



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

APRIL 21, 2015

The Regular Meeting of the Board of Education of Lincolnshire-Prairie View School District 103 will be held on Tuesday, April 21, 2015 at 7:00 PM in the Learning Center of Daniel Wright Junior High School, 1370 N. Riverwoods Road, Lincolnshire, Illinois.

- A. Call to Order and Roll Call
Time: 1 hour 40 minutes
- B. Pledge of Allegiance
- C. Community Participation
- D. Approval of Minutes 3
Time: 5 minutes
- E. Consent Agenda
Time: 5 minutes
 - 1. Approval of Bills 14
 - 2. Approval of School Donations 42
 - 3. Approval of Policy Updates Issue 87 43
 - 4. Approval of Certified Staffing Plan 78
 - 5. Approval of Classified Staffing Plan 80
- F. Action Item
Time: 10 minutes
 - 1. Approval of Field Trip 82
- G. Discussion Items
Time: 30 minutes
 - 1. Preliminary Budget Fiscal Year 2016 84
 - 2. Strategic Planning Update 85
 - 3. Board Meeting Schedule 2015-2016 86
 - 4. Collective Bargaining Discussion
- H. Information
Time: 20 minutes
 - 1. Board Representatives Committee Update
 - 2. Written Department Updates

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K. Community Participation	
L. Executive Session	
Time: 30 minutes	
M. Adjournment	



Lincolnshire-Prairie View School District 103

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BOARD OF EDUCATION REGULAR MEETING MINUTES

Tuesday, March 17, 2015

The Board of Education Regular Meeting of Lincolnshire-Prairie View School District 103 was held on Tuesday, March 17, 2015 in the Learning Center of Daniel Wright Junior High School located at 1370 N. Riverwoods Road, Lincolnshire, Illinois.

The following Board Members were in attendance:

Gary Gordon, President

Chris Curtis, Vice President

Kate Harper

Sandy Simon

Sherri Thomas

Anne van Gerven

Ben Yomtoob

Absent: None

Also present were:

Dr. Scott Warren, Superintendent

Dan Stanley, Assistant Superintendent for Business/CSBO

Katie Reynolds, Assistant Superintendent for Curriculum and Instruction

Julie Postma, Director of Student Services

Mark Westhoff, Director of Technology

Scott Gaunky, Director of Facilities

Dr. Gina Finaldi-Schmidt, Assistant Director of Student Services

Anthony Mendoza, Director of Transportation

Norma Taylor, Board Secretary

Public: 4

Press: 0

Staff: 12

Call to Order and Roll Call

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

Pledge of Allegiance

Community Participation

There was no community participation at this time.

Celebrating Success - Daniel Wright Junior High School

Mr. Ryan Clarin opened the program by thanking Mrs. Blackley, District 103 Music Boosters, and the PTO for their support and advocacy in promoting the ukulele program. Six ukulele students gave a wonderful performance to the delight of all present.

Approval of Minutes

Motion by Mrs. Harper, seconded by Mr. Yomtoob to approve the minutes of the February 17, 2015 Regular and Executive Session, the March 3, 2015 COW Amended Minutes and Executive Session.

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

Consent Agenda

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

Approval of Bills, Approval of School Donations, Approval of Tenure Recommendations, Approval of Renewal of Continued Employment for Nontenured Staff, Approval of Renewal of Continued Employment for Part-time Staff, Approval of Classified Employment, Approval of Classified Staff Salary Increases, Approval of Resolution of Honorable Dismissal, Approval of Field Trip, Approval of Bus Lease, Approval of Bid for District Landscape Maintenance for 2015-2016, Approval of Resignations, and Approval of Board Policy 6:170.

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

Discussion Items

1. Deep Dive Special Education/Student Services

This discussion was tabled until the next meeting.

2. Long Term Budget Projections

Mr. Stanley reviewed long term budget projections for the District that incorporated all of the budget assumptions presented by PMA in February. Three scenarios were discussed that included \$500,000 in debt certificate payments to begin in FY 2017. Scenario two included adding 4 FTE staff and scenario three included adding 6 FTE staff. Mr. Stanley noted the additional staff reflects new teaching positions, not positions that may be added as a result of enrollment. The initial assumptions allow for enrollment increase projections. Mr. Stanley noted adding 6 FTE in 2016 would create an operating deficit. The Board discussed various aspects of the projections and thanked Mr. Stanley for bringing forth this information.

Action Items

1. Motion by Mrs. Harper, seconded by Mrs. van Gerven the Board approve the Resolution providing for the issue of not to exceed \$1,200,000 General Obligation Refunding Limited School Bonds, Series 2015A, of School District Number 103, Lake County, Illinois, for the purpose of refunding certain outstanding bonds of said School District, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof.

Mr. Stanley explained this is an opportunity for the District to refund outstanding bonds into a lower interest rate, which is in the best interest of the school district.

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

2. Motion by Mrs. Harper, seconded by Mrs. Thomas, the Board approve the Resolution authorizing and providing for the issue of not to exceed \$2,400,000 General Obligation Refunding Debt Certificates (Limited Tax), Series 2015B, of School District Number 103, Lake County, Illinois, for the purpose of refunding certain outstanding debt certificates of said School District, providing for the security for and means of payment of said Certificates, and authorizing the sale of said Certificates to the purchaser thereof.

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

3. Motion by Mrs. Harper, seconded by Mrs. Thomas, the Board approve the Resolution authorizing and directing the execution of an Escrow Agreement in connection with the issue of not to exceed \$2,400,000 General Obligation Refunding Debt Certificates (Limited Tax), Series 2015B, of School District Number 103, Lake County, Illinois.

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

4. Motion by Mr. Yomtoob, seconded by Mrs. Thomas, the Board approve the 1:1 Teaching and Learning Initiative for the 2015-2016 School Year.

Dr. Warren expressed his enthusiasm for 1:1 Teaching and Learning, and views this as a transformational change in the education of children. He is excited to expand 1:1 so students can reach new educational levels. Mr. Gordon thanked everyone involved for their hard work to bring this together. A Board member asked if the District received feedback from the community after the recent email asking for input. Dr. Warren said he received concerns about the financial side for parents and responded to all inquiries.

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

Information

Mrs. Harper reported she attended the Learning Fund Foundation Board Meeting where she learned they are considering their next initiative, and are excited to partner with the PTO for the 5K Run for the Fields in May.

Mrs. van Gerven reported she attended the PTO meeting where they are excited to partner with the National Junior Honor Society at Daniel Wright, and the Learning Fund Foundation for the May 5K. She reported Dr. Adler informed the group that one of the First Grade classes was working on opinion writing and posted their review of local companies on Twitter. They found companies began reacting to their posts. One company, Kalahari Resorts, sent the class a box of passes to their waterpark.

Mrs. van Gerven provided an update from the Facilities Committee. There will be a community engagement night in the spring, and a working committee to meet during the summer, then a broader committee to engage the committee to receive feedback. The goal is to present a recommendation in September for facility changes to address the needs of the District.

Mrs. Harper reported she participated with Dr. Warren and Mrs. Postma in the interview process for the new Director of the Exceptional Learners Collaborative (ELC).

Mrs. Simon reported she attended the SEDOL meeting with Mrs. Postma. She reported SEDOL has entered into a lease termination agreement with Lake Forest High School where they ran the Sally Potter School.

Superintendent's Informational Report

Dr. Warren reported the District received a FOIA request from the Illinois Policy Institute that was fulfilled within the allotted time. Dr. Warren congratulated Omkarnath Halleppanawar on qualifying for the Illinois State Bee as part of the National Geographic Bee. He also congratulated Science Olympiad's JV and Varsity Teams who won their Regional Competitions and now advance to the State level on April 18. Dr. Warren congratulated 8th grader Matthew Zimring for placing 2nd at the State Wrestling Tournament.

Dr. Warren noted that Julie Bodeen, Assistant Principal at Daniel Wright Junior High School will be retiring at the end of the school year. He thanked her for her dedicated service to the district and wished her well in her new endeavors. Dr. Warren congratulated Dr. Christy Adler who was recently named a finalist for the Golden Apple Leadership Award. A celebration is scheduled for Saturday, April 11 for all the finalists for this prestigious award.

Dr. Warren asked Mrs. Blackley to provide an update of the Daniel Wright Junior High School schedule for the 2015-2016 school year. Mrs. Blackley noted the draft for the schedule for next year is very close to completion. She thanked the Building Leadership Team, and met with all departments and grade levels. She noted the schedule was reviewed to add in 20 minutes to the school day, but also looked at how the schedule can advance some of the other goals of the school. She reported they were able to work together to resolve many challenging scheduling issues.

Community Participation

There was no community participation at this time.

Executive Session

Motion by Mrs Harper, seconded by Mrs. Thomas, the Board go into Executive Session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees and to discuss the placement of individual students in special education programs and other matters relating to individual students.

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

The Board moved into Executive Session at 8:05 p.m.

Open Session

The meeting reconvened to Open Session at 9:41 p.m.

Action Items

1. Motion by Mrs. Simon, seconded by Mr. Curtis, that the Board approve the settlement agreement regarding student 2015-01 specifically subject to the terms and conditions discussed in closed session.

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

Mr. Gordon left the meeting at 9:43 p.m.

2. Motion by Mrs. Harper, seconded by Mrs. Simon, that the Board approve the 2015-2016 Classified Staffing Plan.

Mr. Stanley reviewed the proposed classified staffing plan. Discussion was held on the plan recommended by the Administration.

Mrs. Harper requested her motion be withdrawn.

Mr. Gordon returned to the meeting at 10:12 p.m.

Discussion was held in reference to the classified staffing plan for the 2015-2016 school year. Mr. Stanley explained the purposes of the Certified and Classified Staffing Plans are twofold. First they help establish the staffing needs as he builds the budget, as staffing is 70% of the budget. Secondly it allows the district to post positions for hire early in the spring.

Board members noted it is the Board's practice to discuss issues at Committee of the Whole meetings, and take action at Regular Board of Education meetings.

3. Motion by Mrs. Simon, seconded by Mr. Curtis, the Board approve the 2015-2016 Administrator Contracts.

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

Adjournment

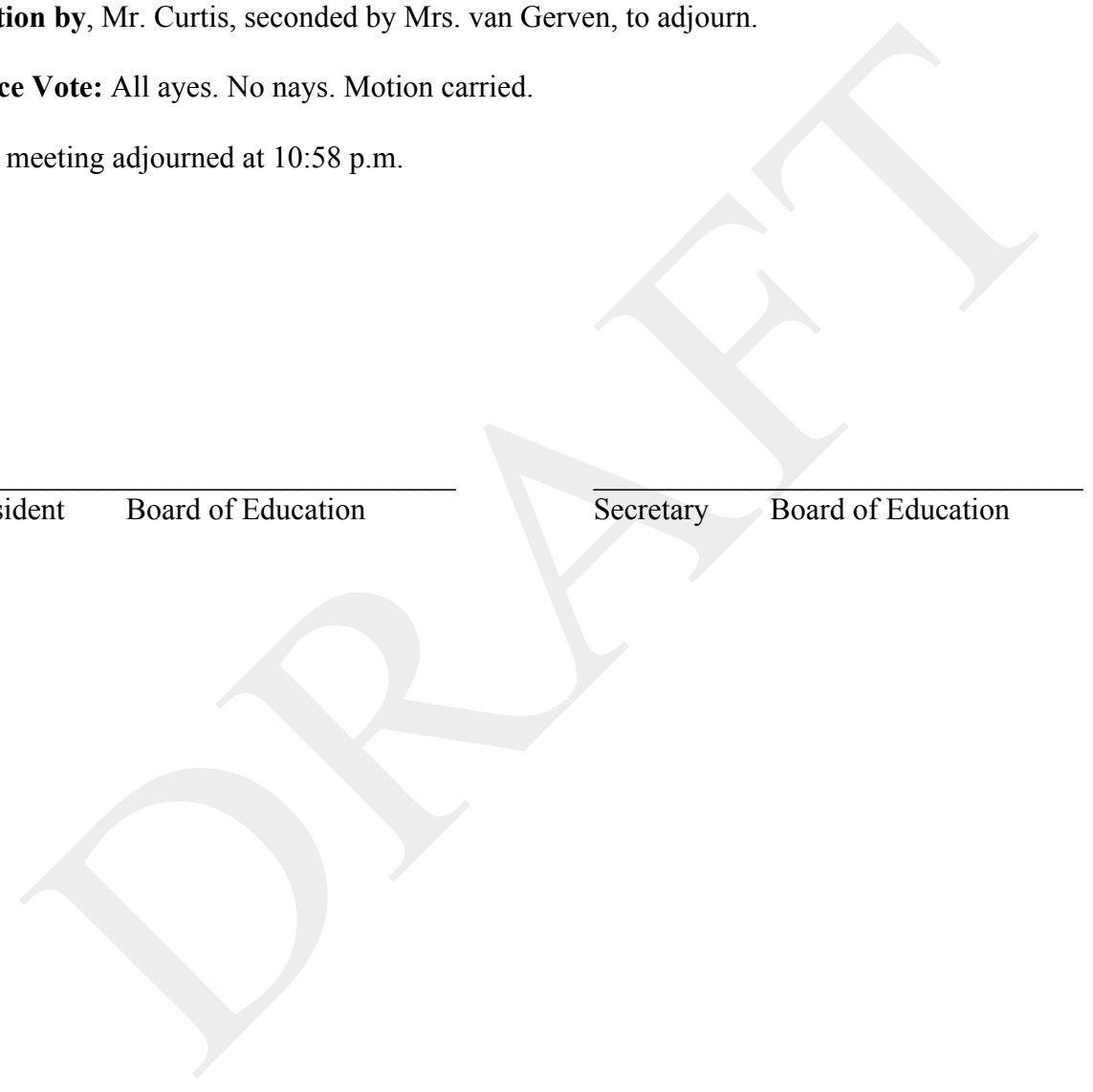
Motion by, Mr. Curtis, seconded by Mrs. van Gerven, to adjourn.

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

The meeting adjourned at 10:58 p.m.

President Board of Education

Secretary Board of Education





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BOARD OF EDUCATION EXECUTIVE SESSION MINUTES

Tuesday, March 17, 2015

The Board of Education of Lincolnshire-Prairie View School District 103 held an Executive Session on Tuesday, February 17, 2015 in the Learning Center of Daniel Wright Junior High School located at 1370 N. Riverwoods Road, Lincolnshire, Illinois.

The following Board Members were in attendance:

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

Absent: None

Also present were:

Dr. Scott Warren, Superintendent
Dan Stanley, Assistant Superintendent for Business/CSBO
Julie Postma, Director of Student Services
Norma Taylor, Board Secretary

Executive Session convened at 8:15p.m. to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, and the placement of individual students in special education programs and other matters relating to individual students.

Dr. Warren asked Mrs. Postma to provide an update of a 3rd grade student who is currently receiving education outside of the district. Mrs. Postma distributed an agreement presented to the District from the parents of this student and reviewed details of the agreement.

Mr. Stanley reported on a member of the custodial staff who is nearing retirement.

Mrs. Postma and Mr. Stanley left the meeting at 8:45 p.m.

Dr. Warren discussed each administrator's goals and their performance evaluation.

Motion by Mrs. Harper, 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 9:41 p.m.

President Board of Education Secretary Board of Education



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BOARD OF EDUCATION COW MEETING MINUTES

Tuesday, April 7, 2015

The Board of Education of Lincolnshire-Prairie View School District 103 held a Special Meeting on Tuesday, April 7, 2015 in the Library of Half Day School located at 239 Olde Half Day 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:

Also present were:

Dr. Scott Warren, Superintendent

Dan Stanley, Assistant Superintendent for Business/CSBO

Julie Postma, Director of Student Services

Mark Westhoff, Director of Technology

Scott Gaunky, Director of Facilities

Dr. Gina Finaldi, Assistant Director of Student Services

Dr. Christy Adler, Principal Laura B. Sprague School

Mrs. Michelle Blackley, Principal Daniel Wright Junior High School

Norma Taylor, Board Secretary

Public: 1

Press: 0

Staff: 11

Call to Order and Roll Call

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

Pledge of Allegiance

Community Participation

There was no community participation at this time.

Discussion Items

Deep Dive Special Education Presentation

Dr. Warren introduced Mrs. Postma and Mr. Stanley who presented a deep look into the Special Education and Student Services Departments of the district. A board member thanked Mrs. Postma and her team for the great work the district does in providing outstanding learning experiences for the students.

ELM Update

Dr. Warren provided an update of the Enrichment Model (EM) Program for the 2015-2016 school year. He noted decisions made by EM Committee included facilitating a three-tiered model, and to begin administering the Cognitive Abilities Test (CogAT) in grades one and five in 2015-2016. Student assessment data will be used to cluster students. The committee also reviewed communication to parents when their child is working with an enrichment teacher.

Dr. Warren reported Mrs. Reynolds and the EM teachers met to determine communication, documentation, and procedures to be written, and a handbook has started to clarify the process and procedures for administrators and staff.

A board member noted the staffing for the program should be reviewed in a year. A board member asked for clarification regarding administering CogAT's only in grades one and five.

Certified Staffing Plan

Dr. Warren reviewed the proposed certified staffing plan for the 2015-2016 school year.

Classified Staffing Plan

Mr. Stanley reviewed the proposed classified staffing plan for the 2015-2016 school year.

Policy Updates

Mr. Yomtoob reviewed the policies that have been updated and presented to the Board. He noted the Board has previously discussed Policy 4:110 Transportation and recommended incorporating those changes. Mr. Yomtoob suggested the Board review Policy 2:140 and its Exhibit regarding communications to and from the Board of Education. Dr. Warren noted the Policy addressing Board member communications allows that a Board member may discuss District business in person, by telephone, or by email with only one other Board member at a time.

Board Meeting Schedule 2015-2016

Dr. Warren noted COW meetings have been added to the schedule of meetings for next year.

Summer Facilities Improvements Update

Mr. Gaunky provided an update of possible summer projects. Discussion was held about the projects and the administration will review all scenarios.

Long Range Facility Planning Discussion

Dr. Warren discussed highlights of the proposal submitted by the architects to provide services for long-term architectural and engineering planning that includes small group work, larger group work, and community engagement.

Action Item

1. Approval of Board Policy

Motion by Mrs. Harper, seconded by Mr. Yomtoob, the Board approve Policy 8:20 Community Use of School Facilities, and Policy 8:30 Visitors To and Conduct On School Property.

Mr. Yomtoob noted the changes in these policies is to allow Board members to be treated as employees rather than visitors as they visit the facilities.

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

Community Participation

There was no community participation at this time.

Adjournment

Motion by, Mrs. van Gerven, seconded by Mr. Curtis, to adjourn.

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

The meeting adjourned at 8:36 p.m.

President Board of Education

Secretary Board of Education

Bills Payable (Fund Summary)

Printed: 4/15/2015 4:05 PM
Lincolnshire-Prairie View SD #103
Expense on Date: 3/17/15 to 4/15/15

Fund Code	Description	Amount
10	Education Fund	176,874.34
20	Oper, Build, & Maint Fund	29,446.05
30	Debt Service Fund or Fund Group	156.15
40	Transportation Fund	85,655.34
Report Total		<u><u>\$292,131.88</u></u>

Bills Payable List

Printed: 4/15/2015 1:06 PM
Lincolnshire-Prairie View SD #103

Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
4H CONFERENCE CENTER					
		SCI BOWL TRIP FOOD	4	160.00	10-1550-332
				<u>\$160.00</u>	
ADLAI E STEVENSON HIGH SCHOOL					
		HOSTING ORCHESTRA CONCERT 1/15	4	385.00	10-1190-390
				<u>\$385.00</u>	
ADLER, CHRISTINE					
		REIMB GOLDEN APPLE VISIT FOOD	4	101.52	10-2310-410
				<u>\$101.52</u>	
ADVANCED FITNESS SYSTEMS USA					
0000008756		DW FITNESS RM MAINT	4	275.00	10-2540-319
				<u>\$275.00</u>	
ADVOCATE OCCUPATIONAL HEALT					
		DRIVER PHYS/DRUG SCREEN	4	348.00	40-2550-390
		DRIVER PHYS/DRUG SCREEN	4	125.00	40-2550-390
				<u>\$473.00</u>	
ALEXIAN BROTHERS BEHAVIORAL					
		HOMEBOUND EDUCATION SERVICES	4	280.00	10-1200-314
				<u>\$280.00</u>	
AMAZON					
		RETURNED STUDY CARRELS	4	(91.77)	10-2210-410
0000009524		RETURNED MICROPHONES	4	(18.98)	10-1190-410
0000009524		RETURNED MICROPHONES	4	(80.17)	10-1190-410
0000009576		WHITE COTTON GLOVES	4	41.85	10-1190-414
0000009576		TABLECLOTHS	4	42.54	10-1190-414
0000009581		CLASSROOM SUPPLIES	4	8.52	10-1111-410
0000009581		CLASSROOM SUPPLIES	4	26.54	10-1111-410
0000009586		ENGLISH ADMINS BK (3)	4	120.96	10-2211-490
0000009588		FILE FOLDERS	4	15.19	10-1200-410
0000009588		SPED BOOKS (4)	4	121.01	10-1200-410
0000009588		SPED BOOKS (4)	4	50.77	10-1200-410
0000009593		CLASSROOM BOOK	4	15.76	10-1111-417
0000009613		CLASSRM WALL MAP	4	25.98	10-1112-414
0000009619		HEADPHONES (25)	4	109.00	10-1111-413
0000009620		PHYS ED BOOKS	4	62.72	10-1510-410
0000009620		PHYS ED BOOKS	4	104.75	10-1510-410
0000009639		SPED SHREDDER	4	174.98	10-1200-410
0000009639		OFFICE SUPPLIES	4	38.93	10-1200-410
				<u>\$768.58</u>	
AMERICAN EAGLE PRODUCTIONS					
		GREAT AMERICAN CHALLENGE PRES	4	270.00	10-2211-314
				<u>\$270.00</u>	
ANDERSON PEST SOLUTIONS					
		DISTRICT IPM	4	144.05	20-2540-329
		DISTRICT IPM	4	144.05	20-2540-329
				<u>\$288.10</u>	

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Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
APPLE COMPUTER INC.					
		IPAD APPLECARE - SP BEARS DON	4	79.00	10-2215-700
		IPAD - SP BEARS DON	4	479.00	10-2215-700
				<u>\$558.00</u>	
AT&T BUSINESS SERVICE					
		LONG DISTANCE	4	35.66	10-2540-341
				<u>\$35.66</u>	
AT&T MOBILITY					
		IPAD DATA SERVICE	4	286.71	10-2540-341
				<u>\$286.71</u>	
AT&T ONENET					
		LONG DISTANCE	4	42.15	10-2540-341
				<u>\$42.15</u>	
AT&T					
		TELEPHONE	4	3,502.92	10-2540-341
		TELEPHONE D103 CLUB	4	118.38	10-3500-341
				<u>\$3,621.30</u>	
BARRINGTON MIDDLE SCHOOL					
		BARRINGTON SCH BOWL REG FEE	4	150.00	10-1550-640
				<u>\$150.00</u>	
BERCOS EDUCATIONAL CONSULTII					
		SPED CONSULTANT	4	280.52	10-2140-314
				<u>\$280.52</u>	
BINDER, STACY					
		REIMB CLASS SUPPLIES	4	139.70	10-1111-410
		REIMB STUDENT PRIZES	4	35.96	10-1111-414
				<u>\$175.66</u>	
BLACK, CAREY					
		REIMB RETIREE INSURANCE	4	611.38	20-2540-225
				<u>\$611.38</u>	
BLICK ART MATERIALS					
	0000009472	ART CANVASSES	4	71.58	10-1190-410
	0000009472	ART CANVASSES	4	163.00	10-1190-410
	0000009568	ART SUPPLIES	4	402.87	10-1120-411
	0000009582	CLASSROOM ART BOOKS	4	46.41	10-1111-417
	0000009614	ART SUPPLIES	4	158.13	10-1190-410
				<u>\$841.99</u>	
BUREAU OF EDUCATION & RESEAF					
	0000009530	NONFICTION SKILLS SEMIN - SBINDER	4	235.00	10-2210-312
	0000009536	BOOK & NONFICTION SEMINARS	4	239.00	10-2210-312
	0000009536	BOOK & NONFICTION SEMINARS	4	235.00	10-2210-312
				<u>\$709.00</u>	
CAPITOL GRAPHICS & PROMOTION					
	0000009535	BUS OFF ENVELOPES (5000)	4	329.19	10-2520-360
	0000009599	BUS CARDS PKS (19), NOTEPADS (10)	4	798.10	10-2520-360
				<u>\$1,127.29</u>	

Bills Payable List

Printed: 4/15/2015 1:06 PM
Lincolnshire-Prairie View SD #103

Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
CAROLINA BIOLOGICAL SUPPLY CO					
		FLY DISPLAY	4	94.20	10-1120-415
		RETURNED FLY DISPLAY	4	(94.20)	10-1120-415
	0000009488	MOBILE LAB, SINK, MIRROR - LFF	4	1,905.20	10-2215-700
	0000009602	INSECT, PLANT DISPLAYS	4	423.19	10-1111-415
				<u>\$2,328.39</u>	
CDW GOVERNMENT INC.					
		COMPUTER MONITOR	4	116.34	10-2630-410
		ADAPTORS	4	155.86	10-2660-410
		PROJECTOR	4	819.00	10-2660-700
	0000009501	IPAD KEYBOARDS (199)	4	7,818.71	10-2210-410
				<u>\$8,909.91</u>	
CESAL, BARB					
	0000009583	WORM PRESENTATION	4	710.00	10-1111-314
				<u>\$710.00</u>	
CHEIFETZ, CHERYL					
		REIMB NSTA CONF TRAVEL	4	12.00	10-2210-312
		REIMB NSTA CONF REG & MEM DUES	4	295.00	10-2210-312
				<u>\$307.00</u>	
CHICAGO KILN SERVICE					
		KILN REPAIR - SP	4	460.00	10-2540-319
				<u>\$460.00</u>	
CHICAGO TRIBUNE					
		NEWSPAPER - HD	4	58.50	10-2220-440
				<u>\$58.50</u>	
CINTAS					
		CUSTODIAL SUPPLIES - SP	4	367.53	20-2540-410
		CUSTODIAL SUPPLIES - SP	4	46.09	20-2540-410
		CUSTODIAL SUPPLIES - SP	4	367.53	20-2540-410
		CUSTODIAL SUPPLIES - SP	4	367.53	20-2540-410
		CUSTODIAL SUPPLIES - SP	4	314.19	20-2540-410
		CUSTODIAL SUPPLIES - SP	4	353.17	20-2540-410
				<u>\$1,816.04</u>	
CITICARE TRANSPORTATION					
		SPEC ED TRANS SERVICES	4	2,816.70	40-2550-331
		SPEC ED TRANS SERVICES	4	3,411.10	40-2550-331
				<u>\$6,227.80</u>	
CLAY, REBECCA					
		REIMB CLASS SUPPLIES	4	47.95	10-1111-419
				<u>\$47.95</u>	
COCA COLA REFRESHMENTS					
		SODA/WATER - SP	4	257.52	10-2310-392
				<u>\$257.52</u>	
COIRIER, LAURA					
		REIMB ADMIN ACAD TRAVEL	4	19.55	10-2210-312
				<u>\$19.55</u>	

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Lincolnshire-Prairie View SD #103

Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
COMCAST CABLE					
		INTERNET - RIVERSHIRE	4	82.90	10-2540-392
				<u>\$82.90</u>	
COMMITTEE FOR CHILDREN					
	0000009561	POSTER PACKS	4	150.00	10-1111-419
				<u>\$150.00</u>	
CONSERV FS INC					
		ATHLETIC FIELD SUPPLIES	4	77.49	20-2540-410
		SIDEWALK ICEMELT	4	75.00	20-2540-410
				<u>\$152.49</u>	
CONSTELLATION ENERGY SERVICE					
		ELECTRICITY - DW	4	8,708.29	10-2540-466
				<u>\$8,708.29</u>	
COVE SCHOOL INC., THE					
		PRIVATE SCHOOL TUITION	4	4,278.78	10-1912-670
				<u>\$4,278.78</u>	
CRIZMAC					
	0000009571	ART SUPPLIES	4	113.14	10-1111-411
				<u>\$113.14</u>	
CUSTOM SOLUTIONS					
		ASSISTIVE DEVICE CONSULTING	4	140.79	10-1200-314
				<u>\$140.79</u>	
DAN THE KEYMAN					
		DOOR REPLACEMENT PARTS	4	100.00	20-2540-410
				<u>\$100.00</u>	
DEMCO					
	0000009587	DW LIBRARY SUPPLIES	4	296.26	10-2220-410
				<u>\$296.26</u>	
ELECTRO-MECH					
		SCOREBOARD REPAIR PARTS	4	336.00	10-1500-410
				<u>\$336.00</u>	
ENGLER, BAASTEN & SRAGA					
		LEGAL SERVICES	4	525.00	10-2310-318
				<u>\$525.00</u>	
ERNIES WRECKER SERVICE INC					
		BUS TOW	4	200.00	40-2550-319
				<u>\$200.00</u>	
EXCHANGE, THE					
		ALIGNMENT - BUS 28	4	568.40	40-2550-329
		ALIGNMENT - BUS 27	4	279.90	40-2550-329
				<u>\$848.30</u>	
FINALDI SCHMIDT, GINA					
		REIMB SEMINAR BK	4	31.18	10-2330-410
				<u>\$31.18</u>	
FIRST STUDENT INC					

