



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

OCTOBER 21, 2014

The Regular Meeting of the Board of Education of Lincolnshire-Prairie View School District 103 will be held on Tuesday, October 21, 2014 at 7:00 PM in the Library of Laura B. Sprague School located at 2425 Riverwoods Road, Lincolnshire, Illinois.

- | | |
|--|-----|
| A. Call to Order and Roll Call | |
| Time: 1 Hour 40 Minutes | |
| B. Pledge of Allegiance | |
| C. Community Participation | |
| D. Celebrating Successes - Sprague School | |
| Time: 15 Minutes | |
| E. Approval of Minutes | 3 |
| Time: 5 Minutes | |
| F. Consent Agenda | |
| Time: 10 Minutes | |
| 1. Approval of Bills | 14 |
| 2. Approval of Donations | 44 |
| 3. Approval of Press Policies 2nd Reading | 45 |
| 4. Approval of Employment | 98 |
| G. Action Items | |
| Time: 10 Minutes | |
| 1. Approval of Estimated 2014 Levy | 99 |
| 2. Approval of Payment to the Regional Office of Education for Depke Juvenile Center | 108 |
| H. Information | |
| Time: 30 Minutes | |
| 1. Board Representatives Committee Update | |
| 2. Department Updates | |
| a. Business Office | 109 |
| b. Facilities | 141 |
| c. Executive Summary, Enrollment | 143 |
| 3. Superintendent's Informational Report | 148 |

a. FOIA	149
I. Discussion Item	
1. Senate Bill 16	
J. Correspondence	151
K. Community Participation	
L. Executive Session	
Time: 30 Minutes	
M. Adjournment	



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BOARD OF EDUCATION MEETING MINUTES

Tuesday, September 16, 2014

The Board of Education of Lincolnshire-Prairie View School District 103 was held on Tuesday, September 16, 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
Julie Postma, Director of Student Services
Mark Westhoff, Director of Technology
Scott Gaunky, Director of Facilities
Anthony Mendoza, Director of Transportation
Michelle Blackley, Principal Daniel Wright Junior High School
Jill Mau, Principal Half Day School
Norma Taylor, Board Secretary

Public: 2

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

Kelly DuPont, 12 Essex Lane, Lincolnshire, IL addressed the Board regarding student enrollment, space in the schools, and the lunch line at the junior high.

Approval of Minutes

Motion by Mrs. Harper, seconded by Mrs. van Gerven, to approve the minutes of the August 19, 2014 Regular and Executive Sessions.

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

Motion by Mrs. Harper, seconded by Mrs. Simon to approve the minutes of the September 2, 2014 COW meeting and Executive Sessions.

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

Consent Agenda

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

Approval of Bills

Approval of the Application for Recognition of Schools

Approval of Employment

Approval of Private Placement Contract

President called for further debate or amendment. There being none:

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

Action Items**1. Approval of Board Goals**

Motion by Mrs. Simon, seconded by Mrs. Thomas, to approve the Board Goals.

Mrs. Simon reviewed the goals the Board has identified for the 2014-2015 school year. Discussion was held regarding the goals.

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

2. Approval of Superintendent's Goals

Motion by Mrs. Simon, seconded by Mr. Yomtoob, to approve the Superintendent's Goals for 2014-2015.

Dr. Warren presented the Superintendent's Goals for 2014-2015.

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

Discussion

1. 1st Reading Press Policies

Mr. Yomtoob reviewed the policies that have been updated and presented to the Board. A board member suggested that we not list specific devices in the policy regarding personal technology usage, as these devices are rapidly changing. A board member asked for clarification of the policy on student discipline that discusses medical cannabis. Dr. Warren stated he talked with the attorneys who stated it is state law that marijuana is not allowed on school grounds. A board member stated the policy on parental involvement of implementing *Bring Your Parent to School Day* not be adopted as this decision should be left to the administration. A board member asked for clarification of the policy on professional personnel suspensions. Dr. Warren stated it is important if administrative staff members are to be suspended, that their suspensions are not in less than full week increments, as less than that would compromise their exempt status.

Mr. Yomtoob suggested the board review policy updates in the spring of every year.

A board member noted the policy on prevention of bullying that the Superintendent or designee must post information developed as a result of policy evaluation on the District's website. Dr. Warren clarified that he will get more information on this as the bullying policies throughout the state are in process of evaluation.

2. IASB-IASA-IASBO Joint Annual Conference

Dr. Warren noted the upcoming November conference.

3. Strategic Planning

Dr. Warren updated the Board on the progress of strategic planning. He reviewed proposed focus areas of study based on meetings with Bob Madonia and Administration. Dr. Warren and the Board discussed various dates for the community involvement meeting.

Information

Mrs. van Gerven reported she attended the PTO's first meeting of the year. Topics of the meeting included the PTO outlined their goals for the year; they have formed a tech team to help provide support of their programs; and they are working to attract more participation by hosting a District 103 Information Fair to be held October 2, 2014 in the Vernon Area Public Library. This event will be held during both morning and evening hours for convenience to all.

Mrs. Harper reported she attended the Learning Fund Foundation meeting that is in their last year of the Science Initiative. They reported the Physics is Fun event was successful with 120 children and parents in attendance.

Mr. Gordon and Mr. Curtis reported they met with the auditors to begin the audit process.

Superintendent's Report

Dr. Warren congratulated 6th grader Eric Gan who received the silver medal in the Stanford-Math League 2014 Summer Tournament!

Community Participation

There was no community participation at this time.

Executive Session

Motion by Mrs. Harper, seconded by Mr. Curtis, that the Board go into Executive Session to discuss probable or imminent litigation, and collective negotiating matters.

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

The Board moved into Executive Session at 7:53 p.m.

Open Session

The meeting reconvened to Open Session at 8:10 p.m.

Motion by Mr. Curtis, seconded by Mrs. Simon that the Board go into Executive Session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific personnel.

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

The Board moved into Executive Session at 8:12 p.m.

Open Session

The meeting reconvened to Open Session at 8:20 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 8:23 p.m.

President Board of Education

Secretary Board of Education



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BOARD OF EDUCATION 1st EXECUTIVE SESSION MINUTES

Tuesday, September 16, 2014

The 1st Executive Session of the Board of Education Meeting of Lincolnshire-Prairie View School District 103 was held on Tuesday, September 16, 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
Norma Taylor, Board Secretary

Executive Session convened at 8:00 p.m. to discuss imminent or probable litigation and collective negotiating matters.

Dr. Warren reported he spoke with the Teachers' Association regarding the Memorandum of Understanding. They are having their attorney review it.

Dr. Warren provided follow up to the probable litigation to the district from Mr. Djuro Jovic for impact fees paid in 2008. Mr. Jovic never developed the land and requested refund of impact fees. The Board's attorney has previously advised the Board they have no legal obligation to return the fees, or not return the fees. The Board discussed options that are in the best interest of the school district.

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

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

The meeting reconvened to Open Session at 8:10 p.m.

President Board of Education

Secretary Board of Education

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BOARD OF EDUCATION 2nd EXECUTIVE SESSION MINUTES
Tuesday, September 16, 2014

The 2nd Executive Session of the Board of Education Meeting of Lincolnshire-Prairie View School District 103 was held on Tuesday, September 16, 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
Norma Taylor, Board Secretary

Executive Session convened at 8:10 p.m. to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific personnel.

Dr. Warren informed the Board about a situation with a teacher and a parent in the district. The Board will direct their concerns and questions to Dr. Warren directly.

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

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

The meeting reconvened to Open Session at 8:20 p.m.

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BOARD OF EDUCATION COW MEETING MINUTES

Tuesday, October 7, 2014

The Board of Education Committee of the Whole Meeting of Lincolnshire-Prairie View School District 103 was held on Tuesday, October 7, 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
Anne van Gerven
Ben Yomtoob

Absent: Sherri Thomas

Also present were:

Dr. Scott Warren, Superintendent
Dan Stanley, Assistant Superintendent for Business/CSBO
Katie Reynolds, Assistant Superintendent for Curriculum and Instruction
Mark Westhoff, Director of Technology
Michelle Blackley, Principal Daniel Wright Junior High School
Dr. Christy Adler, Principal Laura B. Sprague School
Jill Mau, Principal Half Day School
Norma Taylor, Board Secretary

Public: 6

Press: 1

Staff: 12

Call to Order and Roll Call

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

Pledge of Allegiance

Community Participation

A community member addressed the Board regarding the district's spending policies on academic and sports teams. He expressed his preference would be the district provide funds for

out of state competition and not in-state competitions. He also noted some clubs progress from regional to state competitions prior to national competitions; which requires more coach involvement and the stipend should be increased to reflect the additional work.

Kate Harper arrived 7:06 pm.

Discussion Items

ISAT 2014 Results

Katie Reynolds reviewed the 2014 ISAT results for the district. She noted this is the last year for reporting ISAT scores as Illinois is transitioning to Partnership for Assessment of Readiness for College and Careers (PARCC) assessment. She explained the test comparison to last year should note that last year's test was 25% aligned to Common Core State Standards, while this year the test was 100% aligned. She reported this year the district saw 90% of all students scored in the meets and exceeds category for reading, and 92% scored in the meets and exceeds category for math.

Strategic Planning

Dr. Warren reported the Strategic Planning sub-group met to prepare a survey that will engage stakeholders in the strategic planning process. He noted a community engagement meeting is scheduled for November 16 and 17, 2014 at Half Day School.

Spending/Policies on Teams (Academic/Sports)

Dr. Warren presented the Administration's recommendations for spending procedures for academic and sports teams that attend State and National competitions. He noted stipends for coaches for extra-curricular events are negotiated and included in the Master Contract between Lincolnshire-Prairie View Teachers' Association and the Board of Education; however one area not covered is when a team advances beyond the state level to a national competition. This results in further work for the coach. The administration is recommending an additional stipend be provided for those coaches who actively coach beyond the state level.

A board member asked about the stipends that are set in the master contract. Dr. Warren explained that during the last contract negotiations a Stipend Committee was formed that discussed all the stipends, looked at comparables from other districts, and collected data from our coaches about time involved and hours of student contact. The Stipend Committee gathered all the data and created a stipend schedule that was brought back to the negotiating team where it was made part of the master contract.

The board thanked the administration for all the thought that went into this recommendation.

1:1 Implementation Update

Mrs. Reynolds presented the 1:1 Teaching and Learning Program Evaluation Plan. The plan consists of student, parent and teacher surveys, teacher feedback, parent and student focus groups, and a review of academic achievement data. Dr. Warren suggested a few board members meet with administration to develop specific questions/concerns for evaluation.

School principals shared some observations and challenges with this initiative. All praised the commitment and flexibility of the teachers and staff who are navigating through this implementation.

ELM Update

Mrs. Reynolds reported that the ELM Review Committee met for two days to discuss the enrichment model in practice, provide a clear and concise description of the three tiers, and summarize an assessment model for the program. Later, the committee members met with mixed grade level groups to develop clear and concise language for the model.

2014 Preliminary Levy

Mr. Stanley provided the 2014 tentative levy information. He recommends the board approve the Tentative Levy at the next regular meeting of the Board of Education, and approve the Final Levy at the November meeting.

5Essentials Report

Dr. Warren reviewed the data of the 5Essentials survey that was taken in the spring of the past two years. Results of the survey will be made available by the 5Essentials website in late October.

Community Participation

There was no community participation at this time.

Motion by Mrs. Harper, seconded by Mr. Yomtoob, that the Board go into Executive Session to discuss student disciplinary cases.

Roll Call: Ayes: Curtis, Harper, Simon, van Gerven, Yomtoob, 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 8:31p.m.

Dr. Warren provided an update on Senate Bill 16 that allocates money to school districts. Discussion was held regarding this bill.

Adjournment

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

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

The meeting adjourned at 8:39 p.m.

President Board of Education

Secretary Board of Education



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BOARD OF EDUCATION EXECUTIVE SESSION MINUTES

Tuesday, October 7, 2014

Executive Session of the Board of Education Meeting of Lincolnshire-Prairie View School District 103 was held on Tuesday, October 7, 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

Anne van Gerven

Ben Yomtoob

Absent: Sherri Thomas

Also present were:

Dr. Scott Warren, Superintendent

Dan Stanley, Assistant Superintendent for Business/CSBO

Katie Reynolds, Assistant Superintendent for Curriculum and Instruction

Norma Taylor, Board Secretary

Executive Session convened at 8:25 p.m. to discuss student disciplinary cases.

Dr. Warren updated the board on student disciplinary issues.

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

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

The meeting reconvened to Open Session at 8:31 p.m.

President Board of Education

Secretary Board of Education

Bills Payable by Fund

Printed: 10/16/2014 1:37 PM
Lincolnshire-Prairie View SD #103

Account Number	Vendor #	Vendor Name	Description	Batch #	Amount	Check Date	Check #
10	Education Fund						
10-1111-800	02290	AXA EQUITABLE - 403b	403B RETIREMENT CONTRIB-KEIL	102	12,000.00	10/01/2014	19658
10-1190-800			403B RETIREMENT CONTRIB-ALBAN	101	26,000.00	10/01/2014	19655
Total:					<u><u>\$38,000.00</u></u>		
10-437	02189	GAUNKY, SCOTT	TECH PURCHASE PROGRAM	100914	1,102.47	10/09/2014	19662
Total:					<u><u>\$1,102.47</u></u>		
10-1190-800	02291	GREAT AMERICAN 403B	403B RETIREMENT CONTRIB-LIGHTHALL	101	16,495.00	10/01/2014	19656
Total:					<u><u>\$16,495.00</u></u>		
10-2320-225	02015	NIHIP	MEDICAL INSURANCE - RETIREE	100714	3,268.06	10/07/2014	19661
10-2690-221			LIFE/LTD INSURANCE - ED	100714	3,168.30	10/07/2014	19661
10-2690-221			VOLUNTARY LIFE - ED	100714	635.70	10/07/2014	19661
10-2690-220			MEDICAL INSURANCE - ED	100714	240,149.76	10/07/2014	19661
10-2330-225			LIFE/LTD INSURANCE - RETIREE	100714	12.60	10/07/2014	19661
10-2330-225			MEDICAL INSURANCE - RETIREE	100714	1,854.03	10/07/2014	19661
10-2210-225			MEDICAL INSURANCE - RETIREE	100714	1,679.06	10/07/2014	19661
10-2210-225			LIFE/LTD INSURANCE - RETIREE	100714	12.60	10/07/2014	19661
10-2520-225			MEDICAL INSURANCE - RETIREE	100714	1,679.06	10/07/2014	19661
Total:					<u><u>\$252,459.17</u></u>		
10-2220-800	02298	OPPENHEIMER FUNDS SERVICES	403B RETIREMENT CONTRIB-NORA	101	15,000.00	10/01/2014	19657
Total:					<u><u>\$15,000.00</u></u>		
10-437	00177	RIPOLI, DAWN	TECH PURCHASE PROGRAM	100914	481.47	10/09/2014	19663
Total:					<u><u>\$481.47</u></u>		
10-437	01832	RISTOW, REBEKKA	TECH PURCHASE PROGRAM	100914	499.37	10/09/2014	19664
Total:					<u><u>\$499.37</u></u>		

Bills Payable by Fund

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Lincolnshire-Prairie View SD #103

Account Number	Vendor #	Vendor Name	Description	Batch #	Amount	Check Date	Check #
10-437	03025	VERSCHOOR, KATHY	TECH PURCHASE PROGRAM	100914	962.99	10/09/2014	19665
					Total:	<u>\$962.99</u>	
					Fund: 10	<u>\$325,000.47</u>	

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Bills Payable by Fund

Printed: 10/16/2014 1:37 PM
Lincolnshire-Prairie View SD #103

Account Number	Vendor #	Vendor Name	Description	Batch #	Amount	Check Date	Check #
20 Oper, Build, & Maint Fund							
20-2540-225	02015	NIHIP	MEDICAL INSURANCE - RETIREE	100714	2,518.59	10/07/2014	19661
20-2540-221			LIFE/LTD INSURANCE - O&M	100714	76.95	10/07/2014	19661
20-2540-220			MEDICAL INSURANCE - O&M	100714	11,663.36	10/07/2014	19661
				Total:	<u>\$14,258.90</u>		
				Fund: 20	<u>\$14,258.90</u>		

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Bills Payable by Fund

Printed: 10/16/2014 1:37 PM
Lincolnshire-Prairie View SD #103

Account Number	Vendor #	Vendor Name	Description	Batch #	Amount	Check Date	Check #
40	Transportation Fund						
40-2550-220	02015	NIHIP	MEDICAL INSURANCE - TRANS	100714	23,526.32	10/07/2014	19661
40-2550-221			VOLUNTARY LIFE - TRANS	100714	249.30	10/07/2014	19661
40-2550-225			MEDICAL INSURANCE - RETIREE	100714	839.53	10/07/2014	19661
40-2550-221			LIFE/LTD INSURANCE - TRANS	100714	125.55	10/07/2014	19661
Total:					<u>\$24,740.70</u>		
Fund: 40					<u>\$24,740.70</u>		

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Bills Payable by Fund

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Lincolnshire-Prairie View SD #103

Account Number	Vendor #	Vendor Name	Description	Batch #	Amount	Check Date	Check #
Grand Total					<u>\$364,000.07</u>		

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Bills Payable (Fund Summary)

Printed: 10/16/2014 2:14 PM
Lincolnshire-Prairie View SD #103

Fund Code	Description	Amount
10	Education Fund	463,976.39
20	Oper, Build, & Maint Fund	198,847.81
30	Debt Service Fund or Fund Group	312.30
40	Transportation Fund	27,702.87
Report Total		<u><u>\$690,839.37</u></u>

Bills Payable List

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Lincolnshire-Prairie View SD #103

Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
ADLAI E STEVENSON HIGH SCHOOL					
		GRADUATION HOSTING	10	884.81	10-1120-490
				<u>\$884.81</u>	
ADLER, CHRISTINE					
		STUDENT ASSIST GRAB BAR	10	32.90	10-1111-419
				<u>\$32.90</u>	
ADVOCATE OCCUPATIONAL HEALTH					
		DRIVER PHYSIC/DRUG SCREEN/MARSALA	10	120.00	40-2550-390
		DRIVER PHYSICAL/DRUG SCREEN/MENDOZA	10	151.00	40-2550-390
		DRIVER PHYSICAL/DRUG SCREEN/THOMPSON	10	120.00	40-2550-390
		DRIVER PHYSICAL/DRUG SCREEN/KILEY	10	120.00	40-2550-390
		DRIVER PHYSICAL/DRUG SCREEN/WEISS	10	120.00	40-2550-390
		PHYSICAL/DRUG SCREEN/JONES/KERNS/MUELLER	10	355.00	40-2550-390
				<u>\$986.00</u>	
ALEXANDER LEIGH CENTER FOR AUTISM					
		PRIVATE SCHOOL TUITION	10	8,622.00	10-1912-670
				<u>\$8,622.00</u>	
ALLSTAR DRAPERY & WINDOW					
		FURNISH/INSTALL DRAPERIES/SP	10	1,912.00	20-2540-410
		BLINDS/SUPPLIES/HD	10	235.00	20-2540-410
				<u>\$2,147.00</u>	
AMAZON					
		PENS	10	17.06	10-2520-410
		AUTHOR VISIT BOOKS (18)	10	91.08	10-2210-410
000008932		EINSTEIN BOOKS (7)	10	61.32	10-1111-417
000009063		PENCILS	10	5.99	10-1111-410
000009064		CLASSROOM BOOKS	10	17.36	10-1111-417
000009126		PLANT PROJECT SUPPLIES	10	31.98	10-2210-490
000009126		PLANT PROJECT SUPPLIES	10	25.76	10-2210-490
000009126		PLANT PROJECT SUPPLIES	10	31.93	10-2210-490
000009126		PLANT PROJECT SUPPLIES	10	42.30	10-2210-490
000009126		TAPE	10	29.62	10-2210-490
000009126		SEEDS	10	67.84	10-2210-490
000009126		TAPE	10	14.75	10-2210-490
000009126		PAPER	10	60.38	10-2210-490
000009126		FIRST AID SUPPLIES	10	18.64	10-2210-490
000009126		TROWELS (6)	10	29.70	10-2210-490
000009126		MISC TEACHING AIDS	10	314.13	10-2210-490
000009126		FIRST AID SUPPLIES	10	70.31	10-2210-490
000009198		NATURE TEACHING AIDS	10	44.97	10-2210-490
000009198		NATURE TEACHING AIDS	10	69.97	10-2210-490
000009198		OFF SPRAY (24)	10	119.38	10-2210-490
000009210		INVENT TO LEARN BOOKS (4)	10	116.52	10-1111-417
000009213		SPANISH BOOK	10	13.79	10-1112-413
000009220		CLASSROOM BOOK	10	4.76	10-1111-417
000009225		SPANISH TEACHING AIDS	10	151.99	10-1120-413
000009225		SPANISH BOOK	10	6.29	10-1120-413

Bills Payable List

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Vendor Name				
P.O. Number	Description	Batch #	Amount	State Account Number
000009225	SPANISH BOOK	10	7.27	10-1120-413
000009225	DRY ERASE BOARDS (30)	10	36.99	10-1120-413
000009225	SPANISH TEACHING AIDS	10	20.65	10-1120-413
000009235	PENCIL SHARPENER	10	62.84	10-1111-410
000009253	PENCIL SHARPENER	10	62.84	10-1111-410
000009253	SCISSORS	10	10.96	10-1111-410
			<u>\$1,659.37</u>	
AMERICAN BUILDING SERVICES				
000008659	REPLACEMENT FIRE DOORS/CAFETERIA/DW	10	8,338.60	20-2540-500
000008659	REPLACMENT FIRE DOORS/WHITE GYM/DW	10	4,109.87	20-2540-500
			<u>\$12,448.47</u>	
AMERICAN EAGLE PRODUCTIONS				
	ASSEMBLY DEPOSIT/HD	10	200.00	10-2210-314
			<u>\$200.00</u>	
APPLE COMPUTER INC.				
	APPS	10	500.00	10-2660-410
	APPS	10	500.00	10-2660-410
	APPS	10	300.00	10-2660-410
	APPLE GIFT CARDS FOR APPS (4)	10	100.00	10-2660-410
	VIDEO ADAPTORS (10)	10	290.00	10-2660-410
	APPS	10	300.00	10-2660-410
	APPS	10	500.00	10-2660-410
			<u>\$2,490.00</u>	
ASCD				
000008826	ASCD BOOK SUBSCRIPTION	10	400.00	10-2210-312
000008826	MEMBERSHIP RENEWALS (11)	10	1,085.00	10-2210-312
			<u>\$1,485.00</u>	
AT&T BUSINESS SERVICE				
	LONG DISTANCE	10	35.34	10-2540-341
			<u>\$35.34</u>	
AT&T MOBILITY				
	IPAD DATA	10	286.71	10-2540-341
	IPAD DATA SERVICE	10	286.71	10-2540-341
			<u>\$573.42</u>	
AT&T ONENET				
	LONG DISTANCE	10	45.45	10-2540-341
	LONG DISTANCE	10	41.94	10-2540-341
	LONG DISTANCE D103 CLUB	10	0.92	10-3500-341
	LONG DISTANCE D103 CLUB	10	0.41	10-3500-341
			<u>\$88.72</u>	
AT&T				
	TELEPHONE	10	11,757.82	10-2540-341
	TELEPHONE D103 CLUB	10	101.80	10-3500-341
			<u>\$11,859.62</u>	
AT&T				
	TELEPHONE	10	175.30	10-2540-341

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Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
				<u>\$175.30</u>	
AVERUS		FIRE EXTINGUISHER INSPECTION/PARTS/DW-TRANS	10	31.00	20-2540-329
				<u>\$31.00</u>	
BELFORD, AMY		REIMB MARKERS (3), STAPLERS (22)	10	76.14	10-1112-410
				<u>\$76.14</u>	
BELGRADE BEHAVIOR CONSULTING		PSYCH OBSERVATION/CONULTING	10	975.00	10-2140-314
		PSYCH OBSERVATION/CONULTING	10	300.00	10-2140-314
				<u>\$1,275.00</u>	
BERCOS EDUCATIONAL CONSULTING		SPED CONSULTING	10	938.70	10-2140-314
				<u>\$938.70</u>	
BINDER, STACY		REIM CLASSROOM BOOKS/SP	10	175.00	10-1111-417
				<u>\$175.00</u>	
BLACK, CAREY		REIMB RETIREE INSURANCE	10	695.63	20-2540-225
				<u>\$695.63</u>	
BOOKSOURCE	0000009107	GOLDILOCK RETURNS BOOKS/SP	10	41.93	10-2210-420
				<u>\$41.93</u>	
BORKMAN, NANCY		REIMB ASHA MEMBERSHIP	10	225.00	10-2150-640
				<u>\$225.00</u>	
BOSLEY, EMMA		REIMB TRAVEL TO AMLE CONF	10	297.70	10-2210-312
				<u>\$297.70</u>	
BRAIN POP LLC	0000009150	1 YR RENEWAL/SP	10	1,200.00	10-2210-392
				<u>\$1,200.00</u>	
CAPITOL GRAPHICS & PROMOTIONS		SUPERINTENDENT LETTERHEAD/ENVELOPES	10	440.56	10-2320-410
0000008662		WINDOW ENVELOPES (2000)	10	164.00	10-2520-360
0000009152		SD103 LANYARDS	10	28.22	20-2540-500
0000009152		SD103 LANYARDS	10	815.00	20-2540-500
				<u>\$1,447.78</u>	
CARLEX	0000009231	SPANISH BOOKMARKS/SP	10	8.95	10-2410-410
0000009231		SPANISH BOOKMARKS/SP	10	59.50	10-2410-410
				<u>\$68.45</u>	
CAROLINA BIOLOGICAL SUPPLY CO.	0000008707	GEOLOGY SAMPLES	10	162.30	10-1112-415
0000008708		SCALE, SCIENCE CD, SUPPLIES	10	184.85	10-1112-415
0000008708		MICROSCOPE SAMPLE SLIDES	10	35.95	10-1112-415

