



## 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

SEPTEMBER 16, 2014

The Regular Meeting of the Board of Education of Lincolnshire-Prairie View School District 103 will be held on Tuesday, September 16, 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: 1 hour 40 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 the Application for Recognition of Schools | 45  |
| 3. Approval of Employment                                 | 51  |
| 4. Approval of Private Placement Contract                 | 52  |
| F. Action Items   |     |
| Time: 10 minutes  |     |
| 1. Approval of Board Goals                                | 55  |
| 2. Approval of Superintendent's Goals                     | 56  |
| G. Discussion   |     |
| Time: 20 Minutes  |     |
| 1. 1st Reading Press Policies                             | 60  |
| 2. Triple I Conference                                    | 116 |
| 3. Strategic Planning                                     | 139 |
| H. Information  |     |
| Time: 30 minutes  |     |
| 1. Board Representatives Committee Update                 |     |
| 2. Written Department Updates                             |     |
| a. Business Office  | 140 |

b. Facilities	147
c. Curriculum and Instruction, Student Services, Technology and Enrollment	148
d. D103 Charitable Activities 2014-15	152
3. Superintendent's Informational Report	156
I. In The Press	157
J. Community Participation	
K. Executive Session	
Time: 30 Minutes	
L. Adjournment	



**Lincolnshire-Prairie View School District 103**

1370 N. Riverwoods Road • Lincolnshire, IL 60069

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**BOARD OF EDUCATION MEETING MINUTES**

Tuesday, August 19, 2014

The Regular Meeting of the Board of Education of Lincolnshire-Prairie View School District 103 was held on Tuesday, August 19, 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  
Anthony Mendoza, Director of Transportation  
Norma Taylor, Board Secretary

Public: 0

Press: 0

Staff: 3

**Call to Order and Roll Call**

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

**Pledge of Allegiance**

**Community Participation**

There was no community participation at this time.

**Approval of Minutes**

**Motion by** Mrs. van Gerven, seconded by Mrs. Harper, the Board approve minutes from the July 15, 2014 Regular and Executive Session.

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

**Consent Agenda:**

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

- Approval of Bills
- Approval of Employment
- Approval of Non-certified Employment Actions
- Semi-annual Review of Executive Session Minutes
- Approval of Destruction of Executive Session Recordings
- Approval of Hazardous Transportation Areas
- Approval of Agreement with Speech Path Specialists, Ltd.

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.

**Information****Departmental Reports**

Mr. Stanley noted he would like to offer the technology purchase program for employees once again this year. The Board expressed full support for the program.

Dr. Warren thanked the Administrative team, teachers and staff for all their dedicated work over the summer to prepare for another school year.

**Superintendent's Report**

Dr. Warren reported the district received one FOIA request from SmartProcure. The response was submitted within the allotted time. Dr. Warren thanked Mr. Stanley and his department for their work in preparing the response.

Dr. Warren thanked everyone involved in the staff opening day events held earlier in the day. Staff was treated to a full breakfast buffet followed by presentations to kick off the school year.

**Discussion Items****1:1 Teaching and Learning Update**

Dr. Warren and Mrs. Reynolds provided an update on 1:1 Teaching and Learning implementation.

- Infrastructure switches and access points have been installed and tested.
- Approximately 20% of people have opted for bringing your own device.

- Many families have yet to come in to have their iPad configured.
- Onsite service structures involves student bringing a broken device to tech support.
- Communication strategies involve communications at the classroom level, building level and district level; digital citizenship program; and 1:1 teaching and learning in the classroom; to receive feedback from the community the district has organized parent focus groups to begin in the fall, the parent advisory committee, and a student panel focus group.
- Two levels of professional development were available over the summer for 1:1 teachers. Makeup sessions were offered for those who were unable to attend the other sessions.
- Mobile device management is the MDM software that manages the APPS for the iPads. Mr. Westhoff will be crosstraining tech staff on this software.
- 1:1 Handbook has been completed.
- Digital Citizenship curriculum. It is the goal of the district to have all 1:1 teachers certified in Common Sense Media. Over the summer and during opening days inservice, 1:1 teachers and Social Emotional Learning teachers were offered the opportunity to receive certification in Common Sense Media.

### **Future COW Topics for Board Discussion**

Mr. Yomtoob presented proposed COW agenda items for 2014-2015.

Dr. Warren asked for clarification on the Deep Dive for Transportation budget in December and Special Education budget in March. The board expressed their desire to have final reports presented at these meetings regarding budgets for Transportation and Special Education. The Board will work to define specifically the information they are seeking.

### **Community Participation**

There was no community participation at this time.

### **Executive Session**

There being no further business, motion by Mrs. Thomas, seconded by Mrs. van Gerven, to move into Executive Session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, collective negotiating matters, and the placement of individual students in special education programs and other matters relating to individual students.

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

The meeting moved into Executive Session at 7:34 p.m.

### **Open Session**

The meeting reconvened to Open Session at 9:05 p.m.

**Motion by** Mrs. Simon, seconded by Mr. Curtis, the Board go into Executive Session to discuss probable or imminent litigation.

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

The Board moved into Executive Session at 9:10 p.m.

**Open Session**

The meeting reconvened to Open Session at 9:20 p.m.

**Adjournment**

**Motion by**, Mrs. Thomas, seconded by Mrs. Simon, to adjourn.

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

The meeting adjourned at 9:20 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 1<sup>st</sup> EXECUTIVE SESSION MINUTES**

Tuesday, August 19, 2014

Executive Session of the Board of Education Meeting of Lincolnshire-Prairie View School District 103 was held on Tuesday, August 19, 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  
Julie Postma, Director of Student Services  
Norma Taylor, Board Secretary

Executive Session convened at 7:41 p.m. to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, collective negotiating matters, and the placement of individual students in special education programs and other matters relating to individual students.

Dr. Warren and Mrs. Postma discussed two students with respect to Special Education, Alex Viner and Avery Hamilton Brown.

Mrs. Postma left the meeting at 7:59 pm.

Dr. Warren and the Board discussed Amy Belford's retirement agreement.

Dan Stanley and Norma Taylor left the meeting at 8:37 pm.

Dr. Warren presented his goals to the Board.

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

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

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

The meeting reconvened to Open Session at 9:05 p.m.

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President    Board of Education

Secretary    Board of Education



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**BOARD OF EDUCATION 2<sup>nd</sup> EXECUTIVE SESSION MINUTES**  
Tuesday, August 19, 2014

Executive Session of the Board of Education Meeting of Lincolnshire-Prairie View School District 103 was held on Tuesday, August 19, 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

Executive Session convened at 9:10 p.m. to discuss probable or imminent litigation.

Mr. Gordon stated he is in receipt of a letter he and Dr. Warren received from Djuro Jovic threatening legal action against the district.

Dr. Warren reviewed information regarding this situation.

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

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

The meeting reconvened to Open Session at 9:20 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 COW MEETING MINUTES**

Tuesday, September 2, 2014

The Board of Education Committee of the Whole Meeting of Lincolnshire-Prairie View School District 103 was held on Tuesday, September 2, 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

Kate Harper

Sandy Simon

Sherri Thomas

Anne van Gerven

Absent: Chris Curtis, Vice President

Ben Yomtoob

Also present were:

Dr. Scott Warren, Superintendent

Katie Reynolds, Assistant Superintendent for Curriculum and Instruction

Julie Postma, Director of Student Services

Mark Westhoff, Director of Technology

Dr. Christy Adler, Principal of Sprague School

Norma Taylor, Board Secretary

Public: 1

Press: 1

Staff: 9

**Call to Order and Roll Call**

President Gordon called the meeting to order at 7:00 p.m.

**Pledge of Allegiance**

**Community Participation**

There was no community participation at this time.

President Gordon proposed moving the Executive Session up to accommodate outside counsel who is present for that purpose.

Being no objections, **motion by** Mrs. Simon, seconded by Mrs. Thomas to move Executive Session up to the start of the agenda.

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

**Motion by** Mrs. Harper, seconded by Mrs. van Gerven, to discuss imminent or probable litigation.

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

The meeting moved into Executive Session at 7:04 pm.

### **Open Session**

The meeting reconvened to Open Session at 7:20 p.m.

### **Discussion Items**

#### **Board Goals for 2014-2015**

The Board discussed its goals for the year and will review at the next board meeting.

#### **Prep for Strategic Planning Process**

Mrs. Harper reported about the meeting she, Mr. Gordon and Dr. Warren and she had with Bob Madonia who is helping the district drive the process. Mr. Gordon reviewed some key points in this process include developing a large group of people who encompass community, staff, administration, and board to come together for a 7 hour workshop spread over 2 days.

#### **1:1 Teaching and Learning Implementation Update**

Mr. Westhoff reported distribution of the iPads has overall gone well, however, it has been problematic for some parents to create Apple ID's for their children's iPads as the set-up with Apple is not always working correctly. The Technology department is working through the issues and expects to have it remedied shortly. He reported Onsite Service Structures are in place. The mobile device management software that is used to manage iPads is working well. Mr. Westhoff reported that during orientation he noted many parents read through the 1:1 Teaching and Learning Handbook with their children.

#### **ELM Update**

Mrs. Reynolds presented the timeline of the work of ELM Teachers and Committe members to design an enrichment program to meet the needs of the highest academically achieving students. Topics for review and each group's roles were outlined in the report with target dates for completion.

#### **PASS Bus**

Dr. Warren provided an update on the Daniel Wright PASS buses that are provided for students staying after school. Buses are arriving later at the junior high than last year. The Transportation Department is working through various scenarios to improve the timeliness of these buses arriving at the junior high.

**Community Participation**

There was no community participation at this time.

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

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

The Board moved into Executive Session at 8:10 p.m.

**Open Session**

The meeting reconvened to Open Session at 8:22 p.m.

**Adjournment**

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

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

The meeting adjourned at 8:24 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 1<sup>st</sup> EXECUTIVE SESSION MINUTES**  
**Tuesday, September 2, 2014**

Executive Session of the Board of Education Meeting of Lincolnshire-Prairie View School District 103 was held on Tuesday, September 2, 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  
Kate Harper  
Sandy Simon  
Sherri Thomas  
Anne van Gerven

Absent: Chris Curtis, Vice President  
Ben Yomtoob

Also present were:

Dr. Scott Warren, Superintendent  
Katie Reynolds, Assistant Superintendent for Curriculum and Instruction  
Julie Postma, Director of Student Services  
Dr. Christy Adler, Principal of Sprague School  
Lynn Himes, Board Attorney  
Mark Westhoff, Director of Technology  
Norma Taylor, Board Secretary

Executive Session convened at 7:05 p.m. to discuss imminent or probable litigation.

Dr. Warren and Mr. Gordon acknowledged they are in receipt of a letter from Mr. Djuro Jovic, a developer of land at 20 Westminster, Lincolnshire, who paid impact fees in 2008 in the amount of \$82,811.88.

Mr. Lynn Himes advised the Board of its options with respect to impact fees. He noted a Illinois Supreme Court case that decided that there is a five (5) years statute of limitations to recover impact fees. Mr. Jovic is beyond the five-year period. The Board asked for clarification should

the property once again be developed. Mr. Himes states that any developer would start over from square one with the Village of Lincolnshire to comply with current ordinances. Mr. Himes advised the Board they are under no legal obligation to refund the impact fees.

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

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

The meeting reconvened to Open Session at 7:20 p.m.

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President Board of Education

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**BOARD OF EDUCATION 2<sup>nd</sup> EXECUTIVE SESSION MINUTES**  
**Tuesday, September 2, 2014**

Executive Session of the Board of Education Meeting of Lincolnshire-Prairie View School District 103 was held on Tuesday, September 2, 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  
Kate Harper  
Sandy Simon  
Sherri Thomas  
Anne van Gerven

Absent: Chris Curtis, Vice President  
Ben Yomtoob

Also present were:

Dr. Scott Warren, Superintendent  
Norma Taylor, Board Secretary

Executive Session convened at 8:10 p.m. to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, and collective negotiating matters.

Dr. Warren discussed probable procedures for situations when teachers submit a letter about their retirement that is different from that proposed in the master contract. Dr. Warren met with Mr. Stanley and they felt offering submittal windows two times a year, with each time allotting for a 1-month window. He suggested January and September beginning 2016. Mr. Gordon will discuss with Mr. Curtis and Mr. Yomtoob. After which time Dr. Warren will relay the information to the association.

Dr. Warren presented an update of the Superintendent's Goals based on the Board's input from the last Executive Session.

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

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

The meeting reconvened to Open Session at 8:22 p.m.

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President Board of Education

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Secretary Board of Education

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# Bills Payable by Fund

Printed: 9/15/2014 11:48 AM  
Lincolnshire-Prairie View SD #103  
Expense on Date: 09/01/2014 to 09/30/2014

Account Number	Vendor #	Vendor Name	Description	Batch #	Amount	Check Date	Check #
<b>10</b>	<b>Education Fund</b>						
10-2690-220	02015	NIHIP	MEDICAL INSURANCE	91	236,465.96	09/15/2014	19462
10-2690-221			LIFE INSURANCE	91	3,166.12	09/15/2014	19462
10-2690-221			LIFE INSURANCE	91	443.70	09/15/2014	19462
10-2330-225			RETIREE INSURANCE	91	1,854.03	09/15/2014	19462
10-2330-225			RETIREE INSURANCE	91	12.60	09/15/2014	19462
10-2320-225			RETIREE INSURANCE	91	4,282.56	09/15/2014	19462
10-2320-225			RETIREE INSURANCE	91	22.05	09/15/2014	19462
10-2520-225			RETIREE INSURANCE	91	1,679.06	09/15/2014	19462
10-2210-225			RETIREE INSURANCE	91	1,691.66	09/15/2014	19462
<b>Total:</b>					<u>\$249,617.74</u>		
<b>Fund: 10</b>					<u>\$249,617.74</u>		

# Bills Payable by Fund

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Printed: 9/15/2014 11:48 AM  
Lincolnshire-Prairie View SD #103  
Expense on Date: 09/01/2014 to 09/30/2014

Account Number	Vendor #	Vendor Name	Description	Batch #	Amount	Check Date	Check #
<b>20</b>	<b>Oper, Build, &amp; Maint Fund</b>						
20-2540-220	02015	NIHIP	MEDICAL INSURANCE	91	11,663.36	09/15/2014	19462
20-2540-221			LIFE INSURANCE	91	76.95	09/15/2014	19462
20-2540-225			RETIREE INSURANCE	91	2,518.59	09/15/2014	19462
<b>Total:</b>					<u>\$14,258.90</u>		
<b>Fund: 20</b>					<u>\$14,258.90</u>		

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# Bills Payable by Fund

Printed: 9/15/2014 11:48 AM  
Lincolnshire-Prairie View SD #103  
Expense on Date: 09/01/2014 to 09/30/2014

Account Number	Vendor #	Vendor Name	Description	Batch #	Amount	Check Date	Check #
<b>40</b>	<b>Transportation Fund</b>						
40-2550-220	02015	NIHIP	MEDICAL INSURANCE	91	26,103.23	09/15/2014	19462
40-2550-221			LIFE INSURANCE	91	125.55	09/15/2014	19462
40-2550-221			LIFE INSURANCE	91	249.30	09/15/2014	19462
40-2550-225			RETIREE INSURANCE	91	839.53	09/15/2014	19462
<b>Total:</b>					<u>\$27,317.61</u>		
<b>Fund: 40</b>					<u>\$27,317.61</u>		

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# Bills Payable by Fund

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Printed: 9/15/2014 11:48 AM  
Lincolnshire-Prairie View SD #103  
Expense on Date: 09/01/2014 to 09/30/2014

Account Number	Vendor #	Vendor Name	Description	Batch #	Amount	Check Date	Check #
<b>Grand Total</b>					<u>\$291,194.25</u>		

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# Bills Payable (Fund Summary)

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Printed: 9/15/2014 11:47 AM  
Lincolnshire-Prairie View SD #103  
Expense on Date: 09/01/2014 to 09/30/2014

<b>Fund Code</b>	<b>Description</b>	<b>Amount</b>
10	Education Fund	279,654.24
20	Oper, Build, & Maint Fund	67,143.41
30	Debt Service Fund or Fund Group	326,508.98
40	Transportation Fund	16,451.55
<b>Report Total</b>		<u><u>\$689,758.18</u></u>

# Bills Payable List

Printed: 9/15/2014 11:46 AM  
 Lincolnshire-Prairie View SD #103  
 Expense on Date: 09/01/2014 to 09/30/2014

Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
<b>ABLENET</b>					
	0000008910	ALL TURN IT SPINNER TEACHING AID	9	130.90	10-1200-410
				<u>\$130.90</u>	
<b>ADLER, CHRISTINE</b>					
		REIMB SPRAY PAINT RECESS	9	22.91	10-1111-419
		REIMB OFFICE SUPPLIES	9	22.49	10-2410-410
				<u>\$45.40</u>	
<b>ALEXANDER LEIGH CENTER FOR AUTISM</b>					
		PRIVATE SCHOOL TUITION	9	6,466.50	10-1912-670
				<u>\$6,466.50</u>	
<b>ALLSTAR DRAPERY &amp; WINDOW</b>					
		INSTALL SHADES DW PRIN OFF, 132, 133, 134	9	2,993.00	20-2540-329
				<u>\$2,993.00</u>	
<b>AMALGAMATED BANK OF CHICAGO</b>					
		2013 SERIES G.O. BONDS	9	20,556.25	30-5220-620
		2013 SERIES G.O. BONDS	9	20,000.00	30-5320-610
		2004 SERIES G.O. BONDS	9	215,000.00	30-5320-610
		2004 SERIES G.O. BONDS	9	27,041.25	30-5220-620
		SERIES 2013 SERVICE CHARGES	9	315.00	30-5400-319
				<u>\$282,912.50</u>	
<b>AMAZON</b>					
		CLASSROOM BOOK	9	9.60	10-1111-417
	0000008817	ELA BOOKS/NASENBENY	9	1,343.68	10-1120-420
	0000008817	ELA BOOKS/NASENBENY	9	134.36	10-1120-420
	0000008855	ELA BOOKS/SALZMAN	9	219.10	10-2210-420
	0000008911	HEADPHONES (6)	9	135.30	10-1200-410
	0000008928	SOCIAL STUDIES BOOKS	9	9.68	10-1111-417
	0000008930	BOOKS FOR BACKPACK PROGRAM	9	4.25	10-1111-417
	0000008930	BOOKS FOR BACKPACK PROGRAM	9	8.93	10-1111-417
	0000008932	ABRAHAM LINCOLN BOOK	9	45.50	10-1111-417
	0000009070	GUIDED ROCKER COUCH BLUE	9	65.88	10-1111-419
	0000009070	GUIDED ROCKER COUCH RED	9	66.46	10-1111-419
	0000009111	STUDENT PORTFOLIOS (24)	9	353.52	10-1112-414
	0000009121	LIVE ANT FARM	9	218.13	10-1111-415
	0000009139	LEGO-BASED THERAPY	9	22.62	10-1111-417
	0000009143	GIFTED BOOK	9	28.66	10-2410-410
	0000009143	PARTICIPATION BOOK	9	19.68	10-2410-410
	0000009153	KDG GOLD AND SILVER MEDALS	9	47.00	10-1111-419
	0000009185	POWERSTRIPS (5)	9	208.80	10-1111-419
	0000009192	WEATHER RADIO FOR HD OFFICE	9	26.95	10-2410-410
				<u>\$2,968.10</u>	
<b>ANDVEASIK, ANDRZEJ</b>					
		REFUND PE FEES	9	23.00	10-403
				<u>\$23.00</u>	
<b>APPLE COMPUTER INC.</b>					
		IPAD AIRS (2) - LFF	9	998.00	10-2215-410
		ADAPTERS (30)	9	870.00	10-2660-410

# Bills Payable List

Printed: 9/15/2014 11:46 AM  
 Lincolnshire-Prairie View SD #103  
 Expense on Date: 09/01/2014 to 09/30/2014

Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
		NETWORK UPGRADE SERVER	9	1,261.00	10-2660-500
		CABLES (50)	9	950.00	10-2660-410
		POWER ADAPTERS (10)	9	190.00	10-2660-410
		LAPTOP COMPUTERS (5)	9	5,445.00	10-2660-700
		APPS	9	500.00	10-2660-410
		WARRANTY FOR LAPTOPS (5)	9	915.00	10-2660-700
				<u>\$11,129.00</u>	
<b>AT&amp;T BUSINESS SERVICE</b>					
		LONG DISTANCE	9	35.06	10-2540-341
				<u>\$35.06</u>	
<b>AT&amp;T MOBILITY</b>					
		IPAD DATA SERVICE	9	286.71	10-2540-341
				<u>\$286.71</u>	
<b>AVERUS</b>					
		FIRE EXTINGUISHER INSPECTION - HD	9	197.50	20-2540-329
				<u>\$197.50</u>	
<b>BAUMAN, VICKI</b>					
		REIMB CLASSROOM SUPPLIES	9	79.80	10-1111-410
				<u>\$79.80</u>	
<b>BECKER, BRENT</b>					
		REIMB CLASSROOM SUPPLIES	9	59.89	10-1112-410
				<u>\$59.89</u>	
<b>BELFORD, AMY</b>					
		REIMB CLASSROOM SUPPLIES	9	31.87	10-1112-410
				<u>\$31.87</u>	
<b>BEYOND PLAY LLC</b>					
	000008912	LIGHTS FAN-TASTIC	9	19.85	10-1200-410
				<u>\$19.85</u>	
<b>BLICK ART MATERIALS</b>					
	000008936	ART SUPPLIES	9	93.43	10-1111-419
	000008998	ART SUPPLIES	9	231.93	10-1111-411
				<u>\$325.36</u>	
<b>BOND, DEBBIE</b>					
		REIMB CLASSROOM SUPPLIES	9	20.37	10-1112-410
				<u>\$20.37</u>	
<b>BOOKSOURCE</b>					
	000009107	BOOKS/SALZMAN	9	764.86	10-2210-420
				<u>\$764.86</u>	
<b>BYUS CONSTRUCTION</b>					
		RENOVATE DW OFFICE	9	698.00	20-2540-500
				<u>\$698.00</u>	
<b>CAMBIUM LEARNING</b>					
	000009035	LANGUAGE LIVE WEBINAR	9	500.00	10-2211-312
	000009035	LANGUAGE LIVE STUDENT/TEACHER PKG	9	1,855.70	10-1200-410
				<u>\$2,355.70</u>	
<b>CAPITOL GRAPHICS &amp; PROMOTIONS</b>					

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		PRINCIPAL NAME PLATES & BADGES	9	317.18	10-2310-410
				<u>\$317.18</u>	
<b>CAROLINA BIOLOGICAL SUPPLY CO.</b>					
	0000008707	3RD GRADE SCIENCE SUPPLIES	9	220.45	10-1112-415
	0000008830	SCIENCE SUPPLIES	9	150.90	10-1120-415
	0000008830	SCIENCE SUPPLIES	9	131.14	10-1120-415
				<u>\$502.49</u>	
<b>CARROLL SEATING COMPANY</b>					
		VOLLEYBALL REPLACEMENT WINCH	9	175.00	10-1500-700
				<u>\$175.00</u>	
<b>CDW GOVERNMENT INC.</b>					
		IPAD CASES (30)	9	1,476.60	10-2660-410
		SWITCHES (5)	9	455.95	10-2660-410
		TRANSPORTATION RENOVATION	9	557.07	20-2540-500
				<u>\$2,489.62</u>	
<b>CHEMERS, DENA</b>					
		CLASSROOM PROJECT-PENDANTS	9	44.43	10-1112-414
		REIMB CLASSROOM SUPPLIES	9	4.00	10-1112-410
		REIMB CLASSROOM SUPPLIES	9	245.42	10-1112-410
				<u>\$293.85</u>	
<b>CINTAS</b>					
		CUSTODIAL SUPPLIES	9	367.53	20-2540-410
				<u>\$367.53</u>	
<b>CITICARE TRANSPORTATION</b>					
		SPEC ED TRANS SERVICES	9	857.40	40-2550-331
				<u>\$857.40</u>	
<b>COASTAL ENTERPRISES</b>					
	0000008504	2014-15 GYM UNIFORMS	9	4,088.80	10-1500-414
				<u>\$4,088.80</u>	
<b>COMCAST CABLE</b>					
		INTERNET - RIVERSHIRE	9	79.90	10-2540-392
				<u>\$79.90</u>	
<b>COMCAST</b>					
		TELEPHONE & INTERNET	9	14,560.00	10-2540-341
				<u>\$14,560.00</u>	
<b>COMMITTEE FOR CHILDREN</b>					
	0000009080	GR 4 POSTER SET	9	50.00	10-2215-410
	0000009080	GR 3 POSTER SET	9	66.00	10-2215-410
				<u>\$116.00</u>	
<b>COVE SCHOOL INC., THE</b>					
		SS PRIVATE TUITION	9	3,494.10	10-1912-670
				<u>\$3,494.10</u>	
<b>DAN THE KEYMAN</b>					
		EXTRA KEYS FOR FIRE DEPT	9	333.00	20-2540-410
				<u>\$333.00</u>	

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<b>DELTA EDUCATION</b>					
	000008709	HD SCIENCE SUPPLIES-VIALS	9	10.95	10-1112-415
	000008839	GR 3 SCIENCE SUPPLIES	9	223.55	10-1120-415
				<u>\$234.50</u>	
<b>DEMCO</b>					
	000008667	BOOKMARKS, LABEL PROTECTORS, TAPE	9	343.14	10-2220-410
	000009083	LABEL PROTECTORS	9	105.10	10-2210-410
				<u>\$448.24</u>	
<b>DIDAX EDUCATION RESOURCES</b>					
	000008937	MATH LESSON FOR SMARTBOARD	9	25.70	10-1111-417
	000008937	KINDER MATH	9	29.07	10-1111-417
	000008937	MATH WORKSTATION	9	41.38	10-1111-417
	000008938	NUMBER LINE	9	32.45	10-1111-418
				<u>\$128.60</u>	
<b>DORNFELD PIANO TUNING</b>					
		PIANO TUNING - DW	9	145.00	10-1190-319
				<u>\$145.00</u>	
<b>EAI EDUCATION</b>					
	000008723	MATH PATTERN BLOCK TEMPLATE	9	135.00	10-1112-418
	000008819	CALCULATORS & MISC. MATH SUPPLIES	9	580.17	10-1120-418
	000008939	MATH REKENREK TOOL	9	36.70	10-1111-418
	000008940	MATH MANIPULATIVES	9	1,042.64	10-1111-418
				<u>\$1,794.51</u>	
<b>EBSCO</b>					
	000008670	NOVELIST K-8 RENEWAL	9	228.05	10-2220-392
				<u>\$228.05</u>	
<b>EDELMAN, DOUGLAS</b>					
		WIZARD OF OZ GR 1 TICKETS	9	33.00	10-403
				<u>\$33.00</u>	
<b>ENABLING DEVICES</b>					
	000008913	SPED SUPPLIES	9	150.85	10-1200-410
	000009019	SPED SUPPLIES	9	105.90	10-1120-410
				<u>\$256.75</u>	
<b>ERNIES WRECKER SERVICE INC</b>					
		2009 FORD F350 REPAIRS	9	490.91	20-2540-319
		CHEVY PICKUP TOW	9	65.00	20-2540-319
				<u>\$555.91</u>	
<b>ESSCOE</b>					
		DW FIRE ALARM INSPECTION	9	650.00	10-2540-392
		DW FIRE ALARM REPAIR	9	443.61	20-2540-329
		DW FIRE ALARM REPAIR	9	935.50	20-2540-329
				<u>\$2,029.11</u>	
<b>ETA HAND TO MIND</b>					
	000008941	HANDS-ON STANDARD BOOK	9	49.26	10-1111-417
				<u>\$49.26</u>	
<b>FASTSIGNS</b>					

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	0000009036	NEW STAFF NAME PLATES	9	90.00	10-1112-410
				<u>\$90.00</u>	
<b>FED ED</b>					
		FED ED ANNUAL DUES	9	325.00	10-2320-640
				<u>\$325.00</u>	
<b>FENCL, NANCY</b>					
		REIMB TUITION	9	810.00	10-1120-230
				<u>\$810.00</u>	
<b>FERGUS, KARA</b>					
		CLASSROOM SUPPLIES/FERGUS	9	140.64	10-1112-410
		CLASSROOM CONSUMABLES/FERGUS	9	74.31	10-1112-414
				<u>\$214.95</u>	
<b>FERGUSON ENTERPRISES</b>					
		DRINKING FOUNTAIN FILTERS	9	214.38	20-2540-410
				<u>\$214.38</u>	
<b>FILTER SERVICES INC.</b>					
		HVAC FILTERS/DISTRICTWIDE	9	1,058.48	20-2540-410
				<u>\$1,058.48</u>	
<b>FINALDI SCHMIDT, GINA</b>					
		REIMB TUITION	9	3,000.00	10-2330-230
				<u>\$3,000.00</u>	
<b>FLECKS LANDSCAPING</b>					
		LANDSCAPE MAINT/WE 7/5-7/26	9	1,816.00	20-2540-329
				<u>\$1,816.00</u>	
<b>FOLLETT SCHOOL SOLUTIONS</b>					
	0000008686	DW LIBRARY BOOKS	9	403.67	10-2220-430
	0000008686	DW LIBRARY BOOKS	9	47.96	10-2220-430
	0000008854	SP LIBRARY BOOKS	9	325.13	10-2220-430
	0000008868	SP LIBRARY BOOKS	9	2,256.76	10-2220-430
				<u>\$3,033.52</u>	
<b>FOX RIVER FOODS INC.</b>					
		103 CLUB SNACKS	9	1,937.33	10-3500-410
				<u>\$1,937.33</u>	
<b>FRANZ, ASHLEY</b>					
		REIMB MUSIC LESSONS	9	120.00	10-1190-410
		REIMB TUITION	9	895.00	10-1112-230
				<u>\$1,015.00</u>	
<b>FRONTLINE TECHNOLOGIES</b>					
		VERITIME SUBSCRIPTION	9	3,000.00	10-2520-392
				<u>\$3,000.00</u>	
<b>GAGAMOV, JAMIE</b>					
		REIMB SUPPLY ORDER	9	84.14	10-1120-410
				<u>\$84.14</u>	
<b>GARVEYS OFFICE PRODUCTS</b>					
	0000009128	OFFICE SUPPLIES	9	97.07	10-2310-410

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				<u>\$97.07</u>	
<b>GIA PUBLICATIONS</b>					
	000008885	MUSIC SUPPLIES	9	116.02	10-1190-410
				<u>\$116.02</u>	
<b>GRAINGER</b>					
		REPLACEMENT HVAC FILTERS RIVERSHIRE	9	93.72	20-2540-410
				<u>\$93.72</u>	
<b>GRAPHIC 14 INCORPORATED</b>					
	000009102	COLOR PAPER ORDER	9	176.77	10-2520-412
	000009122	3/4 INCH BLACK BINDING COMBS	9	116.55	10-2410-410
				<u>\$293.32</u>	
<b>GROWER EQUIPMENT &amp; SUPPLY</b>					
		FLAG BUNDLE	9	8.95	20-2540-410
				<u>\$8.95</u>	
<b>HANDWRITING WITHOUT TEARS</b>					
	000008775	ELA SUPPLIES	9	282.09	10-1111-417
	000008777	ELA SUPPLIES	9	50.15	10-1111-417
	000008781	ELA SUPPLIES	9	189.75	10-1111-412
	000008810	WORKBOOKS, STRIPS, NOTEBOOK PAPER	9	857.95	10-1111-417
	000008811	WRITING NOTEBOOKS (245), WORKBOOKS (75)	9	1,359.87	10-1111-417
				<u>\$2,739.81</u>	
<b>HEINEMANN</b>					
	000008782	WRITING BOOK 18PK (11)	9	290.40	10-1111-417
				<u>\$290.40</u>	
<b>HOME DEPOT CREDIT SERVICES</b>					
		SHOP SUPPLIES	9	1,200.05	20-2540-410
		PRINCIPALS OFFICE PROJECT	9	107.32	20-2540-500
		ATHLETIC FIELD EQUIPMENT	9	29.99	20-2540-410
				<u>\$1,337.36</u>	
<b>HOUGHTON MIFFLIN HARCOURT</b>					
	000008944	BOOKS FOR K-2 SPED	9	51.71	10-1111-417
	000008945	MIF MANIPLULATIVES KIT	9	341.22	10-1111-418
	000008945	KDG STUDENT BOOK SET	9	5,830.00	10-1111-418
	000008946	2013 1ST 2ND WORKBOOK SET	9	7,632.00	10-1111-418
				<u>\$13,854.93</u>	
<b>ICE SNOW REMOVAL &amp; LANDSCAPE</b>					
		DISTRICT TURF FERTILIZATION/WEED CONTROL	9	3,025.00	20-2540-329
		DISTRICT HERBICIDE TREATMENT	9	2,375.00	20-2540-329
				<u>\$5,400.00</u>	
<b>ILLINOIS ASSOCIATION OF SCHOOL BOARDS</b>					
		BOE SELF EVALUATION	9	400.00	10-2310-312
	000009055	IL SCHOOL CODE 14-15 (8)	9	422.00	10-2310-410
				<u>\$822.00</u>	
<b>IMPREST</b>					
		DONATI'S-NEW STAFF BREAKFAST	9	119.25	10-2210-312
		DONATI'S-NEW STAFF BREAKFAST	9	140.50	10-2210-312

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Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
		DONATI'S-NEW STAFF LUNCH	9	131.50	10-2210-312
		DONATI'S-WELCOME BACK LUNCH	9	853.00	10-2210-312
		SEC OF STATE-BUS CERT. JONES	9	4.00	40-2550-640
		SEC OF STATE-BUS CERT. WEISS	9	4.00	40-2550-640
		SEC OF STATE-BUS CERT. MUELLER	9	4.00	40-2550-640
		PORTILLOS-NEW STAFF LUNCH	9	293.91	10-2210-312
		BONTA-SP NEW TEACHER LUNCH	9	225.00	10-2410-410
		DONATI'S-ALL DISTRICT LUNCH	9	286.55	10-2210-314
		AUGUST BANK CHARGES	9	769.03	10-2520-316
		SEC OF STATE-DRIVER RENEWAL MARSALA	9	4.00	40-2550-640
		SEC OF STATE-DRIVER RENEWAL KERNS	9	4.00	40-2550-640
		LOU MALNATI'S-1ST DAY LUNCH STAFF	9	300.62	10-2410-410
		SEC OF STATE-BUS PERMIT KILEY	9	4.00	40-2550-640
		LOU MALNATI'S-1ST DAY TEACHER LUNCH	9	312.78	10-2410-410
		IL SCIENCE OLYM-REG AND MANUALS	9	500.00	10-1500-640
		OFFICE MAX-POSTERS FOR ELA TEACHERS	9	244.67	10-1120-410
		IMEA PARTICIPANT DUES	9	30.00	10-1190-640
		CHRISTINE ERICKSON-GUIDED PETTY CASH	9	570.30	10-1200-410
		CHICAGO BOT GARDEN-KDG FIELDTRIP	9	720.00	10-1111-390
		JCYS-GR 5 FIELDTRIP	9	500.00	10-1120-390
		REG OFFICE OF ED-BUS REF COURSE CHIARELLO	9	8.00	40-2550-312
				<u>\$6,029.11</u>	
<b>INTEGRATED SYSTEMS CORP</b>					
		SKYWARD HOSTING OCT 2014	9	400.00	10-2660-392
				<u>\$400.00</u>	
<b>JAMF SOFTWARE</b>					
	0000009106	MDM LICENSING	9	4,800.00	10-2660-392
				<u>\$4,800.00</u>	
<b>JERZYK, MICHAEL</b>					
		REIMB TUITION	9	1,620.00	10-1120-230
				<u>\$1,620.00</u>	
<b>JOHN F. MATE CO</b>					
	0000008663	REPLACEMENT CABINETS RIVERSHIRE	9	7,930.00	20-2540-500
				<u>\$7,930.00</u>	
<b>JOLLY LEARNING LTD</b>					
	0000008783	PHONICS SUPPLIES	9	601.70	10-1111-417
	0000008787	SOUNDS STRIPS AND RESOURCES CD	9	49.86	10-1111-417
	0000008791	PHONICS SUPPLIES	9	510.88	10-1111-417
				<u>\$1,162.44</u>	
<b>K. HOVING RECYCLING &amp; DISPOSAL, INC.</b>					
		ROLL OFF DUMPSTER DW CONST	9	375.70	20-2540-329
				<u>\$375.70</u>	
<b>KELLEY LANDSCAPE &amp; PATIO</b>					
		SP LANDSCAPE CLEANUP/BED MULCH	9	2,525.00	20-2540-329
		PLANT REPLACEMENT	9	2,365.00	20-2540-329
				<u>\$4,890.00</u>	
<b>KRAUSE ELECTRICAL CONTRACTORS INC</b>					

