



LINCOLNSHIRE – PRAIRIE VIEW SCHOOL DISTRICT 103

1370 N. Riverwoods Road • Lincolnshire, Illinois 60069

847/295-4030 • FAX 847/295-9196

<http://www.d103.org>

BOARD OF EDUCATION AGENDA

JULY 12, 2016

The Regular Meeting of the Board of Education of Lincolnshire-Prairie View School District 103 will be held on Tuesday, July 12, 2016 at 7:00 PM in the Learning Center of Daniel Wright Junior High School, 1370 N. Riverwoods Road, Lincolnshire, Illinois.

- | | |
|---|-----|
| A. Call to Order and Roll Call | |
| Time: Estimated time for meeting - 2 Hours 10 Minutes | |
| B. Pledge of Allegiance | |
| C. Community Participation | |
| D. Approval of Minutes | 3 |
| Time: 5 minutes | |
| E. Consent Agenda | |
| Time: 10 Minutes | |
| 1. Approval of Bills | 12 |
| 2. Approval of Employment | 36 |
| 3. Approval of Resignation | 42 |
| 4. Approval of Postage Machine Leases | 44 |
| 5. Approval of Renewal of the Intergovernmental Agreement for Educational Services at Depke Juvenile Detention Center | 52 |
| 6. Approval of Destruction of Recordings of Executive Session Minutes | 53 |
| 7. Approval of Semi-annual Review of Executive Session Minutes | 73 |
| F. Action Items | |
| Time: 5 Minutes | |
| G. Discussion Items | |
| Time: 1 Hour | |
| 1. Transportation Report | 98 |
| 2. Student Growth Report | 110 |
| 3. Curriculum Goals Review | 129 |
| 4. 1:1 Program Data Review | 143 |
| 5. Board Committee Representatives | 153 |
| 6. Board Goals 2016-2017 | 155 |

7. Support Staff Handbook Review	156
H. Information	
Time: 20 minutes	
1. Board Representatives Committee Update	
2. Department Updates	
a. Business Office	178
b. Facilities	179
c. Curriculum and Instruction, Student Services, Technology and Assessment	181
3. Superintendent's Informational Report	184
I. Correspondence	194
J. Old Business/New Business	
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, June 14, 2016

The Board of Education of Lincolnshire-Prairie View School District 103 held its Regular Meeting on Tuesday, June 14, 2016 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:

Anne van Gerven, Vice President
Chris Curtis
Kate Harper
Sandy Simon
Sherri Thomas

Absent: Gary Gordon, President
Malathy Dwaraknath

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
Dr. Gina Finaldi, Assistant Director of Student Services
R.J. Bialk, Director of Technology and Assessment
Anthony Mendoza, Director of Transportation
Scott Gaunky, Director of Facilities
Michelle Blackley, Principal Daniel Wright Junior High School
Norma Taylor, Board Secretary

Public: 0

Press: 0

Staff: 4

Call to Order and Roll Call

Mrs. van Gerven called the meeting to order at 7:05 p.m.

Pledge of Allegiance

Community Participation

There was no community participation at this time.

Public Hearing to Discuss Fiscal Year 2017 Budget

Mrs. van Gerven opened the public hearing at 7:06 p.m. to hear testimony/comments regarding the fiscal year 2017 budget. She asked the Board for further comments. There were none. She asked the public for any written or oral comments. There were none.

Motion by Mr Curtis, seconded by Mrs. Simon, to close the hearing.

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

The hearing closed at 7:08 p.m.

Approval of Minutes

Motion by Mrs. Harper, seconded by Mrs. Simon, to approve the minutes of the May 17, 2016 Regular and Executive Session, the May 24, 2016 Special Meeting and Executive Session, and the May 31, 2016 COW Meeting and Executive Session.

Roll Call: Ayes: Curtis, Harper, Simon, Thomas, van Gerven. Nays: None. Abstain: Curtis for May 17, 2016 and May 24, 2016 Minutes; and Simon, Thomas for May 24, 2016 Minutes. Motion carried.

Consent Agenda

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

Approval of Bills

Approval of School Donations

Approval of Employment

Approval of Resolution Requiring Contractors to Comply with Prevailing Wage Law

Approval of Designation of Banks

Approval of Apple Lease

Approval of Taxi Bid

Approval of 10-Year Life Safety Report

Approval of Hazardous Transportation Areas

Approval of Superintendent as Board Hearing Officer

Approval of Payment to the Regional Office of Education for Depke Juvenile Center in the amount of \$11,408.18.

The Board agreed to pull the Approval of Employment from the Consent Agenda for discussion in closed session.

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

Action Item

1. Approval of Fiscal Year 2017 Budget

The Board agreed to defer this until the July meeting to allow time to review staffing changes.

2. Approval of Resolution Authorizing and Directing the Transfer of Interest from the Debt Service Fund to the Operations and Maintenance Fund

Motion by Mrs. Thomas, seconded by Mrs. Harper, the Board approve the resolution authorizing and directing the transfer of interest from the Debt Service Fund to the Operations and Maintenance Fund.

There were no further comments.

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

3. Approval of Resolution Authorizing and Directing the Transfer of Interest from the Working Cash Fund to the Operations and Maintenance Fund

Motion by Mr. Curtis, seconded by Mrs. Simon, the Board approve the resolution authorizing and directing the transfer of interest from the Working Cash Fund to the Operations and Maintenance Fund.

There were no further comments.

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

4. Approval of Storm Water Detention and Parking Lot Improvement Bids at Half Day School

Motion by Mrs. Harper, seconded by Mrs. Thomas, the Board approve the bid for storm water detention and parking lot adjustments at Half Day School to Martam Construction who has been determined to be the lowest responsible bidder in the amount of \$198,019.00.

The Board asked if this amount was expected for this project. Mr. Gaunky noted the engineer estimated an amount of \$200,000.00.

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

Discussion Items**1. Spring MAP Data**

Mrs. Reynolds provided the results of the Spring Measures of Academic Progress (MAP) assessments. She noted this year fifth grade students were administered the 6+ Common Core Math MAP assessment to provide better placement data for their sixth grade year. The Board asked about the reading mean RIT for fifth grade and Mrs. Reynolds noted she will provide a report compiling information from ECRA and AIMSweb at a future meeting, and will report on MAP results from Fall 2013 to Spring 2014 data for fifth grade.

Mrs. Dwaraknath joined the meeting at 7:16 p.m.

2. Board Goals 2016-2017

The goals will be reviewed at the annual Board workshop to be held later in June.

3. Special Education Staffing Update

Mrs. Postma provided a summary of recommended staffing changes for Special Education.

4. Postage Machine Lease

Mr. Stanley and Mr. Herrin provided an overview of postage machines in the district that are coming off their leases. They contacted several vendors to receive quotes on new machines, and surveyed other districts in the area about their postage machine use. Their recommendation provides a cost savings to the district.

Superintendent's Informational Report

Dr. Warren discussed the lack of a budget in Illinois and the impact on school districts. He encouraged everyone to contact their legislators to fund education.

Community Participation

There was no community participation at this time.

Executive Session

Motion by Mrs. Dwaraknath, seconded by Mr. Curtis, the Board go into Executive Session to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees, and collective negotiating matters.

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

The Board moved into Executive Session at 9:00 p.m.

Open Session

The Board reconvened to Open Session at 11:03 p.m.

Action Item

Motion by Mrs. Simon, seconded by Mr. Curtis, the Board approve the employment of the following employees: Emily Leonard, Christine Namkung, and Julia Phillips, non-certified staff employment actions, and approval of the resignation of non-certified staff.

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

Adjournment

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

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

The meeting adjourned at 11:05 p.m.

President Board of Education

Secretary Board of Education

Lincolnshire-Prairie View School District 103

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BOARD OF EDUCATION EXECUTIVE SESSION MINUTES

Tuesday, June 14, 2016

An Executive Session of the Board of Education Meeting of Lincolnshire-Prairie View School District 103 was held on Tuesday, June 14, 2016 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:

Anne van Gerven, Vice President

Chris Curtis

Malathy Dwaraknath

Kate Harper

Sandy Simon

Sherri Thomas

Absent: Gary Gordon, President

Also present were:

Dr. Scott Warren, Superintendent

Dan Stanley, Assistant Superintendent for Business/CSBO

Norma Taylor, Board Secretary

Executive Session convened at 9:12 p.m. to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees, and collective negotiating matters.

Discussion was held on the employment of Nancy Conforti to fill a leave of absence.

Mrs. Harper left the meeting at 9:21 p.m. and returned at 9:23 p.m.

Dr. Warren informed the Board regarding the evaluation and employment status of Laura Brennan, Spanish Teacher at Daniel Wright Junior High School.

The board discussed collective negotiating matters.

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

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

The meeting reconvened to Open Session at 11:03 p.m.

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Secretary Board of Education



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BOARD OF EDUCATION SPECIAL MEETING MINUTES

Monday, June 20, 2016

The Board of Education of Lincolnshire-Prairie View School District 103 held a Special Meeting on Monday, June 20, 2016 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
Anne van Gerven, Vice President
Chris Curtis
Malathy Dwaraknath
Kate Harper
Sandy Simon
Sherri Thomas

Absent: None

Also present were:

Dr. Scott Warren, Superintendent
Barb Toney, IASB Representative

Public: 0

Press: 0

Staff: 0

Call to Order and Roll Call

President Gordon called the meeting to order at 6:10 p.m.

Community Participation

There was no community participation.

Executive Session

Motion by Mrs van Gerven, seconded by Mr. Curtis, the Board move into Executive Session to discuss self-evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the public body is a member; to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees; and collective negotiating matters.

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

The Board moved into Executive Session at 6:11 p.m.

Open Session

The Board reconvened to open session at 9:31 p.m.

The Board postponed the Goals Discussion to a future meeting.

The Board discussed summer projects including evaluating the amount of time staff uses for professional development and school business in relation to time out of the classroom, and communication expectations.

Executive Session

Motion by Mr. Gordon, seconded by Mr. Curtis, the Board go into Executive Session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees; and collective negotiating matters.

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

The Board moved into Executive Session at 9:57 p.m.

Open Session

The Board reconvened to Open Session at 11:20 p.m.

Adjournment

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

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

The meeting adjourned at 11:20 p.m.

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BOARD OF EDUCATION 1st EXECUTIVE SESSION MINUTES

Monday, June 20, 2016

An Executive Session of the Board of Education Meeting of Lincolnshire-Prairie View School District 103 was held on Monday, June 20, 2016 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
Anne van Gerven, Vice President
Chris Curtis
Malathy Dwaraknath
Kate Harper
Sandy Simon
Sherri Thomas

Absent: None

Also present were:

Dr. Scott Warren, Superintendent
Barb Toney, IASB Representative

Executive Session convened at 6:12 p.m. to discuss self-evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the public body is a member; to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees; and collective negotiating matters.

Barb Toney facilitated the Board self-evaluation session.

The Board postponed the discussion of personnel and collective negotiating matters to the next Executive Session.

Motion by Mrs. Harper, seconded by Mrs. Dwaraknath, to return to Open Session.

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

The meeting reconvened to Open Session at 9:19 p.m.

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BOARD OF EDUCATION 2nd EXECUTIVE SESSION MINUTES

Monday, June 20, 2016

An Executive Session of the Board of Education Meeting of Lincolnshire-Prairie View School District 103 was held on Monday, June 20, 2016 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
Anne van Gerven, Vice President
Chris Curtis
Malathy Dwaraknath
Kate Harper
Sandy Simon
Sherri Thomas

Absent: None

Also present were:

Dr. Scott Warren, Superintendent

Executive Session convened at 9:57 p.m. to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees; and collective negotiating matters.

The Board discussed collective negotiating matters.

Dr. Warren left the meeting at 10:37 p.m.

The Board conducted the Superintendent's evaluation.

Dr. Warren returned to the meeting at 11:18 p.m.

Motion by Mrs. Simon, seconded by Mr. Curtis, to go into Open Session.

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

The Board reconvened to Open Session at 11:19 p.m.

President Board of Education

Secretary Board of Education

Paid Accounts Payable by Vendor

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Lincolnshire-Prairie View SD #103

Invoice #	A.S.N.	Description	Override	Batch #	P.O. #	Check Date	Check #	Amount	State Account Number
MASTERCARD CORPORATE CLIE									
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - ACCO BRANDS USA									
9297	10-2410-410-3	ACADEMIC CALENDARS		616		06/30/2016	100568	60.98	10-2410-410
6058	10-1190-410-2	PLANNER		616		06/30/2016	100568	41.42	10-1190-410
								\$102.40	ACCO BRANDS USA
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - ALL FILTERS									
4243	20-2540-410-2	REPLACEMENT FILTER		616		06/30/2016	100568	20.94	20-2540-410
								\$20.94	ALL FILTERS
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - ALLIED SHIRTS									
4758	10-2410-410-1	VOLUNTEER AWARD		616		06/30/2016	100568	22.10	10-2410-410
								\$22.10	ALLIED SHIRTS
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - AMAZON									
1648	10-2660-410	TECH SUPPLIES		616		06/30/2016	100568	11.78	10-2660-410
9297	10-2410-410-3	OFFICE SUPPLIES		616		06/30/2016	100568	85.74	10-2410-410
6058	10-2192-410	OUTDOOR ED SUPL		616		06/30/2016	100568	31.97	10-2192-410
6058	10-1112-410	WIRELESS HEADSET		616		06/30/2016	100568	49.95	10-1112-410
6058	10-2192-410	OUTDOOR ED SUPL		616		06/30/2016	100568	34.94	10-2192-410
								\$214.38	AMAZON
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - AMERICAN AIRLINE									
4717	10-2330-312	LRP CONF TRAVEL		616		06/30/2016	100568	25.00	10-2330-312
4717	10-2330-312	LRP CONF TRAVEL		616		06/30/2016	100568	60.00	10-2330-312
								\$85.00	AMERICAN AIRLINES
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - ANDERSON PEST S									
6620	20-2540-329	DISTRICT IPM		616		06/30/2016	100568	148.37	20-2540-329
								\$148.37	ANDERSON PEST SOLUTIONS
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - APPLE AWARDS									
4766	40-2550-410	CHIARELLO RETIREMNT PLAQUE		616		06/30/2016	100568	70.35	40-2550-410
								\$70.35	APPLE AWARDS
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - APPLE COMPUTER									
1418	10-2660-410	IPAD APPS		616		06/30/2016	100568	49.80	10-2660-410
								\$49.80	APPLE COMPUTER
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - AT&T									
6620	10-2540-341	TELEPHONE		616		06/30/2016	100568	9,212.68	10-2540-341
								\$9,212.68	AT&T
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - AT&T MOBILITY									
6620	10-2540-341	IPAD DATA		616		06/30/2016	100568	286.71	10-2540-341

Paid Accounts Payable by Vendor

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Invoice #	A.S.N.	Description	Override	Batch #	P.O. #	Check Date	Check #	Amount	State Account Number
								\$286.71	AT&T MOBILITY
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - ATLAS PEN & PENC									
6058	10-1112-416	IL DAYS AWARDS		616		06/30/2016	100568	53.93	10-1112-416
								\$53.93	ATLAS PEN & PENCIL
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - AVANGATE									
4568	10-2215-410	WIRECAST STUDIO - PTO		616		06/30/2016	100568	495.00	10-2215-410
								\$495.00	AVANGATE
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - BATTERIES PLUS									
4782	20-2540-410-2	BATTERIES		616		06/30/2016	100568	161.96	20-2540-410
								\$161.96	BATTERIES PLUS
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - BELLAS BOUNCIES									
6058	10-403	FIELD DAY DEPOSIT - HD ST CN		616		06/30/2016	100568	161.38	10-403
								\$161.38	BELLAS BOUNCIES
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - BLACK DOUGLAS P									
4568	10-1100-420	MATH CLASS KITS		616		06/30/2016	100568	667.54	10-1100-420
								\$667.54	BLACK DOUGLAS PROFESSIONAL EDUCATIO
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - BLICK ART MATERI.									
4568	10-2215-410	ART SUPPLIES - PTO		616		06/30/2016	100568	38.61	10-2215-410
								\$38.61	BLICK ART MATERIALS
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - BROWN INDUSTRIE									
4766	40-2550-410	STAFF APPR GIFTS		616		06/30/2016	100568	52.20	40-2550-410
4766	40-2550-410	STAFF APPR GIFTS		616		06/30/2016	100568	91.84	40-2550-410
								\$144.04	BROWN INDUSTRIES
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - CANDLEWOOD SUIT									
3654	10-2320-640	ISAL MTG HOTEL		616		06/30/2016	100568	199.36	10-2320-640
								\$199.36	CANDLEWOOD SUITES
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - CDW GOVERNMENT									
1418	10-2660-410	CABLES		616		06/30/2016	100568	91.56	10-2660-410
1418	10-2660-410	REPL DESKTOP SWITCHES		616		06/30/2016	100568	63.76	10-2660-410
								\$155.32	CDW GOVERNMENT
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - CHICAGO TRIBUNE									
6620	10-2220-410	NEWSPAPER SUBSCR		616		06/30/2016	100568	64.87	10-2220-410
								\$64.87	CHICAGO TRIBUNE
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - COMCAST									
6620	10-2540-341	DIST INTERNET		616		06/30/2016	100568	4,550.00	10-2540-341
6620	10-2540-341	DIST INTERNET		616		06/30/2016	100568	4,550.00	10-2540-341

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Lincolnshire-Prairie View SD #103

Invoice #	A.S.N.	Description	Override	Batch #	P.O. #	Check Date	Check #	Amount	State Account Number
								\$9,100.00	COMCAST
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - COMCAST CABLE									
6620	10-2540-341	INTERNET - RS		616		06/30/2016	100568	207.20	10-2540-341
								\$207.20	COMCAST CABLE
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - CROSS COUNTRY E									
4717	10-2211-312	PEDIATRIC REHAB CONF REG		616		06/30/2016	100568	209.99	10-2211-312
								\$209.99	CROSS COUNTRY EDUCATION
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - DAILY HERALD									
6620	10-2220-440	NEWSPAPER SUBSCR		616		06/30/2016	100568	44.00	10-2220-440
4691	10-2220-440	DAILY HERALD SUBSCR		616		06/30/2016	100568	32.00	10-2220-440
								\$76.00	DAILY HERALD
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - DEANIES SEAFOOD									
4717	10-2330-312	LRP CONF TRAVEL		616		06/30/2016	100568	64.37	10-2330-312
								\$64.37	DEANIES SEAFOOD
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - DEERFIELD PUBLIC									
4675	10-2510-312	ADMIN ACADEMY		616		06/30/2016	100568	200.00	10-2510-312
								\$200.00	DEERFIELD PUBLIC SCHOOL DIST 109
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - DOUBLETREE BETH									
4691	10-1550-332	NATL SCIENCE BOWL HOTEL		616		06/30/2016	100568	673.48	10-1550-332
								\$673.48	DOUBLETREE BETHESDA
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - ERNIES WRECKER S									
4243	20-2540-319	F250 TIRE REPAIR		616		06/30/2016	100568	27.11	20-2540-319
								\$27.11	ERNIES WRECKER SERVICE
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - ESL.NET									
4568	10-1100-420	ELL SUPPLIES		616		06/30/2016	100568	1,314.06	10-1100-420
								\$1,314.06	ESL.NET
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - EXECUTIVE GIFT SH									
4691	10-2310-410	RETIREMENT GIFT		616		06/30/2016	100568	42.00	10-2310-410
4691	10-2310-410	RETIREMENT GIFT		616		06/30/2016	100568	42.00	10-2310-410
								\$84.00	EXECUTIVE GIFT SHOPPE
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - EXTRA SPACE STOI									
4725	20-2540-325	OFF-SITE STORAGE		616		06/30/2016	100568	32.63	20-2540-325
								\$32.63	EXTRA SPACE STORAGE
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - GAIAM.COM									
4568	10-2215-410	CLASSRM FURNITURE - PTO		616		06/30/2016	100568	69.98	10-2215-410
4568	10-2215-410	CLASSRM FURNITURE - PTO		616	0	06/30/2016	100568	(13.11)	10-2215-410

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Invoice #	A.S.N.	Description	Override	Batch #	P.O. #	Check Date	Check #	Amount	State Account Number
4568	10-2215-410	CLASSRM FURNITURE - PTO		616		06/30/2016	100568	223.05	10-2215-410
								\$279.92	GAIAM.COM
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - GRAPHIC 14									
6058	10-2410-410-2	COPY PAPER		616		06/30/2016	100568	304.48	10-2410-410
								\$304.48	GRAPHIC 14
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - GREAT FRAME UP, '									
6058	10-1112-416	GR 3 ART FRAME		616		06/30/2016	100568	161.36	10-1112-416
								\$161.36	GREAT FRAME UP, THE
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - GREEN LEAF & BAN									
4717	10-2330-312	LRP CONF TRAVEL		616		06/30/2016	100568	10.94	10-2330-312
4717	10-2330-312	LRP CONF TRAVEL		616		06/30/2016	100568	14.48	10-2330-312
								\$25.42	GREEN LEAF & BANANA
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - HAAN CRAFTS									
4808	10-1120-411	FACS CLASS SUPPLIES		616		06/30/2016	100568	925.49	10-1120-411
								\$925.49	HAAN CRAFTS
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - HEINENS									
4808	10-1120-411	FACS CLASS SUPPLIES		616		06/30/2016	100568	54.30	10-1120-411
								\$54.30	HEINENS
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - HERMAN STREET									
9297	10-1550-410	HOVERCRAFT SUPL - SO		616		06/30/2016	100568	21.29	10-1550-410
								\$21.29	HERMAN STREET
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - HOME DEPOT									
4774	20-2540-410-2	BUILDING SUPPLIES		616		06/30/2016	100568	132.40	20-2540-410
4774	20-2540-410-2	BUILDING SUPPLIES		616		06/30/2016	100568	450.63	20-2540-410
4782	10-2410-410-2	TCHR APPR GRILL SUPL		616		06/30/2016	100568	78.17	10-2410-410
4243	20-2540-410-2	BUILDING SUPPLIES		616		06/30/2016	100568	30.78	20-2540-410
4758	10-2215-410	STUDENT GARDENING PLNTS		616		06/30/2016	100568	222.00	10-2215-410
4725	20-2540-410-2	SHOP SUPPLIES		616		06/30/2016	100568	35.97	20-2540-410
4725	20-2540-410-2	SHOP SUPPLIES		616		06/30/2016	100568	55.34	20-2540-410
4725	20-2540-410-2	SHOP SUPPLIES		616		06/30/2016	100568	26.90	20-2540-410
4725	20-2540-410-2	SHOP SUPPLIES		616		06/30/2016	100568	50.42	20-2540-410
4725	20-2540-410-2	SHOP SUPPLIES		616		06/30/2016	100568	76.58	20-2540-410
								\$1,159.19	HOME DEPOT
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - ILLINOIS ASSOCIAT									
3654	10-2320-640	ANNUAL DUES		616		06/30/2016	100568	1,585.90	10-2320-640

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MASTERCARD CORPORATE CLIENT PAYMENT CENTER - ILLINOIS ASSOCIAT									
4691	10-2310-410	SCHOOL LAW SURVEY		616		06/30/2016	100568	52.00	10-2310-410
								\$52.00	ILLINOIS ASSOCIATION OF SCHOOL BOARDS
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - JASONS DELI									
4691	10-2310-410	CONTRACT NEGOT FOOD		616		06/30/2016	100568	287.88	10-2310-410
								\$287.88	JASONS DELI
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - JW PEPPER & SON									
4568	10-2210-312	CLASSRM READING WRKSHR REG		616		06/30/2016	100568	40.00	10-2210-312
								\$40.00	JW PEPPER & SON
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - LAKE FOREST HARI									
4691	10-2310-410	CONF ROOM SUPPLIES		616		06/30/2016	100568	5.08	10-2310-410
								\$5.08	LAKE FOREST HARDWARE
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - LITTLEBITS ELECTF									
4568	10-2215-410	SHARED SCIENCE KITS - PTO		616		06/30/2016	100568	666.70	10-2215-410
								\$666.70	LITTLEBITS ELECTRONICS
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - MACGILL									
6058	10-2130-410-2	NURSE SUPPLIES		616		06/30/2016	100568	204.33	10-2130-410
								\$204.33	MACGILL
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - MARRIOTT HOTEL									
4717	10-2330-312	LRP CONF TRAVEL		616		06/30/2016	100568	266.44	10-2330-312
4717	10-2330-312	LRP CONF TRAVEL		616		06/30/2016	100568	255.49	10-2330-312
4717	10-2330-312	LRP CONF TRAVEL		616		06/30/2016	100568	934.04	10-2330-312
4717	10-2330-312	LRP CONF TRAVEL		616		06/30/2016	100568	1,167.55	10-2330-312
								\$2,623.52	MARRIOTT HOTEL
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - MCDONALDS									
4717	10-1200-410	STAFF APPR GIFT CARDS		616		06/30/2016	100568	350.00	10-1200-410
								\$350.00	MCDONALDS
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - MICHIGAN STATE U									
4568	10-2210-312	CONNECTED MATH CONF REG		616		06/30/2016	100568	595.00	10-2210-312
								\$595.00	MICHIGAN STATE UNIVERSITY
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - MONOPRICE.COM									
1418	10-2660-410	CABLES		616		06/30/2016	100568	39.09	10-2660-410
1418	10-2660-410	SMARTBOARD PART		616		06/30/2016	100568	17.31	10-2660-410
								\$56.40	MONOPRICE.COM
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - NASCO									

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9297	10-1120-411	SEWING MACHS, FACS CLS SUPL		616		06/30/2016	100568	2,008.49	10-1120-411
								\$2,008.49	NASCO
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - NASSP									
9297	10-403	NJHS HONOR CORDS		616		06/30/2016	100568	1,300.00	10-403
								\$1,300.00	NASSP
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - OFFICE DEPOT									
4691	10-2310-410	RETIREE RECOG MTG SUPL		616		06/30/2016	100568	21.48	10-2310-410
								\$21.48	OFFICE DEPOT
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - PARTY CITY									
9297	10-2410-410-3	STAFF APPR AWARDS		616		06/30/2016	100568	40.43	10-2410-410
4691	10-2310-410	GIFT WRAP		616		06/30/2016	100568	8.91	10-2310-410
								\$49.34	PARTY CITY
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - PATTEN INDUSTRIE									
4774	20-2540-410-3	RENTED EQ REPAIR PARTS		616		06/30/2016	100568	261.99	20-2540-410
								\$261.99	PATTEN INDUSTRIES
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - PEAPOD									
4808	10-1120-411	FACS CLASS SUPPLIES		616		06/30/2016	100568	165.54	10-1120-411
4808	10-1120-411	FACS CLASS SUPPLIES		616		06/30/2016	100568	105.65	10-1120-411
4808	10-1120-411	FACS CLASS SUPPLIES		616		06/30/2016	100568	386.98	10-1120-411
								\$658.17	PEAPOD
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - PROGRESSIVE MAN									
4758	10-2310-392	EOY PARTY HOSTING		616		06/30/2016	100568	760.00	10-2310-392
								\$760.00	PROGRESSIVE MANAGEMENT SERVICES
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - QUILL									
9297	10-2410-410-3	OFFICE SUPPLIES		616		06/30/2016	100568	124.86	10-2410-410
9297	10-2410-410-3	OFFICE SUPPLIES		616		06/30/2016	100568	31.49	10-2410-410
9297	10-2410-410-3	OFFICE SUPPLIES		616		06/30/2016	100568	30.57	10-2410-410
6058	10-1112-410	CLASSROOM SUPPLIES		616		06/30/2016	100568	15.29	10-1112-410
6058	10-1112-410	CLASSROOM SUPPLIES		616		06/30/2016	100568	1,246.45	10-1112-410
								\$1,448.66	QUILL
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - REALLY GOOD STU									
6058	10-1112-410	CLASSROOM SUPPLIES		616		06/30/2016	100568	53.41	10-1112-410
								\$53.41	REALLY GOOD STUFF
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - RENAISSANCE HOT									
4675	10-2510-312	IASBO CONF HOTEL		616		06/30/2016	100568	540.48	10-2510-312
								\$540.48	RENAISSANCE HOTEL

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MASTERCARD CORPORATE CLIENT PAYMENT CENTER - SAMS CLUB									
4774	10-2310-410	ADMIN CAFE SUPPLIES		616		06/30/2016	100568	250.63	10-2310-410
4782	10-2410-410-2	TCHR APPR FOOD		616		06/30/2016	100568	49.26	10-2410-410
4782	20-2540-410-2	TABLES		616		06/30/2016	100568	149.94	20-2540-410
4243	10-1120-410	GR 8 SPRINGFIELD FOOD		616		06/30/2016	100568	457.41	10-1120-410
4758	10-2410-410-1	TCHR APPR LUNCH		616		06/30/2016	100568	226.41	10-2410-410
4691	10-2310-410	BOE MTG SUPPLIES		616		06/30/2016	100568	48.72	10-2310-410
4691	10-2310-410	BOE MTG FOOD		616		06/30/2016	100568	75.03	10-2310-410
								\$1,257.40	SAMS CLUB
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - SCANTRON CORPO									
9297	10-1120-419	SCANTRON STRIPS		616		06/30/2016	100568	409.30	10-1120-419
								\$409.30	SCANTRON CORPORATION
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - SCHOOL SPECIALT									
6058	10-1112-410	CLASSRM AWARDS		616		06/30/2016	100568	13.39	10-1112-410
6058	10-1112-414	CLASSRM PROJ SUPPLIES		616		06/30/2016	100568	33.49	10-1112-414
								\$46.88	SCHOOL SPECIALTY
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - SCIENCE OLYMPIA									
9297	10-1550-410	TEST PACKETS - SO		616		06/30/2016	100568	65.89	10-1550-410
								\$65.89	SCIENCE OLYMPIAD
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - SHORELINE SIGHTS									
6058	10-1112-390	GR 3 FIELD TRIP DEPOSIT		616		06/30/2016	100568	100.00	10-1112-390
6058	10-1112-390	GR 3 FIELD TRIP DEPOSIT		616		06/30/2016	100568	100.00	10-1112-390
								\$200.00	SHORELINE SIGHTSEEING
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - SUNSET FOODS									
4691	10-2310-410	BOE MTG FOOD		616		06/30/2016	100568	58.95	10-2310-410
4691	10-2310-410	TCHR APPR BREAKFAST		616		06/30/2016	100568	132.03	10-2310-410
4691	10-2310-410	NURSE APPR GIFTS		616		06/30/2016	100568	58.97	10-2310-410
								\$249.95	SUNSET FOODS
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - TARGET									
9297	10-2410-410-3	STAFF APPR AWARDS		616		06/30/2016	100568	92.15	10-2410-410
								\$92.15	TARGET
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - TDS METROCOM									
6620	10-2540-341	LONG DISTANCE		616		06/30/2016	100568	1,929.14	10-2540-341
								\$1,929.14	TDS METROCOM
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - TEACHER GAMING									
1648	10-2660-410	MINECRAFT SUBSCR		616		06/30/2016	100568	75.00	10-2660-410

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								\$75.00	TEACHER GAMING
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - TRAVELOCITY									
1648	10-2660-312	ISTE CONF TRAVEL CANCEL		616	0	06/30/2016	100568	(188.16)	10-2660-312
1648	10-2660-312	ISTE CONF TRAVEL		616		06/30/2016	100568	188.16	10-2660-312
								\$0.00	TRAVELOCITY
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - VERIZON WIRELESS									
6620	40-2550-341	CELL PHONE - TRANS		616		06/30/2016	100568	42.36	40-2550-341
6620	40-2550-410	RETURNED CELL PHONE - TRANS		616		06/30/2016	100568	(29.98)	40-2550-410
6620	20-2540-341	CELL PHONE - O&M		616		06/30/2016	100568	226.66	20-2540-341
								\$239.04	VERIZON WIRELESS
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - WALGREENS									
9297	10-2410-410-3	STAFF APPR GIFT CARDS		616		06/30/2016	100568	140.00	10-2410-410
6058	10-2410-410-2	STAFF APPR SUPL		616		06/30/2016	100568	31.29	10-2410-410
								\$171.29	WALGREENS
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - WASTE MANAGEMEN									
6620	10-2540-321	SANITATION SERVICES - SP		616		06/30/2016	100568	375.49	10-2540-321
6620	10-2540-321	SANITATION SERVICES - HD		616		06/30/2016	100568	360.49	10-2540-321
6620	10-2540-321	SANITATION SERVICES - DW		616		06/30/2016	100568	540.35	10-2540-321
								\$1,276.33	WASTE MANAGEMENT
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - WEST MUSIC									
6058	10-1190-700	XYLOPHONES - HD (2)		616		06/30/2016	100568	1,251.70	10-1190-700
								\$1,251.70	WEST MUSIC
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - WILDBERRY									
4675	10-2510-312	IASBO CONF FOOD		616		06/30/2016	100568	56.00	10-2510-312
								\$56.00	WILDBERRY
								\$48,163.93	Payee Vendor Total
NIHIP									
0616NIHIP10-2690-220		MEDICAL INSURANCE - ED		1606		06/14/2016	22924	231,141.00	10-2690-220
0616NIHIP10-2690-221		LIFE/LTD INSURANCE - ED		1606		06/14/2016	22924	3,189.21	10-2690-221
0616NIHIP10-2690-221		VOLUNTARY LIFE - ED		1606		06/14/2016	22924	549.00	10-2690-221
0616NIHIP20-2540-220		MEDICAL INSURANCE - O&M		1606		06/14/2016	22924	14,125.90	20-2540-220
0616NIHIP20-2540-221		LIFE/LTD INSURANCE - O&M		1606		06/14/2016	22924	76.95	20-2540-221
0616NIHIP40-2550-220		MEDICAL INSURANCE - TRANS		1606		06/14/2016	22924	26,612.82	40-2550-220
0616NIHIP40-2550-221		LIFE/LTD INSURANCE - TRANS		1606		06/14/2016	22924	132.44	40-2550-221
0616NIHIP40-2550-221		VOLUNTARY LIFE - TRANS		1606		06/14/2016	22924	292.30	40-2550-221

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0616NIHIP10-2330-225		MEDICAL INSURANCE - RETIREE		1606		06/14/2016	22924	852.12	10-2330-225
0616NIHIP10-2330-225		LIFE/LTD INSURANCE - RETIREE		1606		06/14/2016	22924	(12.60)	10-2330-225
0616NIHIP10-2320-225		MEDICAL INSURANCE - RETIREE		1606		06/14/2016	22924	1,881.84	10-2320-225
0616NIHIP10-2210-225		MEDICAL INSURANCE - RETIREE		1606		06/14/2016	22924	852.12	10-2210-225
0616NIHIP10-2520-225		MEDICAL INSURANCE - RETIREE		1606		06/14/2016	22924	852.12	10-2520-225
0616NIHIP20-2540-225		MEDICAL INSURANCE - RETIREE		1606		06/14/2016	22924	1,704.24	20-2540-225
0616NIHIP40-2550-225		MEDICAL INSURANCE - RETIREE		1606		06/14/2016	22924	852.12	40-2550-225
								<u>\$283,101.58</u>	Payee Vendor Total
						Report Total		<u><u>\$331,265.51</u></u>	

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N/A	10-4220-670	APTAKISIC-TRIPP CCSD#102	SPED TUITION	627		6/27/16	6/1/16	23081	23,426.54	10-4220-670
									Total	23,426.54
N/A	10-4220-670	KILDEER-COUNTRYSIDE CCSD	SPED TUITION	627		6/27/16	6/1/16	23082	135,287.58	10-4220-670
N/A	10-4220-670		SPED TUITION	627		6/27/16	6/1/16	23082	4,570.21	10-4220-670
									Total	139,857.79
N/A	10-2211-490	SCHOOL DISTRICT 103 PTO	REIMB ETA DAY SUPPLIES	627		6/27/16	6/1/16	23083	129.85	10-2211-490
N/A	10-2211-490		REIMB PTO EVENT SUPPLIES	627		6/27/16	6/1/16	23083	2,045.66	10-2211-490
									Total	2,175.51
1BN9K0D	20-2540-500	CDW GOVERNMENT	NETWORK UPGRADE HARDWARE	630		6/30/16	6/1/16	23084	110,536.10	20-2540-500
									Total	110,536.10
2402	40-2550-331	CITICARE TRANSPORTATION	SPED TRANS 2/16/16 - 3/15/16	630		6/30/16	6/1/16	23085	5,269.70	40-2550-331
									Total	5,269.70
16567	10-2140-314	CLINICAL CONNECTIONS	MUSIC THERAPY	630		6/30/16	6/1/16	23086	93.75	10-2140-314
15751	10-1200-314		PRIVATE TUTORING	630		6/30/16	6/1/16	23086	2,448.00	10-1200-314
15828	10-1200-314		PHYSICAL THERAPY	630		6/30/16	6/1/16	23086	4,900.00	10-1200-314
15695	10-2150-314		SPEECH PATH THERAPY	630		6/30/16	6/1/16	23086	10,005.00	10-2150-314
									Total	17,446.75
	40-2550-331	COMMUNITY CONSOLIDATED S	STUDENT SHARED TRANSPORT	630		6/30/16	6/1/16	23087	1,149.75	40-2550-331
									Total	1,149.75
092-C-055363	10-1112-390	FIRST STUDENT	GR 3 CHICAGO FIELD TRIP	630		6/30/16	6/1/16	23088	1,894.88	10-1112-390
									Total	1,894.88
HBS00529698	20-2540-500	HEARTLAND BUSINESS SYSTEM	PALO ALTO FIREWALL SYSTEM	630		6/30/16	6/1/16	23090	87,548.00	20-2540-500
									Total	87,548.00
DYSDR000	10-2140-314	INTEGRATED PSYCHOLOGICAL	PSYCH CONSULT	630		6/30/16	6/1/16	23091	2,074.75	10-2140-314
									Total	2,074.75
	10-1200-410	KANARIS, KATIE	REIMB GUIDED PETTY CASH	630		6/30/16	6/1/16	23092	13.48	10-1200-410
									Total	13.48
37004824	10-1200-314	LINDAMOOD BELL LEARNING PI	PRIVATE TUTORING	630		6/30/16	6/1/16	23093	1,016.50	10-1200-314
37004837	10-1200-314		PRIVATE TUTORING	630		6/30/16	6/1/16	23093	1,070.00	10-1200-314

Specialized Data Systems, Inc.

