3500-341
				<u>\$6,768.46</u>	
AT&T					
		TELEPHONE	17	56.59	10-2540-341
				<u>\$56.59</u>	
AT&T					
		LONG DISTANCE	17	35.70	10-2540-341
				<u>\$35.70</u>	
BADE PAPER PRODUCTS INC.					
000008230		COFFEE FILTERS	17	27.50	10-2310-410
				<u>\$27.50</u>	
BALLANTINI, SANDRA					
		REIMB RETIREE INSURANCE	17	2,535.00	10-2410-225
				<u>\$2,535.00</u>	
BECKER, MARINA					
		REIMB HALLOWEEN PARTY SUPPLIES - SP	17	50.25	10-2210-490
				<u>\$50.25</u>	
BELFORD, AMY					
		FLOWERS FOR 4 GR SCIENCE PROJECT	17	30.00	10-1112-415
		READING, MATH BOOKS, OFFICE SUPPLIES	17	136.69	10-1112-410
		CLASSROOM SUPPLIES, TEACHING AIDS	17	255.18	10-1112-410
				<u>\$421.87</u>	
BLOMBERG, ANNA MARIE					

Bills Payable List

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Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
		CLIPS FOR IPAD CART	17	11.98	10-2660-410
				<u>\$11.98</u>	
BRASKICH, JUSTINE					
		REIMB NGAC CONFERENCE TRAVEL	17	257.36	10-2210-390
		REIMB PEGGY SHARP CONFERENCE TRAVEL	17	36.13	10-2210-390
				<u>\$293.49</u>	
BUREAU OF EDUCATION & RESEARCH					
	000008122	CHILDRENS LIT CONF - NORA, BRASKICH, OTTO	17	705.00	10-2210-312
	000008199	CHILDRENS LIT CONF - P MASTORES	17	235.00	10-2210-390
				<u>\$940.00</u>	
CAPITOL GRAPHICS & PROMOTIONS INC.					
	000008247	PAYROLL LIABILITY CHECKS	17	365.79	10-2520-360
	000008247	ACCOUNTS PAYABLE CHECKS	17	550.90	10-2520-360
				<u>\$916.69</u>	
CARLEX					
	000008077	SPANISH TEACHING AIDS	17	67.45	10-2410-410
				<u>\$67.45</u>	
CAROLINA BIOLOGICAL SUPPLY CO.					
	7812	BATTERY HOLDERS (30)	17	70.95	10-1112-415
				<u>\$70.95</u>	
CDW GOVERNMENT INC.					
		REMOTE CONTROL	17	33.51	10-2660-410
		GOOGLE CHROME MGMT LICENSES	17	300.00	10-2660-410
		ROUTER	17	1,022.08	10-2660-700
		REPLACEMENT PROJECTOR LAMPS (6)	17	831.42	10-2660-410
		HDMI CABLES	17	17.94	10-2660-410
		HDMI CABLES	17	17.94	10-2660-410
		ROUTER	17	1,022.08	10-2660-700
		REPLACEMENT PROJECTOR LAMPS (6)	17	983.58	10-2660-410
		ROUTER, UPS BACKUPS (2)	17	2,198.60	10-2660-700
		CHROMEBOOKS (10)	17	2,484.40	10-2210-490
		WORKSTATION FOR SECURITY SYSTEM	17	821.82	20-2540-500
				<u>\$9,733.37</u>	
CHICAGO TRIBUNE					
		NEWSPAPER - SP	17	130.00	10-2220-440
				<u>\$130.00</u>	
CITICARE TRANSPORTATION					
		SPEC ED TRANS SERVICES	17	2,591.90	40-2550-331
		SPEC ED TRANS SERVICES	17	2,767.80	40-2550-331
				<u>\$5,359.70</u>	
COCA COLA REFRESHMENTS					
		SODA/WATER - HD	17	338.40	10-2310-392
				<u>\$338.40</u>	
COMCAST CABLE					
		RIVERSHIRE INTERNET	17	79.90	10-2540-392
				<u>\$79.90</u>	

Bills Payable List

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Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
COMMUNITY WORKS INSTITUTE					
	000008112	CONNECTING SERVICE-LEARNING BOOK	17	35.40	10-2210-490
				<u>\$35.40</u>	
CONSERV FS INC					
		DISTRICT ICE MELT, MARKER POLES	17	627.90	20-2540-410
				<u>\$627.90</u>	
CONSORTIUM FOR EDUCATIONAL CHANGE					
		EDUCATOR KEY NOTE PRESENTATION	17	5,905.00	10-2210-390
				<u>\$5,905.00</u>	
COVE SCHOOL INC., THE					
		TUITION - OCT	17	5,099.82	10-1912-670
		TUITION RATE ADJUSTMENT	17	198.88	10-1912-670
		TUITION - NOV	17	3,708.96	10-1912-670
				<u>\$9,007.66</u>	
CPM EDUCATIONAL PROGRAM					
	000007674	CORE CONNECTIONS TOOL KITS (190)	17	402.80	10-2210-420
				<u>\$402.80</u>	
CROWN AWARDS					
	000008258	BASKETBALL MEDALS	17	42.23	10-1500-410
				<u>\$42.23</u>	
CURRICULUM ASSOCIATES INC.					
	000008195	BOOK B 10 PACK MAIN DETAILS	17	37.97	10-1200-410
	000008195	BOOK B 10 PACK DRAWING CONCLUSIONS	17	37.97	10-1200-410
	000008195	STARS BOOK B	17	78.01	10-1200-410
	000008195	STARS BOOK A TEACHER	17	11.14	10-1200-410
	000008195	STARS BOOK A STUDENT	17	44.58	10-1200-410
	000008195	STARS BOOK AA TEACHER BOOK	17	11.14	10-1200-410
	000008195	STARS BOOK AA STUDENT BOOK	17	22.29	10-1200-410
				<u>\$243.10</u>	
DAN THE KEY MAN					
		ADDITIONAL KEYS - SP	17	15.90	20-2540-410
				<u>\$15.90</u>	
DEMCO					
	000008080	CHILDRENS LOUNGE CUSHION	17	395.97	10-3500-410
	000008145	BOOKMARK DISPENSER	17	24.90	10-2220-410
	000008166	LABEL PROTECTORS	17	56.97	10-2660-410
	000008215	REUSABLE ADHESIVE 2.12 OUNCES	17	5.70	10-2220-410
	000008215	SUBJECT CLASSIFICATION LABELS	17	8.83	10-2220-410
	000008215	CLEAR CHOICE MAG SAVER	17	18.64	10-2220-410
	000008215	PRESS-SENSITIVE DATE DUE SLIPS	17	11.61	10-2220-410
				<u>\$522.62</u>	
DISCOUNT MAGAZINE SUBSCRIPTION SERVICE INC.					
	000007994	M MAGAZINE SUBSCRIPTION RENEWAL	17	14.97	10-2220-440
	000007994	J-14 SUBSCRIPTION RENEWAL	17	14.97	10-2220-440
	000007994	GIRLS LIFE SUBSCRIPTION RENEWAL	17	14.95	10-2220-440
	000007994	BOYS LIFE SUBSCRIPTION RENEWAL	17	24.00	10-2220-440

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Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
				<u>\$68.89</u>	
DISCOVERY EDUCATION					
		SCIENCE BUNDLE LICENSES	17	3,930.15	10-2210-420
				<u>\$3,930.15</u>	
DK CONTRACTORS					
		ATHLETIC FIELD PUNCH LIST REPAIR	17	12,223.00	20-2540-500
				<u>\$12,223.00</u>	
EAI EDUCATION					
0000008188		MINI NUMBER LINE BALANCE (SETS OF 10)	17	107.75	10-2210-490
0000008188		MATH BALANCE W/ WEIGHTS	17	69.71	10-2210-490
				<u>\$177.46</u>	
ELBAUM, SUSAN					
		REIMB MILEAGE - ELBAUM	17	20.84	10-2140-332
				<u>\$20.84</u>	
ELEMENTAL SOLUTIONS					
		FILTER REPLACED, CHEM TREATMNT BOILER - SP	17	670.59	20-2540-329
				<u>\$670.59</u>	
ERNIES WRECKER SERVICE INC					
		OIL CHANGE F150	17	34.94	20-2540-329
				<u>\$34.94</u>	
EVERBIND/MARCO BOOK BINDERY					
0000008064		SIGN OF THE BEAVER BOOKS (30)	17	305.28	10-2210-420
0000008064		LONDON EYE MYSTERY BOOKS (30)	17	309.00	10-2210-420
				<u>\$614.28</u>	
FEDEX					
		POSTAGE	17	29.19	10-2520-342
				<u>\$29.19</u>	
FERGUS, KARA					
		OFFICE SUPPLIES	17	38.62	10-1112-410
				<u>\$38.62</u>	
FILTER SERVICES INC.					
		REPLACEMENT HVAC FILTERS - DW	17	442.48	20-2540-410
				<u>\$442.48</u>	
FLOOD, BEVERLY					
		REIMB LICENSE FEE FOR SOCIAL WORK	17	60.00	10-2110-640
		REIMB PSYCH CONFERENCE	17	77.00	10-2210-312
				<u>\$137.00</u>	
FLOR, KAREN					
		AFTER SCHOOL ACTIVITIES SUPPLIES	17	120.76	10-2190-410
				<u>\$120.76</u>	
FLYING FOX CONSERVATION FUND					
		ANIMAL SHOW ASSEMBLY	17	300.00	10-2210-314
				<u>\$300.00</u>	
FOLLETT EDUCATIONAL SERVICES					
		ASCD PROF PRACTICE HANDBOOK	17	0.02	10-2210-490

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P.O. Number	Description	Batch #	Amount	State Account Number
8007	SPANISH BOOK	17	3.87	10-1111-413
8007	SPANISH BOOK	17	5.84	10-1111-413
8007	SPANISH BOOK	17	17.81	10-1111-413
8007	SPANISH BOOKS	17	111.95	10-1111-413
8114	ADVENTURES OF SUPER 3 BOOK & GUIDE	17	95.00	10-2220-490
8140	THE GIVER BOOKS (70)	17	699.30	10-2220-490
			<u>\$933.79</u>	
FOLLETT LIBRARY RESOURCES				
000008005	LIBRARY BOOKS (14) - SP	17	410.87	10-2220-430
000008005	LIBRARY BOOK - SP	17	16.00	10-2220-430
000008098	LIBRARY BOOKS - DW	17	976.25	10-2220-430
000008098	LIBRARY BOOKS - DW	17	233.41	10-2220-430
000008105	LIBRARY BOOKS - DW	17	390.92	10-2220-430
000008105	LIBRARY BOOKS - DW	17	66.81	10-2220-430
000008107	LIBRARY BOOKS - DW	17	237.49	10-2220-490
000008121	LIBRARY BOOKS - SP	17	123.40	10-2220-430
000008121	LIBRARY BOOKS - SP	17	224.11	10-2220-430
000008121	LIBRARY BOOKS - SP	17	954.45	10-2220-430
000008138	LIBRARY BOOK - DW	17	37.14	10-2220-490
000008139	LIBRARY BOOKS - DW	17	815.33	10-2220-430
000008139	LIBRARY BOOKS - DW	17	250.94	10-2220-430
000008139	LIBRARY BOOKS - DW	17	164.82	10-2220-430
000008146	LIBRARY BOOKS - HD	17	1,281.34	10-2220-430
000008146	LIBRARY BOOKS - HD	17	169.42	10-2220-430
000008240	LIBRARY BOOKS - DW	17	26.98	10-2220-430
000008240	LIBRARY BOOKS - DW	17	1,531.24	10-2220-430
000008250	LIBRARY BOOKS - SP	17	151.52	10-2220-430
000008250	LIBRARY BOOKS - SP	17	1,148.59	10-2220-430
			<u>\$9,211.03</u>	
FOX RIVER FOODS INC.				
	103 CLUB SNACKS	17	1,078.36	10-3500-410
	103 CLUB SNACKS	17	1,293.94	10-3500-410
	RETURNED FOOD	17	(58.87)	10-3500-410
			<u>\$2,313.43</u>	
FRANK COONEY COMPANY				
000007722	PORCELAIN RETRO FIT MARKERBOARD	17	339.20	10-1111-419
000007722	VINYL COVERED TACKBOARD 4'X4'	17	78.80	10-1111-419
000007722	PORCELAIN RETRO FIT MARKERBOARD	17	433.80	10-1111-419
000007722	INSTALLATION OF MARKER/TACK BOARDS	17	300.00	10-1111-419
			<u>\$1,151.80</u>	
GAUNKY, SCOTT				
	REIMB FACILITY MGRS CONFERENCE HOTEL	17	156.10	20-2540-312
			<u>\$156.10</u>	
GEARY ELECTRIC				
	SECURITY SYSTEM ELECTRICAL WORK - DW	17	1,652.00	20-2540-500
	SECURITY SYSTEM ELECTRICAL WORK - SP	17	2,201.00	20-2540-500
	SECURITY SYSTEM ELECTRICAL WORK - HD	17	2,926.00	20-2540-500

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				<u>\$6,779.00</u>	
GENERAL BINDING CORPORATION					
		LAMINATOR SERVICE AGREEMENT - SP	17	390.00	10-1111-314
				<u>\$390.00</u>	
GENESIS TECHNOLOGIES					
		PRINTER REPAIR PART	17	19.00	10-2660-319
				<u>\$19.00</u>	
GORDON, GARY					
		REIMB SCIENCE OLYMPIAD SUPPLIES	17	55.00	10-1550-410
		REIMB SCIENCE OLYMPIAD COACHES CONF	17	113.24	10-1550-410
				<u>\$168.24</u>	
GRAINGER					
		SHOP SUPPLIES - DW	17	19.08	20-2540-410
		SHOP SUPPLIES - DW	17	85.37	20-2540-410
		SHOP SUPPLIES - DW	17	60.45	20-2540-410
		SHOP SUPPLIES - DW	17	68.09	20-2540-410
				<u>\$232.99</u>	
GRAPHIC 14 INCORPORATED					
000008187		WHITE CARDSTOCK	17	42.85	10-2520-412
000008187		GOLD LAZER BOND WHITE 20LB LEGAL SIZE	17	11.38	10-2520-412
000008231		YELLOW CARD STOCK	17	42.17	10-2520-412
000008231		WHITE CARD STOCK	17	39.35	10-2520-412
000008231		1 1/2" BLACK BINDING COMBS	17	14.66	10-1111-419
000008231		2" BLACK BINDING COMBS	17	18.36	10-1111-419
				<u>\$168.77</u>	
GRAYBAR ELECTRIC COMPANY, INC.					
		REPLACEMENT FAN SWITCH - SP	17	42.62	20-2540-410
		REPLACEMENT LIGHTING FOR HVAC - DW	17	3,000.06	20-2540-500
		REPLACEMENT BULBS - DW	17	167.60	20-2540-410
		REPLACEMENT BULBS - HD	17	47.52	20-2540-410
		LIGHTING REPLACEMENT/REPAIR - HD	17	499.08	20-2540-410
				<u>\$3,756.88</u>	
GRAZIANO, NICOLE					
		REIMB MI WORLD LANGUAGE ASSOC CONF	17	537.83	10-2210-390
				<u>\$537.83</u>	
GROWER EQUIPMENT & SUPPLY					
		EXTERIOR BLOWER/VAC MAINT - SP	17	280.00	20-2540-410
				<u>\$280.00</u>	
HARDING MECHANICAL					
		BOILER REPAIR - DW	17	3,096.95	20-2540-329
		CABINET HEATER REPAIR - SP	17	405.05	20-2540-329
		BOILER REPAIR - HD	17	266.50	20-2540-329
				<u>\$3,768.50</u>	
HARPER, JILL					
		REIMB TRAVEL TO BILINGUAL CONF	17	86.78	10-2210-312
				<u>\$86.78</u>	

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HEALTH EDCO					
	0000007792	ANATOMY, TOBACCO DISPLAYS	17	212.15	10-1500-410
				<u>\$212.15</u>	
HEARTLAND HEALTH OUTREACH CCIS					
		TRANSLATION CONSULTANT	17	180.58	10-1200-314
				<u>\$180.58</u>	
HJELM, BETH					
		REIMB PE CONVENTION	17	143.00	10-2210-390
				<u>\$143.00</u>	
HOME DEPOT CREDIT SERVICES					
		SHOP SUPPLIES	17	19.05	20-2540-410
		ADMIN OUTSIDE LIGHTS	17	38.93	20-2540-410
		SHOP SUPPLIES	17	139.80	20-2540-410
		SHOP SUPPLIES	17	139.13	20-2540-410
		SHOP SUPPLIES - DW	17	132.78	20-2540-410
		SHOP SUPPLIES - SP	17	160.26	20-2540-410
		REPLACEMENT TOILET SEAT	17	39.97	20-2540-410
		SHOP SUPPLIES	17	9.96	20-2540-410
		SHOP SUPPLIES	17	132.01	20-2540-410
		REVERSED FINANCE CHARGES	17	(19.83)	20-2540-410
				<u>\$792.06</u>	
HOUGHTON MIFFLIN HARCOURT					
	0000008084	ELA CORE INTERVENTION MATERIALS	17	10,840.71	10-2210-490
	0000008164	MATH IN FOCUS TRAINING ON 10-11-13	17	2,599.00	10-2210-390
	0000008196	STORY TOWN INTERVENTION GRADE 3/CLIMBING HIGH	17	133.62	10-1200-410
				<u>\$13,573.33</u>	
IASBO					
		IASBO MEMBERSHIP - GAUNKY	17	285.00	20-2540-640
		IASBO ANNUAL CONF REGISTRATION - GAUNKY	17	665.00	20-2540-312
	0000008221	FACILITIES WORKSHOP - CARLSON	17	150.00	20-2540-312
	0000008221	FACILITIES WORKSHOP - GAUNKY	17	150.00	20-2540-312
	0000008286	CFMM CLASS & EXAM FEES FOR SCOTT AND KEN	17	1,600.00	20-2540-312
				<u>\$2,850.00</u>	
IASPA					
	0000008259	IASPA CONF REG - MURPHY	17	165.00	10-2520-312
				<u>\$165.00</u>	
IDENTITY SPORTSWEAR					
	0000008095	CROSS COUNTRY T-SHIRTS (58)	17	363.50	10-1500-414
				<u>\$363.50</u>	
IDVILLE					
	0000008267	STUDENT IDS (200) & ID HOLDERS (100)	17	114.50	20-2540-500
				<u>\$114.50</u>	
ILLINOIS JUNIOR ACADEMY OF SCIENCE					
		ILLINOIS STATE FAIR REGISTRATION	17	75.00	10-1550-640
				<u>\$75.00</u>	
ILLINOIS STATE POLICE					

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		CRIMINAL BACKGROUND RETAINER	17	1,500.00	10-2310-392
				<u>\$1,500.00</u>	
IMPREST					
		LEWIS & CLARK ASSEMB DEP	17	150.00	10-2210-314
		KENNETH GINSBURG-PARENT NETWORK SPEAKER	17	800.00	10-2210-390
		JUMP ZONE-103 CLUB FIELDTRIP	17	400.00	10-3500-390
		THE ART OF WODER LIC-103 CLUB FIELDTRIP	17	575.00	10-3500-390
		LAKE CO ED SERVICES-TALENT SEARCH REG	17	2,890.00	10-403
		JIM BERNARDI-BBALL 11/12	17	50.00	10-1500-319
		DAN BAKOTA-BBALL 11/12	17	50.00	10-1500-319
		RICK SITZ-BBALL 11/12	17	50.00	10-1500-319
		JOHN BOYKE-BBALL 11/12	17	50.00	10-1500-319
		US BANK VISA FOREIGN TRANS FEE	17	3.99	10-2210-490
		SAM'S CLUB-FOOD FOR SEL MTG	17	14.72	10-2210-490
		SAM'S CLUB-COFFEE	17	19.96	20-2540-410
		REG OFFICE OF ED-REFRESHER CLASS	17	32.00	40-2550-312
		JEWEL-DRIVER APPREC GIFT CARDS \$15	17	465.00	40-2550-410
		MIKE SNODGRASS-BBALL 11/18	17	50.00	10-1500-319
		JIM BERNARDI-BBALL 11/18	17	50.00	10-1500-319
		RUDY BASOVSKY-BBALL 11/18	17	50.00	10-1500-319
		RON KAYE-BBALL 11/18	17	50.00	10-1500-319
		JOHN BOYKE-BBALL 11/19	17	50.00	10-1500-319
		TOM GREGORIN-BBALL 11/19	17	50.00	10-1500-319
		RUSS KINKA-BBALL 11/19	17	50.00	10-1500-319
		RICK SITZ-BBALL 11/19	17	50.00	10-1500-319
		EMILY LEONARD-DANCE PROGRAM	17	392.00	10-2210-314
		REGAL ENT GROUP-103 CLUB FIELDTRIP	17	322.50	10-3500-390
		BRUNSWICK ZONE-103 CLUB FIELDTRIP	17	359.40	10-3500-390
		SEARS COMMERCIAL ONE-SHOP TOOLS	17	999.98	10-3500-390
		NOV BANK FEES	17	715.19	10-2520-316
				<u>\$8,739.74</u>	
INFO COR					
		SMARTBOARD REPAIRS	17	644.00	10-2660-319
		SMARTBOARD & INSTALLATION	17	3,771.00	10-2660-700
				<u>\$4,415.00</u>	
INTEGRATED SYSTEMS CORP					
		DEC SKYWARD HOSTING	17	400.00	10-2660-392
				<u>\$400.00</u>	
INTEGRYS ENERGY SERVICES INC					
		OCT ELECTRICITY - DW	17	8,851.57	10-2540-466
		NOV ELECTRICITY - DW	17	9,461.68	10-2540-466
		OCT ELECTRICITY - HD	17	1,925.91	10-2540-466
		NOV ELECTRICITY - SP	17	3,281.15	10-2540-466
		NOV ELECTRICITY - HD	17	2,127.75	10-2540-466
				<u>\$25,648.06</u>	
INTEGRYS ENERGY SERVICES					
		NATURAL GAS	17	4,612.52	10-2540-465

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				<u>\$4,612.52</u>	
INTERSTATE ALL BATTERY CENTER					
		FLOOR SCRUBBER REPLACEMENT BATTERIES - SP	17	207.90	20-2540-410
				<u>\$207.90</u>	
JAY-RS STEEL & WELDING INC.					
		CAFETERIA TABLE REPAIRS - SP	17	10.00	20-2540-329
				<u>\$10.00</u>	
JCYS					
		5TH GRADE CAMP	17	2,812.00	10-1120-390
				<u>\$2,812.00</u>	
JERZYK, MICHAEL					
		REIMB IL PE CONFERENCE	17	359.37	10-2210-390
				<u>\$359.37</u>	
JONES, DAVE					
		REIMB 2012-3 YR RETIREE INSURANCE	17	2,900.00	20-2540-225
				<u>\$2,900.00</u>	
JW PEPPER & SON INC.					
0000008184		SING A JUBILANT SONG MUSIC	17	30.85	10-1190-410
0000008184		TAKE FIVE MUSIC	17	89.14	10-1190-410
0000008184		UMMA MOMOTE MUSIC	17	22.50	10-1190-410
				<u>\$142.49</u>	
KAISER, ANNA					
		REIMB RETIREE INSURANCE	17	4,346.69	10-2520-225
				<u>\$4,346.69</u>	
KELLEY LANDSCAPE & PATIO					
		ATHLETIC FIELD REPAIR	17	2,220.00	20-2540-329
		LANDSCAPE REPAIR WORK - SP	17	3,324.00	20-2540-329
		MONTHLY LANDSCAPE SERVICE	17	2,205.00	20-2540-329
				<u>\$7,749.00</u>	
KORB, RANDY					
		FROG & BUTTERFLY PRESENTATIONS	17	2,500.00	10-1111-314
				<u>\$2,500.00</u>	
KOWAL, KRISTINE					
		REIMB RETIREE INSURANCE	17	1,188.70	10-2130-225
				<u>\$1,188.70</u>	
KRAUSE ELECTRICAL CONTRACTORS INC					
		INSTALL OUTLET & SUPPRESSION FOR SEC SYSTEM	17	653.68	20-2540-500
		RECEPTACLE INSTALL - SP	17	989.89	20-2540-329
		PRINTER POWER & DATA INSTALL - SP	17	657.99	20-2540-329
				<u>\$2,301.56</u>	
LAKE COOK DISTRIBUTORS					
0000008252		PIE BOOK	17	48.90	10-2220-430
0000008252		LEMONADE WAR BOOK	17	41.90	10-2220-430
0000008252		CALLI BE GOLD BOOK	17	9.78	10-2220-430
				<u>\$100.58</u>	
LAKELAND/LARSEN ELEVATOR CORP.					

