



## 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**

**JULY 15, 2014**

The Regular Meeting of the Board of Education of Lincolnshire-Prairie View School District 103 will be held on Tuesday, July 15, 2014 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: Estimated time for meeting - 2 Hours 5 Minutes  |    |
| B. Pledge of Allegiance   |    |
| C. Community Participation  |    |
| D. Approval of Minutes  | 3  |
| Time: 5 minutes   |    |
| E. Consent Agenda   |    |
| Time: 5 Minutes   |    |
| 1. Approval of Bills  | 18 |
| 2. Approval of School Donations   | 35 |
| 3. Approval of Resignation  | 36 |
| 4. Approval of Employment   | 39 |
| 5. Approval of Non-Certified Employment Actions   | 59 |
| 6. Approval of School Photography Services  | 60 |
| F. Action Items   |    |
| Time: 5 Minutes   |    |
| 1. Approval of Resolution Authorizing Issuance of Procurement Cards                             | 61 |
| 2. Approval of Contract with Education Consultants and Research Associates ("ECRA")             | 64 |
| 3. Approval of Payment to Lake County Regional Office of Education for Depke<br>Juvenile Center | 69 |
| G. Information  |    |
| Time: 20 minutes  |    |
| 1. Board Representatives Committee Update   |    |
| 2. Department Updates   |    |
| a. Business Office  | 70 |
| b. Facilities   | 82 |

c. Curriculum and Instruction, Student Services, Technology	84
3. Superintendent's Informational Report	94
H. Discussion Items	
Time: 1 Hour	
1. Dr. Devorah Heitner 1:1 Teaching and Learning Presentation	95
2. Facilities - Wight & Company Presentation	99
3. Future COW Topics	
4. Board Member Requests	
I. In The Press	126
J. Community Participation	
K. Executive Session	
Time: 30 Minutes	
L. Adjournment	



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**BOARD OF EDUCATION COW MEETING MINUTES**

Tuesday, June 3, 2014

The Board of Education Committee of the Whole Meeting of Lincolnshire-Prairie View School District 103 was held on Tuesday, June 3, 2014 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  
Mark Westhoff, Director of Technology  
Norma Taylor, Board Secretary

Public: 6

Press: 1

Staff: 6

**Call to Order and Roll Call**

President Gordon called the meeting to order at 7:07 p.m.

**Pledge of Allegiance**

**Recognition of DW Scholastic Bowl**

Dr. Warren introduced the Daniel Wright Scholastic Bowl who won their 4th State Championship. The team was coached by Katie Fender and Emma Bosley.

Dr. Warren recognized Ms. Chrystie Ortega, 6<sup>th</sup> Grade Science Teacher, who was named Cosmos Star Science Teacher of the Week. Congratulations were made to Ms. Ortega.

Dr. Warren recognized Mrs. Tracy Gordon, 4<sup>th</sup> Grade Teacher, who has been the photographer for the Celebrating Successes portions of Board of Education meetings this year. The Board thanked Mrs. Gordon.

President Gordon announced the Board will not be voting on the Action Items that were on the agenda regarding the 1:1 Teaching and Learning Initiative.

### **Community Participation**

Mr. John Scarborough, 50 Wiltshire Drive, Lincolnshire addressed the Board regarding Common Core State Standards.

Mr. Djuro Jovic, 811 Oakhurst, Riverwoods, addressed the Board regarding impact fees he paid to develop property in 2008.

### **Discussion Items**

#### **1:1 Teaching and Learning Initiative**

Dr. Warren presented an overview of 1:1 Teaching and Learning, how it ties into the mission of the district, and why the administration believes this is an important initiative for education. Throughout the year various presentations were made at board meetings from students and teachers who participated in this year's 1:1 Pilot Program. Dr. Warren showed a clip of Sir Kenneth Robinson, International Advisor on Education, speaking about how technology is transforming education.

Dr. Warren reviewed the district's mission, "To provide innovative learning experiences which empower each student to excel and make a difference in a diverse and interconnected world." He reviewed how 1:1 ties into the district's mission. Innovative learning experiences are possible as students are able to work on projects not only with fellow students from their classroom, but also with students all around the world. Students can write and publish books, movies, and online projects all through the use of 1:1 technology. He further explained the district learned from the 1:1 pilot year that students found they were able to work at their own pace, which allowed for differentiated learning that empowered them to excel. 1:1 provided the ability for students to reach outside the school walls, learn about other cultures, helped students become global citizens, encouraged analytical thinking, all of which helps students make a difference in a diverse and interconnected world.

Dr. Warren introduced Mr. Westhoff to discuss implementation readiness for the 1:1 Teaching and Learning Initiative.

Mr. Westhoff reviewed results of the infrastructure readiness assessment that was completed in May. The district will increase the bandwidth in all buildings primarily to prepare for PARCC Assessments. Other areas of implementation involve the ownership and finance of iPads. The district will offer students iPads to rent, rent to own, or students may bring their own device. Onsite service for iPad repair has been in place this pilot year. The district has provided a communication timeline to the community of key dates of implementation.

Other areas of implementation readiness are professional development for staff that will begin this summer and continue next school year; mobile device software management training is scheduled for summer. Mobile device procedures will be developed and digital citizenship curriculum will be completed over summer. The district will create a parent advisory group to provide feedback on the procedures and digital citizenship booklet. Two parent engagement nights are scheduled during the school year.

Dr. Warren reviewed results of the survey the district conducted. 73% of parents in 1:1 Pilot classrooms said the 1:1 environment enhanced their child's learning experience. 73% of teachers said they are ready to teach in a 1:1 environment, 79% of students in the iPad pilots said they would want to use the iPad in all of their classes. Dr. Warren expressed his full endorsement of 1:1 Teaching and Learning.

Board members asked about procedures of Bring Your Own Device (BYOD). Mr. Westhoff explained this is part of the procedures the parent advisory group will be compiling. A Board member suggested slowing down the 1:1 implementation by removing 5th grade classes from participation. Dr. Warren stated that is not something the district has discussed with teachers and administration; and personally he would rather not exclude 5th grade. A Board member expressed concern for teachers that 1:1 could be a burden to their workload. Dr. Warren said that through multiple staff committee meetings teachers have asked for 1:1 integration and more technology training. A Board member stated he feels this is imperative for our district and is in full support going forward. A Board member asked about procedures for substitute teachers who will go into a 1:1 classroom. Mrs. Reynolds explained iPad procedures and digital citizenship would be worked into the training agenda the district provides to its substitute teachers at the beginning of the school year. A Board member thanked Dr. Warren and his team for the depth of this implementation plan and stated he fully supports moving forward with 1:1 Teaching and Learning. Dr. Warren thanked all the teachers and technology integration specialists for their work this year.

The Board asked for further discussion of the budget for implementing 1:1 Teaching and Learning. Mr. Stanley provided a range of costs dependent upon variables such as the amount of people who rent the device, rent to own, and bring their own device.

### **Community Participation**

A community member expressed concern about the teachers receiving technology training as well as common core standards implementation.

### **Fiscal Year 2015 Budget**

A Board member raised concern about revenues in relation to expenditures; and the 20% fund balance. Discussion was held regarding the 20% fund balance, and board members clarified that the policy was written so that should the board go below 20% fund balance, that there would be a plan in place to build the fund back to 20%.

Mr. Gordon asked the Board to come to a consensus on items in the budget they would like Mr. Stanley to change. One Board member asked to remove the assistant principal position at the junior high. One Board member asked to cut contingencies and eliminate 5th grade for 1:1 implementation.

Mr. Gordon suggested the Board have long-term budget policy discussions at future COW meetings. Mr. Gordon summarized that two Board members have expressed a desire to not go ahead with the assistant principal position at the junior high that has been recommended; and whether to fund the contingencies, and to slow down the 1:1 Teaching and Learning implementation.

Dr. Warren stated he recommends the district go ahead with the assistant principal position at the junior high and feels it is imperative to add this position at this time. He stated this has been discussed at both the building level and the administrative level, and the extra support is necessary as we continue to have students with diverse needs. Currently the principals spend a considerable amount of time on discipline and student issues, which inhibits the principal to be the building leader that is needed. Additionally, the amount of time the principal spends to complete teacher evaluations is incredible. Dr. Warren stated he thinks it is imperative and strongly encourages the district to add this position.

A Board member voiced support for the assistant principal position and for the budget as recommended by the administration.

Mr. Gordon asked the Board to consider the budget, and then share their thoughts with him. If consensus is reached, the budget will be changed at the June 17, 2014 meeting. Going forward, he recommended the Board engage in long-term budget discussions.

### **Board Committee Representatives**

The Board reviewed the various committees they will serve on next year. Dr. Warren asked the Board for volunteers to serve on the 1:1 Parent Advisory Committee. Board members will email the Board Secretary their interest.

### **Spring MAP Data**

Mrs. Reynolds reviewed results of the Spring 2014 MAP scores. She explained this is the first year that MAP aligned to Common Core, which shifted for Reading/Language Arts in student performance. In the past, emphasis was on literature in general. Now with Common Core State Standards, it is a balance between informational text and literature. Consequently, she explained there is a dip in literature subcategories.

### **ELA Pilot Materials**

Mrs. Reynolds thanked the English/Language Arts committee who conducted an assessment of current ELA materials and their alignment with CCSS. The committee found grades 3 through 8 materials did not have a tight alignment to the CCSS. In addition, selected K-4 teachers reviewed and piloted a writing program authored by Lucy Calkins and K-2 teachers recommended adoption of this program. Teachers in grades 3 and 4 agreed to adopt the Wonders program.

### **Executive Session**

**Motion by** Mrs. Harper, seconded by Mrs. van Gerven, to move into Executive Session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, and collective bargaining matters.

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

The meeting moved into Executive Session at 9:40 p.m.

**Open Session**

The meeting reconvened to Open Session at 10:23 p.m

**Adjournment**

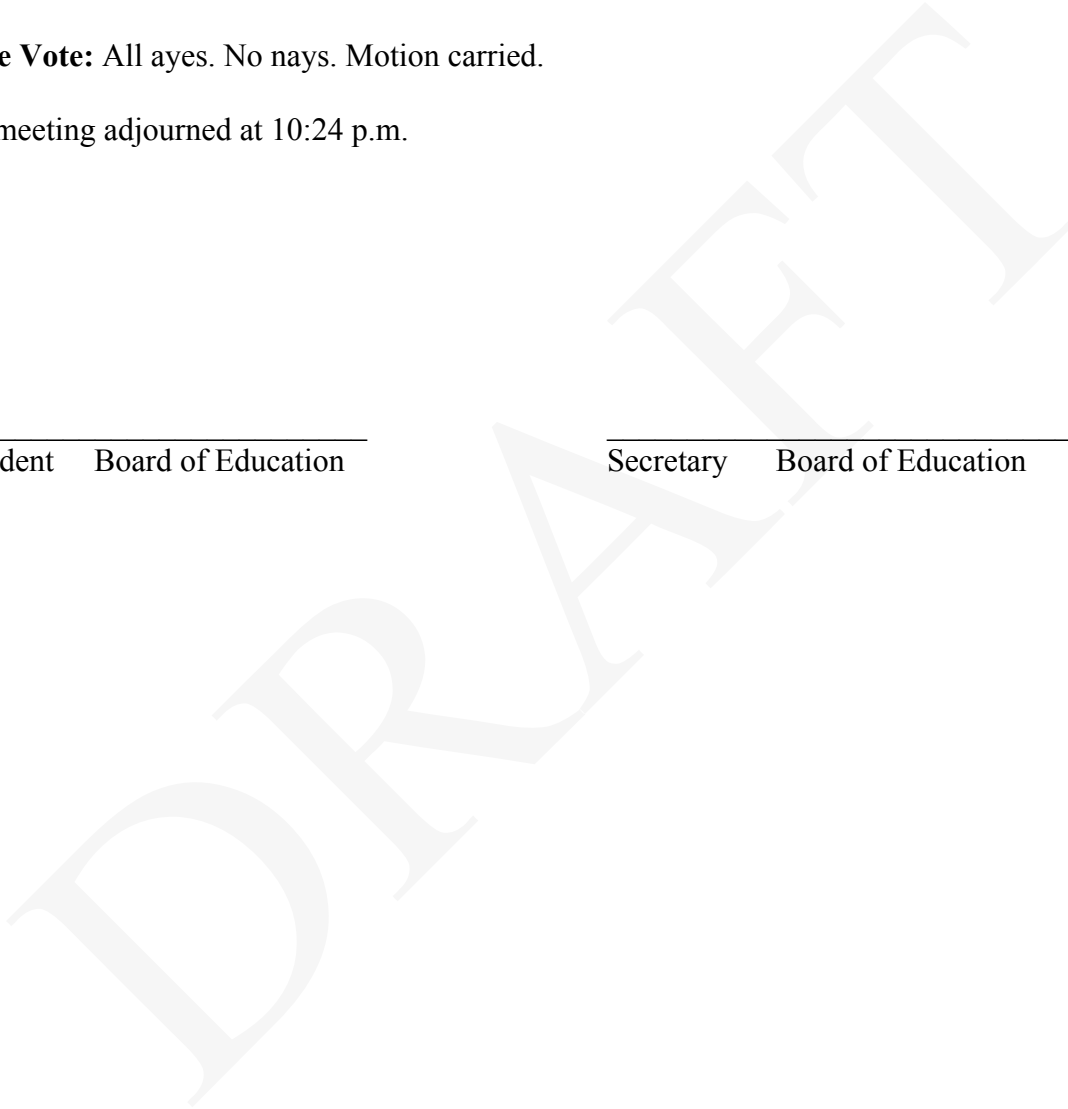
**Motion by,** Mr. Curtis, seconded by Mrs. Harper to adjourn.

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

The meeting adjourned at 10:24 p.m.

\_\_\_\_\_  
President Board of Education

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Secretary Board of Education





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**BOARD OF EDUCATION EXECUTIVE SESSION MINUTES**

Tuesday, June 3, 2014

Executive Session of the Board of Education Meeting of Lincolnshire-Prairie View School District 103 was held on Tuesday, June 3, 2014 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  
Dan Stanley, Assistant Superintendent for Business  
Norma Taylor, Board Secretary

Executive Session convened at 9:50 p.m. to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, and collective bargaining matters.

Mr. Stanley informed the Board of an employee, Carmelina Gervasio, a 103 Club Associate who was caught stealing by Robynn Bryant, Director of 103 Club. Robynn wrote up a recommendation the district terminate employment with Carmelina. The district offered Carmelina the option to resign her position.

Dr. Warren and the Board discussed a retirement agreement between Amy Belford and the Board that would deviate from the Master Contract with the Teacher's Association.

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

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

The meeting reconvened to Open Session at 10:23 p.m.

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President Board of Education

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Secretary Board of Education

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**BOARD OF EDUCATION MEETING MINUTES**

Tuesday, June 17, 2014

The Regular Meeting of the Board of Education of Lincolnshire-Prairie View School District 103 was held on Tuesday, June 17, 2014 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  
Norma Taylor, Board Secretary

Public: 8

Press: 1

Staff: 1

**Call to Order and Roll Call**

President Gordon called the meeting to order at 7:03 p.m.

**Pledge of Allegiance**

**Community Participation**

A community member addressed the Board regarding expenses for academic teams at Daniel Wright Junior High, and asked questions about the budget.

**Public Hearing to Discuss Fiscal Year 2015 Budget**

President Gordon called the Public Hearing open to hear testimony/comments regarding the fiscal year 2015 budget at 7:12 p.m.

He asked the Board for any further comments.

There were no further comments.

He asked the public for any written or oral comments.

There were no further comments.

**Motion by** Mrs. van Gerven, seconded by Mr. Yomtoob to close the hearing.

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

The hearing closed at 7:13 p.m.

**Public Hearing to Discuss the Transfer of Money from the Education Fund into the Operations and Maintenance Fund of the School District**

President Gordon called the Public Hearing open to hear testimony/comments regarding the transfer of money from the Education Fund into the Operations and Maintenance Fund of the School District at 7:13 p.m.

He asked the Board for any further comments.

There were no further comments.

He asked the public for any written or oral comments.

There were no further comments.

**Motion by** Mr. Yomtoob, seconded by Mrs. van Gerven to close the hearing.

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

The hearing closed at 7:14 p.m.

**Public Hearing to Discuss the Transfer of Money from the Transportation Fund into the Operations and Maintenance Fund of the School District**

President Gordon called the Public Hearing open to hear testimony/comments regarding the transfer of money from the Transportation Fund into the Operations and Maintenance Fund of the School District at 7:14 p.m.

He asked the Board for any further comments.

There were no further comments.

He asked the public for any written or oral comments.

There were no further comments.

**Motion by** Mrs. Thomas, seconded by Mr. Yomtoob to close the hearing.

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

The hearing closed at 7:15 p.m.

**Approval of Minutes**

**Motion by** Mrs. Harper, seconded by Mrs. Thomas, the Board approve minutes from the May 20, 2014 Regular and Executive Session, the May 27, 2014 Budget Presentation, and the May 28, 2014 Board Workshop and Executive Session.

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

**Consent Agenda:**

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

- Approval of Bills
- Approval of School Donations
- Approval of Employment
- Approval of Resignations
- Approval of Resolution Requiring Contractors to Comply with Prevailing Wage Law
- Approval of Resolution Authorizing and Directing the Transfer of Interest from the Debt Service Fund to the Operations and Maintenance Fund
- Approval of Resolution Authorizing and Directing the Transfer of Interest from the Working Cash Fund to the Operations and Maintenance Fund
- Approval of Contract for Physical Therapist

President Gordon asked if any Board member wished to pull any item(s) for further discussion. Being none:

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

**Action Item****1. Approval of Fiscal Year 2015 Budget**

The Board held discussion of the budget proposed by the administration.

A Board member noted the importance of looking at whether revenues are exceeding expenditures, and this year the revenues have exceeded expenditures.

A Board member stated he is confident this budget is sustainable both short and long term; and would like the Board to have long-term budget discussions at future COW meetings.

A Board member stated she was not comfortable with the budget as recommended because expenditures are growing too fast and could have consequences for the district in the long term; and had asked the administration for scenarios to reduce operating expenditures. The Administration provided five options to reduce operating expenditures: Option 1 Remove all contingencies; Option 2 remove major contingencies; Option 3 Delay 1:1 Grade 5; Option 4 Delay 1:1 Grade 5 and remove major contingencies; Option 5 Delay 1:1 Grade 5 and remove all contingencies.

A Board member stated he looked at the average of unspent dollars for the past five years to be approximately 1.27 million.

A Board member stated she was concerned with the growth of expenditures versus revenues and appreciated the administration providing the five options to reduce operating expenses. She stated supporting Option 5 to delay 1:1 Grade 5 and remove all contingencies.

A Board member noted that it is important to remember next spring that if contingencies are removed the district's budget will not perform as well against past budgets. He suggested Mr. Stanley include footnotes on reports that the district's budget will not perform as well as budgets have in the past.

A Board member asked what are the new contingencies in this budget. Mr. Stanley replied three teaching positions are the only new contingencies in the budget.

**Motion by** Mrs. Simon, seconded by Mrs. Thomas, to adopt the budget amended by Option 5 per Dan's email of today's date.

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

Mr. Stanley clarified the change in the budget is the Delay of 1:1 Teaching and Learning for one grade level for one school year, and removal of all contingencies which will reduce the budget by \$416,700.

## 2. **Approval of 1:1 Teaching and Learning Initiative**

Dr. Warren summarized the 1:1 Teaching and Learning iPad initiative will provide for students in 4<sup>th</sup> and 6<sup>th</sup> grades, pilot programs in four sections of 2<sup>nd</sup> grade, three sections in 1<sup>st</sup> grade, and a section in 7<sup>th</sup> grade ELA class. A consultant has been working with parent groups developing digital citizenship. Dr. Warren noted a handbook will be created to address digital citizenship, policies and procedures after all input from the parent focus groups are collected. Building infrastructure to increase bandwidth, ordering iPads, and staff training are all to happen over the summer. Dr. Warren stated the community has been invited to participate in a Parent Advisory Group who will meet through the year to discuss the implementation, digital citizenship, and provide feedback to the district.

**Motion by** Mrs. Harper, seconded by Mr. Curtis, the Board approve the 1:1 Teaching and Learning Initiative.

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

## 3. **Approval of Lease with Apple, Inc.**

A Board member asked the Administration to schedule a public meeting before the school year begins to report on all the readiness items of the program, such as 1:1 curriculum, policies, training, etc.

**Motion by** Mrs. Harper, seconded by Mrs. van Gerven, the Board approve the administration to execute an agreement with Apple, Inc. to lease an amount of iPads not to exceed 600 for a total amount not to exceed \$295,200 for a period not to exceed three (3) years.

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

- 3. Motion by Mr. Curtis, seconded by Mrs. van Gerven, the Board Approve the Resolution Authorizing Transfer from the Education Fund into the Operations and Maintenance Fund of Lincolnshire-Prairie View School District No 103, Lake County, Illinois.**

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

- 4. Motion by Mr. Curtis, seconded by Mrs. Harper, the Board Approve the Resolution Authorizing Transfer from the Transportation Fund into the Operations and Maintenance Fund of Lincolnshire-Prairie View School District No. 103, Lake County, Illinois.**

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

- 5. Motion by Mr. Curtis, seconded by Mrs. van Gerven, the Board Approve the Resolution Authorizing Transfer from the Operations and Maintenance Fund into the Capital Projects Fund of Lincolnshire-Prairie View School District No. 103, Lake County, Illinois.**

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

- 6. Approval of Amendment to Administrator Contract**  
A Board member pulled this item to discuss after Executive Session.

## **Information**

### **1. Board Representatives Committee Update**

The Board reviewed their representation on committees for the 2014-2015 school year.

### **2. Departmental Reports**

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

Dr. Warren informed the Board that the district did not receive any FOIA requests this month. Dr. Warren provided his goals update for the Board.

#### **Community Participation**

Hong Ding, 9 Mayfair Lane, Lincolnshire asked the Board to make available to the public the facilities assessment report and the Board's long term plan. She inquired about the ELM program.

Mr. Gordon explained the district's plan for a Strategic Planning Process that involves all the community.

A community member asked if there would be any fifth grade classes piloting 1:1 next year, and expressed concern about the students who piloted 1:1 in fourth grade and will not be continuing next year. Dr. Warren explained that there will not be any pilots in fifth grade, but classes will have access to iPads on carts.

Mrs. Simon reported she and Mrs. Postma attended a SEDOL meeting where they presented their tentative budget.

### **Executive Session**

There being no further business, motion by Mrs. Harper, seconded by Mrs. van Gerven, to move into Executive Session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees and collective negotiating matters.

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

The meeting moved into Executive Session at 8:03 p.m.

### **Open Session**

The meeting reconvened to Open Session at 9:24 p.m.

### **6. Approval of Amendment to Administrator Contract**

**Motion by** Mr. Yomtoob, seconded by Mrs. Simon, the Board approve the amendment to the Administrator Contract for Dr. Warren.

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

The Board held a discussion regarding 1:1, and evaluation ratings.

### **Adjournment**

**Motion by**, Mr. Curtis, seconded by Mrs. Thomas to adjourn.

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

The meeting adjourned at 9:34 p.m.

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President Board of Education

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Secretary Board of Education



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**BOARD OF EDUCATION EXECUTIVE SESSION MINUTES**

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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

Executive Session convened at 8:14 p.m. to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees and collective bargaining agreements.

Dr. Warren left the room at 8:14 p.m.

The Board discussed the Superintendent's evaluation.

Dr. Warren reentered the room at 8:58 p.m.

The Board and Dr. Warren discussed the Superintendent's performance and goals for the year.

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

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

The meeting reconvened to Open Session at 9:24 p.m.

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President Board of Education

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Secretary Board of Education

DRAFT



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MEMO

**To:** Board of Education  
**From:** Dan Stanley  
**CC:** Dr. Scott Warren  
**Date:** July 15, 2014  
**Re:** Bills Payable and Bills Paid

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There are three reports for Bills Payable and I wanted to briefly explain them.

Bills Payable

Included is the regular bills payable for July bills totaling \$570,824.47.

Accounts Payable June 30, 2014

These were bills that were received after the June 17<sup>th</sup> meeting that required payment in fiscal year 2014. These include payments for the guided program tuition at Districts 96 and 102; payments to Wight for architectural services related to the Master Planning; and retiree insurance payments that were on hold, waiting for a procedural clarification with the association.

Accounts Payable (Bills Paid) for July 1, 2014

These include the monthly invoices that require payment before the board meeting (such as NIHIP), but also includes several annual payments that have a July 15<sup>th</sup> deadline. Also the first lease payment for 450 iPads (our first order) was paid. I incorrectly instructed accounts payable to pay for 600, but by the time I realized the error the check had been printed (but not mailed). Therefore, you will see the check issued for 600 iPads and then voided. Also is included is a void for an Apple lease that was originally charged to the wrong vendor (Apple Awards should have been Apple Financial Services) and can be ignored.

All reports are presented for approval.