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Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
	000008742	OFFICE/SCIENCE SUPPLIES	10	2,561.14	10-1112-415
				<u>\$2,944.24</u>	
CDW GOVERNMENT INC.					
		IPAD CASES (15)	10	804.00	10-2660-410
		SURGE PROTECTORS (4)	10	51.32	10-2660-410
		PROJECTOR (1)	10	829.00	10-2660-700
		PROJECTOR (1)	10	829.00	10-2660-700
		TONER	10	16.27	10-2660-410
		SURGE PROTECTORS (2)	10	93.64	10-2660-410
				<u>\$2,623.23</u>	
CHICAGO TRIBUNE					
		NEWSPAPER - HD	10	58.50	10-2220-440
				<u>\$58.50</u>	
CINTAS					
		CUSTODIAL SUPPLIES - SP	10	367.53	20-2540-410
		CUSTODIAL SUPPLIES - SP	10	367.53	20-2540-410
		CUSTODIAL SUPPLIES - SP	10	367.53	20-2540-410
		CUSTODIAL SUPPLIES - SP	10	367.53	20-2540-410
				<u>\$1,470.12</u>	
CITICARE TRANSPORTATION					
		SPEC ED TRANS SERVICES	10	4,932.40	40-2550-331
				<u>\$4,932.40</u>	
COCA COLA REFRESHMENTS					
		SODA/WATER - HD	10	401.76	10-2310-392
		SODA/WATER - DW	10	642.24	10-2310-392
		SODA/WATER - SP	10	432.00	10-2310-392
		SODA/WATER - SP	10	276.56	10-2310-392
				<u>\$1,752.56</u>	
COMCAST CABLE					
		INTERNET - RIVERSHIRE	10	82.90	10-2540-392
				<u>\$82.90</u>	
COMCAST					
		TELEPHONE & INTERNET	10	4,550.00	10-2540-341
				<u>\$4,550.00</u>	
CONSERV FS INC					
		ATHLETIC FIELD SUPPLIES/DW	10	1,205.70	20-2540-410
		ATHLETIC FIELD SUPPLIES/DW	10	289.85	20-2540-410
		ATHLETIC FIELD SUPPLIES	10	1,804.21	20-2540-410
				<u>\$3,299.76</u>	
CPM EDUCATIONAL PROGRAM					
	000009214	CORE CONNECTIONS, CRS 3 TOOL KITS	10	190.80	10-2210-410
				<u>\$190.80</u>	
DAN THE KEYMAN					
		HARDWARE FOR DW PRINCIPAL/TRANSP	10	1,080.72	20-2540-500
				<u>\$1,080.72</u>	
DEGMAN, KEIRA					

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Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
		TUITION REIMBURSEMENT/HD	10	2,430.00	10-1112-230
				<u>\$2,430.00</u>	
DEMCO					
	000009160	SHIPPING & HANDLING	10	7.95	10-2220-410
	000009160	SUBJ CLASSIFICATION LABELS GRAPHIC NOVELS	10	8.74	10-2220-410
	000009160	COLOR-TINTED LABEL PROTECTORS	10	13.40	10-2220-410
	000009174	LG ALL PURPOSE EASELS--WHITE	10	90.28	10-2220-410
	000009174	SHIPPING & HANDLING	10	7.22	10-2220-410
	000009181	MISC. SUPPLIES PER LIST-DW LIBRARY	10	108.07	10-2220-410
				<u>\$235.66</u>	
DENECKE, EDWARD					
		REIMB STUDENT BOOK PURCHASES	10	2,895.00	10-2220-410
				<u>\$2,895.00</u>	
DISCOUNT SCHOOL SUPPLY					
	000008771	ALLERGEN FREE DOUGH	10	78.86	10-1111-419
				<u>\$78.86</u>	
DORNFELD PIANO TUNING					
		PIANO TUNING/SP	10	145.00	10-1190-319
	000009234	PIANO TUNING/HD	10	145.00	10-1190-319
				<u>\$290.00</u>	
EDER CASELLA & CO					
		AUDITING SERVICES	10	10,000.00	10-2310-317
				<u>\$10,000.00</u>	
EPS/SCHOOL SPECIALTY					
	000008820	WORDLYWISE 3000 - BOOK 8	10	1,957.50	10-1120-420
				<u>\$1,957.50</u>	
ESPED.COM INC					
		SPED STUDENT INFO MGMT SOFTWARE	10	3,213.00	10-1200-392
				<u>\$3,213.00</u>	
ESSCOE					
		FIRE ALARM SERVICE/HD	10	308.20	20-2540-329
				<u>\$308.20</u>	
ET PADDOCK					
		INDOOR BLEACHER INSPECTIONS - DW/SP	10	790.00	20-2540-329
				<u>\$790.00</u>	
EXCHANGE, THE					
		BUS TIRE REPAIRS/GENERAL MAINTENANCE	10	319.85	40-2550-329
				<u>\$319.85</u>	
FACE TO FACE PRODUCTIONS					
		LEWIS&CLARK ASSEMBLY/DEPOSIT/HD	10	150.00	10-2210-314
				<u>\$150.00</u>	
FEDEX					
		POSTAGE	10	20.31	10-2520-342
				<u>\$20.31</u>	
FERGUSON ENTERPRISES					
		DRINKING FOUNTAIN REPLACEMENT FILTER/HD	10	107.19	20-2540-410

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Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
		DRINKING FOUNTAIN REPLACEMENT FILTER/HD	10	321.57	20-2540-410
				<u>\$428.76</u>	
FIRST STUDENT INC.		BUSES/MILWAUKEE MUSEUM/SP	10	1,540.00	10-1111-390
				<u>\$1,540.00</u>	
FLECKS LANDSCAPING		SPRING CLEAN UP	10	3,987.00	20-2540-329
		LANDSCAPE MAINTENANCE/AUGUST	10	2,999.00	20-2540-329
				<u>\$6,986.00</u>	
FLINN SCIENTIFIC INC.					
	000008861	SCIENCE SUPPLIES/DW	10	2,442.18	10-1120-415
				<u>\$2,442.18</u>	
FOLLETT SCHOOL SOLUTIONS					
	000008822	PARTIAL/6TH GR ELA BOOKS	10	685.50	10-1120-420
	000008868	SPRAGUE LIBRARY BOOKS	10	834.95	10-2220-430
	000009163	SPRAGUE LIBRARY BOOKS	10	493.67	10-2220-430
	000009228	SPRAGUE LIBRARY BOOKS	10	483.36	10-2220-430
	000009228	LIBRARY BOOKS	10	1,462.64	10-2220-430
				<u>\$3,960.12</u>	
FOX RIVER FOODS INC.					
		103 CLUB SNACKS	10	1,238.27	10-3500-410
		103 CLUB SNACKS	10	1,157.04	10-3500-410
				<u>\$2,395.31</u>	
FREITAG-SURIN, MICHELLE					
		REIMB AMLE CONF TRAVEL	10	245.70	10-2210-312
				<u>\$245.70</u>	
FREY SCIENTIFIC					
	000008840	250 ML BEAKER	10	84.03	10-1120-415
	000008840	CLASS PACK COLORED PENCILS	10	46.65	10-1120-415
	000008840	HALLS CARRIAGE	10	30.18	10-1120-415
				<u>\$160.86</u>	
GARVEYS OFFICE PRODUCTS					
	000009249	SMEAD EXPANSION WALLET 5-1/4	10	51.90	10-2520-410
	000009249	PAPERMATE PENS BLACK	10	5.40	10-2520-410
	000009249	MEDIUM BINDER CLIPS 5/8 X 1-1/4	10	3.40	10-2520-410
	000009249	RUBBER BANDS 3-1/2 X 1/4	10	7.45	10-2520-410
	000009249	4X6 CANARY POST IT NOTE PAD	10	26.28	10-2520-410
	000009249	3X3 CANARY POST IT NOTE PAD	10	23.04	10-2520-410
				<u>\$117.47</u>	
GEARY ELECTRIC					
	000009120	INSTALL NEW FIBER LINE TO TRANSPORTATION	10	11,644.00	20-2540-500
				<u>\$11,644.00</u>	
GELLER, LAURA					
		REIMB ASHA MEMBERSHIP	10	56.25	10-2150-640
				<u>\$56.25</u>	
GENESIS TECHNOLOGIES					

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Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
		PRINTER REPAIR	10	19.00	10-2660-319
				<u>\$19.00</u>	
GRABENSTEIN, CHRIS					
		REIMB AUTHOR VISIT TRAVEL	10	119.10	10-2220-314
				<u>\$119.10</u>	
GRAINGER					
		SAFETY GRAB BAR/SP	10	332.78	20-2540-410
				<u>\$332.78</u>	
GRAPHIC 14 INCORPORATED					
0000009239		PAPER CASES (8)	10	165.38	10-2520-412
				<u>\$165.38</u>	
GRAZIANO, NICOLE					
		REIMB TUITION	10	1,620.00	10-1120-230
				<u>\$1,620.00</u>	
GREAT LAKES ELEVATOR SERVICE INC					
		ELEVATOR PRESSURE TEST/HD	10	280.00	20-2540-329
				<u>\$280.00</u>	
HAFNER, TONY					
		REIMB AMLE CONF TRAVEL	10	297.70	10-2210-312
				<u>\$297.70</u>	
HALDEMAN-HOMME INC					
0000009051		REPLACEMENT SLINGS FOR MAT MOVER DW	10	2,473.00	20-2540-410
				<u>\$2,473.00</u>	
HARDING MECHANICAL					
		RIVERSHIRE RENOVATION	10	943.66	20-2540-500
		SERVICE RTU/RIVERSHIRE	10	552.15	20-2540-329
		COMPUTER LAB/ELL RENOVATION	10	4,410.79	20-2540-500
				<u>\$5,906.60</u>	
HARPER, JILL					
		REIMB TRAVEL/REG BILING DIRECTORS MTG	10	251.76	10-2210-312
				<u>\$251.76</u>	
HEATH, MICHELLE					
		REIMB TEACHING AIDS	10	84.64	10-1111-410
				<u>\$84.64</u>	
HOME DEPOT CREDIT SERVICES					
		ATHLETIC FIELD PAINT	10	12.79	20-2540-410
		SHOP SUPPLIES	10	65.84	20-2540-410
		FUEL CANS	10	18.98	20-2540-410
		SHOP SUPPLIES - HD	10	28.51	20-2540-410
		SHOP SUPPLIES	10	145.76	20-2540-410
		SHOP SUPPLIES	10	17.82	20-2540-410
		SHOP SUPPLIES	10	1,496.49	20-2540-410
				<u>\$1,786.19</u>	
HOUGHTON MIFFLIN HARCOURT					
0000008730		SHIPPING & HANDLING	10	21.29	10-1112-417
0000008730		ERV LVC STUDENT EDITION 25 PK	10	202.80	10-1112-417

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8944	BOOKS K-2 SPED	10	51.71	10-1111-417	
			<u>\$275.80</u>		
HOWDA DESIGNZ					
000009189	SHIPPING	10	18.00	10-1111-419	
000009189	HOWDOHUG2	10	306.00	10-1111-419	
			<u>\$324.00</u>		
HURST, HILLARY					
	REIMB OFFICE SUPPLIES, STORAGE	10	83.59	10-1120-413	
			<u>\$83.59</u>		
IAPT					
000008849	MEMBERSHIP FEE - A. MENDOZA	10	50.00	40-2550-640	
			<u>\$50.00</u>		
ILLINOIS AFTERSCHOOL NETWORK					
	MEMBERSHIP/BRYANT	10	70.00	10-3500-312	
			<u>\$70.00</u>		
ILLINOIS ASSOCIATION OF SCHOOL BUSINESS OFFICIALS					
000009285	SUPPORTCON REG - STANLEY	10	185.00	10-2510-312	
000009290	SUPPORTCON REG - HERRIN	10	215.00	10-2520-312	
			<u>\$400.00</u>		
ILLINOIS STATE POLICE					
	BACKGROUND CHECK RETAINER	10	1,500.00	10-2310-392	
			<u>\$1,500.00</u>		
IMAGINATION THEATER					
	IMAGINATION THEATER PERFORMANCE	10	995.00	10-2210-314	
			<u>\$995.00</u>		
IMPREST					
	IASB-TRIPLE I CONFERENCE REG - STANLEY	10	405.00	10-2520-312	
	PERSONALITIES INC.-DJ BACK TO SCHOOL	10	500.00	10-2215-410	
	SCRIPPS NAT'L SPELLING BEE	10	137.50	10-1550-640	
	ICTM MATH CONTEST-GR5 CONTEST	10	45.00	10-1550-640	
	IGSMA DIST8-DUES FOR MUSIC ASSOC	10	170.00	10-1190-640	
	SEC OF STATE BUS PERMIT-THOMPSON	10	4.00	40-2550-640	
	JIM BERNARDI-BBALL REF 9/9	10	50.00	10-1500-319	
	GARY EDELHEIT-BBAL REF 9/9	10	50.00	10-1500-319	
	MIKE KATZ-BBALL REF 9/9	10	50.00	10-1500-319	
	RICK SITZ-BBALL REF 9/9	10	50.00	10-1500-319	
	JOHN DIZONNO-SOCCER 9/9	10	55.00	10-1500-319	
	JOHN DIZONNO-SOCCER 9/11	10	55.00	10-1500-319	
	PRZEMYSLAW PRZYBYLSKI-SOCCER REF 9/16	10	55.00	10-1500-319	
	JOHN DIZONNO-SOCCER REF 9/23	10	55.00	10-1500-319	
	GEORGE ALPOGIANIS-SOCCER REF 9/29	10	55.00	10-1500-319	
	CHAMBER THEATRE PROD-GR7 FIELDTRIP	10	2,862.00	10-1120-390	
	RCYRBA-STICKERS FOR CAUDILL BOOKS	10	10.00	10-2220-410	
	DOBRIN NON RES. TUITION REFUNDED	10	2,291.22	10-1810	
	MIKE SNODGRASS-BBALL REF 9/11	10	50.00	10-1500-319	
	PETE FLATEBO-BBALL 9/11	10	50.00	10-1500-319	
	TOM GREGORIN-BBALL 9/11	10	50.00	10-1500-319	

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Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
		US POSTAL SERVICE-DW POSTAGE	10	2,000.00	10-2520-342
		RCYRBA-CAUDILL STICKERS	10	5.00	10-2220-410
		PRAIRIE RIDGE HS-US HISTORY WORKSHOP	10	225.00	10-2211-390
		RUDY BASOVSKY-BBALL REF 9/11	10	50.00	10-1500-319
		SEC OF STATE BUS PERMIT-GILMORE	10	4.00	40-2550-640
		VICCINO'S PIZZA-LUNCH FOR PRESENTATIONS	10	252.64	10-2410-410
		ZERULL-NON RES TUITION REFUND	10	3,436.83	10-1810
		MIKE KATZ-BBALL REF 9/15	10	50.00	10-1500-319
		RON LORENZO-BBALL REF 9/16	10	50.00	10-1500-319
		PAUL SCHOESSLING-BBALL REF 9/15	10	50.00	10-1500-319
		JIM BERNARDI-BBALL REF 9/15	10	50.00	10-1500-319
		DAN BAKOTA-BBALL REF 9/15	10	50.00	10-1500-319
		APPLE HOLLER-FIELDTRIP	10	100.00	10-3500-390
		BANK CHARGES-SEPT	10	685.63	10-2520-316
		PETE FLATEBO-BBALL REF 9/16	10	50.00	10-1500-319
		RICK SITZ-BBALL REF 9/16	10	50.00	10-1500-319
		MIKE KATZ-BBALL REF 9/16	10	50.00	10-1500-319
		SEC OF STATE BUS PERMIT-MCGEE	10	4.00	40-2550-640
		DENA CHEMERS REIMB BRACELETS	10	19.80	10-1112-414
		MIKE MICHAEL-SOCCER REF 9/15	10	55.00	10-1500-319
		BENNETT-FNR REFUNDED REG FEES	10	236.00	10-1810
		BENNETT-FNR REFUNDED TECH FEES	10	34.00	10-1720
		BENNETT-FNR REFUNDED GRAD FEES	10	42.00	10-1720
		BENNETT-FNR REFUNDED FINE ARTS FEES	10	24.00	10-1720
		NEW ALBANY SCI OLYMPIAD ENTRY FEE	10	160.00	10-1550-640
		JOHN BERTSOS-REIMB FOR TECH SUPPLIES	10	445.42	10-2660-410
		GLOBAL COMPLIANCE NETWORK-TUTORIALS	10	750.00	10-2210-392
		PANERA BREAD-NEW STAFF BRKFST	10	414.71	10-2310-410
		STADE FARM-9/25 FIELDTRIP	10	750.00	10-3500-390
		LAKES COMM. HS-XCOUNTRY ENTRY FEE	10	95.00	10-1500-640
		HAWTHORNE DIST 73-XCOUNTRY ENTRY FEE	10	100.00	10-1500-640
		WOODLAWN MS-PATRIOT CONF ANNUAL DUES	10	225.00	10-1500-640
		RUDY BASOUSKY-BBALL REF 9/23	10	50.00	10-1500-319
		JIM BERNARDI-BBALL REF 9/23	10	50.00	10-1500-319
		PETE FLATEBO-BBALL REF 9/23	10	50.00	10-1500-319
		PAUL SCHOESSLING-BBAL REF 9/23	10	50.00	10-1500-319
		JIM BERNARDI-BBALL REF 9/29	10	50.00	10-1500-319
		USPS-SP POSTAGE METER REFILL	10	2,000.00	10-2520-342
		KADARI-NON RESIDENT TUITION REFUND	10	1,697.60	10-1810
		IASB-TRIPLE I CONF HOTEL - WARREN	10	200.00	10-2320-312
		IASB-TRIPLE I CONFERENCE REG - WARREN	10	405.00	10-2320-312
		GARY EDELHEIT-BBALL REF 9/29	10	50.00	10-1500-319
		PETE FLATEBO-BBALL REF 9/29	10	50.00	10-1500-319
		JOHN BOYKE-BBALL REF 9/29	10	50.00	10-1500-319
		JOHN GUILD-SOCCER REF 10/2	10	55.00	10-1500-319
		ED DENECKE-AUTHOR VISIT	10	831.52	10-2220-314
		CHICAGO BOTANIC GARDEN-GR1 FIELDTRIP	10	600.00	10-1111-390
		CHICAGO BOTANIC GARDEN-GR1 FIELDTRIP	10	240.00	10-1111-390
		CHRISTINE ERICKSON-GUIDED PETTY CASH	10	294.41	10-1200-410

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		EDUC LEAGUE OF IL ANNUAL DUES-WARREN	10	78.00	10-2320-640
		LYRIC OPERA OF CHICAGO (53 TICKETS)	10	1,060.00	10-1190-390
		IASB-TRIPLE I CONFERENCE REG (4)	10	1,620.00	10-2310-312
				<u>\$27,045.28</u>	
INFO COR		SMARTBOARD/PROJECTOR W/ INSTALL	10	7,568.00	10-2660-500
				<u>\$7,568.00</u>	
INNER SECURITY SYSTEMS INC		ALARM MONITORING - DW	10	156.00	20-2540-329
		ALARM MONITORING - HD	10	246.00	20-2540-329
		ALARM MONITORING - TRANS	10	246.00	20-2540-329
		ALARM MONITORING - SP	10	156.00	20-2540-329
		ALARM MONITORING - RIVERSHIRE	10	246.00	20-2540-329
				<u>\$1,050.00</u>	
INTEGRATED SYSTEMS CORP		SKYWARD HOSTING - NOV	10	400.00	10-2660-392
				<u>\$400.00</u>	
INTEGRYS ENERGY SERVICES INC		ELECTRICITY - SP	10	2,945.17	10-2540-466
		ELECTRICITY - HD	10	3,452.62	10-2540-466
		ELECTRICITY - DW	10	19,276.20	10-2540-466
		ELECTRICITY - DW	10	9,701.63	10-2540-466
		ELECTRICITY - SP	10	3,149.04	10-2540-466
				<u>\$38,524.66</u>	
INTEGRYS ENERGY SERVICES		NATURAL GAS	10	756.79	10-2540-465
				<u>\$756.79</u>	
JOLLY LEARNING LTD					
	000008786	PHONICS SOUND STRIPS/CD	10	49.86	10-1111-417
	000008789	PHONICS SOUND STRIPS/CD/HANDBOOK	10	90.26	10-1111-417
				<u>\$140.12</u>	
JONEIKIS, JUSTIN		REIM FLIGHT/AMLE CONFERENCE	10	297.70	10-2210-312
		TUITION REIMBURSEMENT/DW	10	1,620.00	10-1120-230
				<u>\$1,917.70</u>	
JW PEPPER & SON					
	000008445	SHEET MUSIC	10	70.00	10-1190-410
	000008725	SHEET MUSIC - MB	10	17.00	10-2215-410
	000008725	SHEET MUSIC - MB	10	149.99	10-2215-410
	000009167	ORCHESTRA MUSIC/HD	10	144.99	10-1190-410
	000009244	SHEET MUSIC	10	1,021.49	10-1190-410
				<u>\$1,403.47</u>	
KRAUSE ELECTRICAL CONTRACTORS INC		ELECTRIC REPAIR/DW	10	425.12	20-2540-329
		ELECTRICAL REPAIRS/DW	10	685.76	20-2540-329
		RADIO PROJECT	10	3,408.32	20-2540-500

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Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
		FIRE SUPPRESSION SYSTEM/HD	10	278.92	20-2540-329
		ELECTRICAL WORK/DW	10	551.11	20-2540-329
		PA PROJECT ELECTRICAL WORK	10	1,236.23	20-2540-500
		REPLACEMENT LIGHTS HD	10	412.52	20-2540-329
0000008677		RIVERSHIRE LIGHTING INSTALLATION AND UPGRADE	10	12,466.05	20-2540-500
				<u>\$19,464.03</u>	
LAKE COOK DISTRIBUTORS					
	0000009119	LIBRARY BOOKS (103)	10	607.87	10-2220-430
	0000009151	AGATHA CHRISTIE ELM BOOKS (230)	10	1,124.70	10-2210-490
				<u>\$1,732.57</u>	
LAKESHORE LEARNING MATERIALS					
	0000009075	CUBBY STORAGE UNIT	10	343.85	10-1200-410
	0000009078	MATH CLASSROOM TEACHING AIDS	10	32.90	10-1112-410
	0000009130	ALL-PURPOSE TEACHING CART	10	228.85	10-1111-413
	0000009221	SHIPPING	10	71.54	10-1111-413
	0000009221	FOAM NUMBER DICE	10	29.99	10-1111-413
	0000009221	LET'S TALK KID PUPPET SET	10	199.00	10-1111-413
	0000009221	HEAR MYSELF SOUND PHONE	10	135.00	10-1111-413
	0000009221	WILD ANIMAL COUNTERS	10	29.99	10-1111-413
	0000009221	KID COUNTERS	10	29.99	10-1111-413
	0000009221	FARM ANIMAL COUNTERS	10	29.99	10-1111-413
	0000009221	TRANSLUCENT COLOR CHIPS	10	22.99	10-1111-413
	0000009240	TEACHING AIDS	10	31.97	10-1111-411
				<u>\$1,186.06</u>	
LAPIN, HEATHER					
		REIM CLASSROOM BOOKS	10	60.29	10-1111-417
				<u>\$60.29</u>	
LAUREATE DAY SCHOOL					
		PRIVATE SCHOOL TUITION	10	1,199.30	10-1912-670
		PRIVATE SCHOOL TUITION	10	2,638.46	10-1912-670
				<u>\$3,837.76</u>	
LCCRC					
		WORKSHOP/SCHLAN	10	35.00	10-2210-314
				<u>\$35.00</u>	
LECHNER AND SONS INC.					
		TOWEL SERVICE/DW 8/25,9/1,9/15	10	342.00	10-1500-392
				<u>\$342.00</u>	
LEGAL ROUTES					
	0000008850	SUBSCRIPTION/MENDOZA	10	115.00	40-2550-640
				<u>\$115.00</u>	
LENZINI, LAUREN					
		TUITION REIMBURSEMENT/SP	10	1,620.00	10-1111-230
		REIMB BINDERS FOR PROJECT	10	14.40	10-1111-414
				<u>\$1,634.40</u>	
LEONARD, EMILY					
		DANCE PROGRAMMING	10	401.80	10-2210-314

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				<u>\$401.80</u>	
LIBOT, NATALIE		REIMB ASHA MEMBERSHIP	10	250.00	10-2150-640
				<u>\$250.00</u>	
LINCOLNSHIRE, VILLAGE OF		WATER/SEWER - SP	10	605.74	10-2540-370
		WATER- IRRIGATION	10	805.50	10-2540-370
		WATER/SEWER - HD	10	449.42	10-2540-370
		WATER/SEWER - TRANS	10	48.85	10-2540-370
		WATER/SEWER - DW	10	840.22	10-2540-370
		ELECTRICITY - RIVERSHIRE	10	16.49	10-2540-466
				<u>\$2,766.22</u>	
LOCALGOVNEWS.ORG		ANNUAL SUBSCRIPTION	10	780.00	10-2320-640
				<u>\$780.00</u>	
LYMAN, ALISSA		REIMB TRAVEL AMLE CONF	10	297.70	10-2210-312
				<u>\$297.70</u>	
MAKE MUSIC		MUSIC SUBSCRIPTIONS/FENCL/DW	10	84.00	10-1190-640
				<u>\$84.00</u>	
MARRIOTT THEATRE		WIZARD OF OZ FIELDTRIP/GR 1/SP	10	1,500.00	10-1111-390
				<u>\$1,500.00</u>	
MASTORES, PAT		REIM/HOME FOOD PROJECTS	10	110.61	10-1111-414
		REIM/BOOKS	10	69.37	10-1111-417
		REIM/CLASSROOM SUPPLIES/SP	10	126.67	10-1111-410
				<u>\$306.65</u>	
MCLELLAND, GRETCHEN		REIMB HALLOWEEN PROJECT SUPPLIES	10	123.19	10-1112-414
				<u>\$123.19</u>	
MIDCO		TELEPHONY REPAIRS	10	45.00	10-2660-319
		INTERCOM SERVICE - DW	10	326.25	10-2660-319
		TELEPHONY SWITCH W/ INSTALL	10	1,386.75	10-2660-700
		TELEPHONY SERVICE	10	217.50	10-2660-319
		TELEPHONY REPAIR	10	45.00	10-2660-319
		TELEPHONY REPAIRS	10	45.00	10-2660-319
		TELEPHONY REPAIRS	10	95.00	10-2660-319
				<u>\$2,160.50</u>	
MIDLAND PAPER					
	0000009085	COPY PAPER/DW	10	4,188.15	10-2520-412
	0000009219	COPY PAPER/DW	10	2,592.00	10-2520-412
				<u>\$6,780.15</u>	
MIDWEST TRANSIT EQUIPMENT					