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		ELEVATOR MAINTENANCE - HD	17	182.00	20-2540-329
		ELEVATOR REPAIR - HD	17	359.52	20-2540-329
				<u>\$541.52</u>	
LAKESHORE LEARNING MATERIALS					
	0000008152	MACARONI CLASS PACK	17	14.94	10-1111-411
	0000008152	LAKESHORE HEAVY DUTY BRUSHES	17	31.02	10-1111-411
	0000008152	FLEXABLE FOAM SHAPES	17	20.68	10-1111-411
	0000008152	PONY BEADS	17	36.75	10-1111-411
	0000008152	WASHABLE FINGER PAINT - BLUE	17	3.44	10-1111-411
	0000008152	WASHABLE FINGER PAINT - YELLOW	17	3.44	10-1111-411
	0000008152	WASHABLE FINGER PAINT - RED	17	3.43	10-1111-411
	0000008153	VARIOUS ART PAINTS, SUPPLIES	17	905.07	10-1111-411
	0000008189	HANDS-ON REGROUPING KIT-SUBTRACTION	17	172.43	10-2210-490
	0000008189	HANDS-ON REGROUPING KIT-ADDITION	17	172.43	10-2210-490
	7534	VARIOUS POCKET CHARTS (17)	17	613.43	10-1200-410
				<u>\$1,977.06</u>	
LARCOM, GAYLE					
		REIMB ASPERGERS SEMINAR	17	120.00	10-2210-312
				<u>\$120.00</u>	
LATHROP, PATTY					
		REIMB ISLMA FALL CONFERENCE	17	405.93	10-2210-390
				<u>\$405.93</u>	
LAUREATE DAY SCHOOL					
		OCT TUITION	17	5,246.12	10-1912-670
				<u>\$5,246.12</u>	
LAZEL INC.					
	0000007803	SCIENCE A-Z 1 CLASSROOM SUBSCRIPTION	17	64.95	10-1112-415
	0000008110	CLASSROOM SUBSCRIPTION RAZ KIDS	17	84.95	10-1112-414
				<u>\$149.90</u>	
LEARNING RESOURCES, INC.					
	0000008204	CUISINAIRE RODS MULTI-PACK: WOODEN RODS	17	85.94	10-1111-410
				<u>\$85.94</u>	
LECHNER AND SONS INC.					
		TOWEL SERVICE 10/15-10/21	17	108.00	10-1500-392
		TOWEL SERVICE 10/22-10/28	17	108.00	10-1500-392
		TOWEL SERVICE 10/29-11/4	17	108.00	10-1500-392
		TOWEL SERVICE 11/5-11/11	17	108.00	10-1500-392
		TOWEL SERVICE 11/12-11/18	17	108.00	10-1500-392
		TOWEL SERVICE 11/19-11/25	17	108.00	10-1500-392
		TOWEL SERVICE 11/26-12/2	17	108.00	10-1500-392
		TOWEL SERVICE 12/3-12/9	17	108.00	10-1500-392
				<u>\$864.00</u>	
LEONARD, EMILY					
		DANCE PROGRAMMING	17	784.00	10-2210-314
				<u>\$784.00</u>	
LINGUISYSTEMS INC.					

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Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
	000008157	TOSS - 1 TEST FORMS	17	41.95	10-2150-410
	000008157	TNL EXAMINER RECORD BOOKS	17	56.00	10-2150-410
				<u>\$97.95</u>	
LIZ LEE FLOWERS					
		CONDOLENCE FLOWERS FOR DAN STANLEY	17	65.00	10-2310-410
				<u>\$65.00</u>	
LONG, KIMBERLY					
		REIMB WEBSITE FOR SCHOOL NEWSPAPER	17	174.00	10-2190-390
				<u>\$174.00</u>	
MACGILL					
	000007938	NITRILE GLOVE BOXES (14)	17	156.80	10-1200-410
				<u>\$156.80</u>	
MAKERBOT					
	000008226	3D PRINTER AND MATERIALS	17	3,586.68	10-2660-700
				<u>\$3,586.68</u>	
MCGRAW-HILL COMPANIES					
	000008104	READING & LANGUAGE WORKBOOKS	17	526.26	10-1200-410
				<u>\$526.26</u>	
MCNEILL, BONNIE					
		REIMB TRAVEL COMP REPAIRS	17	16.05	10-2660-332
				<u>\$16.05</u>	
ME MOVES					
	000008207	ME MOVES COURSE MATERIAL	17	128.85	10-2215-410
				<u>\$128.85</u>	
MIDCO					
		PHONE REPAIR	17	45.00	10-2660-319
		PHONE SUPPORT	17	45.00	10-2660-319
		VOICEMAIL SUPPORT	17	105.00	10-2660-319
		FAX REPAIR	17	95.00	10-2660-319
		SECURITY CAMERAS (2)	17	388.80	20-2540-410
				<u>\$678.80</u>	
MIDLAND PAPER					
	000008174	COPY PAPER	17	2,402.00	10-2520-412
	000008225	COPY PAPER	17	3,842.00	10-2520-412
				<u>\$6,244.00</u>	
MIDWEST ENVIRONMENTAL CONSULTING SERVICES, INC.					
		ASBESTOS ABATEMENT MONITORING - DW	17	7,125.00	20-2540-329
				<u>\$7,125.00</u>	
MIDWEST TRANSIT EQUIP-S.HOLLAND					
		REAR BRAKE, ENGINE OIL LEAK REPAIR - BUS 17	17	1,108.69	40-2550-319
		HEAT, ENGINE OVERHEATING REPAIR - BUS 14	17	325.07	40-2550-319
				<u>\$1,433.76</u>	
MORPHOTRUST USA					
		FINGERPRINTING FEES - CLARK	17	46.50	40-2550-640
		FINGERPRINTING FEES - B.JONES	17	46.50	40-2550-640

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				<u>\$93.00</u>	
MULLER, CHRISTINE					
		DRY ERASE SHEETS	17	47.76	10-1111-414
		HARD SHELL CASE	17	9.99	10-1111-410
				<u>\$57.75</u>	
MUSIC & ARTS CENTER					
		BARITONE REPAIR	17	13.32	10-1190-319
000008124		BARITONE 7: BASS CLEF	17	15.60	10-1190-410
000008124		TROMBONE WARM UP - TECHNIQUE BOOK	17	10.40	10-1190-410
000008124		ALTO SAX WARM UP - TECHNIQUE BOOK	17	10.40	10-1190-410
000008124		FLUTE WARM UP & TECHNIQUE BOOK	17	46.80	10-1190-410
				<u>\$96.52</u>	
MUSIC CENTER OF DEERFIELD					
		WARMUP BOOKS (3)	17	17.55	10-1190-410
000007989		ELEC GUITAR STRINGS	17	24.10	10-1190-410
000007989		GUITAR PICKS	17	69.53	10-1190-410
000007989		A STRINGS	17	29.20	10-1190-410
000007989		GUITARS & CASES	17	741.67	10-1190-410
				<u>\$882.05</u>	
MUSIC THEATRE INTERNATIONAL					
		MUSICAL ADVISOR T-SHIRTS - DW	17	72.50	10-1190-414
000008186		SHOW T-SHIRTS	17	471.45	10-1190-414
000008186		ROYALTY/SHOW MATERIALS FOR DW MUSICAL	17	926.05	10-1190-414
				<u>\$1,470.00</u>	
MUTUAL ACE HARDWARE					
		SHOP SUPPLIES - SP	17	35.05	20-2540-410
		SHOP SUPPLIES RETURNED - SP	17	(34.18)	20-2540-410
		SHOP SUPPLIES - SP	17	33.28	20-2540-410
		SHOP SUPPLIES - SP	17	89.98	20-2540-410
		SHOP SUPPLIES	17	2.06	20-2540-410
				<u>\$126.19</u>	
NAGC					
000008117		CONFERENCE REGISTRATION-C.WYLIE	17	700.25	10-2210-312
000008117		CONFERENCE REGISTRATION-R.WILCOX	17	700.25	10-2210-312
000008117		CONFERENCE REGISTRATION-K.FRANTOM	17	848.17	10-2210-312
000008117		CONFERENCE REGISTRATION-J.BRASKICH	17	848.17	10-2210-312
000008117		CONFERENCE REGISTRATION-K.REYNOLDS	17	848.16	10-2210-312
				<u>\$3,945.00</u>	
NATIONAL GEOGRAPHIC EXPLORER					
000007731		NATIONAL GEOGRAPHIC EXPLORER-PIONEER EDITION	17	870.00	10-1111-420
				<u>\$870.00</u>	
NATIONAL SCHOOL PRODUCTS					
000008209		SPANISH BEAN BAGS, LANGUAGE SPINNERS	17	97.09	10-1112-413
				<u>\$97.09</u>	
NCS PEARSON INC					
000007541		CELF 5 KITS (3)	17	1,886.85	10-2150-410
000008197		DIAL 4-PART QUESTIONNAIRES	17	46.25	10-1225-410

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	000008235	CONNERS 3 TEACHER RESPONSES BOOKLETS	17	127.20	10-2140-410
	000008235	CONNERS 3 PARENT RESPONSE BOOKLETS	17	127.20	10-2140-410
				<u>\$2,187.50</u>	
NETRIX					
		SMARTNET AGREEMENT	17	129.72	10-2660-392
		SMARTNET EXTENDED WARRANTY	17	127.93	10-2660-392
		SECURITY PROJECT CONNECTIVITY	17	925.00	20-2540-500
				<u>\$1,182.65</u>	
NETWORK SERVICES COMPANY					
		CUSTODIAL SUPPLIES - SP	17	1,215.40	20-2540-410
		CUSTODIAL SUPPLIES - HD	17	1,277.58	20-2540-410
		CUSTODIAL SUPPLIES - DW	17	1,587.87	20-2540-410
		CUSTODIAL SUPPLIES - HD	17	213.60	20-2540-410
		RETURNED GOODS	17	(119.46)	20-2540-410
		REPLACEMENT MAT	17	153.91	20-2540-410
				<u>\$4,328.90</u>	
NEVCO SCOREBOARD COMPANY					
		REPLACEMENT SCOREBOARD PARTS	17	50.49	20-2540-410
		REPLACEMENT SCOREBOARD PARTS	17	188.52	20-2540-410
		SCOREBOARD REPAIR PARTS	17	199.79	20-2540-410
				<u>\$438.80</u>	
NEXTEL COMMUNICATIONS					
		CELL PHONE - O&M	17	212.65	20-2540-341
		CELL PHONE - TRANS	17	45.56	40-2550-341
				<u>\$258.21</u>	
NFHS					
		TRACK & FIELD RULEBOOKS (4)	17	30.56	10-1500-410
				<u>\$30.56</u>	
NIHIP					
		MEDICAL INSURANCE - ED	17	231,928.41	10-2690-220
		LIFE/LTD INSURANCE - ED	17	3,155.59	10-2690-221
		VOLUNTARY LIFE - ED	17	392.50	10-2690-221
		MEDICAL INSURANCE - O&M	17	12,731.34	20-2540-220
		LIFE/LTD INSURANCE - O&M	17	76.95	20-2540-221
		MEDICAL INSURANCE - TRANS	17	23,798.60	40-2550-220
		LIFE/LTD INSURANCE - TRANS	17	132.44	40-2550-221
		VOLUNTARY LIFE - TRANS	17	250.80	40-2550-221
				<u>\$272,466.63</u>	
NIMCO INC.					
	000008109	SILICONE BRACELETS - RED RIBBON WEEK	17	445.95	10-1120-419
				<u>\$445.95</u>	
NIZIOLEK, JACKIE					
		GLUTEN FREE PLAY DOUGH	17	46.85	10-2215-410
		OFFICE SUPPLIES	17	250.00	10-1111-410
		MAGNETS, FOLDERS, SHIRTS	17	137.26	10-1111-414
				<u>\$434.11</u>	

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NORDHAUS, PAUL					
		DRY ICE LAB SUPPLIES	17	90.00	10-1120-415
				<u>\$90.00</u>	
NORTHWEST COMMUNITY HEALTHCARE					
		HEARTSAVER FIRST AID CARDS	17	40.00	10-2130-410
				<u>\$40.00</u>	
ORIENTAL TRADING COMPANY INC					
000008213		DIY - MASKS (PAPIER-MACHIE 6/SET)	17	239.25	10-1120-411
				<u>\$239.25</u>	
OTTO, TABATHA					
		REIMB PEGGY SHARP CONF MILEAGE	17	26.50	10-2210-390
				<u>\$26.50</u>	
PADDOCK PUBLICATIONS INC					
		TAX LEVY NOTICE	17	257.60	10-2310-392
				<u>\$257.60</u>	
PALOS SPORTS					
000008237		UNIVERSAL TETHER ROPE	17	14.95	10-1500-410
000008237		BADEN STRIPE-TETHERBALL	17	50.97	10-1500-410
000008237		16" PLAYGROUND BALLS	17	35.97	10-1500-410
				<u>\$101.89</u>	
PANERA BREAD					
		JULY CONTRACT NEGOTIATION FOOD	17	174.47	10-2310-410
				<u>\$174.47</u>	
PARDYS, AMANDA					
		REIMB MILEAGE	17	21.26	10-2210-332
				<u>\$21.26</u>	
PEAK PLUMBING & MECHANICAL					
		PLUMBING REPAIRS - SP	17	1,070.01	20-2540-329
				<u>\$1,070.01</u>	
PEAPOD					
000008251		FACS CLASS FOOD SUPPLIES	17	479.89	10-1120-411
				<u>\$479.89</u>	
PEPSI-COLA					
		SODA/WATER - DW	17	520.90	10-2310-392
				<u>\$520.90</u>	
PITNEY BOWES					
		POSTAGE MACHINE LEASE - HD	17	100.00	10-2520-342
		POSTAGE MACHINE LEASE - SP	17	118.00	10-2520-342
		POSTAGE MACHINE LEASE - DW	17	240.00	10-2520-342
				<u>\$458.00</u>	
PLANK ROAD PUBLISHING INC.					
000007824		MUSIC K-8 SUBSCRIPTION RENEWAL	17	127.50	10-1111-420
				<u>\$127.50</u>	
POMPS TIRE SERVICE INC					
		TIRE REPAIR - BUS 9/11/15/16/19/22	17	3,671.95	40-2550-319

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				<u>\$3,671.95</u>	
PPG ARCHITECTURAL FINISHES					
		CLASSROOM PAINT - DW	17	683.96	20-2540-410
				<u>\$683.96</u>	
QUILL CORPORATION					
		CUSTODIAL SUPPLIES - DW	17	187.12	20-2540-410
0000007860		OFFICE SUPPLIES	17	305.76	10-1120-410
0000008034		OFFICE SUPPLIES, TONER, USB DRIVES	17	1,018.98	40-2550-410
0000008034		USB DRIVES	17	23.98	40-2550-410
0000008034		USB DRIVES	17	23.38	40-2550-410
0000008155		OFFICE SUPPLIES	17	60.53	10-2410-410
0000008218		ENVELOPES, PLANNER	17	106.99	10-2310-410
0000008218		BOOKCASE	17	269.99	10-2310-410
0000008236		TONER	17	71.39	10-2220-410
0000008254		BATTERIES	17	19.15	40-2550-410
0000008256		BATTERIES, LABELS	17	74.72	10-2410-410
0000008278		TAX FORM SOFTWARE	17	29.50	10-2520-410
0000008278		INK STAMP REFILL	17	4.45	10-2520-410
0000008278		HEAVY DUTY FILE FOLDERS	17	88.50	10-2520-410
0000008278		1099 FORMS	17	18.54	10-2520-410
0000008278		POST-IT NOTES	17	7.41	10-2520-410
7701		PAPER CUTTER	17	166.49	10-2410-410
				<u>\$2,476.88</u>	
R A ADAMS ENTERPRISES					
		REPLACEMENT PLOW CONTROL	17	237.75	20-2540-410
				<u>\$237.75</u>	
RAYYAN, MILAD & SYLVIA					
		REIMB FOUND LIBRARY BOOK	17	16.95	10-1790
				<u>\$16.95</u>	
READ NATURALLY					
0000008144		READ LIVE 1-YR SUB; 130+ SEAT LICENSE	17	461.40	10-2210-490
0000008144		READ LIVE PRORATED SUBSCRIPTION-4 MOS	17	588.80	10-2210-490
				<u>\$1,050.20</u>	
REYNOLDS, KATIE					
		REIMB IAGC CONF TRAVEL	17	528.78	10-2210-390
		REIMB MANUALS, PROF DEVELOPMENT MATERIALS	17	362.21	10-2210-490
				<u>\$890.99</u>	
RICOH AMERICAS CORP					
		NOV COPIER LEASE - DW	17	689.00	30-5370-610
				<u>\$689.00</u>	
RISTOW, REBEKKA					
		REIMB NATL SCI TEACHER ASSOC CONF	17	723.96	10-2210-314
				<u>\$723.96</u>	
ROBBINS SCHWARTZ					
		LEGAL SERVICES SEDOL WITHDRAWAL	17	5,180.89	10-2310-318
		LEGAL SERVICES SEDOL WITHDRAWAL	17	2,544.00	10-2310-318

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				<u>\$7,724.89</u>	
ROLL-ON ROLL-OFF INC.					
		WASTE CONTAINER - DW	17	340.00	20-2540-329
				<u>\$340.00</u>	
SAFEWAY, INC.					
		SCIENCE FLOWERS	17	24.95	10-1112-415
		103 CLUB FOOD	17	126.74	10-3500-410
		FACS CLASS FOOD	17	31.54	10-1120-411
		SCIENCE FLOWERS	17	53.89	10-1112-415
		SCIENCE FLOWERS	17	38.10	10-1112-415
		SCIENCE FLOWERS RETURN	17	(3.15)	10-1112-415
		103 CLUB FOOD	17	25.78	10-3500-410
		FACS CLASS FOOD	17	111.71	10-1120-411
		FACS CLASS FOOD	17	113.30	10-1120-411
		103 CLUB FOOD	17	25.41	10-3500-410
		FACS CLASS FOOD	17	96.75	10-1120-411
		FACS CLASS FOOD	17	76.49	10-1120-411
		FACS CLASS FOOD	17	209.51	10-1120-411
				<u>\$931.02</u>	
SAGE PUBLICATIONS					
	000008070	WORD OF MOUTH INSTITUTIONAL	17	66.00	10-1111-420
				<u>\$66.00</u>	
SALZMAN, AUDREY					
		REIMB SUPPLIES MULTICULTURAL FAIR	17	243.34	10-1111-416
				<u>\$243.34</u>	
SAMS CLUB					
		CAFE SUPPLIES	17	19.22	10-2310-410
		REPLACEMENT FRIDGE - ADMIN	17	149.98	20-2540-410
		103 CLUB FOOD	17	77.84	10-3500-410
		BATTERIES	17	35.96	10-2410-410
	000008246	VEGE TRAY FOR 11.12.13 BOE MEETING	17	9.98	10-2310-410
	000008246	MIXED NUTS FOR 11.12.13 BOE MEETING	17	12.98	10-2310-410
	000008266	COFFEE	17	19.96	10-1111-419
	000008275	CHEESE FOR 12/3/13 BOE MEETING	17	7.98	10-2310-410
	000008275	COOKIES FOR 12/3/13 BOE MEETING	17	6.98	10-2310-410
	000008275	VEGE TRAY FOR 12/3/13 BOE MEETING	17	9.98	10-2310-410
				<u>\$350.86</u>	
SCARIANO HIMES AND PETRARCA					
		LEGAL SERVICES	17	6,900.19	10-2310-318
				<u>\$6,900.19</u>	
SCHOLASTIC CLASSROOM					
	000008002	TRAIT CRATE GR 4 BOOKS	17	272.50	10-2210-490
	000008002	TRAIT CRATE GR 3 BOOKS	17	136.25	10-2210-490
				<u>\$408.75</u>	
SCHOLASTIC MAGAZINES					
		STORYWORKS SUBSCRIPTION	17	115.50	10-1112-417
				<u>\$115.50</u>	

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SCHOOL DISTRICT 103					
		REVTRAK TRANSFER DW ST COUNCIL BOWLATHON	17	896.00	10-403
				<u>\$896.00</u>	
SDR					
	000008191	CONF REGISTRATION-NAUGHTON & LOUCHIOS	17	458.00	10-2210-314
				<u>\$458.00</u>	
SHANLEY, KARA					
		REIMB SOCIAL WORKER LICENSE	17	60.00	10-2110-640
				<u>\$60.00</u>	
SHELL FLEET PLUS					
		FUEL - TRANS	17	13,484.20	40-2550-464
		FUEL	17	721.07	20-2540-464
				<u>\$14,205.27</u>	
SHERIDAN AUTO PARTS					
		BUS MAINTENANCE PARTS	17	876.20	40-2550-490
				<u>\$876.20</u>	
SHLYAK, ELLA					
		REIMB MULTICULTURAL FAIR SUPPLIES	17	93.63	10-1111-416
				<u>\$93.63</u>	
SIEMENS INDUSTRY, INC.					
		SECURITY SYSTEM INSTALL	17	49,600.00	20-2540-500
				<u>\$49,600.00</u>	
SIGN A RAMA					
		CLASSROOM SIGNS	17	67.85	20-2540-410
				<u>\$67.85</u>	
SMARTY PANTS WORLD					
		MOUSETRAP MACHINE ASSEMBLY	17	499.00	10-2210-314
				<u>\$499.00</u>	
SMILE MAKERS					
	000008255	HAPPY BIRTHDAY PENCILS	17	89.70	10-2410-410
	000008255	HAPPY BIRTHDAY PENCIL FLAGS	17	39.90	10-2410-410
				<u>\$129.60</u>	
SNOWDEN, KATIE					
		REIMB MI WORLD LANG CONF	17	724.37	10-2210-390
				<u>\$724.37</u>	
SOCIAL THINKING					
	000008131	MOVIE TIME SOCIAL LEARNING	17	32.95	10-1111-420
	000008131	THE INCREDIBLE FLEXIBLE YOU	17	109.45	10-1111-420
				<u>\$142.40</u>	
SOLIS, JOHN					
		REIMB IL PE CONFERENCE	17	138.05	10-2210-390
				<u>\$138.05</u>	
SOSNOWSKI LANGUAGE RESOURCES					
	000007974	SPANISH BOOKS	17	39.96	10-1111-413
				<u>\$39.96</u>	

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SPEECH PATH SPECIALISTS					
		SPEECH PATHOLOGY SERVICES	17	7,200.00	10-2150-314
				<u>\$7,200.00</u>	
SPORTS 11 INC.					
		STUDENT PAID WRIGHT TRACK CLUB T-SHIRTS	17	200.00	10-2190-410
000008214		BOYS BASKETBALL T SHIRTS	17	459.00	10-1500-414
				<u>\$659.00</u>	
SPYGLASS GROUP LLC, THE					
		TELECOM AUDIT	17	15,290.40	10-2310-392
				<u>\$15,290.40</u>	
STUCKEY CONSTRUCTION CO					
		SPRAGUE CONSTRUCTION PHASE 2	17	128,013.47	60-2530-530
				<u>\$128,013.47</u>	
STUTTERING FOUNDATION, THE					
000008183		THE TEACHER WHO MADE A DIFFERENCE	17	8.00	10-1111-420
000008183		7 TIPS FOR TALKING W/THE CHILD WHO STUTTERS	17	16.00	10-1111-420
				<u>\$24.00</u>	
SUCCESS BY DESIGN					
		STUDENT PLANNERS (850) - DW	17	3,750.20	10-1120-419
		STUDENT PLANNERS (15) - DW	17	47.55	10-1120-419
		STUDENT PLANNERS (25) - DW	17	101.84	10-1120-419
				<u>\$3,899.59</u>	
SUDDATH RELOCATION SYSTEMS OF CHICAGO, LLC					
		SPRAGUE PHASE 2 STORAGE	17	1,238.44	60-2530-530
		SPRAGUE PHASE 2 STORAGE	17	752.00	60-2530-530
				<u>\$1,990.44</u>	
TDS METROCOM					
		TELEPHONE	17	2,017.02	10-2540-341
				<u>\$2,017.02</u>	
TEACHERS DISCOVERY					
000008210		SPANISH CLASSROOM BOOKS, SUPPLIES	17	570.28	10-1112-413
				<u>\$570.28</u>	
TECHSTAR AMERICA CORPORATION					
		TONER SHIPPING, STAPLES	17	110.70	10-2410-410
		TONER SHIPPING, STAPLES	17	111.70	10-2410-410
		TONER SHIPPING	17	16.95	10-2410-410
		TONER SHIPPING	17	18.95	10-2410-410
		TONER SHIPPING	17	18.95	10-2410-410
		TONER SHIPPING	17	18.95	10-2410-410
		TONER SHIPPING	17	19.95	10-2410-410
		TONER SHIPPING, STAPLES	17	401.95	10-2410-410
		TONER SHIPPING	17	28.95	10-2410-410
		TONER SHIPPING	17	18.95	10-2410-410
000008264		TONER SHIPPING, STAPLES	17	385.95	10-2410-410
				<u>\$1,151.95</u>	
TECNICA ENVIRONMENTAL SERVICES					