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								Total	2,086.50	
	10-1200-410	SEO, JUNGHO	REIMB GUIDED PETTY CASH	630		6/30/16	6/1/16	23095	21.29	10-1200-410
								Total	21.29	
40879	10-2520-392	SPECIALIZED DATA SYSTEMS	SOFTWARE MAINT DUES	630		6/30/16	6/1/16	23096	4,430.00	10-2520-392
								Total	4,430.00	
31725	10-2150-314	SWEENEY, AUGUSTIN & ASSOC	SPEECH PATH THERAPY	630		6/30/16	6/1/16	23097	7,200.00	10-2150-314
								Total	7,200.00	
8124985	10-1112-419	VIRCO INC	LIBRARY FURNITURE	630		6/30/16	6/1/16	23099	15,380.22	10-1112-419
								Total	15,380.22	
								Report Total	<u><u>\$420,511.26</u></u>	

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N/A	10-1550-332	LAKE COUNTY FOREST PRESEI	RYERSON WOODS RENTAL - SO	160601		6/1/16	6/1/16	9681	100.00	10-1550-332
								Total	<u>100.00</u>	
28486983	10-2520-342	US POSTAL SERVICE	POSTAGE MACHINE REFILL - DW	160601		6/1/16	6/1/16	9682	500.00	10-2520-342
								Total	<u>500.00</u>	
N/A	10-1120-390	VICCIOS	GR 6 SPRING FLING PIZZA	160601		6/1/16	6/1/16	9683	484.00	10-1120-390
								Total	<u>484.00</u>	
N/A	10-1500-640	IESA	MEMBERSHIP DUES	160606		6/6/16	6/1/16	9684	415.00	10-1500-640
								Total	<u>415.00</u>	
N/A	10-2211-490	SCHOOL DISTRICT 103 PTO	REIMB ETA DAY SUPPLIES	160606		6/6/16	6/1/16	9685	154.11	10-2211-490
								Total	<u>154.11</u>	
N/A	10-403	HORSEFEATHERS THERAPEUT	GR 8 MUG PROJECT FUNDRAISER	160607		6/7/16	6/1/16	9686	664.50	10-403
								Total	<u>664.50</u>	
N/A	10-403	INTERNATIONAL RETT SYNDRC	GR 8 MUG PROJECT FUNDRAISER	160607		6/7/16	6/1/16	9687	664.50	10-403
								Total	<u>664.50</u>	
28486983	10-2520-342	US POSTAL SERVICE	POSTAGE MACHINE REFILL - DW	160609		6/9/16	6/1/16	9688	1,500.00	10-2520-342
								Total	<u>1,500.00</u>	
124672	10-1550-410	ULTIMATE SCREEN PRINTING	STATE CHAMP TSHIRTS - SO	160616		6/16/16	6/1/16	9689	741.25	10-1550-410
								Total	<u>741.25</u>	
05-31/2016	10-1111-390	BRUNSWICK ZONE	Void GR 2 BOWLING TRIP	160621		6/22/16	6/1/16	9690	559.20	10-1111-390
								Total	<u>559.20</u>	
	10-2211-312	LARCOM, GAYLE	Void REIMB AUTISM WRKSHP REG	160621		6/22/16	6/1/16	9691	199.99	10-2211-312
								Total	<u>199.99</u>	
								Report Total	<u><u>\$5,982.55</u></u>	

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Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check Date	Expense on Date	Check #	Amount	State Account #	
49957704	30-5270-620	APPLE	APPLE IPAD LEASE INTEREST	71		7/1/16	7/1/16	23100	2,414.57	30-5270-620	
49957704	30-5370-610		APPLE IPAD LEASE PRINCIPAL	71		7/1/16	7/1/16	23100	46,197.84	30-5370-610	
									Total	48,612.41	
1012300716	30-5270-620	APPLE FINANCIAL SERVICES	APPLE IPAD LEASE INTEREST	71		7/1/16	7/1/16	23101	2,321.37	30-5270-620	
1012300716	30-5370-610		APPLE IPAD LEASE PRINCIPAL	71		7/1/16	7/1/16	23101	86,296.40	30-5370-610	
									Total	88,617.77	
SD103	10-2360-382	CLIC	WORKERS COMP PROGRAM	71		7/1/16	7/1/16	23102	177,673.00	10-2360-380	
SD103	10-2360-381		PROPERTY/CASUALTY INSURANCE	71		7/1/16	7/1/16	23102	83,325.00	10-2360-380	
									Total	260,998.00	
572R	20-2540-329	CRISISGO	CRISISGO SUBSCR	71		7/1/16	7/1/16	23103	1,400.00	20-2540-329	
									Total	1,400.00	
1433	10-2620-392	CROWN GLOBAL CONSULTING	TCHR ONLINE PORTRAIT SUB	71		7/1/16	7/1/16	23104	2,178.00	10-2620-392	
									Total	2,178.00	
1221731	10-2220-392	FOLLETT SCHOOL SOLUTIONS	DESTINY LIB MGMT SOFT SUBS	71		7/1/16	7/1/16	23105	5,949.12	10-2220-392	
									Total	5,949.12	
24 INV00266	10-2520-392	FORECAST5 ANALYTICS	5SIGHT LICENSE	71		7/1/16	7/1/16	23106	6,000.00	10-2520-392	
INV00266	10-2520-392		5CAST LICENSE	71		7/1/16	7/1/16	23106	6,000.00	10-2520-392	
									Total	12,000.00	
INVUS50092	10-2640-392	FRONTLINE TECHNOLOGIES	VERITIME SUBSCR	71		7/1/16	7/1/16	23107	3,000.00	10-2640-392	
INVUS52818	10-2640-392		AESOP SERVICES	71		7/1/16	7/1/16	23107	6,948.90	10-2640-392	
INVUS48691	10-2640-392		APPLITRACK SERVICES	71		7/1/16	7/1/16	23107	1,530.00	10-2640-392	
									Total	11,478.90	
6069	10-2520-392	GLOBAL COMPLIANCE NETWOF	HR TUTORIALS SUBSCR	71		7/1/16	7/1/16	23108	750.00	10-2520-392	
									Total	750.00	
4410	10-2230-392	GOLDSTAR LEARNING	MASTERY MGR SUBSCR/FORMS	71		7/1/16	7/1/16	23109	6,405.90	10-2230-392	
									Total	6,405.90	
4877	10-1100-392	HAIKU LEARNING SYSTEMS	SOFTWARE LICENSES	71		7/1/16	7/1/16	23110	14,530.00	10-1100-392	
									Total	14,530.00	
7948000	10-2310-392	ILLINOIS PRINCIPALS ASSOCIA	ONLINE HANDBOOK	71		7/1/16	7/1/16	23111	300.00	10-2310-392	

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Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check Date	Expense on Date	Check #	Amount	State Account #
Total									300.00	
1636523	10-1100-392	LEARNING A-Z	READING A-Z LICENSES	71		7/1/16	7/1/16	23112	2,898.96	10-1100-392
1636523	10-1100-392		RAZ-KIDS LICENSES	71		7/1/16	7/1/16	23112	2,804.34	10-1100-392
1636523	10-1100-392		SCIENCE A-Z LICENSES	71		7/1/16	7/1/16	23112	399.80	10-1100-392
1636523	10-1100-392		WRITING A-Z LICENSE	71		7/1/16	7/1/16	23112	89.95	10-1100-392
1636523	10-1100-392		VOCAB A-Z LICENSES	71		7/1/16	7/1/16	23112	319.60	10-1100-392
Total									6,512.65	
N/A	10-2210-392	MINDSET WORKS	BRAINOLOGY LICENSES	71	10454	7/1/16	7/1/16	23113	980.00	10-2210-392
Total									980.00	
5064	10-1100-392	NEARPOD	NEARPOD LICENSES	71	10473	7/1/16	7/1/16	23114	9,060.00	10-1100-392
Total									9,060.00	
19817	10-1100-392	NEWSELA	NEWSELA SUBSCR	71		7/1/16	7/1/16	23115	6,500.00	10-1100-392
Total									6,500.00	
INV00043892	10-2230-392	NORTHWEST EVALUATION ASS	MAP PROGRAM SUBSCR	71		7/1/16	7/1/16	23116	16,862.50	10-2230-392
Total									16,862.50	
1827786	40-2550-325	SANTANDER LEASING	BUS 24, 27, 28 LEASES	71		7/1/16	7/1/16	23117	20,070.00	40-2550-325
1827786	40-2550-325		BUS 25 LEASE	71		7/1/16	7/1/16	23117	8,298.00	40-2550-325
1824716	40-2550-325		BUSES 1-12, 14-21, 26 LEASES	71		7/1/16	7/1/16	23117	187,425.00	40-2550-325
1831453	40-2550-325		BUS 22, 23 LEASES	71		7/1/16	7/1/16	23117	27,882.00	40-2550-325
1837971	40-2550-325		BUS 13 LEASE	71		7/1/16	7/1/16	23117	9,681.00	40-2550-325
Total									253,356.00	
R-52496	20-2540-329	SCHOOLDUDE.COM	MAINT SERVICE SITE SUBSCR	71		7/1/16	7/1/16	23118	2,050.00	20-2540-329
Total									2,050.00	
641966	10-1100-215	TEACHERS RETIREMENT SYSTI	TRS ERO PAYMENT	71		7/1/16	7/1/16	23119	34,377.07	10-1100-215
Total									34,377.07	
045-157662	40-2550-392	TYLER TECHNOLOGIES	VERSATRANS SOFTWARE	71		7/1/16	7/1/16	23120	730.00	40-2550-392
045-157662	40-2550-392		VERSATRANS HOSTING	71		7/1/16	7/1/16	23120	700.00	40-2550-392
Total									1,430.00	
8124985	10-1112-419	VIRCO INC	LIBRARY FURNITURE	71		7/1/16	7/1/16	23121	7,720.47	10-1112-419
Total									7,720.47	

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527465	10-1100-392	VOCABULARY SPELLING CITY	SPELLING CITY LICENSES	71		7/1/16	7/1/16	23122	1,800.00	10-1100-392
									Total	<u>1,800.00</u>
									Report Total	<u><u>\$793,868.79</u></u>

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Bills Payable (Fund Summary)

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Fund Code	Description	Amount
10	Education Fund	161,496.68
20	Oper, Build, & Maint Fund	75,189.14
40	Transportation Fund	9,446.88
60	Capital Projects Fund or Fund Group	10,017.25
Report Total		<u><u>\$256,149.95</u></u>

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
ADLER, CHRISTINE						
		REIMB STUD INCENT PROG - SP		7	10.49	10-2215-410
		REIMB STAFF MTG FOOD		7	33.42	10-2410-410
		REIMB EOY PARTY SUPPLIES		7	143.96	10-2310-410
					<u>\$187.87</u>	
AMAZON						
		MOBILE STORAGE UNIT		7	49.99	10-2660-410
		LABELS		7	32.98	10-2520-410
		MISC CABLES		7	39.90	10-2660-410
		IPAD PRO ACCESSORIES		7	199.43	10-2660-700
		IPAD CASE		7	22.00	10-2660-410
		IPAD MOBILE STORAGE PART		7	11.30	10-2660-410
		GOOGLE VR ED GEAR		7	96.97	10-2660-410
		TECH TOOLS		7	7.17	10-2660-410
		TECH TOOLS		7	72.80	10-2660-410
		TRIPOD PART		7	13.74	10-2660-410
					<u>\$546.28</u>	
APPLE COMPUTER						
		POWER ADAPTOR		7	79.00	10-2660-410
					<u>\$79.00</u>	
AT&T ONENET						
		TELEPHONE		7	44.85	10-2540-341
		TELEPHONE - D103 CLUB		7	2.00	10-3500-341
					<u>\$46.85</u>	
AVERUS						
		DIST FIRE EXTING INSPEC		7	612.00	20-2540-329
		FIRE EXTING MAINT - SP		7	739.00	20-2540-329
					<u>\$1,351.00</u>	
BENEDICTINE UNIVERSITY						
		ESL CLASS		7	8,167.50	10-1800-312
					<u>\$8,167.50</u>	
BENO, STEVEN						
		REIMB STATE SCI FAIR TRVL		7	306.06	10-1550-332
					<u>\$306.06</u>	
BLITZ, NANCY						
		REIMB TUITION		7	1,680.00	10-1120-230
					<u>\$1,680.00</u>	
BOSLEY, EMMA						
		REIMB TUITION		7	840.00	10-1120-230
					<u>\$840.00</u>	
CAPITOL GRAPHICS & PROMOTION						
		IMPREST CHECKS (1000)		7	547.80	10-2520-360
					<u>\$547.80</u>	
CAROLINA BIOLOGICAL SUPPLY CO						
		SCIENCE CLAY		7	61.75	10-2210-410
					<u>\$61.75</u>	

Bills Payable List

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
CINTAS						
		SP CUSTODIAL SUPPLIES		7	46.09	20-2540-410
		SP CUSTODIAL SUPPLIES		7	46.09	20-2540-410
					\$92.18	
CITICARE TRANSPORTATION						
		SPED OUT OF DIST TRANSPORT 5/16-6/16		7	2,872.40	40-2550-331
		SPED OUT OF DISTRICT 6/03/15-6/15/16		7	483.10	40-2550-331
					\$3,355.50	
CONSERV FS						
		GROUNDS SUPPLIES		7	184.32	20-2540-410
		ATHLETIC FIELD FERTILIZER		7	2,217.90	20-2540-410
		ATHLETIC FIELD FERTILIZER		7	1,336.90	20-2540-410
					\$3,739.12	
CONSTELLATION ENERGY SERVICE						
		ELECTRICITY - HD		7	1,793.22	10-2540-466
		ELECTRICITY - DW		7	8,869.94	10-2540-466
					\$10,663.16	
CONSTELLATION ENERGY SERVICE						
		NATURAL GAS - DW		7	1,216.76	10-2540-465
		NATURAL GAS - HD		7	924.93	10-2540-465
		NATURAL GAS - SP		7	853.61	10-2540-465
					\$2,995.30	
COVE SCHOOL, THE						
		PRIVATE SCHOOL TUITION		7	3,825.28	10-1912-670
		PRIVATE SCHOOL TUITION		7	10,041.36	10-1912-670
					\$13,866.64	
CPI						
		CRISIS TRAINER CERT (2)		7	3,869.00	10-2330-312
					\$3,869.00	
DEGMAN, KIERA						
		REIMB TUITION		7	125.00	10-1112-230
					\$125.00	
DEMCO						
		LIBRARY SUPPLIES		7	34.52	10-2220-410
		LIBRARY SUPPLIES		7	86.40	10-2220-410
					\$120.92	
DILLMANN, JOSEPH						
		ASSIGNING BOYS VB REFS		7	178.00	10-1500-319
					\$178.00	
DISCOUNT MAGAZINE SUBSCRIPTI						
		LIBRARY SUBSCR - HD		7	895.98	10-2220-440
		MAG SUBSCR - LFF		7	96.90	10-2215-410
					\$992.88	
DIXIT, TRUPTI						
		REIMB NATL HISTORY BEE REG		7	130.00	10-1550-640
					\$130.00	

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
EBSCO						
		EBSCO REF SUBSCR		7	940.00	10-1100-420
					<u>\$940.00</u>	
ECRA GROUP						
		MEMB DUES		7	18,198.00	10-2620-392
					<u>\$18,198.00</u>	
ED-RED						
		MEMB DUES		7	2,250.00	10-2310-640
					<u>\$2,250.00</u>	
ENGLER BAASTEN & SRAGA						
		LEGAL SERVICES		7	2,331.00	10-2310-318
					<u>\$2,331.00</u>	
ERNIES WRECKER SERVICE						
		09 F350 OIL CHANGE, REPAIR		7	363.75	20-2540-319
					<u>\$363.75</u>	
ET PADDOCK						
		DIST BLEACHER INSPECT		7	790.00	20-2540-329
					<u>\$790.00</u>	
FILTER SERVICES						
		HVAC FILTERS (254)		7	1,549.74	20-2540-410
					<u>\$1,549.74</u>	
FITZGERALD, MIKE						
		REIMB RETIREE INSURANCE		7	4,700.00	10-1120-225
					<u>\$4,700.00</u>	
FOLLETT SCHOOL SOLUTION						
		ELA BOOKS		7	483.30	10-1100-420
					<u>\$483.30</u>	
FRIEDLI, HELEN						
		REIMB CLASS RUG		7	435.85	10-1111-419
					<u>\$435.85</u>	
GENESIS TECHNOLOGIES						
		TONER CARTRIDGES (8)		7	2,409.02	10-2660-414
		TONER CARTRIDGES (2)		7	140.09	10-2660-414
		TONER CARTRIDGES (4)		7	601.44	10-2660-414
		TONER CARTRIDGE		7	138.00	10-2660-414
		TONER CARTRIDGE		7	140.09	10-2660-414
					<u>\$3,428.64</u>	
GENESIS TECHNOLOGIES						
		COPIER LEASE		7	3,588.43	10-2410-325
					<u>\$3,588.43</u>	
GEWALT HAMILTON ASSOCIATES						
		HD STORMWATER PROJ		7	4,909.25	60-2530-500
		SP STORMWATER PROJ		7	1,702.00	60-2530-500
		HD STORMWATER PROJ		7	2,348.00	60-2530-500
		SP STORMWATER PROJ		7	1,058.00	60-2530-500

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
					<u>\$10,017.25</u>	
GOT AUTISM		HEADPHONES		7	43.75	10-1200-410
					<u>\$43.75</u>	
GRAINGER		PTO RUN SUPPLIES		7	579.00	20-2540-410
					<u>\$579.00</u>	
GRALL REICHEL, ANNE		SCI UNIT CURR DEVELOP		7	1,800.00	10-2210-314
					<u>\$1,800.00</u>	
GRAPHIC 14		COLOR PAPER		7	328.68	10-2520-412
					<u>\$328.68</u>	
GREAT LAKES SPORTS		BASKETBALLS		7	54.95	10-1150-410
		PEDOMETERS (96)		7	1,464.92	10-1150-410
					<u>\$1,519.87</u>	
HALLORAN & YAUCH		IRRIGATION REPAIR		7	378.00	20-2540-329
					<u>\$378.00</u>	
HARDING MECHANICAL		HVAC REPAIR - DW		7	3,591.92	20-2540-329
		HVAC REPAIR - HD		7	1,714.51	20-2540-329
					<u>\$5,306.43</u>	
HEARTLAND HEALTH OUTREACH C		TRANSLATION SERVICES		7	508.27	10-1200-314
					<u>\$508.27</u>	
HERION, THOMAS		REIMB PARCC SUPL STORAGE		7	22.41	10-2210-410
					<u>\$22.41</u>	
HOME DEPOT CREDIT SERVICES		FIN CHRG REVERSD IN AUG		7	39.74	10-2520-316
		SHOP SUPPLIES		7	31.96	20-2540-410
		SHOP SUPPLIES		7	309.23	20-2540-410
		SHOP SUPPLIES		7	80.79	20-2540-410
		SHOP SUPPLIES		7	20.45	20-2540-410
		SHOP SUPPLIES		7	24.58	20-2540-410
		SHOP SUPPLIES		7	26.54	20-2540-410
		SHOP SUPPLIES		7	65.62	20-2540-410
		SHOP SUPPLIES		7	16.51	20-2540-410
		SHOP SUPPLIES		7	17.86	20-2540-410
					<u>\$633.28</u>	
ICE SNOW REMOVAL & LANDSCAPING		DIST TURF TREATMENT		7	2,525.00	20-2540-329
					<u>\$2,525.00</u>	
ILLINOIS ASSOCIATION OF SCHOOL						

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		MEMB DUES		7	6,516.00	10-2310-640
					<u>\$6,516.00</u>	
IXL SUBSCRIPTION DEPARTMENT						
		SITE LICENSES		7	5,647.00	10-1100-392
					<u>\$5,647.00</u>	
Jansson, Lisa						
		REIMB TUITION		7	125.00	10-1112-230
					<u>\$125.00</u>	
KELLEY LANDSCAPE & PATIO						
		DIST LANDSCAPE MAINT		7	2,849.00	20-2540-329
		GOOD NEIGHB DUMP ENCLOS		7	3,660.00	20-2540-329
		GOOD NGH B DRAINAGE IMP - SP		7	5,484.60	20-2540-500
					<u>\$11,993.60</u>	
KRAUSE ELECTRICAL						
		MONITOR INSTALLATION		7	669.82	20-2540-329
		HAND DRYER INSTALL - DW		7	960.80	20-2540-329
		HAND DRYER REPL - SP		7	618.18	20-2540-329
		SECURITY CAMERA INSTALL		7	19,985.00	20-2540-500
					<u>\$22,233.80</u>	
LAKE COUNTY SUPERINTENDENTS						
		ANNUAL MEMB DUES		7	200.00	10-2320-640
					<u>\$200.00</u>	
LARSON, SUE						
		REIMB INTRADIST TRVL		7	176.04	10-1200-332
					<u>\$176.04</u>	
LEGO EDUCATION						
		LEGO ED SYSTEM		7	171.15	10-1111-410
					<u>\$171.15</u>	
LEONARD, EMILY						
		DANCE PROGRAMMING		7	220.65	10-2210-314
					<u>\$220.65</u>	
LINCOLNSHIRE, VILLAGE OF						
		WATER/SEWER - SP		7	657.90	10-2540-370
		WATER/SEWER - TRANS		7	87.20	10-2540-370
		WATER/SEWER - DW		7	838.54	10-2540-370
		WATER/SEWER - HD		7	725.64	10-2540-370
		WATER - DW IRRIGATION		7	10.26	10-2540-370
					<u>\$2,319.54</u>	
LINCOLNSHIRE, VILLAGE OF						
		ELECTRICITY - RS		7	50.60	10-2540-466
					<u>\$50.60</u>	
Lindell, Lisa						
		REIMB CLASS STOOLS		7	72.25	10-1111-410
					<u>\$72.25</u>	
LYMAN, ALISSA						
		REIMB TUITION		7	1,400.00	10-1120-230

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
					<u>\$1,400.00</u>	
MADER MASONRY		BATHROOM MASONRY - SP		7	550.00	20-2540-500
					<u>\$550.00</u>	
MHS INC		GARS-3 TESTING KIT		7	179.30	10-2140-410
		GARS-3 TESTING KIT		7	179.30	10-2140-410
					<u>\$358.60</u>	
MIDWEST TRANSIT EQUIPMENT		BUS 3 TRANS FLTR RPLCD		7	54.09	40-2550-329
		B25 LOF, SFTY INSPEC		7	185.22	40-2550-329
		B8 LOF		7	54.09	40-2550-329
		B5 LOF/SFTY LN INSPC/RPLC BRKS		7	2,295.67	40-2550-329
					<u>\$2,589.07</u>	
MINDSET WORKS		MINDSET MAKER TCHR LICENS		7	540.00	10-2210-392
					<u>\$540.00</u>	
MUTUAL ACE HARDWARE		KEYS		7	12.54	40-2550-490
					<u>\$12.54</u>	
NAMKUNG, CHRISTINE		CMP CONF TRAVEL		7	281.88	10-2210-312
		CMP CONF TRAVEL		7	1,225.27	10-2210-312
					<u>\$1,507.15</u>	
NETWORK SERVICES		DW CUSTODIAL SUPPLIES		7	691.85	20-2540-410
		SP CUSTODIAL SUPPLIES		7	993.66	20-2540-410
					<u>\$1,685.51</u>	
NIE, CHENGHUI		REFUND ELL SUM SCH TRANS		7	245.00	40-1421
					<u>\$245.00</u>	
NORDHAUS, PAUL		REIMB STATE SCI FAIR TRVL		7	596.73	10-1550-332
					<u>\$596.73</u>	
NORTH AMERICAN		FLOOR MACHINE REPAIR		7	835.79	20-2540-319
					<u>\$835.79</u>	
NORTHERN SUBURBAN SPECIAL EI		SPED TUITION		7	7,437.75	10-4220-670
		SPED TUITION		7	7,437.75	10-4220-670
		SPED TUITION		7	7,437.75	10-4220-670
					<u>\$22,313.25</u>	
PADDOCK PUBLICATIONS		PREVAIL WAGE LEGAL		7	248.40	10-2520-360
		HD SITE BID LEGAL		7	100.05	10-2520-360
					<u>\$348.45</u>	

Bills Payable List

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
PEAK PLUMBING						
		TOILET REPAIR - SP		7	401.38	20-2540-329
		FOUNTAIN REPAIR - DW		7	1,190.24	10-403
		REPL WATER FOUNTNS (3)		7	12,359.67	20-2540-700
					<u>\$13,951.29</u>	
PIONEER VALLEY BOOKS						
		CLASSROOM BOOKS - PTO		7	422.40	10-2215-410
					<u>\$422.40</u>	
POWERSCHOOL						
		DATA MIGRATION		7	9,900.00	10-2660-392
		POWERSCHOOL TRAINING		7	750.00	40-2550-312
					<u>\$10,650.00</u>	
QUILL						
		FOLDER LABELS		7	46.34	10-2520-410
		FILE FOLDERS		7	23.97	10-2130-410
		OFFICE SUPPLIES		7	77.83	10-2520-410
		OFFICE SUPPLIES		7	268.16	10-2520-410
		FILE FOLDERS		7	188.85	10-2520-410
					<u>\$605.15</u>	
QUINLAN & FABISH MUSIC						
		DRUM		7	95.20	10-1190-410
		TRUMPET MUTE		7	35.99	10-1190-410
		CLARINET REPAIR		7	93.00	10-1190-319
		CLARINET REPAIR		7	114.10	10-1190-319
		CLARINET REPAIR		7	177.00	10-1190-319
					<u>\$515.29</u>	
Reed, Jami						
		REIMB TUITION		7	464.00	10-1112-230
					<u>\$464.00</u>	
RICOH USA						
		COLOR COPIES - DW		7	48.16	10-2410-325
		COLOR COPIES - HD		7	31.04	10-2410-325
		COLOR COPIES - ADMIN		7	313.89	10-2410-325
					<u>\$393.09</u>	
SCARIANO HIMES & PETRARCA						
		LEGAL SERVICES		7	9,198.00	10-2310-318
					<u>\$9,198.00</u>	
SCHOOL SPECIALTY						
		CLASSROOM CARPET		7	298.47	10-1111-419
					<u>\$298.47</u>	
SHELL						
		FUEL - O&M		7	428.76	20-2540-464
		FUEL - TRANS		7	2,739.77	40-2550-464
					<u>\$3,168.53</u>	
SOCIAL THINKING						
		SOCIAL CURRICULUM SUPL		7	147.02	10-2140-410

Bills Payable List

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
					<u>\$147.02</u>	
STATE INDUSTRIAL PRODUCTS						
		DRAIN MAINT SUPL - DW		7	457.00	20-2540-410
		DRAIN MAINT SUPL - SP		7	491.57	20-2540-410
		DRAIN MAINT SUPL - HD		7	491.57	20-2540-410
					<u>\$1,440.14</u>	
SUDDATH RELOCATION SYSTEMS						
		STORAGE RENTAL		7	300.00	20-2540-325
					<u>\$300.00</u>	
SWANSONS BLOSSOM SHOP						
		GRAD FLOWERS		7	117.95	10-1120-490
					<u>\$117.95</u>	
TENNANT, NICOLE						
		REIMB TUITION		7	1,120.00	10-1120-230
					<u>\$1,120.00</u>	
THYBONY PAINT						
		CLASSROOM PAINT		7	920.00	20-2540-410
		BATHROOM PAINT - SP		7	61.98	20-2540-410
		CLASSROOM/TRAFFIC PAINT		7	193.78	20-2540-410
		PAINT SUPPLIES		7	22.63	20-2540-410
		LIBRARY PAINT - HD		7	123.96	20-2540-410
		PARKING LOT PAINT - DW		7	50.38	20-2540-410
					<u>\$1,372.73</u>	
ULTIMATE SCREEN PRINTING						
		NATL CHAMP TSHIRTS - SO		7	672.25	10-1550-410
					<u>\$672.25</u>	
UPS						
		POSTAGE		7	16.60	10-2520-342
					<u>\$16.60</u>	
VETERANS FLOORS						
		REFINISH DW GYM FLOORS		7	4,320.00	20-2540-329
					<u>\$4,320.00</u>	
WESTERN PSYCHOLOGICAL SERVI						
		OWLS 2 MANUAL		7	85.25	10-2150-410
					<u>\$85.25</u>	
WILSNACK, MIRIAM						
		REIMB RETIREE INSURANCE		7	1,005.61	10-1120-225
					<u>\$1,005.61</u>	
					<u>\$249,633.95</u>	
Report Total						



Lincolnshire-Prairie View School District 103

Memo

To: Board of Education
From: Scott Warren
Date: July 7, 2016
Re: Approval of Employment

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

Olivia Tabiando, 5/6 Spanish, Daniel Wright

Al Katz-Mariani, 6th Grade English Language Arts to fill Amy Stenberg's leave of absence from August 25, 2016 to approximately January 13, 2017

Colleen Antczak, Part-time Speech and Language Pathologist, Daniel Wright

Margaret Whiteley, Speech and Language Pathologist, Sprague School, to fill leave of absence from November 2016 through February 2017.

Staff Member's Placement on Master Contract

Olivia Tabiando, MS+0 Step 1

Al Katz-Mariani, BS+0 Step 1

Colleen Antczak, MS+0 Step 1

Margaret Whiteley, BS+0 Step 1



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

1370 N. Riverwoods Road · Lincolnshire, IL 60069
847/295-1560 · FAX 847/295-7136
www.dw.d103.org

Scott H. Warren, Ed.D.
Superintendent

Michelle Blackley
Principal

Thomas Herion
Assistant Principal

Melody Littlefair
Assistant Principal

To: District 103 Board of Education
From: Michelle Blackley, Principal Daniel Wright
Date: June 29, 2016
Re: 5th & 6th Grade Spanish Position

It is with excitement that I recommend Ms. Olivia Tabiando as a 5th & 6th grade Spanish teacher at Daniel Wright. This position is the result of the movement of Spanish teacher Nicole Tennant from 5th & 6th grade to 7th & 8th grade.

Ms. Tabiando currently holds a Bachelor's of Art degree in Elementary Education and a Master of Arts degree from Trinity University in Intercultural Studies. Ms. Tabiando also has a bilingual license in Spanish. Ms. Tabiando completed her student teaching experience at the Amicitia American School in Fes, Morocco where she was a fifth grade ELL teacher. Daniel Wright was fortunate to have Ms. Tabiando on staff from January 2016-May 2016 as she served as a long term substitute teaching 7th & 8th grade Spanish during Mrs. Vincent's parental leave of absence. Furthermore, she has experience tutoring one-on-one and teaching an after-school Newspaper Club at Harper and Red Oak Elementary Schools.

Ms. Tabiando has strong organizational, interpersonal and communication skills. She is proficient in developing comprehensive lesson plans, implementing individualized support, assessing students, and implementing classroom management strategies. These skills, coupled with her bilingual ability, have helped her facilitate learning in the classroom and encourage students' unique learning styles and interests.

I am confident she will become a remarkable member of our teaching staff and invaluable resource for the Spanish department as a 5th & 6th grade Spanish teacher.



Lincolnshire-Prairie View School District 103
Daniel Wright Junior High
1370 RIVERWOODS ROAD · LINCOLNSHIRE, IL 60069
847/295-1560 · FAX 847/295-7136

To: District 103 Board of Education
From: Michelle Blackley, Principal Daniel Wright
Date: June 10, 2016
Re: 6th Grade English Language Arts, LOA Position at Daniel Wright Junior High

It is with excitement that I recommend Mr. Al Katz-Mariani for the 6th Grade English Language Arts position at Daniel Wright Junior High during Amy Stenberg's leave of absence from August 25, 2016 to approximately January 13, 2017.

Mr. Kat-Mariani is a Daniel Wright Junior School alumni and lives in the community. He recently graduated from the University of Iowa in May of 2015 with a Bachelor of Arts degree in English and Theater Arts. He has been serving District 103 as a substitute teacher this school year.