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		BUS CAMERA SYSTEM (2)	10	3,000.00	40-2550-700
		REPLACEMENT BUS CAMERAS (2)	10	2,844.98	40-2550-490
				<u>\$5,844.98</u>	
MILLBURN SCHOOL DISTRICT 24					
		NEIASBO DUES - D.STANLEY	10	150.00	10-2510-640
				<u>\$150.00</u>	
MINDWING CONCEPTS INC					
	0000009236	STORY CREATION TEACHING AID	10	102.90	10-1111-417
				<u>\$102.90</u>	
MULCH CENTER, THE					
		DELIVER/INSTALL MULCH/HD	10	750.00	20-2540-329
				<u>\$750.00</u>	
MURPHY, CAREY					
		COFFEE FOR WELLNESS SCREENINGS/HD	10	27.81	10-2310-410
		REIM MILEAGE/NIHIP MTG	10	21.50	10-2520-312
		REIMB WELLNESS SCREENING FOOD	10	17.62	10-2310-410
				<u>\$66.93</u>	
MUSIC & ARTS CENTER					
	0000008842	CAJON BAG	10	24.99	10-1190-410
	0000008842	POWER ADAPTER FOR KEYBOARD	10	29.98	10-1190-410
	0000008842	YAMAHA PORTABLE KEYBOARD	10	199.98	10-1190-410
	0000008842	WOOD BOX CAJON	10	129.99	10-1190-410
	0000009179	STD LO-Z MICROPHONE CABLE-20 FT	10	18.63	10-1190-410
	0000009179	MICROPHONE/CABLE 10 FT	10	16.61	10-1190-410
				<u>\$420.18</u>	
MUSIC IN MOTION					
	0000008734	ORCHESTRA STICKERS - MB	10	27.95	10-2215-410
				<u>\$27.95</u>	
NAPA AUTO PARTS					
		BUS STRAP COVER	10	3.77	40-2550-490
				<u>\$3.77</u>	
NAPT					
	0000008851	MEMBERSHIP/MENDOZA	10	100.00	40-2550-640
				<u>\$100.00</u>	
NASCO					
	0000008844	ROLLER COSTER PHYSICS DVD	10	52.49	10-1120-415
				<u>\$52.49</u>	
NATIONAL GEOGRAPHIC BEE					
		NATL GEO BEE REGISTRATION FEE	10	100.00	10-1550-640
				<u>\$100.00</u>	
NATIONAL HISTORY BEE					
		NATL HISTORY BEE REGISTRATION	10	150.00	10-1550-640
				<u>\$150.00</u>	
NATIONAL SCHOOL PRODUCTS					
	0000009158	SPANISH TEACHING AIDS	10	198.63	10-1112-413
	0000009222	SPANISH TEACHING AIDS	10	245.25	10-1111-413

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Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
	000009229	SPANISH TEACHING AIDS	10	139.27	10-1112-413
				<u>\$583.15</u>	
NELSON, REBECCA					
		REIMB AMLE CONF TRAVEL	10	303.66	10-2210-312
				<u>\$303.66</u>	
NETCHEMIA					
	000009252	TALENT ED FORM BUILDING & CALCULATION	10	500.00	10-2310-392
				<u>\$500.00</u>	
NETRIX					
	000008702	NETWORK UPGRADES	10	2,170.17	10-2660-500
				<u>\$2,170.17</u>	
NETWORK SERVICES COMPANY					
		CUSTODIAL SUPPLIES - SP	10	1,397.31	20-2540-410
		CUSTODIAL SUPPLIES	10	553.00	20-2540-410
		CUSTODIAL SUPPLIES - SP	10	95.50	20-2540-410
		CUSTODIAL SUPPLIES - DW	10	17.23	20-2540-410
		CUSTODIAL SUPPLIES - DW	10	100.35	20-2540-410
		CUSTODIAL SUPPLIES - SP	10	682.20	20-2540-410
		CUSTODIAL SUPPLIES - DW	10	40.17	20-2540-410
		CUSTODIAL SUPPLIES - DW	10	20.04	20-2540-410
		FLOOR MATS - RIVERSHIRE	10	362.40	20-2540-410
		CUSTODIAL SUPPLIES - DW	10	3,354.05	20-2540-410
		CUSTODIAL SUPPLIES - SP	10	24.25	20-2540-410
				<u>\$6,646.50</u>	
NEWSELA					
	000009188	NEWSELA ANNUAL SUBSCRIPTION	10	6,000.00	10-2211-490
				<u>\$6,000.00</u>	
NIZIOLEK, JACKIE					
		REIMB TUITION	10	645.00	10-1111-230
				<u>\$645.00</u>	
NORTH AMERICAN					
		CUSTODIAL SUPPLIES	10	181.55	20-2540-410
				<u>\$181.55</u>	
NORTHERN SUBURBAN SPECIAL EDUCATION DISTRICT					
		SPED TUITION	10	45,776.44	10-4220-670
				<u>\$45,776.44</u>	
NORTHWEST COMMUNITY HEALTHCARE					
	000008760	HEARTSAVER CPR/AED CARDS	10	200.00	10-2130-410
				<u>\$200.00</u>	
NORTHWEST SUBURBAN SPECIAL					
		SPED TUITION	10	51,512.39	10-4220-670
		SPEC ED TRANS SERVICES	10	862.02	40-2550-331
				<u>\$52,374.41</u>	
OKADA, CHRISTINE					
		REIMB ASHA MEMB DUES	10	285.00	10-2150-640
				<u>\$285.00</u>	

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ORIENTAL TRADING COMPANY INC					
	0000009182	CLASSROOM SUPPLIES	10	17.49	10-1111-410
				<u>\$17.49</u>	
OTTO, TABATHA					
		REIMB AUTHOR VISIT SUPPLIES	10	47.32	10-2220-410
				<u>\$47.32</u>	
PADDOCK PUBLICATIONS					
		NEWSPAPER - SP	10	46.00	10-2220-440
		NEWSPAPER - DW	10	33.00	10-2220-440
		NEWSPAPER - ADMIN	10	33.00	10-2220-440
				<u>\$112.00</u>	
PALOS SPORTS					
	0000008852	GYM SUPPLIES	10	978.76	10-1510-410
				<u>\$978.76</u>	
PEAK PLUMBING & MECHANICAL					
		RIVERSHIRE RENOVATION	10	1,582.14	20-2540-500
		RIVERSHIRE FOUNDATION REPAIR	10	342.23	20-2540-329
		SEWER LINE REPAIR - DW KITCHEN	10	337.75	20-2540-329
				<u>\$2,262.12</u>	
PEAPOD					
	0000009132	FACS CLASS FOOD	10	532.13	10-1120-411
	0000009205	FACS CLASS FOOD	10	304.35	10-1120-411
				<u>\$836.48</u>	
PEARSON EDUCATION					
	0000008761	CONNECTED MATH TEACHER RESOURCES	10	61.53	10-1120-420
	0000009176	SPANISH TEXTBOOKS (15)	10	1,014.26	10-2210-420
				<u>\$1,075.79</u>	
PETER BAKER & SON					
		PAINT CROSSWALKS, STOP BARS - DW	10	1,300.00	20-2540-329
				<u>\$1,300.00</u>	
PETROSKI, GLORIA					
		REIMB PORTFOLIOS FOR CLASS	10	273.89	10-1112-414
				<u>\$273.89</u>	
PIONEER PRESS					
		LINCOLNSHIRE REVIEW - HD	10	16.00	10-2220-440
				<u>\$16.00</u>	
PITNEY BOWES					
		POSTAGE MACHINE LEASE - SP	10	118.00	10-2520-342
		POSTAGE MACHINE LEASE - HD	10	100.00	10-2520-342
		POSTAGE MACHINE LEASE - DW	10	240.00	10-2520-342
				<u>\$458.00</u>	
PLANK ROAD PUBLISHING INC.					
	0000008797	MUSIC CLASSROOM SUPPLIES	10	167.10	10-1190-410
	0000009145	MAGAZINE, CD, PRINT SUBSCRIPTION	10	127.20	10-1190-410
				<u>\$294.30</u>	
PMA FINANCIAL NETWORK, INC					

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Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
		2015 FINANCIAL PLANNING PROGRAM	10	9,000.00	10-2310-392
				<u>\$9,000.00</u>	
POWELL, DIANE					
		REIMB IPAD CASE	10	39.98	10-1120-410
		REIMB IPAD STYLUS	10	19.99	10-1120-410
				<u>\$59.97</u>	
PRESUTTI, KAREN					
		REIMB WELLNESS DAY COFFEE	10	59.80	10-2310-410
				<u>\$59.80</u>	
QUILL CORPORATION					
		TONER - DW (36)	10	5,476.20	10-2660-414
		TONER - SP (29)	10	4,085.66	10-2660-414
		OFFICE SUPPLIES/TRANS	10	119.98	40-2550-410
		OFFICE SUPPLIES/TRANS	10	481.92	40-2550-410
		OFFICE SUPPLIES/TRANS	10	193.17	40-2550-410
		OFFICE SUPPLIES/TRANS	10	35.98	40-2550-410
		OFFICE SUPPLIES/TRANS	10	37.96	40-2550-410
		ENVELOPES/PAPER/TRANS	10	26.07	40-2550-410
		OFFICE SUPPLIES/TRANS	10	53.58	40-2550-410
		CALENDARS/TRANS	10	42.28	40-2550-410
		CARDSTOCK/TRANS	10	68.36	40-2550-410
		PRINTER INK CARTRIDGES/TRANS	10	184.08	40-2550-410
000008741		PARTITION HANGERS	10	16.19	10-2520-410
000008961		WONDERFOAM SHAPES/BEADS/SP	10	49.45	10-1111-411
000008964		CLOTHESPINS/SP	10	6.03	10-1111-411
000008964		CLOTHESPINS/SP	10	1.04	10-1111-411
000008964		CLOTHESPINS/SP	10	3.23	10-1111-411
000008971		ERASER/PENCIL/SP	10	11.02	10-1111-419
000009007		ERASER/PENCIL/SP	10	11.02	10-1111-419
000009007		STUDENT ERASER	10	23.98	10-1111-419
000009009		PAPER SENTANCE STRIP/SP	10	7.94	10-1111-412
000009009		CONSTRUCTION PAPER/SP	10	18.86	10-1111-412
000009009		CONSTRUCTION PAPER/SP	10	2.68	10-1111-412
000009057		OFFICE SUPPLIES	10	81.75	10-2520-410
000009088		STAR NOTEPAD SHEETS/SP	10	17.98	10-1111-410
000009088		CLASSROOM SUPPLIES/SP	10	71.57	10-1111-410
000009140		TEACHER RESOURCE SUPPLIES/SP	10	33.93	10-1111-410
000009140		STICKERS/SENTENCE STRIPS/SP	10	20.66	10-1111-410
000009140		CLASSROOM SUPPLIES/SP	10	37.83	10-1111-410
000009164		BATTERIES/STAPLER/SP	10	23.63	10-2410-410
000009168		CHAIRMAT/HD	10	56.99	10-2410-410
000009168		OFFICE SUPPLIES/HD	10	123.39	10-2410-410
000009183		PAPER TRIMMER/SP	10	35.09	10-1111-410
000009183		MAG TAPE/SP	10	13.49	10-1111-410
000009191		POWER STRIP CORD/SP	10	50.39	10-1111-419
000009193		METAL WHISTLES/LANYARDS/HD	10	35.05	10-2410-410
000009193		RETURNED LABEL	10	(6.56)	10-1112-411
000009193		ART SUPPLIES/HD	10	76.69	10-1112-411

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	000009204	OFFICE SUPPLIES/CURRIC	10	14.39	10-2210-410
	000009204	OFFICE SUPPLIES/CURRIC	10	29.99	10-2210-410
	000009204	OFFICE SUPPLIES/CURRIC	10	95.29	10-2210-410
	000009204	OFFICE SUPPLIES/CURRIC	10	23.02	10-2210-410
	000009224	POWER STRIP/SP	10	201.56	10-1111-419
	000009232	BIRTHDAY PENCILS/SP	10	94.20	10-2410-410
	000009262	OFFICE SUPPLIES/BLDG	10	182.44	10-2520-410
	8836	OFFICE SUPPLIES/DW	10	8.09	10-2410-410
	8952	CONSTRUCTION PAPER/SP	10	166.46	10-1111-411
	8953	RETURNED TAB FOLDERS	10	(50.97)	10-1111-417
	8953	TAB FOLDERS/SP	10	50.97	10-1111-417
	8961	RETURNED WONDERFOAM	10	(40.47)	10-1111-411
	8962	OIL PASTEL SET RETURNED/SP	10	(15.92)	10-1111-411
	8962	OIL PASTEL SET/SP	10	15.92	10-1111-411
	9003	RETURNED POM PON BAG/SP	10	(1.99)	10-1111-411
	9003	POM PON BAG	10	1.99	10-1111-411
	9088	STICKY BACK COINS/SP	10	8.99	10-1111-410
	9089	DOTSWHT VELCROTAPE/SP	10	32.39	10-1111-410
	9193	LABEL/ART SUPPLIES/HD	10	6.56	10-1112-411
	9193	CODING LABEL/ART SUPPLIES/HD	10	5.84	10-1112-411
				<u>\$12,457.31</u>	
READ LEARN ACHIEVE					
		ELM CONSULTING	10	2,200.00	10-2210-314
		PARCC TRAINING	10	4,400.00	10-2211-390
				<u>\$6,600.00</u>	
REALLY GOOD STUFF					
	000008805	OFFICE SUPPLIES	10	249.25	10-1112-410
	000009029	OFFICE SUPPLIES	10	80.88	10-1112-410
	000009093	OFFICE SUPPLIES, TEACHING AIDS	10	593.53	10-1111-417
	000009165	CLASSROOM STORAGE	10	267.84	10-1111-419
				<u>\$1,191.50</u>	
REED, JILL					
		REIMB ASHA MEMB DUES	10	285.00	10-2150-640
				<u>\$285.00</u>	
REGIONAL OFFICE OF EDUCATION #12/ISELA					
		PRINC GUIDE TO BULLYING SEMINAR	10	205.00	10-2211-390
				<u>\$205.00</u>	
RENDL, BECKY					
		REIMB AMLE CONF TRAVEL	10	220.70	10-2210-312
				<u>\$220.70</u>	
REYNOLDS, KATIE					
		REIMB ISBE CONF TRAVEL	10	585.54	10-2211-390
				<u>\$585.54</u>	
RICKERT, KRISTINE					
		REIMB AMLE CONF TRAVEL	10	303.66	10-2210-312
				<u>\$303.66</u>	
RICOH AMERICAS CORP					

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Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
		COPIER LEASE - ADMIN	10	383.48	10-2520-325
		COPIER LEASE - DW	10	238.26	10-2410-325
		COPIER LEASE - HD	10	238.26	10-2410-325
				<u>\$860.00</u>	
RICOH USA INC.					
		COLOR COPIES	10	440.86	10-2520-325
		COLOR COPIES	10	427.34	10-2520-325
				<u>\$868.20</u>	
RJ FURNITURE					
		OFFICE CHAIRS (2)	10	390.00	10-1120-413
		OFFICE DESKS (2)	10	790.00	10-1120-413
				<u>\$1,180.00</u>	
RJM CONSULTING SERVICES					
		STRATEGIC PLANNING	10	2,636.30	10-2310-392
		STRATEGIC PLANNING CONSULTING	10	2,568.15	10-2310-392
				<u>\$5,204.45</u>	
ROBBINS SCHWARTZ					
		LEGAL SERVICES	10	643.72	10-2310-318
				<u>\$643.72</u>	
SAMS CLUB					
		STAFF MEETING FOOD	10	27.37	10-2410-410
		TABLES (6), SHELF	10	519.26	20-2540-410
		CUSTODIAL SUPPLIES - HD	10	161.07	20-2540-410
		STAFF MEETING FOOD	10	29.82	10-2410-410
		WELLNESS SCREENING FOOD	10	124.03	10-2310-410
		WELLNESS SCREENING FOOD	10	34.16	10-2310-410
		OFFICE SUPPLIES, FOOD	10	102.26	10-3500-410
000009241		CAFE SUPPLIES - SP	10	84.92	10-2410-410
				<u>\$1,082.89</u>	
SAVANNA DESIGN INC					
		SAFETY VESTS (30)	10	756.00	20-2540-410
				<u>\$756.00</u>	
SCARIANO HIMES AND PETRARCA					
		LEGAL SERVICES	10	3,733.37	10-2310-318
		LEGAL SERVICES	10	3,654.00	10-2310-318
				<u>\$7,387.37</u>	
SCHOLASTIC CLASSROOM					
000009216		LIBRARY BOOKS - HD	10	125.00	10-2220-430
				<u>\$125.00</u>	
SCHOLASTIC MAGAZINES					
000008748		CURRENT EVENTS SUBSCR	10	1,045.04	10-1112-416
000008749		DYNAMATH SUBSCRIPTION	10	1,476.32	10-1112-418
000008750		DYNAMATH SUBSCRIPTION	10	768.90	10-1112-418
000009062		CLASSROOM MAGAZINE SUBSCRIPTIONS	10	4,017.97	10-1120-420
				<u>\$7,308.23</u>	
SCHOLASTIC					

Bills Payable List

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Vendor Name				
P.O. Number	Description	Batch #	Amount	State Account Number
000008727	CLASSROOM BOOKS	10	111.17	10-1112-417
000008867	COMMON CORE SUBSCRIPTION	10	478.51	10-1120-420
000008992	CLASSROOM BOOKS	10	43.50	10-1111-417
000009010	CLASSROOM BOOK	10	29.98	10-1111-417
			<u>\$663.16</u>	
SCHOOL DISTRICT 103 ACTIVITY ACCOUNT				
	REVTRACK - DW YEARBOOK	10	162.00	10-403
	REVTRACK - SP YEARBOOK	10	140.00	10-403
	REVTRACK - HD YEARBOOK	10	60.00	10-403
	CHECKS - DW YEARBOOK	10	54.00	10-403
	CHECKS - SP YEARBOOK	10	60.00	10-403
			<u>\$476.00</u>	
SCHOOL HEALTH CORPORATION				
000008917	CUBICLE CURTAIN RAIL	10	139.77	10-1200-410
000008917	CURTAIN CUBICLE	10	158.45	10-1200-410
			<u>\$298.22</u>	
SCHOOL SPECIALTY INC.				
000008716	SCIENCE TEACHING AIDS	10	163.63	10-1112-415
000008894	OFFICE SUPPLIES	10	121.95	10-1120-410
000008955	ART SUPPLIES	10	24.08	10-1111-411
000008955	ART SUPPLIES	10	1,117.04	10-1111-411
000008993	CRAFT SUPPLIES	10	35.48	10-1111-411
000008994	ART SUPPLIES/SP	10	35.94	10-1111-411
000009012	ART SUPPLIES	10	236.74	10-1111-412
000009013	OFFICE SUPPLIES	10	28.41	10-1111-412
000009030	OFFICE SUPPLIES	10	112.35	10-1112-410
000009081	OFFICE SUPPLIES	10	239.71	10-1112-410
000009097	OFFICE SUPPLIES	10	14.46	10-1111-410
000009098	2" RINGS	10	3.23	10-1111-410
000009099	READING INCENTIVE PADS	10	12.82	10-1111-410
000009100	GIANT PUSH PINS	10	2.42	10-1111-410
000009109	DRY ERASE BOARD	10	183.00	10-1111-419
000009112	STUDENT DRY ERASE BOARD	10	15.25	10-1112-414
000009113	HANDWRITING PAPER	10	50.31	10-1112-414
000009114	HANDWRITING PAPER, DRY ERASE BOARD	10	28.18	10-1112-414
000009124	ART SUPPLIES	10	319.25	10-1111-412
000009125	ART SUPPLIES	10	229.92	10-1111-411
000009141	SUBSTITUTE FOLDERS	10	27.78	10-2410-410
000009142	OFFICE SUPPLIES	10	15.46	10-1111-410
000009146	CLASSROOM OFFICE SUPPLIES	10	121.91	10-1112-410
000009180	STAMP PAD	10	14.66	10-1111-410
000009184	HOLE PUNCH, MAGNETS	10	55.78	10-1111-410
000009199	ART PAPER ROLLS	10	122.37	10-2210-490
			<u>\$3,332.13</u>	
SCHOOLDUDE.COM				
	SOFTWARE	10	835.00	20-2540-410
			<u>\$835.00</u>	

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Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
SHAR PRODUCTS COMPANY					
	0000008735	VIOLIN FINGERBOARD TAPE - MB	10	35.88	10-2215-410
				<u>\$35.88</u>	
SHELL FLEET PLUS					
		FUEL - O&M	10	589.15	20-2540-464
		FUEL -TRANS	10	13,197.51	40-2550-464
				<u>\$13,786.66</u>	
SIGN A RAMA					
	0000008684	DISTRICT ROOM DESIGNATION SIGNAGE	10	3,196.00	20-2540-500
				<u>\$3,196.00</u>	
SIMPLEXGRINNELL LP					
		PA SYSTEM WORK	10	1,945.00	20-2540-500
	0000008878	REPLACEMENT PA SYSTEM - DW	10	94,550.00	20-2540-500
				<u>\$96,495.00</u>	
SOLO CLASSIC					
		INSTRUMENT REPAIR	10	104.10	10-1190-319
		INSTRUMENT REPAIR	10	59.50	10-1190-319
				<u>\$163.60</u>	
SOTOS, ATHENA					
		REIMB AMLE CONF TRAVEL	10	297.70	10-2210-312
				<u>\$297.70</u>	
SPECIAL EDUCATION DISTRICT					
		2014-5 O&M ASSESSMENT BILLING	10	46,907.53	10-4120-690
				<u>\$46,907.53</u>	
SPEECH PATH SPECIALISTS					
		SPEECH LANGUAGE SERVICES	10	10,331.25	10-2150-314
				<u>\$10,331.25</u>	
SRAGA HAUSER LLC					
		LEGAL SERVICES	10	714.00	10-2310-318
				<u>\$714.00</u>	
STATE CHEMICAL SOLUTIONS					
		KITCHEN DRAIN ENZYME - DW	10	199.00	20-2540-410
				<u>\$199.00</u>	
SUBURBAN DOOR CHECK & LOCK SERVICE					
		REPAIR DOOR LOCK - DW	10	642.25	20-2540-329
				<u>\$642.25</u>	
SUDDATH RELOCATION SYSTEMS					
		STORAGE RENTAL - SP	10	587.25	20-2540-325
				<u>\$587.25</u>	
SUNDANCE NEWBRIDGE PUBLISHING					
	0000008815	ALPHAKIDS BOOKS LEVELS D, E, F (252)	10	1,572.97	10-1111-417
	0000008873	ELA BOOKS (32)	10	1,479.50	10-2210-420
				<u>\$3,052.47</u>	
SUNSET FOODS					
		FACS FOOD	10	218.26	10-1120-411

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Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
		FACS FOOD	10	54.44	10-1120-411
		FACS FOOD	10	147.32	10-1120-411
		BOE MTG SNACKS 9/16/14	10	49.29	10-2310-410
		FACS FOOD	10	176.15	10-1120-411
		FACS FOOD	10	17.95	10-1120-411
				<u>\$663.41</u>	
SUPER DUPER PUBLICATIONS					
	000009237	STORYTELLING TEACHING AIDS	10	119.85	10-1111-410
				<u>\$119.85</u>	
TDS METROCOM					
		TELEPHONE	10	2,079.82	10-2540-341
				<u>\$2,079.82</u>	
TEACHERS DISCOVERY					
	000009159	LIGHTS AND SOUND BUZZERS SET/HD	10	16.83	10-1112-413
	000009159	LIGHTS AND SOUND BUZZERS SET/HD	10	32.00	10-1112-413
	000009159	LIGHTS AND SOUND BUZZERS SET/HD	10	7.15	10-1112-413
	000009159	SPANISH SUPPLIES/HD	10	142.24	10-1112-413
	000009217	SPANISH SUPPLIES/HD	10	184.68	10-1112-413
	000009223	SPANISH SUPPLIES/SP	10	388.91	10-1111-413
				<u>\$771.81</u>	
TECHSTAR AMERICA CORPORATION					
		TONER SHIPPING	10	20.95	10-2410-410
	000009127	TONER/STAPLES/DW	10	212.45	10-2410-410
				<u>\$233.40</u>	
THOMPSON ELEVATOR INSPCT. SVC INC.					
		ELEVATOR INSPECTION/HD	10	100.00	20-2540-329
				<u>\$100.00</u>	
TINLEY, RUTH					
		RETIREE INSURANCE/DW	10	676.56	10-1120-225
				<u>\$676.56</u>	
TOOMEY, AMANDA					
		REIM/AMLE CONFERENCE/DW	10	297.00	10-2210-312
				<u>\$297.00</u>	
TRAXLER, SUE					
		REIMB RETIREE INSURANCE	10	753.99	10-1120-225
				<u>\$753.99</u>	
TREMCO					
		ROOF REPAIR/DW	10	1,201.75	20-2540-329
				<u>\$1,201.75</u>	
TUEGEL, SUZANNE					
		REIM/KINDERGARTEN SUPPLIES/SP	10	43.94	10-1111-419
				<u>\$43.94</u>	
TYCO INTEGRATED SECURITY LLC					
		ALARM SERVICE - DW	10	24.97	20-2540-329
		ALARM SERVICE - SP	10	10.14	20-2540-329
		ALARM MONITORING - DW	10	129.00	20-2540-329

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Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
		ALARM MONITORING - RIVERSHIRE	10	129.00	20-2540-329
		ALARM MONITORING - SP	10	155.38	20-2540-329
		ALARM MONITORING - HD	10	151.25	20-2540-329
		NEW 911 ALARM RADIO	10	487.28	20-2540-329
				<u>\$1,087.02</u>	
ULINE		DRY ERASE BOARDS/SP	10	1,158.00	20-2540-410
				<u>\$1,158.00</u>	
UPS		POSTAGE	10	11.35	10-2520-342
		POSTAGE	10	24.00	10-2520-342
				<u>\$35.35</u>	
UPSTART	0000009218	LIBRARY SUPPLIES/DW	10	112.02	10-2220-410
				<u>\$112.02</u>	
URBAN GATEWAYS		ANTIBULLING ASSEMBLY/SP	10	1,400.00	10-2220-314
				<u>\$1,400.00</u>	
US BANK VISA		WEEBLY - WEBSITE HOSTING	10	39.95	10-2660-410
		WEEBLY - WEBSITE HOSTING	10	39.95	10-2660-410
		WEEBLY - WEBSITE HOSTING	10	39.95	10-2660-410
		WEEBLY - WEBSITE HOSTING	10	39.95	10-2660-410
		WEEBLY - WEBSITE HOSTING	10	39.95	10-2660-410
		WEEBLY - WEBSITE HOSTING	10	39.95	10-2660-410
		WEEBLY - WEBSITE HOSTING	10	39.95	10-2660-410
		WEEBLY - WEBSITE HOSTING	10	39.95	10-2660-410
		WEEBLY - WEBSITE HOSTING	10	47.88	10-2660-410
		WEEBLY - WEBSITE HOSTING	10	47.88	10-2660-410
		WEEBLY - WEBSITE HOSTING	10	47.88	10-2660-410
		WEEBLY - WEBSITE HOSTING	10	47.88	10-2660-410
		WEEBLY - WEBSITE HOSTING	10	47.88	10-2660-410
		WEEBLY - WEBSITE HOSTING	10	47.88	10-2660-410
		WEEBLY - WEBSITE HOSTING	10	47.88	10-2660-410
		WEEBLY - WEBSITE HOSTING	10	47.88	10-2660-410
		APPLE - IPAD APPS	10	447.00	10-2660-410
		APPLE - IPAD APPS	10	747.00	10-2660-410
		APPLE - IPAD APPS	10	174.30	10-2660-410
		APPLE - IPAD APPS	10	174.30	10-2660-410
		APPLE - IPAD APPS	10	209.30	10-2660-410
		APPLE - IPAD APPS	10	349.30	10-2660-410
		APPLE - IPAD APPS	10	9.80	10-2660-410
		APPLE - IPAD APPS	10	53.06	10-2660-410
		APPLE - IPAD APPS	10	29.80	10-2660-410
		APPLE - IPAD APPS	10	69.80	10-2660-410
		APPLE - IPAD APPS	10	49.80	10-2660-410
		APPLE - IPAD APPS	10	99.80	10-2660-410
		APPLE - IPAD APPS	10	239.20	10-2660-410