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		ASBESTOS REMOVAL PE OFFICE	17	6,960.00	20-2540-329
				<u>\$6,960.00</u>	
TERRILL, LAURA		CURRICULUM DEVELOPMENT	17	1,811.65	10-2210-314
				<u>\$1,811.65</u>	
TIME FOR KIDS					
	0000007746	AROUND THE WORLD	17	200.00	10-1111-420
	0000007746	TFK SUBSCRIPTION - EDITION 2	17	840.00	10-1111-420
				<u>\$1,040.00</u>	
TYCO INTEGRATED SECURITY LLC					
		BUILDING ALARM SERVICE - DW	17	63.00	20-2540-329
		BUILDING ALARM SERVICE - DW	17	105.84	20-2540-329
		SECURITY MONITORING - TRANS	17	14.10	20-2540-329
		SECURITY MONITORING - SP	17	10.30	20-2540-329
		SECURITY MONITORING - HD	17	10.30	20-2540-329
				<u>\$203.54</u>	
TYLER TECHNOLOGIES					
		VERSATRANS SOFTWARE SERVICE AGREEMENT	17	1,284.50	40-2550-392
				<u>\$1,284.50</u>	
UPS					
		POSTAGE	17	20.27	10-2520-342
		POSTAGE	17	16.66	10-2520-342
				<u>\$36.93</u>	
US BANK VISA					
		CARLEX - SPANISH SUPPLIES	17	23.95	10-1111-413
		READ NATURALLY RETURN	17	(370.30)	10-2210-490
		BRODART - RETURNED ITEM	17	(75.91)	60-2530-530
		AAPC PUB - AUTISM BOOKS	17	26.00	10-1200-410
		IPASS - BUSES	17	100.00	40-2550-329
		COURTYARD MARRIOTT - NAGC CONF	17	1,516.32	10-2210-314
		GLOGSTER - ONLINE SOFTWARE	17	99.00	10-2660-410
		GLOGSTER - ONLINE SOFTWARE	17	99.00	10-2660-410
		AIRSERVER - INSTRUCTIONAL SOFTWARE	17	99.75	10-2660-410
		AMAZON - DW MUSICAL PROPS, SUPPLIES	17	284.68	10-1190-414
		SCHOOL SPECIALTY - SPEC ED TRANS EQ	17	371.85	10-1200-410
		DNS MADE EASY - WEBSITE SERVICES	17	59.90	10-2660-410
		SHOPK12 - SUNDOG SUBSCRIPTION	17	384.00	10-2660-410
		BER - COMMON CORE CONF REG	17	235.00	10-2210-390
		BER - FLIPPED CLASSROOM CONF REG	17	229.00	10-2210-390
		POPPLLET - INSTRUCTIONAL SOFTWARE	17	262.50	10-2660-410
		APPLE - BOARD APPREC GIFTS	17	299.30	10-2310-410
		MARCO BEACH - CONF HOTEL	17	770.00	10-2310-312
		VOLARE - TRIPLE I CONF FOOD	17	335.57	10-2310-410
				<u>\$4,749.61</u>	
VAN GERVEN, ANNE					
		ART SUPPLIES	17	53.26	10-2210-490
				<u>\$53.26</u>	

Bills Payable List

Printed: 12/12/2013 1:06 PM
Lincolnshire-Prairie View SD #103

Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
VILLAGE OF LINCOLNSHIRE					
		ELECTRICITY - RIVERSHIRE	17	24.16	10-2540-466
		WATER/SEWER - TRANS	17	48.50	10-2540-370
		WATER/SEWER - SP	17	533.50	10-2540-370
		WATER/SEWER - DW	17	698.40	10-2540-370
		WATER/SEWER - HD	17	572.30	10-2540-370
				<u>\$1,876.86</u>	
VIRCO INC					
	7663	RETURNED INCORRECT CHAIRS (252)	17	(9,058.81)	10-1112-419
	7663	CUST SVC CREDIT TOWARDS DESKS	17	(267.88)	10-1112-419
	7663	CHAIRS (252)	17	16,257.52	10-1112-419
				<u>\$6,930.83</u>	
WALZ, RHONDA					
		REIMB IAHPERD CONVENTION	17	320.56	10-2210-390
				<u>\$320.56</u>	
WAREHOUSE DIRECT					
	0000007918	OFFICE SUPPLIES	17	238.02	10-1120-410
	0000007920	LEGAL PADS	17	17.70	10-1120-410
	0000007922	OFFICE SUPPLIES	17	227.14	10-1120-410
	0000007922	SPEECH CHART, WRITING BOARD, GLUE STICKS	17	27.49	10-1120-410
	0000007934	TAPE, INDEX CARDS	17	34.79	10-1120-410
	0000007959	CALL BELL	17	4.68	10-1120-410
				<u>\$549.82</u>	
WASTE MANAGEMENT OF ILLINOIS INC					
		SANITATION SERVICES - SP	17	360.49	10-2540-321
		SANITATION SERVICES - HD	17	375.49	10-2540-321
		SANITATION SERVICES - DW	17	540.35	10-2540-321
				<u>\$1,276.33</u>	
WAUKEGAN ROOFING CO., INC.					
		ROOF LEAK REPAIR - DW	17	571.00	20-2540-329
				<u>\$571.00</u>	
WESTHOFF, MARK					
		REIMB GOOGLE IN EDUCATION CONF	17	551.06	10-2660-312
				<u>\$551.06</u>	
WESTON WOODS					
	0000008194	BLACKOUT BOOK/CD - SP	17	35.95	10-2220-430
				<u>\$35.95</u>	
WHEEL OF WISDOM					
		DEPOSIT PTO ASSEMBLY - DW	17	300.00	10-2210-314
				<u>\$300.00</u>	
WILSNACK, MIRIAM					
		REIMB RETIREE INSURANCE	17	957.42	10-1120-225
				<u>\$957.42</u>	
WOODYS TREE SERVICE INC					
		TREE REMOVAL & TRIMMING - SP	17	5,500.00	20-2540-329
		TREE REMOVAL & TRIMMING - DW	17	4,000.00	20-2540-329

Bills Payable List

Printed: 12/12/2013 1:06 PM
Lincolnshire-Prairie View SD #103

Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
				<u>\$9,500.00</u>	
WU, XIA		REIMB SCIENCE OLYMPIAD STUDY MATERIALS	17	69.42	10-1550-410
				<u>\$69.42</u>	
			Report Total	<u><u>\$810,721.45</u></u>	



Lincolnshire-Prairie View School District 103

1370 N. Riverwoods Road • Lincolnshire, IL 60069

847/295-4030 • FAX 847/295-9196

<http://www.d103.org>

MEMO

To: Board of Education
From: Dan Stanley
CC: Dr. Scott Warren
Date: December 17, 2013
Re: Donations

During the month of November 2013, the District received the following donations:

<u>Donors</u>	<u>Amount</u>	<u>Purpose of Donation</u>
Learning Fund Foundation	\$17,169.95	30 iPads
Northrop Grumman Actuarial Grant	\$300.00	Robotics

Recommendation:

We recommend approval by the Board of Education to accept the donations as presented with gratitude for the donor's' generosity.



Lincolnshire-Prairie View School District 103

Memo

To: Board of Education
From: Scott Warren
Date: December 12, 2013
Re: Recommendation for Approval of Early Morning Band Stipend

I am recommending that the Board approve an Early Morning Band Stipend in the amount of \$2200. Due to the changes in the schedule at Daniel Wright this year, 5th and 6th grade band rehearsal times were moved to before school. This stipend was not included in the negotiated contract, yet the duties of the band position have changed to an earlier start time Mondays through Thursdays. This stipend will compensate the band position for the additional time spent instructing students.



Lincolnshire-Prairie View School District 103

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MEMO

To: Board of Education
From: Dan Stanley
CC: Dr. Scott Warren
Date: December 17, 2013
Re: Resolution designation to prepare fiscal year 2015 budget

Included is an annual resolution to designate my position to prepare the fiscal year 2015 budget. This resolution accomplishes two things: (1) established the fiscal year for the 2014-15 year and (2) provides me with the legal authorization to prepare the budget.

Please let me know if you have any questions.

**RESOLUTION TO DESIGNATE ASSISTANT SUPERINTENDENT FOR BUSINESS TO
PREPARE THE TENTATIVE BUDGET FOR THE 2015 FISCAL YEAR OF
LINCOLNSHIRE-PRAIRIE VIEW SCHOOL DISTRICT NO. 103, LAKE COUNTY,
ILLINOIS**

BE IT RESOLVED by the school board of School District Number 103 in the County of Lake, State of Illinois, that the Assistant Superintendent for Business is hereby appointed to prepare a tentative budget for said School District for the fiscal year beginning July 1, 2014 and ending June 30, 2015.

Such budget shall be prepared in tentative form by the Assistant Superintendent for Business, and in such tentative form shall be made conveniently available to public inspection for at least 30 days prior to final action thereon.

Adopted this 17th day of December, 2013.

President, Board of Education,
Lincolnshire-Prairie View School District No. 103,
Lake County, Illinois

ATTEST:

Secretary, Board of Education

STATE OF ILLINOIS)
) SS
COUNTY OF LAKE)

CERTIFICATION OF RESOLUTION

I, the undersigned, DO HEREBY CERTIFY that I am the duly qualified and acting Secretary of the Board of Education (the "School Board") of Lincolnshire-Prairie View School District No. 103, Lake County, Illinois (the "District"), and that as such official I am the keeper of the records and files of the School Board.

I DO FURTHER CERTIFY that the foregoing is a full, true and complete transcript of that portion of the minutes of the meeting of the School Board held on the 17th day of December, 2013, insofar as the same relates to adoption of a resolution entitled:

RESOLUTION TO DESIGNATE ASSISTANT SUPERINTENDENT FOR BUSINESS TO PREPARE TENTATIVE BUDGET FOR THE 2015 FISCAL YEAR OF LINCOLNSHIRE-PRAIRIE VIEW SCHOOL DISTRICT NO. 103, LAKE COUNTY, ILLINOIS

a true, correct and complete copy of which said resolution as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I DO FURTHER CERTIFY that the deliberations of the School Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the *Open Meetings Act* of the State of Illinois, as amended, the *School Code* of the State of Illinois, as amended and that the School Board has complied with all of the provisions of said Acts and said Codes and with all of the procedural rules of the School Board.

IN WITNESS WHEREOF, I hereunto affix my official signature this 17th day of December, 2013.

Secretary, Board of Education



Lincolnshire-Prairie View School District 103

Memo

To: Board of Education
From: Scott Warren
Date: December 12, 2013
Re: Press Policy Issue 83 – 2nd Reading

Press Policy is an Illinois Association of School Board (IASB) service that provides quarterly updates to policies regarding changes in state and federal law and as a regular review to keep the district's policies current. The Board reviews the policies in two readings: the first to discuss the policies and make changes as necessary, and the second to finalize any changes and adopt new policies. Press Issue 83 is presented for the Board's second reading.

3:60 Administrative Responsibility of the Building Principal
5:50 Drug and Alcohol Free Workplace; Tobacco Prohibition
5:90 Abused and Neglected Child Reporting
5:100 Staff Development Program
5:120 Ethics and Conduct
5:200 Terms and Conditions of Employment and Dismissal
6:60 Curriculum Content
6:250 Community Resource Persons and Volunteers
7:185 Teen Dating Violence Prohibited
8:30 Visitors to and Conduct on School Property

DRAFT UPDATE

Lincolnshire - Prairie View School District 103

3:60

General School Administration

Administrative Responsibility of the Building Principal

The Board of Education, upon the recommendation of the Superintendent, employs Building Principals as the chief administrators and instructional leaders of their assigned schools, and may employ Assistant Principals. The primary responsibility of a Building Principal is the improvement of instruction. Each Building Principal shall perform all duties as described in the School Code State law as well as such other duties as specified in the Building Principal's contract or as the Superintendent may assign, that are consistent with the Building Principal's education and training.

~~The Superintendent or designee shall develop and maintain a principal and assistant principal evaluation plan that complies with Section 24A-15 of the School Code. Using that plan, the Superintendent or designee shall evaluate each Building Principal and Assistant Principal. The Superintendent or designee may conduct additional evaluations.~~

The Board of Education and each Building Principal and Assistant Principal shall enter into a contract that conforms to Board policy and State law. The terms of an individual employment contract, when in conflict with this policy, will control.

Each Building Principal and Assistant Principal shall complete State law requirements to be a prequalified evaluator before conducting an evaluation of a teacher or assistant principal.

~~The Superintendent or designee shall implement an evaluation plan for Principals and Assistant Principals that complies with Section 24A-15 of the School Code and relevant Illinois State Board of Education rules. Using that plan, the Superintendent or designee shall evaluate each Building Principal and Assistant Principal. The Superintendent or designee may conduct additional evaluations.~~

LEGAL REF.: 10 ILCS 5/4-6.2.
105 ILCS 5/2-3.53a, 5/10-20.14, 5/10-21.4a, 10-23.8a, 10-23.8b, and 5/24A-15.
105 ILCS 127/.
23 Ill.Admin.Code ~~Part~~ Parts 35 and 50, Subpart D.

CROSS REF.: 3:50 (Administrative Personnel Other Than the Superintendent), 5:250 (Leave of Absence)

ADOPTED: February 13, 2012

Comment [AKL1]:
Update 1. The policy's first sentence is amended to recognize that assistant principals may be employed. **NOTE** - Delete "Assistant Principal" throughout if the district does not employ Assistant Principals.
Issue 83, October 2013

Comment [AKL2]:
Update 2. All districts should now have an evaluation plan for principals and assistant principals in place. The language was updated to remove the "shall develop" language.
Issue 83, October 2013

Comment [AKL3]:
Update 3. Restates State law (105 ILCS 5/24A-3; 23 Ill. Admin. Code Part 50, Subpart E, Training for Evaluators). 105 ILCS 5/24A-5 permits a first-year principal to evaluate a teacher; however, a new 2-year evaluation plan must be established for any tenured teacher who is evaluated by a first-year principal (105 ILCS 5/24A-5, amended by P.A. 98-470).
Issue 83, October 2013

Comment [AKL4]: Required by state law. **OPTION** - Add this option if appropriate after "or designee":
"or, in the absence of the Superintendent or his or her designee, an individual appointed by the Board who holds a registered Type 75 State administrative certificate."
Issue 83, October 2013

Yes
AAW

DRAFT UPDATE

Lincolnshire - Prairie View School District 103

5:50

General Personnel

Drug- and Alcohol-Free Workplace; Tobacco Prohibition

All District workplaces are drug- and alcohol-free workplaces. All employees are prohibited from engaging in any of the following activities while on District premises or while performing work for the District:

1. Unlawful manufacture, dispensing, distribution, possession, ~~or use, or being under the influence of a controlled substance,~~
2. Distribution, consumption, use, possession, or being under the influence of ~~alcohol or an alcoholic beverage.~~ *alcohol.*
3. Possession or use of medical ~~cannabis.~~

For purposes of this policy a controlled substance means a substance that is:

1. Not legally obtainable,
2. Being used in a manner different than prescribed,
3. Legally obtainable, but has not been legally obtained, or
4. Referenced in federal or State controlled substance acts.

As a condition of employment, each employee shall:

1. Abide by the terms of the Board policy respecting a drug- and alcohol-free workplace; and
2. Notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring on the District premises or while performing work for the District, no later than 5 calendar days after such a conviction.

Unless otherwise prohibited by this policy, prescription and over-the-counter medications are not prohibited when taken in standard dosages and/or according to prescriptions from the employee's licensed health care provider, provided that an employee's work performance is not impaired.

To make employees aware of the dangers of drug and alcohol abuse, the Superintendent or designee shall perform each of the following:

1. Provide each employee with a copy of this policy.
2. Post notice of this policy in a place where other information for employees is posted.
3. Make available materials from local, State, and national anti-drug and alcohol-abuse organizations.
4. Enlist the aid of community and State agencies with drug and alcohol informational and rehabilitation programs to provide information to District employees.
5. Establish a drug-free awareness program to inform employees about:
 - a. The dangers of drug abuse in the workplace,
 - b. Available drug and alcohol counseling, rehabilitation, re-entry, and any employee assistance programs, and
 - c. The penalties that the District may impose upon employees for violations of this policy.

or being under the influence of an illegal substance or a controlled substance not prescribed or not used as prescribed by a physician.

Comment [AKL1]:
UPDATE 1. Prohibiting *being under the influence* is not required by the State and federal Drug-Free Workplace Acts.
Issue 83, October 2013

Comment [AKL2]:
UPDATE 2. To legally use medical cannabis, an individual must first become a *registered qualifying patient*. The use of cannabis by a *registered qualifying patient* is permitted only in accordance with the Compassionate Use of Medical Cannabis Pilot Program (Medical Cannabis Act) (410 ILCS 130/, added by P.A. 98-122, eff. 1-1-14). There are many situations in which no one, even a *registered qualifying patient*, may possess or use cannabis, including in a school bus or on the grounds of any preschool, or primary or secondary school (410 ILCS 130/30(a)(2) & (3)).
Issue 83, October 2013

Comment [AKL3]:
UPDATE 3. This optional paragraph is not addressed in State or federal drug-free workplace acts. An employer should generally not ask an employee about his or her use of medication. See rules implementing the Americans with Disabilities Act, 29 C.F.R. §1630.14. Consult the board attorney if an employee is suspected of working while impaired.
Issue 83, October 2013

5:50

Page 1 of 2

DRAFT UPDATE

Tobacco Prohibition

All employees are covered by the conduct prohibitions contained in policy 8:30, *Visitors to and Conduct on School Property*. The prohibition on the use of tobacco products applies both (1) when an employee is on school property, and (2) while an employee is performing work for the District at a school event regardless of the event's location. *Tobacco* shall have the meaning provided in section 10-20.5b of the School Code.

District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action, including termination. Alternatively, the School Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse rehabilitation program.

The Board shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace within 30 days after receiving notice of the conviction.

Should District employees be engaged in the performance of work under a federal contract or grant, or under a State contract or grant of \$5,000 or more, the Superintendent shall notify the appropriate State or federal agency from which the District receives contract or grant monies of the employee's conviction within 10 days after receiving notice of the conviction.

LEGAL REF.: Americans With Disabilities Act, 42 U.S.C. §12114.
Compassionate Use of Medical Cannabis Pilot Program, 410 ILCS 130/.
Controlled Substances Act, 21 U.S.C. §812; 21 C.F.R. §1308.11-1308.15.
Drug-Free Workplace Act of 1988, 41 U.S.C. §701 et seq.
Safe and Drug-Free School and Communities Act of 1994, 20 U.S.C. §7101 et seq.
Drug-Free Workplace Act, 30 ILCS 580/.
105 ILCS 5/10-20.5b.

CROSS REF.: 8:30 (Visitors to and Conduct on School Property)

ADOPTED: June 25, 2013

REWRITTEN

The language in this policy is amended to reflect new public acts and is reorganized for easier use. See the Update Memo for a more detailed explanation of the changes. Footnotes will be removed when the update is processed.

October 2013

5:90

General Personnel

Abused and Neglected Child Reporting ¹

Any District employee who suspects or receives knowledge that a student may be an abused or neglected child ~~or, for a student aged 18 through 21, an abused or neglected individual with a disability~~², shall: (1) immediately report or cause a report to be made to the Illinois Department of Children and Family Services (DCFS) on its Child Abuse Hotline 800/25-ABUSE or 217/524-2606, and (2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office. ³ The employee shall also promptly notify the Superintendent or Building Principal that a report has been made. ⁴

Yes with changes
ATLW
include option B

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State or federal law controls this policy's content. The Abused and Neglected Child Reporting Act (ANCRA) requires school personnel to make an immediate report or cause a report to be made to DCFS; it states that they "may also notify the person in charge of [the] school," (325 ILCS 5/4). If the report involves a *disabled adult student*, employees should expect DCFS to instruct them to call the Ill. Dept. of Human Services Office (DHS) office of the Inspector General's statewide 24 hour toll-free telephone number at 1-800-843-6154 (325 ILCS 5/4.4a and 20 ILCS 1305/1-17(b)). Reports involving a disabled adult student may be made directly to DHS; however, for simplicity, and to preserve a superintendent's duty to disclose certain reports involving an employee or former district employee (see discussion in f/n 10 below) and the immunity for such disclosures, the sample policy directs the initial phone call involving a disabled adult student to DCFS.

Abuse and neglect are defined in 325 ILCS 5/3 and, for disabled adult students in 20 ILCS 1305/1-17(b) and 20 ILCS 2435/15. Abuse may be generally understood as any physical or mental injury or sexual abuse inflicted on a child or disabled adult student other than by accidental means or creation of a risk of such injury or abuse by a person who is responsible for the child's or disabled adult student's welfare. Neglect may be generally understood as abandoning a child or disabled adult student or failing to provide the proper support, education, medical, or remedial care required by law by one who is responsible for the child's or disabled adult student's welfare.

Any person required by law to report abuse and neglect who willfully fails to report is guilty of a Class A misdemeanor. A teaching certificate may be suspended for willful failure to report suspected child abuse or neglect as required by law (105 ILCS 5/21B-75 and 20 ILCS 1305/1-17(k)(1)).

District employees who make a report in good faith receive immunity, except in cases of willful or wanton misconduct. See 325 ILCS 5/4 and 9. Further, for the purpose of any proceedings, civil or criminal, good faith of the person making the report is presumed. *Id.*

² State child and disabled adult protection laws define the same class of individuals differently, but with the same goal: to protect a disabled adult student, not living in a DCFS licensed facility, who is still finishing school with an Individual Education Plan (IEP). The Ill. Dept. of Human Services Act, 20 ILCS 1305/1-17(b) defines "adult student with a disability" as an adult student, age 18 through 21, inclusive (through the day before the student's 22nd birthday), with an IEP other than a resident of a facility licensed by DCFS. This statutory definition is the basis for this sample policy's language. For purposes of the discussions in f/ns 1 & 10, the term "adult student with a disability" is shortened to *disabled adult student*.

For elementary districts, delete the following phrase from the first sentence: "~~or, for a student aged 18 through 21, an abused or neglected individual with a disability.~~"

³ 325 ILCS 5/7. For a board that wants to include what a DCFS report should contain, an optional sentence follows:

The report shall include, if known:

1. The name and address of the child, parent/guardian names, or other persons having custody;
2. The child's age;
3. The child's condition, including any evidence of previous injuries or disabilities; and
4. Any other information that the reporter believes may be helpful to DCFS for its investigation.

⁴ The sample policy makes the report to the superintendent or building principal mandatory to keep the administration informed. The administration may not force the staff member to change or modify his or her report.

Option A. - For elementary districts.

Option B. - Add items to include in a DCFS report.