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		NETWORK UPGRADES	9	10,370.07	10-2660-500
		REPLACEMENT FIXTURE	9	216.25	20-2540-329
		ALL SCHOOLS WIRELS ACCESS PNTS	9	216.25	10-2660-500
		NEW LIGHTING CLSRM #108,131	9	1,471.07	20-2540-329
				<u>\$12,273.64</u>	
<b>LAKE COOK DISTRIBUTORS</b>					
	0000008743	5 BOOK TITLES TOTAL OF 108	9	596.02	10-1112-417
	0000008824	THE CAY-NOVELS 6TH GR	9	146.70	10-1120-420
	0000008824	THE WIRE CROSSING - 6GR	9	146.70	10-1120-420
				<u>\$889.42</u>	
<b>LAKE COUNTY SUPERINTENDENTS</b>					
		S. WARREN LEADERSHIP CONF	9	400.00	10-2320-312
				<u>\$400.00</u>	
<b>LAKESHORE LEARNING MATERIALS</b>					
	0000008792	WRITE & WIPE LAPBOARD & ERASERS	9	114.00	10-1111-419
	0000008792	WRITE & WIPE LAPBOARD & ERASERS	9	29.98	10-1111-419
	0000008792	WRITE & WIPE LAPBOARD & ERASERS	9	16.99	10-1111-412
	0000008792	SHIPPING	9	24.15	10-1111-419
	0000008793	TAKE HOME BACKPK BLUE -SET 10	9	65.00	10-1111-419
	0000008793	SHIPPING	9	9.75	10-1111-419
	0000008794	GREY 9X12 REC SHEET	9	329.00	10-1111-419
	0000008794	SHIPPING	9	49.35	10-1111-419
	0000008795	CLASSROOM CARPET FOR 30	9	479.00	10-1111-419
	0000008795	SHIPPING	9	71.85	10-1111-419
	0000008812	LAPBOARD & MARKERS	9	952.57	10-1111-417
	0000008914	BOOM BOX/MCCAFFER	9	194.35	10-1200-410
	0000008947	NUMBER LINE & HANDS ON TEN FRME	9	827.77	10-1111-418
	0000008948	SS SUPPLIES/MULLER	9	1,451.27	10-1111-416
	0000008949	ART SUPPLIES/NIZIOLEK	9	121.80	10-1111-411
	0000008999	ART SUPPLIES/LUNARDI	9	108.58	10-1111-411
	0000009000	ART SUPPLIES/CLAY	9	122.97	10-1111-411
				<u>\$4,968.38</u>	
<b>LAPIN, HEATHER</b>					
		CLASSROOM SUPPLIES/LAPIN	9	165.68	10-1111-410
		CLASSROOM SUPPLIES/ LAPIN	9	8.00	10-1111-410
				<u>\$173.68</u>	
<b>LAU, TERESA</b>					
		REIMB CLASSROOM SUPPLIES	9	100.38	10-1112-410
				<u>\$100.38</u>	
<b>LAUREATE DAY SCHOOL</b>					
		PRIVATE SCHOOL TUITION	9	5,276.92	10-1100-112
				<u>\$5,276.92</u>	
<b>LCCRC</b>					
		LCCRC WORKSHOPS (4)	9	125.00	10-2210-314
				<u>\$125.00</u>	
<b>LECHNER AND SONS INC.</b>					
		TOWEL SERVICE	9	432.00	10-1500-392

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				<u>\$432.00</u>	
<b>LEE, ESTHER</b>		REIMB TUITION	9	1,620.00	10-1111-230
				<u>\$1,620.00</u>	
<b>LENZINI, LAUREN</b>		REIMB CLASSROOM SUPPLIES	9	21.25	10-1111-410
		REIMB STUDENT PASSPORTS AND SUPPLIES	9	261.30	10-1112-410
				<u>\$282.55</u>	
<b>LINCOLNSHIRE, VILLAGE OF</b>		WATER/SEWER - HD	9	371.26	10-2540-370
		WATER/SEWER - SP	9	136.78	10-2540-370
		WATER/SEWER- TRANS	9	39.08	10-2540-370
		WATER - DW IRRIGATION	9	688.50	10-2540-370
				<u>\$1,235.62</u>	
<b>LINDELL, LISA</b>		REIMB CLASSROOM SUPPLIES	9	115.90	10-1111-410
				<u>\$115.90</u>	
<b>LUNARDI, LAURA</b>		REIMB CLASSROOM SUPPLIES	9	60.83	10-1111-410
		REIMB CLASSROOM SUPPLIES	9	158.46	10-1111-410
				<u>\$219.29</u>	
<b>MACKLIN, LAUREN</b>		REIMB TUITION	9	810.00	10-1120-230
				<u>\$810.00</u>	
<b>MAKE MUSIC</b>		SMART MUSIC SUBSCRIPTION	9	140.00	10-1190-640
				<u>\$140.00</u>	
<b>MAKERBOT</b>					
000008711		BLUE, GREEN, WHITE SPOOL FILAMENT	9	395.75	10-1112-415
000008712		BLUE, GREEN, WHITE SPOOL FILAMENT	9	(27.04)	10-1112-415
				<u>\$368.71</u>	
<b>MAP OF THE MONTH</b>					
000008713		ILLINOIS MAP	9	118.50	10-1112-416
000008713		UNITED STATES OF AMERICA MAP	9	98.75	10-1112-416
000008713		CONTENTS OF THE WORLD MAP	9	138.25	10-1112-416
				<u>\$355.50</u>	
<b>MARBLESOFT</b>					
000009021		EDUCATIONAL COMPUTER GAMES	9	166.00	10-1120-410
				<u>\$166.00</u>	
<b>MAU, JILL</b>		REIMB LUNCH FOR HD NEW STAFF	9	45.00	10-2410-410
				<u>\$45.00</u>	
<b>MCCAFFER, STEPHANIE</b>		REIMB CLASSROOM SUPPLIES	9	23.73	10-1200-410
				<u>\$23.73</u>	
<b>MCLELLAND, GRETCHEN</b>					

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Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
		GR3 COMMON CORE WORK	9	26.00	10-1112-410
		GLUE GUN, PENCIL SHARPENER, OFFICE SUPPLIES	9	115.85	10-1112-410
		CALENDAR, CUBE SET, FOLDERS	9	62.47	10-1112-410
				<u>\$204.32</u>	
<b>MIDCO</b>		PHONES AND LICENSES	9	992.42	10-2660-410
		REPROGRAMMING	9	217.50	10-2660-319
		REPROGRAMMING	9	72.50	10-2660-319
		PHONE SYSTEM REPAIR	9	635.00	10-2660-319
		HD FAN REPLACEMENT	9	95.00	10-2660-319
		ADMIN PHONE MAINTENANCE	9	108.75	10-2660-319
		HD PHONE MAINTENANCE	9	72.50	10-2660-319
		SP PHONE MAINTENANCE	9	72.50	10-2660-319
				<u>\$2,266.17</u>	
<b>MIDWEST ENVIRONMENTAL CONSULTING SERVICES, INC.</b>		MONITORING FOR ASBESTOS TILE REMOVAL	9	3,000.00	20-2540-500
000008876		DISTRICT 6 MONTH ASBESTOS INSPECTION	9	1,650.00	20-2540-329
				<u>\$4,650.00</u>	
<b>MIDWEST TRANSIT EQUIP-S.HOLLAND</b>		NO TURN ON RED BUS DECALS	9	67.20	40-2550-490
				<u>\$67.20</u>	
<b>MIKRUT, JANUSZ &amp; DANUTA</b>		REFUND FOR LOST BOOKS	9	29.95	10-1790
				<u>\$29.95</u>	
<b>MILWAUKEE PUBLIC MUSEUM</b>		GR2 FIELDTRIP ON 11/21	9	1,344.00	10-1111-390
				<u>\$1,344.00</u>	
<b>MULCH CENTER, THE</b>		PLAYGROUND MULCH HD	9	80.00	20-2540-410
				<u>\$80.00</u>	
<b>MULLER, CHRISTINA</b>		REIMB CLASSROOM SUPPLIES	9	250.00	10-1111-410
				<u>\$250.00</u>	
<b>MUSIC &amp; ARTS CENTER</b>		LESHER OBOE REED-MED W/WIRE	9	19.20	10-1190-410
000008843		SAX REEDS BOX OF 25	9	43.27	10-1190-410
000008843		LESHER OBOE REED	9	19.20	10-1190-410
000008843		FAT CAT VALVE OIL	9	23.92	10-1190-410
000008843		MOUTHPIECE CLEANER	9	6.95	10-1190-410
000008843		CLARINET REEDS	9	28.58	10-1190-410
000009052		ORCHESTRA SHEET MUSIC	9	83.20	10-1190-410
000009052		ORCHESTRA SHEET MUSIC	9	37.60	10-1190-410
000009052		ORCHESTRA SHEET MUSIC	9	38.40	10-1190-410
000009052		ORCHESTRA SHEET MUSIC	9	78.40	10-1190-410
				<u>\$378.72</u>	
<b>MUSIC IN MOTION</b>					

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<b>Vendor Name</b>				
<b>P.O. Number</b>	<b>Description</b>	<b>Batch #</b>	<b>Amount</b>	<b>State Account Number</b>
000008796	VOCAL SUPPLIES	9	34.90	10-1190-410
000008950	MUSIC CLASS BOOKS	9	46.94	10-1111-417
			<u>\$81.84</u>	
<b>MUTUAL ACE HARDWARE</b>				
	SCREWS FOR BUS LICENSE PLATES	9	5.04	40-2550-490
	SCREWS FOR BUS LICENSE PLATES	9	5.04	40-2550-490
			<u>\$10.08</u>	
<b>NAPA AUTO PARTS</b>				
	LIGHT BULBS FOR BUSES (30)	9	50.70	40-2550-329
			<u>\$50.70</u>	
<b>NASCO</b>				
000008835	BOOKS, DVD FOR FACS CLASS	9	1,594.66	10-1120-411
000008835	KITCHEN MATH BOOK	9	21.02	10-1120-411
			<u>\$1,615.68</u>	
<b>NETRIX</b>				
	TECHNICAL SUPPORT	9	555.00	10-2660-319
	MDM FIREWALL SUPPORT	9	370.00	10-2660-319
	CAGES FOR ACCESS POINTS (8)	9	2,125.56	10-2660-500
	CABLES	9	179.72	10-1100-112
	FILTER UPDATES	9	2,159.10	10-2660-392
000008644	NEWORK UPGRADES	9	33,236.00	10-2660-500
			<u>\$38,625.38</u>	
<b>NETWORK SERVICES COMPANY</b>				
	FREIGHT CHARGE CUSTODIAL SUPPLIES	9	40.00	20-2540-410
	CUSTODIAL SUPPLIES - SP	9	77.10	20-2540-410
	CUSTODIAL SUPPLIES - HD	9	2,012.03	20-2540-410
	CUSTODIAL SUPPLIES - HD	9	193.88	20-2540-410
	CUSTODIAL SUPPLIES - DW	9	362.40	20-2540-410
			<u>\$2,685.41</u>	
<b>NEWBRIDGE</b>				
000008856	1ST GRADE ELA BOOKS (10)	9	399.30	10-2210-420
			<u>\$399.30</u>	
<b>NEWMARK LEARNING</b>				
000008857	HOW CHIPMUNK GOT HIS STRIPES	9	29.97	10-2210-420
000008857	WHY THE SKY IS FAR AWAY	9	29.97	10-2210-420
000008857	THE PRINCESS AND THE PEA	9	31.75	10-2210-420
000008857	RAPUNZEL	9	31.75	10-2210-420
			<u>\$123.44</u>	
<b>NIZIOLEK, JACKIE</b>				
	REIMB TUITION	9	1,290.00	10-1111-230
	REIMB PROJECT SUPPLIES	9	129.38	10-1111-414
			<u>\$1,419.38</u>	
<b>NORTH AMERICAN</b>				
	CUSTODIAL SUPPLIES - SP	9	346.50	20-2540-410
	FLOOR SWEEPER REPAIR	9	676.76	20-2540-319
			<u>\$1,023.26</u>	

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Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
<b>NORTHWEST EVALUATION ASSOC.</b>					
		MAP ASSESSMENT RENEWAL	9	16,512.50	10-2210-392
				<u>\$16,512.50</u>	
<b>NORTHWEST SUBURBAN SPECIAL</b>					
		SPEC ED TRANS SERVICES	9	135.17	40-2550-331
				<u>\$135.17</u>	
<b>OKAPI PUBLISHING</b>					
	0000008858	ELA BOOKS (3)	9	267.30	10-2210-420
	0000008872	ELA BOOKS (17)	9	1,294.38	10-2210-420
				<u>\$1,561.68</u>	
<b>ORALS, PAM</b>					
		REIMB TUITION	9	895.00	10-1111-230
				<u>\$895.00</u>	
<b>ORIENTAL TRADING COMPANY INC</b>					
	0000008814	BOYS TREASURE CHEST	9	24.99	10-1111-419
	0000008814	GIRLS TREASURE CHEST	9	24.98	10-1111-419
				<u>\$49.97</u>	
<b>OWENS, RODNEY</b>					
		NATIONAL ASSOC. FOR MUSIC ED DUES	9	114.00	10-1190-640
		REMB MUSIC SUPPLIES	9	28.31	10-1190-410
				<u>\$142.31</u>	
<b>OWP/P/CANNON DESIGN INC.</b>					
		FACILITY ASSESSMENT	9	16,200.00	20-2540-329
				<u>\$16,200.00</u>	
<b>PADDOCK PUBLICATIONS</b>					
		PUBLIC NOTICE FUND TRSF-ED FUND	9	52.90	10-2310-392
		PUBLIC NOTICE FUND TRNSR-TRANS	9	54.05	10-2310-392
				<u>\$106.95</u>	
<b>PAPER ROLLER COASTER</b>					
	0000008887	SCIENCE SUPPLIES/ORTEGA	9	1,449.40	10-1120-415
				<u>\$1,449.40</u>	
<b>PAR INC</b>					
	0000008915	PSYCH SUPPLIES/ELBAUM	9	141.90	10-2140-410
				<u>\$141.90</u>	
<b>PARK, KYUNG</b>					
		REIMB GYM LOCK	9	5.00	10-1720
				<u>\$5.00</u>	
<b>PEARSON EDUCATION</b>					
	0000008864	SPANISH BOOKS	9	2,592.98	10-1120-413
				<u>\$2,592.98</u>	
<b>PETREANU, JOHN &amp; CHRISTINE</b>					
		NON RESIDENT TUITION REFUND	9	1,782.06	10-1810
				<u>\$1,782.06</u>	
<b>PITNEY BOWES</b>					
		POSTAGE MACHINE LEASE - DW	9	240.00	10-2520-342

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		POSTAGE MACHINE LEASE - SP	9	118.00	10-2520-342
		POSTAGE MACHINE LEASE - HD	9	100.00	10-2520-342
				<u>\$458.00</u>	
<b>PMA FINANCIAL NETWORK, INC</b>					
		CAP LEASES INTEREST-LANIER COPIERS	9	3,519.08	30-5270-620
		CAP LEASE PRINCIPAL-LANIER COPIERS	9	18,279.16	30-5370-610
				<u>\$21,798.24</u>	
<b>PMA LEASING INC</b>					
		INTEREST-LANIER COPIER LEASES	9	3,519.08	30-5270-620
		PRINCIPAL-LANIER COPIER LEASES	9	18,279.16	30-5370-610
				<u>\$21,798.24</u>	
<b>POSTMA, JULIE</b>					
		J. POSTMA STATE DIRECTORS CONF	9	618.62	10-2330-312
				<u>\$618.62</u>	
<b>QUEST FOOD MANAGEMENT SERVICES INC.</b>					
		D103 WELCOME BACK BREAKFAST	9	2,296.25	10-2310-410
		WELCOME BACK TRAINING MTG	9	441.00	40-2550-312
				<u>\$2,737.25</u>	
<b>QUILL CORPORATION</b>					
		SURGE STRIPS	9	179.80	10-2660-410
		TONER CARTRIDGES (8)	9	1,515.47	10-2660-414
0000008952		GR1 AND GR2 ART ORDER	9	521.37	10-1111-411
0000008952		GR1 AND GR2 ART ORDER	9	25.98	10-1111-411
0000008952		GR1 AND GR2 ART ORDER	9	40.71	10-1111-411
0000008952		GR1 AND GR2 ART ORDER	9	76.28	10-1111-411
0000008952		GR1 AND GR2 ART ORDER	9	57.64	10-1111-411
0000008952		GR1 AND GR2 ART ORDER	9	258.27	10-1111-411
0000008952		GR1 AND GR2 ART ORDER	9	122.37	10-1111-411
0000008952		CREDIT ON ART SUPPLIES	9	(92.36)	10-1111-411
0000008952		G1 AND GR2 ART ORDER	9	93.89	10-1111-411
0000008952		GR1 AND GR2 ART ORDER	9	77.72	10-1111-411
0000008953		ELA SUPPLIES/SALZMAN	9	412.15	10-1111-417
0000008953		ELA SUPPLIES/SALZMAN	9	104.40	10-1111-417
0000008953		ELA SUPPLIES/SALZMAN REPLMT ITEM	9	59.37	10-1111-417
0000008958		GRADE LEVEL ELA SUPPLIES	9	722.29	10-1111-417
0000008958		GRADE LEVEL ELA SUPPLIES	9	86.85	10-1111-417
0000008960		SHEET PROTECTORS (10 BOXES)	9	147.50	10-1111-419
0000008960		SHEET PROTECTORS (2 BOXES)	9	29.50	10-1111-419
0000008962		OIL PASTELS	9	15.92	10-1111-411
0000008962		MAGNETIC TAPE	9	3.60	10-1111-411
0000008962		SPRING CLOTHESPINS	9	10.03	10-1111-411
0000008962		WIGGLE EYES	9	1.37	10-1111-411
0000008962		SILVER GLITTER	9	6.53	10-1111-411
0000008962		PLAIN STAW BEADS	9	5.11	10-1111-411
0000008963		HOT GUN GLUE	9	3.42	10-1111-411
0000008963		CELLULOSE SPONGES	9	10.85	10-1111-411
0000008963		HOLOGRAPHIC PAPER	9	24.79	10-1111-411

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Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
	000008963	WIGGLE EYES	9	15.06	10-1111-411
	000008963	MULTI-COLOR GLITTER	9	10.65	10-1111-411
	000008963	WHITE BAGS	9	71.10	10-1111-411
	000008963	BUMPS	9	13.88	10-1111-411
	000008964	FOAM SHAPES	9	4.89	10-1111-411
	000008964	GLITTER	9	6.04	10-1111-411
	000008964	FEATHERS	9	1.78	10-1111-411
	000008964	PONY BEADS	9	4.46	10-1111-411
	000008964	POM POMS	9	5.19	10-1111-411
	000008966	GLUE GUNS	9	26.57	10-1111-419
	000008966	GLUE STICKS	9	31.21	10-1111-419
	000008966	TAPE	9	21.36	10-1111-419
	000008967	STICKS-JUMBO NATURAL	9	99.40	10-1111-419
	000008968	ERASER, PENCIL PACK	9	11.02	10-1111-419
	000008968	WHITEBOARD AND STUDENT ERASERS	9	37.90	10-1111-419
	000008969	3" BOOK TAPE	9	8.11	10-1111-419
	000008969	COLOR SENTENCE STRIPS	9	3.22	10-1111-419
	000008969	WHITE SENTENCES STRIPS	9	3.12	10-1111-419
	000008969	PAPERCLIPS-JUMBO	9	5.48	10-1111-419
	000008969	PAPERCLIPS-STANDARD	9	0.55	10-1111-419
	000008969	BLANK INDEX CARDS	9	1.07	10-1111-419
	000008969	STAPLES	9	2.58	10-1111-419
	000008970	ERASER, INDEX CARDS, PAPER CLIPS	9	53.82	10-1111-419
	000008970	PENCIL, ERAER PACK	9	22.04	10-1111-419
	000008970	STUDENT ERASER CLASS PACK	9	23.98	10-1111-419
	000008972	HIGHLIGHTERS, SENTENCE STRIPS, INDEX CARDS	9	70.39	10-1111-419
	000008972	ERASER, PENCIL PACK	9	11.02	10-1111-419
	000008972	MAGNETIC WHITEBOARD ERSER	9	13.92	10-1111-419
	000009001	BOOK RINGS 1" COLOR	9	63.50	10-1111-419
	000009001	12 PIECE BLANK PUZZLE	9	16.04	10-1111-419
	000009001	1/5"X344 CORRECTION TAPE	9	7.78	10-1111-419
	000009001	1"X700 YRD POST-IT COVERUP	9	46.23	10-1111-419
	000009001	4X15 BOOK TAPE	9	140.72	10-1111-419
	000009001	BRASS FASTENERS	9	3.62	10-1111-419
	000009002	MARKING TAPE, WASHABLE PAINT	9	62.20	10-1111-419
	000009002	GROCERY BAGS, FOLDERS	9	532.08	10-1111-419
	000009002	PAINT, PAPER CLIPS, WHITEBOARD ERASER	9	228.01	10-1111-419
	000009003	CLASSROOM KINDERGARTEN ART SUPPLY	9	111.41	10-1111-411
	000009005	GEOPUZZLES USA & CANADA	9	25.76	10-1111-416
	000009006	2X3 ASSORTED CARDS	9	17.96	10-1111-412
	000009006	3X5 BLANK INDEX CARDS	9	1.40	10-1111-412
	000009006	24X32 1" LINE CHARTS	9	17.44	10-1111-412
	000009006	ASSORTED POST-IT 11/2X2	9	12.86	10-1111-412
	000009006	3X3 ULTRA POST-IT	9	18.64	10-1111-412
	000009006	SENTENCE STRIPS	9	2.26	10-1111-412
	000009006	3X9 ASSORTED BLANK CARDS	9	33.00	10-1111-412
	000009007	SENTENCE STRIPS, INDEX CARDS, PENS	9	67.56	10-1111-419
	000009008	GR2 PAPER ORDER	9	67.52	10-1111-412
	000009008	GR2 PAPER ORDER	9	323.76	10-1111-412

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	000009008	GR 2 PAPER ORDER	9	55.20	10-1111-412
	000009009	SPRAGUE BUILDING PAPER ORDER	9	17.82	10-1111-412
	000009009	SPRAGUE BUILDING PAPER ORDER	9	1,597.16	10-1111-412
	000009009	SPRAGUE BUILDING PAPER ORDER	9	91.20	10-1111-412
	000009009	SPRAGUE BUILDING PAPER ORDER	9	38.10	10-1111-412
	000009009	SPRAGUE BUILDING PAPER ORDER	9	75.25	10-1111-412
	000009009	SPRAGUE BUILDING PAPER ORDER	9	144.18	10-1111-412
	000009009	SPRAGUE BUILDING PAPER ORDER	9	861.81	10-1111-412
	000009009	CREDIT ON SPRAGUE BDG PAPER ORDER	9	(111.92)	10-1111-412
	000009015	30 X 72 RECTANGLE TABLE-MED. OAK	9	169.99	10-1111-419
	000009016	MOBILE BLUE BOOKCASE	9	389.99	10-1111-419
	000009017	QUARTET 4 X 3 MARKERBOARD	9	149.99	10-1111-419
	000009058	PAINTBRUSHES, TAPE, SLIDES	9	40.44	10-1111-410
	000009058	PUTTY, MARKERS, STICKY NOTES, PAINTBRUSHES	9	163.10	10-1111-410
	000009059	STICKERS, DICE SET,BUTTONS	9	35.05	10-1111-410
	000009059	POST IT, DRY ERASE MARKERS, TAPE	9	103.85	10-1111-410
	000009060	QUILL TOP LOAD SHEET PROTECTORS	9	23.49	10-2410-410
	000009060	QUILL 6X9 CLASP ENVELOPE	9	11.64	10-2410-410
	000009060	LAMINATE 1.5 MIL, 25 X 500	9	887.34	10-2410-410
	000009060	QUILL CLEAR LETTER TRANS. STRING ENVELOPE	9	23.28	10-2410-410
	000009060	SCOTCH 3" WIDE SHIPPING TAPE	9	30.50	10-2410-410
	000009060	QUILL STEEL BINDER CLIPS, MEDIUM	9	4.98	10-2410-410
	000009065	GLUE STICKS, DRI ERASE MARKER, BOOK TAPE	9	96.58	10-1111-410
	000009065	WASHABLE PAINT, POINTERS, BDAY CROWN	9	57.50	10-1111-410
	000009066	MARKERS, GLUE, TAPE	9	67.58	10-1111-410
	000009077	OFFICE SUPPLIES	9	380.79	10-2410-410
	000009077	OFFICE SUPPLIES	9	26.98	10-2410-410
	000009077	OFFICE SUPPLIES	9	23.99	10-2410-410
	000009086	DOUBLE PEDESTAL DESK	9	1,589.97	10-1111-419
	000009087	POWERSTRIP (2)	9	100.78	10-1111-419
	000009088	60 MINUTE TIMER	9	17.99	10-1111-410
	000009088	WATER COLORS, POM PONS	9	4.30	10-1111-410
	000009089	DRY ERASE MARKER	9	4.49	10-1111-410
	000009089	INDEX TABS, FILE POCKETS, STAPLES	9	63.33	10-1111-410
	000009090	INDEX CARDS, HIGHLIGHTERS, BOOK TAPE	9	132.45	10-1111-410
	000009091	FOLDERS, MARKERS, TAPE DISPENSER	9	44.32	10-1111-410
	000009091	VELCRO TAPE	9	32.39	10-1111-410
	000009095	RED DUCK TAPE	9	3.99	10-1111-410
	000009095	PENCILS	9	3.98	10-1111-410
	000009095	WIPES, MICRO FIBER CLOTH	9	3.79	10-1111-410
	000009095	PENCILS	9	3.98	10-1111-410
	000009095	8 PIECE SHARPIE	9	12.29	10-1111-410
	000009108	DOUBLE PEDESTAL DESK	9	1,589.97	10-1111-419
	000009123	POST-IT NOTES 4 X 6	9	11.51	10-1111-410
	000009123	DIXON 'MY FIRST' PENCILS	9	6.88	10-1111-410
	000009123	TICONDEROGA "TRI WRITE" PENCILS	9	2.94	10-1111-410
	000009123	MECHANICAL PENCILS, .7MM ASSORTED	9	5.90	10-1111-410
	000009123	TICONDEROGA #2 PENCILS	9	2.75	10-1111-410

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000009123	EXPO FINE POINT MARKERS, ASSORTED COLORS	9	15.74	10-1111-410
000009123	EXPO DRY-ERASE ERASERS	9	27.48	10-1111-410
8971	WHITEBOARD AND STUDENT ERASERS	9	29.90	10-1111-419
9089	PUNCH CARDS	9	8.09	10-1111-410
			\$16,075.45	
<b>RAINDANCE PRESS INC.</b>				
8919	SPED WRITING SOFTWARE	9	54.99	10-1200-410
			\$54.99	
<b>RAND MCNALLY</b>				
000008714	CLASSROOM ATLAS SET OF 30	9	237.00	10-1112-416
			\$237.00	
<b>REALLY GOOD STUFF</b>				
000008916	EZC READERS	9	92.50	10-1200-410
000008954	MAGNETS, PRIVACY SHIELDS, BOOK BASKETS	9	310.96	10-1111-419
000008959	BOOK POUCHES, PRIVACY SHIELDS, PENCILS	9	302.90	10-1111-419
000008975	CLASSROOM BUCKET FILLER BULLETINBOARD KIT	9	184.61	10-1111-419
000008976	EASY READER BIOGRAPHIES	9	170.98	10-1111-417
000008977	SLIDE AND LEARN NUMBER LINE (12)	9	162.52	10-1111-418
000008978	ELA KDG SUPPLIES/LUNARDI	9	143.23	10-1111-417
000008979	ELA KDG SUPPLIES/DELLI	9	136.40	10-1111-417
000008980	ELA KDG SUPPLIES/CLAY	9	136.40	10-1111-417
000008981	ELA KDG SUPPLIES/BINDER	9	143.23	10-1111-417
000008982	ELA KDG SUPPLIES/NIZIOLEK	9	20.90	10-1111-417
000008982	ELA KDG SUPPLIES/NIZIOLEK	9	11.55	10-1111-417
000008982	ELA KDG SUPPLIES/NIZIOLEK	9	21.42	10-1111-417
000008982	ELA KDG SUPPLIES/NIZIOLEK	9	20.90	10-1111-417
000008982	ELA KDG SUPPLIES/NIZIOLEK	9	6.26	10-1111-417
000008982	ELA KDG SUPPLIES/NIZIOLEK	9	21.12	10-1111-417
000008982	ELA KDG SUPPLIES/NIZIOLEK	9	58.90	10-1111-417
000008982	ELA KDG SUPPLIES/NIZIOLEK	9	25.04	10-1111-417
000008983	PRIVACY FOLDERS/SHIELDS	9	31.45	10-1111-419
000008983	CLEARVIEW MEDIUM BOOK POUCHES	9	125.59	10-1111-419
000008984	CLEARVIEW MEDIUM BOOK POUCHES	9	87.01	10-1111-419
000008984	PRIVACY FOLDERS/SHIELDS	9	65.37	10-1111-419
000008984	CLASS PAPER BASKETS	9	45.64	10-1111-419
000008985	CLASSROOM PAPER BASKETS	9	21.62	10-1111-419
000008985	PRIVACY FOLDERS/SHIELDS	9	68.30	10-1111-419
000008986	PRIVACY FOLDER/SHIELDS	9	66.62	10-1111-419
000008986	CLASSROOM PAPER BASKETS	9	21.09	10-1111-419
000008986	CLEARVIEW MEDIUM BOOK POUCHES	9	22.17	10-1111-419
000008987	PRIVACY FOLDERS/SHIELDS	9	63.81	10-1111-419
000008987	CLEARVIEW MEDIUM BOOK POUCH	9	127.41	10-1111-419
000008988	NUMBER LINE-SLIDE & LEARN (11)	9	148.98	10-1111-418
000008989	WRITING PROCESS TIMELINE SET-POSTER/STICKERS	9	22.35	10-1111-417
000008990	4 IN A ROW CVC WORDS GAME	9	28.49	10-1111-417
000008990	POST-IT COVER UP TAPE	9	13.66	10-1111-417
000008990	4 IN A ROW DOLCH WORD GAME	9	28.49	10-1111-417
000008990	MAGIC E WAND & CARD SET	9	22.79	10-1111-417

# Bills Payable List

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Lincolnshire-Prairie View SD #103

Expense on Date: 09/01/2014 to 09/30/2014

Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
	000008990	WORD BLENDING DESKTOP POCKET CHART/STAND	9	22.78	10-1111-417
	000009061	GR1 BOOK POUCHES (48)	9	1,092.21	10-1111-419
	000009071	CLEARVIEW BOOK POUCHES (4PK)	9	28.91	10-1111-419
	8974	PRIVACY SHIELDS	9	82.73	10-1111-419
				<u>\$4,207.29</u>	
<b>RICOH USA INC.</b>		COLOR COPIES	9	237.55	10-2520-325
				<u>\$237.55</u>	
<b>SALINAS &amp; SONS</b>		DW IRRIGATION REPAIR	9	500.00	20-2540-329
				<u>\$500.00</u>	
<b>SALZMAN, AUDREY</b>		REIMB CLASSROOM SUPPLIES	9	250.00	10-1111-410
				<u>\$250.00</u>	
<b>SAMS CLUB</b>		SODA/WATER - DW	9	105.12	10-2310-392
		SNACKS FOR 9/2 BOE MTG	9	30.90	10-2310-410
		NEW TEACHER ORIENTATION BRKFT/LUNCH	9	25.08	10-2410-410
		GR1 ICE CREAM FOR REWARD PARTY	9	39.88	10-2215-410
		STAFF LUNCH SUPPLES	9	194.42	20-2540-410
		ADMIN LUNCH SUPPLIES	9	44.24	20-2540-410
		ADMIN LUNCH SUPPLIES	9	97.64	20-2540-410
		CAFETERIA TABLE FOR QUEST	9	119.98	20-2540-410
		WORK TABLE	9	119.98	40-2550-410
		6 FT TABLE (10) FOR LUNCHEON	9	499.80	10-2210-410
		SUPPLIES FOR LUNCHEON	9	55.82	10-2210-410
	000009103	SP COFFEE SUPPLIES	9	17.76	10-2410-410
	000009103	SP COFFEE SUPPLIES	9	20.96	10-2410-410
	000009129	TRANS SUPPLIES	9	160.14	40-2550-410
	000009131	ADMIN LOUNGE SUPPLIES	9	171.81	10-2310-410
				<u>\$1,703.53</u>	
<b>SANTANDER LEASING</b>		BUS 14 LEASE	9	7,400.00	40-2550-325
				<u>\$7,400.00</u>	
<b>SCARIANO HIMES AND PETRARCA</b>		LEGAL SERVICES	9	4,211.16	10-2310-318
				<u>\$4,211.16</u>	
<b>SCHOLASTIC</b>		BOOKS FOR ELA/SALZMAN	9	372.47	10-2210-420
	000009010	SCIENCE & READING BOOKS/ZIBELL	9	53.41	10-1111-417
	000009010	SCIENCE & READING BOOKS/ZIBELL	9	42.51	10-1111-417
	000009010	SCIENCE & READING BOOKS/ZIBELL	9	25.07	10-1111-417
				<u>\$493.46</u>	
<b>SCHOOL DATEBOOKS, INC.</b>		DW STUDENT PLANNERS W/HANDBOOK	9	2,844.83	10-1120-419
				<u>\$2,844.83</u>	

# Bills Payable List

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Lincolnshire-Prairie View SD #103

Expense on Date: 09/01/2014 to 09/30/2014

Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
<b>SCHOOL DISTRICT 103 ACTIVITY ACCOUNT</b>					
		DW YEARBOOK AUG CHECKS	9	567.00	10-403
		HD YEARBOOK AUG CHECKS	9	120.00	10-403
		SP YEARBOOK AUG CHECKS	9	200.00	10-403
		DW YEARBOOKS AUG REVTRAK	9	2,038.50	10-403
		HD YEARBOOKS AUG REVTRAK	9	320.00	10-403
		SP YEARBOOKS AUG REVTRAK	9	870.00	10-403
				<u>\$4,115.50</u>	
<b>SCHOOL HEALTH CORPORATION</b>					
	0000009094	SP NURSE SUPPLIES	9	222.20	10-2130-410
				<u>\$222.20</u>	
<b>SCHOOL HEALTH CORPORATION</b>					
	0000008917	SP NURSE SUPPLIES	9	17.81	10-2130-410
	0000008917	SP NURSE SUPPLIES	9	9.09	10-2130-410
	0000008917	SP NURSE SUPPLIES	9	62.38	10-2130-410
				<u>\$89.28</u>	
<b>SCHOOL SPECIALTY INC.</b>					
	0000008715	CHALK/WILCOX	9	14.52	10-1112-415
	0000008717	SCIENCE SUPPLIES/WILCOX	9	16.08	10-1112-415
	0000008718	SOCIAL STUDIES SUPPLIES/PETROSKI	9	318.79	10-1112-416
	0000008728	CLASSROOM SUPPLIES/REED	9	243.73	10-1112-410
	0000008729	CLASSROOM SUPPLIES/BOND	9	98.63	10-1112-410
	0000008731	CLASSROOM SUPPLIES/WILLIAMSON	9	47.40	10-1112-410
	0000008732	CLASSROOM SUPPLIES/HOLZMAN	9	166.08	10-1112-410
	0000008751	HD ART SUPPLIES	9	3,153.43	10-1112-411
	0000008752	HD PAPER ORDER	9	2,002.13	10-1112-411
	0000008801	CLASSROOM SUPPLIES/ELBAUM	9	240.84	10-1111-410
	0000008853	HD PE SUPPLIES	9	783.31	10-1510-410
	0000008892	CLASSROOM SUPPLIES/FENCL	9	657.97	10-1120-410
	0000008894	CLASSROOM SUPPLIES/CHEIFETZ	9	127.07	10-1120-410
	0000008895	CLASSROOM SUPPLIES/NASENBNENY	9	230.52	10-1120-410
	0000008896	CLASSROOM SUPPLIES/SNOWDEN	9	115.93	10-1120-410
	0000008897	CLASSROOM SUPPLIES/SOTOS	9	248.35	10-1120-410
	0000008899	CLASSROOM SUPPLIES/LIGDAS	9	236.80	10-1120-410
	0000008901	CLASSROOM SUPPLIES/SHANLEY	9	58.44	10-1120-410
	0000009011	ART SUPPLIES	9	1,175.45	10-1111-411
	0000009014	PORTFOLIO CLOTH TIE TAPE	9	741.00	10-1111-412
	0000009039	CLASSROOM SUPPLIES/GAGAMOV	9	165.86	10-1120-410
	0000009042	CLASSROOM SUPPLIES/SANTELLA	9	213.20	10-1120-410
	0000009043	CLASSROOM SUPPLIES/LYMAN	9	14.38	10-1120-410
	0000009044	CLASSROOM SUPPLIES/WALSH	9	105.70	10-1120-410
	0000009044	CLASSROOM SUPPLIES/WALSH	9	103.26	10-1120-410
	0000009047	CLASSROOM SUPPLIES/SANTELLA	9	28.13	10-1120-410
	0000009048	CLASSROOM SUPPLIES/MCCAFFER	9	244.11	10-1120-410
	0000009068	CRAYON SUPPLIES/HANDCOCK	9	10.20	10-1111-410
	0000009095	MARKERS, DUCK TAPER, FILE FOLDERS	9	36.40	10-1111-410
				<u>\$11,597.71</u>	

## SHELL FLEET PLUS

Specialized Data Systems, Inc.