# Bills Payable (Fund Summary)

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Printed: 7/11/2014 7:55 AM  
Lincolnshire-Prairie View SD #103  
Expense on Date: 6/1/2014 to 7/10/14

<b>Fund Code</b>	<b>Description</b>	<b>Amount</b>
10	Education Fund	499,767.78
20	Oper, Build, & Maint Fund	20,147.87
30	Debt Service Fund or Fund Group	156.15
40	Transportation Fund	14,270.17
50	I.M.R.F./Soc. Sec. Fund	36,482.50
<b>Report Total</b>		<u><u>\$570,824.47</u></u>

# Bills Payable List

Printed: 7/11/2014 7:54 AM  
 Lincolnshire-Prairie View SD #103  
 Expense on Date: 6/1/2014 to 7/10/14

Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
<b>ACADEMIC ADVANTAGE</b>					
		IPAD, CHROMEBOOK REPAIR	7	130.00	10-2660-319
				<u>\$130.00</u>	
<b>ADLAI E STEVENSON HIGH SCHOOL</b>					
		SITE RENTAL DW ORCHESTRA	7	445.00	10-1190-390
		SITE RENTAL DW BAND	7	420.00	10-1190-390
				<u>\$865.00</u>	
<b>ADLER, CHRISTINE</b>					
		REIMB MARKERS	7	5.40	10-2410-410
				<u>\$5.40</u>	
<b>ADVOCATE OCCUPATIONAL HEALTH</b>					
		DRIVER PHYSICAL - SPOSITO, TOUSIGNANT	7	240.00	40-2550-390
		DRIVER PHYSICAL - SKAGGS	7	120.00	40-2550-390
		DRIVER PHYSICAL - LEE, YOON	7	240.00	40-2550-390
		DRIVER PHYSICAL - GRAFF	7	120.00	40-2550-390
				<u>\$720.00</u>	
<b>AMAZON</b>					
		LAPTOP DOCK	7	169.99	10-2520-410
0000008657		ADMIN ACADEMIC CALENDAR	7	36.06	10-2410-410
0000008657		TAX REFUND	7	(2.12)	10-2410-410
0000008705		IPAD CASES (2)	7	31.98	10-2660-410
0000008705		IPAD CASE	7	25.03	10-2660-410
				<u>\$260.94</u>	
<b>ANDERSON PEST SOLUTIONS</b>					
		MONTHLY IPM SERVICE	7	144.05	20-2540-329
				<u>\$144.05</u>	
<b>AT&amp;T BUSINESS SERVICE</b>					
		TELEPHONE	7	36.01	10-2540-341
				<u>\$36.01</u>	
<b>AT&amp;T MOBILITY</b>					
		IPAD DATA SERVICE	7	280.00	10-2540-341
				<u>\$280.00</u>	
<b>BERCOS EDUCATIONAL CONSULTING</b>					
		PSYCH SERVICES	7	306.64	10-2140-314
				<u>\$306.64</u>	
<b>BINDER, STACY</b>					
		REIMB SS COOKING GRIDDLE	7	50.98	10-1600-410
				<u>\$50.98</u>	
<b>CAROLINA BIOLOGICAL SUPPLY CO.</b>					
0000008583		CONCAVE SLIDES	7	32.16	10-1120-415
0000008583		COVER SLIPS	7	37.39	10-1120-415
				<u>\$69.55</u>	
<b>CHEIFETZ, CHERYL</b>					
		REIMB TUITION	7	300.00	10-1120-230
				<u>\$300.00</u>	
<b>CHICAGO TRIBUNE</b>					

# Bills Payable List

Printed: 7/11/2014 7:54 AM  
 Lincolnshire-Prairie View SD #103  
 Expense on Date: 6/1/2014 to 7/10/14

Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
		TRIBUNE SUBSCRIPTION	7	390.00	10-2220-440
				<u>\$390.00</u>	
<b>CINTAS</b>		CUSTODIAL SUPPLIES - SP	7	374.86	20-2540-410
		CUSTODIAL SUPPLIES - SP	7	367.53	20-2540-410
				<u>\$742.39</u>	
<b>CITICARE TRANSPORTATION</b>		SPEC ED TRANS SERVICES	7	1,759.00	40-2550-331
		SPEC ED TRANS SERVICES	7	1,230.05	40-2550-331
				<u>\$2,989.05</u>	
<b>CLIC</b>		WORKERS COMPENSATION	7	45,477.00	10-2360-380
		PROPERTY/CASUALTY INSURANCE	7	80,646.00	10-2360-380
		WORKERS COMPENSATION	7	195,886.00	10-2360-380
				<u>\$322,009.00</u>	
<b>COMCAST CABLE</b>		RIVERSHIRE INTERNET	7	79.90	10-2540-392
				<u>\$79.90</u>	
<b>COMMITTEE FOR CHILDREN</b>					
	0000008685	GRADES K-5 SPANISH POSTER PACK	7	129.60	10-2210-420
	0000008685	2ND STEP BUNDLE K,1,2,3,4,5	7	8,778.94	10-2210-420
	0000008685	2ND STEP K-5 LG POSTER (6 SP & 5 HD)	7	623.02	10-2210-420
	0000008685	DESSA-2ND STEP ED RECORD FORMS RATING SCALE	7	25.92	10-2210-420
	0000008685	2ND STEP GRADE 1 INDIVIDUAL KIT	7	344.63	10-2210-420
	0000008685	2ND STEP GRADE 2 INDIVIDUAL KIT	7	296.63	10-2210-420
	0000008685	2ND STEP GRADE 5 INDIVIDUAL KIT	7	325.43	10-2210-420
	0000008685	2ND STEP BUNDLE EL,K,1,2,3,4,5	7	4,125.96	10-2210-420
	0000008685	SING & STEP GR 2 & 3 (SP & HD MUSIC)	7	38.40	10-2210-420
	0000008685	SCHOOL 10% DISCOUNT	7	(1,519.64)	10-2210-420
	0000008685	SPANISH GR 2 & 3 VISUAL AID PACK	7	316.79	10-2210-420
	0000008685	GR 2&3 VISUAL AID PK	7	120.00	10-2210-420
	0000008685	K & GR 1 VISUAL AID PKS (23)	7	728.62	10-2210-420
	0000008685	SPANISH GR 2-3 SINGING CD	7	38.40	10-2210-420
	0000008685	SPANISH K-1 SINGING CD	7	19.20	10-2210-420
				<u>\$14,391.90</u>	
<b>COVE SCHOOL INC., THE</b>					
		PRIVATE SCHOOL TUITION	7	4,868.01	10-1912-670
		PRIVATE SCHOOL TUITION	7	1,159.05	10-1912-670
				<u>\$6,027.06</u>	
<b>CREATIVE GRAPHIC ARTS INC</b>					
		GRADUATION PROGRAMS	7	1,015.00	10-1120-490
				<u>\$1,015.00</u>	
<b>CUSTOM INK</b>					
	0000008602	SCIENCE OLYMPIAD T-SHIRTS (41)	7	540.38	10-1550-410
				<u>\$540.38</u>	
<b>DEMCO</b>					

# Bills Payable List

Printed: 7/11/2014 7:54 AM  
 Lincolnshire-Prairie View SD #103  
 Expense on Date: 6/1/2014 to 7/10/14

Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
	0000008666	LIBRARY SUPPLIES, BOOKMARKS	7	159.97	10-2220-410
				<u>\$159.97</u>	
<b>DUTTA, SURYA</b>					
		REIMB NATIONAL HISTORY BEE REG	7	125.00	10-1550-640
				<u>\$125.00</u>	
<b>EBSCO</b>					
	0000008619	2014-15 SUBSCRIPTIONS - SP	7	1,463.86	10-2220-440
	0000008620	2014-15 SUBSCRIPTIONS - HD	7	1,089.99	10-2220-440
				<u>\$2,553.85</u>	
<b>FOLLETT SCHOOL SOLUTIONS</b>					
	0000008686	LIBRARY BOOKS	7	2,439.40	10-2220-430
				<u>\$2,439.40</u>	
<b>FRONTLINE TECHNOLOGIES</b>					
		AESOP ANNUAL SERVICES	7	6,526.00	10-2520-392
				<u>\$6,526.00</u>	
<b>GARTSIDE, GERALDINE</b>					
		REIMB SEDOL WORKSHOP TRAVEL	7	73.23	10-1120-332
				<u>\$73.23</u>	
<b>GRAFF, KEN</b>					
		REIMB VACUUM BAGS	7	5.47	40-2550-410
				<u>\$5.47</u>	
<b>GRAYBAR ELECTRIC COMPANY, INC.</b>					
		REPLACEMENT LIGHTS - HD	7	112.32	20-2540-410
				<u>\$112.32</u>	
<b>HAIKU LEARNING SYSTEMS</b>					
		ANNUAL SUBSCRIPTION	7	8,000.00	10-2660-392
				<u>\$8,000.00</u>	
<b>HARDING MECHANICAL</b>					
		RM 7 VENTILATION REPAIR - SP	7	152.50	20-2540-329
				<u>\$152.50</u>	
<b>HEINEMANN</b>					
	0000008687	WRITING GUIDES - GRADE 2	7	214.50	10-2210-420
	0000008687	WRITING GUIDES - GRADE 1	7	214.50	10-2210-420
	0000008687	WRITING GUIDES - KINDERGARTEN	7	214.50	10-2210-420
				<u>\$643.50</u>	
<b>HOLUB, KARL &amp; NINEL</b>					
		REIMB FOUND LIBRARY BOOK	7	13.45	10-1790
				<u>\$13.45</u>	
<b>HOME DEPOT CREDIT SERVICES</b>					
		SHOP SUPPLIES	7	192.51	20-2540-410
		RETURNED SHOP SUPPLIES	7	(12.59)	20-2540-410
		ADMIN LUNCH	7	9.96	20-2540-410
		SHOP SUPPLIES - DW	7	361.47	20-2540-410
		SHOP SUPPLIES	7	43.24	20-2540-410
		SHOP SUPPLIES - SP	7	104.90	20-2540-410
		RETURNED SHOP SUPPLIES	7	(182.02)	20-2540-410

# Bills Payable List

Printed: 7/11/2014 7:54 AM

Lincolnshire-Prairie View SD #103

Expense on Date: 6/1/2014 to 7/10/14

Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
		SHOP SUPPLIES	7	195.44	20-2540-410
		SHOP SUPPLIES	7	158.84	20-2540-410
		DW OFFICE RENOVATION	7	175.32	20-2540-500
		TRANSPORTATION RENOVATION	7	718.38	20-2540-500
		TRANSPORTATION RENOVATION	7	281.30	20-2540-500
		TRANSPORTATION RENOVATION	7	246.91	20-2540-500
		TRANSPORTATION RENOVATION	7	26.96	20-2540-500
		DW OFFICE RENOVATION	7	21.78	20-2540-500
		DW OFFICE RENOVATION	7	33.99	20-2540-500
		TRANSPORTATION RENOVATION	7	81.19	20-2540-500
		TRANSPORTATION RENOVATION	7	108.27	20-2540-500
		TRANSPORTATION RENOVATION	7	87.45	20-2540-500
		RETURNED TRANS REN SUPPLIES	7	(54.00)	20-2540-500
		SHOP SUPPLIES	7	168.48	20-2540-410
		JACKHAMMER RENTAL DEPOSIT	7	150.00	20-2540-325
		JACKHMR DEPOSIT RETURN, LESS RENTAL	7	(85.10)	20-2540-325
		SHOP SUPPLIES	7	13.96	20-2540-410
				<u>\$2,846.64</u>	
<b>HONEYWELL</b>		NOTIFICATION SYSTEM RENEWAL	7	5,493.00	10-2660-392
				<u>\$5,493.00</u>	
<b>HOUGHTON MIFFLIN HARCOURT</b>					
	0000008634	GRADE 2-CALENDAR MATH TEACHER KIT	7	311.22	10-2210-420
	0000008634	GRADE 1-CALENDAR MATH TEACHER KIT	7	311.22	10-2210-420
	0000008634	GRADE K-CALENDAR MATH TEACHER KIT	7	311.23	10-2210-420
	0000008645	MATH IN FOCUS TRAINING	7	2,599.00	10-2210-312
				<u>\$3,532.67</u>	
<b>ILLINOIS ASSOCIATION FOR SUPERVISION &amp; CURRICULUM</b>					
	0000008733	ILASCD MEMB DUES	7	49.00	10-2210-640
				<u>\$49.00</u>	
<b>ILLINOIS STATE BOARD</b>					
		SPED DIRECTORS CONF REG	7	150.00	10-2211-312
				<u>\$150.00</u>	
<b>IMPREST</b>					
		BRUNSWICK-GR 2 FIELD TRIP	7	750.00	10-1111-390
		VICINOS PIZZA - GR 6	7	402.00	10-1120-390
		JUST FOR FUN-GR 5 FIELD TRIP	7	1,281.00	10-1120-390
		BRUNSWICK-GR 7 FIELD TRIP	7	1,772.10	10-1120-390
		WENGER-RISERS DEPOSIT	7	3,690.00	10-1190-700
		IESA MEMBERSHIP DUES	7	190.00	10-1500-640
		OHANA TREES (8) - LCLNSHR GRDN CLUB	7	840.00	10-2215-410
		FUN ONES-HD FIELD DAY - PTO	7	780.00	10-2215-390
		COKE-SODA/DW	7	245.47	10-2310-392
		PROGRESSIVE-ADMIN RETREAT DEPOSIT	7	250.00	10-2310-392
		PROGRESSIVE-EOY PARTY HOSTING	7	1,000.00	10-2310-410
		JUNE BANK CHARGES	7	848.41	10-2520-316
		USPS-POSTAGE REFILL	7	4,000.00	10-2520-342

# Bills Payable List

Printed: 7/11/2014 7:54 AM  
 Lincolnshire-Prairie View SD #103  
 Expense on Date: 6/1/2014 to 7/10/14

Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
				<u>\$16,048.98</u>	
<b>INTEGRATED SYSTEMS CORP</b>					
		SKYWARD HOSTING - JUL	7	400.00	10-2660-392
		SKYWARD HOSTING - AUG	7	400.00	10-2660-392
				<u>\$800.00</u>	
<b>INTEGRYS ENERGY SERVICES INC</b>					
		JUN ELECTRICITY - SP	7	1,835.49	10-2540-466
				<u>\$1,835.49</u>	
<b>INTEGRYS ENERGY SERVICES</b>					
		NATURAL GAS	7	4,195.86	10-2540-465
				<u>\$4,195.86</u>	
<b>K HOVING RECYCLING &amp; DISPOSAL</b>					
		DW/TRANS RENOV DUMPSTER	7	374.54	20-2540-500
				<u>\$374.54</u>	
<b>KOROSTYNSKI, CHARLES</b>					
		REIMB FOUND LIBRARY BOOK	7	12.75	10-1790
				<u>\$12.75</u>	
<b>KREIMER, LEONARD &amp; EVELINA</b>					
		REIMB FOUND LIBRARY BOOK	7	5.09	10-1790
				<u>\$5.09</u>	
<b>LAKE COOK DISTRIBUTORS</b>					
0000008635		LEMENCELLO BOOKS (9)	7	114.51	10-2220-430
				<u>\$114.51</u>	
<b>LAKE COUNTY DIVISION OF TRANSPORTATION</b>					
		DOOR SIGNAGE	7	501.60	20-2540-410
				<u>\$501.60</u>	
<b>LAUREATE DAY SCHOOL</b>					
		PRIVATE SCHOOL TUITION	7	5,037.06	10-1912-670
		PRIVATE SCHOOL TUITION	7	224.00	10-1912-670
				<u>\$5,261.06</u>	
<b>LYMAN, ALISSA</b>					
		REIMB IPAD CASE	7	39.96	10-2660-410
				<u>\$39.96</u>	
<b>MACKLIN, LAUREN</b>					
		REIMB TUITION	7	810.00	10-1120-230
				<u>\$810.00</u>	
<b>MAU, JILL</b>					
		EOY FIELD DAY SUPPLIES	7	71.38	10-1112-414
				<u>\$71.38</u>	
<b>MIDCO</b>					
		PHONE REPAIR	7	95.00	10-2660-319
		VOICEMAIL REPAIR	7	45.00	10-2660-319
		KEYPAD REPLACEMENT	7	95.00	10-2660-319
		MESSAGE LIGHT REPAIR	7	45.00	10-2660-319
		MESSAGE LIGHT REPAIR	7	45.00	10-2660-319

# Bills Payable List

Printed: 7/11/2014 7:54 AM  
 Lincolnshire-Prairie View SD #103  
 Expense on Date: 6/1/2014 to 7/10/14

Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
				\$325.00	
<b>MIDWEST ENVIRONMENTAL CONSULTING SERVICES, INC.</b>					
		ASBESTOS ABATEMENT DW STAGE, PE OFF	7	1,200.00	20-2540-500
				\$1,200.00	
<b>MIDWEST TRANSIT EQUIPMENT, INC.</b>					
		SIDE INSTRUMENT PANEL DOOR PART	7	102.20	40-2550-490
		INSPECTION, OIL CHANGE - BUS 13	7	358.77	40-2550-329
		INSPECTION, OIL CHANGE - BUS 27	7	196.10	40-2550-329
		INSPECTION, OIL CHANGE - BUS 23	7	381.05	40-2550-329
		REPLACEMENT LAMP, PAINT	7	76.28	40-2550-490
		REPLACEMENT BUS MIRRORS (2)	7	171.96	40-2550-490
		ABS BRAKE REPAIR - BUS 7	7	115.87	40-2550-319
		REPLACEMENT TURN SIGNAL	7	13.54	40-2550-490
				\$1,415.77	
<b>MIKRUT, JANUSZ &amp; DANUTA</b>					
		REIMB FOUND LIBRARY BOOK	7	12.79	10-1790
				\$12.79	
<b>MUSIC &amp; ARTS CENTER</b>					
000008531		16" SABIAN AA VIENNESE CYMBALS	7	379.00	10-1190-410
000008532		STRINGS BASIC BOOKS (21)	7	143.80	10-1190-410
				\$522.80	
<b>MUTUAL ACE HARDWARE</b>					
		SHOP SUPPLIES	7	87.45	20-2540-410
				\$87.45	
<b>MY LEARNING PLAN INC</b>					
000008698		MY LEARNING PLAN ANNUAL SUBSCR	7	3,324.00	10-2210-392
				\$3,324.00	
<b>NATIONAL SCHOOL FORMS</b>					
		CUSTOM DISCIPLINE REFERRALS	7	200.80	10-2520-360
				\$200.80	
<b>NATIONAL SCHOOL PRODUCTS</b>					
000008518		CLASS SUPPLIES, STORAGE	7	381.65	10-1112-413
				\$381.65	
<b>NCS PEARSON INC</b>					
000008629		AIMSWEB ANNUAL SUCSBRIPTION	7	9,798.00	10-2210-392
				\$9,798.00	
<b>NETRIX</b>					
000008507		NETWORK ASSESSMENT	7	6,500.00	10-2660-392
000008702		WEBFILTER APPLIANCE, UPDATES	7	29,060.94	10-2660-500
				\$35,560.94	
<b>NETWORK SERVICES COMPANY</b>					
		CUSTODIAL SUPPLIES	7	40.85	20-2540-410
		CUSTODIAL SUPPLIES	7	1,843.23	20-2540-410
		CUSTODIAL SUPPLIES - DW	7	71.35	20-2540-410
		CUSTODIAL SUPPLIES - DW	7	1,194.68	20-2540-410
				\$3,150.11	

# Bills Payable List

Printed: 7/11/2014 7:54 AM  
 Lincolnshire-Prairie View SD #103  
 Expense on Date: 6/1/2014 to 7/10/14

Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
<b>NORTHWEST SUBURBAN SPECIAL</b>					
		SPEC ED TRANS SERVICES	7	2,972.11	40-2550-331
		SPEC ED TRANS SERVICES	7	959.00	40-2550-331
		CREDIT TOWARDS SPEC ED TRANS SERV	7	(952.23)	40-2550-331
				<u>\$2,978.88</u>	
<b>OLOMAN, CARL &amp; MARINA</b>					
		REIMB FOUND LIBRARY BOOK	7	5.25	10-1790
				<u>\$5.25</u>	
<b>ORTEGA,CHRYSITIE</b>					
		REIMB IPAD COVER	7	59.99	10-2660-410
				<u>\$59.99</u>	
<b>PADDOCK PUBLICATIONS</b>					
		BUDGET, BID, TRANSFER CLASSIFIEDS	7	255.30	10-2310-392
				<u>\$255.30</u>	
<b>PEAK PLUMBING &amp; MECHANICAL</b>					
		RPZ INSTALL & TESTING - DW	7	424.00	20-2540-329
		SEWER REPAIR - TRANS	7	704.00	20-2540-329
				<u>\$1,128.00</u>	
<b>PEAPOD</b>					
	000008679	COOKING CLASS FOOD - BINDER	7	315.98	10-1600-410
	000008690	COOKING CLASS FOOD - BUCHBERGER	7	468.71	10-1600-410
				<u>\$784.69</u>	
<b>PITNEY BOWES</b>					
		POSTAGE MACHINE LEASE - HD	7	100.00	10-2520-342
		POSTAGE MACHINE LEASE - SP	7	118.00	10-2520-342
		POSTAGE MACHINE LEASE - DW	7	240.00	10-2520-342
				<u>\$458.00</u>	
<b>POMPS TIRE SERVICE INC</b>					
		FLAT TIRE REPAIR - BUS 4	7	202.50	40-2550-319
		TIRE REPLACEMENT - BUS 2	7	528.07	40-2550-319
				<u>\$730.57</u>	
<b>POSTMA, JULIE</b>					
		REIMB POSTAGE	7	10.48	10-2520-342
				<u>\$10.48</u>	
<b>PPG ARCHITECTURAL FINISHES</b>					
		CLASSRM PAINT SUPPLIES	7	569.76	20-2540-410
				<u>\$569.76</u>	
<b>QUEST FOOD MANAGEMENT SERVICES INC.</b>					
		EOY STAFF LUNCHEON	7	630.00	10-2410-410
				<u>\$630.00</u>	
<b>QUILL CORPORATION</b>					
		TONER CARTIRIDGES (8)	7	1,225.62	10-2660-414
		OFFICE SUPPLIES	7	79.74	10-2660-410
		PROJECT BOARD	7	31.49	10-2660-410
	000008691	OFFICE SUPPLIES	7	153.86	10-2410-410
	000008693	OFFICE SUPPLIES	7	273.74	10-2410-410

# Bills Payable List

Printed: 7/11/2014 7:54 AM

Lincolnshire-Prairie View SD #103

Expense on Date: 6/1/2014 to 7/10/14

Vendor Name				
P.O. Number	Description	Batch #	Amount	State Account Number
000008741	TONER CARTRIDGES (3)	7	186.47	10-2520-410
000008741	AP FILE FOLDERS	7	79.52	10-2520-410
000008741	POST-IT NOTES	7	26.02	10-2520-410
000008741	AP FILE FOLDER LABELS	7	19.52	10-2520-410
000008741	WALL MOUNT LETTER SIZED POCKETS 3 SET SMOKE	7	16.07	10-2520-410
			<u>\$2,092.05</u>	
<b>QUIZSYSTEMS</b>				
000008643	BUZZER SYSTEM	7	240.00	10-1550-410
			<u>\$240.00</u>	
<b>RICOH AMERICAS CORP</b>				
	COPIER LEASE - ADMIN	7	191.74	10-2520-325
	COPIER LEASE - DW	7	119.13	10-2410-325
	COPIER LEASE - HD	7	119.13	10-2410-325
			<u>\$430.00</u>	
<b>RICOH USA INC.</b>				
	COLOR COPIES	7	971.65	10-2520-325
			<u>\$971.65</u>	
<b>ROBBINS SCHWARTZ</b>				
	LEGAL SERVICES	7	58.80	10-2310-318
			<u>\$58.80</u>	
<b>RODRIGUEZ, ISABEL</b>				
	REIMB FOUND LIBRARY BOOK	7	12.74	10-1790
			<u>\$12.74</u>	
<b>SAFETY MAP LLC</b>				
	SAFETY MAP PROJECT	7	2,070.10	20-2540-500
			<u>\$2,070.10</u>	
<b>SAMS CLUB</b>				
	ADMIN LUNCH	7	96.16	10-2310-410
	ADMIN LUNCH	7	98.07	10-2310-410
			<u>\$194.23</u>	
<b>SANDNER GROUP, THE</b>				
	TREASURERS BOND	7	4,594.00	10-2310-690
			<u>\$4,594.00</u>	
<b>SCARIANO HIMES AND PETRARCA</b>				
	LEGAL SERVICES	7	1,690.50	10-2310-318
			<u>\$1,690.50</u>	
<b>SCHOLASTIC MAGAZINES</b>				
000008576	SCHOLASTIC NEWS 1 - SCHLAN	7	114.95	10-1111-414
			<u>\$114.95</u>	
<b>SCHOOL DISTRICT 103 ACTIVITY ACCOUNT</b>				
	SP YEARBOOK - REVTRAK	7	1,500.00	10-403
	HD YEARBOOK - REVTRAK	7	1,220.00	10-403
	DW YEARBOOK - REVTRAK	7	4,860.00	10-403
	SP YEARBOOK - CHECKS	7	100.00	10-403
			<u>\$7,680.00</u>	
<b>SCHOOL DISTRICT 103 PTO</b>				

# Bills Payable List

Printed: 7/11/2014 7:54 AM  
 Lincolnshire-Prairie View SD #103  
 Expense on Date: 6/1/2014 to 7/10/14

Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
		HEPCO PRINTING SUPPLIES	7	210.79	10-2211-490
				<u>\$210.79</u>	
<b>SCHOOL SPECIALTY INC.</b>					
	0000008577	BLOKUS TEACHING AID	7	27.89	10-1111-410
	0000008647	ART SUPPLIES, PAINT, PAPER	7	286.31	10-1600-410
	0000008648	ART SUPPLIES, PAINT, PAPER	7	738.67	10-1600-410
	0000008668	CALENDAR, MARKERS, OFFICE SUPPLIES	7	96.44	10-2220-410
				<u>\$1,149.31</u>	
<b>SCHWARCZ, RACHEL</b>					
		REIMB STUDENT PHOTO BOOKS	7	118.82	10-1111-414
				<u>\$118.82</u>	
<b>SHELL FLEET PLUS</b>					
		FUEL - O&M	7	524.06	20-2540-464
		FUEL - TRANS	7	5,420.43	40-2550-464
				<u>\$5,944.49</u>	
<b>SKYWARD</b>					
		ADDITIONAL TRAINING	7	1,690.00	10-2410-312
	0000008381	TRAINING FOR DW	7	1,690.00	10-2410-312
				<u>\$3,380.00</u>	
<b>SPECIAL EDUCATION DISTRICT</b>					
		SEDOL ITINERANT BILLING	7	228.75	10-4120-314
		SEDOL IMRF	7	36,482.50	50-4120-212
		SEDOL ITINERANT BILLING	7	312.50	10-4120-314
		TAMIL INTERPRETING	7	280.29	10-1200-314
				<u>\$37,304.04</u>	
<b>SRAGA HAUSER LLC</b>					
		LEGAL SERVICES	7	1,533.00	10-2310-318
				<u>\$1,533.00</u>	
<b>ST. CLAIRE, MARGARET</b>					
		REIMB EOY TEACHERS BREAKFAST	7	110.91	10-2410-410
				<u>\$110.91</u>	
<b>STATE SCHOOL NEWS SERVICE</b>					
		SCHOOL NEWS SERVICE SUBSCR	7	295.00	10-2310-392
				<u>\$295.00</u>	
<b>STENBERG, AMY</b>					
		REIMB IPAD CASE	7	39.96	10-2660-410
				<u>\$39.96</u>	
<b>SUDDATH RELOCATION SYSTEMS</b>					
		STORAGE UNIT RENTAL	7	387.00	20-2540-325
				<u>\$387.00</u>	
<b>SUNSET FOODS</b>					
		SNACKS FOR 6/3 BOE MTG	7	33.11	10-2310-410
		FACS CLASS FOOD	7	229.50	10-1120-411
		FACS CLASS FOOD	7	295.76	10-1120-411
		SNACKS FOR 6/17 BOE MTG	7	38.71	10-2310-410
		SUMMER SCHOOL COOKING SUPPLIES	7	291.65	10-1600-410