5:90

Page 1 of 4

Any District employee who discovers child pornography on electronic and information technology equipment shall immediately report it to local law enforcement, the National Center for Missing and Exploited Children's CyberTipline 800/843-5678, or online at www.cybertipline.com. The Superintendent or Building Principal shall also be promptly notified of the discovery and that a report has been made. ⁵

Any District employee who observes any act of hazing that does bodily harm to a student must report that act to the Building Principal, Superintendent, or designee who will investigate and take appropriate action. If the hazing results in death or great bodily harm, the employee must first make the report to law enforcement and then to the Superintendent or Building Principal. Hazing is defined as any intentional, knowing, or reckless act directed to or required of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students. ⁶

Abused and Neglected Child Reporting Act (ANCRA), School Code, and Erin's Law Training

The Superintendent or designee shall provide staff development opportunities for District employees in the detection, reporting, and prevention of child abuse and neglect. ⁷

All District employees shall:

1. Before beginning employment, sign the *Acknowledgement of Mandated Reporter Status* form provided by DCFS. The Superintendent or designee shall ensure that the signed forms are retained.
2. Complete mandated reporter training as required by law within one year of initial employment and at least every 5 years after that date. ⁸

The footnotes are not intended to be part of the adopted policy: they should be removed before the policy is adopted.

⁵ The Reporting Act requires an electronic and information technology equipment worker or the worker's employer to report a discovery of child pornography depicted on an item of electronic and information technology equipment (325 ILCS 5/4.5). Consult the board attorney to determine whether any district employees fit the definition of an *electronic and information technology worker*, i.e., are "persons who in the scope and course of their employment or business install, repair, or otherwise service electronic and information technology equipment for a fee."

The paragraph exceeds the newly added requirements by requiring *all* district employees to report a discovery of child pornography on electronic and information technology equipment. This furthers the National Center for Missing and Exploited Children's public policy goal of "empowering the public to take immediate and direct action to enforce a zero tolerance policy regarding child sexual exploitation."

Similar to school personnel who are mandated reporters, electronic and information technology equipment workers and their employers have broad immunities from criminal, civil, or administrative liabilities when they report a discovery of child pornography as required under 325 ILCS 5/4.5, except for willful or wanton misconduct (e.g. knowingly filing a false report). Failure to report a discovery of child pornography is a business offense subject to a fine of \$1001.

⁶ 720 ILCS 5/12C-50.1(b), added by P.A. 98-393, creates a duty for *school officials* to report hazing. The term *school official* includes all school employees and volunteer coaches (*Id.*). The duty to report hazing is triggered only when the district employee was fulfilling his or her responsibilities as a school official and observed hazing which results in bodily harm (*Id.*). A report must be made to *supervising educational authorities*, which is not defined in the Act (*Id.*). Common sense, however, would require the individual witnessing hazing to report it to the building principal or superintendent. Failure to report hazing is a Class B misdemeanor. Failure to report hazing that resulted in death or great bodily harm is a Class A misdemeanor (*Id.*). 7:190-AP1, *Student Handbook - Hazing Prohibited*, uses the same definition of *hazing*; this definition is based on 720 ILCS 720 ILCS 5/12C-50.

⁷ While it is unclear whether this is a duty or power, 105 ILCS 5/10-23.12 authorizes boards "[t]o provide staff development for local school site personnel who work with pupils in grades kindergarten through 8, in the detection, reporting and prevention of child abuse and neglect."

The drill during such training should be: "If in question, report."

⁸ The Abused and Neglected Child Reporting Act (ANCRA), 325 ILCS 5/4, amended by P.A. 98-408, also requires staff members, within one year of employment, to complete training from a provider or agency with expertise in recognizing and reporting child abuse. This training must be completed again at least every 5 years. This ANCRA training requirement addresses only new employees to a district. It is silent about how to manage individuals who were employed by a district before 7-1-2014.

The Superintendent will encourage all District educators to complete continuing professional development that addresses the traits and identifiers that may be evident in students who are victims of child sexual abuse, including recognizing and reporting child abuse and providing appropriate follow-up and care for abused students as they return to the classroom setting. ⁹

Special Superintendent Responsibilities

The Superintendent shall execute the requirements in Board policy 5:150, *Personnel Records*, whenever another school district requests a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to DCFS. ¹⁰

The Superintendent shall notify the State Superintendent and the Regional Superintendent in writing when he or she has reasonable cause to believe that a certificate holder was dismissed or resigned from the District as a result of an act that made a child an abused or neglected child. ¹¹ The Superintendent must make the report within 30 days of the dismissal or resignation and mail a copy of the notification to the certificate holder. ¹²

Special School Board Member Responsibilities

Each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in the Act, direct or cause the Board

To reduce liability and align with best practices, ANCRA training for existing district employees appears prudent; however, consult the board attorney about:

1. Whether mandating existing employees to participate in ANCRA training is an item on which collective bargaining may be required. Any policy that impacts upon wages hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.
2. How to comply with both the new ANCRA training requirements and whether compliance with them would also satisfy the School Code's more limited district-provided training requirement discussed in f/n 7 above.

⁹ *Erin's Law Taskforce Final Report*, authorized by 105 ILCS 5/22-65, repealed upon submission of the Report at: www.isbe.state.il.us/reports/erins-law-final0512.pdf.

¹⁰ The Abused and Neglected Child Reporting Act (ANCRA), 325 ILCS 5/4, requires a superintendent, upon being requested for a reference concerning an employee or former employee, to disclose to the requesting school district the fact that a district employee has made a report involving the conduct of the applicant or caused a report to be made to DCFS. When a report involves a disabled adult student, DCFS must instruct mandated reporters making these reports to call the Ill. Dept. Human Services' Office of the Inspector General's statewide 24 hour toll-free telephone number: 1-800-368-1463 (325 ILCS 5/4.4a) to make a report under the Ill. Dept. of Human Services (DHS) Act (20 ILCS 1305/).

The DHS Act, 20 ILCS 1305/1-17, then requires a determination of whether a report involving a disabled adult student should be investigated under it or the Abuse of Adults with Disabilities Intervention Act, 20 ILCS 2435. Neither the DHS Act nor the Abuse of Adults with Disabilities Intervention Act outlines a duty for the superintendent, upon being requested for a reference concerning an employee or former employee, to disclose to the requesting school district the fact that a district employee has made a report involving the conduct of the applicant or caused a report to be made to DHS involving an adult student with a disability.

Given the public policy behind the recent amendments to 325 ILCS 5/4, a reasonable interpretation of the law is that the superintendent's duty to disclose now involves DHS reports concerning adult students with disabilities. However, with no mechanism requiring DHS to report back to the superintendent a *non-substantiated report* (DHS version of a DCFS *unfounded* report), a superintendent's duty to disclose cannot end. Consult the board attorney about managing the duty to disclose reports that involve disabled adult students when DCFS redirects the reporter to DHS. For more information, see policy 5:150, *Personnel Records*.

¹¹ Alternative for districts in suburban Cook County: replace "Regional Superintendent" with "appropriate Intermediate Educational Service Center." P.A. 96-893 abolished the Regional Office of Education for Suburban Cook County and transferred its duties and powers to Intermediate Service Centers.

¹² 105 ILCS 5/10-21.9(e-5) requires these notifications and provides superintendents immunity from any liability, whether civil or criminal or that otherwise might result by complying with the statute.

OPTION C. –
Cook County
districts

to direct the Superintendent or other equivalent school administrator to comply with the Act's requirements concerning the reporting of child abuse. **13**

LEGAL REF.: 105 ILCS 5/10-21.9.
20 ILCS 1305/1-1 et seq.
20 ILCS 2435/.
325 ILCS 5/.
720 ILCS 5/12C-50.1.

CROSS REF.: 2:20 (Powers and Duties of the School Board), 5:20 (Workplace Harassment Prohibited), 5:100 (Staff Development Program), 5:120 (Ethics and Conduct), 5:150 (Personnel Records), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:20 (Harassment of Students Prohibited), 7:150 (Agency and Police Interviews)

ADOPTED:

Compare to current District policy 5:90 or consider adding the policy to your manual if it is not now included.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

13 325 ILCS 5/4. This statute makes board members mandatory child abuse reporters "to the extent required in accordance with other provisions of this section expressly concerning the duty of school board members to report suspected child abuse." Thus, a board member's duty is "to direct the superintendent or other equivalent school administrator to comply with the Act's requirements concerning the reporting of child abuse" whenever an "allegation is raised to a school board member during the course of an open or closed school board meeting that a child who is enrolled in the school district of which he or she is a board member is an abused child." Of course, any board member with reason to doubt that a report was or will be made should directly contact DCFS.

yes
with
changes
AHW

REWRITTEN

October 2013

5:100

General Personnel

Staff Development Program

The Superintendent or designee shall implement a staff development program. The goal of such program shall be to update and improve the skills and knowledge of staff members in order to achieve and maintain a high level of job performance and satisfaction. Additionally, the development program for certificated staff members shall be designed to effectuate the District and School Improvement Plans so that student learning objectives meet or exceed goals established by the District and State.

The staff development program shall provide, at a minimum, at least once every 2 years, the in-service training of certificated school personnel and administrators on current best practices regarding the identification and treatment of attention deficit disorder and attention deficit hyperactivity disorder, the application of non-aversive behavioral interventions in the school environment, and the use of psychotropic or psychostimulant medication for school-age children.

The staff development program shall provide, at a minimum, once every 2 years, the in-service training of all District staff on educator ethics, teacher-student conduct, and school employee-student conduct.

In addition, the staff development program shall include each of the following:

1. At least, once every 2 years, training of all District staff by a person with expertise on anaphylactic reactions and management.
2. At least every 2 years, an in-service to train school personnel, at a minimum, to understand, provide information and referrals, and address issues pertaining to youth who are parents, expectant parents, or victims of domestic or sexual violence.
3. Training that, at a minimum, provides District staff with a basic knowledge of matters relating to acquired immunodeficiency syndrome (AIDS) and the availability of appropriate sources of counseling and referral.
4. Training for school personnel who work with students in grades 7 through 12 to identify the warning signs of mental illness and suicidal behavior in adolescents and teens along with appropriate intervention and referral techniques.
5. Abused and Neglected Child Reporting Act (ANCRA), School Code, and *Erin's Law* Training as follows:
 - a. Staff development for local school site personnel who work with students in grades kindergarten through 8, in the detection, reporting and prevention of child abuse and neglect (see policy 5:90, *Abused and Neglected Child Reporting*).
 - b. Within one year of employment, each staff member must complete mandated reporter training from a provider or agency with expertise in recognizing and reporting child abuse. Mandated reporter training must be completed again at least every 5 years (see policy 5:90, *Abused and Neglected Child Reporting*).
 - c. Informing educators about the recommendation in the *Erin's Law* Taskforce Report requesting them to attend continuing professional development programs that address the prevention and identification of child sexual abuse (see policy 5:90, *Abused and Neglected Child Reporting*).
6. Education for staff instructing students in grades 7 through 12, concerning teen dating violence as recommended by the District's Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, ~~Dean of Students~~ or Complaint Manager.

Comment [AKL1]: Policy is rewritten to provide a more accessible list of in-service and trainings that the School Code requires districts to provide, and to add new training requirements. (See numbers 4, 5, and 6.)
Issue 83, October 2013

5:100

Page 1 of 2

An opportunity shall be provided for all staff members to acquire, develop, and maintain the knowledge and skills necessary to properly administer life-saving techniques and first aid, including the Heimlich maneuver, cardiopulmonary resuscitation, and the use of an automated external defibrillator, in accordance with a nationally recognized certifying organization. Physical fitness facilities' staff must be trained in cardiopulmonary resuscitation and use of an automated external defibrillator.

LEGAL REF.: 105 ILCS 5/2-3.60, 5/10-22.39, 5/10-23.12, 5/24-5, and 110/3.
325 ILCS 5/4, Abused and Neglected Child Reporting Act.
745 ILCS 49/, Good Samaritan Act.

CROSS REF.: 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 4:160 (Environmental Quality of Buildings and Grounds), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Ethics and Conduct), 5:250 (Leaves of Absence), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 6:160 (English Language Learners), 7:20 (Harassment of Students Prohibited), 7:180 (Preventing Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:285 (Food Allergy Management Program), 7:290 (Suicide Awareness and Prevention Program), 7:305 (Student Athlete Concussions and Head Injuries)

ADOPOTED:

Compare to current District policy 5:90 or consider adding the policy to your manual if it is not now included.

yes
AHW

DRAFT UPDATE

Lincolnshire - Prairie View School District 103

5:120

General Personnel

Ethics and Conduct

All District employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with students, parents, staff members, and others. In addition, the Code of Ethics for Illinois Educators, adopted by the Illinois State Board of Education, is incorporated by reference into this policy. Any employee who sexually harasses a student or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.

The following employees must file a "Statement of Economic Interests" as required by the Illinois Governmental Ethics Act:

1. Superintendent;
2. Building Principal;
3. Head of any department;
4. Any employee responsible for negotiating contracts, including collective bargaining agreement, in the amount of \$1,000 or greater;
5. Hearing officer;
6. Any employee having supervisory authority for 20 or more employees; and
7. Any employee in a position that requires an administrative or a chief school business official endorsement.

Ethics and Gift Ban

Board policy 2:105, *Ethics and Gift Ban*, applies to all District employees. District students shall not be used in any manner for promoting a political candidate or issue.

Outside Employment and Conflict of Interest

No District employee shall be directly or indirectly interested in any contract, work, or business of the District, or in the sale of any article by or to the District, except when the employee is the author or developer of instructional materials listed with the State Board of Education and adopted for use by the Board. An employee having an interest in instructional materials must file an annual statement with the Board Secretary.

For the purpose of acquiring profit or personal gain, no employee shall act as an agent of the District nor shall an employee act as an agent of any business in any transaction with the District.

Employees shall not engage in any other employment or in any private business during regular working hours or at such other times as are necessary to fulfill appropriate assigned duties.

Comment [AKL1]: Boards are not required to include ISBE's *Code of Ethics for Illinois Educators* in a board policy. Incorporating it by reference into a policy demonstrates a board's commitment to the *Code's* principles and may allow a board to enforce the *Code* independently from any action taken by the State Superintendent.
Issue 83, October 2013

DRAFT UPDATE

Incorporated
by reference: 5:120-E (Exhibit - Code of Ethics for Illinois Educators)

LEGAL REF.: U.S. Constitution, First Amendment.
5 ILCS 420/4A-101 and 430/
50 ILCS 135/
105 ILCS 5/10-22.39, 5/22-5, and 5/24-22.
775 ILCS 5/5A-102.
23 Ill.Admin.Code Part 22, Code of Ethics for Illinois Educators.
Pickering v. Board of Township H.S. Dist. 205, 391 U.S. 563 (1968).
Garcetti v. Ceballos, 547 U.S. 410 (2006).

CROSS REF.: 2:105 (Ethics and Gift Ban); 5:100 (Staff Development Program)

ADOPTED: ~~February 14, 2011~~

Comment [AKL2]: NOTE: The designation "Incorporated by Reference" is added to a policy when a statute includes mandatory procedural requirements. The district should either access PRESS Online for IASB's sample procedure, or develop its own.

Issue 83, October 2013

yes
AHW

DRAFT UPDATE

Lincolnshire - Prairie View School District 103

5:200

Professional Personnel

Terms and Conditions of Employment and Dismissal

The Board of Education delegates authority and responsibility to the Superintendent to manage the terms and conditions for the employment of professional personnel. The Superintendent shall act reasonably and comply with State and federal law as well as any applicable collective bargaining agreement in effect. The Superintendent is responsible for making dismissal recommendations to the Board consistent with the Board's goal of having a highly qualified, high performing staff.

Duty-Free Lunch, Holidays, School Year and Day, Salary, Assignments and Transfers, Evaluation

Please refer to the current "Master Contract between the Lincolnshire – Prairie View Teachers' Association and the Board of Education of Lincolnshire - Prairie View School District 103."

Dismissal

The District will follow State law when dismissing a teacher.

LEGAL REF.: 105 ILCS 5/10-19, 5/18-8, 5/22.4, 5/24-16.5, 5/24-2, 5/24-8, 5/24-9, 5/24-11, 5/24-12, 5/24-21, 5/24A-1 through 24A-20.
820 ILCS 260/1 et seq.
23 Ill. Admin. Code Parts 50 (Evaluation of Certified Employees) and 51 (Dismissal of Tenured Teachers).
Cleveland Board of Education v. Loudermill, 105 S.Ct. 1487(1985).

Comment [AKL1]: Legal references are updated.
Issue 83, October 2013

CROSS REF.: 5:290 (Employment Termination and Suspensions)

ADOPTED: July 10, 2006

REVISED: February 13, 2012

yes
APW

DRAFT UPDATE

Lincolnshire - Prairie View School District 103

6:60

Instruction

Curriculum Content

The curriculum shall contain instruction on subjects required by State statute or regulation as follows:

1. In each grade, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, (h) music, and (i) drug and substance abuse prevention. A reading opportunity of 60 minutes per day will be promoted for all students in kindergarten through grade 3 whose reading levels are one grade level or more lower than their current grade level.
2. In kindergarten through grade 8, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence.
3. In grades kindergarten through 8, age-appropriate Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must incorporate policy 6:235, *Access to Electronic Networks* and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response. .
4. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship, in order to raise students' honesty, kindness, justice, discipline, respect for others, and moral courage.
5. In all schools, citizenship values must be taught, including: (a) patriotism, (b) democratic principles of freedom, justice, and equality, (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.
6. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage daily during the school day in a physical education course. For exemptions and substitutions, see policy 7:260, Exemption from Physical Activity.
7. In all schools, health education must be stressed, including: (a) proper nutrition, (b) physical fitness, (c) components necessary to develop a sound mind in a healthy body, and (d) dangers and avoidance of abduction, and (e) age-appropriate sexual abuse and assault awareness and prevention education in all grades. The Superintendent shall implement a comprehensive health education program in accordance with State law.
8. In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels.
9. In all schools, conservation of natural resources must be taught, including: (a) home ecology, (b) endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it.

Comment [AKL1]: Policy is updated with a reference to child sexual abuse and assault prevention education (*Erin's Law* 105 ILCS 5/22-65, added by P.A. 96-1524 and 105 ILCS 110/3, amended by P.A. 97-1147). P.A. 97-1147 requires age-appropriate education for all grades (formerly only secondary schools) about child sexual abuse and assault prevention. *Erin's Law* requires school boards to have a policy that addresses education about and prevention of child sexual abuse. See 7:185, *Teen Dating Violence Prohibited* for the required "teen dating violence policy."
Issue 83, October 2013

DRAFT UPDATE

10. In all schools, United States history must be taught, including: (a) the principles of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, and (e) the role and contributions of ethnic groups, including but not limited to, the African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians,, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State.
11. In addition, all schools shall hold an educational program on the United States Constitution on Constitution Day, each September 17, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.
12. In grade 7 and all high school courses concerning U.S. history or a combination of U.S. history and American government, students must view a Congressional Medal of Honor film made by the Congressional Medal of Honor Foundation, provided there is no cost for the film.
13. In all schools, the curriculum includes a unit of instruction on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.
14. In all schools, a unit of instruction must be included on the history, struggles, and contributions of women.
15. In all schools, a unit of instruction must be included on Black History, including the history of the African slave trade, slavery in America, and the vestiges of slavery in this country, as well as the struggles and contributions of African-Americans.
16. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.

LEGAL REF.: 5 ILCS 465/3 and 465/3a.
20 ILCS 2605/2605-480.
105 ILCS 5/2-3.80(e) and (f), 5/27-3, 5/27-3.5, 5/27-5, 5/27-6, 5/27-7, 5/27-12, 5/27-12.1, 5/27-13.1, 5/27-13.2, 5/27-20.3, 5/27-20.4, 5/27-20.5, 5/27-21, 5/27-22, 5/27-23.3, 5/27-23.4, 5/27-23.7, 5/27-23.8, 5/27-24.2, 435/, and 110/3.
625 ILCS 5/6-408.5.
23 Ill.Admin.Code §§1.420, 1.430, and 1.440.
Consolidated Appropriations Act of 2005, Pub. L. No. 108-447, Section 111 of Division J.
Protecting Children in the 21st Century Act, Pub. L. No. 110-385, Title II, 122 stat. 4096 (2008).
47 C.F.R. §54.520.

CROSS REF.: 6:20 (School Year Calendar and Day), 6:40 (Curriculum Development), 6:70 (Teaching About Religions), 6:235 (Access to Electronic Networks), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Discipline), 7:260 (Exemption from Physical Activity)

ADOPTED: ~~March 19, 2013~~

yes
AAW

DRAFT UPDATE

Lincolnshire - Prairie View School District 103

6:250

Instruction

Community Resource Persons and Volunteers

The School Board encourages the use of resource persons and volunteers to: (1) increase students' educational attainment, (2) provide enrichment experiences for students, (3) increase the effective utilization of staff time and skills, (4) give more individual attention to students, and (5) promote greater community involvement.

Resource persons and volunteers may be used:

1. For non-teaching duties not requiring instructional judgment or evaluation of students;
2. For supervising study halls, long distance teaching reception areas used incident to instructional programs transmitted by electronic media (such as computers, video, and audio), detention and discipline areas, and school-sponsored extracurricular activities;
3. To assist with academic programs under a certificated teacher's immediate supervision;
4. As a guest lecturer or resource person under a certificated teacher's direction and with the administration's approval; or
5. As supervisors, chaperones, or sponsors for non-academic school activities.

The Superintendent shall establish procedures for securing and screening resource persons and volunteers. A person who is a "sex offender," as defined by the Sex Offender Registration Act, or a "violent offender against youth," as defined in the Child Murderer and Violent Offender Against Youth Registration Act, is prohibited from being a resource person or volunteer. All volunteer coaches must comply with the requirement to report hazing in policy 5:90, Abused and Neglected Child Reporting.

Comment [AKL1]: Required by 720 ILCS 5/12C-50.1, added by P.A. 98-393. See policy 5:90 for more information.
Issue 83, October 2013

LEGAL REF.: 105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b.
720 ILCS 5/12C-50.1.
730 ILCS 152/101 et seq. and 154/75-105.

CROSS REF.: 4:170 (Safety), 5:90 (Abused and Neglected Child Reporting), 5:280 (Duties and Qualifications), 8:30 (Visitors to and Conduct on School Property), 8:95 (Parental Involvement)

ADOPTED: December 10, 2007

NEW

All boards with students enrolled in grades 7 through 12 must have a policy on teen dating violence (105 ILCS 110/3.10, added by P.A. 98-190). This sample policy is designed to align with a district's already-existing procedures for reporting bullying and school violence. See f/n 7. Footnotes will be removed when the update is processed.

yes
with changes
Allw

October 2013

7:185

Students

Teen Dating Violence Prohibited ¹

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. ² For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to ~~19~~ ^{19 or older} years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship. ³

The Superintendent or designee shall develop and maintain a program to respond to incidents of teen dating violence that: ⁴

1. Fully implements and enforces each of the following Board policies: ⁵
 - a. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
 - b. 7:180, *Preventing Bullying, Intimidation, and Harassment*. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ All school boards with students enrolled in grades 7 through 12 must have a policy on teen dating violence (105 ILCS 110/3.10, added by P.A. 98-190). This sample policy is designed to align with a district's already-existing procedures for reporting bullying and school violence. See f/n 7. The curriculum components for teen dating violence education are listed in administrative procedure 6:60-AP, *Comprehensive Health Education Program*.

² 105 ILCS 110/3.10(b), added by P.A. 98-190. School officials must proceed carefully before disciplining a student for out-of-school conduct. A school's authority over off-campus conduct is much more limited than incidents that occur on school grounds. However, school officials may generally: (1) remove a student from extracurricular activities when the conduct code for participation requires students to conduct themselves at all times as good citizens and exemplars of the school (see 7:240, *Conduct Code for Participants in Extracurricular Activities*); and (2) suspend or expel a student from school attendance when the student's expression causes substantial disruption to school operations.

³ 105 ILCS 110/3.10(a), added by P.A. 98-190. For districts that wish to broaden the ages (e.g., perhaps include 11-12 year olds in a middle school setting), delete the following phrase from the first sentence: "who is 13 to 19 years of age". The law defines *dating* or *dating relationship* as an "ongoing social relationship of a romantic or intimate nature between two persons." The terms do not include "a casual relationship or ordinary fraternization between two persons in a business or social context."

⁴ Required by 105 ILCS 110/3.10(b)(3), added by P.A. 98-190.