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		CHARTER DW TO NORTHWESTERN	4	394.16	40-2550-339
		BROOKFIELD ZOO BUSES	4	1,975.00	10-1111-390
				<u>\$2,369.16</u>	
FITNESS FINDERS					
		WELLNESS AWARDS - LTL	4	23.90	10-2215-410
				<u>\$23.90</u>	
FLOR, KAREN					
		REIMB AFTERSCHOOL ARTS & CRAFTS	4	111.10	10-2190-410
		REIMB CPR CLASS FOOD	4	29.38	10-2130-410
		REIMB VISION & HEARING RECERT	4	60.00	10-2130-390
		REIMB HEALTH SUPPLIES	4	13.16	10-2130-410
				<u>\$213.64</u>	
FOLLETT SCHOOL SOLUTIONS					
0000009498		LIBRARY BKS (28)	4	430.94	10-2220-430
0000009507		LIBRARY BKS (10) - PTO	4	154.40	10-2215-410
0000009537		LIBRARY BOOKS	4	88.91	10-2220-430
0000009537		LIBRARY BOOKS	4	936.50	10-2220-430
0000009537		LIBRARY BOOKS	4	210.57	10-2220-430
0000009553		ANCIENT CHINA DVD	4	32.14	10-2220-490
0000009555		LIBRARY BOOKS	4	358.72	10-2220-430
0000009555		LIBRARY BOOKS	4	656.24	10-2220-430
0000009566		LIBRARY BOOKS - PTO	4	412.05	10-2215-410
0000009566		LIBRARY BKS - PTO	4	435.71	10-2215-410
0000009575		LIBRARY BOOKS	4	206.05	10-2220-490
0000009591		LIBRARY BOOKS - PTO	4	1,093.62	10-2215-410
0000009591		LIBRARY BOOKS	4	41.93	10-2220-430
0000009591		LIBRARY BKS	4	445.24	10-2220-430
0000009598		LIBRARY BOOKS	4	538.68	10-2220-430
0000009611		LIBRARY BOOKS	4	3,749.14	10-2210-420
				<u>\$9,790.84</u>	
FOX RIVER FOODS INC.					
		103 CLUB FOOD	4	977.61	10-3500-410
		103 CLUB FOOD	4	1,117.25	10-3500-410
				<u>\$2,094.86</u>	
FRANZ, ASHLEY					
		REIMB IMEA CONF TRAVEL	4	311.34	10-2210-410
				<u>\$311.34</u>	
FRONTLINE TECHNOLOGIES					
		APPLITRACK SUBSCR	4	1,530.00	10-2520-392
				<u>\$1,530.00</u>	
GARVEYS OFFICE PRODUCTS					
0000009600		OFFICE SUPPLIES	4	117.74	10-2310-410
				<u>\$117.74</u>	
GENESIS TECHNOLOGIES					
		COPIER LEASE	4	3,378.43	10-2410-325
				<u>\$3,378.43</u>	

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GEWALT HAMILTON ASSOC INC					
		ADA RAMP PROJECT - SP	4	2,662.50	10-2310-319
				<u>\$2,662.50</u>	
GRAINGER					
		TIRE REPAIR KIT - DW	4	15.34	20-2540-410
				<u>\$15.34</u>	
GRAND STAGE COMPANY					
0000009556		STAGE TAPE - MUSICAL	4	54.10	10-1190-414
				<u>\$54.10</u>	
GRAPHIC 14 INCORPORATED					
0000009594		WHITE CARD STOCK	4	83.24	10-2520-412
				<u>\$83.24</u>	
GRAYBAR ELECTRIC COMPANY, IN					
		REPLACEMENT BULBS	4	336.96	20-2540-410
				<u>\$336.96</u>	
GREENFIELD, CORKY					
		REIMB RETIREE INSURANCE	4	4,500.00	10-2410-225
				<u>\$4,500.00</u>	
GTM SPORTSWEAR					
0000009322		POMPONS (49)	4	440.00	10-1500-414
				<u>\$440.00</u>	
GYMNASIUM MATTERS					
		REPAIR WHITE GYM BASKETS	4	490.00	20-2540-329
				<u>\$490.00</u>	
HARDING MECHANICAL					
		HVAC REPAIRS - SP	4	518.12	20-2540-329
		HVAC PUMP REPAIR - HD	4	230.00	20-2540-329
		EMERGENCY GAS LINE REPAIR - DW	4	5,288.74	20-2540-329
		HVAC REPAIR - DW	4	291.00	20-2540-329
				<u>\$6,327.86</u>	
HEARTLAND HEALTH OUTREACH C					
		TRANSLATION SERVICES	4	247.31	10-1200-314
				<u>\$247.31</u>	
HEATH, MICHELLE					
		REIMB NEA CONF REG	4	45.00	10-2211-390
				<u>\$45.00</u>	
HOME DEPOT CREDIT SERVICES					
		BUILDING SUPPLIES	4	56.47	20-2540-410
		BUILDING SUPPLIES	4	67.67	20-2540-410
				<u>\$124.14</u>	
HORVATH, CASSIE					
		REIMB VISION & HEARING RECERT	4	60.00	10-2130-390
				<u>\$60.00</u>	
HOUGHTON MIFFLIN HARCOURT					
0000009592		LAZY PIG BOOK	4	16.70	10-1111-417

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Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
	0000009623	READING BKS	4	51.72	10-1111-417
	0000009623	READING BKS	4	51.71	10-1111-417
				<u>\$120.13</u>	
HURST, HILLARY					
		REIMB TUITION	4	810.00	10-1120-230
				<u>\$810.00</u>	
ICE SNOW REMOVAL & LANDSCAPI					
		DISTRICT SNOW REMOVAL	4	560.00	20-2540-329
				<u>\$560.00</u>	
IDVILLE					
	0000009577	STUDENT ID CARDS	4	61.50	10-2410-410
				<u>\$61.50</u>	
ILLINOIS OFFICE OF THE STATE FIR					
		BOILER INSPECTION - HD	4	140.00	20-2540-329
				<u>\$140.00</u>	
INNER SECURITY SYSTEMS INC					
		FIRE ALARM MONITORING - RIVERS	4	246.00	20-2540-329
		FIRE ALARM MONITORING - TRANS	4	246.00	20-2540-329
		FIRE ALARM MONITORING - SP	4	156.00	20-2540-329
		FIRE ALARM MONITORING - HD	4	246.00	20-2540-329
		FIRE ALARM MONITORING - DW	4	156.00	20-2540-329
				<u>\$1,050.00</u>	
INSECT LORE					
	0000009603	INSECT DISPLAY	4	198.52	10-1111-415
				<u>\$198.52</u>	
INTEGRATED SYSTEMS CORP					
		SKYWARD HOSTING - MAY	4	400.00	10-2660-392
				<u>\$400.00</u>	
INTEGRYS ENERGY SERVICES INC					
		ELECTRICITY - SP	4	2,708.83	10-2540-466
		ELECTRICITY - DW	4	10,939.33	10-2540-466
				<u>\$13,648.16</u>	
INTEGRYS ENERGY SERVICES					
		NATURAL GAS - DW	4	5,192.38	10-2540-465
		NATURAL GAS - HD	4	3,322.53	10-2540-465
		NATURAL GAS - SP	4	3,260.70	10-2540-465
				<u>\$11,775.61</u>	
JW PEPPER & SON					
	0000009389	SHEET MUSIC	4	32.83	10-1190-410
	0000009389	SHEET MUSIC	4	43.90	10-1190-410
	0000009403	SHEET MUSIC	4	107.24	10-1190-410
	0000009516	SHEET MUSIC	4	193.99	10-1190-410
	0000009516	SHEET MUSIC	4	40.00	10-1190-410
	0000009516	SHEET MUSIC	4	45.00	10-1190-410
				<u>\$462.96</u>	
KALLURU, MADHAVI					

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		REFUND OVERPAYMENT OF REG FEES	4	6.50	10-403
				<u>\$6.50</u>	
KELLEY LANDSCAPE & PATIO					
		GROUNDS MAINT - DIST	4	1,450.00	20-2540-329
				<u>\$1,450.00</u>	
KELLY, JOANNE					
		REIMB FOUND LIB BK	4	10.00	10-1790
				<u>\$10.00</u>	
KIRKORSKY, JULIE					
		REIMB LABELS EXPLORE ARTS DAY	4	32.99	10-1112-411
				<u>\$32.99</u>	
KORB, RANDY					
0000009359		FROG & BUTTERFLY PRESENTATION	4	1,100.00	10-1111-314
				<u>\$1,100.00</u>	
KRAUSE ELECTRICAL CONTRACTO					
		CAMERA INSTALL PREP - DW	4	999.40	20-2540-329
		SECURITY CAMERA INSTALL - DW	4	214.00	20-2540-329
				<u>\$1,213.40</u>	
LAKE COUNTY EDUCATIONAL SERI					
		ADMIN ACADEMY - WESTHOFF	4	205.00	10-2660-312
				<u>\$205.00</u>	
LAKELAND/LARSEN ELEVATOR CO					
		ELEVATOR MAINT - HD	4	182.00	20-2540-329
				<u>\$182.00</u>	
LAKESHORE LEARNING MATERIAL:					
0000009546		TEACHING AIDS	4	321.91	10-1111-413
				<u>\$321.91</u>	
LATHROP, PATTY					
		REIMB ICE CONF TRAVEL	4	50.59	10-2211-390
				<u>\$50.59</u>	
LAUREATE DAY SCHOOL					
		PRIVATE SCHOOL TUITION	4	4,419.02	10-1912-670
				<u>\$4,419.02</u>	
LEARNING RESOURCES					
0000009547		SPANISH TEACHING AIDS	4	901.78	10-1111-413
				<u>\$901.78</u>	
LECHNER & SONS					
		TOWEL SERVICE	4	114.00	10-1500-392
		TOWEL SERVICE	4	114.00	10-1500-392
		TOWEL SERVICE	4	114.00	10-1500-392
		TOWEL SERVICE	4	114.00	10-1500-392
		TOWEL SERVICE	4	114.00	10-1500-392
				<u>\$570.00</u>	
LENZINI, LAUREN					
		REIMB ICE CONF TRAVEL	4	80.27	10-2210-312

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Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
				<u>\$80.27</u>	
LEONARD, EMILY		DANCE INSTRUCTION	4	1,205.40	10-2210-314
				<u>\$1,205.40</u>	
LIBRARY STORE INC.	0000009622	BAGS	4	45.17	10-1111-413
				<u>\$45.17</u>	
LIGDAS, IOANA		REIMB TUITION	4	490.00	10-1120-230
				<u>\$490.00</u>	
LINCOLNSHIRE, VILLAGE OF		WATER/SEWER - HD	4	736.30	10-2540-370
		WATER/SEWER - DW	4	746.25	10-2540-370
		WATER/SEWER - TRANS	4	59.70	10-2540-370
		WATER/SEWER - SP	4	626.85	10-2540-370
				<u>\$2,169.10</u>	
LINCOLNSHIRE, VILLAGE OF		ELECTRICITY - RIVERSHIRE	4	246.78	10-2540-466
				<u>\$246.78</u>	
LONG, KIMBERLY		REIMB ICE CONF TRAVEL	4	117.11	10-2210-312
				<u>\$117.11</u>	
LUTHERAN GENERAL HOSPITAL		HOMEBOUND EDUCATION SERVICES	4	240.00	10-1200-314
				<u>\$240.00</u>	
MARSALA, CHERYL		REIMB BUS DRVR REFRESH CLASS	4	8.00	40-2550-312
				<u>\$8.00</u>	
MIDCO		TELEPHONE REPAIR	4	45.00	10-2660-319
				<u>\$45.00</u>	
MIDLAND PAPER	0000009552	COPY PAPER	4	4,098.00	10-2520-412
	0000009601	COPY PAPER	4	3,702.00	10-2520-412
				<u>\$7,800.00</u>	
MIDWEST TRANSIT EQUIPMENT		TRANSMISSION REPAIR - BUS 2	4	74.20	40-2550-319
		DOOR REPAIR - BUS 16	4	53.00	40-2550-319
		REPLACEMENT LATCH	4	25.39	40-2550-490
		OIL CHANGE, SFTY INSPEC - BUS 27	4	212.33	40-2550-329
		REPAIR GLASS, LEAK - BUS 22	4	447.57	40-2550-319
		MIRROR REPAIRS - BUS 15	4	239.62	40-2550-319
		DOOR REPAIR - BUS 23	4	590.00	40-2550-319
		ACCIDENT REPAIR - BUS 18	4	6,314.11	40-2550-319
		REPLACEMENT LAMP	4	28.31	40-2550-490
		REPLACEMENT MIC	4	20.00	40-2550-490

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Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
		GRANT HEATER INSTALL - BUS 23	4	2,385.00	40-2550-329
		GRANT HEATER INSTALL - BUS 22	4	2,385.00	40-2550-329
		GRANT HEATER INSTALL - BUS 1	4	2,385.00	40-2550-329
		GRANT HEATER INSTALL - BUS 2	4	2,385.00	40-2550-329
		GRANT HEATER INSTALL - BUS 3	4	2,385.00	40-2550-329
		GRANT HEATER INSTALL - BUS 4	4	2,385.00	40-2550-329
		GRANT HEATER INSTALL - BUS 5	4	2,385.00	40-2550-329
		GRANT HEATER INSTALL - BUS 6	4	2,385.00	40-2550-329
		GRANT HEATER INSTALL - BUS 7	4	2,385.00	40-2550-329
		GRANT HEATER INSTALL - BUS 8	4	2,385.00	40-2550-329
		GRANT HEATER INSTALL - BUS 9	4	2,385.00	40-2550-329
		GRANT HEATER INSTALL - BUS 10	4	2,385.00	40-2550-329
		GRANT HEATER INSTALL - BUS 11	4	2,385.00	40-2550-329
		GRANT HEATER INSTALL - BUS 12	4	2,385.00	40-2550-329
		GRANT HEATER INSTALL - BUS 26	4	2,385.00	40-2550-329
		GRANT HEATER INSTALL - BUS 14	4	2,385.00	40-2550-329
		GRANT HEATER INSTALL - BUS 15	4	2,385.00	40-2550-329
		GRANT HEATER INSTALL - BUS 16	4	2,385.00	40-2550-329
		GRANT HEATER INSTALL - BUS 17	4	2,385.00	40-2550-329
		GRANT HEATER INSTALL - BUS 18	4	2,385.00	40-2550-329
		GRANT HEATER INSTALL - BUS 19	4	2,385.00	40-2550-329
		GRANT HEATER INSTALL - BUS 21	4	2,385.00	40-2550-329
		GRANT HEATER INSTALL - BUS 20	4	2,385.00	40-2550-329
				<u>\$62,859.53</u>	
MILLER, LAUREN		REIMB CLASS PROJ SUPPLIES	4	8.05	10-1111-414
				<u>\$8.05</u>	
MIRTSYN, ILLYA		REIMB FDK DEPOSIT	4	500.00	10-1311
				<u>\$500.00</u>	
MURPHY, CAREY		REIMB IASAP CONF	4	45.90	10-2520-312
				<u>\$45.90</u>	
MUSIC & ARTS CENTER		BARITONE REPAIR	4	129.80	10-1190-319
0000009441		SHEET MUSIC	4	52.78	10-1190-410
				<u>\$182.58</u>	
MUSIC IN MOTION		COLOR CANOPIES, PARACHUTES	4	219.24	10-1190-410
0000009607				<u>\$219.24</u>	
MUSIC THEATRE INTERNATIONAL		WILLY WONKA T-SHIRTS (6)	4	88.50	10-1190-414
0000009567				<u>\$88.50</u>	
MUTUAL ACE HARDWARE		BUS CLEANING SUPPLIES	4	68.36	40-2550-490
				<u>\$68.36</u>	
NASCO					

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	0000009518	BISQUE CEREAL BOWLS (144)	4	396.00	10-1120-411
				<u>\$396.00</u>	
NATIONAL SCHOOL FORMS					
	0000009528	DAILY INSPECTION BOOKLETS (250)	4	674.50	40-2550-410
				<u>\$674.50</u>	
NATIONAL SCHOOL PRODUCTS					
	0000009548	SPANISH TEACHING AIDS	4	508.81	10-1111-413
	0000009562	SPANISH STORYTELLING KIT	4	39.99	10-1112-413
	0000009562	SPANISH TEACHING AIDS	4	551.52	10-1112-413
				<u>\$1,100.32</u>	
NETWORK SERVICES COMPANY					
		CUSTODIAL SUPPLIES - DW	4	132.72	20-2540-410
		CUSTODIAL SUPPLIES - DW	4	2,515.32	20-2540-410
		CUSTODIAL SUPPLIES - SP	4	1,807.38	20-2540-410
				<u>\$4,455.42</u>	
NIZIOLEK, JACKIE					
		REIMB TUITION	4	645.00	10-1111-230
				<u>\$645.00</u>	
NORDHAUS, PAUL					
		REIMB SCIENCE FAIR TRAVEL	4	304.04	10-1550-332
		REIMB NSTA CONF TRAVEL	4	201.75	10-2210-312
		REIMB SCIENCE PROJ SUPPLIES	4	20.92	10-1120-415
				<u>\$526.71</u>	
NORTH AMERICAN					
		VACUUM CLEANER PARTS	4	299.00	20-2540-410
		CUSTODIAL SUPPLIES - HD	4	152.00	20-2540-410
				<u>\$451.00</u>	
NORTH COOK INTERMEDIATE					
		IMPROVING PERF SEMINAR	4	15.00	10-2330-312
				<u>\$15.00</u>	
NORTHERN ILLINOIS UNIVERSITY					
		HOSTING OUTDOOR ED	4	12,066.55	10-2192-390
		HOSTING OUTDOOR ED	4	7,523.98	10-2192-390
				<u>\$19,590.53</u>	
NORTHWEST SUBURBAN SPECIAL					
		SPEC ED TRANS SERVICES	4	2,602.79	40-2550-331
				<u>\$2,602.79</u>	
ORIENTAL TRADING COMPANY INC					
	0000009605	CRAFT & PRIZE SUPPLIES	4	163.93	10-3500-410
	0000009615	MUSICAL PROPS	4	57.44	10-1190-410
				<u>\$221.37</u>	
PADDOCK PUBLICATIONS INC					
		GROUNDS BID LEGAL NOTICE	4	65.55	10-2310-392
				<u>\$65.55</u>	
PAR INC					
	0000009572	BRIEF TEACHER FORM QUESTIONNAIRE	4	181.44	10-2140-410

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	0000009572	BRIEF PARENT FORM QUESTIONNAIRE	4	120.96	10-2140-410
				<u>\$302.40</u>	
PATTEN INDUSTRIES					
		SNOW EQUIPMENT RENTAL	4	369.50	20-2540-325
		SNOW EQUIPMENT RENTAL	4	3,650.00	20-2540-325
				<u>\$4,019.50</u>	
PEAK PLUMBING & MECHANICAL					
		SANITARY PUMP SERVICE - TRANS	4	857.40	20-2540-329
				<u>\$857.40</u>	
PITNEY BOWES					
		POSTAGE MACHINE LEASE - DW	4	240.00	10-2520-342
		POSTAGE MACHINE LEASE - HD	4	100.00	10-2520-342
		POSTAGE MACHINE LEASE - SP	4	118.00	10-2520-342
				<u>\$458.00</u>	
PRESUTTI, KAREN					
		REIMB VISION & HEARING RECERT	4	60.00	10-2130-390
		REIMB OUTDOOR ED TRAVEL	4	280.42	10-1120-332
				<u>\$340.42</u>	
QUIET AMERICAN MUSIC					
		UKULELE BOOKS (15)	4	195.00	10-1190-410
				<u>\$195.00</u>	
QUILL CORPORATION					
		RETURNED OFFICE SUPPLIES	4	(125.99)	40-2550-410
0000009467		WALL CLOCK	4	37.99	10-2410-410
0000009541		OFFICE SUPPLIES	4	158.32	10-1111-419
0000009541		OFFICE SUPPLIES	4	205.59	10-1111-419
0000009551		OFFICE SUPPLIES	4	32.36	10-2520-410
0000009551		COMPUTER MICE (2)	4	29.98	10-2520-410
0000009560		DUCT TAPE (3)	4	35.99	10-2560-410
0000009580		LEGAL SIZE HANGING FILES	4	12.64	10-2410-410
0000009580		WALL CLOCK FOR LITTLEFAIR	4	27.09	10-2410-410
0000009580		PENDAFLEX TAB INSERTS LEGAL SIZE	4	4.06	10-2410-410
0000009580		RECYCLING CONTAINER - OFFICE	4	7.02	10-2410-410
0000009580		CALCULATORS FOR PARCC TESTING	4	112.67	10-2410-410
0000009580		DRY ERASE MARKERS	4	4.32	10-2410-410
				<u>\$542.04</u>	
QUINLAN & FABISH MUSIC					
		TUBA - MB	4	1,475.00	10-2215-700
				<u>\$1,475.00</u>	
R&G CONSULTANTS					
		MEDICAID STUDENT LISTING	4	195.30	10-1200-392
				<u>\$195.30</u>	
RA ADAMS ENTERPRISES					
		REPLACEMENT PLOW CONTROL	4	291.00	20-2540-329
				<u>\$291.00</u>	
RA EASTMAN					

Bills Payable List

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Lincolnshire-Prairie View SD #103

Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
		GR 3 CHICAGO TRIP SHIRTS	4	822.75	10-1112-410
				<u>\$822.75</u>	
RAINBOW BOOK COMPANY					
	0000009497	LIBRARY BOOKS	4	1,298.72	10-2220-430
	0000009504	LIBRARY BOOKS - PTO	4	812.75	10-2215-410
				<u>\$2,111.47</u>	
REYNOLDS, KATIE					
		REIMB TUITION	4	1,500.00	10-2210-230
				<u>\$1,500.00</u>	
RICOH AMERICAS CORP					
		COPIER LEASE - ADMIN	4	191.74	10-2520-325
		COPIER LEASE - DW	4	119.13	10-2410-325
		COPIER LEASE - HD	4	119.13	10-2410-325
				<u>\$430.00</u>	
RICOH USA INC.					
		COLOR COPIES - ADMIN	4	271.52	10-2520-325
		COPIES - HD	4	21.65	10-2410-325
		COPIES - DW	4	69.02	10-2410-325
				<u>\$362.19</u>	
ROBBINS SCHWARTZ					
		LEGAL SERVICES	4	1,066.33	10-2310-318
		LEGAL SERVICES	4	1,641.50	10-2310-318
		LEGAL SERVICES	4	349.13	10-2310-318
				<u>\$3,056.96</u>	
SAVANNA DESIGN INC					
		STAFF UNIFORMS	4	1,908.00	20-2540-410
				<u>\$1,908.00</u>	
SCARIANO HIMES & PETRARCA					
		LEGAL SERVICES	4	4,391.48	10-2310-318
				<u>\$4,391.48</u>	
SCHOLASTIC BOOK CLUBS					
	0000009595	LIBRARY BOOKS	4	16.00	10-2220-410
	0000009595	LIBRARY BOOKS	4	65.00	10-2220-410
	0000009595	LIBRARY BOOK	4	20.00	10-2220-410
				<u>\$101.00</u>	
SCHOOL SPECIALTY					
	0000009533	MARKERS, PENS, BINDERS	4	69.45	10-1120-410
	0000009534	OFFICE SUPPLIES	4	246.89	10-1120-410
	0000009542	MARKERS, STAMPS	4	70.63	10-1111-410
	0000009569	ART SUPPLIES	4	131.50	10-1120-410
	0000009570	PAPER FOR PARCC TESTING	4	24.00	10-1120-410
	0000009570	PENCILS FOR PARCC TESTING	4	49.60	10-1120-410
	0000009578	OFFICE SUPPLIES	4	91.12	10-1120-410
	0000009584	SENTENCE STRIPS	4	16.76	10-1111-410
	0000009585	ART SUPPLIES	4	208.54	10-1111-411
				<u>\$908.49</u>	

Bills Payable List

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Lincolnshire-Prairie View SD #103

Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
SCHREURS, PETER					
		REIMB CLASS PROJ SUPPLIES	4	189.62	10-1111-414
		REIMB CLASSRM SUPPLIES	4	104.57	10-1111-410
				\$294.19	
SHELL FLEET PLUS					
		FUEL - O&M	4	322.87	20-2540-464
		FUEL - TRANS	4	9,367.80	40-2550-464
				\$9,690.67	
SNOWDEN, KATIE					
		REIMB TUITION	4	490.00	10-1120-230
				\$490.00	
SPEECH PATH SPECIALISTS					
		SPEECH/LANG SERVICES	4	9,243.75	10-2150-314
				\$9,243.75	
STANSELL GUITARS					
		UKULELE BAGS & TUNERS (30) - MB	4	524.76	10-2215-410
				\$524.76	
STATE INDUSTRIAL PRODUCTS					
		DRAIN ENZYME - DW	4	199.00	20-2540-410
				\$199.00	
SUDDATH RELOCATION SYSTEMS					
		STORAGE RENTAL - SP	4	258.00	20-2540-325
				\$258.00	
SUNDANCE NEWBRIDGE PUBLISHII					
0000008873		ALPHA EBOOK	4	45.10	10-2210-420
				\$45.10	
SUNSET FOODS					
		BOE SNACKS FOR 3/3 MTG	4	15.26	10-2310-410
		BOE SNACKS FOR 3/17 MTG	4	34.61	10-2310-410
		PERA MTG FOOD	4	19.95	10-2310-410
		FACS CLASS FOOD	4	109.28	10-1120-411
		FACS CLASS FOOD	4	107.11	10-1120-411
		FACS CLASS FOOD	4	214.08	10-1120-411
		FACS CLASS FOOD	4	164.86	10-1120-411
		FACS CLASS FOOD	4	140.05	10-1120-411
				\$805.20	
TAPCO					
		CROSSING GUARD SIGNS	4	611.88	20-2540-410
				\$611.88	
TEACHERS DISCOVERY					
0000009550		SPANISH TEACHING AIDS	4	645.93	10-1111-413
0000009563		SPANISH TEACHING AIDS	4	130.49	10-1112-413
0000009564		SPANISH TEACHING AIDS	4	320.51	10-1112-413
				\$1,096.93	
TRAXLER, SUE					
		REIMB RETIREE INSURANCE	4	753.99	10-1120-225

Bills Payable List

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Lincolnshire-Prairie View SD #103

Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
				<u>\$753.99</u>	
TYCO INTEGRATED SECURITY LLC					
		SECURITY MONITORING - HD	4	151.25	20-2540-329
		SECURITY MONITORING - DW	4	129.00	20-2540-329
		SECURITY MONITORING - RIVERS	4	129.00	20-2540-329
		SECURITY MONITORING - SP	4	155.38	20-2540-329
				<u>\$564.63</u>	
TYKAL, AMANDA					
		REIMB TUITION	4	595.00	10-1111-230
				<u>\$595.00</u>	
TYLER TECHNOLOGIES					
		VERSATRANS USER FEE	4	100.00	40-2550-392
		VERSATRANS SEMINAR - DBLACK	4	225.00	40-2550-312
		VERSATRANS MAP UPGRADE & HOSTING	4	1,651.50	40-2550-392
				<u>\$1,976.50</u>	
UPSTART					
		CREDIT	4	(20.00)	10-2220-410
0000009596		LIBRARY SUPPLIES	4	166.74	10-2220-410
				<u>\$146.74</u>	
URBAN GATEWAYS					
		RAG TO RAP PRESENTATION	4	550.00	10-2211-314
				<u>\$550.00</u>	
US BANK VISA					
		MCAFEE VIRUS PROT SOFTWARE	4	157.94	10-2660-392
		MCAFEE VIRUS PROT SOFTWARE	4	157.94	10-2660-392
		WEEBLY - TCHR WEBSITE HOSTING	4	39.95	10-2660-392
		APPLE IPAD APP	4	2.99	10-2660-410
		APPLE IPAD APP	4	2.99	10-2660-410
		APPLE IPAD APP	4	1.99	10-2660-410
		APPLE IPAD APP	4	3.99	10-2660-410
		APPLE IPAD APP	4	1.99	10-2660-410
		QUIET AMERICAN - UKULELE HANDBK	4	23.23	10-2220-430
		ISLMA - LINKING FOR LEARNING BK	4	20.00	10-2220-490
		NSTA - CONF REG - NORDHAUS	4	310.00	10-2210-312
		NCISC - LEADERSHIP SEMINAR	4	200.00	10-2210-312
				<u>\$923.01</u>	
VARNA GROUP, THE					
		REFUND STUDENT REG FEES	4	72.26	10-1810
		REFUND TECHNOLOGY FEE	4	34.00	10-1720
		REFUND CLASSRM PROJ FEE	4	32.00	10-1720
				<u>\$138.26</u>	
VERIZON WIRELESS					
		CELL PHONE - TRANS	4	80.59	40-2550-341
		CELL PHONE - O&M	4	444.64	20-2540-341
				<u>\$525.23</u>	
VERSCHOOR, KATHY					

Bills Payable List

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Lincolnshire-Prairie View SD #103

Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
		REIMB PARCC PENCILS, WIPES	4	51.84	10-2210-410
				<u>\$51.84</u>	
WARD, ALLYSON					
		REIMB ICE CONF TRAVEL	4	80.50	10-2211-390
		REIM CLASS BKS	4	132.16	10-1111-417
		REIMB STUDENT PHOTO FRAMES	4	70.99	10-1111-414
		REIMB CLASSRM SUPPLIES	4	55.31	10-1111-410
				<u>\$338.96</u>	
WARDS NATURAL SCIENCE					
	000008848	MASS & VELOCITY ACTIVITY	4	129.02	10-1120-415
				<u>\$129.02</u>	
WAREHOUSE DIRECT					
	000009559	SPED SNACKS, OFF SUPPLIES	4	99.05	10-1120-410
	000009559	WALL CALENDAR	4	13.95	10-1120-410
				<u>\$113.00</u>	
WASBO					
		FACILITY CONF REG - KCARLSON	4	205.00	20-2540-312
				<u>\$205.00</u>	
WASTE MANAGEMENT OF ILLINOIS					
		SANITATION SERVICES - HD	4	375.49	10-2540-321
		SANITATION SERVICES - SP	4	360.49	10-2540-321
		SANITATION SERVICES - DW	4	540.35	10-2540-321
				<u>\$1,276.33</u>	
WEST MUSIC					
	000009609	MUSIC TEACHING AID	4	175.55	10-1190-410
				<u>\$175.55</u>	
WHEEL OF WISDOM					
		WHEEL OF WISDOM PRESENTATION	4	395.00	10-2211-314
				<u>\$395.00</u>	
WIESER EDUCATIONAL					
	000009491	SPED ELA GUIDES	4	107.19	10-1200-410
				<u>\$107.19</u>	
WILCOX, RUTH					
		REIMB NSTA CONF TRAVEL	4	1,383.87	10-2211-390
		REIMB NSTA BOOKS	4	189.92	10-2210-490
				<u>\$1,573.79</u>	
WORLD BOOK, INC.					
	000009539	ONLINE E-BOOKS SUITE - DISTRICT	4	236.00	10-2220-440
	000009539	ADVANCE REF PKG - DIST LIB GRANT	4	1,184.55	10-2215-410
				<u>\$1,420.55</u>	
XEROX CORPORATION					
		COPIER LEASE	4	156.15	30-5370-610
				<u>\$156.15</u>	
YAN, LILLIAN					
		REIMB LEGO PROJ - MOTOROLA	4	1,000.00	10-2215-410

Bills Payable List

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Lincolnshire-Prairie View SD #103

Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
				<u>\$1,000.00</u>	
ZEECRAFT TECH					
0000009520		WIRED BUZZERS - SCHOL BOWL	4	227.00	10-1550-410
				<u>\$227.00</u>	
ZIBELL, KRISTINA					
		REIMB TUITION	4	645.00	10-1111-230
				<u>\$645.00</u>	
			Report Total	<u><u>\$292,131.88</u></u>	

Paid Accounts Payable by Vendor

Printed: 4/15/2015 10:50 AM
 Lincolnshire-Prairie View SD #103
 Expense on Date: 3/17/15 to 4/15/15

Invoice #	A.S.N.	Description	Batch #	P.O. #	Check Date	Check #	Amount	State Account Number
MASTERCARD CORPORATE CLIE								
4774	10-2410-410-1	SAMS - SP CAFE SUPPLIES	40815	0	04/10/2015	20768	87.40	10-2410-410
4774	10-2220-410-3	SAMS - DW BATTLE OF BKS FOOD	40815	0	04/10/2015	20768	19.12	10-2220-410
4774	10-2220-410-3	SAMS - DW SODA/WATER	40815	0	04/10/2015	20768	110.72	10-2220-410
4774	10-1225-410	SAMS - SPED FRIDGE	40815	0	04/10/2015	20768	139.98	10-1225-410
4774	10-2310-410	SAMS - BOE MTG FOOD	40815	0	04/10/2015	20768	33.60	10-2310-410
4774	10-2210-410	SAMS - CURRICULUM MTG FOOD	40815	0	04/10/2015	20768	47.59	10-2210-410
4774	10-2410-410-3	SAMS - SNOWFLAKE/SPRINGFIELD SNKS	40815	0	04/10/2015	20768	491.52	10-2410-410
4774	10-2310-410	SAMS - ADMIN CAFE SUPPLIES	40815	0	04/10/2015	20768	43.72	10-2310-410
4774	20-2540-410-1	SAMS - CUSTODIAL CAFE SUPPLIES	40815	0	04/10/2015	20768	22.96	20-2540-410
4733	10-1120-417	BARNES - THE GIVER DVD	40815	0	04/10/2015	20768	62.97	10-1120-417
4733	10-1120-411	BLICK - ART SUPPLIES	40815	0	04/10/2015	20768	517.11	10-1120-411
4733	10-1550-410	HOME SCI - SCIENCE FAIR SUPPLIES	40815	0	04/10/2015	20768	54.28	10-1550-410
4733	10-2210-410	WALMART - PARCC PAPER	40815	0	04/10/2015	20768	15.80	10-2210-410
4733	10-2410-700	MAGNATAG - DW WHITEBOARD	40815	0	04/10/2015	20768	1,622.65	10-2410-700
4733	10-2210-410	WALMART - PARCC CALULATORS	40815	0	04/10/2015	20768	13.21	10-2210-410
4733	10-2210-410	OFFICE MAX - PARCC CALULATORS	40815	0	04/10/2015	20768	56.15	10-2210-410
4733	10-2210-410	WALMART - PARCC CALULATORS	40815	0	04/10/2015	20768	6.41	10-2210-410
4733	10-1190-414	VISTAPRINT - MUSICAL INVITATIONS	40815	0	04/10/2015	20768	22.70	10-1190-414
4691	10-1550-332	UNITED - HAFNER SCI BOWL TRVL	40815	0	04/10/2015	20768	298.20	10-1550-332
4691	10-1550-332	ALLIANZ - HAFNER SCI BOWL TRVL	40815	0	04/10/2015	20768	19.25	10-1550-332
4691	10-2320-410	DONATIS - 1:1 MEETING FOOD	40815	0	04/10/2015	20768	226.98	10-2320-410
4691	10-2320-410	DISPLAYS - RETIREE GIFTS	40815	0	04/10/2015	20768	26.13	10-2320-410
4667	10-2220-440	CHICAGO TRIBUNE SUBSCR	40815	0	04/10/2015	20768	0.99	10-2220-440
4683	10-2210-410	ROSETTA - LANGUAGE SOFTWARE	40815	0	04/10/2015	20768	169.00	10-2210-410
4683	10-2210-420	LEARNING A-Z - RAZ KIDS LICENSE	40815	0	04/10/2015	20768	42.47	10-2210-420
4683	10-2220-410-2	APPLE - OSMO FOR IPAD	40815	0	04/10/2015	20768	169.89	10-2220-410
4683	10-2220-410	SOURCEBOOKS - AUTHOR VISIT BK	40815	0	04/10/2015	20768	25.49	10-2220-410
4741	10-1112-416	JOANN - IL DAYS WEAVING SUPP	40815	0	04/10/2015	20768	153.78	10-1112-416
4741	10-2410-410-2	PORTILLOS - TCHR APPREC CAKES	40815	0	04/10/2015	20768	37.98	10-2410-410
4725	20-2540-329	PRO AUTOWORKS - OIL CHANGE	40815	0	04/10/2015	20768	30.92	20-2540-329
4725	20-2540-700	FERGUSON - FLUSH VALVE KIT	40815	0	04/10/2015	20768	518.64	20-2540-700
4766	40-2550-312	NCST - CONF REG	40815	0	04/10/2015	20768	355.00	40-2550-312
4766	40-2550-410	NAPT - SPED TRANS PRACTICES BK	40815	0	04/10/2015	20768	23.07	40-2550-410
4766	40-2550-490	A PARTS - SAFETY SEAT	40815	0	04/10/2015	20768	322.00	40-2550-490
4675	10-2520-640	AASPA - CMURPHY MEMB DUES	40815	0	04/10/2015	20768	125.00	10-2520-640
4675	10-2510-640	ASBO INTL - DSTANLEY MEMB DUES	40815	0	04/10/2015	20768	219.00	10-2510-640
4782	10-2410-410-2	SAMS - SP CAFE PLATES	40815	0	04/10/2015	20768	22.96	10-2410-410

Paid Accounts Payable by Vendor

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 Lincolnshire-Prairie View SD #103
 Expense on Date: 3/17/15 to 4/15/15

Invoice #	A.S.N.	Description	Batch #	P.O. #	Check Date	Check #	Amount	State Account Number
4782	20-2540-410-2	BATTERIES PLUS - BATTERIES	40815	0	04/10/2015	20768	106.77	20-2540-410
4709	10-2660-392	BARRACUDA - WEB FILTER	40815	0	04/10/2015	20768	1,099.00	10-2660-392
4709	10-2660-410	BEST BUY - ADAPTORS	40815	0	04/10/2015	20768	63.04	10-2660-410
							<u>\$7,423.45</u>	Payee Vendor Total
NIHIP								
040815	10-2690-220	MEDICAL INSURANCE - ED	40815	0	04/10/2015	20770	233,548.88	10-2690-220
040815	10-2690-221	LIFE/LTD INSURANCE - ED	40815	0	04/10/2015	20770	3,201.18	10-2690-221
040815	10-2690-221	VOLUNTARY LIFE - ED	40815	0	04/10/2015	20770	517.70	10-2690-221
040815	20-2540-220	MEDICAL INSURANCE - O&M	40815	0	04/10/2015	20770	12,502.89	20-2540-220
040815	20-2540-221	LIFE/LTD INSURANCE - O&M	40815	0	04/10/2015	20770	76.95	20-2540-221
040815	40-2550-220	MEDICAL INSURANCE - TRANS	40815	0	04/10/2015	20770	26,219.62	40-2550-220
040815	40-2550-221	LIFE/LTD INSURANCE - TRANS	40815	0	04/10/2015	20770	133.65	40-2550-221
040815	40-2550-221	VOLUNTARY LIFE - TRANS	40815	0	04/10/2015	20770	292.30	40-2550-221
040815	10-2330-225	MEDICAL INSURANCE - RETIREE	40815	0	04/10/2015	20770	1,854.03	10-2330-225
040815	10-2330-225	LIFE/LTD INSURANCE - RETIREE	40815	0	04/10/2015	20770	12.60	10-2330-225
040815	10-2320-225	MEDICAL INSURANCE - RETIREE	40815	0	04/10/2015	20770	3,268.06	10-2320-225
040815	10-2210-225	MEDICAL INSURANCE - RETIREE	40815	0	04/10/2015	20770	1,679.06	10-2210-225
040815	10-2210-225	LIFE/LTD INSURANCE - RETIREE	40815	0	04/10/2015	20770	12.60	10-2210-225
040815	10-2410-225	MEDICAL INSURANCE - RETIREE	40815	0	04/10/2015	20770	839.53	10-2410-225
040815	10-2520-225	MEDICAL INSURANCE - RETIREE	40815	0	04/10/2015	20770	839.53	10-2520-225
040815	20-2540-225	MEDICAL INSURANCE - RETIREE	40815	0	04/10/2015	20770	1,679.06	20-2540-225
040815	40-2550-225	MEDICAL INSURANCE - RETIREE	40815	0	04/10/2015	20770	839.53	40-2550-225
							<u>\$287,517.17</u>	Payee Vendor Total
Report Total							<u>\$294,940.62</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: April 21, 2015
Re: Imprest Bills Paid

Beginning on January 1st, we moved the accounting for our imprest account from QuickBooks to SDS (our district financial system).

In the transition, we inadvertently did not include those transactions in our bills paid reports (really, a box wasn't checked). Attached is the Imprest check register to date. Going forward, this will be included in our bills report.

Paid Accounts Payable by Vendor

Printed: 4/16/2015 10:13 AM
 Lincolnshire-Prairie View SD #103
 Expense on Date: 1/1/15 to 4/15/2015

Invoice #	A.S.N.	Description	Batch #	P.O. #	Check Date	Check #	Amount	State Account Number
AMP DJ SERVICES								
2/12/2015	10-1120-392	DEPOSIT FOR SNOWFLAKE DJ	150212	0	02/12/2015	9217	200.00	10-1120-392
							<u>\$200.00</u>	Payee Vendor Total
BAKOTA, DAN								
9184	10-1500-319	BASKETBALL REF 1/15/15	550115	0	01/15/2015	9184	75.00	10-1500-319
							<u>\$75.00</u>	Payee Vendor Total
BASBAGILL, PAUL								
02122015	10-1500-319	VOLLEYBALL REF 2/12	20615	0	02/06/2015	9203	50.00	10-1500-319
022315	10-1100-112	VOLLEYBALL REF 2/23	150223	0	02/23/2015	9226	50.00	10-1100-112
							<u>\$100.00</u>	Payee Vendor Total
BERNARDI, JIM								
011315	10-1500-319	BASKETBALL REF 1/13	550113	0	01/13/2015	9175	50.00	10-1500-319
9179	10-1500-319	BASKETBALL REF 1/14/15	550114	0	01/14/2015	9179	75.00	10-1500-319
	10-1500-319	BASKETBALL REF - 9/22/14	150203	0	02/03/2015	9198	50.00	10-1500-319
							<u>\$175.00</u>	Payee Vendor Total
BLAST ZONE								
9185	10-3500-390	103 CLUB FIELD TRIP	550115	0	01/15/2015	9185	570.00	10-3500-390
							<u>\$570.00</u>	Payee Vendor Total
BRUNSWICK ZONE								
032315	10-1120-390	GR 7 BOWLING TRIP DEPOSIT	150323	0	03/23/2015	9257	525.00	10-1120-390
							<u>\$525.00</u>	Payee Vendor Total
BURZA, DON								
0225151	10-1500-319	VOLLEYBALL REF 2/25	150225	0	02/25/2015	9232	50.00	10-1500-319
030515	10-1500-319	VOLLEYBALL REF	150305	0	03/05/2015	9241	50.00	10-1500-319
031015	10-1500-319	VOLLEYBALL REF 3/10 (3 GMS)	150310	0	03/10/2015	9246	120.00	10-1500-319
041615	10-1500-319	VOLLEYBALL REF 4/16	150416	0	04/16/2015	9271	50.00	10-1500-319
							<u>\$270.00</u>	Payee Vendor Total
CHICAGO CHILDRENS MUSEUM								
9195	10-3500-390	103 CLUB FIELD TRIP	551282	0	01/29/2015	9195	225.00	10-3500-390
							<u>\$225.00</u>	Payee Vendor Total
DONATIS PIZZA								
030915	10-2210-490	INTERNATIONAL MTG FOOD	150309	0	03/09/2015	9243	213.00	10-2210-490
							<u>\$213.00</u>	Payee Vendor Total
EDELHEIT, GARY								
9180	10-1500-319	BASKETBALL REF 1/14/15	550114	0	01/14/2015	9180	75.00	10-1500-319
							<u>\$75.00</u>	Payee Vendor Total

Specialized Data Systems, Inc.

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Paid Accounts Payable by Vendor

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 Lincolnshire-Prairie View SD #103
 Expense on Date: 1/1/15 to 4/15/2015

Invoice #	A.S.N.	Description	Batch #	P.O. #	Check Date	Check #	Amount	State Account Number
ELMHURST CHILDRENS THEATR								
2/12/2015	10-1190-414	COSTUME RENTAL FOR SCHOOL PLAY	150212	0	02/12/2015	9218	390.00	10-1190-414
150316	10-1190-414	COSTUME RENTAL SECURITY DEP	160316	0	03/16/2015	9255	100.00	10-1190-414
							<u>\$490.00</u>	Payee Vendor Total
ERICKSON, CHRIS								
9186	10-1200-410	REIMB GUIDED PETTY CASH	550115	0	01/15/2015	9189	294.64	10-1200-410
02062015	10-1200-410	REIMB GUIDED PETTY CASH	20615	0	02/06/2015	9204	452.76	10-1200-410
031315	10-1200-410	GUIDED PETTY CASH	150313	0	03/13/2015	9254	376.10	10-1200-410
							<u>\$1,123.50</u>	Payee Vendor Total
FIREZONE								
033015	10-3500-390	103 CLUB FIELD TRIP	150330	0	03/30/2015	9265	436.00	10-3500-390
							<u>\$436.00</u>	Payee Vendor Total
FIRST STUDENT INC.								
	10-2215-410	CONTRIBUTOR CONVENTION TRIP	150311	0	03/11/2015	9249	360.00	10-2215-410
							<u>\$360.00</u>	Payee Vendor Total
GENESIS TECHNOLOGIES								
9194	10-2410-325	COPIER LEASES	550128	0	01/29/2015	9194	6,826.36	10-2410-325
							<u>\$6,826.36</u>	Payee Vendor Total
GODLEWSKI, MATTHEW								
041015	10-1190-414	SOUND GEAR RENTAL/OPERATOR	150410	0	04/10/2015	9266	387.00	10-1190-414
							<u>\$387.00</u>	Payee Vendor Total
GRAY, SHELLEY								
	10-1500-319	VOLLEYBALL REFERESS 2/5/15	20515	0	02/05/2015	9201	50.00	10-1500-319
021915	10-1500-319	VOLLEYBALL REF 2/19	150219	0	02/19/2015	9219	50.00	10-1500-319
							<u>\$100.00</u>	Payee Vendor Total
GROVE, THE								
031115	10-1112-390	ONE RM SCHOOLHSE PRESENT ADM	150311	0	03/11/2015	9250	1,167.75	10-1112-390
							<u>\$1,167.75</u>	Payee Vendor Total
HYERDALL, JASON								
9181	10-1500-319	WRESTLING REF 1/14/15	550114	0	01/14/2015	9181	65.00	10-1500-319
9191	10-1500-319	WRESTLING REF 1/21/15	550121	0	01/21/2015	9191	65.00	10-1500-319
02102015	10-1500-319	Void WRESTLING REF 2/10	20615	0	02/06/2015	9205	65.00	10-1500-319
02102015	10-1500-319	Void WRESTLING REF 2/10	9048	0	02/17/2015	9205	(65.00)	10-1500-319
							<u>\$130.00</u>	Payee Vendor Total
IGSMA DISTRICT 8								
9173	10-1190-640	SOLO ENSEMBLE FEES	551133	0	01/13/2015	9173	180.00	10-1190-640

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							<u>\$180.00</u>	Payee Vendor Total
IIHS								
041015	10-1120-415	CAR CRASH DVD	150410	0	04/10/2015	9267	25.00	10-1120-415
							<u>\$25.00</u>	Payee Vendor Total
ILLINOIS ELEMENTARY SCHOO								
9196	10-1500-640	STATE CHESS COMP REG	551282	0	01/29/2015	9196	15.00	10-1500-640
							<u>\$15.00</u>	Payee Vendor Total
ILLINOIS JUGGLING INSTITU								
121214	10-2211-314	REISSUED LEARN TO JUGGLE PRESENT	8061	0	03/02/2015	9235	1,700.00	10-2211-314
							<u>\$1,700.00</u>	Payee Vendor Total
ILLINOIS SCIENCE OLYMPIAD								
041015	10-1550-410	SCI OLY SHIRTS, PINS	150410	0	04/10/2015	9268	120.00	10-1550-410
							<u>\$120.00</u>	Payee Vendor Total
JAKUBISIN, RON								
021915	10-1120-392	SNOWFLAKE SPEAKER FEE	150219	0	02/19/2015	9220	400.00	10-1120-392
							<u>\$400.00</u>	Payee Vendor Total
JUST FOR FUN ROLLER RINK								
032315	10-3500-390	103 CLUB FIELD TRIP	150323	0	03/23/2015	9258	294.00	10-3500-390
							<u>\$294.00</u>	Payee Vendor Total
KINKA, RUSSELL								
011315	10-1500-319	BASKETBALL REF 1/13	550113	0	01/13/2015	9176	50.00	10-1500-319
							<u>\$50.00</u>	Payee Vendor Total
KORDA, DONNA								
	10-1500-319	VOLLEYBALL REF 2/5	20515	0	02/05/2015	9202	50.00	10-1500-319
021915	10-1500-319	VOLLEYBALL REF 2/19	150219	0	02/19/2015	9221	50.00	10-1500-319
030915	10-1500-319	VOLLEYBALL REF 3/9 (2 GMS)	150309	0	03/09/2015	9244	75.00	10-1500-319
							<u>\$175.00</u>	Payee Vendor Total
LAKE COUNTY REGIONAL OFFI								
9171	40-2550-312	BUS DRIVER REFRESHER CLS - J SPOSITO	550112	0	01/12/2015	9171	8.00	40-2550-312
9171	40-2550-312	BUS DRIVER REFRESHER CLASS - M YOON	550112	0	01/12/2015	9171	8.00	40-2550-312
9171	40-2550-312	BUS DRIVER REFRESHER - G MUELLER/C N	550112	0	01/12/2015	9171	16.00	40-2550-312
9171	40-2550-312	BUS DRIVER REFRESHER CLASS - H THOM	550112	0	01/12/2015	9171	8.00	40-2550-312
9171	40-2550-312	BUS DRIVER REFRESHER CLASS - J WEISS	550112	0	01/12/2015	9171	8.00	40-2550-312
020315	40-2550-640	BUS DRIVER REFRESH CLASS - DBLACK	150203	0	02/03/2015	9199	8.00	40-2550-640
022015	40-2550-640	BUS DRIVER REFRESH CLASS - DGILMORE	150220	0	02/20/2015	9222	8.00	40-2550-640
022015	40-2550-640	BUS DRIVER REFRESH CLASS - WSKAGGS	150220	0	02/20/2015	9222	8.00	40-2550-640

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Invoice #	A.S.N.	Description	Batch #	P.O. #	Check Date	Check #	Amount	State Account Number
0220153	40-2550-640	BUS DRIVER REFRESH CLASS - EVARNO	150220	0	02/20/2015	9222	8.00	40-2550-640
032515	40-2550-640	BUS DRVR REFRESHER CLASS - JLEE	150325	0	03/25/2015	9263	8.00	40-2550-640
							<u>\$88.00</u>	Payee Vendor Total
LAKE FOREST BOOK STORE								
9192	10-2220-410	VISITING AUTHOR BOOK PURCHASE	550121	0	01/21/2015	9192	1,039.74	10-2220-410
							<u>\$1,039.74</u>	Payee Vendor Total
LAROSA PIZZERIA								
031915	10-2410-410-3	BATTLE OF THE BOOKS PIZZA	150319	0	03/19/2015	9256	85.00	10-2410-410
							<u>\$85.00</u>	Payee Vendor Total
LUTHERN CHURCH OF THE HOL								
	10-1190-414	VENUE DEPOSIT CAST PARTY	150311	0	03/11/2015	9251	250.00	10-1190-414
							<u>\$250.00</u>	Payee Vendor Total
MARRIOTT THEATRE								
2/11/2015	10-3500-390	PRINCESS & THE PEA/103 CLUB	150211	0	02/11/2015	9213	840.00	10-3500-390
							<u>\$840.00</u>	Payee Vendor Total
MEMORY MAKERS ENTERTAINME								
032315	10-1190-414	CAST PARTY DJ	150323	0	03/23/2015	9259	350.00	10-1190-414
							<u>\$350.00</u>	Payee Vendor Total
MENTOR SCIENCE OLYMPIAD								
	10-1550-640	REGIS VARSITY/JV INVITATIONAL - SO	55112	0	01/12/2015	9172	200.00	10-1550-640
							<u>\$200.00</u>	Payee Vendor Total
METROPOLIS PERFORMING ART								
9187	10-1112-390	FRINDLE FIELD TRIP	550115	0	01/15/2015	9186	756.50	10-1112-390
							<u>\$756.50</u>	Payee Vendor Total
MICHAELS ARTS & CRAFTS								
022415	10-1190-414	WILLY WONKA PAINT SUPPLIES	150224	0	02/24/2015	9229	182.58	10-1190-414
							<u>\$182.58</u>	Payee Vendor Total
MOLINARI, KENNETH								
02092015	10-1500-319	VOLLEYBALL REF 2/9	20615	0	02/06/2015	9206	50.00	10-1500-319
							<u>\$50.00</u>	Payee Vendor Total
MORGAN, RON								
02062015	10-1550-332	BUS DRIVER GRATUITY	206151	0	02/06/2015	9212	340.00	10-1550-332
022015	10-1550-332	Void BUS GRIVER GRATUITY	150220	0	02/20/2015	9223	370.00	10-1550-332
022015	10-1550-332	Void BUS GRIVER GRATUITY	9055	0	02/24/2015	9223	(370.00)	10-1550-332
							<u>\$340.00</u>	Payee Vendor Total

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Invoice #	A.S.N.	Description	Batch #	P.O. #	Check Date	Check #	Amount	State Account Number
NATHAN, FRANK								
02102015	10-1500-319	VOLLEYBALL REF 2/10	20615	0	02/06/2015	9207	50.00	10-1500-319
022315	10-1500-319	VOLLEYBALL REF - 2/23	150223	0	02/23/2015	9227	50.00	10-1500-319
041415	10-1500-319	VOLLEYBALL REF 4/14	150414	0	04/14/2015	9269	50.00	10-1500-319
							<u>\$150.00</u>	Payee Vendor Total
NEAL MIDDLE SCHOOL BAND								
030315	10-1190-640	LITTLE PEOPLE BAND FEST REG	150303	0	03/03/2015	9236	50.00	10-1190-640
							<u>\$50.00</u>	Payee Vendor Total
NIHIP								
9197	10-403	WELLNESS SCREEN INELIGBLE PART	550130	0	01/30/2015	9197	228.00	10-403
							<u>\$228.00</u>	Payee Vendor Total
NORTH SUBURBAN IJAS								
2/11/2015	10-1550-640	SCIENCE FAIR PROJECT REGISTRATION	150211	0	02/11/2015	9214	195.00	10-1550-640
							<u>\$195.00</u>	Payee Vendor Total
NORTH SUBURBAN IJAS								
2/11/2015	10-1550-640	SCIENCE FAIR PAPER SESSION	150211	0	02/11/2015	9215	30.00	10-1550-640
							<u>\$30.00</u>	Payee Vendor Total
NORTHWESTERN UNIVERSITY								
CO	10-1550-640	JR QUIZBOWL TOURN REG	150311	0	03/11/2015	9252	180.00	10-1550-640
							<u>\$180.00</u>	Payee Vendor Total
OPITZ, CORI								
02092015	10-1500-319	VOLLEYBALL REF 2/9	20615	0	02/06/2015	9208	50.00	10-1500-319
							<u>\$50.00</u>	Payee Vendor Total
PANAGIOTAROS, CYNTHIA								
02102015	10-1500-319	VOLLEYBALL REF 2/10	20615	0	02/06/2015	9209	50.00	10-1500-319
030515	10-1500-319	VOLLEYBALL REF 3/5	150305	0	03/05/2015	9242	50.00	10-1500-319
							<u>\$100.00</u>	Payee Vendor Total
PAPA JOHNS PIZZA								
022015	10-1120-419	SNOWFLAKE PIZZA	150220	0	02/20/2015	9224	555.48	10-1120-419
							<u>\$555.48</u>	Payee Vendor Total
PETERSON, RICH								
9188	10-1500-319	BASKETBALL REF 1/15/15	550115	0	01/15/2015	9187	75.00	10-1500-319
							<u>\$75.00</u>	Payee Vendor Total
POWELL, MIKE								
9189	10-1500-319	BASKETBALL REF 1/15/15	550115	0	01/15/2015	9188	75.00	10-1500-319

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Invoice #	A.S.N.	Description	Batch #	P.O. #	Check Date	Check #	Amount	State Account Number
							<u>\$75.00</u>	Payee Vendor Total
RINK SIDE SPORTS								
3/17/15	10-3500-390	103 CLUB FIELD TRIP	150323	0	03/23/2015	9260	896.00	10-3500-390
							<u>\$896.00</u>	Payee Vendor Total
SALAS, JAMIE								
022315	10-2211-314	EXPLORE THE ARTS PRESENT - HD	150223	0	02/23/2015	9228	100.00	10-2211-314
							<u>\$100.00</u>	Payee Vendor Total
SAMS CLUB								
	10-2310-640	SAMS CLUB MEMB - PAULAUSKY	150310	0	03/10/2015	9247	37.50	10-2310-640
							<u>\$37.50</u>	Payee Vendor Total
SAUNDERS, MARK								
041615	10-1500-319	VOLLEYBALL REF 4/16	150416	0	04/16/2015	9272	50.00	10-1500-319
							<u>\$50.00</u>	Payee Vendor Total
SAWCHUK, DANIEL								
9182	10-1500-319	BASKETBALL REF 1/14/15	550114	0	01/14/2015	9182	75.00	10-1500-319
							<u>\$75.00</u>	Payee Vendor Total
SECRETARY OF STATE								
4022415	40-2550-640	CDL RECERT - R CHIARELLO	150203	0	02/03/2015	9200	4.00	40-2550-640
022415	40-2550-640	Void BUS DRVR RECERT - J MENDOZA	52241	0	02/24/2015	9230	4.00	40-2550-640
0224152	40-2550-640	Void BUS DRVR RECERT - A BRUSS	52241	0	02/24/2015	9230	4.00	40-2550-640
022415	40-2550-640	Void BUS DRVR RECERT - J MENDOZA	9056	0	02/25/2015	9230	(4.00)	40-2550-640
0224152	40-2550-640	Void BUS DRVR RECERT - A BRUSS	9056	0	02/25/2015	9230	(4.00)	40-2550-640
022415	40-2550-640	BUS DRVR RECERT - J MENDOZA	150225	0	02/25/2015	9233	4.00	40-2550-640
0224152	40-2550-640	BUS DRVR RECERT - A BRUSS	8056	0	02/25/2015	9231	4.00	40-2550-640
030315	40-2550-640	BUS DRIVER RECERT - JSPOSITO	150303	0	03/03/2015	9237	4.00	40-2550-640
031215	40-2550-312	BUS DRIVER RECERT - PGARCIA	150312	0	03/12/2015	9253	4.00	40-2550-312
032315	40-2550-640	BUS DRVR RECERT - D MASKE	150323	0	03/23/2015	9261	4.00	40-2550-640
032515	40-2550-640	BUS DRIVER RECERT - WSKAGGS	150325	0	03/25/2015	9264	4.00	40-2550-640
							<u>\$28.00</u>	Payee Vendor Total
SHADY OAK BUTTERFLY FARM								
14-1236	10-1111-415	BUTTERFLY PRESENT SUPPLIES	150323	0	03/23/2015	9262	169.50	10-1111-415
							<u>\$169.50</u>	Payee Vendor Total
SHELDON, JEREMY								
022515	10-1500-319	VOLLEYBALL REF 2/25	150225	0	02/25/2015	9234	50.00	10-1500-319
030315	10-1500-319	VOLLEYBALL REF 3/3	150303	0	03/03/2015	9238	50.00	10-1500-319
041415	10-1500-319	VOLLEYBALL REF 4/14	150414	0	04/14/2015	9270	50.00	10-1500-319

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							<u>\$150.00</u>	Payee Vendor Total
SHELDON, JOAN								
02122015	10-1500-319	VOLLEYBALL REF 2/12	20615	0	02/06/2015	9210	50.00	10-1500-319
030315	10-1500-319	VOLLEYBALL REF 3/3	150303	0	03/03/2015	9239	50.00	10-1500-319
030915	10-1500-319	VOLLEYBALL REF 3/9 (3 GMS)	150309	0	03/09/2015	9245	120.00	10-1500-319
031015	10-1500-319	VOLLEYBALL REF 3/10 (3 GMS)	150310	0	03/10/2015	9248	120.00	10-1500-319
							<u>\$340.00</u>	Payee Vendor Total
SITZ, RICK								
011315	10-1500-319	BASKETBALL REF 1/13	550113	0	01/13/2015	9177	75.00	10-1500-319
							<u>\$75.00</u>	Payee Vendor Total
SNODGRASS, MICHAEL								
011315	10-1500-319	BASKETBALL REF 1/13	550113	0	01/13/2015	9178	75.00	10-1500-319
							<u>\$75.00</u>	Payee Vendor Total
SOWA, JIM								
9183	10-1500-319	BASKETBALL REF 1/14	550114	0	01/14/2015	9183	75.00	10-1500-319
9190	10-1500-319	BASKETBALL REF 1/15/15	550115	0	01/15/2015	9190	75.00	10-1500-319
							<u>\$150.00</u>	Payee Vendor Total
SPORTS 11								
9174	10-1550-410	SCIENCE BOWL JERSEYS (8)	551134	0	01/13/2015	9174	208.00	10-1550-410
							<u>\$208.00</u>	Payee Vendor Total
TIMBER RIDGE LODGE & WATE								
2/11/2015	10-3500-390	103 CLUB FIELDTRIP	150211	0	02/11/2015	9216	1,794.50	10-3500-390
022015	10-3500-390	103 CLUB FIELD TRIP	150220	0	02/20/2015	9225	64.02	10-3500-390
							<u>\$1,858.52</u>	Payee Vendor Total
TWIN GROVES MIDDLE SCHOOL								
9193	10-1500-640	DURLACHER WRESTLING TOURNAMENT	550122	0	01/29/2015	9193	175.00	10-1500-640
							<u>\$175.00</u>	Payee Vendor Total
VERSCHOOR, KATHY								
	10-1120-390	REIMB SPRINGFIELD BUS/TOUR TIPS	150303	0	03/03/2015	9240	375.00	10-1120-390
							<u>\$375.00</u>	Payee Vendor Total
WIESNETH, JOHN								
02122015	10-1500-319	WRESTLING REF 2/12	20615	0	02/06/2015	9211	65.00	10-1500-319
							<u>\$65.00</u>	Payee Vendor Total
Report Total							<u><u>\$27,105.43</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: April 21, 2015
Re: March 2015 Donations

During March 2015, the District received the following donations:

<u>Donors</u>	<u>Amount</u>	<u>Purpose of Donation</u>
PTO	\$992.59	HD Library Books
PTO	\$10,034.00	Links to Learning Grants
PTO	\$50,000.00	Sprague Playground
PTO	\$343.00	Battle of the Books buzzers
PTO	\$1,093.62	DW Library purchases
Learning Fund Foundation	\$20,000.00	Science Initiative
Motorola Solutions	\$1,000.00	FIRST Lego League grant
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: April 16, 2015
Re: Press Policy Issue 87 – 2nd Reading

Press Policy is an Illinois Association of School Board (IASB) service that provides quarterly updates to policies regarding changes in state and federal law and as a regular review to keep the district's policies current. The Board reviews the policies in two readings: the first to discuss the policies and make changes as necessary, and the second to finalize any changes and adopt new policies. Press Issue 87 is presented for the Board's second reading.