# Bills Payable List

Printed: 7/11/2014 7:54 AM  
 Lincolnshire-Prairie View SD #103  
 Expense on Date: 6/1/2014 to 7/10/14

Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
		SUMMER SCHOOL COOKING SUPPLIES	7	334.93	10-1600-410
				<u>\$1,223.66</u>	
<b>TACTICAL SECURITY</b>					
		CROSSING GUARD	7	356.50	10-2310-392
				<u>\$356.50</u>	
<b>TEACHERS DISCOVERY</b>					
	0000008519	SPANISH TEACHING AIDS	7	324.23	10-1112-413
				<u>\$324.23</u>	
<b>TEAM FITZ GRAPHICS</b>					
		UPDATING DW GYM BANNERS	7	12.00	10-1500-410
				<u>\$12.00</u>	
<b>TECHSTAR AMERICA CORPORATION</b>					
		COPIER MAINT AGREEMENT	7	1,720.00	10-2520-392
				<u>\$1,720.00</u>	
<b>TERRILL, LAURA</b>					
		K-6 CURRICULUM DEVELOP CONSULT	7	3,610.08	10-2210-314
				<u>\$3,610.08</u>	
<b>TOOMEY, AMANDA</b>					
		REIMB DROPBOX	7	119.88	10-1120-419
				<u>\$119.88</u>	
<b>TOWNSEND, JIM</b>					
		REIMB RETIREE INSURANCE	7	949.03	10-1120-225
				<u>\$949.03</u>	
<b>TRAXLER, SUE</b>					
		REIMB RETIREE INSURANCE	7	718.08	10-1120-225
				<u>\$718.08</u>	
<b>TYCO INTEGRATED SECURITY LLC</b>					
		ALARM MONITORING - HD	7	129.00	10-2540-392
		ALARM MONITORING - DW	7	129.00	10-2540-392
		ALARM MONITORING - RIVERSHIRE	7	129.00	10-2540-392
		ALARM MONITORING - SP	7	129.00	10-2540-392
		ALARM MONITORING - TRANS	7	129.00	10-2540-392
		APR ALARM MONITOR - RIVER	7	129.00	10-2540-392
		PANIC BUTTON INSTALLATION	7	523.08	20-2540-329
				<u>\$1,297.08</u>	
<b>UPS</b>					
		POSTAGE	7	23.33	10-2520-342
		POSTAGE	7	14.11	10-2520-342
				<u>\$37.44</u>	
<b>US BANK VISA</b>					
		VERT RESP-EMAIL SP NEIGHBORHOOD	7	10.34	10-2630-410
		VERT RESP-EMAIL 1:1 TEACHING	7	16.55	10-2630-410
		VERT RESP-EMAIL WEED CONTROL APPL	7	16.55	10-2630-410
		VERT RESP-EMAIL SUPERINT EOY TY	7	17.12	10-2630-410
		AMER LEG-DONATION OBO SYLVANS FATHER	7	50.00	10-2320-410
		CEC-TEACHER EVAL TRAIN-BLACKLEY	7	650.00	10-2320-312

# Bills Payable List

Printed: 7/11/2014 7:54 AM  
 Lincolnshire-Prairie View SD #103  
 Expense on Date: 6/1/2014 to 7/10/14

Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
		IPASS-REPLENISH	7	10.00	40-2550-329
		ALL BILINGUAL-SPANISH BOOKS (3)	7	64.15	10-1112-413
		WOR-SPANISH BOOKS (3)	7	54.85	10-1112-413
		APPLE-APPS FOR IPAD	7	25.49	10-2660-410
		APPLE-APPS FOR IPAD	7	49.80	10-2660-410
		MCGRAW-SPANISH BOOKS (2)	7	56.49	10-1112-413
		TRAVELOCITY-VISITING AUTHOR TRAVEL	7	496.92	10-1112-413
		GYPSUM-REPLACEMENT CEILING TILES	7	707.20	20-2540-500
		JIMMYJOHNS-1:1 TEACHERS LUNCH	7	68.50	10-2210-410
		JIMMYJOHNS-1:1 TEACHERS LUNCH	7	138.25	10-2210-410
		JIMMYJOHNS-1:1 TEACHERS LUNCH	7	35.25	10-2210-410
		RANDOMHOUSE-LEMENCELLO TXTBKS (100)	7	420.00	10-2210-420
		RANDOMHOUSE-LEMENCELLO LIB BKS (108)	7	452.35	10-2220-430
		CFC-TALK ABOUT TOUCHING KITS (2)	7	538.00	10-2210-420
		IPASS AUTOREPLENISH	7	100.00	20-2540-329
				<u>\$3,977.81</u>	
<b>US GAMES</b>		REPLACEMENT BACKBOARD - HD	7	527.07	20-2540-410
				<u>\$527.07</u>	
<b>VETERANS FLOORS INC.</b>	000008665	REFINISH HARDWOOD GYM FLOORS DW	7	4,300.00	20-2540-329
				<u>\$4,300.00</u>	
<b>VILLAGE OF LINCOLNSHIRE</b>		WATER/SEWER - SP	7	517.81	10-2540-370
		WATER - DW IRRIGATION	7	22.50	10-2540-370
		WATER/SEWER - TRANS	7	78.16	10-2540-370
		WATER/SEWER - DW	7	713.21	10-2540-370
		WATER/SEWER - HD	7	293.10	10-2540-370
				<u>\$1,624.78</u>	
<b>WALZ, RHONDA</b>		PE HEALTH STUDENT AWARD	7	50.00	10-1510-410
				<u>\$50.00</u>	
<b>WASTE MANAGEMENT OF ILLINOIS INC</b>		SANITATION SERVICES - DW	7	540.35	10-2540-321
		SANITATION SERVICES - SP	7	360.49	10-2540-321
		SANITATION SERVICES - HD	7	375.49	10-2540-321
				<u>\$1,276.33</u>	
<b>WIENER, GREGORY &amp; ZUZANA</b>		REIMB FOUND LIBRARY BOOK	7	15.00	10-1790
				<u>\$15.00</u>	
<b>WRIGHT, CASEY &amp; SANDRA</b>		REIMB FOUND LIBRARY BOOK	7	12.81	10-1790
				<u>\$12.81</u>	
<b>XEROX CORPORATION</b>		COPIER LEASE	7	156.15	30-5370-610
				<u>\$156.15</u>	

# Bills Payable List

Printed: 7/11/2014 7:54 AM  
Lincolnshire-Prairie View SD #103  
Expense on Date: 6/1/2014 to 7/10/14

Vendor Name				
P.O. Number	Description	Batch #	Amount	State Account Number
<b>ZOURAS, JOHN &amp; NECTARIA</b>				
	REIMB FOUND LIBRARY BOOK	7	3.50	10-1790
			<u>\$3.50</u>	
		<b>Report Total</b>	<u><u>\$570,824.47</u></u>	

# Paid Accounts Payable by Vendor

Printed: 7/10/2014 11:42 AM  
 Lincolnshire-Prairie View SD #103  
 Expense on Date: 6/1/2014 to 7/10/14

Invoice #	A.S.N.	Description	Batch #	P.O. #	Check Date	Check #	Amount	State Account Number
<b>APTAKISIC-TRIPP CCSD#102</b>								
063014	10-4220-670	SPED SUMMER GUIDED CLASS FINAL PAY	630	0	06/30/2014	19135	23,125.25	10-4220-670
							<u>\$23,125.25</u>	
<b>BALLARA, LUCYNA</b>								
061714	10-1200-225	REIMB RETIREE INSURANCE	630	0	06/30/2014	19136	1,914.84	10-1200-225
							<u>\$1,914.84</u>	
<b>BECK, JILL</b>								
063014	10-1120-225	REIMB RETIREE INSURANCE	630	0	06/30/2014	19137	406.00	10-1120-225
							<u>\$406.00</u>	
<b>BRICKMAN, MARY</b>								
063014	10-1112-225	REIMB RETIREE INSURANCE	630	0	06/30/2014	19138	596.61	10-1112-225
							<u>\$596.61</u>	
<b>CONFORTI, NANCY</b>								
063014	10-1112-225	REIMB RETIREE INSURANCE	630	0	06/30/2014	19139	481.50	10-1112-225
							<u>\$481.50</u>	
<b>FITZGERALD, MIKE</b>								
060914	10-1120-225	REIMB RETIREE INSURANCE	630	0	06/30/2014	19140	470.32	10-1120-225
							<u>\$470.32</u>	
<b>HANNIGAN, MARY ANNE</b>								
062014	10-1111-225	REIMB RETIREE INSURANCE	630	0	06/30/2014	19141	1,906.45	10-1111-225
							<u>\$1,906.45</u>	
<b>KILDEER-COUNTRYSIDE CCSD</b>								
063014	10-4220-670	SPED GUIDED CLASSROOM	630	0	06/30/2014	19142	36,546.14	10-4220-670
							<u>\$36,546.14</u>	
<b>MACROWSKI, JUDY</b>								
063014	10-1200-225	REIMB RETIREE INSURANCE	630	0	06/30/2014	19143	1,450.00	10-1200-225
							<u>\$1,450.00</u>	
<b>SARATORE, KATHY</b>								
061214	10-1111-225	REIMB RETIREE INSURANCE	630	0	06/30/2014	19144	1,914.84	10-1111-225
							<u>\$1,914.84</u>	
<b>WIGHT</b>								
34513	10-2310-319	ARCHITECTURAL SERVICES	630	0	06/30/2014	19145	6,458.23	10-2310-319
34511	10-2310-319	ARCHITECTURAL SERVICES	630	0	06/30/2014	19145	10,393.25	10-2310-319
							<u>\$16,851.48</u>	
							<u>\$85,663.43</u>	
<b>Report Total</b>								

# Paid Accounts Payable by Vendor

Printed: 7/10/2014 11:54 AM  
 Lincolnshire-Prairie View SD #103  
 Expense on Date: 6/1/2014 to 7/10/14

Invoice #	A.S.N.	Description	Batch #	P.O. #	Check Date	Check #	Amount	State Account Number
<b>APPLE AWARDS INC.</b>								
1009190714	10-2660-325	Void APPLE LEASE	8,184	0	07/03/2014	19154	165,112.78	10-2660-325
							<u>\$165,112.78</u>	
<b>APPLE FINANCIAL SERVICES</b>								
ADVANCE/10	10-2660-325	Void 600 IPADS LEASE PAYMENT	709	0	07/09/2014	19165	98,353.92	10-2660-325
ADVANCE/10	10-2660-325	Void 600 IPADS LEASE PAYMENT	9,190	0	07/09/2014	19165	(98,353.92)	10-2660-325
ADVANCE/10	10-2660-325	450 IPADS LEASE PAYMENT	8,190	0	07/09/2014	19169	72,225.45	10-2660-325
							<u>\$72,225.45</u>	
<b>APPLE FINANCIAL SERVICES</b>								
1009190714	10-2660-325	APPLE LEASE	8,184	0	07/03/2014	19163	165,112.78	10-2660-325
							<u>\$165,112.78</u>	
<b>BUSCHARDT, CATHY</b>								
070114	10-1111-225	REIMB RETIREE INSURANCE	8,184	0	07/03/2014	19155	1,075.00	10-1111-225
							<u>\$1,075.00</u>	
<b>MIDWEST TRANSIT EQUIPMENT</b>								
V101000529	40-2550-325	BUS 1-12, 15-21, 25-26 LEASES (21)	709	0	07/09/2014	19166	187,425.00	40-2550-325
							<u>\$187,425.00</u>	
<b>NETCHEMIA</b>								
INV00000949	10-2310-392	TEACHER EVALUATION SERVICE FEE	8,184	0	07/03/2014	19156	7,613.00	10-2310-392
							<u>\$7,613.00</u>	
<b>NIHIP</b>								
070314	10-2690-220	MEDICAL INSURANCE - ED	8,184	0	07/03/2014	19157	221,786.11	10-2690-220
070314	10-2690-221	LIFE/LTD INSURANCE - ED	8,184	0	07/03/2014	19157	3,024.26	10-2690-221
070314	10-2690-221	VOLUNTARY LIFE INSURANCE - ED	8,184	0	07/03/2014	19157	392.50	10-2690-221
070314	20-2540-220	MEDICAL INSURANCE - O&M	8,184	0	07/03/2014	19157	11,129.18	20-2540-220
070314	20-2540-221	LIFE/LTD INSURANCE - O&M	8,184	0	07/03/2014	19157	76.95	20-2540-221
070314	40-2550-220	MEDICAL INSURANCE - TRANS	8,184	0	07/03/2014	19157	23,798.60	40-2550-220
070314	40-2550-221	LIFE/LTD INSURANCE - TRANS	8,184	0	07/03/2014	19157	129.06	40-2550-221
070314	40-2550-221	VOLUNTARY LIFE INSURANCE - TRANS	8,184	0	07/03/2014	19157	238.80	40-2550-221
070314	10-2330-225	MEDICAL INSURANCE - RETIREE	8,184	0	07/03/2014	19157	1,769.11	10-2330-225
070314	10-2330-225	LIFE/LTD INSURANCE - RETIREE	8,184	0	07/03/2014	19157	12.60	10-2330-225
070314	10-2320-225	MEDICAL INSURANCE - RETIREE	8,184	0	07/03/2014	19157	4,086.41	10-2320-225
070314	10-2320-225	LIFE/LTD INSURANCE - RETIREE	8,184	0	07/03/2014	19157	22.05	10-2320-225
070314	10-2210-225	MEDICAL INSURANCE - RETIREE	8,184	0	07/03/2014	19157	1,602.16	10-2210-225
070314	10-2210-225	LIFE/LTD INSURANCE - RETIREE	8,184	0	07/03/2014	19157	12.60	10-2210-225
070314	20-2540-225	MEDICAL INSURANCE - RETIREE	8,184	0	07/03/2014	19157	2,403.24	20-2540-225
070314	10-2520-225	MEDICAL INSURANCE - RETIREE	8,184	0	07/03/2014	19157	801.08	10-2520-225

Specialized Data Systems, Inc.

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# Paid Accounts Payable by Vendor

Printed: 7/10/2014 11:54 AM  
 Lincolnshire-Prairie View SD #103  
 Expense on Date: 6/1/2014 to 7/10/14

Invoice #	A.S.N.	Description	Batch #	P.O. #	Check Date	Check #	Amount	State Account Number
070314	40-2550-225	MEDICAL INSURANCE - RETIREE	8,184	0	07/03/2014	19157	801.08	40-2550-225
							<u>\$272,085.79</u>	
<b>NSN EMPLOYER SERVICES INC</b>								
2014-2015	10-2360-383	UNEMPLOYMENT INSURANCE	8,184	0	07/03/2014	19158	619.40	10-2360-380
							<u>\$619.40</u>	
<b>SANTANDER LEASING</b>								
1547662	40-2550-325	BUS 22 LEASE	709	0	07/09/2014	19167	9,866.00	40-2550-325
1547662	40-2550-325	BUS 24, 27, 28 LEASES	709	0	07/09/2014	19167	20,070.00	40-2550-325
1544427	40-2550-325	BUS 13 LEASE	709	0	07/09/2014	19167	9,681.00	40-2550-325
							<u>\$39,617.00</u>	
<b>SCHOOLDUDE.COM</b>								
R35242	20-2540-329	MAINTENANCE SOFTWARE ANNUAL SUBSC	8,184	0	07/03/2014	19159	1,345.00	20-2540-329
							<u>\$1,345.00</u>	
<b>SKYWARD</b>								
163884	10-2660-392	ANNUAL LICENSE FEES	8,184	0	07/03/2014	19160	9,469.00	10-2660-392
							<u>\$9,469.00</u>	
<b>TDS METROCOM</b>								
8472954030	10-2540-341	TELEPHONE	8,184	0	07/03/2014	19161	2,068.15	10-2540-341
							<u>\$2,068.15</u>	
<b>TECHSTAR AMERICA CORPORAT</b>								
28723	10-2520-392	ANNUAL MAINTENANCE AGREEMENT	8,184	0	07/03/2014	19162	27,950.00	10-2520-392
							<u>\$27,950.00</u>	
							<u>\$951,718.35</u>	
<b>Report Total</b>								



**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:** July 15, 2014  
**Re:** June 2014 Donations

---

During the month of June 2014, the District received the following donations:

<u>Donors</u>	<u>Amount</u>	<u>Purpose of Donation</u>
Music Boosters	\$3,690.00	Purchase Risers
PTO	\$1,000.00	Half Day PE Grant
Music Boosters	\$183.85	Purchase Turano Drum
Lincolnshire Garden Club	\$1,000.00	Daniel Wright Grant
Lincolnshire Garden Club	\$500.00	Half Day Grant

**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: July 10, 2014  
Re: Approval of Resignations

---

It is recommended that the Board accept and approve the resignation(s) as presented.

Catherine de Moxo – Spanish teacher – effective July 15, 2014

Jimmy Juliano – Technology Integration Specialist – effective July 15, 2014

Date: Tue, Jul 8, 2014 at 11:54 AM  
Subject: formal resignation  
To: Christine Adler <[cadler@d103.org](mailto:cadler@d103.org)>

July 8, 2014

Dear Christy,

It is with regret that I am writing to formally inform you of my decision to resign from my position at Sprague for the 2014-2015 school year.

I appreciate the opportunity that was given to me. I will miss working beside such dedicated and talent professionals and also watching my students grow in their language learning careers.

If I can be of any assistance during the time it will take to fill the position, please contact me.

Sincerely,

Catherine Francis de Moxó

**From:** Jimmy Juliano <[jjuliano@d103.org](mailto:jjuliano@d103.org)>  
**Date:** July 13, 2014 12:02:57 PM CDT  
**To:** Scott Warren <[swarren@d103.org](mailto:swarren@d103.org)>  
**Cc:** Carey Murphy <[cmurphy@d103.org](mailto:cmurphy@d103.org)>  
**Subject:** formal resignation

Dr. Warren:

Please accept this email as formal notification that I am resigning from my Technology Integration Specialist position at Daniel Wright Junior High. Thank you for the opportunity to work and grow at District 103, and I hope to continue my professional relationship with your outstanding group of administrators and teachers.

Sincerely,

Jimmy Juliano  
Technology Integration Specialist  
Google Certified Teacher (Mountain View 2014)  
Google Education Trainer  
<http://jjuliano103.weebly.com/>



## Lincolnshire-Prairie View School District 103

Memo

To: Board of Education  
From: Scott Warren  
Date: July 14, 2014  
Re: Approval of Employment

---

It is recommended that the Board accept and approve the employment of the following employees:

**Laura Coirier** as 1.0 FTE ELM teacher at Daniel Wright, MS+24 step 6 at a salary of \$58,693.

**Melody Littlefair** as 1.0 FTE Assistant Principal for Student Services at a salary of \$90,000.

**Katherine Zurek** as 1.0 FTE 4th grade teacher at Half Day, MS+12 Step 6 at a salary of \$57,883.



## Lincolnshire-Prairie View School District 103

Memo

To: Board of Education  
From: Scott Warren  
Date: July 10, 2014  
Re: Approval of Employment

---

It is recommended that the Board accept and approve the employment of the following employees:

**Laura Coirier** as 1.0 FTE ELM teacher at Daniel Wright.

**Katherine Zurek** as 1.0 FTE 4th grade teacher at Half Day.

**Melody Littlefair** as Assistant Principal for Student Services.



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

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

**Scott H. Warren, Ed.D.**  
Superintendent

**Katie Reynolds**  
Assistant Superintendent for Curriculum  
and Instruction

To: District 103 Board of Education  
Dr. Scott Warren

From: Katie Reynolds

Date: July 8, 2014

Re: Recommendation for hire – Ms. Laura Coirer

It is my pleasure to recommend Ms. Laura Coirer for the vacant ELM position at Daniel Wright Junior High School. Ms. Coirer brings a variety of experience to District 103, having most recently worked in Wauconda CUSD 118 as a reading and math interventionist. Prior to that she has worked as a technology integration specialist at Mundelein Elementary School District 75 and as a gifted science teacher at Lake Zurich CUSD 95. Ms Coirer also has ten years of experience as an Assistant Professor of Science Education at National-Louis University.

Ms. Coirer earned her Bachelor's degree in Drama from Washington University in 1985, her Masters of Education from National-Louis University, Wheeling, Illinois in 1995, her Ed.D. in Instructional Technology from Northern Illinois University, DeKalb, Illinois in 2006, and her CAS in Educational Leadership from National-Louis University, Wheeling, Illinois in 2009.

I am confident that Ms. Coirer will be a wonderful addition to the Daniel Wright team.



**LINCOLNSHIRE-PRAIRIE VIEW SCHOOL DISTRICT 103**  
**TEACHER CONTRACT**

**5-8 ELM Coordinator**  
**FTE: 1.0**

<u>TEACHER</u>	<u>DEGREE</u>	<u>LANE</u>	<u>STEP</u>	<u>TRS SALARY</u>
Coirier, Laura	MS	6	6	\$58,693

AGREEMENT MADE THIS **15<sup>th</sup> DAY OF July, 2014** between the Board of Education of Lincolnshire-Prairie View School District 103, Lake County, Illinois, hereinafter called the BOARD, and

**LARUA COIRIER**  
hereinafter called the TEACHER\*  
**W I T N E S S E T H**

**A. EMPLOYMENT:**

1. The BOARD hereby employs **Laura Coirier** 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 **\$58,693.00** for the term commencing **August 19, 2014**, in equal installments twice a month for a period of **twelve months**.
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.

C. MASTER CONTRACT:

The TEACHER agrees to be bound by the Master Contract and acknowledges receipt of a copy thereof.

D. TERMINATION:

1. In the event the TEACHER violates any of the provisions of this contract, or fails to perform the services and duties required of him/her, or violates the rules and regulations of the BOARD, or otherwise gives cause for his/her discharge, this contract shall be terminated, subject to the provisions of the School Code of Illinois. Rights of due process shall be granted where applicable.
2. In the event the TEACHER shall be dismissed by the BOARD or shall have his/her certificate suspended, revoked, or canceled by the Regional Superintendent of Schools or the State Teachers' Certification Board, the TEACHER shall not be entitled to receive any compensation from and after the date of such dismissal, suspension, revocation, or cancellation.

E. PART-TIME TEACHER ATTENDANCE EXPECTATIONS:

Part-time teachers are required to attend each full-day District institute day; they are responsible to conduct parent-teacher conferences in an amount of time proportionate with their FTE equivalent, although it does not necessarily have to be on the designated days (by mutual agreement with the building principal and/or supervisor). Part-time employees are not required, but are invited, to come to a staff meeting if it falls on a day or time when they are not required to be in attendance. They are, however, responsible for the content of the meetings. Part-time teachers who are not scheduled to work on early-release days are invited to attend these events. This information will be included in the staff assignment letters which are prepared by the Business Office.

F. NOTICE:

All notices under this contract shall be deemed properly served if given in writing and served upon the TEACHER and the President of the BOARD personally or by certified mail, return receipt requested, addressed to the party as set forth in this contract, or at such other address as may be hereinafter furnished by the TEACHER in writing.

Pursuant to an AYE and NAY vote taken and recorded at a lawful meeting of the said BOARD, this contract is executed in duplicate this **15th day of July, 2014.**

\_\_\_\_\_  
President, Board of Education

I accept the contract tendered me in the foregoing and agree to all terms, conditions, and requirements therein set forth.

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Street

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Date



## **LINCOLNSHIRE - PRAIRIE VIEW SCHOOL DISTRICT 103**

1370 RIVERWOODS ROAD  
LINCOLNSHIRE, IL 60069  
P 847.295.4030  
F 847.295.9196

<http://www.district103.k12.il.us>

To: Dr. Warren and Board of Education  
From: Jill Mau  
Date: July 2014  
Re: Recommendation for Katie Zurek

It is with great pleasure that I recommend Ms. Katie Zurek as a fourth grade teacher at Half Day School for the 2014-2015 school year. Ms. Zurek received her bachelor's degree from Loras College and her master's degree in Teaching and Leadership from St. Xavier University.

Ms. Zurek has previously taught both first and third grades at Leggee Elementary School in Huntley, Illinois. Additionally, she began her teaching career teaching Title 1 Reading and Math in Aurora, Illinois. Most recently, Ms. Zurek has been instrumental in her building's 1:1 Android-based tablet implementation. Throughout the interview process, Ms. Zurek's various experiences led to strongly articulated thoughts on curriculum, assessment, classroom community building, and seamlessly integrated technology. Ms. Zurek emphasized her ability to collaborate with teammates in the best interest of the students. Connecting with students also shined as a strength of Ms. Zurek's as students with varying needs would certainly respond well to her genuine, flexible, and calm demeanor. Ms. Zurek's references referred to her as a "complete team player, extremely hard worker and someone who communicates effectively"!

It is my belief that Ms. Zurek will be an outstanding addition to the fourth grade staff and our Half Day School community. I am thrilled to recommend her for employment in District 103.



**LINCOLNSHIRE-PRAIRIE VIEW SCHOOL DISTRICT 103**  
**TEACHER CONTRACT**

**4<sup>th</sup> Grade Teacher**  
**FTE: 1.0**

<u>TEACHER</u>	<u>DEGREE</u>	<u>LANE</u>	<u>STEP</u>	<u>TRS SALARY</u>
Zurek, Katherine	MS	5	6	\$57,883

AGREEMENT MADE THIS **15<sup>th</sup> DAY OF July, 2014** between the Board of Education of Lincolnshire-Prairie View School District 103, Lake County, Illinois, hereinafter called the BOARD, and

**KATHERINE ZUREK**  
hereinafter called the TEACHER\*  
**W I T N E S S E T H**

**A. EMPLOYMENT:**

1. The BOARD hereby employs **Katherine Zurek** 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 **\$57, 883.00** for the term commencing **August 19, 2014**, in equal installments twice a month for a period of **twelve months**.
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.

C. MASTER CONTRACT:

The TEACHER agrees to be bound by the Master Contract and acknowledges receipt of a copy thereof.