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# Bills Payable List

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 Lincolnshire-Prairie View SD #103  
 Expense on Date: 09/01/2014 to 09/30/2014

Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
		FUEL - O&M	9	566.74	20-2540-464
		FUEL - TRANS	9	7,177.88	40-2550-464
				<u>\$7,744.62</u>	
<b>SHOGREN FENCE INC</b>		HD FENCE REPAIR	9	750.00	20-2540-329
				<u>\$750.00</u>	
<b>SIMPLEXGRINNELL LP</b>		SP BELL SCHED. & PHONE CONNECTION	9	505.00	20-2540-329
				<u>\$505.00</u>	
<b>SOCIAL SKILL BUILDER</b>	0000008918	SPED SUPPLIES/COLE	9	197.98	10-1200-410
				<u>\$197.98</u>	
<b>SOLESKY, LISA</b>		REIMB SUPPLIES FOR NEW STAFF TRAINING	9	10.92	10-2210-314
				<u>\$10.92</u>	
<b>STENHOUSE PUBLISHERS</b>	0000008995	MATH SUPPLIES/ABREGO	9	28.00	10-1111-417
				<u>\$28.00</u>	
<b>STEPS TO LITERACY</b>	0000008925	GUIDED READING LEVEL PACKS	9	1,016.18	10-2210-420
				<u>\$1,016.18</u>	
<b>SUCCESS BY DESIGN</b>	0000008753	PLANNERS (400)	9	1,540.68	10-1112-419
				<u>\$1,540.68</u>	
<b>SUDDATH RELOCATION SYSTEMS</b>		CONTAINER RENTAL (4)	9	516.00	20-2540-325
				<u>\$516.00</u>	
<b>SUNDANCE NEWBRIDGE PUBLISHING</b>	0000008926	BOOK FOR SP BOOK ROOM	9	45.10	10-2210-420
				<u>\$45.10</u>	
<b>SUNSET FOODS</b>		SUPPLIES FOR BOE MTG & STAFF BREAKFAST	9	30.01	10-2310-410
		WELCOME PLANT-LITTLEFAIR	9	18.99	10-2320-410
		SNACES FOR 8/19 BOE MTG	9	50.33	10-2310-410
				<u>\$99.33</u>	
<b>TACK, TIMOTHY</b>		REFUND FDK DEPOSIT	9	500.00	10-1311
				<u>\$500.00</u>	
<b>TEACHERS DISCOVERY</b>	0000008904	SPANISH STICKERS/SNOWDEN	9	56.07	10-1120-410
	0000009034	SPANISH SUPPLIES/BRENNAN	9	165.59	10-1120-410
				<u>\$221.66</u>	
<b>TEAM REIL, INC.</b>	0000008697	COURTYARD TURF REPAIR	9	4,440.00	20-2540-329
				<u>\$4,440.00</u>	

# Bills Payable List

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Lincolnshire-Prairie View SD #103

Expense on Date: 09/01/2014 to 09/30/2014

Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
<b>TECHSTAR AMERICA CORPORATION</b>					
		STAPLE PACK REFILLS, TONER SHIPPING	9	114.70	10-2410-410
				<u>\$114.70</u>	
<b>TERRILL, LAURA</b>					
		K-6 CURRICULUM DEVELOP CONSULT	9	1,942.17	10-2210-314
				<u>\$1,942.17</u>	
<b>TREETOP PUBLISHING</b>					
000008809		ELA SUPPLIES/KAHN	9	704.78	10-1111-417
				<u>\$704.78</u>	
<b>TREND ENTERPRISES INC</b>					
000008669		LIBRARY SUPPLIES/LATHROP	9	33.13	10-2220-410
				<u>\$33.13</u>	
<b>TYCO INTEGRATED SECURITY LLC</b>					
		ALARM MONITORING - DW	9	133.13	10-2540-392
		ALARM MONITORING SERVICE -HD	9	10.14	20-2540-329
				<u>\$143.27</u>	
<b>UPS</b>					
		POSTAGE	9	10.42	10-2520-342
				<u>\$10.42</u>	
<b>US BANK VISA</b>					
		PANERA-BRKFST EVAL COMMITTEE	9	29.86	10-2320-410
		DONATI'S LUNCH FOR EVAL COMMITTEE	9	28.39	10-2320-410
		CONSORTIUM FOR ED-LITTLEFAIR TRAINING	9	650.00	10-2410-312
		EDUCATION WEEK SUBSCRIPTION	9	39.00	10-2320-640
		CAFEPRESS.COM-DIG.CITIZENSHIP POSTERS	9	367.07	10-2210-410
		APPLE-APPS FOR IPAD	9	3,936.83	10-2660-410
		AMAZON-POSTERMYWALL DIGITAL CITZNSHP	9	403.95	10-2660-410
		WEEBLY-TEACHER WEBSITE	9	39.95	10-2660-392
		WEEBLY-TEACHER WEBSITE	9	39.95	10-2660-392
		WEEBLY-TEACHER WEBSITE	9	39.95	10-2660-392
		SCHOOLDUDE.COM SOFTWARE TRAINING	9	425.00	20-2540-312
		TRAVELOCITY-AIRFARE FOR SOFTWARE TRAINING	9	389.20	20-2540-312
		NORTHERN SPEECH SERVICES-SEMINAR/REED	9	179.00	10-2211-312
		IASBO SEMINAR-GAUNKY	9	45.00	20-2540-312
		IASBO SEMINAR-GAUNKY	9	65.00	20-2540-312
		EXPEDIA-HOTEL FOR SOFTWARE TRAINING	9	789.35	20-2540-312
		IASBO RENEWAL DUES	9	60.00	20-2540-312
		IASBO SEMINAR-CARLSON	9	150.00	20-2540-312
		IASBO SEMINAR-CARLSON	9	160.00	20-2540-312
		GYPSUM SUPPLY-RIVERSHIRE CEILING TILE	9	784.00	20-2540-500
		CREATEFORLESS-RIVERSHIRE SUPPLIES	9	201.48	10-2210-490
		FEDEX-AUTHOR VISIT POSTER PKG	9	88.18	10-2210-410
		WEBSTAIRANT STORE-RIVERSHIRE SUPPLIES	9	111.97	10-2210-490
		HD SPANISH SUPPLIES	9	200.92	10-1112-413
		LRP PUBLICATIONS-SPED WEBINAR	9	250.00	10-2210-312
		PAYPAL-ISCTFL REG. FOR FALL CONF	9	165.00	10-2210-314
		PAYPAL-ISCTFL REG. FOR FALL CONF	9	165.00	10-2210-314

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Expense on Date: 09/01/2014 to 09/30/2014

Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
		PAYPAL-ISCTFL REG. FOR FALL CONF	9	210.00	10-2210-314
		PAYPAL-ISCTFL REG. FOR FALL CONF	9	210.00	10-2210-314
		PAYPAL-ISCTFL REG. FOR FALL CONF	9	210.00	10-2210-314
		PAYPAL-ISCTFL REG. FOR FALL CONF	9	210.00	10-2210-314
		SPARKFUN-ELM SCIENCE LILYPAD KIT	9	79.95	10-2210-312
		CRISIS PREVENTION-SPED STAFF WRKBKS	9	1,021.30	10-2211-312
		MACAFEE-ANTIVIRUS SOFTWARE	9	37.17	10-2660-392
		NO TEARS LEARNING- LICENSES FOR SOFTWARE (8)	9	199.60	10-2210-392
				<u>\$11,982.07</u>	
<b>VERNIER SOFTWARE</b>					
	000008847	SCIENCE LAB BOOKS	9	11.00	10-1120-415
	000008847	SCIENCE LAB BOOKS	9	48.00	10-1120-415
	000008847	SCIENCE LAB BOOKS	9	48.00	10-1120-415
				<u>\$107.00</u>	
<b>VOERMANS, ANN</b>					
		REIMB LUNCHROOM TUB	9	8.99	10-2560-410
				<u>\$8.99</u>	
<b>WALZ, RHONDA</b>					
		REIMB DESK CALENDARS	9	19.98	10-1120-410
				<u>\$19.98</u>	
<b>WARD, ALLYSON</b>					
		REIMB CLASS OFFICE SUPPLIES	9	120.18	10-1111-410
		REIMB PROJECT SUPPLIES	9	97.33	10-1111-414
				<u>\$217.51</u>	
<b>WAREHOUSE DIRECT</b>					
	000008905	TEACHER SUPPLIES/BACINO	9	155.38	10-1120-410
	000008905	TEACHER SUPPLIES/BACINO	9	32.30	10-1120-410
	000008906	TEACHER SUPPLIES/RICHTER	9	246.79	10-1120-410
	000009023	TEACHER SUPPLY/STENBERG	9	199.75	10-1120-410
	000009023	TEACHER SUPPLY/STENBERG	9	43.03	10-1120-410
	000009024	TEACHER SUPPLIES/COLE	9	0.26	10-1120-410
	000009024	TEACHER SUPPLIES/COLE	9	0.40	10-1120-410
	000009024	TEACHER SUPPLIES/COLE	9	11.46	10-1120-410
	000009024	TEACHER SUPPLIES/COLE	9	11.46	10-1120-410
	000009025	TEACHER SUPPLIES/BALMES	9	248.07	10-1120-410
				<u>\$948.90</u>	
<b>WASTE MANAGEMENT OF ILLINOIS INC</b>					
		SANITATION SERVICES - SP	9	390.49	10-2540-321
		SANITATION SERVICES - DW	9	540.35	10-2540-321
		SANITATION SERVICES - HD	9	375.49	10-2540-321
				<u>\$1,306.33</u>	
<b>WEST MUSIC</b>					
	000008802	MUSIC CD	9	13.95	10-1190-410
	000008803	AUTOHARP STRINGS & XYLOBAR BAGS	9	17.09	10-2215-410
	000008803	AUTOHARP STRINGS & XYLOBAR BAGS	9	108.48	10-2215-410
	000008803	AUTOHARP STRINGS & XYLOBAR BAGS	9	69.58	10-2215-410
	000008996	MUSIC BOOKS	9	19.99	10-1111-417

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Expense on Date: 09/01/2014 to 09/30/2014

<b>Vendor Name</b>				
<b>P.O. Number</b>	<b>Description</b>	<b>Batch #</b>	<b>Amount</b>	<b>State Account Number</b>
000008996	MUSIC BOOKS	9	6.95	10-1111-417
000008996	MUSIC BOOKS	9	16.95	10-1111-417
000008996	MUSIC BOOKS	9	16.95	10-1111-417
			<u>\$269.94</u>	
<b>WIGHT</b>				
	EDUCATIONAL FACILITY ASSESSMENT	9	6,391.99	10-2310-319
			<u>\$6,391.99</u>	
<b>WILLIAM V. MACGILL &amp; CO.</b>				
000009101	NURSES OFFICE SUPPLY-SP	9	136.41	10-2130-410
			<u>\$136.41</u>	
<b>WILSON LANGUAGE TRAINING</b>				
000008923	WORKBOOKS & READERS/SANTELLA	9	532.44	10-1200-410
			<u>\$532.44</u>	
<b>YUN, JUHYE</b>				
	REFUND FDK DEPOSIT	9	500.00	10-1311
			<u>\$500.00</u>	
<b>ZANER BLOSER</b>				
000008765	GR 6 & 8 WORD WISDOM TEXTBOOKS	9	312.74	10-1120-420
000008765	GR 6 & 8 WORD WISDOM TEXTBOOKS	9	347.49	10-1120-420
000008765	GR 6 & 8 WORD WISDOM TEXTBOOKS	9	3,127.41	10-1120-420
			<u>\$3,787.64</u>	
<b>ZIBELL, KRISTINA</b>				
	REIMB CLASSROOM SUPPLIES	9	249.59	10-1111-410
	REIMB BOOKCASES	9	104.97	10-1111-419
			<u>\$354.56</u>	
<b>ZUREK, KATIE</b>				
	REIMB CLASSROOM SUPPLIES	9	97.91	10-1112-410
			<u>\$97.91</u>	
		<b>Report Total</b>	<u><u>\$689,758.18</u></u>	

## Application for Recognition of Public Schools 2014-2015

**Laura B Soraque School**  
**34-0491030-02 2002**

**Pending - District Admin**

- YES** Do you have any paraprofessionals in your school?
- YES** In accordance with the 23 Illinois Administrative Code Part I, Subpart A, Sections 1.10-1.100, School Recognition Requirements rules, i.e., accountability framework including school improvement plans, operational requirements, state assessment, waiver of State Board Rules and School Code Mandates, etc.
- YES** In accordance with the 23 Illinois Administrative Code, Part I, Subpart B, Sections 1.210-1.290, School Governance rules, i.e., equal opportunities for all students, waiver of school fees, discipline, absenteeism, and truancy policies, and use of isolated time out and physical restraint, etc.
- YES** In accordance with the 23 Illinois Administrative Code, Part I, Subpart C, Sections 1.310-1.330, School District Administration rules, i.e., administrative responsibilities, evaluation of certified staff in contractual continued service, and hazardous materials training, etc.
- YES** In accordance with 23 Illinois Administrative Code, Part I, Subpart D, Sections 1.410-1.470, The Instructional Program Rules, i.e., basic standards, criteria for elementary and high schools, required course substitute, special programs, credit earned through proficiency examinations, consumer education proficiency tests, ethnic foreign language credit and program approval, adult and continuing education, etc.
- YES** In accordance with the 23 Illinois Administrative Code, Part I, Subpart E, Sections 1.510-1.530, Support Services rules, i.e., transportation, health services, and training of school bus driver instructors, etc.
- YES** In accordance with the 23 Illinois Administrative Code, Part I, Subpart F, Sections 1.610-1.660, Staff Certification Requirements rules, i.e., noncertificated personnel, transcripts of credits, records of professional personnel, and records of professional personnel, etc.
- YES** In accordance with the 23 Illinois Administrative Code, Part I, Subpart G, Sections 1.705-1.790, Staff Qualifications rules, i.e., requirements for elementary teachers, requirements for teachers of middle grades, requirements for secondary teachers and specified subject area teachers in grades 6 and above, standards for reading, media services, pupil personnel services, special education personnel, requirements for bilingual education teachers, teachers of English as a second language, substitute teachers, and supervision of speech-language pathology assistants etc.

# List of Paraprofessionals

9/12/2014

<u>First Initial Last</u>	<u>Qualified</u>	<u>Instructional Support Provided</u>	<u>Title I Funded Targeted Assistance</u>	<u>Title I Funded School Wide</u>	<u>Approvals</u>
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Lake ROE

Lincolnshire-Prairieview SD 103

Laura B Sprague School

Nancy Rachel Blitz	Yes	Yes			TASN
Katrina N Catullo	Yes	Yes			TASN
Amy M Ciborowski	Yes	Yes			TASN
Renee S Greene	Yes	Yes			TASN
Julie A Hanley	Yes	Yes			TASN
Jane E Joos	Yes	Yes			TASN
John G L'Heureux	Yes	Yes			TASN
Brittany J Larson	Yes	Yes			TASN
Dimitra Liacopoulos	Yes	Yes			TASN
Lisa M Maddox	Yes	Yes			TASN
Marisa L Makowskyj	Yes	Yes			
Helen Mansfield	Yes	Yes			TASN
Sangeeta Ojha	Yes	Yes			TA TASN
Carolyn A Okmin	Yes	Yes			TASN
STEPHANIE A RAHN	Yes	Yes			TASN
Barbara M Schaper	Yes	Yes			TASN
Michelle L Schencker	Yes	Yes			TASN
Jessica B Spurrier	Yes	Yes			TASN
Suzanne M Tuegel	Yes	Yes			TA TASN
Danielle R Walovitch	Yes	Yes			

**Application for Recognition of Public Schools 2014-2015****Half Dav School  
34-0491030-02 2003****Pending - District Admin**

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- YES** Do you have any paraprofessionals in your school?
- YES** In accordance with the 23 Illinois Administrative Code Part I, Subpart A, Sections 1.10-1.100, School Recognition Requirements rules, i.e., accountability framework including school improvement plans, operational requirements, state assessment, waiver of State Board Rules and School Code Mandates, etc.
- YES** In accordance with the 23 Illinois Administrative Code, Part I, Subpart B, Sections 1.210-1.290, School Governance rules, i.e., equal opportunities for all students, waiver of school fees, discipline, absenteeism, and truancy policies, and use of isolated time out and physical restraint, etc.
- YES** In accordance with the 23 Illinois Administrative Code, Part I, Subpart C, Sections 1.310-1.330, School District Administration rules, i.e., administrative responsibilities, evaluation of certified staff in contractual continued service, and hazardous materials training, etc.
- YES** In accordance with 23 Illinois Administrative Code, Part I, Subpart D, Sections 1.410-1.470, The Instructional Program Rules, i.e., basic standards, criteria for elementary and high schools, required course substitute, special programs, credit earned through proficiency examinations, consumer education proficiency tests, ethnic foreign language credit and program approval, adult and continuing education, etc.
- YES** In accordance with the 23 Illinois Administrative Code, Part I, Subpart E, Sections 1.510-1.530, Support Services rules, i.e., transportation, health services, and training of school bus driver instructors, etc.
- YES** In accordance with the 23 Illinois Administrative Code, Part I, Subpart F, Sections 1.610-1.660, Staff Certification Requirements rules, i.e., noncertificated personnel, transcripts of credits, records of professional personnel, and records of professional personnel, etc.
- YES** In accordance with the 23 Illinois Administrative Code, Part I, Subpart G, Sections 1.705-1.790, Staff Qualifications rules, i.e., requirements for elementary teachers, requirements for teachers of middle grades, requirements for secondary teachers and specified subject area teachers in grades 6 and above, standards for reading, media services, pupil personnel services, special education personnel, requirements for bilingual education teachers, teachers of English as a second language, substitute teachers, and supervision of speech-language pathology assistants etc.

# List of Paraprofessionals

9/12/2014

<u>First Initial Last</u>	<u>Qualified</u>	<u>Instructional Support Provided</u>	<u>Title I Funded Targeted Assistance</u>	<u>Title I Funded School Wide</u>	<u>Approvals</u>
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Lake ROE

Lincolnshire-Prairieview SD 103

Half Day School

Gayle S Harris	Yes	Yes			TASN
Colleen M Hurley	Yes	Yes			TASN
Katie A Korth	Yes	Yes			
Jan M Lamberti	Yes	Yes			TASN
AGNIESZKA J MADRZYK	Yes	Yes			TASN
Randell V Miller	Yes	Yes			TASN

## Application for Recognition of Public Schools 2014-2015

**Daniel Wriht Jr High School**  
**34-0491030-02 1001**

**Pending - District Admin**

- YES** Do you have any paraprofessionals in your school?
- YES** In accordance with the 23 Illinois Administrative Code Part I, Subpart A, Sections 1.10-1.100, School Recognition Requirements rules, i.e., accountability framework including school improvement plans, operational requirements, state assessment, waiver of State Board Rules and School Code Mandates, etc.
- YES** In accordance with the 23 Illinois Administrative Code, Part I, Subpart B, Sections 1.210-1.290, School Governance rules, i.e., equal opportunities for all students, waiver of school fees, discipline, absenteeism, and truancy policies, and use of isolated time out and physical restraint, etc.
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- YES** In accordance with 23 Illinois Administrative Code, Part I, Subpart D, Sections 1.410-1.470, The Instructional Program Rules, i.e., basic standards, criteria for elementary and high schools, required course substitute, special programs, credit earned through proficiency examinations, consumer education proficiency tests, ethnic foreign language credit and program approval, adult and continuing education, etc.
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# List of Paraprofessionals

9/12/2014

<u>First Initial Last</u>	<u>Qualified</u>	<u>Instructional Support Provided</u>	<u>Title I Funded Targeted Assistance</u>	<u>Title I Funded School Wide</u>	<u>Approvals</u>
---------------------------	------------------	---	---	---	------------------

Lake ROE

Lincolnshire-Prairieview SD 103

Daniel Wright Jr High School

Charles E Biggs	Yes	Yes			TASN
Lila A Bogdanowicz	Yes	Yes			TASN
Ellen A Brady	Yes	Yes			TASN
Deborah L Buchweitz	Yes	Yes			TASN
Mary E Campbell	Yes	Yes			TASN
Samantha A Cook	Yes	Yes			TASN
Christopher A Crawford	Yes	Yes			
Matthew J Crowley	Yes	Yes			
Melissa Crowley	Yes	Yes			TASN
Barbara A Ellis	Yes	Yes			TA TASN
Matthew N Larmore	Yes	Yes			TASN
Netanya Lessner	Yes	Yes			TASN
Erin M McGee	Yes	Yes			TASN
Daryl M Ortman	Yes	Yes			
Kathleen A Rasmussen	Yes	Yes			TASN
Joseph J Scarpino	Yes	Yes			TASN
Cathy A Squaglia	Yes	Yes			TASN



**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:** September 16, 2014  
**Re:** Non-Certified Employment

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

Last Name	First Name	Hourly Rate	Position	Action
Carlson-Gaimar	Jesse	9.00	103 Club Associate	New Hire
Jassak	Kaitlin	12.00	FDK Associate	New Hire
Fazio	Alicia	9.00	103 Club Associate	New Hire
Rahn	Stephanie	12.50	FDK Associate	New Hire
Ciborowski	Amy	12.50	SpEd Associate	New Hire
Waiflein	Megan	12.00	SpEd Associate	New Hire
Blitz	Nancy	12.50	ELL Associate	New Hire
Liacopoulos	Dimitra	12.50	Team Lit/Kdg PM Assoc.	New Hire
Brady	Ellen	12.00	ELL Associate	New Hire
Truger	Rachel	12.00	SpEd Associate	New Hire
Handler	Milton		Crossing Guard	Resignation 8/26/14
Albrecht	Margaret	10.00	103 Club Associate	New Hire
Parenti	Mary	9.25	103 Club Associate	New Hire
Zehren	Deana	12.00	KDG PM Associate	New Hire
Okmin	Carolyn	14.10	0.5 FTE SpEd Assoc.	New Hire
Hill	Megan	9.00	103 Club Associate	New Hire
Huffman	Hannah	9.00	103 Club Associate	New Hire
Skylar	Karen	9.00	103 Club Associate	New Hire
Young	Samantha	9.00	103 Club Associate	New Hire

CONSULTING AGREEMENT  
BETWEEN LINCOLNSHIRE PRAIRIE VIEW SCHOOL DISTRICT 103  
AND CONSULTANT, Carol Bercos, Private Placement Facilitator

This agreement is made as of September 16, 2014 for services to begin retroactive to July 1, 2014 by and between LINCOLNSHIRE PRAIRIE-VIEW SCHOOL DISTRICT 103 and Carol Bercos, (Consultant) for Private Placement Case Management (Services).

District 103 and Carol Bercos (Consultant) desire to enter into this Agreement, pursuant to which Consultant will perform certain services as described further herein. In consideration of the performance of Private Placement Case Management (Services) by Carol Bercos (Consultant) and the payment for those Services by District 103, the parties agree as follows:

1. **Services of Consultant.** The term of Services will be defined as all obligations required of the Consultant under this Agreement. The Services are further defined as all obligations required of the Consultant under this Agreement. The Services are further described in Exhibit 1. Consultant will perform all Services with the highest professional standards as practiced of its professional community. The Services will be completed by June 30, 2015 (“Contract Time”).
2. **Payment to Consultant.** District 103 will pay Consultant for services properly performed under this Agreement. The amount to be paid will not exceed an hourly rate of \$70.00. Consultant will submit monthly statements for Services rendered. The statements will be based upon Consultant Services completed at the time of billing on the basis of actual work performed. District 103 will make payments to Consultant within thirty (30) days after receipt of properly submitted Consultant statements. Statements will be submitted in a format acceptable to District 103 with sufficient detail to allow District 103 to determine the propriety thereof. At a minimum, each statement will depict the Services Provided, the current amount due, the previous amount billed and the balance of contract outstanding. District will reimburse mileage at IRS rate for attendance at required meetings.
3. **Termination.** District 103 may terminate this Agreement at any time, in whole or in part, with our without cause, upon written notice to Consultant. In the event this Agreement is terminated pursuant to this paragraph, Consultant will be compensated for services properly rendered through the date of termination, as can be documented to the reasonable satisfaction of District 103. District 103 will have no liability to Consultant beyond the date of termination. In no event will Consultant be entitled to compensation for lost profits or opportunities.
4. **Insurance.** As soon as possible and no later than September 30, 2014 Consultant will provide District 103 a current certificate of insurance with the following coverages:
  - 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.

5. **Documents.** All documents (including those in electronic form) prepared by Consultant pursuant to this Agreement will become the property of District 103 upon payment for the Services as required herein.
6. **Controlling Law, Venue, Attorneys Fees.** This Agreement is to be governed by the laws of the State of Illinois. Exclusive venue for the resolution of any dispute between the parties will be Lake County, Illinois.
7. **Independent Contractor.** Contractor, in the performance of this agreement, shall be and act as an independent contractor. Contractor understands and agrees that she and all of her employees (if applicable) shall not be considered officers, employees, agents, partner, or joint venture of the District, and are not entitled to benefits of any kind or nature normally provided employees of the District and/or to which District's employees are normally entitled, including, but not limited to State Unemployment Compensation or Worker's Compensation. Contractor shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to Contractor's employees. In the performance of the work herein contemplated, Contractor is an independent contractor or business entity, with the sole authority for controlling and directing the performance of the details of the work, District being interested only in the results obtained.
8. **Materials.** Contractor shall furnish, at his/her own expense, all labor, materials, equipment, supplies and other items necessary to complete the Services to be provided pursuant to this Agreement, except as follows: none.
9. **Entire Agreement; Conflict** This Agreement and the documents expressly incorporated herein represent the entire agreement between Consultant and District 103, and supersede all prior negotiations or agreements, written or oral, which are not included herein.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the date indicated above.

Lincolnshire-Prairie View School District 103      Contractor Carol Burcos

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

## EXHIBIT 1

### Scope of Services

Under the direction/request of the Director and or Assistant Director of Student Services the Private Placement Facilitator shall:

- Work in conjunction with the Director and or Assistant Director of Student Services to determine caseload and responsibility for students in Private Placement/Residential Placement.
- Develop, maintain and share with Director/Assistant Director ongoing list of annual reviews and evaluation dates for students in private placements/residential settings.
- Initiate process for all annual review meetings, IEP review revision meetings and re evaluation meetings for students in private placements/residential settings.
- Attend all annual review meetings, IEP review revision meetings and re evaluation meetings for students in private placements/residential settings.
- Case manage re evaluations with evaluation team, including participation in evaluation, as requested/needed.
- Attend any additional staffings and or meetings in which private placements are discussed/recommended, as requested
- Obtain release of information and send out placement packets for both new placements and changes in placement
- Accompany families to private placement visits, as needed
- Maintain communication with parents, facilities and district during the private or residential placement process.
- Communicate start date of new placements to appropriate staff and ensure transportation.
- Set up 30 school day review meeting, as appropriate.
- Facilitate and maintain placements for students eligible for residential placement including school placement, room and board and interstate compacts
- Assist with diagnostic private placements and or placements in interim alternative educational settings as requested.
- Assist with transition process to home school, as requested.
- Complete documentation within eSped for purposes of FACTS reporting for each IEP meeting.
- For each IEP meeting complete or ensure completion of complete IEP for students in private placements; documentation to be maintained within eSped.
- Monthly communication with Director of Student to share status of Private Placement services.



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

Memo

To: Board of Education  
From: Scott Warren  
Date: September 16, 2014  
Re: 2014-2015 Board Goals

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The 2014-2015 Board draft goal topics include:

1. District Climate
2. Facilities
3. Fiscal Stability
4. Student Growth Community Engagement

It is the recommendation that the Board discuss and act on the Board goals at the September 16, 2014 regular meeting.



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

Memo

To: Board of Education  
From: Scott Warren  
Date: September 12, 2014  
Re: Superintendent 2014-2015 Goals

---

The Superintendent Goals for 2014-2015 are presented for your review. I recommend that the Board take action on the goals at the October 7, 2014 Board meeting.

**Superintendent Goals  
September 16, 2014**

**1. Provide significant leadership and have direct involvement in the ELM review.**

- a. Oversee improvements to the current ELM program
  - i. Increase communication with parents receiving calls, emails or letters from ELM teachers informing them when their child will be receiving differentiated learning on a continual basis.
  - ii. Oversee professional development training for staff regarding differentiation
    - 1. All staff will receive training on Webbs Depth of Knowledge during the beginning of the school year inservice days and throughout the year.
    - 2. Utilize a staff developer specializing in gifted education to work with ELA teams this fall on differentiation.
    - 3. ELM teachers will co-teach with classroom teachers to provide coaching opportunities.
  - iii. Oversee improvement to curriculum units to increase differentiation opportunities for students
    - 1. During the summer and throughout the year, ELM teachers and teacher committees will continue to develop additional extension materials for teachers to incorporate in their classrooms.
- b. Work with key personnel and the ELM committee on designing a model program based on best practice research, interviews and survey information gathered in 2013-2014.
  - i. Conduct, at a minimum, weekly meetings with Assistant Superintendent for Curriculum and Instruction (C&I) regarding plan progress.
  - ii. Consult with an ISBE gifted and talented staff developer regarding the ELM program, beginning in August 2014 through December 2014, for feedback and input into the plan.
  - iii. Participate in monthly ELM committee meetings.
- c. Oversee draft changes to the program.
  - i. Assistant Superintendent for C&I will meet 2x/month with ELM coordinators to continue writing the draft plan.
  - ii. ELM committee will meet monthly to review and revise the draft plan.
- d. Provide periodic updates to the Board.
  - i. Monthly progress updates will be provided to the Board detailing the progress of the ELM coordinators and ELM committee work.
- e. Present updated program, detailed implementation plan, and implementation schedule to the Board by January 2015 to include:
  - i. Description of services
  - ii. Staffing plan
  - iii. Program assessment and student assessment for identified needs
  - iv. Budget
  - v. Space needs
  - vi. Implementation timeline
  - vii. Communication plan for all stakeholders

**2. Ensure the 1:1 Teaching and Learning program is successfully implemented.**

- a. Work with key personnel to ensure program components of Phase 1 are completed before program begins in August 2014.
  - i. Meet/communicate weekly with Director of Technology and Assistant Superintendent for C&I regarding 1:1 progress:
    - 1. Infrastructure Readiness
    - 2. Onsite Service Structures

3. Communication Strategies
  4. Professional Development
  5. Mobile Device Management
  6. 1:1 Teaching and Learning handbook
  7. Digital Citizenship Curriculum
- b. Develop criteria and monitor success of implementation by mid December 2014.
    - i. 1:1 teacher input
    - ii. Student surveys
    - iii. Parent surveys
    - iv. Student academic assessment data
    - v. Direct observation
  - c. Provide monthly updates to the Board regarding Phase 1 progress.
    - i. Instructional use of technology
    - ii. Digital citizenship
    - iii. Staff training
    - iv. Infrastructure
    - v. Assessment
    - vi. Communication to stakeholders
  - d. Work with key personnel to plan Phase 2 implementation.
    - i. Meet weekly with Director of Technology and Assistant Superintendent for C&I to plan:
      1. Grade levels for expansion
      2. Professional development
      3. Assess infrastructure needs
      4. Communication with stakeholders
      5. Review onsite service structures
      6. Review Mobile Device Management
      7. Review 1:1 Teaching and Learning handbook
      8. Review assessment model
    - ii. Meet 2x/month with Assistant Superintendent for Business/CSBO to plan:
      1. Model finance structures
  - e. Provide monthly updates to the Board regarding Phase 2 planning progress
    1. Grade levels for expansion
    2. Professional development
    3. Infrastructure needs
    4. Communication with stakeholders
    5. Onsite service structures
    6. Device Management
    7. 1:1 Teaching and Learning handbook updates
    8. Review assessment model
  - f. Make a recommendation to the Board on Phase 2 implementation in January 2015.
- 3. Conduct a strategic planning process to set the strategic vision for the district for the next 5 years.**
- a. Work with key personnel and facilitator to develop a strategic planning committee made up of all district stakeholders in the fall 2014. Committee members will include:
    - i. Board of Education
    - ii. Administration
    - iii. Staff
    - iv. Parents
    - v. Community members
  - b. Utilize priority areas created by the Board, Administration and Association leadership to guide strategic planning process. Priority areas include:

- i. Financial Stability
  - ii. Creativity and Innovation
  - iii. Facilities
  - iv. Schedules – Day and Year
  - v. Technology
  - vi. Transportation
- c. Gather data from stakeholders regarding current status of the district:
  - i. Focus groups
  - ii. Surveys
  - iii. Community engagement meeting
- d. Conduct strategic planning workshop with a facilitator and committee in the fall of 2014
  - i. Review Mission
  - ii. Review Vision
  - iii. Analyze Data collected from surveys and focus groups
  - iv. Review Board priority areas
  - v. Draft strategic plan
- e. Develop a 5-year strategic long-range plan for the school district by spring of 2015.
  - i. Mission
  - ii. Vision
  - iii. Goals
  - iv. Action plans
- f. Recommend plan to the Board by the spring 2015.

**4. Improve communication among Board, administration and staff to enhance collaboration and climate**

- a. Inform constituents of district priorities
  - i. Present district initiatives to staff at the beginning of the school year opening meetings
  - ii. Inform all stakeholders of initiatives through Weekly updates throughout the year
  - iii. Provide progress updates of initiatives to Board
- b. Attend 3 staff meetings for each school for the 2014-2015 school year.
  - i. Provide updates regarding district initiatives at each meeting
  - ii. Respond to staff questions at meetings
- c. Meet 2x/month with Board President and Vice President, Association Presidents
  - i. Review communication regarding Board, staff and administration
  - ii. Discuss issues within the organization
  - iii. Generate solutions to issues
  - iv. Communicate solutions with all stakeholders
- d. Meet with administration team 2x/month
  - i. Review communication in the district
  - ii. Discuss issues within the organization
  - iii. Generate solutions to issues
  - iv. Communicate solutions with all stakeholders
- e. Involve stakeholders in decision making processes
  - i. Seek input and/or feedback from stakeholders when a major decision impacts working conditions/structures
    - 1. Meetings with staff members
    - 2. Board meetings/discussions
    - 3. Parent focus groups
    - 4. Surveys
  - ii. Encourage decision making at the lowest possible level of the organization



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

Memo

To: Board of Education  
From: Scott Warren  
Date: September 12, 2014  
Re: 1<sup>st</sup> Reading for Board Policies Issues 84-86

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The following policies have been updated and presented for your review.

**Issue 84**

2:30 Board of Education Elections  
2:110 Qualifications, Term, and Duties of Board Officers  
5:10 Equal Employment Opportunity and Minority Recruitment  
5:35 Compliance with the Fair Labor Standards Act  
5:125 Personal Technology and Social Media; Usage and Conduct  
5:180 Temporary Illness or Temporary Incapacity  
5:190 Teacher Qualifications  
5:240 Suspension  
7:70 Attendance and Truancy  
7:140 Search and Seizure  
7:190 Student Discipline  
8:95 Parental Involvement

**Issue 85**

4:100 Insurance Management  
4:160 Hazardous and Infectious Materials  
4:170 Safety  
4:175 Convicted Child Sex Offender; Criminal Background Check and  
Notification-Laws/or Screen; Notifications  
5:280 Educational Support Personnel  
6:150 Home and Hospital Instruction  
7:250 Student Support Services

**Issue 86**

2:20	Powers and Duties of The School Board; Indemnification (Renamed)
4:60	Purchases and Contracts
4:90	Activity Funds
5:30	Hiring Process and Criteria
5:260	Student Teachers
7:20	Harassment of Students Prohibited
7:180	Prevention of and Response to Bullying, Intimidation, and harassment (Renamed and Rewritten)
7:240	Conduct Code for Participants in Extracullicular Activities

## Press Updates Issue 84

2:30	Board of Education Elections
2:110	Qualifications, Term, and Duties of Board Officers
5:10	Equal Employment Opportunity and Minority Recruitment
5:35	Compliance with the Fair Labor Standards Act
5:125	Personal Technology and Social Media; Usage and Conduct
5:180	Temporary Illness or Temporary Incapacity
5:190	Teacher Qualifications
5:240	Suspension
7:70	Attendance and Truancy
7:140	Search and Seizure
7:190	Student Discipline
8:95	Parental Involvement

# DRAFT UPDATE

## Board of Education

### Board of Education Elections

School District elections are non-partisan, governed by the general election laws of the State, and include the election of Board of Education members, various public policy propositions, and advisory questions. Board of Education members are elected at the consolidated election held on the first Tuesday in April in odd-numbered years. If, however, that date conflicts with the celebration of Passover, the consolidated election is postponed to the first Tuesday following the last day of Passover. The canvass of votes is conducted by the election authority within 21 days after the election.

yes  
ALW

The Board's election duties are:

1. The Board, by proper resolution, may ~~place cause to be placed on the ballot:~~ (a) public policy referendum according to Article 28 of the Election Code, or (b) advisory questions of public policy according to Section 9-1.5 of the School Code.
2. ~~The Board President, Secretary, and the member with the longest continuous service compose the Education Officers Electoral Board to hear and rule on objections to candidate nominating petitions and public questions. However, if any member of the Electoral Board is a candidate for the office for which the objection petition is filed, he or she is replaced on the Electoral Board by the School Board member with the second longest continuous service.~~
3. ~~The Board Secretary or clerk serves as the local election official, assisted by designated representatives appointed by the Board. The Board Secretary serves as the local election official. He or she receives petitions for the submission of a public question to referenda and forwards them to the proper election officer and otherwise provides information to the community concerning District elections.~~

**Comment [AP1]:** Policy is updated to comply with new legislation that provides that nominating petitions are now filed with the county clerk or the county board of election commissioners as applicable. Objections to nominating petitions or to petitions for a public question are now submitted to the county officers electoral board. Simultaneous filing of nominating petitions and withdrawal from nomination are now submitted to the county clerk or county board of election commissioners.

The board secretary or clerk is still the *local election official* (105 ILCS 5/9-2 and 10 ILCS 5/1-3). 10 ILCS 5/28-6 provides that any petition for the submission of a public question to referenda must be filed with the *local election official*, i.e., the board secretary or clerk.

Issue 84, February 2014

**Formatted:** No bullets or numbering

**Comment [AP2]: OPTION:** If the district is not going to require the board secretary to provide this service, delete the phrase: "and otherwise provides information to the community concerning District elections."