2:140 Communications To and From the Board
2:140E Exhibit - Guidance for Board Member Communications, including Email Use
4:45 Operational Services - Insufficient Fund Checks and Debt Recovery
4:110 Operational Services - Transportation
4:120 Operational Services - Food Services
4:130 Operational Services - Free and Reduced-Price Food Services
4:150 Operational Services - Facility Management and Expansion Programs
5:10 General Personnel - Equal Employment Opportunity and Minority Recruitment
5:185 General Personnel - Family and Medical Leave
5:220 Professional Personnel - Substitute Teachers
5:250 Professional Personnel - Leaves of Absence
6:20 Instruction - School Year Calendar and Day
6:60 Instruction - Curriculum Content
6:110 Instruction - Programs for Students at Risk of Academic Failure and/or Dropping
Out of School and Graduation Incentives Program
6:280 Instruction - Grading and Promotion
6:340 Instruction - Student Testing and Assessment Program
7:50 Students - School Admissions and Student Transfers To and From Non-District
Schools
7:100 Students - Health, Eye, and Dental Examinations; Immunizations; and Exclusion
of Students
7:270 Students - Administering Medicines to Students

REWRITTEN

October 2014

2:140

Board of Education

Communications To and From the Board

The Board of Education welcomes communications from staff members, parents, students, and community members. Individuals may submit questions or communications for the Board's consideration to the Superintendent or may use the electronic link to the Board's email address(es) that is posted on the District's website. In accordance with the Open Meetings Act and the Oath of Office taken by Board members, individual Board members will not (a) reply to an email on behalf of the entire Board, or (b) engage in the discussion of District business with a majority of a Board-quorum.

The Superintendent or designee shall:

1. Ensure that the home page for the District's website contains an active electronic link to the email address(es) for the School Board, and
2. Provide the Board, such as in the Board meeting packet, with all emails that are received and any feedback regarding them.

If contacted individually, Board members will refer the person to the appropriate level of authority, except in unusual situations. Board members' questions or communications to staff or about programs will be channeled through the Superintendent's office. Board members will not take individual action that might compromise the Board or District. There is no expectation of privacy for any communication sent to the Board or its members, whether sent by letter, email, or other means.

Board Member Use of Electronic Communications

For purposes of this section, *electronic communications* includes, without limitation, electronic mail, electronic chat, instant messaging, texting, and any form of social networking. Electronic communications among a majority or more of a Board-quorum shall not be used for the purpose of discussing District business. Electronic communications among Board members shall be limited to: (1) disseminating information, and (2) messages not involving deliberation, debate, or decision-making. The following list contains examples of permissible electronic communications:

- Agenda item suggestions
- Reminders regarding meeting times, dates, and places
- Board meeting agendas or information concerning agenda items
- Individual emails to community members, subject to the other limitations in this policy

LEGAL REF.: 5 ILCS 120/
50 ILCS 205/20.

CROSS REF.: 2:220 (School Board Meeting Procedure), 3:30 (Chain of Command), 8:110 (Public Suggestions and Concerns)

ADOPTED:

Compare to current district policy 2:140, or consider adding to your manual if it is not now included.

Comment [AKL1]: School districts that maintain an Internet website, other than a social media or social networking website, must post a "mechanism, such as a uniform single email address, for members of the public to electronically communicate with elected officials," (50 ILCS 205/20, added by P.A. 98-930, eff. 1-1-2015). This must be done within 90 days of 1-1-2015. The sample policy's default language may be used even when the district provides each board member with an individual e-mail address. The language permits every board member to read all emails sent to the board or its members. This promotes good governance because all members are provided the same information and communications.

See the Update Memo for a full discussion of this topic.

OPTION: For Districts that do not maintain an internet website: delete all text in the first paragraph after the word "Superintendent" and delete the entire second paragraph, leaving:

The Board of Education welcomes communications from staff members, parents, students, and community members. Individuals may submit questions or communications for the Board's consideration to the Superintendent.

Issue 87, October 2014

yes
LAW

REWRITTEN

2:140-E

Board of Education

Exhibit - Guidance for Board Member Communications, Including Email Use

The Board of Education is authorized to discuss District business only at a properly noticed Board meeting (Open Meetings Act, 5 ILCS 120). Other than during a Board meeting, a majority or more of a Board-quorum may not engage in contemporaneous interactive communication, whether in person or electronically, to discuss District business. This *Guidance* assumes a Board has seven members and covers issues arising from Board policy 2:140, *Communications To and From the Board*.

Communications Between or Among Board Members and/or the Superintendent Outside of a Properly Noticed Board Meeting

1. The Superintendent or designee is permitted to email information to Board members. For example, the Superintendent may email Board meeting agendas and supporting information to Board members. When responding to a single Board member's request, the Superintendent should copy all other Board members and include a *do not reply/forward* alert to the group, such as: "BOARD MEMBER ALERT: This email is in response to a request. Do not reply or forward to the group but only to the sender."
2. Board members are permitted to discuss any matter except District business with each other, whether in person or by telephone or email, regardless of the number of members participating in the discussion. For example, they may discuss league sports, work, or current events.
3. Board members are permitted to provide information to each other, whether in person or by telephone or email, that is non-deliberative and non-substantive. Examples of this type of communication include scheduling meetings and confirming receipt of information.
4. A Board member is not permitted to discuss District business with more than one other Board member at a time, whether in person or by telephone or email. Stated another way, a Board member may discuss District business in person or by telephone or email with only one other Board member at a time. However, a Board member should not facilitate interactive communication by discussing District business in a series of visits with, or telephone calls or emails to, Board members individually.
5. A Board member should include a *do not reply/forward* alert when emailing a message concerning District business to more than one other Board member. The following is an example of such an alert: "BOARD MEMBER ALERT: This email is not for interactive discussion purposes. The recipient should not reply to it or forward it to any other individual."
6. Board members should not forward email received from another Board member.

When Must the Electronic Communications Sent or Received by Individual Board Members Be Disclosed Pursuant to a Freedom of Information Act (FOIA) Request?

An electronic communication must be disclosed if it is a *public record* as defined by FOIA, unless a specific exemption applies. A public record is any recorded information "pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of any public body." 5 ILCS 140/2. Email sent or received by an individual Board member may be, depending on the content and circumstances, subject to disclosure as a *public record* (unless a FOIA exemption is applicable).

Comment [AKL1]: Exhibit is updated and rewritten in response to an appellate court decision. That decision addresses the circumstances when emails sent or received by individual members of a public body will be a *public record* and subject to disclosure under FOIA.

See the Update Memo for a full discussion of this topic.

Issue 87, October 2014

2:140-E

Page 1 of 3

If a Board member uses a District-provided device or email address to discuss public business, the email is subject to disclosure under FOIA, barring an applicable exemption. If a Board member uses a private device and email address, the communication is subject to FOIA if it satisfies this test:

First, the communication pertains to the transaction of public business, and

Second, the communication was: (1) prepared by a public body, (2) prepared for a public body, (3) used by a public body, (4) received by a public body, (5) possessed by a public body, and/or (6) controlled by a public body.

This test is from the appellate court decision in City of Champaign v. Madigan, 992 N.E.2d 629 (Ill.App.4th, 2013).

The following *examples* describe FOIA's treatment of electronic communications:

1. If an electronic communication does not pertain to public business, it is not a public record and is not subject to a FOIA request.
2. An electronic communication pertaining to public business that is:
 - a. Sent and/or received by an individual Board member using a personal electronic device and personal email address while he or she is at home or work **would not be a public record**. Individual Board members, alone, cannot conduct school District business. As stated earlier, emails among a majority or more of a Board-quorum violate the Open Meetings Act and, thus, are subject to disclosure during proceedings to enforce the Open Meetings Act.
 - b. Sent and/or received by an individual Board member on a District-issued device or District-issued email address **will be a public record** and subject to FOIA. The electronic communication is under the control of the District.
 - c. Received by an individual Board member on a personal electronic device and then forwarded by the Board member to a District-owned device or server **will be a public record** and subject to FOIA. The electronic communication is under the control of the District.
 - d. Received by an individual Board member using a personal electronic device and personal email address, and then forwarded by the Board member to enough members to constitute a majority or more of a Board-quorum **will be a public record** and subject to FOIA. The electronic communication is in the District's possession.
 - e. Either sent to or from a Board member's personal electronic device during a Board meeting **will be a public record** and subject to FOIA. The electronic communication is in the District's possession because Board members were functioning collectively as a public body.

The District's Freedom of Information Officer and/or Board Attorney will help determine when a specific communication must be disclosed pursuant to a FOIA request.

When Must Electronic Communications Be Retained?

Email that qualifies under FOIA as a *public record* will need to be stored pursuant to the Local Records Act, only if it is evidence of the District's organization, function, policies, procedures, or activities or contains informational data appropriate for preservation (Local Records Act, 50 ILCS 205/). An example is any email from a Board officer concerning a decision made in his or her capacity as an officer. If a Board member uses his or her personal email, he or she must copy this type of email to the appropriate District office where it will be stored. If made available, Board members should use their email accounts provided by the District and the District will automatically store the official record messages. The District will delete these official record messages as provided in an applicable, approved **retention schedule**. Of course, email pertaining to public business that is sent or

received by a Board Member using a District-issued device or email address will be subject to FOIA, even if the email does not need to be retained under the Local Records Act.

Important: Do not destroy any email concerning a topic that is being litigated without obtaining the Board attorney's direction. In federal lawsuits, there is an automatic discovery of virtually all types of electronically created or stored data that might be relevant. Attorneys will generally notify their clients at the beginning of a legal proceeding not to destroy any electronic records that might be relevant. For more discussion of a litigation hold, see 2:250-AP2, *Protocols for Record Preservation and Development of Retention Schedules*. In addition, any person who knowingly with the intent to defraud any party destroys, removes, or conceals any public record commits a Class 4 felony. 50 ILCS 205/4, amended by P.A. 98-1063.

DATED:

Compare to current district exhibit 2:140-E, or consider adding to your manual if it is not now included.

DRAFT UPDATE

Lincolnshire - Prairie View School District 103

4:45

Operational Services

Insufficient Fund Checks and Debt Recovery

The Assistant Superintendent for Business or designee is responsible for collecting up to the maximum fee authorized by State law for returned checks written to the District which are not honored upon presentation to the respective bank or other depository institution for any reason. The Assistant Superintendent of Business or designee is authorized to contact the District's attorney whenever necessary to collect the returned check amount, fee, collection costs and expenses, and interest.

Delinquent Debt Recovery

The Superintendent is authorized to seek collection of delinquent debt owed the District. ~~The Superintendent or designee shall execute to the requirements fullest extent of the law.~~

~~To participate in any the Local Debt Recovery Program through the Illinois Office of the Comptroller (IOC), an intergovernmental agreement (IGA) between the District and the Illinois Office of the Comptroller (Comptroller) that has the purpose of debt recovery. The intergovernmental agreement IOC must be in existence. The IGA establishes the terms under which the District may request, and refer delinquent debt owed it over to the Comptroller will IOC for an offset (deduction). The IOC may execute, a an offset of the amount of the delinquent debt owed to the District from a future payment that the State makes to an individual or entity responsible for paying the delinquent debt.~~

~~The Comptroller will pay Superintendent or designee shall execute the amount deducted to requirements of the District and IGA. While executing the District will credit that amount against requirements of the balance owed to the District until the debt is paid. IGA, the Superintendent or designee is responsible, without limitation, for each of the following:~~

1. Providing a District-wide, uniform, method of notice and due process to the individual or entity against whom a claim for delinquent debt payment (claim) is made. Written notice and an opportunity to be heard must be given to the individual or entity responsible for paying a delinquent debt before the debt claim is certified to the Comptroller IOC for offset. The notice must state the claim's amount, the reason for the amount due, the claim's date or time period, and a description of the process to challenge the claim. An individual or entity challenging a claim shall be provided an informal proceeding to refute the claim's existence, amount, or current collectability; the decision following this proceeding shall be reviewable. If a waiver of student fees is requested as a challenge to paying the claim, and the waiver of student fees is denied, an appeal of the denial of a fee waiver request shall be handled according to 4:140, Waiver of Student Fees. If no waiver of student fees is requested, reviews regarding payment of the claim shall be handled according to this policy before certification to the IOC for offset.
2. Certifying to the Comptroller IOC that the debt is past due and legally enforceable, and notifying the Comptroller IOC of any change in the status of an offset claim for delinquent debt.
3. Responding to requests for information from the Comptroller IOC to facilitate the prompt resolution of any ~~protest~~ administrative review requests received by the Comptroller IOC.

LEGAL REF.: 15 ILCS 405/10.05 and 10.05d,
810 ILCS 5/3-806.

ADOPTED: March 19, 2013

4:45

Page 1 of 1

yes
AHW

yes

Comment [AP1]: This language was modified to allow more flexibility for the superintendent to charge less than the maximum fee for an insufficient funds check. Boards choosing to allow this flexibility should discuss equal protection issues with the board attorney

OPTION 1: Boards that wish to charge the maximum fee in all circumstances should delete the words "up to" in the first sentence

Issue 87, October 2014

Comment [AP2]: For Boards that are interested in entering the Illinois Office of the Comptroller's Local Debt Recovery Program, this section was updated to clarify what districts need to do to enter the program. Adopting these materials will not enroll a District or ensure entry into the IOC's Local Debt Recovery Program. Contact your school board attorney for legal advice about possible entry into the Program. If the District has any interest in entering this program, this language should remain in this policy.

OPTION 2: Other methods to collect delinquent debts owed to the school district exist, i.e., small claims court, private collection agencies, etc. If the District has decided not to enter the IOC's Local Debt Recovery Program, everything but the first sentence under the Delinquent Debt Recovery subhead should be deleted.

Issue 87, October 2014

DRAFT UPDATE

Lincolnshire - Prairie View School District 103

4:110

Operational Services

Transportation

*yes
AKW*
^{may}
The District shall provide free transportation for all students in the District: ~~(1) residing at a distance of one and one-half miles or more from their assigned schools, unless the Board has certified to the Illinois State Board of Education that adequate public transportation is available or (2) residing within one and one-half miles from their assigned schools where walking to school or to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is not available.~~ The District may provide transportation for other students residing within one and one-half miles from their assigned school. A student's parent(s)/guardian(s) may file a petition with the School Board requesting transportation due to the existence of a serious safety hazard. Free transportation services and vehicle adaptation for special education students shall be provided if included in the students' individualized educational programs. The District may provide transportation to and from school-sponsored activities. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with Section 45/1-15 of the Education for Homeless Children Act.

subject to any limitations imposed by the Illinois School Code.

If a student is at a location within the District, other than his or her residence, for child care purposes at the time for transportation to and/or from school, that location may be considered for purposes of determining the 1½ miles from the school attended. Unless the Superintendent or designee establishes new routes, pick-up and drop-off locations for students in day care must be along the District's regular routes. The District will not discriminate among types of locations where day care is provided, which may include the premises of licensed providers, relatives' homes, or neighbors' homes.

Bus schedules and routes shall be determined by the Director of Transportation or designee and shall be altered only with the Director of Transportation or designee's approval and direction. In setting the routes, the pick-up and discharge points should be as safe for students as possible.

No school employee may transport students in school or private vehicles unless authorized by the administration.

Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and Illinois Department of Transportation regulations. The strobe light on a school bus may be illuminated only when the bus is actually being used as a school bus and (1) is stopping or stopped for loading or discharging students on a highway outside an urban area, or (2) is bearing one or more students. The Superintendent shall implement procedures in accordance with State law for accepting comment calls about school bus driving.

All contracts for charter bus services must contain the clause prescribed by State law regarding criminal background checks for bus drivers.

Pre-Trip and Post-Trip Vehicle Inspection

The Superintendent or designee shall develop and implement a pre-trip and post-trip inspection procedure to ensure that the school bus driver: (1) tests the two-way radio or cellular radio telecommunication device and ensures that it is functioning properly before the bus is operated, and (2) walks to the rear of the bus before leaving the bus at the end of each route, work shift, or work day, to check the bus for children or other passengers in the bus.

Comment [AP1]: The underscored words are added to the policy to align it with State statute. The statutory definition of cellular radio telecommunication device, is: "a device capable of sending or receiving telephone communications without an access line for service and which requires the operator to dial numbers manually; it does not include citizens band radios or citizens band radio hybrids, [a cell phone]" (625 ILCS 5/12-813.1)

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4:110

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DRAFT UPDATE

LEGAL REF.: McKinney Homeless Assistance Act, 42 U.S.C. §11431 et seq.
105 ILCS 5/10-22.22 and 5/29-1 et seq.
105 ILCS 45/1-15.
625 ILCS 5/1-148.3a-5, 5/1-182, 5/11-1414.1, 5/12-813, 5/12-813.1, 5/12-815,
5/12-816, 5/12-821, and 5/13-109.
23 Ill.Admin.Code §§1.510 and 226.750; Part 120.
92 Ill.Admin.Code §440-3.

CROSS REF.: 4:170 (Safety), 5:100 (Staff Development), 5:120 (Ethics and Conduct), 5:280
(Educational Support Personnel - Duties and Qualifications), 6:140 (Education of
Homeless Children), 7:220 (Bus Conduct)

ADOPTED: May 14, 2012

REWRITTEN

4:120

Operational Services

Food Services

yes
AKL

Good nutrition shall be promoted in the District's meal programs and in other food and beverages that are sold to students during the school day. The Superintendent shall manage a food service program that complies with this policy and is in alignment with School Board policy 6:50, *School Wellness*.

Food or beverage items sold to students as part of a reimbursable meal under federal law must follow the nutrition standards specified in the U.S. Dept. of Agriculture rules that implement the National School Lunch and Child Nutrition Acts. Schools being reimbursed for meals under these laws are *participating schools*.

The food service program in participating schools shall comply with the nutrition standards specified in the U.S. Dept. of Agriculture's *Smart Snacks rules* when it offers competitive foods to students on the school campus during the school day. *Competitive foods* are all food and beverages that are offered by any person, organization or entity for sale to students on the school campus during the school day that are not reimbursed under programs authorized by federal law. The food service programs in participating schools shall also comply with any applicable mandates in the Illinois State Board of Education's School Food Service rules implementing these federal laws and the Ill. School Breakfast and Lunch Program Act.

All revenue from the sale of any food or beverages sold in competition with the School Breakfast Program or National School Lunch Program to students in food service areas during the meal period shall accrue to the nonprofit school lunch program account.

LEGAL REF.: Russell B. National School Lunch Act, 42 U.S.C. §1751 *et seq.*
Child Nutrition Act of 1966, 42 U.S.C. §1771 *et seq.*
7 C.F.R. Parts 210 and 220, Food and Nutrition Service.
105 ILCS 125/
23 Ill.Admin.Code Part 305, School Food Service.

CROSS REF.: 4:130 (Free and Reduced-Price Food Services), 6:50 (School Wellness)

ADOPTED:

Compare to current district policy 4:120, or consider adding to your manual if it is not now included.

Comment [AKL1]: Policy is rewritten to comply with the new U.S. Dept. of Agriculture's *Smart Snacks* rules and the Ill. State Board of Education's rules, which implement the *Smart Snacks* rules.

See the Update Memo for a full discussion of this topic.

Issue 87, October 2014

DRAFT UPDATE

Lincolnshire - Prairie View School District 103

4:130

Operational Services

Free and Reduced-Price Food Services

Notice

The Superintendent or designee shall be responsible for implementing the District's free and reduced-price food services policy.

Eligibility Criteria and Selection of Children

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Department of Agriculture and distributed by the Illinois State Board of Education.

Notification

At the beginning of each school year, by letter, the District shall notify students and their parents/guardians of: (1) eligibility requirements for free and reduced-price food service, (2) the application process, and (3) other information required by federal law. The Superintendent or designee shall provide the same information to informational media, the local unemployment office, and any major area employers contemplating layoffs. Parents/guardians enrolling a child in the District for the first time, any time during the school year, shall receive the eligibility information.

Nondiscrimination Assurance

The District shall avoid publicly identifying students receiving free or reduced-price meals and shall use methods for collecting meal payments that prevent identification of children receiving assistance.

Appeal

A family may appeal the District's decision to deny an application for free and reduced-price food services or to terminate such services as outlined by the U.S. Department of Agriculture in 7 C.F.R. §245.7, Determining Eligibility for Free and Reduced-Price Meals and Free Milk in Schools. The Superintendent or designee shall establish a hearing procedure for adverse eligibility decisions and provide by mail a copy of them to the family. The District may also use these procedures to challenge a child's continued eligibility for free or reduced-price meals or milk.

During an appeal, students previously receiving food service benefits shall not have their benefits terminated. Students who were denied benefits shall not receive benefits during the appeal.

The Superintendent or designee shall keep on file for a period of 3 years a record of any appeals made and the hearing record. The District shall also maintain accurate and complete records showing the data and method used to determine the number of eligible students served free and reduced-price food services. These records shall be maintained for 3 years.

LEGAL REF.: U.S. Dept. of Agriculture, Food and Nutrition Service, National School Lunch Program, 7 C.F.R. Part 210.
U.S. Dept. of Agriculture, Food and Nutrition Service, Determining Eligibility for Free and Reduced-Price Meals and Free Milk in Schools, 7 C.F.R. Part 245.
105 ILCS 125/0.01 et seq. and 126/1 et seq.
23 Ill.Admin.Code §305.10 et seq.

ADOPTED: July 10, 2006

4:130

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Comment [AP1]: Beginning in the year 2011-2012, the U.S. Depts. of Agriculture and Education implemented a new claiming option for providing reimbursements to school districts that provide free breakfasts and lunches to all students in schools with significantly economically disadvantaged populations. It is called the Community Eligibility Option (CEO). For more information about qualifying for and claiming through this reimbursement method, see www.fns.gov/bulletins/cel/02-12.pdf.

OPTION: For districts that qualify for and claim the CEO, insert the following sentence at the end of the first sentence in this subhead:

From time to time, the income eligibility guidelines and standards may not be necessary when reimbursements for students' free breakfasts and lunches are claimed through the U.S. Depts. of Agriculture and Education's Community Eligibility Option (CEO). When claiming the CEO, the District will follow its requirements.

Note: All subheads in this policy that detail the legal requirements under State and federal laws continue to apply when CEO is used and should remain in the policy.

Issue 87, October 2014

No

yes
AHW

DRAFT UPDATE

Lincolnshire - Prairie View School District 103

4:150

Operational Services

Facility Management and Expansion Programs

The Superintendent or designee shall manage the District's facilities and grounds as well as facility construction and building programs in accordance the law, the standards set forth in this policy, and other applicable Board policies. The Superintendent or designee shall cooperate with and facilitate: (1) inspections of schools by the Regional Superintendent and State Fire Marshal or designee, and (2) review of plans and specifications for future construction or alterations of a school if requested by the relevant municipality, county (if applicable), or fire protection district.

Standards for Managing Buildings and Grounds

All District buildings and grounds shall be adequately maintained in order to provide an appropriate, safe, and energy efficient physical environment for learning and teaching. The Superintendent or designee shall provide the Board with periodic reports on maintenance data and projected maintenance needs that include cost analysis. Prior Board of Education approval is needed for all renovations or permanent alterations to buildings or grounds when the total cost will exceed \$5,000, including the cost equivalent of staff time. This policy is not intended to discourage efforts to improve the appearance of buildings or grounds that are consistent with the designated use of those buildings and grounds.

Standards for Green Cleaning

For each District school with 50 or more students, the Superintendent or designee shall establish and supervise a green cleaning program that complies with the guidelines established by the Illinois Green Government Coordinating Council.

Standards for Facility Construction and Building Programs

As appropriate, the Board of Education will authorize the production of a comprehensive study to determine the need for facility construction and expansion. On an annual basis, the Superintendent or designee shall provide the Board with projected facility needs, enrollment trends, and other data impacting facility use. Board of Education approval is needed for all new facility construction and expansion.

When making decisions pertaining to design and construction of school facilities, the Board of Education will confer with members of the staff and community, the Illinois State Board of Education, and educational and architectural consultants, as it deems appropriate. The Board's facility goals are to:

1. Integrate facilities planning with other aspects of planning and goal-setting.
2. Base educational specifications for school buildings on identifiable student needs.
3. Design buildings for sufficient flexibility to permit new or modified programs.
4. Design buildings for maximum potential for community use.
5. Meet or exceed all safety requirements.
6. Meet requirements on the accessibility of school facilities to disabled persons as specified in State or federal law.
7. Provide for low maintenance costs and energy efficiency.

Naming Buildings and Facilities

Recognizing that the name for a school building, facility, or ground or field reflects on its public image, the Board's primary consideration will be to select a name that enhances the credibility and

4:150

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yes
AW

DRAFT UPDATE

stature of the school or facility. Any request to name or rename an existing facility should be submitted to the Board of Education. When a facility is to be named or renamed, the Board President will appoint a special committee to consider nominations and make a recommendation, along with supporting rationale, to the Board. The Board will make the final selection. The Superintendent or designee may name a room or designate some area on a school's property in honor of an individual or group that has performed outstanding service to the school without using this policy.