D. TERMINATION:

1. In the event the TEACHER violates any of the provisions of this contract, or fails to perform the services and duties required of him/her, or violates the rules and regulations of the BOARD, or otherwise gives cause for his/her discharge, this contract shall be terminated, subject to the provisions of the School Code of Illinois. Rights of due process shall be granted where applicable.
2. In the event the TEACHER shall be dismissed by the BOARD or shall have his/her certificate suspended, revoked, or canceled by the Regional Superintendent of Schools or the State Teachers' Certification Board, the TEACHER shall not be entitled to receive any compensation from and after the date of such dismissal, suspension, revocation, or cancellation.

E. PART-TIME TEACHER ATTENDANCE EXPECTATIONS:

Part-time teachers are required to attend each full-day District institute day; they are responsible to conduct parent-teacher conferences in an amount of time proportionate with their FTE equivalent, although it does not necessarily have to be on the designated days (by mutual agreement with the building principal and/or supervisor). Part-time employees are not required, but are invited, to come to a staff meeting if it falls on a day or time when they are not required to be in attendance. They are, however, responsible for the content of the meetings. Part-time teachers who are not scheduled to work on early-release days are invited to attend these events. This information will be included in the staff assignment letters which are prepared by the Business Office.

F. NOTICE:

All notices under this contract shall be deemed properly served if given in writing and served upon the TEACHER and the President of the BOARD personally or by certified mail, return receipt requested, addressed to the party as set forth in this contract, or at such other address as may be hereinafter furnished by the TEACHER in writing.

Pursuant to an AYE and NAY vote taken and recorded at a lawful meeting of the said BOARD, this contract is executed in duplicate this **15th day of July, 2014.**

\_\_\_\_\_  
President, Board of Education

I accept the contract tendered me in the foregoing and agree to all terms, conditions, and requirements therein set forth.

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Street

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Date



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:** Katie Reynolds  
**CC:** Dr. Scott Warren  
**Date:** June 24, 2014  
**Re:** Emily Leonard Contract

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I am requesting approval to extend a contract to Emily Leonard to serve as the Daniel Wright Dance Instructor for the 2014-2015 school year. Mrs. Leonard has served as the dance instructor since the 2007-2008 school year. The amounts in the contract represent a 2.5% increase to her hourly wage. There was no increase in the contract amount for the 2013-2014 school year.

A copy of the contract for the 2014-2015 school year is attached.



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

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

**Scott H. Warren, Ed.D.**  
Superintendent

Katie Reynolds  
Executive Director of Curriculum  
and Instruction

July 11, 2014

Emily Leonard  
2618 W. Rascher Avenue, FL 1  
Chicago, IL 60625

Dear Emily,

Please allow this document to serve as an agreement between Lincolnshire-Prairie View School District 103 and you.

This agreement is made and entered to on this 11<sup>th</sup> day of July 2014, by and between Emily Leonard, 2618 W. Rascher Avenue, FL 1, Chicago, IL 60625, and Lincolnshire-Prairie View School District 103, 1370 N. Riverwoods Road, Lincolnshire, IL 60069. The parties to this agreement, which considerations of the mutual covenants and stipulations listed below, agree to the following:

- Emily Leonard will provide dance instruction for in school programming for students in the fifth, seventh, and eight grades under the following terms:
  - The instructor will be available for 37 days for the 2014-2015 school year, from 7:30 am to 2:30 pm.
- The Teaching Artist will work with students in grades 5, 7, and 8 to produce the following outcomes:
  - Students in Grade 5 will learn:
    - basic dance technique
    - dance class etiquette and structure
    - memorization techniques and good rehearsal habits
    - modern dance history and theory
    - creative problem solving through use of physical exploration
    - creative development processes and techniques
    - collaborative work skills
    - performance and presentation technique
    - self and peer evaluation skills
  - Students in grades 7 and 8 will learn:
    - creative development skills
      - brainstorming techniques and practical applications
      - creative development processes

- collaborative work skills
  - research and resourcing skills for creative applications
  - creative problem solving through use of discussion and physical experimentation
  - identification, creation, and physical expression of character motivations
  - development and physical expression of character relationships
  - to create a stage picture using spatial relationships
  - diction and projection
  - Self and peer critique skills
  - through study of Commedia del'Arte
    - mask-making technique
    - Commedia del'Arte history and context
    - identification of character archetypes in historical and contemporary media
    - physical expression of character archetypes through leading body part and animal imagery
    - development of comic performance through physical exaggeration
    - vocal techniques for development of character voice
  - through study of the Stomp rhythm project
    - use of meter and rhythm in mixed physical/sonic performance
    - physical expression of story (beginning, middle, end)
    - impact of environment on character and vice versa
    - non-verbal communication skills
- Lincolnshire-Prairie View School District 103 will compensate Emily Leonard in the amount of \$28.70 per hour, for an amount not to exceed \$7433.30, for the 2014-15 school year.
    - Emily Leonard is responsible for the payroll costs, including taxes, withholding, deductions, etc.
    - Lincolnshire-Prairie View School District 103 will be responsible for the cost and purchase of materials.
    - Payments will be provided on a monthly basis. Payment of all invoices is due within 30 days of receipt.
    - Emily Leonard will forward invoices to the Assistant Superintendent for payment. Invoices must be received two weeks prior to a Board of Education meeting to ensure timely payment. All Board of Education meetings are held on the second Monday of each month.

- Prior to August 1, 2014, Emily Leonard will provide Lincolnshire-Prairie View School District 103 a certificate of insurance with the following coverage:
  - General Liability, \$1,000,000 per occurrence, and \$2,000,000 aggregate.
  - Automobile, \$1,000,000 per occurrence.
  - The certificate of insurance will name Lincolnshire-Prairie View School District 103 as an additional insured.

If this agreement is acceptable to you, please sign a copy of this letter and return it to me. If you have any questions, please do not hesitate to contact me.

Sincerely,

Katie Reynolds,  
Assistant Superintendent of Curriculum and Instruction

ACCEPTED:

\_\_\_\_\_  
Emily Leonard

\_\_\_\_\_  
Date

\_\_\_\_\_  
Katie Reynolds

\_\_\_\_\_  
Date



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

**Memo**

**To:** Dr. Warren and the Board of Education  
**From:** Julie Postma and Michelle Blackley  
**Date:** July 15, 2014  
**Re:** Letter of Recommendation for Melody Littlefair, Assistant Principal for Student Services at Daniel Wright

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We are extremely delighted to recommend Mrs. Melody Littlefair for the position of Assistant Principal for Student Services at Daniel Wright Junior High for the 2014-2015 school year. Mrs. Littlefair comes to us with over six years of experience as an Assistant Principal at Camelot School in Naperville, Illinois. She previously worked as a special education teacher for several years in Batavia, IL at both the middle school and high school level. Mrs. Littlefair holds a Bachelor of Science degree in Sociology from Northern Illinois University and a Master of Arts degree in Educational Leadership from Concordia University. It is noteworthy that Melody was previously a Golden Apple Scholar.

Mrs. Littlefair quickly rose to the top of the candidate pool as she presented as highly knowledgeable, articulate, and demonstrated a strong ability to think flexibly and adeptly “on her feet”. She made it clear that she values communication with all individuals, and seeks to understand every situation with a student-centered focus. Mrs. Littlefair brings a strong special education background balanced with an equally strong administrative lens. She possesses a deep understanding of special education strategies and philosophies coupled with a solid foundation of general education and best practices with Common Core implementation. She is driven by quality, high standards and efficiency, never losing sight of what is best for students.

References for Mrs. Littlefair spoke of her outstanding leadership qualities that are both effective and inspiring. Her style is one that balances high expectations with support and guidance. They highlighted her positive relationships with staff, parents, and students, and her strong problem-solving skills and collaborative nature. It was stated that, “Melody thinks clearly, assesses needs, and offers meaningful solutions”. She is also known for her excellent oral and written communication skills as well as her firm, yet fair and creative approach. Her strong interpersonal skills make her approachable and a pleasure to be around. “An absolute gem” and “phenomenal” were some words used to describe her.

It is our wholehearted belief that Melody Littlefair will be an invaluable addition to Daniel Wright and District 103 and therefore, it is our pleasure and honor to recommend her for the position of Assistant Principal for Student Services.

**ASSISTANT PRINCIPAL FOR STUDENT SERVICES OF  
DANIEL WRIGHT JUNIOR HIGH'S AGREEMENT**

**THIS AGREEMENT** made this 15 day of July, 2014 by and between the BOARD OF EDUCATION OF LINCOLNSHIRE-PRAIRIE VIEW SCHOOL DISTRICT 103 ("BOARD"), and MELODY LITTLEFAIR ("ASSISTANT PRINCIPAL"), has been approved at the meeting of the BOARD held on July 15, 2014.

**IT IS AGREED:**

1. **EMPLOYMENT** - The ASSISTANT PRINCIPAL is hereby hired and retained from July 1, 2014 through and including June 30, 2015, as ASSISTANT PRINCIPAL of DANIEL WRIGHT JUNIOR HIGH in Lincolnshire-Prairie View School District No. 103.

2. **DUTIES** - The duties and responsibilities of the ASSISTANT PRINCIPAL will be those incidental to the office of the ASSISTANT PRINCIPAL, those set forth in the job description for the position of ASSISTANT PRINCIPAL (or, those duties contained in Board Policy, as adopted, and which may be amended from time to time), the attainment of the student performance and academic improvement goals determined pursuant to this Agreement, those obligations imposed by the laws of the State of Illinois upon the ASSISTANT PRINCIPAL, and the performance of other professional duties customarily performed by a ASSISTANT PRINCIPAL as from time to time may be assigned to the ASSISTANT PRINCIPAL by the BOARD or the Superintendent. The BOARD reserves the right to reassign the ASSISTANT PRINCIPAL to different duties requiring certification from time to time during the term of this Agreement, without loss of contract term, pay, benefits, notice or a hearing.

3. **STUDENT PERFORMANCE AND ACADEMIC IMPROVEMENT** - This Agreement is a performance-based contract. The ASSISTANT PRINCIPAL will address and fulfill student performance and academic improvement goals which are attached hereto, as Exhibit A, and may be modified by the BOARD, the Superintendent and the ASSISTANT PRINCIPAL cooperatively, during the time between the effective date of this contract and the ASSISTANT PRINCIPAL's start of employment. Any modifications to the student performance and academic improvement goals will be attached to this Agreement and made a part hereof. Once the student performance and academic improvement goals have been attained, this Agreement may be extended by the express, written consent of the parties. For each succeeding school year covered by this Agreement, new student performance and academic improvement goals will be developed prior to the next school year and made a part hereof.

4. **SALARY** - In consideration of the annual salary of Ninety Thousand Dollars (\$90,000.00), pro-rated for the 2014-2015 school year beginning on August 1, 2014, the ASSISTANT PRINCIPAL agrees to devote such time, skill, labor and attention to her employment, during the term of this Agreement, in order to faithfully perform the duties of ASSISTANT PRINCIPAL. Salary will be paid in twenty-four (24) equal installments in accordance with the BOARD policy governing payment of salary to the other certificated members of the professional staff, less such amounts as required by law or provided for in this Agreement. The BOARD retains the right to adjust the annual salary and/or fringe benefits of the

ASSISTANT PRINCIPAL during the term of this Agreement, provided that the salary and/or fringe benefit(s) adjustments will not be lower than the salary and fringe benefits paid by the BOARD as set forth herein. Any adjustment to this Agreement made during the life of this Agreement will be in writing and will become a part of this Agreement. It is provided, however, that by doing so it will not be considered that the BOARD has entered into a new agreement with the ASSISTANT PRINCIPAL or that the termination date of this Agreement has been in any way extended. The BOARD and the ASSISTANT PRINCIPAL may enter into extensions of this Agreement for additional periods of time, if all of the student performance and academic improvement goals set forth in this Agreement have been met, both parties agree, and the agreement is reduced to writing.

In addition, the ASSISTANT PRINCIPAL will receive as additional compensation the amount of \$500 per month.

**5. TEACHERS' RETIREMENT SYSTEM CONTRIBUTION** – In addition to the salary paid to the ASSISTANT PRINCIPAL by the BOARD as expressed in Section 4, the BOARD will pick up and pay on the ASSISTANT PRINCIPAL'S behalf, a maximum contribution of 9.4% to TRS pursuant to Sections 16-152 and 16-152.1 of the *Illinois Pension Code*. The BOARD will remit this contribution to TRS.

The BOARD and the ASSISTANT PRINCIPAL make no commitment or guarantee that the BOARD'S payment of the contribution limit will continue to be excludable from the ASSISTANT PRINCIPAL'S gross income for federal or state income tax purposes or that any other federal or state tax treatment will apply.

Because neither party can represent what position the IRS, or any other government entity, will take with respect to these payments and withholdings, it is mutually agreed that each side will be responsible for any miscalculations for which it is legally responsible *without* indemnification or any other recourse from the other side. That is, if it is subsequently determined that the ASSISTANT PRINCIPAL should have paid taxes on any portion of the contribution for which he did not pay taxes, the interest and penalties are the ASSISTANT PRINCIPAL'S responsibility alone. If the BOARD is penalized for failing to withhold enough taxes based on the payroll information in its possession at the time of payment of the contribution, those penalties are the BOARD'S responsibility alone. Both the BOARD and the ASSISTANT PRINCIPAL expressly waive the right to seek indemnification or reimbursement from the other as the result of any government decision on the taxability of these amounts. In the event the IRS, or any other government entity, determines that the ASSISTANT PRINCIPAL owes more taxes, she has *no* right to seek additional sums from the BOARD.

**8. DEFERRED COMPENSATION** - The ASSISTANT PRINCIPAL may elect that a portion of her salary (as stated in Section 4) be used to purchase a tax sheltered annuity pursuant to Section 403(b) of the *Internal Revenue Code of 1986* (the "Code"), as amended, and/or a deferred compensation plan pursuant to Code Section 457. It is understood and agreed that the cost of the purchase of any annuity or plan shall be deducted from the ASSISTANT PRINCIPAL'S annual salary and shall not require an expenditure of funds by the BOARD above the amount paid to the ASSISTANT PRINCIPAL in the form of salary.

**9. HOSPITALIZATION/MAJOR MEDICAL INSURANCE** – The BOARD will provide and pay 80% of the cost of premiums for hospitalization and major medical insurance, as

either individual or family coverage, in accordance with the basic insurance coverage provided to certificated members of the professional staff. The ASSISTANT PRINCIPAL will be responsible for the remaining 20% of the cost of the premiums.

10. **TERM LIFE INSURANCE** - The BOARD will provide and pay the premiums for a term life insurance policy for the ASSISTANT PRINCIPAL for a ten (10) year term in the amount of Two Hundred Thousand Dollars (\$200,000.00). The BOARD will assign the ownership of the term life insurance policy to a person or trust designated by the ASSISTANT PRINCIPAL, and upon termination of this Agreement will allow that owner to continue the life insurance policy at its (or her) own expense.

11. **MEDICAL EXAMINATION** – At the request of the BOARD, the ASSISTANT PRINCIPAL will obtain a comprehensive medical examination at BOARD expense, after submission to the insurance carrier. A copy of the certificate of the physician certifying the physical ability of the ASSISTANT PRINCIPAL to perform her essential job functions will be given to the President of the BOARD. The physician performing the medical examination will be one licensed to practice medicine in all of its branches and will be chosen by the Board, or by mutual agreement of the Board and ASSISTANT PRINCIPAL.

12. **SICK AND PERSONAL LEAVE** – The ASSISTANT PRINCIPAL will be entitled to fourteen (14) work days of sick leave annually. If the ASSISTANT PRINCIPAL does not use the full amount of annual sick leave allowed, the unused amount will accumulate without limit. Sick leave availability and usage will be governed by Section 24-6 of the Illinois School Code (105 ILCS 5/24-6). The ASSISTANT PRINCIPAL will receive three (3) personal leave days annually. Unused personal leave shall accumulate as sick leave.

13. **VACATION LEAVE** - The ASSISTANT PRINCIPAL will receive twenty (20) work days of vacation annually, exclusive of weekends and BOARD approved holidays for twelve month staff. Other Spring, Summer and Winter non-student attendance periods will constitute work days unless specifically scheduled and credited toward the vacation listed above. Vacation days will be cumulative to the extent that a maximum of five (5) unused vacation days earned during a given year may be carried over for use prior to October 1 of the following contract year. The scheduling of more than five (5) consecutive vacation days will be by agreement between the Superintendent and the ASSISTANT PRINCIPAL.

14. **BUSINESS AND TRAVEL EXPENSES** - It is anticipated and agreed that the ASSISTANT PRINCIPAL will be required to incur certain personal expenses for the official business of the BOARD. As such, the BOARD agrees to reimburse the ASSISTANT PRINCIPAL for expenses incurred by her on behalf of the BOARD, which have received pre-approval by the Superintendent; subject, however, to the ASSISTANT PRINCIPAL'S substantiation and the BOARD'S approval of such expenses. The ASSISTANT PRINCIPAL will submit appropriate substantiation of all business expenses incurred.

15. **MEMBERSHIP DUES** – With prior BOARD approval and upon proper substantiation, the ASSISTANT PRINCIPAL will be reimbursed for the dues and membership fees for one national and one state administrator, teacher and/or school board organization memberships to which she belongs. The BOARD shall also pay the costs for professional educational journals to which the ASSISTANT PRINCIPAL subscribes.

16. **PROFESSIONAL ACTIVITIES** - The ASSISTANT PRINCIPAL will be encouraged to attend appropriate professional meetings and continuing education at the local, state and national levels. Within budget constraints, as approved by the Superintendent and the BOARD, the costs of attendance will be paid by the BOARD.

17. **CERTIFICATE** - The ASSISTANT PRINCIPAL will furnish to the BOARD, during the term of this Agreement, a valid, appropriate, and properly registered certificate to act as ASSISTANT PRINCIPAL in accordance with the laws of the State of Illinois and as directed by the BOARD.

18. **TUITION REIMBURSEMENT** - The BOARD will reimburse the ASSISTANT PRINCIPAL for the tuition costs and fees for coursework approved by the BOARD and related to the position's duties, to a credit hour maximum of \$500 per credit hour and an annual maximum of Seven Thousand Five Hundred Dollars (\$7,500.) For reimbursement to be made, such approval must be in writing from the Superintendent and obtained in advance of taking the course. The ASSISTANT PRINCIPAL agrees that by accepting such reimbursement she is agreeing not to seek other employment for a period of two (2) years following the receipt of the last tuition reimbursement she receives from the BOARD. If the ASSISTANT PRINCIPAL voluntarily resigns her employment for reasons other than disability, retires, or is terminated pursuant to Section 18 (D) or (E) below, prior to fulfilling her two-year commitment to remain employed by the BOARD, she will immediately become liable to the BOARD for repayment of all tuition reimbursements received in the preceding three (3) years, unless otherwise agreed to in writing signed by the Parties. The ASSISTANT PRINCIPAL hereby consents to satisfying any or all of such liability from any remaining compensation that may be due to her under this Agreement or otherwise. The ASSISTANT PRINCIPAL'S repayment obligation will be reduced by fifty percent (50%) if she fulfills one year of her two-year commitment, and the obligation will be eliminated upon fulfillment of the full two-year commitment. The repayment obligation will not attach if the BOARD elects not to renew the ASSISTANT PRINCIPAL'S contract or if this Contract is terminated by mutual agreement.

18. **TERMINATION OF AGREEMENT** - This Agreement may be terminated by:

- A. Mutual agreement of the parties.
- B. Retirement.
- C. Resignation, provided, however, the ASSISTANT PRINCIPAL gives the BOARD at least ninety (90) days prior written notice of the proposed resignation.
- D. Disability. In the event of disability by illness or incapacity, after the ASSISTANT PRINCIPAL'S sick leave has been exhausted, the compensation will be reinstated after the ASSISTANT PRINCIPAL has returned to employment and undertaken the full discharge of her duties. The BOARD may terminate this Agreement by written notice to the ASSISTANT PRINCIPAL at any time after the ASSISTANT PRINCIPAL has exhausted any accumulated sick leave and such other leave as may be available and has been absent from her employment for whatever cause for an additional continuous period of three (3) months.

All obligations of the BOARD will cease upon such termination.

If a question exists concerning the capacity of the ASSISTANT PRINCIPAL to return to her duties the BOARD may require the ASSISTANT PRINCIPAL to submit to a medical examination, to be performed by a doctor licensed to practice medicine. The BOARD and ASSISTANT PRINCIPAL will mutually agree upon the physician who will conduct the examination. The examination will be done at the expense of the BOARD. The physician will limit his/her report to the issue of whether the ASSISTANT PRINCIPAL has a continuing disability which prohibits her from performing her duties.

- E. Discharge for cause. "For cause" will mean any conduct, act, or failure to act by the ASSISTANT PRINCIPAL which is prejudicial to the School District as determined by the BOARD, including, but not limited to, neglect of duty, inefficiency or incompetence, insubordination to the Board, or violation of the terms of this Agreement. Reasons for discharge for cause will be given in writing to the ASSISTANT PRINCIPAL, who will be entitled to notice and a hearing before the BOARD to discuss the discharge. If the ASSISTANT PRINCIPAL chooses to be accompanied by legal counsel, she will bear any costs involved therein. The BOARD hearing will be conducted in closed session. The BOARD will not arbitrarily or capriciously dismiss the ASSISTANT PRINCIPAL.
- F. Failure to comply with the terms and conditions of this Agreement.

Nothing will prohibit the BOARD from suspending the ASSISTANT PRINCIPAL without pay pending completion of the requirements of this section. After the effective date of dismissal the ASSISTANT PRINCIPAL will not be entitled to further payments of compensation of any kind under this Agreement, except that the ASSISTANT PRINCIPAL will be entitled to any vested benefits payable under the terms and provisions of the Illinois Teachers' Retirement System.

19. **EVALUATION** - The BOARD and ASSISTANT PRINCIPAL agree that there will be an annual evaluation of the ASSISTANT PRINCIPAL'S performance under this Agreement. The evaluation will consider, but not be limited to, an examination of the establishment and maintenance of educational goals, attainment of the student performance and academic improvement goals set forth in this Agreement, administration of personnel, rapport with the BOARD and other factors of appraisal that may be established by the parties. A written summary of each performance evaluation will be prepared by the Superintendent and given to the ASSISTANT PRINCIPAL by March 1.

In the event that the SUPERINTENDENT determines that the performance of the ASSISTANT PRINCIPAL is unsatisfactory in any respect, the SUPERINTENDENT will describe in writing, in reasonable detail, specific instances of unsatisfactory performance. The evaluation will include recommendations as to areas of improvement in all instances where the SUPERINTENDENT deems performance to be unsatisfactory. The ASSISTANT PRINCIPAL will have the right to make a written reaction or response to the evaluation. This response will become a permanent attachment to the evaluation and placed in the ASSISTANT PRINCIPAL'S

personnel file.

20. **PROFESSIONAL LIABILITY** - The BOARD agrees that it will defend, hold harmless, and indemnify the ASSISTANT PRINCIPAL from any and all demands, claims, suits, actions and legal proceedings brought against the ASSISTANT PRINCIPAL in her individual capacity, or in her official capacity as agent and employee of the BOARD provided the incident arose while the ASSISTANT PRINCIPAL was acting within the scope of her employment and excluding criminal litigation and such liability coverage as is beyond the authority of the BOARD to provide under state law. Except that, in no case, will individual BOARD members be considered personally liable for indemnifying the ASSISTANT PRINCIPAL against such demands, claims, suits, actions and legal proceedings.

21. **NOTICE** - Any notice or communication permitted or required under this Agreement will be in writing and will become effective on the day of mailing thereof by first class mail, registered or certified mail, postage prepaid, addressed:

*If to the BOARD, to:*

President  
Board of Education  
Lincolnshire-Prairie View School District 103  
1370 Riverwoods Road  
Lincolnshire, Illinois 60069

*If to the ASSISTANT PRINCIPAL, to:*

Melody Littlefair  
4627 N. Magnolia Ave.  
Chicago, IL 60640

(or at the last address of the ASSISTANT PRINCIPAL contained in official Business Office records of the BOARD).

22. **MISCELLANEOUS**

- A. This Agreement has been executed in Illinois, and will be governed in accordance with the laws of the State of Illinois in every respect.
- B. Section headings and numbers have been inserted for convenience of reference only, and if there is any conflict between such headings or numbers and the text of this Agreement, the text will control.
- C. This Agreement may be executed in one or more counterparts, each of which will be considered an original, and all of which taken together will be considered one and the same instrument.
- D. This Agreement contains all the terms agreed upon by the parties with respect to the subject matter of this Agreement and supersedes all prior contracts, arrangements, and communications between the parties concerning such subject matter, whether oral or written.
- E. This Agreement will be binding upon and inure to the benefit of the

ASSISTANT PRINCIPAL, her successors, assigns, heirs, executors, and personal representatives, and will be binding upon, and inure to the benefit of the BOARD, its successors and assigns.

- F. Both parties have had the opportunity to seek the advice of counsel.
- G. No subsequent alteration, amendment, change, or addition to this Agreement, will be binding upon the parties unless reduced to writing and duly authorized and signed by each of them.
- H. The BOARD retains the right to repeal, change or modify any policies, procedures or regulations which it has adopted or may hereafter adopt, subject however, to restrictions contained in the *Illinois School Code* and other applicable law.
- I. If any section, provision, paragraph, phrase, clause or word contained herein is held to be void, invalid or contrary to law by a court of competent jurisdiction, it will be deemed removed herefrom, and the remainder of this Agreement will continue to have its intended full force and effect.

**IN WITNESS WHEREOF**, the parties have caused this Agreement to be executed in their respective names and in the case of the BOARD, by its President and Secretary on the day and year first above written.

ASSISTANT PRINCIPAL

BOARD OF EDUCATION OF  
LINCOLNSHIRE-PRAIRIE VIEW  
SCHOOL DISTRICT 103, LAKE  
COUNTY, ILLINOIS

By: \_\_\_\_\_  
Melody Littlefair

By: \_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary



**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:** July 15, 2014  
**Re:** Non-Certified Employment

---

We recommend approval of the following non-certified employment actions:

Last Name	First Name	Hourly Rate	Position	Action
Okmin	Carolyn		Associate Kdg- Part Time	Resignation effective 6/24/14
Dubin	Debbie		Associate Kdg	Resignation effective 6/02/14
Berstos	John	21.64	Technical Support Specialist	Retirement Replacement Hire



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MEMO

**To:** Board of Education  
**From:** Dan Stanley  
**CC:** Dr. Scott Warren  
**Date:** July 15, 2014  
**Re:** School Photographer Recommendation

---

It is my pleasure to recommend Stuart-Rodgers Photography as the school photographer for the 2014-15 school year.