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Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
		APPLE - IPAD APPS	10	199.20	10-2660-410
		APPLE - IPAD APPS	10	9.80	10-2660-410
		APPLE - IPAD APPS	10	59.88	10-2660-410
		APPLE - IPAD APPS	10	119.20	10-2660-410
		APPLE - IPAD APPS	10	18.13	10-2660-410
		APPLE - IPAD APPS	10	99.80	10-2660-410
		APPLE - IPAD APPS	10	9.80	10-2660-410
		APPLE - IPAD APPS	10	49.80	10-2660-410
		APPLE - IPAD APPS	10	59.80	10-2660-410
		APPLE - IPAD APPS	10	37.81	10-2660-410
		APPLE - IPAD APPS	10	3.98	10-2660-410
		APPLE - IPAD APPS	10	1.98	10-2660-410
		APPLE - IPAD APPS	10	9.98	10-2660-410
		RIVERSHIRE PONCHOS	10	124.70	10-2210-490
		SPARKFUN - INVENTORS KITS (2)	10	199.90	10-2210-490
		CROSS COUNTRY - COG BEHAV CONF	10	507.00	10-2211-312
		OAKTON - BULLY THERAPY SEM - FLOOD	10	156.00	10-2211-312
		OAKTON - BULLY THERAPY SEM - SHANLEY	10	156.00	10-2211-312
		LIBRARY SUPPLIES	10	50.95	10-2220-410
		AEP - AUTISM CONFERENCE REG	10	555.00	10-2211-312
		SPANISH TEACHING AIDS	10	147.35	10-1112-413
		SCRATCH ETCH BOARDS	10	61.06	10-1120-413
		VISTAPRINT - DW AUTHOR VISIT BANNER	10	65.57	10-2220-410
		VISTAPRINT - TAX CREDIT	10	(3.86)	10-2220-410
		APPLE AIRSERVER SOFTWARE	10	254.72	10-2660-410
		IXL - MATH LICENSE RENEWALS (500)	10	2,400.00	10-2211-390
		INTUIT - IMPREST CHECK PRINTING	10	153.98	10-2520-410
		CONTAINERSTORE - CUSTOM CARTS (2)	10	543.24	10-1120-413
		GAYLORD - AMLE CONF HOTEL	10	3,219.45	10-2211-390
				<u>\$12,577.44</u>	
VANS ENTERPRISES LTD					
		BASEBALL FIELD REPAIRS/DW	10	2,400.00	20-2540-329
				<u>\$2,400.00</u>	
VERIZON WIRELESS					
		CELL PHONE - TRANS	10	35.96	40-2550-341
		CELL PHONE - O&M	10	221.91	20-2540-341
				<u>\$257.87</u>	
VIRCO INC					
	000008652	TABLES/SP	10	745.40	10-1111-419
	000009028	TABLES/SP-LIBRARY	10	2,649.28	10-2660-410
	000009067	JUNIOR EXECUTIVE DESKS/SP	10	1,792.08	10-1111-419
	000009104	LIBRARY SHELVING/SP	10	1,241.30	10-1111-419
	8651	BALANCE ON FURNITURE ORDER/SP	10	265.62	10-1111-419
				<u>\$6,693.68</u>	
VOCABULARY SPELLING CITY					
	000008755	VOCAB SPELLING BOOKS/HD	10	672.00	10-1112-417
	000009187	SPELLING CITY STUDENT MEMBERSHIP	10	603.75	10-2211-390

Bills Payable List

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Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
				<u>\$1,275.75</u>	
WARDS NATURAL SCIENCE					
	000008848	SCIENCE SUPPLIES/DW	10	157.18	10-1120-415
	000008848	RETURNED SCIENCE ITEMS/DW	10	(120.00)	10-1120-415
				<u>\$37.18</u>	
WAREHOUSE DIRECT					
		CUSTODIAL SUPPLIES/DW	10	88.50	20-2540-410
				<u>\$88.50</u>	
WASBO					
	000009261	FACILITY MASTERS CONFERENCE FEE	10	205.00	20-2540-312
				<u>\$205.00</u>	
WASTE MANAGEMENT OF ILLINOIS INC					
		SANITATION SERVICES/DW	10	540.35	10-2540-321
		SANITATION SERVICES/HD	10	375.49	10-2540-321
		SANITATION SERVICES/SP	10	360.49	10-2540-321
				<u>\$1,276.33</u>	
WENGER CORPORATION					
	000008671	RISERS/HD	10	3,690.00	10-1190-700
	000009069	TEACHER CART/SP	10	2,025.00	10-1111-419
	000009072	TEACHER CART/SPANISH-SP	10	1,064.00	10-1111-419
				<u>\$6,779.00</u>	
WEST MUSIC					
	000009148	MUSIC SUPPLIES/HD	10	39.90	10-1190-410
				<u>\$39.90</u>	
WIGHT					
		EDUCATIONAL FACILITY ASSESSMENT	10	4,270.73	10-2310-319
				<u>\$4,270.73</u>	
WILLIAM V. MACGILL & CO.					
	000009195	NURSE SUPPLIES/HD	10	123.17	10-2130-410
				<u>\$123.17</u>	
WOODYS TREE SERVICE INC					
		DISEASED TREE REMOVAL SP/DW	10	3,800.00	20-2540-329
				<u>\$3,800.00</u>	
XEROX CORPORATION					
		COPIER LEASE	10	156.15	30-5370-610
		COPIER LEASE	10	156.15	30-5370-610
				<u>\$312.30</u>	
ZANER BLOSER					
	000008831	HANDWRITING BOOKS 3-4	10	4,955.51	10-1112-417
				<u>\$4,955.51</u>	
				<u>\$690,839.37</u>	
Report Total					



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: October 21, 2014
Re: September 2014 Donations

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

<u>Donors</u>	<u>Amount</u>	<u>Purpose of Donation</u>
Target	\$1,625.86	DW Take Charge of Education Prog.
Target	\$205.01	HD Take Charge of Education Prog.
Abbott Laboratories	\$36.00	Employee Giving Campaign

Recommendation:

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



Lincolnshire-Prairie View School District 103

Memo

To: Board of Education
From: Scott Warren
Date: October 17, 2014
Re: Press Policy Issue 84, 85, 86 – 2nd Reading

Press Policy is an Illinois Association of School Board (IASB) service that provides quarterly updates to policies regarding changes in state and federal law and as a regular review to keep the district's policies current. The Board reviews the policies in two readings: the first to discuss the policies and make changes as necessary, and the second to finalize any changes and adopt new policies. Press Issues 84, 85, and 86 are presented for the Board's second reading. Two changes were made since the first reading:

1. Policy 5:35 – In the section titled Workweek and Compensation, the first sentence will read: "The workweek for District employees will be 12:00 a.m. *Sunday* until 11:59 p.m. *Saturday*."
2. Policy 5:180 – In the third paragraph, second line, the phrase will read: "...for more than 90 consecutive *calendar* days..."

It is recommended that the Board adopt the policies with the changes noted above.

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)
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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

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.

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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."

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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

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

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

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.

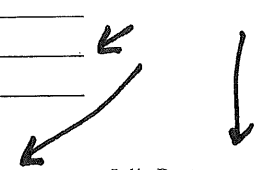
Administrative Implementation

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

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.

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.

YJS
AHW

Workweek and Compensation

The workweek for District employees will be 12:00 a.m. ~~Saturday~~ ^{Sunday} until 11:59 p.m. ~~Friday~~ ^{Saturday}. 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.

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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 iPods®.

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

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

Calendar

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.

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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 teacher is employed-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.

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.

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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

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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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 [AP1]: The policy is amended in response to new legislation that changes the compulsory attendance ages for students.

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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

Lincolnshire - Prairie View School District 103

7:190

Students

Student Discipline

Prohibited Student Conduct

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

- yes
DHW
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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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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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 alikes" 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.

Issue 84, February 2014

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.

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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

*No
SNW*

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

DRAFT UPDATE

Lincolnshire - Prairie View School District 103

4:100

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

yes
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

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 telephone/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(s) in the event of hazardous weather or other emergencies that threaten 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.

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
SNW

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

yes
ANW

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).

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~~

DRAFT UPDATE

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 *organize* 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

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
SAW

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

4:60

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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
DHW

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. ~~—AH. 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 employers. 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

Lincolnshire - Prairie View School District 103

5:260

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

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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
AHW

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

yes
AW

include
option
4

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,

7:180

Page 1 of 5

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

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

Daniel 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.

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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

yes
AHW



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: October 21, 2014
Re: 2014 Estimated Levy

Included is the 2014 Estimated Levy. The total estimated levy is \$27,662,543.00, which is a 4.37% increase over the 2013 extension according to the Truth in Taxation calculations. The extension is limited to the 1.5% CPI not including new construction. Adding in new construction, the extension increase will be closer to 2.2%. This includes \$62,543 for SEDOL IMRF (last time!).

This is not the approval of the final levy, only an estimate. The following forms and documents are not for approval, just for reference.

The 1.5% CPI is built-in as well as estimates for New Construction (New Property). The max estimated capped extension is just over \$27 million, but the \$27.6 million levy protects against incorrect EAV and New Property assumptions.

A few minor reminders regarding the tax levy:

- At least 20 days before the District adopts the levy, the Board must estimate the amount of the levy. If the estimated amount is more than 105% of the amount extended for last year's levy, the district has to conduct a hearing. **As this levy is less than 105%, there is no hearing required.**
- SEDOL IMRF is "outside" of PTELL (i.e. it is not capped) and is levied based on information from SEDOL.
- Bond and Interest is not levied by the district; this was setup when debt was incurred and the county will extend the taxes necessary.
- The levy needs to provide enough contingency in order to protect against massively incorrect estimated New Construction and change in existing EAV. Most important is to protect against if New Construction is significantly higher than expected and existing EAV is significantly lower than expected. Otherwise, loss can occur.
- Specific fund estimates are determined based on fund balances, expenditures, and other revenues.

Estimated Levy Timeline

- Approve Estimated Levy on October 21, 2014
- Approve Final Levy on November 18, 2014

- File with County Clerk November 19, 2014

It will be important to understand a few key points:

- Existing properties, in aggregate, are increasing at the rate of CPI (inflation), 1.5%. **This does not mean that individual property taxes will increase by 1.5%.** Each individual property tax will change based on the change in assessed value. The aggregate effect will be 1.5%.
- The 1.5% CPI is the lowest it has been since 2009. The CPI for 2009 was 0.1%
- New Property will add an estimated 0.7% increase for a total capped change of 2.2%, the lowest increase since 2009. In fact, if 2009 is excluded from consideration, 2.2% increase is the lowest since the tax cap was established in 1991.
- The total extension change will be more in the 3.5% range (2.9% on existing properties) as the Debt Service is added back into the extension.

Documents Included

2014 Certificate of Tax Levy – This is the actual levy document that, if approved, will be submitted to the county clerk.

2014 Levy Calculation Page – This shows detailed information on estimates, comparisons to prior year's extension, and the different levies. Highlights are provided to indicate key figures.

2014 Levy Resolutions – These are the resolutions and certifications for adopting the levy that are included in the submittal to the county clerk.

ILLINOIS STATE BOARD OF EDUCATION

School Business Services Division
217/785-8779

Original:
Amended:

CERTIFICATE OF TAX LEVY

A copy of this Certificate of Tax Levy shall be filed with the County Clerk of each county in which the school district is located on or before the last Tuesday of December.

District Name Lincolnshire-Prairie View School District No. 103	District Number 34-049-1030-02	County Lake
--	-----------------------------------	----------------

Amount of Levy

Educational	\$ 23,000,000	Fire Prevention & Safety *	\$ 0
Operations & Maintenance	\$ 2,300,000	Tort Immunity	\$ 0
Transportation	\$ 1,300,000	Special Education	\$ 0
Working Cash	\$ 0	Leasing	\$ 0
Municipal Retirement	\$ 610,000	Other	\$ 0
Social Security	\$ 390,000	Other	\$ 62,543
		Total Levy	\$ 27,662,543

* Includes Fire Prevention, Safety, Energy Conservation, Disabled Accessibility, School Security, and Specified Repair Purposes.

See explanation on reverse side.

Note: Any district proposing to adopt a levy must comply with the provisions set forth in the Truth in Taxation Law.

We hereby certify that we require:

the sum of 23,000,000 dollars to be levied as a special tax for educational purposes; and
the sum of 2,300,000 dollars to be levied as a special tax for operations and maintenance purposes; and
the sum of 1,300,000 dollars to be levied as a special tax for transportation purposes; and
the sum of 0 dollars to be levied as a special tax for a working cash fund; and
the sum of 610,000 dollars to be levied as a special tax for municipal retirement purposes; and
the sum of 390,000 dollars to be levied as a special tax for social security purposes; and
the sum of 0 dollars to be levied as a special tax for fire prevention, safety, energy conservation, disabled accessibility, school security and specified repair purposes; and
the sum of 0 dollars to be levied as a special tax for tort immunity purposes; and
the sum of 0 dollars to be levied as a special tax for special education purposes; and
the sum of 0 dollars to be levied as a special tax for leasing of educational facilities or computer technology or both, and temporary relocation expense purposes; and
the sum of 0 dollars to be levied as a special tax for _____; and
the sum of 62,543 dollars to be levied as a special tax for SEDOL IMRF
on the taxable property of our school district for the year 2014.

Signed this 18th day of November 2014. _____
(President)

(Clerk or Secretary of the School Board of Said School District)

When any school is authorized to issue bonds, the school board shall file a certified copy of the resolution in the office of the county clerk of each county in which the district is situated to provide for the issuance of the bonds and to levy a tax to pay for them. The county clerk shall extend the tax for bonds and interest as set forth in the certified copy of the resolution, each year during the life of the bond issue. Therefore to avoid a possible duplication of tax levies, the school board should not include a levy for bonds and interest in the district's annual tax levy.

Number of bond issues of said school district that have not been paid in full 2.

(Detach and Return to School District)

This is to certify that the Certificate of Tax Levy for School District No. 103, Lake County, Illinois, on the equalized assessed value of all taxable property of said school district for the year 2014, was filed in the office of the County Clerk of this County on _____.

In addition to an extension of taxes authorized by levies made by the Board of Education (Directors), an additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon.

The total levy, as provided in the original resolution(s), for said purposes for the year _____, is \$ _____.

(Signature of County Clerk)

(Date)

(County)

Exhibit 2

2014 LEVY CALCULATION PAGE

Limiting Rate: $\frac{\text{Prior Year Extension} \times (1 + \text{Lesser of } 5\% \text{ or CPI})}{\text{Total EAV} - \text{New Construction}}$

Consumer Price Index:	1.50%
Actual Total EAV for 2013:	\$881,107,355
Estimated % change from 2013 EAV:	-0.20%
Estimated New Construction for 2014:	\$6,000,000
Estimated Total EAV for 2014:	\$885,345,140
Total change from prior year:	0.48%

Limiting Rate: **3.0501%**
 Estimated Capped Extension: **\$27,003,780.83**

	Prior Year Extension:	Maximum Tax Rate:	Individual Fund Estimated Maximum Extension:	Prorated Extension based on prior year extension:	Manual Override:	Balloon % input:	Levy Amount:
Educational	\$21,983,628.51	3.50%	\$30,987,079.91	\$22,465,632.94	\$23,000,000		\$23,000,000.00
Operations & Maintenance	\$2,405,423.08	0.55%	\$4,869,398.27	\$2,458,163.44	\$2,300,000		\$2,300,000.00
Transportation	\$1,506,693.58	0.00%	\$0.00	\$1,539,728.75	\$1,300,000		\$1,300,000.00
Working Cash	\$0.00	0.00%	\$0.00	\$0.00			\$0.00
Municipal Retirement	\$326,009.72			\$333,157.68	\$610,000		\$610,000.00
Social Security	\$202,654.69			\$207,098.02	\$390,000		\$390,000.00
Fire Prevention & Safety *	\$0.00	0.00%	\$0.00	\$0.00			\$0.00
Tort Immunity	\$0.00			\$0.00			\$0.00
Special Education	\$0.00	0.00%	\$0.00	\$0.00			\$0.00
Leasing	\$0.00	0.00%	\$0.00	\$0.00			\$0.00
0	\$0.00	0.00%	\$0.00	\$0.00			\$0.00

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Capped Extension/Levy	\$26,424,409.58	\$35,856,478.18	\$27,003,780.83	\$27,600,000.00	Capped Levy	\$27,600,000.00	4.45%	NO
					Levy in excess of estimated extension:	\$596,219.17		
SEDOL IMRF	\$79,299.66			SEDOL IMRF	\$62,543.00	\$62,543.00		
Bond and Interest:	\$0.00			Bond and Interest:	\$350,000.00	\$350,000.00	#DIV/0!	
Total Extension/Levy	\$26,503,709.24			Total Levy	\$28,012,543.00	\$28,012,543.00	5.69%	

RESOLUTION TO ADOPT TAX LEVY FOR 2014

The Board of Education of Lincolnshire-Prairie View School District No. 103, County of Lake, State of Illinois has ascertained and determined and we hereby certify that we require:

- the sum of 23,000,000 dollars to be levied as a special tax for educational purposes; and
- the sum of 2,300,000 dollars to be levied as a special tax for operations and maintenance purposes; and
- the sum of 1,300,000 dollars to be levied as a special tax for transportation purposes; and
- the sum of 610,000 dollars to be levied as a special tax for municipal retirement purposes; and
- the sum of 390,000 dollars to be levied as a special tax for social security purposes; and
- the sum of 62,543 dollars to be levied as a special tax for SEDOL municipal retirement purposes on the taxable property of our school district for the year 2014.

THEREFORE, BE IT RESOLVED that such amounts shall be certified and returned to the County Clerk of Lake County on or before the last Tuesday in December, 2014; that the President and Secretary of this Board certify the tax levy in the form and manner as prescribed and stated on the attached Certificate of Tax Levy.

_____ moved to adopt of the resolution as read, and
_____ seconded the motion. The roll call vote was:

_____ AYES _____ NAYS

The motion having received a majority of the votes cast, the president thereupon declared the motion carried and the resolution adopted.

WE FURTHER CERTIFY that this is a true and correct copy as approved by the Board of Education, Lincolnshire-Prairie View School District No. 103, County of Lake, State of Illinois at a duly held meeting on November 18, 2014.

Signed this 18th day of November, 2014, A.D.

APPROVED

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

ATTEST:

Secretary, Board of Education

STATE OF ILLINOIS)
) SS
COUNTY OF LAKE)

CERTIFICATION OF RESOLUTION

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

I DO FURTHER CERTIFY that the foregoing is a full, true and complete transcript of that portion of the minutes of the meeting of the School Board held on the 18th day of November, 2014, insofar as the same relates to adoption of a resolution entitled:

RESOLUTION TO ADOPT TAX LEVY FOR 2014

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

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

IN WITNESS WHEREOF, I hereunto affix my official signature this 18th day of November, 2014.

Secretary, Board of Education

RESOLUTION TO LEVY CERTAIN SPECIAL TAXES
FOR SPECIAL EDUCATION DISTRICT IMRF PURPOSES

WHEREAS, the Board of Education is authorized by Section 7-171 of the Pension Code to levy, by proper resolution, an annual tax for Illinois Municipal Retirement purposes; and

WHEREAS, the Board of Education is authorized by Public Act 90-511 to levy, by proper resolution, an annual tax for Illinois Municipal Retirement purposes for its contribution to the Special Education District of Lake County (SEDOL); and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION, Lincolnshire-Prairie View School District No. 103, Lake County, State of Illinois, as follows:

Section 1: For the ensuing year, the County Clerk of Lake County hereby is authorized and directed to extend the following special taxes on behalf of this School District: the sum of \$62,543 to be levied as a special tax for its contribution to Special Education District of Lake County for its employees for Illinois Municipal Retirement purposes.

Section 2: This Resolution shall be in full force and effect upon its adoption.

Adopted this 18th day of November, 2014.

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

ATTEST:

Secretary, Board of Education

STATE OF ILLINOIS)
) SS
COUNTY OF LAKE)

CERTIFICATION OF RESOLUTION

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

I DO FURTHER CERTIFY that the foregoing is a full, true and complete transcript of that portion of the minutes of the meeting of the School Board held on the 18th day of November, 2014, insofar as the same relates to adoption of a resolution entitled:

**RESOLUTION TO LEVY CERTAIN SPECIAL TAXES FOR
SPECIAL EDUCATION DISTRICT IMRF PURPOSES**

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

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

IN WITNESS WHEREOF, I hereunto affix my official signature this 18th day of November, 2014.

Secretary, Board of Education

STATE OF ILLINOIS }

COUNTY OF LAKE }

TRUTH IN TAXATION
CERTIFICATE OF COMPLIANCE

I, the undersigned, do hereby certify that I am the president of the Board of Education of the Lincolnshire-Prairie View School District No. 103, Lake County, Illinois and as such president I certify that if the levy resolution, a copy of which is attached, provides for a levy that exceeds 105% of the previous year's extension, it was adopted pursuant to, and in all respects in compliance with the provisions of Section 18-60 through 18-85 of the "Truth In Taxation Law" or, in the alternative, the levy ordinance does not exceed 105% of the previous year's extension.

This certificate applies to the 2014 levy.

In witness whereof I have hereunto affixed my official signature at Lincolnshire, Illinois this 18th day of November, 2014, A.D.

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

Bills Payable List

Printed: 10/16/2014 1:45 PM
Lincolnshire-Prairie View SD #103

Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
LAKE COUNTY REGIONAL OFFICE OF EDUCATION		ORPHANAGE TUITION	101,614	70,366.26	10-2310-392
				<u>\$70,366.26</u>	
			Report Total	<u><u>\$70,366.26</u></u>	



Lincolnshire-Prairie View School District 103

1370 N. Riverwoods Road • Lincolnshire, IL 60069

847/295-4030 • FAX 847/295-9196

<http://www.d103.org>

MEMO

To: Board of Education
From: Dan Stanley
CC: Dr. Scott Warren
Date: October 21, 2014
Re: Business Office Update

August and September 2014 Financial Reports

It is hard to believe, but we are already 25% through the fiscal year.

August revenues totaled \$706,419.01, bringing year-to-date revenues to \$1,071,512.69 or 3.5% of budget. Notable revenues include just under \$500,000 in property tax receipts and \$72,772.42 in impact fees. August expenditures totaled \$2,349,661.61, bringing year-to-date expenditures to \$5,196,733.78 or 17.4% of budget. At 16.7% through the fiscal year, salaries and benefits (79% of our budget) are 15% spent. August fund balances decreased \$1.6 million to \$17 million.

September revenues totaled \$11,974,235.40, bringing year-to-date revenues to \$13,045,748.09 or 42.5% of budget, which is the normal trend for revenues. Notable revenues include \$11.7 million in property tax receipts, nearly \$60,000 in 103 club fees as the school year resumes, and \$70,366.26 in orphanage tuition that we send to the Regional Office of Education for the Depke Center.

September expenditures totaled \$2,543,683.52, bringing year-to-date expenditures to \$7,740,417.30 or 25.9% of the budget. At 25% through the fiscal year, salaries and benefits (79% of our budget) are 23.1% spent.

September fund balances increased \$9.4 million to just under \$26.5 million.

Investment Reports (still new-ish)

Included are August and September 2014 investment reports. The reports begin with our investment portfolio which lists each investment as well as important information related to the investment. Investments settling in the month are in bold as they are added to the portfolio. At the bottom of the portfolio report are the weighted yield and maturity. These numbers weigh each investment according relative to its size (cost), duration (how many days), and yield (interest rate). The goal is to maximize our yield. The weighted maturity provides stabilization.

The next report is a pie chart that shows the type of investments we invest in. Any wise investment strategy would recommend a broad, diversified investment strategy. As we are very limited in the types of investments we are allowed to make by law, we strive to diversify as much as possible. One of my goals is to pursue more securities as the rates and cash flow allows.

The maturity dates report merely visualizes the maturity schedule and amounts maturing in our portfolio. As you can see, a lot of our investments are maturing within the next year. We are beginning to invest further out and broaden our maturity cycles.

The next report, shows the amounts we have invested along the scale of interest rates. Yes, there are some investments at 0.0% on the graph (0.01 or 0.02 rounds down to 0.0). We have few investments over 1% that is due to a variety of factors, but we are working on strategies to access higher rates.

The final report shows the history of the weighted yield and maturity going back to January of 2009. As you can see, times have certainly changed. Back in January 2009, it was much easier to get a higher yield at lower maturities. Now, a higher maturity is necessary to access higher rates.

As both August and September are included, it is helpful to see how the different reports change. The weighted yield decreased from 0.712% to 0.663% and the maturity increased from 254.88 to 272.73. Also, you can see there is a fair amount of bold on the portfolio list. What happened is that when we received the property taxes, we looked at investment options and placed them. There were a few longer-term investments that were placed in September, but didn't settle until October so those investments (and their higher rates) were not included in the September portfolio.

On the Maturity Dates chart, you can see some farther-out maturity dates are starting to pepper in. This will help with higher yields and long-term stabilities as the market changes. Similarly with the interest rate report, you are starting to see more "higher" interest rates appear.

Health Insurance Performance

Our health insurance year runs from September through August. I received the year-end report and am very happy to announce that our loss ratio was 88.6%, the lowest it has been since we joined NIHIP. The last two years of loss ratios were 103.5% and 108.5% respectively. In fact, the 88.6% was among the lowest loss ratios in all of NIHIP. The loss ratio is the difference between premiums paid in and claims spent out. A loss ratio of 100% means that the exact amount of money that went in, went out. The loss ratio is used in our renewals. This doesn't mean that our premiums will decrease, but it does mean that our increase will be less than it would have been if we had another 100+ loss ratio. It is very difficult to pinpoint a specific reason for the low loss ratio other than there were not as many high-cost claims paid out.