We are excited to welcome Mr. Katz-Mariani back to Daniel Wright Junior High as a long term member of the staff.





LINCOLNSHIRE – PRAIRIE VIEW SCHOOL DISTRICT 103
1370 RIVERWOODS ROAD
LINCOLNSHIRE, IL 60069
847.295.4030
(FAX) 847.295.9196

MEMO

TO: Board of Education and Dr. Scott Warren, Superintendent
FROM: Julie Postma, Director of Student Services and Gina Finaldi, Assistant Director of Student Services
DATE: July 5, 2016
RE: Employment of Colleen Antczak, Speech and Language Pathologist (Part-Time .4 FTE)

It is with great pleasure that we write this letter of recommendation for Mrs. Colleen Antczak. Colleen was selected from a competitive pool of applicants for the position of Speech and Language Pathologist (part-time) at Daniel Wright Junior High School.

Colleen received her Bachelor of Science degree in Elementary Education as a Learning Behavior Specialist (LBS1) from Bradley University. She then graduated from Northwestern University and received her Master of Science degree in Speech and Language Pathology.

Colleen has experience providing speech and language services to individuals ranging from 2 to 22 years old. Most recently, she has worked for an organization called “By Your Side” in which she conducted speech and language therapy for communication disorders in articulation, receptive and expressive language, fluency, and social pragmatic language. Colleen has excellent oral and written communication skills herself, and she goes above and beyond to collaborate with parents and other educators to support every student’s success.

Colleen has been described as a very warm and personable individual. Her references mentioned she always comes in with a smile on her face and focuses on the positive things in every situation. She was said to be passionate and always willing to help students, teachers, parents, and team members in any way she can. Colleen demonstrated a strong skill set across every domain indicator within the interview process. In addition, she possesses very good organizational and behavior management skills, and she is dedicated to her own continued learning.

Colleen will bring a strong base of knowledge, experience, and therapy skills to our students. We are confident that Mrs. Colleen Antczak will be an excellent asset to the District 103 community and we look forward to her contributions.



LINCOLNSHIRE – PRAIRIE VIEW SCHOOL DISTRICT 103
1370 RIVERWOODS ROAD
LINCOLNSHIRE, IL 60069
847.295.4030
(FAX) 847.295.9196

MEMO

TO: Board of Education and Dr. Scott Warren, Superintendent
FROM: Julie Postma, Director of Student Services and Gina Finaldi, Assistant Director of Student Services
DATE: July 11, 2016
RE: Employment of Margaret Whiteley, Speech and Language Pathologist (Leave of Absence, Sprague School)

It is with much delight that we write this letter of recommendation for Mrs. Margaret “Margie” Whiteley. Margaret was selected from a small but very competitive pool of applicants for the position of Speech and Language Pathologist (Leave of Absence) at Laura B. Sprague School. Margie will be filling the role of Christine Okada who will be on parental leave from early November 2016 through late February 2017.

Margie received her Bachelor of Science degree in Speech Pathology and Audiology from Illinois State University. She then graduated from Eastern Michigan University and received her Master of Arts degree in Speech and Language Pathology.

Margie has 7 years of experience providing speech and language services to young children. Most recently, she has worked for Niles Township District for Special Education, where she is part of a multi-disciplinary team and provides evaluation and therapy focused on articulation, language, and social communication skills. Prior to this, Margie has worked as an Early Intervention services provider, and she worked for the Manheim School District in Franklin Park, IL for four years as a Speech and Language Pathologist. Margie also has clinical experiences including rehabilitation therapy and pediatric treatment of speech and language disorders ranging from mild to profound severity levels.

Margie has been described as a very bright, organized, and competent individual. One reference stated “she has a gift for planning and adapting activities that are curriculum-based, goal-oriented, functional, and motivating for her students”. Another reference mentioned she truly cares for the students she services and develops an excellent rapport with them. Margie is poised, confident, and well-spoken.

Margie no doubt will bring a strong base of knowledge, experience, and therapy skills to our youngest learners, serving in a hard-to-fill position as the Speech and Language Pathologist for the Leave of Absence at Sprague School. We are thrilled that Mrs. Margaret Whiteley will be joining the District 103 community if only for a short period of time, and we look forward to her contributions.



Lincolnshire-Prairie View School District 103

Memo

To: Board of Education
From: Scott Warren
Date: July 7, 2016
Re: Approval of Resignation

Enclosed is the resignation letter the District received on July 1, 2016 from Laura Brennan.

It is recommended that the Board accept and approve the resignation of Laura Brennan.

7/1/16

I resign for the following
school year 2016-2017 effective
today with the assumption
that I will receive paychecks
and benefits through August 31,
2016.

Laura RBrennan



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, John Herrin
CC: Dan Stanley
Date: July 12, 2016
Re: Postage Machine Leases

The postage machines at each of the three schools are coming off their respective leases.

We surveyed several districts in the area about their postage machine usage about whether they were satisfied with their vendor, how much they paid for their respective machines, etc. After collecting that data, we determined our current system of one large machine at Daniel Wright (DW) to accommodate both the school office and administration offices, and then a smaller machine at Half Day (HD) and Sprague (SP) continues to be the best option for us.

Additionally, we sought to combine all of the machines onto one lease to improve purchasing power and to streamline the process.

We then contacted several vendors to receive quotes on new machines. We have largely been satisfied with our current machines, so we sought machines that would be comparable to what we already have.

Two companies returned quotes to us: NeoPost and Pitney Bowes. After reviewing the options and services, it is my recommendation that the board pursue a five-year agreement with NeoPost.

Our current expenditures for our Pitney Bowes lease costs the district \$5,736.00 per year. The new agreement with NeoPost will cost the district \$4,463.76 per year (\$22,318.80 over the life of the agreement), allowing the district to save \$1,272.24 per year (\$6,361.20 over the life of the agreement), or 22.17% over previous expenses, all while maintaining the same level of machine functionality, speed, and durability the district has come to expect. We believe this is thanks to (1) negotiations; (2) the combining of three separate leases into one, district-wide lease; and (3) the progression of technology that allows less-sophisticated machines like the ones that meet our needs to be manufactured in a more cost-effective way.

Included are the lease documents and equipment details for your review. We would like this to be approved at the July board meeting.

Section (A) Office Information

Office Number: 6443	Office Name: Postal Source	Office Phone #: 563 445 3470	Date Submitted:
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Section (B) Billing Information

Company Name (Full legal name): Lincolnshire School District 103		
DBA:		
Billing Address: 1370 N Riverwoods Rd		
Billing City: Lincolnshire	State: IL	ZIP Code + 4: 60069 0
Billing Contact Name: Accounts Payable	Contact Phone Number: 847 295 4030	
Billing Contact Title:	Contact Fax Number:	
Billing Contact email Address: ap@d103.org	Purchase Order Number:	

Section (C) Installation Information (if different than Billing Information)

Company Name (Full legal name): See individual worksheets		
Installation Address (No PO Boxes or General Delivery):		
Installation City:	State:	ZIP Code + 4:
Installation Contact Name:	Phone Number:	
Installation Contact Title:	Fax Number:	
Installation Contact email Address:		
Main Post Office Name / Mail Drop off:	Post Office 5-Digit ZIP Code:	

Section (D) Products

	Quantity	Model / Part Number	Description (Include Serial Number, if applicable) <input type="checkbox"/> See additional listed products on attached continuation schedule.
1	1	IN700 Base	IN700 Base Mailing system with mixed mail feeder
2	1	INWP10	10lb weight platform for IN700
3	2	IN360WP5	IN360 with 5lb weight platform
4			

Section (E) Lease Payment Information & Lease Payment Schedule

Tax Status: <input type="checkbox"/> Taxable <input checked="" type="checkbox"/> Tax-Exempt (Certificate attached)	Period	# of Months	Monthly Payment (plus applicable taxes)
	First	60	371.98
	Next		
	Next		
Billing Frequency: <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Annually	Current Lease Number: <input type="checkbox"/> ACH (Customer to submit authorization form)		
Billing Method: <input checked="" type="checkbox"/> Standard <input type="checkbox"/> Arrears			

Section (F) Postage Meter & Postage Funding Information

Meter Model:	Machine Model:
Postage Funding Method: <input type="checkbox"/> Bill Me <input checked="" type="checkbox"/> Prepay By Check <input type="checkbox"/> ACH Debit (Submit Customer authorization form) <input type="checkbox"/> OMAS <input type="checkbox"/> CPU (include authorization form)	Postage Funding Account: <input checked="" type="checkbox"/> New <input type="checkbox"/> Existing Account TMS Account # POC Account #
Agency Code Sub Agency Code	
Service Products (Check all that apply)	
<input checked="" type="checkbox"/> Online Postal Rates iMeter™ App (SP10) <input type="checkbox"/> Online Postal Expense Manager iMeter™ App (SP20/NeoStats) <input type="checkbox"/> Online E-Services iMeter™ App (SP30) <input type="checkbox"/> Online E-Services with Electronic Return Receipt iMeter™ App (SP35) <input type="checkbox"/> NeoShip BASIC – Requires NeoFunds/TotalFunds (EP70) <input type="checkbox"/> NeoShip PLUS – Requires NeoFunds/TotalFunds (EP70PLUS) <input type="checkbox"/> NeoShip ADVANCED - Requires NeoFunds/TotalFunds (NEOSHIPADV) <input type="checkbox"/> NeoShip Install & User Guide (EP70GUIDES) <input type="checkbox"/> RunMyMail <input checked="" type="checkbox"/> Maintenance (provided by your authorized office) <input checked="" type="checkbox"/> Installation & Training (provided by your authorized office) <input type="checkbox"/> Software Support (Maintenance)	
Covered Product:	

Section (G) Approval

Existing customers who currently fund the Postage account by ACH Debit will not be converted to NeoFunds/TotalFunds unless initialed here _____.

This document consists of a Government Product Lease ("Lease") with MailFinance Inc.; and a Postage Meter Rental Agreement ("Rental Agreement"), and an Online Services and Software Agreement with Neopost USA Inc.; and a NeoFunds/TotalFunds Account Agreement with Mailroom Finance, Inc. Your signature constitutes an offer to enter into the Lease and, if applicable, the other agreements, and acknowledges that you have received, read, and agree to all applicable terms and conditions (version DealerGovLease-V04-16), which are also available at <http://neopostusa.com/terms/DealerGovLease-V04-16.pdf> and that you are authorized to sign the agreements on behalf of the customer identified above. The applicable agreements will become binding on the companies identified above only after an authorized individual accepts your offer by signing below, or when the equipment is shipped to you.

Authorized Signature _____	Print Name and Title _____	Date Accepted _____
Accepted by Neopost USA and its Affiliates _____		Date Accepted _____



GOVERNMENT PRODUCT LEASE AGREEMENT

In this Government Product Lease Agreement (the "Lease"), the words "You" and "Your" mean the lessee, which is the entity that is identified as the Customer on the Government Product Lease Agreement Order Form ("Order Form"). "We," "Us" and "Our" mean the lessor, MailFinance Inc. "Supplier" refers to either Neopost USA Inc., or any other third party that has manufactured, or is providing services related to, the Products.

1. Lease of Products. THIS LEASE IS UNCONDITIONAL AND NON-CANCELABLE (except as provided in Section 24, below) during the Initial Term (as defined below). You agree to lease from Us the equipment, embedded software, Software, services and other products listed on the Order Form, together with all existing accessories, embedded software programs, attachments, replacements, updates, additions and repairs, (collectively the "Products") upon the terms stated herein. For the avoidance of doubt, postage meters for use in mailing machines are excluded from the definition of Products. The term "Software" means any software that is subject to this Lease, other than software programs that are embedded in the hardware. Software is subject to the additional terms as may be provided by the Supplier.

2. Promise to Pay. You promise to pay to Us the lease payment shown on the Order Form ("Lease Payment") in accordance with the payment schedule set forth thereon, plus all other amounts stated in this Lease.

3. Initial Term; Renewal.

3.1 FMV Lease. The Initial Term of this Lease will begin on the date the Products are installed and will continue for the number of months shown on the applicable Order Form ("Initial Term"). Unless You have opted for an LTOP Lease as described in Section 23, You must notify Us in writing at least thirty (30) days before the end of the Initial Term that You intend to either: (i) return the Products at the end of the Initial Term; or (ii) purchase the Products pursuant to Section 22. If You have not opted for an LTOP lease and You fail to give us such notice, then this Lease will automatically renew for consecutive periods of one (1) month each (each a "Renewal Period"). The amount You pay for the Products will remain unchanged during each Renewal Period. We will not notify You that the Initial Term or any Renewal Period is ending. You may terminate this Lease at the conclusion of any Renewal Period by giving Us thirty (30) days prior written notice of Your intent to do so. If You notify Us in writing that You intend to terminate the Lease, as set forth above, You shall either return the Products pursuant to Section 12 of this Lease or purchase the products pursuant to Section 22.

3.2 LTOP Lease. If you have opted for an LTOP Lease as described in Section 23, then the term of this Lease will begin on the date the Products are installed and will continue for the number of months shown on the applicable Order Form ("Initial Term"). At the conclusion of the Initial Term of an LTOP Lease, we shall: (i) transfer title of all hardware Products to You as set forth in Section 23; and (ii) Your license to use any Software Products shall continue without the need to make any further license payments to Us.

4. Payments. Lease Payments, and other charges provided for herein, are payable in arrears periodically as stated on the Order Form. You agree to make Lease Payments to Us at the address specified on Our invoices, or at any other place designated by Us within thirty (30) days of the date of Our invoice.

5. Delivery and Location of Products. The Products will be delivered to You at the installation address specified on the Order Form ("Installation Address") or, if no such location is specified, to Your billing address. Your acceptance of the Products occurs upon delivery of the Products. You shall not remove the Products from the Installation Address unless You first get Our written permission to do so.

6. Ownership, Use, and Maintenance of Products. We will own and have title to the Products during the Lease. You agree that the Products are and shall remain Our personal property. You authorize Us to record (and amend, if appropriate) a UCC financing statement to protect Our interests. You represent that the Products will be used solely for commercial purposes and not for personal, family or household purposes. At Your own cost, You agree to maintain the Products in accordance with the applicable operation manuals and to keep the Products in good working order, ordinary wear and tear excepted.

7. Assignment of Supplier's Warranties. We hereby assign to You any warranties relating to the Products that We may have received from the Supplier.

8. Relationship of the Parties. You agree that You, not We, selected the Products and the Supplier, and that We are a separate company from the Supplier and that the Supplier is not Our agent. IF YOU ARE A PARTY TO ANY POSTAGE METER RENTAL, MAINTENANCE, SERVICE, SUPPLIES OR OTHER CONTRACT WITH ANY SUPPLIER, WE ARE NOT A PARTY THERETO, AND SUCH CONTRACT IS NOT PART OF THIS LEASE (EVEN THOUGH WE MAY, AS A CONVENIENCE TO YOU AND THE SUPPLIER, BILL AND COLLECT MONIES OWED BY YOU TO THEM).

9. Default. You will be in default under this Lease if You fail to pay any amount within ten (10) days of the due date or fail to perform or observe any other obligation in this Lease. If You default, We may, without notice to You, do any one or more of the following, at Our option, concurrently or separately: (A) cancel this Lease; (B) require You to return the Products pursuant to Section 12 below; (C) take possession of and/or render the Products unusable, and for such purposes You hereby authorize Us and Our designees to enter Your premises, with prior reasonable notice or other process of law; and (D) require You to pay to Us, on demand as liquidated damages and not as a penalty, an amount equal to the sum of: (i) all Lease Payments and other amounts then due and past due; (ii) all remaining Lease Payments for the then-current term, together with any taxes due or to become due during such term (which You agree is a reasonable estimate of Our damages); and (iii) in the event that You failed to promptly return the Products to Us, an amount equal to the remaining value of the Products at the end of the then-current term, as reasonably determined by Us. To the extent allowable by law, You shall also pay all Our costs in enforcing Our rights under this Lease, including reasonable attorneys' fees and expenses that We incur to take possession, store, repair, or dispose of the Products, as well as any other expenses that We may incur to collect amounts owed to Us. We are not required to re-lease or sell the Products if We repossess them. These remedies shall be cumulative and not exclusive, and shall be in addition to any and all other remedies available to Us.

10. Finance Lease. You agree that this Lease is a "finance lease" as defined in Article 2A of the Uniform Commercial Code ("UCC"). To the extent permitted by law, You hereby waive any and all rights and remedies conferred upon You under UCC Sections 2A-303 and 2A-508 through 2A-522, or any similar laws.

11. Loss; Damage; Insurance. You shall: (i) bear the risk of loss and damage to the Product(s) during the Initial Term and any Renewal Period; and (ii) keep the Product(s) insured, at Your expense, against all risks of loss and damage in an amount at least equal to its full replacement cost.

12. Return of Products. Unless You take title to the tangible Products pursuant to Section 22 or Section 23, then You are required to return such Products under this Lease. In such a case, at the end of the Lease, You shall, after receiving an Equipment Return Authorization ("ERA") number from Us, promptly send the Products, at Your expense plus shipping and handling costs, to any location(s) that We designate in the contiguous United States. The Products must be properly packed for shipment with the ERA number clearly visible, freight prepaid and fully insured, and must be received in good condition, less normal wear and tear.

13. Assignment. YOU SHALL NOT SELL, TRANSFER, ASSIGN, SUBLEASE, PLEDGE OR OTHERWISE ENCUMBER (COLLECTIVELY, "TRANSFER") THE PRODUCTS OR THIS LEASE IN WHOLE OR IN PART.

14. Disclaimer of Warranties. WE MAKE NO REPRESENTATIONS OR WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, REGARDING ANY MATTER WHATSOEVER, INCLUDING, BUT NOT LIMITED TO, THE SUITABILITY OF THE PRODUCT(S), ITS CONDITION, ITS MERCHANTABILITY, ITS FITNESS FOR A PARTICULAR PURPOSE, ITS FREEDOM FROM INFRINGEMENT, OR OTHERWISE. WE PROVIDE THE PRODUCTS TO YOU "AS IS," "WHERE IS" AND "WITH ALL FAULTS."

15. Limitation of Liability. WE SHALL NOT BE LIABLE TO YOU AND YOU SHALL NOT MAKE A CLAIM AGAINST US FOR ANY LOSS, DAMAGE (INCLUDING INCIDENTAL, CONSEQUENTIAL OR PUNITIVE DAMAGES), OR EXPENSE OF ANY KIND ARISING DIRECTLY OR INDIRECTLY FROM THE DELIVERY, INSTALLATION, USE, RETURN, LOSS OF USE, DEFECT, MALFUNCTION, OR ANY OTHER MATTER RELATING TO THE PRODUCTS (COLLECTIVELY, "PRODUCT MATTERS"). NOTWITHSTANDING ANY OTHER PROVISION OF THIS LEASE, EXCEPT FOR DIRECT DAMAGES RESULTING FROM PERSONAL INJURY OR DAMAGE TO TANGIBLE PROPERTY CAUSED BY OUR GROSS NEGLIGENCE OR WILLFUL MISCONDUCT, THE MAXIMUM OUR LIABILITY TO YOU FOR DAMAGES HEREUNDER SHALL NOT EXCEED THE TOTAL OF THE AMOUNTS PAID TO US HEREUNDER BY YOU.

16. Notice. All notices related to this Lease to Us shall be made by You, or an attorney representing You. Notice of non-renewal of this Lease shall be made as outlined in Section 3 herein by calling 1-800-NEOPOST (636-7678). All other notices, requests and other communications hereunder shall be in writing and sent to: MailFinance Inc., 478 Wheelers Farms Road, Milford, CT 06461 ("Notice Address"). Such notices shall be considered given when: (i) delivered personally, or (ii) sent by commercial overnight courier with written confirmation of delivery. In the event that We do not accept Your offer to enter this Lease, then You have the right to a written statement that specifies the reasons that Your offer was not accepted. You can request such a statement by writing to Us at the Notice Address.

17. Integration. The Lease represents the final and only agreement between You and Us. There are no unwritten oral agreements between You and Us. The Lease can be changed only by a written agreement between You and Us. Any additional terms and conditions referenced on any Purchase Order shall be void and have no effect on this Lease.

18. Severability. In the event any provision of this Lease shall be deemed to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby. The parties agree to replace any invalid provision with a valid provision, which most closely approximates the intent and economic effect of the invalid provision.

19. Waiver or Delay. A waiver of any default hereunder or of any term or condition of this Lease shall not be deemed to be a continuing waiver or a waiver of any other default or any other term or condition, but shall apply solely to the instance to which such waiver is directed. We may accept late payments, partial payments, checks, or money orders marked "payment in full," or with a similar notation, without compromising any rights under this Lease.

20. Survival of Obligations. Your obligations under this Lease shall survive any expiration or termination of any government procurement contract that may be related to it. Any obligations and duties which by their nature extend beyond the expiration or termination of this Lease shall survive the expiration or termination of this Lease.

21. Choice of Law; Venue; and Attorney's Fees. This Lease shall be governed under the laws of the State of Connecticut, without regard to conflicts of law, and jurisdiction shall lie exclusively in a court of competent jurisdiction in New Haven County, Connecticut. In any litigation or other proceeding by which one party either seeks to enforce its rights under this Lease (whether in contract, tort, or both) or seeks a declaration of any rights or obligations under this Lease, to the extent allowable by law, the prevailing party shall be awarded its reasonable attorney fees, and costs and expenses incurred.

22. FMV Leases. If this Lease is a fair market value lease, as indicated by the lease rate that has been used by Us to calculate Your Lease Payment then, unless You are in default, You may elect to purchase the hardware Products at the end of this Lease on an "as is, where is" basis for their fair market value, as reasonably determined by Us. In the event that You elect to do so, You must give us sixty (60) days prior written notice of Your election to purchase such Products.

23. LTOP Leases. If this Lease is a lease to purchase, as indicated by the lease rate that has been used by Us to calculate Your Lease Payments then, at the end of the Initial Term and after You have made all of the Lease Payments, We shall transfer title to all hardware Products that are subject to this Lease to You on an "as is, where is" basis.

24. Termination.

24.1 Non-Appropriation.

a. You warrant and represent that You intend to enter into this Lease for at least the entire Initial Term and that You are doing so for an essential government purpose. You agree that, prior to the expiration of the Initial Term, you shall not terminate this Lease in order to obtain the same or similar Products from another vendor.

b. You may terminate this Lease at the end of Your current fiscal year, or at the end of any subsequent fiscal year, if appropriated funds are not available to You for the Lease Payments that will be due in the next fiscal year. In the event of such a non-appropriation, then You shall provide written notice to Us that states:

Sufficient funds have not been and will not be appropriated for the remaining payments due under the Lease. I confirm that we will not replace the Products with similar



equipment from any other party in the succeeding fiscal year.

24.2 Convenience. You may terminate this Lease at anytime and for any reason or for no reason ("Termination for Convenience"); provided that You comply with the provisions of this paragraph. In the event of a Termination for Convenience, You shall pay Us a termination charge equal to the net present value of the periodic payments remaining in the Initial Term or, if applicable, the then-current Renewal Term, discounted to the present value at an interest rate equal to six percent (6%) per annum. Such amount must be received by Us within thirty (30) days of the effective date of the termination.

25. Additional Postage Meter Terms. If the Products require a postage meter, then You agree that Neopost USA's Postage Meter Rental Agreement shall govern your rental of such postage meter.

POSTAGE METER RENTAL AGREEMENT

1. Incorporation of Certain Terms. Customer acknowledges that: (i) it has entered a Government Product Lease Agreement with MailFinance Inc. (the "Lease"); and (ii) if the Products that are subject to the Lease includes a mailing machine, then the terms of this Postage Meter Rental Agreement ("Rental Agreement") shall govern its rental of the Postage Meter (as defined below) for such machine. Any defined terms in the Lease shall have the same meanings in this Rental Agreement, except that "We," "Us," and "Our," refers to Neopost USA Inc., and any reference to "Products" shall refer to the Postage Meter. Sections 11, 12 and 14 through 25 of the Lease are hereby incorporated into this Rental Agreement, except that any reference in those sections to the "Lease" refer to this Rental Agreement.

2. Provisions as to Use. You acknowledge that: (i) as required by United States Postal Service ("USPS") regulations, the postage meter(s) identified on the Order Form (the "Postage Meter") is being rented to You and that it is Our property; (ii) the Postage Meter will be surrendered by You upon demand by Us (iii) You are responsible for the control and use of the Postage Meter; (iv) You will comply with all applicable laws regarding Your use or possession of the Postage Meter; (v) the use of the Postage Meter is subject to the conditions established from time to time by the United States Postal Service; and (vi) the Postage Meter is to be used only for generating an indicia to evidence the prepayment of postage and to account for postal funds. It is a violation of Federal law to misuse or tamper with the Postage Meter and, if You do so, We may terminate this Rental Agreement upon notice to You.

3. Rental Fee, Term, and Taxes. The rental fee for the Postage Meter rental during the Initial Term is included in the Lease Payment. For each Renewal Term, You agree to pay Our then-current fee for the Postage Meter rental. The Postage Meter rental fee does not include the cost of consumable supplies. The term of the rental shall be equal to the term of the Lease and is NON-CANCELABLE. You agree to pay all applicable taxes related to Your acquisition, possession, and/or use of the Postage Meter including all property taxes on the Postage Meter. Furthermore, You agree to pay the applicable fee to cover Our expenses associated with the administration, billing and tracking of such charges and taxes. Notwithstanding the foregoing, in the event You are tax exempt, upon providing Us a certificate, You will not be required to pay any taxes covered by such

certificate. You agree that you will return the Postage Meter at the end of the Lease term and that You will do so in the manner set forth in Section 12 of the Lease. Furthermore, You agree that if you fail to return a postage meter within thirty (30) days of receipt of the Equipment Return Authorization from Us, then You will pay a postage meter replacement fee of one thousand dollars (\$1,000).

4. Postage Meter Maintenance, Inspections, and Location. We will keep the Postage Meter in good working condition during the term of this Rental Agreement. The United States Postal Service regulations may require Us to periodically inspect the Postage Meter. You agree to cooperate with Us regarding such inspections. We may, from time to time, access and download information from Your Postage Meter to provide Us with information about Your postage usage and We may share that information with Our distributors and other third parties and You hereby authorize Us to do so. You agree to promptly update Us whenever there is any change in Your name, address, telephone number, the licensing post office, or the location of the Postage Meter.

5. Postage Advances. We do not sell postage. In the event You require an emergency advance for postage, We, at Our sole discretion, may advance You money to reset the Postage Meter. If We do provide such an advance, You agree to repay Us within five (5) days from the time of such advance: (i) the amount of the emergency advance; and (ii) the then-current advance fee.

6. Default. In the event You fail to perform in accordance with the terms set forth in this Rental Agreement, or any other Agreement with Us or any of Our affiliates, including, but not limited to, MailFinance Inc., and Mailroom Finance, Inc., then We may, without notice: (i) repossess the Postage Meter(s); (ii) disable the Postage Meter; (iii) immediately terminate this Rental Agreement; and (iv) pursue any remedies available to Us at law or in equity. Furthermore, upon the return of the Postage Meter, You hereby authorize Us to offset any amount of postage remaining in the Postage Meter, prior to any refund to You, against any amount due to Us or any of Our affiliates. To the extent allowable by law, You shall also pay all of Our costs in enforcing Our rights under this Rental Agreement, including reasonable attorneys' fees and expenses that We incur to take possession, store, or repair, the Postage Meter, as well as any other expenses that We may incur to collect amounts owed to Us. These remedies shall be cumulative and not exclusive, and shall be in addition to any and all other remedies available to Us.

7. Rate Updates.

A. Maintenance of Postal Rates. It is Your sole responsibility to ensure that correct amounts are applied as payment for mailing and shipping services. We shall not be responsible for returns for delivery delays, refusals, or any other problems caused by applying the incorrect rate to mail or packages.

B. Rate Updates with Online Services. If the Order Form indicates that You are enrolled in Our Online Services program, then We will make available periodic updates for Your covered Products and/or Postage Meter, including updates to maintain accurate USPS rates for the USPS services that are compatible with such Products or Postage Meter.

The rate updates that are offered with Our Online Services program are only available for products that are Integrated (as defined below) into Your mailing machine. For the purposes of this section, "Integrated" means that the



covered hardware cannot properly operate on a stand-alone basis and it has been incorporated into the mail machine. Products that are not Integrated including, but not limited to, all Software and scales with "ST-77," or "SE" in the model number will not receive updated rates as part of Our Online Services program (collectively "Excluded Products").

- C. Rate Updates with Rate Change Protection and Software Advantage. If You have any of Our Excluded Products, You may have elected to purchase Rate Change Protection ("RCP") from Us for Your hardware products or Software Advantage for Your Software. If the Order Form indicates that You have selected RCP or Software Advantage, We will make available e the following updates for Your covered Products or Software: (i) updates to maintain accurate rates for the services offered by the USPS and other couriers that are compatible with Your covered Products or Software; and (ii) updates for major zip or zone changes that are compatible with Your covered Products or Software. If any reprogramming is required because You have moved the Products or Postage Meter to a new location, none of the services described in this Section cover the cost to do so. If You have not selected RCP or Software Advantage, You agree that We may send You periodic rate updates as needed and You agree to either: (i) promptly pay the then-current price for such update; or (ii) return the unused, update to Us within ten (10) business days of receiving it. Customers with an outstanding Accounts Receivable balance may not receive a rate update until the open balance is resolved.

8. United states postal service acknowledgement of deposit requirement. By signing this Postage Meter Rental Agreement, You acknowledge and agree that You have read the United States Postal Service Acknowledgement of Deposit (the "Acknowledgement") and will comply with its terms and conditions, as it may be amended from time to time.

9. Additional united states postal service terms.

- A. By signing this Postage Meter Rental Agreement, You acknowledge that You are also entering into an Agreement with the United States Postal Service ("USPS") in accordance with the Domestic Mail Manual ("DMM") 604.4, Postage Payment Methods, Postage Meters and PC Postage Products (collectively, "Postage Evidencing Systems" or "PES") and accept responsibility for control and use of the PES contained therein.
- B. You also acknowledge You have read the DMM 604.4, Postage Payment Methods, Postage Meters and PC Postage Products (Postage Evidencing Systems) and agree to abide by all rules and regulations governing its use.
- C. Failure to comply with the rules and regulations contained in the DMM or use of the PES in any fraudulent or unlawful scheme or enterprise may result in the revocation of this Rental Agreement.
- D. You further acknowledge that any use of this PES that fraudulently deprives the USPS of revenue can cause You to be subject to civil and criminal penalties applicable to fraud and/or false claims against the United States. The submission of a false, fictitious or fraudulent statement can result in imprisonment of up to five (5) years and fines of up

to \$10,000 (18 U.S.C. 1001). In addition, a civil penalty of up to \$5,000 and an additional assessment of twice the amount falsely claimed may be imposed (3 U.S.C. 3802).

- E. You further understand that the rules and regulations regarding use of this PES as documented in the USPS Domestic Mail Manual may be updated from time to time by the USPS and it is Your obligation to comply with any current or future rules and regulations regarding its use.
- F. You are responsible for immediately reporting (within seventy-two hours or less) the theft or loss of the postage meter that is subject to this Rental Agreement. Failure to comply with this notification provision in a timely manner may result in the denial of refund of funds remaining on the postage meter at the time of the loss or theft.

NeoFunds®/TotalFunds® ACCOUNT AGREEMENT

1. Incorporation of Certain Terms. You acknowledge that You have entered a Government Product Lease Agreement with MailFinance Inc. (the "Lease") and a Postage Meter Rental Agreement with Neopost USA Inc. (the "Rental Agreement"). If you have an eligible postage meter, then you will have access to a NeoFunds postage funding account (for Neopost POC accounts) or a TotalFunds postage funding account (for Hasler TMS accounts) and this NeoFunds/TotalFunds Account Agreement ("Account Agreement") shall govern Your use of such account. Any defined terms in the Lease or Rental Agreement shall have the same meanings in this NeoFunds Agreement, except that "We," "Us," and "Our," refer to Mailroom Finance, Inc., an affiliate of Neopost USA Inc. Sections 14 through 20 of the Lease are hereby incorporated into this Account Agreement except that any reference in those sections to the "Lease" refers to this Account Agreement.

2. Establishment and Activation of Account. You hereby authorize Us, to establish an account in Your name ("Account") for funding the purchase of postage from the United State Postal Service ("USPS") for use in the postage meter. Your Account may also be used to purchase supplies, pay for the Postage Meter rental, and obtain certain other products and services from Neopost USA. The establishment of Your Account shall be subject to Our approval of Your creditworthiness. Any use of the Account shall constitute Your acceptance of all the terms and conditions of this Account Agreement and all other documents executed or provided in connection with the Account. The Account may not be used for personal, family, or household purposes.

3. Operation of Account. Each time an employee or agent of Yours with the express, implied, or apparent authority to do so (each an "Authorized User") uses the Account to receive a postage meter reset or obtain other products or services that Neopost USA Inc. is authorized to provide, Neopost USA Inc. will notify Us of the amount to be applied to Your Account balance. If the Account is used to obtain postage, then We will transfer the requested amount of postage to the USPS on Your behalf and Your Account will be charged for the amount of postage requested and any related fees, if applicable. You can continue to pre-pay the USPS for postage and understand that pre-paid postage funds will be used first to pay for my postage meter resets. You further understand that NeoFunds/TotalFunds will provide additional available postage funds when Your pre-paid account balance



is zero (\$0). When You request a postage meter reset, if You have the funds on account with the USPS, those funds automatically will be withdrawn first to pay for postage, and any additional amounts due for postage and related fees will be billed through the NeoFunds/TotalFunds Account under the terms and conditions of this Account Agreement. If the Account is used to acquire products or services from that Neopost USA is authorized to provide, then We shall pay the applicable amount to Neopost USA Inc. and add such amount to Your Account balance.

4. Payment Terms. You will receive a billing statement for each billing cycle in which You have any activity on Your Account. Payments are due on the due date shown on Your billing statement. You may pay the entire balance due or a portion of the balance, provided that You pay at least the minimum payment amount shown on Your statement. However, if You have exceeded the Account Limit, then You must pay the entire amount of any overage, as well as the minimum payment amount shown on Your statement. Whenever there is an unpaid balance outstanding on Your Account which is not paid in full by the due date shown on Your billing statement, We will charge You, and You agree to pay, interest on the unpaid balance of the Account for each day from the date the transaction is posted to Your Account until the date the unpaid balance is paid in full, at the Annual Percentage Rate (as defined below). The Account balance that is subject to a finance charge each day will include outstanding balances, minus any payments and credits received by Us on Your Account that day. The Annual Percentage Rate applicable to Your Account will be equal to the lesser of eighteen percent (18.00%) per annum or the maximum permitted by law. Each payment will be applied to reduce the outstanding balance of Your Account and replenish the amount available to You. We may refuse to extend further credit if the amount of a requested charge plus Your existing balance exceeds Your Account Limit.