We issued an RFP and Stuart-Rodgers stood out from the responses.

As background, Stuart-Rodgers Photography was established in 1945 and specializes in school, corporate, and portrait photography. They are the recommended photographer from Heriff Jones, the yearbook publisher for Daniel Wright. They are currently used by other north shore districts such as Winnetka 36, Avoca 37, Wilmette 39, Township High School 113 (Highland Park and Deerfield High Schools), and New Trier High School. They come very highly recommended.

There is are no expenditures to Stuart-Rodgers from the district and therefore nothing of that nature to approve. According to counsel, technically this is not something the board is required to approve, however I would still like this to go before the Board, ideally for approval, but at least for the Board's blessing.

I recommend the Board approve Stuart-Rodgers Photography as the school photographer for the 2014-15 school year.



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MEMO

**To:** Board of Education  
**From:** Dan Stanley  
**CC:** Dr. Scott Warren  
**Date:** July 15, 2014  
**Re:** p-Card Program

---

Presented to you is a resolution giving the District the authority to begin a p-Card program.

As a review from the last meeting, I would like the district to pursue a Procurement Card (p-Card) program. Many, many districts use a p-Card to streamline purchasing while not compromising controls. Specifically, there is a p-Card program through the Illinois Association of School Business Officials (IASBO) that over 250 school districts in Illinois utilize, including neighboring districts such as Stevenson HS 125, Aptakisic-Tripp 102, Kildeer 96, District 128 (Libertyville and Vernon Hills High School), Deerfield 109, Fremont 79, Lake Forest 67 & 115, and North Shore 112. Included is an explanation for what a p-Card is.

There would be an additional monthly report to the board detailing the p-Card program uses, similar to a bills payable report. Upon approval, I would like to have the program in place for the start of the school year. As with other purchasing options the district has, this will come with a comprehensive procedural manual as well as appropriate agreements and forms.

**RESOLUTION AUTHORIZING ISSUANCE OF INDIVIDUAL PROCUREMENT  
CARDS**

WHEREAS, the Board of Education of the Lincolnshire-Prairie View School District #103 has the authority to enter into an agreement with the Bank of Montreal for purchasing cards.

NOW THEREFORE, BE IT RESOLVED by the Board of Education of Lincolnshire-Prairie View School District #103, Lake County, Illinois, as follows:

1. The Treasurer is authorized to enter into an Agreement with the Bank of Montreal to secure Procurement Cards for each authorized employee of the school district under such terms and conditions as approved by the Board.
  
2. The Board of Education authorizes the School Business Manager to execute a p-Card program agreement on its behalf.
  
3. This Resolution shall be in full force and effect immediately upon its adoption.

Upon a roll call vote, the Members voted as follows:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

Adopted this 15th day of July, 2014.

\_\_\_\_\_  
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 15th day of July, 2014, insofar as the same relates to adoption of a resolution entitled:

**RESOLUTION     AUTHORIZING     ISSUANCE     OF  
INDIVIDUAL PROCUREMENT CARDS**

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 15th day of July, 2014.

\_\_\_\_\_  
Secretary, Board of Education



## **Lincolnshire-Prairie View School District 103**

Memo

To: Board of Education  
From: Scott Warren  
Date: July 10, 2014  
Re: Approval of Contract with ECRA

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It is recommended that the Board approve the contract with ECRA for support in student assessment and data management. ECRA will provide to the District a Collaborative Research and Information Service Solution (“ECRISS”) to support the District in areas related to, but not limited to research, assessment, evaluation, data warehousing, data analysis, reporting and professional development. The contract and implementation plan are provided for your review.



## **LETTER OF AGREEMENT**

### **Purpose**

The purpose of this Letter of Agreement (the “Agreement”) is to document the working arrangement between ECRA Group, Inc. (“ECRA”), and Lincolnshire-Prairie View School District 103 (the “District”).

### **ECRA Responsibilities**

ECRA shall devote its best efforts, skill, and attention to the performance of services. ECRA shall be available at such times and places as may be mutually agreed to by the parties for the performance of services under this Agreement. ECRA shall provide all technology and research staff necessary to deliver expected services. ECRA will not subcontract to a third party its obligations under this agreement without the District’s prior written consent.

### **District Responsibilities**

The District shall furnish to ECRA in a prompt manner all such data, documents, information, materials, decisions, or approvals of the District as ECRA shall reasonably request or require in performance of expected services. The District is responsible for confirming the accuracy of data it provides to ECRA.

### **Scope of Services**

ECRA will provide to the District a Collaborative Research and Information Service Solution (“ECRISS”) to support the District in areas related to, but not limited to research, assessment, evaluation, data warehousing, data analysis, reporting and professional development, which shall include, but shall not be limited to:

- Management of a student achievement data warehouse
- An online portal to manage research and reports, security implemented to the building-level
- Consulting, data analysis, and reporting to support the identification and monitoring of individual student progress
- Consulting, data analysis, and reporting to support linking student achievement to teacher and administrator evaluation
- Consulting, data analysis, and reporting to support program evaluation
- Consulting, data analysis, and reporting to support the monitoring of strategic metrics
- Unlimited phone access to ECRA
- Dedicated ECRA consultant
- Professional Development as needed (online or onsite)

The scope of services is limited to data that the district can provide to ECRA in electronic format. This agreement does not include data collection or test scoring services, including but not limited to surveys, test scoring, field observations or other data collection or data capture services.

### **Compensation and Fees**

In consideration for services, the District will pay to ECRA \$36,396 per year.

ECRA out-of-pocket expenses related, but not limited to printing, postage, and excessive travel will be billed to the District for reimbursement.

**Invoicing**

ECRA will invoice the District a pro-rated fee for services for the remainder of the 2013-2014 school year upon signing this Agreement.

ECRA will invoice the District in two equal installments of \$18,198 each, beginning July 1, 2014, and each July 1 that the Agreement is in effect. The second installment of \$18,198 will be invoiced each January 1 that the Agreement is in effect.

ECRA out-of-pocket expenses related, but not limited to printing, postage, and excessive travel will be billed to the District for reimbursement at the time they are incurred. Such expenses shall not be paid in excess of \$500 without prior written approval from the District.

**Business Relationship**

The District and ECRA agree that ECRA does not have the status of employee, shall not be entitled to any employee fringe benefits, and shall function as an independent contractor.

The District agrees that any and all intellectual property and technology designed, made, or conceived by ECRA (solely or jointly with others) arising from ECRA’s work for the District, is the sole property of ECRA, without royalty or other consideration to the District.

The District understands that it is unlawful for it to either disclose to any person outside of the District’s employment or make any unauthorized use of ECRA trade secrets or confidential information unless it can be shown that such information has become public knowledge through no act of the District.

**Term and Termination**

This Agreement shall become effective upon signing and will continue in effect through June 30, 2017. Either party may terminate this agreement with or without cause and for any or no reason, on January 1 or July 1 of any year covered under this agreement. In the event of a breach of this Agreement, the non-breaching party may terminate this Agreement upon fifteen (15) days advance written notice to the breaching party, provided the breaching party has not cured the breach within the fifteen (15) day notice period.

**Use and Receipt of Student Data**

ECRA and the District recognize that in the course of working together, ECRA will be provided with access to individually identifiable student information, including personally identifiable information. ECRA will comply with all applicable laws and/or regulations, including FERPA with respect to privacy and data security relative to information and data about students and their parents. ECRA will indemnify and hold the District, its Board of Education and employees harmless from claims arising from data breaches where ECRA negligently, recklessly, or willfully failed to maintain the confidentiality of personally identifiable student record information.

**Jurisdiction and Venue**

The terms of this Agreement represent the full and complete agreement between the parties with respect to the subject matter described above, and supersede all prior conversations, discussions or arrangements between the parties. This Agreement shall be governed by the laws of the state of Illinois in all respects. Exclusive venue for any litigation arising from or related to this Agreement shall be vested in the Illinois circuit court located in Waukegan, Illinois.

**ECRA Group, Inc.:**  
**103:**

**Lincolnshire-Prairie View School District**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

---

Printed Name

---

Title

---

Date

---

Printed Name

---

Title

---

Date



### **Implementation Plan**

1. July – finalize contract and provision technology services
2. August 1<sup>st</sup> – ECRA requests data from the district, and planning meeting is established
3. August 15<sup>th</sup> – ECRA has received all the data we have requested
4. September 1<sup>st</sup> – ECRA is ready to roll out service
5. September – Provide professional development to administrators and begin work with teacher evaluation committee
6. September – Provide data reports to administrators, with special attention paid to reporting and making decision on individual students
7. Fall – continue to work with teacher evaluation committee and district administration regarding data priorities
8. Fall – update data where appropriate
9. Winter – perform program/intervention evaluations where necessary
10. Winter – provide reports for principal evaluation
11. Winter – update data reports where necessary
12. Spring – update data reports where necessary
13. Spring – finalize and potentially simulate teacher evaluation system
14. Spring – provide summative year analysis and reports

# Bills Payable List

Printed: 7/11/2014 7:56 AM  
Lincolnshire-Prairie View SD #103  
Expense on Date: 6/1/2014 to 7/10/14

Vendor Name				
P.O. Number	Description	Batch #	Amount	State Account Number
<b>REGIONAL OFFICE OF EDUCATION #12/ISELA</b>				
	ORPHANAGE TUITION	71	19,008.95	10-2310-392
			<u>\$19,008.95</u>	
		<b>Report Total</b>	<u><u>\$19,008.95</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:** July 15, 2014  
**Re:** Business Office Update

---

### June 2014 Financial Reports

Revenues totaled \$13,052,366.84, bringing year-to-date revenues to \$30,670,091.08 or 103.3% of budget. Tax receipts from the 2013 extensions came in full swing, bringing in, \$12 million (100% of budget). Other notable revenues included \$48,813.41 in special education transportation fees received from neighboring districts as we provide some special education transportation services. Additionally, \$403,703.05 was received from Districts 96 and 102 for the Guided Program (higher than anticipated). Finally, and of particular importance, we received a 5<sup>th</sup> quarterly payment from the State in the amount of \$258,034.27 in the last days of the fiscal year. Over the last several years, 4 payments were the most received. However, as the State's cash flow is improving, they are becoming more efficient in paying schools when they should. The effect of this will show State revenues received significantly over budget (128% of budget) and could affect actual receipts for FY15. In other words, it is possible that the district only receives 3 quarterly payments in FY15, but it should be known that had the State waited a few days, we would have received 4 payments in FY15. We will watch this as FY15 progresses.

Expenditures totaled \$2,513,869.00, bringing year-to-date expenditures to \$29,769,523.20 or 95.7% of budget. At 100% through the fiscal year, salaries and benefits (72% of our budget) are 96.8% spent. As expected, there was an "end of the year" push to get all the invoices for services, supplies, and equipment in before the end of the fiscal year. For larger lines, teacher salaries ended at 99.6% of budget; classified salaries at 92.5%; medical insurance at 95.1%; and capital projects at 96.3%.

Total fund balances \$10.5 million to just under \$21.2 million. All transfers have been completed and funds are all in positive positions. Additionally, the Capital Projects fund is zeroed out (which is ideal). The operating fund (cash) balance is 20,954,181.50. Removing early taxes would bring the operating fund balance to 7,472,906.89 which is 27.7% of FY14 actual expenditures (26,912,903.70) and 25.5% of FY15 operating expenditures (\$29,303,164).

### iPad Lease

We ordered 450 iPads after the board meeting in June (the board approved to order up to 600). On July 10<sup>th</sup> we ordered an additional 100 iPads based on results from families as to their anticipated BYOiPad/rent decisions. We do not want to order more than needed, but also want to make sure we have enough.

# Revenue Report

6/30/2014

% of Fiscal Year Completed **100.0%**

	MTD June	YTD Actual	Fiscal Year 2014 Adopted Budget	Budget Balance	% Budget Received
<b>Education Fund</b>					
Local Revenue	10,483,603.82	23,668,069.53	23,358,300	(309,769.53)	101.3%
State Revenue	159,726.45	958,000.08	628,500	(329,500.08)	152.4%
Federal Revenue	70,319.61	279,345.88	221,900	(57,445.88)	125.9%
<b>Subtotal Education Fund</b>	<b>10,713,649.88</b>	<b>24,905,415.49</b>	<b>24,208,700</b>	<b>(696,715.49)</b>	<b>102.9%</b>
Total Education Fund	10,713,649.88	24,905,415.49	24,208,700	(696,715.49)	102.9%
<b>Operations &amp; Maintenance Fund</b>					
Local Revenue	1,124,659.05	2,405,425.63	2,228,200	(177,225.63)	108.0%
State Revenue	47,798.12	406,371.88	370,000	(36,371.88)	109.8%
<b>Subtotal O &amp; M Fund</b>	<b>1,172,457.17</b>	<b>2,811,797.51</b>	<b>2,598,200</b>	<b>(213,597.51)</b>	<b>108.2%</b>
Transfers	1,680,068.72	1,680,068.72	1,970,370	290,301.28	85.3%
Total O&M Fund	2,852,525.89	4,491,866.23	4,568,570	76,703.77	98.3%
<b>Debt Service Fund</b>					
Local Revenue	3,380.37	165,228.35	166,000	771.65	99.5%
<b>Subtotal Debt Service Fund</b>	<b>3,380.37</b>	<b>165,228.35</b>	<b>166,000</b>	<b>771.65</b>	<b>99.5%</b>
Transfers	496,572.77	496,572.77	507,148	10,575.23	0.0%
Total Debt Service Fund	499,953.14	661,801.12	673,148	11,346.88	98.3%
<b>Transportation Fund</b>					
Local Revenue	766,019.94	1,494,599.21	1,503,300	8,700.79	99.4%
State Revenue	99,506.32	514,738.75	470,000	(44,738.75)	109.5%
<b>Subtotal Transportation Fund</b>	<b>865,526.26</b>	<b>2,009,337.96</b>	<b>1,973,300</b>	<b>(36,037.96)</b>	<b>101.8%</b>
Total Transportation Fund	865,526.26	2,009,337.96	1,973,300	(36,037.96)	101.8%
<b>Retirement Fund</b>					
Local Revenue	297,349.10	719,657.75	696,300	(23,357.75)	103.4%
<b>Subtotal Retirement Fund</b>	<b>297,349.10</b>	<b>719,657.75</b>	<b>696,300</b>	<b>(23,357.75)</b>	<b>103.4%</b>
Total Retirement Fund	297,349.10	719,657.75	696,300	(23,357.75)	103.4%
<b>Capital Projects Fund</b>					
Local Revenue	-	58,590.75	50,000	(8,590.75)	117.2%
<b>Subtotal Cap. Projects Fund</b>	<b>-</b>	<b>58,590.75</b>	<b>50,000</b>	<b>(8,590.75)</b>	<b>117.2%</b>
Transfers	2,135,499.08	2,135,499.08	2,320,000	184,500.92	92.0%
Total Cap. Projects Fund	2,135,499.08	2,194,089.83	2,370,000	175,910.17	92.6%
<b>Working Cash Fund</b>					
Local Revenue	4.06	63.27	-	(63.27)	No Bud
<b>Subtotal Working Cash Fund</b>	<b>4.06</b>	<b>63.27</b>	<b>-</b>	<b>(63.27)</b>	<b>No Bud</b>
Total Working Cash Fund	4.06	63.27	-	(63.27)	No Bud
<b>All Funds</b>					
Local Revenue	12,675,016.34	28,511,634.49	28,002,100	(509,534.49)	101.8%
State Revenue	307,030.89	1,879,110.71	1,468,500	(410,610.71)	128.0%
Federal Revenue	70,319.61	279,345.88	221,900	(57,445.88)	125.9%
<b>Subtotal All Funds</b>	<b>13,052,366.84</b>	<b>30,670,091.08</b>	<b>29,692,500</b>	<b>(977,591.08)</b>	<b>103.3%</b>
"On Behalf"/Transfers	4,312,140.57	4,312,140.57	4,797,518	485,377.43	89.9%
Total All Funds	17,364,507.41	34,982,231.65	34,490,018	(492,213.65)	101.4%

# Expenditure Report

6/30/2014

% of Fiscal Year Complete: 100.0%

	MTD June	YTD Actual	Fiscal Year 2014 Adopted Budget	Budget Balance	% Budget Expensed
<b>Education Fund</b>					
Salaries	1,434,578.35	15,636,739.33	15,975,500.00	338,760.67	97.9%
Benefits	251,085.72	2,935,345.72	3,132,800.00	197,454.28	93.7%
Purchased Services	156,102.92	1,553,519.60	1,390,400.00	(163,119.60)	111.7%
Supplies	101,737.92	1,239,278.95	1,315,400.00	76,121.05	94.2%
Capital Outlay	-	36,142.76	19,000.00	(17,142.76)	190.2%
Other	199,036.08	487,316.60	920,000.00	432,683.40	53.0%
Non-Capitalized Equipment	28,748.07	122,914.28	180,300.00	57,385.72	68.2%
Termination Benefits	-	93,780.01	98,800.00	5,019.99	94.9%
<b>Subtotal Education Fund</b>	<b>2,171,289.06</b>	<b>22,105,037.25</b>	<b>23,032,200.00</b>	<b>927,162.75</b>	<b>96.0%</b>
Transfers	1,354,552.77	1,354,552.77	1,655,128.00	300,575.23	81.8%
<b>Total Education Fund</b>	<b>3,525,841.83</b>	<b>23,459,590.02</b>	<b>24,687,328.00</b>	<b>1,227,737.98</b>	<b>95.0%</b>
<b>Operations and Maintenance Fund</b>					
Salaries	71,541.35	848,006.15	864,700.00	16,693.85	98.1%
Benefits	12,065.25	159,064.97	179,200.00	20,135.03	88.8%
Purchased Services	8,977.53	263,351.10	310,400.00	47,048.90	84.8%
Supplies	4,470.09	128,394.23	118,500.00	(9,894.23)	108.3%
Capital Outlay	2,566.25	671,486.36	623,000.00	(48,486.36)	107.8%
Other	-	475.00	500.00	25.00	95.0%
Non-Capitalized Equipment	-	6,764.95	1,000.00	(5,764.95)	676.5%
<b>Subtotal O&amp;M Fund</b>	<b>99,620.47</b>	<b>2,077,542.76</b>	<b>2,096,800.00</b>	<b>19,257.24</b>	<b>99.1%</b>
Transfers	2,357,519.08	2,357,519.08	2,542,020.00	184,500.92	92.7%
<b>Total O&amp;M Fund</b>	<b>2,457,139.55</b>	<b>4,435,061.84</b>	<b>4,638,820.00</b>	<b>203,758.16</b>	<b>95.6%</b>
<b>Debt Service Fund</b>					
Purchased Services	-	800.00	1,200.00	400.00	66.7%
Other	156.15	661,729.67	670,300.00	8,570.33	98.7%
<b>Subtotal Debt Service Fund</b>	<b>156.15</b>	<b>662,529.67</b>	<b>671,500.00</b>	<b>8,970.33</b>	<b>98.7%</b>
Transfers	5.45	5.45	270.00	264.55	2.0%
<b>Total Debt Service Fund</b>	<b>161.60</b>	<b>662,535.12</b>	<b>671,770.00</b>	<b>9,234.88</b>	<b>98.6%</b>
<b>Transportation Fund</b>					
Salaries	67,788.70	883,708.26	924,300.00	40,591.74	95.6%
Benefits	23,963.08	304,921.81	304,600.00	(321.81)	100.1%
Purchased Services	17,562.65	383,523.80	477,300.00	93,776.20	80.4%
Supplies	15,973.90	179,823.01	159,000.00	(20,823.01)	113.1%
Other	12.00	652.00	300.00	(352.00)	217.3%
Non-Capitalized Equipment	-	-	5,000.00	5,000.00	0.0%
<b>Subtotal Trans. Fund</b>	<b>125,300.33</b>	<b>1,752,628.88</b>	<b>1,870,500.00</b>	<b>117,871.12</b>	<b>93.7%</b>
Transfers	600,000.00	600,000.00	600,000.00	-	100.0%
<b>Total Trans. Fund</b>	<b>725,300.33</b>	<b>2,352,628.88</b>	<b>2,470,500.00</b>	<b>117,871.12</b>	<b>95.2%</b>
<b>Retirement Fund</b>					
Benefits	85,053.38	977,694.81	1,071,700.00	94,005.19	91.2%
<b>Subtotal Retirement Fund</b>	<b>85,053.38</b>	<b>977,694.81</b>	<b>1,071,700.00</b>	<b>94,005.19</b>	<b>91.2%</b>
<b>Total Retirement Fund</b>	<b>85,053.38</b>	<b>977,694.81</b>	<b>1,071,700.00</b>	<b>94,005.19</b>	<b>91.2%</b>
<b>Capital Projects Fund</b>					
Capital Outlay	32,449.61	2,194,089.83	2,370,000.00	175,910.17	92.6%
<b>Subtotal Cap. Projects Fund</b>	<b>32,449.61</b>	<b>2,194,089.83</b>	<b>2,370,000.00</b>	<b>175,910.17</b>	<b>92.6%</b>
<b>Total Cap. Projects Fund</b>	<b>32,449.61</b>	<b>2,194,089.83</b>	<b>2,370,000.00</b>	<b>175,910.17</b>	<b>92.6%</b>
<b>All Funds</b>					
Salaries	1,573,908.40	17,368,453.74	17,764,500.00	396,046.26	97.8%
Benefits	372,167.43	4,377,027.31	4,688,300.00	311,272.69	93.4%
Purchased Services	182,643.10	2,201,194.50	2,179,300.00	(21,894.50)	101.0%
Supplies	122,181.91	1,547,496.19	1,592,900.00	45,403.81	97.1%
Capital Outlay	35,015.86	2,901,718.95	3,012,000.00	110,281.05	96.3%
Other	199,204.23	1,150,173.27	1,591,100.00	440,926.73	72.3%
Non-Capitalized Equipment	28,748.07	129,679.23	186,300.00	56,620.77	69.6%
Termination Benefits	-	93,780.01	98,800.00	5,019.99	94.9%
<b>Subtotal All Funds</b>	<b>2,513,869.00</b>	<b>29,769,523.20</b>	<b>31,113,200.00</b>	<b>1,343,676.80</b>	<b>95.7%</b>
Transfers	4,312,140.57	4,312,140.57	4,797,418.00	485,277.43	89.9%
<b>Total All Funds</b>	<b>6,826,009.57</b>	<b>34,081,663.77</b>	<b>35,910,618.00</b>	<b>1,828,954.23</b>	<b>94.9%</b>

**LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103**  
SUMMARY STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
ALL FUNDS  
MONTH ENDED JUNE 30, 2014

	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
<b>REVENUES</b>									
Local Sources	10,483,603.82	1,124,659.05	3,380.37	766,019.94	297,349.10	-	4.06	12,671,635.97	12,675,016.34
State Sources	159,726.45	47,798.12	-	99,506.32	-	-	-	307,030.89	307,030.89
Federal Sources	70,319.61	-	-	-	-	-	-	70,319.61	70,319.61
<b>Total Revenues</b>	<b>10,713,649.88</b>	<b>1,172,457.17</b>	<b>3,380.37</b>	<b>865,526.26</b>	<b>297,349.10</b>	<b>-</b>	<b>4.06</b>	<b>13,048,986.47</b>	<b>13,052,366.84</b>
<b>EXPENDITURES</b>									
Salaries	1,434,578.35	71,541.35	-	67,788.70	-	-	-	1,573,908.40	1,573,908.40
Benefits	251,085.72	12,065.25	-	23,963.08	85,053.38	-	-	372,167.43	372,167.43
Purchased Services	156,102.92	8,977.53	-	17,562.65	-	-	-	182,643.10	182,643.10
Supplies	101,737.92	4,470.09	-	15,973.90	-	-	-	122,181.91	122,181.91
Capital Outlay	-	2,566.25	-	-	-	32,449.61	-	2,566.25	35,015.86
Other	199,036.08	-	156.15	12.00	-	-	-	199,048.08	199,204.23
Non-Capitalized Equip.	28,748.07	-	-	-	-	-	-	28,748.07	28,748.07
Termination Benefits	-	-	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>2,171,289.06</b>	<b>99,620.47</b>	<b>156.15</b>	<b>125,300.33</b>	<b>85,053.38</b>	<b>32,449.61</b>	<b>-</b>	<b>2,481,263.24</b>	<b>2,513,869.00</b>
Excess (deficiency) of revenues over expenditures	8,542,360.82	1,072,836.70	3,224.22	740,225.93	212,295.72	(32,449.61)	4.06	10,567,723.23	10,538,497.84
<b>OTHER FINANCING SOURCES (USES)</b>									
Transfers	(1,354,552.77)	(677,450.36)	496,567.32	(600,000.00)	-	2,135,499.08	(63.27)	(2,632,066.40)	0.00
State "On Behalf" Payments	-	-	-	-	-	-	-	-	-
<b>Total other financing sources (uses)</b>	<b>(1,354,552.77)</b>	<b>(677,450.36)</b>	<b>496,567.32</b>	<b>(600,000.00)</b>	<b>-</b>	<b>2,135,499.08</b>	<b>(63.27)</b>	<b>(2,632,066.40)</b>	<b>0.00</b>
Net changes in fund balances	7,187,808.05	395,386.34	499,791.54	140,225.93	212,295.72	2,103,049.47	(59.21)	7,935,656.83	10,538,497.84
Fund Balance: 05/31/2014	9,691,763.40	932,156.42	(278,618.01)	1,278,955.63	595,255.74	(2,103,049.47)	520,393.48	13,018,524.67	10,636,857.19
Fund Balance: 06/30/2014	<u>\$ 16,879,571.45</u>	<u>\$ 1,327,542.76</u>	<u>\$ 221,173.53</u>	<u>\$ 1,419,181.56</u>	<u>\$ 807,551.46</u>	<u>\$ -</u>	<u>\$ 520,334.27</u>	<u>\$ 20,954,181.50</u>	<u>\$ 21,175,355.03</u>



**LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103**  
**DETAILED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**ALL FUNDS**  
**MONTH ENDED JUNE 30, 2014**