LEGAL REF.: 42 U.S.C. §12101 *et seq.*
20 ILCS 3130/, *Green Buildings Act.*
105 ILCS ~~5/2-3.12, 5/10-20.49, 5/10-22.36, 5/17-2.11, 140/, and 230/.~~
410 ILCS 25/, *Environmental Barriers Act.*
820 ILCS 130/, *Prevailing Wage Act.*
23 Ill.Admin.Code Part 151, *School Construction Program*; Part 180, *Health/Life Safety Code for Public Schools*; and Part 2800, *Green Cleaning for Elementary and Secondary Schools.*
71 Ill.Admin.Code Part 400, *Ill. Accessibility Code.*

CROSS REF.: 2:150 (Committees), 2:170 (Procurement of Architectural, Engineering, and Land Surveying Services), 4:60 (Purchases and Contracts), 8:70 (Accommodating Individuals with Disabilities)

ADOPTED: ~~June 9, 2008~~

Comment [AKL1]: This policy is unchanged; the Legal References are updated.

105 ILCS 5/2-3.12 and 23 Ill. Admin. Code Part 180 contain the Health, Life and Safety Code. Among its mandates is the decennial *safety survey report*. After 1-1-2015, all "new school building construction" must include a storm shelter that meets or exceeds the ICC/NSSA Standard for the Design and Construction of Storm Shelters (ICC-500) published jointly by the International Code Council and the National Storm Shelter Association (105 ILCS 5/2-3.12, P. A. 98-883, eff. 1-1-2015).

Issue 87, October 2014

DRAFT UPDATE

Lincolnshire - Prairie View School District I03

5:10

General Personnel

Equal Employment Opportunity and Minority Recruitment

The School District shall provide equal employment opportunities to all persons regardless of their race, color, creed, religion, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status, order of protection status, unfavorable military discharge, citizenship status provided the individual is authorized to work in the United States, use of lawful products while not at work, being a victim of domestic or sexual violence, genetic information, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation, pregnancy, childbirth, or related medical conditions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position, or other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Pilot Program Act, 410 ILCS 1130/.

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: (1) requested, attempted to request, used, or attempted to use a reasonable accommodation as allowed by the Illinois Human Rights Act, or (2) 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

Complaint Managers:

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

Comment [AKL1]: Districts must have a policy on equal employment opportunities; however, this is a complex, confusing, and highly litigated area of the law; consult the board attorney for advice on the application of these laws to specific fact situations
Issue 87, October 2014

Comment [AP2]: A new protected status is added in response to legislation.
Issue 84, February 2014

Comment [AP3]: Discrimination on the basis of a request for or use of a reasonable accommodation is a civil rights violation under the Ill. Human Rights Act (775 ILCS 5/6-101, amended by P.A. 98-1050, eff. 1/1/2015).
Issue 87, October 2014

yes
AW

5:10

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DRAFT UPDATE

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.

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, 5/2-102, 5/2-103, and 5/6-101.
Religious Freedom Restoration Act, 775 ILCS 35/5.
Employee Credit Privacy Act, 820 ILCS 70/.
Job Opportunities for Qualified Applicants Act, 820 ILCS 820 ILCS 75/.
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.

DRAFT UPDATE

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

Lincolnshire - Prairie View School District 103

5:185

General Personnel

Family and Medical Leave

Please refer to the current "Lincolnshire - Prairie View School District 103 Classified Staff Employee Handbook."

For employees not covered by this handbook:

Leave Description

An eligible employee may use unpaid family and medical leave (FMLA leave), guaranteed by the federal Family and Medical Leave Act. ~~for up to a combined total of 12 weeks during a "single 12-month period" measured forward from the employee's first day of FMLA leave. The U.S. Department of Labor's rules (federal rules) implementing FMLA, as they may be amended from time to time, control FMLA leave.~~

~~An eligible employee may take FMLA leave for up to a combined total of 12 weeks each 12-month period, beginning September 1 and ending August 31 of the next year.~~ *using a "rolling" 12 month period.*

During a single 12-month period, an eligible employee's FMLA leave entitlement may be extended to a total of 26 weeks of unpaid leave to care for a covered servicemember (defined ~~herein~~ *in the federal rules*) with a serious injury or illness. The "single 12-month period" is measured forward from the date the employee's first FMLA leave to care for the covered servicemember begins.

While FMLA leave is normally unpaid, the District will substitute an employee's accrued compensatory time-off and/or paid leave for unpaid FMLA leave. All policies and rules regarding the use of paid leave apply when paid leave is substituted for unpaid FMLA leave. Any substitution of paid leave for unpaid FMLA leave will count against the employee's FMLA leave entitlement. Use of FMLA leave shall not preclude the use of other applicable unpaid leave that will extend the employee's leave beyond 12 weeks, provided that the use of FMLA leave shall not serve to extend such other unpaid leave. Any full workweek period during which the employee would not have been required to work, including summer break, winter break and spring break, is not counted against the employee's FMLA leave entitlement.

FMLA leave is available in one or more of the following instances:

1. The birth and first-year care of a son or daughter.
2. The adoption or foster placement of a son or daughter, including absences from work that are necessary for the adoption or foster care to proceed and expiring at the end of the 12-month period beginning on the placement date.
3. The serious health condition of an employee's spouse, child, or parent.
4. The employee's own serious health condition that makes the employee unable to perform the functions of his or her job.
5. The existence of a qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a ~~covered~~ military member on ~~covered~~ active duty (or has been notified of an impending call or order to active duty, ~~as provided in federal rules~~ *in support of a contingency operation. A "covered military member" must be either a member of a Reserve component or a retired member of the regular Armed Forces or Reserve. "Qualifying exigencies" exist in the following categories: short notice deployment, military events and related activities, childcare and school activities, financial and legal arrangements, rest and recuperation, post-deployment activities, and additional activities as provided in the FMLA regulations.*
6. To care for the employee's spouse, child, parent, or next of kin who is a covered servicemember with a serious injury or illness, ~~as provided by federal rules. A "covered~~

Comment [AP1]: A sentence was added regarding an employee's ability to use unpaid family and medical leave. The U.S. Department of Labor, Wage & Hour Division, has a helpful website containing forms, compliance posters, etc (www.dol.gov/whd/fmla)
Issue 87, October 2014

Comment [AP2]: CAUTION: Please review policy language to assure the 12-month period listed aligns with District practice and all Collective Bargaining Agreements. If necessary, please include edits with your Response Form.
Issue 87, October 2014

Comment [AP3]: Multiple definitions throughout the policy are replaced by references to the "federal rules." The recent amendments to the federal rules have made the definitions too lengthy to restate in the policy.
Issue 87, October 2014

*YSA
AHW*

5:185

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DRAFT UPDATE

~~servicemember" is a member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty for which he or she is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list~~

An employee may be permitted to work on an intermittent or reduced-leave schedule in accordance with ~~FMLA regulations; federal rules.~~

Eligibility

To be eligible for FMLA leave, an employee must be employed at a worksite where at least 50 employees are employed within 75 miles. In addition, one of the following provisions must describe the employee:

1. The employee has been employed by the District for at least 12 months and has been employed for at least 1,250 hours of service during the 12-month period immediately before the beginning of the leave. The 12 months an employee must have been employed by the District need not be consecutive. However, the District will not consider any period of previous employment that occurred more than 7 years before the date of the most recent hiring, except when the service break is due to National Guard or Reserve military service or when a written agreement exists concerning the District's intention to rehire the employee.
2. The employee is a full-time classroom teacher.

Comment [AP4]: The default policy language exceeds federal law requirements because it provides immediate eligibility to full-time classroom teachers. Please review policy language to assure it aligns with District practice and all Collective Bargaining Agreements. If necessary, please include edits with your Response Form.

Issue 87, October 2014

Requesting Leave

If the need for the FMLA leave is foreseeable, an employee must provide the Superintendent or designee with at least 30 days' advance notice before the leave is to begin. If 30 days' advance notice is not practicable, the notice must be given as soon as practicable. The employee shall make a reasonable effort to schedule a planned medical treatment so as not to disrupt the District's operations, subject to the approval of the health care provider administering the treatment. The employee shall provide at least verbal notice sufficient to make the Superintendent or designee aware that he or she needs FMLA leave, and the anticipated timing and duration of the leave. Failure to give the required notice for a foreseeable leave may result in a delay in granting the requested leave until at least 30 days after the date the employee provides notice.

Certification

Within 15 calendar days after the Superintendent or designee makes a request for certification for a FMLA leave, an employee must provide one of the following:

1. When the leave is to care for the employee's covered family member with a serious health condition, the employee must provide a complete and sufficient certificate ~~completed~~signed by the family member's health care provider.
2. When the leave is due to the employee's own serious health condition, the employee must provide a complete and sufficient certificate ~~completed~~signed by the employee's health care provider.
3. When the leave is to care for a covered servicemember with a serious illness or injury, the employee must provide a complete and sufficient certificate ~~completed~~signed by an authorized health care provider for the covered servicemember.
4. When the leave is because of a qualified exigency, the employee must provide: (a) a copy of the covered military member's active duty orders or other documentation issued by the military indicating that the military member is on active duty or call to active duty status, ~~in support of a contingency operation~~and the dates of the covered military member's active duty service, and (b) a statement or description, signed by the employee, of appropriate facts regarding the qualifying exigency for which FMLA leave is requested.

Comment [AP5]: In accordance with the revised federal rules, the Certification section now requires certificates to be "complete and sufficient" and signed by the individual identified in the policy.

Issue 87, October 2014

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The District may require an employee to obtain a second and third opinion at its expense when it has reason to doubt the validity of a medical certification.

The District may require recertification at reasonable intervals, but not more often than once every 30 days. Regardless of the length of time since the last request, the District may request recertification when the, (1) employee requests a leave extension, (2) circumstances described by the original certification change significantly, or (3) District receives information that casts doubt upon the continuing validity of the original certification. Recertification is at the employee's expense and must be provided to the District within 15 calendar days after the request. The District may request recertification every 6 months in connection with any absence by an employee needing an intermittent or reduced schedule leave for conditions with a duration in excess of 6 months.

Failure to furnish a complete and sufficient certification on forms provided by the District may result in a denial of the leave request.

Continuation of Health Benefits

During FMLA leave, employees are entitled to continuation of health benefits that would have been provided if they were working. Any share of health plan premiums being paid by the employee before taking the leave, must continue to be paid by the employee during the FMLA leave. A District's obligation to maintain health insurance coverage ceases if an employee's premium payment is more than 30 days late and the District notifies the employee at least 15 days before coverage will cease.

Changed Circumstances and Intent to Return

An employee must provide the Superintendent or designee reasonable notice of changed circumstances (i.e., within 2 business days if the changed circumstances are foreseeable) that will alter the duration of the FMLA leave. The Superintendent or designee, taking into consideration all of the relevant facts and circumstances related to an individual's leave situation, may ask an employee who has been on FMLA leave for 8 consecutive weeks whether he or she intends to return to work.

Return to Work

If returning from FMLA leave occasioned by the employee's own serious health condition, the employee is required to obtain and present certification from the employee's health care provider that he or she is able to resume work.

An employee returning from FMLA leave will be given an equivalent position to his or her position before the leave, subject to: (1) permissible limitations the District may impose as provided in the FMLA or implementing regulations, and (2) the District's reassignment policies and practices.

Classroom teachers may be required to wait to return to work until the next semester in certain situations as provided by the FMLA regulations.

Implementation

The Superintendent or designee shall ensure that: (1) all required notices and responses to leave requests are provided to employees in accordance with the FMLA; and (2) this policy is implemented in accordance with the FMLA. In the event of a conflict between the policy and the FMLA or its regulations, the latter shall control. The terms used in this policy shall be defined as in the FMLA regulations.

DRAFT UPDATE

LEGAL REF.: Family and Medical Leave Act, 29 U.S.C. §2601 et seq., 29 C.F.R. Part 825.

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:250 (Leaves of Absence),
5:310 (Compensatory Time-Off), 5:330 (Sick Days, Vacation, Holidays, and
Leaves)

ADOPTED: ~~December 14, 2009~~

DRAFT UPDATE

Lincolnshire - Prairie View School District 103

5:220

yes
AHW

Professional Personnel

Substitute Teachers

The Superintendent may employ substitute teachers as necessary to replace teachers who are temporarily absent.

A substitute teacher must hold either a valid teaching or substitute ~~certificate~~ license and may teach in the place of a ~~certified/licensed~~ teacher who is under contract with the Board. There is no limit on the number of days that a substitute teacher may teach in the District during the school year. ~~However there is a limit on the number of days that a substitute teacher may teach for any one certified teacher under contract with the District in the same school year. The following limitations apply, except as follows:~~

1. A substitute teacher holding a substitute ~~certificate~~ license may teach for any one licensed teacher under contract with the District only for a period not to exceed 90 school days.
2. A teacher holding a ~~valid early childhood, elementary, high school, Professional Educator License or special certificate~~ Educator License with Stipulations may teach for any one licensed teacher under contract with the District only for a period not to exceed 120 school days.

The ~~Illinois~~ Teachers' Retirement System (TRS) ~~in Illinois~~ limits a substitute teacher who is a TRS annuitant to substitute teaching for a period not to exceed 100 paid days or 500 paid hours in any school year, unless the subject area is one where the Regional Superintendent has certified that a personnel shortage exists.

The School Board establishes a daily rate of pay for substitute teachers. Substitute teachers receive only monetary compensation for time worked and no other benefits.

Emergency Situations

A substitute teacher may teach when no ~~certified/licensed~~ teacher is under contract with the Board if the District has an emergency situation as defined in State law. During an emergency situation, a substitute teacher is limited to 30 calendar days of employment per each vacant position. The Superintendent ~~will~~ shall notify the appropriate Regional Office of Education within 5 business days after the employment of a substitute teacher in an emergency situation.

LEGAL REF.: 105 ILCS 5/21-9, 5/21B-20(3), and 24-5, 23 Ill.Admin. Code §1-79025.520.

CROSS REF.: 5:30 (Hiring Process and Criteria)

ADOPTED: May 14, 2012

Comment [AKL1]: The policy is updated to enhance clarity and to replace ~~certificate~~ with license as per State statute and rule.

Issue 87, October 2014

DRAFT UPDATE

Lincolnshire - Prairie View School District 103

5:250

Professional Personnel

Leaves of Absence

Sick and Bereavement Leave, Sabbatical Leave, Religious Observation Leave, Emergency/Personal Leave, Leave of Absence Without Pay, Involuntary Maternity, Adoption Leave, Child-Rearing Leave/Maternity Leave, Maternity/Paternity Leave, Leaves for Service in the Military, Association Representatives Leave of Absence

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

General Assembly

Leaves for service in the General Assembly, as well as re-employment rights, will be granted in accordance with State and federal law. A professional staff member hired to replace one in the General Assembly does not acquire tenure.

Leave for Employment in Department of Defense

The Board of Education may grant teachers a leave of absence to accept employment in a Department of Defense overseas school.

School Visitation Leave

An eligible professional staff member is entitled to 8 hours during any school year, no more than 4 hours of which may be taken on any given day, to attend school conferences or classroom activities related to the teacher's child, if the conference or activity cannot be scheduled during non-work hours. Professional staff members must first use all accrued vacation leave, personal leave, compensatory leave, and any other leave that may be granted to the professional staff member, except sick, and disability leave.

The Superintendent shall develop administrative procedures implementing this policy consistent with the School Visitation Rights Act.

Leaves for Victims of Domestic or Sexual Violence

Any professional staff member may take an unpaid leave from work who: (1) is a victim of domestic or sexual violence, or (2) has a family, or household member who is a victim of domestic or sexual violence whose interests are not adverse to the employee as it relates to the domestic or sexual violence. The unpaid leave allows the employee to seek medical help, legal assistance, counseling, safety planning, and other assistance without suffering adverse employment action.

The Victims' Economic Security and Safety Act governs the purpose, requirements, scheduling, and continuity of benefits, and all other terms of the leave. Accordingly, an employee is entitled to a total of 12 work weeks of leave during any 12-month period. Neither the law nor this policy creates a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act of 1993 (29 U.S.C. §2601 et seq.).

Leaves to Serve as an Officer or Trustee of a Specific Organization

Upon request, the Board of Education will grant: (1) an unpaid leave of absence to a teacher who is elected to serve as an officer of a State or national teacher organization that represents teachers in collective bargaining negotiations, (2) 20 days of paid leave of absence per year to a trustee of the Teachers' Retirement System to attend meetings and seminars as described in 105 ILCS 5/24-6.3, and (3) a paid leave of absence for the local association president of a State teacher association that is

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DRAFT UPDATE

an exclusive bargaining agent in the District, or his or her designee, to attend meetings, workshops, or seminars as described in 105 ILCS 5/24-6.2.

Leave to Serve as an Election Judge

Any staff member who was appointed to serve as an election judge under State law may, after giving at least 20-days written notice to the District, be absent without pay for the purpose of serving as an election judge. The staff member is not required to use any form of paid leave to serve as an election judge. No more than 10% of the District's employees may be absent to serve as election judges on the same election day.

Comment (AP1): A new leave is added to the policy. This paragraph restates 10 ILCS 5/13-2.5, amended by P.A. 98-691. The statute does not state whether the notice requirement is *calendar* days or *business* days. Support for it being *calendar* days is found in 10 ILCS 5/1-6; support for it being *business* days is found in 10 ILCS 5/1-3.

Issue 87, October 2014

LEGAL REF.: 10 ILCS 5/13-2.5,
20 ILCS 1805/30.1 et seq.,
105 ILCS 5/24-6, 5/24-6.1, 5/24-6.2, 5/24-6.3, 5/24-13, and 5/24-13.1,
820 ILCS 147/4 et seq. and 180/4 et seq.

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave), 5:330 (Educational Support Personnel - Sick Days, Vacation, Holidays, and Leaves)

ADOPTED: July 10, 2006

↓ 20 calendar days

DRAFT UPDATE

Lincolnshire - Prairie View School District 103

6:20

yes
AHW

Instruction

School Year Calendar and Day

School Calendar

The Board of Education, upon the Superintendent's recommendation and subject to State regulations, annually establishes the dates for opening and closing classes, teacher institutes and in-services, the length and dates of vacations, and the days designated as legal school holidays. The school calendar shall have a minimum of 185 days to ensure 176 days of actual student attendance.

Commemorative Holidays

The teachers and students shall devote a portion of the school day on each commemorative holiday designated in the School Code to study and honor the commemorated person or occasion. The Board of Education may, from time to time, designate a regular school day as a commemorative holiday.

School Day

The Board of Education establishes the length of the school day with the recommendation of the Superintendent and subject to State law requirements. The Superintendent or designee shall ensure observances required by State law are followed during each day of school attendance.

LEGAL REF.: 105 ILCS 5/10-19, 5/10-24.46, 5/18-8.05, 5/18-12, 5/18-12.5, 5/24-2, 5/27-3, 5/27-18, 5/27-19, 5/27-20, 5/27-20.1, 5/27-20.2, and 20/1.

10 ILCS 5/11-4.1

23 Ill. Admin. Code §1.420(f).

Metz v. Leininger, 850 F.Supp. 740 (N.D. Ill., 1994), *aff'd* by 57 F.3d 618 (7th Cir., 1995).

CROSS REF.: 2:20 (Powers and Duties of the Board of Education), 5:200 (Terms and Conditions of Employment and Dismissal), 5:330 (Sick Days, Vacation, Holidays, and Leaves), 6:60 (Curriculum Content), 6:70 (Teaching About Religions), 7:90 (Release During School Hours)

ADOPTED: ~~November 10, 2008~~

Comment [AP1]: The Legal References are updated. When a county board or board of election commissioners chooses a school to be a polling place, 10 ILCS 5/11-4.1, amended by P.A. 98-773, encourages a school district to (1) close the school or (2) hold a teachers' institute with students not in attendance.
Issue 87, October 2014

6:20

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DRAFT UPDATE

Lincolnshire - Prairie View School District 103

6:60

Instruction

Curriculum Content

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

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

Comment [AP1]: OPTION: Because of the negative outcomes associated with bullying in schools, the Ill. General Assembly has found "that [school districts] should educate students, parents, and school district personnel about what behaviors constitute prohibited bullying" (105 ILCS 5/27-23.7(a), amended by P.A. 98-669). A board may want to add the following option:

Instruction in all grades should include educating students about behaviors that violate Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment.*

Issue #7, October 2014

yes

6:60

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DRAFT UPDATE

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

LEGAL REF.: 5 ILCS 465/3 and 465/3a.
20 ILCS 2605/2605-480.
105 ILCS 5/2-3.80(e) and (f), 5/27-3, 5/27-3.5, 5/27-5, 5/27-6, 5/27-7, 5/27-12, 5/27-12.1, 5/27-13.1, 5/27-13.2, 5/27-20.3, 5/27-20.4, 5/27-20.5, 5/27-21, 5/27-22, 5/27-23.3, 5/27-23.4, 5/27-23.7, 5/27-23.8, 5/27-23.10, 5/27-24.2, 435/, and 110/3.
625 ILCS 5/6-408.5.
23 Ill.Admin.Code §§1.420, 1.430, and 1.440.
Consolidated Appropriations Act of 2005, Pub. L. No. 108-447, Section 111 of Division J.
Protecting Children in the 21st Century Act, Pub. L. No. 110-385, Title II, 122 stat. 4096 (2008).
47 C.F.R. §54.520.

CROSS REF.: 6:20 (School Year Calendar and Day), 6:40 (Curriculum Development), 6:70 (Teaching About Religions), 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Discipline), 7:260 (Exemption from Physical Activity)

ADOPTED: ~~December 17, 2013~~

DRAFT UPDATE

Lincolnshire - Prairie View School District 103

6:110

yes
AHW

Instruction

Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program

The Superintendent or designee shall develop, maintain, and supervise a program for students at risk of academic failure or dropping out of school. The program shall include education and support services addressing individual learning styles, career development, and social needs, and may include without limitation one or more of the following:

- Parent-teacher conferences
- Counseling services by social workers and/or guidance counselors
- Counseling services by psychologists
- Psychological testing
- Truants' alternative and optional education program
- Alternative school placement
- Community agency services
- Alternative learning opportunities program, in conformity with the Alternative Learning Opportunities Law, as it may be amended from time-to-time
- Graduation incentives program
- Remediation program

Any student who is below the age of 20 years is eligible to enroll in a graduation incentives program if he or she:

1. Is considered a dropout according to State law;
2. Has been suspended or expelled;
3. Is pregnant or is a parent;
4. Has been assessed as chemically dependent; or
5. Is enrolled in a bilingual education or ~~LEP~~English Language Learners program.

LEGAL REF.: 105 ILCS 5/2-3.41, ~~5/2-3.64~~, ~~5/2-3.66~~, ~~5/10-20.9a~~, 5/13B, ~~4-ct-seq-5/26-2a~~, 5/26-13, 5/26-14, and 5/26-16.

CROSS REF.: 6:280 (Grading and Promotion), 7:70 (Attendance and Truancy)

ADOPTED: ~~March 19, 2013~~

Comment [AP1]: This change is made to use the same program name as used in statute and policy 6:160, *English Language Learners*.

Issue 87, October 2014

Comment [AKL2]: Legal references are updated.
Issue 87, October 2014

DRAFT UPDATE

Lincolnshire - Prairie View School District 103

6:280

Yes
AHW

Instruction

Grading and Promotion

The administration and professional staff shall establish a system of grading and reporting academic achievement to students and their parents and guardians. The system shall also determine when promotion requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance based on the Illinois Standards Achievement Tests, Partnership for Assessment of Readiness for College and Careers (PARCC) and/or other testing assessments. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.

Every teacher shall maintain an evaluation record for each student in the teacher's classroom. The final grade assigned by the teacher cannot be changed by a District administrator without notifying the teacher. Reasons for changing a student's final grade may include:

- A miscalculation of test scores;
- A technical error in assigning a particular grade or score;
- The teacher agrees to allow the student to do extra work that may impact the grade;
- An inappropriate grading system used to determine the grade; or
- An inappropriate grade based on an appropriate grading system.

Should a grade change be made, the administrator making the change must sign the changed record.

LEGAL REF.: 105 ILCS 5/2-3.64a-5, 5/10-20.9a, 5/10-21.8, and 5/27-27.

CROSS REF.: 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:340 (Student Testing and Assessment Program), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

ADOPTED: July 10, 2006

Comment [AP1]: The policy, Legal References, and Cross References are updated in response to the repeal of 105 ILCS 5/2-3.64 and the enactment of 105 ILCS 5/2-3.64a-5. 105 ILCS 5/2-3.64a-5, added by P.A. 98-972, requires ISBE to "establish the academic standards that are to be applicable to students who are subject to State assessments." It contains the schedule for assessing students by calendar year and grade. ISBE selected the Partnership for Assessment of Readiness for College and Careers (PARCC) as the State assessment and accountability measure.

Issue 87, October 2014

DRAFT UPDATE

Lincolnshire – Prairie View School District 103

6:340

Instruction

Student Testing and Assessment Program

The District student assessment program provides information for determining individual student achievement and instructional needs; curriculum and instruction effectiveness; and school performance measured against District student learning objectives and statewide norms.

The Superintendent or designee shall manage the student assessment program that, at a minimum:

1. Administers the State assessment system, known as the *Partnership for Assessment of Readiness for College and Careers* (PARCC), to all students and/or any other appropriate assessment methods and instruments, including norm and criterion-referenced achievement tests, aptitude tests, proficiency tests, and teacher-developed tests.
2. Informs students of the timelines and procedures applicable to their participation in every State assessment.
3. Provides each student's parents/guardians with the results or scores of each State assessment. See policy 6:280, *Grading and Promotion*.
4. Utilizes professional testing practices.

Overall student assessment data on tests required by State law will be aggregated by the District and reported, along with other information, on the District's annual report card. Board policy 7:340, *Student Records*, and its implementing procedures govern recordkeeping and access issues.

LEGAL REF.: Family Educational Rights and Privacy Act, 20 U.S.C. §1232g.
105 ILCS 5/2-3.63a-5, 5/2-3.64, 5/10-17a, and 5/27-1.

CROSS REF.: 6:15 (School Accountability), 6:280 (Grading and Promotion), 7:340 (Student Records)

lsd103 swarren 3/24/2015 3:36 PM

Comment [1]: Policy., cross references and legal references are updated in response to P.A. 98-972.

yes
AHW

DRAFT UPDATE

Lincolnshire - Prairie View School District 103

7:50

yes
AHW

Students

School Admissions and Student Transfers To and From Non-District Schools

Age

To be eligible for admission, a child must be 5 years old on or before September 1 of that school term. Children who enter first grade must be 6 years of age on or before September 1 of that school term.

The District acknowledges the following exemptions:

1. A child will be allowed to enroll in the District kindergarten program if he or she will be 5 years of age by September 30th and has been admitted through the District Early Admittance Procedure.
2. A child will be allowed to attend first grade if he or she has successfully completed a public school kindergarten program in the United States and will be six years old on or before December 31st.
3. If a child has enrolled in a public school district in the United States through an Early Admittance Procedure the child will be enrolled in his or her current grade level provided that he or she is no more than four months younger than the required age for that grade level.
4. If a child has attended or is enrolled in a public or private school program outside of the United States with an appropriately certified teacher and is no more than four months younger than the required age for that grade level and successfully completes a readiness assessment for his or her current grade level, he or she will be enrolled in his or her current grade level.

A child with exceptional needs who qualifies for special education services is eligible for admission at 3 years of age.

Admission Procedure

All students must register for school each year on the dates and at the place designated by the Superintendent.

Parents/guardians of students enrolling in the District for the first time must present:

1. A certified copy of the student's birth certificate or other reliable proof of the student's identity and age and affidavit explaining the inability to produce a copy of the birth certificate. Other reliable proof of the student's identity and age shall include a passport, visa or other governmental documentation of the child's identity. A student will be enrolled without a birth certificate. If a birth certificate or other reliable proof of the student's identity and age is not presented, the Superintendent or designee shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student's birth certificate or other reliable proof of the student's identity and age. When a certified copy of the birth certificate or other reliable proof of the student's identity and age is presented, the school shall promptly make a copy for its records, place the copy in the student's temporary record, and return the original to the person enrolling the child. If a person enrolling a student fails to provide a certified copy of the student's birth certificate or other reliable proof of the student's identity and age, the Superintendent or designee shall immediately notify the local law enforcement agency and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case shall be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the Principal shall so refer the case. The Superintendent

7:50

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DRAFT UPDATE

or designee shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.

2. Proof of residence, as required by Board policy 7:60, *Residence*.
3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7:100, *Health, Eye and Dental Examinations, Immunizations, and Exclusion of Students*.

The individual enrolling a student shall be given the opportunity to voluntarily state whether the student has a parent or guardian who is a member of a branch of the U. S. Armed Forces and who is either deployed to active duty or expects to be deployed to active duty during the school year. Students who are children of active duty military personnel transferring will be allowed to enter: (a) the same grade level in which they studied at the school from which they transferred, if the transfer occurs during the District's school year, or (b) the grade level following the last grade completed.

Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required for enrollment. Board policy 6:140, *Education of Homeless Children*, and its implementing administrative procedure, govern the enrollment of homeless children.

Student Transfers To and From Non-District Schools

A student may transfer into or out of the District according to State law and procedures developed by the Superintendent or designee. A student seeking to transfer into the District must serve the entire term of any suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into the School District.

LEGAL REF.: McKinney Homeless Assistance Act, 42 U.S.C. §11431 *et seq.*
Family Educational Rights and Privacy Act, 20 U.S.C. §1232.
Illegal Immigrant and Immigrant Responsibility Act of 1996, 8 U.S.C. §1101.
Individuals With Disabilities Education Improvement Act, 20 U.S.C. §1400 *et seq.*
Rehabilitation Act, Section 504, 29 U.S.C. §794.
105 Il.CS 5/2-3.13a, 5/10-20.12, 5/10-22.5a, 5/14-1.02, 5/14-1.03a, 5/26-1, 5/26-2,
5/27-8.1, 10/8.1, 45/, and 70/.
325 ILCS 50/ and 55/.
410 ILCS 315/2e.
20 Ill.Admin.Code Part 1290, Missing Person Birth Records and School
Registration.
23 Ill.Admin.Code Part 375, Student Records.