Issue 84, February 2014

NO. Keep language.  
~~Reject option.~~

LEGAL REF.: 10 ILCS 5/1-3, 5/2A, 5/10-9, 5/22-17, 5/22-18, and 5/28.  
105 ILCS 5/9 and 5/9-1.5.

CROSS REF.: 2:40 (Board Member Qualifications), 2:50 (Board Member Term of Office),  
2:210 (Organizational Board of Education Meeting)

ADOPTED: March 19, 2013

# DRAFT UPDATE

Lincolnshire - Prairie View School District 103

2:110

## Board of Education

### Qualifications, Term, and Duties of Board Officers

The Board of Education officers are: President and Vice President. These officers are elected or appointed by the Board at its organizational meeting. The appointment of the Secretary/Recording Secretary and Treasurer are also made at the organizational meeting.

#### President

The Board of Education elects a President from its members for a 2-year term. The duties of the President are:

1. Focus the Board meeting agendas on appropriate content and preside at all meetings;
2. Make all Board committee appointments;
3. Attend and observe any Board committee meeting at his or her discretion;
4. Represent the Board on other boards or agencies;
5. Serve as the Board's official spokesperson to the media;
6. Sign official District documents requiring the President's signature, including Board minutes and Certificate of Tax Levy;
7. Call special meetings of the Board;
8. Serve as the head of the public body for purposes of the Open Meetings Act and Freedom of Information Act;
9. Ensure that a quorum of the Board is physically present at all Board meetings;
10. Administer the oath of office to new Board members.

The President is permitted to participate in all Board meetings in a manner equal to all other Board members, including the ability to make and second motions.

The Vice President fills a vacancy in the Presidency.

#### Vice President

The Board of Education elects a Vice President from its members for a 2-year term. The Vice President performs the duties of the President if:

- The office of President is vacant;
- The President is absent; or
- The President is unable to perform the office's duties.

A vacancy in the Vice Presidency is filled by special Board election.

#### Secretary/Recording Secretary

The Secretary shall be appointed by the Board and perform the following duties:

1. Keep Board meeting minutes;
2. Mail meeting notification and agenda to news media who have officially requested copies;
3. Keep records of the Board's official acts, and sign them, along with the President, before submitting them to the Treasurer at such times as the Treasurer may require;
4. Report to the Treasurer on or before July 7, annually, such information as the Treasurer is required to include in the Treasurer's report to the Regional Superintendent;
5. Act as the local election authority for all Board elections ~~the District~~;
6. Arrange public inspection of the budget before adoption;
7. Publish required notices;
8. Sign official District documents requiring the Secretary's signature; and
9. Maintain Board policy and such other official documents as directed by the Board.

**Comment [AP1]:** The board secretary no longer acts as the local election official for board elections. However, he or she still receives petitions for the submission of a public question to referenda and forwards them to the proper election officer.

Issue 84, February 2014

2:110

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# ***DRAFT UPDATE***

The Recording Secretary's primary responsibility shall be the keeping of records, in bound books with numbered pages, of all transactions of the Board of Education in regular and special open meetings. The Recording Secretary or designee of the President shall record all closed meeting minutes.

## Treasurer

The Treasurer of the Board shall be either a member of the Board who serves a 1-year term or a non-Board member who serves at the Board's pleasure. A Treasurer who is a Board member may not be compensated. A Treasurer who is not a Board member may be compensated provided it is established before the appointment. The Treasurer must:

1. Be at least 21 years old;
2. Not be a member of the County Board of School Trustees; and
3. Have a financial background or related experience, or 12 credit hours of college-level accounting.

The Treasurer shall:

1. Furnish a bond, which shall be approved by a majority of the full Board;
2. Maintain custody of school funds;
3. Maintain records of school funds and balances;
4. Prepare a monthly reconciliation report for the Superintendent and Board; and
5. Receive, hold, and expend District funds only upon the order of the Board.

A vacancy in the Treasurer's office is filled by Board appointment.

LEGAL REF.: 5 ILCS 120/7 and 420/4A-106.  
105 ILCS 5/8-1, 5/8-2, 5/8-3, 5/8-6, 5/8-16, 5/8-17, 5/10-1, 5/10-5, 5/10-7, 5/10-8,  
5/10-13, 5/10-13.1, 5/10-14, 5/10-16.5, and 5/17-1.

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:210 (Organizational Board of  
Education Meeting), 8:10 (Connection with the Community)

ADOPTED: ~~March 19, 2013~~

# DRAFT UPDATE

Lincolnshire - Prairie View School District 103

5:10

## General Personnel

### Equal Employment Opportunity and Minority Recruitment

The School District shall provide equal employment opportunities to all persons regardless of their race, color, creed, religion, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status, order of protection status, unfavorable military discharge, citizenship status provided the individual is authorized to work in the United States, use of lawful products while not at work, being a victim of domestic or sexual violence, genetic information, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation, pregnancy, childbirth, or related medical conditions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position, or other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Pilot Program Act, 410 ILCS 130/.

yes  
AHW

**Comment [AP1]:** A new protected status is added in response to legislation.  
Issue 84, February 2014

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager for the Uniform Grievance Procedure. These individuals are listed below. No employee or applicant will be discriminated or retaliated against because he or she initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

### Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager for the Uniform Grievance Procedure. The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers.

#### *Nondiscrimination Coordinator:*

Name Julie Postma  
Address 1370 Riverwoods Rd.  
Lincolnshire, IL 60069  
Telephone 847/295-4030

add emails

#### *Complaint Managers:*

Name	<u>Dan Stanley</u>	<u>Julie Postma</u>
Address	<u>1370 Riverwoods Rd.</u>	<u>1370 Riverwoods Rd.</u>
	<u>Lincolnshire, IL 60069</u>	<u>Lincolnshire, IL 60069</u>
Telephone	<u>847/295-4030</u>	<u>847/295-4030</u>

The Superintendent shall also use reasonable measures to inform staff members and applicants that the District is an equal opportunity employer, such as, by posting required notices and including this policy in the appropriate handbooks.

5:10

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# DRAFT UPDATE

## Minority Recruitment

The District will attempt to recruit and hire minority employees. The implementation of this policy may include advertising openings in minority publications, participating in minority job fairs, and recruiting at colleges and universities with significant minority enrollments. This policy, however, does not require or permit the District to give preferential treatment or special rights based on a protected status without evidence of past discrimination.

LEGAL REF.: Age Discrimination in Employment Act, 29 U.S.C. §621 et seq.  
Americans With Disabilities Act, Title I, 42 U.S.C. §12111 et seq.  
Civil Rights Act of 1991, 29 U.S.C. §§621 et seq., 42 U.S.C. §1981 et seq., §2000e et seq., and §12101 et seq.  
Equal Employment Opportunities Act (Title VII of the Civil Rights Act of 1964), 42 U.S.C. §2000e et seq., 29 C.F.R. Part 1601.  
Equal Pay Act, 29 U.S.C. §206(d).  
Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.  
Immigration Reform and Control Act, 8 U.S.C. §1324a et seq.  
Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.  
Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d et seq.  
Pregnancy Discrimination Act, 42 U.S.C. §2000e(k).  
Title IX of the Education Amendments, 20 U.S.C. §1681 et seq., 34 C.F.R. Part 106.  
Uniformed Services Employment and Reemployment Rights Act (1994), 38 U.S.C. §§4301 et seq.  
Ill. Constitution, Art. I, §§17, 18, and 19.  
105 ILCS 5/10-20.7, 5/10-20.7a, 5/10-21.1, 5/10-22.4, 5/10-23.5, 5/22-19, 5/24-4, 5/24-4.1, and 5/24-7.  
Compassionate Use of Medical Cannabis Pilot Program Act, 410 ILCS 130/40.  
Genetic Information Protection Act, 410 ILCS 513/25.  
Ill. Whistleblower Act, 740 ILCS 174/.  
Ill. Human Rights Act, 775 ILCS 5/1-103 and 5/2-102.  
Religious Freedom Restoration Act, 775 ILCS 35/5.  
Employee Credit Privacy Act, 820 ILCS 70/.  
Ill. Equal Pay Act of 2003, 820 ILCS 112/.  
Victims' Economic Security and Safety Act, 820 ILCS 180/30.  
23 Ill.Admin.Code §1.230.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:40 (Communicable and Chronic Infectious Disease), 5:50 (Drug- and Alcohol-Free Workplace; Tobacco Prohibition), 5:70 (Religious Holidays), 5:180 (Temporary Illness or Temporary Incapacity), 5:200 (Terms and Conditions of Employment and Dismissal), 5:250 (Leaves of Absence), 5:270 (Employment, At-Will, Compensation, and Assignment), 5:300, (Schedules and Employment Year), 5:330 (Sick Days, Vacation, Holidays, and Leaves), 7:10 (Equal Educational Opportunities), 7:180 (Preventing Bullying, Intimidation, and Harassment), 8:70 (Accommodating Individuals with Disabilities)

ADOPTED: ~~May 14, 2012~~

# DRAFT UPDATE

## General Personnel

### Compliance with the Fair Labor Standards Act

#### Job Classifications

The Superintendent will ensure that all job positions are identified as either "exempt" or "non-exempt" according to State law and the Fair Labor Standards Act (FLSA) and that employees are informed whether they are "exempt" or "non-exempt." "Exempt" and "non-exempt" employee categories may include certificated and non-certificated job positions. All non-exempt employees, whether paid on a salary or hourly basis, are covered by minimum wage and overtime provisions.

YKS  
AHW

#### Workweek and Compensation

The workweek for District employees will be 12:00 a.m. Saturday until 11:59 p.m. Friday. Non-exempt employees will be compensated for all hours worked in a workweek including overtime. For non-exempt employees paid a salary, the salary is paid for a 40-hour workweek even if an employee is scheduled for less than 40 hours. "Overtime" is time worked in excess of 40 hours in a single workweek.

**Comment [AP1]:** CAUTION: Please review policy language to assure the workweek listed aligns with District practice and all Collective Bargaining Agreements. If necessary, please include edits with your Response Form.

Issue 84, February 2014

#### Overtime

~~The School Board discourages overtime work by non-exempt employees.~~ A non-exempt employee shall not work overtime without his or her supervisor's express approval. All supervisors of non-exempt employees shall: (1) monitor overtime use on a weekly basis and report such use to the business office, (2) seek the Superintendent or designee's written pre-approval for any long term or repeated use of overtime that can be reasonably anticipated, (3) ensure that overtime provisions of this policy and the FLSA are followed, and (4) ensure that employees are compensated for any overtime worked. Accurate and complete time sheets of actual hours worked during the workweek shall be signed by each employee and submitted to the business office. The business office will review work records of employees on a regular basis, make an assessment of overtime use, and provide the assessment to the Superintendent. In lieu of overtime compensation, non-exempt employees may receive compensatory time-off, according to Board policy 5:310, *Compensatory Time-Off*.

**Comment [AP2]:** This deletion is not intended to encourage overtime. Rather, it is made to align with the realities that districts budget for overtime and that overtime is frequently less expensive than hiring a contractor or a new employee.

Issue 84, February 2014

#### Suspension Without Pay

No exempt employee shall have his or her salary docked, such as by an unpaid suspension, if the deduction would cause a loss of the exempt status. ~~Certificated-Licensed~~ employees may be suspended without pay in accordance with Board policy 5:240, *Professional Personnel - Suspension*. ~~Non-certificated-licensed~~ employees may be suspended without pay in accordance with Board policy 5:290, *Educational Support Personnel - Employment Termination and Suspensions*.

#### Administrative Implementation

The Superintendent shall implement this policy to ensure FLSA compliance.

# ***DRAFT UPDATE***

LEGAL REF.: 820 ILCS 105/4a.  
Fair Labor Standards Act, 29 U.S.C. §201 et seq., 29 C.F.R. Parts 516, 541, 548,  
553, 778, and 785.

CROSS REF.: 5:240 (Suspension), 5:290 (Employment Termination and Suspensions), 5:310  
(Compensatory Time-Off)

ADOPTED: ~~July 10, 2006~~

# DRAFT UPDATE

## General Personnel

### Personal Technology and Social Media; Usage and Conduct

#### Introduction

Lincolnshire-Prairie View School District No. 103 recognizes the increasingly important role that technology plays in the educational process as well as in the personal lives of the students, their families, and District employees. This policy is intended to foster a thoughtful, responsible use of social media and related technological communication tools in a way that does not disrupt, create unnecessary distractions to, or adversely impact the educational process or the interpersonal relationships among the students, faculty and staff.

#### Definitions

**Includes** - Means "includes without limitation" or "includes, but is not limited to."

**Social media** - Media for social interaction, using highly accessible communication techniques through the use of web-based and mobile technologies to turn communication into interactive dialogue which include but are not limited to:

1. Social networking sites (e.g., Facebook, MySpace);
2. Blogging;
3. Micro blogging sites (e.g., Twitter)
4. Video clips and Podcasts (e.g., YouTube), and
5. Discussion forums

**Personal technology** - Any device that is not owned or leased by the District or otherwise authorized for District use and: (1) transmits sounds, images, text, messages, videos, or electronic information, (2) electronically records, plays, or stores information, or (3) accesses the Internet, or private communication or information networks. This includes laptop computers (e.g., laptops, ultrabooks, and chromebooks), tablets (e.g., iPads®, Kindle®, Microsoft Surface®, and other Android® platform or Windows® devices), smartphones such as (e.g., iPhone®, BlackBerry®, Android®, iPhone®, platform phones, and Windows Phone®), and other devices (e.g., iPod®), such as, iPads® and iPeds®.

#### Usage and Conduct

All District employees who use personal technology and social media shall:

1. Adhere to the high standards for appropriate school relationships ~~in required by~~ policy 5:120, *Ethics and Conduct* at all times, regardless of the ever-changing social media and personal technology platforms available. This includes District employees posting images or private information about themselves or others in a manner accessible to students and other employees that is inappropriate as defined by policy 5:20, *Workplace Harassment Prohibited*; 5:120, *Ethics and Conduct*; 6:235, *Access to Electronic Networks*; 7:20, *Harassment of Students Prohibited*; and the Ill. Code of Educator Ethics, 23 Ill.Admin.Code §22.20.
2. Use a District-provided or supported method whenever possible to communicate with students and their parents/guardians. Employees shall discourage students from making contact through the employee's personal technology or social media. Repeated attempts by a student to make such contact shall be reported to the employee's supervisor.

**Comment [AP1]:** This policy is amended to update the list of personal technology devices.  
**Issue 84, February 2014**

yes  
AHW

# DRAFT UPDATE

3. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
4. Comply with policy 5:130, *Responsibilities Concerning Internal Information*. This means that personal technology and social media may not be used to share, publish, or transmit information about students, including student record information, or images of students and/or District employees without proper approval or consent obtained pursuant to state and federal student and personnel records laws.
5. Refrain from using the District's logos without permission and follow Board policy 5:170, *Copyright*, and all District copyright compliance procedures.
6. Use personal technology and social media for personal purposes only during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.
7. Assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including students' viewing of inappropriate Internet materials through the District employee's personal technology or social media. The Board expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees' personal technology and social media.
8. Be subject to remedial and any other appropriate disciplinary action for violations of this policy ranging from prohibiting the employee from possessing or using any personal technology or social media at school to dismissal and/or indemnification of the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of this policy.

The Superintendent shall:

1. Inform District employees about this policy.
2. Direct Building Principals to annually inform their building staff about the importance of maintaining high standards in their school relationships.
3. Build awareness of this policy with students, parents, and the community.
4. Periodically review this policy and any procedures with District employee representatives and electronic network system administrator(s) and present proposed changes to the Board.

LEGAL REF.: 105 ILCS 5/21B-75 and 5/21B-80.  
Ill. Human Rights Act, 775 ILCS 5/5A-102.  
Code of Ethics for Ill. Educators, 23 Ill. Admin. Code §22.20.  
Garcetti v. Ceballos, 547 U.S. 410 (2006).  
Pickering v. High School Dist. 205, 391 U.S. 563 (1968).  
Mayer v. Monroe County Community School Corp., 474 F.3d 477 (7th Cir. 2007).

CROSS REF.: 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:120 (Ethics and Conduct), 5:130 (Responsibilities Concerning Internal Information), 5:150 (Personnel Records), 5:170 (Copyright), 5:200 (Terms and Conditions of Employment and Dismissal), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:340 (Student Records)

ADOPTED: May 14, 2012

# DRAFT UPDATE

Lincolnshire - Prairie View School District 103

5:180

yes  
AHW

## General Personnel

### Temporary Illness or Temporary Incapacity

A temporary illness or temporary incapacity is an illness or other capacity of ill-being that renders an employee physically or mentally unable to perform assigned duties. During such a period, the employee can use accumulated sick leave benefits. However, income received from other sources (worker's compensation, District-paid insurance programs, etc.) will be deducted from the District's compensation liability to the employee. The Board of Education's intent is that in no case will the employee, who is temporarily disabled, receive more than 100 percent of their gross salary.

Those insurance plans privately purchased by the employee and to which the District does not contribute, are not applicable to this policy.

If illness, incapacity, or any other condition causes ~~an~~ a teacher or other licensed employee to be absent in one school year, after exhaustion of all available leave, for more than 90 consecutive work days, such absence may be considered a permanent disability and the Board may ~~consider beginning~~ begin dismissal proceedings subject to State and federal law, including the Americans with Disabilities Act. The Superintendent may recommend this paragraph's use when circumstances strongly suggest that the teacher or other licensed employee returned to work intermittently in order to avoid this paragraph's application. This paragraph shall not be considered a limitation on the Board's authority to take any action concerning an employee that is authorized by State and federal law.

Any employee may be required to have an examination, at the District's expense, by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the authority by his or her supervisor to perform health examinations if the examination is job-related and consistent with business necessity.

LEGAL REF.: Americans with Disabilities Act, 42 U.S.C. §12102.  
105 ILCS 5/10-22.4, 5/24-12, and 5/24-13.  
Elder v. School Dist. No.127 1/2, 208 N.E.2d 423 (Ill.App.1, 1965).  
School District No. 151 v. ISBE, 507 N.E.2d 134 (Ill.App.1, 1987).

CROSS REF.: 5:30 (Hiring Process and Criteria), 5:185 (Family and Medical Leave), 5:250 (Leaves of Absence), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

ADOPTED: December 10, 2007

**Comment [AP1]:**  
Update 1: Until February 2014, this paragraph in the PRESS sample policy applied to all employees. We limited its application to teachers in response to feedback that the paragraph should align with the statute. Section 24-13, which this paragraph implements, applies only to teachers and, thus, we amended the paragraph to make it applicable only to teachers. **This change may trigger a bargaining requirement with a bargaining unit for educational support personnel.**

**Important:** A district should consult the board attorney before determining that a teacher's temporary illness or incapacity became permanent.

**Issue 84, February 2014**

**Comment [AP2]:**  
Update 2: This sentence recognizes that the board may take action concerning an employee in situations beyond this policy's scope.

**Issue 84, February 2014**

# DRAFT UPDATE

Lincolnshire - Prairie View School District 103

5:190

## Professional Personnel

### Teacher Qualifications

A teacher, as the term is used in this policy, refers to a District employee who is required to be certified-licensed under State law. The following qualifications apply:

- yes  
DAN
1. Each teacher must:
    - a. Have a valid Illinois ~~certificate that legally qualifies Professional Educator License issued by the teacher for State Superintendent of Education with the duties for which required endorsements as provided in the teacher is employed School Code.~~ Professional Educator License issued by the State Superintendent of Education with the duties for which required endorsements as provided in the School Code.
    - b. Provide the District Office with a complete transcript of credits earned in institutions of higher education.
    - c. On or before September 1 of each year, unless otherwise provided in an applicable collective bargaining agreement, provide the District Office with a transcript of any credits earned since the date the last transcript was filed.
    - d. Notify the Superintendent of any change in the teacher's transcript.
  2. All teachers with primary responsibility for instructing students in the core academic subject areas (science, the arts, reading or language arts, English, history, civics and government, economics, geography, foreign language, and mathematics) must be *highly qualified* for those assignments as determined by State and federal law.

The Superintendent or designee shall:

1. Monitor compliance with State and federal law requirements that teachers be appropriately ~~certified-licensed~~ and *highly qualified* for their assignments;
2. Through incentives for voluntary transfers, professional development, recruiting programs, or other effective strategies, ensure that minority students and students from low-income families are not taught at higher rates than other students by unqualified, out-of-field, or inexperienced teachers; and
3. Ensure parents/guardians of students in schools receiving Title I money are notified: (a) of their right to request their students' classroom teachers' professional qualifications, and (b) whenever their child is assigned to, or has been taught for 4 or more consecutive weeks by, a teacher who is not highly qualified.

LEGAL REF.: 20 U.S.C. §6319.  
34 C.F.R. §200.55, 56, 57, and 61.  
105 ILCS 5/10-20.15, 5/21-10, ~~5/21-11.4~~, 5/21B-20, and 5/24-23.  
23 Ill.Admin.Code §1.610 et seq., §1.705 et seq., and Part 25.

ADOPTED: ~~November 8, 2010~~

**Comment [AP1]:** We edited policy language in response to amendments that the Ill. State Board of Education (ISBE) made to 23 Ill. Admin. Code Part 25. Part 25 continues to incorporate P.A. 97-607, which changed teacher certification to educator licensure as of July 1, 2013.

Issue 84, February 2014

# DRAFT UPDATE

Lincolnshire - Prairie View School District 103

5:240

## Professional Personnel

### Suspension

#### Suspension Without Pay

The Board of Education may suspend without pay: (1) a professional employee pending a dismissal hearing, or (2) a teacher as a disciplinary measure for misconduct that is detrimental to the School District. Administrative staff members may not be suspended without pay as a disciplinary measure.

Misconduct that is detrimental to the School District includes:

- Insubordination, including any failure to follow an oral or written directive from a supervisor;
- Violation of Board policy or Administrative Procedure;
- Conduct that disrupts or may disrupt the educational program or process;
- Conduct that violates any State or federal law that relates to the employee's duties; and
- Other sufficient causes.

The Superintendent or designee is authorized to issue a pre-suspension notification to a professional employee. This notification shall include the length and reason for the suspension as well as the deadline for the employee to exercise his or her right to appeal the suspension to the Board or Board-appointed hearing examiner before it is imposed. At the request of the professional employee made within 5 calendar days of receipt of a pre-suspension notification, the Board or Board-appointed hearing examiner will conduct a pre-suspension hearing. The Board or its designee shall notify the professional employee of the alleged charges and the date and time of the hearing. At the pre-suspension hearing, the professional employee or his/her representative may present evidence. If the employee does not appeal the pre-suspension notification, the Superintendent or designee shall report the action to the Board at its next regularly scheduled meeting.

#### Suspension With Pay

The Board of Education or Superintendent or designee may suspend a professional employee with pay: (1) during an investigation into allegations of disobedience or misconduct whenever the employee's continued presence in his or her position would not be in the School District's best interests, (2) as a disciplinary measure for misconduct that is detrimental to the School District as defined above, or (3) pending a Board hearing to suspend a teacher without pay.

The Superintendent shall meet with the professional employee to present the allegations and give the professional employee an opportunity to refute the charges. The professional employee will be told the dates and times the suspension will begin and end.

Any criminal conviction resulting from the investigation or allegations shall require the employee to repay to the District all compensation and the value of all benefits received by the employee during the suspension. The Superintendent will notify the employee of this requirement when the employee is suspended.

**Comment [AP1]:** The policy is updated in response to feedback. The edits give the superintendent or designee authority to begin proceedings to suspend a professional staff member without pay.

A superintendent or board should consult the board attorney before taking any action to suspend a licensed employee, with or without pay. A difference of opinion exists among attorneys concerning whether a board is permitted to authorize the superintendent to suspend teachers without pay. See the Update Memo for more information.

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# *DRAFT UPDATE*

LEGAL REF.: 5 ILCS 430 et seq.  
105 ILCS 5/24-12.  
Cleveland Board of Education v. Loudermill, 105 S.Ct. 1487 (1985).  
Barszcz v. Community College District No. 504, 400 F.Supp. 675 (N.D. Ill., 1975).  
Massie v. East St. Louis School District No.189, 561 N.E.2d 246 (Ill.App.5, 1990).

CROSS REF.: 5:290 (Educational Support Personnel - Employment Termination and Suspensions)

ADOPTED: April 13, 2009

# DRAFT UPDATE

## Students

### Attendance and Truancy

*yes  
AHW*

This policy applies to individuals who have custody or control of a child: ~~between the ages of 7 and 17 years of age (unless the child has graduated from high school); (a) whose age meets the compulsory attendance age listed in State law, or (b) who is enrolled in any of grades, kindergarten through 12, in the public school regardless of age. These individuals must cause the child to attend the District school wherein the child is assigned, except as provided herein or by State law. Unless a student has already graduated from high school, compulsory attendance ages are as follows:~~

1. ~~Before the 2014-2015 school year, students between the ages of 7 and 17 years.~~
2. ~~Beginning with the 2014-2015 school year, students between the ages of 6 (on or before September 1) and 17 years.~~

The Board of Education supports the principle that local school districts must have the responsibility for matters pertaining to student attendance. Further, the Board recognizes that a truant is defined as a child residing in School District 103 and who is subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or a portion thereof.

“Valid cause” for absence shall be illness, observances of a religious holiday, death in the immediate family, emergency, extraordinary circumstances, and shall include such other situations beyond the control of the student as may be specified by Board policy, economic or medical necessity, family hardship, or such other circumstance which cause reasonable concern to the parent for the safety or health of the student.

A “chronic or habitual student” is a child residing in School District 103 and subject to compulsory school attendance and who is absent without valid cause from such attendance for 10% or ore of the previous 180 regular days.

A “truant minor” is a child to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs and other school and community resources have been provided and have failed to result in the cessation of chronic truancy or have been offered and refused.

The following resources and supportive services may be offered to students who are truants or chronic truants:

- Conferences with school personnel
- Counseling services of social workers
- Testing by special education personnel
- Schedule or program change
- Placement in alternative educational programs
- Special education assessment and placement
- Referral to community agencies for appropriate services.

The Superintendent or designee shall implement and manage an absenteeism and truancy program in accordance with the School Code and Board policy. The administration shall determine if a student is truant, chronic or habitual truant, or a truant minor, as defined in the School Code, Section 26-2a. The Superintendent shall direct the appropriate School District staff to develop diagnostic procedures to be used with the student who is a truant, a chronic or habitual truant, or a truant minor. The diagnostic procedures may include but not be limited to counseling services to the student and the

**Comment [A1]:** The policy is amended in response to new legislation that changes the compulsory attendance ages for students.

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# ***DRAFT UPDATE***

student's parents/guardian, a health evaluation by the school health personnel, use of peer groups, and clinical evaluations by local and/or state agencies.

In cases where a student's truancy is chronic and persists, the matter should be referred by the Principal to the Superintendent. He may call upon the resources of outside agencies such as the Juvenile Officer of the local police department, the Truant Officer of the Education Service Region of the County, or other supportive services which are available for working with truants or chronic truants. The Board of Education, Superintendent, School District administrators and teachers shall assist and furnish such information as they have to aid truant officers in the performance of their duties.

No punitive action, such as administrative grade reduction, out-of-school suspensions, expulsion, or court action may be taken against a chronic or habitual truant unless available supportive services of the District have been provided to the student.

LEGAL REF.: Juvenile Court Act of 1987, 705 ILCS 405/3-33.5.  
School Code (as amended by P.A. 95-417) 105 ILCS 5/26-1 through 16  
23 Ill.Admin.Code §§1.242 and 1.290.

CROSS REF.: 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:150 (Home and Hospital Instruction), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:80 (Release Time for Religious Instruction/Observance), 7:190 (Student Discipline)

ADOPTED: ~~March 10, 2008~~

# DRAFT UPDATE

## Students

### Search and Seizure

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

#### School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

#### Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students;
2. In the presence of a school administrator or adult witness; and
3. By a certificated employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

#### Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

#### Notification Regarding Student Accounts or Profiles on Social Networking Websites

State law requires the District to notify students and their parents/guardians that school officials may request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website. This request may be made only if there is reasonable cause to believe that the student's account contains evidence that he or she violated a school disciplinary rule or Board policy.

**Comment [AP1]:** This policy is updated in response to the Right to Privacy in the School Setting Act.

This is a notification law, the legal analysis concerning search and seizure by school officials has not changed.

In addition to policy, the law lists a school's student handbook as a method for publication of this information.

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yes  
AHW

# ***DRAFT UPDATE***

LEGAL REF.: 105 ILCS 5/10-20.14, 5/10-22.6, and 5/10-22.10a.  
Right to Privacy in the School Setting Act, 105 ILCS 75/.  
Cornfield v. Consolidated High School Dist. No. 230, 991 F.2d 1316 (7th Cir., 1993).  
People v. Dilworth, 661 N.E.2d 310 (Ill., 1996), *cert. denied*, 116 S.Ct. 1692 (1996).  
People v. Pruitt, 662 N.E. 2d 540 (Ill.App.1, 1996), *app. denied*, 667 N.E. 2d 1061 (Ill.App.1, 1996).  
T.L.O. v. New Jersey, 105 S.Ct. 733 (1985).  
Vernonia School Dist. 47J v. Acton, 115 S.Ct. 2386 (1995).  
Safford Unified School Dist. No. 1 v. Redding, 129 S. Ct. 2633 (2009).

CROSS REF.: 7:130 (Student Rights and Responsibilities), 7:150 (Agency and Police Interviews), 7:190 (Student Discipline)

ADOPTED: September 18, 2012

# DRAFT UPDATE

## Students

### Student Discipline

#### Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including, but not limited to:

1. Intent to use; using, possessing, distributing, purchasing, or selling tobacco materials or electronic cigarettes.
  2. Intent to use; using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
  3. Intent to use; using, possessing, distributing, purchasing, or selling:
    - a. Any illegal drug, or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
    - b. Any anabolic steroid unless being administered in accordance with a physician's or licensed practitioner's prescription.
    - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
    - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
    - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
    - f. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
    - g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.
4. Intent to use; using, possessing, controlling, or transferring a "weapon" as that term is defined in the *Weapons* section of this policy, or violating the *Weapons* section of this policy.
  5. Intent to use; using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any

#### Comment [AP1]:

Update 1: To legally use medical cannabis, an individual must first become a registered qualifying patient. There are many situations in which no one, even a registered qualifying patient, may possess or use cannabis, including in a school bus or on the grounds of any preschool, or primary or secondary school. Contact the board attorney for advice concerning medical cannabis.

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# DRAFT UPDATE

manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept off and out of sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's IEP; or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*, is prohibited.
10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
11. Being absent without a recognized excuse; State law and Board policy on truancy control will be used with chronic and habitual truants.
12. Being involved with any public school fraternity, sorority, or secret society, by:
  - Being a member;
  - Promising to join;
  - Pledging to become a member; or
  - Soliciting any other person to join, promise to join, or be pledged to become a member.
13. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
14. Violating any criminal law, such as assault and battery, arson, theft, gambling, and hazing.
15. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
16. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not

**Comment [AKL2]:**

Update 2: All school boards must have a policy on teen dating violence. A reference to the required policy is added. Please verify that the board adopted the policy listed and amend its title and/or coding if necessary.

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# ***DRAFT UPDATE***

limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations where the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of early intervention and progressive discipline, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board’s authority to impose discipline, including suspension or expulsion, for such behavior.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student’s parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

The grounds for disciplinary action, including those described more thoroughly later in this policy, apply whenever the student’s conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any other time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event which bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

## Disciplinary Measures

Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to 10 days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges, provided that appropriate procedures are followed.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), “look-alikes,” alcohol, or weapons.
8. Notifying parents/guardians.
9. Temporary removal from the classroom.

# DRAFT UPDATE

10. In-school suspension for a period not to exceed 5 school days. The Building Principal or designee shall ensure that the student is properly supervised.
11. After-school study or Saturday study, provided the student's parent(s)/guardian(s) have been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
12. Community service with local public and nonprofit agencies that enhance community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure giving the student and/or parent(s)/guardian(s) the choice.

A student may be immediately transferred to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.

Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

## Weapons

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alike" of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy's prohibitions concerning weapons apply regardless of whether: ~~(1) a student is licensed to carry a concealed firearm or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.~~

## Required Notices

A school staff member shall immediately notify the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent(s)/guardian(s). "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

*unnecessary language as our students are not eligible for a concealed carry permit.*

No  
1

### Comment [AP3]:

The policy as written prohibits the use of isolated time out and physical restraint by not specifically permitting their use. According to the ISBE rule, isolated time out and physical restraints are prohibited unless a board authorizes their use in a policy containing the numerous components identified in the rule.

**OPTION:** A board that wants to authorize the use of isolated time out and physical restraints should insert the paragraph below:

School staff members shall not use isolated time out and physical restraints other than as permitted in Section 10-20.33 of the School Code, State Board of Education rules, and procedures developed by the Superintendent. Neither isolated time out nor physical restraints shall be used to discipline or punish a student.

To comply with ISBE's rule, a board must also incorporate by reference the procedure developed by the superintendent, i.e., 7:190-AP4, *Use of Isolated Time Out and Physical Restraint*. By doing this, the procedure becomes part of the policy. Please verify the coding and title of this procedure and amend the reference if necessary.

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### Comment [AP4]:

**Update 3:** The Firearm Concealed Carry Act permits a properly licensed individual to carry a concealed firearm within a vehicle into a school parking area and store it a locked vehicle out of plain view. The Federal Gun-Free Schools Act has a similar provision. The School Code, however, contains no similar exception to the ban on firearms at schools. Contact the board attorney before permitting students to store their firearms in their vehicle's trunk while parked at school.

Issue 84, February 2014

# DRAFT UPDATE

## Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent or designee is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board of Education may suspend a student from riding the bus in excess of 10 days for safety reasons.

## Student Handbook

The Superintendent or designee, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

LEGAL REF.: Gun-Free Schools Act, 20 U.S.C. §7151 et seq.  
Pro-Children Act of 1994, 20 U.S.C. §6081.  
410 ILCS 130/ Compassionate Use of Medical Cannabis Pilot Program.  
430 ILCS 66/ Firearm Concealed Carry Act.  
105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.36, 5/10-21.7, 5/10-21.10,  
5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/24-24, 5/26-12, 5/27-23.7, ~~and 5/31-3,~~  
and 110/3.10.  
23 Ill.Admin.Code §1.280.

CROSS REF.: 2:240 (Board Policy Development), 5:230 (Maintaining Student Discipline),  
6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out  
of School and Graduation Incentives Program), 7:70 (Attendance and Truancy),  
7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:150  
(Agency and Police Interviews), 7:160 (Student Appearance), 7:170  
(Vandalism), 7:180 (Preventing Bullying, Intimidation, and Harassment), 7:185  
(Teen Dating Violence Prohibited), 7:200 (Suspension Procedures), 7:210  
(Expulsion Procedures), 7:220 (Bus Conduct), 7:230 (Misconduct by Students  
with Disabilities), 7:240 (Conduct Code for Participants in Co-Curricular  
Activities), 7:270 (Administering Medicines to Students), 7:310 (Restrictions on  
Publications), 8:30 (Visitors to and Conduct on School Property)

ADOPTED: June 25, 2013

# DRAFT UPDATE

Lincolnshire - Prairie View School District 103

8:95

## Community Relations

### Parental Involvement

In order to assure collaborative relationships between students' families and the Board of Education and District personnel, and to enable parent(s)/guardian(s) to become active partners in education, the Superintendent shall develop administrative procedures to:

1. Keep parent(s)/guardian(s) thoroughly informed about their child's school and education.
2. Encourage involvement in their child's school and education.
3. Establish effective two-way communication between all families and the Board of Education and District personnel.
4. Seek input from parent(s)/guardian(s) on significant school-related issues.
5. Inform parents/guardians on how they can assist their children's learning.

CROSS REF.: 6:170 (Title I Programs), 6:250 (Community Resource Persons and Volunteers),  
8:10 (Connection with the Community), 8:90 (Parent Organizations)

ADOPTED: July 10, 2006

*Policy has not changed.*

*This would change the policy*

#### **Comment [AP1]:**

A board may implement *Bring Your Parents to School Day* the first Monday in October of each year. Its purpose is to promote parental involvement and student success. It may be an item upon which collective bargaining may be required. Any policy that impacts wages, hours, or terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. Boards may also want to consider the impact *Bring Your Parents to School Day* may have upon students' instructional time how the implementation of this day will impact school safety and security. See 4:170, *Safety* and its implementing procedures.

Consult the board attorney for advice before implementing this law.

**OPTION:** If a board chooses to implement this day, the following optional subhead may be inserted:

#### Bring Your Parents to School Day

On the first Monday in October of each year, students' parents/guardians are invited to attend class with their children and meet with teachers and administrators during the school day.

The following legal reference must also be inserted into the policy: "105 ILCS 5/10-20.55."

Issue 84, February 2014

*No  
SNW*

## Press Updates Issue 85

4:100	Insurance Management
4:160	Hazardous and Infectious Materials
4:170	Safety
4:175	Convicted Child Sex Offender; Criminal Background Check and <del>Notification</del> Laws/or Screen; Notifications
5:280	Educational Support Personnel
6:150	Home and Hospital Instruction
7:250	Student Support Services

# DRAFT UPDATE

## Operational Services

### Insurance Management

The Assistant Superintendent for Business or designee shall recommend and maintain all insurance programs which provide the broadest and most complete coverage available at the most economical cost, consistent with sound insurance principles.