Daniel Wright Copiers

We are having significant issues with the two main copiers at Daniel Wright. The machines are simply down too often. According to the numbers, the machines should be able to handle the workload, but they clearly are not. We are in the 2nd year of a 5-year agreement. I am working with the provider and the attorney regarding a solution and will provide an update.

Audit

The audit is being finalized and I am waiting on the draft. We will send you the audit report as soon as it is available.

Revenue Report

8/31/2014

% of Fiscal Year Completed **16.7%**

	MTD Aug	YTD Actual	Fiscal Year 2015 Adopted Budget	Budget Balance	% Budget Received
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Education Fund

Local Revenue	512,242.19	781,534.05	24,196,000	23,414,465.95	3.2%
State Revenue	-	-	673,500	673,500.00	0.0%
Federal Revenue	5,564.90	5,564.90	165,500	159,935.10	3.4%
Subtotal Education Fund	517,807.09	787,098.95	25,035,000	24,247,901.05	3.1%
Total Education Fund	517,807.09	787,098.95	25,035,000	24,247,901.05	3.1%

Operations & Maintenance Fund

Local Revenue	117,834.11	140,574.09	2,410,600	2,270,025.91	5.8%
State Revenue	31,092.96	81,092.96	370,000	288,907.04	21.9%
Subtotal O & M Fund	148,927.07	221,667.05	2,780,600	2,558,932.95	8.0%
Transfers	-	-	-	-	No Bud
Total O&M Fund	148,927.07	221,667.05	2,780,600	2,558,932.95	8.0%

Debt Service Fund

Local Revenue	-	-	170,000	170,000.00	0.0%
Subtotal Debt Service Fund	-	-	170,000	170,000.00	0.0%
Transfers	-	-	413,435	413,435.00	0.0%
Total Debt Service Fund	-	-	583,435	583,435.00	0.0%

Transportation Fund

Local Revenue	28,294.10	46,356.68	1,430,800	1,384,443.32	3.2%
State Revenue	-	-	384,000	384,000.00	0.0%
Subtotal Transportation Fund	28,294.10	46,356.68	1,814,800	1,768,443.32	2.6%
Total Transportation Fund	28,294.10	46,356.68	1,814,800	1,768,443.32	2.6%

Retirement Fund

Local Revenue	11,389.28	16,383.72	833,600	817,216.28	2.0%
Subtotal Retirement Fund	11,389.28	16,383.72	833,600	817,216.28	2.0%
Total Retirement Fund	11,389.28	16,383.72	833,600	817,216.28	2.0%

Capital Projects Fund

Local Revenue	-	-	50,000	50,000.00	0.0%
Subtotal Cap. Projects Fund	-	-	50,000	50,000.00	0.0%
Transfers	-	-	-	-	No Bud
Total Cap. Projects Fund	-	-	50,000	50,000.00	0.0%

Working Cash Fund

Local Revenue	1.47	6.29	-	(6.29)	No Bud
Subtotal Working Cash Fund	1.47	6.29	-	(6.29)	No Bud
Total Working Cash Fund	1.47	6.29	-	(6.29)	No Bud

All Funds

Local Revenue	669,761.15	984,854.83	29,091,000	28,106,145.17	3.4%
State Revenue	31,092.96	81,092.96	1,427,500	1,346,407.04	5.7%
Federal Revenue	5,564.90	5,564.90	165,500	159,935.10	3.4%
Subtotal All Funds	706,419.01	1,071,512.69	30,684,000	29,612,487.31	3.5%
"On Behalf"/Transfers	-	-	413,435	413,435.00	0.0%
Total All Funds	706,419.01	1,071,512.69	31,097,435	30,025,922.31	3.4%

Expenditure Report

8/31/2014

% of Fiscal Year Complete: 16.7%

	MTD Aug	YTD Actual	Fiscal Year 2015 Adopted Budget	Budget Balance	% Budget Expensed
Education Fund					
Salaries	1,243,539.41	2,503,266.62	16,908,850.00	14,405,583.38	14.8%
Benefits	279,656.33	521,026.25	3,285,200.00	2,764,173.75	15.9%
Purchased Services	78,630.27	801,200.30	1,847,591.00	1,046,390.70	43.4%
Supplies	198,025.81	240,468.08	1,259,108.00	1,018,639.92	19.1%
Capital Outlay	36,295.00	65,355.94	193,000.00	127,644.06	33.9%
Other	23,962.34	40,208.46	859,050.00	818,841.54	4.7%
Non-Capitalized Equipment	5,724.00	9,414.00	26,000.00	16,586.00	36.2%
Termination Benefits	-	-	77,300.00	77,300.00	0.0%
Subtotal Education Fund	1,865,833.16	4,180,939.65	24,456,099.00	20,275,159.35	17.1%
Transfers	-	-	186,010.00	186,010.00	0.0%
Total Education Fund	1,865,833.16	4,180,939.65	24,642,109.00	20,461,169.35	17.0%
Operations and Maintenance Fund					
Salaries	76,090.95	153,460.63	875,600.00	722,139.37	17.5%
Benefits	13,167.45	26,533.39	165,700.00	139,166.61	16.0%
Purchased Services	32,604.56	40,749.09	235,600.00	194,850.91	17.3%
Supplies	14,679.94	21,948.89	127,000.00	105,051.11	17.3%
Capital Outlay	158,767.16	164,846.55	500,000.00	335,153.45	33.0%
Other	-	-	500.00	500.00	0.0%
Non-Capitalized Equipment	1,776.15	1,776.15	2,000.00	223.85	88.8%
Subtotal O&M Fund	297,086.21	409,314.70	1,905,900.00	1,496,585.30	21.5%
Transfers	-	-	227,425.00	227,425.00	0.0%
Total O&M Fund	297,086.21	409,314.70	2,133,325.00	1,724,010.30	19.2%
Debt Service Fund					
Purchased Services	600.00	600.00	1,200.00	600.00	50.0%
Other	156.15	312.30	582,235.00	581,922.70	0.1%
Subtotal Debt Service Fund	756.15	912.30	583,435.00	582,522.70	0.2%
Transfers	-	-	-	-	No Bud
Total Debt Service Fund	756.15	912.30	583,435.00	582,522.70	0.2%
Transportation Fund					
Salaries	71,053.70	115,278.61	908,000.00	792,721.39	12.7%
Benefits	26,217.12	59,075.65	338,500.00	279,424.35	17.5%
Purchased Services	15,832.94	251,355.23	387,300.00	135,944.77	64.9%
Supplies	1,929.26	7,719.14	160,000.00	152,280.86	4.8%
Other	-	-	700.00	700.00	0.0%
Non-Capitalized Equipment	-	-	5,000.00	5,000.00	0.0%
Subtotal Trans. Fund	115,033.02	433,428.63	1,799,500.00	1,366,071.37	24.1%
Transfers	-	-	-	-	No Bud
Total Trans. Fund	115,033.02	433,428.63	1,799,500.00	1,366,071.37	24.1%
Retirement Fund					
Benefits	70,953.07	172,138.50	1,141,165.00	969,026.50	15.1%
Subtotal Retirement Fund	70,953.07	172,138.50	1,141,165.00	969,026.50	15.1%
Total Retirement Fund	70,953.07	172,138.50	1,141,165.00	969,026.50	15.1%
Capital Projects Fund					
Capital Outlay	-	-	50,000.00	50,000.00	0.0%
Subtotal Cap. Projects Fund	-	-	50,000.00	50,000.00	0.0%
Total Cap. Projects Fund	-	-	50,000.00	50,000.00	0.0%
All Funds					
Salaries	1,390,684.06	2,772,005.86	18,692,450.00	15,920,444.14	14.8%
Benefits	389,993.97	778,773.79	4,930,565.00	4,151,791.21	15.8%
Purchased Services	127,667.77	1,093,904.62	2,471,691.00	1,377,786.38	44.3%
Supplies	214,635.01	270,136.11	1,546,108.00	1,275,971.89	17.5%
Capital Outlay	195,062.16	230,202.49	743,000.00	512,797.51	31.0%
Other	24,118.49	40,520.76	1,442,485.00	1,401,964.24	2.8%
Non-Capitalized Equipment	7,500.15	11,190.15	33,000.00	21,809.85	33.9%
Termination Benefits	-	-	77,300.00	77,300.00	0.0%
Subtotal All Funds	2,349,661.61	5,196,733.78	29,936,599.00	24,739,865.22	17.4%
Transfers	-	-	413,435.00	413,435.00	0.0%
Total All Funds	2,349,661.61	5,196,733.78	30,350,034.00	25,153,300.22	17.1%

LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
SUMMARY STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ALL FUNDS
MONTH ENDED AUGUST 31, 2014

	10 Education	20 Oper. & Maint.	30 Debt Services	40 Transportation	50 IMRF/SS	60 Capital Projects	70 Working Cash	10+20+40+50+70 Total Operating	Total All Funds
REVENUES									
Local Sources	512,242.19	117,834.11	-	28,294.10	11,389.28	-	1.47	669,761.15	669,761.15
State Sources	-	31,092.96	-	-	-	-	-	31,092.96	31,092.96
Federal Sources	5,564.90	-	-	-	-	-	-	5,564.90	5,564.90
Total Revenues	517,807.09	148,927.07	-	28,294.10	11,389.28	-	1.47	706,419.01	706,419.01
EXPENDITURES									
Salaries	1,243,539.41	76,090.95	-	71,053.70	-	-	-	1,390,684.06	1,390,684.06
Benefits	279,656.33	13,167.45	-	26,217.12	70,953.07	-	-	389,993.97	389,993.97
Purchased Services	78,630.27	32,604.56	600.00	15,832.94	-	-	-	127,067.77	127,667.77
Supplies	198,025.81	14,679.94	-	1,929.26	-	-	-	214,635.01	214,635.01
Capital Outlay	36,295.00	158,767.16	-	-	-	-	-	195,062.16	195,062.16
Other	23,962.34	-	156.15	-	-	-	-	23,962.34	24,118.49
Non-Capitalized Equip.	5,724.00	1,776.15	-	-	-	-	-	7,500.15	7,500.15
Termination Benefits	-	-	-	-	-	-	-	-	-
Total Expenditures	1,865,833.16	297,086.21	756.15	115,033.02	70,953.07	-	-	2,348,905.46	2,349,661.61
Excess (deficiency) of revenues over expenditures	(1,348,026.07)	(148,159.14)	(756.15)	(86,738.92)	(59,563.79)	-	1.47	(1,642,486.45)	(1,643,242.60)
OTHER FINANCING SOURCES (USES)									
Transfers	-	-	-	-	-	-	-	-	-
State "On Behalf" Payments	-	-	-	-	-	-	-	-	-
Total other financing sources (uses)	-	-	-	-	-	-	-	-	-
Net changes in fund balances	(1,348,026.07)	(148,159.14)	(756.15)	(86,738.92)	(59,563.79)	-	1.47	(1,642,486.45)	(1,643,242.60)
Fund Balance: 07/31/2014	14,833,756.82	1,288,054.25	221,017.38	1,118,848.53	711,360.47	-	520,339.09	18,472,359.16	18,693,376.54
Fund Balance: 08/31/2014	\$ 13,485,730.75	\$ 1,139,895.11	\$ 220,261.23	\$ 1,032,109.61	\$ 651,796.68	\$ -	\$ 520,340.56	\$ 16,829,872.71	\$ 17,050,133.94

LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
DETAILED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ALL FUNDS
MONTH ENDED AUGUST 31, 2014

	10	20	30	40	50	60	70	10+20+40+50+70	Total All Funds
	Education	Oper. & Maint.	Debt Services	Transportation	IMRF/SS	Capital Projects	Working Cash	Total Operating	
Bilingual	-	-	-	-	-	-	-	-	-
Transportation - Regular	-	-	-	-	-	-	-	-	-
Transportation - Spec. Ed.	-	-	-	-	-	-	-	-	-
Orphanage Tuition	-	-	-	-	-	-	-	-	-
Library Per Capital Grant	-	-	-	-	-	-	-	-	-
Other State Revenue	-	-	-	-	-	-	-	-	-
Total State Sources	-	31,092.96	-	-	-	-	-	31,092.96	31,092.96
Federal Sources									
Special Milk Program	-	-	-	-	-	-	-	-	-
Title I - Low Income	-	-	-	-	-	-	-	-	-
IDEA Preschool	-	-	-	-	-	-	-	-	-
IDEA Flow Through	-	-	-	-	-	-	-	-	-
IDEA Room & Board	-	-	-	-	-	-	-	-	-
Title II - Teacher Quality	-	-	-	-	-	-	-	-	-
Medicaid Reimbursement	5,564.90	-	-	-	-	-	-	5,564.90	5,564.90
Total Federal Sources	5,564.90	-	-	-	-	-	-	5,564.90	5,564.90
Total Revenues	517,807.09	148,927.07	-	28,294.10	11,389.28	-	1.47	706,419.01	706,419.01
EXPENDITURES									
Salaries									
Admin Salaries	127,493.06	8,962.12	-	7,570.44	-	-	-	144,025.62	144,025.62
Teacher Salaries	947,359.08	-	-	-	-	-	-	947,359.08	947,359.08
Extra Duty Stipends	33,396.94	-	-	-	-	-	-	33,396.94	33,396.94
Classified Salaries	134,327.83	67,128.83	-	63,483.26	-	-	-	264,939.92	264,939.92
Substitutes	962.50	-	-	-	-	-	-	962.50	962.50
Total Salaries	1,243,539.41	76,090.95	-	71,053.70	-	-	-	1,390,684.06	1,390,684.06
Benefits									
Transp. IMRF/SS/Medicare	-	-	-	1,983.74	-	-	-	1,983.74	1,983.74
TRS	39,256.02	-	-	-	-	-	-	39,256.02	39,256.02
IMRF	-	-	-	-	35,035.57	-	-	35,035.57	35,035.57
Social Security	-	-	-	-	20,518.24	-	-	20,518.24	20,518.24
Medicare	-	-	-	-	15,399.26	-	-	15,399.26	15,399.26
Medical Insurance	220,855.78	10,324.18	-	23,049.86	-	-	-	254,229.82	254,229.82
Life Insurance	3,735.85	134.34	-	382.44	-	-	-	4,252.63	4,252.63
Retiree Insurance	11,413.68	2,708.93	-	801.08	-	-	-	14,923.69	14,923.69
Tuition Reimbursement	4,395.00	-	-	-	-	-	-	4,395.00	4,395.00
Total Benefits	279,656.33	13,167.45	-	26,217.12	70,953.07	-	-	389,993.97	389,993.97
Purchased Services									
Professional Development	4,267.75	-	-	-	-	-	-	4,267.75	4,267.75
Consultation/Workshops	3,451.97	-	-	-	-	-	-	3,451.97	3,451.97
Data Processing	845.69	-	-	-	-	-	-	845.69	845.69

LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
DETAILED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ALL FUNDS
MONTH ENDED AUGUST 31, 2014

	10	20	30	40	50	60	70	10+20+40+50+70	Total All Funds
	Education	Oper. & Maint.	Debt Services	Transportation	IMRF/SS	Capital Projects	Working Cash	Total Operating	
Auditing Services	105.00	-	-	-	-	-	-	105.00	105.00
Legal Services	4,700.55	-	-	-	-	-	-	4,700.55	4,700.55
Other Professional Services	18,026.29	145.00	600.00	458.89	-	-	-	18,630.18	19,230.18
Sanitation Services	1,276.33	-	-	-	-	-	-	1,276.33	1,276.33
Snow Removal	-	-	-	-	-	-	-	-	-
Rentals	493.18	587.25	-	8,935.00	-	-	-	10,015.43	10,015.43
Property Upkeep Services	-	31,098.93	-	889.21	-	-	-	31,988.14	31,988.14
Pupil Transportation Services	-	-	-	3,312.60	-	-	-	3,312.60	3,312.60
Travel	534.60	-	-	-	-	-	-	534.60	534.60
Student-Paid Trips	-	-	-	-	-	-	-	-	-
Telephone	5,504.56	773.38	-	144.24	-	-	-	6,422.18	6,422.18
Postage	464.71	-	-	-	-	-	-	464.71	464.71
Printing Services	1,054.78	-	-	-	-	-	-	1,054.78	1,054.78
Water/Sewer Services	861.59	-	-	-	-	-	-	861.59	861.59
Other Insurance	(20,723.00)	-	-	-	-	-	-	(20,723.00)	(20,723.00)
Other Purchased Services	899.00	-	-	443.00	-	-	-	1,342.00	1,342.00
Service Agreements	56,867.27	-	-	1,650.00	-	-	-	58,517.27	58,517.27
Total Purchased Services	78,630.27	32,604.56	600.00	15,832.94	-	-	-	127,067.77	127,667.77
Supplies									
General Supplies	42,394.47	14,301.47	-	267.85	-	-	-	56,963.79	56,963.79
Art Supplies	-	-	-	-	-	-	-	-	-
Paper Supplies	423.94	-	-	-	-	-	-	423.94	423.94
Spanish Supplies	-	-	-	-	-	-	-	-	-
Student-Paid Supplies	-	-	-	-	-	-	-	-	-
Science Supplies	805.13	-	-	-	-	-	-	805.13	805.13
Social Studies Supplies	-	-	-	-	-	-	-	-	-
English Language Arts Supplies	5,610.66	-	-	-	-	-	-	5,610.66	5,610.66
Math Supplies	5,235.23	-	-	-	-	-	-	5,235.23	5,235.23
Supplies - Other	1,629.71	-	-	-	-	-	-	1,629.71	1,629.71
Textbooks	117,622.37	-	-	-	-	-	-	117,622.37	117,622.37
Library Books	-	-	-	-	-	-	-	-	-
Periodicals	370.00	-	-	-	-	-	-	370.00	370.00
Fuel	-	378.47	-	1,574.15	-	-	-	1,952.62	1,952.62
Natural Gas	620.21	-	-	-	-	-	-	620.21	620.21
Electricity	22,630.60	-	-	-	-	-	-	22,630.60	22,630.60
Other Supplies	683.49	-	-	87.26	-	-	-	770.75	770.75
Total Supplies	198,025.81	14,679.94	-	1,929.26	-	-	-	214,635.01	214,635.01
Capital Outlay									
Capital Outlay	36,295.00	158,767.16	-	-	-	-	-	195,062.16	195,062.16
Building Improvements	-	-	-	-	-	-	-	-	-
Site Improvements	-	-	-	-	-	-	-	-	-
Total Capital Outlay	36,295.00	158,767.16	-	-	-	-	-	195,062.16	195,062.16

LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
DETAILED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ALL FUNDS
MONTH ENDED AUGUST 31, 2014

	10	20	30	40	50	60	70	10+20+40+50+70	Total All Funds
	Education	Oper. & Maint.	Debt Services	Transportation	IMRF/SS	Capital Projects	Working Cash	Total Operating	
Other									
Principal	-	-	156.15	-	-	-	-	-	156.15
Interest	-	-	-	-	-	-	-	-	-
Dues and Fees	9,844.00	-	-	-	-	-	-	9,844.00	9,844.00
Tuition	14,118.34	-	-	-	-	-	-	14,118.34	14,118.34
Miscellaneous Objects	-	-	-	-	-	-	-	-	-
Total Other	23,962.34	-	156.15	-	-	-	-	23,962.34	24,118.49
Total Non-Capitalized Equipment	5,724.00	1,776.15	-	-	-	-	-	7,500.15	7,500.15
Total Termination Benefits	-	-	-	-	-	-	-	-	-
Total Expenditures	1,865,833.16	297,086.21	756.15	115,033.02	70,953.07	-	-	2,348,905.46	2,349,661.61
Excess (deficiency) of revenues over expenditures	(1,348,026.07)	(148,159.14)	(756.15)	(86,738.92)	(59,563.79)	-	1.47	(1,642,486.45)	(1,643,242.60)
OTHER FINANCING SOURCES (USES)									
Transfers	-	-	-	-	-	-	-	-	-
State "On Behalf" Payments	-	-	-	-	-	-	-	-	-
Total other financing sources (uses)	-	-	-	-	-	-	-	-	-
Net changes in fund balances	(1,348,026.07)	(148,159.14)	(756.15)	(86,738.92)	(59,563.79)	-	1.47	(1,642,486.45)	(1,643,242.60)
Fund Balance: 07/31/2014	14,833,756.82	1,288,054.25	221,017.38	1,118,848.53	711,360.47	-	520,339.09	18,472,359.16	18,693,376.54
Fund Balance: 08/31/2014	\$ 13,485,730.75	\$ 1,139,895.11	\$ 220,261.23	\$ 1,032,109.61	\$ 651,796.68	\$ -	\$ 520,340.56	\$ 16,829,872.71	\$ 17,050,133.94

LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
STATEMENT OF FINANCIAL POSITION
ALL FUNDS
AUGUST 31, 2014

	10 Education	20 Oper. & Maint.	30 Debt Services	40 Transportation	50 IMRF/SS	60 Capital Projects	70 Working Cash	Total Operating	Total All Funds
ASSETS									
US Bank - AP	100,379.24	1,496.03	220,261.23	218.53	250.02	-	-	102,343.82	322,605.05
US Bank - Payroll	8,819.35	222.08	-	918.30	-	-	-	9,959.73	9,959.73
US Bank - RevTrak	135,153.34	-	-	-	-	-	-	135,153.34	135,153.34
PMA - LIQ	1,250,244.12	-	-	-	-	-	-	1,250,244.12	1,250,244.12
PMA - MAX	8,620.25	1,097.56	-	7,810.56	4,009.18	-	1,625.32	23,162.87	23,162.87
PMA - Fixed Rate Investments	11,811,724.92	1,137,079.44	-	1,023,162.22	647,537.48	-	518,715.24	15,138,219.30	15,138,219.30
IIIT	19,354.78	-	-	-	-	-	-	19,354.78	19,354.78
Bank Financial	88,951.65	-	-	-	-	-	-	88,951.65	88,951.65
Imprest Fund	44,500.00	-	-	-	-	-	-	44,500.00	44,500.00
Petty Cash	500.00	-	-	-	-	-	-	500.00	500.00
TOTAL ASSETS	13,468,247.65	1,139,895.11	220,261.23	1,032,109.61	651,796.68	-	520,340.56	16,812,389.61	17,032,650.84
LIABILITIES & FUND BALANCE									
LIABILITIES									
Accounts Payable	(2,333.48)	-	-	-	-	-	-	(2,333.48)	(2,333.48)
Dental Insurance Payable	(7,275.01)	-	-	-	-	-	-	(7,275.01)	(7,275.01)
Flex Spending Account Payable	(7,874.61)	-	-	-	-	-	-	(7,874.61)	(7,874.61)
Tech Program Receivable	-	-	-	-	-	-	-	-	-
Total Liabilities	(17,483.10)	-	-	-	-	-	-	(17,483.10)	(17,483.10)
FUND BALANCE									
Fund Balance	13,485,730.75	1,139,895.11	220,261.23	1,032,109.61	651,796.68	-	520,340.56	16,829,872.71	17,050,133.94
Total Fund Balance	13,485,730.75	1,139,895.11	220,261.23	1,032,109.61	651,796.68	-	520,340.56	16,829,872.71	17,050,133.94
TOTAL LIABILITIES & FUND BALANCE	13,468,247.65	1,139,895.11	220,261.23	1,032,109.61	651,796.68	-	520,340.56	16,812,389.61	17,032,650.84

LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
TREASURER'S REPORT
ALL FUNDS
AUGUST 31, 2014

CASH BALANCE PER BOOKS

Educational Fund	13,468,247.65
Operations and Maintenance	1,139,895.11
Debt Service Fund	220,261.23
Transportation Fund	1,032,109.61
Retirement Fund	651,796.68
Capital Projects Fund	-
Working Cash Fund	<u>520,340.56</u>
TOTALS:	<u>\$ 17,032,650.84</u>

BANK BALANCES & INVESTMENTS

US Bank - AP	
Statement Balance	338,141.78
Less: Outstanding Checks	<u>155,536.73</u>
	\$ 182,605.05
US Bank - Payroll	
Statement Balance	19,535.73
Less: Outstanding Checks	<u>9,576.00</u>
	\$ 9,959.73
US Bank - Other	
RevTrak Account Balance	\$ 135,153.34
Imprest	44,500.00
Petty Cash	<u>500.00</u>
	180,153.34
PMA Financial Network	
ISDLAF - LIQ	1,250,244.12
ISDLAF - MAX	23,162.87
Fixed Rate Investments	<u>15,278,219.30</u>
	\$ 16,551,626.29
Illinois Inst Investors Trust	
CMF	19,354.78
Bank Financial	
Money Market	<u>88,951.65</u>
TOTALS:	<u>\$ 17,032,650.84</u>

Certified by:



Dan Stanley, Treasurer

LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
STATEMENT OF FINANCIAL ACTIVITY
ACTIVITY FUNDS
MONTH ENDED AUG 31, 2014

Account	Beginning Balance	Deposits	Withdrawals	Ending Balance
Bank Interest	168.43	7.65	(6.47)	169.61
District Convenience	124.63			124.63
DW - Convenience	1,231.56		(71.41)	1,160.15
DW - NJHS	2,028.93		(585.00)	1,443.93
DW - Scholarship	1,571.63			1,571.63
DW - Student Council	5,709.19			5,709.19
DW - Toys for Tots	214.58			214.58
DW - Wright Track Club	38.33			38.33
DW - Yearbook	42,921.08	1,647.00		44,568.08
HD - Convenience	127.99			127.99
HD - Student Council	2,974.75			2,974.75
HD - Yearbook	19,517.86	680.00		20,197.86
SP - Convenience	85.47			85.47
SP - Yearbook	9,808.19	860.00		10,668.19
Total Accounts	86,522.62	3,194.65	(662.88)	89,054.39

Revenue Report

9/30/2014

% of Fiscal Year Completed **25.0%**

	MTD Sep	YTD Actual	Fiscal Year 2015 Adopted Budget	Budget Balance	% Budget Received
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Education Fund

Local Revenue	9,858,553.83	10,640,087.88	24,196,000	13,555,912.12	44.0%
State Revenue	72,447.26	72,447.26	673,500	601,052.74	10.8%
Federal Revenue	-	5,564.90	165,500	159,935.10	3.4%
Subtotal Education Fund	9,931,001.09	10,718,100.04	25,035,000	14,316,899.96	42.8%
Total Education Fund	9,931,001.09	10,718,100.04	25,035,000	14,316,899.96	42.8%