5. Account Limit and Account Fees. You agree that We will establish a credit limit on Your Account (the "Account Limit"). The exact amount of the Account Limit will be indicated on Your invoice. We may, in Our sole discretion, allow Your balance to exceed the Account Limit. In the event We do so, You agree to pay Us an additional fee equal to one percent (1%) of the amount by which the Account Limit is exceeded for each transaction that You initiate after Your Account has reached the Account Limit. Such amount will be charged to Your Account on the date that the relevant transaction(s) occurs. Unless prohibited by applicable law, You agree to pay the amounts set forth in this Account Agreement, which may include, without limitation, the amounts specified above, a fee for a late payment, a fee for any checks that are returned as a result of insufficient funds, a fee for any ACH direct debit transactions which are rejected, and an annual account fee. All such fees shall be added to Your Account balance.

6. Cancellation and Suspension. We may at any time close or suspend Your Account or temporarily refuse to allow further charges to Your Account. You can cancel Your Account at any time by notifying Us in writing at the address provided on Your Account statement of Your desire to do so. No cancellation or suspension will affect Your obligation to pay any amounts You then owe under this Account Agreement. We will notify You of the Account balance in the event of any termination and all outstanding obligations will survive the termination of this Account Agreement by either party.

7. Default. We may declare You in default if You: (i) have made any misrepresentations to Us; (ii) at any time, have done or allowed anything that indicates to Us that You may be unable or unwilling to repay the balance of Your Account as required under this Account Agreement; or (iii) are in default under this Account Agreement or any lease, rental, or other agreement with Us, Neopost USA Inc., or their affiliates. If You are in default, or upon any cancellation of Your Account, We shall not be obligated to continue to provide the Account service or extend further credit under this Account Agreement. If We are required to take collection action or any other legal action under this Account Agreement, You shall pay upon demand by Us all court and collection costs, along with reasonable attorney's fees. These remedies shall be cumulative and not exclusive, and shall be in addition to any and all other remedies available to Us.

8. Remedies. If We have declared that You are in default under this Account Agreement, then We may: (i) declare all agreements You have with Us in default and due and payable at once without notice or demand; (ii) refuse to make further advances on Your behalf to reset Your postage meter; and (iii) exercise any other rights that We may have. In addition, You agree that any default under this Account Agreement shall constitute a default under any agreement You may have with any of Our affiliates, including, but not limited to, Neopost USA Inc., MailFinance Inc.

9. Amendments. We may amend this Account Agreement, or any of its provisions, including without limitation any fees and charges and/or the Annual Percentage Rate, at any time by at least thirty (30) days written notice to You, and such written notice may be included in Your billing statement. Any such amendment will become effective on the date stated in the notice and will apply to any transactions after such date, as well as to any outstanding balance on Your Account.

10. Notice: Any notice required to be given under this Account Agreement by either party hereto shall be given if to You, at the address shown on Your Order Form, and if to Us at 478 Wheelers Farms Road, Milford, CT 06461.

11. Miscellaneous. You understand that We may obtain credit reports in connection with Your Account now and in the future. This Account Agreement shall be governed by and construed in accordance with the laws of the State of Texas, without reference to its conflict-of-laws rules, and any applicable federal laws. The sole jurisdiction and venue for actions related to the subject matter hereof shall be in a State or Federal Court within the State of Texas.

ONLINE SERVICES AND SOFTWARE AGREEMENT

1. Incorporation of Certain Terms. You acknowledge that You have entered a Government Product Lease Agreement with MailFinance Inc. (the "Lease"). Any defined terms in the Lease shall have the same meanings in this Online Services and Software Agreement ("OSS Agreement"), except that "We," "Us," and "Our," refer to Neopost USA Inc. Sections 13 through 24 of the Lease are hereby incorporated into this OSS Agreement, except that any reference in those sections to the "Lease" refer to this OSS Agreement.

2. License Grant and Additional Terms. In exchange for the license fees that are included in Your Lease Payment, We hereby grant to You a nonexclusive, nontransferable license to use the Software products, including related documentation, described on the Order Form solely for Your own use on or with the Products. You warrant and represent that You will not sell, transfer, disclose or otherwise make available such Software products or copies thereof to third



parties; provided, however, that the Software products may be used by Your employees or independent contractors using the Products. No title or ownership of the Software products or any portion thereof is transferred to You. You acknowledge and agree that there may be additional terms and conditions that apply to Your use of any Software provided by Us. Such terms may be provided with the Software, or made available at www.neopostusa.com/softwareterms and may be supplemented by Us or third party licensors, from time to time, by notice to You. You acknowledge and agree that You have access to the appropriate version(s) of the applicable terms provided at the address above and corresponding to Software described on the Order Form at the time you enter this OSS Agreement. Such terms are incorporated herein by this reference and You agree to be bound by such terms as if they were fully stated herein.

3. Software Support. Unless otherwise specified in the applicable Software terms, if You have purchased support for the Software, We will provide the following for a period of one (1) year: (i) software updates and, if applicable, carrier rate updates that keep You current and compliant with supported carrier rates, fees, zone schedules, label, barcode and forms changes; (ii) updates to the Software; (iii) corrective bug fixes as released; and (iv) technical support for the Software (collectively "Software Maintenance"). At the conclusion of each year of Software Maintenance, the Software Maintenance will automatically renew for additional one-year periods at Our then-current fee for such services

unless you give us at least sixty (60) days prior written notice that you wish to cancel the Software Maintenance. You acknowledge that the Software may fail to comply with applicable regulations if you do not have Software Maintenance and that We shall not have any liability in connection with any such failure. If You allow the Software Maintenance to lapse, You may reinstate such services; provided that you pay all fees that would have been due from the expiration of Your last Software Maintenance period through the reinstatement date, plus a 15% administrative surcharge.

4. Use of Websites. Neopost USA Inc. and/or any of Our affiliates, suppliers, including, but not limited to, MailFinance Inc. may, from time to time, make certain websites available to You in order to provide You with certain services ("Websites"). If You access any such Websites, You acknowledge and agree that Your use of the Website is subject to the terms of use and/or license terms in effect at the time You use the Website. Such terms are available on the Websites for Your review. You acknowledge and agree that such terms may be supplemented and modified from time to time ("Supplemental Terms"). Your use of a Website after Supplemental Terms have been issued will signify Your acceptance of those terms. In the event of a conflict between the terms of this OSS Agreement and the Supplemental Terms, the Supplemental Terms shall control.

MEMORANDUM

To: Jorge L. Ortiz, Chief Judge
Aaron Lawlor, Lake County Board Chairman
Roycealee Wood, Regional Superintendent of Schools
District 125 Representative
District 103 Representative

From: Mary Stevens, Nineteenth Judicial Circuit

Date: June 27, 2016

Re: INTERGOVERNMENTAL AGREEMENT FOR
EDUCATIONAL SERVICES

It is time to exercise the renewal of the Joint Agreement for Provision of Educational Services at the Robert W. Depke Juvenile Justice Center between the Lake County Regional Superintendent of Schools, the County of Lake, the Chief Judge of the Nineteenth Judicial Circuit, Adlai E. Stevenson High School District #125 and Lincolnshire-Prairie View District #103. This Agreement can be renewed for three additional one-year periods.

Please return this form to me ASAP to exercise the renewal for the July 1, 2016 through June 30, 2017 period. Thank you for your attention to this matter.

_____ I would like to renew the Joint Agreement for the Provision of Educational Services at the same terms and conditions for an additional year. **OR**

_____ I would like to amend this Agreement to address the following issues (please specify).

Contact Name

Phone Number

Contact Signature



Lincolnshire-Prairie View School District 103

TO: Board of Education
FROM: Scott Warren
DATE: July 7, 2016
RE: Destruction of Recordings of Executive Session Meetings

The Open Meetings Act Section 5 ILCS 120/2.06 (c) states verbatim recordings may be destroyed no less than 18 months after completion of the meeting recorded but only after:

- 1) the public body has approved the minutes for the closed session, and
- 2) the public body has approved the destruction of the verbatim record.

It is my recommendation that the Executive Session verbatim recordings listed below be destroyed in accordance with state law:

July 15, 2014
August 19, 2014 Executive Session 1 & 2
September 2, 2014 Executive Session 1 & 2
September 16, 2014 Executive Session 1 & 2
October 7, 2014
October 21, 2014 Executive Session 1 & 2
November 18, 2014



Lincolnshire-Prairie View School District 103

1370 N. Riverwoods Road • Lincolnshire, IL 60069

847/295-4030 • FAX 847/295-9196

<http://www.d103.org>

BOARD OF EDUCATION EXECUTIVE SESSION MINUTES

Tuesday, July 15, 2014

Executive Session of the Board of Education Meeting of Lincolnshire-Prairie View School District 103 was held on Tuesday, July 15, 2014 in the Learning Center of Daniel Wright Junior High School located at 1370 N. Riverwoods Road, Lincolnshire, Illinois.

The following Board Members were in attendance:

Gary Gordon, President

Chris Curtis, Vice President

Kate Harper

Sandy Simon

Anne van Gerven

Ben Yomtoob

Absent: Sherri Thomas

Also present were:

Dr. Scott Warren, Superintendent

Dan Stanley, Assistant Superintendent for Business

Norma Taylor, Board Secretary

Executive Session convened at 9:22 p.m. to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees and collective negotiating agreements.

Dr. Warren informed the Board he had discussed Amy Belford's request to amend her retirement agreement with the district's attorney per the Board's discussion at the last meeting that the district offer something globally rather than by individual case. Dr. Warren will request draft language from the attorney addressing the issue.

Scott Warren, Dan Stanley, and Norma Taylor left the room at 10:00 pm.

The Board discussed the Superintendent's goals and evaluation.

Dr. Warren reentered the room at 10:35 p.m.

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

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

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

The meeting reconvened to Open Session at 11:00 p.m.

President Board of Education

Secretary Board of Education



Lincolnshire-Prairie View School District 103

1370 N. Riverwoods Road • Lincolnshire, IL 60069

847/295-4030 • FAX 847/295-9196

<http://www.d103.org>

BOARD OF EDUCATION 1st EXECUTIVE SESSION MINUTES

Tuesday, August 19, 2014

Executive Session of the Board of Education Meeting of Lincolnshire-Prairie View School District 103 was held on Tuesday, August 19, 2014 in the Learning Center of Daniel Wright Junior High School located at 1370 N. Riverwoods Road, Lincolnshire, Illinois.

The following Board Members were in attendance:

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

Absent: None

Also present were:

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

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

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

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

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

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

Dr. Warren presented his goals to the Board.

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

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

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

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

President Board of Education

Secretary Board of Education



Lincolnshire-Prairie View School District 103

1370 N. Riverwoods Road • Lincolnshire, IL 60069

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BOARD OF EDUCATION 2nd EXECUTIVE SESSION MINUTES
Tuesday, August 19, 2014

Executive Session of the Board of Education Meeting of Lincolnshire-Prairie View School District 103 was held on Tuesday, August 19, 2014 in the Learning Center of Daniel Wright Junior High School located at 1370 N. Riverwoods Road, Lincolnshire, Illinois.

The following Board Members were in attendance:

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

Absent: None

Also present were:

Dr. Scott Warren, Superintendent

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

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

Dr. Warren reviewed information regarding this situation.

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

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

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

President Board of Education

Secretary Board of Education



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BOARD OF EDUCATION 1st EXECUTIVE SESSION MINUTES

Tuesday, September 2, 2014

Executive Session of the Board of Education Meeting of Lincolnshire-Prairie View School District 103 was held on Tuesday, September 2, 2014 in the Learning Center of Daniel Wright Junior High School located at 1370 N. Riverwoods Road, Lincolnshire, Illinois.

The following Board Members were in attendance:

Gary Gordon, President

Kate Harper

Sandy Simon

Sherri Thomas

Anne van Gerven

Absent: Chris Curtis, Vice President

Ben Yomtoob

Also present were:

Dr. Scott Warren, Superintendent

Katie Reynolds, Assistant Superintendent for Curriculum and Instruction

Julie Postma, Director of Student Services

Dr. Christy Adler, Principal of Sprague School

Lynn Himes, Board Attorney

Mark Westhoff, Director of Technology

Norma Taylor, Board Secretary

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

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

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

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

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

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

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

President Board of Education

Secretary Board of Education



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

Executive Session of the Board of Education Meeting of Lincolnshire-Prairie View School District 103 was held on Tuesday, September 2, 2014 in the Learning Center of Daniel Wright Junior High School located at 1370 N. Riverwoods Road, Lincolnshire, Illinois.

The following Board Members were in attendance:

Gary Gordon, President
Kate Harper
Sandy Simon
Sherri Thomas
Anne van Gerven

Absent: Chris Curtis, Vice President
Ben Yomtoob

Also present were:

Dr. Scott Warren, Superintendent
Norma Taylor, Board Secretary

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

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

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

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

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

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

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BOARD OF EDUCATION 1st EXECUTIVE SESSION MINUTES

Tuesday, September 16, 2014

The 1st Executive Session of the Board of Education Meeting of Lincolnshire-Prairie View School District 103 was held on Tuesday, September 16, 2014 in the Learning Center of Daniel Wright Junior High School located at 1370 N. Riverwoods Road, Lincolnshire, Illinois.

The following Board Members were in attendance:

Gary Gordon, President

Chris Curtis, Vice President

Kate Harper

Sandy Simon

Sherri Thomas

Anne van Gerven

Ben Yomtoob

Absent: None

Also present were:

Dr. Scott Warren, Superintendent

Norma Taylor, Board Secretary

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

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

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

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

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

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

President Board of Education

Secretary Board of Education



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

The 2nd Executive Session of the Board of Education Meeting of Lincolnshire-Prairie View School District 103 was held on Tuesday, September 16, 2014 in the Learning Center of Daniel Wright Junior High School located at 1370 N. Riverwoods Road, Lincolnshire, Illinois.

The following Board Members were in attendance:

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

Absent: None

Also present were:

Dr. Scott Warren, Superintendent
Norma Taylor, Board Secretary

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

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

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

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

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

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BOARD OF EDUCATION EXECUTIVE SESSION MINUTES

Tuesday, October 7, 2014

Executive Session of the Board of Education Meeting of Lincolnshire-Prairie View School District 103 was held on Tuesday, October 7, 2014 in the Learning Center of Daniel Wright Junior High School located at 1370 N. Riverwoods Road, Lincolnshire, Illinois.

The following Board Members were in attendance:

Gary Gordon, President

Chris Curtis, Vice President

Kate Harper

Sandy Simon

Anne van Gerven

Ben Yomtoob

Absent: Sherri Thomas

Also present were:

Dr. Scott Warren, Superintendent

Dan Stanley, Assistant Superintendent for Business/CSBO

Katie Reynolds, Assistant Superintendent for Curriculum and Instruction

Norma Taylor, Board Secretary

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

Dr. Warren updated the board on student disciplinary issues.

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

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

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

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BOARD OF EDUCATION 1st EXECUTIVE SESSION MINUTES

Tuesday, October 21, 2014

The 1st Executive Session of the Board of Education Meeting of Lincolnshire-Prairie View School District 103 was held on Tuesday, October 21, 2014 in the Library of Laura B. Sprague School located at 2425 Riverwoods Road, Lincolnshire, Illinois.

The following Board Members were in attendance:

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

Absent: Sherri Thomas

Also present were:

Dr. Scott Warren, Superintendent
Norma Taylor, Board Secretary

Executive Session convened at 7:53p.m. to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees.

Dr. Warren informed the Board he received a letter of retirement from an employee to retire during the school year.

Dr. Warren and Norma Taylor left the meeting at 7:56 pm.

The Board discussed the Superintendent's evaluation.

Dr. Warren rejoined the meeting at 8:24 pm.

Discussion was held regarding the Superintendent's evaluation.

Norma Taylor rejoined the meeting at 8:37 pm.

Motion by Mr. Yomtoob, seconded by Mr. Curtis, to return to Open Session.

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

The meeting reconvened to Open Session at 8:37 pm.

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BOARD OF EDUCATION 2nd EXECUTIVE SESSION MINUTES
Tuesday, October 21, 2014

The 2nd Executive Session of the Board of Education Meeting of Lincolnshire-Prairie View School District 103 was held on Tuesday, October 21, 2014 in the Library of Laura B. Sprague School located at 2425 Riverwoods Road, Lincolnshire, Illinois.

The following Board Members were in attendance:

Gary Gordon, President

Chris Curtis, Vice President

Kate Harper

Sandy Simon

Anne van Gerven

Ben Yomtoob

Absent: Sherri Thomas

Also present were:

Dr. Scott Warren, Superintendent

Norma Taylor, Board Secretary

Executive Session convened at 8:38 pm. to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific personnel, and collective bargaining matters.

Discussion was held regarding teachers retiring during the school year.

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

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

The meeting reconvened to Open Session at 8:45 pm.

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BOARD OF EDUCATION EXECUTIVE SESSION MINUTES

Tuesday, November 18, 2014

The 1st Executive Session of the Board of Education Meeting of Lincolnshire-Prairie View School District 103 was held on Tuesday, November 18, 2014 in the Learning Center of Daniel Wright Junior High School located at 1370 N. Riverwoods Road, Lincolnshire, Illinois.

The following Board Members were in attendance:

Gary Gordon, President

Chris Curtis, Vice President

Kate Harper

Sandy Simon

Sherri Thomas

Anne van Gerven

Ben Yomtoob

Absent: None

Also present were:

Dr. Scott Warren, Superintendent

Norma Taylor, Board Secretary

Executive Session convened at 8:12 p.m. to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, and probable or imminent litigation.

Dr. Warren updated the board of a student disciplinary issue.

Norma Taylor left the meeting at 8:23 p.m.

The Board discussed the performance of a specific employee.

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

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

The meeting reconvened to Open Session at 8:47 p.m.

President Board of Education

Secretary Board of Education



Lincolnshire-Prairie View School District 103

TO: Board of Education

FROM: Scott Warren

DATE: July 7, 2016

RE: Semi-annual Review of Executive Session Minutes

The Open Meetings Act requires public bodies to periodically, but no less than semi-annually, meet to review minutes of all closed sessions. Based on a review by the Superintendent, it is recommended that the Board retain the confidentiality of the following minutes:

December 14, 2015
January 19, 2016
February 2, 2016
February 16, 2016
March 1, 2016 Executive Session 1 & 2
March 3, 2016
March 22, 2016
April 5, 2016
April 19, 2016
May 3, 2016
May 5, 2016
May 17, 2016
May 24, 2016
May 31, 2016



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BOARD OF EDUCATION EXECUTIVE SESSION MINUTES

Monday, December 14, 2015

An Executive Session of the Board of Education Meeting of Lincolnshire-Prairie View School District 103 was held on Monday, December 14, 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

Malathy Dwaraknath

Kate Harper

Sandy Simon

Sherri Thomas

Anne van Gerven

Absent: Chris Curtis, Vice President

Also present were:

Dr. Scott Warren, Superintendent

Katie Reynolds, Assistant Superintendent for Curriculum and Instruction

Michelle Blackley, Principal of Daniel Wright Junior High School

Norma Taylor, Board Secretary

Executive Session convened at 8:20 p.m. to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, student disciplinary cases, and collective negotiating matters.

Mrs. Blackley reported 8th grade student Richard Yin received a one and a half day out of school suspension for threatening and harassing behavior.

Mrs. Reynolds and Mrs. Blackley left the meeting at 8:30 p.m.

The Board discussed collective negotiating matters in relation to the District.

Dr. Warren informed the Board that Mike Kriese, Head Custodian at Half Day School was found falsifying his time card. He had asked Lance Rockstroh to punch out for him on multiple occasions. Dr. Warren informed them of the disciplinary actions taken for both Mike Kriese and Lance Rockstroh.

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 8:44 p.m.

President Board of Education

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BOARD OF EDUCATION EXECUTIVE SESSION MINUTES

Tuesday, January 19, 2016

An Executive Session of the Board of Education Meeting of Lincolnshire-Prairie View School District 103 was held on Tuesday, January 19, 2016 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

Malathy Dwaraknath

Kate Harper

Sandy Simon

Sherri Thomas

Anne van Gerven

Absent: None

Also present were:

Dr. Scott Warren, Superintendent

Norma Taylor, Board Secretary

Executive Session convened at 8:35 p.m. to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees.

Dr. Warren discussed the retirement letter of Nancy Fencel that was submitted this week. Currently Mrs. Fencel is .75 FTE, but will be going to 1.0 FTE when 5th grade moves to Half Day School.

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

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

The meeting reconvened to Open Session at 8:40 p.m.

President Board of Education

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BOARD OF EDUCATION EXECUTIVE SESSION MINUTES

Tuesday, February 2, 2016

An Executive Session of the Board of Education Meeting of Lincolnshire-Prairie View School District 103 was held on Tuesday, February 2, 2016 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

Malathy Dwaraknath

Kate Harper

Sandy Simon

Sherri Thomas

Anne van Gerven

Absent: None

Also present were:

Dr. Scott Warren, Superintendent

Norma Taylor, Board Secretary

Executive Session convened at 9:15 p.m. to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, and student disciplinary cases.

Dr. Warren informed the Board of a half-day in-school suspension of Audrey Disbrow, 4th grader, for pushing a teacher.

Dr. Warren provided the Board a mid-year update of his goals for the semi-annual evaluation of the Superintendent. He reviewed progress on each goal thus far, and reviewed expectations for completion by the end of the year.

Dr. Warren and Norma Taylor left the meeting at 9:41 p.m.

The Board discussed the Superintendent's semi-annual evaluation review.

Dr. Warren and Norma Taylor returned to the meeting at 9:47 p.m.

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

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

The meeting reconvened to Open Session at 9:48 p.m.

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BOARD OF EDUCATION EXECUTIVE SESSION MINUTES

Tuesday, February 16, 2016

An Executive Session of the Board of Education Meeting of Lincolnshire-Prairie View School District 103 was held on Tuesday, February 2, 2016 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

Malathy Dwaraknath

Sandy Simon

Sherri Thomas

Anne van Gerven

Absent: Kate Harper

Also present were:

Dr. Scott Warren, Superintendent

Dan Stanley, Assistant Superintendent for Business/CSBO

Norma Taylor, Board Secretary

Executive Session convened at 9:15 p.m. to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, and collective negotiation matters.

The Board discussed interest-based bargaining and the upcoming pre-negotiation meeting with the association.

Dr. Warren, Dan Stanley and Norma Taylor left the meeting at 9:29 p.m.

The Board conducted the Superintendent's mid-year evaluation.

Dr. Warren and Norma Taylor returned to the meeting at 10:20 p.m.

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

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

The meeting reconvened to Open Session at 10:20 p.m.

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BOARD OF EDUCATION 1st EXECUTIVE SESSION MINUTES

Tuesday, March 1, 2016

An Executive Session of the Board of Education Meeting of Lincolnshire-Prairie View School District 103 was held on Tuesday, February 2, 2016 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

Malathy Dwaraknath

Kate Harper

Sandy Simon

Sherri Thomas

Anne van Gerven

Absent: None

Also present were:

Dr. Scott Warren, Superintendent

Dan Stanley, Assistant Superintendent for Business/CSBO

Norma Taylor, Board Secretary

Executive Session convened at 9:12 p.m. to discuss collective negotiating matters and the appointment, employment, compensation, discipline, performance, or dismissal of specific employees.

Dan Stanley entered the meeting at 9:13 p.m.

The Board discussed delaying the Superintendent's mid-year evaluation until the next meeting.

Dr. Warren and the Board reviewed priority issues for the upcoming teachers' contract negotiations.

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 10:05 p.m.

President Board of Education

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BOARD OF EDUCATION 2nd EXECUTIVE SESSION MINUTES
Tuesday, March 1, 2016

A Second Executive Session of the Board of Education Meeting of Lincolnshire-Prairie View School District 103 was held on Tuesday, March 1, 2016 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

Malathy Dwaraknath

Kate Harper

Sandy Simon

Sherri Thomas

Anne van Gerven

Absent: None

Also present were:

Dr. Scott Warren, Superintendent

Dan Stanley, Assistant Superintendent for Business/CSBO

Norma Taylor, Board Secretary

Executive Session convened at 10:05 p.m. to discuss student disciplinary issues.

Dr. Warren updated the Board of a suspension for student Arley Landau.

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 10:12 p.m.

President Board of Education

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BOARD OF EDUCATION EXECUTIVE SESSION MINUTES

Thursday, March 3, 2016

An Executive Session of the Board of Education Meeting of Lincolnshire-Prairie View School District 103 was held on Thursday, March 3, 2016 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

Malathy Dwaraknath

Sandy Simon

Sherri Thomas

Anne van Gerven

Absent: Kate Harper

Also present were:

Dr. Scott Warren, Superintendent

Dan Stanley, Assistant Superintendent for Business/CSBO

Karina Richter - Negotiator

Christina Muller - Note Taker

Nicole Terson - Negotiator

Tony Hafner - Negotiator

Audrey Salzman - Co-President LPVTA

Amy Belford - Negotiator

Tracy Gordon, Co-President LPVTA

Dave Griffith

Cheryl Cheifetz

Jill Reed

Cathy Nasenbeny

Kirsten Frantom

John Herrin

John Fester

Dr. Warren noted Patty Lathrop entered the meeting at 4:40 p.m.

Executive Session convened at 4:40 p.m. to discuss collective negotiating matters between the public body and its employees or their representatives.

Dr. Warren welcomed the Board of Education and the Lincolnshire-Prairie View Teachers Associate Executive Board. He thanked Tracy Gordon for preparing a presentation.

Tracy Gordon provided a presentation of a model for bargaining. She noted the purpose of the meeting today is to decide on a negotiating process together, and identify ground rules for negotiating sessions, and set the agenda for the March 10, 2016 negotiating meeting.

It was proposed meetings will be held from 6:00-9:00 p.m. on the following dates: March 10, March 24, April 21, April 28.

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

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

The meeting reconvened to Open Session at 6:15 p.m.

President Board of Education

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BOARD OF EDUCATION EXECUTIVE SESSION MINUTES

Tuesday, March 22, 2016

An Executive Session of the Board of Education Meeting of Lincolnshire-Prairie View School District 103 was held on Tuesday, March 22, 2016 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
Malathy Dwaraknath
Kate Harper
Sandy Simon
Anne van Gerven

Absent: Chris Curtis, Vice President
Sherri Thomas

Also present were:

Dr. Scott Warren, Superintendent
Dan Stanley, Assistant Superintendent for Business/CSBO
Norma Taylor, Board Secretary

Executive Session convened at 9:01 p.m. to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, and student disciplinary matters.

Dr. Warren reported 6th grade student Alex Viner was issued a 2-day in-school suspension.

Dr. Warren discussed the honorable dismissals of Derek Howell and Nancy Blitz.

Dr. Warren informed the Board of the dismissal of substitute teacher Angela Weiner, for irregularities in proctoring PARCC tests.

Dr. Warren, Dan Stanley and Norma Taylor left the meeting at 9:16 p.m.

The Board discussed the Superintendent's mid-year evaluation.

Dr. Warren and Norma Taylor returned to the meeting at 9:19 p.m.

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

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

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

President Board of Education

Secretary Board of Education

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BOARD OF EDUCATION EXECUTIVE SESSION MINUTES

Tuesday, April 5, 2016

An Executive Session of the Board of Education Meeting of Lincolnshire-Prairie View School District 103 was held on Tuesday, April 5, 2016 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

Malathy Dwaraknath

Kate Harper

Sandy Simon

Sherri Thomas

Anne van Gerven

Absent: None

Also present were:

Dr. Scott Warren, Superintendent

Dan Stanley, Assistant Superintendent for Business/CSBO

John Herrin, Accounts Payable, CSBO Intern

Norma Taylor, Board Secretary

Executive Session convened at 7:54 p.m. to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, and collective negotiating matters.

Dr. Warren noted Mr. Herrin is present in Executive Session because he is completing an internship to receive his CSBO endorsement and attends contract negotiations.

Mr. Stanley provided financial information of the district's revenues and expenditures, salaries, insurance, stipends, substitute teachers and other financial data. Discussion was held with respect to collective negotiating matters.

Mr. Stanley and John Herrin left the meeting at 9:17 p.m.

The Board discussed the Daniel Wright Administrative Team of Michelle Blackley, Melody Littlefair and Tom Herion with respect to recent PARCC testing for the students who were in the class of the substitute teacher who was dismissed.

Dr. Warren presented each Administrator's goals. The Board chose to review the materials for discussion at the next closed meeting.

Dr. Warren and Norma Taylor left the meeting at 9:37 p.m.

The Board discussed the Superintendent's evaluation.

Dr. Warren and Norma Taylor returned to the meeting at 9:49 p.m.

Motion by Mrs. Simon, seconded by Mrs. Dwaraknath, to return to Open Session.

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

The meeting reconvened to Open Session at 9:50 p.m.

President Board of Education

Secretary Board of Education

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BOARD OF EDUCATION EXECUTIVE SESSION MINUTES

Tuesday, April 19, 2016

An Executive Session of the Board of Education Meeting of Lincolnshire-Prairie View School District 103 was held on Tuesday, April 19, 2016 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

Malathy Dwaraknath

Kate Harper

Sandy Simon

Sherri Thomas

Anne van Gerven

Absent: None

Also present were:

Dr. Scott Warren, Superintendent

Dan Stanley, Assistant Superintendent for Business/CSBO

John Herrin, Account Payable, CSBO Intern

Norma Taylor, Board Secretary

Executive Session convened at 7:50 p.m. to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, student disciplinary cases, and collective negotiating matters.

Dr. Warren informed the Board of three student suspensions. Brennen Davidson was issued a two day out of school suspension, Maximo Poretto was issued a half day in school suspension, and Luca Morelli was issued a half day out of school suspension.

Mrs. Simon left the meeting at 7:55 p.m. to help some children who walked into the meeting. Mrs. Simon returned to the meeting at 7:56 p.m.

Dr. Warren and the Board discussed contract negotiations.

Dr. Warren provided an update on staff members Laura Brennan and Erinn Vincent.

Dan Stanley and John Herrin left the meeting at 9:32 p.m.

Dr. Warren discussed the employment contracts for himself, Mr. Stanley and Mrs. Reynolds, and asked the Board's consideration to provide all of the required contribution of 1.12% to (THIS) Teacher Health Insurance Security. Currently the Board pays .88%.

Dr. Warren and Norma Taylor left the meeting at 9:37 p.m.

The Board discussed the Superintendent's contract.

Dr. Warren, Dan Stanley and Norma Taylor returned to the meeting at 9:48 p.m.

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

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

The meeting reconvened to Open Session at 9:49 p.m.

President Board of Education

Secretary Board of Education

Lincolnshire-Prairie View School District 103

1370 N. Riverwoods Road • Lincolnshire, IL 60069

847/295-4030 • FAX 847/295-9196

<http://www.d103.org>

BOARD OF EDUCATION EXECUTIVE SESSION MINUTES

Tuesday, May 3, 2016

An Executive Session of the Board of Education Meeting of Lincolnshire-Prairie View School District 103 was held on Tuesday, May 3, 2016 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

Malathy Dwaraknath

Kate Harper

Sandy Simon

Sherri Thomas

Anne van Gerven

Absent: None

Also present were:

Dr. Scott Warren, Superintendent

Dan Stanley, Assistant Superintendent for Business/CSBO

Katie Reynolds, Assistant Superintendent for Curriculum and Instruction

Norma Taylor, Board Secretary

Executive Session convened at 7:42 p.m. to discuss student discipline, and collective negotiating matters.

Dr. Warren informed the Board of three students who received in-school suspensions: Lydia Lueck, Owen Hancock, and Bill Haverty.

Dr. Warren and Mr. Gordon discussed contract negotiations and a special meeting on Thursday with the Board and the attorney for the district.

Mrs. Thomas left the meeting at 8:10 p.m.

Mrs. Thomas returned at 8:14 p.m.

Discussion was held regarding stipends for extra duty.

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

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

The meeting reconvened to Open Session at 8:24 p.m.

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Secretary Board of Education

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BOARD OF EDUCATION EXECUTIVE SESSION MINUTES

Thursday, May 5, 2016

An Executive Session of the Board of Education Meeting of Lincolnshire-Prairie View School District 103 was held on Thursday, May 5, 2016 in the Administrative Office located at 1370 N. Riverwoods Road, Lincolnshire, Illinois.

The following Board Members were in attendance:

Gary Gordon, President
Anne van Gerven, Vice President
Malathy Dwaraknath
Kate Harper
Sherri Thomas

Absent: Chris Curtis
Sandy Simon

Also present were:
Dr. Scott Warren, Superintendent
John Fester, Attorney

Executive Session convened at 7:07 p.m. to discuss collective negotiating matters between the public bodies and its employees or their representatives.

Kate Harper joined the meeting at 7:08 p.m.

Dan Stanley joined the meeting at 7:26 p.m.

The Board discuss collective negotiating matters.

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

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

The meeting reconvened to Open Session at 8:30 p.m.

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BOARD OF EDUCATION EXECUTIVE SESSION MINUTES

Thursday, May 17, 2016

An Executive Session of the Board of Education Meeting of Lincolnshire-Prairie View School District 103 was held on Tuesday, May 17, 2016 in the Administrative Office located at 1370 N. Riverwoods Road, Lincolnshire, Illinois.

The following Board Members were in attendance:

Gary Gordon, President
Anne van Gerven, Vice President
Malathy Dwaraknath
Kate Harper
Sandy Simon
Sherri Thomas

Absent: Chris Curtis

Also present were:

Dr. Scott Warren, Superintendent
Dan Stanley, Assistant Superintendent for Business/CSBO
Norma Taylor, Board Secretary

Executive Session convened at 8:32 p.m. to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees, collective negotiating matters, and student disciplinary cases.

Dr. Warren informed the board Laura Brennan walked out of the classroom and stated to another teacher that it was her last day. Dr. Warren, Mrs. Blackley and Mrs. Reynolds met with Laura who claimed she stated that she was happy it was not her last day.

Dr. Warren informed the board of two student disciplinary cases both resulting in suspensions from school. Jeffrey Hakanson and Luis Freytes both received suspensions.

The board discussed the suspension of Ethan Siegel.

The board discussed collective negotiating matters.

Motion by Mrs. Harper, seconded by Mrs. Dwaraknath, to return to Open Session.

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

The meeting reconvened to Open Session at 9:34 p.m.

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BOARD OF EDUCATION EXECUTIVE SESSION MINUTES

Tuesday, May 24, 2016

An Executive Session of the Board of Education Meeting of Lincolnshire-Prairie View School District 103 was held on Tuesday, May 24, 2016 in the Administrative Office located at 1370 N. Riverwoods Road, Lincolnshire, Illinois.

The following Board Members were in attendance:

Gary Gordon, President
Anne van Gerven, Vice President
Malathy Dwaraknath
Kate Harper

Absent: Chris Curtis
Sandy Simon
Sherri Thomas

Also present were:

Dr. Scott Warren, Superintendent
Dan Stanley, Assistant Superintendent for Business/CSBO
Norma Taylor, Board Secretary

Executive Session convened at 8:44 p.m. to discuss collective negotiating matters.

The Board discussed collective negotiating matters.

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

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

The meeting reconvened to Open Session at 9:31 p.m.