The insurance program shall include:

1. Liability coverage to insure against any loss or liability of the School District and the listed individuals against civil rights damage claims and suits, constitutional rights damage claims and suits, and death and bodily injury and property damage claims and suits, including defense costs, when damages are sought for negligent or wrongful acts allegedly committed in the scope of employment or under the Board's direction or related to any mentoring services provided to the District's certified staff members; Board members; employees; volunteer personnel authorized by 105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b; mentors of certified staff members authorized in 105 ILCS 5/21A-5 *et seq.* (new teacher), 105 ILCS 5/2-3.53a (new principal), and 2-3.53b (new superintendents); and student teachers.
2. Comprehensive property insurance covering a broad range of causes of loss involving building and personal property. The coverage amount shall normally be for the replacement cost or the insurable value.
3. Workers' Compensation to protect the individual employees against financial loss in case of a work-related injury, certain types of disease, or death incurred in an employee-related situation.
4. Employee insurance programs.

Also, please refer to the current "Master contract between Lincolnshire-Prairie View Teachers' Association and the Board of Education School District 103."

### Student Insurance

The Board shall annually designate a company to offer student accident insurance coverage. The Board does not endorse the plan nor recommend that parents/guardians secure the coverage, and any contract is between the parents/guardians and the company.

**Comment [AP1]:** This material has been relocated from policy 4:170, *Safety*, to keep insurance matters together. This section is optional.

Issue 85, May 2014

LEGAL REF.: Consolidated Omnibus Budget Reconciliation Act, P. L. 99-272, ¶ 1001, 100 Stat. 222, 4980B(f) of the I.R.S. Code, 42 U.S.C. §300bb-1 *et seq.*  
 105 ILCS 5/10-20.20, 5/10-22.3, 5/10-22.3a, 5/10-22.3b, 5/10-22.3f, 5/10-22.34, 5/10-22.34a, and 5/10-22.34b.  
 215 ILCS 5/  
 750 ILCS 75/  
 820 ILCS 305/.

ADOPTED: March 19, 2013

YKS  
AHW

# DRAFT UPDATE

Lincolnshire - Prairie View School District 103

4:160

## Operational Services

### Hazardous and Infectious Materials

The Superintendent or designee(s) shall take all reasonable measures to protect the safety of District personnel, students, and visitors on District premises from risks associated with hazardous materials, including pesticides, and infectious materials.

LEGAL REF.: 29 C.F.R. Part §1910.1030, Occupational Exposure to Bloodborne Pathogens, as adopted by the Illinois Department of Labor, 56 Ill.Admin.Code §350.300(c).  
 29 C.F.R. §1910.1200, Occupational Safety and Health Administration Hazard Communication Standards, as adopted by 820 ILCS 255/1.5, Toxic Substances Disclosure to Employees Act.  
 20 ILCS 3130/, Green Buildings Act.  
 105 ILCS 5/10-20.17a; 5/10-20.48; 135/; and 140/, Green Cleaning School Act.  
 225 ILCS 235/, Structural Pest Control Act.  
 415 ILCS 65/, Lawn Care Products Application and Notice Act.  
 820 ILCS 255/, Toxic Substances Disclosure to Employees Act. (*inoperative*)  
 23 Ill.Admin.Code §1.330, Hazardous Toxic Materials Training.  
 56 Ill.Admin.Code Part 205, Toxic Substances Disclosure To Employees.

CROSS REF.: 4:150 (Facility Management and Building Programs)

ADOPTED: July 10, 2006

**Comment [NB1]:**  
 The current PRESS title for this policy is Environmental Quality of Buildings and Grounds.

This policy is unchanged in PRESS. Please refer to sample text. The Legal References are significantly updated to recognize that the Toxic Substances Disclosure to Employees Act is inoperative and its impending rules were repealed. Therefore, school districts must follow the federal disclosure and training requirements set forth in the Occupational Safety and Health Administration *Hazard Communication Standards*.

Issue 85, May 2014

yes  
AHW

# DRAFT UPDATE

Lincolnshire - Prairie View School District 103

4:170

## Operational Services

### Safety

#### ~~Safety Program and Security~~

All District operations, including the education program, shall be conducted in a manner that will promote the safety and security of everyone on District property or at a District event. The Superintendent or designee shall develop and implement, and maintain a comprehensive safety and crisis security plan incorporating both avoidance and management guidelines. The comprehensive safety and crisis plan shall specifically include provisions for: injury prevention; bomb threats, weapons, and explosives on campus; that includes, without limitation:

1. An emergency operations plan(s) addressing prevention, preparation, response, and recovery for each school;
2. Provisions for a coordinated effort with local law enforcement and fire officials, emergency medical services personnel, and the Board Attorney;
3. A school safety drill program; tornado protection; instruction plan;
4. Instruction in safe bus riding practices; emergency aid; post-crisis management; and responding to medical emergencies at an indoor and outdoor physical fitness facility. The term "physical fitness facility" excludes any activity or program organized by a private or not-for-profit organization and organized and supervised by a person or persons other than the employees of the school.
- 4-5. A clear, rapid, factual, and coordinated system of internal and external communication.

In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to follow the best practices discussed for their building regarding the use of any available cellular telephones/telephones.

#### School Safety Drill Plan

During each every academic year, each school building that houses school children must shall conduct, at a minimum, each of the following in accordance with the School Safety Drill Act, 105 ILCS 128/:

1. Three school evacuation drills;
2. One bus evacuation drill;
3. One severe weather and shelter-in-place drill; and
4. One law enforcement drill.

The law enforcement drill must be conducted according to the District's comprehensive safety and crisis plan, with the participation of the appropriate law enforcement agency. This drill may be conducted on days and times that students are not present in the building.

#### Automated External Defibrillator (AED)

The Superintendent or designee shall implement a written plan for responding to medical emergencies at the District's physical fitness facilities in accordance with the Fitness Facility Medical Emergency Preparedness Act. The plan shall provide for an automated external defibrillator (AED) to be available according to State law requirements. This policy does not create an obligation to use an AED nor is it intended to create any expectation that an AED will be present or a trained person will be present and/or able to use an AED.

**Comment [AP1]:** This policy is significantly streamlined.

Issue 85, May 2014

**Comment [AP2]:** Update 1: The requirements for a comprehensive safety and security plan are now contained in a vertical list in order to stress and clarify the comprehensive safety and security plan's overarching requirements.

Issue 85, May 2014

**Comment [AP3]:** Update 2: Subheading added to make this material easier to find.

Issue 85, May 2014

**Comment [AP4]:** Update 3: Each indoor and outdoor physical fitness facility serving at least 100 individuals must "adopt and implement a written plan for responding to medical emergencies that occur at the facility during the time that the facility is open for use by its members or by the public." See the statute and administrative rules for other numerous mandates: 210 ILCS 74/; 77 Ill. Admin. Code Part 527. See also 4:170-AP6, Plan for Responding to a Medical Emergency at a Physical Fitness Facility with an AED.

Issue 85, May 2014

yes  
DNW

# DRAFT UPDATE

## Soccer Goal Safety

The Superintendent or designee shall implement the Movable Soccer Goal Safety Act in accordance with the guidance published by the Illinois Department of Public Health. Implementation of the Act shall be directed toward improving the safety of moveable soccer goals by requiring that they be properly anchored.

**Comment [AP5]:** Update 4: Subheading added to make this material easier to find.

Issue 85, May 2014

## Convicted Child Sex Offender and Notification Laws

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

**Comment [AP6]:** This section's content has been relocated to new policy 4:175, *Convicted Child Sex Offender; Criminal Background Check and/or Screen; Notifications*, in order to make it easier to find.

Issue 85, May 2014

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

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

If a student is a sex offender, the Superintendent or designee shall develop guidelines for managing his or her presence in school.

The Superintendent or designee shall develop procedures for the distribution and use of information from law enforcement officials under the Sex Offender Community Notification Law and the Murderer and Violent Offender Against Youth Community Notification Law. The Superintendent or designee shall serve as the District contact person for purposes of these laws. The Superintendent and Building Principal shall manage a process for schools to notify the parents/guardians during school registration that information about sex offenders is available to the public as provided in the Sex Offender Community Notification Law. This notification must occur during school registration and at other times as the Superintendent or Building Principal determines advisable.

All contracts with the School District that may involve an employee or agent of the contractor having any direct or indirect contact with a student, shall contain the following:

The contractor shall not send to any school building or school property any employee or agent who would be prohibited from being employed by the District due to a conviction of a crime listed in 105 ILCS 5/10-21.9, amended by P.A.s 97-248 and 97-607, or who is listed in the Illinois Sex Offender Registry or the Illinois Murderer and Violent Offender Against Youth Registry. The contractor shall make every employee who will be sent to any school building or school property available to the District for the purpose of submitting to a fingerprint-based criminal history records check pursuant to 105 ILCS 5/10-21.9. The check shall occur before any employee or agent is sent to any school building or school property. The contractor will reimburse the District for the costs of the checks. The District must also provide a copy of the report to the individual employee, but is not authorized to release it to the contractor. Additionally, at least quarterly, the contractor shall check if an employee or agent is listed on the Illinois Sex Offender Registry or the Illinois Murderer and Violent Offender Against Youth Registry.

**Comment [AP7]:** The sample paragraph for any contract with a firm whose employees will have contact with one or more students has been relocated to new administrative procedure 4:60-AP3, *Criminal History Records Check of Contractor Employees*, because it is more closely related to contract management than safety.

Issue 85, May 2014

# DRAFT UPDATE

If the District receives information that concerns the record of conviction as a sex offender of any employee of a District contractor, the District will provide the information to another school, school district, community college district, or private school that requests it.

## Unsafe School Choice Option

The unsafe school choice option provided in State law permits students to transfer to another school within the District in certain situations. This transfer option is unavailable in this District because each grade is in only one attendance center. A student, who would otherwise have qualified for the choice option, or such a student's parent/guardian, may request special accommodations from the Superintendent or designee.

## Student Insurance

~~The Board shall annually designate a company to offer student accident insurance coverage. The Board does not endorse the plan nor recommend that parents/guardians secure the coverage, and any contract is between the parents/guardians and the company. Students participating in athletics, cheerleading, or pompons must have school accident insurance unless the parents/guardians state in writing that the student is covered under a family health insurance plan.~~

**Comment [AP8]:** The section on Student Insurance was relocated to policy 4:100, *Insurance Management*, because it is more closely related to insurance management than safety.

Issue 85, May 2014

## Emergency Closing

The Superintendent is authorized to close ~~the school~~school(s) in the event of hazardous weather or other ~~emergencies~~emergency that ~~threaten~~threatens the safety of students, staff members, or school property.

## Annual Review

~~The Board or its designee will annually review each school building's safety and security plans, protocols, and procedures, as well as each building's compliance with the school safety drill plan.~~

**Comment [AP9]:** Update 5: State law requires each school board or its designee to conduct one annual meeting at which it reviews each building's emergency and crisis response plan, protocols, and procedures, and each building's compliance with the school safety drill plan. The statutes 105 ILCS 128/25 and 128/30 contain detailed requirements. ISBE's website contains an annual review checklist and report at [www.isbe.net/safety/guide.htm](http://www.isbe.net/safety/guide.htm).

Issue 85, May 2014

LEGAL REF.: ~~105 ILCS 5/10-20.2, 5/18-12, 5/18-12.5, and 128/210 ILCS 74/, Physical Fitness Facility Medical Emergency Preparedness Act, Adam Walsh Child Protection and Safety Act, P.L. 109-248, Uniform Conviction Information Act, 20 ILCS 2635/, 105 ILCS 5/10-20.28, 5/21B-80, 5/10-21.9, and 128/Physical Fitness Facility Medical Emergency Preparedness Act, 210 ILCS 74/, Ill. Vehicle Code, 625 ILCS 5/12-813.1, Criminal Code of 2012, 720 ILCS 5/11-9.3, Unified Code of Corrections, 730 ILCS 152/101 et seq.~~

CROSS REF.: ~~4:110 (Transportation), 4:175 (Convicted Child Sex Offender: Criminal Background Check and/or Screen; Notifications), 4:180 (Pandemic Preparedness), 5:30 (Hiring Process and Criteria), 6:190 (Extracurricular and Co-Curricular Activities), 6:250 (Community Resource Persons and Volunteers), 7:220 (Bus Conduct), 7:300 (Extracurricular Athletics), 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations with Other Organizations and Agencies)~~

ADOPTED: ~~June 25, 2013~~

# MATERIAL RELOCATED FROM POLICY 4:170

4:175

yes  
SHW

## Operational Services

### Convicted Child Sex Offender; Criminal Background Check and Notification Laws/or Screen; Notifications

#### Persons Prohibited on School Property without Prior Permission

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

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

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

If a student is a sex offender, the Superintendent or designee shall develop guidelines for managing his or her presence in school.

#### Criminal Background Check and/or Screen

The Superintendent or designee shall perform the criminal background check and/or screen required by State law or Board policy for employees; student teachers; students doing field or clinical experience other than student teaching; contractors' employees who have direct, daily contact with one or more children; and resource persons and volunteers. He or she shall take appropriate action based on the result of any criminal background check and/or screen.

#### Notification to Parents/Guardians

The Superintendent shall develop procedures for the distribution and use of information from law enforcement officials under the Sex Offender Community Notification Law and the Murderer and Violent Offender Against Youth Community Notification Law. The Superintendent or designee shall serve as the District contact person for purposes of these laws. The Superintendent and Building Principal shall manage a process for schools to notify the parents/guardians during school registration that information about sex offenders is available to the public as provided in the Sex Offender Community Notification Law. This notification must occur during school registration and at other times as the Superintendent or Building Principal determines advisable.

**Comment [AP1]:** These topics were formerly covered in policy 4:170, *Safety*.

**Issue 85, May 2014**

**Comment [AP2]:** This section was added to serve as the central requirement concerning criminal background checks and screens.

**Issue 85, May 2014**

LEGAL REF.: 20 ILCS 2635/, Uniform Conviction Information Act.  
720 ILCS 5/11-9.3.  
730 ILCS 152/, Sex Offender Community Notification Law.  
730 ILCS 154/75-105, Murderer and Violent Offender Against Youth Community  
Notification Law.

CROSS REF.: 5:30 (Hiring Process and Criteria), 6:250 (Community Resource Persons and  
Volunteers), 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations  
with Other Organizations and Agencies)

ADOPTED:

# DRAFT UPDATE

Lincolnshire - Prairie View School District 103

5:280

## Educational Support Personnel

### Duties and Qualifications

All support staff: (1) must meet qualifications specified in job descriptions, (2) must be able to perform the essential tasks listed and/or assigned, and (3) are subject to Board policies as they may be changed from time-to-time at the Board's sole discretion.

#### Paraprofessionals and Teacher Aides

~~Paraprofessionals and teacher aides are noncertificated personnel with provide supervised instructional duties; the terms are synonymous support. Service as a paraprofessional or teacher aide requires a statement of approval issued an educator license with stipulations endorsed for a paraprofessional educator unless a specific exemption is authorized by the Illinois State Board of Education (ISBE), unless the individual holds any certificate indicative of completion of at least a bachelor's degree or a provisional vocational certificate, is completing an approved clinical experience, and/or is student teaching.)~~

~~A paraprofessional or teacher aide in a targeted assistance program that is paid with federal funds under Title I, Part A, or in a school-wide program that is supported with such funds, shall hold a "statement of approval," issued by the ISBE, for this purpose.~~

~~Individuals with only non-instructional duties (e.g., providing technical support for computers, providing personal care services, or performing clerical duties) are not paraprofessionals or teacher aides, and the requirements in this section do not apply. In addition, individuals who are completing their clinical experiences and/or student teaching do not need to comply with this section, provided they their service otherwise qualify for instructional duties under complies with ISBE rules.~~

#### Noncertificated and Unlicensed Personnel Working with Students and Performing Non-Instructional Duties

~~Noncertificated and unlicensed personnel performing non-instructional duties may be used:~~

- ~~1. For supervising study halls, long distance teaching reception areas used incident to instructional programs transmitted by electronic media (e.g., computers, video, and audio), detention and discipline areas, and school-sponsored extracurricular activities;~~
- ~~2. As supervisors, chaperones, or sponsors for non-academic school activities; or~~
- ~~3. For non-teaching duties not requiring instructional judgment or student evaluation.~~

~~Nothing in this policy prevents a noncertificated person from serving as a guest lecturer or resource person under a certificated teacher's direction and with the administration's approval.~~

#### Coaches

~~Athletic coaches shall have the qualifications required by any association in which the School District maintains a membership. Regardless of whether the athletic activity is governed by an association, the Superintendent or designee shall ensure that each athletic coach: (1) is knowledgeable regarding coaching principles, (2) has first aid training, and (3) is a trained Automatic External Defibrillator user according to rules adopted by the Illinois Department of Public Health. Anyone performing athletic training services shall be licensed under the Illinois Athletic Trainers Practice Act, be an athletic trainer aide performing care activities under the on-site supervision of a licensed athletic trainer, or otherwise be qualified to perform athletic trainer activities under State law.~~

#### Bus Drivers

~~All school bus drivers must have a valid school bus driver permit. The Superintendent or designee shall inform the Illinois Secretary of State, within 30 days of being informed by a school bus driver,~~

**Comment [AKL1]:** This policy is updated to comply with ISBE rule changes. Except as provided in ISBE rule §1.630, all new applicants for a paraprofessional credential must hold an educator license with stipulations endorsed for a paraprofessional educator (23 Ill.Admin.Code §§1.630 and 25.510).

If the district would like to use the term *teacher aide*, see the Update Memo for optional language and include district edits with the PRESS Plus Response Form.

Issue 85, May 2014

# ***DRAFT UPDATE***

that the bus driver permit holder has been called to active duty. New bus drivers and bus drivers who are returning from a lapse in their employment are subject to the requirements contained in Board policy 5:30, *Hiring Process and Criteria* and Board policy 5:285, *Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers*.

LEGAL REF.: No Child Left Behind Act of 2001, 20 U.S.C. §6319(c).  
34 C.F.R. §§200.58 and 200.59.  
105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b.  
625 ILCS 5/6-104 and 5/6-106.1.  
23 Ill.Admin.Code §§1.630 and 25.510, 25.520.

CROSS REF.: 4:110 (Transportation), 4:170 (Safety), 5:30 (Hiring Process and Criteria), 5:35 (Compliance with the Fair Labor Standards Act), 5:285 (Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers), 6:250 (Community Resource Persons and Volunteers)

ADOPTED: ~~September 18, 2012~~

# DRAFT UPDATE

Lincolnshire - Prairie View School District 103

6:150

## Instruction

### Home and Hospital Instruction

yes  
AW

A student who is absent from school, or whose physician anticipates that the student will be absent from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by State law and the Illinois State Board of Education ~~rules~~ governing (1) the continuum of placement options for students who have been identified for special education services or (2) the ~~home~~ and hospital instruction provisions for students who have not been identified for special education services. Appropriate educational services from qualified staff will begin no later than 5 school days after receiving a physician's written statement. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

**Comment [AKL1]:** This policy is updated to cite 23 Ill. Admin. Code § 1.520. The rule addresses home and hospital instruction for students who have not been identified for special education services.

Issue 85, May 2014

LEGAL REF.: 105 ILCS 5/10-22.6a, 5/14-13.01, 5/18-4.5, and 5/18-8.05.  
23 Ill. Admin. Code §§ 1.520, 1.610, and 226.300.

CROSS REF.: 6:120 (Education of Children with Disabilities), 7:10 (Equal Educational Opportunity), 7:280 (Communicable and Chronic Infectious Disease)

ADOPTED: February 13, 2012

# DRAFT UPDATE

Lincolnshire - Prairie View School District 103

7:250

## Students

### Student Support Services

The following student support services may be provided by the School District:

1. Health services supervised by a qualified nurse. The Superintendent or designee may implement procedures to further a healthy school environment and prevent or reduce the spread of disease, including head lice (*Pediculus Humanus Capitis*).
2. Educational and psychological testing services and the services of a psychologist as needed. In all cases, written permission to administer a psychological examination must be obtained from a student's parent(s)/guardian(s). The results will be given to the parent(s)/guardian(s), with interpretation, as well as to the appropriate professional staff.
3. The services of a social worker. A student's parent(s)/guardian(s) must consent to regular or continuing services from a social worker.

**Comment [AKL1]:** The policy is updated in the spirit of continuous improvement. The term *head lice* has been deleted from the policy as a *disease* because head lice are not known to transmit any disease and therefore are not considered a health hazard (see Centers for Disease Control's website at [www.cdc.gov/parasites/lice/head/disease.html](http://www.cdc.gov/parasites/lice/head/disease.html)).

Issue 85, May 2014

LEGAL REF.: Children's Mental Health Act of 2003, 405 ILCS 49/  
Mental Health and Developmental Disabilities Confidentiality Act, 740 ILCS 110/.

CROSS REF.: 6:65 (Student Social and Emotional Development), 6:270 (Guidance and Counseling Program), 7:100 (Health, Eye and Dental Examinations, Immunizations, and Exclusion of Students), 7:280 (Communicable and Chronic Infectious Diseases), 7:340 (Student Records)

ADOPTED: ~~September 18, 2012~~

## Press Updates Issue 86

2:20	Powers and Duties of The School Board; Indemnification (Renamed)
4:60	Purchases and Contracts
4:90	Activity Funds
5:30	Hiring Process and Criteria
5:260	Student Teachers
7:20	Harassment of Students Prohibited
7:180	Prevention of and Response to Bullying, Intimidation, and harassment (Renamed and Rewritten)
7:240	Conduct Code for Participants in Extracullicular Activities

# DRAFT UPDATE

Lincolnshire - Prairie View School District 103

2:20

## Board of Education

### Powers and Duties of the Board of Education; Indemnification

The powers and duties of the Board of Education generally include:

1. Organizing the Board after each consolidated election by electing officers and establishing its regular meeting schedule and, thereafter, taking action during lawfully called meetings to faithfully fulfill the Board's responsibilities in accordance with State and federal law. *At the Board's discretion, the Board may*
2. Formulating, adopting, and modifying Board of Education policies, at its sole discretion, subject only to mandatory collective bargaining agreements and State and federal law.
3. Employing a Superintendent and other personnel, making employment decisions, and dismissing personnel.
4. Directing, through policy, the Superintendent, in his or her charge of the District's administration.
5. Approving the annual budget, tax levies, major expenditures, payment of obligations, annual audit, and other aspects of the District's financial operation;
6. Letting contracts utilizing the public bidding procedure when required;
7. Providing, constructing, controlling, supervising, and maintaining adequate physical facilities;
8. Approving the curriculum, textbooks, and educational services;
9. Evaluating the educational program and approving School Improvement and District Improvement Plans when they are required to be developed or revised.
10. Presenting the District report card and School report card(s) to parents/guardians and the community; these documents report District, School and student performance.
11. Establishing and supporting student discipline policies designed to maintain an environment conducive to learning, including hearing individual student suspension or expulsion cases brought before it.
12. Establishing attendance units within the District and assigning students to the schools;
13. Establishing the school year;
14. Providing student transportation services- pursuant to State law.
15. Entering into joint agreements with other boards of education to establish cooperative educational programs or provide educational facilities; and
16. Complying with requirements in the Abused and Neglected Child Reporting Act. Specifically, each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in the Act, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with the Act's requirements concerning the reporting of child abuse.
17. Communicating the schools' activities and operations to the community and representing the needs and desires of the community in educational matters.

**Comment [AP1]:** This policy is renamed to add emphasis to Indemnification.

**Issue 86, August 2014**

**Comment [AP2]: Update 1:** The major powers and duties list was amended.

**OPTION:** Boards that elect officers for 1-year terms and/or hold organizational meetings yearly, should substitute the following language for #1: *organize*  
Annually *organizing* the Board by electing officers and establishing its regular meeting schedule and, thereafter, taking action during lawfully called meetings to faithfully fulfill the Board's responsibilities in accordance with Board policy and State and federal law.

**Issue 86, August 2014**

### Indemnification

To the extent allowed by law, the Board shall defend, indemnify, and hold harmless School Board members, employees, volunteer personnel (pursuant to 105 ILCS 5/10-22.34, 10-22.34a and 10-22.34b), mentors of certified staff (pursuant to 105 ILCS 5/2-3.53a, 2-3.53b, and 105 ILCS 5/21A-5 et. seq.), and student teachers who, in the course of discharging their official duties imposed or authorized by law, are sued as parties in a legal proceeding. Nothing herein, however, shall be construed as obligating the Board to defend, indemnify, or hold harmless any person who engages in criminal activity, official misconduct,

**Comment [AP3]: Update 2:** An Indemnification section was added as a subheading for emphasis.

**Issue 86, August 2014**

2:20

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# ***DRAFT UPDATE***

fraud, intentional or willful and wanton misconduct, or acts beyond the authority properly vested in the individual.

LEGAL REF.: 105 ILCS 5/2-3.25d, 5/10, 5/17-1, and 5/27-1.  
115 ILCS 5/  
325 ILCS 5/4.

CROSS REF.: 1:10 (School District Legal Status), 2:10 (School District Governance), 2:80 (Board Member Oath and Conduct), 2:210 (Organizational School Board Meeting), 2:240 (Board Policy Development), 5:90 (Abused and Neglected Child Reporting)

ADOPTED: ~~March 19, 2013~~

# DRAFT UPDATE

Lincolnshire - Prairie View School District 103

4:60

yes  
AHW

## Operational Services

### Purchases

Adoption of the annual budget authorizes the Assistant Superintendent for Business or designee to purchase budgeted supplies, equipment, and services. Purchases of items not included in the budget require prior Board of Education approval, except in an emergency.

All contracts for supplies, materials, or work involving an expenditure in excess of \$25,000 shall be made in accordance with the State law bidding procedure, unless specifically exempted. Sealed, competitive bidding, with certain statutory exceptions, is required. The Assistant Superintendent for Business or designee shall prepare the necessary legal notices. The contract will be awarded to the lowest responsible bidder, considering conformity with specifications, delivery terms, quality, and serviceability. The Superintendent or designee shall report the results of the bidding to the Board of Education, together with a recommendation and supporting rationale. Contracts will be awarded by the Board of Education at an official meeting. Bid deposits of 10 percent of the bid amount, assuring good faith in bidding, and performance bonds to the extent of 100 percent of the contract amount, may be required.

The Superintendent shall develop procedures which will allow the purchase of good quality products and services at the lowest cost, with consideration for service, quality, and delivery promptness, and in compliance with State law.

When presenting a contract or purchase for Board approval, the Superintendent or designee shall ensure that it complies with applicable State law, including but not limited to, those specified below:

1. Supplies, materials, or work involving an expenditure in excess of \$25,000 must comply with the State law bidding procedure, 105 ILCS 5/10-20.21, unless specifically exempted.
2. Construction, lease, or purchase of school buildings must comply with State law and Board policy 4:150, *Facility Management and Building Programs*.
3. Guaranteed energy savings must comply with 105 ILCS 5/19b-1 et seq.
4. Third party non-instructional services must comply with 105 ILCS 5/10-22.34c.
5. Goods and services that are intended to generate revenue and other remunerations for the District in excess of \$1,000, including without limitation vending machine contracts, sports and other attire, class rings, and photographic services, must comply with 105 ILCS 5/10-20.21. The Superintendent or designee shall keep a record of: (1) each vendor, product, or service provided, (2) the actual net revenue and non-monetary remuneration from each contract or agreement, and (3) how the revenue was used and to whom the non-monetary remuneration was distributed. The Superintendent or designee shall report this information to the Board by completing the necessary forms that must be attached to the District's annual budget.
6. The purchase of paper and paper products must comply with 105 ILCS 5/10-20.19c and Board policy 4:70, *Resource Conservation*.
7. Each contractor with the District is bound by each of the following:

- a. In accordance with 105 ILCS 5/10-21.9(f): (1) prohibit any of its employees who is or was found guilty of a criminal offense listed in 105 ILCS 5/21B-80 to have direct, daily contact at a District school or school-related activity with one or more student(s); and (2) require each of its employees who will have direct, daily contact with student(s) to cooperate during the District's fingerprint-based criminal history records check on him or her.

**Comment [AP1]:** This policy is updated in response to P.A. 98-716, which requires that all new employees present evidence of physical fitness to perform duties assigned and freedom from communicable disease. It also adds the restrictions on contractor's employees who have a specified criminal conviction (previously in 4:170, *Safety*).

Issue 86, August 2014

# DRAFT UPDATE

b. In accordance with 105 ILCS 5/24-5: (1) concerning each employee who begins providing services in the District after June 16, 2014, provide the District with evidence of physical fitness to perform the duties assigned and freedom from communicable disease if the employee will have direct, daily contact with one or more student(s); and (2) require any new or existing employee who has and will have direct, daily contact with one or more student(s) to complete additional health examinations as required by the District and be subject to additional health examinations, including tuberculosis screening, as required by the Illinois Department of Public Health rules or order of a local health official.

The Superintendent or designee shall: (1) execute the reporting and website posting mandates in State law concerning District contracts, and (2) monitor the discharge of contracts, contractors' performances, and the quality and value of services or products being provided.

LEGAL REF.: 105 ILCS 5/10-20.19c, 5/10-20.21, 5/10-21.9, 5/10-22.34c, and 5/19b-1 et seq., and 5/24-5.  
820 ILCS 130/.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 4:70 (Resource Conservation), 4:150 (Facility Management and Building Programs), 4:175 (Convicted Child Sex Offender: Criminal Background Check and/or Screening: Notifications)

ADOPTED: September 18, 2012

# DRAFT UPDATE

Lincolnshire - Prairie View School District 103

4:90

yes  
AHW

## Operational Services

### Activity Funds

The Board, upon the Superintendent or designee's recommendation, establishes student activity funds to be managed by student organizations under the guidance and direction of a staff member for educational, recreational, or cultural purposes.

The Superintendent or designee shall be responsible for supervising student activity funds in accordance with Board policy 4:80, *Accounting and Audits*; State law; and the Illinois State Board of Education rules for student activity funds. The Board will appoint a treasurer for each fund to serve as the fund's sole custodian and be bonded in accordance with the School Code. The treasurer shall have all of the responsibilities specific to the treasurer listed in the Illinois State Board of Education rules for school activity funds, including the authority to make loans between activity funds.

Unless otherwise instructed by the Board, a student activity fund's balance will carry over to the next fiscal year. An account containing student activity funds that is inactive for 12 consecutive months shall be closed and its funds transferred to another student activity fund or authorized fund with a similar purpose.

**Comment [AKL1]:** After its 5-year review, the policy is edited to add authorized funds.

Issue 86, August 2014

LEGAL REF.: 105 ILCS 5/8-2 and 5/10-20.19.  
23 Ill.Admin.Code §§100.20 and 100.80.

CROSS REF.: 4:80 (Accounting and Audits), 7:325 (Student Fund-Raising Activities)

ADOPTED: ~~August 9, 2010~~

# DRAFT UPDATE

yes  
AHW

## General Personnel

### Hiring Process and Criteria

The District hires the most qualified personnel consistent with budget and staffing requirements and in compliance with School Board policy on equal employment opportunity and minority recruitment. The Superintendent is responsible for recruiting personnel and making hiring recommendations to the Board. If the Superintendent's recommendation is rejected, the Superintendent must submit another. The Superintendent may select personnel on a short-term basis for a specific project or emergency condition before the Board of Education's approval. No individual will be employed who has been convicted of a criminal offense listed in Section 5/21B-80 of the School Code.

All applicants must complete a District application form in order to be considered for employment.

### Investigations

The Superintendent or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Violent Offender Against Youth Database is performed on each applicant as required by State law. The Superintendent or designee shall notify an applicant if the applicant is identified in either database. The School Code requires the Board President to keep a conviction record confidential and share it only with the Superintendent, Regional Superintendent, State Superintendent, State Educator Preparation and Licensure Board, any other person necessary to the hiring decision, or for purposes of clarifying the information, the Department of State Police and/or Statewide Sex Offender Database.

Each newly hired employee must complete an Immigration and Naturalization Service Form as required by federal law.

The District retains the right to discharge any employee whose criminal background investigation reveals a conviction for committing or attempting to commit any of the offenses outlined in Section 5/21B-80 of the School Code or who falsifies, or omits facts from, his or her employment application or other employment documents.

The Superintendent shall ensure that the District does not engage in any investigation or inquiry prohibited by law, including without limitation, investigation into or inquiry concerning: (1) credit history or report unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; (2) claim(s) made or benefit(s) received under Workers' Compensation Act; and (3) access to an employee's or applicant's social networking website, including a request for passwords to such sites.

### Physical Examinations

~~New employees~~ Each new employee must furnish evidence of physical fitness to perform assigned duties and freedom from communicable disease, including tuberculosis. ~~The physical fitness examinations and tests for tuberculosis examination~~ must be performed by a physician licensed in Illinois, or any other state, to practice medicine and surgery in any of its branches, or an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations. The employee must have the physical examination and tuberculosis test performed no more than 90 days before submitting evidence of it to the Board District.

Any employee may be required to have an additional examination by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, or an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice

**Comment [AP1]:** The Facebook Password Law includes an exception for a professional account, however, the exception is so limited that it appears to be unavailable to school employees. See the update memo for a full discussion of this topic.  
Issue 84, February 2014

**Comment [AP2]:** This policy is updated to implement P.A. 98-716. A new or existing employee may be subject to additional health examinations, including tuberculosis screening, as required by rules adopted by the Ill. Dept. of Public Health or by order of a local public health official. As of August 2014, the Ill. Dept of Public Health does not require school employees to be screened for tuberculosis other than workers in child day care and preschool settings.  
Issue 86, August 2014

# DRAFT UPDATE

nurse to perform health examinations, or a physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations, if the examination is job-related and consistent with business necessity. The Board of Education will pay the expenses of any such examination.

## Orientation Program

The District's staff will provide an orientation program for new employees to acquaint them with the District's policies and procedures, the school's rules and regulations, and the responsibilities of their position. Before beginning employment, each employee must sign the Acknowledgement of Mandated Reporter Status form as provided in policy 5:90, Abused and Neglected Child Reporting.

Comment [AP3]: Requirement added as a reminder.

Issue 84, February 2014

LEGAL REF.: 105 ILCS 5/10-21.9 and 5/24-5.  
Employee Credit Privacy Act, 820 ILCS 70/  
Right to Privacy in the Workplace Act, 820 ILCS 55/  
Americans with Disabilities Act, 42 U.S.C. §12112, 29 C.F.R. Part 1630.  
Immigration Reform and Control Act, 8 U.S.C. §1324a et seq.  
105 ILCS 5/10-16.7, 5/10-20.7, 5/10-21.4, 5/10-21.9, 5/21B-10, 5/21B-80, 5/10-22.34, 5/10-22.34b, 5/22-6.5, and 5/24-1 et seq.  
820 ILCS 55/ and 70/  
Duldulao v. St. Mary of Nazareth Hospital, 483 N.E.2d 956 (Ill.App.1, 1985), *aff'd in part and remanded* 505 N.E.2d 314 (Ill., 1987).  
Kaiser v. Dixon, 468 N.E.2d 822 (Ill.App.2, 1984).  
Molitor v. Chicago Title & Trust Co., 59 N.E.2d 695 (Ill.App.1, 1945).

CROSS REF.: 3:50 (Administrative Personnel Other Than the Superintendent), 4:175 (Convicted Child Sex Offender; Criminal Background Check and/or Screen; Notifications), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:40 (Communicable and Chronic Infectious Disease), 5:90 (Abused and Neglected Child Reporting), 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:220 (Substitute Teachers), 5:280 (Education Support Personnel - Duties and Qualifications)

ADOPTED: March 19, 2013

# DRAFT UPDATE

## Professional Personnel

### Student Teachers

The Superintendent is authorized to accept students from university-approved teacher-training programs to do student teaching in the District. ~~Prior to a student teacher beginning any field experiences in the District, the Superintendent or designee will ensure that the District performs a complete criminal history records check pursuant to 105 ILCS 5/10-21.9; i.e. background check or background investigation.~~ No individual who has been convicted of a criminal offense listed in Section 5/21B-80 of the School Code is permitted to student teach or complete field or other clinical experience.

Before permitting an individual to student teach or participate in any field experience in the District, the Superintendent or designee shall ensure that:

1. The District performed a complete criminal history records check as described below; and
2. The individual furnished evidence of physical fitness to perform assigned duties and freedom from communicable disease pursuant to 105 ILCS 5/24-5.

A complete criminal history records check pursuant to 105 ILCS 5/10-21.9 shall include:

1. Fingerprint-based checks through (a) the Illinois State Police (ISP) for criminal history records information (CHRI) pursuant to the Uniform Conviction Information Act (20 ILCS 2635/1), and (b) the FBI national crime information databases pursuant to the Adam Walsh Child Protection and Safety Act (P.L. 109-248);
2. A check of the Illinois Sex Offender Registry (see the Sex Offender Community Notification Law (730 ILCS 152/101 et seq.); and
3. A check of the Illinois Murderer and Violent Offender Against Youth Registry (Murderer and Violent Offender Against Youth Community Notification Law (730 ILCS 154/75-105, amended by 97-154).

Each student teacher must provide written authorization for, and pay the costs of, his or her criminal history records check (including any applicable vendor's fees), and the Superintendent or designee will provide each student teacher with a copy of his or her report.

### Assignment

The Superintendent or designee shall be responsible for coordinating placements of all student teachers within the District. Student teachers should be assigned to supervising teachers whose qualifications are acceptable to the District and the students' respective colleges or universities. A teacher may be eligible for Continuing Professional Development Units (CPDU) for supervising a student teacher or teacher education candidate in clinical supervision.

**Comment [AP1]: Update 1:** This new sentence clarifies that no one may serve as a student teacher who was convicted of a crime specified in the School Code.

**Issue 86, August 2014**

**Comment [AP2]: Update 2:** This new paragraph implements the requirement to conduct a criminal background check on individuals seeking to be a student teacher. It also implements P.A. 98-716, which requires all new employees, including student teachers, to furnish evidence of physical fitness to perform assigned duties and freedom from communicable disease pursuant to 105 ILCS 5/24-5.