Operations & Maintenance Fund

Local Revenue	1,068,760.16	1,209,334.25	2,410,600	1,201,265.75	50.2%
State Revenue	34,887.34	115,980.30	370,000	254,019.70	31.3%
Subtotal O & M Fund	1,103,647.50	1,325,314.55	2,780,600	1,455,285.45	47.7%
Transfers	-	-	-	-	No Bud
Total O&M Fund	1,103,647.50	1,325,314.55	2,780,600	1,455,285.45	47.7%

Debt Service Fund

Local Revenue	-	-	170,000	170,000.00	0.0%
Subtotal Debt Service Fund	-	-	170,000	170,000.00	0.0%
Transfers	-	-	413,435	413,435.00	0.0%
Total Debt Service Fund	-	-	583,435	583,435.00	0.0%

Transportation Fund

Local Revenue	669,453.16	715,809.84	1,430,800	714,990.16	50.0%
State Revenue	-	-	384,000	384,000.00	0.0%
Subtotal Transportation Fund	669,453.16	715,809.84	1,814,800	1,098,990.16	39.4%
Total Transportation Fund	669,453.16	715,809.84	1,814,800	1,098,990.16	39.4%

Retirement Fund

Local Revenue	270,131.39	286,515.11	833,600	547,084.89	34.4%
Subtotal Retirement Fund	270,131.39	286,515.11	833,600	547,084.89	34.4%
Total Retirement Fund	270,131.39	286,515.11	833,600	547,084.89	34.4%

Capital Projects Fund

Local Revenue	-	-	50,000	50,000.00	0.0%
Subtotal Cap. Projects Fund	-	-	50,000	50,000.00	0.0%
Transfers	-	-	-	-	No Bud
Total Cap. Projects Fund	-	-	50,000	50,000.00	0.0%

Working Cash Fund

Local Revenue	2.26	8.55	-	(8.55)	No Bud
Subtotal Working Cash Fund	2.26	8.55	-	(8.55)	No Bud
Total Working Cash Fund	2.26	8.55	-	(8.55)	No Bud

All Funds

Local Revenue	11,866,900.80	12,851,755.63	29,091,000	16,239,244.37	44.2%
State Revenue	107,334.60	188,427.56	1,427,500	1,239,072.44	13.2%
Federal Revenue	-	5,564.90	165,500	159,935.10	3.4%
Subtotal All Funds	11,974,235.40	13,045,748.09	30,684,000	17,638,251.91	42.5%
"On Behalf"/Transfers	-	-	413,435	413,435.00	0.0%
Total All Funds	11,974,235.40	13,045,748.09	31,097,435	18,051,686.91	42.0%

Expenditure Report

9/30/2014

% of Fiscal Year Complete: 25.0%

	MTD Sep	YTD Actual	Fiscal Year 2015 Adopted Budget	Budget Balance	% Budget Expensed
Education Fund					
Salaries	1,355,166.67	3,858,433.29	16,908,850.00	13,050,416.71	22.8%
Benefits	266,003.50	787,029.75	3,285,200.00	2,498,170.25	24.0%
Purchased Services	75,856.81	877,057.11	1,847,591.00	970,533.89	47.5%
Supplies	113,898.45	354,366.53	1,259,108.00	904,741.47	28.1%
Capital Outlay	47,208.88	112,564.82	193,000.00	80,435.18	58.3%
Other	10,788.60	50,997.06	859,050.00	808,052.94	5.9%
Non-Capitalized Equipment	6,535.00	15,949.00	26,000.00	10,051.00	61.3%
Termination Benefits	-	-	77,300.00	77,300.00	0.0%
Subtotal Education Fund	1,875,457.91	6,056,397.56	24,456,099.00	18,399,701.44	24.8%
Transfers	-	-	186,010.00	186,010.00	0.0%
Total Education Fund	1,875,457.91	6,056,397.56	24,642,109.00	18,585,711.44	24.6%
Operations and Maintenance Fund					
Salaries	68,407.15	221,867.78	875,600.00	653,732.22	25.3%
Benefits	13,957.66	40,491.05	165,700.00	125,208.95	24.4%
Purchased Services	46,625.99	87,375.08	235,600.00	148,224.92	37.1%
Supplies	7,330.23	29,279.12	127,000.00	97,720.88	23.1%
Capital Outlay	13,076.39	177,922.94	500,000.00	322,077.06	35.6%
Other	-	-	500.00	500.00	0.0%
Non-Capitalized Equipment	-	1,776.15	2,000.00	223.85	88.8%
Subtotal O&M Fund	149,397.42	558,712.12	1,905,900.00	1,347,187.88	29.3%
Transfers	-	-	227,425.00	227,425.00	0.0%
Total O&M Fund	149,397.42	558,712.12	2,133,325.00	1,574,612.88	26.2%
Debt Service Fund					
Purchased Services	315.00	915.00	1,200.00	285.00	76.3%
Other	304,395.74	304,708.04	582,235.00	277,526.96	52.3%
Subtotal Debt Service Fund	304,710.74	305,623.04	583,435.00	277,811.96	52.4%
Transfers	-	-	-	-	No Bud
Total Debt Service Fund	304,710.74	305,623.04	583,435.00	277,811.96	52.4%
Transportation Fund					
Salaries	83,093.31	198,371.92	908,000.00	709,628.08	21.8%
Benefits	28,572.02	87,647.67	338,500.00	250,852.33	25.9%
Purchased Services	8,892.27	260,247.50	387,300.00	127,052.50	67.2%
Supplies	7,530.24	15,249.38	160,000.00	144,750.62	9.5%
Other	24.00	24.00	700.00	676.00	3.4%
Non-Capitalized Equipment	-	-	5,000.00	5,000.00	0.0%
Subtotal Trans. Fund	128,111.84	561,540.47	1,799,500.00	1,237,959.53	31.2%
Transfers	-	-	-	-	No Bud
Total Trans. Fund	128,111.84	561,540.47	1,799,500.00	1,237,959.53	31.2%
Retirement Fund					
Benefits	86,005.61	258,144.11	1,141,165.00	883,020.89	22.6%
Subtotal Retirement Fund	86,005.61	258,144.11	1,141,165.00	883,020.89	22.6%
Total Retirement Fund	86,005.61	258,144.11	1,141,165.00	883,020.89	22.6%
Capital Projects Fund					
Capital Outlay	-	-	50,000.00	50,000.00	0.0%
Subtotal Cap. Projects Fund	-	-	50,000.00	50,000.00	0.0%
Total Cap. Projects Fund	-	-	50,000.00	50,000.00	0.0%
All Funds					
Salaries	1,506,667.13	4,278,672.99	18,692,450.00	14,413,777.01	22.9%
Benefits	394,538.79	1,173,312.58	4,930,565.00	3,757,252.42	23.8%
Purchased Services	131,690.07	1,225,594.69	2,471,691.00	1,246,096.31	49.6%
Supplies	128,758.92	398,895.03	1,546,108.00	1,147,212.97	25.8%
Capital Outlay	60,285.27	290,487.76	743,000.00	452,512.24	39.1%
Other	315,208.34	355,729.10	1,442,485.00	1,086,755.90	24.7%
Non-Capitalized Equipment	6,535.00	17,725.15	33,000.00	15,274.85	53.7%
Termination Benefits	-	-	77,300.00	77,300.00	0.0%
Subtotal All Funds	2,543,683.52	7,740,417.30	29,936,599.00	22,196,181.70	25.9%
Transfers	-	-	413,435.00	413,435.00	0.0%
Total All Funds	2,543,683.52	7,740,417.30	30,350,034.00	22,609,616.70	25.5%

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

	10 Education	20 Oper. & Maint.	30 Debt Services	40 Transportation	50 IMRF/SS	60 Capital Projects	70 Working Cash	10+20+40+50+70 Total Operating	Total All Funds
REVENUES									
Local Sources	9,858,553.83	1,068,760.16	-	669,453.16	270,131.39	-	2.26	11,866,900.80	11,866,900.80
State Sources	72,447.26	34,887.34	-	-	-	-	-	107,334.60	107,334.60
Federal Sources	-	-	-	-	-	-	-	-	-
Total Revenues	9,931,001.09	1,103,647.50	-	669,453.16	270,131.39	-	2.26	11,974,235.40	11,974,235.40
EXPENDITURES									
Salaries	1,355,166.67	68,407.15	-	83,093.31	-	-	-	1,506,667.13	1,506,667.13
Benefits	266,003.50	13,957.66	-	28,572.02	86,005.61	-	-	394,538.79	394,538.79
Purchased Services	75,856.81	46,625.99	315.00	8,892.27	-	-	-	131,375.07	131,690.07
Supplies	113,898.45	7,330.23	-	7,530.24	-	-	-	128,758.92	128,758.92
Capital Outlay	47,208.88	13,076.39	-	-	-	-	-	60,285.27	60,285.27
Other	10,788.60	-	304,395.74	24.00	-	-	-	10,812.60	315,208.34
Non-Capitalized Equip.	6,535.00	-	-	-	-	-	-	6,535.00	6,535.00
Termination Benefits	-	-	-	-	-	-	-	-	-
Total Expenditures	1,875,457.91	149,397.42	304,710.74	128,111.84	86,005.61	-	-	2,238,972.78	2,543,683.52
Excess (deficiency) of revenues over expenditures	8,055,543.18	954,250.08	(304,710.74)	541,341.32	184,125.78	-	2.26	9,735,262.62	9,430,551.88
OTHER FINANCING SOURCES (USES)									
Transfers	-	-	-	-	-	-	-	-	-
State "On Behalf" Payments	-	-	-	-	-	-	-	-	-
Total other financing sources (uses)	-	-	-	-	-	-	-	-	-
Net changes in fund balances	8,055,543.18	954,250.08	(304,710.74)	541,341.32	184,125.78	-	2.26	9,735,262.62	9,430,551.88
Fund Balance: 08/31/2014	13,485,730.75	1,139,895.11	220,261.23	1,032,109.61	651,796.68	-	520,340.56	16,829,872.71	17,050,133.94
Fund Balance: 09/30/2014	\$ 21,541,273.93	\$ 2,094,145.19	\$ (84,449.51)	\$ 1,573,450.93	\$ 835,922.46	\$ -	\$ 520,342.82	\$ 26,565,135.33	\$ 26,480,685.82

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

	10	20	30	40	50	60	70	10+20+40+50+70	Total All Funds
	Education	Oper. & Maint.	Debt Services	Transportation	IMRF/SS	Capital Projects	Working Cash	Total Operating	
Bilingual	2,081.00	-	-	-	-	-	-	2,081.00	2,081.00
Transportation - Regular	-	-	-	-	-	-	-	-	-
Transportation - Spec. Ed.	-	-	-	-	-	-	-	-	-
Orphanage Tuition	70,366.26	-	-	-	-	-	-	70,366.26	70,366.26
Library Per Capital Grant	-	-	-	-	-	-	-	-	-
Other State Revenue	-	3,781.36	-	-	-	-	-	3,781.36	3,781.36
Total State Sources	72,447.26	34,887.34	-	-	-	-	-	107,334.60	107,334.60
Federal Sources									
Special Milk Program	-	-	-	-	-	-	-	-	-
Title I - Low Income	-	-	-	-	-	-	-	-	-
IDEA Preschool	-	-	-	-	-	-	-	-	-
IDEA Flow Through	-	-	-	-	-	-	-	-	-
IDEA Room & Board	-	-	-	-	-	-	-	-	-
Title II - Teacher Quality	-	-	-	-	-	-	-	-	-
Medicaid Reimbursement	-	-	-	-	-	-	-	-	-
Total Federal Sources	-	-	-	-	-	-	-	-	-
Total Revenues	9,931,001.09	1,103,647.50	-	669,453.16	270,131.39	-	2.26	11,974,235.40	11,974,235.40
EXPENDITURES									
Salaries									
Admin Salaries	126,100.08	8,962.12	-	7,570.44	-	-	-	142,632.64	142,632.64
Teacher Salaries	1,004,927.29	-	-	-	-	-	-	1,004,927.29	1,004,927.29
Extra Duty Stipends	7,825.61	-	-	-	-	-	-	7,825.61	7,825.61
Classified Salaries	201,237.69	59,445.03	-	75,522.87	-	-	-	336,205.59	336,205.59
Substitutes	15,076.00	-	-	-	-	-	-	15,076.00	15,076.00
Total Salaries	1,355,166.67	68,407.15	-	83,093.31	-	-	-	1,506,667.13	1,506,667.13
Benefits									
Transp. IMRF/SS/Medicare	-	-	-	1,982.88	-	-	-	1,982.88	1,982.88
TRS	28,878.72	-	-	-	-	-	-	28,878.72	28,878.72
IMRF	-	-	-	-	44,602.20	-	-	44,602.20	44,602.20
Social Security	-	-	-	-	25,514.15	-	-	25,514.15	25,514.15
Medicare	-	-	-	-	15,889.26	-	-	15,889.26	15,889.26
Medical Insurance	213,161.34	11,362.12	-	25,489.08	-	-	-	250,012.54	250,012.54
Life Insurance	3,481.48	76.95	-	260.53	-	-	-	3,818.96	3,818.96
Retiree Insurance	9,541.96	2,518.59	-	839.53	-	-	-	12,900.08	12,900.08
Tuition Reimbursement	10,940.00	-	-	-	-	-	-	10,940.00	10,940.00
Total Benefits	266,003.50	13,957.66	-	28,572.02	86,005.61	-	-	394,538.79	394,538.79
Purchased Services									
Professional Development	5,637.03	2,083.55	-	449.00	-	-	-	8,169.58	8,169.58
Consultation/Workshops	3,534.64	-	-	-	-	-	-	3,534.64	3,534.64
Data Processing	769.03	-	-	-	-	-	-	769.03	769.03

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

	10	20	30	40	50	60	70	10+20+40+50+70	
	Education	Oper. & Maint.	Debt Services	Transportation	IMRF/SS	Capital Projects	Working Cash	Total Operating	Total All Funds
Auditing Services	-	-	-	-	-	-	-	-	-
Legal Services	4,211.16	-	-	-	-	-	-	4,211.16	4,211.16
Other Professional Services	8,735.74	1,232.67	315.00	-	-	-	-	9,968.41	10,283.41
Sanitation Services	1,306.33	-	-	-	-	-	-	1,306.33	1,306.33
Snow Removal	-	-	-	-	-	-	-	-	-
Rentals	237.55	516.00	-	7,400.00	-	-	-	8,153.55	8,153.55
Property Upkeep Services	-	42,793.77	-	50.70	-	-	-	42,844.47	42,844.47
Pupil Transportation Services	-	-	-	992.57	-	-	-	992.57	992.57
Travel	250.00	-	-	-	-	-	-	250.00	250.00
Student-Paid Trips	-	-	-	-	-	-	-	-	-
Telephone	14,881.77	-	-	-	-	-	-	14,881.77	14,881.77
Postage	468.42	-	-	-	-	-	-	468.42	468.42
Printing Services	-	-	-	-	-	-	-	-	-
Water/Sewer Services	1,235.62	-	-	-	-	-	-	1,235.62	1,235.62
Other Insurance	381.00	-	-	-	-	-	-	381.00	381.00
Other Purchased Services	2,564.00	-	-	-	-	-	-	2,564.00	2,564.00
Service Agreements	31,644.52	-	-	-	-	-	-	31,644.52	31,644.52
Total Purchased Services	75,856.81	46,625.99	315.00	8,892.27	-	-	-	131,375.07	131,690.07
Supplies									
General Supplies	31,352.27	6,763.49	-	280.12	-	-	-	38,395.88	38,395.88
Art Supplies	10,039.92	-	-	-	-	-	-	10,039.92	10,039.92
Paper Supplies	4,388.15	-	-	-	-	-	-	4,388.15	4,388.15
Spanish Supplies	2,793.90	-	-	-	-	-	-	2,793.90	2,793.90
Student-Paid Supplies	5,819.24	-	-	-	-	-	-	5,819.24	5,819.24
Science Supplies	2,910.83	-	-	-	-	-	-	2,910.83	2,910.83
Social Studies Supplies	2,388.32	-	-	-	-	-	-	2,388.32	2,388.32
English Language Arts Supplies	9,250.69	-	-	-	-	-	-	9,250.69	9,250.69
Math Supplies	16,769.45	-	-	-	-	-	-	16,769.45	16,769.45
Supplies - Other	14,777.50	-	-	-	-	-	-	14,777.50	14,777.50
Textbooks	10,061.21	-	-	-	-	-	-	10,061.21	10,061.21
Library Books	3,033.52	-	-	-	-	-	-	3,033.52	3,033.52
Periodicals	-	-	-	-	-	-	-	-	-
Fuel	-	566.74	-	7,177.88	-	-	-	7,744.62	7,744.62
Natural Gas	-	-	-	-	-	-	-	-	-
Electricity	-	-	-	-	-	-	-	-	-
Other Supplies	313.45	-	-	72.24	-	-	-	385.69	385.69
Total Supplies	113,898.45	7,330.23	-	7,530.24	-	-	-	128,758.92	128,758.92
Capital Outlay									
Capital Outlay	47,208.88	13,076.39	-	-	-	-	-	60,285.27	60,285.27
Building Improvements	-	-	-	-	-	-	-	-	-
Site Improvements	-	-	-	-	-	-	-	-	-
Total Capital Outlay	47,208.88	13,076.39	-	-	-	-	-	60,285.27	60,285.27

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

	10	20	30	40	50	60	70	10+20+40+50+70	
	Education	Oper. & Maint.	Debt Services	Transportation	IMRF/SS	Capital Projects	Working Cash	Total Operating	Total All Funds
Other									
Principal	-	-	253,279.16	-	-	-	-	-	253,279.16
Interest	-	-	51,116.58	-	-	-	-	-	51,116.58
Dues and Fees	828.00	-	-	24.00	-	-	-	852.00	852.00
Tuition	9,960.60	-	-	-	-	-	-	9,960.60	9,960.60
Miscellaneous Objects	-	-	-	-	-	-	-	-	-
Total Other	10,788.60	-	304,395.74	24.00	-	-	-	10,812.60	315,208.34
Total Non-Capitalized Equipment	6,535.00	-	-	-	-	-	-	6,535.00	6,535.00
Total Termination Benefits	-	-	-	-	-	-	-	-	-
Total Expenditures	1,875,457.91	149,397.42	304,710.74	128,111.84	86,005.61	-	-	2,238,972.78	2,543,683.52
Excess (deficiency) of revenues over expenditures	8,055,543.18	954,250.08	(304,710.74)	541,341.32	184,125.78	-	2.26	9,735,262.62	9,430,551.88
OTHER FINANCING SOURCES (USES)									
Transfers	-	-	-	-	-	-	-	-	-
State "On Behalf" Payments	-	-	-	-	-	-	-	-	-
Total other financing sources (uses)	-	-	-	-	-	-	-	-	-
Net changes in fund balances	8,055,543.18	954,250.08	(304,710.74)	541,341.32	184,125.78	-	2.26	9,735,262.62	9,430,551.88
Fund Balance: 08/31/2014	13,485,730.75	1,139,895.11	220,261.23	1,032,109.61	651,796.68	-	520,340.56	16,829,872.71	17,050,133.94
Fund Balance: 09/30/2014	\$ 21,541,273.93	\$ 2,094,145.19	\$ (84,449.51)	\$ 1,573,450.93	\$ 835,922.46	\$ -	\$ 520,342.82	\$ 26,565,135.33	\$ 26,480,685.82

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

	10 Education	20 Oper. & Maint.	30 Debt Services	40 Transportation	50 IMRF/SS	60 Capital Projects	70 Working Cash	Total Operating	Total All Funds
ASSETS									
US Bank - AP	252,527.01	692.77	(84,449.51)	647.77	244.41	-	-	254,111.96	169,662.45
US Bank - Payroll	15,041.88	515.28	-	377.29	-	-	-	15,934.45	15,934.45
US Bank - RevTrak	88,899.26	-	-	-	-	-	-	88,899.26	88,899.26
PMA - LIQ	250,731.91	-	-	-	-	-	-	250,731.91	250,731.91
PMA - MAX	943.05	313,857.70	-	677,263.65	274,140.57	-	1,627.58	1,267,832.55	1,267,832.55
PMA - Fixed Rate Investments	20,755,713.00	1,779,079.44	-	895,162.22	561,537.48	-	518,715.24	24,510,207.38	24,510,207.38
IIIT	19,355.05	-	-	-	-	-	-	19,355.05	19,355.05
Bank Financial	88,966.76	-	-	-	-	-	-	88,966.76	88,966.76
Imprest Fund	44,500.00	-	-	-	-	-	-	44,500.00	44,500.00
Petty Cash	500.00	-	-	-	-	-	-	500.00	500.00
TOTAL ASSETS	21,517,177.92	2,094,145.19	(84,449.51)	1,573,450.93	835,922.46	-	520,342.82	26,541,039.32	26,456,589.81
LIABILITIES & FUND BALANCE									
LIABILITIES									
Accounts Payable	(6,029.00)	-	-	-	-	-	-	(6,029.00)	(6,029.00)
Dental Insurance Payable	(8,506.69)	-	-	-	-	-	-	(8,506.69)	(8,506.69)
Flex Spending Account Payable	(9,560.32)	-	-	-	-	-	-	(9,560.32)	(9,560.32)
Tech Program Receivable	-	-	-	-	-	-	-	-	-
Total Liabilities	(24,096.01)	-	-	-	-	-	-	(24,096.01)	(24,096.01)
FUND BALANCE									
Fund Balance	21,541,273.93	2,094,145.19	(84,449.51)	1,573,450.93	835,922.46	-	520,342.82	26,565,135.33	26,480,685.82
Total Fund Balance	21,541,273.93	2,094,145.19	(84,449.51)	1,573,450.93	835,922.46	-	520,342.82	26,565,135.33	26,480,685.82
TOTAL LIABILITIES & FUND BALANCE	21,517,177.92	2,094,145.19	(84,449.51)	1,573,450.93	835,922.46	-	520,342.82	26,541,039.32	26,456,589.81

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

CASH BALANCE PER BOOKS

Educational Fund	21,517,177.92
Operations and Maintenance	2,094,145.19
Debt Service Fund	(84,449.51)
Transportation Fund	1,573,450.93
Retirement Fund	835,922.46
Capital Projects Fund	-
Working Cash Fund	<u>520,342.82</u>
TOTALS:	<u>\$ 26,456,589.81</u>

BANK BALANCES & INVESTMENTS

US Bank - AP	
Statement Balance	427,932.57
Less: Outstanding Checks	<u>258,270.12</u>
	\$ 169,662.45
US Bank - Payroll	
Statement Balance	25,010.67
Less: Outstanding Checks	<u>9,076.22</u>
	\$ 15,934.45
US Bank - Other	
RevTrak Account Balance	\$ 88,899.26
Imprest	44,500.00
Petty Cash	<u>500.00</u>
	133,899.26
PMA Financial Network	
ISDLAF - LIQ	250,731.91
ISDLAF - MAX	1,267,832.55
Fixed Rate Investments	<u>24,510,207.38</u>
	\$ 26,028,771.84
Illinois Inst Investors Trust	
CMF	19,355.05
Bank Financial	
Money Market	<u>88,966.76</u>
TOTALS:	<u>\$ 26,456,589.81</u>

Certified by:



Dan Stanley, Treasurer

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

Account	Beginning Balance	Deposits	Withdrawals	Ending Balance
Bank Interest	169.61	7.72		177.33
District Convenience	124.63			124.63
DW - Convenience	1,160.15		(150.00)	1,010.15
DW - NJHS	1,443.93			1,443.93
DW - Scholarship	1,571.63			1,571.63
DW - Student Council	5,709.19			5,709.19
DW - Toys for Tots	214.58			214.58
DW - Wright Track Club	38.33			38.33
DW - Yearbook	44,568.08	2,605.50	(16,830.00)	30,343.58
HD - Convenience	127.99			127.99
HD - Student Council	2,974.75			2,974.75
HD - Yearbook	20,197.86	440.00		20,637.86
SP - Convenience	85.47		(18.30)	67.17
SP - Yearbook	10,668.19	1,070.00		11,738.19
Total Accounts	89,054.39	4,123.22	(16,998.30)	76,179.31

LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
INVESTMENT PORTFOLIO
AUGUST 31, 2014