⁵ Be sure the referenced board policies, as adopted locally, contain the language paraphrased in this policy. If not, either substitute similar language from the locally adopted board policies on the same topics, or just insert the titles from relevant locally adopted policies.

The statutory content requirements for a teen dating policy include "establish[ing] procedures for the manner in which employees of a school are to respond to incidents of teen dating violence." This policy fulfills this requirement by incorporating by reference the following administrative procedure: 7:180-AP1, *Prevention, Identification, Investigation, and Response to Bullying and School Violence*. This means that 7:180-AP1 should be considered to be part of this policy.

OPTION

7:185

Page 1 of 3

and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals: ⁶
 - a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence. ⁷
 - b. The Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, ~~Dean of Students~~, or a Complaint Manager identified in policy 7:20, *Harassment of Students Prohibited*. ⁸
3. Incorporates age-appropriate instruction in grades 7 through ~~12~~⁸, in accordance with the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*. ⁹
4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, ~~Dean of Students~~, or a Complaint Manager. ¹⁰
5. Notifies students and parents/guardians of this policy. ¹¹

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

⁶ 105 ILCS 110/3.10(b)(4), added by P.A. 98-190, requires the policy to identify by job title which school officials are responsible for receiving reports related to teen dating violence.

⁷ *Id.* at f/ns 5 & 6. Sexual violence is one listed component of teen dating violence (105 ILCS 110/3.10 (a), added by P.A. 98-190). Sexual violence has also been found by the Ill. Gen. Assembly to be a component of bullying and school violence (105 ILCS 5/27-23.7). Thus, identifying *any school staff member* is consistent with 7:180-AP1, *Prevention, Identification, Investigation, and Response to Bullying and School Violence*, which uses the student-friendly reporting system outlined in 7:180-AP1, E2, *Be a Hero by Reporting Bullying and School Violence*.

⁸ *Id.* Under any reporting system, a report involving bullying and school violence that is based upon a protected status (often teen dating violence will involve conduct based upon the target's sex) must be referred to the district's Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager (7:20, *Harassment of Students Prohibited*). Customize this list to reflect local conditions. These individuals may also take reports directly from students.

⁹ Required by 105 ILCS 110/3.10(b)(2). The curriculum-specific components for teen dating violence education are listed in administrative procedure 6:60-AP, *Comprehensive Health Education Program*.

¹⁰ *Id.* For boards that add the optional paragraphs in policy 5:100, *Staff Development*, add the phrase "and policy 5:100, *Staff Development*."

¹¹ Required by 105 ILCS 110/3.10(b)(5). Boards must communicate this policy to students and their parents/guardians. This may be accomplished, in part, by (1) sending 7:185-E, *Memo to Parents/Guardians Regarding Teen Dating Violence*, and (2) amending the district's anti-bullying campaign statement(s), such as the following, in the student handbook and school website:

Bullying, teen dating violence, intimidation, and harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. The School District will take disciplinary action against any student who participates in such conduct or who retaliates against someone for reporting incidents of bullying, teen dating violence, intimidation, or harassment.

NOTE: The designation “Incorporated by Reference” is added to a policy when a statute includes mandatory procedural requirements. The district should either access PRESS Online for IASB’s sample procedure, or develop its own.

Incorporated
by Reference:

7:180-AP1, (Prevention, Identification, Investigation, and Response to Bullying and School Violence)

LEGAL REF.:

105 ILCS 110/3.10.

CROSS REF.:

2:240 (Board Policy Development), 5:100 (Staff Development), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:180 (Preventing Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Discipline), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities)

ADOPTED:

yes
AHW

with
changes

DRAFT UPDATE

Lincolnshire - Prairie View School District 103

8:30

Community Relations

Visitors to and Conduct on School Property

The following definitions apply to this policy:

School property - ~~District and~~ school buildings ~~and~~ grounds, ~~all District buildings and~~ grounds, parking areas; vehicles used for school purposes; and any location used for a School Board meeting, school athletic event, or other school-sponsored event.

Visitor - Any person other than an enrolled student or District employee.

All visitors to school property are required to report to the Building Principal's office and receive permission to remain on school property. All visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. On those occasions when large groups of parents and friends are invited onto school property, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Except as provided in the next paragraph, any person wishing to confer with a staff member must contact that staff member by telephone to make an appointment. Online scheduling is available to make an appointment to meet with a staff member during regular parent/teacher conference days. Conferences with teachers are held outside school hours or during the teacher's conference/preparation period.

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee.

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, a Board member, sports official or coach, or any other person;
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language;
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device;
4. Damage or threaten to damage another's property;
5. Damage or deface School District property;
6. Violate any Illinois law, or town or county ordinance;
7. Smoke or otherwise use tobacco products;
8. Consume, possess, distribute, or be under the influence of ~~an alcoholic beverage~~ alcohol ~~or illegal drugs; drug~~ S

Comment [AKL1]: UPDATE 1. Definition of "school property" is updated to include parking areas.
Issue 83, October 2013

Comment [AKL2]: UPDATE 2. With one exception, a license to carry a firearm does not permit an individual to carry a concealed firearm on or into any building, real property, and or parking area under the control of an elementary or secondary school, or any bus paid for in whole or part with public funds. That exception is contained in the following optional provision:
OPTION. Replace #3 with the following: "Possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon or any dangerous device; however, an individual licensed to carry a concealed firearm under the Illinois Firearm Concealed Carry Act is permitted to carry a concealed firearm within a vehicle into a parking area controlled by a school or District and may store a firearm or ammunition concealed in a case within a locked vehicle or locked container out of plain view within the vehicle in the parking area."
Issue 83, October 2013

8:30

Page 1 of 3

DRAFT UPDATE

~~8-9. Use or possess medical cannabis;~~

~~9-10. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);~~

~~10-11. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board of Education;~~

~~11-12. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive;~~

~~12-13. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding; or~~

~~13-14. Violate other District policies or regulations, or a directive from an authorized security officer or District employee ; or~~

~~14-15. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.~~

Comment [AKL3]:

UPDATE 3. To legally use medical cannabis, an individual must first become a *registered qualifying patient*. The use of cannabis by a *registered qualifying patient* is permitted only in accordance with the Compassionate Use of Medical Cannabis Pilot Program (Medical Cannabis Act) (410 ILCS 130/, added by P.A. 98-122 (eff. 1-1-14). There are many situations in which no one, even a *registered qualifying patient*, may possess or use cannabis, including (a) in a school bus, (b) on the grounds of any preschool or primary or secondary school, or (c) in close physical proximity to anyone under the age of 18 years of age.
Issue 83, October 2013

Exclusive Bargaining Representative Agent

Authorized agents of an exclusive bargaining representative, upon notifying the Building Principal's office, may meet with a school employee (or group of employees) in the school building during free-times of such employees.

Convicted Child Sex Offender

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender meets either of the following two exceptions:

1. The offender is a parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
2. The offender received permission to be present from the Board, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

Enforcement

Any staff member may request identification from any person on school grounds or in any school building; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year.

Procedures to Deny Future Admission to School Events or Meetings

Before any person may be denied admission to school events or meetings as provided in this policy, the person has a right to a hearing before the Board. The Superintendent may refuse the person admission pending such hearing. The Superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least 10 days before the Board hearing date. The hearing notice must contain:

DRAFT UPDATE

1. The date, time, and place of the Board hearing,
2. A description of the prohibited conduct,
3. The proposed time period that admission to school events will be denied, and
4. Instructions on how to waive a hearing.

LEGAL REF.: Nuding v. Cerro Gordo Community Unit School Dist., 730 N.E.2d 96 (Ill.App.4, 2000).

Pro-Children Act of 1994, 20 U.S.C. §7181 et seq.

105 ILCS 5/10-20.5b, 5/24-24, and 5/24-25.

410 ILCS 130/ Compassionate Use of Medical Cannabis Pilot Program.

430 ILCS 66/ Firearm Concealed Carry Act.

720 ILCS 5/11-9.3.

CROSS REF.: 4:170 (Safety), 5:50 (Drug and Alcohol-Free Workplace; Tobacco Prohibition), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:190 (Student Discipline), 8:20 (Community Use of School Facilities),

ADOPTED: ~~November 8, 2010~~



Lincolnshire-Prairie View School District 103

Memo

To: Board of Education
From: Scott Warren
Date: December 12, 2013
Re: Recommendation for Approval of Employment

The administration is recommending the approval of David Poukey to serve as the parental leave replacement for Christina Louchios, Reading Specialist at Daniel Wright, beginning January 20, 2014 through June 2, 2014. A letter of recommendation from Principal St. Claire and the contract are included for the Board's review.



Lincolnshire-Prairie View School District 103
Daniel Wright Junior High School

1370 Riverwoods Road • Lincolnshire, IL 60069
847/295-1560 • FAX 847/295-7136
<http://www.daniel-wright.d103.org>

Scott H. Warren, Ed.D.
Superintendent

Margaret St. Claire
Principal

Julie Bodeen
Assistant Principal

To: District 103 Board of Education
Dr. Scott Warren

From: Margaret St. Claire

Date: December 9, 2013

Re: Leave of Absence Recommendation

It is my pleasure to recommend Mr. David Poukey for the Leave of Absence for Mrs. Christina Louchios, 5th and 6th grade reading specialist. The position is scheduled to begin on January 20, 2014 and continue through June 2, 2014. Mr. Poukey has just successfully completed a LOA position for Mr. Chris Walsh in 6th grade Social Studies and has had 3 years of experience teaching 6th grade Social Studies and Language Arts at Most Blessed Trinity Academy in Waukegan, Illinois.

A second career educator, David was awarded an undergraduate degree in Mass Communication from the University of Wisconsin – LaCrosse and pursued a career in advertising. He then earned his teaching certification from Trinity College in 2008 and began his teaching career at Most Blessed Trinity Academy. As stated by Ms. Sandra Prez, Principal, “With deep knowledge of the subject matter, optimism and skill, he individually supports students in the learning process.”

I am confident that Mr. Poukey will be a wonderful addition to the 5th and 6th grade teaching teams during Mrs. Louchios’ Leave of Absence.



LINCOLNSHIRE-PRAIRIE VIEW SCHOOL DISTRICT 103
TEACHER CONTRACT

5-6 Literacy Specialist LOA Replacement Teacher
FTE: 1.0

<u>TEACHER</u>	<u>DEGREE</u>	<u>LANE</u>	<u>STEP</u>	<u>TRS SALARY</u>
David Poukey	BA	1	1	\$21,939.44

AGREEMENT MADE THIS 17TH DAY OF **December, 2013** between the Board of Education of Lincolnshire-Prairie View School District 103, Lake County, Illinois, hereinafter called the BOARD, and

DAVID POUKEY
hereinafter called the TEACHER*
W I T N E S S E T H

A. EMPLOYMENT:

1. The BOARD hereby employs **DAVID POUKEY** as a legally qualified teacher, who holds a valid teaching certificate issued by the Illinois State Teacher Certification Board, with such powers and duties in that connection as may be fixed by the BOARD in this contract and in its policies, rules, and regulations. The employee shall work the days specified in the attached calendar.
2. The BOARD shall pay to the TEACHER a salary of **\$21,939.44** for the term commencing **January 21, 2014**, in equal installments for a period of **six months (11 pay periods)**.
3. The BOARD shall indemnify and protect the TEACHER against civil rights damage claims and suits, constitutional rights damage claims and suits, and death, bodily injury, and property damage claims and suits, including the defense thereof, when damages are sought for negligent or wrongful acts alleged to have been committed in the scope of employment or under the direction of the BOARD.
4. ~~During each school year the principal shall file for non-tenured teachers the District 103 Teacher Evaluation Form on or about December 15 and March 15 with the superintendent and provide the TEACHER with a copy of the completed evaluation.~~
5. Each newly hired TEACHER shall submit evidence of physical examination to the BOARD prior to the beginning of the school year.
6. The TEACHER shall notify the BOARD of any changes in the TEACHER'S certification status, any credit hours that he/she may have earned, and any academic course work that he/she has undertaken and completed.

B. TEACHER DUTIES:

1. The TEACHER agrees to devote effort to the development and implementation of the educational program of the BOARD.
2. The TEACHER shall be required to fulfill all requirements as specified in the Board Policy Handbook and the rules and regulations of The School Code of Illinois as from time to time in effect.
3. The TEACHER shall keep an accurate register of the daily attendance for each assigned pupil enrolled in the school, and shall make such other reports and keep records as required by the laws of the State of Illinois, the BOARD, or the administration.
4. The TEACHER shall be responsible for and deemed to have knowledge of all the rules, regulations, and policies established by the BOARD, and shall carry out duties prescribed therein. Copies of the Board Policy Handbook shall be available in each school office and school library.



Lincolnshire-Prairie View School District 103

1370 N. Riverwoods Road • Lincolnshire, IL 60069

847/295-4030 • FAX 847/295-9196

<http://www.d103.org>

MEMO

To: Board of Education
From: Dan Stanley
CC: Dr. Scott Warren
Date: December 17, 2013
Re: Business Office Update

Financial Reports

Included are the financial reports for October 2013. September revenues were \$408,819.24, bringing year to date revenues to \$13,111,865.65, 44.2% of the budgeted revenues. Expenditures totaled \$2,810,715.68, bringing YTD expenditures to 37% of budget. At 33% through the fiscal year, the 37% is due to annual lease payments (computers and buses) and paying for the summer capital projects. Salaries and Benefits (72% of the budget) are 30.8% expended.

Total fund balances decreased \$2.4 million to just under \$21.9 million. The next several months will see a steady decline in fund balances as expenditures will exceed revenues until we reach the May/June tax receipts.

I also hope to give you November's financial reports within the next few days.

FY 15 Budget

In order to get the budget finished and adopted by June, I will need salary and staffing numbers sooner than in previous years. In order to effectively complete the budget as the board has requested, I am asking that salaries and contracts for the 2014-2015 school year be completed by the end of March, which includes board approval. In January, I will give you some draft staffing numbers.

State Audit

The district recently completed an audit from the ISBE that audited the Pupil Transportation Claim, General State Aid Claim, Special Ed Personnel Claim, Title I, and Title II. I am very proud to say that none of the audits resulted in negative adjustments (meaning the district must send money back). Additionally, the district will receive an additional \$39,000 from the state as a result of the Pupil Transportation Claim audit.

Revenue Report

10/31/2013

% of Fiscal Year Completed **33.3%**

MTD Oct	YTD Actual	Fiscal Year 2014 Adopted Budget	Budget Balance	% Budget Received
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Education Fund

Local Revenue	277,507.34	10,447,717.95	23,358,300	12,910,582.05	44.7%
State Revenue	-	240,248.01	628,500	388,251.99	38.2%
Federal Revenue	-	24,823.13	221,900	197,076.87	11.2%
Subtotal Education Fund	277,507.34	10,712,789.09	24,208,700	13,495,910.91	44.3%
Total Education Fund	277,507.34	10,712,789.09	24,208,700	13,495,910.91	44.3%

Operations & Maintenance Fund

Local Revenue	18,942.02	985,854.89	2,228,200	1,242,345.11	44.2%
State Revenue	62,209.14	145,712.30	370,000	224,287.70	39.4%
Subtotal O & M Fund	81,151.16	1,131,567.19	2,598,200	1,466,632.81	43.6%
Transfers	-	-	1,970,370	1,970,370.00	0.0%
Total O&M Fund	81,151.16	1,131,567.19	4,568,570	3,437,002.81	24.8%

Debt Service Fund

Local Revenue	3,147.40	158,307.79	166,000	7,692.21	95.4%
Subtotal Debt Service Fund	3,147.40	158,307.79	166,000	7,692.21	95.4%
Transfers	-	-	507,148	507,148.00	0.0%
Total Debt Service Fund	3,147.40	158,307.79	673,148	514,840.21	23.5%

Transportation Fund

Local Revenue	39,430.56	604,433.68	1,503,300	898,866.32	40.2%
State Revenue	-	123,914.17	470,000	346,085.83	26.4%
Subtotal Transportation Fund	39,430.56	728,347.85	1,973,300	1,244,952.15	36.9%
Total Transportation Fund	39,430.56	728,347.85	1,973,300	1,244,952.15	36.9%

Retirement Fund

Local Revenue	7,577.23	380,831.17	696,300	315,468.83	54.7%
Subtotal Retirement Fund	7,577.23	380,831.17	696,300	315,468.83	54.7%
Total Retirement Fund	7,577.23	380,831.17	696,300	315,468.83	54.7%

Capital Projects Fund

Local Revenue	-	-	50,000	50,000.00	0.0%
Subtotal Cap. Projects Fund	-	-	50,000	50,000.00	0.0%
Transfers	-	-	2,320,000	2,320,000.00	0.0%
Total Cap. Projects Fund	-	-	2,370,000	2,370,000.00	0.0%

Working Cash Fund

Local Revenue	5.55	22.56	-	(22.56) No Bud	
Subtotal Working Cash Fund	5.55	22.56	-	(22.56) No Bud	
Total Working Cash Fund	5.55	22.56	-	(22.56) No Bud	

All Funds

Local Revenue	346,610.10	12,577,168.04	28,002,100	15,424,931.96	44.9%
State Revenue	62,209.14	509,874.48	1,468,500	958,625.52	34.7%
Federal Revenue	-	24,823.13	221,900	197,076.87	11.2%
Subtotal All Funds	408,819.24	13,111,865.65	29,692,500	16,580,634.35	44.2%
"On Behalf"/Transfers	-	-	4,797,518	4,797,518.00	0.0%
Total All Funds	408,819.24	13,111,865.65	34,490,018	21,378,152.35	38.0%

Expenditure Report

10/31/2013

% of Fiscal Year Complete: 33.3%

	MTD Oct	YTD Actual	Fiscal Year 2014 Adopted Budget	Budget Balance	% Budget Expensed
Education Fund					
Salaries	1,302,447.46	4,929,776.43	15,975,500.00	11,045,723.57	30.9%
Benefits	240,869.58	974,527.88	3,132,800.00	2,158,272.12	31.1%
Purchased Services	165,551.59	766,849.57	1,390,400.00	623,550.43	55.2%
Supplies	159,295.28	484,506.85	1,315,400.00	830,893.15	36.8%
Capital Outlay	21,590.76	25,932.76	19,000.00	(6,932.76)	136.5%
Other	54,045.32	141,457.82	920,000.00	778,542.18	15.4%
Non-Capitalized Equipment	1,906.02	62,064.89	180,300.00	118,235.11	34.4%
Termination Benefits	44,080.01	80,080.01	98,800.00	18,719.99	81.1%
Subtotal Education Fund	1,989,786.02	7,465,196.21	23,032,200.00	15,567,003.79	32.4%
Transfers	-	-	1,655,128.00	1,655,128.00	0.0%
Total Education Fund	1,989,786.02	7,465,196.21	24,687,328.00	17,222,131.79	30.2%
Operations and Maintenance Fund					
Salaries	69,318.06	304,679.43	864,700.00	560,020.57	35.2%
Benefits	12,436.84	49,859.44	179,200.00	129,340.56	27.8%
Purchased Services	40,679.86	95,449.14	310,400.00	214,950.86	30.8%
Supplies	23,192.67	55,298.96	118,500.00	63,201.04	46.7%
Capital Outlay	45,860.10	409,970.28	623,000.00	213,029.72	65.8%
Other	60.00	60.00	500.00	440.00	12.0%
Non-Capitalized Equipment	-	3,327.30	1,000.00	(2,327.30)	332.7%
Subtotal O&M Fund	191,487.53	918,584.55	2,096,800.00	1,178,215.45	43.8%
Transfers	-	-	2,542,020.00	2,542,020.00	0.0%
Total O&M Fund	191,487.53	918,584.55	4,638,820.00	3,720,235.45	19.8%
Debt Service Fund					
Purchased Services	-	400.00	1,200.00	800.00	33.3%
Other	278,366.53	385,350.97	670,300.00	284,949.03	57.5%
Subtotal Debt Service Fund	278,366.53	385,750.97	671,500.00	285,749.03	57.4%
Transfers	-	-	270.00	270.00	0.0%
Total Debt Service Fund	278,366.53	385,750.97	671,770.00	286,019.03	57.4%
Transportation Fund					
Salaries	80,793.46	238,359.45	924,300.00	685,940.55	25.8%
Benefits	24,895.18	102,616.24	304,600.00	201,983.76	33.7%
Purchased Services	7,187.74	280,485.42	477,300.00	196,814.58	58.8%
Supplies	24,034.79	51,273.43	159,000.00	107,726.57	32.2%
Other	20.00	68.00	300.00	232.00	22.7%
Non-Capitalized Equipment	-	-	5,000.00	5,000.00	0.0%
Subtotal Trans. Fund	136,931.17	672,802.54	1,870,500.00	1,197,697.46	36.0%
Transfers	-	-	600,000.00	600,000.00	0.0%
Total Trans. Fund	136,931.17	672,802.54	2,470,500.00	1,797,697.46	27.2%
Retirement Fund					
Benefits	102,368.07	316,645.31	1,071,700.00	755,054.69	29.5%
Subtotal Retirement Fund	102,368.07	316,645.31	1,071,700.00	755,054.69	29.5%
Total Retirement Fund	102,368.07	316,645.31	1,071,700.00	755,054.69	29.5%
Capital Projects Fund					
Capital Outlay	111,716.36	1,770,213.56	2,370,000.00	599,786.44	74.7%
Subtotal Cap. Projects Fund	111,716.36	1,770,213.56	2,370,000.00	599,786.44	74.7%
Total Cap. Projects Fund	111,716.36	1,770,213.56	2,370,000.00	599,786.44	74.7%
All Funds					
Salaries	1,452,558.98	5,472,815.31	17,764,500.00	12,291,684.69	30.8%
Benefits	380,569.67	1,443,648.87	4,688,300.00	3,244,651.13	30.8%
Purchased Services	213,419.19	1,143,184.13	2,179,300.00	1,036,115.87	52.5%
Supplies	206,522.74	591,079.24	1,592,900.00	1,001,820.76	37.1%
Capital Outlay	179,167.22	2,206,116.60	3,012,000.00	805,883.40	73.2%
Other	332,491.85	526,936.79	1,591,100.00	1,064,163.21	33.1%
Non-Capitalized Equipment	1,906.02	65,392.19	186,300.00	120,907.81	35.1%
Termination Benefits	44,080.01	80,080.01	98,800.00	18,719.99	81.1%
Subtotal All Funds	2,810,715.68	11,529,253.14	31,113,200.00	19,583,946.86	37.1%
Transfers	-	-	4,797,418.00	4,797,418.00	0.0%
Total All Funds	2,810,715.68	11,529,253.14	35,910,618.00	24,381,364.86	32.1%

LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
DETAILED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ALL FUNDS
MONTH ENDED OCTOBER 31, 2013