CROSS REF.: 6:30 (Organization of Instruction), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping out of School and Graduation Incentives Program), 6:140 (Education of Homeless Children), 7:60 (Residence), 7:70 (Attendance and Truancy), 7:100 (Health, Eye and Dental Examinations, Immunizations, and Exclusion of Students), 7:340 (Student Records)

ADOPTED: ~~September 18, 2012~~

Comment [AP1]: This optional sentence addresses a new Section of the Military Compact Act at 105 ILCS 70/33, added by P.A. 98-673.

Issue 87, October 2014

DRAFT UPDATE

Lincolnshire - Prairie View School District 103

7:100

Students

Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students

Required Health Examinations and Immunizations

A student's parent(s)/guardian(s) shall present proof that the student received a health examination **and, with proof of** the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health, within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth grade; and
3. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, Head Start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

Proof of immunization against meningococcal disease is required from students in grade 6, beginning with the 2015-2016 school year.

As required by State law:

1. The required health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening must be included as a required part of each health examination; diabetes testing is not required.
3. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of 6 months and 6 years must provide a statement from a physician that their child was "risk-assessed" or screened for lead poisoning.
4. The Department of Public Health will provide all female students entering sixth grade and their parents/guardians information about the link between human papilloma virus (HPV) and cervical cancer and the availability of the HPV vaccine.

Unless an exemption or extension applies, the failure to comply with the above requirements by the first day of school of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who register after the first day of school of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by the first day of school, the student must present, by the first day of school, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations.

~~Until June 30, 2015, a~~ student transferring from out-of-state who does not have the required proof of immunizations by the first day of school may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

Comment [AP1]: Required by 77 Ill Admin.Code §665.240(j) & 77 Ill Admin.Code §695.10(m), amended on 8-26-14.

Issue 87, October 2014

Comment [AP2]: There are no more sunset dates in this law, which eliminates its constituents' need to continually revisit the law and extend its effective dates.

Issue 87, October 2014

7:100

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DRAFT UPDATE

Eye Examination

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required.

Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination.

If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Superintendent or designee shall ensure that parents/guardians are notified of this eye examination requirement in compliance with the rules of the Department of Public Health. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

Dental Examination

All children in kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the Illinois Department of Public Health.

If a child in the second or sixth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parents/guardians are notified of this dental examination requirement at least 60 days before May 15 of each school year.

Exemptions

In accordance with rules adopted by the Illinois Department of Public Health, a student will be exempted from this policy's requirements for:

1. Religious or medical grounds if the student's parents/guardians present to the Superintendent a signed statement explaining the objection;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
4. Dental examination requirement if the student's parents/guardians show an undue burden or a lack of access to a dentist.

Homeless Child

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. Board policy 6:140, *Education of Homeless Children*, governs the enrollment of homeless children.

DRAFT UPDATE

LEGAL REF.: McKinney Homeless Assistance Act, 42 U.S.C. §11431 et seq.
105 ILCS 5/27-8.1 and 45/1-20.
410 ILCS 45/7.1 and 315/2e.
23 Ill.Admin.Code §1,530.
77 Ill.Admin.Code Part 665.
77 Ill.Admin.Code Part 695.

CROSS REF.: 6:30 (Organization of Instruction), 6:140 (Education of Homeless Children), 7:50
(School Admissions and Student Transfers To and From Non-District Schools)

ADOPTED: ~~May 14, 2012~~

DRAFT UPDATE

Lincolnshire - Prairie View School District 103

7:270

Students

Administering Medicines to Students

yes
AKW

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent(s)/guardian(s) believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent(s)/guardian(s). No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students.

Self-Administration of Medication

A student may possess an epinephrine auto-injector (EpiPen®) and/or ~~asthma~~ asthma medication prescribed for ~~asthma for immediate~~ use at the student's discretion, provided the student's parent/guardian has completed and signed a "School Medication Authorization Form". The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel.

Comment [AP1]: Edited for clarity
Issue 87, October 2014

School District Supply of Undesignated Epinephrine Auto-Injectors

may

~~The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of undesignated epinephrine auto-injectors in the name of the District and provide or administer them as necessary according to State law. Undesignated epinephrine auto-injector means an epinephrine auto-injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine auto-injector to a person when they, in good faith, believe a person is having an anaphylactic reaction.~~

Comment [AP2]: The word "Undesignated" is added to the subhead, and the text in this section was amended in response to 105 ILCS 5/22-30, amended by P.A. 98-795.

Issue 87, October 2014

This section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for ~~school undesignated~~ epinephrine auto-injectors and a standing protocol from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school epinephrine auto-injectors.

Comment [AP3]: OPTION: A school board must ensure that it does not adopt this section into the policy unless it is prepared to implement 105 ILCS 5/22-30, amended by P.A. 98-795.

Upon any administration of an undesignated epinephrine auto-injector, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur.

The law permits a district to maintain a supply of undesignated epinephrine auto-injectors in any secure location where an allergic person is at risk and use them when necessary. The consequences of informing the community that the district will obtain a prescription for a supply of undesignated epinephrine auto-injectors and implement a plan for their use, and then not doing it, may be fraught with legal liabilities.

Issue 87, October 2014

Upon implementation of this ~~subsection and Section 22-30(f) of the School Code~~ policy, the protections from liability and hold harmless provisions as explained in Section 22-30(c) of the School Code apply.

7:270

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DRAFT UPDATE

No one, including without limitation parents/guardians of students, should rely on the District for the availability of an epinephrine auto-injector. This policy does not guarantee the availability of an epinephrine auto-injector; students and their parents/guardians should consult their own physician regarding this medication.

LEGAL REF.: 105 ILCS 5/10-20.14b, 5/10-22.21b, and 5/22-30.

CROSS REF.: 7:285 (Food Allergy Management Program)

ADOPTED: ~~May 14, 2012~~



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: April 21, 2015
Re: Proposed Certified Staffing Plan for 2015-16

Included is the proposed certified staffing plan for your approval.*

- **0.5 FTE reduction in Kindergarten Teacher.** This is directly related to a reduction in Half Day Kindergarten sections from 2 to 1 due to enrollment. In short, it does not appear that the Kindergarten class next year will be as large as the Kindergarten class this year.
- **1.0 FTE reduction in Social Worker with a corresponding 1.0 FTE increase in Psychologist.** This is due to a reassessment of the positional needs of a psychologist rather than a social worker. Julie Postma can provide more information to this.

Overall, the increases are related to long-standing scheduling problems at Daniel Wright. For several years there have been some teaching duties assigned in a way to “get by”. Unfortunately, with the proper scheduling at Daniel Wright, “getting by” is no longer a viable option:

- **0.4 FTE increase for Service Learning Teacher.** Currently, 2 sections of service learning and 4 sections of Spanish are taught by one teacher (that teacher has historically been reported on the staffing plans as 1.0 FTE Spanish Teacher). The current 8 sections for 7th and 8 sections for 8th grade Spanish classes are resulting in class sizes that will exceed 30 students. The sections in both 7th and 8th grade need to be increased to 9 to allow for more reasonable class sizes. This requires 2 more sections (1 in 7th grade and 1 in 8th grade) that can be filled by reassigning the Spanish teacher mentioned above to teach 6 sections of Spanish. This leaves the 2 sections of Service Learning in 5th grade that needs to be staffed.
- **1.0 FTE increase in Math and STEM Teacher.** The 0.6 FTE Math Teacher added in the 2014-15 school year needs to continue as 0.4 FTE for the 2015-16 school year due to student enrollments and scheduling. Adding 0.4 FTE for STEM to the 0.4 FTE (which brings it to 0.8 FTE) will allow for an ELM teacher who currently teaches the 0.4 FTE STEM to focus completely on ELM, effectively increasing the ELM by 0.4 FTE (the ELM teacher has historically been reported as 1.0 FTE ELM Teacher). Adding 0.2 FTE for STEM onto the 0.8 FTE position (which brings it to 1.0 FTE) will allow for additional STEM classes to be offered (corresponding with Goal 3, Objective 1 in the Curriculum section of Vision 2020).

***Student data, which informs position needs, is not yet available in two areas:**

- ELL – ACCESS data will be available late April.
- Special Ed – IEP meeting completions data will be available late May at the earliest.

DRAFT 2015-16 Certified Staffing Plan

Title	Actual		Changes for		Proposed	
	2014-15		2015-16		2015-16	
	FTE	Positions	FTE	Positions	FTE	Positions
Adaptive P.E. Teacher	1.00	1			1.00	1
Art Teacher	3.00	3			3.00	3
Early Childhood Teacher	2.00	2			2.00	2
ELL Teacher	4.00	4			4.00	4
ELM Coordinator	4.00	4			4.00	4
English Language Arts Teacher	8.00	8			8.00	8
Family And Consumer Science Teacher	1.00	1			1.00	1
Guided Teacher	1.00	1			1.00	1
Health Teacher	1.30	2			1.30	2
Learning Behavior Specialist	14.50	15			14.50	15
Librarian	3.00	3			3.00	3
Math Teacher	6.00	6	1.00	1	7.00	7
Music Teacher	6.75	7			6.75	7
Nurse	1.00	1			1.00	1
P.E. Teacher	6.00	6			6.00	6
Performing Arts Teacher	1.00	1			1.00	1
Psychologist	2.00	2	1.00	1	3.00	3
RTI Teacher	8.00	9			8.00	9
Science Teacher	5.00	5			5.00	5
Self-Contained Teacher	47.00	48	-0.50	-1	46.50	47
Service Learning Teacher	0.00	0	0.40	1	0.40	1
Social Studies Teacher	5.00	5			5.00	5
Social Worker	5.00	5	-1.00	-1	4.00	4
Spanish Teacher	9.00	9			9.00	9
Speech Language Pathologist	4.00	4			4.00	4
Tech Resource Teacher	1.00	1			1.00	1
Technology Integration Specialist	4.00	4			4.00	4
Grand Total	153.55	157	0.90	1	154.45	158



Lincolnshire-Prairie View School District 103

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MEMO

To: Board of Education
From: Dan Stanley
CC: Dr. Scott Warren
Date: April 21, 2015
Re: Proposed Classified Staffing Plan for 2015-16

Included is the proposed classified staffing plan for your approval.*

In summary, there are two reductions:

- A. 0.5 FTE reduction in Half Day Kindergarten Associate. This is directly related to the reduction of 0.5 FTE Kindergarten Teachers resulting from a reduction in Half Day Kindergarten sections from 2 to 1 due to enrollment. In short, it does not appear that the Kindergarten class next year will be as large as the Kindergarten class this year.
- B. 1.0 FTE reduction in 1:1 Associate. This is a general education 1:1 associate that does not appear to need to continue into the 2015-16 year.

***Student data, which informs position needs, is not yet available in two areas:**

- ELL – ACCESS data will be available late April.
- Special Ed – IEP meeting completions data will be available late May at the earliest.

Proposed 2015-16 CLASSIFIED Staffing Plan

Title	Actual		Change for		Proposed	
	2014-15		2015-16		2015-16	
	FTE	Positions	FTE	Positions	FTE	Positions
1:1 Associate	1.00	1	-1.00	-1	0.00	0
103 Club Associates	3.37	15			3.37	15
103 Club Asst. Director	1.00	1			1.00	1
103 Club Director	1.00	1			1.00	1
103 Club Supervisor	2.00	2			2.00	2
1st Grade Associate	2.00	2			2.00	2
Admin Assistant	3.00	3			3.00	3
Bookkeeper	2.50	3			2.50	3
Bus Aide	0.57	1			0.57	1
Bus Driver	28.00	28			28.00	28
Clerical Aide	2.02	4			2.02	4
Communications Coordinator	0.80	1			0.80	1
Custodian	10.50	11			10.50	11
ELL Associate	2.00	2			2.00	2
FDK Associate	6.00	7			6.00	7
HDK Associate	1.00	2	-0.50	-1	0.50	1
Head Custodian	3.00	3			3.00	3
Human Resources Coordinator	1.00	1			1.00	1
Library Associate	2.50	3			2.50	3
Lunchroom Associate	1.91	4			1.91	4
Maintenance	1.00	1			1.00	1
Nurse	2.00	2			2.00	2
Occupational Therapist	1.00	1			1.00	1
Occupational Therapist Asst.	1.00	1			1.00	1
PE Associate	2.42	4			2.42	4
Physical Therapist	0.20	1			0.20	1
Receptionist	0.50	1			0.50	1
Rivershire Coordinator	1.00	1			1.00	1
RTI Associate	2.39	3			2.39	3
Secretary	5.92	6			5.92	6
SpEd Associate	12.00	13			12.00	13
SpEd EC Associate	2.50	3			2.50	3
SpEd Guided Associate	8.00	8			8.00	8
Tech Support Specialist	4.00	4			4.00	4
Grand Total	119.10	144	-1.50	-2	117.60	142

Overnight Trip Request Form

This form is to be submitted to the Board of Education for prior approval for all Field Trips beyond a 250-mile radius from school.

School: Daniel Wright

Student(s)/Grade(s)/Group(s) Participating: Science Olympiad

Dates of Trip (inclusive): May 14, 15, 16 2015

No. of School Days Missed: 1

Destination(s): Lincoln, Nebraska

Reason for Trip: Participate in National Science Olympiad Tournament

Name(s) of Supervisor(s): Parents

Mode of Transportation: Private Car or VanGalder Coach Bus

Transportation Provided by: Parents or Van Galder Coach Bus

Participant Costs: Travel Expenses - Mileage, Hotel, Food

Costs Paid by: Parents

District Cost: None

Other Pertinent Information: _____

Science Olympiad Coaches : Mary Ellen Buckley, Laura Coirier, Nan Buckardt, Janet Lyman

Signature of Principal: [Signature] Date: 4/9/15

Board of Education Approval:

Date: _____

* Participation in National Science Olympiad Tournament will be determined by team results at the State Science Olympiad tournament on April 18, 2015.

Overnight Trip Request Form

This form is to be submitted to the Board of Education for prior approval for all Field Trips beyond a 250-mile radius from school.

School: Daniel Wright
Student(s)/Grade(s)/Group(s) Participating: 5-8 gr History Bee Qualifier x 5 students
Dates of Trip (inclusive): May 22-24 2015
No. of School Days Missed: 1
Destination(s): Louisville, Kentucky
Reason for Trip: National History Bee / Bowl
Name(s) of Supervisor(s): Justine Braskech / Parents
Mode of Transportation: Individual choice
Transportation Provided by: participants
Participant Costs: \$125 (registration) plus transportation
Costs Paid by: district 103 will pay registration
District Cost: Individuals will pay their own transportation
\$125 x 5
Other Pertinent Information: Not all regional qualifiers have decided if they will attend or not

Signature of Principal: Julie Proden Date: 4/13/15

Board of Education Approval:

Date: _____



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: April 21, 2015
Re: Preliminary FY 2016 Budget

I will have a preliminary budget for fiscal year 2016 for you at the board meeting. As a preliminary budget, this is a first-look, very high-level view (i.e. one page) of what the fiscal year 2016 budget could be. The tentative budget, submitted at the May 19th board meeting, will be much more detailed and descriptive. Below are some major assumptions and explanations of the preliminary budget.

Major Assumptions and Notes

- Staffing per tentative plans. 154.45 FTE certified and 117.60 FTE classified
- 13.5 FTE administrators (no changes).
- Salary increases – 2.4% for teachers + performance bonus (assumed average of 1.2%); 2.5 % for classified and administrators
- Medical Insurance – 1.5% premium increase
- 2015 Levy – 0.8% CPI + new construction
- Summer 2015 Capital Projects – ADA Project.
- State Revenues largely unknown

Thank you for your patience and please let me know if you have any questions.



Lincolnshire-Prairie View School District 103

Memo

To: Board of Education
From: Scott Warren
Date: April 16, 2015
Re: Strategic Planning Update

The administrative team has been creating task lists and timelines for the Strategic Plan Vision 2020. An update regarding the process will be provided at the Board meeting.



Lincolnshire-Prairie View School District 103

BOARD OF EDUCATION REGULAR and COMMITTEE OF THE WHOLE (COW) MEETING SCHEDULE 2015-2016

Tuesday	June 30, 2015 (COW)
Monday	July 13, 2015 (REGULAR)
Tuesday	August 11, 2015 (COW)
Tuesday	August 25, 2015 (REGULAR)
Tuesday	September 1, 2015 (COW)
Tuesday	September 15, 2015 (REGULAR)
Tuesday	October 6, 2015 (COW)
Tuesday	October 20, 2015 (REGULAR)
Tuesday	November 17, 2015 (REGULAR)
Tuesday	December 1, 2015 (COW)
Tuesday	December 15, 2015 (REGULAR)
Tuesday	January 5, 2016 (COW)
Tuesday	January 19, 2016 (REGULAR)
Tuesday	February 2, 2016 (COW)
Tuesday	February 16, 2016 (REGULAR)
Tuesday	March 1, 2016 (COW)
Tuesday	March 22, 2016 (REGULAR)
Tuesday	April 5, 2016 (COW)
Tuesday	April 19, 2016 (REGULAR)
Tuesday	May 3, 2016 (COW)
Tuesday	May 17, 2016 (REGULAR)
Tuesday	May 31, 2016 (COW)
Tuesday	June 14, 2016 (REGULAR)

All meetings are held at Daniel Wright Junior High School Library
1370 N. Riverwoods Road, Lincolnshire, Illinois, beginning at 7:00 p.m.



Lincolnshire-Prairie View School District 103

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<http://www.d103.org>

MEMO

To: Board of Education
From: Dan Stanley
CC: Dr. Scott Warren
Date: April 21, 2015
Re: Business Office Update

March 2015 Financial Reports

March revenues totaled \$566,993.70, bringing year-to-date revenues to \$15,250,699.36 or 49.7% of budget. This is normal in the flow of revenues. There were several revenues of note. These include \$144,028.40 in summer school registration fees; \$4,315.54 in investment interest; \$51,018.50 in 103 club fees; \$83,499.21 in donations (itemized out in the separate donations memo); \$8,507.46 in impact fees; \$98,156.37 in special education personnel reimbursement (2nd quarterly payment received this fiscal year); \$66,057.12 and \$42,401.70 in regular and special education transportation payments respectively (2nd quarterly payment this fiscal year); \$15,628.00 for orphanage tuition (which will be passed to the Depke Center); and \$6,570.10 in Medicaid reimbursements.

March expenditures totaled \$2,061,779.53 (the lowest of the fiscal year), bringing year-to-date expenditures to \$21,586,338.46 or 72.1% of budget. At 75% through the fiscal year, salaries and benefits (79% of our budget) are 71.8% spent. There will be a performance bonus payment made later this fiscal year (May/June) to teachers that will bump up salaries and benefits costs, but we will remain in good standing budget-wise.

At this point, it appears as if bus driver salaries are heading towards being over budget by about \$45,000 (5%). The fault is mine alone in budgeting. However, total classified salaries (which includes bus drivers) are expected to come in under budget, as well as the Transportation Fund (the fund that expends bus driver salaries as well as all other transportation-related functions).

March fund balances decreased just under \$1.5 million to \$14.8 million.

March 2015 Investment Reports

Overall, our weighted yield again increased as it has been for the last several months. At 1.248% (up from 1.181% in February), we are at the highest yield since June 2009. For the last several months it has been reported that yields are at higher and higher levels, higher than older and older dates. This, unfortunately will end because May 2009's weighted yield was 1.622, considerably higher than expected. However, due to anticipated investment maturities over the next few months, our weighted yield will likely climb to over 1.300 by the end of April.

Final Health Insurance Renewal

Our final health insurance renewal is 1.5%, which is lower than the preliminary renewal rate of 2.7%

ROE Audits

The 5-year ROE audit has been completed. We await the report of any findings.

2014 Tax Extension

We received the final tax extension information. Please see the below summary analysis

EAV	Estimated	Actual
2013 EAV	881,107,355	881,107,355
% Change from 2013 EAV	-0.20%	-0.87%
2014 Existing EAV	879,345,140	873,420,090
New Construction	6,000,000	5,137,838
Total EAV	885,345,140	878,557,927
Total change from prior yr	0.48%	-0.29%

Extension	Levy Amount	Estimated	Actual
Total Capped	27,600,000	27,003,780.83	26,978,554.75
Change in Capped		2.2%	2.1%
Total	27,662,543	27,416,323.83	27,371,199.86
Change in Total		3.5%	3.3%
Change in Existing EAV Ext.		2.9%	2.7%

Rates	Estimated	Actual
Limiting Rate	3.050086	3.070777
Total Rate	3.096683	3.115469

Dental Insurance Renewal

The dental renewal came in at 5%. As dental insurance is 100% employee-paid, this does not affect the district's budget.

AAA Rated!

For our bond refinancing, Standard & Poor's rated our General Obligation (G.O.) bonds at "AAA", the highest rating. Not only does this speak to exceptional degree of credit worthiness, but to the district's ability to meet its financial commitments. This will allow the district to attain a lower interest rate in the refunding.

Outdoor Ed Reimbursement

We are working with Daniel Wright staff to process a reimbursement for those students whose trip was cut short one day due to weather. We anticipate completing that process by the end of the month.

Refunding Update

Thursday, April 16th, is when our refunding bonds & debt certificates go to market for sale. While the sale happens on the 16th, the closing is scheduled for May 6th. Everything is on track.

Revenue Report

3/31/2015

% of Fiscal Year Completed **75.0%**

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

Local Revenue	296,484.82	11,875,062.74	24,196,000	12,320,937.26	49.1%
State Revenue	113,784.37	370,147.99	673,500	303,352.01	55.0%
Federal Revenue	8,484.11	62,327.66	165,500	103,172.34	37.7%
Subtotal Education Fund	418,753.30	12,307,538.39	25,035,000	12,727,461.61	49.2%
Total Education Fund	418,753.30	12,307,538.39	25,035,000	12,727,461.61	49.2%

Operations & Maintenance Fund

Local Revenue	8,582.50	1,322,747.55	2,410,600	1,087,852.45	54.9%
State Revenue	31,105.98	300,863.68	370,000	69,136.32	81.3%
Subtotal O & M Fund	39,688.48	1,623,611.23	2,780,600	1,156,988.77	58.4%
Transfers	-	-	-	-	No Bud
Total O&M Fund	39,688.48	1,623,611.23	2,780,600	1,156,988.77	58.4%

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	93.10	748,486.46	1,430,800	682,313.54	52.3%
State Revenue	108,458.82	273,502.63	384,000	110,497.37	71.2%
Subtotal Transportation Fund	108,551.92	1,021,989.09	1,814,800	792,810.91	56.3%
Total Transportation Fund	108,551.92	1,021,989.09	1,814,800	792,810.91	56.3%

Retirement Fund

Local Revenue	-	297,552.04	833,600	536,047.96	35.7%
Subtotal Retirement Fund	-	297,552.04	833,600	536,047.96	35.7%
Total Retirement Fund	-	297,552.04	833,600	536,047.96	35.7%

Capital Projects Fund

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

Working Cash Fund

Local Revenue	-	8.61	-	(8.61)	No Bud
Subtotal Working Cash Fund	-	8.61	-	(8.61)	No Bud
Total Working Cash Fund	-	8.61	-	(8.61)	No Bud

All Funds

Local Revenue	305,160.42	14,243,857.40	29,091,000	14,847,142.60	49.0%
State Revenue	253,349.17	944,514.30	1,427,500	482,985.70	66.2%
Federal Revenue	8,484.11	62,327.66	165,500	103,172.34	37.7%
Subtotal All Funds	566,993.70	15,250,699.36	30,684,000	15,433,300.64	49.7%
"On Behalf"/Transfers	-	-	413,435	413,435.00	0.0%
Total All Funds	566,993.70	15,250,699.36	31,097,435	15,846,735.64	49.0%

Expenditure Report

% of Fiscal Year Complete: 75.0%

3/31/2015

	MTD Mar	YTD Actual	Fiscal Year 2015 Adopted Budget	Budget Balance	% Budget Expensed
Education Fund					
Salaries	1,353,389.47	12,109,827.93	16,908,850.00	4,799,022.07	71.6%
Benefits	236,002.70	2,325,093.12	3,285,200.00	960,106.88	70.8%
Purchased Services	26,246.95	1,518,307.87	1,847,591.00	329,283.13	82.2%
Supplies	51,567.62	832,119.44	1,259,108.00	426,988.56	66.1%
Capital Outlay	-	203,682.74	193,000.00	(10,682.74)	105.5%
Other	18,959.86	366,398.40	859,050.00	492,651.60	42.7%
Non-Capitalized Equipment	799.01	33,321.03	26,000.00	(7,321.03)	128.2%
Termination Benefits	-	77,629.45	77,300.00	(329.45)	100.4%
Subtotal Education Fund	1,686,965.61	17,466,379.98	24,456,099.00	6,989,719.02	71.4%
Transfers	-	-	186,010.00	186,010.00	0.0%
Total Education Fund	1,686,965.61	17,466,379.98	24,642,109.00	7,175,729.02	70.9%
Operations and Maintenance Fund					
Salaries	67,529.63	631,648.32	875,600.00	243,951.68	72.1%
Benefits	13,360.54	124,764.40	165,700.00	40,935.60	75.3%
Purchased Services	31,688.91	207,517.45	235,600.00	28,082.55	88.1%
Supplies	33,549.80	129,117.74	127,000.00	(2,117.74)	101.7%
Capital Outlay	(33,239.58)	308,456.23	500,000.00	191,543.77	61.7%
Other	-	500.00	500.00	-	100.0%
Non-Capitalized Equipment	-	5,330.06	2,000.00	(3,330.06)	266.5%
Subtotal O&M Fund	112,889.30	1,407,334.20	1,905,900.00	498,565.80	73.8%
Transfers	-	-	227,425.00	227,425.00	0.0%
Total O&M Fund	112,889.30	1,407,334.20	2,133,325.00	725,990.80	66.0%
Debt Service Fund					
Purchased Services	-	1,315.00	1,200.00	(115.00)	109.6%
Other	43,038.65	528,598.59	582,235.00	53,636.41	90.8%
Subtotal Debt Service Fund	43,038.65	529,913.59	583,435.00	53,521.41	90.8%
Transfers	-	-	-	-	No Bud
Total Debt Service Fund	43,038.65	529,913.59	583,435.00	53,521.41	90.8%
Transportation Fund					
Salaries	85,838.87	711,915.91	908,000.00	196,084.09	78.4%
Benefits	25,307.56	248,973.42	338,500.00	89,526.58	73.6%
Purchased Services	4,980.66	304,175.78	387,300.00	83,124.22	78.5%
Supplies	16,382.73	99,197.31	160,000.00	60,802.69	62.0%
Other	20.00	491.00	700.00	209.00	70.1%
Non-Capitalized Equipment	-	3,000.00	5,000.00	2,000.00	60.0%
Subtotal Trans. Fund	132,529.82	1,367,753.42	1,799,500.00	431,746.58	76.0%
Transfers	-	-	-	-	No Bud
Total Trans. Fund	132,529.82	1,367,753.42	1,799,500.00	431,746.58	76.0%
Retirement Fund					
Benefits	86,356.15	814,957.27	1,141,165.00	326,207.73	71.4%
Subtotal Retirement Fund	86,356.15	814,957.27	1,141,165.00	326,207.73	71.4%
Total Retirement Fund	86,356.15	814,957.27	1,141,165.00	326,207.73	71.4%
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	1,506,757.97	13,453,392.16	18,692,450.00	5,239,057.84	72.0%
Benefits	361,026.95	3,513,788.21	4,930,565.00	1,416,776.79	71.3%
Purchased Services	62,916.52	2,031,316.10	2,471,691.00	440,374.90	82.2%
Supplies	101,500.15	1,060,434.49	1,546,108.00	485,673.51	68.6%
Capital Outlay	(33,239.58)	512,138.97	743,000.00	230,861.03	68.9%
Other	62,018.51	895,987.99	1,442,485.00	546,497.01	62.1%
Non-Capitalized Equipment	799.01	41,651.09	33,000.00	(8,651.09)	126.2%
Termination Benefits	-	77,629.45	77,300.00	(329.45)	100.4%
Subtotal All Funds	2,061,779.53	21,586,338.46	29,936,599.00	8,350,260.54	72.1%
Transfers	-	-	413,435.00	413,435.00	0.0%
Total All Funds	2,061,779.53	21,586,338.46	30,350,034.00	8,763,695.54	71.1%

LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
SUMMARY STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ALL FUNDS
MONTH ENDED MARCH 31, 2015