	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	
Bilingual	-	-	-	-	-	-	-	-	-
Transportation - Regular	-	-	-	39,333.40	-	-	-	39,333.40	39,333.40
Transportation - Spec. Ed.	-	-	-	60,172.92	-	-	-	60,172.92	60,172.92
Orphanage Tuition	-	-	-	-	-	-	-	-	-
Library Per Capital Grant	1,198.50	-	-	-	-	-	-	1,198.50	1,198.50
Other State Revenue	-	17,389.28	-	-	-	-	-	17,389.28	17,389.28
<b>Total State Sources</b>	<b>159,726.45</b>	<b>47,798.12</b>	<b>-</b>	<b>99,506.32</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>307,030.89</b>	<b>307,030.89</b>
<b>Federal Sources</b>									
Special Milk Program	2,786.84	-	-	-	-	-	-	2,786.84	2,786.84
Title I - Low Income	13,003.00	-	-	-	-	-	-	13,003.00	13,003.00
IDEA Preschool	-	-	-	-	-	-	-	-	-
IDEA Flow Through	54,529.77	-	-	-	-	-	-	54,529.77	54,529.77
IDEA Room & Board	-	-	-	-	-	-	-	-	-
Title II - Teacher Quality	-	-	-	-	-	-	-	-	-
Medicaid Reimbursement	-	-	-	-	-	-	-	-	-
<b>Total Federal Sources</b>	<b>70,319.61</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>70,319.61</b>	<b>70,319.61</b>
<b>Total Revenues</b>	<b>10,713,649.88</b>	<b>1,172,457.17</b>	<b>3,380.37</b>	<b>865,526.26</b>	<b>297,349.10</b>	<b>-</b>	<b>4.06</b>	<b>13,048,986.47</b>	<b>13,052,366.84</b>
<b>EXPENDITURES</b>									
<b>Salaries</b>									
Admin Salaries	123,676.90	8,755.66	-	8,547.85	-	-	-	140,980.41	140,980.41
Teacher Salaries	1,011,183.52	-	-	-	-	-	-	1,011,183.52	1,011,183.52
Extra Duty Stipends	74,378.07	-	-	-	-	-	-	74,378.07	74,378.07
Classified Salaries	212,225.23	62,785.69	-	59,240.85	-	-	-	334,251.77	334,251.77
Substitutes	13,114.63	-	-	-	-	-	-	13,114.63	13,114.63
<b>Total Salaries</b>	<b>1,434,578.35</b>	<b>71,541.35</b>	<b>-</b>	<b>67,788.70</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,573,908.40</b>	<b>1,573,908.40</b>
<b>Benefits</b>									
Transp. IMRF/SS/Medicare	-	-	-	2,316.91	-	-	-	2,316.91	2,316.91
TRS	29,092.13	-	-	-	-	-	-	29,092.13	29,092.13
IMRF	-	-	-	-	42,658.84	-	-	42,658.84	42,658.84
Social Security	-	-	-	-	25,345.28	-	-	25,345.28	25,345.28
Medicare	-	-	-	-	17,049.26	-	-	17,049.26	17,049.26
Medical Insurance	170,474.95	8,916.70	-	21,512.53	-	-	-	200,904.18	200,904.18
Life Insurance	2,910.22	133.93	-	133.64	-	-	-	3,177.79	3,177.79
Retiree Insurance	38,588.42	3,014.62	-	-	-	-	-	41,603.04	41,603.04
Tuition Reimbursement	10,020.00	-	-	-	-	-	-	10,020.00	10,020.00
<b>Total Benefits</b>	<b>251,085.72</b>	<b>12,065.25</b>	<b>-</b>	<b>23,963.08</b>	<b>85,053.38</b>	<b>-</b>	<b>-</b>	<b>372,167.43</b>	<b>372,167.43</b>
<b>Purchased Services</b>									
Professional Development	7,040.84	-	-	32.00	-	-	-	7,072.84	7,072.84
Consultation/Workshops	23,901.86	-	-	-	-	-	-	23,901.86	23,901.86
Data Processing	805.13	-	-	-	-	-	-	805.13	805.13

**LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103**  
**DETAILED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**ALL FUNDS**  
**MONTH ENDED JUNE 30, 2014**

	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	
Auditing Services	94.90	-	-	-	-	-	-	94.90	94.90
Legal Services	5,800.48	-	-	-	-	-	-	5,800.48	5,800.48
Other Professional Services	42,616.99	2,016.73	-	12,833.77	-	-	-	57,467.49	57,467.49
Sanitation Services	1,276.33	-	-	-	-	-	-	1,276.33	1,276.33
Snow Removal	-	-	-	-	-	-	-	-	-
Rentals	430.00	-	-	-	-	-	-	430.00	430.00
Property Upkeep Services	-	6,960.80	-	100.00	-	-	-	7,060.80	7,060.80
Pupil Transportation Services	-	-	-	4,596.88	-	-	-	4,596.88	4,596.88
Travel	8,210.84	-	-	-	-	-	-	8,210.84	8,210.84
Student-Paid Trips	-	-	-	-	-	-	-	-	-
Telephone	18,732.02	-	-	-	-	-	-	18,732.02	18,732.02
Postage	1,458.00	-	-	-	-	-	-	1,458.00	1,458.00
Printing Services	297.50	-	-	-	-	-	-	297.50	297.50
Water/Sewer Services	2,090.78	-	-	-	-	-	-	2,090.78	2,090.78
Other Insurance	385.00	-	-	-	-	-	-	385.00	385.00
Other Purchased Services	19,634.12	-	-	-	-	-	-	19,634.12	19,634.12
Service Agreements	23,328.13	-	-	-	-	-	-	23,328.13	23,328.13
<b>Total Purchased Services</b>	<b>156,102.92</b>	<b>8,977.53</b>	<b>-</b>	<b>17,562.65</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>182,643.10</b>	<b>182,643.10</b>
<b>Supplies</b>									
76 General Supplies	26,936.92	3,976.97	-	320.04	-	-	-	31,233.93	31,233.93
Art Supplies	814.68	-	-	-	-	-	-	814.68	814.68
Paper Supplies	4,914.00	-	-	-	-	-	-	4,914.00	4,914.00
Spanish Supplies	46.02	-	-	-	-	-	-	46.02	46.02
Student-Paid Supplies	8,365.37	-	-	-	-	-	-	8,365.37	8,365.37
Science Supplies	44.86	-	-	-	-	-	-	44.86	44.86
Social Studies Supplies	173.76	-	-	-	-	-	-	173.76	173.76
English Language Arts Supplies	41.48	-	-	-	-	-	-	41.48	41.48
Math Supplies	-	-	-	-	-	-	-	-	-
Supplies - Other	20,000.00	-	-	-	-	-	-	20,000.00	20,000.00
Textbooks	4,685.14	-	-	-	-	-	-	4,685.14	4,685.14
Library Books	1,250.55	-	-	-	-	-	-	1,250.55	1,250.55
Periodicals	580.00	-	-	-	-	-	-	580.00	580.00
Fuel	-	493.12	-	15,586.54	-	-	-	16,079.66	16,079.66
Natural Gas	4,904.44	-	-	-	-	-	-	4,904.44	4,904.44
Electricity	15,046.66	-	-	-	-	-	-	15,046.66	15,046.66
Other Supplies	13,934.04	-	-	67.32	-	-	-	14,001.36	14,001.36
<b>Total Supplies</b>	<b>101,737.92</b>	<b>4,470.09</b>	<b>-</b>	<b>15,973.90</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>122,181.91</b>	<b>122,181.91</b>
<b>Capital Outlay</b>									
Capital Outlay	-	2,566.25	-	-	-	-	-	2,566.25	2,566.25
Building Improvements	-	-	-	-	-	32,449.61	-	-	32,449.61
Site Improvements	-	-	-	-	-	-	-	-	-
<b>Total Capital Outlay</b>	<b>-</b>	<b>2,566.25</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>32,449.61</b>	<b>-</b>	<b>2,566.25</b>	<b>35,015.86</b>

**LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103**  
**DETAILED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**ALL FUNDS**  
**MONTH ENDED JUNE 30, 2014**

	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	
Other									
Principal	-	-	156.15	-	-	-	-	-	156.15
Interest	-	-	-	-	-	-	-	-	-
Dues and Fees	2,068.00	-	-	12.00	-	-	-	2,080.00	2,080.00
Tuition	196,968.08	-	-	-	-	-	-	196,968.08	196,968.08
Miscellaneous Objects	-	-	-	-	-	-	-	-	-
Total Other	199,036.08	-	156.15	12.00	-	-	-	199,048.08	199,204.23
Total Non-Capitalized Equipment	28,748.07	-	-	-	-	-	-	28,748.07	28,748.07
Total Termination Benefits	-	-	-	-	-	-	-	-	-
Total Expenditures	2,171,289.06	99,620.47	156.15	125,300.33	85,053.38	32,449.61	-	2,481,263.24	2,513,869.00
Excess (deficiency) of revenues over expenditures	8,542,360.82	1,072,836.70	3,224.22	740,225.93	212,295.72	(32,449.61)	4.06	10,567,723.23	10,538,497.84
<b>OTHER FINANCING SOURCES (USES)</b>									
Transfers	(1,354,552.77)	(677,450.36)	496,567.32	(600,000.00)	-	2,135,499.08	(63.27)	(2,632,066.40)	0.00
State "On Behalf" Payments	-	-	-	-	-	-	-	-	-
Total other financing sources (uses)	(1,354,552.77)	(677,450.36)	496,567.32	(600,000.00)	-	2,135,499.08	(63.27)	(2,632,066.40)	0.00
Net changes in fund balances	7,187,808.05	395,386.34	499,791.54	140,225.93	212,295.72	2,103,049.47	(59.21)	7,935,656.83	10,538,497.84
Fund Balance: 05/31/2014	9,691,763.40	932,156.42	(278,618.01)	1,278,955.63	595,255.74	(2,103,049.47)	520,393.48	13,018,524.67	10,636,857.19
Fund Balance: 06/30/2014	\$ 16,879,571.45	\$ 1,327,542.76	\$ 221,173.53	\$ 1,419,181.56	\$ 807,551.46	\$ -	\$ 520,334.27	\$ 20,954,181.50	\$ 21,175,355.03

**LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103**  
STATEMENT OF FINANCIAL POSITION  
ALL FUNDS  
JUNE 30, 2014

	10	20	30	40	50	60	70	Total Operating	Total All Funds
	Education	Oper. & Maint.	Debt Services	Transportation	IMRF/SS	Capital Projects	Working Cash		
<b>ASSETS</b>									
US Bank - AP	1,290,535.30	426.84	221,173.53	102,091.32	21,388.52	-	-	1,414,441.98	1,635,615.51
US Bank - Payroll	7,521.99	753.04	-	729.27	-	-	-	9,004.30	9,004.30
US Bank - RevTrak	234,618.85	-	-	-	-	-	-	234,618.85	234,618.85
PMA - LIQ	0.85	-	-	-	-	-	-	0.85	0.85
PMA - MAX	720,465.55	649,283.44	-	828,198.75	237,625.46	-	171,619.03	2,607,192.23	2,607,192.23
PMA - Fixed Rate Investments	14,466,986.88	677,079.44	-	488,162.22	548,537.48	-	348,715.24	16,529,481.26	16,529,481.26
IIIT	19,354.24	-	-	-	-	-	-	19,354.24	19,354.24
Bank Financial	88,921.92	-	-	-	-	-	-	88,921.92	88,921.92
Imprest Fund	44,500.00	-	-	-	-	-	-	44,500.00	44,500.00
Petty Cash	500.00	-	-	-	-	-	-	500.00	500.00
<b>TOTAL ASSETS</b>	<b>16,873,405.58</b>	<b>1,327,542.76</b>	<b>221,173.53</b>	<b>1,419,181.56</b>	<b>807,551.46</b>	<b>-</b>	<b>520,334.27</b>	<b>20,948,015.63</b>	<b>21,169,189.16</b>
<b>LIABILITIES &amp; FUND BALANCE</b>									
<b>LIABILITIES</b>									
Accounts Payable	7,680.00	-	-	-	-	-	-	7,680.00	7,680.00
Dental Insurance Payable	(6,388.10)	-	-	-	-	-	-	(6,388.10)	(6,388.10)
Flex Spending Account Payable	(7,457.77)	-	-	-	-	-	-	(7,457.77)	(7,457.77)
Tech Program Receivable	-	-	-	-	-	-	-	-	-
Total Liabilities	(6,165.87)	-	-	-	-	-	-	(6,165.87)	(6,165.87)
<b>FUND BALANCE</b>									
Fund Balance	16,879,571.45	1,327,542.76	221,173.53	1,419,181.56	807,551.46	-	520,334.27	20,954,181.50	21,175,355.03
Total Fund Balance	16,879,571.45	1,327,542.76	221,173.53	1,419,181.56	807,551.46	-	520,334.27	20,954,181.50	21,175,355.03
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>16,873,405.58</b>	<b>1,327,542.76</b>	<b>221,173.53</b>	<b>1,419,181.56</b>	<b>807,551.46</b>	<b>-</b>	<b>520,334.27</b>	<b>20,948,015.63</b>	<b>21,169,189.16</b>

**LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103**  
**TREASURER'S REPORT**  
**ALL FUNDS**  
**JUNE 30, 2014**

**CASH BALANCE PER BOOKS**

Educational Fund	16,873,405.58
Operations and Maintenance	1,327,542.76
Debt Service Fund	221,173.53
Transportation Fund	1,419,181.56
Retirement Fund	807,551.46
Capital Projects Fund	-
Working Cash Fund	<u>520,334.27</u>
<b>TOTALS:</b>	<b><u><u>\$ 21,169,189.16</u></u></b>

**BANK BALANCES & INVESTMENTS**

<b>US Bank - AP</b>	
Statement Balance	1,759,141.81
Less: Outstanding Checks	<u>123,526.30</u>
	<b>\$ 1,635,615.51</b>
<b>US Bank - Payroll</b>	
Statement Balance	29,541.31
Less: Outstanding Checks	<u>20,537.01</u>
	<b>\$ 9,004.30</b>
<b>US Bank - Other</b>	
RevTrak Account Balance	\$ 234,618.85
Imprest	44,500.00
Petty Cash	<u>500.00</u>
	<b>279,618.85</b>
<b>PMA Financial Network</b>	
ISDLAF - LIQ	0.85
ISDLAF - MAX	2,607,192.23
Fixed Rate Investments	<u>16,529,481.26</u>
	<b>\$ 19,136,674.34</b>
<b>Illinois Inst Investors Trust</b>	
CMF	<u>19,354.24</u>
<b>Bank Financial</b>	
Money Market	<u>88,921.92</u>
<b>TOTALS:</b>	<b><u><u>\$ 21,169,189.16</u></u></b>

Certified by:



Dan Stanley, Treasurer

**LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**ACTIVITY FUNDS**  
**MONTH ENDED JUNE 30, 2014**

Account	Beginning Balance	Deposits	Withdrawals	Ending Balance
Bank Interest	168.81	5.55	6.87	167.49
District Convenience	124.63			124.63
DW - Convenience	1,382.88	-	151.32	1,231.56
DW - NJHS	2,028.93			2,028.93
DW - Scholarhsip	1,571.63			1,571.63
DW - Student Council	4,154.19	1,555.00		5,709.19
DW - Toys for Tots	214.58			214.58
DW - Wright Track Club	1,465.54	20.00	1,447.21	38.33
DW - Yearbook	29,162.63	10,267.00	1,618.55	37,811.08
HD - Convenience	294.63		166.64	127.99
HD - Student Council	2,974.75			2,974.75
HD - Yearbook	14,217.86	4,080.00		18,297.86
SP - Convenience	103.77		18.30	85.47
SP - Yearbook	3,828.19	4,380.00		8,208.19
<b>Total Accounts</b>	<b>61,693.02</b>	<b>20,307.55</b>	<b>3,408.89</b>	<b>78,591.68</b>

**LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**ALL FUNDS**  
**FOR THE YEAR ENDING JUNE 30, 2014**

	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
<b>REVENUES</b>									
Local Sources	23,668,069.53	2,405,425.63	165,228.35	1,494,599.21	719,657.75	58,590.75	63.27	28,287,815.39	28,511,634.49
State Sources	958,000.08	406,371.88	-	514,738.75	-	-	-	1,879,110.71	1,879,110.71
Federal Sources	279,345.88	-	-	-	-	-	-	279,345.88	279,345.88
<b>Total Revenues</b>	<b>24,905,415.49</b>	<b>2,811,797.51</b>	<b>165,228.35</b>	<b>2,009,337.96</b>	<b>719,657.75</b>	<b>58,590.75</b>	<b>63.27</b>	<b>30,446,271.98</b>	<b>30,670,091.08</b>
<b>EXPENDITURES</b>									
Salaries	15,636,739.33	848,006.15	-	883,708.26	-	-	-	17,368,453.74	17,368,453.74
Benefits	2,935,345.72	159,064.97	-	304,921.81	977,694.81	-	-	4,377,027.31	4,377,027.31
Purchased Services	1,553,519.60	263,351.10	800.00	383,523.80	-	-	-	2,200,394.50	2,201,194.50
Supplies	1,239,278.95	128,394.23	-	179,823.01	-	-	-	1,547,496.19	1,547,496.19
Capital Outlay	36,142.76	671,486.36	-	-	-	2,194,089.83	-	707,629.12	2,901,718.95
Other	487,316.60	475.00	661,729.67	652.00	-	-	-	488,443.60	1,150,173.27
Non-Capitalized Equip.	122,914.28	6,764.95	-	-	-	-	-	129,679.23	129,679.23
Termination Benefits	93,780.01	-	-	-	-	-	-	93,780.01	93,780.01
<b>Total Expenditures</b>	<b>22,105,037.25</b>	<b>2,077,542.76</b>	<b>662,529.67</b>	<b>1,752,628.88</b>	<b>977,694.81</b>	<b>2,194,089.83</b>	<b>-</b>	<b>26,912,903.70</b>	<b>29,769,523.20</b>
Excess (deficiency) of revenues over expenditures	2,800,378.24	734,254.75	(497,301.32)	256,709.08	(258,037.06)	(2,135,499.08)	63.27	3,533,368.28	900,567.88
<b>OTHER FINANCING SOURCES (USES)</b>									
Transfers	(1,354,552.77)	(677,450.36)	496,567.32	(600,000.00)	-	2,135,499.08	(63.27)	(2,632,066.40)	0.00
State "On Behalf" Payments	-	-	-	-	-	-	-	-	-
<b>Total other financing sources (uses)</b>	<b>(1,354,552.77)</b>	<b>(677,450.36)</b>	<b>496,567.32</b>	<b>(600,000.00)</b>	<b>-</b>	<b>2,135,499.08</b>	<b>(63.27)</b>	<b>(2,632,066.40)</b>	<b>0.00</b>
Net changes in fund balances	1,445,825.47	56,804.39	(734.00)	(343,290.92)	(258,037.06)	-	-	901,301.88	900,567.88
Fund Balance: 06/30/2013	15,433,745.98	1,270,738.37	221,907.53	1,762,472.48	1,065,588.52	-	520,334.27	20,052,879.62	20,274,787.15
Fund Balance: 06/30/2014	\$ 16,879,571.45	\$ 1,327,542.76	\$ 221,173.53	\$ 1,419,181.56	\$ 807,551.46	\$ -	\$ 520,334.27	\$ 20,954,181.50	\$ 21,175,355.03



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:** July 8, 2014  
**Re:** Facilities Update

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### **DISTRICT UPDATE**

The facilities group has been very busy over the last month. Below is an update of projects being worked on in the buildings.

#### **Daniel Wright**

- 50% of classrooms have been deep cleaned
- 40% of carpet has been extracted
- Both Gym floors have been refinished
- The Principals office renovation project is at 60%
- The Transportation office renovation is at 70%

#### **Sprague**

- 50% of the classrooms are deep cleaned
- 80% of the floor tile completed

#### **Half Day**

- 100% of the classrooms are deep cleaned
- 100% of the carpet cleaning in the classrooms have been completed

There are several small projects that are scheduled as well.

- Asbestos tile removal on the stage at DW, then retile. Start date July 10.
- Asbestos tile removal in the girls PE office at DW, then retile. Start Date is July 14.
- Soil removal at Half Day, work will be performed by a State certified contractor. Tentative Start Date is July 25.
- Flooring Replacement in the Transportation office, scheduled for completion of the main area July 11, the offices will be completed the week of July 14.

- Rivershire floor will be completed July 11, cabinet replacement will start the week of the 25.



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 of Curriculum and Instruction  
Julie Postma, Director of Student Services  
Mark Westhoff, Director of Technology  
**CC:** Dr. Scott Warren  
**Date:** July 11, 2014  
**Re:** Executive Summary

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### Curriculum and Instruction

- The Lake County Regional Office of Education provides reimbursement to districts that provide on site professional development. The amount of the reimbursement is dependent on student enrollment. In the fall the district provided a letter to the ROE requesting the reimbursement. The letter outlined the curriculum work to be completed by the 6-8 grade science teachers with the Stevenson Consortium. This spring a letter was sent summarizing the completed objectives and evaluation summaries. On June 19, 2014, the district received a check for \$1,500 from the Lake County Regional Office.
- Every year districts are required to submit an Application for Institute Approval to the Regional Office of Education as part of the calendar approval process. On June 26<sup>th</sup>, 2014, I submitted the application and June 30, 2014 the application was approved.
- Preliminary ISAT scores have been released by the Illinois State Board of Education to district administrators. The State provides districts with a short window to review individual scores and correct any incorrect or missing information such as grade level, gender, birthdate, etc. I will provide a report to the Board when the scores are considered final.
- The English Language Learning Grant was filed. In addition, required year-end reports for this grant was also completed and filed.
- The Curriculum and Instruction Department is in the process of updating the Parent Student Handbook. This year the handbook will be published online and printed copies will be distributed to parents upon request. The District has a subscription to the Illinois Principals Association that provides us with required

ISBE updates. There are four required changes to the handbook based on school code changes.

- Attendance Public Act 98-544 (Effective 7-1-14) lowers the compulsory attendance age for student from age 7 (on or before September 1) to age 6 (on or before September 1.) This handbook procedure is updated to comply with the new compulsory law.
  - Preventing Bullying, Intimidation, Teen Dating Violence and Harassment This handbook procedure has been updated to comply with changes the PRESS Policy. The handbook procedure has also been updated to include a prohibition against teen dating violence, as required by Public Act 98-190 (effective 8-6-13).
  - Access to Student Social Networking Passwords & Websites Public Act 98-129 (effective 1-1-14) requires schools to publish in their disciplinary rules circumstances in which the school may require access to social networking passwords or websites. These new handbook procedures implement this law.
  - Sex Education Instruction Pursuant to Public Act 98-441, sex education must be age appropriate, medically accurate and discuss both abstinence and contraception as a means to prevent pregnancy and sexually transmitted diseases. The revision to sex education directs districts that teach sex education in any of grades 6 through 12, to provide lessons or curriculum with content that is medically accurate, evidence-based, with equal emphasis to abstinence and contraception as ways to prevent pregnancy and sexually transmitted infections.
- The K-5 Social and Emotional Learning Committee met last week to discuss how to pace the Second Step Curriculum, and include Digital Citizenship and the requirements of Erin's Law into the curriculum. I also met with Laura Best to discuss how to embed Digital Citizenship lessons into the sixth through eighth grade curriculum. The decision was made to use the Common Sense Media curriculum and for all certified staff in the district to become Common Sense Media certified. Certified staff who attended the 1:1 Day 1 training or the SEL curriculum meeting have already completed the required training to be certified. The rest of the certified staff will complete the training on the August 19, 2014 Institute Day. To become certified staff members need to complete the training, teach two lessons and complete a follow up survey.

Second Step is in the process of creating lessons for grades K-3 that will fulfill the requirements of Erin's Law. The District will purchase these lessons when they are released in October, 2014 and will use them as a foundation to create intermediate lessons for grades 4-8.

## Student Services

- The Individual with Disabilities Education Act (IDEA) requires all states to make determinations regarding specific performance areas of local districts with regard to the provision of special education and related services. The determinations are made on data collected from the previous school year (2012 – 2013.) The Illinois State Board of Education (ISBE) has determined that District 103 earned the designation of “Meets Requirements” on all nine indicators. District 103 received the highest designation “4.00,” in each category and an overall rating of 4.0 of a possible 4.0. The letter from ISBE is included in the packet.
- ISBE is required to conduct a survey of parents of children with disabilities in order to receive feedback regarding their perception of how schools facilitate involvement. The purpose of the survey is to facilitate the improvement of services and results for children with disabilities. The survey is mailed to a representative sample of parents from across the state. Parents/guardians of students with disabilities from District 103 received the survey in March, 2014. Thirty-two district parents responded to the twenty-five questions survey. Twenty-three of the questions received an average answer of 4.0 or higher on a 6.0 scale. The Indicator 8 Percentage for District 103 was 75%; the State Target Performance Indicator is 58%. Further information regarding the nature of the survey and the results for both District 103 and the state are included in the packet. The department will be using this information to further strengthen our special education services.
- ISBE also provided the Special Education Data Profile for 2012-2013. The profile has been provided in a different format than in previous years. The data includes an analysis of the following factors: race/ethnicity, age, sex, language, educational environment (time in general education), and fund codes (placement) with relation to exceptional characteristics (category of eligibility). The categories most important for analysis include those related to our students’ educational environment and fund codes. Ninety-seven percent of our students receive special education services in a general education building. Seventy-five percent of our Kindergarten through eighth grade special education students are in general education classes between 80% and 100% of their school day. An additional fifteen percent of our special education students are in general education classes between 79% and 40% of their school day. Only one percent of our students spend less than 40% of their school day in general education classes. This includes students educated in therapeutic day schools. One principle tenant of IDEA is the education of students with disabilities alongside their general education peers. District 103 is exceptional in meeting this goal. As a result, equal educational opportunities are provided for our students with special needs and our general education peers.
- The student services office continues to complete grants and compliance tasks for the state. The Orphanage Claim was completed and approved by ISBE. The monies associated with this grant flow through District 103 to the Depke Center. Final submission of data regarding personnel and services for students receiving special education services was submitted at the end of June through Harrisburg

Project. This data is used by the state with relation to several different types of reimbursement and grants, as well as to gather compliance indicator data.