	10	20	30	40	50	60	70	10+20+40+50+70	
	Education	Oper. & Maint.	Debt Services	Transportation	IMRF/SS	Capital Projects	Working Cash	Total Operating	Total All Funds
Transportation - Regular	-	-	-	-	-	-	-	-	-
Transportation - Spec. Ed.	-	-	-	-	-	-	-	-	-
Orphanage Tuition	-	-	-	-	-	-	-	-	-
Library Per Capital Grant	-	-	-	-	-	-	-	-	-
Other State Revenue	-	31,800.36	-	-	-	-	-	31,800.36	31,800.36
Total State Sources	-	62,209.14	-	-	-	-	-	62,209.14	62,209.14
Federal Sources									
Special Milk Program	-	-	-	-	-	-	-	-	-
Title I - Low Income	-	-	-	-	-	-	-	-	-
IDEA Preschool	-	-	-	-	-	-	-	-	-
IDEA Flow Through	-	-	-	-	-	-	-	-	-
IDEA Room & Board	-	-	-	-	-	-	-	-	-
Title II - Teacher Quality	-	-	-	-	-	-	-	-	-
Medicaid Reimbursement	-	-	-	-	-	-	-	-	-
Total Federal Sources	-	-	-	-	-	-	-	-	-
Total Revenues	277,507.34	81,151.16	3,147.40	39,430.56	7,577.23	-	5.55	405,671.84	408,819.24
EXPENDITURES									
Salaries									
Admin Salaries	112,955.33	8,778.59	-	8,799.98	-	-	-	130,533.90	130,533.90
Teacher Salaries	954,811.32	-	-	-	-	-	-	954,811.32	954,811.32
Extra Duty Stipends	31,158.75	-	-	-	-	-	-	31,158.75	31,158.75
Classified Salaries	185,632.31	60,539.47	-	71,993.48	-	-	-	318,165.26	318,165.26
Substitutes	17,889.75	-	-	-	-	-	-	17,889.75	17,889.75
Total Salaries	1,302,447.46	69,318.06	-	80,793.46	-	-	-	1,452,558.98	1,452,558.98
Benefits									
Transp. IMRF/SS/Medicare	-	-	-	2,273.40	-	-	-	2,273.40	2,273.40
TRS	26,403.85	-	-	-	-	-	-	26,403.85	26,403.85
IMRF	-	-	-	-	61,786.31	-	-	61,786.31	61,786.31
Social Security	-	-	-	-	25,077.01	-	-	25,077.01	25,077.01
Medicare	-	-	-	-	15,504.75	-	-	15,504.75	15,504.75
Medical Insurance	204,241.02	11,625.10	-	22,528.06	-	-	-	238,394.18	238,394.18
Life Insurance	2,972.62	76.95	-	93.72	-	-	-	3,143.29	3,143.29
Retiree Insurance	3,227.09	734.79	-	-	-	-	-	3,961.88	3,961.88
Tuition Reimbursement	4,025.00	-	-	-	-	-	-	4,025.00	4,025.00
Total Benefits	240,869.58	12,436.84	-	24,895.18	102,368.07	-	-	380,569.67	380,569.67
Purchased Services									
Professional Development	7,174.40	195.00	-	-	-	-	-	7,369.40	7,369.40
Consultation/Workshops	7,785.03	-	-	-	-	-	-	7,785.03	7,785.03
Data Processing	1,576.66	-	-	-	-	-	-	1,576.66	1,576.66
Auditing Services	10,000.00	-	-	-	-	-	-	10,000.00	10,000.00

LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
DETAILED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ALL FUNDS
MONTH ENDED OCTOBER 31, 2013

	10	20	30	40	50	60	70	10+20+40+50+70	Total All Funds
	Education	Oper. & Maint.	Debt Services	Transportation	IMRF/SS	Capital Projects	Working Cash	Total Operating	
Legal Services	11,725.60	-	-	-	-	-	-	11,725.60	11,725.60
Other Professional Services	4,051.36	1,240.64	-	3,068.78	-	-	-	8,360.78	8,360.78
Sanitation Services	1,276.33	-	-	-	-	-	-	1,276.33	1,276.33
Snow Removal	-	-	-	-	-	-	-	-	-
Rentals	-	-	-	-	-	-	-	-	-
Property Upkeep Services	-	39,031.92	-	-	-	-	-	39,031.92	39,031.92
Pupil Transportation Services	-	-	-	-	-	-	-	-	-
Travel	282.10	-	-	-	-	-	-	282.10	282.10
Student-Paid Trips	-	-	-	-	-	-	-	-	-
Telephone	11,301.36	212.30	-	45.48	-	-	-	11,559.14	11,559.14
Postage	2,916.00	-	-	-	-	-	-	2,916.00	2,916.00
Printing Services	4,874.83	-	-	-	-	-	-	4,874.83	4,874.83
Water/Sewer Services	3,357.12	-	-	-	-	-	-	3,357.12	3,357.12
Other Insurance	380.25	-	-	-	-	-	-	380.25	380.25
Other Purchased Services	5,155.07	-	-	694.48	-	-	-	5,849.55	5,849.55
Service Agreements	93,695.48	-	-	3,379.00	-	-	-	97,074.48	97,074.48
Total Purchased Services	165,551.59	40,679.86	-	7,187.74	-	-	-	213,419.19	213,419.19
Supplies									
General Supplies	49,663.79	21,938.40	-	640.53	-	-	-	72,242.72	72,242.72
Art Supplies	1,974.73	-	-	-	-	-	-	1,974.73	1,974.73
Paper Supplies	4,781.29	-	-	-	-	-	-	4,781.29	4,781.29
Spanish Supplies	6,184.84	-	-	-	-	-	-	6,184.84	6,184.84
Student-Paid Supplies	9,064.84	-	-	-	-	-	-	9,064.84	9,064.84
Science Supplies	4,595.85	-	-	-	-	-	-	4,595.85	4,595.85
Social Studies Supplies	507.76	-	-	-	-	-	-	507.76	507.76
English Language Arts Supplies	8,918.21	-	-	-	-	-	-	8,918.21	8,918.21
Math Supplies	2,624.32	-	-	-	-	-	-	2,624.32	2,624.32
Supplies - Other	30,728.26	-	-	-	-	-	-	30,728.26	30,728.26
Textbooks	17,502.61	-	-	-	-	-	-	17,502.61	17,502.61
Library Books	2,064.42	-	-	-	-	-	-	2,064.42	2,064.42
Periodicals	239.65	-	-	-	-	-	-	239.65	239.65
Fuel	-	1,254.27	-	23,394.26	-	-	-	24,648.53	24,648.53
Natural Gas	1,325.12	-	-	-	-	-	-	1,325.12	1,325.12
Electricity	15,439.37	-	-	-	-	-	-	15,439.37	15,439.37
Other Supplies	3,680.22	-	-	-	-	-	-	3,680.22	3,680.22
Total Supplies	159,295.28	23,192.67	-	24,034.79	-	-	-	206,522.74	206,522.74
Capital Outlay									
Capital Outlay	21,590.76	45,860.10	-	-	-	-	-	67,450.86	67,450.86
Building Improvements	-	-	-	-	-	16,398.68	-	-	16,398.68
Site Improvements	-	-	-	-	-	95,317.68	-	-	95,317.68
Total Capital Outlay	21,590.76	45,860.10	-	-	-	111,716.36	-	67,450.86	179,167.22

LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
DETAILED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ALL FUNDS
MONTH ENDED OCTOBER 31, 2013

	10	20	30	40	50	60	70	10+20+40+50+70	
	Education	Oper. & Maint.	Debt Services	Transportation	IMRF/SS	Capital Projects	Working Cash	Total Operating	Total All Funds
Other									
Principal	-	-	241,534.15	-	-	-	-	-	241,534.15
Interest	-	-	36,832.38	-	-	-	-	-	36,832.38
Dues and Fees	2,867.50	60.00	-	20.00	-	-	-	2,947.50	2,947.50
Tuition	51,177.82	-	-	-	-	-	-	51,177.82	51,177.82
Miscellaneous Objects	-	-	-	-	-	-	-	-	-
Total Other	54,045.32	60.00	278,366.53	20.00	-	-	-	54,125.32	332,491.85
Total Non-Capitalized Equipment	1,906.02	-	-	-	-	-	-	1,906.02	1,906.02
Total Termination Benefits	44,080.01	-	-	-	-	-	-	44,080.01	44,080.01
Total Expenditures	1,989,786.02	191,547.53	278,366.53	136,931.17	102,368.07	111,716.36	-	2,420,632.79	2,810,715.68
Excess (deficiency) of revenues over expenditures	(1,712,278.68)	(110,396.37)	(275,219.13)	(97,500.61)	(94,790.84)	(111,716.36)	5.55	(2,014,960.95)	(2,401,896.44)
OTHER FINANCING SOURCES (USES)									
Transfers	-	-	-	-	-	-	-	-	-
State "On Behalf" Payments	-	-	-	-	-	-	-	-	-
Total other financing sources (uses)	-	-	-	-	-	-	-	-	-
Net changes in fund balances	(1,712,278.68)	(110,396.37)	(275,219.13)	(97,500.61)	(94,790.84)	(111,716.36)	5.55	(2,014,960.95)	(2,401,896.44)
Fund Balance: 09/30/2013	20,393,617.54	1,594,057.38	269,683.48	1,915,518.40	1,224,565.22	(1,658,497.20)	520,351.28	25,648,109.82	24,259,296.10
Fund Balance: 10/31/2013	\$ 18,681,338.86	\$ 1,483,661.01	\$ (5,535.65)	\$ 1,818,017.79	\$ 1,129,774.38	\$ (1,770,213.56)	\$ 520,356.83	\$ 23,633,148.87	\$ 21,857,399.66

LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
SUMMARY STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ALL FUNDS
MONTH ENDED OCTOBER 31, 2013

	10 Education	20 Oper. & Maint.	30 Debt Services	40 Transportation	50 IMRF/SS	60 Capital Projects	70 Working Cash	10+20+40+50+70 Total Operating	Total All Funds
REVENUES									
Local Sources	277,507.34	18,942.02	3,147.40	39,430.56	7,577.23	-	5.55	343,462.70	346,610.10
State Sources	-	62,209.14	-	-	-	-	-	62,209.14	62,209.14
Federal Sources	-	-	-	-	-	-	-	-	-
Total Revenues	277,507.34	81,151.16	3,147.40	39,430.56	7,577.23	-	5.55	405,671.84	408,819.24
EXPENDITURES									
Salaries	1,302,447.46	69,318.06	-	80,793.46	-	-	-	1,452,558.98	1,452,558.98
Benefits	240,869.58	12,436.84	-	24,895.18	102,368.07	-	-	380,569.67	380,569.67
Purchased Services	165,551.59	40,679.86	-	7,187.74	-	-	-	213,419.19	213,419.19
Supplies	159,295.28	23,192.67	-	24,034.79	-	-	-	206,522.74	206,522.74
Capital Outlay	21,590.76	45,860.10	-	-	-	111,716.36	-	67,450.86	179,167.22
Other	54,045.32	60.00	278,366.53	20.00	-	-	-	54,125.32	332,491.85
Net-Capitalized Equip.	1,906.02	-	-	-	-	-	-	1,906.02	1,906.02
Termination Benefits	44,080.01	-	-	-	-	-	-	44,080.01	44,080.01
Total Expenditures	1,989,786.02	191,547.53	278,366.53	136,931.17	102,368.07	111,716.36	-	2,420,632.79	2,810,715.68
Excess (deficiency) of revenues over expenditures	(1,712,278.68)	(110,396.37)	(275,219.13)	(97,500.61)	(94,790.84)	(111,716.36)	5.55	(2,014,960.95)	(2,401,896.44)
OTHER FINANCING SOURCES (USES)									
Transfers	-	-	-	-	-	-	-	-	-
State "On Behalf" Payments	-	-	-	-	-	-	-	-	-
Total other financing sources (uses)	-	-	-	-	-	-	-	-	-
Net changes in fund balances	(1,712,278.68)	(110,396.37)	(275,219.13)	(97,500.61)	(94,790.84)	(111,716.36)	5.55	(2,014,960.95)	(2,401,896.44)
Fund Balance: 09/30/2013	20,393,617.54	1,594,057.38	269,683.48	1,915,518.40	1,224,565.22	(1,658,497.20)	520,351.28	25,648,109.82	24,259,296.10
Fund Balance: 10/31/2013	\$ 18,681,338.86	\$ 1,483,661.01	\$ (5,535.65)	\$ 1,818,017.79	\$ 1,129,774.38	\$ (1,770,213.56)	\$ 520,356.83	\$ 23,633,148.87	\$ 21,857,399.66

LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
 STATEMENT OF FINANCIAL POSITION
 ALL FUNDS
 OCTOBER 31, 2013

	10 Education	20 Oper. & Maint.	30 Debt Services	40 Transportation	50 IMRF/SS	60 Capital Projects	70 Working Cash	Total Operating	Total All Funds
ASSETS									
US Bank - AP	2,282,744.12	873.24	(5,535.65)	962.82	7,014.80	(1,770,213.56)	-	2,291,594.98	515,845.77
US Bank - Payroll	4,449.49	507.36	-	242.19	-	-	-	5,199.04	5,199.04
US Bank - RevTrak	52,547.32	-	-	-	-	-	-	52,547.32	52,547.32
PMA - LIQ	2.42	-	-	-	-	-	-	2.42	2.42
PMA - MAX	1,915,518.96	55,472.14	-	913,650.56	490,222.10	-	171,578.32	3,546,442.08	3,546,442.08
PMA - Fixed Rate Investments	14,263,612.23	1,427,016.17	-	903,162.22	632,537.48	-	348,778.51	17,575,106.61	17,575,106.61
IIIT	19,351.76	-	-	-	-	-	-	19,351.76	19,351.76
Bank Financial	88,804.08	-	-	-	-	-	-	88,804.08	88,804.08
Imprest Fund	44,500.00	-	-	-	-	-	-	44,500.00	44,500.00
Petty Cash	500.00	-	-	-	-	-	-	500.00	500.00
TOTAL ASSETS	18,672,030.38	1,483,868.91	(5,535.65)	1,818,017.79	1,129,774.38	(1,770,213.56)	520,356.83	23,624,048.29	21,848,299.08
LIABILITIES & FUND BALANCE									
LIABILITIES									
Accounts Payable	1,735.00	-	-	-	-	-	-	1,735.00	1,735.00
Dental Insurance Payable	(8,914.82)	-	-	-	-	-	-	(8,914.82)	(8,914.82)
Flex Spending Account Payable	(2,128.66)	-	-	-	-	-	-	(2,128.66)	(2,128.66)
Early Check Adjustment	-	207.90	-	-	-	-	-	207.90	207.90
Total Liabilities	(9,308.48)	207.90	-	-	-	-	-	(9,100.58)	(9,100.58)
FUND BALANCE									
Fund Balance	18,681,338.86	1,483,661.01	(5,535.65)	1,818,017.79	1,129,774.38	(1,770,213.56)	520,356.83	23,633,148.87	21,857,399.66
Total Fund Balance	18,681,338.86	1,483,661.01	(5,535.65)	1,818,017.79	1,129,774.38	(1,770,213.56)	520,356.83	23,633,148.87	21,857,399.66
TOTAL LIABILITIES & FUND BALANCE	18,672,030.38	1,483,868.91	(5,535.65)	1,818,017.79	1,129,774.38	(1,770,213.56)	520,356.83	23,624,048.29	21,848,299.08

LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
TREASURER'S REPORT
ALL FUNDS
OCTOBER 31, 2013

CASH BALANCE PER BOOKS

Educational Fund	18,672,030.38
Operations and Maintenance	1,483,455.26
Debt Service Fund	(5,535.65)
Transportation Fund	1,818,017.79
Retirement Fund	1,130,188.03
Capital Projects Fund	(1,770,213.56)
Working Cash Fund	<u>520,356.83</u>
TOTALS:	<u><u>\$ 21,848,299.08</u></u>

BANK BALANCES & INVESTMENTS

US Bank - AP	
Statement Balance	812,414.84
Less: Outstanding Checks	<u>296,569.07</u>
	\$ 515,845.77
US Bank - Payroll	
Statement Balance	21,811.78
Less: Outstanding Checks	<u>16,612.74</u>
	\$ 5,199.04
US Bank - Other	
RevTrak Account Balance	\$ 52,547.32
Imprest	44,500.00
Petty Cash	<u>500.00</u>
	97,547.32
PMA Financial Network	
ISDLAF - LIQ	2.42
ISDLAF - MAX	3,546,442.08
Fixed Rate Investments	<u>17,575,106.61</u>
	\$ 21,121,551.11
Illinois Inst Investors Trust	
CMF	19,351.76
Bank Financial	
Money Market	<u>88,804.08</u>
TOTALS:	<u><u>\$ 21,848,299.08</u></u>

Certified by:



Dan Stanley, Treasurer

**ACTIVITY FUND
OCTOBER 31, 2013**

Account	Balance October 1, 2013	Current Month Inflow	Current Month Outflow	Total Change	Balance October 31, 2013
Bank Interest	137.53	6.59	-	6.59	144.12
District Convenience Acct	124.63	-	-	-	124.63
DW Convenience Acct	1,789.38	245.00	68.02	176.98	1,966.36
DW-NJHS	2,073.17	3,128.01	-	3,128.01	5,201.18
DW-Scholarship	1,810.63	-	-	-	1,810.63
DW-Student Council	7,656.61	768.00	-	768.00	8,424.61
DW-Toys for Tots	-	-	-	-	-
DW-Yearbook	28,698.04	84.00	-	84.00	28,782.04
HD Convenience Acct	85.44	630.00	50.00	580.00	665.44
HD-Student Council	2,861.84	360.00	396.60	(36.60)	2,825.24
HD-Yearbook	18,482.86	60.00	-	60.00	18,542.86
SP Convenience Acct	31.15	2,040.00	-	2,040.00	2,071.15
SP-Yearbook	11,406.00	40.00	-	11,446.00	11,446.00
TOTALS	75,157.28	7,361.60	514.62	18,252.98	82,004.26



Lincolnshire – Prairie View School District 103
1370 RIVERWOODS ROAD
LINCOLNSHIRE, IL 60069
847.295.4030
(Fax) 847.295.9196

Memo

To: Board of Education
From: Scott Gaunky
CC: Dr. Scott Warren
Date: December 12, 2013
Re: Facilities Update

DISTRICT UPDATE

- The security systems in each of the buildings are 95% complete. There will be a meeting on Monday, December 16th to discuss the punch list, training, and installation of remaining items. The visitor management system will be implemented after winter break. The system has been tested at all facilities and is functioning as specified. This will allow for communication to the District 103 community about the new process.
- The District was notified that it will be receiving \$17,389.28 in DECO grant money for the lighting installed at Sprague, instead of the \$14,394.91 reported last month. There were additional items DECO did not include in the original estimate.
- The Architectural search is completed and the District is in negotiations. The initial contract was sent to the District's attorney for review and returned to the final candidate. This document was collaboratively reviewed by the District and the candidate on December 5th and a list of changes is pending. Once all documents have been approved by both parties, the District will notify the Board of an awarded contract.

DANIEL WRIGHT JUNIOR HIGH SCHOOL

- During the week of Thanksgiving, we removed an aged uni-vent in Computer Lab 100A and replacing it with a Roof Top Unit. During this project, the ceiling and the lighting was replaced. The lighting is the same

LED lighting that was installed in Sprague over this past summer. While all of the furniture was out of the space, the carpet was extracted as well.

HALF DAY

- Over the winter holidays the principal's office and the main office area will have new carpeting installed.

LAURA SPRAGUE

- Punch list items are still being completed from Phase 2 at Sprague. The past couple of weeks there have been new heat units installed in the main office, principal's office, and the conference room. Items still on order include replacement door hardware and the remainder of the interior doors to be replaced. Because of the nature of the installation of these items, the work will be completed over spring break.



Lincolnshire – Prairie View School District 103
1370 RIVERWOODS ROAD
LINCOLNSHIRE, IL 60069
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Memo

To: Board of Education
From: Katie Reynolds, Assistant Superintendent for Curriculum and Instruction
Julie Postma, Director of Student Services
Mark Westhoff, Director of Technology
CC: Dr. Scott Warren
Date: December, 2013
Re: Executive Summary

Curriculum & Instruction

- On December 9th a representative from National Geographic presented the Reach literacy program to staff members in grades 3-5 who are piloting ELA materials this year. The pilot committee members have now seen presentations for Lucy Calkins Units of Writing, Houghton Mifflin Harcourt Literacy by Design, McGraw-Hill Wonders and National Geographic Reach. Through out the winter teachers will continue to pilot units from each program and the committee will reconvene in the spring to decide on a materials purchase for the 2014-2015 school year.
- The PTO Links to Learning committee met and granted \$10,000 in awards to teachers who submitted innovative grants. Currently the Curriculum and Instruction and Technology Departments are ordering the materials for the teachers. In the spring teachers will submit an evaluation to the committee to complete the grant process.
- I met with the PTO Parent Education committee to discuss how the district can provide parents with information about the technology that is being used in classrooms and share resources that parents can use to keep their child safe and raise responsible digital citizens. Mark Westhoff and I will work collaboratively with the PTO committee to provide information to families after the New Year.
- The 6-8 grade science teachers met with other consortium teachers on December 11th and 12th to continue planning the curriculum aligned to the Next Generation Science Standards. These are the final two release days for the 2013-2014 school year. The steering committee will meet in January to determine next steps for professional development.

Special Education

- Eighth grade articulation with the Stevenson High School is in full swing. There were four days this month when Stevenson teams were at Daniel Wright discussing the needs of students with IEPs who will be graduate this year. In addition, the most recent special education records were shared with the Stevenson teams. On two of the days the visiting teams took the opportunity to visit our Guided and IIP classrooms to better understand the students that will be graduating from those programs.
- Significant time and effort has been spent on the SEDOL withdrawal process. We continue to prepare for the Regional Office of Education (ROE) presentation that will occur on January 6th and or January 13th, as well as for the ISBE presentation in April. In addition, we have been working with District 125 and District 96 to create the structure related to the new special education cooperative.
- Gina Finaldi-Schmidt and I continue to work closely with a number of our teams and principals on more atypical and challenging situations.
- The FACTS & Personnel Approval Transmission for December was completed. This transmission will establish the special education child count for the year. We submit FACTS & Personnel Approval Transmissions on a regular basis with updated information.
- We have been working with our special education case managers, principals and Katie to place an order for specially formatted ISAT materials and correct IAA assessments related to IEP accommodations.

Technology

- This past week students K-8 participated in “Hour of Code” activities throughout the district. The Hour of Code is a week-long focus on programming and computer science; the Hour of Code was promoted throughout the United States and in other countries, too. At Sprague Ms. Feld is doing a project where second grade artists first play some games to practice how to use coding blocks. Then, they create a simple animation on "Tynker" by using a variety of coding blocks, "actors", and scenes. Half Day has an entire website built as a resource for teachers and students to use to practice coding and to find computer programming happenings at the Vernon Area Public Library. At Daniel Wright 7th and 8th grade students ran “unplugged” (programming) activities in 5th and 6th grade classrooms. These examples are only a few of the many activities that took place. Our technology integration specialists, teachers, and principals were key in making the Hour of Code a success.
- Principals attended a session, *Social Media in Schools*, at the University Center of Lake County. The session focused on how school leaders can harness the potential of social media to support student learning as well as provide a platform for developing personalized professional development.

- Widening Our Worlds-New Zealand Project is an example of one of the many projects going on where teachers are teaming with a technology integration specialist. Laura Best and Tess Buchberger, family and consumer science teacher, have teamed on using technology in an 8th grade culinary unit this year. Laura and Tess found a sister school in New Zealand with which to discuss culinary practices and cultural traditions. The students created videos to share information about United States traditions and more specifically some cultural traditions of Illinois and right here at Daniel Wright. The sister school in New Zealand also created a video that shared what their school day was like and included foods that the children eat. Ms. Buchberger's 8th graders plan to ask questions of their New Zealander counterparts and prepare a menu (and budget) based on typical New Zealand cuisine. The students will be using iPads and computers to figure out costs for all of the ingredients on their menus to see if they can stay within budget.
- The look and feel of Skyward Family Access will be changing sometime late winter or early spring of 2014. Skyward has redesigned the interface to be more aligned with popular websites such as Facebook. We plan on introducing the new look ahead of registration, which takes place in May, so parents can become accustomed to the new look before having to register their children for the next school year via Skyward Family Access.
- We participated in a webinar on Skyward's Skylert module. Skylert is a system similar to Honeywell Instant Alert. The Skylert system's control panel looked to be more user-friendly than Honeywell's. Also, if we were to begin using Skylert next school year, parents would no longer have to maintain an additional username and password for Honeywell.
- Mark met with the other Area 125 technology directors. Topics discussed at the meeting included mobile device management, PARCC assessments, bandwidth, 1:1 programs, LMS (learning management system) use, and the importance of having curricular goals drive the use of technology for academic purposes.