	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	296,484.82	8,582.50	-	93.10	-	-	-	305,160.42	305,160.42
State Sources	113,784.37	31,105.98	-	108,458.82	-	-	-	253,349.17	253,349.17
Federal Sources	8,484.11	-	-	-	-	-	-	8,484.11	8,484.11
Total Revenues	418,753.30	39,688.48	-	108,551.92	-	-	-	566,993.70	566,993.70
EXPENDITURES									
Salaries	1,353,389.47	67,529.63	-	85,838.87	-	-	-	1,506,757.97	1,506,757.97
Benefits	236,002.70	13,360.54	-	25,307.56	86,356.15	-	-	361,026.95	361,026.95
Purchased Services	26,246.95	31,688.91	-	4,980.66	-	-	-	62,916.52	62,916.52
Supplies	51,567.62	33,549.80	-	16,382.73	-	-	-	101,500.15	101,500.15
Capital Outlay	-	(33,239.58)	-	-	-	-	-	(33,239.58)	(33,239.58)
Other	18,959.86	-	43,038.65	20.00	-	-	-	18,979.86	62,018.51
Non-Capitalized Equip.	799.01	-	-	-	-	-	-	799.01	799.01
Termination Benefits	-	-	-	-	-	-	-	-	-
Total Expenditures	1,686,965.61	112,889.30	43,038.65	132,529.82	86,356.15	-	-	2,018,740.88	2,061,779.53
Excess (deficiency) of revenues over expenditures	(1,268,212.31)	(73,200.82)	(43,038.65)	(23,977.90)	(86,356.15)	-	-	(1,451,747.18)	(1,494,785.83)
OTHER FINANCING SOURCES (USES)									
Transfers	-	-	-	-	-	-	-	-	-
State "On Behalf" Payments	-	-	-	-	-	-	-	-	-
Total other financing sources (uses)	-	-	-	-	-	-	-	-	-
Net changes in fund balances	(1,268,212.31)	(73,200.82)	(43,038.65)	(23,977.90)	(86,356.15)	-	-	(1,451,747.18)	(1,494,785.83)
Fund Balance: 02/28/2015	12,988,942.17	1,617,020.61	(265,701.41)	1,097,395.13	376,502.38	-	520,342.88	16,600,203.17	16,334,501.76
Fund Balance: 03/31/2015	\$ 11,720,729.86	\$ 1,543,819.79	\$ (308,740.06)	\$ 1,073,417.23	\$ 290,146.23	\$ -	\$ 520,342.88	\$ 15,148,455.99	\$ 14,839,715.93

LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
DETAILED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ALL FUNDS
MONTH ENDED MARCH 31, 2015

	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	-	-	-	66,057.12	-	-	-	66,057.12	66,057.12
Transportation - Spec. Ed.	-	-	-	42,401.70	-	-	-	42,401.70	42,401.70
Orphanage Tuition	15,628.00	-	-	-	-	-	-	15,628.00	15,628.00
Library Per Capital Grant	-	-	-	-	-	-	-	-	-
Other State Revenue	-	-	-	-	-	-	-	-	-
Total State Sources	113,784.37	31,105.98	-	108,458.82	-	-	-	253,349.17	253,349.17
Federal Sources									
Special Milk Program	1,914.01	-	-	-	-	-	-	1,914.01	1,914.01
Title I - Low Income	-	-	-	-	-	-	-	-	-
IDEA Preschool	-	-	-	-	-	-	-	-	-
IDEA Flow Through	-	-	-	-	-	-	-	-	-
IDEA Room & Board	-	-	-	-	-	-	-	-	-
Title II - Teacher Quality	-	-	-	-	-	-	-	-	-
Medicaid Reimbursement	6,570.10	-	-	-	-	-	-	6,570.10	6,570.10
Total Federal Sources	8,484.11	-	-	-	-	-	-	8,484.11	8,484.11
Total Revenues	418,753.30	39,688.48	-	108,551.92	-	-	-	566,993.70	566,993.70
EXPENDITURES									
Salaries									
Admin Salaries	127,422.70	8,962.11	-	7,570.45	-	-	-	143,955.26	143,955.26
Teacher Salaries	978,751.27	-	-	-	-	-	-	978,751.27	978,751.27
Extra Duty Stipends	27,093.13	-	-	-	-	-	-	27,093.13	27,093.13
Classified Salaries	190,716.27	58,567.52	-	78,268.42	-	-	-	327,552.21	327,552.21
Substitutes	29,406.10	-	-	-	-	-	-	29,406.10	29,406.10
Total Salaries	1,353,389.47	67,529.63	-	85,838.87	-	-	-	1,506,757.97	1,506,757.97
Benefits									
Transp. IMRF/SS/Medicare	-	-	-	2,013.84	-	-	-	2,013.84	2,013.84
TRS	29,156.86	-	-	-	-	-	-	29,156.86	29,156.86
IMRF	-	-	-	-	44,954.22	-	-	44,954.22	44,954.22
Social Security	-	-	-	-	25,314.20	-	-	25,314.20	25,314.20
Medicare	-	-	-	-	16,087.73	-	-	16,087.73	16,087.73
Medical Insurance	178,410.15	11,531.49	-	22,683.78	-	-	-	212,625.42	212,625.42
Life Insurance	3,025.43	149.99	-	(229.59)	-	-	-	2,945.83	2,945.83
Retiree Insurance	21,571.26	1,679.06	-	839.53	-	-	-	24,089.85	24,089.85
Tuition Reimbursement	3,839.00	-	-	-	-	-	-	3,839.00	3,839.00
Total Benefits	236,002.70	13,360.54	-	25,307.56	86,356.15	-	-	361,026.95	361,026.95
Purchased Services									
Professional Development	5,516.49	-	-	12.00	-	-	-	5,528.49	5,528.49
Consultation/Workshops	13,374.78	-	-	-	-	-	-	13,374.78	13,374.78
Data Processing	800.33	-	-	-	-	-	-	800.33	800.33

LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
DETAILED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ALL FUNDS
MONTH ENDED MARCH 31, 2015

	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	7,634.79	-	-	-	-	-	-	7,634.79	7,634.79
Other Professional Services	2,071.30	1,678.30	-	33.70	-	-	-	3,783.30	3,783.30
Sanitation Services	(52,218.32)	-	-	-	-	-	-	(52,218.32)	(52,218.32)
Snow Removal	-	7,265.00	-	-	-	-	-	7,265.00	7,265.00
Rentals	6,652.37	567.25	-	-	-	-	-	7,219.62	7,219.62
Property Upkeep Services	-	21,956.04	-	1,339.97	-	-	-	23,296.01	23,296.01
Pupil Transportation Services	-	-	-	2,705.95	-	-	-	2,705.95	2,705.95
Travel	661.96	-	-	-	-	-	-	661.96	661.96
Student-Paid Trips	-	-	-	-	-	-	-	-	-
Telephone	6,926.63	222.32	-	36.04	-	-	-	7,184.99	7,184.99
Postage	2,517.28	-	-	-	-	-	-	2,517.28	2,517.28
Printing Services	-	-	-	-	-	-	-	-	-
Water/Sewer Services	2,089.50	-	-	-	-	-	-	2,089.50	2,089.50
Other Insurance	1,049.85	-	-	-	-	-	-	1,049.85	1,049.85
Other Purchased Services	15,410.15	-	-	853.00	-	-	-	16,263.15	16,263.15
Service Agreements	13,759.84	-	-	-	-	-	-	13,759.84	13,759.84
Total Purchased Services	26,246.95	31,688.91	-	4,980.66	-	-	-	62,916.52	62,916.52
Supplies									
General Supplies	15,339.61	32,920.44	-	1,128.91	-	-	-	49,388.96	49,388.96
Art Supplies	1,841.95	-	-	-	-	-	-	1,841.95	1,841.95
Paper Supplies	-	-	-	-	-	-	-	-	-
Spanish Supplies	1,412.99	-	-	-	-	-	-	1,412.99	1,412.99
Student-Paid Supplies	2,943.47	-	-	-	-	-	-	2,943.47	2,943.47
Science Supplies	237.20	-	-	-	-	-	-	237.20	237.20
Social Studies Supplies	30.00	-	-	-	-	-	-	30.00	30.00
English Language Arts Supplies	2,505.07	-	-	-	-	-	-	2,505.07	2,505.07
Math Supplies	-	-	-	-	-	-	-	-	-
Supplies - Other	2,362.59	-	-	-	-	-	-	2,362.59	2,362.59
Textbooks	2,425.95	-	-	-	-	-	-	2,425.95	2,425.95
Library Books	5,209.93	-	-	-	-	-	-	5,209.93	5,209.93
Periodicals	-	-	-	-	-	-	-	-	-
Fuel	-	629.36	-	14,802.97	-	-	-	15,432.33	15,432.33
Natural Gas	13,322.30	-	-	-	-	-	-	13,322.30	13,322.30
Electricity	2,030.13	-	-	-	-	-	-	2,030.13	2,030.13
Other Supplies	1,906.43	-	-	450.85	-	-	-	2,357.28	2,357.28
Total Supplies	51,567.62	33,549.80	-	16,382.73	-	-	-	101,500.15	101,500.15
Capital Outlay									
Capital Outlay	-	(33,239.58)	-	-	-	-	-	(33,239.58)	(33,239.58)
Building Improvements	-	-	-	-	-	-	-	-	-
Site Improvements	-	-	-	-	-	-	-	-	-
Total Capital Outlay	-	(33,239.58)	-	-	-	-	-	(33,239.58)	(33,239.58)

LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
DETAILED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ALL FUNDS
MONTH ENDED MARCH 31, 2015

	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	-	-	156.15	-	-	-	-	-	156.15
Interest	-	-	42,882.50	-	-	-	-	-	42,882.50
Dues and Fees	(46.50)	-	-	20.00	-	-	-	(26.50)	(26.50)
Tuition	19,006.36	-	-	-	-	-	-	19,006.36	19,006.36
Miscellaneous Objects	-	-	-	-	-	-	-	-	-
Total Other	18,959.86	-	43,038.65	20.00	-	-	-	18,979.86	62,018.51
Total Non-Capitalized Equipment	799.01	-	-	-	-	-	-	799.01	799.01
Total Termination Benefits	-	-	-	-	-	-	-	-	-
Total Expenditures	1,686,965.61	112,889.30	43,038.65	132,529.82	86,356.15	-	-	2,018,740.88	2,061,779.53
Excess (deficiency) of revenues over expenditures	(1,268,212.31)	(73,200.82)	(43,038.65)	(23,977.90)	(86,356.15)	-	-	(1,451,747.18)	(1,494,785.83)
OTHER FINANCING SOURCES (USES)									
Transfers	-	-	-	-	-	-	-	-	-
State "On Behalf" Payments	-	-	-	-	-	-	-	-	-
Total other financing sources (uses)	-	-	-	-	-	-	-	-	-
Net changes in fund balances	(1,268,212.31)	(73,200.82)	(43,038.65)	(23,977.90)	(86,356.15)	-	-	(1,451,747.18)	(1,494,785.83)
Fund Balance: 02/28/2015	12,988,942.17	1,617,020.61	(265,701.41)	1,097,395.13	376,502.38	-	520,342.88	16,600,203.17	16,334,501.76
Fund Balance: 03/31/2015	\$ 11,720,729.86	\$ 1,543,819.79	\$ (308,740.06)	\$ 1,073,417.23	\$ 290,146.23	\$ -	\$ 520,342.88	\$ 15,148,455.99	\$ 14,839,715.93

LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
STATEMENT OF FINANCIAL POSITION
ALL FUNDS
MARCH 31, 2015

	10	20	30	40	50	60	70		
	Education	Oper. & Maint.	Debt Services	Transportation	IMRF/SS	Capital Projects	Working Cash	Total Operating	Total All Funds
ASSETS									
US Bank - AP	1,082,373.78	637.66	(308,740.06)	36,162.66	431.25	-	-	1,119,605.35	810,865.29
US Bank - Payroll	10,863.77	235.96	-	599.52	-	-	-	11,699.25	11,699.25
US Bank - RevTrak	257,288.30	-	-	-	-	-	-	257,288.30	257,288.30
PMA - LIQ	1,499,199.27	-	-	-	-	-	-	1,499,199.27	1,499,199.27
PMA - MAX	-	-	-	-	-	-	-	-	-
PMA - Fixed Rate Investments	8,723,245.65	1,542,578.70	-	1,036,655.05	289,714.98	-	520,342.88	12,112,537.26	12,112,537.26
IIIT	19,356.89	-	-	-	-	-	-	19,356.89	19,356.89
Bank Financial	89,055.53	-	-	-	-	-	-	89,055.53	89,055.53
Imprest Fund	35,978.32	-	-	-	-	-	-	35,978.32	35,978.32
Petty Cash	500.00	-	-	-	-	-	-	500.00	500.00
TOTAL ASSETS	11,717,861.51	1,543,452.32	(308,740.06)	1,073,417.23	290,146.23	-	520,342.88	15,145,220.17	14,836,480.11
LIABILITIES & FUND BALANCE									
LIABILITIES									
Accounts Payable	908.41	-	-	-	-	-	-	908.41	908.41
Dental Insurance Payable	(1,026.49)	-	-	-	-	-	-	(1,026.49)	(1,026.49)
Flex Spending Account Payable	(1,799.31)	-	-	-	-	-	-	(1,799.31)	(1,799.31)
Tech Program Receivable	(950.96)	(367.47)	-	-	-	-	-	(1,318.43)	(1,318.43)
Total Liabilities	(2,868.35)	(367.47)	-	-	-	-	-	(3,235.82)	(3,235.82)
FUND BALANCE									
Fund Balance	11,720,729.86	1,543,819.79	(308,740.06)	1,073,417.23	290,146.23	-	520,342.88	15,148,455.99	14,839,715.93
Total Fund Balance	11,720,729.86	1,543,819.79	(308,740.06)	1,073,417.23	290,146.23	-	520,342.88	15,148,455.99	14,839,715.93
TOTAL LIABILITIES & FUND BALANCE	11,717,861.51	1,543,452.32	(308,740.06)	1,073,417.23	290,146.23	-	520,342.88	15,145,220.17	14,836,480.11

LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
TREASURER'S REPORT
ALL FUNDS
MARCH 31, 2015

CASH BALANCE PER BOOKS

Educational Fund	11,717,861.51
Operations and Maintenance	1,543,452.32
Debt Service Fund	(308,740.06)
Transportation Fund	1,073,417.23
Retirement Fund	290,146.23
Capital Projects Fund	-
Working Cash Fund	520,342.88
TOTALS:	<u><u>\$ 14,836,480.11</u></u>

BANK BALANCES & INVESTMENTS

US Bank - AP	
Statement Balance	829,066.66
Less: Outstanding Checks	18,201.37
	<u>\$ 810,865.29</u>
US Bank - Payroll	
Statement Balance	13,686.87
Less: Outstanding Checks	1,987.62
	<u>\$ 11,699.25</u>
US Bank - Other	
RevTrak Account Balance	\$ 257,288.30
Imprest	38,770.57
Petty Cash	500.00
Less: Outstanding Imprest Checks	2,792.25
	<u>293,766.62</u>
PMA Financial Network	
ISDLAF - LIQ	1,499,199.27
ISDLAF - MAX	(0.00)
Fixed Rate Investments	12,112,537.26
	<u>\$ 13,611,736.53</u>
Illinois Inst Investors Trust	
CMF	19,356.89
Bank Financial	
Money Market	89,055.53
TOTALS:	<u><u>\$ 14,836,480.11</u></u>

Certified by:



Dan Stanley, Treasurer

LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
STATEMENT OF FINANCIAL ACTIVITY
ACTIVITY FUNDS
MONTH ENDED MAR 31, 2015

Account	Beginning Balance	Deposits	Withdrawals	Ending Balance
Bank Interest	144.23	6.29	(13.76)	136.76
District Convenience	124.63			124.63
DW - Convenience	776.45			776.45
DW - NJHS	1,443.93	1,921.73	(1,465.45)	1,900.21
DW - Scholarship	591.63			591.63
DW - Student Council	5,596.19			5,596.19
DW - Toys for Tots	144.51			144.51
DW - Wright Track Club	38.33			38.33
DW - Yearbook	32,085.08	54.00		32,139.08
HD - Convenience	707.26			707.26
HD - Student Council	2,602.86			2,602.86
HD - Yearbook	20,977.86	20.00		20,997.86
SP - Convenience	1,175.82	785.72	(1,091.06)	870.48
SP - Yearbook	6,748.19	80.00		6,828.19
Total Accounts	73,156.97	2,867.74	(2,570.27)	73,454.44

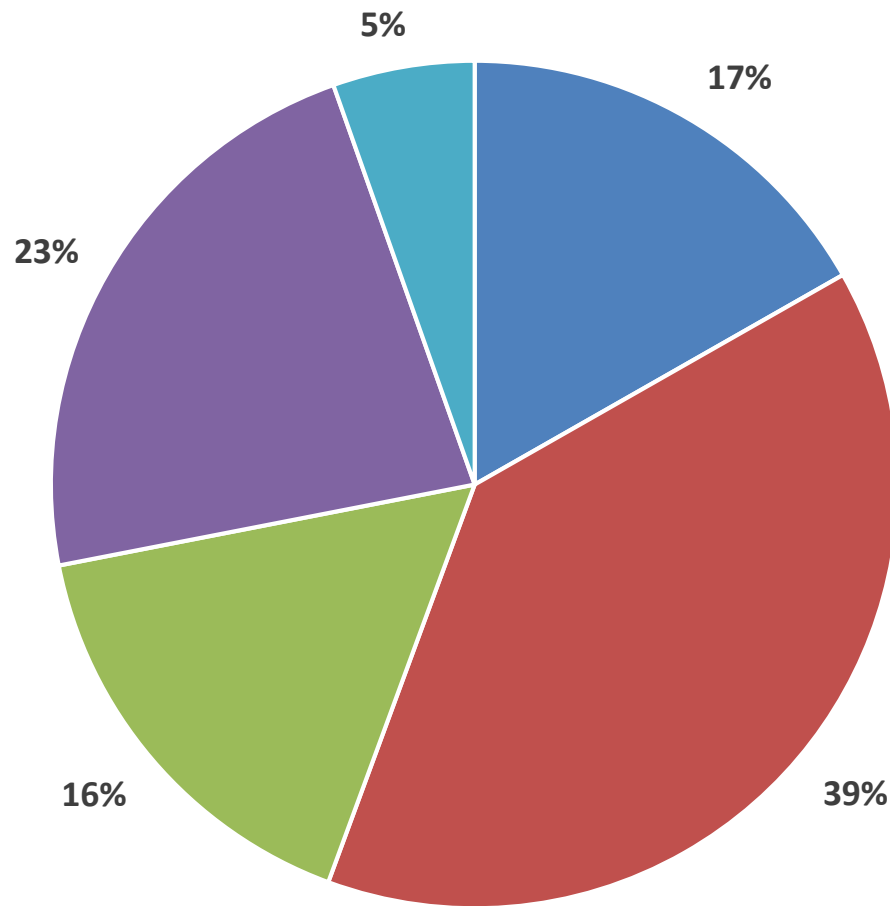
LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
INVESTMENT PORTFOLIO
MARCH 31, 2015

Investment Type	Settle Date	Maturity Date	# of Days	Institution	Cost	Rate
Money Market	2/28/2015	3/31/2015		ISDLAF+ LIQ Account	1,499,199.27	0.010%
Money Market	2/28/2015	3/31/2015		Illinois Portfolio, IIIT Class	19,356.89	0.020%
Money Market	2/28/2015	3/31/2015		ISDLAF+ MAX Account	-	0.040%
Money Market	2/28/2015	3/31/2015		Bank Financial Public Funds	89,055.53	0.200%
Money Market	2/28/2015	3/31/2015		Savings Deposit Account - RBS Citizens Bank	1,500,015.27	0.090%
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%
DTC CD	10/17/2014	7/22/2015	278	BREMER BANK, NA	\$249,700.00	0.150%
Certificate of Deposit	3/17/2015	8/11/2015	147	ENTERPRISE BANK & TRUST	\$249,800.00	0.130%
Certificate of Deposit	3/17/2015	8/11/2015	147	TEXAS CAPITAL BANK	\$249,800.00	0.130%
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%
DTC CD	10/1/2014	10/1/2018	1461	Sallie Mae Bank Certificate of Deposit	\$247,883.90	1.807%
Security	6/5/2014	5/30/2019	1820	Federal Home Loan Mortgage Corporation Note	\$499,392.93	1.564%
DTC CD	10/17/2014	10/2/2019	1811	American Express Bank Certificate of Deposit	\$248,056.17	2.060%
					13,720,148.95	
Weighted Yield	1.248%					
Weighted Maturity	292.47					

LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103

INVESTMENT TYPE

MARCH 31, 2015



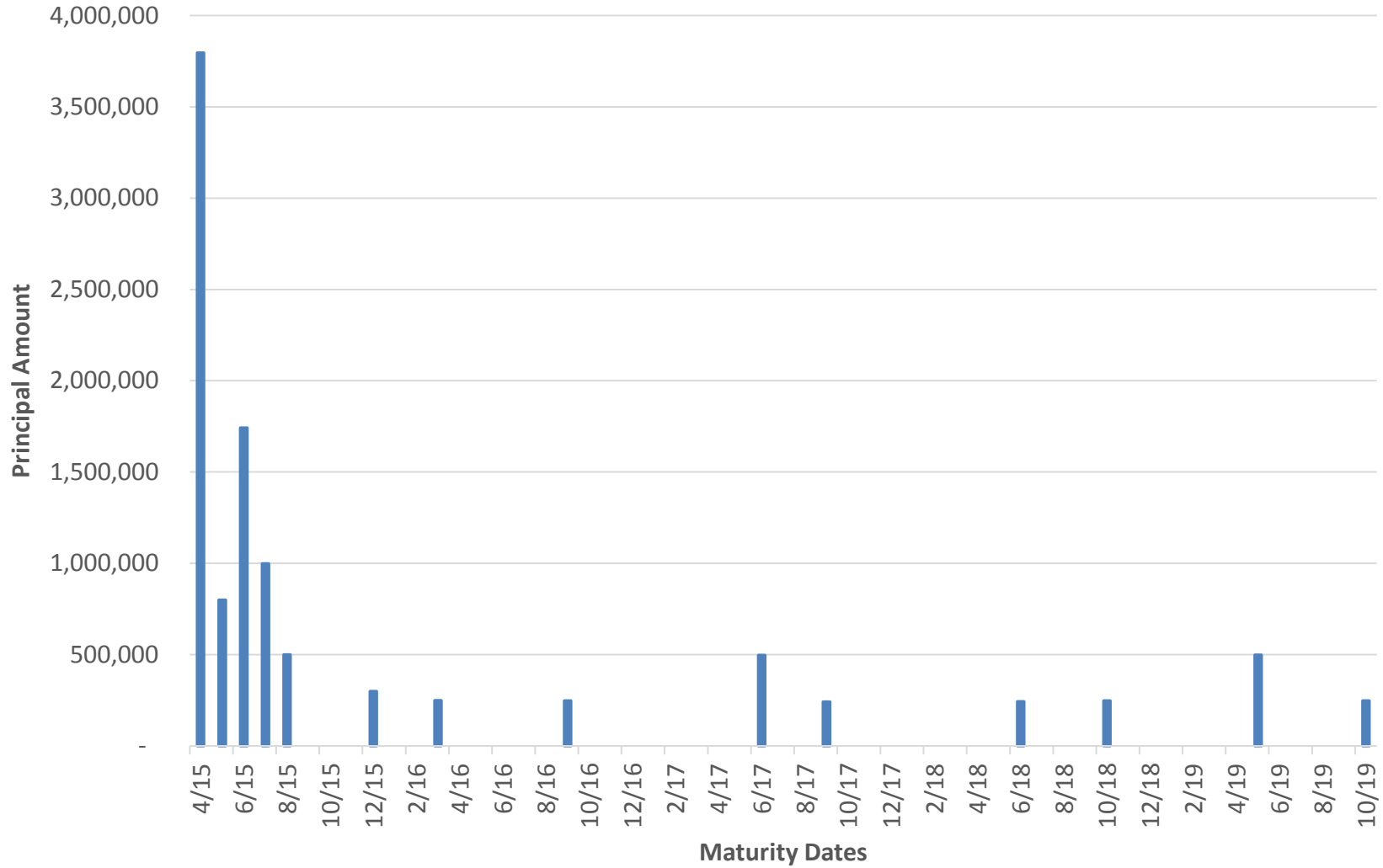
■ TS ■ CD ■ DTC ■ MMK ■ SEC

100

LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103

MATURITY DATES

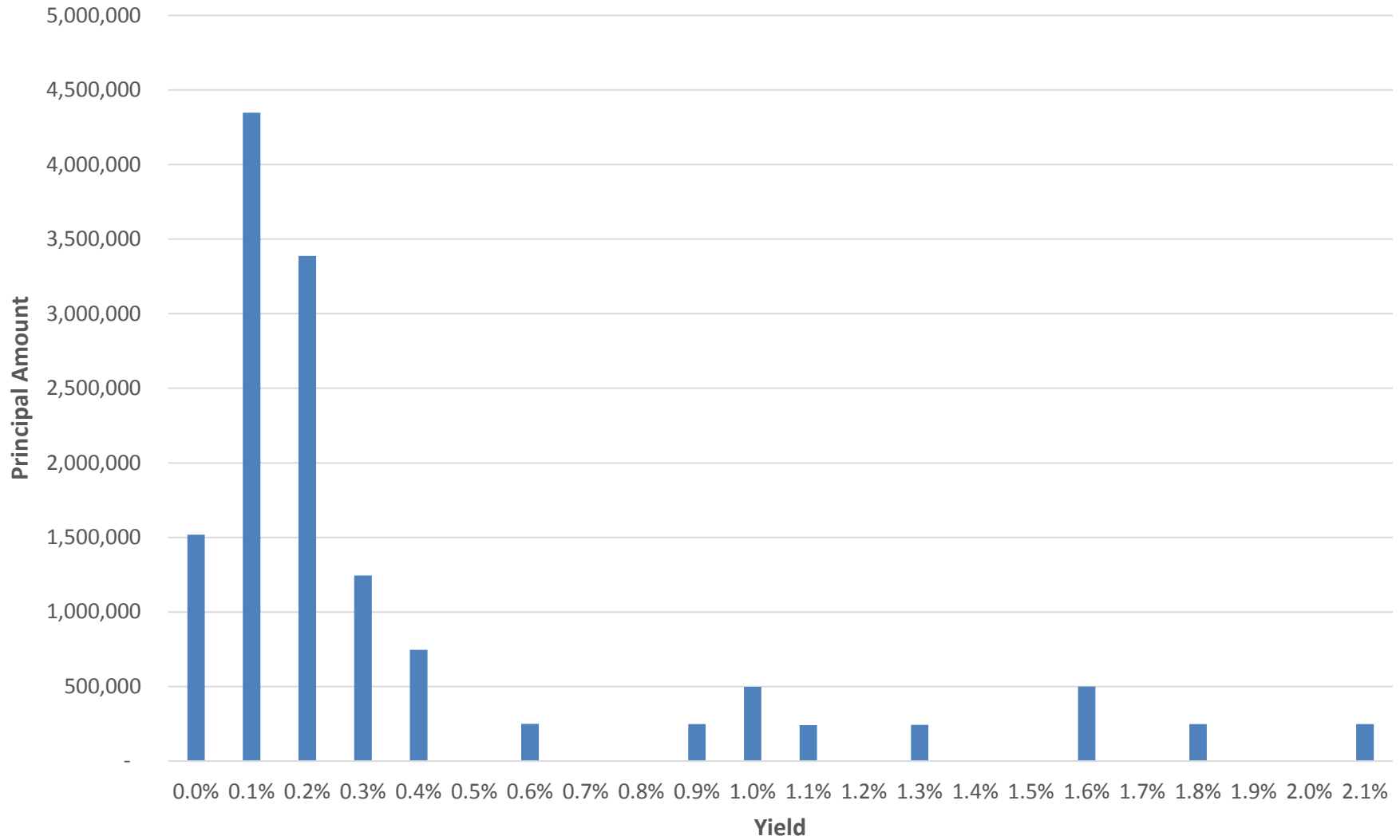
MARCH 31, 2015



LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103

INTEREST RATES

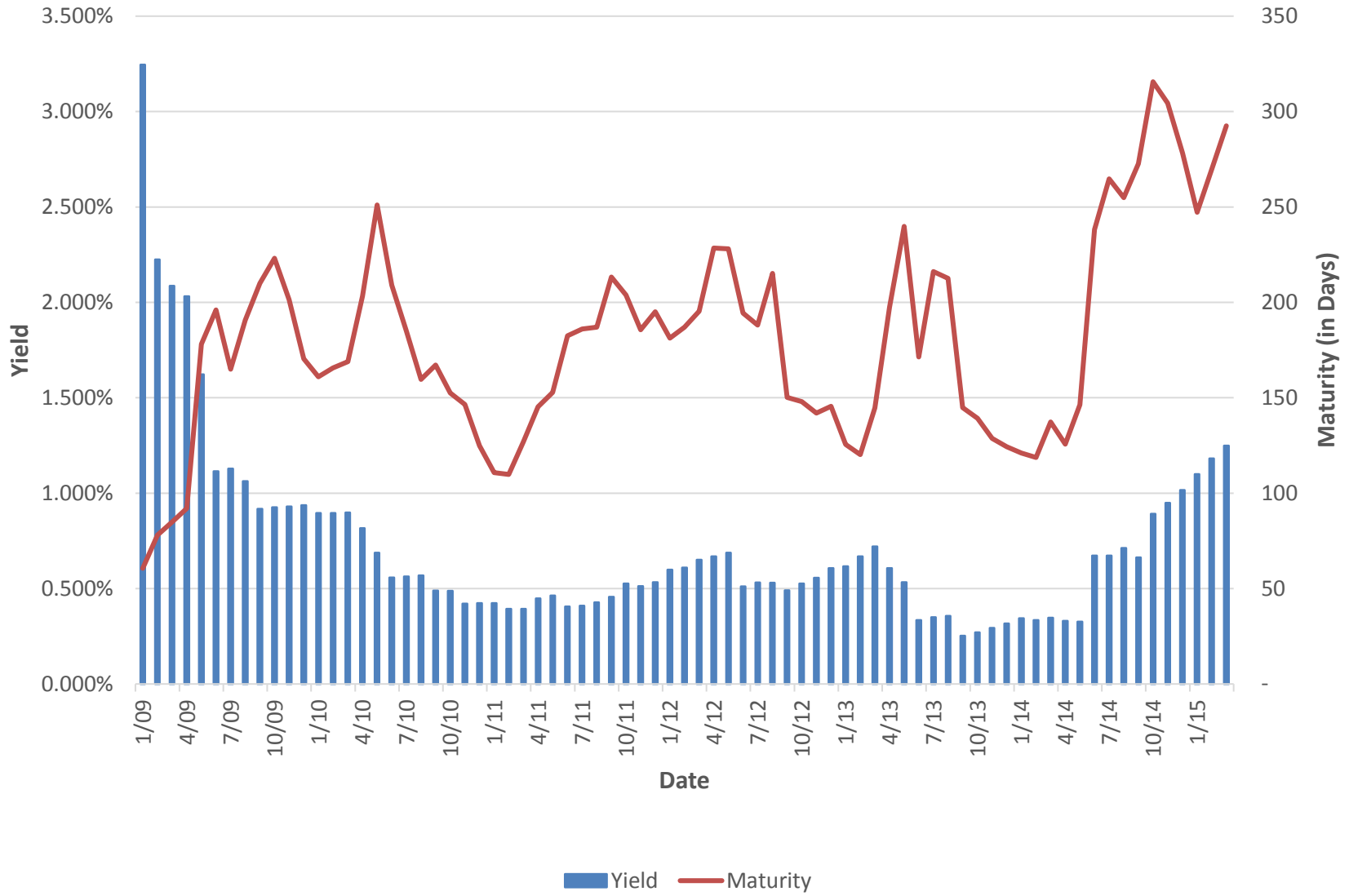
FEBRUARY 28, 2015



LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103

YIELD VS. MATURITY HISTORY

103





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: April 14, 2015
Re: Facilities Update

DISTRICT 103

Midwest Environmental completed Half Day's indoor air quality study. The results were positive with five areas showing air count levels higher than those measured outside. During spring break those areas were deep cleaned. Subsequent air test came back as better than hospital quality air tests.