- Preparation for the delivery of services and adjustments of programs are moving forward. Hand scheduling for students at Half Day and Daniel Wright is nearly complete. Caseloads and case managers are being assigned. The process of ensuring curriculum that meets students needs is available is occurring. The necessary assistive technology and equipment is being put in place and when necessary, staff is being trained to effectively and efficiently use it.

## Technology

- We completed our first round of workshops for 1:1 teachers in late June. These workshops included a variety of topics including classroom management and digital citizenship. Dr. Heitner, the consultant we have been working with, was a part of each of these workshops. Teachers also provided input on electronic device guidelines and the *1:1 Teaching and Learning Parent Handbook*.
- Network infrastructure upgrades have begun in earnest. Most of the additional wireless access points have been hung at Daniel Wright. Wireless controller software has been upgraded at all three schools. New switches that will help direct network traffic are beginning to be installed.
- Increased bandwidth has been turned up and tested at each school. Laura Sprague and Half Day will be utilizing a 100 Mbps pipe each, and Daniel Wright will be utilizing a 300 Mbps connection.
- iPad cases for teachers have been ordered. The case chosen protects the corners of the iPad and provides a built-in stand.
- A survey was sent out to parents of incoming 4<sup>th</sup> and 6<sup>th</sup> graders to determine which ownership model each family would like to use. As of the writing of this summary, we had about 20% choosing BYOiPad.
- Over 400 iPads have been delivered. Our next step is to inventory the devices, and place them in our database. Additional iPads are being ordered as we get a clearer picture of how much the BYOiPad ownership model will be chosen by parents.
- The Parent Advisory Committee on Digital Citizenship met in June. The committee reviewed and provided recommended changes to the *Electronic Devices/Bring Your Own Technology (BYOT) Guidelines* and also on the *1:1 Teaching and Learning Parent Handbook*. The committee will be meeting again in a couple of weeks to discuss parent communication regarding digital citizenship.
- A replacement for our technology support specialist who retired at Sprague has been hired. The new hire brings helpdesk as well as systems administration experience to us.



# Illinois State Board of Education

100 North First Street • Springfield, Illinois 62777-0001  
www.isbe.net

**Gery J. Chico**  
Chairman

**Christopher A. Koch, Ed.D.**  
State Superintendent of Education

May 2, 2014

**34-049-1030-02**

Dr. Scott H Warren  
Lincolnshire-Prairieview SD 103  
1370 N Riverwoods Rd  
Lincolnshire, IL 60069

Dear Superintendent:

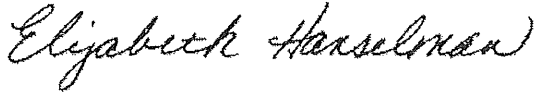
The Individuals with Disabilities Education Act (IDEA), Section 616, requires all states to make determinations on the performance of their local districts with regard to the provision of special education and related services. The Illinois State Board of Education (ISBE) has reviewed the following data from the 2012-2013 school year. Based upon these data, ISBE has determined that Lincolnshire-Prairieview SD 103 has received the designation of **Meets Requirements** in implementing one or more of the following requirements of IDEA.

State Performance Plan Indicator	Score	Determination
<i>Indicator 4b:</i> Significant discrepancy, by race/ethnicity in the rates of suspensions and expulsions greater than 10 days in a school year for children with IEPs; and policies, procedures and practices that contribute to the significant discrepancy.	4.00	Meets Requirements
<i>Indicator 9:</i> Disproportionate representation of racial and ethnic groups in special education and related services that is a result of inappropriate identification.	4.00	Meets Requirements
<i>Indicator 10:</i> Disproportionate representation of racial and ethnic groups in specific disability categories that is a result of inappropriate identification.	4.00	Meets Requirements
<i>Indicator 11:</i> The percent of children with parental consent to evaluate, who were evaluated within the 60 school day timeline as defined by the Illinois School Code (105 ILCS 5/14-8.02).	4.00	Meets Requirements
<i>Indicator 12:</i> Percent of children referred by Part C prior to age 3, who were found eligible for Part B, and who have an IEP developed and implemented by their third birthdays.	4.00	Meets Requirements
<i>Indicator 13:</i> Number of youth aged 16 and above with an IEP that includes coordinated, measurable, annual IEP goals and transition services that will enable the student to meet the post-secondary goals.	4.00	Meets Requirements
<i>Indicator 15:</i> Timely, Correction of Identified Noncompliance	4.00	Meets Requirements
<i>Indicator 20:</i> Timely, Valid, and Reliable Data	4.00	Meets Requirements
<i>IDEA Part B Audit Findings</i>	4.00	Meets Requirements
<b>OVERALL DETERMINATION</b>	4.00	<b>Meets Requirements</b>

Please refer to the online document, *How the Illinois State Board of Education Made Local Determinations under Section 616 of the Individuals with Disabilities Education Act (IDEA) for the 2012-2013 School Year*, for further information on determination criteria and changes to the LEA Determination process. This document and other technical assistance resources are available on the LEA Determinations webpage: [http://www.isbe.net/spec-ed/html/lea\\_determinations/htm](http://www.isbe.net/spec-ed/html/lea_determinations/htm).

Based upon your district's determination, no further action is required at this time.

Sincerely,



Elizabeth Hanselman  
Assistant Superintendent  
Specialized Instruction, Nutrition & Wellness



David Andel  
Division Administrator  
Special Education Services

Cc: Dr. Thomas Moline, State Approved Director of Special Education



### Report Available for Lincolnshire-Prairieview SD 103

Indicator 8 2014 District Report [Click to View](#)

Indicator 8 2014 State Report [Click to View](#)

The attached reports summarize the survey results from parents of students with disabilities within your district (District Report) and across the state (State Report).

These data only reflect a snapshot of parent perceptions at a given point in time. This notification is being provided as a courtesy and requires no formal action. For more information regarding Indicator 8, please visit the ISBE website at [http://www.isbe.net/spec-ed/pdfs/state\\_performance.pdf](http://www.isbe.net/spec-ed/pdfs/state_performance.pdf).

#### About the Survey

Each year in accordance with Indicator 8 of the Illinois State Performance Plan (SPP), the Illinois State Board of Education (ISBE) is required to conduct a survey with parents of children with disabilities in order to receive feedback regarding their perceptions of how schools facilitated their involvement as a means of improving services and results for children with disabilities. The 25-question survey was developed by the National Center for Special Education Accountability Monitoring (NCSEAM) and is mailed to a representative sample of parents throughout the state. The survey results are used for program improvement and reporting in the Annual Performance Report (APR) to the United States Department of Education, Office of Special Education Programs (OSEP). This survey was mailed to parents/guardians of children with disabilities in your district in March 2014.

#### About the Reports

For each of the 25 survey questions, the following data are given: the number of parents responding to that question, the average rating for that question based on a scale from one to six, and the percent of parents responding at each level of agreement (1-6). At the bottom are given the overall averages, that is, the average rating and average percentages of agreement across all 25 questions. Finally, the percent of parents who, overall, tended to agree, strongly agree or very strongly agree is provided.

#### Resources to Support Parent Involvement Efforts

ISBE has several resources available that may assist you in supporting your parent involvement needs. They can be accessed through their website at <http://www.isbe.net/spec-ed/html/parents.htm>. Resources include [the Parent Guide: Educational Rights and Responsibilities: Understanding Special Education in Illinois](#); [the Student Records Keeper for Parents of Students Who Receive Special Education Services in Illinois](#); webinars on transition from school to work, state conflict resolution processes, and least restrictive environment; and links to many other resources.

#### Questions

Should you have additional questions about the Indicator 8 parent survey, you may contact Kelly Rauscher at [krausche@isbe.net](mailto:krausche@isbe.net) or 217-782-5589.

Questions regarding this web page can be directed to Laura Sweig at [LSweig@MeasInc.com](mailto:LSweig@MeasInc.com) or

(914) 682-1969, x 320.



<http://www.MeasurementInc.com/>

2014 Illinois State Board of Education  
 IDEA State Performance Plan Indicator 8 Item Analysis  
 Lincolnshire-Prairieview SD 103 (Total Number of Responses = 32)



Item #	Item	Number of Parents Responding	Average Rating <sup>†</sup>	Percentage of Parents Responding <sup>‡</sup>					
				Very Strongly Disagree (1)	Strongly Disagree (2)	Disagree (3)	Agree (4)	Strongly Agree (5)	Very Strongly Agree (6)
1	I am considered an equal partner with teachers and other professionals in planning my child's program	32	4.9	3.1%	3.1%	3.1%	28.1%	15.6%	46.9%
2	I was offered special assistance (such as child care) so that I could participate in the Individualized Educational Program (IEP) meeting	31	3.7	6.5%	3.2%	48.4%	16.1%	6.5%	19.4%
3	At the IEP meeting, we discussed how my child would participate in statewide assessments	31	4.4	3.2%	0.0%	19.4%	35.5%	16.1%	25.8%
4	At the IEP meeting, we discussed accommodations and modifications that my child would need	30	5.4	0.0%	0.0%	0.0%	16.7%	30.0%	53.3%
5	All of my concerns and recommendations were documented on the IEP	29	5.1	0.0%	3.4%	0.0%	24.1%	27.6%	44.8%
6	Written justification was given for the extent that my child would not receive services in the regular classroom	28	4.7	3.6%	3.6%	7.1%	35.7%	7.1%	42.9%
7	I was given information about organizations that offer support for parents of students with disabilities	29	3.7	6.9%	3.4%	37.9%	31.0%	3.4%	17.2%
8	I have been asked for my opinion about how well special education services are meeting my child's needs	31	4.7	6.5%	3.2%	3.2%	29.0%	19.4%	38.7%
9	My child's evaluation report is written in terms I understand	31	5.1	0.0%	0.0%	6.5%	22.6%	25.8%	45.2%
10	Written information I receive is written in an understandable way	31	5.0	0.0%	0.0%	6.5%	22.6%	32.3%	38.7%
11	Teachers are available to speak with me	31	5.3	0.0%	0.0%	0.0%	22.6%	22.6%	54.8%
12	Teachers treat me as a team member	31	5.3	0.0%	3.2%	3.2%	16.1%	16.1%	61.3%
13	Teachers and administrators seek out parent input	32	4.7	6.3%	3.1%	0.0%	31.3%	21.9%	37.5%
14	Teachers and administrators show sensitivity to the needs of students with disabilities and their families	32	4.7	6.3%	0.0%	6.3%	21.9%	34.4%	31.3%
15	Teachers and administrators encourage me to participate in the decision-making process	32	4.7	3.1%	3.1%	6.3%	31.3%	18.8%	37.5%
16	Teachers and administrators respect my cultural heritage	29	4.7	3.4%	3.4%	0.0%	44.8%	13.8%	34.5%
17	Teachers and administrators ensure that I have fully understood the Procedural Safeguards (the rules in federal law that protect the rights of parents)	32	4.6	6.3%	3.1%	9.4%	21.9%	21.9%	37.5%
18	The school has a person on staff who is available to answer parents' questions	30	5.2	3.3%	0.0%	0.0%	23.3%	20.0%	53.3%
19	The school communicates regularly with me regarding my child's progress on IEP goals	31	5.0	3.2%	0.0%	3.2%	25.8%	19.4%	48.4%
20	The school gives me choices with regard to services that address my child's needs	30	4.6	3.3%	6.7%	3.3%	26.7%	30.0%	30.0%
21	The school offers parents training about special education issues	32	4.2	6.3%	3.1%	28.1%	21.9%	12.5%	28.1%
22	The school offers parents a variety of ways to communicate with teachers	31	5.2	0.0%	0.0%	3.2%	22.6%	25.8%	48.4%
23	The school gives parents the help they may need to play an active role in their child's education	31	4.7	3.2%	6.5%	6.5%	22.6%	22.6%	38.7%
24	The school provides information on agencies that can assist my child in the transition from school	26	4.1	7.7%	3.8%	26.9%	26.9%	3.8%	30.8%
25	The school explains what options parents have if they disagree with a decision of the school	31	4.1	9.7%	3.2%	12.9%	38.7%	9.7%	25.8%

Average Level of Agreement Across All 25 Survey Items	Percentage of Parents
Very Strongly Disagree (1 - 1.99)	3.1%
Strongly Disagree (2 - 2.99)	6.3%
Disagree (3 - 3.99)	15.6%
Agree (4 - 4.99)	34.4%
Strongly Agree (5 - 5.99)	34.4%
Very Strongly Agree (6.00)	6.3%
<b>Total (32 responses)</b>	<b>100%</b>

**Summary**

Indicator 8 Percentage:	<b>75%</b>
State Target Percentage:	<b>58%</b>

Note: Indicator 8 is calculated by adding the number of parents who selected *Agree*, *Strongly Agree*, or *Very Strongly Agree* and dividing that sum by the total number of parents responding to the survey.

For more information regarding Indicator 8, please visit [http://www.isbe.net/spec-ed/pdfs/state\\_performance.pdf](http://www.isbe.net/spec-ed/pdfs/state_performance.pdf).

<sup>†</sup> *Average Rating* is the average response of all parents for this item, where 1=*Very Strongly Disagree*, 2=*Strongly Disagree*, 3=*Disagree*, 4=*Agree*, 5=*Strongly Agree*, and 6=*Very Strongly Agree*.

<sup>‡</sup> The sum of the percentages may not equal 100% due to rounding.

2014 Illinois State Board of Education  
 IDEA State Performance Plan Indicator 8 Item Analysis  
 Statewide (Total Number of Responses = 5621)



Item #	Item	Number of Parents Responding	Average Rating <sup>†</sup>	Percentage of Parents Responding <sup>‡</sup>					
				Very Strongly Disagree (1)	Strongly Disagree (2)	Disagree (3)	Agree (4)	Strongly Agree (5)	Very Strongly Agree (6)
1	I am considered an equal partner with teachers and other professionals in planning my child's program	5565	4.7	3.7%	1.8%	6.3%	31.2%	21.0%	36.1%
2	I was offered special assistance (such as child care) so that I could participate in the Individualized Educational Program (IEP) meeting	5046	3.6	14.5%	4.1%	29.1%	24.8%	10.9%	16.7%
3	At the IEP meeting, we discussed how my child would participate in statewide assessments	5447	4.3	6.2%	2.3%	15.3%	33.2%	16.9%	26.2%
4	At the IEP meeting, we discussed accommodations and modifications that my child would need	5528	4.8	2.7%	1.4%	3.4%	32.5%	21.5%	38.4%
5	All of my concerns and recommendations were documented on the IEP	5491	4.7	3.2%	1.9%	6.5%	31.9%	20.3%	36.2%
6	Written justification was given for the extent that my child would not receive services in the regular classroom	5139	4.3	6.0%	2.9%	14.7%	34.8%	16.3%	25.3%
7	I was given information about organizations that offer support for parents of students with disabilities	5313	3.7	14.1%	4.9%	25.3%	25.7%	11.9%	18.1%
8	I have been asked for my opinion about how well special education services are meeting my child's needs	5496	4.3	8.6%	3.5%	12.7%	29.8%	17.9%	27.6%
9	My child's evaluation report is written in terms I understand	5557	4.7	3.3%	1.6%	5.0%	36.3%	20.1%	33.7%
10	Written information I receive is written in an understandable way	5544	4.7	3.2%	1.5%	5.0%	36.2%	20.6%	33.6%
11	Teachers are available to speak with me	5576	4.9	2.6%	1.7%	4.0%	29.0%	19.4%	43.2%
12	Teachers treat me as a team member	5565	4.8	3.6%	1.8%	6.1%	28.9%	19.2%	40.4%
13	Teachers and administrators seek out parent input	5524	4.5	5.3%	2.8%	9.3%	32.4%	19.0%	31.2%
14	Teachers and administrators show sensitivity to the needs of students with disabilities and their families	5478	4.6	5.1%	2.5%	7.2%	31.8%	19.7%	33.7%
15	Teachers and administrators encourage me to participate in the decision-making process	5503	4.6	4.6%	2.6%	7.7%	31.9%	19.8%	33.4%
16	Teachers and administrators respect my cultural heritage	5185	4.8	2.6%	1.0%	2.5%	40.5%	18.2%	35.2%
17	Teachers and administrators ensure that I have fully understood the Procedural Safeguards (the rules in federal law that protect the rights of parents)	5432	4.5	5.3%	2.2%	8.8%	34.0%	17.5%	32.3%
18	The school has a person on staff who is available to answer parents' questions	5516	4.7	4.1%	1.6%	5.3%	33.6%	18.5%	36.9%
19	The school communicates regularly with me regarding my child's progress on IEP goals	5526	4.4	6.5%	3.2%	10.9%	29.9%	17.8%	31.8%
20	The school gives me choices with regard to services that address my child's needs	5462	4.3	6.5%	4.0%	13.2%	30.6%	17.4%	28.4%
21	The school offers parents training about special education issues	5292	3.7	12.7%	5.3%	26.2%	26.8%	11.1%	18.0%
22	The school offers parents a variety of ways to communicate with teachers	5445	4.5	5.6%	2.8%	8.7%	35.7%	17.6%	29.6%
23	The school gives parents the help they may need to play an active role in their child's education	5438	4.3	6.7%	3.1%	12.3%	33.2%	17.7%	27.1%
24	The school provides information on agencies that can assist my child in the transition from school	5201	3.9	10.8%	4.5%	21.1%	28.8%	13.8%	20.9%
25	The school explains what options parents have if they disagree with a decision of the school	5369	4.0	10.4%	4.5%	16.7%	31.9%	14.1%	22.3%

Average Level of Agreement Across All 25 Survey Items	Percentage of Parents
Very Strongly Disagree (1 - 1.99)	3.4%
Strongly Disagree (2 - 2.99)	5.7%
Disagree (3 - 3.99)	24.0%
Agree (4 - 4.99)	31.7%
Strongly Agree (5 - 5.99)	27.5%
Very Strongly Agree (6.00)	7.7%
<b>Total (5621 responses)</b>	<b>100%</b>

**Summary**

Indicator 8 Percentage:	<b>67%</b>
State Target Percentage:	<b>58%</b>

Note: Indicator 8 is calculated by adding the number of parents who selected *Agree*, *Strongly Agree*, or *Very Strongly Agree* and dividing that sum by the total number of parents responding to the survey.

For more information regarding Indicator 8, please visit [http://www.isbe.net/spec-ed/pdfs/state\\_performance.pdf](http://www.isbe.net/spec-ed/pdfs/state_performance.pdf).

<sup>†</sup> *Average Rating* is the average response of all parents for this item, where 1=*Very Strongly Disagree*, 2=*Strongly Disagree*, 3=*Disagree*, 4=*Agree*, 5=*Strongly Agree*, and 6=*Very Strongly Agree*.

<sup>‡</sup> The sum of the percentages may not equal 100% due to rounding.



## Lincolnshire-Prairie View School District 103

Memo

To: Board of Education  
From: Scott Warren  
Date: July 10, 2014  
Re: Superintendent Informational Report

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### FOIA Request

The district did not receive any FOIA requests this month.

### Visioning/Strategic Planning

The visioning/strategic planning process is moving forward this fall. I have met with firms and individuals who help facilitate strategic planning processes and they are drafting proposals for the district to consider. The work this summer will expand upon the Board/Administrator/Teacher meeting that was held on February 21, 2014. The process will include visioning, data collection, community engagement, and goals to provide a working plan for the district for the next 5 years.

### Evaluation Training for Administrators

Dr. Rich Voltz, Associate Director from the Illinois Association of School Administrators, will be working with our team on October 14 to provide professional development on gathering evidence for teacher observations. Rich Voltz is considered a leading expert on teacher evaluation, serving on the Performance Evaluation Advisory Council (PEAC) and training district administrators and teachers throughout the state on effective evaluation practices.

### Administrator Retreat

The Administrative team met on July 10 to review the work plan for the year and schedule opening day activities when staff returns in the fall.

### ECRA Services

Included in the Board packet is an agreement with ECRA to provide the district with services including research, assessment, evaluation, data warehousing, data analysis, reporting and professional development regarding student growth and achievement. Their services will also help us with linking student growth to staff evaluations as will be required under the Performance Evaluation Reform Act.



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:** Mark Westhoff, Director of Technology  
Katie Reynolds, Asst. Supt. For Curriculum  
**CC:** Dr. Scott Warren  
**Date:** July 11, 2014  
**Re:** 1:1 Teaching and Learning Presentation

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Dr. Devorah Heitner will provide the Board a written report at the Board Meeting on July 15, 2014.



**Summary of Major Insights from  
Raising Digital Natives 5 Parent Focus Groups D103  
Devorah Heitner, PhD  
Raising Digital Natives [Devorah@raisingdigitalnatives.com](mailto:Devorah@raisingdigitalnatives.com)**

**Parents Concerns:**

**1. Overall Questions about 1:1 Technology**

- a. Some parents are enthusiastic about benefits of technology integration yet remain skeptical about the benefits of 1:1.
- b. Parents perceive that teachers have uneven levels of technical facility
- c. Many parents prefer school provided devices over BYOT for the following reasons:
  - i. Parents preferred a standard set of apps and for all students to use same device
  - ii. Perceived status inequalities. (economic differences between rental and ownership.)
- d. Parents are most positive about the technology when they see clear benefit.
  - i. Examples Fifth graders collaborating on google docs, Second graders designing books, etc.

**2. In class distractions/Classroom Management:**

- a. Parents reported both hearing from their students and witnessing technology distractions. Some back channeling between students may not be a problem, but if it becomes excessive it can decrease learning. Also, parents who observed in the classroom noted the following:
  - i. Young students were reported to have trouble starting (or never got started) on lessons when logins required them to correctly key in their full name.
  - ii. Using Ipad as reward for finishing other tasks creates incentive to rush.

**3. Teacher/Parent Communication**

- a. Parents felt they were not hearing enough about what teachers were doing with technology what students were doing, seeing enough student work. Teachers with great website are appreciated by parents.
- b. **Quotes from a parent**  
"I liked how teacher used class website and twitter to communicate what the students were doing." "Portfolio night comes too late in the year, I'd like to know what he is doing much earlier." "I had no idea what my child was doing until her teacher presented at the board meeting."

**4. Assignments/Paperless issues**

- a. **Assignment Due Times:** Parents pointed out that when teacher make assignments due at 11:59 pm, they are potentially creating sleep challenges for

families, encouraging students to wait till the last minute, and preventing morning proofreads.

- b. **Uploading homework issues:** Numerous parents said their child had been penalized for not turning in homework that they witnessed their child complete. Explicit instructions for documenting the work completed (screenshot?) before uploading. Also--teachers should not assume that every child/family has equal facility with technology.
- c. **Parent miss having access to assignments and email communication with teacher.** Several in each group mentioned seeing less feedback on homework since pages w/ teacher handwriting not coming home--paperless leaves them out of the loop. One Sprague parent also felt spelling words were not learned as well--saw decline mid year after paper stopped coming home. Preferred having to sign off on homework. Parents miss seeing marked up homework want teacher feedback to remain visible.

**RDN:** Beware of assuming technology competence in parents and students. Beware of assuming everything will work as planned. Make sure students know they they should keep backups. Practice uploading in class and troubleshoot.

**Related:** Email programs keep students from CCing a parent on teacher questions.

## 5. Digital Citizenship

- a. Parents overwhelmingly share Digital Citizenship/Internet safety concerns.
- b. Parents feel teachers are not addressing this thoroughly

### Parent Quotes:

“My 3rd grader figured out backdoor on google chrome because they need google chrome for assignments and grab apps from there, do email , youtube, etc. We take it off, and it happens over and over again. Kids are savvy enough to get around the school controls.”

“Edmodo got so out of control in my daughter’s 6th grade class with mean comments, etc that I didn’t let her look at it, and on the rare occasions she needed to check it, I went on for her.” “My daughter’s teacher said nothing about digital citizenship after an initial meeting and video.” “If there is no Internet filtration at school, I need to know that. That has never been communicated.” “5th grade middle school orientation did not address digital citizenship expectations or cell-phone policies. At all.”

## Suggestions for follow up:

1. Consider keeping iPads at school for K-4.
2. Make sure parents know that teachers will be supported with excellent and ongoing professional development (there was a perception that some teachers do not have iPads and therefore are not proficient with them. If all teachers are getting iPads, which would make sense, than the district can communicate this to parents.)
3. Offer parent workshops on specific applications. Google Docs,, etc.  
Innovative parent suggestion: tech camp for parents on an evening or weekend.  
Contests, use the apps your kids use, have students teach the apps. Also: Webinars for parents who cannot attend.
4. Plan and publicize a district-wide digital citizenship curriculum and take every opportunity to inform parents.
5. Make sure teachers understand that any school sponsored interactive space (ie Edmodo etc) needs monitoring.
6. Schools should inform parents about apps or interactive spaces students are expected to use at home, and offer guidelines about appropriate use.
7. Use orientations and other mandatory events to communicate re: digital citizenship and 1:1 expectations.
8. Proactively address paperless concerns and digital submission of assignments (as outlined above.)
9. Parent group or committee to focus on digital culture of D103 schools
10. As much as possible, reflect back to parents what the district is learning as 1:1 evolves.  
Self-reflection and transparency are key.
11. As much as possible, offer teachers space to reflect and share with one another during the school day. Offer a regular email/podcast/newsletter per class or per grade level with notes on each class.
12. As much as possible, support teachers in communicating regularly with parents both about what students are doing in class, and especially about expectations for out of class work.
13. Follow up with plans to clarify and increase consistency with DW personal device policy.
14. Consider the benefits and challenges of unplugged recess and lunch and release a clear policy.

# Update Meeting

Education Assessment and Planning

Lincolnshire - Prairie View School District 103

# To date....and Next Steps

## Purpose and objectives

### Reason

“...walkthrough/observations of the schools (completed in conjunction with the school principal and a few selected educators) to review fundamental good practices in the design of schools to support 21st century teaching and learning....measure the effectiveness of the buildings and sites to support current educational programs, the quality of the learning environments for students, and the ability of the physical structures to support the District’s vision.

100

**Visioning Session - March 19**

**Tour and Assess Schools – April 14 and 17**

**Consolidate Information and Report – May/June**

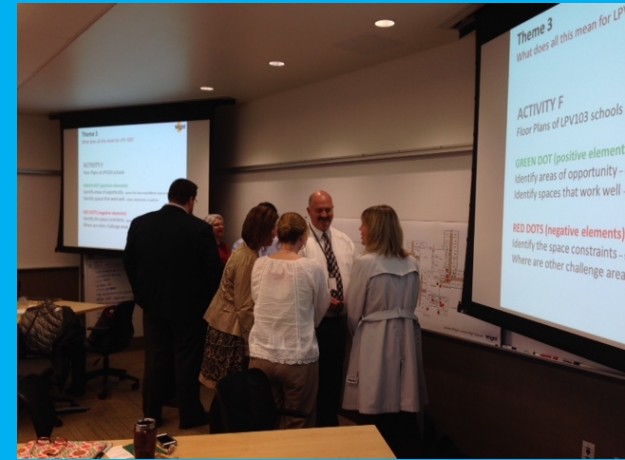
**Present findings to Board – July**

**Finish Report - August**

**Master Planning and Community Engagement - Fall 2014**

# Visioning Workshop

What did we learn?