President Board of Education

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BOARD OF EDUCATION EXECUTIVE SESSION MINUTES

Tuesday, May 31, 2016

An Executive Session of the Board of Education Meeting of Lincolnshire-Prairie View School District 103 was held on Tuesday, May 31, 2016 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
Anne van Gerven, Vice President
Chris Curtis
Malathy Dwaraknath
Kate Harper
Sandy Simon
Sherri Thomas

Absent: None

Also present were:

Dr. Scott Warren, Superintendent
Dan Stanley, Assistant Superintendent for Business/CSBO
Norma Taylor, Board Secretary

Executive Session convened at 7:38 p.m. to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, collective negotiating matters, and student disciplinary cases.

Dr. Warren reviewed student discipline cases of Tamir Cohen and Luke Panchisin who received suspensions from school for aggressive behavior.

Dr. Warren discussed a salary adjustment for John Bertson in the Tech Department due to an increase in job responsibilities.

The Board discussed contract negotiations.

Dan Stanley and Norma Taylor left the meeting at 8:10 p.m.

The Board discussed the superintendent's evaluation.

Dr. Warren left the meeting at 8:35 p.m.

Dr. Warren rejoined the meeting at 9:20 p.m.

Motion by Mrs. Harper, seconded by Mrs. Dwaraknath, to return to Open Session.

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

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

President Board of Education

Secretary Board of Education



Lincolnshire-Prairie View School District 103

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MEMO

To: Board of Education
From: Dan Stanley
CC: Dr. Scott Warren
Date: June 29, 2016
Re: Transportation Model of Contractual vs. In-House

Part of the Vision 2020 is to conduct an analysis of a district transportation system compared to a contractual transportation system. Particularly, this report is to address the goal: “develop and evaluate options to meet established goals and guidelines, comparing in-house transportation vs. a contractual service.” The plan was to complete by June 30, 2016.

In order to properly compare the options, certain action items were required in the process:

1. Investigate current contractual service models.
2. Develop a transportation system plan.
3. Price out system plan on a contractual basis.
4. Develop local options for transportation system.
5. Establish a rubric for evaluating the different systems for transportation.
6. Evaluate the different options

The final step in the process is to present our findings and give a recommendation to the Board.

Below begins the findings according to the process above.

Investigate Current Contractual Service Models

What may, or may not, have been a surprise during the Transportation Deep Dive was the fact that District 103 is the only district that provides their own transportation services in-house amongst peer districts. This begs the serious and appropriate question of “why?”. In order to understand why some of our peers outsource, I interviewed Kildeer 96 (96) and Aptakisic Tripp 102 (102). 96 has outsourced for 7 years and 102 has outsourced for 20 years. Both currently use First Student (which is also used by Stevenson). Both districts have some district staff assigned to work with First Student. In 96, both the district staff and First student staff develop the routes. In 102, First Student primarily handles the routing. Both districts 96 and 102 felt they get very good service from First Student. They have both also had issues with driver shortages lately. There has been some scrambling, but they both feel First Student has given good support throughout the shortage. On a day to day basis, the same driver usually drives the same routes.

Their main reasons for outsourcing for 102 had to do with ease of maintenance in terms of personnel. For example, if a driver was not performing, all the district had to do was request a change and it was

done. For 96, a large reason for outsourcing is space (no room for buses). Neither districts have considered bringing the service in house. Overall, the leading pros they stated related to lack of space needs and maintenance of staff.

When asked about the cons of outsourcing, both stated that there is less control and flexibility. There could be driver switches, late buses, and slipped routes (a slipped route is a route that was never run).

For tiers, 102 runs two tiers and 96 runs three. This means that the same buses go out to pick up students in the district two or three times in the morning and afternoon. Our current system in District 103 is two-tiered. Neither district has students riding a bus at the same time that drops off at multiple schools.

For driver absences, First Student fills them. According to 102 and 96, it is a smooth process. 102 offers an attendance bonus for consistent attendance. Long-term absences are handled with a consistent driver and neither district had any issues.

For discipline issues, a report is given to the school and then is followed up as it would be internally. Neither district felt they have issues with discipline problems.

Finally, both districts felt First Student was flexible with their schedules and have been accommodating to late starts/early releases based on the district's needs.

Develop A Transportation System Plan

In order to compare a system of transportation, including costs, I have to be able to define the system. Prior to this year, the system we have had has been unclear. The system plan for transportation was accomplished through the work of the Transportation Committee during 2015 under goal 1. The report is included for reference at the end of this report.

Price Out System Plan On A Contractual Basis

In order to accomplish this, I had several meetings with some vendors to get price ranges. Ultimately, the actual price of the system would not be known unless it is bid out. However, we were able to get some ranges that can help inform us whether or not it is worth the effort to go to bid. What I been able to calculate is a range of costs of a low and a high model. This is helpful when seeing the likely range of prices depending on bidding conditions. There is also a midpoint that I believe is a helpful way to just look at one number to compare.

As an in-house system is very different from a contracting system, it is important to consider the bottom line. Looking at specific objects alone (salaries or services) would not be helpful.

In the bottom line, it appears as if, all else being equal, outsourcing could save 5-11% per year in transportation costs. On a system that costs approximately \$2,000,000, this savings could range from \$100,000 to \$220,000 per year.

There are many assumptions in these numbers based on the range of directions that this could go. However, this data does not show that considering a contractual service model is cost-prohibitive.

One of the major assumptions is a 3-year agreement. While the outsourcing laws require to go out to bid and transition staff, the laws do not say how long to do so. One consideration was to do a 1-year contract and then re-bid. This strategy, however, was quickly turned down by vendors as a viable option. The reasons were that either no one would bid on it, or the bid costs would be extremely cost-

prohibitive. The main reason for this is the capital outlay the contractors would have to put out to acquire the necessary equipment (buses, parking, etc.) to perform the contract are extensive. The risk of only a one-year contract would cause vendors to either not to bid or bid extremely high to recoup the cost of the capital outlay. A three-year contract, however, was universally accepted as a realistic option. Additionally, the guidance from the attorney (attached) includes a requirement for vendors to show a three-year cost comparison.

There are two main sources for savings: bus costs and driver attrition. Because vendors purchase buses and depreciate them over 12 years or so compared to our leasing 1-year old buses for 3 years (reminder, we have no garage and cannot perform maintenance on the buses ourselves). Driver attrition will happen and the replacement hires would be hired in at lower rates. The attrition will happen over a period of years, so this is a longer-term effect.

Establish a Rubric For Evaluating the Different Options

The main components for consideration the evaluation of the system include price, level of service, and impact to staff. While price is certainly a significant consideration, I do believe there is more to this consideration than just dollars as discussed below.

Evaluate the Different Options

For price, if the preliminary costs of the system came in at or significantly higher than what we are paying now, I would likely not consider pursuing the option further. However, due to the appearance of a savings in the range of 5-11% and a possible long-term savings upwards of 20%, I believe this warrants the effort to move forward and bid transportation services.

In terms of service, it does appear that service could be affected. We would lose some control and flexibility, as well as be more susceptible to the bus driver shortage and its effects, namely delayed or slipped routes. The peer districts do believe their service is very good. Of course, I'm sure there would be issues in transitioning from district-owned to contractual services.

The consideration of knowing that staff would be hired by the vendor with maintaining them for a period of 3 years eases a concern of knowingly laying off 30 staff. I do believe there are options we can do locally that can get us close to the savings in the short-term. These would necessarily include a reduction in some forms of compensation, or at least a delay in any increases in compensation. However, I would prefer to wait until seeing bid numbers to truly get an idea of what would be necessary.

Recommendation

Based on the findings above, I am recommending the Board pursue the bidding of transportation services. Upon receipt of the bids, I would recommend at that time to consider what local options are available, depending upon the Board's threshold and desires.



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MEMO

To: Board of Education
From: Dan Stanley, Anthony Mendoza
CC: Dr. Scott Warren
Date: February 16, 2016
Re: Transportation Routing & Planning Guidelines

We are pleased to present to you the final recommended guidelines for the routing and planning of our transportation system. This language has been updated from the February 2, 2016 meeting.

The reason for this process has several points of origin:

1. We did not have any consistent guidelines for routing and planning our bus routes.
2. The first goal of the Vision 2020 Strategic Plan, under the Transportation & Student Schedules focus, tasked administration with increasing the efficiency of our bus routes through (1) developing practices and guidelines of service levels, and (2) implementing the guidelines based on best practices for routing.
3. The second goal of the Vision 2020 Strategic Plan, under the Transportation & Student Schedules focus, tasked administration to conduct an analysis of a district transportation system versus a contractual transportation system through (1) developing goals and guidelines for the transportation system, and (2) developing and evaluating options to meet the established goals and guidelines, comparing in-house transportation vs. a contractual service.

Due to the above reasons, the routing and planning parameters needed to be established. This included establishing bus stops/routes along with walking distances, ride times, and other relevant parameters according to best practices. To accomplish this, a committee of parents, board members, and administration was established in September and met four (4) times during the fall of 2015. The tasks of the committee were to:

1. Review the background information
2. Create proposed guidelines
3. Post proposed guidelines for community feedback
4. Finalize the guidelines for submittal to the Board

The following values focused the work of the committee:

1. We want effective guidelines
2. We want consistency, fairness, and transparency
3. We want increased efficiencies
4. Overall, we want shorter bus rides

The final version of the guidelines are attached for your review. There are a few general points the committee would like make to provide context to the guidelines:.

- The safest way of getting students to school is by school bus. Efforts were made to not discourage people from riding the bus.
- The district is not required to transport its students.
- Compared with peer districts, these guidelines are generous.
- The numbers seen are generally maximum times or distances. The average would be far less. The maximums account for a few outliers in the system (e.g. a house at the end of a longer cul-de-sac).
- Kindergarten will still generally be house stops, with the additional consideration that a combined stop could be considered if a few houses with Kindergarten stops could be reasonably combined (e.g. if three Kindergarten houses are in a row and in close proximity to one another, perhaps the pickup could be at the middle house for the 3 houses). This is what is meant by “determined by enrollment and geography”.

A few other items are attached for your review:

- **Survey results from the draft report** – both the individual comments and a summary of the comments. Personal identifiable information that was included in the comments has been removed. For some reason, the “L’s” in the document are showing up bold...apologies.
- **Comps from other districts** – that were gathered at the beginning of this process. For Lincolnshire-Prairie View’s information for the comps, the best estimate of what we were doing was included.

Finally, the committee also reviewed several “parking lot” items for additional consideration in future planning.

- GPS: GPS could be an option to consider in the future as there can be many benefits such as ease of bus location (for both staff and potentially parents), and increased efficiencies (are the routes actually driven as prescribed?).
- WIFI on buses: something to consider in the future that may increase student productivity.
- Fee-based component. Based on the comps from other districts, a fee could be an option to consider in the future. The committee is not making any recommendations on whether or not to charge a fee, nor to what that fee should be.
- Start/End times: This will be important as it impacts transportation. These guidelines were established to be able to consider start/end time changes and be able to work transportation around start/end times to the extent possible.
- Charter buses: Investigate if there is an option to charter buses during the summer to increase productivity. There are other considerations, such as mileage restrictions that would need to be reviewed.

Our hope is for the Board to approve guidelines no later than the end of February (the February 16th meeting) in order for the new routing process to begin March 1st.

Additionally, the committee recommended a one-page summary of our transportation system for parents and community members to digest quickly. A few thoughts of what to include were (1) our legal obligation, (2) what we are doing, and (3) how do we compare to other districts. There were additional comp suggestions from the committee including information about fees charged and method of delivery (in-house or outsourced).

We would like to personally thank the members of committee for their hard work throughout this process. This was a wonderful, positive process to experience and we are thankful for their efforts.

SCHOOL TRANSPORTATION ROUTING & PLANNING

WHY IS DISTRICT 103 REVIEWING TRANSPORTATION PROCEDURES & SERVICES?

As part of the [Vision 2020 Strategic Plan](#), the District is reviewing the transportation procedures and service levels to increase the efficiency of our bus routes. To do so, we formed a committee of parent volunteers to represent various grade levels and areas of the district to help develop new practices and guidelines for bus routes. The committee included the Superintendent, Assistant Superintendent for Business, Director of Transportation and two members of the Board of Education. The committee met on three evenings beginning in September 2015, and is making a recommendation to the Board of Education in December. Any changes to the busing routes would occur in the 2016-2017 school year.

ESTABLISHING SCHOOL BUS STOPS/ROUTES

In the case of regular education, neighborhood bus stops are provided in accordance with the Lincolnshire-Prairie View School District 103 policy: 4:110 Transportation. In the case of special education programs, bus service is arranged in accordance with the students' Individualized Education Plans (IEP).

1. School bus stops will be established considering safety, efficiency, economy, and equity and will follow the distances, below. Stops may be made closer for reasons of safety. Every effort will be made to maintain the distances as listed below. However, few exceptions may occur. **Please note that these are maximum walking distances; the average walk distances will be considerably less.**
 - a. Daniel Wright – Community stops not to exceed 0.30 miles
 - b. Half Day School – Corner stops not to exceed 0.20 miles
 - c. Laura Sprague Elementary School
 - First and second grade only - Corner stops not to exceed 0.15 miles
 - Kindergarten bus stops will be determined by enrollment and geography prior to the beginning of the school year
2. Buses will not be routed into dead-ends, culs-de-sac or other streets that require a three-point turn or backing maneuver to exit unless the alternative bus stop would present an unusual safety hazard. For students located in these areas, community or corner stops will be provided.
3. Buses will not be routed on private roadways or on roads not maintained by the local, county or State governments.

OTHER ROUTING CONSIDERATIONS

The order of pick up and drop off of students is designed to be most efficient and within the shortest possible time. Students who are first on in the morning will not necessarily be the first off in the afternoon if it is a less efficient way to run the

SCHOOL TRANSPORTATION ROUTING & PLANNING

route. In general, the farther students live from school, the longer their bus ride will be. The length of the bus ride is not determined by the distance from school, but by the number of stops made. Every effort will be made to keep route times at approximately 30 minutes not to exceed 45 minutes per route.

Bus arrival times may differ due to circumstances beyond the driver's control. Heavy traffic, vehicle accidents and weather can affect the driver's arrival time. Students should be out at their bus stops at least five (5) minutes prior to the scheduled arrival time.

WHY ARE BUS STOPS ESTABLISHED AT CORNERS OR INTERSECTIONS?

Bus stops are located at corners for several reasons:

Safety:

1. Students are taught to cross at corners rather than in the middle of the street.
2. Traffic controls, such as stoplights or signs are located at corners. This slows down motorists at corners and they tend to be more cautious as they approach intersections. The motoring public generally expects school buses to be stopping at corners rather than individual houses. Impatient motorists are also less likely to pass buses at corners than along a street. Cars passing school buses create the greatest risk to students who are getting on or off the bus.
3. In the winter, salting and sanding is usually done at corners, providing safe stopping for buses and cars.
4. Buses use their eight-way lamp system and stop arm when picking up and dropping off students. Corner stops allow ample time for the driver to activate the yellow warning lamps before getting to the stop.
5. The visibility for bus drivers is better at corners. Searching for house numbers can be distracting for drivers.

WHAT IS NOT CONSIDERED FOR ADDING OR CHANGING A STOP?

1. It is not possible to provide bus stops that are within sight of all student homes or daycares. Most families that live one house from the corner cannot see the corner bus stop without coming out of their homes. Parents are encouraged to be out at bus stops to promote proper pedestrian and bus stop behavior.

SCHOOL TRANSPORTATION ROUTING & PLANNING

2. Routes travel past many students' houses; stopping at all houses would be inefficient. Other students may be assigned to the stop, but ride infrequently. Stops at corners accommodate other students who may move into the neighborhood.

REQUESTING A CHANGE

Change requests will not be processed for the first 4 weeks of school. This will allow ridership levels to normalize and will also keep the department from constantly changing routes on a daily basis causing confusion and frustration for both students and parents during the first few weeks of school. Please note: requests that increase route time will be denied. Requests are submitted online at:

www.d103.org/transportation

Memorandum

To: Dan Stanley, Assistant Superintendent

From: John Fester, Scariano, Himes and Petrarca

Cc: A. Lynn Himes

Date: October 5, 2015

Re: Subcontracting Pursuant to the School Code

In response to your request, this memorandum is provided to outline the basic process of subcontracting support staff services. Section 10-22.34c of the *Illinois School Code* contains several requirements that must be completed before subcontracting with a third party for non-instructional services. These requirements were added for the express purpose of making it more difficult for school districts to subcontract support staff services, such as student transportation.

In order for a school board to subcontract non-instructional services that are currently performed by school district employees, the school board must comply with the following:

1. The school board must provide 90 days advance written notice to any employees who are laid off because of subcontracting, as opposed to the normal 30 day notice for laying off educational support personnel employees.
2. The subcontract may not be entered into and become effective during the term of a collective bargaining agreement covering any employees who perform the non-instructional services to be subcontracted. This does not apply in a non-union setting.
3. The subcontract may only take effect upon the expiration of an existing collective bargaining agreement. Again, this would not apply in a non-union setting.
4. The school board must provide a cost comparison, using generally accepted accounting principles, comparing each and every expenditure category and account that the school board projects it would incur over the term of the subcontract if it continued to perform the services using its own employees with each and every expenditure category and account that the subcontractor is projected to incur if it performs non-instructional services.
5. The school board must review and consider all bids in open session of a regularly scheduled school board meeting.
6. The school board must have at least one public hearing, prior to a regularly scheduled school board meeting, to discuss subcontracting before the school board enters into a contract. The school board must provide notice to the public of the date, time, and location of the first public hearing on or before the initial date that bids are solicited or

a minimum of 30 days prior to entering into such a contract, whichever provides a greater period of notice.

7. The subcontract must contain provisions requiring the subcontractor to offer available positions to qualified school district employees whose employment is terminated because of the contract.
8. The subcontract must contain provisions requiring the subcontractor to comply with a policy of nondiscrimination and equal employment opportunity for all persons and to take affirmative steps to provide equal opportunity for all persons.
9. All bidders must provide the following:
 - a. Evidence of liability insurance that is equivalent in scope and amount to that provided by the school board pursuant to Section 10-22.3 of the *School Code*.
 - b. A benefits package for the subcontractor's employees who will perform the services comparable to the benefits package provided to the school board employees who perform those services. The statute does not define "benefits", but during the legislative debates on "comparable" benefits, pension and health care benefits were discussed. The statute could also be read broadly to include things like leave time. It is also unclear whether the subcontractor has to offer such benefits on the same terms as the school district, or simply make the benefits available.
 - c. A list of the number of employees who will provide the services, the job classifications of those employees, and the wages the subcontractor will pay those employees. This is commonly provided by bidders and should not be a problem.
 - d. A minimum 3-year cost projection for each and every expenditure category and account, using generally accepted accounting principles, which the subcontractor is prohibited from increasing if the bid is accepted by the school board.
 - e. Composite information about the criminal and disciplinary records, including alcohol or other substance abuse, Department of Children and Family Services complaints and investigations, traffic violations, and license revocations or any other licensure problems, of any employees who may perform the services. Individual names and other identifying information do not need to be provided with the submission of the bid, but must be made available upon request of the school board.
 - f. An affidavit, notarized by the president or chief executive officer of the subcontractor, that each of its employees has completed a criminal background check as required by Section 10-21.9 of the *School Code* within 3 months prior to submission of the bid. The results of the background checks do not need to be provided with the submission of the bid, but must be made available upon request of the school board.

In addition to complying with these statutory requirements, the Board of Education is required to bargain the decision to subcontract and the impact of that decision. In order to successfully navigate these requirements, planning must take place well in advance of the targeted subcontracting date.

Please contact me if you have any questions or concerns.



Lincolnshire – Prairie View School District 103
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(Fax) 847.295.9196

Memo

To: Board of Education
From: Katie Reynolds, Assistant Superintendent of Curriculum and Instruction
CC: Dr. Scott Warren
Date: July 12, 2016
Re: Growth Summary

Attached are three data reports. Two of the reports, *District Spring Growth Summary* and *Percentage of Students Meeting or Exceeding Individual Growth Targets in Reading and Math Fall 2015 to Spring 2016 Measured by NWEA 2015 Norming Study*, were produced by ECRA. The third report, *Percentage of Students Meeting Individual Growth Targets in Reading and Math as Measured by NWEA 2011 Norming Study* was created by the Curriculum and Instruction Office.

When spring 2016 MAP data was originally presented to the Board of Education in June 2016, the growth data was not included in the report because it appeared discrepant from past years' data. After researching why the data appeared discrepant it was discovered that NWEA changed what data was reported in the "percentage met projected growth" column. In past years, while using the 2011 norming data, the column indicated the percentage of students who met their individual growth target. Now, using the new 2015 norming data, NWEA is reporting the percentage of students who met the grade level projected growth using the mean RIT score for the grade level.

In order to understand the historical perspective of individual student growth as measured by NWEA, the *Percentage of Students Meeting or Exceeding Individual Growth in Reading and Math as Measured by NWEA 2011 Norming Study* was created. This will be the last year MAP data can be compared to the 2011 norming study because NWEA will no longer provide districts the option to choose between the 2011 and 2015 norms when creating reports. In future years ECRA will create this report, but will only have the ability to use the 2015 norming data. To understand how the growth data looks different from the 2011 to the 2015 norming study, growth data from spring 2016 is presented using both years' norms. After creating a side-by-side comparison of the spring 2016 growth data using both sets of norming data, it appears math growth scores are consistently lower when using 2015 norms by 5-10% with the exception of eighth grade, which rose 2%. When making the same comparison for ELA, scores increased 1% - 11%. This change is consistent with what NWEA is seeing across other school districts.

Summary of the Data:

District Spring Growth Summary

- All schools met expected growth in both reading and math in spring 2016
- All grade levels met expected growth in math in spring 2016
- Students in sixth grade made lower than expected growth in ELA. As you will remember during the 2014-2015 school year, students did not take the ELA MAP assessments due to the number of PARCC assessments given in the spring of 2015. Therefore, the only fifth grade data for our current sixth grade students contained in ECRA is Aimsweb data, which is not as rigorous of an assessment as MAP. Accordingly, this lower level assessment would negatively impact the ECRA score when used alone. Historically this grade level and cohort of students has always made expected growth. The Curriculum and Instruction Office will continue to monitor data from this grade level with MAP scores.

Percentage of Students Meeting or Exceeding Individual Growth Targets Fall 2015-Fall 2016

- Fifth grade math growth appears to fall well below the range of growth percentages in the “All Students” column. NWEA was contacted about this outlier. During the 2015-2016 school year it was decided to administer the 6+ Mathematics Survey with Goals assessment rather than the 3-5 Mathematic Survey with Goals. This decision was made for two reasons. The first being that since our students achieve at a very high level, the 6+ assessment would provide teachers with better instructional data. NWEA explained that the 3-5 Math Survey questions end with pre-algebraic and geometry questions. These concepts are intuitive to high performing math students and many of our students have the ability to answer these types of questions easily, but the 6+ Math Survey question end with calculus and trigonometry questions, which are non-intuitive type questions. These math concepts use symbols that are foreign to students. Rather than having students answering questions at the top tier of the 3-5 math assessment, they are answering questions in the bottom tier of the 6+ math assessment. While we have a clearer picture of what our fifth grade students understand, our growth data will appear lower because students are not being instructed on these concepts and will not demonstrate as much growth on this assessment. The second reason is the assessment would provide more useful and consistent data when placing students and evaluating our placement procedures into 6-8 grade math pathways.
- As a method of measuring Vision 2020 Goal #2, “Provide differentiated instruction for all students across all disciplines to extend higher order thinking,” the spring 2016 data will be used to establish a baseline and future growth goal for students who are achieving in the top 5% of their grade level, using local and national norms.

Percentage of Students Meeting or Exceeding Individual Growth Targets, 2011 Norming Study

- The average growth by grade level in mathematics ranges from 50.6 – 66.5 with fifth and eight grade being outliers on the lower end. Eighth grade data will be reviewed with the

consortium math coach and fifth grade data will be reviewed with the Daniel Wright administrators. A materials and instructional practices review will be completed during the 2016-2017 school year. NWEA considers 50% of students meeting or exceeding their growth target “average.”

- The average growth by grade level in English Language Arts ranges from 57.4 – 64.2 with no clear outliers.
- Math data by cohort demonstrates the same trend as grade level data in fifth grade.

Action Steps

- Monitor sixth grade ELA data
- Conducted materials and instructional review of fifth and eight grade math
- Create growth expectation goal for students who are achieving in the top 5% of their grade level, using local and national norms

DISTRICT 103 LINCOLNSHIRE-PRAIRIE VIEW SD

District Spring Growth Summary

2015-2016



DISTRICT 103 LINCOLNSHIRE-PRAIRIE VIEW SD





District Criterion by Grade and Subject (2015-2016)

Growth Year: **2015-2016**

Growth Comparison Group: **Local District**

Term: **Spring**

The following table summarizes assessments evaluated at each grade level and subject.

Criterion by Grade and Subject		
Grade	Mathematics	Reading
K		Spring NWF
01	Spring MCOMP	Spring RCBM
02	Spring MAP, Spring MCAP	Spring RCBM, Spring MAP
03	Spring MAP, Spring MCAP	Spring RCBM, Spring MAP
04	Spring MAP, Spring MCAP	Spring RCBM, Spring MAP
05	Spring MAP	Spring RCBM, Spring MAP
06	Spring MAP	Spring MAP
07	Spring MAP	Spring MAP
08	Spring MAP	Spring MAP





District Overall Growth Summary (2015-2016)

Subject:

All Subjects

Growth Year: **2015-2016**

Growth Comparison Group: **Local District**

Term: **Spring**

Overall Growth

- 0.03 **Expected Growth**

Student Growth by School

School:	Effective Sample Size	% Met Benchmark	% High Growth	% Expected Growth	% Low Growth	Growth	
HALF DAY SCHOOL	337	93%	17%	66%	17%	- 0.02	
SPRAGUE SCHOOL	422	87%	16%	65%	18%	- 0.01	
WRIGHT JUNIOR HIGH	734	92%	17%	64%	19%	- 0.04	
ALL	1,493	92%	17%	65%	18%	- 0.03	
EXPECTED			16%	68%	16%	0.00	

* Dot color is green for all growth scores that are not statistically significant

**Percentages may not add to 100 due to rounding
***Growth not reported for groups with fewer than 5 students

 Higher than Expected Growth Growth is +0.30 or above	 Expected Growth Growth from -0.29 to +0.29	 Lower than Expected Growth Growth from -0.30 to -0.59	 Unsatisfactory Growth Growth is -0.60 or below
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District Building-Level Growth Summary (2015-2016)

Subject:

Mathematics

Growth Year: 2015-2016

Growth Comparison Group: Local District

Term: Spring

Overall Growth

- 0.01 **Expected Growth**

Student Growth by School

School	Effective Sample Size	% Met Benchmark	% High Growth	% Expected Growth	% Low Growth	Growth	
HALF DAY SCHOOL	337	94%	18%	64%	18%	- 0.05	
SPRAGUE SCHOOL	294	87%	9%	71%	20%	- 0.14	
WRIGHT JUNIOR HIGH	734	94%	20%	64%	16%	+ 0.06	
ALL	1,365	93%	17%	65%	18%	- 0.01	
EXPECTED			16%	68%	16%	0.00	

* Dot color is green for all growth scores that are not statistically significant

**Percentages may not add to 100 due to rounding

***Growth not reported for groups with fewer than 5 students

 Higher than Expected Growth Growth is +0.30 or above	 Expected Growth Growth from -0.29 to +0.29	 Lower than Expected Growth Growth from -0.30 to -0.59	 Unsatisfactory Growth Growth is -0.60 or below
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District Building-Level Growth Summary (2015-2016)

Subject:
Reading

Growth Year: **2015-2016**

Growth Comparison Group: **Local District**

Term: **Spring**

Overall Growth

- 0.05 **Expected Growth**

Student Growth by School

School	Effective Sample Size	% Met Benchmark	% High Growth	% Expected Growth	% Low Growth	Growth	
HALF DAY SCHOOL	337	92%	16%	68%	16%	+ 0.01	
SPRAGUE SCHOOL	421	87%	21%	62%	17%	+ 0.07	
WRIGHT JUNIOR HIGH	730	91%	15%	64%	21%	- 0.15	
ALL	1,488	91%	17%	64%	19%	- 0.05	
EXPECTED			16%	68%	16%	0.00	

* Dot color is green for all growth scores that are not statistically significant

**Percentages may not add to 100 due to rounding

***Growth not reported for groups with fewer than 5 students

<p>Higher than Expected Growth Growth is +0.30 or above</p>	<p>Expected Growth Growth from -0.29 to +0.29</p>	<p>Lower than Expected Growth Growth from -0.30 to -0.59</p>	<p>Unsatisfactory Growth Growth is -0.60 or below</p>
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District Grade-Level Growth Summary (2015-2016)

Subject:

Mathematics

Growth Year: **2015-2016**

Growth Comparison Group: **Local District**

Term: **Spring**

Overall Growth

- 0.01 **Expected Growth**

Student Growth by Grade

Grade	Effective Sample Size	% Met Benchmark	% High Growth	% Expected Growth	% Low Growth	Growth	
01	151	N/A	5%	76%	19%	- 0.16	
02	143	87%	13%	65%	21%	- 0.12	
03	174	95%	16%	68%	15%	+ 0.01	
04	163	93%	19%	59%	22%	- 0.11	
05	163	92%	18%	69%	13%	+ 0.01	
06	189	96%	22%	56%	22%	- 0.05	
07	185	94%	18%	65%	17%	+ 0.02	
08	197	94%	22%	65%	13%	+ 0.26	
ALL	1,365	93%	17%	65%	18%	- 0.01	
EXPECTED			16%	68%	16%	0.00	

* Dot color is green for all growth scores that are not statistically significant

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<p>Higher than Expected Growth Growth is +0.30 or above</p>	<p>Expected Growth Growth from -0.29 to +0.29</p>	<p>Lower than Expected Growth Growth from -0.30 to -0.59</p>	<p>Unsatisfactory Growth Growth is -0.60 or below</p>
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District Grade-Level Growth Summary (2015-2016)

Subject:
Reading

Growth Year: **2015-2016**

Growth Comparison Group: **Local District**

Term: **Spring**

Overall Growth

- 0.05 **Expected Growth**

Student Growth by Grade

Grade	Effective Sample Size	% Met Benchmark	% High Growth	% Expected Growth	% Low Growth	Growth	
K	128	N/A	17%	63%	20%	0.00	
01	150	N/A	25%	61%	13%	+ 0.19	
02	143	87%	20%	62%	17%	+ 0.02	
03	174	91%	15%	69%	16%	0.00	
04	163	93%	18%	66%	16%	+ 0.03	
05	161	84%	13%	61%	26%	- 0.25	
06	189	93%	10%	61%	29%	- 0.44	
07	184	95%	13%	71%	16%	- 0.02	
08	196	91%	21%	64%	15%	+ 0.10	
ALL	1,488	91%	17%	64%	19%	- 0.05	
EXPECTED			16%	68%	16%	0.00	

* Dot color is green for all growth scores that are not statistically significant

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District Subgroup Growth Summary (2015-2016)

Subject:

Mathematics

Growth Year: **2015-2016**

Growth Comparison Group: **Local District**

Term: **Spring**

Student Growth by Subgroup

Group	Subgroup	Effective Sample Size	% Met Benchmark	% High Growth	% Expected Growth	% Low Growth	Growth
Ethnicity	Asian	505	98%	20%	66%	14%	+ 0.18
Ethnicity	Black	9	100%	28%	44%	28%	- 0.08
Ethnicity	Other	61	95%	17%	66%	17%	+ 0.10
Ethnicity	White	790	90%	15%	65%	20%	- 0.14
Gender	Female	665	92%	15%	67%	18%	- 0.08
Gender	Male	700	94%	19%	64%	17%	+ 0.06
IEP	IEP	178	75%	18%	61%	21%	- 0.11
IEP	No IEP	1,187	96%	17%	66%	17%	+ 0.01
Income	Low Income	40	82%	24%	59%	18%	0.00
Income	Not Low Income	1,325	93%	17%	65%	18%	- 0.01
LEP	LEP	133	85%	22%	64%	14%	+ 0.30
LEP	Not LEP	1,232	94%	17%	65%	18%	- 0.04
EXPECTED				16%	68%	16%	0.00

* Dot color is green for all growth scores that are not statistically significant

**Percentages may not add to 100 due to rounding

***Growth not reported for groups with fewer than 5 students

<p>Higher than Expected Growth Growth is +0.30 or above</p>	<p>Expected Growth Growth from -0.29 to +0.29</p>	<p>Lower than Expected Growth Growth from -0.30 to -0.59</p>	<p>Unsatisfactory Growth Growth is -0.60 or below</p>
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District Subgroup Growth Summary (2015-2016)

Subject:

Reading

Growth Year: **2015-2016**

Growth Comparison Group: **Local District**

Term: **Spring**

Student Growth by Subgroup

Group	Subgroup	Effective Sample Size	% Met Benchmark	% High Growth	% Expected Growth	% Low Growth	Growth
Ethnicity	Asian	552	95%	17%	63%	19%	- 0.03
Ethnicity	Black	9	100%	44%	33%	22%	+ 0.41*
Ethnicity	Other	64	92%	14%	63%	23%	- 0.23
Ethnicity	White	863	88%	16%	66%	18%	- 0.05
Gender	Female	729	93%	19%	67%	15%	+ 0.06
Gender	Male	759	89%	15%	62%	23%	- 0.15
IEP	IEP	187	67%	14%	63%	23%	- 0.25
IEP	No IEP	1,301	94%	17%	65%	18%	- 0.02
Income	Low Income	40	74%	19%	65%	16%	- 0.03
Income	Not Low Income	1,448	91%	17%	64%	19%	- 0.05
LEP	LEP	149	75%	21%	58%	21%	+ 0.01
LEP	Not LEP	1,339	92%	16%	65%	18%	- 0.06
EXPECTED				16%	68%	16%	0.00

* Dot color is green for all growth scores that are not statistically significant

**Percentages may not add to 100 due to rounding

***Growth not reported for groups with fewer than 5 students

<p>Higher than Expected Growth Growth is +0.30 or above</p>	<p>Expected Growth Growth from -0.29 to +0.29</p>	<p>Lower than Expected Growth Growth from -0.30 to -0.59</p>	<p>Unsatisfactory Growth Growth is -0.60 or below</p>
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Lincolnshire Prairie-View School District

Percentage of Students Meeting or Exceeding Individual Growth Targets

Reading and Math

Fall 2015 to Spring 2016

Measured by NWEA 2015 Norming Study

Presented by Grade Level



ECRA Group, Inc.