The ADA renovation project is out to bid. There is a scheduled walk-through for contractors on April 21st and a bid opening on April 28th.

DANIEL WRIGHT

This month only general maintenance was performed at this facility. No major projects.

HALF DAY

This month only general maintenance was performed at this facility. No major projects.

LAURA SPRAGUE

This month only general maintenance was performed at this facility. No major projects.



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, Assistant Superintendent of Curriculum and Instruction
Julie Postma, Director of Student Services
Mark Westhoff, Director of Technology
CC: Dr. Scott Warren
Date: April 15, 2015
Re: Executive Summary

Curriculum & Instruction

- Three Daniel Wright math teachers hosted classroom observations on March 16, 2015 for several teachers and administrators from Winnetka and Avoca School Districts. The visitors requested an opportunity to see how we are implementing two math programs: CPM - College Prep Mathematics and CMP – Connected Mathematics Project. Both programs are being considered for adoption by the visiting districts. Feedback from our visitors was very positive and affirming.
- After surveying Half Day teachers and discussing the use of planners at Daniel Wright Junior High with the Building Leadership Team it has been decided to keep the paper planners for at least one more year.
- Twice a month I meet with the ELM teachers to continue planning for the new elements described in the ELM Program Review. As I mentioned in my last ELM update we have completed a staff communication and begun to create a handbook. This spring ELM teachers are working with classroom teachers to incorporate clustering into the class placement process and at our next meeting we will create a plan for administering the CogAT during the 2015-2016 school year. We are not in a position to administer the CogAT this spring due to the amount of time PARCC and MAP require, but we will discuss the option of administering CogAT in the early fall to more than first and fifth grade students. After meeting with Dina Brulles, the author of the Cluster Grouping Handbook, she suggested we still move ahead with clustering this year even with out the CogAT data, since the district has other achievement data and reliable teacher observations.

Student Services

- Special education teams, as well as administration, in all three buildings have been collaborating regarding transition planning as students advance to the next grade levels and/or move between buildings. This collaboration includes sharing of information, participation in IEP meetings, and consideration of placement, caseloads and staffing assignments.
- The student services department continues to receive information regarding potential enrollments in the Early Childhood program for next year. These include late referrals from Early Intervention (EI) and parents who have both purchased homes within District boundaries and/or are exploring the purchase of homes within District boundaries. We are carefully monitoring this situation for its impact.
- Extended School Year (ESY) planning is continuing. Nearly forty-five students are expected to be in attendance with classes from the Early Childhood level to entering eighth graders. A full continuum of services is offered, as well as the necessary related services. We continue to partner with the District Summer School Program to provide opportunities for students to participate in both programs if appropriate or to spend a portion of their time in a summer school classroom as part of their ESY programming.
- There continue to be several challenging student situations that demand significant time and energy.
- The Illinois Alternate Assessment, Dynamic Learning Map (DLM) is being administered to students eligible/designated to take this assessment instead of the PARCC. To date, administration within the District has been smooth. In addition, any changes to PARCC accommodations that must be reported to the state before the EOY PARCC have been made in the state system, and that information has been recorded in the Pearson/PARCC system. We continue to make any additional updates as changes occur.
- Team members of the Exceptional Learners' Collaborative (ELC) have been meeting on a weekly basis and moving forward with planning. Specifically, work to assume the Early Childhood Assessments during the summer and hiring of staff have been top priorities.

Technology

- The district will be transitioning to Skylert, which is Skyward's version of SchoolMessenger notification system. This system will take the place of Honeywell. Since Skylert is an integrated solution, we expect a better experience for our parents and in our employees' management of the system. We anticipate switching systems on or around July 1.

- We continue to offer Haiku training to staff and will continue for the rest of the school year. Additionally, we will be offering Haiku training this summer for teachers.
- Mr. Westhoff attended an Administrator Academy workshop regarding engaging parents with 1:1, BYO, and other technologies. District 103 is currently using many of the ideas offered at the workshop: bringing in speakers, implementing a clear digital citizenship program, and communicating with parents at different levels (for example, communications from the district, the principal, and students' teachers).
- In the next week or so, we will be communicating with 6th grade students and parents on how to back up data that cannot be backed-up via Google Drive.
- We plan to begin the process of helping parents create Apple IDs for their children this week. Our procedures this time will include labeled instructions with pictures and a means of asking for help. We will be asking parents of current 2nd, 3rd, 5th, and 7th graders to create Apple IDs.

LINCOLNSHIRE - PRAIRIE VIEW SCHOOL DISTRICT 103

ENROLLMENT REPORT

March 2015 (Gr. 7 Revised 4/21/2015)

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	32	2 am/2 pm		6	11		
K (AM)	20	19	1	19.0	19	19		
K (PM)	20	19	1	19.0	19	19		
K (Full Day)	100	120	6	20.0	20	20	137	143
1	167	152	8	19.0	18	19	161	165
2	169	188	8	23.5	23	24	172	176
3	167	172	8	21.5	20	22	174	178
4	189	173	8	21.8	21	22	176	180
5	192	208	8	25.7	24	26	196	200
6	202	198	8	25.4	19	28	193	197
7	212	213	8.6	24.7	17	27	204	208
8	218	223	8.4	26.4	17	28	219	223
Sprague Total	504	530						
Half Day Total	356	345						
Daniel Wright Total	824	842						
SUBTOTAL	1,684	1,717					1,632	1,670
Special Ed Out of District:								
SEDOL/Public	2	3						
Consortium Placements	3	4						
Private Placements	2	2						
IAES								
CURRENT TOTAL	1,691	1,726						

**2014-2015
LINCOLNSHIRE - PRAIRIE VIEW
SCHOOL DISTRICT 103**

MONTHLY ENROLLMENT 2014-2015

109

<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	27	27	28	26	30	32		
K - AM	16	17	17	17	18	18	19	19		
K - PM	16	17	17	18	18	19	19	19		
K- Full Day	120	120	120	120	120	120	120	120		
1	152	154	154	153	155	154	152	152		
2	177	178	180	181	182	184	187	188		
3	172	171	171	169	170	171	171	172		
4	172	173	173	176	176	174	174	173		
5	203	203	204	204	205	205	207	208		
6	204	204	204	203	203	202	200	198		
7	209	209	209	211	213	214	213	213		
8	222	221	222	222	223	222	222	223		
Sprague	505	513	516	516	521	521	527	530		
Half Day	344	344	344	345	346	345	345	345		
Daniel Wright	838	837	839	840	844	843	842	842		
SUBTOTAL	1687	1,694	1,699	1,701	1,711	1,709	1,714	1,717	0	0
Special Ed.	9	9	9	9	9	8	8	9		
TOTAL	1696	1,703	1,708	1,710	1,720	1,717	1,722	1,726	0	0



Lincolnshire-Prairie View School District 103

Memo

To: Board of Education
From: Scott Warren
Date: April 16, 2015
Re: Superintendent Informational Report

FOIA requests

The District received three FOIA requests this month from David Giuliani from the Illinois Policy Institute requesting documentation for conferences, travel and other purchases from the district. The requests were fulfilled and are available for review upon request.

Special Education Cooperative

The first Board meeting of the Exceptional Learner's Cooperative (ELC) will occur on April 17, 2015 at 1:00 pm at Stevenson High School Administrative offices. Among other items, the new director will be hired. The full agenda is included in this packet for your review.

Facility Planning

Long range facility planning is moving forward. The District is focusing on how to meet our space needs potential building projects and utilizing space in the most efficient ways possible. Small group, large group and community engagement meetings have been scheduled to analyze this issue. The first community engagement meeting will occur on May 26, 2015 where all community members will be encouraged to attend to hear about the issues and the planning process. A copy of the meeting schedule is provided.

Leave Request

We have one parent leave request this year from Danielle Cicero for this fall as she is expecting the birth of her child! The leave was submitted and approved according to the Master Contract. Please join me in congratulating Mrs. Cicero on this exciting news!



**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

March 17, 2015

David Giuliani
Illinois Policy Institute

SENT VIA EMAIL – dgiuliani@illinoispolicy.org

RE: Freedom of Information Act Request

Dear Mr. Giuliani:

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

• *Any documentation identifying which car or cars is associated with the use of the iPass as represented on Daniel Stanley's school district credit card.*

See attachment.

• *All documentation associated with Scott Warren's trip to Florida during the winter of 2012-13.*

See attachment.

• *All documentation associated with Scott Warren's trip to Florida during the winter of 2013-14.*

See attachment.

• *All documentation associated with school officials' trip to Chicago in November 2012, including dinner at Volare, which appeared to have happened after conference was over.*

See attachment.

• *All documentation associated with school officials' trip to Chicago in November 2013, including dinner at Volare, which appeared to have happened after conference was over.*

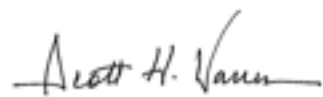
See attachment.

• *All receipts and documentation associated with the following expenses at the Executive Gift Shop in New York: \$44 on May 29, 2013; \$294 on April 7, 2014; and \$126 on May 5, 2014.*

See attachment.

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

Sincerely,

A handwritten signature in black ink that reads "Scott H. Warren". The signature is written in a cursive style with a long horizontal stroke at the end.

Scott Warren, Ed. D.
Superintendent



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Scott H. Warren, Ed.D.
Superintendent

March 27, 2015

David Giuliani
Illinois Policy Institute

SENT VIA EMAIL – dgiuliani@illinoispolicy.org

RE: Freedom of Information Act Request

Dear Mr. Giuliani:

This letter is in response to the request you submitted shown below. Private information has been redacted. Please confirm receipt of our response.

From: David Giuliani <dgiuliani@illinoispolicy.org>
Date: Tue, Mar 24, 2015 at 4:34 PM
Subject: Public Records Request-District 103
To: ask103@district103.k12.il.us

Hello,

This is a public records request under the Freedom of Information Act.

We are seeking all expense records related to the last three annual conferences of the Midwest Suburban Superintendents Association held in the winter, typically January. We also would like to see any documentation associated with those conferences, particularly information about sessions and activities.

You can send the information to this email address. If you have any questions about this request, please feel free to call me at the phone numbers below.

Attached are our records for the 2015, 2014, and 2013 MSSA Conference. Expense records for 2013 and 2014 were previously provided to you from your last FOIA request earlier this month.

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

Sincerely,

Scott Warren, Ed. D.
Superintendent



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Administration Offices

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847/295-4030 • FAX 847/295-9196
<http://www.d103.org>

Scott H. Warren, Ed.D.
Superintendent

April 14, 2015

David Giuliani
Government Reform Analyst
Illinois Policy Institute

SENT VIA EMAIL – dgiuliani@illinoispolicy.org

RE: Freedom of Information Act Request

Dear Mr. Giuliani:

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

We are seeking all expense records related to the 2011 and 2012 conferences of the Midwest Suburban Superintendents Association held in the winter, typically January. We also would like to see any documentation associated with those conferences, particularly information about sessions and activities.

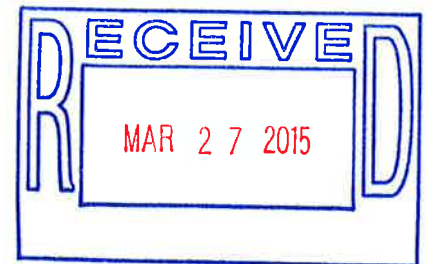
There are no records responsive to your request.

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

Sincerely,

Scott Warren, Ed. D.
Superintendent

March 27, 2015



Dear Dr. Warren and District 103 School Board Members,

It is with great excitement that I write this letter to inform you of my anticipated birth of a child. The gestational due date is on September 28, 2015.

I would like to request a maternity leave of absence beginning on September 28, 2015 and returning February 1, 2016. It is my intention to collaborate with the professional who fulfills my maternity leave position to ensure a smooth transition for the special education students on my caseload. I would like to use the maximum amount of accrued sick days (60 days) for compensation running concurrently with the FMLA period of time per contract language and 14 days without pay. Since I will be working over 93 days of the school year, I should be entitled to all of my sick and personal days for 2015-2016 as well as allowing the year to count toward advancement on the salary schedule per contract language.

Thank you for your consideration of my request.

Sincerely,

Danielle Cicero
Learning Behavior Specialist
Laura B. Sprague School

WOMEN'S
HEALTH SPECIALISTS

OBSTETRICS, GYNECOLOGY AND INFERTILITY, S.C.

JOSEPH P. CAPEZIO, M.D. MEREDITH MARTIN-JOHNSTON, D.O. SOUJANYA TUMMURU, D.O.
CARRIE D. FUNKHAUSER, M.D. DORINA S. SCAUNAS, M.D. NICOLE L. BRADY, C.N.P.
CARLA A. LOLY, M.D. JULIE C. SNOW, M.D. BERNADETTE O'GRADY, C.N.P.

NAME Danielle Cicero
ADDRESS 008 525/82 DATE 3/28/15

1875 Dempster, #245
Park Ridge, IL 60068
(847) 692-9234

1475 E. Belvidere #216
Grayslake, IL 60030
(847) 548-4854

Pt was seen in our office
and is due on 9/28/15 and
is cleared to work until her
due date
Any questions call our office!

Women's Health Specialists
Fax Results to (847) 692-2659

REFILL _____ TIMES CSJ _____, M.D./D.O.
 MAY SUBSTITUTE DEA# _____
 MAY NOT SUBSTITUTE

AGENDA FOR THE ORGANIZATIONAL AND REGULAR MEETING OF THE EXCEPTIONAL LEARNERS COLLABORATIVE BOARD OF EDUCATION, LAKE COUNTY, ILLINOIS, TO BE HELD FRIDAY, APRIL 17, 2015, AT 1:00 P.M. IN THE STEVENSON HIGH SCHOOL #125 DISTRICT ADMINISTRATION CENTER, LINCOLNSHIRE, ILLINOIS

1. SWEARING IN OF GOVERNING BOARD MEMBERS
2. CALL TO ORDER
3. ROLL CALL
4. ELECTION OF GOVERNING BOARD OFFICERS
 - o PRESIDENT
 - o VICE PRESIDENT
 - o SECRETARY
5. ESTABLISHMENT OF REGULAR MEETING DATE, TIME AND PLACE
6. VISITORS' STATEMENTS
7. NEW BUSINESS

***NOTE: Items marked with an asterisk will be presented as part of the Consent Agenda. Any item may be removed from the Consent Agenda at the request of a Board Member.**

A. PERSONNEL

- a) Appointment of New Executive Director
- b) Executive Session

B. CURRICULUM, INSTRUCTION AND ASSESSMENT

C. BUSINESS

- a) Federal Employer Identification Number (FEIN)
- b) Appointment of Treasurer
- c) Approval of Treasurer's Bond
- d) Approval of Intergovernmental Agreement for License of Space from the Buffalo Grove Park District
- e) Approval of CLIC Insurance Coverage
- f) Adoption of Prevailing Wage Resolution
- g) Approval of Designation of Depositories
- h) Approval of Applitrack Recruiting, Screening & Employee File Management
- i) Approval of Aesop Substitute Placement and Absence Management Service (First Reading)
- j) Approval of Board Policy Manual Customization Service

D. EXECUTIVE DIRECTOR INFORMATIONAL REPORT

Lincolnshire-Prairie View SD 103

Community Engagement Process

4/16/15

Goal: Explain upcoming process and schedule to develop a project and budget of the Board of Education to consider. Discuss big picture framework to assist in determining where to provide more space for projected future enrollment and for problem solving/project-based learning styles.

<u>Date</u>	<u>Time</u>	<u>Place</u>	<u>Group</u>
April 8	7:30am	District Office	Small Group meeting
April 8	9:30am	District Office	Administration Council
April 14	3:40pm	Half Day School	Staff Meeting
April 21	8:00am	Sprague School	Staff Meeting
April 21	9:00am	District Office	Small Group meeting
May 5	TBD	District Office	Larger Group Meeting
May 12	2:45pm	Daniel Wright	Staff Meeting
May ?	TBD	District Office	Small Group meeting
May 26	7:00 pm	District Office	Community Meeting 1

June/July/August **2-3 Small Group Workshops**
Develop/review alternative approaches and budget impact

August 4 **Larger Group Meeting**
Preview recommendations for Community Meeting 2

Aug. 26 **Community Meeting 2**

Sept 1 **Board Committee of the Whole (COW)**
Presentation of Recommendation for a Project

Sept 15 **Board Meeting**
Approve the Recommendation for a Project

Project Design Process

Sept-October 2015 **Staff Meetings**
Review overall project (where space will added)
Discuss specific needs of the space (size, adjacencies, storage, teaching surfaces, technology, etc.)

Nov-April 2016 **Design/Construction Documents/Bidding**

May 2016 **Construction Start**

Fall 2016 Intent is to have classroom space ready, some renovations may continue to Spring 2017. Schedule to be further developed at a later date.

200 rally to raise money for 'KIDDOS'

BY KARIE ANGEL LUC
Pioneer Press

More than 200 people turned out March 21 to support children and their families who took the stage for the 11th annual KIDDOS Spring Benefit at the First Presbyterian Church of Deerfield.

The talent and variety show featured stage presence from kids as young as toddlers, who modeled fashions to the "oooh's" and "aah's" of audience members.

Participants sang, danced, whatever their talent. Supporters bought raffle tickets and bid on silent auction items.

For her act, Rachel Caldwell, 8, of Lincolnshire, did a marker drawing of a turtle while the Disney "Frozen" film hit song "Let It Go" played back. An open door allowed in fresh air and sunshine near the church's stage.

"KIDDOS is a pretty unique organization because it provides young children an opportunity to give back to their community and there often aren't a lot of opportunities for younger children to do that," said Sue DeVermain Vani, a 14-year Deerfield resident who founded KIDDOS in 2005.

Vani, the parent of two children, has taught 25 years at Laura B. Sprague Elementary School in Lincolnshire — 20 years as a first grade instructor and five years as a second grade teacher.

"One person is like a single lit candle which has the opportunity to light all others that it touches," she said.

Each autumn, KIDDOS families pack shoeboxes to send to children overseas at the holidays. The variety show spring benefit typically has a fundraising goal of \$4,000, with more than \$40,000 raised since the beginning of the show.

This year's event beneficiary is the Rainbow Hospice Good Mourning Program.

"Good Mourning is a sup-

port group program for children facing life changing loss which could be parents, siblings or live-in grandparents," said Analeise Parchen, a 14-year Glenview resident and children's bereavement counselor.

"KIDDOS is perfect in that it's children supporting children going through difficult times," she added.

Parchen said the proceeds will help provide opportunities for summer camp "which allows families to rebuild," she said.

Mary Poole of Park Ridge is a KIDDOS committee member. She and her husband Phil Poole are expecting their fourth child and are parents of Oliver, 6, Elliott, 4, and Basil, 1.

On stage, Basil modeled with his mother. Elliott danced with his mother and Oliver sold test tube science experiments as a KIDDOS crafter.

"It's an opportunity for giving back to society," Mary Poole said.

Joe and Heather Daniels of Vernon Hills were in the audience to support their son Lyon, 7, a Sprague second-grader.

"It's a good life experience," Joe Daniels said.

Shreyas and Jamuna Chakravarti of Vernon Hills supported their daughter Anagha, 8, a Sprague second-grader, who appeared on stage as a fairy.

"I'm very proud," said Jamuna Chakravarti.

Kevin Quigley, owner of Kevin's Place in downtown Deerfield, was master of ceremonies. Quigley became emotional before the event thanking the community.

"In all honesty, we help each other," Quigley said, who was treated for esophagus cancer and nearly lost his business in the interim.

More than \$20,000 has been raised in a GoFundMe appeal to benefit Quigley's restaurant.

Andrea Wintroub of Highland Park was moved after her daughter Naiya Stavropoulos Wintroub, 4, sang an original song.



Rachel Caldwell, 8, of Lincolnshire, draws a turtle to music at the 11th annual KIDDOS Spring Benefit in Deerfield.



Sue DeVermain Vani, a Deerfield resident and Lincolnshire teacher, jokes with Andrea Wintroub and Peter Stavropoulos of Highland Park. Peter is holding their daughter Nalya, 4, of Highland Park, who just finished her solo.



Nalya Stavropoulos Wintroub, 4, of Highland Park is introduced by Kevin Quigley of Deerfield, a restaurateur and the master of ceremonies.



Jonah Becker, 7, of Lincolnshire performs.



The cast and crew of KIDDOS's 11th annual spring benefit pose for a photograph.

Karie Angel Luc is a freelance reporter for Pioneer Press.
Twitter @KarieAngellLuc



*School Board
Governance
Recognition
2015*

APPLICATION CHECKLIST

Apply online at <http://members.iasb.com/involvement/bdrecognition.pdf>

School Board Governance Recognition is designed to acknowledge those school boards that have engaged in activities and modeled behaviors that lead to excellence in local school governance in support of quality public education, the hallmarks of IASB's mission statement.

All IASB member school boards are invited to apply for this recognition which covers a two-year period—July 1, 2013 to June 30, 2015. Once this recognition is received, boards may apply for renewal every two years.

The application process is rigorous and requires the involvement of board members and the superintendent over the two-year period. Applicants are encouraged to review each of the requirements in advance in order to ensure a proper submission.

Recipients of this recognition will be acknowledged at their Fall Division Dinner Meeting and in the IASB Information Room at the Joint Annual Conference in November. In order to be considered for this recognition, the following application form must be completed, signed by the board president and received by IASB no later than **August 3, 2015**.

In order to be eligible for the School Board Governance Recognition, applicants must meet all of the requirements within each section that follows. Good governance requires a commitment to improvement and continual board development. Adopting policies and attending workshops are just the beginning. This recognition is intended to honor boards who model these best practices on an ongoing basis.

Applicants are asked to submit documents (hard copy or an email with attachments) that support the work of good governance. Directives to view the district website will not be considered.

The board has shown commitment to following IASB Foundational Principles of Effective Governance as evidenced by:

- Adopting and communicating written mission/vision and goals. The board has a responsibility to clarify district purpose through its unique mission, vision and goal setting process.
- Having and implementing a superintendent evaluation process that culminates in a formal annual superintendent evaluation. The board has a responsibility to communicate expectations and provide meaningful feedback regarding performance.
- Conducting regular policy reviews and maintaining a current and updated policy manual. Good governance requires the board to maintain up-to-date policies in order to give direction to the district.
- Connecting with the community on issues of importance to the district. Effective boards engage in a two-way communication with district parents, staff and community members.
- Implementing an orientation process for newly seated board members that minimally includes an overview of the district and board processes and involves **both** the superintendent and veteran board members.
- Having an agreed-upon, written and adopted code of conduct.
- Participating in at least two IASB in-district workshops, one of which must be a Board Self-Evaluation, during the previous two years—July 1, 2013 to June 30, 2015.

The Board has actively participated in and supported statewide IASB programs and events by:

- Designating an IASB governing board representative to facilitate two-way communication between the board and the IASB Division.
- Designating a voting delegate who participates in the annual IASB Delegate Assembly.
- Sending one or more members of the board to:
 - Each division dinner meeting and governing board meeting (as applicable) over the past two years (July 1, 2013 to June 30, 2015);
 - The past two IASB Joint Annual Conferences (November 2013, November 2014).

TO APPLY: Download the online application form at <http://members.iasb.com/involvement/bdrecognition.pdf>

Questions? Contact Peggy Goone at the Illinois Association of School Boards, 217.528.2831, pgoone@iasb.com

School Board Governance Recognition 2015

APPLICATION

Apply online at <http://members.iasb.com/involvement/bdrecognition.pdf>

School Board Governance Recognition is designed to acknowledge those school boards that have engaged in activities and modeled behaviors that lead to excellence in local school governance in support of quality public education, the hallmarks of IASB's mission statement.

All IASB member school boards are invited to apply for this recognition which covers a two-year period—July 1, 2013 to June 30, 2015. Once this recognition is received, boards may apply for renewal every two years.

The application process is rigorous and requires the involvement of board members and the superintendent over the two-year period. Applicants are encouraged to review each of the requirements in advance in order to ensure a proper submission.

Recipients of this recognition will be acknowledged at their Fall Division Dinner Meeting and in the IASB Information Room at the Joint Annual Conference in November. In order to be considered for this recognition, the following application form must be completed, signed by the board president and received by IASB no later than **August 3, 2015**.

Applications must be printed or typed and mailed, emailed or faxed to:

Peggy Goone
c/o Illinois Association of School Boards
2921 Baker Drive • Springfield, IL 62703 • 217.528.2831 (fax) • pgoone@iasb.com

District Name: _____

District Address: _____

IASB Division: _____ Board President: _____

Contact Person (in case of questions)

Name: _____

Position (e.g., Board President, Board Member): _____

Daytime Phone Number: _____






In order to be eligible for the School Board Governance Recognition, applicants must meet all of the requirements within each section below. Good governance requires a commitment to improvement and continual board development. Adopting policies and attending workshops are just the beginning. This recognition is intended to honor boards who model these best practices on an ongoing basis.


Applicants are asked to submit documents (hard copy or an email with attachments) that support the work of good governance. Directives to view the district website will not be considered.

The board has shown commitment to following IASB Foundational Principles of Effective Governance as evidenced by:

- A. Adopting and communicating written mission/vision and goals. The board has a responsibility to clarify district purpose through its unique mission, vision and goal setting process.
- Attach documentation containing the current mission, vision and goals for the district.
 - Submit a brief (250 words or less) description of your efforts to communicate your mission, vision, and goals to district stakeholders (staff, parents, community, etc.). This description should detail how stakeholders were involved, who participated, and when specific activities were held.

- 
- B. Having and implementing a superintendent evaluation process that culminates in a formal annual superintendent evaluation. The board has a responsibility to communicate expectations and provide meaningful feedback regarding performance.
- Submit a brief (250 words or less) description of the process that involves the steps, timeline, and a description of instrument.

- C. Conducting regular policy reviews and maintaining a current and updated policy manual. Good governance requires the board to maintain up-to-date policies in order to give direction to the district.
- Submit a brief (250 words or less) description of the policymaking, review and updating processes used by your board. Include the meeting dates when the board discussed policy revisions over the past two years.
 - Include the meeting dates when the board discussed policy revisions over the past two years.

- 
- D. Connecting with the community on issues of importance to the district. Effective boards engage in a two-way communication with district parents, staff and community members.
- Submit a brief written (250 words or less) description of the process(es) used for your board's community connection activities (e.g. surveys, district planning sessions, focus groups, etc.). Include specific activities.

- E. Implementing an orientation process for newly seated board members that minimally includes an overview of the district and board processes and involves **both** the superintendent and veteran board members.
- Submit a brief written description (250 words or less) of your orientation process (e.g., what is included and who is involved in the orientation).
 - Attach a copy of any relevant agenda or meeting documentation that will show a formal process to orient new board members (beyond the board recognition meeting).

F. Having an agreed-upon, written and adopted code of conduct.

Submit a copy of the board's code of conduct.

G. Participating in at least two IASB in-district workshops, one of which must be a Board Self-Evaluation, during the previous two years—July 1, 2013 to June 30, 2015.

In-District Workshop

Date

IASB Staff

_____	_____	_____
_____	_____	_____
_____	_____	_____

The Board has actively participated in and supported statewide IASB programs and events by:

H. Designating an IASB governing board representative to facilitate two-way communication between the board and the IASB Division.

Provide the name of IASB governing board representative.

I. Designating a voting delegate who has attended the annual IASB Delegate Assembly during the previous two years.

Provide name of IASB voting delegate(s).

J. Sending one or more members of the board to:

Each division dinner meeting and governing board meeting (as applicable) over the past two years (July 1, 2012 to June 30, 2014);

The past two IASB Joint Annual Conferences (November 2013, November 2014).

ASSERTIONS

To the best of my knowledge, all materials submitted with this application represent the work of our school board.

Board President's Signature

Date

Applications must be printed or typed and mailed, emailed or faxed to:

Peggy Goone
c/o Illinois Association of School Boards
2921 Baker Drive • Springfield, IL 62703 • 217.528.2831 (fax) • pgoone@iasb.com