Investment Type	Settle Date	Maturity Date	# of Days	Institution	Cost	Rate
Money Market	8/31/2014	8/31/2014		ISDLAF+ LIQ Account	1,250,244.12	0.010%
Money Market	8/31/2014	8/31/2014		Illinois Portfolio, IIIT Class	19,354.78	0.020%
Money Market	8/31/2014	8/31/2014		ISDLAF+ MAX Account	23,162.87	0.040%
Money Market	8/31/2014	8/31/2014		Bank Financial Public Funds	88,951.65	0.200%
Money Market	8/31/2014	8/31/2014		Savings Deposit Account - RBS Citizens Bank	2,750,223.77	0.090%
Term Series	6/6/2014	9/22/2014	108	ISDLAF+ TERM SERIES	\$900,000.00	0.070%
Certificate of Deposit	4/23/2014	9/23/2014	153	FINANCIAL FEDERAL BANK	\$249,900.00	0.080%
Certificate of Deposit	4/23/2014	9/23/2014	153	BANK OF EAST ASIA	\$249,800.00	0.160%
Certificate of Deposit	4/4/2013	9/26/2014	540	PRIVATE BANK - MI	\$248,400.00	0.409%
Certificate of Deposit	4/4/2013	9/26/2014	540	BANK LEUMI USA	\$248,100.00	0.500%
Term Series	6/13/2014	10/10/2014	119	ISDLAF+ TERM SERIES	\$1,300,000.00	0.080%
Term Series	6/27/2014	10/28/2014	123	ISDLAF+ TERM SERIES	\$800,000.00	0.080%
Term Series	6/27/2014	11/24/2014	150	ISDLAF+ TERM SERIES	\$1,000,000.00	0.090%
DTC CD	12/5/2012	12/5/2014	730	Ally Bank Certificate of Deposit	\$248,234.10	0.702%
DTC CD	8/13/2014	2/11/2015	182	Bank of India Certificate of Deposit	\$249,060.62	0.301%
DTC CD	8/13/2014	2/17/2015	188	Investors Bank (mhc) Certificate of Deposit	\$249,253.65	0.100%
Certificate of Deposit	7/31/2014	3/10/2015	222	BOFI FEDERAL BANK	\$249,800.00	0.110%
Certificate of Deposit	6/5/2014	3/26/2015	294	IDB BANK- NY	\$249,700.00	0.143%
Certificate of Deposit	6/5/2014	3/26/2015	294	AFFILIATED BANK	\$249,700.00	0.143%
Certificate of Deposit	6/5/2014	3/26/2015	294	ENERBANK USA	\$249,600.00	0.150%
Certificate of Deposit	6/5/2014	3/26/2015	294	BANK OF THE OZARKS	\$249,600.00	0.156%
Certificate of Deposit	2/26/2014	4/10/2015	408	SONABANK	\$249,300.00	0.250%
Certificate of Deposit	2/26/2014	4/10/2015	408	REPUBLIC BANK OF CHICAGO	\$248,700.00	0.250%
Certificate of Deposit	6/5/2014	4/22/2015	321	ORRSTOWN BANK	\$201,900.00	0.150%
Certificate of Deposit	6/5/2014	4/22/2015	321	BANCO POPULAR NORTH AMERICA	\$82,600.00	0.150%
Certificate of Deposit	6/5/2014	4/22/2015	321	BANCO POPULAR NORTH AMERICA	\$83,000.00	0.150%
Certificate of Deposit	6/5/2014	4/22/2015	321	BANCO POPULAR NORTH AMERICA	\$84,000.00	0.150%
Certificate of Deposit	6/5/2014	4/22/2015	321	BANK OF CHINA	\$249,600.00	0.157%
Certificate of Deposit	6/5/2014	4/22/2015	321	FAR EAST NATIONAL BANK	\$249,500.00	0.200%
Certificate of Deposit	6/5/2014	4/22/2015	321	ONEWEST BANK, NA	\$249,400.00	0.270%
Term Series	6/13/2014	5/11/2015	332	ISDLAF+ TERM SERIES	\$800,000.00	0.160%
Certificate of Deposit	6/6/2013	6/8/2015	732	FIRST CAPITAL BANK	\$248,500.00	0.300%
Certificate of Deposit	6/6/2013	6/8/2015	732	FIFTH THIRD BANK	\$248,100.00	0.368%
Certificate of Deposit	6/10/2013	6/10/2015	730	VIRGINIA HERITAGE BANK	\$248,000.00	0.398%
Certificate of Deposit	6/12/2014	6/12/2015	365	UNITY NATIONAL BANK OF HOUSTON	\$249,400.00	0.212%
Certificate of Deposit	6/12/2014	6/12/2015	365	KANSAS STATE BANK OF MANHATTAN	\$249,300.00	0.243%
DTC CD	6/24/2014	6/24/2015	365	Bank Of Baroda Certificate of Deposit	\$249,496.45	0.200%
DTC CD	6/24/2013	6/24/2015	730	State Bank Of India NY Certificate of Deposit	\$249,237.36	0.552%
Certificate of Deposit	6/12/2014	12/9/2015	545	MIDLAND STATES BANK	\$51,300.00	0.205%
Certificate of Deposit	6/12/2014	12/9/2015	545	ROCKFORD B&TC	\$248,700.00	0.343%
DTC CD	6/11/2014	6/12/2017	1097	Discover Bank Certificate of Deposit	\$248,710.21	1.003%
DTC CD	6/11/2014	6/12/2017	1097	Goldman Sachs Bank USA Certificate of Deposit	\$248,710.21	1.003%
Security	6/5/2014	5/30/2019	1820	Federal Home Loan Mortgage Corporation Note	\$499,392.93	1.564%

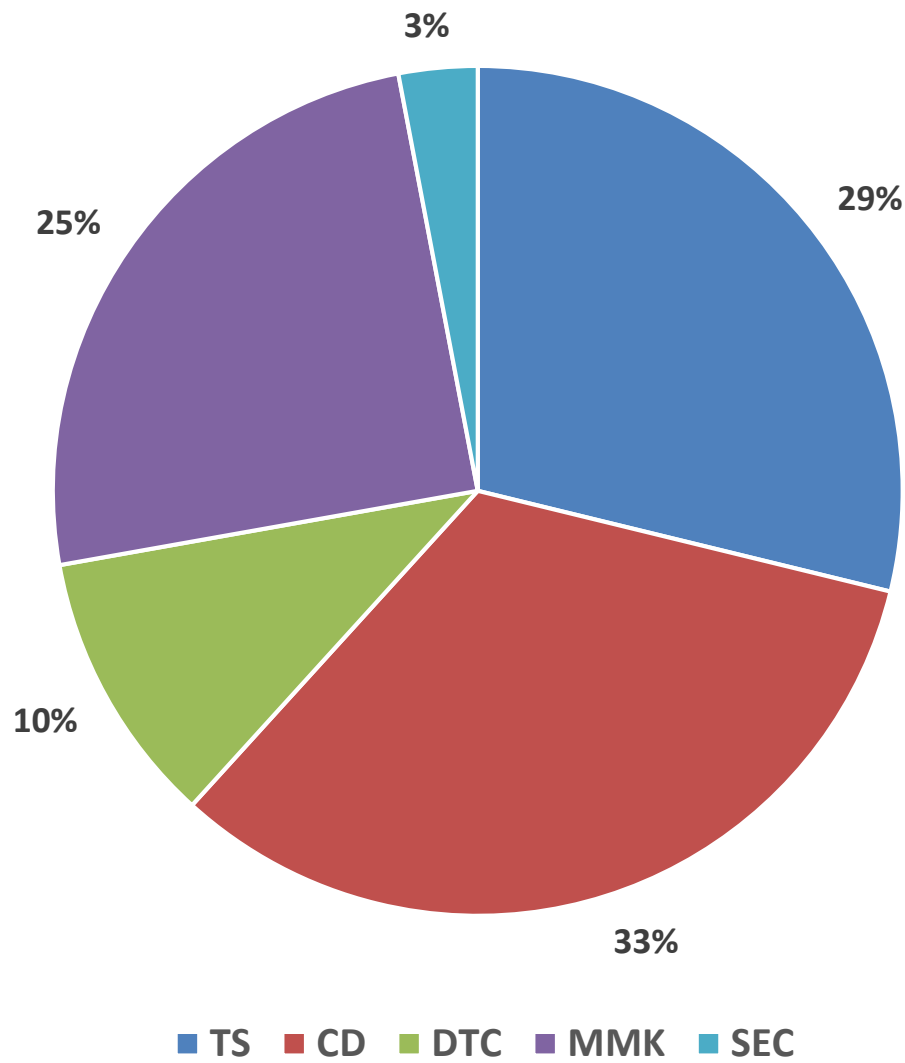
16,659,932.72

Weighted Yield **0.712%**
Weighted Maturity **254.88**

LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103

INVESTMENT TYPE

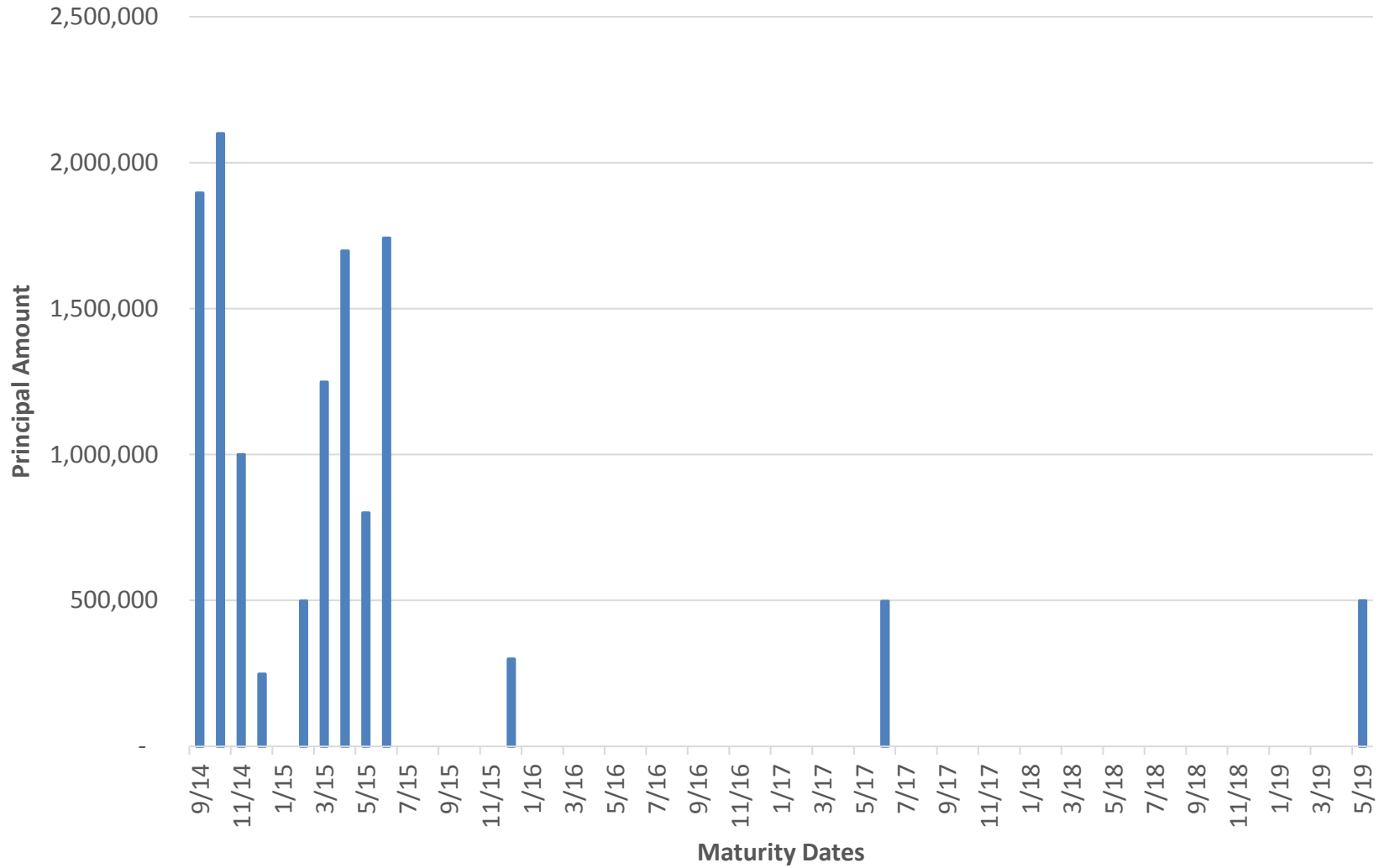
AUGUST 31, 2014



LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103

MATURITY DATES

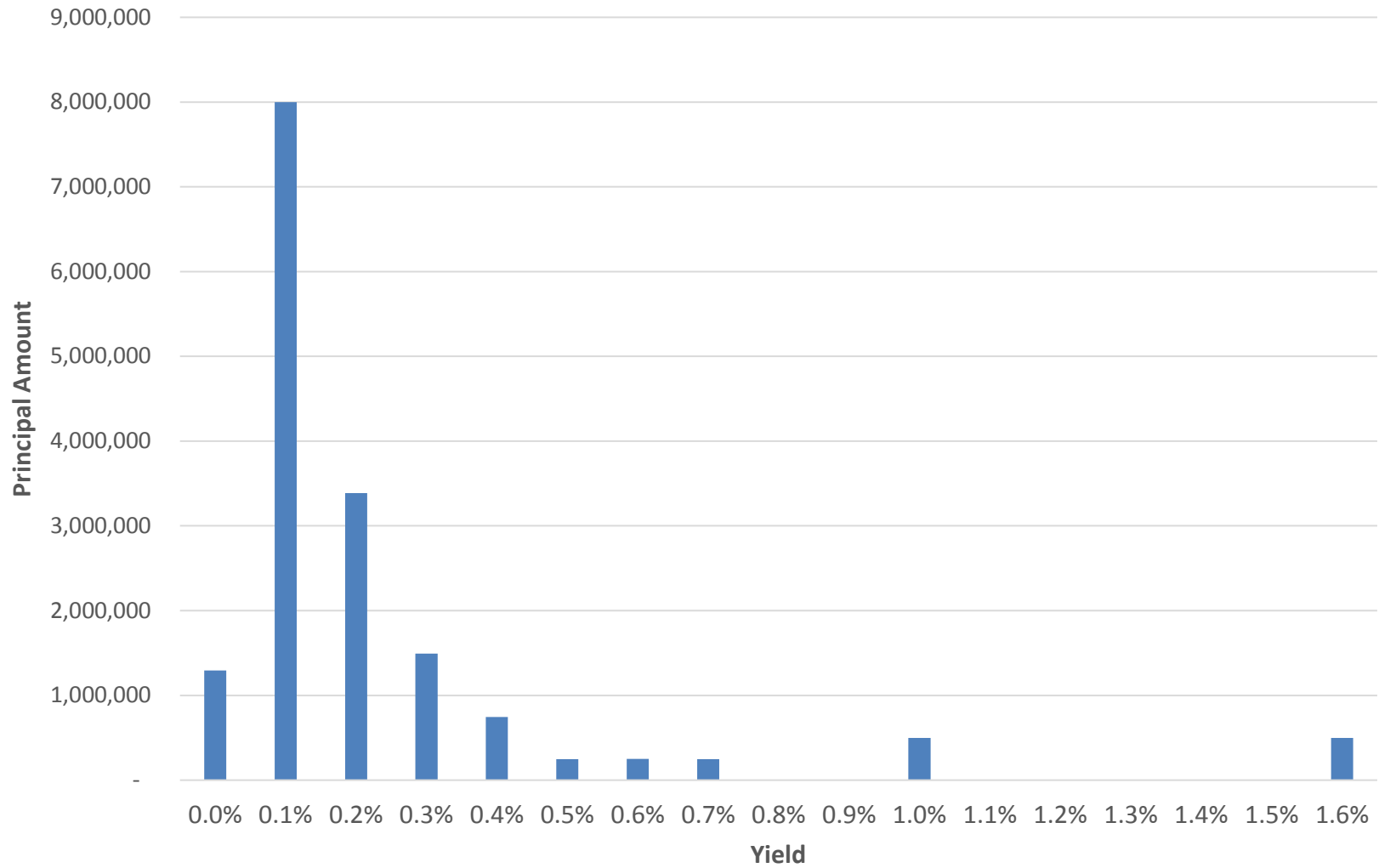
AUGUST 31, 2014



LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103

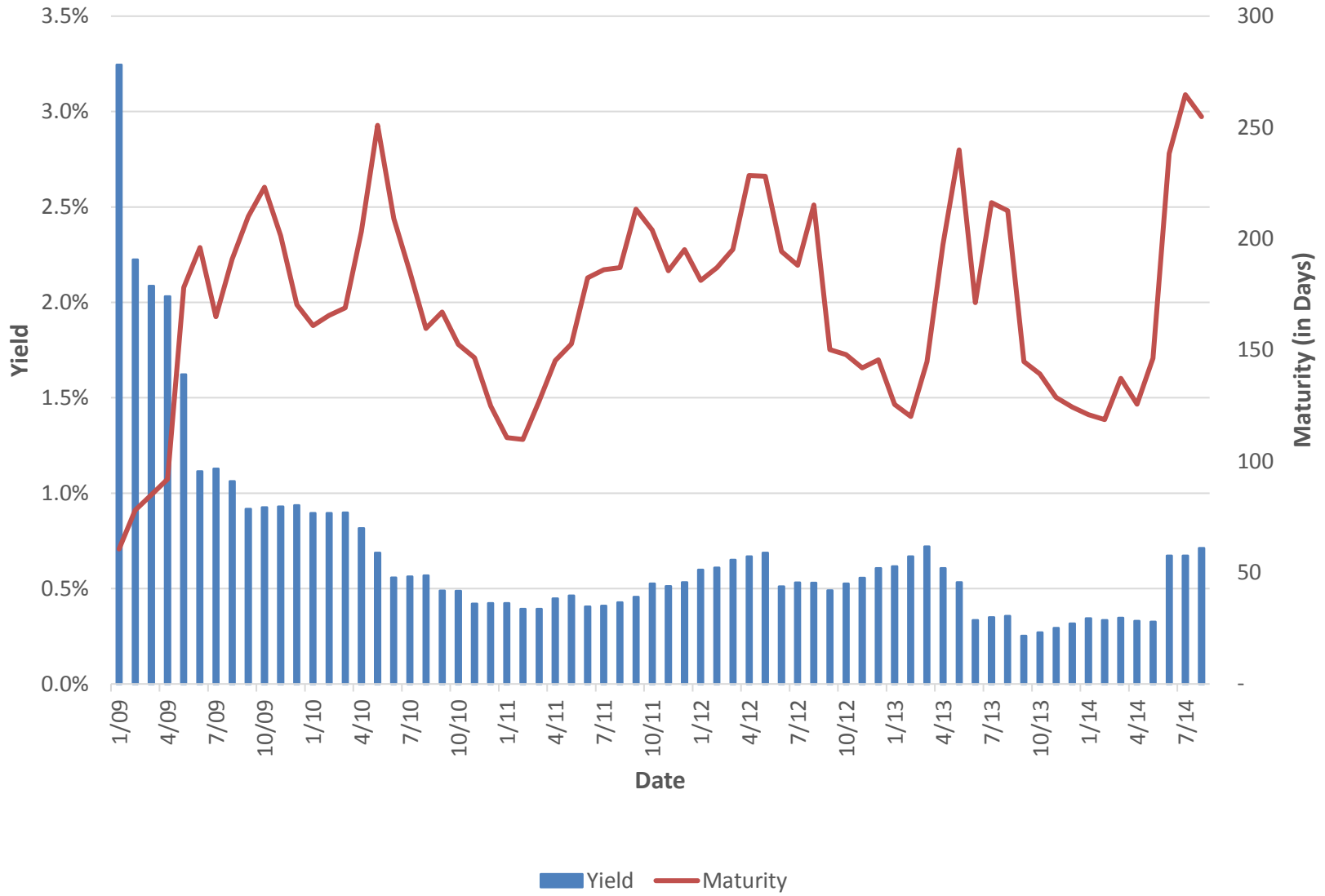
INTEREST RATES

AUGUST 31, 2014



LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103

YIELD VS. MATURITY HISTORY



135

LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103

INVESTMENT PORTFOLIO

SEPTEMBER 30, 2014

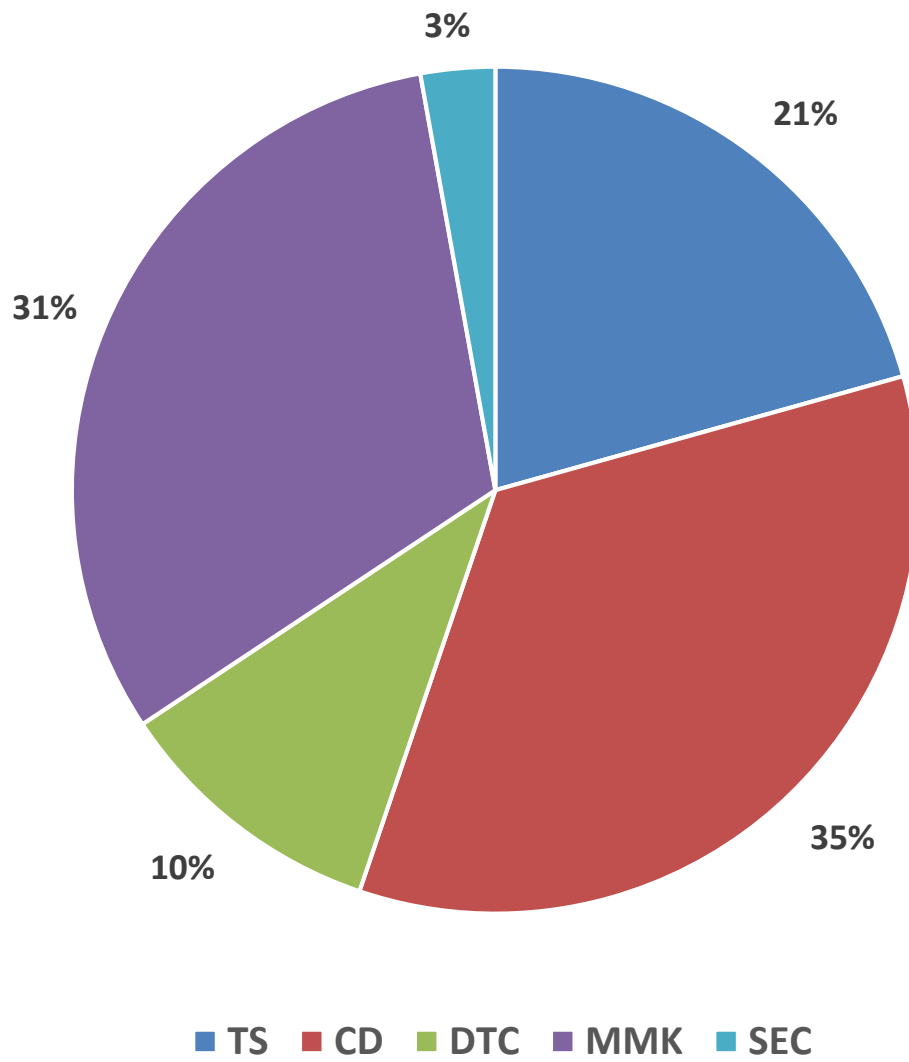
Investment Type	Settle Date	Maturity Date	# of Days	Institution	Cost	Rate
Money Market	9/30/2014	9/30/2014		ISDLAF+ LIQ Account	250,731.91	0.010%
Money Market	9/30/2014	9/30/2014		Illinois Portfolio, IIIT Class	19,355.05	0.020%
Money Market	9/30/2014	9/30/2014		ISDLAF+ MAX Account	1,267,832.55	0.040%
Money Market	9/30/2014	9/30/2014		Bank Financial Public Funds	88,966.76	0.200%
Money Market	9/30/2014	9/30/2014		Savings Deposit Account - RBS Citizens Bank	6,600,638.77	0.090%
Term Series	6/13/2014	10/10/2014	119	ISDLAF+ TERM SERIES	\$1,300,000.00	0.080%
Term Series	6/27/2014	10/28/2014	123	ISDLAF+ TERM SERIES	\$800,000.00	0.080%
Term Series	6/27/2014	11/24/2014	150	ISDLAF+ TERM SERIES	\$1,000,000.00	0.090%
DTC CD	12/5/2012	12/5/2014	730	Ally Bank Certificate of Deposit	\$248,234.10	0.702%
Certificate of Deposit	9/5/2014	2/2/2015	150	CITIBANK - IMMMA TERM - L (2015)	\$1,100,000.00	0.100%
DTC CD	8/13/2014	2/11/2015	182	Bank of India Certificate of Deposit	\$249,060.62	0.301%
DTC CD	8/13/2014	2/17/2015	188	Investors Bank (mhc) Certificate of Deposit	\$249,253.65	0.100%
Certificate of Deposit	9/11/2014	2/18/2015	160	LANDMARK COMMUNITY BANK	\$249,800.00	0.100%
Certificate of Deposit	9/11/2014	2/18/2015	160	BAR HARBOR BANK & TRUST	\$149,680.00	0.101%
Certificate of Deposit	9/11/2014	2/18/2015	160	STATE BANK OF NEW RICHLAND	\$200,920.00	0.100%
Certificate of Deposit	9/11/2014	2/18/2015	160	TALMER BANK AND TRUST	\$249,800.00	0.101%
Certificate of Deposit	9/11/2014	2/18/2015	160	ASSOCIATED BANK, NA (N)	\$249,800.00	0.100%
Certificate of Deposit	7/31/2014	3/10/2015	222	BOFI FEDERAL BANK	\$249,800.00	0.110%
DTC CD	9/10/2014	3/10/2015	181	SANTANDER BANK, N.A. / SOVEREIGN BANK	\$249,246.06	0.201%
Certificate of Deposit	9/11/2014	3/10/2015	180	TEXAS CAPITAL BANK	\$249,800.00	0.110%
DTC CD	9/17/2014	3/17/2015	181	CITIZENS BANK, NA CD	\$249,246.13	0.151%
Certificate of Deposit	9/26/2014	3/25/2015	180	STERN'S BANK NA (N)	\$249,800.00	0.143%
Certificate of Deposit	6/5/2014	3/26/2015	294	IDB BANK- NY	\$249,700.00	0.143%
Certificate of Deposit	6/5/2014	3/26/2015	294	AFFILIATED BANK	\$249,700.00	0.143%
Certificate of Deposit	6/5/2014	3/26/2015	294	ENERBANK USA	\$249,600.00	0.150%
Certificate of Deposit	6/5/2014	3/26/2015	294	BANK OF THE OZARKS	\$249,600.00	0.156%
Certificate of Deposit	9/30/2014	3/30/2015	181	CITIZENS BANK OF PENNSYLVANIA CD	\$249,246.13	0.151%
Certificate of Deposit	2/26/2014	4/10/2015	408	SONABANK	\$249,300.00	0.250%
Certificate of Deposit	2/26/2014	4/10/2015	408	REPUBLIC BANK OF CHICAGO	\$248,700.00	0.250%
Certificate of Deposit	9/4/2014	4/10/2015	218	WESTERN ALLIANCE BANK / TORREY PINE	\$149,000.00	0.100%
Certificate of Deposit	9/4/2014	4/10/2015	218	THE FIRST, NA	\$249,800.00	0.101%
Certificate of Deposit	6/5/2014	4/22/2015	321	ORRSTOWN BANK	\$201,900.00	0.150%
Certificate of Deposit	6/5/2014	4/22/2015	321	BANCO POPULAR NORTH AMERICA	\$82,600.00	0.150%
Certificate of Deposit	6/5/2014	4/22/2015	321	BANCO POPULAR NORTH AMERICA	\$83,000.00	0.150%
Certificate of Deposit	6/5/2014	4/22/2015	321	BANCO POPULAR NORTH AMERICA	\$84,000.00	0.150%
Certificate of Deposit	6/5/2014	4/22/2015	321	BANK OF CHINA	\$249,600.00	0.157%
Certificate of Deposit	6/5/2014	4/22/2015	321	FAR EAST NATIONAL BANK	\$249,500.00	0.200%
Certificate of Deposit	6/5/2014	4/22/2015	321	ONEWEST BANK, NA	\$249,400.00	0.270%
Certificate of Deposit	9/4/2014	4/22/2015	230	BAR HARBOR BANK & TRUST	\$100,000.00	0.100%
Certificate of Deposit	9/4/2014	4/22/2015	230	WESTERN ALLIANCE BANK / TORREY PINE	\$100,000.00	0.100%
Term Series	9/26/2014	4/29/2015	215	ISDLAF+ TERM SERIES	\$1,500,000.00	0.110%
Term Series	6/13/2014	5/11/2015	332	ISDLAF+ TERM SERIES	\$800,000.00	0.160%
Certificate of Deposit	6/6/2013	6/8/2015	732	FIRST CAPITAL BANK	\$248,500.00	0.300%
Certificate of Deposit	6/6/2013	6/8/2015	732	FIFTH THIRD BANK	\$248,100.00	0.368%
Certificate of Deposit	6/10/2013	6/10/2015	730	VIRGINIA HERITAGE BANK	\$248,000.00	0.398%
Certificate of Deposit	6/12/2014	6/12/2015	365	UNITY NATIONAL BANK OF HOUSTON	\$249,400.00	0.212%
Certificate of Deposit	6/12/2014	6/12/2015	365	KANSAS STATE BANK OF MANHATTAN	\$249,300.00	0.243%
DTC CD	6/24/2014	6/24/2015	365	Bank Of Baroda Certificate of Deposit	\$249,496.45	0.200%
DTC CD	6/24/2013	6/24/2015	730	State Bank Of India NY Certificate of Deposit	\$249,237.36	0.552%
Certificate of Deposit	9/26/2014	7/10/2015	287	BANK OF EAST ASIA	\$249,600.00	0.200%
Certificate of Deposit	9/26/2014	7/10/2015	287	SAFRA NATIONAL BANK OF NEW YORK	\$249,700.00	0.143%
Certificate of Deposit	9/26/2014	7/10/2015	287	PLAINSCAPITAL BANK	\$249,700.00	0.150%
Certificate of Deposit	6/12/2014	12/9/2015	545	MIDLAND STATES BANK	\$51,300.00	0.205%
Certificate of Deposit	6/12/2014	12/9/2015	545	ROCKFORD B&TC	\$248,700.00	0.343%
DTC CD	9/17/2014	3/17/2016	547	CAPITAL ONE BANK (USA), na	\$249,492.18	0.418%
DTC CD	9/19/2014	9/19/2016	731	BMW BANK OF NORTH AMERICA CD	\$248,232.71	0.903%
DTC CD	6/11/2014	6/12/2017	1097	Discover Bank Certificate of Deposit	\$248,710.21	1.003%
DTC CD	6/11/2014	6/12/2017	1097	Goldman Sachs Bank USA Certificate of Deposit	\$248,710.21	1.003%
Certificate of Deposit	9/26/2014	9/26/2017	1096	BANK OF THE WEST	\$241,800.00	1.119%
Security	9/26/2014	6/13/2018	1356	Federal Home Loan Mortgage Corporation Note	\$243,109.87	1.260%
Security	6/5/2014	5/30/2019	1820	Federal Home Loan Mortgage Corporation Note	\$499,392.93	1.564%