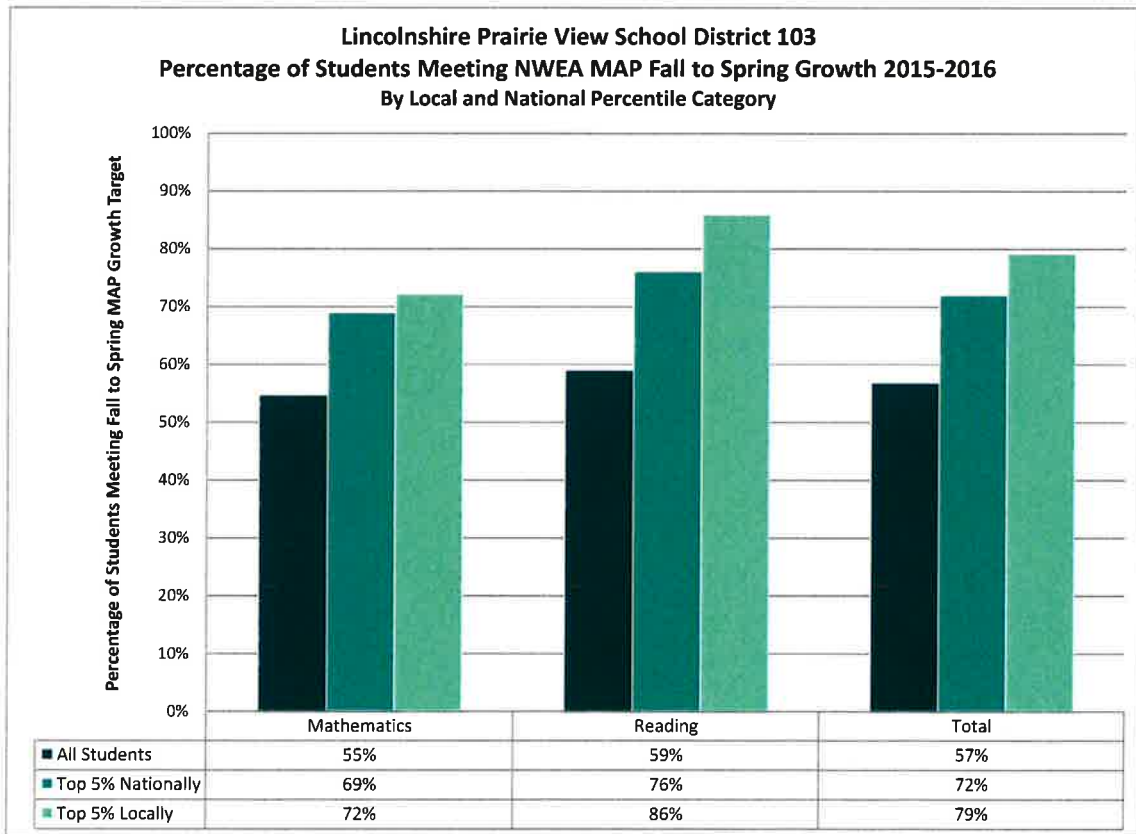
June 2016



Lincolnshire - Prairie View School District 103

Percentage of Students Meeting NWEA MAP Fall to Spring Growth Target 2015-2016

	All Students		Top 5% Nationally		Top 5% Locally	
	Count	% Met	Count	% Met	Count	% Met
Mathematics	1163	55%	328	69%	61	72%
Grade 3	190	69%	44	89%	11	100%
Grade 4	175	54%	56	70%	7	57%
Grade 5	176	33%	23	57%	9	56%
Grade 6	206	59%	57	63%	11	55%
Grade 7	206	59%	66	68%	11	64%
Grade 8	210	51%	82	66%	12	92%
Reading	1154	59%	251	76%	64	86%
Grade 3	189	63%	28	96%	11	91%
Grade 4	174	61%	49	80%	10	90%
Grade 5	175	58%	30	83%	9	100%
Grade 6	205	59%	32	78%	12	83%
Grade 7	202	57%	47	66%	11	82%
Grade 8	209	56%	65	68%	11	73%
Total	2317	57%	579	72%	125	79%

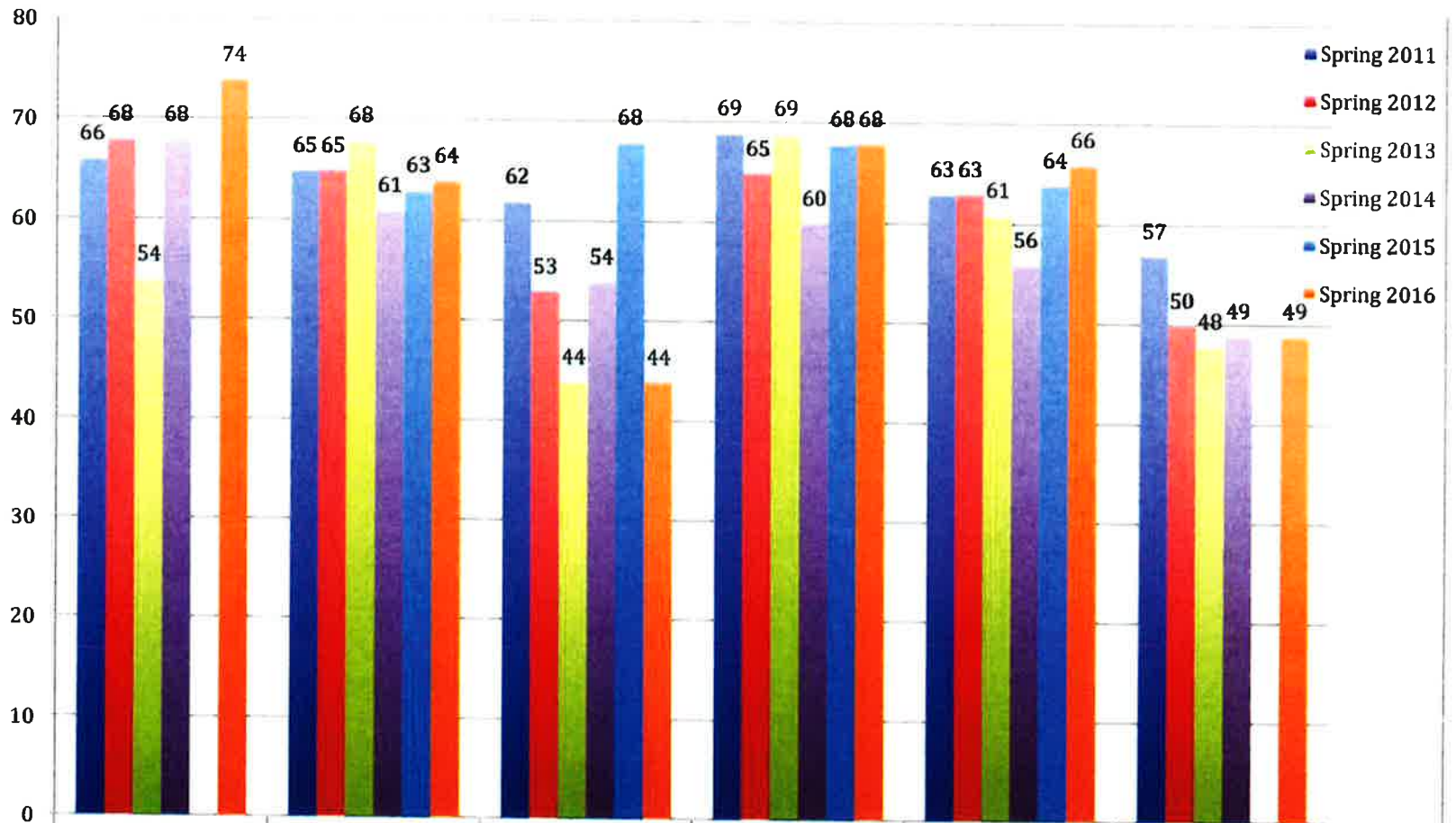


District 103 Lincolnshire-Prairie View SD



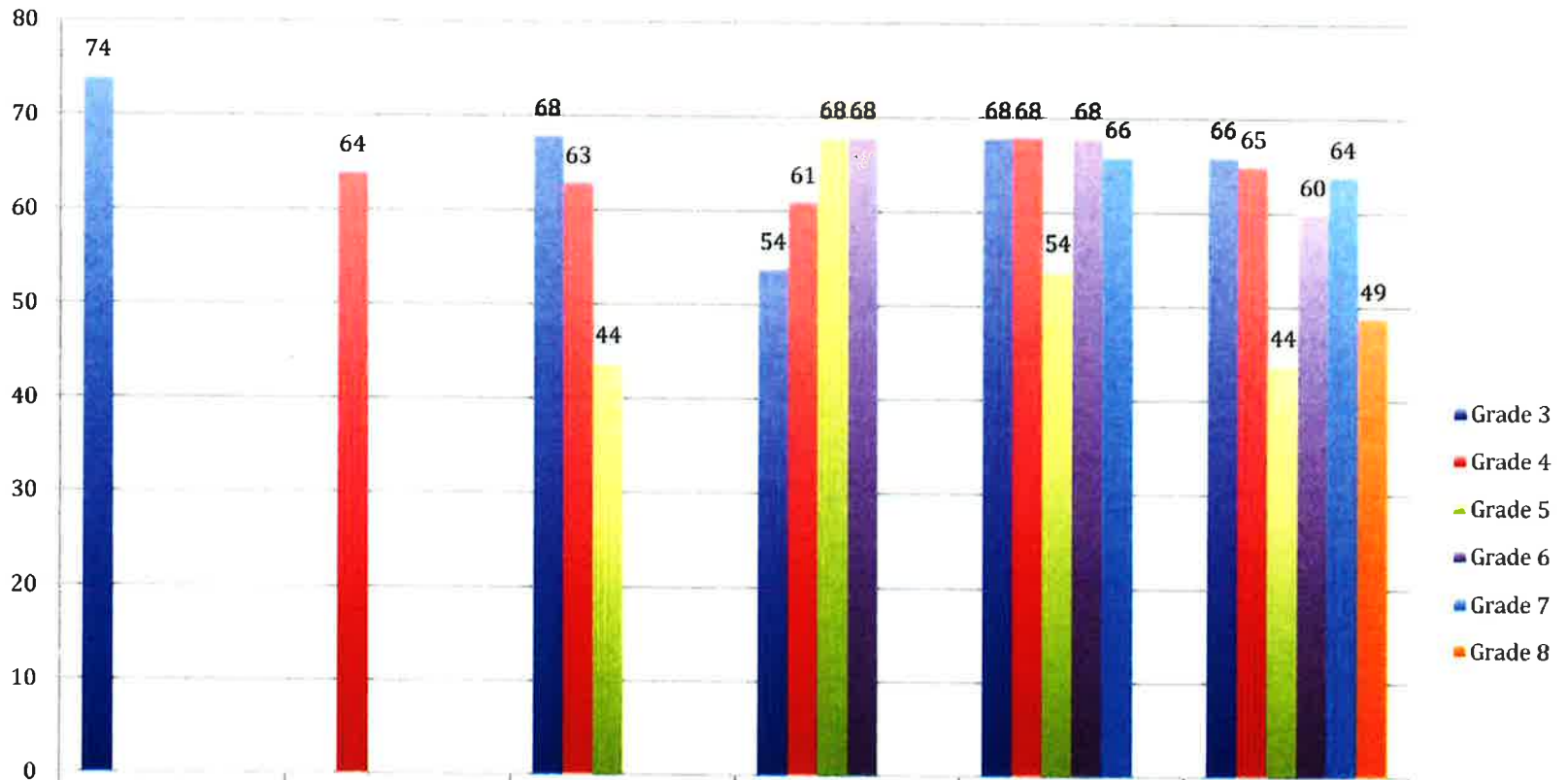
**Percentage of Students Meeting or Exceeding
Individual Growth Targets in Reading and Math
Measured by NWEA 2011 Norming Study
Presented by Grade Level and Cohort 2011-2016**

**Percentage of Students by Grade Level
Meeting or Exceeding Growth Target
2011-2016 Math**



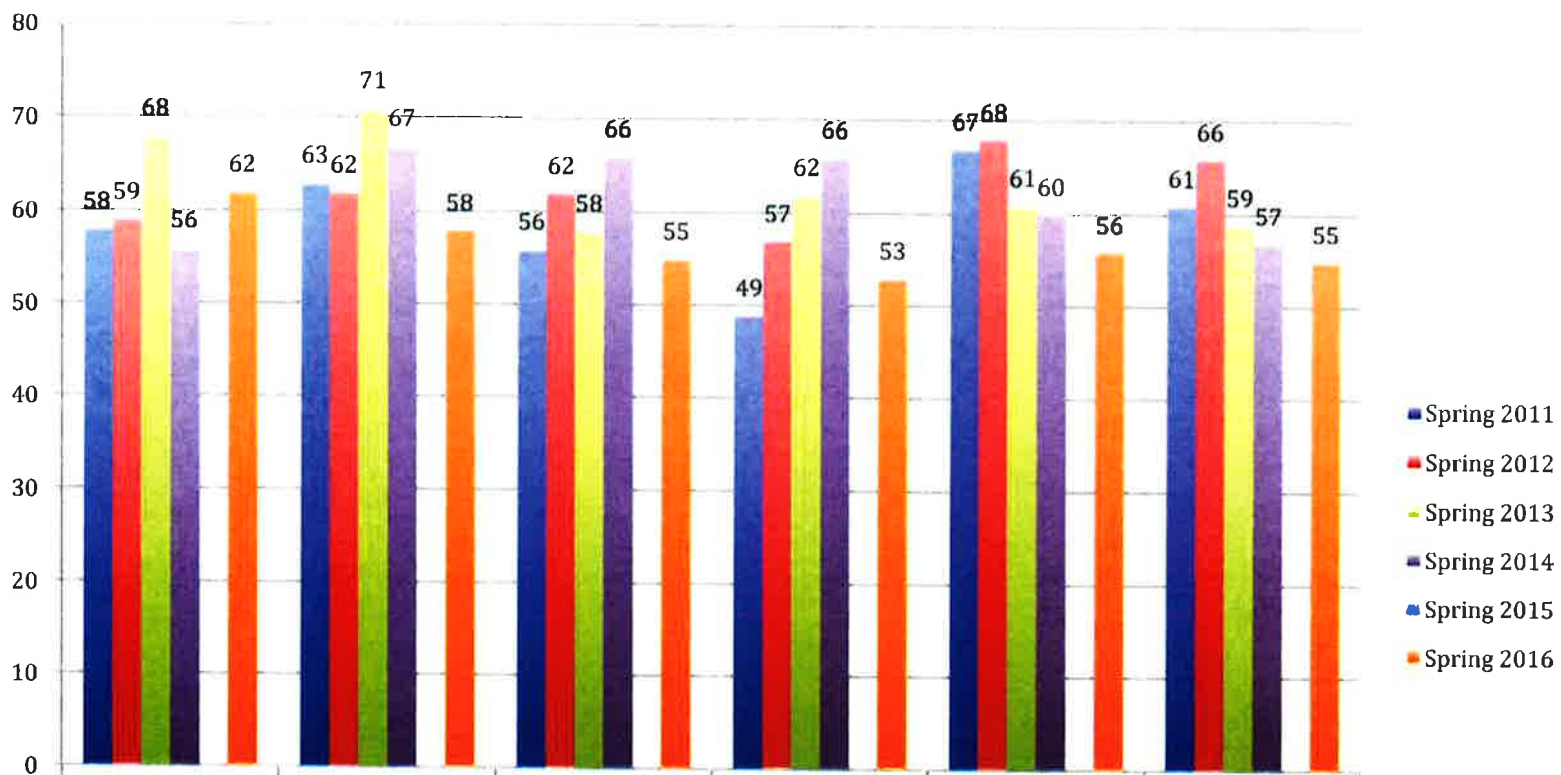
	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8
Spring 2011	66	65	62	69	63	57
Spring 2012	68	65	53	65	63	50
Spring 2013	54	68	44	69	61	48
Spring 2014	68	61	54	60	56	49
Spring 2015		63	68	68	64	
Spring 2016	74	64	44	68	66	49

Percentage of Students by Cohort Meeting or Exceeding Growth Target Math



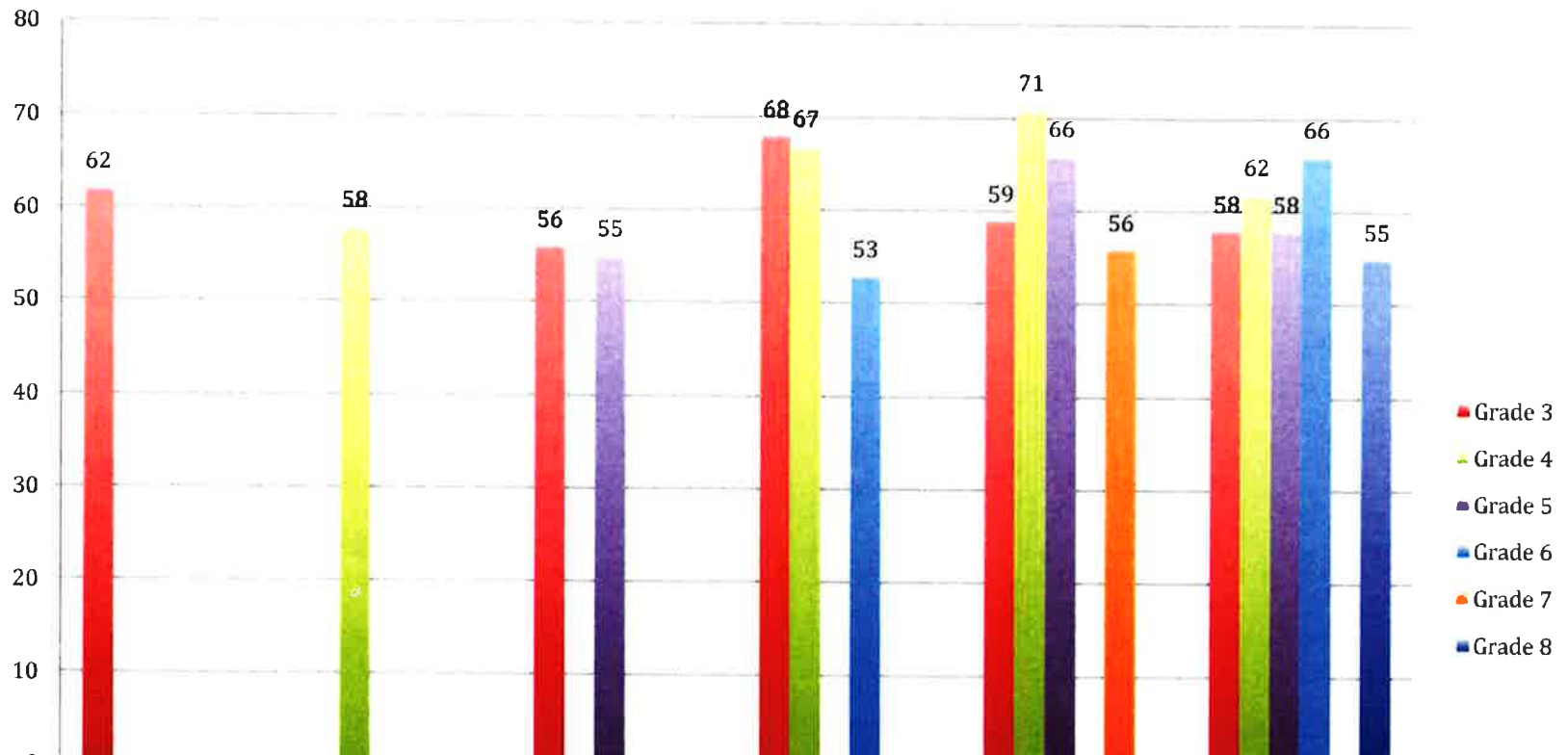
	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8
Grade 3	74		68	54	68	66
Grade 4		64	63	61	68	65
Grade 5			44	68	54	44
Grade 6				68	68	60
Grade 7					66	64
Grade 8						49

Percentage of Students by Grade Level Meeting or Exceeding Growth Target 2011-2016 Reading



	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8
Spring 2011	58	63	56	49	67	61
Spring 2012	59	62	62	57	68	66
Spring 2013	68	71	58	62	61	59
Spring 2014	56	67	66	66	60	57
Spring 2015						
Spring 2016	62	58	55	53	56	55

Percentage of Students by Cohort Meeting or Exceeding Growth Target Reading



	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8
Grade 3	62		56	68	59	58
Grade 4		58		67	71	62
Grade 5			55		66	58
Grade 6				53		66
Grade 7					56	
Grade 8						55



Lincolnshire – Prairie View School District 103

1370 RIVERWOODS ROAD

LINCOLNSHIRE, IL 60069

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(Fax) 847.295.9196

Memo

To: Board of Education
From: Katie Reynolds, Assistant Superintendent of Teaching and Learning
CC: Dr. Scott Warren
Date: July 12, 2016
Re: Curriculum and Instruction Department Goals End-of-Year Update

Annually in July, the Curriculum and Instruction Department provides the Board of Education with a end-of-year progress update. Below you will find a copy of the 2015-2016 Curriculum and Instruction Goals, submitted to the Board in October 2015, updated with evidences towards completion.

1. Maintain a focus on verbal and written communication skills being integrated throughout the curriculum.				
Sub Goal	Strategies	Action Steps	Evidence	Progress Status of Action Steps
1.a Explore opportunities to increase speaking and listening skills across all content area	1.a.1 Inventory learning activities and rubrics	<ul style="list-style-type: none"> During District ELA committee meetings an inventory of speaking assignments will be created (September, January & April) 	<ul style="list-style-type: none"> At the September ELA District meeting the goal and the action steps were shared with district chairs At the October building meeting the goal was shared with the building committee A Google doc was created and added to the Haiku page to systematically gather the information Curriculum Committees and grade level teachers added grade level speaking assignments to the Google doc The Google doc was reviewed by curriculum and instruction administrators for gaps and redundancies 	<ul style="list-style-type: none"> Completed <p>Next Steps for Sub Goal:</p> <ul style="list-style-type: none"> Unpack Common Core Speaking and Listening Standards Determine which Common Core Speaking and Listening Standards are already being addressed in grade level assignments Explore Kagan Strategies with administrative team for possible staff professional development during the 2017/2018 school year.
	1.a.2 Continued use of Second Step Lessons	<ul style="list-style-type: none"> Teachers will review scope and sequence in 	<ul style="list-style-type: none"> K-5 teachers reviewed the scope and sequence during summer workshops and if necessary, adjustments were made to pacing guides 	<ul style="list-style-type: none"> Completed

		<p>grades K-5 (July, 2015)</p> <ul style="list-style-type: none"> Curriculum Coordinator will monitor implementation of Second Step lessons in grade K-5 during district SEL committee meetings (September, January & April) 	<ul style="list-style-type: none"> Second Step lessons are being taught in K-5 classrooms 	
<p>1.b Explore opportunities to increase writing skills across all content areas</p>	<p>1.b.1 Inventory learning activities and rubrics</p>	<ul style="list-style-type: none"> Professional Development will be provided to teachers in grades 3-8 on best practice on writing instruction (Spring, 2016) During District ELA committee meetings an inventory of writing assignments will be created (September, January & April) 	<ul style="list-style-type: none"> Laura Belchenko, ELA consultant, facilitated a writing workshop on June 1st for 6-8th grade ELA teachers and on June 3rd for ELA curriculum committee teachers in grades 2-8 on June 3rd At the September ELA District meeting the goal and the action steps were shared with district chairs At the October building meeting the goal was shared with the building committee A Google doc was created and added to the Haiku page to systematically gather the information The Google doc was reviewed by curriculum and instruction administrators for gaps and redundancies During a summer curriculum workshop a 	<ul style="list-style-type: none"> Completed <p>Next Steps for Sub Goal:</p> <ul style="list-style-type: none"> Revisit Common Core Grades 6-8 Literacy in History/Social Studies, Science, & Technical Subjects 6-8 Finalize anchor tasks for writing by grade level and content area Provide professional development to increase

			<p>common rubric for anchor tasks was agreed upon by 3-8 teachers, K-2 already uses an common rubric</p> <ul style="list-style-type: none"> During a summer curriculum workshop a common anchor tasks were agreed upon by 3-5 teachers 	<p>teacher competencies in content area writing</p>
	1.b.2 Include the use of Science Notebooks in science instruction	<ul style="list-style-type: none"> 6-8 science teachers will implement in all units during the 2015-2016 school year K-5 teachers will be provided with training on how to implement science notebooks K-5 teachers will implement science notebooks into one unit during the 2015-2016 school year 	<ul style="list-style-type: none"> 6-8 grade teachers have implemented science notebooks. This will continue to be a focus for the department. Common language for K-8 has been developed for use in science notebooks K-5 training modules 1 & 2 were created in Haiku. Teachers, in grade level teams, self-facilitated the modules during the August & October Institute days Resources are being added to the Haiku webpage Began collaboration with Sprague enrichment specialist to create sample lessons for the 7 essential components of science notebooks During summer curriculum writing workshops K-8 teachers are finalizing NGSS units, science notebook prompts and assignments are being created for all units 	<ul style="list-style-type: none"> Completed <p>Next Steps for Sub Goal:</p> <ul style="list-style-type: none"> Implement Science Notebooks in all grade K-8 NGSS units

2. Provide differentiated instruction for all students across all disciplines to extend higher order thinking.

Sub Goal	Strategies	Action Steps	Evidence	Progress Status of Action Steps
2.a Implement new District enrichment model	2.a.1 Implement clustering model	<ul style="list-style-type: none"> Research, "What does differentiation look like in a 21st Century 	<ul style="list-style-type: none"> Curriculum Coordinator met with with the enrichment cluster teachers at Sprague and Half Day to see how to continue to support their professional development Provided current research to support the 	<ul style="list-style-type: none"> In Progress <p>Next Steps for Sub Goal:</p> <ul style="list-style-type: none"> Continue to

	<ul style="list-style-type: none"> classroom?” Use assessments to differentiate instruction 	<ul style="list-style-type: none"> implementation of the co-teaching model in the science classroom Began to explore additional PD opportunities 	<ul style="list-style-type: none"> research differentiation in 21st Century Classroom Provide coaching training for enrichment specialists
2.a.2 Create a plan for administering the CogAT. This plan will include an initial phase in schedule and a maintenance schedule	<ul style="list-style-type: none"> Enrichment Specialists will receive training in how to use CogAT data Staff will receiving training on new MAP reports and instructional tools 	<ul style="list-style-type: none"> The Director of Technology and the Assistant Superintendent of Curriculum and Instruction completed three modules of training on how to set up and administer CogAT Provided proctor training to all teachers by attending staff meetings and following up by visiting grade level meetings to help teachers set up test events All technology coaches and technology support personnel were provided an additional level of proctor training Enrichment specialists, psychologists, building administrators, the Director of Technology and the Assistant Superintendent of Curriculum and Instruction participated in a final training of how to create and run student reports Sprague, Half Day and Daniel Wright teachers received training on how to analyze reports Students in grades 1-8 took the CogAT in the fall 2015. Reports for parents were sent in January 2016 	<ul style="list-style-type: none"> Completed
2.a.3 Monitor the development	<ul style="list-style-type: none"> Provide summer curriculum writing time to 	<ul style="list-style-type: none"> During the summer of 2015, ELA and math teachers were provided curriculum writing days to create pre-assessments in math and 	<ul style="list-style-type: none"> Completed <p>Next Steps for Sub</p>

	and use of pre-assessments in math, English Language Arts, Science (6-8 grade only)	<p>create or revise pre-post assessments</p> <ul style="list-style-type: none"> Provide 5-8 grade teachers with Mastery Manager training 	<p>English language arts</p> <ul style="list-style-type: none"> Grade levels administered pre-assessments for the first half of the year Copies of the assessments are posted to the District Curriculum Haiku page Use of pre-assessments is monitored at the REACH monthly meeting During math and ELA 2016 summer curriculum writing workshops teachers have focused on creating/refining pre & post assessments based on 2015-2016 school year data Mastery Manager training was provided to a group of “super” users at Daniel Wright Additional Mastery Manager training for all teachers at DW was provided during the February teacher institute day 	<p>Goal:</p> <ul style="list-style-type: none"> Provide teachers with professional development on the use of formative assessment in the classroom Monitor growth of students identified through MAP as achieving in the top 5% locally and nationally as measured on NWEA
	2.a.4 Create REACH teacher schedules annually based on students’ needs and placement	<ul style="list-style-type: none"> During the August enrichment specialists meeting ask teachers to email copies of the schedules 	<ul style="list-style-type: none"> At the September meeting, copies of enrichment teachers’ schedules were requested and received by the Assistant Superintendent of Curriculum and Instruction 	<ul style="list-style-type: none"> Completed
	2.a.5 Create a system for teachers to meet with the REACH teachers to review data throughout the school year	<ul style="list-style-type: none"> Obtain a copy of grade level meeting times, dates, locations Incorporate grade level meetings into enrichment specialists schedules 	<ul style="list-style-type: none"> Enrichment specialists meet with teachers during grade level and department meetings to review assessment data, as necessary 	<ul style="list-style-type: none"> Completed
	2.a.6 Create a	<ul style="list-style-type: none"> Create a standing 	<ul style="list-style-type: none"> Individual student progress is discussed at the 	<ul style="list-style-type: none"> Completed

	system for monitoring the type and level of services students receive and a way to articulate the information when students transition from one building to another.	<p>agenda item for monthly enrichment specialists meeting</p> <ul style="list-style-type: none"> Review end of year student articulation forms 	<p>enrichment specialists' monthly meetings</p> <ul style="list-style-type: none"> Data reporting spreadsheet was created and implemented amongst 	
	2.a.7 Create a parent brochure and presentation that is posted online to describe the REACH model.	<ul style="list-style-type: none"> Create draft brochure Review draft with enrichment specialists at August meeting 	<ul style="list-style-type: none"> A parent brochure was created, posted on the district website and emailed to families 	<ul style="list-style-type: none"> Completed
	2.a.8 Monitor the amount of parent communication sent home by REACH teachers throughout the school year to ensure parents are informed of the services their children are receiving	<ul style="list-style-type: none"> Create a standing agenda item for monthly enrichment specialists meeting 	<ul style="list-style-type: none"> Expectations for parent communication were discussed at the September monthly REACH meeting. Copies of parent communications are kept on file in the Curriculum and Instruction Office 	<ul style="list-style-type: none"> Completed
	2.a.9 Annually monitor high	<ul style="list-style-type: none"> Discuss goal with ECRA 	<ul style="list-style-type: none"> Discussed the report with ECRA Representative 	<ul style="list-style-type: none"> Completed

	achieving students' academic progress using ECRA	<ul style="list-style-type: none"> • Provide ECRA with student data through out the year • Review student growth report 	<ul style="list-style-type: none"> • Provided ECRA with Fall MAP, CogAT and PARCC data • Report provided to Board of Education demonstrating growth for highest 5% of students locally and nationally as measured by NWEA 	<p>Next Steps for Sub Goal:</p> <ul style="list-style-type: none"> • Created a benchmark goal for top 5% of students growth as measured by NWEA "By 2020, 85% of students achieving in the 95th% on nationally normed assessments will meet their growth target on MAP assessments."
2.b Provide professional development for staff on best practices in ELL instruction	2.b .1 Offer courses in district that lead to the ELL endorsement	<ul style="list-style-type: none"> • Allocate LIP/LEP funds • Investigate types of cohorts with various universities • Contract with a University to offer coursework 	<ul style="list-style-type: none"> • Four informational meetings have been conducted • Site evaluation meeting has occurred • A cohort launched through Benedictine University in January, 2016 • Planning for a second cohort has begun 	<ul style="list-style-type: none"> • Completed <p>Next Steps for Sub Goal:</p> <ul style="list-style-type: none"> • A second cohort will offered in October, 2016
	2.b.2 Provide professional development on instructional strategies and curriculum	<ul style="list-style-type: none"> • Embed professional development into scheduled workshops 	<ul style="list-style-type: none"> • Strategies for teaching ELL students was embedded in module 2 of the Science Notebook training • Presentations were made at Sprague and Half Day Schools during staff meetings 	<ul style="list-style-type: none"> • Completed <p>Next Steps for Sub Goal:</p> <ul style="list-style-type: none"> • Create and implement a

	modifications to accommodate differing levels of English proficiency			professional development plan facilitated by the ELL Teachers <ul style="list-style-type: none"> • Explore Kagan Strategies with administrative team for possible staff professional development during the 2017/2018 school year. • Provide coaching training for ELL teachers
	2.b.3 Annually monitor the number of ELL students by grade, language and language level	<ul style="list-style-type: none"> • Create Google Doc to share case load information 	<ul style="list-style-type: none"> • Case loads are managed electronically through a Google doc • Spreadsheet and Skyward is updated as new students receive services 	<ul style="list-style-type: none"> • Completed
	2.b.4 Work with ISBE to create a contingency plan in the event the district must transition to a part-time Transitional Bilingual	<ul style="list-style-type: none"> • Create draft plan • Send plan to ISBE for approval 	<ul style="list-style-type: none"> • Transition plan was created with the support and guidance of ISBE 	<ul style="list-style-type: none"> • Completed

	Education Program			
2.c Increase professional learning opportunities to effectively integrate educational technology	2.c.1 Work with Technology Coaches to provide high quality professional development opportunities on 1:1 release days	<ul style="list-style-type: none"> Meet with technology coaches to develop goals for Day 1, 2 & 3 Establish calendar of release days 	<ul style="list-style-type: none"> Tech coaches facilitated Day 1 & 2 release days for all teachers Day 3 release day was incorporated into the February 16th Teacher Institute Day rather than remove teachers from the classroom Summer workshops are being offered to all staff 	<ul style="list-style-type: none"> Completed

3. Increase opportunities for critical and analytical thinking, creativity, and collaboration across the curriculum.				
Sub Goal	Strategies	Action Steps	Evidence	Progress Status of Action Steps
3.a Strengthen and expand district STEAM offerings.	3.a.1 Integrate Next Generation Science Standards into the science curriculum at all grade levels.	<ul style="list-style-type: none"> Implement new units in grades 6-8 Provide time for 6-8 teachers to develop learning plans for each new unit Implemented one new unit in grades K-5 Develop and implement a plan for writing additional two units for grades K-5 	<ul style="list-style-type: none"> New units in grades 6-8 have been implemented During summer curriculum workshops, 6-8 teachers refined NGSS units and created learning plans One unit has been written and materials have been purchased for grades K-5. This unit was implemented during the 2015-2016 school year Sample curriculum materials were ordered for remaining K-5 units During summer curriculum workshops, science K-5 teachers created two final units 	<ul style="list-style-type: none"> Completed

	3.a.2 Expand STEAM opportunities through the integration of activities in the science curriculum K-8	<ol style="list-style-type: none"> 1. Review/Evaluate STEAM resources 2. Work with a committee to develop three-year implementation plan (this goal has been removed) 	<ul style="list-style-type: none"> • Science building chairs attended introductory workshop on Project LEAD the Way materials • Assistant Superintendent conducted a site visit to a nearby school district implementing Project Lead the Way 	<ul style="list-style-type: none"> • In Progress (Action Step 1) • No longer a goal (Action Step 2) <p>Next Steps for Sub Goal</p> <ul style="list-style-type: none"> • Using Future Ready School Readiness Report create a plan that allows for continuous improvement and sustainability of the 1:1 teaching and learning initiative. • Implementation of NGSS • Creative Arts curriculum alignment
3.b Enhance education in SEL, Digital Citizenship, Leadership, Executive Functioning	3.b.1 Evaluate resources and strategies used for SEL and Digital Citizenship instruction to ensure that we are meeting students' needs.	<ul style="list-style-type: none"> • Establish district and building goals at September District Meeting • Review material use and standards instruction at building meetings 	<ul style="list-style-type: none"> • District and Building committees met in October to establish annual goals • Standards are in full implementation at Sprague, Half Day and Daniel Wright • K-5 the standards are taught through the Second Step Curriculum • 5-8 the standards are taught through the health curriculum and reinforced in core content instruction • Sample SEL materials have been shared across the consortium districts to help guide 	<ul style="list-style-type: none"> • Completed