**Issue 86, August 2014**

# ***DRAFT UPDATE***

LEGAL REF.: Adam Walsh Child Protection and Safety Act, P.L. 109-248.  
Uniform Conviction Information Act, 20 ILCS 2635/1.  
105 ILCS 5/21-14(e)(3)(E)(viii) ~~and~~, 5/10-22.34, and 5/24-5.  
23 Ill.Admin.Code §25.875.

CROSS REF.: 5:190 (Teacher Qualifications), 4:175 (Convicted Child Sex Offender; Criminal  
Background Check and/or Screen; Notifications)

ADOPTED: ~~June 25, 2013~~

# DRAFT UPDATE

## Students

### Harassment of Students Prohibited

#### Bullying, Intimidation, and Harassment Prohibited

No person, including a District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; nationality origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying, whether verbal, physical, sexual, or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, threatening or stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

**Comment [AKL1]:** Update 1: This policy language was updated to list protected statuses from the anti-bullying statute word-for-word, despite some statuses being irrelevant to students in K-12.

Issue 86, August 2014

#### Sexual Harassment Prohibited

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
  - a. Substantially interfering with a student's educational environment;
  - b. Creating an intimidating, hostile, or offensive educational environment;
  - c. Depriving a student of educational aid, benefits, services, or treatment; or
  - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

Verbal or physical conduct of a sexual or sex-based nature includes, but is not limited to: sexually-oriented verbal "kidding" remarks, innuendoes, leers, gestures, jokes, graffiti, or questions of a sexual nature; sexually-oriented touching, patting, pinching, pulling of clothing, or intentionally brushing against another individual; suggesting or insinuating, sexual involvement; or subjecting an individual to embarrassment, hostility, humiliation, or intimidation because of his or her gender. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

**Comment [AP2]:** Update 2: The term *sexual violence* was added throughout this policy due to a U.S. Dept. of Education guidance document stating that acts of sexual violence may also be discrimination under Title IX.

Issue 86, August 2014

#### Making a Complaint; Enforcement

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, or a Complaint Manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

yes  
AKW

# DRAFT UPDATE

An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal, for appropriate action.

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male.

## Nondiscrimination Coordinator:

Name Julie Postma  
Address 1370 Riverwoods Rd.  
Lincolnshire, IL 60069  
Telephone 847/295-4030

## Complaint Managers:

Name	<u>Dan Stanley</u>	<u>Julie Postma</u>
Address	<u>1370 Riverwoods Rd.</u> <u>Lincolnshire, IL 60069</u>	<u>1370 Riverwoods Rd.</u> <u>Lincolnshire, IL 60069</u>
Telephone	<u>847/295-4030</u>	<u>847/295-4030</u>

The Superintendent shall use reasonable measures to inform staff members and students of this policy, such as, by including it in the appropriate handbooks.

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Educational Amendments.  
34 C.F.R. Part 106.  
105 ILCS 5/10-20.12, 10-22.5, 5/27-1, and 5/27-23.7.  
775 ILCS 5/1-101 et seq., Illinois Human Rights Act.  
23 Ill.Admin.Code §1.240 and Part 200.  
Davis v. Monroe County Board of Education, 119 S.Ct. 1661 (1999).  
Franklin v. Gwinnett Co. Public Schools, 112 S.Ct. 1028 (1992).  
Gebser v. Lago Vista Independent School District, 118 S.Ct. 1989 (1998).  
West v. Derby Unified School District No. 260, 206 F.3d 1358 (10th Cir., 2000).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:20 (Sexual Harassment), 7:10 (Equal Educational Opportunities), 7:180 (~~Preventing~~Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Discipline), 7:240 (Conduct Code for Participants in Extracurricular Activities)

ADOPTED: November 8, 2010

yes

Comment [AKL3]: OPTION: Email addresses may be added to the Nondiscrimination Coordinator and Complaint Manager information found in this policy as well as policies 2:260, 5:10 and 5:20. If the board would like to add these, please attach the email addresses to the PRESS Plus response form.

Issue 86, August 2014

## REWRITTEN & TITLE CHANGED

The district's current bullying policy will not be in compliance with new legislation. This rewritten policy contains all components necessary for compliance with P.A. 98-669.

7:180

### Students

#### Prevention of and Response to Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and it does not require a district or school to staff or monitor any nonschool-related activity, function, or program.

#### Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

*Bullying* includes *cyber-bullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

*Cyber-bullying* means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail,

**Comment [AKL1]:** All districts must have a policy on bullying (105 ILCS 5/27-23.7, amended by P.A.s 98-669 and 98-HB4207 (eff. 1-1-2015)). Every 2 years, each district must review and re-evaluate this policy, make necessary and appropriate revisions, and file the updated policy with ISBE.  
**Issue 86, August 2014**

**Comment [AKL2]:** This paragraph and its subparts 1-4 are directly from the bullying prevention statute (105 ILCS 5/27-23.7(a); see also 775 ILCS 5/1-103 and 23 Ill.Admin.Code §1.240). The protected statuses are mandated by the bullying prevention statute; the list of protected statuses is identical to the list in 7:20, *Harassment of Students Prohibited*.  
**Issue 86, August 2014**

**Comment [AKL3]:** All definitions are directly from 105 ILCS 5/27-23.7, amended by P.A.s 98-669 and 98-HB4207 (eff. 1-1-2015).  
**Issue 86, August 2014**

7:180

Page 1 of 5

Yes  
AW  
Include  
option  
4

Internet communications, instant messages, or facsimile communications. *Cyber-bullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyber-bullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

*Restorative measures* means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

*School personnel* means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

#### Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the following requirements:

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted.

**Comment [AKL4]:** Each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 5/27-23.7(b) 1-12.

**Issue 86, August 2014**

**Comment [AKL5]:**

**OPTION 1:**

A board may augment the School Code requirement by using this alternative:

Using the definition of *bullying* as provided in this policy, the Superintendent or designee shall emphasize to the school community that: (1) the District prohibits bullying, and (2) all students should conduct themselves with a proper regard for the rights and welfare of other students. This may include a process for commending or acknowledging students for demonstrating appropriate behavior.

**Issue 86, August 2014**

)  
yes

Sprague  
Dr. Christy Adler

Half Dy  
Mrs. Jill Mar

Dannel Wright  
Mrs. Michelle Blackby

Complaint Manager: \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Email

\_\_\_\_\_  
Telephone

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform parent(s)/guardian(s) of all students involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
  - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.
  - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
  - c. Notifying the Building Principal or school administrator or designee of the report of the incident of bullying as soon as possible after the report is received.
  - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported act of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.

yes  
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Comment [AKL6]:

The statute requires that the policy contain the email address and telephone number for the staff person(s) responsible for receiving bullying reports. A board may substitute or add the Nondiscrimination Coordinator, Building Principal, or other position.

Please enter the appropriate information on your Response Form or attach a separate sheet with additional information.

**OPTION 2:**

A board may also add a telephone number for making anonymous reports.

Please enter the phone number on your Response Form.

**Issue 86, August 2014**

Comment [AKL7]: This sentence contains requirements found in 105 ILCS 5/27-23.7(d), amended by P.A. 98-HB4207 (eff. 1-1-2015).

**Issue 86, August 2014**

8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
  - a. The frequency of victimization;
  - b. Student, staff, and family observations of safety at a school;
  - c. Identification of areas of a school where bullying occurs;
  - d. The types of bullying utilized; and
  - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
  - a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
  - b. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
  - c. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
  - d. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
  - e. 7:20, *Harassment of Students Prohibited*. This policy prohibits *any* person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
  - f. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.

No

**Comment [AKL8]: OPTION 3:**  
 The statute requires that the bullying policy *be consistent with other board policies*. The list of policies may be deleted and the following alternative used:  
 12. The District's bullying prevention plan must be consistent with other Board policies.  
**Issue 86, August 2014**

- g. 7:190, *Student Discipline*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
- h. 7:310, *Restrictions on Publications*. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

yes

**Comment [AKL9]: OPTION 4:**  
 The bullying statute does not specify staff member duties regarding the prevention or response to student bullying. The following optional provision addresses staff member responsibilities and may be added as a new paragraph 13:  
 13. The Superintendent or designee shall fully inform staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes each of the following:  
 a. Communicating the District's expectation and State law requirement that teachers and other certificated or licensed employees maintain discipline.  
 b. Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law enforcement if the incident involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.  
 c. Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying and intervene when it occurs.  
 d. Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying.  
**Issue 86, August 2014**

LEGAL REF.: 405 ILCS 49/, Children's Mental Health Act.  
 105 ILCS 5/10-20.14, 5/24-24, and 5/27-23.7.  
 23 Ill.Admin.Code §§1.240 and §1.280.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Discipline), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Food Allergy Management Program), 7:310 (Restrictions on Publications)

ADOPTED:

# DRAFT UPDATE

Lincolnshire - Prairie View School District 103

7:240

## Students

### Conduct Code for Participants in Co-Curricular Activities

The Superintendent or designee, using input from coaches and sponsors of co-curricular activities, shall develop a conduct code for all participants in extracurricular activities consistent with Board policy and the rules adopted by any association in which the School District maintains a membership. The conduct code shall: (1) require participants in extracurricular activities to conduct themselves as good citizens and exemplars of their school at all times, including after school, on days when school is not in session, and whether on ~~and~~ off school property; (2) emphasize that hazing and bullying activities are strictly prohibited; and (23) notify participants that failure to abide by it could result in removal from the activity. The conduct code shall be reviewed by the Building Principal periodically at his or her discretion and presented to the Board of Education.

All coaches and sponsors of co-curricular activities shall annually review the rules of conduct with participants and provide participants with a copy. In addition, coaches and sponsors of interscholastic athletic programs shall provide instruction on steroid abuse prevention to students in grades 7 through 8 participating in these programs.

**Comment [AP1]:** This policy is amended in response to the increased focus on bullying and hazing.

Issue 86, August 2014

LEGAL REF.: Board of Education of Independent School Dist. No. 92 v. Earls, 122 S.Ct. 2559 (2002).  
Clements v. Board of Education of Decatur, 478 N.E.2d 1209 (Ill.App.4, 1985).  
Kevin Jordan v. O'Fallon THSD 203, 706 N.E.2d 137 (Ill.App.5, 1999).  
Todd v. Rush County Schools, 133 F.3d 984 (7th Cir., 1998).  
Veronia School Dist. 475 v. Acton, 515 U.S. 646 (1995).  
105 ILCS 5/24-24, 5/27-23.3, and 25/2.

CROSS REF.: 5:280 (Duties and Qualifications), 6:190 (Co-Curricular Activities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Discipline), 7:300 (Co-Curricular Athletics)

ADOPTED: July 10, 2006



**82<sup>nd</sup> IASB • IASA • IASBO  
Joint Annual Conference**  
November 21-23, 2014 • Chicago

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**IASB • IASA • IASBO 82<sup>ND</sup> JOINT  
ANNUAL CONFERENCE**

**PLEASE NOTE:** Information is continuing to come in about the Conference. As a result, changes could create cancellations, relocations or additions to the list of conference events contained in this preview. Please refer to the official conference program you will receive at the conference registration desk for an accurate, updated listing of events and activities.

Use arrows to  
navigate pages

# Make the Connection:

## Local school leaders to state conference

School leaders from around Illinois will gather in November to “**Make the Connection**” with other local school leaders and colleagues by attending the 82nd Joint Annual Conference.

As educational leaders, you know you cannot do this work alone. You need to build relationships, seek out expertise and work together as a leadership team. In short, you must connect with others in order to develop leadership knowledge, skills and resources.

That’s why “**Make the Connection**” has been chosen as the theme for the 2014 Joint Annual Conference, a theme that describes the common denominator of anyone working in or with public schools—whether as a school board member, district superintendent, business manager, building administrator, board secretary, school attorney, product or service vendor, university professor, regional superintendent, state elected or appointed official.

School leaders will connect with one another to explore new ideas and trends as well as those issues that challenge school districts year in and year out. No matter the size or location, every public school district in Illinois can benefit from attending this year’s conference. A wide array of discussion sessions, exhibits, tours, keynotes, workshops, and other learning opportunities have been assembled for this three-day event.

Whether you are attending as the sole representative of your organization or you are coming as part of a larger group, the Joint Annual Conference is the place to re-connect with peers and to build new relationships. In fact, each person you meet has the potential to become an important part of your growing network of contacts and colleagues.

This Preview has been created to give you a glimpse into what to expect at this year’s conference. Additional information and updates will be announced as the events draw closer. To stay current on developments, please visit the online conference website: [www.iasb.com/jac14](http://www.iasb.com/jac14).



Watch for updates and announcements on **Facebook** and **Twitter** before, during and after the conference!



@IASB

# Registration

Pre-conference registration is \$405 per registrant (spouses and children of paid guests are complimentary). Pre-registration forms and fees must be received in the IASB Springfield office by 4 p.m., Oct. 23. Registrations made or received after Oct. 23 will be \$430 per person.

Onsite registrations (\$430 per person) will also be available, with acceptable payments made by check, cash, Visa, MasterCard or Discover. Oct. 23 is also the last day to make registration changes, i.e., changing the names of attendees that will be included in the conference name badges mailed to districts. Changes received after Oct. 23 will have to be made at the conference registration desk, beginning Nov. 21. **Note:** *The original registration name badge must be surrendered in order to receive a replacement badge without incurring additional charge.*

IASB will mail name badges for all paid registrants on Nov. 7; however, name badge holders will only be available onsite at the conference registration desk, beginning Nov. 21. **Note:** *Name badge holders will also be available Friday at the Hyatt Regency West Tower Lobby Level, Sheraton Chicago Hotel and Towers Level IV and Swissôtel Chicago Vevey Lobby Level and Montreaux Level II, for those attending IASB workshops, Illinois ASBO seminars, IASB secretaries' programs, or the Illinois Council of School Attorneys' seminar.*

This year, conference planners have also changed the way they distribute specialty ribbons. Only board member, administrator and guest ribbons will be mailed, and those who qualify to receive other name badge ribbons will be able to pick them up with their name badge holder and lanyard.

Specialty ribbons will be available to designate the following titles:

- Board members
- Administrators
- Secretary
- Guests
- Service Associates
- Secretaries
- LeaderShop Academy members
- Master Board Members

## FORMS

Download registration forms at [www.iasb.com/jac14/registration.cfm](http://www.iasb.com/jac14/registration.cfm) or click on the following buttons:

These forms can be filled out electronically, but must be printed and mailed, along with payment, to IASB. Note: Forms CANNOT be faxed. They will only be accepted by mail or in person at the IASB Springfield office.

Questions regarding any phase of this process should be directed to IASB Meetings Management staff.

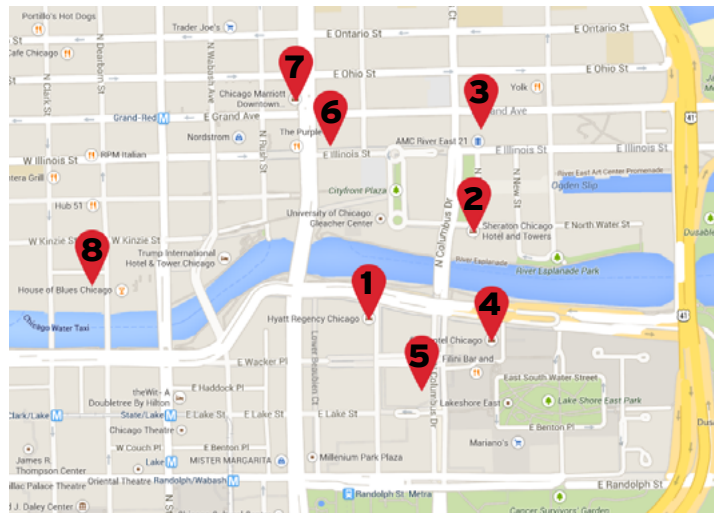
217/528-9688 ext. 1115.

# Refunds

Those who have registered and paid for conference but who later need to cancel may request a refund. Refund requests, minus a \$75 service fee per registrant, will be honored only if made by e-mail to [cgillette@iasb.com](mailto:cgillette@iasb.com) by 4 p.m., Oct. 23. Refund payments will be processed after the conference. **Note:** *Refund requests made after Oct. 23 will not be granted.*

# Conference hotels

All official conference events will take place at the Hyatt Regency Chicago, Sheraton Chicago Hotel and Towers and the Swissôtel Chicago. Eight hotels have been blocked to accommodate guest housing for the conference, including the following:



- 1. Hyatt Regency Chicago**
- 2. Sheraton Chicago Hotel and Towers**
- 3. Embassy Suites Chicago Downtown**
- 4. Swissôtel Chicago**
- 5. Fairmont Chicago Millennium Park**
- 6. InterContinental Chicago Magnificent Mile**
- 7. Chicago Marriott Downtown Magnificent Mile**
- 8. Westin Chicago River North**

Room rates reserved in the conference block range from \$174 to \$193 per night; however, the number of rooms available at these prices is limited. Housing is assigned as completed housing forms, accompanied by completed registration forms/fees and room deposits, are received. Please refer to the housing instructions and forms available at: [www.iasb.com/jac14/registration.cfm](http://www.iasb.com/jac14/registration.cfm).



## **CHANGES AT THE HYATT REGENCY CHICAGO:**

Work is continuing to remodel the conference headquarters hotel, Hyatt Regency Chicago, and will result in the relocation of several conference events.

Throughout the three-day Joint Annual Conference, there will be no events held in the Regency (Gold) Level at the hotel's West Tower. Events normally held on that level have been moved to other parts of the Hyatt. This includes the IASB Delegate Assembly, scheduled for 10:30 a.m. on Saturday, Nov. 22. This event has been moved to the Grand Ballroom level of the Hyatt East Tower.

Please see the conference program for more details. Announcements will also be made online and at specific conference events.

# Conference Schedule At-A-Glance

## THURSDAY, NOVEMBER 20

- 9 a.m. - 5 p.m. – Illinois ASBO board committee meetings and board meeting
- 11:30 a.m. - 3:30 p.m. – IASB Board of Directors' luncheon/meeting
- 2 - 5 p.m. – IASA Board of Directors' meeting
- 3 - 5 p.m. – Illinois Council of School Attorneys' executive committee meeting

**PLEASE NOTE:** Some events will be held at the Sheraton Chicago, just across from the Hyatt Regency, and others at the adjacent Swissôtel. UNLESS NOTED, all locations are in the Hyatt Regency.

## SATURDAY, NOVEMBER 22

- 7:30 - 8:10 a.m. – Orientation for 1st Timers
- 7:30 - 8:30 a.m. – IASB Service Associates annual breakfast meeting
- 7:30 - 11 a.m. – Delegate Assembly registration
- 7:30 a.m. - 5 p.m. – Conference Registration; Educational Environment Exhibits; Legislative information counter; IASB Bookstore

## FRIDAY, NOVEMBER 21

- 7 a.m. – Illinois ASBO seminar registration, Swissôtel
- 7:30 a.m. - 3:30 p.m. – Illinois ASBO seminars, Swissôtel
- 7:30 a.m. - 5 p.m. – Conference registration; IASB Delegate Assembly registration; Educational Environment Exhibits
- 7:30 a.m. - 5:30 p.m. – IASB bookstore
- 8 - 8:45 a.m. – Chicago Schools Tour breakfast
- 8 - 9 a.m. – IASB workshop continental breakfast, Sheraton
- 8 a.m. - noon – IASA fall workshop for superintendents
- 8:45 a.m. – Chicago Schools Tour buses load
- 8 a.m. - 3 p.m. – Illinois Council of School Attorneys' school law seminar
- 8 a.m. - 5 p.m. – IASB information desk, Sheraton; IASB workshop registration, Sheraton
- 8:30 a.m. - 3:30 p.m. – IASB information room
- 8:30 a.m. - 4 p.m. – Food Fair
- 8:30 a.m. - 5 p.m. – Exhibits
- 9 a.m. - 3 p.m. – IASB pre-conference workshops, Sheraton
- 9 a.m. - Noon: and 1:30 - 3:00 p.m. – Board/District Secretaries' Program, Swissôtel

- 8 a.m. - 4 p.m. – IASB Information Desk, Sheraton
- 8:30 - 10 a.m. – Second general session — Speaker: Jim Burgett
- 8:30 a.m. - 2 p.m. – Exhibits; Food Fair
- 8:30 a.m. - 3 p.m. – IASB Information Room
- 10:30 a.m. - noon – IASB Delegate Assembly
- 10:30 a.m. - noon – Discussion Panels, Hyatt, Sheraton
- 10:30 a.m. - 3 p.m. – Board/District Secretaries' Program, Swissôtel
- 1:30 - 3 p.m. – Discussion panels, Hyatt, Sheraton
- 1:30 - 3:15 p.m. – Carousel of panels, Sheraton
- 3:30 - 5 p.m. – Discussion panels, Hyatt, Sheraton

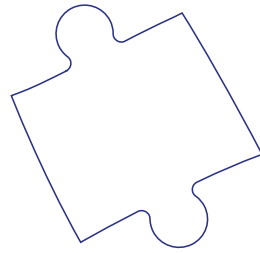
- 10 - 11:15 a.m. – IASB resolutions committee meeting
- 11 a.m. - noon – Welcome to conference orientation
- 11:30 a.m. - 12:30 p.m. – Combined IASB workshops luncheon, Sheraton
- 12:15 - 1 p.m. – Illinois ASBO seminar luncheon, Swissôtel
- 12:30 - 1:00 p.m. – Illinois Council of School Attorneys' school law seminar buffet luncheon
- 1:30 - 3 p.m. – Discussion panels, Hyatt, Sheraton
- 2 - 5 p.m. – ICPEA meeting
- 3:30 - 5 p.m. – First general session — Speaker: John Draper

## SUNDAY, NOVEMBER 23

- 8 - 9:15 a.m. – IASB Board of Directors' breakfast meeting
- 8 - 11 a.m. – Legislative information counter
- 8 - 9:30 a.m. – Discussion Panels: coffee and conversation
- 8 - 10 a.m. – IASB Bookstore; Educational Environment Exhibits
- 9:45 - 11:30 a.m. – Third general session — Speaker: Craig Kielburger

## Make the Connection:

# Keynote Speakers to Keynote Messages



The 82<sup>nd</sup> Joint Annual Conference has lined up three exceptional keynote speakers for the general sessions that are scheduled for 3:30 p.m. Friday, 8:30 a.m. Saturday, and 9:45 a.m. Sunday:



### First General Session: John Draper

John Draper is a consultant to the National School Public Relations Association (NSPRA), a membership organization dedicated to increasing the effectiveness of school leaders and building support for schools and school districts. He is also co-author of the book, *Crucial Conversations about America's Schools*, published in 2010.

For the last 30-plus years Draper has been a middle and high school teacher, assistant principal, middle and high school principal, and executive director of the Council for Leaders in Alabama Schools. Prior to joining NSPRA, Draper was CEO of the Educational Research Service.



### Second General Session: Jim Burgett

Jim Burgett, CEO of The Burgett Group, is a speaker, author, consultant and facilitator. The Burgett Group consists of three Burgett family members – Jim, Gordon and Doug – offering professional development services for schools and other organizations.

Burgett was twice named the administrator of the year in Illinois during a 36-year career as a teacher, principal and superintendent in three districts, River Ridge CUSD 210, Elizabeth CUSD and Highland CUSD 5. He has written or co-authored five books, the latest being *The Art of School Boarding*, published in 2013.



### Third General Session: Craig Kielburger

Craig Kielburger is a social entrepreneur. He is the co-founder of the international children's charity Free The Children (which he co-founded at age 12), the youth empowerment event "We Day," and the social enterprise "Me to We." The impacts of these organizations include providing service learning programs to over 7,000 schools reaching two million young change-makers in North America and the UK, building 650 school houses and providing clean water to over one million beneficiaries in developing countries.

Kielburger is a syndicated columnist and best-selling author of 12 books. He holds 15 honorary doctorates and his work has been featured on "60 Minutes" and in *National Geographic*, *TIME* and *The Economist*.

# Make the Connection: Panel Sessions to Experts and Districts

**FRIDAY, NOVEMBER 21**

**11 a.m. - Noon**

## **Welcome to Conference**

**Orientation** — Does your district have a board member, administrator or secretary attending their first conference? This session will explain which programs are best suited for first-timers. It will also review the conference program, how to find assistance, directions, maps, and other downtown activities.

**1:30 - 3 p.m.**

## **Successful Outreach to**

**Parents and the Community**  
— Successfully reaching out to the community is vital in showing what schools are achieving. Learn how to successfully reach parents through different events and initiatives so parents and the community can be confident in the direction your schools are going.

**Reengaging Students: College, Career, Civic Life** — Members of the Illinois Task Force on Civic Education and the Civic Mission Coalition will explain why and how to use proven civic learning practices to address Common Core State Standards, build 21st Century skills, and improve school climate.

**Using Student Growth for Teacher Evaluation** — Explore helpful information for school leaders concerning the use of Student Growth for teacher evaluation purposes. Examine components of the regulations relating to PERA teacher evaluation and examples of how educators are incorporating Student Growth into teacher evaluation.

**Negotiation Strategies: What Happened to Salary Schedules?**  
— Are your salary schedules outdated? Are they sustainable? Hear from district negotiators who have successfully restructured their collective bargaining agreements with respect to salary schedules. Gain insights and innovative strategies that have led to creative solutions and pragmatic designs.



**Sowing Seeds for a New School Foundation** — School districts' foundations are generally established as a way to avoid or supplement budget shortfalls and are an "easy fix." Find out the basics of starting a foundation and the criteria for recommending foundation board members.

**Implementing and Growing 1:1 Technology Programs** — Learn practical considerations of a 1:1 device program. We'll explore a framework that supports success through professional learning, technology infrastructure, and program evaluation. Discover how your investment in technology can be realized through an implementation that impacts student learning.

**Engaging Families: A Key Piece** — Parent involvement is vital to student success. Come and learn the keys

to developing the conversation with these essential partners.

**Turning the Corner from the 2014 Elections** — With the General Election behind us, what's next? Knowing who sits in the governor's mansion and Congress, now learn the direction of state and federal programs. Tax policy, education policy, budgeting, and social issues will be addressed by political experts.

**Early Childhood: Essential Strategies for District Success**  
— Research shows investments in quality early childhood programming can yield \$7 for every \$1 spent. Learn how to grow effective early learning programs. Experts will discuss strategies and show real-life examples to ensure that entering kindergarteners achieve success through school.

**Pennies from Heaven: County School Sales Tax** — The County Schools Facilities Sales Tax (CSFST) is pennies from heaven for counties that have adopted it. Learn about this funding source and how to enact it in your county. School districts will provide case studies about how they passed CSFST.

**How Separate? Religion and Public Education** — The U.S. Constitution calls for the separation of church and state, but just how separate? Join us for a discussion of the interaction between religion and public education.

**Too Deep? The Role of the Board in School Financial Management** — Avoiding day-to-day operations, boards set the direction and goals and let administrators navigate. So what does a board member need to know about district finances? Learn from board members and business officials how to ensure financial stability of the district.

**Good School Maintenance** — Panelists will help board members and administrators plan maintenance for their facilities. Panelists will discuss facility audits as a starting point for identifying maintenance needs, provide benchmarks to evaluate your district's maintenance budget and identify funding options for major maintenance.

**Social Media Best Practices** — Do you know when to terminate for tweeting or suspend for sexting? Learn how to establish clear guidelines and parameters for the use of social media by school personnel and students.

**From Policy to Practice** — Your ROE/ISC is here to assist your district. Come learn how legislation looks for your schools on licensure, life safety, learning standards, and PARCC testing. This interactive session will help board members understand statewide policies that affect their own district.

**Why Districts Need a Strategic Communications Plan** — Explore the value of a comprehensive, multi-year strategic communications plan and a research-based approach to developing it. Elements include internal and external ambassadors, traditional and social media approaches, and a verbal and visual brand that integrates communications efforts with foundation building.

**SATURDAY, NOVEMBER 22**

**7:30 - 8:10 a.m.**

**Orientation for 1st Timers** — Does your district have a board member, administrator or secretary attending their first conference? This session will review the conference program, how and where to find assistance, directions, maps, sessions, and activities you won't want to miss.

**SATURDAY, NOVEMBER 22**

**10:30 a.m. - noon**

**Coaching Matters: A Plan Supporting Teacher Growth** — Explore Maine Township High School District 207's implementation of individual coaching plans to support teachers in professional journeys of inquiry for improved practice. Share models and studies plus evidence on a strategic, long-term plan to foster continuous professional growth.

**Google This: E-Privacy in School Technology** — Explore cutting-edge issues of privacy in school technology, using real court cases involving student tracking through electronic IDs and webcams, student cell phone searches, electronic eavesdropping, FOIAs for emails, and student data access practices by cloud providers like Google.

**Leadership and Learning** — Join this conversation about how a digital learning environment can help you facilitate new approaches to education. We'll explore strategies for visionary leadership and innovative teaching and learning, and hear from visionary leaders who have transformed their districts and classrooms.



## CONFERENCE BOOKSTORE:

### BOOKS, GIFTS & AUTHORS

Another browsing opportunity that opens Friday morning is the conference bookstore. There will be more than 3,000 titles on hand, from school governance and leadership, to general titles in management, biographies, reference, self-help and other publication categories. There will also be a children's book section and a wide variety of holiday gifts and merchandise available.

Located in the East Tower of the Grand Ballroom level of the Hyatt Regency Chicago, the bookstore will also be the place to meet with authors of many of the books on display. A schedule of book signings will be posted on site and in the Conference program.

**Community Engagement: Informing the Community** — Effective community engagement requires the board to fully inform its community about district results. Learn more about best practices for informing the community about student performance and progress toward district goals using the district's website.

**Policy 101: Maintaining the Board's Policy Manual** — Keeping the board's policy manual current amid new law and regulations is a challenge. This presentation focuses on the policy manual as a living document and shows how to keep the board's policy manual up-to-date using IASB's policy maintenance services.

**Using Technology and How it Affects PERA** — Educators will explain to school leaders how to pursue intellectual engagement, using technology to reach this Danielson goal. Topics include: 1) changes in pedagogy and using devices to engage students; 2) staff development for technology use; and 3) student growth data.

**Hazing Headlines: Be Gone!** — Let's lift the haze on hazing in schools. Wondering how to prevent it? Want best practices to manage a situation should an incident occur in your district? Come and learn as attorneys move a discussion through a hypothetical situation.

**Decisions, Decisions, Decisions!** — Join an interactive, enjoyable session (using "clickers") to better understand whether decisions are superintendent decisions, board decisions, or a combination of both. You will also hear different strategies to help boards work together to reach a consensus.

**Beyond Mandatory Training: What's next for the Board?** — Panelists will explain what the research tells us about training, explore the many IASB offerings, and hear what fellow board members have to say about their training. Finally, begin to create a board development plan for you and your board.

**Communication Styles and Decision Making** — The individuality and style of each board member need not stigmatize tough decisions in the decision-making process. One district faced many such decisions amid 1000% growth over 20 years. Learn how understanding individual type and style can help in board decision making.

**School Board Self-Evaluation: Working Together...Better** — When boards commit to evaluating and improving their work, they are able to provide creative, decisive leadership for their district. Panelists will share their evaluation process on assessing current practices and procedures that lead to board improvement.

**Surviving to Thriving: Effective Leadership's Importance** — When faced with the temporary closure of a building due to flooding, the board, administration, faculty, staff and community united – under effective leadership, communication and humor. When any disaster strikes, the process and framework for recovery is similar.

**Cultivating the Board/ Superintendent Relationship** — In order for the board and superintendent to foster student achievement and provide good governance for the school district, the superintendent and board members must work together as a team. Find out about this crucial aspect of governing your district.

**Legislative Issues Impacting School Districts** — This panel of experienced legislators will discuss issues of the 2014 legislative session (budget, income tax, pensions, cost shift, mandates, SB 16) and how these issues or bills will impact Illinois school districts.

**Executive Search Process** — Selecting a superintendent may be the most important responsibility a board undertakes. Learn the steps and review the critical aspects of it. This panel is designed to assist anyone anticipating a superintendent, assistant superintendent, business manager, director or principal change.

**Save on Energy - Spend More on Education** — "Green Energy" is a mission critical for school districts. Districts across Illinois are adopting policies that require them to pursue energy conservation in affordable ways. Using Green Energy is allowing districts to save on energy and spend more on education.

**Balanced Governance: The Local School Board's Role** — Federal intrusion and globalization undermine the capacity of school boards to develop an educated citizenry. Local schools are where we prepare children for their future. Equip yourselves to bring balance to the conversation and to educational outcomes in your district.

**Changing Culture: Strategic Planning that Works** — Is your district dealing with turmoil, dissension, or people acting on personal agendas? This session is for you. Learn how your district mission statement and the strategic planning process can help alleviate the troubles commonly facing boards of education.

**Curriculum Leadership: Best CCSS and PARCC Practices** — This session will provide board members with an authentic look at curriculum reform. Attendees will learn how to assess, monitor, and plan for critical areas of implementing the CCSS and preparing for PARCC. Audience members will receive action kits.

**Financial Executives Discuss Structured Multi-Year Financial Planning** — Examine a structured approach to create the methodology for articulating, planning and achieving the school board's multi-year goals: financial, programmatic and others. Mastering this approach will earn your district superior results.

**Employee-Student Sexting: A Proactive Response** — We will discuss how our district effectively addressed an employee-student sexting incident by developing and implementing a plan that immediately stopped the abuse, removed the perpetrator from the school environment, assisted the victim and minimized community disruption.

**Managing Health Care Costs under ACA** — This program has been developed to provide school administrators with an opportunity to learn what is causing health insurance costs to spiral out of control and what the district can do to help control those costs.

**Certification for Facilities Professionals** — The next steps have been taken in establishing a credentialed certification process for facilities professionals. Make sure your staff members have the tools and knowledge to take your district to the next level... from the boardroom to the boiler room.

**Community Engagement: Listening, Learning, Leading** — Voters defeated a bond issue in 2011 and voiced concerns about the future plans for school facilities. The result was a community engagement initiative. Recommendations from that process became the foundation for goal setting and strategic planning by the BOE.

**Referendum Yes! Against All Odds!** — Can voters be moved to pass a referendum in difficult economic times? YES THEY CAN! With a strong district story and a supportive marketing strategy a referendum can be passed! One success story will be shared in this session.

**A Legal Guide to Serving LGBT Students** — Panelists will explore best practices for serving LGBT students based on recent legal developments in an interactive presentation that incorporates poll questions to challenge attendees.

**Ridgewood/United Airlines Mentoring and Leadership Program** — The Mentoring Leadership Program works with school board members, community/business leaders, parents, and alumni to teach success skills to freshmen. Concurrently, upperclassmen's leadership training is taught by Charles Duncan, VP of United, using Harvard case studies.

**Revenue** — School districts have experienced multiple consecutive years of reduced school funding. Come hear the revenue chairperson from the Illinois House of Representatives discuss the prospects and future of school funding.

**College/Career Readiness: Implementing Learning Standards/Assessments** — Join ISBE's Deputy Superintendent/Chief Education Officer, Susie Morrison as she shares the vision of every student being college and career ready. The discussion will include how to implement the new learning standards and student assessments aligned with the learning standards.

**One-to-One Cloud-Based Learning: Two Years' Experience** — This session will focus on the planning and preparation necessary for a 1:1 rollout, as well as the impact of 1:1 technology on teaching, learning, and the overall culture of a school district.

**Collective Bargaining Hot Topics** — Whether bargaining now or in the future, gain a practical overview of trends at the bargaining table and management strategies to deal with education reform, TRS pension reform, evaluations, health care reform and how to negotiate when you have no money.

**Top 10 Recommended Board Actions for 2015** — Explore both quantitative and qualitative data showing how a literacy coach can help teachers to empower students, to redevelop their love for reading, and to learn to use math-specific vocabulary and reading strategies in meaningful ways.

**1:30 - 3 p.m.**

**Selling Bonds Under the New Municipal Advisor Rule** — Thinking about bonds? Learn how your district can maximize the benefit of your financial advisor, underwriter and bond attorney under the federal Securities and Exchange Commission's new Municipal Advisor Rule that changes some past practices relating to the bonds.

**Effective Negotiation Strategies for Salary/Benefits Issues** — Experienced labor negotiators will review strategies to address salary and benefits issues, including salary schedule changes or elimination, longevity pay options, health insurance cost sharing methods, health insurance and pension cost reopeners, and methods to reduce retirement benefit costs.

**Leadership and Learning** — Join this conversation about how a digital learning environment can help facilitate new approaches to education. We'll explore strategies for visionary leadership and innovative teaching and learning, and hear from visionary leaders who have transformed their districts and classrooms.

**Community Engagement: Buildings, Budgets and Closings** — Learn how one district engaged its community from the bottom up in critical conversations related to budget issues, deteriorating facilities and potential school closings. Presenters will share a model for engaging community members to make difficult and complex decisions.

**Legal Hot Topics for 2014** — School law is an aspect of education that is constantly changing — and new personnel laws have added even more to the mix. Come hear two experienced attorneys discuss current trends and the legal issues facing your district.

**Community Engagement: What, Why and How** — An effective community engagement process is PROACTIVE and, once in place, can reduce or perhaps even eliminate the need for REACTIVE public relations. This session will explore why this work is important and how your board can engage your community.

**Illinois Report Card: Essential for Board Members** — Learn how board members can use the Illinois Report Card to make policy level decisions about student learning, finances, etc. Come to grips with the data your community and news media are already accessing on this and other sites.

**Differentiated Accountability and Recognition** — Explore the new Illinois Differentiated Accountability and Recognition system created when the state board obtained a waiver from some NCLB provisions. Review major system components and learn how it will be administered in the schools and school districts throughout Illinois.