LINCOLNSHIRE - PRAIRIE VIEW SCHOOL DISTRICT 103

ENROLLMENT REPORT

November 2013

Grade	June 2013 Enrollment	Current Enrollment	No. of Academic Classes	Average Class Size	Lowest Class Size	Highest Class Size	Kasarda Report 2013-2014 "B" Projection	Kasarda Report 2013-2014 "C" Projection
Early Childhood	18	22	2 am/pm	11.00	4	13		
K (AM)	22	19	1	19.00				
K (PM)	21	19	1	19.00				
K (Full Day)	100	100	5	20.00	20	20	132	141
1	155	166	8	20.75	18	21	153	166
2	156	168	8	21.00	19	20	164	173
3	172	168	8	21.00	20	22	180	190
4	182	192	8	24.00	23	24	178	188
5	188	192	8	24.00	23	24	192	202
6	208	200	8	25.00	24	26	195	205
7	203	213	9	23.67	17	28	205	215
8	205	217	9	24.11	20	27	205	214
Sprague Total	472	494						
Half Day Total	354	360						
Daniel Wright Total	804	822						
SUBTOTAL	1,630	1,676					1,604	1,694
Special Ed Out of District:								
SEDOL/Public	1	1						
Consortium Placements	4	3						
Private Placements	3	2						
IAES								
CURRENT TOTAL	1,638	1,682						

**2013-2014
LINCOLNSHIRE - PRAIRIE VIEW
SCHOOL DISTRICT 103**

MONTHLY ENROLLMENT

<u>GRADE</u>	<u>6th Day</u>	<u>SEPT</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUNE</u>
Early Childhood	20	23	22	22							
K - AM	19	18	18	19							
K - PM	19	18	18	19							
K- Full Day	100	100	100	100							
1	163	166	166	166							
2	165	167	169	168							
3	165	166	168	168							
4	189	191	192	192							
5	184	186	189	192							
6	199	199	201	200							
7	213	213	214	213							
8	215	216	216	217							
Sprague	486	492	493	494							
Half Day	354	357	360	360							
Daniel Wright	811	814	820	822							
SUBTOTAL	1651	1,663	1,673	1,676	0	0	0	0	0	0	0
Special Ed.	6	6	6	6							
TOTAL	1657	1,669	1,679	1,682	0	0	0	0	0	0	0



Lincolnshire-Prairie View School District 103

Memo

To: Board of Education
From: Scott Warren
Date: December 11, 2013
Re: Superintendent Informational Report

FOIA requests

The District received one FOIA request this month from Kerry P. Burnet from the law firm of Hodges, Loizzi, Eisenhammer, Rodick & Kohn LLP regarding copies of any and all documents related to an applicant to the district in 2011. The request was fulfilled in the required timeframe. A copy of the request and response are included for your review.

District Surveys

The district sent three surveys to parents last week to receive input and feedback on our Enrichment Learning Model, Transportation Services, and Student Services. As of the writing of this report, over 100 surveys were completed for each area. We appreciate the time our parent community has taken to provide the district with this valuable feedback so the district can make improvements to our programming for students.

Learning Fund Foundation Update

At the December 9, 2013 meeting, the Learning Fund Foundation approved additional funds to purchase items off the foundation's registry totaling \$10,343 for science equipment. The additional funds are greatly appreciated, as the materials will be used by students to enhance their science education.

Hodges Loizzi Eisenhammer Rodick & Kohn LLP

Vanessa V. Clohessy
vclohessy@hlerk.com

November 15, 2013

Via Electronic Mail

Scott H. Warren, Ed.D.
Superintendent
Lincolnshire-Prairie View School District 103
1370 N Riverwoods Road
Lincolnshire, IL 60069
swarren@d103.org

Re: Freedom of Information Act Request

Dear Dr. Warren:

Our firm represents the Board of Education of Community Consolidated School District No. 15 ("School District") in the matter of *Elizabeth Wong v. Board of Education of Community Consolidated School District No. 15 et al.*, Case No. 2011 CV 07357. The plaintiff's claims against the School District include sexual harassment, retaliation, associational disability discrimination, retaliatory discharge, violation of due process rights, and intentional interference with her employment prospects.

The plaintiff has already disclosed that she applied for a position of employment with your school district, and she has made potentially damaging allegations against our client that we have reason to believe may be refuted with information in your District's possession.

We are requesting copies of the following documents and information on behalf of the School District within five business days of receipt of this letter pursuant to the *Freedom of Information Act*, 5 ILCS 140/1 *et seq.* ("FOIA"):

Any and all documents related to Elizabeth Wong from March of 2011 to the present, including, but not limited to, applications for employment, resumes, cover letters, correspondence, e-mails, notes, lists of references, written references provided by Ms. Wong's prior employers, notes of references provided by Ms. Wong's prior employers, schedules of interviews, evaluations, offers of employment, and decisions regarding the employment of Elizabeth Wong.

Ms. Wong applied for the positions of Assistant Principal and Assistant Director of Student Services on or about June 27, 2011 and had one interview.

ARLINGTON HEIGHTS

3030 Salt Creek Lane, Suite 202
Arlington Heights, IL 60005
tel 847-670-9000 fax 847-670-7334
www.hlerk.com

Hodges Loizzi
Eisenhammer Rodick & Kohn LLP

Scott H. Warren, Ed.D.
Superintendent
November 15, 2013
Page 2

Please do not hesitate to redact personal and confidential information such as a Social Security Number or Driver's License Number.

Pursuant to FOIA Section 6(c), we request a waiver of copying fees and any fees for certifying the records. This request is made on behalf of an Illinois public school district (specifically, the Community Consolidated School District No. 15). The School District's interest relates to a pending case in the United States District Court for the Northern District of Illinois, in which the plaintiff is claiming that the School District interfered with her ability to obtain employment. As such, waiver of the fee is in the public interest because the primary purpose of the request is to access and disseminate information regarding the legal rights of the general public and is not for the principal purpose of personal or commercial benefit.

We request copies of these documents in PDF electronic format, if available. Please notify the undersigned when copies of all public records responsive to this request are available. To the extent the requested records contain any exempt material, we request that you redact such exempt material rather than deny this request. Thank you in advance for your assistance in this matter.

If you have any questions, please call me.

Very truly yours,

HODGES, LOIZZI, EISENHAMMER,
RODICK & KOHN LLP



Vanessa V. Clohessy
Partner

VVC/jah

cc: Kerry P. Burnet, Attorney

255501_1.DOCX



**Lincolnshire-Prairie View School District 103
Administration Offices**

1370 Riverwoods Road • Lincolnshire, IL 60069
847/295-4030 • FAX 847/295-9196
<http://www.d103.org>

Scott H. Warren, Ed.D.
Superintendent

November 21, 2013

Kerry P. Burnet, Attorney
Hodges, Loizzi, Eisenhammer, Rodick & Kohn LLP
3030 Salt Creek Lane, Suite 202
Arlington Heights, Illinois 60005

Dear Kerry Burnet,

Enclosed are documents responsive to your November 15 FOIA request. Certain “private information” and unique identifiers, including home phone numbers, addresses, social security number, student identification numbers, personal email and cellular phone numbers have been redacted in accordance with the law. Furthermore, a one-page document containing administrator opinions is withheld pursuant to Section 7(1)(f) as a pre-decisional document.

Sincerely,

Scott Warren, Ed.D.
Superintendent

Lincolnshire-Prairie View School District 103 Online Application

Wong, Elizabeth - [REDACTED] - AppNo: 3490

Date Submitted: 5/23/2012

Personal Data

Name: Mrs. Elizabeth A Wong
 (Title) (First) (Middle Initial) (Last)

Other name(s) under which transcripts, certificates, and former applications may be listed:

Other: Ms. Elizabeth A Parent
 (Title) (First) (Middle Initial) (Last)

Email Address: [REDACTED]

Postal Address

Permanent Address Number & Street: [REDACTED] Apt. Number: [REDACTED] City: [REDACTED] State/Province: [REDACTED] Zip/Postal Code: [REDACTED] Country: United States of America Daytime Phone: [REDACTED] Home/Cell Phone: [REDACTED]	Present Address Number & Street: Apt. Number: City: State/Province: Zip/Postal Code: Country: Phone Number: 0
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Employment Desired

Position Desired:	Experience in Similar Positions
Administration	
1. Assistant Principal	3 years

Experience

Please list ALL relevant work experience beginning with the most recent.

Current or Most Recent Position	Employer Contact Information	Supervisor/Reference Contact Information
Palatine School District 15 - Frank C. Whiteley Elementary Assistant Principal	4335 Haman Hoffman Estates, IL 60195 (847) 963-7200	Mary Szuch (847) 963-7205 szuchm@ccsd15.net
Date From - Date To: 6/2010 - current	Full or Part Time: Full	Last Annual Salary: \$83,000
Reason for Leaving:		
Responsibilities/Accomplishments	-Designed a process with staff and administration at FCW to create school improvement goals and a supporting action plan in order to improve building climate and staff morale. -Developed weekly communication systems to keep all staff informed of short-term and long-term plans for building committees and activities. -Planned, directed, and executed Institute Day and Faculty Meeting activities and discussions. -Led Whiteley Elementary School's Student Services Team, RTI processes, and managed all Special Education matters as the Building Case Manager.	

Lincolnshire-Prairie View School District 103 Online Application

Wong, Elizabeth

AppNo: 3490

Date Submitted: 5/23/2012

Experience Continued

Previous Position Held		Employer Contact Information		Supervisor/Reference Contact Information	
Palatine School District 15, Carl Sandburg Jr. High Assistant Principal		2600 Martin Lane Rolling Meadows, IL 60008 847-963-7800		Ed Nelson, Principal 847-963-7805 nelson@ccsd15.net	
Date From - Date To:	6/2008 - 06/2010	Full or Part Time:	Full	Last Annual Salary:	\$80,000
Reason for Leaving:					
Responsibilities/Accomplishments	<p>-Worked with the Regional Office of Education to arrange Staff Development opportunities in the area of ISAT preparation for Carl Sandburg staff. Overall, reading ISAT scores increased 4.5%, and math ISAT scores increased 2.5% within my two years of leadership at CS.</p> <p>-Guided the development of a school-wide PBIS Character Education Program and Student Leadership Program through collaborative efforts from Carl Sandburg parents, staff, and students.</p> <p>-Directed weekly Carl Sandburg department and building committee meetings. In addition to that, created activities, discussions, and agendas for all Teacher Institute Days, School Improvement Days, and Faculty Meetings at Carl Sandburg.</p> <p>-Designed Professional Learning Communities at Carl Sandburg through the support of a Flex Schedule and through the creation of a master schedule which allowed staff curriculum partners to meet and plan for classroom instruction on a weekly basis.</p> <p>-Led Carl Sandburg Jr. High School's Student Services Team and managed all Special Education matters as the Building Case Manager.</p> <p>-Collaborated with the Student Services Director of Palatine District 15 to revise special education services for reading, writing, and math at Carl Sandburg Jr. High for the 2009-2010 school year.</p> <p>-Formally trained in 2006 at Northern Illinois University in The Problem-Solving Model Program designed for student improvement and progress-monitoring. Worked collaboratively with Carl Sandburg Jr. High School staff and with District 15 RTI Coordinator, Kathy Plumert, to develop a long-term implementation plan for RTI (Response to Intervention).</p> <p>-Developed a flow chart and corresponding RTI paperwork for Carl Sandburg which illustrates the progression of all simple and intensive academic and behavior interventions for students.</p> <p>-Utilized multiple student data resources (MAP, ISAT, ACCESS, AIMS, SWIS) to guide and develop Instructional Leadership for 7th and 8th grade teachers across all curriculums.</p> <p>øCreated a shared decision-making process at Carl Sandburg for designing a master schedule for the school.</p>				

Lincolnshire-Prairie View School District 103 Online Application

Wong, Elizabeth - [REDACTED] - AppNo: 3490

Date Submitted: 5/23/2012

Experience Continued

Previous Position Held		Employer Contact Information		Supervisor/Reference Contact Information	
Francis Granger Middle School 6th Grade Reading and Writing Teacher		2721 Stonebridge Blvd. Aurora, IL 60502 (630) 208-8464		Bob Close (630) 208-8464 Bob_Close@ipisd.org	
Date From - Date To:	8/1990 - 6/2008	Full or Part Time:	Full	Last Annual Salary:	\$75,000
Reason for Leaving:	Transition into administration				
Responsibilities/Accomplishments	<p>- Chaired Granger Middle School's Language Arts Department for eight years, motivating 25 reading and English educators to consistently meet and exceed state academic performance levels.</p> <p>- Conducted District 204 Staff Development Classes for all new middle school teachers in reading and English. Also delivered numerous curriculum presentations designed to update District 204 middle school reading and English teachers on the current changes and progressions in the areas of Language Arts and reading.</p> <p>- Created instructional leadership and vision for Granger Middle School's School Improvement Committee, which included the building principal and five classroom teachers.</p> <p>- Led the school-wide Writing Improvement Committee of 25 educators of various curriculum backgrounds.</p>				

Student Teaching

No student teaching information was entered.

Education

Please tell us about your educational background beginning with the most recent.

High School Attended: Waubonsie Valley High School - Aurora, IL
Graduation Status: H.S. Diploma

Colleges, Universities and Technical Schools Attended:

Education Continued

Name and location	Dates Attended: From - To	Major area of study and number of semester hours	Minor area of study and number of semester hours	Degree	Date Conferred or Expected
Aurora University - Aurora, IL	From To	Master of Arts in Education Leaders Hrs: 40	Hrs:	MAEL	Completed in 2003
North Central College - Naperville, IL	From To	English Major Hrs: 40	Hrs:	B.A.	Completed

Lincolnshire-Prairie View School District 103 Online Application

Wong, Elizabeth - [REDACTED] - AppNo: 3490

Date Submitted: 5/23/2012

Education Continued

	Undergraduate	Graduate
Overall GPA	3.2/4	4.0/4
Major GPA	3.5/4	4.0/4
Highest Degree Attained	Number of graduate hours beyond your highest degree:	Grad Program Of Study
MA/MS/etc.		Master of Arts in Education Leadership

List honors, awards or distinctions you have earned:

-Conducted an extensive Action Research Project with Aurora University for writing within the 6+1 Model. The project assessed staff development needs and implemented needed Professional Growth Classes at Granger Middle School and throughout Indian Prairie School District 204.

Middle School Teaching Areas

Please indicate how many semester hours you have and/or if you are endorsed in the following teaching areas.

Language Arts:.....40 (ENDORSED)

Certification

Do you hold a National Board for Professional Teaching Standards certification? **No**

Do you hold or anticipate an Illinois certificate? **Certificate is held**

Illinois Educator Identification Number (IEIN): [REDACTED]

Type	Certificate Number	Expiration Date	Status
Secondary Certificate (6-12) (Type 09 - Standard, English)	[REDACTED]	July 1st, 2016	Current
Administrative Certificate (Type 75 - Standard, General Administrative)		July 1st, 2016	Current

Please list any other endorsements and/or verifications documented on your certificate(s):
General Administrative, English, Language Arts, Social Science

Do you hold a current out-of-state certificate? **No**

State	Type	Certificate Number	Expiration Date	Current?
			mm/dd/yyyy	

List your out-of-state certified teaching/administration fields:

Lincolnshire-Prairie View School District 103 Online Application

Wong, Elizabeth

AppNo: 3490

Date Submitted: 5/23/2012

Extracurricular Activities

No activities entered.

Please provide more details regarding your experience or interest in your selected extra curricular activities. For instance, provide details on any experience as a participant at the high school or college level or as a director, coach, supervisor, or sponsor.

I coached track and cross country for 10 years at the middle school level at Indian Prairie School District 204. Additionally, I am a highly experienced distance runner and have competed in seven marathons.

Highly Qualified Teacher

* Have you previously obtained Highly Qualified status from a school district?

Yes

If Yes, what type of school district considered you Highly Qualified?

K-12

For the subject areas below in which you meet the federal highly qualified standard, select the method used to meet the standard. Only select a method for those subjects in which you meet the federal highly qualified standard.

Subject Area	Method	Subject Area	Method
Reading and Language Arts	HOUSSE Certification (for current teachers only)		

Statement

TCA1. Describe the skills or attributes you believe are necessary to be an outstanding teacher.

Not only is an outstanding teacher strong in curriculum and instruction, but also in the awareness of the diversity of students within the classroom. Students are diverse in their academic needs and should be instructed accordingly. Also, students are diverse in their socio-economic and ethnic backgrounds. All of these are factors which must be recognized in order to lead students to higher levels of achievement.

My current school district, Indian Prairie School District 204, is in the process of providing in-service to teachers about the issue of equity in the classroom. It is an awareness which has a strong correlation to our future School Improvement goals, and our future efforts with Problem-Solving.

TCA2. How would you address a wide range of skills in your classroom?

Progress Monitoring, benchmarking, and local assessments are very important tools in measuring the individual progress of all students, and in meeting the academic needs of each student. Units of study and daily lesson plans should be designed with this information in mind.

Guided Reading and differentiated instruction are both effective methods for addressing the wide range of skills in any classroom.

Language Skills

Do you know any language other than English? No

Lincolnshire-Prairie View School District 103 Online Application

Wong, Elizabeth - [REDACTED] - AppNo: 3490

Date Submitted: 5/23/2012

Professional References

	Reference 1 of 3	Reference 2 of 3
Name:	Mary Zarr	Kathy Pluymert, PhD
School/Org:	Palatine School District 15	Palatine School District 15
Current Position:	Assistant Superintendent for Curriculum and Instruction	RTI/PBIS Coordinator
Home Phone:		
Cell Phone:		
Work Phone:	847-963-3106	847-963-3115
Mailing Address:		
Email:	zarrm@ccsd15.net	pluymerk@ccsd15.net
Relationship to Candidate:	Assistant Superintendent, Palatine District 15	District 15 Colleague
Years Known:		
	Reference 3 of 3	
Name:	Cindy Phelps	
School/Org:	Palatine School District 15	
Current Position:	Director of Student Services	
Home Phone:		
Cell Phone:		
Work Phone:	847-963-3149	
Mailing Address:		
Email:	phelpsc@ccsd15.net	
Relationship to Candidate:	Supervisor	
Years Known:		

Additional Information

List any additional information which will help in determining your professional qualifications for a position.

In my first three years as a building administrator I have developed a great appreciation for the magnitude of influence that a building leader can have on staff, students, and parents. It has been an incredible joy to see a student (on many occasions) who is back on track and feeling supported by their school because of the collective efforts of many educators in a school. It is a tremendous reward to facilitate such efforts on a daily basis. In the role of building administrator, I have the ability to make tough decisions and make changes when needed. My role as a mentor to teachers has also been very fulfilling. With my 18 years as a classroom teacher, I feel honored to be able to pass along to other educators the many experiences I have gained along the way.

Referrals

How did you hear about employment with us?

County Regional Office Web Site

www.K12JobSpot.com

Other: District Website

Lincolnshire-Prairie View School District 103 Online Application

Wong, Elizabeth -

- AppNo: 3490

Date Submitted: 5/23/2012

Additional Info. (cont.)

Contract Status

* Are you currently under contract?

No

If Yes, which district?

If Yes, when does it expire?

When may your present employer be contacted?

immediately

Professional Status

* Have you obtained tenure status in any other School District?

Yes

If Yes, where?

Indian Prairie School District 204

When?

1994

* Have you ever been denied tenure?

No

If Yes, explain:

* Have you ever had a teaching certificate or teaching license revoked or suspended?

No

If Yes, explain:

Have you ever failed to be rehired, been asked to resign a position, resigned to avoid termination, or terminated from employment?

Yes

If Yes, explain:

* Are you a relative of any board member, administrator, or supervisor who is currently serving the School District?

No

Name:

Position:

Relationship:

* Can you perform all the essential job function(s) of the position(s) for which you are applying, with or without reasonable accommodation?

Yes

List any accommodations:

Lincolnshire-Prairie View School District 103 Online Application

Wong, Elizabeth - [REDACTED] - AppNo: 3490

Date Submitted: 5/23/2012

Equal Opportunity Employer

District 103 is an Equal Opportunity Employer. District 103 ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, sexual orientation or disability. The District has a policy of active recruitment of qualified minority teachers and non-certified employees. Any individual needing assistance in making application for any opening should contact the district office.

Legal Information

Please note: Applicants are not obligated to disclose sealed or expunged records of conviction or arrest.

Are you eligible to work in the United States?

Yes

Have you ever been convicted of a criminal offense other than a minor traffic violation?

No

If yes, explain,
giving dates:

Have you ever had any indicated finding of child abuse filed in your name?

No

If yes, explain, giving dates:

Does your name appear on any Sex Offender Database in any state or country?

No

Applicant's Acknowledgement and Agreement.

Section 10-21.19 of The School Code of the State of Illinois stipulates that an applicant for employment with a school district is required, as a condition of employment, to authorize a fingerprint investigation to ascertain if the applicant has been convicted of certain criminal offenses. The School Code also stipulates that the School District perform a check on the Statewide Sex Offender Database. Should I be a candidate for employment with Lincolnshire-Prairie View School District 103 I agree to authorize both investigations and will allow myself to be fingerprinted as a part of this investigation. Candidate may not be employed unless such investigation has been initiated.

I certify that the information given by me in this application is true in all respects, and I agree that if the information given is found to be false in any way, it shall be considered sufficient cause for denial of employment or discharge. I authorize the use of any information in the application to verify my statement, and I authorize past employers, all references and any other person to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any liability or damages on account of having furnished such information.

Elizabeth A Wong
(agreed online)

STATE TEACHER CERTIFICATION BOARD - STATE OF ILLINOIS
CERTIFICATE

Issued To:

Wong, Elizabeth A.

Number: [REDACTED]

Type: Administrative

Issued: 08/12/2004

Years Valid: 5

Valid For: Kindergarten to Grade 12

Issued by the State Teacher Certification Board at Springfield, Illinois

Darlene J. Russett

Regional Superintendent of Schools

Robert E. Schiller
Chairman of the Board

Dennis A. Williams
Secretary

DU PAGE
Region

ENDORSEMENTS: The Certificate holder is qualified to teach the subjects, to perform the school services or to serve in the field of administrative endorsement listed below.

Completed State Approved Program In:

General Administrative

*** No Further Valid Entries ***

ADDITIONAL INFORMATION:

- This certificate must be registered with your regional superintendent.
- This certificate is valid for additional five year renewals; when the holder is serving in a public school in an administrative capacity, renewals are granted upon presentation of satisfactory professional development completed during each renewal period.

May 23, 2012

Dr. Scott Warren
Superintendent
1370 Riverwoods Road
Lincolnshire, IL 60069

Dear Dr Warren:

Throughout my career, I have witnessed first-hand how a collaborative effort at all levels of a school system lead directly to higher student achievement. Furthermore, in my 16 years as an educator in Indian Prairie School District 204 and in my role as assistant principal in Palatine School District 15, I have facilitated such programs which have raised students' academic achievement. I enjoy facilitating a team-oriented program, which produces positive results for students.

So it was with great interest that I learned about the assistant principal opening at Daniel Wright Jr. High in Lincolnshire-Prairie View School District 103, which is known as one of Illinois' most outstanding educational systems. With my background and experience, I believe I am the person the district is seeking for the following reasons:

- I am a highly organized, motivated, focused, and experienced educator who has great interest in the well-being and progress of each student under my care.
- I believe that excellent leadership starts by first listening to the needs and ideas of everyone associated with the educational community, in order to assess the starting point for any initiative. A clearly defined vision will lead to the achievement of the desired outcomes. Additionally, employing excellent communication and people skills to present a program helps stakeholders (i.e. parents, students, staff) buy-in to the targeted objective.
- I have a history of facilitating the development of goals and implementing the action-steps to make such initiatives a reality on school and district-wide levels.

I look forward to meeting with you soon to discuss your vision for the upcoming school year and how my background can work for you.

Sincerely,

Liz Wong

Cook County

COMMUNITY CONSOLIDATED SCHOOL DISTRICT NO. 21

999 West Dundee Road

Telephone (847)537-8270
Fax (847)520-2710

Wheeling, Illinois 60090-3997

BOARD OF EDUCATION
Bill Harrison, President
Arlen S. Gould, Vice President
Pamela Becker Dean, Secretary
Staci Allan
Kathy Edmonds
Phil Pritzker
Rich Rosen

Dr. Gary E. Mical
Superintendent

Dr. Candace Thompson
Assistant Superintendent for Support Services

January 2008

Dear Colleague,

It has been a pleasure to know and work with Liz Wong over the past 12 years. As a Student Services Coordinator at Granger Middle School in Aurora, IL, I had the privilege to work with her on multiple levels. I personally witnessed her great leadership skills when we served together on the Granger School Improvement Committee for four years. Liz has always conducted herself in all school matters and leadership tasks with integrity, sincerity, foresight, and most importantly, with great care for students' best interests. Liz is one of the most professional educators I worked with at Indian Prairie School District 204. Granger's staff and administration often sought her insight on many issues.

In my current role as the Assistant Superintendent of Support Services for Wheeling Township Elementary School District 21, my appreciation has grown for educators like Liz Wong, who are dedicated to the individual success and well-being of every student under their care. I have confidence that Liz would be an asset to your building because of her ability to communicate in a very caring way with administration, staff, parents, and students.