			<p>our work – especially at the middle school.</p> <ul style="list-style-type: none"> • Continue to work with Stevenson HS leadership as they establish a forum for discussing SEL across the consortium • Daniel Wright was provided summer curriculum hours to continue aligning SEL standards with content area courses 	
	3.b.2 Explore ways to assess SEL standards	<ul style="list-style-type: none"> • Establish district and building goals at September District Meeting • Review evaluation of standards at building meetings 	<ul style="list-style-type: none"> • Sprague and Half Day SEL committees finalized report card language • Sprague and Half Day incorporated report card language on first trimester report cards • It was determined that this would be a future (possibly 2017-2018) goal for Daniel Wright 	<ul style="list-style-type: none"> • Completed <p>Next Steps for Sub Goal</p> <ul style="list-style-type: none"> • Continue alignment of SEL standards into core curriculum areas at Daniel Wright
3.c Explore offering Junior High Encore choice options	3.c.1 Explore the possibility of forced choice and how it impacts scheduling and staffing			<ul style="list-style-type: none"> • This goal will be moved to 2016-2017 school year

4. Non-Strategic Plan Goals				
Sub Goal	Strategies	Action Steps	Evidence	Progress Status of Action Steps
4.a Align the 6-8 grade curriculum to the new Illinois Social Studies Standards	1. Work with district consortium team to create and implement a plan that includes unpacking of standards and unit development	<ul style="list-style-type: none"> • Meet with consortium team to develop agendas for consortium days • Facilitate events on consortium days • Provide district template for unit writing • Work with social studies teachers to secure resources for new units 	<ul style="list-style-type: none"> • Historical time periods of instructions have been established across the consortium for grades 6-8 • 6-8 consortium social studies teachers unpacked and wrote learning continuums for the New Illinois Social Studies Inquiry Standards • D103 6-8 teachers collaborated with D102 teachers to develop unit sequence, essential and focusing questions • 6-8 teachers established an implementation sequence during summer curriculum writing workshop • K-5 teachers began to explore the new standards and their alignment to the TCI social studies materials during a summer workshop 	<ul style="list-style-type: none"> • Completed
4.b Integrate Illinois Health standards into PE/Science Curriculum K-5	1. Create a scope and sequence for K-5 Illinois Health Standards	<ul style="list-style-type: none"> • At October curriculum meeting and October Institute Day, create scope and sequence of K-5 Health standards • Develop resources to teach standards previously taught in science 	<ul style="list-style-type: none"> • PE teachers began to align health standards to the PE curriculum on the October Institute Day • PE met during summer curriculum workshop to finalize integration of health standard into PE curriculum. Standard 22C and 23C will be taught in science unit 	<ul style="list-style-type: none"> • Completed
4.c Collaborate on 5th Grade	1. Work with admin team to	<ul style="list-style-type: none"> • Determine staffing needs 	<ul style="list-style-type: none"> • A staffing transition plan was created and submitted to the Board in December, 2016 	<ul style="list-style-type: none"> • In Progress

Transition Plan	develop a 5 th Grade transition plan	<ul style="list-style-type: none"> • Create standards based report card for fifth grade 	<ul style="list-style-type: none"> • Teachers began creating draft report card language on the October Institute Day 	
4.d Implement KIDS Assessment	<ol style="list-style-type: none"> 1. Develop a plan to train the kindergarten teachers on the KIDS Assessment 2. Develop a plan to implement KIDS assessment 2016-2017 	<ul style="list-style-type: none"> • Provide training to kindergarten teacher • Decide who will receive assessment during the 2016/2017 school year 	<ul style="list-style-type: none"> • Along with other Lake County Superintendents, a letter seeking a waiver from the KIDS assessment was sent to the State Superintendent due to the assessment of Kindergarten students already being met through other district means. • Assistant Superintendent, Sprague Principal and Kindergarten teachers were trained on the new KIDS assessment in April • KIDS assessment has been deferred by ISBE until the 2017-2018 school year 	<ul style="list-style-type: none"> • Completed
4.e Review Screener Assessments	<ol style="list-style-type: none"> 1. Review screener assessments 2. Determine if new assessment should replace AIMSWEB 	<ul style="list-style-type: none"> • Work with a committee of teachers to review possible new screeners 	<ul style="list-style-type: none"> • Interventionists and LBS teachers met in October and March to review current screeners • A decision was made to begin using the Aimsweb Plus assessment • A train the trainers workshop will be scheduled prior to the start of the 2016-2017 school year 	<ul style="list-style-type: none"> • Completed



Lincolnshire-Prairie View School District 103

Memo

To: Board of Education
From: Scott Warren
Date: July 7, 2016
Re: 1:1 Program Review for 2015-2016

The 1:1 Program review for the 2015-2016 school year is presented for the Board's review. The District asked ECRA to complete a program study to help monitor if our students were making expected growth with the implementation of the 1:1 program. ECRA compared the growth of students in 2013-2015 years who were not in the program with the students in 2015-2016 who were in the program. As noted in the report, all grade levels in math and reading made expected growth with the exception of the 5th Grade Math and 6th Grade Language Arts. Although causality cannot be determined, it does provide a data point for the District to consider as we move forward with the program. As stated in the 2015-2016 Growth Report, these areas will be reviewed and monitored during the 2016-2017 school year.

District 103
Lincolnshire-Prairie View

2015-2016 1:1 Program Evaluation



ECRA Group, Inc.
June 2016



District 103 Lincolnshire-Prairie View 2015-2016 1:1 Program Evaluation Executive Summary

Purpose

The purpose of this report is to examine the growth of students enrolled in the 1:1 Technology Program during the 2015-16 school year in math and reading. The 1:1 Technology Program began in the 2013-14 school year with a small subset of students participating. Participation increased in the 2014-15 school year and involves all third through eighth grade students at District 103 during the 2015-16 school year.

Summary of Findings

Based on the analysis of student assessment data presented in this report, results suggest that:

- *District Level Growth* was as expected across all subjects.
- *Building Level Growth* was as expected across all three buildings for math and reading.
- *Grade Level Growth* was as expected overall, with lower than expected growth for fifth grade math and sixth grade reading.

Methods

Student growth in 2015-16 was compared to growth of students not enrolled in the program in previous years. MAP and AIMSweb data from District 103 between 2013 and 2015 were used to build a local growth model to reflect typical student growth for students in the District who were not enrolled in the 1:1 Technology Program. Through this model, each student with fall 2015-16 data was assigned a propensity score based on his or her historical assessment scores. The propensity score indicates expected achievement for that student in the spring of 2016. To evaluate student growth, students' actual spring 2016 MAP and AIMSweb test scores were compared to the expected values provided by the prediction models.

Overall Growth Summary (2015-2016)

Subject:

All Subjects

Growth Year: **2015-2016**





Growth Comparison Group: **2013-14 & 2014-15 Non 1:1 Students**

Term: **Spring**

Overall Growth





- 0.01  **Expected Growth**

Student Growth by School

School:	Effective Sample Size	% Met Benchmark	% High Growth	% Expected Growth	% Low Growth	Growth	
HALF DAY SCHOOL	368	93%	18%	66%	15%	+ 0.07	
SPRAGUE SCHOOL	463	86%	19%	64%	16%	+ 0.05	
WRIGHT JUNIOR HIGH	794	92%	16%	64%	20%	- 0.09	
ALL	1,625	91%	17%	65%	18%	- 0.01	
EXPECTED			16%	68%	16%	0.00	

* Dot color is green for all growth scores that are not statistically significant

**Percentages may not add to 100 due to rounding
***Growth not reported for groups with fewer than 5 students

 <p>Higher than Expected Growth Growth is +0.30 or above</p>	 <p>Expected Growth Growth from -0.29 to +0.29</p>	 <p>Lower than Expected Growth Growth from -0.30 to -0.59</p>	 <p>Unsatisfactory Growth Growth is -0.60 or below</p>
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Building-Level Growth Summary (2015-2016)

Subject:

Mathematics

Growth Year: **2015-2016**





Growth Comparison Group: **2013-14 & 2014-15 Non 1:1 Students**

Term: **Spring**

Overall Growth





+ 0.01  **Expected Growth**

Student Growth by School

School	Effective Sample Size	% Met Benchmark	% High Growth	% Expected Growth	% Low Growth	Growth
HALF DAY SCHOOL	368	94%	20%	66%	13%	+ 0.15 
SPRAGUE SCHOOL	463	87%	17%	63%	19%	- 0.04 
WRIGHT JUNIOR HIGH	794	93%	17%	64%	18%	- 0.03 
ALL	1,625	93%	18%	64%	18%	+ 0.01 
EXPECTED			16%	68%	16%	0.00

* Dot color is green for all growth scores that are not statistically significant

**Percentages may not add to 100 due to rounding
***Growth not reported for groups with fewer than 5 students

 Higher than Expected Growth Growth is +0.30 or above	 Expected Growth Growth from -0.29 to +0.29	 Lower than Expected Growth Growth from -0.30 to -0.59	 Unsatisfactory Growth Growth is -0.60 or below
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Building-Level Growth Summary (2015-2016)

Subject:

Reading

Growth Year: 2015-2016





Growth Comparison Group: 2013-14 & 2014-15 Non 1:1 Students

Term: Spring

Overall Growth





- 0.04  **Expected Growth**

Student Growth by School

School	Effective Sample Size	% Met Benchmark	% High Growth	% Expected Growth	% Low Growth	Growth	
HALF DAY SCHOOL	368	92%	16%	66%	17%	- 0.02	
SPRAGUE SCHOOL	461	85%	22%	65%	14%	+ 0.14	
WRIGHT JUNIOR HIGH	793	90%	15%	63%	22%	- 0.15	
ALL	1,622	90%	17%	65%	18%	- 0.04	
EXPECTED			16%	68%	16%	0.00	

* Dot color is green for all growth scores that are not statistically significant

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Grade-Level Growth Summary (2015-2016)

Subject:

Mathematics

Growth Year: **2015-2016**











Growth Comparison Group: **2013-14 & 2014-15 Non 1:1 Students**

Term: **Spring**

Overall Growth

+ 0.01  **Expected Growth**





Student Growth by Grade

Grade	Effective Sample Size	% Met Benchmark	% High Growth	% Expected Growth	% Low Growth	Growth	
K	127	N/A	17%	66%	17%	+ 0.03	
01	178	N/A	17%	66%	17%	+ 0.01	
02	158	87%	18%	58%	24%	- 0.16	
03	190	96%	21%	70%	9%	+ 0.23	
04	178	92%	20%	62%	18%	+ 0.06	
05	176	90%	7%	62%	31%	- 0.48	
06	206	95%	23%	59%	18%	+ 0.09	
07	203	94%	19%	67%	13%	+ 0.17	
08	209	94%	18%	68%	13%	+ 0.06	
ALL	1,625	93%	18%	64%	18%	+ 0.01	
EXPECTED			16%	68%	16%	0.00	

* Dot color is green for all growth scores that are not statistically significant

**Percentages may not add to 100 due to rounding

***Growth not reported for groups with fewer than 5 students

			
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Grade-Level Growth Summary (2015-2016)

Subject:

Reading

Growth Year: **2015-2016**











Growth Comparison Group: **2013-14 & 2014-15 Non 1:1 Students**

Term: **Spring**

Overall Growth

- 0.04  **Expected Growth**





Student Growth by Grade

Grade	Effective Sample Size	% Met Benchmark	% High Growth	% Expected Growth	% Low Growth	Growth	
K	127	N/A	18%	61%	21%	- 0.11	
01	176	N/A	23%	70%	7%	+ 0.28	
02	158	85%	23%	62%	14%	+ 0.18	
03	190	91%	19%	66%	14%	+ 0.14	
04	178	93%	13%	67%	21%	- 0.18	
05	176	83%	12%	67%	20%	- 0.20	
06	205	93%	9%	61%	30%	- 0.39	
07	203	94%	22%	59%	19%	+ 0.04	
08	209	90%	16%	67%	18%	- 0.05	
ALL	1,622	90%	17%	65%	18%	- 0.04	
EXPECTED			16%	68%	16%	0.00	

* Dot color is green for all growth scores that are not statistically significant

**Percentages may not add to 100 due to rounding

***Growth not reported for groups with fewer than 5 students

			
Higher than Expected Growth Growth is +0.30 or above	Expected Growth Growth from -0.29 to +0.29	Lower than Expected Growth Growth from -0.30 to -0.59	Unsatisfactory Growth Growth is -0.60 or below

Subject:













Mathematics

Growth Year: 2015-2016

Growth Comparison Group: 2013-14 & 2014-15 Non 1:1 Students

Term: Spring

Student Growth by Subgroup

Group	Subgroup	Effective Sample Size	% Met Benchmark	% High Growth	% Expected Growth	% Low Growth	Growth
Ethnicity	Asian	652	97%	18%	68%	14%	+ 0.11 
Ethnicity	Black	12	91%	4%	83%	13%	- 0.12 
Ethnicity	Other	70	94%	14%	72%	14%	+ 0.07 
Ethnicity	White	891	89%	18%	61%	21%	- 0.07 
Gender	Female	800	91%	16%	65%	19%	- 0.05 
Gender	Male	825	94%	20%	64%	17%	+ 0.07 
IEP	IEP	196	74%	16%	61%	23%	- 0.18 
IEP	No IEP	1,429	96%	18%	65%	17%	+ 0.04 
Income	Low Income	41	82%	18%	65%	17%	- 0.08 
Income	Not Low Income	1,584	93%	18%	64%	18%	+ 0.01 
LEP	LEP	171	82%	23%	61%	16%	+ 0.11 
LEP	Not LEP	1,454	94%	17%	65%	18%	0.00 
EXPECTED				16%	68%	16%	0.00

* Dot color is green for all growth scores that are not statistically significant

**Percentages may not add to 100 due to rounding
***Growth not reported for groups with fewer than 5 students



Higher than Expected Growth

Growth is +0.30 or above



Expected Growth

Growth from -0.29 to +0.29



Lower than Expected Growth

Growth from -0.30 to -0.59



Unsatisfactory Growth

Growth is -0.60 or below

Subject:













Reading

Growth Year: 2015-2016

Growth Comparison Group: 2013-14 & 2014-15 Non 1:1 Students

Term: Spring

Student Growth by Subgroup

Group	Subgroup	Effective Sample Size	% Met Benchmark	% High Growth	% Expected Growth	% Low Growth	Growth
Ethnicity	Asian	649	95%	17%	64%	19%	- 0.06 
Ethnicity	Black	12	91%	17%	63%	21%	- 0.01 
Ethnicity	Other	70	91%	14%	64%	23%	- 0.15 
Ethnicity	White	891	87%	17%	65%	17%	- 0.01 
Gender	Female	799	92%	18%	66%	16%	+ 0.04 
Gender	Male	823	88%	16%	63%	21%	- 0.11 
IEP	IEP	194	65%	18%	53%	29%	- 0.29 
IEP	No IEP	1,428	94%	17%	66%	17%	0.00 
Income	Low Income	41	74%	16%	62%	22%	- 0.14 
Income	Not Low Income	1,581	91%	17%	65%	18%	- 0.03 
LEP	LEP	169	72%	15%	62%	22%	- 0.17 
LEP	Not LEP	1,453	92%	17%	65%	18%	- 0.02 
EXPECTED				16%	68%	16%	0.00

* Dot color is green for all growth scores that are not statistically significant

**Percentages may not add to 100 due to rounding
***Growth not reported for groups with fewer than 5 students



Higher than Expected Growth

Growth is +0.30 or above



Expected Growth

Growth from -0.29 to +0.29



Lower than Expected Growth

Growth from -0.30 to -0.59



Unsatisfactory Growth

Growth is -0.60 or below



Lincolnshire-Prairie View School District 103

Memo

To: Board of Education
From: Scott Warren
Date: July 7, 2016
Re: Board Committee Representation 2016-2017

Committee representation from the 2015-2016 school year is provided should the Board wish to discuss any changes for 2016-2017.

Lincolnshire – Prairie View School District 103 Board of Education

Committee Chairpersons / Representatives 2015-2016

Board Policy Review Committee	Malathy Dwaraknath
T.A.B	Anne van Gerven (Primary)/Gary Gordon (alternate)
Mayor’s Council	Gary Gordon (Primary)/Chris Curtis (alternate)
ELC	Kate Harper (Primary)/Anne van Gerven (alternate)
Village Planning/Zoning Commissions	Gary Gordon, Lincolnshire Sherri Thomas, Vernon Hills & Buffalo Grove
Learning Fund Foundation	Malathy Dwaraknath (Primary)/Chris Curtis (alternate)
PTO	Anne van Gerven
Legislative Liaisons	Sherri Thomas (Primary)/Sandy Simon (alternate)
Parent/Teacher Advisory Committee	Kate Harper
Links to Learning	Sherri Thomas (Primary)
1:1 Parent Advisory Committee	Anne van Gerven/Sherri Thomas



Lincolnshire-Prairie View School District 103

2015-2016 Board of Education Goals

1. Culture & Climate

Work with the administration and the teacher's union to ensure that a sustainable certified staff Contract is in place through the 2017 school year.

2. Facilities

Engage the community and work with the administration in the development of the time line and architectural plan for the additions at Sprague at Half Day School which will include moving the 5th grade students to Half Day School. Consider impacts to staff, schedules and programming at all 3 schools with a goal of 5th grade students attending school at Half Day in 2016-2017.

Work with the architects and the administration to develop a plan to optimize facility usage at Daniel Wright in 2016-2017 considering best practices middle school models and the square footage available at Daniel Wright.

3. Fiscal Sustainability

Monitor administration efforts to identify operating strategies that will result in cost savings for the District.

4. Curriculum, Instruction & Assessment

Monitor the development and communication to the public of guidelines based on best available research that sets target range of class sizes for each grade level. Evaluate whether our current class sizes fall within the targets established and consider administration recommendations to bring all class sizes into compliance.

Monitor administration efforts to evaluate the success of the following programs: PERA, REACH and 1:1 ensuring that ECRA data is used as appropriate when performing this analysis.

5. Transportation & Student Schedules

Engage the community and work with the administration in determining whether it is feasible to adjust the school start times at Sprague, Half Day and Daniel Wright to align with best available research. Evaluate and minimize impacts to transportation, after school activities and parent concerns.

Engage the community and work with the administration in evaluating transportation options to meet established goals and guidelines while comparing in-house transportation vs. a contractual service.

Approved by the Lincolnshire-Prairie View School District 103 Board of Education on September 15, 2015.

Lincolnshire-Prairie View School District 103



Educational Support Personnel Employee Handbook

An Equal Opportunity Employer

**A Manual of
Employee Benefits and
Personnel Policies**

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Welcome and Purpose

This Handbook is designed to acquaint you with Lincolnshire-Prairie View School District 103 and provide you with general information about working conditions, benefits, and policies affecting your employment. This current Handbook replaces and supersedes any previous educational support personnel or classified staff Handbooks issued by the District.

Lincolnshire-Prairie View School District 103, is an Equal Opportunity Employer in all personnel decisions.

The information contained in this Manual applies to all Educational Support Personnel employees of Lincolnshire-Prairie View School District 103. Following the policies described in this Handbook is considered a condition of continuous employment. However, nothing in this Handbook alters an employee's "at-will" status, meaning either party may terminate the employment relationship at any time and for any or no reason. The contents of this Handbook shall not constitute nor be construed as a promise of employment or as a contract between the District and any of its employees. The Handbook is a summary of our policies, which are presented here only as a matter of information. Only the Board of Education has the authority to modify this disclaimer or the Handbook and then only in writing

You are responsible for reading, understanding, and complying with the provisions of this Manual. Our objective is to provide you with a work environment that is constructive to both personal and professional growth.

CLASSIFICATION OF EMPLOYEES

Twelve-Month Educational Support Personnel (ESP) Employees

Work Year/Day

A full-time employee works an eight (8) hour day, five (5) days per week, twelve (12) months per year. The work year will begin on the 1st of July and extends through the 30th of June.

A regular work week consists of five (5) eight (8) hour days within a seven (7) day period beginning at 12:00 a.m. Sunday and ending at 11:59 p.m. Saturday. The eight (8) hour work day includes a paid thirty (30) minute duty-free lunch and two (2) paid fifteen (15) minute breaks.

Holidays

Each full-time employee will be granted the day off, with pay, for the following holidays:

1. Fourth of July
2. Labor Day
3. Veterans Day
4. Day Before Thanksgiving
5. Thanksgiving Day
6. Day After Thanksgiving
7. Christmas Day
8. New Year's Day
9. Martin Luther King Day
10. President's Day
11. Memorial Day

In the event that one of these recognized holidays falls on either a Saturday or Sunday, employees will receive the preceding Friday or following Monday off with pay only if school is not in regular session on those days. If students are in regular attendance, employees will not receive the day off and are expected to be at work - no holiday pay will be provided. If any of the above legal holidays are removed by the Illinois legislature from the required holidays currently observed under the *School Code* for public schools, employees shall no longer be afforded these paid holidays. Further, if any of the above legal holidays are approved for a requested waiver of mandates by the Board of Education, employees shall not be afforded these holidays.

In addition, when the following days fall on a regular work day, each full time employee will be granted the day off, with pay, provided these days are student non-attendance days on the school calendar. These days are not paid holidays if they fall on a weekend:

1. Rosh Hashanah	5. December 31
2. Yom Kippur	6. Casimir Pulaski
3. Columbus Day	7. Friday before Easter
4. December 24	

The District may require educational support personnel to work on a holiday during an emergency or for the continued operation and maintenance of facilities or property.

Sick, Personal and Bereavement Leave

Each twelve-month employee will be credited with fourteen (14) paid sick leave days annually (July

1 – June 30). Sick days may be used as described in the Employee Benefits section of this Handbook.

Each twelve-month employee will be granted four (4) paid personal days annually. Personal leave may be used as described in the Employee Benefits section of this Handbook.

Twelve-month employees who must be absent as a result of a death in the immediate family, as described in the Employee Benefits section, are provided up to five (5) days of paid bereavement leave in lieu of using sick days.

Vacation

Twelve-month employees are granted access to vacation days starting July 1, however, vacation is earned monthly on a fiscal year accrual basis. In the event of a mid-year separation, the District will calculate and pay for any vacation days that the employee has earned but not yet taken. In turn, the employee is expected to reimburse the District for excess vacation time advanced and taken, but not yet earned. All vacation requests must be approved by the employee’s direct supervisor. The following schedule provides for the amount of vacation provided for the specific number of completed years of service in the District:

Years of Service	Vacation Allotted
0 - 5	10 work days
6 - 15	15 work days
15+	20 work days

Employees with a start date after July 1 will receive a prorated allotment of vacation days in their first year based upon the employee’s start date. Vacation days will be cumulative to the extent that a maximum of five (5) unused vacation days earned during a given year may be carried over for use prior to October 1 of the following work year.

Eleven-Month Educational Support Personnel (ESP) Employees

Work Year/Day

A full-time employee works a seven-to-eight (7-8) hour day, five (5) days per week, eleven (11) months per year. The work year will begin on the 1st of July and extends through the 30th of June.

A regular work week begins at 12:00 a.m. Sunday and ending at 11:59 p.m. Saturday. The work day includes a paid thirty (30) minute duty-free lunch and two (2) paid fifteen (15) minute breaks.

Holidays

Each full-time employee will be granted the day off, with pay, for the following holidays:

1. Labor Day
2. Veterans Day
3. Day Before Thanksgiving
4. Thanksgiving Day
5. Day After Thanksgiving
6. Christmas Day
7. New Year's Day
8. Martin Luther King Day
9. President's Day
10. Memorial Day

In the event that one of these recognized holidays falls on either a Saturday or Sunday, employees will receive the preceding Friday or following Monday off with pay only if school is not in regular session on those days. If students are in regular attendance, employees will not receive the day off and are expected to be at work - no holiday pay will be provided. If any of the above legal holidays are removed by the Illinois legislature from the required holidays currently observed under the *School Code* for public schools, employees shall no longer be afforded these paid holidays. Further, if any of the above legal holidays are approved for a requested waiver of mandates by the Board of Education, employees shall not be afforded these holidays.

In addition, when the following days fall on a regular work day, each full time employee will be granted the day off, with pay, provided these days are student non-attendance days on the school calendar. These days are not paid holidays if they fall on a weekend:

1. Rosh Hashanah	5. December 31
2. Yom Kippur	6. Casimir Pulaski
3. Columbus Day	7. Friday before Easter
4. December 24	

The District may require educational support personnel to work on a holiday during an emergency or for the continued operation and maintenance of facilities or property. A floating holiday will be provided for employees required to work on a holiday, to be schedule with the agreement of the employee's supervisor.

Sick, Personal and Bereavement Leave

Each eleven-month employee will be credited with thirteen (13) paid sick leave days annually (July 1 – June 30). Sick days may be used as described in the Employee Benefits section of this Handbook.

Each eleven-month employee will be granted three and a half (3½) paid personal days annually. Personal leave may be used as described in the Employee Benefits section of this Handbook.

Eleven-month employees who must be absent as a result of a death in the immediate family, as described in the Employee Benefits section, are provided up to five (5) days of paid bereavement leave in lieu of using sick days.

Vacation

Eleven-month employees are granted access to vacation days starting July 1, however, vacation is earned monthly on a fiscal year accrual basis. In the event of a mid-year separation, the District will calculate and pay for any vacation days that the employee has earned but not yet taken. In turn, the employee is expected to reimburse the District for excess vacation time advanced and taken, but not yet earned. All vacation requests must be approved by the employee’s direct supervisor. The following schedule provides for the amount of vacation provided for the specific number of completed years of service in the District:

Years of Service

- 0 - 5
- 6 - 15
- 15+

Vacation Allotted

- 9 work days
- 14 work days
- 18 work days

Employees with a start date after July 1 will receive a prorated allotment of vacation days in their first year based upon the employee’s start date. Vacation days will be cumulative to the extent that a maximum of five (5) unused vacation days earned during a given year may be carried over for use prior to October 1 of the following work year.

School Year Employees

Work Year/Day

A school year employee works beginning with the first day of student attendance and continuing for all student attendance days in the District's school year.

School year employees do not work and are not paid for staff development days, unless required by an administrator to attend. At the discretion of the Superintendent, certain school year positions may be extended to include ten (10) days beyond the regular days of the school year.

Any ESP whose presence is necessary because of an emergency or for the continued operation and maintenance of school facilities or property may be required by law to work on any non-student attendance day.

Sick, Personal and Bereavement Leave

Each school-year employee will be credited with ten (10) paid sick leave days annually (July 1- June 30). Sick leave may be used as described in the Employee Benefits section of this Handbook.

Each school-year employee will be granted four (4) paid personal days annually. Personal leave may be used as described in the Employee Benefits section of this Handbook.

School year employees who must be absent as a result of a death in the immediate family, as described in the Employee Benefits section are provided up to five (5) days of paid bereavement leave in lieu of using sick days.

Part Time Employees

Part-time employees are defined as ESP's who work less than 40 hours per week on a twelve-month basis or less than 37.5 hours per week on a school-year basis.

Part-time employees who are employed for at least 600 hours annually (i.e., eligible for participation in the Illinois Municipal Retirement Fund) will receive paid sick leave on a prorated basis as defined by their work year category.

Temporary ESP Employees

Temporary ESP are hired on a short term basis or for a specific project (i.e., substitutes, summer help, clerical, etc.). A temporary employee receives no benefits with their position.

EMPLOYEE BENEFITS

Insurance Benefits

Health - The Board of Education shall pay the employee's monthly premium for individual major medical and hospitalization insurance for one of the group medical insurance plans which is offered by School District 103. This includes coverage throughout the summer for school-year employees. All employees working 30 hours or more per week shall be eligible for said insurance. Employees working between 20-30 hours per week may be provided coverage at the employee's request, if permitted by the group health plan terms, with the Board's contribution prorated proportionally to the hours worked. Health insurance coverage becomes effective the employee's start date. When a dependent tiered plan is available, employees who wish additional coverage shall pay the monthly premiums. Please contact the Business Office for current rates on dependent coverage. The Board shall contribute to an employee's dependent health insurance coverage on the basis of the following criteria:

<u>Number of Years an Employee Paid the Whole Premium</u>	<u>Percent of Employee Premium Paid by the Board</u>
2 years	25%
3 years	35%
4 years	50%
Year 5 and beyond	60%

The employee's portion shall be paid through payroll deduction.

Dental – An optional dental insurance program is available provided that there are a minimum of ten (10) employees enrolled. The employee shall be required to pay the cost for dental insurance. The cost shall be paid by payroll deduction.

Life - Life insurance in the amount of \$50,000 is provided for each full-time twelve month, eleven month, or school year employee and paid by the Board of Education.

Flexible Benefits

A Section 125 Flexible Benefits Program will be maintained which will allow employees to designate a portion of their salary to be used for flexible benefits related to medical expenses not covered by the insurance program, payment of insurance for dependent coverage, dental insurance premiums, other related medical expenses, child care costs or taken as taxed salary. The allocation or payment of these funds shall be based on the rules and regulations of the Internal Revenue Service.

Professional Growth

The Board of Education shall reimburse registration fees and ancillary costs to participate in workshops, conferences or seminars specifically related to the employee's position if **pre-approved** by the Supervisor and Superintendent or designee.

Tuition Reimbursement

A full-time ESP employee with three (3) consecutive years of service shall be eligible for tuition

reimbursement up to a maximum of \$280.00 per semester hour, with a cap of \$3,360 per year. “Full-time” for the tuition benefit shall be defined as one who works at least seven hours per day, five days per week either in a twelve month, eleven, or school year position. Tuition reimbursement shall be made only upon **pre-approval** by the Superintendent and for courses which are determined to provide benefit to the District.

Tuition reimbursement shall not be approved for those courses required to secure initial employment with the district.

Requests for reimbursement for courses must be submitted to the Business Office within sixty (60) days after the final meeting of the course. A fee receipt and transcript for the course must be submitted prior to the reimbursement. A grade of “A” or “B” must be earned in order to be eligible for reimbursement.

Parental Leave

Full-time twelve month, eleven month, and school-year employees, on or after the 5th year anniversary of hire date, shall be eligible for parental leave **without pay** subject to specific procedures outlined below.

Medical Statement - The employee shall advise the Superintendent or designee of pregnancy no later than the fourth month of pregnancy. At such time a written statement from a physician indicating the expected date of delivery and that in the physician’s opinion the employee may safely continue in employment and perform all regular duties during pregnancy, with or without reasonable accommodations.

See http://www.illinois.gov/dhr/Publications/Documents/Pregnancy_Fact_Sheet-eng-14.pdf for more information regarding pregnancy accommodations.

From time to time, the Superintendent or designee may request the employee to furnish subsequent statements from the physician indicating continued ability to perform duties. At the district’s request and expense, the employee may be required to have a physical examination by a physician of district choice.

Application for Leave - Application for such leave shall be made in writing to the Superintendent or designee at least 120 calendar days prior to the anticipated birth of the child.

Dates of Leave - The employee and the Superintendent or designee shall discuss a plan for the commencement and termination of such leave, taking into consideration the continuity of responsibilities and medical factors and the pertinent time factors. The leave shall not exceed the balance of the fiscal year in which it commences and one additional fiscal year.

Sick Leave – The employee shall have the option to use up to thirty (30) days of accrued sick leave following the birth of the child before beginning the Parental leave. Sick leave shall not be earned during the period of the parental leave, but any unused sick leave available at

the time of the start of the leave shall be available upon termination of the leave and return to employment.

Advancement - Any employee who has been employed 51% or more days of the work year shall be entitled to salary advancement as he/she would have been if the leave had not been granted. If the leave exceeds the year such leave commences, the second year shall not be considered for salary advancement.

Return to Employment - In all instances where an employee is granted a parental leave of six (6) months or more, as a condition thereof she shall advise the Superintendent or designee in writing at least ninety (90) calendar days prior to the termination of such leave that he/she intends to return to employment. For approved leaves of less than six months, the notice of intent to return to work must be given at least forty-five (45) calendar days before the termination of such leave.

Return to the district shall be in accord with the previously agreed upon plan, subject however to changed conditions in the district in the event of a mid-school year return, in which case the school district may delay reinstatement of said employee until the beginning of the next fiscal year. Failure to advise the Superintendent or designee of intent to return as required above shall be treated as an election not to return to employment and as a resignation from the district.

An employee desiring to return from parental leave shall submit evidence from a qualified physician that she is medically able to perform all of her essential job duties, with or without reasonable accommodation, with her notice of intent to return.

Under atypical or unanticipated medical circumstances, the employee may elect to terminate the leave and return to work on a date mutually selected by the employee and Business Manager and approved by the Board.

Adoption Leave - Any employee desiring adoption leave as a result of becoming an adoptive parent shall notify the Superintendent or designee in writing upon the initiation of such adoption proceedings. Adoption leave shall be granted upon satisfactory written notification to the Superintendent or designee of the date the child is expected to be received. It shall be the responsibility of the applying employee to keep the Superintendent or designee fully informed of the status of the proceedings, and as soon as known, the expected date of the adoption of the child. Paid leave (i.e. sick leave) for adoption or placement of adoption is limited to thirty (30) days.

Worker's Compensation

All employees are protected against bodily injury due to accident or disease arising out of and in the course of their employment in the District under the *Illinois Workers' Compensation Act*. The District provides workers compensation benefits through its insurance plan for injured employees.

Any employee who is injured while working must immediately, or as soon as feasible, inform the immediate supervisor of the cause and nature of the injury or, if incapacitated, cause a doctor or

relative to communicate the nature of the injury. This information must be reported in writing as soon as the employee is physically able. Failure to report a compensable accident on a timely basis as described above may result in disciplinary action. All applicable District procedures must be followed.

Sick Leave

Sick leave is defined in State law as personal illness, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption. For purposes of sick leave, the “immediate family” includes parents, spouse, brothers, sisters, children, aunts and uncles, step-children, daughter-in-law, son-in-law, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians.

Sick day credits can be found per job classification above. Unused sick leave shall accumulate to the maximum number of days that IMRF will recognize for retirement credit purposes.

The Administration may require medical certification for absences in excess of 3 days, or when the Administration suspects that leave time is being abused.

No reimbursement shall be made for unused sick days upon termination of employment.

Absence shall be reported to the Administrative Office and the employee’s supervisor. Notification of absence shall be made as soon as the need is known but in no case less than one hour before the employee is scheduled to start work. An employee who is aware of a need to be absent in advance should notify his/her principal and supervisor as soon as possible. Failure to comply with the above shall result in disciplinary action. Five consecutive days of absence without notification shall result in immediate termination.

Personal Leave

Personal leave is excused, paid leave for unexpected or expected personal business. Personal day allowances can be found per job classification above.