**What's Trending Now in Special Education Law?** — Enjoy a practical, engaging review of special education legal developments and trends. Whether the information is new or just new to you, this session will expand your understanding of how these trends affect school districts' special education programs and practices.

**Finance for Veteran Board Members** — More than ever, boards have an obligation to clarify their expectations and monitor financial performance. Join us for a discussion of timely topics related to school finance – designed especially for veteran board members.

**Practical Parliamentary Procedures** — Parliamentary procedure promotes fair, efficient meetings, and helps you get home before midnight! Discover 10 basics of parliamentary procedure and how they apply to small boards. You'll come away with helpful handouts and sensible suggestions on how to become "parli-pro-ficient."

**Setting District Goals and Directions** — Whether we call it setting district goals, strategic planning or mission/vision work, school boards are responsible for clarifying the district's purpose. Hear how two school boards used IASB facilitation to help do this work the right way.

**The Cost of Prevailing Wage** — Illinois' Prevailing Wage law has been around since 1941. How much does it truly cost school districts and is it still necessary? Panelists will discuss the current political climate on the issue and the changes proposed in recent years.

**An Ounce of Prevention...State Preparedness Assistance** — Tragic events highlight the need for preparedness in schools and make it more of a focus for administration than ever. Illinois has programs available for schools to improve preparedness. His presentation highlights resources available through IEMA, ITTF and the STIC.

## **MANDATORY (PDLT) TRAINING CREDIT AVAILABLE**

Every school board member newly-elected or re-elected in April 2013 or appointed after April 2013 by law is required by the state of Illinois to complete mandatory training within one year of taking the oath of office. The training includes instruction in education and labor law, financial oversight and accountability and fiduciary responsibilities. Additionally, this training also fulfills the requirement for Performance Evaluation Reform Act (PERA).

Board members who seek to complete their mandatory training requirements can attend a pre-conference workshop on Friday, Nov. 21 at the Sheraton Chicago Hotel and Towers. This workshop requires an additional fee and registration. The fee includes meals and materials. Participants must remain to the conclusion of the workshop to receive their certificate of completion. More information is available here: [www.iasb.com/jac14/pdfs/PreConWorkshops14.pdf](http://www.iasb.com/jac14/pdfs/PreConWorkshops14.pdf).

**The Good, Bad and Ugly of Dissolution/Annexation** — Our panel has experienced the good, the bad and the ugly during a recent school district dissolution/annexation. Through the process, many valuable lessons were learned. Come and listen as we share our experiences.

**IHSA - Update on Current Issues and Happenings** — The executive director from the Illinois High School Association (IHSA) will report on important issues and events in Illinois interscholastic activities and answer your questions.

**Beyond Apps: A One-to-One Tech How-To** — Learn how we support one-to-one technology with effective professional development, see how teaching and learning evolved, and discover how one-to-one technology offers flexible access to quality Common Core curriculum materials at a reasonable cost.

**Suspending the Salary Schedule** — The 2013-2014 school year saw protracted negotiations between the Macomb Education Association and the CUSD 185 Board of Education. Negotiating team members discuss the processes and strategies that ultimately resulted in a three-year suspension of the salary schedule.

**Board and Administrative Relationships with Data** — Oregon CUSD 220 is leading the way in using data to improve educational outcomes for students. See how the administration-board relationship can be used to leverage creative hiring and develop capacity in this increasingly important domain.

**FEMA-Funded Tornado Safe Rooms: Construction Opportunities** — Many districts throughout the “tornado alley” of the Midwest have received millions of dollars in grants to build certified “safe rooms” that can serve as gyms, cafeterias, etc. Find out how you can bring safety and improvements to your district.

**Special Education and the Continuum of Services** — Cooperative and district business officials, as well as special education administrators, will discuss the wide continuum of services for students available throughout districts and cooperatives.

**Passing a Referendum in this Economic Climate** — Yes, you *can* pass a referendum in this economy. Glenbard Township High School District 87 will outline its successful referendum strategy. Learn how to leverage committee structure, focused messaging, a targeted audience and data to secure voter approval.

**Employment Discrimination - Refresher and Update** — Discrimination is a common claim by employees. Before you encounter it in your district, hear this refresher on the elements of employment discrimination and learn how to identify issues, avoid claims and prevail when such claims cannot be avoided.

**Superintendent Employment Contracts** — The school board’s most important function is employment of the superintendent. At its base is the superintendent’s employment contract. Enjoy a survey discussion of the elements of the contract and take the opportunity to ask questions of interest to you.

**Budgeting During Difficult Times** — Illinois’ financial situation remains precarious even as state funding was slightly increased. ISBE staff will review statewide finances and what they mean for schools during FY 15 and beyond.

**Common Core Standards - Everyone Talk the Talk** — Achieving school improvement is a must. By applying the common language of the standards in all classrooms, teachers can boost student success. Using “Questions for Life,” students have a better chance of mastering course work and achieving Common Core Standards.

**School Finance for the Novice** — Gain a better understanding of local revenue, the property tax cycle and the ins and outs of the tax levy. Learn the ropes of general state aid, categoricals and federal revenue in this essential seminar.

**Grow Your Superintendent Using Interim Superintendent/Mentors** — Faced with the retirement of their superintendent one district felt the best replacement was already on staff. By using two former superintendents with distinctly different strengths, they provided the incoming superintendent time to get certified and provided mentoring in the process.

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**3:30 - 5 p.m.**

**Funding Schools: Who Pays, Receives; What’s Fair?** — Illinois struggles to adequately fund its schools with a complicated tax structure. Join school funding policy makers and state budget experts to review the latest regarding strengths and limitations of our funding sources, and proposed solutions, to fund our schools.

### **Creating Digital District-Wide Plans for Crisis Management** —

District leaders will collaboratively evaluate, improve and align crisis management plans district-wide to create and implement a single digital document that outlines comprehensive emergency response procedures based on input from a myriad of stakeholders and data sources.

### **Creating and Funding Healthy Green School Projects** —

Share tools and strategies to launch a successful Green School Committee, increase nutrition/fitness awareness, and integrate sustainability into curriculum. Get checklists to win grant funding for waste reduction and energy. Acquire templates to earn the national Green Ribbon Award.

### **Staying Out of Headlines: Board Financial Oversight** —

Understand which questions to ask and the documents you should review to enhance your district's financial health, increase regulatory compliance and be the best board member possible.

### **Making Sense of Talking Dollars** —

Learn how board members forge partnerships with their chief school business official to build trust, maintain a fiscally strong district and ensure transparent communication with their community.

### **Community Engagement: What's Working?** —

Hear how two districts from different parts of the state have used different processes for community engagement in their communities. Hear Wheaton-Warrenville CUSD 200, a large suburban district, and LeRoy CUSD 2, a smaller downstate district, offer their stories.

### **Superintendent Hired, Now What? Crucial First Steps** —

The first six months to a year of the board/superintendent relationship sets the climate directly impacting learning. It's imperative that districts get this right. Two West Chicago districts will share research-based steps to ensure trust, clear communication and strong leadership.

### **Current Trends in Collective Bargaining/Contract Management** —

This session will cover current issues in collective bargaining, contract management and labor relations. Two experienced labor relations attorneys (labor and management) will present current information and host a Q&A session regarding collective bargaining.

### **Employment Do's and Don'ts (RIFs, PERA, Cyber-speech, plus surprises)** —

Hear experienced attorneys suggest that you "do this – avoid that" as they describe emerging topics in school labor and employment law, and cover the most important aspects of education reform, PERA and other vital labor topics.

### **Road to Common Core:**

#### **Community Engagement Plan**

— Hear Plainfield District 202 share their three-year community engagement plan for the Common Core State Standards and PARCC that began in 2012. Learn how District 202 involved community members in ongoing, meaningful exchanges resulting in improved teaching and learning.

#### **Superintendent Evaluation: It's a Team Effort** —

Superintendent evaluation is a process, not a one-time event. Come learn more about IASB's "best practices" approach to strengthening the board-superintendent relationship through a comprehensive evaluation process.

#### **Board Presidents' Roundtable** —

This presentation is an opportunity for board presidents to gather and share experiences, questions, ideas and frustrations. It is offered on both Saturday afternoon and Sunday morning; join us on either day, or both days.

#### **Charter School Legislation Updates** —

Charter schools have been one of the hottest topics in the General Assembly during the most recent legislative session. Come hear from experts and elected officials about new laws, pending legislation, and possible policy changes that may impact local districts.



## **IASB DELEGATE ASSEMBLY**

The Association's Delegate Assembly, comprised of one voting delegate from each member district, is the policy-making body of IASB. Through a vetted resolutions process, proposals presented by member school boards will be introduced, discussed and voted upon. Final results will guide the Association's position statements and staff in ongoing legislative efforts.

Delegates will meet from 10:30 a.m. to noon on Saturday, Nov. 22, in the Grand Ballroom of the Hyatt Chicago Regency. In addition to voting on resolutions, delegates will also hear from the IASB president, executive director and treasurer, and vote on officers.

A complete list of proposed resolutions has been mailed to member districts and will be posted on IASB's website.

### **Entrepreneurship - Enterprise: A Real-World Learning Experience**

— Discover an innovative high school program that inspires students to become entrepreneurs as they develop, propose, and launch a business. Learn how to engage community partners and content experts in revitalizing and funding a non-traditional business curriculum.

### **If you Build it...Enhancing Learning Environments**

— The environment needed to engage learning for today's students is an integral component when developing a district vision. See how curriculum, culture, collaboration and creativity enhanced a 50-plus year old brick structure to meet the needs of our 21st century learners.

**PEAC Update** — Get an update regarding the implementation of the new teacher evaluation law and the work of the Performance Evaluation Advisory Council (PEAC) as student achievement becomes a significant factor in every evaluation.

### **Articulating School Boards' Need and Purpose**

— Once thought sacred, local control is being questioned and undermined. Legislative involvement from various sources is demanding "reform." Reform initiatives are circumventing boards and encouraging the nationalization/ privatization of schools. Learn how to better articulate why boards should oversee public education.

### **Suicide Prevention: A Comprehensive School-Based Approach**

— Get an overview of the national toolkit for schools to design and implement comprehensive strategies to prevent suicide and promote behavioral health among students. In addition, learn the burden of teen suicide, risk factors, protective factors, and available resources.

### **Developing a Multi-District PLC for Common Core**

— Discover how teachers from different districts worked collaboratively to address Common Core math. Learn how schools increase rigor and how sharing best practices can successfully address student needs. Board members will learn how to support this process in their communities.

### **Control Your Labor and Workers' Comp Cost**

— Learn how to control your labor costs by negotiating a two-tier wage scale in lieu of a reduction in force. Control your workers' compensation costs by using pre-employment strength testing and post-injury evaluations and by implementing a light duty program.

### **Food Service Partnership: Win - Win**

— Food Service can be a challenge to manage because it is highly regulated and requires staff with specific training. Learn how one district shares its resources with other districts to enhance the program for all districts involved.

### **Educate, Collaborate, Communicate: Engaging Your Community**

— Examine the deliberate exchange of ideas and prioritization of community values that led to development of a strategic plan. Learn the value of community engagement as a strategy to build trust, gather data, and increase credibility and transparency in communities.

### **Connecting Community: Showcasing Transformed Learning through Technology**

— This session will demonstrate how to effectively use technology and social media to effectively connect and communicate with stakeholders, as well as provide specific examples showcasing teaching and learning using images and video.

### **Changing Times: Teaming for Improved Leadership**

— One mid-sized K-12 district restructured collaboration, communication and problem-solving models to meet changing needs. By negotiating a new structure, the culture was changed to create building- and district-level leadership teams. Teamwork has led to improved professional development, practice, and planning.

### **Lessons Learned: Implementing PERA**

— Join RttT district panelists discussing lessons they learned implementing PERA, including: Working with union representation; Having a productive joint committee; Getting teacher/principal "buy-in;" Using peer evaluators; and Incorporating student growth. A Q&A session will follow.

### **Hiring the Right Superintendent Requires a Vision**

— A board is tasked to hire a superintendent who will provide district leadership and ensure quality education for all students. Obviously one size doesn't fit all; so how does a board find the right fit for their district and community?

### **A Sustainable and Flexible 21st Century Classroom**

— Classrooms are created to adapt to the ever-evolving approaches for educating today's learners. Understand how choosing flexible furniture and wall systems, versatile lighting and HVAC systems and low-maintenance finishes can position your district for future curriculum-driven facilities changes.

### **Business Office Operations: Expenses, Cost Control, AFR**

— Come and learn the basics of business office operations and the business administrator's role in managing cash, purchasing, meeting budgeting responsibilities, state financial reporting and overseeing the expenditure process.

8 - 9:30 a.m.

**COFFEE & CONVERSATION**

Are you serving in a rapidly growing district or considering consolidation? Want to talk with other board members about complex issues such as multiculturalism? Share ideas with leaders facing the same role challenges.

Complimentary coffee will be provided in the Grand Ballroom foyer – thanks to our sponsor Hodges, Loizzi, Eisenhammer, Rodick & Kohn, LLP – to help wake you up and get the conversation going!

**Legally Stumped** — Is your district facing tough negotiations because of a difficult financial situation? Is your board changing policies to deal with student and staff use of electronic cigarettes? Discuss ideas (and their legal implications) with leaders facing the same challenges.

**Board Presidents' Roundtable** — This presentation is an opportunity for board presidents to gather and share experiences, questions, ideas and frustrations. It is offered on both Saturday afternoon and Sunday morning; join us on either day, or both days.

**Rural Issues** — Less money, changing student census, non-funded mandates, rising costs, outdated buildings: sound familiar? These are some issues rural district leaders are facing. Share your concerns and solutions in this interactive discussion of key issues while networking with your peers.

**IASB Presents BoardBook and Board Policies Online** — Discover how your district can benefit from IASB's online services for agenda packet preparation and policy manual publishing.

**Aspiring Superintendents** — Whether they have completed requirements or are currently enrolled in coursework to become a superintendent, aspiring administrators won't want to miss this discussion with search staff experts from IASB and professional staff from IASA.

**Board Member/Parent Hat** — Many individuals who serve on local boards do so because their children attend the schools. Explore the ways that a board member/parent can separate those roles and decide which hat to wear when.

**Social Media and School Districts Roundtable** — Have questions about your district's use of social media? Is it effective? Is it dangerous? INSPRA social media experts will be on hand to answer your social media questions and concerns in an informal question-and-answer discussion format.

**Who's Fighting for us in Springfield & Washington?** — Your Association carries an effective locally developed agenda to lawmakers on your behalf. Meet your advocacy team, join them for a discussion of emerging legislative issues and the power of working hand in hand to effect change in education policy.



**CPDU CREDITS AVAILABLE**

The Illinois State Board of Education has approved IASB as a licensed CPDU provider. That means that any certified Illinois teacher who is registered as a conference attendee or as a guest may receive 12 CPDU credits for attending the full conference.

There is no cost to board members; however, there is a \$50 fee for non-board members who qualify for CPDUs and attend the conference as guests. Evidence of Completion and Evaluation Forms will be available for pick-up at the conference registration desk. **Note:** these forms must be picked up in person at conference.

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## Make the Connection:

# Board Members to Professional Development

School board members who are registered for the 2014 Joint Annual Conference and want to expand their professional development opportunities can choose from nine IASB pre-conference workshops scheduled for Friday, Nov. 21. The fee for the six full-day workshops is \$230 and just \$145 for three half-day workshops. Those who want to register for two half-day workshops will pay just \$230. Fees include materials and a meal.

### The six full-day workshops include the following courses:

- The Basics of Governance
- Connecting with the Community: The Board's Role and Work in Community Engagement
- Making Meetings Matter
- Leading Leaders: The Job of the Board President
- Introduction to Collective Bargaining for School Board Members and Administrators
- Professional Development Leadership Training (PDLT) and Performance Evaluation Reform Act (PERA) Training for School Board Members

### The three half-day workshops include the following courses:

- The Board and its Superintendent: Developing and Maintaining an Effective Relationship (P.M. only)
- Media Interest or Media Circus: How school board members can manage their message in a big, new media world (A.M. only)
- The Trust Edge (A.M. and P.M. sessions)



All IASB pre-conference workshops qualify board members to earn credits toward their LeaderShop Academy membership. Credit is earned through a combination of "core" and "elective" courses.



In addition, workshop participants will be awarded 10 Master Board Member points for a full-day workshop and 5 points for a half-day workshop, in addition to the 30 points earned for Conference attendance.

## Pre-Conference workshops that qualify for CORE credit:

### The Basics of Governance

This workshop will focus participants on board and board member roles and responsibilities and what effective school district governance looks like.

Topics will include:

- The role and work of the school board and how to distinguish it from the role and work of the superintendent and staff;
- The school board's relationship to the community;
- How each member relates to the full board;
- Some practical tips as well as pitfalls to avoid.

Participants will also have an opportunity to try out some tools and procedures that make a school board effective and to sharpen their own decision-making skills. *Note: This workshop fulfills the governance overview requirement for admission into the LeaderShop Academy.*

### Connecting with the Community: The Board's Role and Work in Community Engagement

This workshop will explore what it means when IASB's Foundational Principles of Effective Governance state that: "The School Board engages in an ongoing two-way conversation with the entire community." What is the board's role in this work and how does the board begin? Why should a board want to engage its community?

Participants in this newest IASB core workshop will:

- Understand what community engagement is and how it differs from public relations;
- Understand the key principles of effective community engagement;
- Understand and practice how to fulfill the board's role in community engagement efforts;
- Consider why effective community engagement is essential to public education.

### Making Meetings Matter

This workshop will cover the effectiveness of board meetings, asking attendees if they are satisfied with the length of board meetings and whether meeting agendas align with district's goals/priorities. This interactive workshop will challenge participants to evaluate their meetings. Participants will learn how to become better at conducting and managing school board meetings.

### The Board and its Superintendent: Developing and Maintaining an Effective Relationship

This workshop will cover how an effective school board works to develop and maintain a productive relationship with the superintendent – consisting of mutual respect and a clear understanding of respective roles and expectations. Those who attend this workshop learn how to engage in a deliberate process that benefits the board, superintendent and district.

Participants will:

- Review the characteristics of a high-quality relationship;
- Learn a framework for identifying relationship issues;
- Consider steps to develop a more productive relationship;
- Analyze a case study to apply their new knowledge.

### Professional Development Leadership Training (PDLT) and Performance Evaluation Reform Act (PERA) Training for School Board Members

This workshop will be presented by selected members of the Illinois Council of School Attorneys. They will lead training that satisfies the requirements for mandatory board member training per Public Act 097-0008. This course will include instruction in education and labor law, financial oversight and accountability and fiduciary responsibilities. This panel also will fulfill the requirement for PERA training for school board members. (Every school board member elected or re-elected in 2013 must complete this training within one year of taking the oath of office.)

## Pre-Conference workshops that qualify for ELECTIVE credit:

### Leading Leaders: The Job of the Board President

Leaders set the tone and expectations for the groups they serve. The board president, more than any other individual board member, has the power to impact the quality of the board's work. The effective board president does far more than just "run the meeting." He or she is expected to keep the board focused on setting district direction; provide the opportunity for board members with divergent views to have their say without acrimony and without showing favoritism; maintain open lines of communication with the superintendent, other board members, and the public; be knowledgeable of the legal requirements of the board of education; and much, much more.

Plan to attend this interactive workshop designed specifically for you – the board president. It will explore your difficult and challenging roles with their various responsibilities and duties. In addition, participants will learn about:

- Relationships with the rest of the board and the superintendent;
- Legal responsibilities;
- Keys to effective meetings;
- Parliamentary procedure;
- Managing board conflict;
- Communications;
- Teamwork.

### Introduction to Collective Bargaining for School Board Members and Administrators

Attend this workshop to learn what every school board member needs to know about collective bargaining – and every administrator, too:

- What the law requires of school boards and employee unions;
- Steps involved in bargaining labor contracts;
- Alternative processes;
- Politics and psychology of school bargaining;
- Roles and responsibilities of boards and administrators;
- How to handle labor disputes;
- How to keep labor relations problems from destroying human relationships.

### Media Interest or Media Circus: How school board members can manage their message in a big, new media world

This workshop features media relations consultant Eric Robinson, vice president of Frontline Public Strategies, a public relations and marketing concern. Robinson served as press secretary for Governor Jim Edgar and has served as a senior media advisor to state and federal elected officials. He will explain what motivates the media, how to take appropriate action in a media crisis and how to communicate clearly and effectively to your stakeholders in today's new media world.

### The Trust Edge

This workshop will focus on why the unique common denominator of the greatest leaders and organizations is trust. It is a bottom-line issue that has the ability to accelerate or destroy any relationship, business, or industry. The lower the trust, the more time everything takes, the more everything costs, and the lower the loyalty of everyone involved. Greater trust, however, brings superior innovation, creativity, morale, and productivity. Everything of value is built on trust from financial systems to relationships.

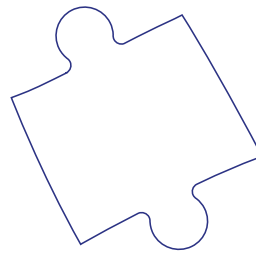
#### HOW TO REGISTER FOR PRE-CONFERENCE WORKSHOPS:

Workshop space can be held with advance payment by check, purchase order or credit card. Advance registrations will be accepted until 4:30 p.m. on Friday, Nov. 14, providing that space is available.

More information: [www.iasb.com/jac14/pdfs/PreConWorkshops14.pdf](http://www.iasb.com/jac14/pdfs/PreConWorkshops14.pdf). Register by mail or fax. Or register online at [www.iasb.com/jac14/precon\\_reg.cfm](http://www.iasb.com/jac14/precon_reg.cfm).

Confirmation will be mailed in early November to registrants at the addresses listed in IASB's database. For questions, call IASB at 217/528-9688 and contact Judy Williams, ext. 1103, or Michelle Uher, ext. 1144. **Note:** Workshop participants may require a Thursday night arrival and are being encouraged by event planners to consider this when completing housing forms.

# Other Pre-Conference Workshops...



## School business officials

Conference co-sponsor Illinois Association of School Business Officials has scheduled three pre-conference seminars on Friday, Nov. 21. These seminars will be held from 7:30 a.m. to 3:30 p.m. at the Swissôtel Chicago. Participants can choose from the following seminars: The Administrator's Role in Collective Bargaining, Learning From Lincoln: Leadership Practices for School Success, and School Finance. All three seminars qualify for Administrators' Academy credits.

These seminars require a separate fee and registration. Cost includes materials and meals. To learn more about these events and to register, visit [www.iasb.com/jac14/pdfs/IASBPrecon.pdf](http://www.iasb.com/jac14/pdfs/IASBPrecon.pdf) or call 217/528-9688 and contact Judy Williams, ext. 1103 or contact Erin Wickens at 815/753-9365.



### CHICAGO ATTRACTIONS

There is plenty to do in Chicago—and it doesn't have to cost you money. The **Magnificent Mile Lights Festival** takes place just across the Chicago River, with the parade route running down Michigan Avenue and past the Hyatt Regency Chicago.

[Click here for details.](#)

Want to know more about what to do, things to see and places to visit? Find a directory of the attractions, tours, live music, museums, sport teams and theaters of Chicago's Magnificent Mile here:

[www.themagnificentmile.com/attractions/](http://www.themagnificentmile.com/attractions/)

## School attorneys

Friday, Nov. 21, is also when the Illinois Council of School Attorneys will conduct its 28th Annual Seminar on School Law. This program allows Illinois attorneys to discuss significant legal issues currently facing their school clients. The seminar will be held from 8 a.m. to 3 p.m. at the Hyatt Regency Chicago.

*Note: this event is open only to school attorneys. Advance registration and fee is required. For more information, visit IASB at: [www.iasb.com/jac14](http://www.iasb.com/jac14) or call IASB and ask for Bridget Trojan, 630/629-3776 ext. 1236.*

# Make the Connection: Board Secretaries to Professional Development

Join with other school districts from around the state to take advantage of the training offered to enhance the professional skills of the person who performs the duties of the school board secretary.

Registration for the 2014 Joint Annual Conference will entitle your board support professional (board/district secretary) to attend programming designed specifically to enhance the knowledge of the school board secretary. Benefits also include networking with other board secretaries from across the state, and the opportunity to attend all of the general sessions, all panel sessions, bookstore, and exhibit hall during the Conference. **Note:** *there is no extra charge for the secretaries' program, but board/district secretaries must be paid registrants for the Conference.*

This two-day track of events will be held on Friday and Saturday, Nov. 21-22, at the Swissôtel Chicago, Vevey Ballrooms.



## FRIDAY, NOVEMBER 21

### 9 - 10 a.m.

**Opening Session** — Presentation of the Holly Jack Outstanding Service Award, followed by a discussion of changes to the Election Code and how those changes affect district secretaries and the 2015 school board elections.

### 10:15 a.m. - noon

**Keynote Session** — “The Latest Innovation is YOU!” This fun, interactive session will be presented by Julie Perrine, founder and CEO of All Things, Admin.

### 1:30 - 3 p.m.

#### Education Sessions —

- Kick-Start Creating Your Procedures Binder
- The Illinois Sunshine Laws (FOIA and OMA): A Secretary’s Perspective
- Hats Off to Great Secretaries
- School Finance 101

## SATURDAY, NOVEMBER 22

### 10:30 - noon

#### Education Sessions —

- Agendas and Minutes
- Illinois Municipal Retirement Fund: 2014 Pre-Retirement Workshop
- Using Technology in Your Job
- The Effective Administrative Assistant: Setting Boundaries

### 1:30 - 3 p.m.

#### Education Sessions —

- BYOQ (Bring Your Own Questions) for Larger Districts
- BYOQ (Bring Your Own Questions) for Smaller Districts
- AppliTrak Users Group: Tips from the Pros

## Make the Connection:

# Tour Chicago Schools

Join representatives of IASB and the Chicago Board of Education on a tour of city schools. Tours will explore five separate selected schools (three high schools and two elementary schools) from 9 a.m. to 1 p.m. on Friday, Nov. 21.

This year's list of host schools includes:

- Blair Early Childhood Center
- Manuel Perez Elementary School
- Back of the Yards College Preparatory High School
- Christian Fenger Academy High School
- Sarah E Goode STEM Academy High School

This event requires a separate fee and registration; however, it includes a continental breakfast and is open to spouses or families. For more information about this event or to register, please visit [www.iasb.com/jac14](http://www.iasb.com/jac14). **Note:** All tour participants must be paid conference registrants or guests of paid conference registrants.



**Connect | Engage | Succeed**

## EDUCATIONAL ENVIRONMENTS EXHIBITION

If you are thinking of building or remodeling your facilities, whether you have a physical plant problem to solve or you just like to dream about what your school facilities could be, visit the 2014 Educational Environments Exhibit. It will be located in the foyer outside the Columbus Ballrooms at the Hyatt Regency Chicago.

Sponsored by the IASB Service Associates, this juried competition will showcase all entries in a variety of categories. Awards will be announced on Friday, Nov. 21; however, the school design displays will be up throughout the three-day conference.



# Roundtable Presentations to Carousel of Panels

If you have less time but want to maximize your choices, consider attending the Carousel of Panels from 1:30 to 3:15 p.m. on Saturday, Nov. 22, at the Sheraton Chicago Hotel and Towers. In two large adjoining rooms, 31 different presentations will be offered in 30-minute blocks and rotate three times. Topics to be presented in roundtable discussions will include:

- Administrator Evaluations: Painless, Powerful and tied to Compensation
- A Journey Toward 1:1 – The Success, Challenges and Outcomes
- Full STEAM Ahead – How Community Partnerships can Bring STEAM to Life
- Principal Preparation: What's in it for you?
- Beyond the Interview: Selecting Excellent Principals
- College and Career Readiness: Happy Students Achieve at High Levels
- Superintendent Search Using a Model of Transparency
- Your 21st Century Referendum: Using Technology and Social Media
- Professional Learning Community, Having a Positive Impact on Learning
- Illinois Small & Rural Issues & Partnerships: Four Year Research
- Superintendent Evaluations: One Key to Student Achievement
- Effective Models of PARCC Common Core Assessments
- Building Information Modeling: Case Studies in School Construction
- FUEL for Learning: Creating Results-Oriented School Cultures
- Beyond the AFR: Finding Money in Internal Controls
- Instituting a High Quality Induction/Mentoring Program
- Visibility Matters! Strategies for Contributing to a Positive Climate
- 21st Century Practices: Digital Writing Portfolios
- Rethinking RtI: How to Sustain Implementation for Student Success
- Leading School Change: An Effective Strategy to Maximize Resources
- Student First Amendment Speech Update
- Strategic Planning Made Waaay Easier: Chainsaw Planning
- How Safe are Your Children? Your Schools?
- Teacher Leader: Core Competencies and Strategies for Leadership
- The Status of School Improvement in Illinois Schools
- Vision 20/20: Leading with Clarity of Purpose
- SAMS: Helping Principals Make Time for Instructional Leadership
- So You Voted for PTELL – HUH?
- Why Adopt a District Facilities Master Plan
- For Each and Every Child: Strategies for Excellence and Equity
- Social Media 101: Maximizing the Effectiveness



## CREATE YOUR OWN PERSONAL PLANNER

Conference attendees can create their own personal schedule planner with online tools available at IASB's Members-Only website, <https://members.iasb.com>.

The secured site is password-protected and will be available in October to board members, superintendents and board secretaries who have a member ID number that is contained within the IASB database.

## Make the Connection:

# Exhibit Hall to School Services, Products and Equipment Vendors

The exhibit of school services, products and equipment has been part of the Joint Annual Conference for 65 years. Located in the Riverside Center of the Hyatt Chicago Regency, the exhibit hall is an integral part of the conference experience for many participants. These are the vendors that do business with local school districts and they will be available from 8:30 a.m. to 5 p.m. on Friday, Nov. 21, and 8:30 a.m. to 2 p.m. on Saturday, Nov. 22.

The exhibit hall is very large and at times very busy, so plan to give yourself ample time to see and learn about new school services, products and equipment. Many of the exhibitors will have giveaways and door prizes and others will be participating in the **IASB Service Associates' Bingo Game**. Also, be sure to stop by the IASB photo booth to have a free photo taken of you or your entire district group.

A complete list of exhibitors by name, description and booth number will be available in the official Conference Program.



### IASB INFORMATION ROOM

Each department of the Illinois Association of School Boards will be on hand Friday and Saturday, Nov. 21-22, at the Comiskey Room in the West Tower of the Hyatt Regency Chicago. Come learn what services and benefits the Association offers, pick up materials and giveaways, and enjoy free refreshments.

This is also where districts can learn more about online policy services and online learning, paperless board meetings, and view district videos that support IASB's "StandUp4PublicSchools" campaign.

Members of the Illinois State Board of Education have also been invited to meet local school leaders.



## Strategic Planning

### Mission, Vision, Theme and Focus Areas of Study

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#### Proposed Mission Statement

*“To empower each student to excel and make a difference in a diverse and interconnected world through innovative learning experiences.”*

#### Proposed Vision Statement

*“To be leaders in learning”*

#### Proposed Theme

*“Vision 2020”*

#### Proposed Focus Areas of Study

1. Financial Stability
2. Curriculum and Innovative Learning
3. Transportation and Student Schedules
4. Technology (Could incorporate into other areas)
5. Facilities
6. Climate and Culture



**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:** September 16, 2014  
**Re:** Employee Compensation Report

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Enclosed is a salary and benefits report required to be furnished by the school district per State statute. The format is prescribed by the State. In previous years, it only included Administrators and Teachers. Last year, a new Employee Information System (EIS) requires districts to submit the information for all employees. This year, the EIS program changed and only includes Administrators and most teachers. Needless to say, the State's rationale is inconsistent.

This report, required by 105 ILCS 5/10-20.47, is required to be presented at a regular school board meeting and then posted on the district website. The report is then due to the State Board of Education on or before October 1<sup>st</sup>. The information is from the 2013-14 school year.

# EIS Administrator and Teacher Salary and Benefits Report - School Year 2014

8/26/2014 9:40 am

## Lincolnshire-Prairieview SD 103 1370 N Riverwoods Rd, Lincolnshire, IL 60069 340491030020000

Selection Criteria: (Employer) Employees = All

Name	Position	Base Salary	FTE	Vacation	Sick	Bonuses	Annuities	Retirement	Other
				Days	Days			Enhancements	Benefits
Abrego, Christine	200-Teacher	\$93,449.00	1.000	0	14	\$280.35	\$0.00	\$0.00	\$217.30
Adler, Christy	103-Principal	\$140,807.00	1.000	25	14	\$0.00	\$0.00	\$15,232.00	\$24,919.85
Alban, Nancy	200-Teacher	\$127,067.00	1.000	0	22	\$0.00	\$0.00	\$0.00	\$9,885.95
Alterson, Hannah	250-Special Education Teacher	\$84,350.00	1.000	0	18	\$506.10	\$0.00	\$0.00	\$200.08
Anhalt, Susan	205-Pre-Kindergarten Teacher	\$27,933.50	0.500	0	7	\$167.60	\$0.00	\$0.00	\$7,742.15
Bacino, Amanda	200-Teacher	\$53,977.00	1.000	0	14	\$161.93	\$0.00	\$0.00	\$10,430.14
Bahcall, Amy	200-Teacher	\$111,674.00	1.000	0	22	\$0.00	\$0.00	\$0.00	\$15,122.60
Balmes, Samantha	200-Teacher	\$55,867.00	1.000	0	14	\$167.60	\$0.00	\$0.00	\$10,208.89
Becker, Brent M	200-Teacher	\$53,977.00	1.000	0	14	\$323.86	\$0.00	\$0.00	\$7,470.71
Belford, Amy	200-Teacher	\$109,800.00	1.000	0	22	\$658.80	\$0.00	\$0.00	\$9,861.28
Binder, Stacy	200-Teacher	\$83,295.00	1.000	0	14	\$499.77	\$0.00	\$0.00	\$12,551.87
Bodeen, Julie A	104-Assistant Principal	\$90,974.00	1.000	20	14	\$0.00	\$0.00	\$10,061.00	\$14,006.96
Bond, Deborah	200-Teacher	\$82,580.00	1.000	0	18	\$0.00	\$0.00	\$0.00	\$9,804.29
Bosley, Emma K	200-Teacher	\$43,955.00	1.000	0	14	\$131.87	\$0.00	\$0.00	\$9,740.13
Braskich, Justine M	200-Teacher	\$53,977.00	1.000	0	14	\$161.93	\$0.00	\$0.00	\$10,275.14
Brennan, Laura	200-Teacher	\$93,449.00	1.000	0	18	\$280.35	\$0.00	\$0.00	\$9,830.26
Buchberger, Tess N	200-Teacher	\$43,955.00	1.000	0	14	\$131.87	\$0.00	\$0.00	\$9,736.19
Buckley, Mary Ellen	200-Teacher	\$65,405.00	1.000	0	18	\$392.43	\$0.00	\$0.00	\$9,827.18
Cheifetz, Cheryl	200-Teacher	\$98,723.00	1.000	0	22	\$592.34	\$0.00	\$0.00	\$9,840.12
Chemers, Dena	200-Teacher	\$71,041.00	1.000	0	18	\$218.24	\$0.00	\$0.00	\$9,790.92
Cicero, Danielle	250-Special Education Teacher	\$57,713.00	1.000	0	14	\$346.28	\$0.00	\$0.00	\$9,762.40
Clay, Rebecca	200-Teacher	\$37,736.00	0.500	0	9	\$226.42	\$0.00	\$0.00	\$111.40
Cummings, Shelia	250-Special Education Teacher	\$52,043.00	1.000	0	14	\$156.13	\$0.00	\$0.00	\$24,307.34
Cummings, Theresa N	250-Special Education Teacher	\$46,359.00	1.000	0	0	\$139.08	\$0.00	\$0.00	\$9,716.26
Degman, Kiera L	200-Teacher	\$47,340.00	1.000	0	14	\$142.02	\$0.00	\$0.00	\$9,742.54
Delli, LeeAnn	200-Teacher	\$93,449.00	1.000	0	18	\$560.69	\$0.00	\$0.00	\$9,830.26
Dwyer, Carrie	200-Teacher	\$81,361.00	1.000	0	18	\$488.17	\$0.00	\$0.00	\$9,807.27
Feld, Monica	200-Teacher	\$72,746.00	1.000	0	18	\$436.48	\$0.00	\$0.00	\$9,790.92
Fencl, Nancy	200-Teacher	\$56,603.00	0.750	0	14	\$339.62	\$0.00	\$0.00	\$147.23
Fender, Katherine	200-Teacher	\$84,350.00	1.000	0	18	\$506.10	\$0.00	\$0.00	\$15,266.56