26,137,093.65

Weighted Yield 0.663%
 Weighted Maturity 272.73

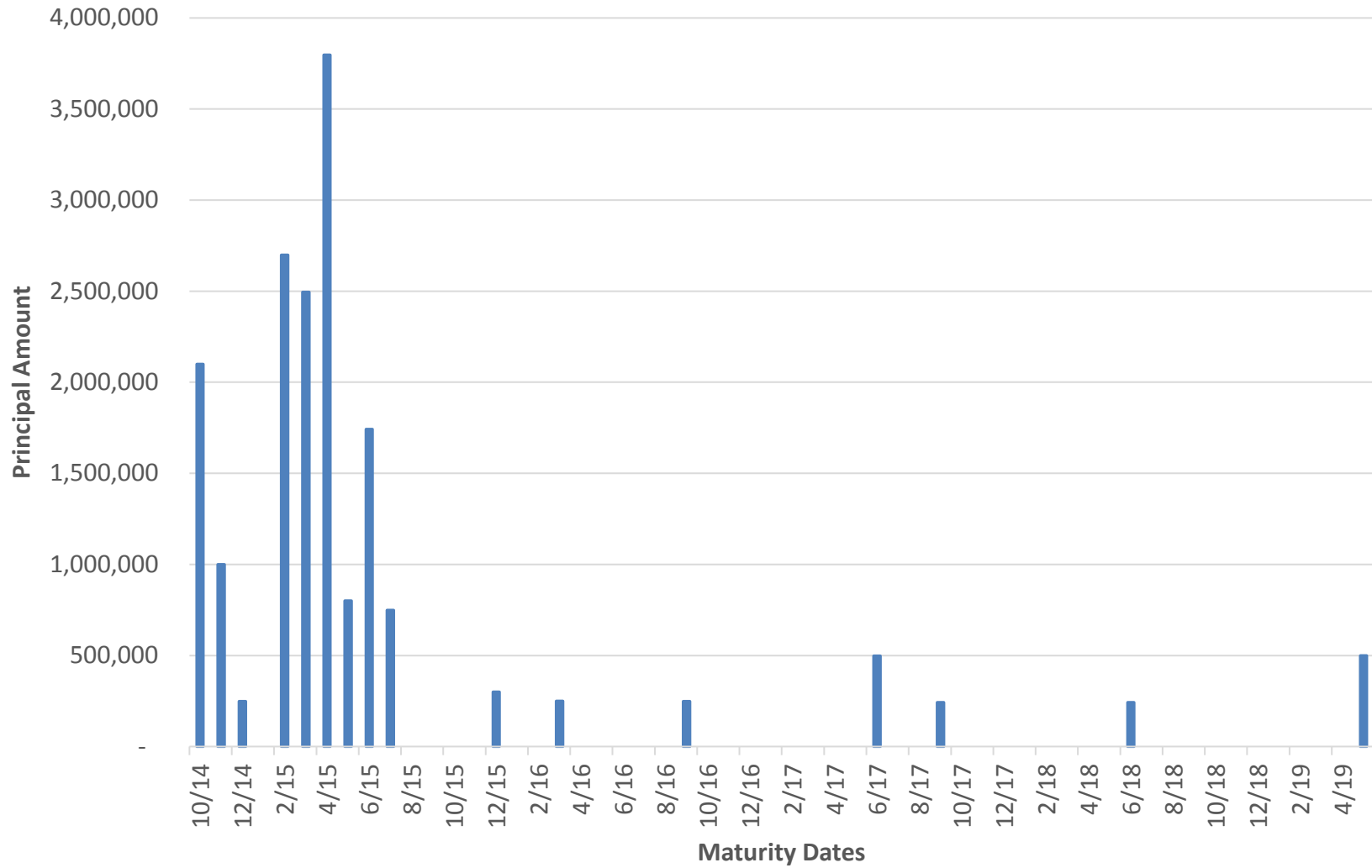
LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103

INVESTMENT TYPE
SEPTEMBER 30, 2014



LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103

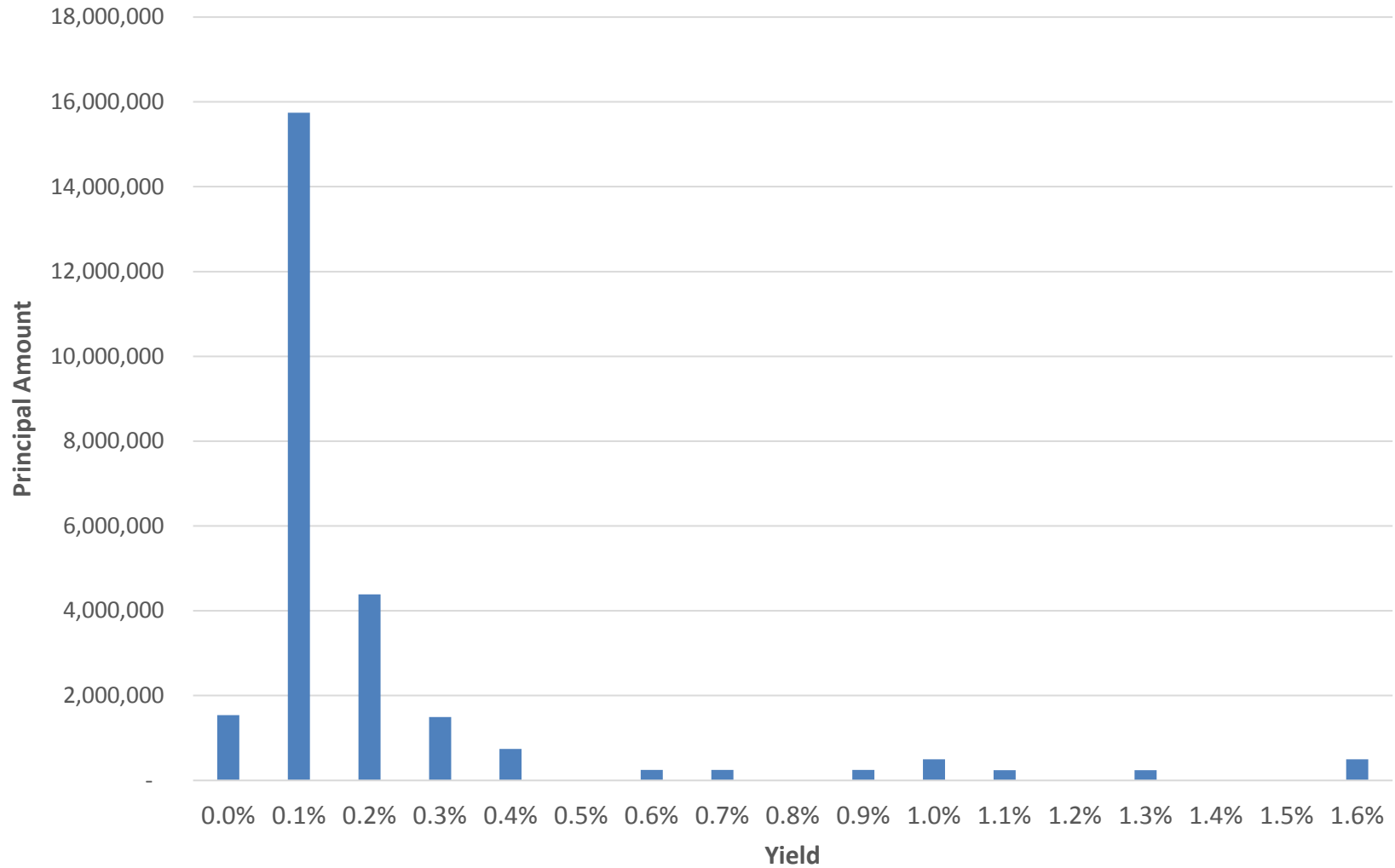
MATURITY DATES SEPTEMBER 30, 2014



LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103

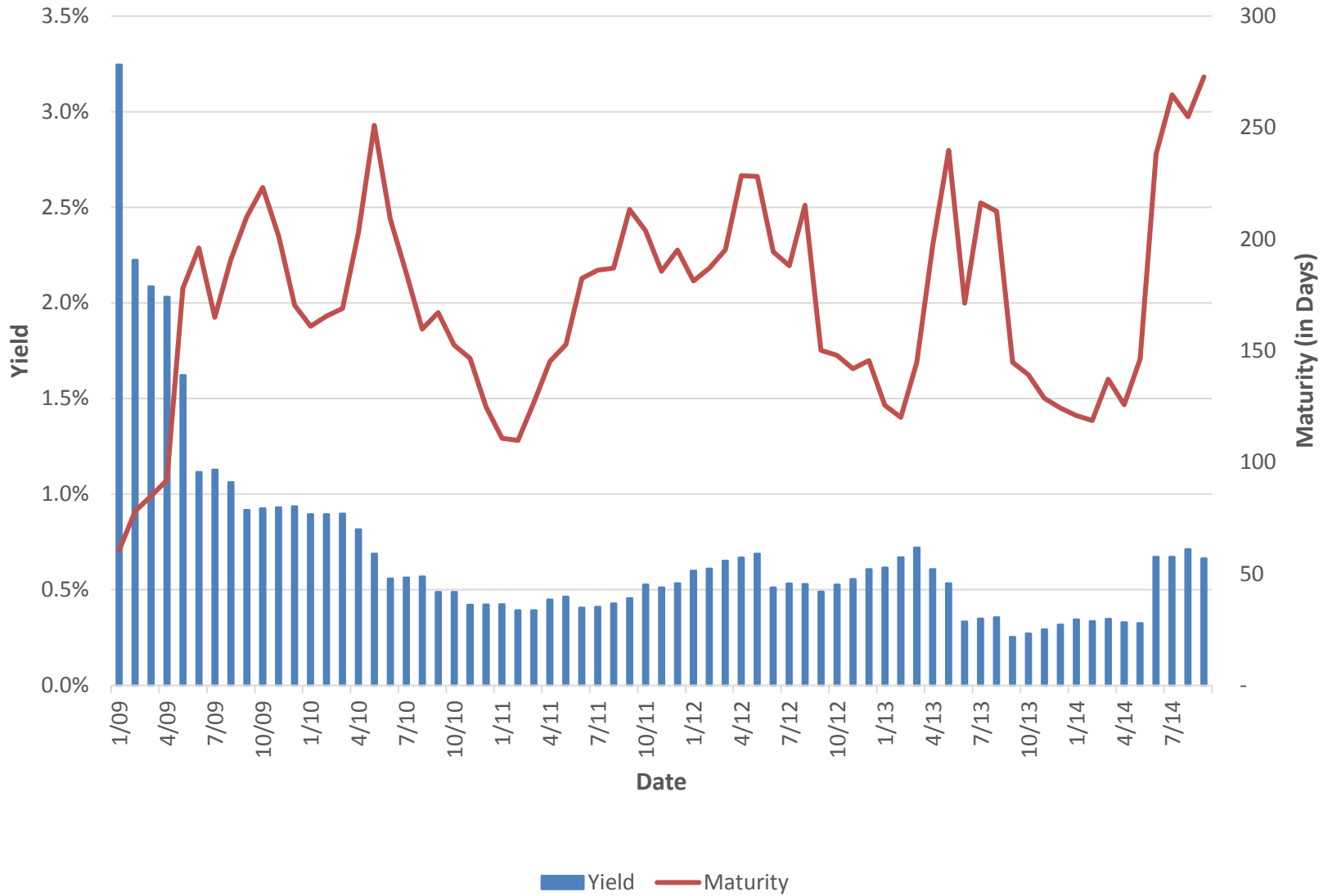
INTEREST RATES

SEPTEMBER 30, 2014



LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103

YIELD VS. MATURITY HISTORY



140



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: October 16, 2014
Re: Facilities Update

DANIEL WRIGHT

- During the week of October 1st a leak was discovered in one of the galvanized main hot water supply lines, this was located in the boy's locker room. Our staff provided an access hole in the concrete block wall and put a temporary patch until it could be repaired. This was the third time this pipe has had a repair and the decision was made to replace a section of pipe that spanned the boy's locker room. On Friday the 10th and Monday the 13th, while student were out, a plumbing contractor replaced the section of pipe. By Tuesday morning everything was tested, cleaned, and ready for the start of classes.
- The Siemens Company has asked to use the District as a BETA test site for HVAC controls. This is a good opportunity for the District to update the software for this program, this will be at no cost to the District. This was agreed to, with the stipulation, that all three buildings would be updated. An additional offer was made to provide an upgrade in the computer graphics. After discussions with the software designers about improvements needed, Siemens offered to install the graphics software and allow the District to build their own design. The goal will be to make all three buildings look identical when logged into.

HALF DAY

- There were no significant projects during this time period.

SPRAGUE

- There were no significant projects during this time period.

DISTRICT UPDATE

- Soil removal at Half Day, work will be performed by a State certified contractor. A Start Date is still waiting State approval to begin. The State has now asked the environmental contractor to provide more information before they can approve this project.
- Rivershire renovation is 100% complete.
- On October 13th, the District hosted a joint Active Shooter Training drill. The participants included the Lincolnshire Police Department and the Lincolnshire - Riverwoods Fire Department. In addition, Boy Scouts and Parents from troop 73 (Grayslake), played the roles of the injured and deceased shooting victims.



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, Asst. Supt. of Curriculum and Instruction
Julie Postma, Director of Student Services
Mark Westhoff, Director of Technology
CC: Dr. Scott Warren
Date: October 16, 2014
Re: Executive Summary

Curriculum and Instruction

- The accessibility and accommodation features on the new state assessment, PARCC, are very different than educators are familiar with facilitating. On August 19th, Heather Santella made a presentation to all case workers and ELL teachers. On October 7th, I made a presentation to all classroom teachers at Half Day and Daniel Wright teachers to familiarize them with the new documents and assessment features. The powerpoint was then added to a movenote presentation and emailed to all district staff members.
- On October 10th all certified staff members participated in the Consortium Teacher Institute Day. This year the format of the day was redesigned, rather than having all staff attend a keynote speaker at Stevenson, separate agendas were created by content or job-alike groupings. Each consortium district then hosted a different group of teachers. On the same day administrative assistants were trained by Kim Sylvan on how to post to the district website.
- On September 23rd Devorah Heitner presented, “Smart Phones, SMART Choices.” There were 31 parents in attendance at this evening presentation. A summary of Dr. Heitner’s presentation is below. There is another parent presentation by Dr. Heitner planned for January.
 - Think or ask before posting, if it is private don’t post it
 - Acknowledge the perils of anonymity
 - Creation in balance w/ consumption
 - They may be tech savvy, but you have wisdom
 - Don’t over rely on monitoring or blocking
 - Use productivity apps to limit gaming and social media distractions
 - Learn etiquette, for calling and texting

- Work interpersonal issue out in person
- Remind kids to be here now and not to use overuse phones in social situations- MODEL this behavior

Student Services

- Crisis Prevention and Intervention (CPI) is a program that focuses primarily on crisis prevention and intervention with students who are struggling to demonstrate appropriate behaviors and or emotions. In addition, should a child demonstrate behaviors that are harmful to themselves or others, there are specific protocols that are taught and practiced to ensure the safety if everyone involved. As a certified Crisis Prevention and Intervention trainer, Gina has been holding full day workshops for staff members to establish and or maintain their CPI skills. Primarily, administration and special education staff members are involved; some other staff members have taken advantage of this opportunity also. Three full day sessions have already been held, and there are plans for several more this year.
- Our early childhood team has been busy ensuring that the school team and family are working closely with each other to ensure success for our youngest learners. Families allowed members of our school team into their homes for “home visits.” These home visits provide a great way to establish personal relationships and understanding between school and home. In addition, the early childhood team held a parent involvement evening on October 16th. The team shared information on language milestones and activities that foster language development. Christine Okada, speech language pathologist, took the lead on this presentation.
- We have submitted our first FACTS and personnel approval for the 2015 fiscal year through iePoint, the state mandated special education data system. This process includes ensuring all staff whose primary role is working with students with special needs is entered into the system with appropriate credentials and salary information. It also includes ensuring each child who receives any amount of service through special education is entered with both identifying information and specific information regarding their special education status including eligibility, services and percentage of time in special education. This information is updated on an ongoing basis, and resubmitted to the state several times each year.
- There continue to be several cases that involve significant time, resources and legal support due to the complexity of the situations.

Technology

- We continue to work on a number of data projects related to State-required information and reports. Providing information to the State is basically a year-round process with the State giving districts deadlines for certain types of information.

- We have several teachers using Twitter as a tool to communicate happenings in their classrooms. Twitter is a good place to see what is going on with teaching and learning. Our district account also retweets some teacher tweets. We encourage you to check it out.
- We held a department meeting where we listed and discussed all the duties and responsibilities of tech services in the district. With the explosion of non-iPad, tech-related programs and services over the last several years we are consistently evaluating how best to serve employees and students.
- We are near finishing converting the wireless connection between Daniel Wright and Transportation to a wired connection. The wired connection should provide the transportation building with the necessary quantity and quality connections necessary for the increased services required in that building.

LINCOLNSHIRE - PRAIRIE VIEW SCHOOL DISTRICT 103

ENROLLMENT REPORT

September 30, 2014

Grade	June 2014 Enrollment	Current Enrollment	No. Core Academic Teachers/ FTE	Average Class Size	Lowest Class Size	Highest Class Size	Kasarda Report 2014-2015 "B" Projection	Kasarda Report 2014-2015 "C" Projection
Early Childhood	28	27	2 am/2 pm		3	10		
K (AM)	20	17	1	17.0	17	17		
K (PM)	20	17	1	17.0	17	17		
K (Full Day)	100	120	6	20.0	20	20	137	143
1	167	154	8	19.3	19	20	161	165
2	169	178	8	22.3	21	23	172	176
3	167	171	8	21.4	19	22	174	178
4	189	173	8	21.6	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	14	29	204	208
8	218	221	8.4	26.3	17	28	219	223
Sprague Total	504	513						
Half Day Total	356	344						
Daniel Wright Total	824	837						
SUBTOTAL	1,684	1,694					1,632	1,670
Special Ed Out of District:								
SEDOL/Public	2	2						
Consortium Placements	3	4						
Private Placements	2	3						
IAES								
CURRENT TOTAL	1,691	1,703						

**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	27								
K - AM	16	17								
K - PM	16	17								
K- Full Day	120	120								
1	152	154								
2	177	178								
3	172	171								
4	172	173								
5	203	203								
6	204	204								
7	209	209								
8	222	221								
Sprague	505	513								
Half Day	344	344								
Daniel Wright	838	837								
SUBTOTAL	1687	1,694	0	0	0	0	0	0	0	0
Special Ed.	9	9								
TOTAL	1696	1,703	0	0	0	0	0	0	0	0



Lincolnshire-Prairie View School District 103

Memo

To: Board of Education
From: Scott Warren
Date: October 16, 2014
Re: Superintendent Informational Report

FOIA requests

The District received two FOIA requests this month. The first was from Jason Little requesting the most recent backflow test reports and sprinkler inspection reports regarding dates, prices paid, and any repairs to those systems. The second was from Deniece Hopkins from the IEA requesting information regarding our non-certified staff. Both FOIA requests were fulfilled. The specific requests and responses are included for your review.

Parent Leave

Congratulations to Susan Elbaum on the anticipated birth of her child in March of this year. Susan submitted a letter requesting a parental leave from March 24, 2015 through the end of the school year in accordance with the Master Contract. Please join me in congratulating Susan on this exciting time for her family!

Strategic Planning

The strategic planning sub-group has been busy creating the survey from our stakeholders regarding the six focus areas of study. The information gathered will be summarized and available to the Strategic Planning Committee for the November 16 and 17 meetings. We are actively seeking interested participants to be a part of the strategic planning committee. We will build a balanced committee that represents all our District 103 stakeholder groups and notify our committee representatives by October 31.

Special Education Cooperative

The district continues to move forward with the withdrawal of SEDOL and the creation of the new cooperative with District 96 and 125. The three districts are working collaboratively together and will be presenting to the Illinois State Advisory Council (ISAC) on February 18, 2015 in Springfield.



Lincolnshire-Prairie View School District 103
Administration Offices

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

Scott H. Warren, Ed.D.
Superintendent

October 2, 2014

Jason Little

SENT VIA EMAIL – jnsnlnc1@yahoo.com

RE: Freedom of Information Act Request

Dear Jason Little:

This letter is in response to the request that you submitted. Please see information below.

1. I am requesting your most recent backflow test reports with the dates, prices paid for the tests, any repairs that were made if necessary along with the prices paid for said repairs, and the company/companies that performed the tests and or repairs.

Eight of the building backflow preventers were inspected on 2/20/14 by Peak Plumbing (See attached inspection reports). All devices passed and no repairs were needed. The cost for all three buildings was \$1,324.00

One additional device for the athletic field irrigation was installed and tested on 5/8/2014, at a cost of \$424.00.

2. I am requesting your most recent fire sprinkler inspection reports with the dates, prices paid for the tests, any repairs that were made if necessary along with the prices paid for said repairs, and the company/companies that performed the tests and or repairs.

The Automatic Sprinkler Systems were tested by Independent Fire Sprinkler Inspections on 7/9/2014. This company is a sub-contractor of Esscoe, LLC, who performs the Districts Fire Alarm and Life Safety inspection annually. The total cost for the inspection of the two buildings the District has under fire sprinkler is \$1,632.00 per building. There is no separation in costs for fire sprinklers alone. One issue was noted at Half Day, the electrical connection of two system control valve tampers were not wired to the panel. That was repaired by Krause Electric at a cost of \$278.92 on 9/16/2014. (See attached reports)

If you should have any further questions regarding this, please contact our office at (847) 295-4030.

Sincerely,

Scott Warren, Ed. D.
Superintendent



September 26, 2014

FOIA Compliance Officer
Lincolnshire-Prairieview SD 103
1370 N Riverwoods Rd
Lincolnshire, IL 60069 2402



Dear Sir or Madam,

Pursuant to the Freedom of Information Act and the Illinois Educational Labor Relations Act, the following is a request for the following information electronically (preferably as an Excel file if at all possible):

- Names of all non-certified support staff employees and their hire dates;
- All support staff job titles;
- Work sites and corresponding addresses;
- The number of hours scheduled to work per week (or percentage appointment);
- The number of months scheduled to work per year;
- Bargaining unit status (i.e., whether or not they are covered by a collective bargaining agreement.) and, if they are in a bargaining unit, the name of the labor organization with which that unit is affiliated;
- Copies of any contracts the district has with subcontractors currently engaged in district support staff work (e.g., transportation services, food services, custodial services, etc.)

Please note that this request is going out to numerous school districts, across a large region, for data gathering and research purposes. This effort, therefore, is not only in regard to employees in your district. Additionally, it is not related to any matters regarding employees you may have currently represented by IEA (e.g., upcoming contract talks, etc.)

Please forward this information electronically at your earliest convenience. My email address is deniece.hopkins@ieanea.org. A follow-up e-mail of this request may be sent soon to facilitate this, but please allow the receipt of this letter to be the official request.

Lastly, please do not let inability to provide one or more of the specific items requested above to delay in preparing and providing the information that may be more readily accessible.

If you have any questions, don't hesitate to call. Thank you in advance for your attention to this request.

Sincerely,

Deniece Hopkins

Deniece Hopkins
IEA – NEA
1860 W. Winchester Road Ste 202
Libertyville, IL 60048-5353
(O) 847/932.4140
(F) 847/932.4144
(E) deniece.hopkins@ieanea.org



Roycealee J. Wood
Regional Superintendent of Schools

800 Lancer Lane Suite E-128
Grayslake, Illinois 60030-2656
Phone 847 543 7833
Fax 847 543 7832
www.lake.k12.il.us

October 7, 2014

Ms. Michelle Blackley
Daniel Wright Junior High District #103
1370 N. Riverwoods Road
Lincolnshire IL 60069

Dear Ms. Blackley:

On behalf of the staff of the Lake County Regional Office of Education, please accept our congratulations to you and to your School Board members for Daniel Wright Junior High School in your district who won an Attendance Week Award during the 26th Annual Attendance Week September 2-4, 2014.

We are proud to have a school district of your caliber in Lake County, and we extend our best wishes to you and your staff for continued success in all areas of educational endeavors.

Please let us know if we can be of assistance to you, (847) 665-0595; thank you.

Sincerely,

Roycealee J. Wood
Regional Superintendent of Schools
Lake County, Illinois

CC: Dr. Scott Warren, Superintendent
Monika Schwander, Director, Attendance Truancy Division