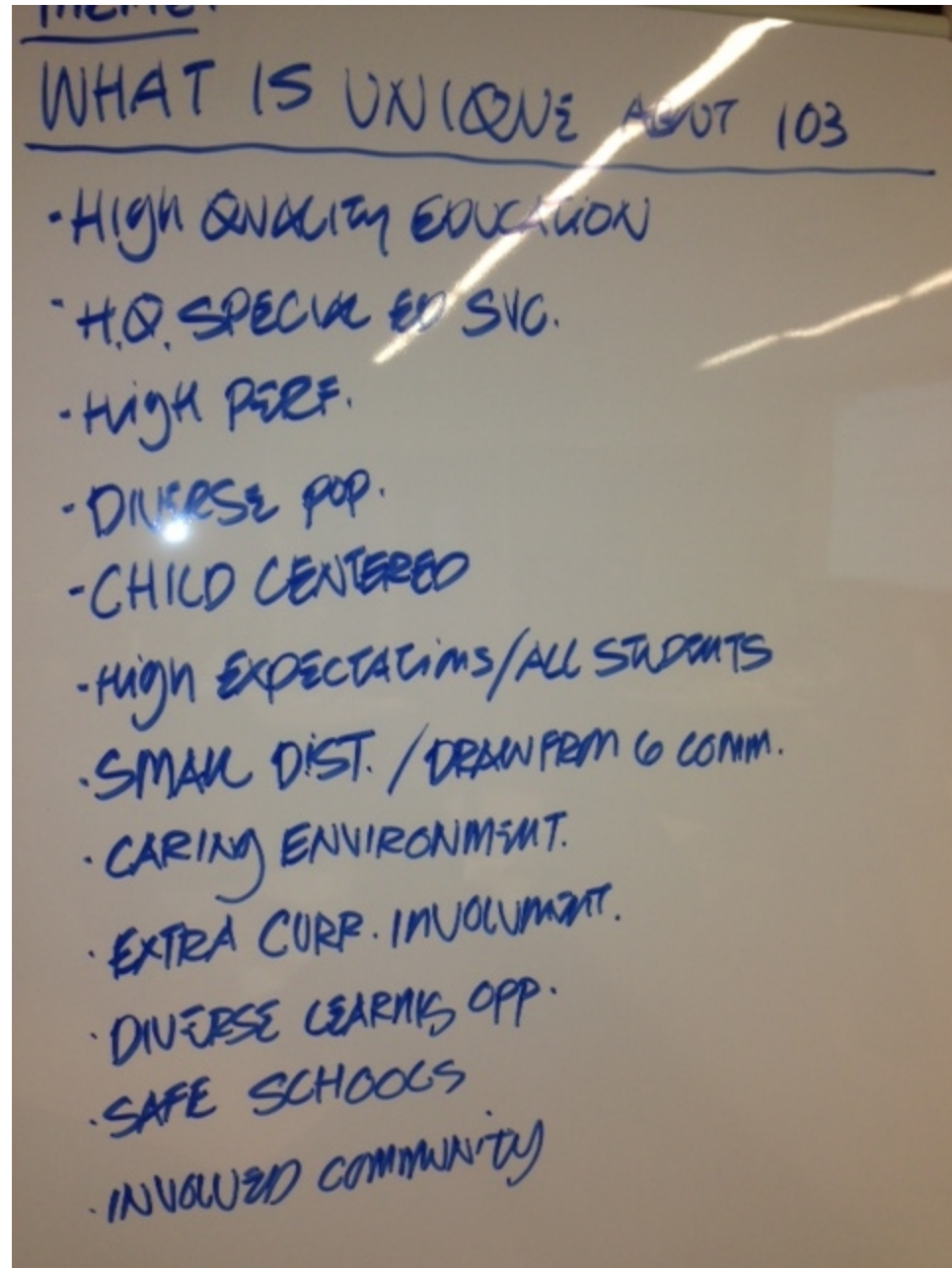


# Visioning Workshop

## Recap

What is Unique about your District?

What does the Community Expect?



# Drivers of Change in Education

- Differentiated Learning Styles
- Cross Disciplinary Instruction
- Student Collaboration
- Learning with Technology
- Dispersing Technology
- Environmental Awareness
- Fitness & Wellness
- Connections to Community

C #1 Communication

C #2 Creativity

C #3 Collaboration

C #4 Critical Thinking

103



# Child-centered “Happy Kids”

engaging students



# Your Initiatives.....

impacts on how/what kids learn

105

1:1 Tech Integration	
World Languages (K-8)	
Next Generation Science Standards	
Problem Based Learning	
English Language Learners	
Special Education Programs (6-8 in D103)	
Learning Model Enrichment	
Social and Emotional Learning	
Professional Development	

- Other recognized concerns:**
- Grade Level Structure
  - District Office space
  - Conference / Meeting space
  - Furniture / Flexibility
  - Role of Library / Media Center
  - Safety / Security

# Education Planning Equation

Will your **vision drive change** OR will **change drive your vision**?

1. Future of Teaching & Learning

+

2. Happy Student Experiences

+

3. Relevant Curriculum & Programs

+

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Students well prepared for their next step....

4. Supportive Learning Environments

# Supportive Learning Environments

## Teachers as “Learning Managers”?

### What buildings MUST support :

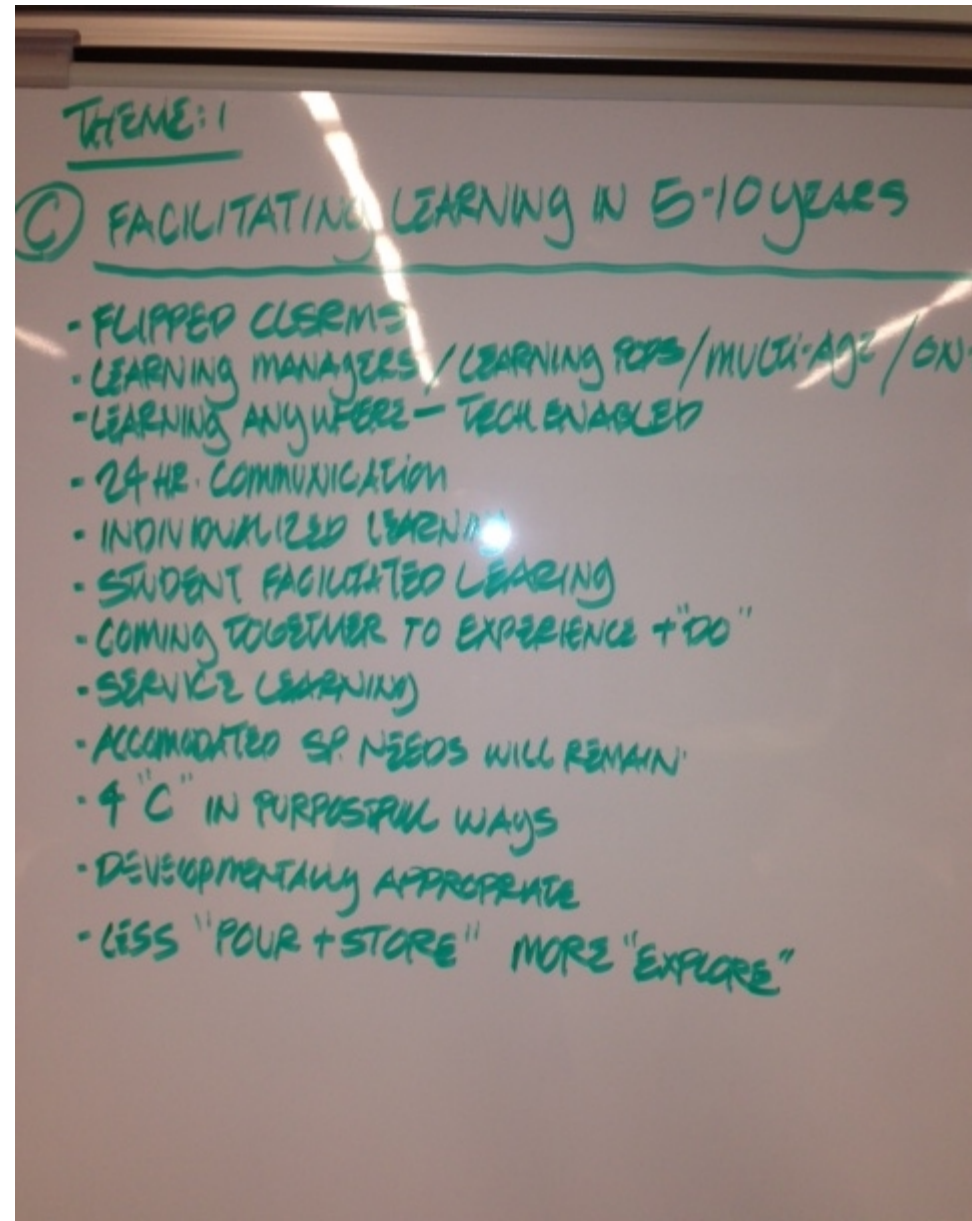
Flexibility

Individualized learning

Student facilitated learning

Learning anywhere – tech enabled

Coming together to experience + DO



# Assessments



1 FIRST FLOOR PLAN  
 A2.1 SCALE: 1/8" = 1'-0"  
 NORTH

# Laura Sprague PK-2

## Assessment Summary

- Overall functional layout - grades levels grouped, fine arts | PE wing, central admin.
- Classrooms appropriate size | shape for number of students
- Classrooms have too many supplies in room – need grade level storage

Hodge-podge storage units, shelves blocks student access to teaching surfaces

Supplies on counters | HVAC units block natural light and student use of surfaces

110



# Laura Sprague PK-2

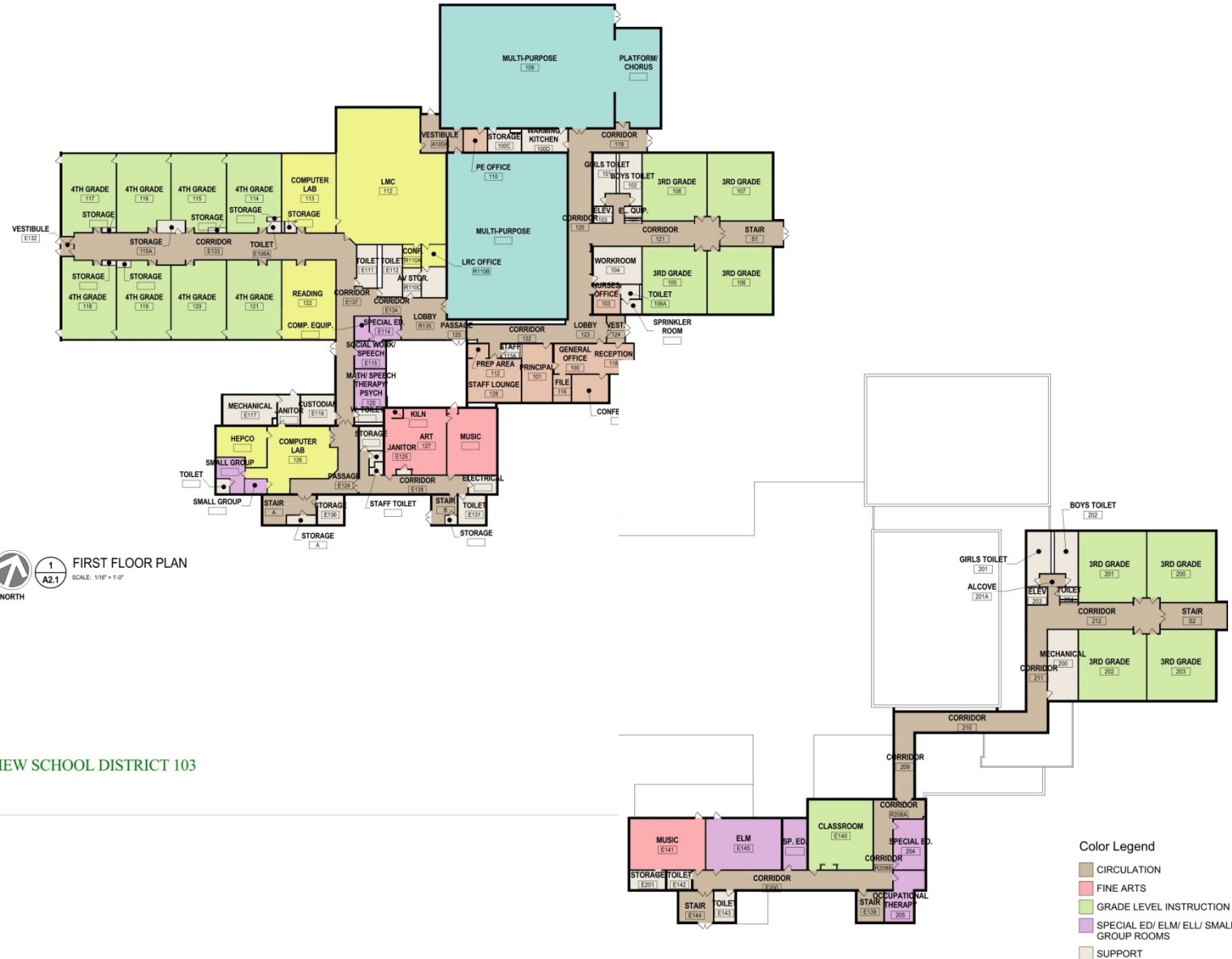
## Assessment Summary

- All small instruction, supportive learning spaces (ELM, ELL, speech, reading, math, social, psych, etc) are too small

Teacher work area located in room with student group

- LMC – traditional - computer lab, reading corner, classroom lecture table area
- No flexible , collaborative, “DO” space in current building | rigid corridors
- No space for new core curriculum initiatives– Spanish
- Administration area tight | no space for asst. principal or Prof. Develop. training





**1** **A2.1** **FIRST FLOOR PLAN**  
SCALE: 1/16" = 1'-0"

- Color Legend**
- CIRCULATION
  - FINE ARTS
  - GRADE LEVEL INSTRUCTION
  - SPECIAL ED/ ELM/ ELL/ SMALL GROUP ROOMS
  - SUPPORT

# Half Day 3-4

## Assessment Summary

- Layout is marginally functional- grades levels grouped, central admin.
  - fine arts spaces separated
  - awkward circulation (wasted space) on second floor of orig. building
  - spec. ed spaces remote on second floor of orig. building
- Classrooms appropriate size | shape for number of students
- Furniture is heavy and hard to move (especially student desks)

113



# Half Day 3-4

## Assessment Summary

- All small instruction, supportive learning spaces (ELM, ELL, speech, reading, math, Spec. Ed., etc) are too small
  - teacher work area located in room with student group
- LMC – traditional computer lab, reading corner, classroom lecture table area
- No flexible , collaborative, “DO” space in current building | rigid corridors
- No space for new core curriculum – Spanish
- Administration area tight | no space for Prof. Develop. training

114



115



**Color Legend**

<span style="color: #ADD8E6;">■</span> ASSEMBLY SPACES	<span style="color: #D2B48C;">■</span> OFFICES
<span style="color: #A0522D;">■</span> CIRCULATION	<span style="color: #9370DB;">■</span> SPECIAL ED/ ELM/ ELL/ SMALL GROUP ROOMS
<span style="color: #FF6347;">■</span> FINE ARTS	<span style="color: #D3D3D3;">■</span> SUPPORT
<span style="color: #90EE90;">■</span> GRADE LEVEL INSTRUCTION	
<span style="color: #FFFF00;">■</span> LABS & LMC	

**1 FIRST FLOOR PLAN**  
 A2.1 SCALE: 1/8" = 1'-0"  
 NORTH

# Daniel Wright 5-8

## Assessment Summary

- Overall marginally functional layout - grades levels grouped, fine arts | PE wing, central administration area
  - 7/8 wing corridors are too small | dead end and layout confusing
  - 7/8 corridor layout is confusing
- 5/6 classrooms are appropriate size | shape
- 7/8 classrooms are smaller and half do not have any natural light

116



# Daniel Wright 5-8

## Assessment Summary

- All small instructional, supportive learning spaces (ELM, ELL, speech, reading, math, social, psych, etc) are all too small | teacher work are located in room
- LMC - traditional computer area, reading corner, classroom lecture table area
- Computer lab under-utilized
- No flexible, collaborative, “DO” space in current building
- Cafeteria | stage space too small
- No space for new core curriculum to be added - Spanish
- Administration area tight | no space for asst. principal or professional develop.

117



# Numbers

# Numbers

## Student Capacity based on current district practices

Facility	Enrollment		# Grade Level Classrooms	Students/ Classroom		Student Capacity
Sprague	504		25 2	22 10	506 20	526
Half Day	356		16	24	384	400
Wright	824		8 21 2 Sci	24 28 28	192 588 56	836
Totals	1684					1762

119

### Students per classroom

- Early Childhood                    10**
- Grades K-2                            22**
- Grades 3-5                            24**
- Grades 6-8                            28**

# Numbers



## Space per student overall building – current enrollment

Facility	Enrollment	Fine Arts	Grade Level Instruction	LMC/Labs	Offices	Small Group Instruction	Support	Circulation	Wall Area	Gross Building Area	SF/Student	
Sprague	504	2427	22501	3417	2941	3741	3568	11606	2630	60,757	121	short 8-10,000sf newer standard
Half Day	356	2208	15171	5788	1933	2333	4688	10765	4113	56,236	158	
Wright	824	6248	22702	14885	2922	8043	9487	14275	6148	107,431	130	short 30,000sf newer standard
Totals	1684									224,424	133	

120

### Space per Student

### Elementary

### Middle

Older

120-125/sf

135-140/sf

Newer

130-140/sf

165-175/sf

# Numbers



## Space per student overall building - maximum capacity

Facility	Capacity Enrollment	Fine Arts	Grade Level Instruction	LMC/Labs	Offices	Small Group Instruction	Support	Circulation	Wall Area	Gross Building Area	SF/Student	
Sprague	526	2427	22501	3417	2941	3741	3568	11606	2630	60,757	116	short 10-13,000sf newer standard
Half Day	400	2208	15171	5788	1933	2333	4688	10765	4113	56,236	141	
Wright	836	6248	22702	14885	2922	8043	9487	14275	6148	107,431	129	short 31-39,000sf newer standard
Totals	1762									224,424	127	

121

### Space per Student

### Elementary

### Middle

Older

120-125/sf

135-140/sf

Newer

130-140/sf

165-175/sf

# Space per student

How much is really available?

HVAC unit , cabinetry,  
shelving, plastic bins

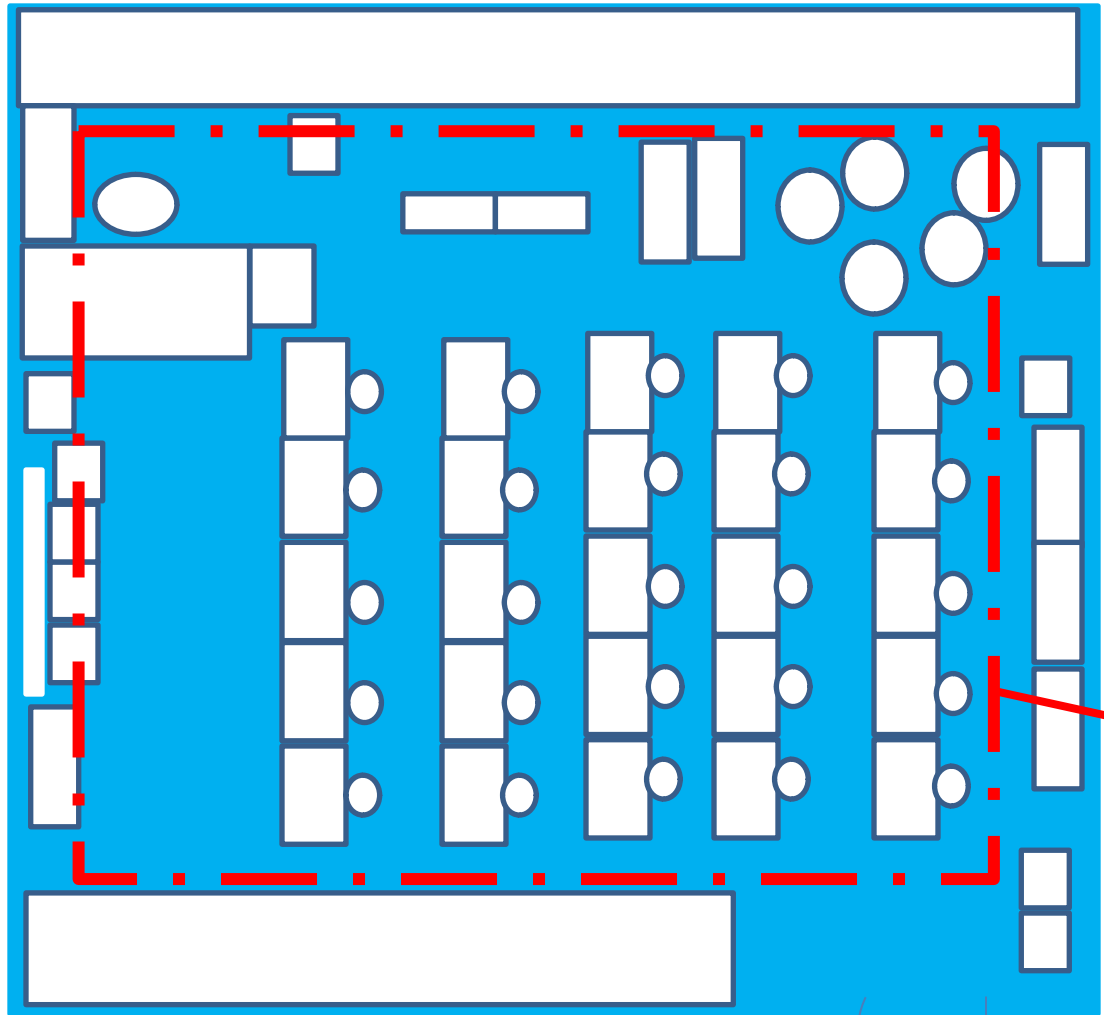
Teacher Desk,  
refrig, microwave  
files , technology,  
reference material

Smartboard,  
shelving, bins,  
rocking chair

Cabinet storage,  
bins of kleenex,  
crayons, glue,  
pencils, etc.

Shelving,  
beanbags, stools,  
games, puzzles

850 sf  
690 sf usable



122

# Environmental Qualities

Comfort factors enhance activity and performance

- Acoustics 30-60 dba
- Temperature 73-79 F
- Humidity 30-60%
- CO2 300-1000ppm
- Daylight 10-500 fc
- Lighting 37.5-62.5 fc

123



Learning spaces out of comfort range

## Laura B. Sprague

- Acoustics: 3
- Temperature: 7
- Humidity: 7
- CO2: 6
- Lighting: 7

## Half Day

- Acoustics: 3
- Temperature: 1
- Humidity: 7
- CO2: 4
- Lighting: 6

## Daniel Wright

- Acoustics: 4
- Temperature: 1
- Humidity: 11
- CO2: 7
- Lighting: 11

# Next Steps

# Moving on

“What are some next steps?”

**Complete Educational Assessment  
report book and graphics**

**August**

**Final Presentation**

**August**

**District Community Engagement**

**September-October**

**Workshops | Town Halls | Focus Groups**

**Action Items: Vision Update | Conceptual Plans**

**October -November**

||| LINCOLNSHIRE



Shepard Middle School students are working with iPads in the Shepard Library Media Center, thanks to an earlier grant from the Deerfield Education Foundation. | COURTESY OF DEERFIELD PUBLIC SCHOOL DISTRICT 103

## District 103 considering iPad purchase

BY RONNIE WACHTER  
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The future of education is likely on a tablet and at Lincolnshire-Prairie View Elementary District 103, three out of four teachers say they are ready.

The School Board is considering the purchase of about 600 Apple iPads this summer to hand out to fourth, fifth and sixth graders in the fall. District officials said they have the funding, and according to their survey, 73 percent of classroom instructors say they are ready for another influx of technology.

Scott Warren, District 103's superintendent, said those who are not yet comfortable with tablets will adapt quickly, because their co-workers are among those requesting the purchase.

"It is one more thing, but it's something that's desired and needed and wanted," he said.

The School Board held off on voting on a proposal to buy enough iPad Airs and Retinas to outfit all three grade levels during its June 3 meeting, but might make a decision June 17.

Should the board approve the purchase, District 103 will implement an uncommon policy by allowing students who already own iPads to use their own equipment, reducing the number of tablets the district needs to buy. The decision, however, makes determining the exact number of tablets needed difficult.

If the board approves the purchase, Warren and Dan Stanley, assistant superintendent for business, estimated it will cost \$200,000 to \$300,000. Stanley said he thinks about 10 percent of families will opt

to use their own iPads.

Those who bring their own in will have to connect their machines to the district's management software, which will upload programs and applications the child will need but can erase games, chat services and other distractions.

Like neighboring districts, Lincolnshire-Prairie View has approached iPad use cautiously, with only a few classrooms using school-purchased, take-home tablets. In a presentation to the board, Warren said 73 percent of surveyed parents saw improvements in their children's learning after iPad access.

"Kids are powering down when they go to school," Warren said. "When kids are disengaged, they stop learning. This is a natural way for kids to enhance their learning."

District 103 and most other Illinois districts are in the process of transferring to the federal government's new Common Core curriculum guidelines. Warren said after the meeting that he believes his staff could adjust to both new national recommendations and new interactive hardware at the same time.

Board member Ben Yomtoob said that when the vote comes up, he will be in favor of buying tablets for each student in fourth through sixth grade.

"We're going to be a world of haves and have-nots," he said. "I just keep coming back to, 'The sooner, the better.'"

Board member Chris Curtis said if the board approves the purchase, it will make the 2014-15 session one to watch closely. "We're going to, as a district, learn some things next year," Curtis said.