Name	Position	Base Salary	FTE	Vacation	Sick	Bonuses	Annuities	Retirement	Other
				Days	Days			Enhancements	Benefits
Fergus, Kara	200-Teacher	\$53,759.00	1.000	0	14	\$322.55	\$0.00	\$0.00	\$9,756.15
Ferron, Diane	200-Teacher	\$109,800.00	1.000	0	18	\$658.80	\$0.00	\$0.00	\$9,851.42
Finaldi-Schmidt, Gina M	151-Assistant Director (Special Education)	\$92,455.00	1.000	20	14	\$0.00	\$0.00	\$10,215.00	\$17,075.20
Francis, Catherine A	200-Teacher	\$50,109.00	1.000	0	14	\$150.33	\$0.00	\$0.00	\$9,723.10
Frank-Gonwa, Judy	107-General Administrator or General Supervisor	\$31,102.50	0.630	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Frantom, Kirsten	200-Teacher	\$66,197.00	1.000	0	18	\$397.18	\$0.00	\$0.00	\$9,978.37
Freitag-Surin, Michelle	200-Teacher	\$73,669.00	1.000	0	18	\$442.01	\$0.00	\$0.00	\$9,792.65
Friedli, Helen R	200-Teacher	\$48,934.00	1.000	0	14	\$146.80	\$0.00	\$0.00	\$106.78
Gagamov, Jamie	200-Teacher	\$75,471.00	1.000	0	18	\$452.83	\$0.00	\$0.00	\$10,181.16
Gallup, Justine M	200-Teacher	\$51,164.00	1.000	0	14	\$153.49	\$0.00	\$0.00	\$9,644.63
Gaunky, Julie	200-Teacher	\$88,965.00	1.000	0	14	\$533.79	\$0.00	\$0.00	\$9,821.70
Gordon, Tracy	200-Teacher	\$98,723.00	1.000	0	18	\$592.34	\$0.00	\$0.00	\$9,840.12
Graziano, Nicole E	200-Teacher	\$48,395.00	1.000	0	14	\$145.19	\$0.00	\$0.00	\$9,720.44
Hafner, Tony	200-Teacher	\$103,602.00	1.000	0	14	\$621.61	\$0.00	\$0.00	\$9,845.60
Handcock, Kay	250-Special Education Teacher	\$123,060.00	1.000	0	22	\$0.00	\$0.00	\$0.00	\$9,878.45
Harper, Jill	203-English as a Second Language Teacher	\$113,661.00	1.000	0	22	\$0.00	\$0.00	\$0.00	\$24,417.04
Helstad, Jeff	200-Teacher	\$98,723.00	1.000	0	22	\$592.34	\$0.00	\$0.00	\$9,840.12
Hjelm, Beth	200-Teacher	\$121,985.00	1.000	0	22	\$0.00	\$0.00	\$0.00	\$9,876.62
Hoover, Christine	200-Teacher	\$88,932.00	1.000	0	18	\$0.00	\$0.00	\$0.00	\$9,815.88
Howell, Derek A	200-Teacher	\$14,556.97	0.290	0	0	\$43.67	\$0.00	\$0.00	\$0.00
Jansson, Lisa	250-Special Education Teacher	\$70,196.00	1.000	0	18	\$210.59	\$0.00	\$0.00	\$12,075.23
Jerzyk, Michael	200-Teacher	\$43,955.00	1.000	0	14	\$131.87	\$0.00	\$0.00	\$9,736.19
Joneikis, Justin E	200-Teacher	\$50,109.12	1.000	0	14	\$300.65	\$0.00	\$0.00	\$9,644.63
Jones, Luke	200-Teacher	\$47,340.00	1.000	0	14	\$142.02	\$0.00	\$0.00	\$9,742.54
Joseph, Amy	200-Teacher	\$57,713.00	1.000	0	14	\$173.14	\$0.00	\$0.00	\$9,762.40
Kahn, Eleanor B	200-Teacher	\$53,977.00	1.000	0	14	\$161.93	\$0.00	\$0.00	\$9,724.43
Keil, Mary	200-Teacher	\$100,387.00	1.000	0	18	\$0.00	\$0.00	\$0.00	\$9,837.04
Kemp, Danielle	200-Teacher	\$63,295.00	1.000	0	14	\$379.77	\$0.00	\$0.00	\$9,772.98
Korah, Heather	200-Teacher	\$50,197.00	1.000	0	14	\$150.59	\$0.00	\$0.00	\$13,642.54
La Roi, Amy L	200-Teacher	\$81,361.00	1.000	0	18	\$488.17	\$0.00	\$0.00	\$9,807.27
Lapin, Heather	200-Teacher	\$64,306.00	1.000	0	18	\$385.84	\$0.00	\$0.00	\$9,768.38
Lau, Teresa	200-Teacher	\$55,867.00	1.000	0	14	\$167.60	\$0.00	\$0.00	\$9,758.89
Lee, Esther B	200-Teacher	\$53,977.00	1.000	0	14	\$125.95	\$0.00	\$0.00	\$9,755.14
Lenzini, Lauren E	200-Teacher	\$47,340.00	1.000	0	14	\$142.02	\$0.00	\$0.00	\$1,429.58
Ligdas, Ioana	200-Teacher	\$59,559.00	1.000	0	14	\$358.92	\$0.00	\$0.00	\$10,235.72
Lighthall, Mary	200-Teacher	\$96,699.00	1.000	0	22	\$0.00	\$0.00	\$0.00	\$9,830.21
Lindell, Lisa	200-Teacher	\$76,394.00	1.000	0	18	\$458.36	\$0.00	\$0.00	\$9,797.94
Long, Kimberly A	200-Teacher	\$55,867.00	1.000	0	14	\$335.20	\$0.00	\$0.00	\$11,170.76

Name	Position	Base Salary	FTE	Vacation	Sick	Bonuses	Annuities	Retirement	Other
				Days	Days			Enhancements	Benefits
Lunardi, Laura	200-Teacher	\$21,977.50	0.500	0	7	\$65.93	\$0.00	\$0.00	\$19,443.68
Lyman, Alissa M	200-Teacher	\$43,955.00	1.000	0	14	\$131.87	\$0.00	\$0.00	\$9,736.19
Macklin, Lauren B	200-Teacher	\$45,669.00	1.000	0	14	\$137.01	\$0.00	\$0.00	\$11,303.07
Mastores, Patricia	200-Teacher	\$84,562.00	1.000	0	18	\$0.00	\$0.00	\$0.00	\$9,807.85
Mather, Jennifer	250-Special Education Teacher	\$19,573.60	1.000	0	6	\$56.72	\$0.00	\$0.00	\$4,875.69
Mau, Jill	103-Principal	\$111,404.00	1.000	20	14	\$0.00	\$0.00	\$12,181.00	\$6,410.23
McCaffer, Stephanie M	250-Special Education Teacher	\$47,340.00	1.000	0	14	\$142.02	\$0.00	\$0.00	\$9,742.54
McLelland, Gretchen G	200-Teacher	\$53,977.00	1.000	0	14	\$161.93	\$0.00	\$0.00	\$9,755.14
Merchen, Megan B	200-Teacher	\$50,197.00	1.000	0	14	\$154.56	\$0.00	\$0.00	\$13,375.67
Mol, Michael	200-Teacher	\$106,899.00	1.000	0	22	\$641.39	\$0.00	\$0.00	\$15,120.58
Muller, Christina	200-Teacher	\$48,395.00	1.000	0	14	\$145.19	\$0.00	\$0.00	\$12,934.46
Nasenbeny, Cathy	200-Teacher	\$111,998.00	1.000	0	22	\$671.99	\$0.00	\$0.00	\$9,865.32
Nelson, Rebecca	200-Teacher	\$85,625.00	1.000	0	18	\$513.75	\$0.00	\$0.00	\$9,813.04
Niziolek, Jacqueline	200-Teacher	\$57,933.00	1.000	0	14	\$347.60	\$0.00	\$0.00	\$11,187.88
Nordhaus, Paul	200-Teacher	\$86,855.00	1.000	0	18	\$521.13	\$0.00	\$0.00	\$21,313.39
Orals, Pamela	200-Teacher	\$88,965.00	1.000	0	14	\$533.79	\$0.00	\$0.00	\$9,821.70
Ortega, Chrystie	200-Teacher	\$77,537.00	1.000	0	18	\$465.22	\$0.00	\$0.00	\$7,626.09
Owens, Rodney	200-Teacher	\$108,701.00	1.000	0	22	\$652.21	\$0.00	\$0.00	\$246.25
Padron-Glass, Nicole	200-Teacher	\$43,955.00	1.000	0	14	\$263.73	\$0.00	\$0.00	\$9,644.63
Pardini, Tracy	200-Teacher	\$98,723.00	1.000	0	22	\$592.34	\$0.00	\$0.00	\$9,840.12
Pardys, Amanda L	203-English as a Second Language Teacher	\$34,340.00	0.800	0	14	\$103.02	\$0.00	\$0.00	\$239.36
Petroski, Gloria	200-Teacher	\$113,661.00	1.000	0	22	\$0.00	\$0.00	\$0.00	\$9,861.28
Postma, Julie	152-State-Approved Director of Special Education	\$128,053.00	1.000	25	14	\$0.00	\$0.00	\$13,908.00	\$30,641.01
Poukey, David A	200-Teacher	\$19,554.72	0.500	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Powell, Sharyn	200-Teacher	\$99,031.00	1.000	0	18	\$594.19	\$0.00	\$0.00	\$9,840.84
Reed, Jami A	200-Teacher	\$59,559.00	1.000	0	14	\$357.35	\$0.00	\$0.00	\$9,926.07
Rendl, Rebecca	200-Teacher	\$72,746.00	1.000	0	18	\$218.24	\$0.00	\$0.00	\$12,111.12
Reynolds, Katie R	101-Assistant/Associate District Superintendent	\$153,238.00	1.000	20	14	\$0.00	\$0.00	\$16,521.00	\$15,497.01
Richter, Karina	250-Special Education Teacher	\$90,152.00	1.000	0	18	\$540.91	\$0.00	\$0.00	\$9,823.96
Rickert, Kristine	200-Teacher	\$80,350.00	1.000	0	18	\$482.10	\$0.00	\$0.00	\$9,819.39
Rood, Wendy	200-Teacher	\$100,701.00	1.000	0	18	\$604.21	\$0.00	\$0.00	\$230.91
Rootberg, Sallie	250-Special Education Teacher	\$81,361.00	1.000	0	18	\$0.00	\$0.00	\$0.00	\$9,807.27
Roulette, Megan G	250-Special Education Teacher	\$43,995.00	1.000	0	14	\$131.87	\$0.00	\$0.00	\$9,713.60
Rueth, John	200-Teacher	\$102,547.00	1.000	0	22	\$615.28	\$0.00	\$0.00	\$24,403.38
Ryan, Kathy	250-Special Education Teacher	\$60,989.00	1.000	0	14	\$178.68	\$0.00	\$0.00	\$9,847.62
Salzman, Audrey	200-Teacher	\$67,120.00	1.000	0	18	\$402.72	\$0.00	\$0.00	\$167.14
Santella, Heather	250-Special Education Teacher	\$74,768.00	1.000	0	18	\$448.61	\$0.00	\$0.00	\$9,794.72

Name	Position	Base Salary	FTE	Vacation	Sick	Bonuses	Annuities	Retirement	Other
				Days	Days			Enhancements	Benefits
Schlan, Holly R	200-Teacher	\$55,867.00	0.830	0	14	\$281.20	\$0.00	\$0.00	\$9,758.89
Schreurs, Peter	200-Teacher	\$76,394.00	1.000	0	14	\$458.36	\$0.00	\$0.00	\$14,024.31
Schwarcz, Rachel	200-Teacher	\$61,357.00	1.000	0	14	\$334.51	\$0.00	\$0.00	\$13,727.06
Snowden, Katherine	200-Teacher	\$66,197.00	1.000	0	14	\$397.18	\$0.00	\$0.00	\$12,551.89
Solis, John	200-Teacher	\$64,878.00	1.000	0	14	\$389.27	\$0.00	\$0.00	\$9,773.29
Solway, Jacquelyn	200-Teacher	\$72,130.00	1.000	0	18	\$432.78	\$0.00	\$0.00	\$12,093.38
Sotos, Athena	200-Teacher	\$69,493.00	1.000	0	18	\$416.96	\$0.00	\$0.00	\$11,134.86
Spurrier, Jessica B	200-Teacher	\$25,346.19	0.440	0	10	\$0.00	\$0.00	\$0.00	\$9,644.63
Stadler, Thomas	200-Teacher	\$111,998.00	1.000	0	22	\$671.99	\$0.00	\$0.00	\$24,421.08
Stanley, Daniel C	114-Chief School Business Official	\$153,238.00	1.000	20	14	\$0.00	\$0.00	\$16,521.00	\$30,243.09
StClaire, Margaret A	103-Principal	\$129,225.00	1.000	20	14	\$0.00	\$0.00	\$14,030.00	\$6,447.73
Steffens, Douglas	250-Special Education Teacher	\$77,537.00	1.000	0	18	\$465.22	\$0.00	\$0.00	\$9,800.01
Stenberg, Amy	200-Teacher	\$62,065.00	1.000	0	14	\$372.39	\$0.00	\$0.00	\$10,443.99
Sweet, Kerry	200-Teacher	\$84,350.00	1.000	0	18	\$506.10	\$0.00	\$0.00	\$13,761.76
Tersina, Lisa	203-English as a Second Language Teacher	\$84,350.00	1.000	0	18	\$506.10	\$0.00	\$0.00	\$9,813.04
Terson, Nicole	200-Teacher	\$89,976.00	1.000	0	14	\$539.86	\$0.00	\$0.00	\$210.71
Toomey, Amanda E	200-Teacher	\$50,535.45	1.000	0	14	\$151.61	\$0.00	\$0.00	\$12,832.54
Turini, Steven	200-Teacher	\$59,599.00	1.000	0	14	\$357.59	\$0.00	\$0.00	\$9,765.72
Van Wagner, Teresa	200-Teacher	\$105,293.00	1.000	0	18	\$0.00	\$0.00	\$0.00	\$9,846.27
Vani, Susan	200-Teacher	\$108,701.00	1.000	0	22	\$652.21	\$0.00	\$0.00	\$15,124.09
Vincent, Erinn Maine	200-Teacher	\$55,867.00	1.000	0	14	\$167.60	\$0.00	\$0.00	\$9,758.89
Walsh, Christopher	200-Teacher	\$86,855.00	1.000	0	18	\$521.13	\$0.00	\$0.00	\$11,462.86
Walz, Rhonda	200-Teacher	\$113,097.00	1.000	0	22	\$678.58	\$0.00	\$0.00	\$9,867.53
Ward, Allyson	200-Teacher	\$67,603.00	1.000	0	14	\$405.62	\$0.00	\$0.00	\$168.15
Warner, Ann C	250-Special Education Teacher	\$27,933.50	1.000	0	14	\$83.80	\$0.00	\$0.00	\$1,915.24
Warren, Scott H	100-District Superintendent	\$191,214.00	1.000	20	14	\$0.00	\$0.00	\$19,839.00	\$15,382.10
Wechselberger, Jill	250-Special Education Teacher	\$93,449.00	1.000	0	14	\$560.69	\$0.00	\$0.00	\$11,253.48
Weinstein, Loretta	250-Special Education Teacher	\$81,992.00	1.000	0	18	\$0.00	\$0.00	\$0.00	\$15,067.92
Westhoff, Mark	107-General Administrator or General Supervisor	\$119,856.00	1.000	20	14	\$0.00	\$0.00	\$12,124.00	\$15,470.27
Wiatrowski, Rachel M	200-Teacher	\$53,977.00	1.000	0	14	\$161.93	\$0.00	\$0.00	\$9,755.14
Widmark, Joanne	250-Special Education Teacher	\$106,591.00	1.000	0	18	\$639.55	\$0.00	\$0.00	\$9,855.22
Wilcox, Ruth	200-Teacher	\$84,290.00	1.000	0	18	\$0.00	\$0.00	\$0.00	\$9,807.32
Williamson, Shirley	200-Teacher	\$50,069.00	0.500	0	7	\$300.41	\$0.00	\$0.00	\$136.31
Wotal, Susan	200-Teacher	\$120,622.00	1.000	0	22	\$0.00	\$0.00	\$0.00	\$9,874.12
Wylie, Christie	200-Teacher	\$67,603.00	1.000	0	14	\$405.62	\$0.00	\$0.00	\$9,781.11

**Totals**

Distinct Employee Count: 140

Distinct Positions Count: 140

Total Positions Count: 140

Vacation Days: 210

Sick Days: 2186

Base Salary: \$10,603,713.05

Bonuses: \$39,115.40

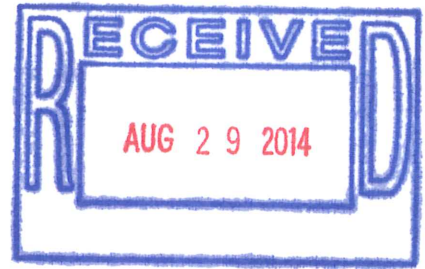
Annuities: \$0.00

Retirement Enhancements: \$140,632.00

Other Benefits: \$1,433,163.69

Name	Position	Base Salary	FTE	Vacation Days	Sick Days	Bonuses	Annuities	Retirement Enhancements	Other Benefits
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TO: Carey Murphy (Human Resources)  
cmurphy@d103.org

FROM: Richard Chiarello (Transportation)  
lonarich@comcast.net

RE: FMLA

DATE: August 28, 2014

I am requesting FMLA (Family Medical Leave) starting approximately September 8, 2014 through December 11, 2014. The dates I mentioned are calculated with the amount of sick and personal days I have accrued. Please let me know if you concur with these dates based on your records. These dates also depend on the outcome of September 10, 2014 tests performed at the Doctor's office. If these dates change, I will inform you as soon as possible.

- Start FMLA: 9/8/2014
- End FMLA exhausted: 12/11/14 (60 work days)
- End date of leave: TBD
- Paid work days exhausted: 12/9/14 (total of 61.5 applied (includes 3 holidays))
- End Benefits: 12/31/2014
- Start (approx) of Short Term Disability Eligibility: 12/10/14 (IMRF has been contacted by me and they advised me how to proceed).

Please respond to this letter as soon as you approve the FMLA. Thank you, in advance, for your assistance with this process.

Richard F Chiarello (Transportation)

224-475-0249



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:** September 11, 2014  
**Re:** Facilities Update

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### **DANIEL WRIGHT**

- There have been several issues with the roof in this facility. A contractor has made minor repairs, to keep the building water tight. There are portions of the roof that are past their useful life. The District will explore the need for a whole roof evaluation.
- The new PA and wireless clock system has been installed and there will be on going through adjustments with the system.

### **HALF DAY**

- There were no significant projects during this time period.

### **SPRAGUE**

- There were 8 Ash trees removed from West property line along Riverwoods Road. These trees were infested with the Emerald Ash Bore and needed to come down.

### **DISTRICT UPDATE**

- Soil removal at Half Day, work will be performed by a State certified contractor. Tentative Start Date is still waiting State approval to begin.
- Rivershire renovation is 90% complete; we will now have to replace the carpeting.
- The new District wide digital radio system is installed an awaiting connection to the Districts server. Once completed all buildings will be able to communicate with each other. This was part of the State security grant program.



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, Executive Director of Teaching and Learning  
 Julie Postma, Director of Student Services  
 Mark Westhoff, Director of Technology

**CC:** Dr. Scott Warren

**Date:** September 12, 2014

**Re:** Executive Summary

**Curriculum and Instruction**

- Individual student ISAT scores were received this week and will be mailed home September 26, 2014. In the same mailing parents will receive their students fall MAP score report. As a reminder spring MAP administration has been revised for the 2014-2015 school year. Below is a copy of the 2014-2015 assessment schedule.

Dates	Assessment	Who
September 8, 2014 to September 19, 2014	Fall MAP	Grades 2-8 (All Subjects)
January 12, 2015 to January 16, 2015	Winter MAP	Selected Students
March 9, 2015 to April 3, 2015	PBA PARCC (3 ELA Sessions & 2 Math Sessions)	Grades 3-8
April 27, 2015 to May 22, 2015	EOY PARCC (3 ELA Sessions & 2 Math Sessions)	Grades 3-8
April 27, 2015 to May 8, 2015	Spring MAP	Grade 2 (All Subjects) Grades 4-7 (Math Only)

**Student Services**

- All of our data collection systems have been “rolled over” to the new year. This facilitates the collection of data both internally, as well as for the state and for specific grants and reimbursements.

- As is typical, the beginning of the year has been very busy. A number of factors contribute to the pace. A number of our students with exceptional needs require significant support during the transition period. This can involve the need for additional staff support on a short-term basis and more intense problem solving to ensure the transition occurs as quickly as possible. Students who are new to the district and have IEPs are identified in the beginning days of school as often the records do not arrive until the first week of classes. There is then significant collaboration, and often to ensure the students will receive the correct services in D103 in order to meet their individual needs.
- I continue to work closely with several teams regarding specific students whose cases are very complex and require ongoing adjustments and problem solving, as well as close administrative support. In addition, these situations are also requiring consultation and or direct support from outside consultants.

## Technology

- iPads have been distributed to phase I participant classrooms (including grades 4 and 6). This week and over the next couple of weeks instructional technology coaches and tech support staff will be working with teachers and students solving various issues. Tech staff will continue to work with teachers throughout the year after the initial wrinkles are ironed-out.
- M.A.P. testing is going on, and tech support staff participate in proctoring these tests throughout the day.
- Teachers are beginning to use Haiku, our learning management system. Our instructional technology coaches have been working with teachers to help them get started. We will continue to introduce Haiku to teachers throughout the school year, so teachers become comfortable using the system.

**LINCOLNSHIRE - PRAIRIE VIEW SCHOOL DISTRICT 103**

**ENROLLMENT REPORT**

**6th Day Enrollment August 28, 2014**

<b>Grade</b>	<b>June 2014 Enrollment</b>	<b>Current Enrollment</b>	<b>No. Core Academic Teachers/ FTE</b>	<b>Average Class Size</b>	<b>Lowest Class Size</b>	<b>Highest Class Size</b>	<b>Kasarda Report 2014-2015 "B" Projection</b>	<b>Kasarda Report 2014-2015 "C" Projection</b>
Early Childhood	28	24	2 am/2 pm		3	10		
K (AM)	20	16	1	16.0	16	16		
K (PM)	20	16	1	16.0	16	16		
K (Full Day)	100	120	6	20.0	20	20	137	143
1	167	152	8	19.0	18	20	161	165
2	169	177	8	22.1	21	23	172	176
3	167	172	8	21.5	20	22	174	178
4	189	172	8	21.5	21	22	176	180
5	192	203	8	25.4	24	26	196	200
6	202	204	8	25.5	19	28	193	197
7	212	209	8.4	24.9	15	29	204	208
8	218	222	8.4	26.4	17	28	219	223
Sprague Total	504	505						
Half Day Total	356	344						
Daniel Wright Total	824	838						
SUBTOTAL	1,684	1,687					1,632	1,670
Special Ed Out of District:								
SEDOL/Public	2	2						
Consortium Placements	3	4						
Private Placements	2	3						
IAES								
<b>CURRENT TOTAL</b>	<b>1,691</b>	<b>1,696</b>						

2014-2015  
 LINCOLNSHIRE - PRAIRIE VIEW  
 SCHOOL DISTRICT 103

MONTHLY ENROLLMENT

<u>GRADE</u>	<u>6th Day</u>	<u>SEPT</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY/JUNE</u>
Early Childhood	24									
K - AM	16									
K - PM	16									
K- Full Day	120									
1	152									
2	177									
3	172									
4	172									
5	203									
6	204									
7	209									
8	222									
Sprague	505									
Half Day	344									
Daniel Wright	838									
<b>SUBTOTAL</b>	<b>1687</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Special Ed.	9									
<b>TOTAL</b>	<b>1696</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



Lincolnshire-Prairie View School District 103

**Laura B. Sprague School**

2425 Riverwoods Road • Lincolnshire, IL 60069

847/945-6665 • FAX 847/945-6718

<http://www.sp.d103.org>

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

**Christine E. Adler, Ed.D**  
Principal

To: Dr. Scott Warren and the Board of Education  
From: Christy Adler  
Re: Charitable Activities  
Date: September 16, 2014

At Sprague School, the following charitable activities have been scheduled for the 2014-2015 school year. Please review the following information with regard to each activity.

•Halloween Candy Collection

Children will have the option of donating their “extras” to share with the Vernon Area Township food pantry as well as organizations supporting troops overseas.

•Miscellaneous Collections for Families / Soldiers in Need / Natural Disasters

Food, clothing, and supply drives will be held over the course of the year, with items to be distributed to organizations such as Vernon Township, the Veteran’s Administration Hospital, Golden Apple, local schools, animal shelters, and the armed services. In addition, monetary donations may be sought for relief efforts.

•Lake County Food Drive

All students and staff will be asked to bring non-perishable goods that will be picked up and distributed to the homeless throughout Lake County.

•Annual School Walk For Diabetes

In April, all Sprague students and staff participate in the Walk for Diabetes, raising funds for the American Diabetes Association.



## LINCOLNSHIRE - PRAIRIE VIEW SCHOOL DISTRICT 103

1370 RIVERWOODS ROAD  
LINCOLNSHIRE, IL 60069  
P 847.295.4030  
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<http://www.district103.k12.il.us>

To: Dr. Warren and Board of Education  
From: Jill Mau  
Date: September 11, 2014  
Re: 2014-2015 Charitable Activities

The Half Day School student body is very involved in seeking opportunities for charitable contribution, community activities, and fostering school spirit. At the close of last school year, we joined Free The Children, an international charity and educational partner that work to educate, engage and empower youth to become active local and global citizens. Our plans are to become more actively connected with this organization, and to continue the activities that student council has practiced in the past. These include, but may not be limited to the following:

**Food Drive** - Students will collect food for the Vernon Area Food Pantry.

**Fundraiser** - Students will select an organization(s) to collect and donate money to. Past organizations have included: Leukemia Lymphoma Society, Make a Wish Foundation, Orphans of the Storm, and the Pajama Program.

**Disaster Relief Fundraisers** - When natural disasters strike within our country or internationally, fundraisers to the Red Cross have been conducted.

**Mitten Drive** - Students may collect winter clothing such as mittens, hats, and scarves for donation to local agencies during the winter season.

**Operation Gratitude** - Students write letters to currently deployed service members, new recruits, and wounded warriors.

**Collect Pop Tabs** - Students collect pop tabs for the Ronald McDonald House Charities.

**Book Drive** - Children's books will be collected for Bernie's Book Bank.

**Earth Day Activity** - Recycle Gym shoes through the SWALCO (Solid Waste Agency of Lake County).

**School Spirit Days** - Monthly Spirit Days, including the last Friday of each month being a "Wear Blue" spirit day.

**National Acknowledgement Days** - For custodians, school nurse, teachers, and other Half Day staff members.



Lincolnshire-Prairie View School District 103  
**Daniel Wright Junior High School**  
1370 N. Riverwoods Road • Lincolnshire, IL 60069  
847/295-1560 • FAX 847/295-7136  
[www.dw.d103.org](http://www.dw.d103.org)

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

**Michelle Blackley**  
Principal

**Julie Bodeen**  
Assistant Principal

**Melody Littlefair**  
Assistant Principal

To: Dr. Scott Warren and Board of Education  
From: Michelle Blackley  
Date: September 9, 2014  
RE: Daniel Wright Charitable Activities for 2014-15

At Daniel Wright Junior High School, the following charitable activities have been planned for the 2014-15 school year. The DW students may participate in activities that may include, but are not limited to the following:

**UNICEF fundraiser** – NJHS students will organize a fundraising event for UNICEF for the fall of 2014.

**Cystic Fibrosis Walk** – Daniel Wright NJHS and students will participate in the Cystic Fibrosis Walk in May 2014.

**Adopt-A-Highway**- National Honor Society will be adopting a local roadway in 2014-15.

**Toys For Tots Drive** - Daniel Wright students and staff will participate in an annual Toys for Tots toy drive in November 2014.

**PADS** - Daniel Wright 5<sup>th</sup> grade classes will make sandwiches for PADS from November – March of 2014-15.

**Park Clean Up** – Daniel Wright 5<sup>th</sup> grade students will work with the Village of Lincolnshire to clean up a local park in the spring of 2015.

**Thanksgiving Food Baskets**- Student Council will organize a Thanksgiving food basket contribution to the Vernon Area Township.

**“Sponsor a Family” for the holidays** – Student council will organize a fundraising effort to sponsor a needy family for the holidays.

**Food Bank Donation**- Student Council will facilitate a food bank donation drive in the spring of 2015.

**Senior Outreach (Music performance)**- NJHS students will organize a senior outreach involving musical performances by the DW orchestra and/or band.

**Book Drive:** The student council is working with Bernie's Books in Lake Forest to sponsor a book drive.



## Lincolnshire-Prairie View School District 103

Memo

To: Board of Education  
From: Scott Warren  
Date: September 16, 2014  
Re: Superintendent Informational Report

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### FOIA requests

The District has not received any FOIA requests this month.

### Congratulations to Eric Gan!

Eric Gan, a 6<sup>th</sup> grader at Daniel Wright, received the silver medal in the Stanford-Math League 2014 Summer Tournament. We are very proud of his accomplishments!

### Strategic Planning

A strategic planning sub-committee meeting was held to review the mission, vision, theme and focus areas for the district. Modifications were drafted for the Board to review and are included in the packet.

The Administrative team reviewed the information and provided input regarding technology as an area of focus. As technology is ubiquitous throughout all areas (curriculum, facilities, transportation, scheduling) it may be important to include technology as sub goals rather than as a stand-alone topic of study.

Once the final drafts of the mission, vision, theme, and focus areas are determined, a survey will be created to seek input from our constituents.

# Education

Lincolnshire

## Former D103 janitor publishes tall tales

BY RONNIE WACHTER  
rwachter@pioneerlocal.com | @ronniewriter

There might be an elephant in that closet — and it might be a robotic elephant. Do not step too hard on that floor tile, because you might squash the ants' classroom underneath.

These are the everyday goings-on in the mind of Ed Denecke. And, when he returns to Lincolnshire, he will not be excited.

"That day, I'm going to be filled with helium," Denecke said.

In the halls of Lincolnshire-Prairie View Elementary District 103, Denecke was known for 25 years as Mr. Ed, the janitor who always had inventive stories to tell.

Someone's locker was jammed shut because an alien was hiding inside, he might say. Or Denecke might claim he was walking an alligator on a leash when it was actually his long green mop.

For the last 16 of those years, Denecke tried to turn his daydreams into a children's book — and now he has succeeded.

"I was jumping up and down," he said of the day this summer when his first box of hard copies arrived.

"What Happens at School When You're Not There?" takes Denecke's whirring and whimsical scene of an elementary school after the day goes dark and brings it into the light.

The publisher, Belle Isle Books, is handling the promotional duties, but Denecke began that process long ago by reading his story and showing his drawings during District 103 events.

Now retired and living in Ohio, Denecke is looking forward to scheduling his first presentation with an official book to read.

"I would do it again," he said of the journey, "but it was definitely nerve-wracking."

The journey began in 1988, when Denecke became the evening

janitor at Daniel Wright Junior High. He later moved to Sprague Elementary.

"When you work night shift, you don't have very much interaction with the children," he said.

So he filled the halls with his imagination. And when he moved to day shifts, he filled the students' minds with fanciful explanations for everything.

They wanted to know why Mr. Ed had to fix a floor tile that had popped out of place.

"Well, there's ants who go to school down there and they push the tile up, and in the morning I have to push them back down," he told them.

Sprague had two boilers at the time — "they were as big as an elephant, literally" — so sometimes he would crack the door to the boiler room open, just enough so a few kids could steal a glance at the sleeping pachyderms inside.

Around 1994, a mom suggested he turn his creations into a book.

"As soon as the words were out of her mouth, the idea of turning all those ideas I've been telling into a book began," he said. "The building starts when the children leave."

Denecke envisioned a story told in rhyme, but knew nothing of poetry. Years of struggles with properly stressed syllables and timing followed.

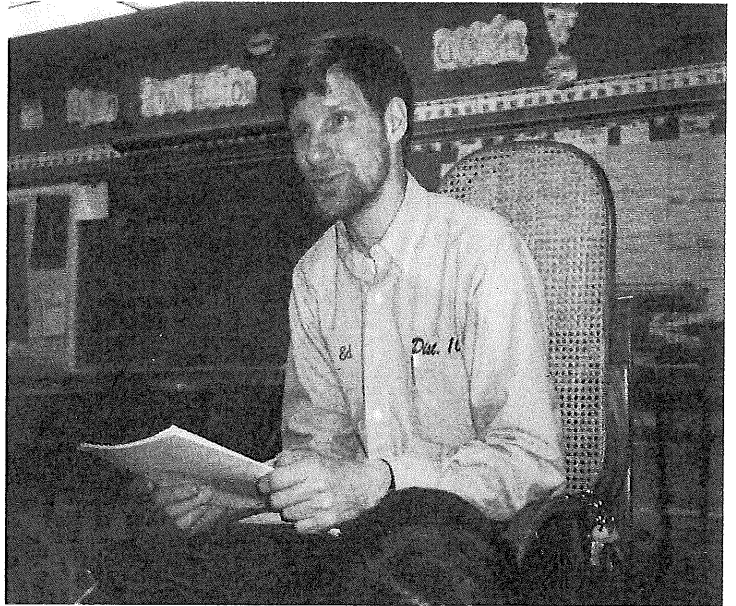
He could draw, but knew nothing of color balance. More guess-and-check creation ensued.

But he started reading and showing drafts of the text and illustrations to students, who loved the material.

In 1999, Sprague music teacher Mary Lighthall turned Denecke's idea into a musical. Children were singing his lines 15 years before they were published.

As is often the case with aspiring creators, help came in unexpected forms.

One visiting author showed the



During his years as a janitor in Lincolnshire-Prairie View Elementary District 103, Ed Denecke often read drafts of his children's story, "What Happens at School When You're Not There?" to the students. His tale has now been published, and Denecke is scheduled appearances as an official writer and illustrator. (SUBMITTED)

janitor the basic rules of poetry. In 2010, visiting children's writer Leslea Newman spent 80 seconds glancing over a copy of Denecke's work and told him his ending was wrong.

By this time, his two daughters, Rebecca and Rachelle, were grown and helping him.

His boss, Sprague principal Christy Adler, was pursuing a doctorate, but when Denecke learned that publishers expected writers to have websites and use social media, Adler took an evening to help out the 50-something Face-

book first-timer.

The final breakthrough, though, came when his niece, Taylor Denecke, got a job in publishing and got evaluators at Belle Isle to give his manuscript a look.

On Dec. 17, 2012, the janitor got the letter — Belle Isle wanted to publish his ideas.

More complications followed. Squabbling politicians in Washington shut down the federal government's non-essential functions, including the Library of Congress.

Nothing gets published without a Library of Congress number, and

when they reopened, "What Happens at School When You're Not There?" was about the 90,000th title in line. So that took a while.

Denecke retired from District 103 in December and moved to Ohio to be near his grandchildren. He has spoken with district administrators about clearing times in the new school schedule for presentations at his old buildings.

Walking through those halls with a book in hand, instead of a mop, will fill him with helium, instead of excitement, Denecke said. And it might give him new ideas.

## Education

Buffalo Grove

# Area schools limited in background checks

BY RONNIE WACHTER  
rwachter@pioneerlocal.com | @ronniewriter

**T**he bottom line for officials of northwest suburban public schools: They will never know everything they do not know.

Each of this area's public school districts puts candidates for jobs — both teachers and support staff — through an array of state and federal background checks.

But if Aptakisic-Tripp Elementary District 102 had hired John Vastis today, instead of 19 years ago, that would have made little difference — the teacher currently accused of transmitting child pornography had no criminal history.

It is a quandary that has challenged — and sometimes burned — employers of all kinds since the creation of databases.

"If they've never been caught, it's not going to show up," said Scott Warren, superintendent of neighboring Lincolnshire-Prairie View Elementary District 103.

District 102 officials learned Aug. 28, the first day of school, that police officers had arrested Vastis at his Lakemoor home, charging him with two counts of producing child pornography and one count of receiving such images.

According to a press release from the U.S. attorney's Chicago office, Vastis coerced a then-16-year-old boy to take sexually explicit photos of himself and send them.

The release also noted that law enforcement agencies were already investigating the now-17-year-old male for producing and receiving child pornography himself.

It specified that authorities do not suspect Vastis of having criminal interactions with students; since his arrest, no parents have brought any accusations forth publicly.

But it is the kind of event that would shake up any workplace. Currently forbidden from setting foot on district property, Vastis taught public speaking and other subjects at Meridian Middle School and other buildings for 19 years.

"We've said everything we can say at this point in this ongoing investigation," said Vickie Walter, spokeswoman for District 102, on Monday.

Walter said that everyone working for Aptakisic-Tripp today has been verified by background checks.

"We've always followed school code," she



Theresa Dunkin, center, superintendent of Aptakisic-Tripp Elementary District 102, answers questions regarding the arrest of a Meridian Middle School teacher for allegedly producing and transmitting child pornography. Also at the Aug. 28 press conference were School Board President Elynn Ross and Buffalo Grove Police Chief Steve Cassteveins. (RONNIE WACHTER/SUN-TIMES MEDIA)

said.

However, as is the case in any workplace more than a few years old, the codes mandated for background checks have stiffened with time.

These days, Aptakisic-Tripp and surrounding districts check candidates' fingerprints with the FBI and probe the state's Sex Offender Registry, general criminal records database, and Murderer and Violent Offender Against Youth Registry.

Officials of area districts said they check potential employees' references, as well.

But most of that information did not exist 19 years ago. Walter said Aptakisic-Tripp

added fingerprinting and the violent-offender registry in 2004; before then, candidates went through only name-based and references checks.

Stevenson High School has — and shares with its feeder districts — an automatic alert system connected with several criminal databases.

"If they have any future hits (arrests or convictions), we automatically get a report of that infraction," SHS spokesman Jim Conrey said via email. "Because of this, we should be made aware of any infractions which occur after an employee is hired."

Aptakisic-Tripp is among the districts

dialled into Stevenson's system.

"We benefit from anything they have," Walter said.

But the U.S. Constitution guarantees that limits to what the government and employers can know.

Furthermore, no matter how advanced surveillance and data-sharing technology becomes, no one will be able to predict what will happen in an employee's mind, Warren said.

"Unless someone's been arrested or convicted of something, you're not going to get a report on that," he said. "At what point does it become invading people's privacy? You don't want to turn something into a witch-hunt?"