In addition, Liz is a focused, organized, and strong follow-through leader. Whenever Granger's staff and administration entrust important tasks to her, Liz takes great care to meet their goals and deadlines on a consistent basis. Examples of Liz's diligence include her countless efforts to provide much needed staff development in reading and writing, her ability to arrange collaborative meetings and discussions with The DuPage Regional Office of Education, and her collaboration with Granger's PTSA to advance the school's academic improvement plans.

Liz is highly motivated and fully invested in meeting the needs of the educational community. Liz's co-workers have experienced her strong sense of passion and personal commitment to serving students, parents, and teachers. Granger Middle School and Indian Prairie School District 204 have greatly benefited from her years of service. She is known district wide as a great teacher, progressive thinker, and trusted leader who gets the job done.

Please feel free to contact me with any further questions. I am excited to see Liz take these next steps to further serve the education community.

Sincerely,



Candace Thompson
Assistant Superintendent of Support Services
Wheeling Township Elementary School District 21
847-537-8270 Ext. 2717
cthompson@ccsd21.org



INDIAN PRAIRIE
SCHOOL DISTRICT

Dear Educator,

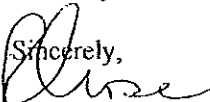
May 29, 2007

It is with great pleasure that I write about the leadership which Liz Wong has provided to Francis Granger Middle School and Indian Prairie School District 204. Liz has been with District 204 for the past 15 years and has been regarded as one of the district's strongest curriculum leaders. As her building principal for the past nine years, I frequently sought her out for a variety of leadership roles, including Team Coordinator, Reading/Language Arts Department Leader, and School-wide Writing Improvement Committee Leader. She has also made valuable contributions to several leadership teams at Granger including The School Improvement Committee, The Granger Building Leadership Team, and the School Problem-Solving Committee.

I could always count on Liz to provide excellent leadership because of her ability to communicate clearly and effectively with administration and colleagues. Liz's colleagues respond to her leadership because she listens to the concerns of everyone involved in a particular effort. Liz consistently demonstrates the ability to take a wide variety of perspectives from her colleagues and channel them towards a common goal. An example of this includes her role as The Granger School-wide Writing Improvement Committee Leader. This committee included 25 middle school teachers of varied curriculum backgrounds, which met frequently throughout the 2003-2004 and 2004-2005 school years. Despite the committee members' diverse educational perspectives, Liz facilitated meaningful discussion about writing improvement across all curriculums. As a result, Granger Middle School emerged as one of the district's most progressive schools for writing.

I have also known Liz to be highly effective in communicating with our District Curriculum Coordinators, Pat Hitt and Pam Drummond. Liz understands district-wide vision and can engage in intelligent discussion about best practices to encourage colleagues to embrace school progress and change. Administrators often consider Liz a go-to person because of her high work ethic and the integrity with which she undertakes any leadership task.

Overall, I view Liz as a strong, insightful, and committed leader. She would be a great asset to your building leadership.

Sincerely,


Bob Close,
Granger Middle School Principal
Bob_Close@ipspd.org

P R E P A R I N G A L L S T U D E N T S T O S U C C E E D

District Education Center

P.O. Box 3990, Naperville, IL 60567

phone: 630-375-3000 • fax: 630-375-3001 • web: www.ipspd.org



INDIAN PRAIRIE SCHOOL DISTRICT

April 9, 2007

To Whom It May Concern:

The purpose of this letter is to inform you about the attributes of Liz Wong as a leading professional at Indian Prairie District 204. I have known Liz these past five years through my role as Curriculum Director of Language Arts. She has been a valuable member on several committees: (1) she has acted as a representative of Granger Middle School on the Secondary Articulation Meetings, and (2) she has been a prime organizer and leader on the Middle School Writing Advisory Committee.

Liz works collaboratively with other grade levels (6-12) and content areas (science, social studies, etc.) to accomplish district goals. During articulation with the high schools at the Secondary Articulation Meetings, she clearly expresses her concerns and suggestions in open discussions. She works well with high school leaders to facilitate a more standards-aligned writing assessment process for all students. In addition, she is focused on working to ensure a connected and seamless curriculum in writing for students as they move from middle into high school.

She has been instrumental in outlining, designing, and implementing district writing assessment for grades 6-8, which has allowed the district to identify the benchmarks of a 6th, 7th, and 8th grade writer. She motivates the teachers at her school to complete tasks by conducting meaningful meetings to discuss student-focused issues. Her first priority is always improved instruction for all students.

One trait I especially admire about Liz is her positive "we can do it" attitude. If there is a task that must be completed to benefit students, Liz will make certain that she does everything possible to complete that task. She reflects upon the best possible method to accomplish her goal and makes certain that "things happen." Her persuasiveness and power as a leader is evident by her ability to motivate the teachers in her building to go beyond the minimal requirement of a math and reading goal for her building's school improvement plan and established writing as a main focus of her school's improvement plan.

Obviously I hold Liz Wong in high regard as a professional and leader of teachers. Her skills and knowledge would make her a positive addition to any school that is lucky enough to engage her.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Patricia K. Hilt'.

Patricia K. Hilt
Director of Curriculum
Language Arts, Reading, and Foreign Languages
Indian Prairie School District 204

P R E P A R I N G A L L S T U D E N T S T O S U C C E E D

District Education Center

P.O. Box 3990, Naperville, IL 60567

phone: 630-375-3000 • fax: 630-375-3001 • web: www.ipsd.org

Elizabeth Wong

Education

Master of Arts in Education Leadership June 2003
Aurora University (Aurora, IL)

Bachelor of Arts in English May 1990
North Central College (Naperville, IL)

Certificates Held: Type 75 Certificate
Secondary Certificate in English – Type 09
Highly Qualified To Teach Reading – State of Illinois

Professional Work History

Assistant Principal, Frank C. Whiteley Elementary School (Hoffman Estates, IL) 2010-2011
Palatine School District 15 (Palatine, IL)

- Designed a process with staff and administration at FCW to create school improvement goals and a supporting action plan in order to improve building climate and staff morale.
- Developed weekly communication systems to keep all staff informed of short-term and long-term plans for building committees and activities.
- Planned, directed, and executed Institute Day and Faculty Meeting activities and discussions.
- Led Whiteley Elementary School's Student Services Team and managed all Special Education matters as the Building Case Manager.

Assistant Principal, Carl Sandburg Jr. High School (Rolling Meadows, IL) 2008–2010
Palatine School District 15 (Palatine, IL)

- Worked with the Regional Office of Education to arrange Staff Development opportunities in the area of ISAT preparation for Carl Sandburg staff. Overall, reading ISAT scores increased 5%, and math ISAT scores increased 2.5% within my two years of leadership at CS.
- Guided the development of a school-wide PBIS Character Education Program and Student Leadership Program through collaborative efforts from Carl Sandburg parents, staff, and students.

- Directed weekly Carl Sandburg department and building committee meetings. In addition to that, created activities, discussions, and agendas for all Teacher Institute Days, School Improvement Days, and Faculty Meetings at Carl Sandburg.
- Designed Professional Learning Communities at Carl Sandburg through the support of a Flex Schedule and through the creation of a master schedule which allowed staff curriculum partners to meet and plan for classroom instruction on a weekly basis.
- Led Carl Sandburg Jr. High School's Student Services Team and managed all Special Education matters as the Building Case Manager.
- Collaborated with the Student Services Director of Palatine District 15 to revise special education services for reading, writing, and math at Carl Sandburg Jr. High for the 2009-2010 school year.
- Formally trained in 2006 at Northern Illinois University in The Problem-Solving Model Program designed for student improvement and progress-monitoring. Worked collaboratively with Carl Sandburg Jr. High School staff and with District 15 RTI Coordinator, Kathy Pluymert, to develop a long-term implementation plan for RTI (Response to Intervention).
- Developed a flow chart and corresponding RTI paperwork for Carl Sandburg which illustrates the progression of all simple and intensive academic and behavior interventions for students.
- Utilized multiple student data resources (MAP, ISAT, ACCESS, AIMS, SWIS) to guide and develop Instructional Leadership for 7th and 8th grade teachers across all curriculums.
- Created a shared decision-making process at Carl Sandburg for designing a master schedule for the school.

Middle School English/Reading Teacher, Granger Middle School (Aurora, IL) 1992-2008
Indian Prairie School District 204 (Naperville, IL)

- Chaired Granger Middle School's Language Arts Department for eight years, motivating 25 reading and English educators to consistently meet and exceed state academic performance levels.
- Conducted District 204 Staff Development Classes for all new middle school teachers in reading and English. Also delivered numerous curriculum presentations designed to update District 204 middle school reading and English teachers on the current changes and progressions in the areas of Language Arts and reading.
- Led the school-wide Writing Improvement Committee of 25 educators of various curriculum backgrounds.

Middle School English/Reading Teacher, Kankakee Jr. High (Kankakee, IL) 1990-1992
Kankakee School District 111 (Kankakee, IL)

- Taught 8th Grade Reading, Language Arts.
- Coached track, cross country, and cheerleading.

References From Palatine School District 15 (2008-Present)

Mary Zarr, Assistant Superintendent
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mclurkm@ccsd15.net

Cindy Phelps, Director of Student Services
School District 15
580 North First Bank Drive
Palatine, IL 60067
(847) 963-3149
phelpsc@ccsd15.net

Kathy Pluymert, Ph.D, Director of RTI/PBIS
Palatine School District 15
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References From Indian Prairie School District 204 (1992-2008)

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Wong, Elizabeth

(ID: [REDACTED])

SSN: [REDACTED]

Declared Major: Grad MA in Educ Ldrs

Transcript information is being supplied at the student's request to

Elizabeth Wong
[REDACTED]

Degree/Certificate: _____ Date Awarded: _____

Term	Course	Title	Credits	Grade	Quality Points
*****A.U. Course Work - GRADUATE*****					
01/SD	EDU-601	Contemporary Issues/Education	3.00	A	12.00
	EDU-604	The Learning Environment	3.00	A	12.00
	Term Earn = 6.00 Att = 6.00 Pts = 24.00 GPA = 4.000				
01/FA	EDU-605	Technology in School of Future	3.00	A	12.00
	Term Earn = 3.00 Att = 3.00 Pts = 12.00 GPA = 4.000				
02/WI	EDU-603	Individual, Cognition & Learning	3.00	A	12.00
	Term Earn = 3.00 Att = 3.00 Pts = 12.00 GPA = 4.000				
02/SP	EDU-663	Curr Development & Evaluation	3.00	A	12.00
	Term Earn = 3.00 Att = 3.00 Pts = 12.00 GPA = 4.000				
02/SU	EDU-661	Educational Leadership	3.00	A	12.00
	EDU-664	School & Community Relations	3.00	A	12.00
	EDU-666	School Finance	3.00	A	12.00
	EDU-667	Practicum in Educa. Leadership	3.00	A	12.00
	Term Earn = 12.00 Att = 12.00 Pts = 48.00 GPA = 4.000				
02/FA	EDU-665	School Law	3.00	A	12.00
	Term Earn = 3.00 Att = 3.00 Pts = 12.00 GPA = 4.000				

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THE NAME OF THE UNIVERSITY APPEARS IN WHITE ACROSS THE FACE OF THIS 8 1/2 X 11 DOCUMENT

Wong, Elizabeth

ID: [REDACTED]

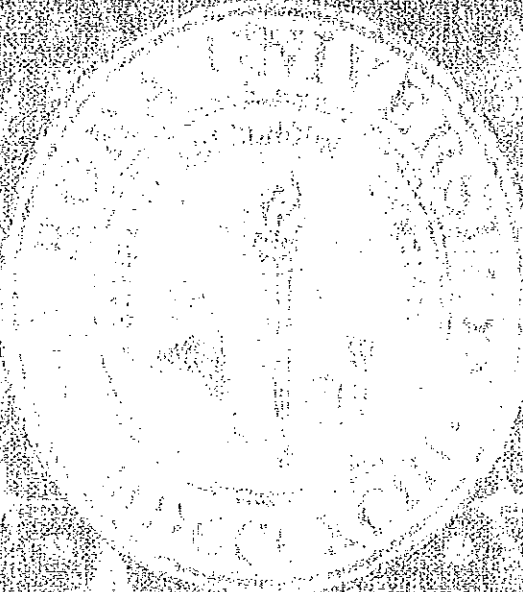
SSN: [REDACTED]

Term	Course	Title	Credits	Grade	Quality Points
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 Aurora University Cumulative Grade Information
 Converted to Semester Hours as of Fall 1996

Cumulative Earned = 30.00 Attempted = 30.00 Points = 120.00 GPA = 4.000

*****End of Transcript*****



ISSUED TO STUDENT

AURORA UNIVERSITY

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Mary K. Zarr
 Assistant Superintendent for Curriculum,
 Special Services, and School Improvement

(847) 963-3106 • Fax (847) 963-3119
 www.ccsd15.net



November 5, 2010

To Whom It May Concern:

Please accept this letter of recommendation for Elizabeth Wong, a highly-qualified applicant, for the position of school principal in your district. Liz is currently the assistant principal of Frank C. Whiteley Elementary School and previously served as assistant principal of Carl Sandburg Junior High School, both part of Community Consolidated School District 15 and United States Department of Education Blue Ribbon Schools of Excellence. Liz is a standout among our assistant principals in District 15 and is often called upon to mentor other assistant principals with their building and case manager duties particularly in the area of RTI and instructional strategies. I know, first hand, the high expectations and outcomes needed for a successful school experience and can attest that Liz provides the visionary leadership needed to set and accomplish the necessary goals for continuous improvement in a school system. She is incredibly bright, articulate, quick witted and warm-hearted. These personal characteristics make her an outstanding team player and leader.

Liz's outstanding leadership ability surfaced early in her teaching career and she was often looked to for guidance and direction. Through her leadership roles as both a department chair and assistant principal, Liz has been instrumental in the academic success of every school that has had the fortune of her direction. She has successfully worked collaboratively to create an outstanding learning culture and climate at Frank C. Whiteley and Carl Sandburg where both staff and students excel. She is a forward-thinking, no-nonsense problem solver. Her comprehensive knowledge of the school improvement planning process and instructional leadership strategies produces stellar examples of school improvement plans that make a difference.

Liz's knowledge base of best practices and innovative instructional strategies has helped her teachers meet the needs of the diverse learners reflective of our student populations. She is an excellent resource for other administrators facing learning challenges that special populations may encounter during the learning process. Liz is extremely well prepared to take on a principalship. Her personality brings out the best in others while instilling confidence – and she is the absolute best at establishing a trustworthy relationship to ensure maximum professional growth.

Please do not hesitate to contact me if I may be of further assistance or provide any extra information. I congratulate you for Liz's interest in your district.

Sincerely,

Mary K. Zarr
 Assistant Superintendent for Curriculum, Special Services and School Improvement

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 Plum Grove Junior High • Carl Sandburg Junior High • Walter R. Sundling Junior High • Winston Campus Junior High



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Kathy Pluymert, PhD, NCSP
RTI/PBIS Coordinator

(847) 963-3106 • Fax (847) 963-3119
www.ccsd15.net

November 4, 2010



Dear Superintendent,

This letter is in reference to Elizabeth Wong, who is applying for a position as a principal in your district. I have worked with Liz in her capacity as an Assistant Principal, first at Carl Sandburg Junior High and now at Frank C Whiteley Elementary School.

Liz has consistently demonstrated high energy, solid leadership and strong commitment to the students, faculty and community she serves. I have observed Liz work with her school team to create well designed systems and procedures to implement a Response to Intervention Model at Carl Sandburg. She not only understands the hallmarks of a good RTI system, she has been able to work with the team to facilitate procedures and practices that have become standard operating procedures in the building. One specific task that I have worked with her to accomplish is a program evaluation model of a new special education service delivery system for learning disabled students at Carl Sandburg. She was able to facilitate a collaborative model that captured even the most resistant members of the group to work toward positive student outcomes.

With respect to her involvement with PBIS, Liz was part of a team at Carl Sandburg that developed and is piloting an innovative research based group intervention for students who have demonstrated a pattern of academic and behavioral problems. Liz provided leadership, support and advocacy to bring this program to life.

In summary, on the basis of her performance as an Assistant Principal, she shows exceptional promise to be a successful Principal. She has the leadership skills, work ethic, and winsome personality to be an excellent instructional leader and to manage building resources in an effective manner. In addition to all these wonderful professional characteristics, Liz is a delightful person and I very much enjoy working with her.

Please feel free to contact me if you have any questions.

Sincerely,

Kathy Pluymert, Ph.D, NCSP
RTI/PBIS Coordinator

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Cindy Phelps
Director of Student Services

(847) 963-3149 • Fax (847) 963-3145
www.ccsd15.net

April 21, 2011



To Whom It May Concern:

It is a privilege to be able to write this letter of reference for Ms. Elizabeth Wong. Both of us were new to District 15 this school year and we found that we were able to rely on each other for necessary support. In order for her to learn her role in special education and for me to have first-hand knowledge of the processes at the building level, I occasionally attended IEP and SST meetings at Carl Sandburg Junior High School.

As an assistant principal in the district, Ms. Wong was assigned the usual responsibility of being the "Building Case Manager" for special education. This requires the person to be the extension of the Director of Student Services in the school building. A Building Case Manager must be very organized, be able to lead teams of professionals and parents, manage conflicts effectively, gain a thorough knowledge of special education law, and follow prescribed procedures. Taking on this responsibility along with all the others given to an assistant principal is not easy, but she has done an admirable job. I can say that Ms. Wong has applied herself to performing all of the aspects of the position with tenacity. She has responded well to coaching and contributes meaningfully to the processes. She has become independent now, but seeks assistance when necessary.

In working with Ms. Wong I have found her to be very knowledgeable in other areas of school leadership. She has a passion for student's education and it shows in everything she does. Her decisions have not always gained the popular vote, but they are defensible in that they will improve instruction for the students at Carl Sandburg. Her "work ethic" is remarkable! Ms. Wong works long hours to go "above and beyond" the district's expectations of an assistant principal.

Please consider Wong for the position of assistant principal in your district. My estimation is that she has everything it takes to lead successfully.

Sincerely,

Cindy Phelps
Director of Student Services

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Kindergarten registration opens Dec. 6

Registration for kindergarten in Lincolnshire-Prairie View Elementary District 103 will begin next month.

Kindergarten is open to children who will turn 5 before Sept. 1, 2014. Registration will take place from 9:15 a.m. to 3 p.m. Dec. 6 to Jan. 17 at Sprague Elementary School, 2425 Riverwoods Road in Lincolnshire.

Parents will need to bring:

- The original copy of the child's birth certificate (photocopies, and hospital certifications of birth, cannot be accepted) or a passport.

- Proof of residency inside the district.

Full-day kindergarten (tuition-based) and half-day programs will be available.

For the half-day kindergarten, the first 15 enrollees will be placed in the morning session (9-11:35 a.m.), the 16th through 30th enrollees will be

in the afternoon session (12:40-3:20 p.m.)

For the tuition-based, full-day program, the district requires a \$500 deposit with registration, in a check made payable to School District 103. The full-day program costs \$3,382, including the deposit.

Parents can opt out of kindergarten and regain their \$500 deposit up to April 25.

Anyone with questions call Principal Christy Adler at (847) 945-6665.



EDUCATION

Bernie's Book Bank lauds young volunteers

Half Day School students Taylor Jensen, 9, and her friend Julia Surane, both of Lincolnshire, volunteered at the book bank's processing center over the summer. **Page 14**

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EDUCATION

|| LAKE COUNTY

Bernie's Book Bank lauds youngest volunteers

Lincolnshire kids help with book drive at Half Day School

BY LINDA BLASER
lblaser@pioneerlocal.com | @LindaJBlaser

On the brink of reaching two million books collected, processed and distributed to at-risk children from infants through sixth grade, Bernie's Book Bank organizers thanked their youngest volunteers last week with a fun-filled party.

"The reason why we want to celebrate today is really to celebrate volunteerism and, in particular, to celebrate you, our smallest volunteers," Bernie's founder and Executive Director Brian Floriani told the crowd.

More than 125 youngsters and their families from across Lake County signed up for the two-hour event Saturday, Nov. 16, at the organization's processing center, located at 28101 Ballard Drive in Lake Forest, to kick off a series of Volunteer Appreciation Weeks.

The event — complete with cupcakes, Radio Disney dancing and an official Bernie's donation book bag for all — served as both a thank you for past help and a recruiting effort to keep the momentum going.

"We need you," Floriani said. "We need you to multiply."

The organization's leaders hope to reach one million books donated, processed and distributed in 2013 alone, which will push the organization's total to two million books since it began operating in 2009.

"Our job is to make sure all children own books," Floriani said.

The organization collects, processes and distributes anywhere from 25,000 to 30,000 new and gently-used books a week to make sure more than 75,000-plus chil-

dren receive 12 books a year.

"All that processing happens right here," Floriani said in the warehouse, where the guests applied Bernie's Book Bank stickers to picture, story and chapter books sorted by reading level on large tables set in rows.

"Our next goal is to be collecting, processing and distributing four million books a year by 2016," he said. "The reason that number is important is by doing that we'll be serving every child that needs us."

Reaching that next level will require more help from the 500 to 750 volunteers who help out every month, as well as plenty of newcomers.

"Volunteers are absolutely key," Jill Rosenberg, director of communications and marketing, said. "They are the lifeblood of what we do."

Taylor Jensen, 9, a fourth-grader at Half Day School in Lincolnshire, said it was hard at first to believe some children don't have books of their own.

"I've got about a hundred books just in my room," Taylor said.

Owning books, she believes, is important for every child.

"Books help kids learn to read, then they can learn to write and spell just by being a good reader," she said.

Taylor and her friend Julia Surane, 10, also of Lincolnshire, volunteered at the processing center over the summer, and their school's Student Council is hosting a Bernie's book drive this month.

"We thought the party would be fun," Julia said. "It's a really nice organization."

Aileen Traynor of Northbrook has volunteered for Bernie's for the past three years since first reading about the organization in a Pioneer Press article.

A Girl Scout Brownie leader at the time, Traynor switched gears from getting her middle daughter's



Julia Surane, 10, of Lincolnshire works on stickering books Saturday at Bernie's Book Bank's Lake Forest processing center. JOE SHUMAN/TONY SUN-TIMES MEDIA

troop involved to then spreading the word at local schools, helping them organize book drives for Bernie's Book Bank.

She's even started suggesting book drives for Bat Mitzvah and Bar Mitzvah projects and to anyone who is looking for a worthy cause.

"I cannot get over how this

has grown," Traynor said, who brought her daughter Kiley and a friend Mandi Stoneburner, both 8, to Saturday's celebration. Both girls have participated in book drives for Bernie's, but Saturday's visit marked their entrée to the processing center.

"Coming to the sorting center, that's the best part," Aileen

BERNIE'S VOLUNTEER DROP-IN SCHEDULE

Tuesday: 9:30 to 11:30 a.m., Oldies Hit Songs

Wednesday: 9:30 to 11:30 a.m. and 4:30 to 6 p.m., Music Mix

Thursday: 3:30 to 5:30 p.m., Free Popcorn and Lemonade

Friday: 9 to 11 a.m., Complimentary Coffee and Cookies

Saturday: 9 to 11 a.m. Parties can be scheduled from noon to 4 p.m.

Where: 28101 Ballard Drive, Lake Forest

Contact: www.berniesbookbank.org, 847-780-7323 or brian@berniesbookbank.org

Traynor said.

After viewing a four-minute video that showcased a book distribution at a Waukegan school and the reactions of students, Adina Bard, 7, of Highland Park was inspired to continue her efforts.

A three-time processing-center volunteer, Adina said watching the video made her feel good.

"Some kids didn't have books and now they have books," Adina said. "I'll come back, because I like to help and want to make sure more kids have books."

Adina's reaction is not usual, Rosenberg said.

"Kids really get it," she said. "When they hear there are kids who don't have books and need books, they want to help."

Bernie's welcomes volunteers of all ages and abilities. Volunteers can come as individuals, families, groups, sports teams, organizations or corporations.

"The idea is to be flexible," Rosenberg said.

For more information, go to www.berniesbookbank.org, call or text 847-780-7323 or email brian@berniesbookbank.org