The use of a personal day is subject to the following conditions:

1. Except in cases of emergency or unavoidable situations, a personal leave request should be submitted to the Building Principal or Supervisor 3 days before the requested date.
2. No personal leave days may be used immediately before or immediately after a holiday, or during the first and/or last 5 days of the school year, unless the Superintendent grants prior approval.
3. Personal leave may not be used in increments of less than one-half day.
4. Personal leave is subject to any necessary replacement’s availability.
5. Personal leave may not be used on an in-service training day and/or institute days.
6. Personal leave may not be used when the employee’s absence would create an undue hardship.

If a request for the use of personal day is denied, the Superintendent or designee will give a reason for the denial. Unused emergency/personal leave days shall be cumulative to a maximum of six (6) days. Unused personal days in excess of six (6) will be added to the available sick leave. No reimbursement for unused personal days shall be made upon termination of employment.

Bereavement Leave

All full-time twelve month employees, eleven-month employees and full-time school-year employees may receive bereavement leave with pay for up to five (5) days per fiscal year when death occurs in the immediate family. Immediate family shall include employee's spouse, domestic partner, son, daughter, mother, father, legal guardian, brother, sister, corresponding in-law or step relation, grandchild or grandparent, and any person for whom the employee is legal guardian. Each employee may utilize one (1) of the bereavement days with pay when death occurs in their extended family. Extended family shall include aunt, uncle, cousin, niece and nephew by birth or marriage. Bereavement leave days shall not be cumulative.

Military Leave

Whenever possible, reserve personnel shall be expected to meet their requirements for annual training during periods of employment recess. The employee shall receive his/her regular salary less the amount due from the government for the period of training or required duty, or the employee shall receive only the amount from the government for the period of training or required duty, whichever is higher. During military leave, the employee's seniority and other benefits shall continue to accrue.

FMLA

Eligible ESP employees may take leave pursuant to the provisions of the federal Family and Medical Leave Act. Details can be found on the District website.

Temporary Disability Leave

An ESP employee who is temporarily disabled because of personal illness or physical or mental incapacity and is unfit to perform his/her duties may be granted a temporary disability leave of absence as provided under Board policy 5:180. The maximum duration of the disability leave, as well as pay during the leave, will depend upon the employee's FMLA eligibility, accumulated sick and personal leave, and vacation time. If an employee is unable to return to work after the expiration of a temporary disability leave, the District may determine that the employee cannot perform his/her required services and may act to terminate the employee.

Retirement Benefit

Eligible participants include any full-time, twelve-month, eleven month, or school-year employee age 55 or older who: (1) has completed fifteen (15) years of service in the District; and (2) who notifies the Superintendent of his/her intent to retire at least three (3) months before the retirement.

The district shall annually reimburse each eligible participant towards the actual premium cost paid by the retiree as his or her primary health insurance premium up to \$4,700 annually for the 2015-16 school year, increasing \$200 each year thereafter. Payment shall be made upon submission of proof of payment of the insurance premium notice to the business office by the participant. The District's obligation will cease at age sixty-five or Medicare eligibility, whichever comes first.

COMPENSATION

Wages

All ESP employees will be paid on a scheduled basis consistent with the payment dates for all other District employees. Paychecks cover regular hours of work during the preceding payroll period. Currently, a payroll period covers approximately two (2) weeks. The Board determines salary and wages for educational support personnel upon recommendation by the administration. Generally, hourly pay rates are adjusted by the Board of Education on an annual basis prior to the start of the District's fiscal year (July 1). Paychecks will be distributed on the 15th and 30th of each month. Newly hired ESP employees are encouraged to participate in direct deposit.

Overtime and Fair Labor Standards Act (FLSA) Compliance

All non-exempt employees, whether paid on a salary or hourly basis, are covered by minimum wage and overtime provisions.

The workweek for District employees will be 12:00 a.m. Sunday until 11:59 p.m. Saturday. Non-exempt employees will be compensated for all hours worked in a workweek including overtime. "Overtime" is time worked in excess of 40 hours in a single workweek.

A non-exempt employee shall not work overtime without his or her supervisor's express approval. In lieu of overtime compensation, non-exempt employees may receive compensatory time-off, according to Board policy 5:310, Compensatory Time-Off.

Compensatory Time-Off

Employees may be given 1-1/2 hours of compensatory time-off in lieu of cash payment for each hour of overtime worked. Other than as provided below, at no time may an employee's accumulated compensatory time-off exceed 240 hours, which represents compensation for 160 hours of overtime. If an employee accrues the maximum number of compensatory time-off hours, the employee: (1) is paid for any additional overtime hours worked, at the rate of one and one-half times the employee's regular hourly rate of pay, and (2) does not accumulate compensatory time-off until the employee uses an equal amount of accrued time-off.

An employee who has accrued compensatory time-off shall be permitted to use such time in at least half-day components provided such requests do not unduly disrupt the District's operations. The employee's supervisor must approve a request to use compensatory time-off.

Upon termination of employment, an employee will be paid for unused compensatory time at the higher of:

1. The average regular rate received by such employee during the last three years of employment; or
2. The final regular rate received by such employee.

Compensatory time-off is time during which the employee is not working and is, therefore, not counted as "hours worked" for purposes of overtime compensation.

IMRF Participation

All eligible employees must participate in the Illinois Municipal Retirement Fund (IMRF) System. Eligible employees are currently defined by law as individuals who are employed for a minimum of 600 hours over a twelve-month period. The employee's share of the IMRF contribution is deducted from each employee paycheck. The Board of Education will comply with all current applicable rules and regulations governing IMRF contributions.

Social Security

Contributions for Social Security and Medicare are deducted from each employee's paycheck. The Board of Education will comply with all current applicable federal regulations governing social security contributions.

Time Sheet Procedures

Employee time sheets are due in the building offices on the Friday afternoon of the week prior to payday. Building offices will forward completed time sheets, signed by the appropriate supervisor to the Business Office the Monday morning prior to payday. Any handwritten corrections made on time sheets must be dated and initialed by the person making the changes.

Court Duty

All employees serving on jury duty shall receive full salary for the time served on jury duty, upon submitting to the Business Office all payments received for serving as a juror, less mileage and lunch allowance, except if payment for jury services is more than the regular salary. An employee must give at least 5 days prior notice of pending court duty to the district.

RULES AND REGULATIONS/EMPLOYMENT POLICIES

Conditions of Employment

A candidate must have on file in the District Office a completed application form. Each new employee must have the following items on file:

1. Evidence of a physical examination within 90 days of hire.
2. Negative patch or TB Test.
3. Completed fingerprint criminal background check.
4. Completed Department of Children and Family Services (DCFS) Mandated Reporter Form.
5. Completed Federal Immigration (I-9) Form with two acceptable forms of identification.
6. Transcripts and other evidence of licensure as required by law.

Equal Employment Opportunities

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 or unfavorable military discharge, pregnancy, or 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, physical or mental handicap or disability (including pregnancy), if otherwise able to perform the essential functions of the job with reasonable accommodation, and other legally protected categories.

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 as listed in Board policy 2:260. No employee or applicant will be discriminated or retaliated against because he or she initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

Sexual Harassment

The School District shall provide employees an employment environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, or communications constituting sexual harassment as defined and otherwise prohibited by State and federal law.

District employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an

individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment prohibited by this policy includes verbal or physical conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct which has the effect of humiliation, embarrassment or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

A violation of this policy may result in discipline, up to and including discharge. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action, up to and including discharge.

Aggrieved persons, who feel comfortable doing so, should directly inform the person engaging in sexually harassing conduct or communication that such conduct or communication is offensive and must stop.

Employees should report claims of sexual harassment to the Nondiscrimination Coordinator and/or use the Board policy 2:260, Uniform Grievance Procedure. Employees may choose to report to a person of the employee's same sex. Initiating a complaint of sexual harassment shall not adversely affect the complainant's employment, compensation, or work assignments.

There are no express time limits for initiating complaints and grievances under this policy; however, every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

Background Checks

Lincolnshire-Prairie View School conducts background checks on all job candidates post-job offer. Lincolnshire-Prairie View School may also use a third party administrator to conduct the background check. The type of information that may be collected is as follows: criminal background check, employment history, education, and professional or personal references.

This information may also be sought out during reassignment or promotional periods.

Drug and Alcohol-Free Workplace

All District workplaces are drug- and alcohol-free workplaces. All employees shall be prohibited from:

1. Unlawful manufacture, dispensing, distribution, possession, use, or being under the influence of a controlled substance while on District premises or while performing work for the District.
2. Distribution, consumption, use, possession, or being under the influence (i.e. any detectable concentration) of alcohol while on District premises or while performing work for the District.

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

1. Not legally obtainable;
2. Being used in a manner different than prescribed;
3. Legally obtainable, but has not been legally obtained; or

4. Referenced in federal or State controlled substance acts.

As a condition of employment, each employee shall:

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

District Action Upon Violation of Policy

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

Drug and Alcohol Testing for School Bus Drivers

The District shall adhere to State and federal law and regulations requiring a drug and alcohol testing program for school bus and commercial vehicle drivers.

Suspension

The Superintendent is authorized to suspend an employee without pay as a disciplinary measure, during an investigation into allegations of misconduct or pending a dismissal hearing whenever, in the Superintendent's judgment, the employee's presence is detrimental to the District.

Any criminal conviction resulting from the investigation or allegations shall require the employee to repay to the District all compensation and the value of all benefits received by the employee during the suspension.

Abused and Neglected Child Reporting

Any District employee who suspects or receives knowledge that a student may be an abused or neglected child shall immediately report such a case to the Illinois Department of Children and Family Services per Board policy 5:150. The employee shall also promptly notify the Superintendent, Building Principal, and administrative supervisor that a report has been made. All District employees shall sign the "Acknowledgement of Mandated Reporter Status" form provided by the Illinois Department of Child and Family Services and the Superintendent or designee shall ensure that the signed forms are retained.

Any District employee who discovers child pornography on electronic and information technology equipment shall immediately report it to the Building Principal administrative supervisor for further action (DCFS and law enforcement). Employees will not copy or otherwise transmit the image(s).

Ethics and Gift Ban

All District 103 employees are expected to maintain high standards in their work relationships, to demonstrate the District's Universal Values of Integrity, to be considerate and cooperative, and to maintain professional relationships. As required under Illinois law and Board Policy 5:120, ESP employees must avoid participation in prohibited political activities or taking or receiving illegal gifts.

No employee shall have any illegal conflict of interest in any contract, work, or business of the District, or in the sale of any article by or to the District.

Employees shall not engage in any other employment or in any private business during regular working hours. Employees are prohibited from using any District facilities, grounds, equipment, or materials for personal use or gain, for outside employment, or for any other activities unrelated to their job duties unless approved by the Superintendent or Designee.

Confidentiality of Information

District employees are responsible for maintaining: (1) the integrity and security of all internal information, and (2) the privacy of confidential records, including but not limited to: student school records, personnel records, and the minutes of, and material disclosed in, a closed Board of Education meeting. Internal information is any information, oral or recorded in electronic or paper format, maintained by the District or used by the District or its employees. The Superintendent or designee shall manage procedures for safeguarding the integrity, security, and, as appropriate, confidentiality of internal information.

Personnel Records

The District maintains personnel records for all ESP employees in accordance with State and federal law. Each employee shall have the right, upon request, to review the contents of his/her personnel file which shall minimally contain evaluation, both formal and informal, and remediation documentation.

The employee shall be given a copy of any material added to his/her personnel file within (5) working days of the date such additions.

The employee has the right to respond, in writing, to any material filed within the aforesaid file within ten (10) working days of same.

Such review of permanent personnel file shall occur during the regular business hours and during a time when the employee is not otherwise assigned and in a manner which shall not interfere with the operation of the personnel office or of the School District.

This section shall not be applicable to any evaluation or reference information received by the Board prior to the employee's first employment day in the District.

EMPLOYMENT TERMINATION AND SUSPENSIONS

Resignation

An employee is requested to provide 2 weeks' notice of a resignation, but may resign at any time without notice. A resignation notice cannot be revoked once given. In most cases, employees who resign will be permitted to work through to their effective resignation date. If the District determines that allowing an employee to work through the resignation date will have an adverse effect on the District, the period of notice may be shortened and employment may be terminated immediately.

Retirement

An employee planning to retire should notify his or her supervisor at least 3 months before the retirement date.

Non-Reduction in Force (RIF) Dismissal

The Superintendent is responsible for making dismissal recommendations to the Board consistent with the Board's goal of having a highly qualified, high performing staff.

Reduction in Force (RIF) and Recall

This section is applicable whenever the Board decides to decrease the number of educational support personnel or to discontinue some particular type of educational support service and, as a result of that action, an educational support employee is removed, dismissed, or his or her hours are reduced.

The Board shall use a seniority list to determine the order of dismissal or removal. The seniority list, categorized by positions, shall show the length of continuing service of each full-time educational support employee. The employee with the shorter length of continuing service within the respective category of position shall be dismissed first.

Notice will be provided as required by law.

Final Paycheck

A terminating employee's final paycheck will be adjusted for any unused, earned vacation credit. Employees are paid for all earned vacation. Terminating employees will receive their final pay on the next regular payday following the date of termination, except that an employee dismissed due to a reduction in force shall receive his or her final paycheck on or before the third business day following the last day of employment.

APPENDIX A

**Acknowledgement of Receipt
Lincolnshire-Prairie View School District 103 ESP Handbook**

The Employee Handbook (sometimes called a Personnel Policy Manual, and referred to as the “Handbook”) is a compilation of personnel policies, practices and procedures currently in effect at Lincolnshire-Prairie View School District 103, an equal opportunity employer.

This Handbook is designed to introduce employees to the organization, familiarize you with District policies as they pertain to you as an employee, provide general guidelines on work rules, disciplinary procedures and other issues related to your employment, and to help answer many of the questions that may arise in connection with your employment.

This Manual and any other provisions contained herein do not constitute a guarantee of employment or an employment contract, express or implied. You understand that your employment is “at-will” and that your employment may be terminated for any reason, with or without cause, and with or without notice. This Manual is intended solely to describe the present policies and working conditions at Lincolnshire-Prairie View School District 103. This Manual does not purport to include every conceivable situation; it is merely meant as a guideline, and unless laws prescribe otherwise, common sense shall prevail. Of course, Federal, state, and/or local laws will take precedence over Lincolnshire-Prairie View School District 103 policies, where applicable. Board policies can be found on the district website at www.d103.org

Personnel Policies are applied at the discretion of Lincolnshire-Prairie View School District 103. Lincolnshire-Prairie View School District 103 reserves the right to change, withdraw, apply, or amend any of our policies or benefits, including those covered in this Manual, at any time. Lincolnshire-Prairie View School District 103 may notify you of such changes via email, posting on the District’s Intranet, Portal or Website, or via a printed memo, notice, amendment to or reprinting of this Manual, but may, in its discretion make such changes at any time, with or without notice and without a written revision of this Manual.

By signing below, you acknowledge that you have received a copy of Lincolnshire-Prairie View School District 103’s ESP Handbook, and understand that it is your responsibility to read and comply with the policies contained therein and any revisions made to it. Furthermore, you acknowledge that you are employed “at-will” and that this Manual is neither a contract of employment, an agreement, an arrangement, nor a legal document. Your signature below signifies only the receipt of this Handbook.

Signature

Date

Please print your full name

*Please sign and date one copy of this notice and return it to Human Resources.
Retain a second copy for your reference.*



Lincolnshire-Prairie View School District 103

1370 N. Riverwoods Road • Lincolnshire, IL 60069

847/295-4030 • FAX 847/295-9196

<http://www.d103.org>

MEMO

To: Board of Education
From: Dan Stanley
CC: Dr. Scott Warren
Date: July 12, 2016
Re: Business Office Update

June 2016 Financial Reports

The June financial reports are not ready as of this writing (July 7th). It typically takes the business office until the 10th of the month to close a typical month. The end of the fiscal year takes about another week to ensure all the proper entries and double-checks are accounted for. These reports will be ready at the August meeting and will also include the July reports.



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, CPMM
CC: Dr. Scott Warren
Date: July 7, 2016
Re: Facilities Update

CONSTRUCTION UPDATE

The Daniel Wright and Half Day roof project started on June 21. To date, the gravel ballast has been removed at Daniel Wright and the brick chimney has been removed at Half Day. Work on the shingle portion of Half Day will start on July 11. Staging of material at Daniel Wright and roof repairs will start July 11.

The Sprague bathroom renovation project is in the ceramic tile phase and should be completed by July 13. Following that, new fixtures will be installed, toilet partitions installed, and the ceiling installed.

DANIEL WRIGHT

On July 6, new basket winders and safety straps were installed in the White Gym.

Quotes for the electrical switch gears have come in higher than the bid threshold. Specs and bid documents will have to be generated for this project and most likely postponed until next year.

HALF DAY

On July 11, the District will participate in a pre-construction meeting for the storm water detention project. At that time, a schedule will be established.

LAURA SPRAGUE

On June 27-30th, the concrete pad for the recycling dumpster was poured; the fencing company is currently manufacturing the dumpster enclosure. In addition, the pipe and drainage swale to resolve the offsite drainage issue was installed on the north side of the building.



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
Robert Bialk, Director of Assessment and Technology
CC: Dr. Scott Warren
Date: July 12, 2016
Re: Executive Summary

Curriculum & Instruction

- The FY16 school year was the first year the district received funds from the LIPLEP grant. A requirement of the grant is to offer ELL students either after school tutoring or summer school. This summer we have provided 17 ELL students a summer school experience that includes tutoring in all four language domains; reading, writing, speaking and listening.
- The TBE/TPI LIPLEP grants have been filed for the 2016-2017 school year. The TBE/TPI grant provides salary and benefits support while the LIP/LEP provides support for professional development goals. This year the district will receive an additional \$36,441 in the TBE/TPI grant due to the language needs of our students, but the LIP/LEP will receive \$2,779 less than last year because we had fewer students in the program last year.
- The 2015-2016 Bilingual Program Delivery report has been filed with ISBE.
- FY16 Final Expenditure reports have been submitted to ISBE for Title I, II, and III. The final expenditure reports inform ISBE of how much money was spent from the grant budget and in turn how much money they need to voucher back to the district.
- The 2015-16 preliminary PARCC score data originally scheduled to be posted in SIS on Monday, June 20, 2016, are not yet complete. In lieu of posting incomplete data in SIS, ISBE gave access to PARCC data to administrators through Pearson's website. PARCC data are now scheduled to be posted in SIS on Wednesday, July 13 with any final updates posted on Monday, July 18, 2016. Currently, district administrators are reviewing demographic data in SIS to ensure accuracy in PARCC subgroup reporting.

- Every year districts are required to submit an Application for Institute Approval to the Regional Office of Education as part of the calendar approval process. On July 1, 2016, the application was submitted for the 2016-2017 school year.

Student Services

- Hiring continues to be a major focus in the department. Most of the positions we are currently hiring for are considered positions that have shortages of personnel. In particular, we are continuing to focus on the hiring of a psychologist, certified school nurse or RN and supporting the ELC in the recruiting of an Occupational Therapist for our District. We are also anticipating a full time opening for a Learning Behavior Specialist and have posted as such. We are pleased with the progress we have made with hiring speech language pathologists, another challenging position to fill. It is possible that we may need to consider using a contractual service to help secure some of these positions or consider how else the responsibilities can be filled.
- More focused scheduling that will determine actual teacher, associate and student schedules is in process. This process extends now through the beginning of the year with the goal of having the schedules as firm as possible by the beginning of August in order to post and hire for associates.
- Dr. Finaldi and Mrs. Littlefair will be completing Crisis Prevention and Intervention training next week. Dr. Finaldi will be renewing her CPI training certification and Mrs. Littlefair will become a CPT trainer for the district. Next year, we will again partner with the ELC to develop a CPI initial training schedule and a CPI refresher training schedule shared with District 96 and 125.
- In early June, thirteen staff members attended a full three-day TEACCH training and an additional two staff members attended part of the training. This training was sponsored by the ELC and focused on creating visually clear educational environments and educational instructional materials to support students with autism. These strategies and interventions are also very effective with students with intellectual disabilities and significant ADHD.
- We have been actively recruiting and screening community peers for our EC program. We currently have 14 community peers enrolled. This will provide a 50/50 ratio as we start the year. We are continuing to advertise and recruit, as we know our IEP student population will continue to increase with rolling enrollment of qualified three year olds, and we want to ensure that we have at least a 50/50 ratio as the year progresses. There are also four students with IEPs enrolled in the self-contained classroom. Three of them will attend the extended day program based on the determination of their IEP team.

Technology & Assessment

- **Skyward to PowerSchool transition** - We have officially completed our transition from Skyward to PowerSchool. We are looking forward to working solely in the new PowerSchool Student Information System.

- **Registration** - Registration officially opened on Wednesday, June 16th. Since then we've had roughly 800 returning students register for the upcoming school year. We will continue to work with families to create their *PowerSchool Parent Portal* accounts and register students.
- **Network Upgrades** - The hardware that has been ordered to support our network upgrades has been arriving over the last couple weeks. We are working with our vendors to get projects scheduled and started. More updates will be available soon.
- **Apple Purchase** - We have compiled a list of devices that will be needed from Apple. These include iPads to support the 1:1 program and "refresh" machines for faculty and staff. We hope to have these orders finalized soon.



Lincolnshire-Prairie View School District 103

Memo

To: Board of Education
From: Scott Warren
Date: July 6, 2016
Re: Superintendent Informational Report

FOIA requests

The District received one FOIA request and a follow up request from Barb Tolbert this month. The requests and responses are included for your review.

Early Retirement Option Sunset

The legislature did not extend the Early Retirement Option (ERO) for members of the Teachers' Retirement System, which sunset on June 30, 2016. Any TRS member who did not retire by June 30, 2016 is not eligible to retire under ERO in the future. The member retirement contribution for teachers is now reduced from 9.4% to 9.0%. An employer bulletin provided by TRS is included the Board packet.

School Starting/Ending Times

We are continuing to review the Starting/Ending times for the schools. Transportation routes are being configured using the new Transportation guidelines to see how we can continue to reduce the number of buses needed to have Daniel Wright start no earlier than 8:30 a.m. and Sprague and Half Day no later than 9:00 a.m. A final report and recommendation will be presented to the Board in September 2016.

Nursing Support for Daniel Wright

The Daniel Wright office will reconfigure positions for the 2016-2017 school year in order to provide additional support for the nurse's office. One of the office staff positions will now be the Attendance Secretary/Health Clinic Aide. We are hopeful that this additional support will provide administrative relief and 1st aide support for the nurse who will be able to reallocate time to working directly with students and less time on administrative tasks.

EMPLOYER BULLETIN

TRS EARLY RETIREMENT OPTION (ERO) EXPIRATION AND MEMBER ERO SUNSET REFUNDS

July 2016

The TRS Early Retirement Option expired automatically on July 1, 2016 because the General Assembly did not extend the law. The last day a member could retire using the ERO was June 30, 2016.

Contribution reduced to 9.0 percent for all members

With the expiration of the ERO, the member retirement contribution for both Tier I and Tier II members was reduced from 9.4 percent to 9.0 percent for all creditable earnings earned on or after July 1, 2016.

Active TRS members have contributed 0.4 percent of their creditable earnings to help fund the ERO since 2005.

Please review all procedures necessary to eliminate the 0.4 percent ERO contribution from your district's payroll system on all salaries earned beginning July 1, 2016.

When an employer pays any portion of a member's retirement contribution, in addition to salary, the employer-paid retirement contributions are reportable as creditable earnings for the member. When the employer agrees to pay the entire 9 percent TRS contribution, creditable earnings are computed by multiplying the salary paid to the member by 1.098901 or by dividing the member's gross salary by 0.910. For additional information regarding employer-paid retirement contribution, refer to pages 15 through 17 in the TRS *Employer Guide*.

ERO Sunset Refunds to members

Most active and inactive members will be eligible to receive a refund of their 0.4 percent ERO contributions accumulated between 2005 and 2016 because ERO was not extended. This refund is called an ERO Sunset Refund. TRS will not be able to estimate each member's potential ERO Sunset Refund until fall of 2016 after all employer Annual Reports are processed. TRS will notify eligible members about their ERO Sunset Refunds in December 2016.

Retired TRS members who did not participate in the ERO program had their accumulated ERO contributions refunded at retirement. All members who retired *before* the ERO law expired will be able to apply for an ERO Sunset Refund at retirement, unless they are participating in the ERO program.

Retirement eligibility without ERO

Employers may receive questions about what age a member can retire now that ERO has expired. The earliest a member can receive a retirement benefit is at age 55 with 20 years of service. The maximum benefit is 75 percent of the average salary with at least 34 years of service credit if the member is eligible for a non-discounted annuity. If the member retires between the ages of 55 and 60 with at least 20 but fewer than 35 years of service, his/her retirement annuity is reduced by 6 percent for every year that he/she is under age 60.

**TEACHERS' RETIREMENT SYSTEM
OF THE STATE OF ILLINOIS**

2815 West Washington
P.O. Box 19253
Springfield, Illinois 62794-9253

(888) 877-0890
employers@trs.illinois.gov

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Dr. Scott Warren, Superintendent
School District 103
1370 N. Riverwoods Rd
Lincolnshire IL 60069

June 17, 2016
Hand Delivered

Dear Dr. Warren –

As one of the designated Freedom of Information Act officers for School District 103, I am submitting to you a FOIA request in accordance with Act 5 ILCS 140 for the purpose of inspecting or obtaining copies of the following records:

- Any and all documentation, written, electronic or telephonic, including correspondence, internal memos or reports relating to investigated incidents of sexual harassment, intimidation or misconduct involving students in District 103 for the period of August 15, 2012 through and including June 15, 2016;
- Any and all documentation, written or electronic (except exempted attorney-client privilege) relating to legal advice or recommendations on the development of policies or procedures around sexual harassment, intimidation, misconduct or disciplinary measures;
- Any and all reports, correspondence or electronic documentation submitted to the IL Board of Education related to disciplinary action or behavior misconduct described as **prohibited** in the District 103 Parent-Student Handbook for the period 2013, 2014, 2015 and 2016 YTD;
- Any and all documents or materials, written or electronic, related to sexual misconduct or harassment training provided to staff and administration for the period August 15, 2012 through June 15, 2016. Please include dates, training location, checkpoints and proficiency standards;
- Any and all documentation, written, electronic or telephonic related to Lincolnshire police engagement or investigations of sexual harassment, intimidation or misconduct at Daniel Wright JHS for the period August 15, 2012 through and including June 15, 2016;
- Any and all documentation, written, electronic or telephonic pertaining specifically to the investigation involving my daughter, Courtney Tolbert on or around April 13, 2016 and for the period extending through and including June 16, 2016;
- Any and all documentation or reports pertaining to settlement agreements with any party for any reason entered into by District 103 schools for the period August 15, 2012 through and including June 15, 2016.

I understand that the Act permits the District to charge a reasonable copying fee not to exceed the actual cost of reproduction and not including the costs of any search or review of the records. I am willing to pay reasonable fees for this request.

I look forward to hearing from you in writing within five working days, as required by the Act. Thank you for your consideration and timely response to this request.

Sincerely,



Barb M Tolbert

168 S Old Creek
Vernon Hills IL 60061



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

June 24, 2016

Barb M. Tolbert
168 S. Old Creek
Vernon Hills, IL 60061

Re: FOIA Request

Dear Ms. Tolbert:

On June 17, 2016, you submitted a request for the disclosure of records pursuant to the Freedom of Information Act ("FOIA"). You seek records under seven separate and bulleted requests, which are reproduced verbatim below:

- Any and all documentation, written, electronic or telephonic, including correspondence, internal memos or reports relating to investigated incidents of sexual harassment, intimidation or misconduct involving students in District 103 for the period of August 15, 2012 through and including June 15, 2016;
- Any and all documentation, written or electronic (except exempted attorney-client privilege) relating to legal advice or recommendations on the development of policies or procedures around sexual harassment, intimidation, misconduct or disciplinary measures;
- Any and all reports, correspondence or electronic documentation submitted to the IL Board of Education related to disciplinary action or behavior misconduct described as **prohibited** in the District 103 Parent-Student Handbook for the period 2013, 2014, 2015 and 2016 YTD;
- Any and all documents or materials, written or electronic, related to sexual misconduct or harassment training provided to staff and administration for the period August 15, 2012 through June 15, 2016. Please include dates, training location, checkpoints and proficiency standards;
- Any and all documentation, written, electronic or telephonic related to Lincolnshire police engagement or investigations of sexual



harassment, intimidation or misconduct at Daniel Wright JHS for the period August 15, 2012 through and including June 15, 2016;

- Any and all documentation, written, electronic or telephonic pertaining specifically to the investigation involving my daughter, Courtney Tolbert on or around April 13, 2016 and for the period extending through and including June 16, 2016;
- Any and all documentation or reports pertaining to settlement agreements with any party for any reason entered into by District 103 schools for the period August 15, 2012 through and including June 15, 2016.

Pursuant to Sections 2 and 3.6 and of the FOIA, your request is being treated as a “voluminous request.” It is voluminous because it: (1) “includes more than 5 individual requests for more than 5 different categories of records; and (2) requires the compilation of more than 500 pages of public records. Because your request is voluminous in nature, you must respond within 10 business days and specify whether you would like to amend the request to remove it from being voluminous in nature. As you consider amending your request, you may wish to consider narrowing the scope of each request. For example, requests for correspondence may be narrowed by limiting the timeframe sought and identifying the particular authors/recipients of the correspondence that you desire.

If you do not respond within 10 business days or if you do respond but you do not narrow the request to remove it from being voluminous, the School District will respond to the request and may impose fees as permitted by Section 6 of the FOIA. If fees are assessed, whether you obtain the records made available by the District or not, any unpaid fees will be a debt due and owed to the School District which will be collected in accordance with applicable law.

After the sooner of the receipt of your response or the expiration of the time for you to respond, the School District will respond within five business days, though it may extend its response deadline by up to 10 additional business days. You may file a request for review with the Public Access Counselor (“PAC”) pursuant to §9.5 of *FOIA*. You can file your Request for Review with the PAC at the Office of the Attorney General, 500 South 2nd Street, Springfield, IL 62706 or by calling 1-877-299-FOIA. You also have the right to seek judicial review of your denial by filing a lawsuit in the Circuit Court pursuant to §11 of *FOIA*.



Scott H. Warren, Ed.D.
Superintendent

Dr. Scott Warren, Superintendent
School District 103
1370 N. Riverwoods Rd
Lincolnshire IL 60069

June 27, 2016

Modified Request

Dear Dr. Warren –

Per our discussion today, I am submitting a modified FOIA request in accordance with Act 5 ILCS 140 for the purpose of inspecting or obtaining copies of the following records:

- Any and all documentation, written, electronic or telephonic, including correspondence, internal memos or reports relating to investigated incidents of sexual harassment, intimidation or misconduct involving students in District 103 for the period of August 15, 2013 through and including June 15, 2016;
- Any and all documentation, written or electronic (except exempted attorney-client privilege) relating to legal advice or recommendations on the development of policies or procedures around sexual harassment, intimidation, misconduct or disciplinary measures;
- Any and all reports, correspondence or electronic documentation submitted to the IL Board of Education related to disciplinary action or behavior misconduct described as **prohibited** in the District 103 Parent-Student Handbook for the period 2014, 2015 and 2016 YTD;
- Any and all documents or materials, written or electronic, related to sexual misconduct or harassment training provided to staff and administration for the period August 15, 2015 through June 15, 2016. Please include dates, training location, checkpoints and proficiency standards;
- Any and all documentation, written, electronic or telephonic related to Lincolnshire police engagement or investigations of sexual harassment, intimidation or misconduct at Daniel Wright JHS for the period August 15, 2014 through and including June 15, 2016;
- Any and all documentation, written, electronic or telephonic pertaining specifically to the investigation involving my daughter, Courtney Tolbert on or around April 13, 2016 and for the period extending through and including June 16, 2016;

I understand that the Act permits the District to charge a reasonable copying fee not to exceed the actual cost of reproduction and not including the costs of any search or review of the records. I am willing to pay reasonable fees for this request.

I look forward to hearing from you in writing within five working days, as required by the Act. Thank you for your consideration and timely response to this request.

Sincerely,

Barb M Tolbert

168 S Old Creek
Vernon Hills IL 60061



Lincolnshire-Prairie View School District 103

1370 N. Riverwoods Road • Lincolnshire, IL 60069

847/295-1560 • FAX 847/295-7136

www.dw.d103.org

Scott H. Warren, Ed.D.
Superintendent

July 6, 2016

Via Email

Barb M. Tolbert
168 S. Old Creek
Vernon Hills, IL 60061
barbmtolbert@aol.com

Re: FOIA Modified Request

Dear Ms. Tolbert:

On June 17, 2016, you submitted a request for the disclosure of records pursuant to the Freedom of Information Act ("FOIA"). On June 24, 2016, the School District responded to that request by notifying you it was voluminous in nature – because of both the number of individual requests and the number of pages that are responsive to the request – and invited you to narrow the request to remove it from being voluminous. On June 27, 2016 (after 5:00 p.m.), you submitted a modified request seeking six separate categories of records. By definition, your FOIA request remains voluminous pursuant to Sections 2 and 3.6 and of the FOIA, as it still calls for disclosure of more than five separate categories of records and the records, if not further narrowed, are expected to exceed 500 pages. Accordingly, your request will continue to be treated as a voluminous request.

Each of your current requests is reproduced verbatim below and the School District's response is provided thereafter.

Request 1: “Any and all documentation, written, electronic or telephonic, including correspondence, internal memos or reports relating to investigated incidents of sexual harassment, intimidation or misconduct involving students in District 103 for the period of August 15, 2013 through and including June 15, 2016.”

Response: Although you have narrowed the time period of this request by one year, the request still remains categorical in nature and unduly burdensome. You have

essentially requested every record concerning incidents of student misconduct in the District over a 3-year period. The District educated nearly 1700 students and encounters hundreds of student misconduct issues a year – from minor to serious matters. Furthermore, the overwhelming majority of the responsive records would constitute confidential student records that are prohibited by law from being produced, thus requiring manual review of all records and either culling or extensive redaction. If not significantly further narrowed (perhaps by scope of time, individuals or grade levels involved, type of misconduct, discipline imposed, etc.), your request will be denied as unduly burdensome.

Request 2: “Any and all documentation, written or electronic (except exempted attorney-client privilege) relating to legal advice or recommendations on the development of policies or procedures around sexual harassment, intimidation, misconduct or disciplinary measures.”

Response: At the following links, you will find the Board of Education’s anti-harassment, anti-discrimination, anti-bullying and disciplinary-related policies and procedures:

<http://www.d103.org/uploaded/documents/Communications/20152016PSHandbook.pdf>

http://www.d103.org/uploaded/documents/Curriculum/11tl/1to1tlhandbook_parents2015.pdf

Additionally, 14 Board of Education Policies, including the following – 2:260, 2:240, 5:10, 5:20, 5:125, 5:230, 5:240, 7:10, 7:20, 7:180, 7:185, 7:190, 7:220 and 7:230 – are responsive to your request and may be accessed at:

http://policy.microscribepub.com/cgi-bin/om_isapi.dll?clientID=208861305&infobase=lincolnshire_prairie_view.nfo&softpage=PL_frame

If you are seeking other records, you are asked to narrow the scope of your request. Please consider that your current request is not limited at all in time and does not distinguish between policies/procedures related to students and policies/procedures related to employees. Please specifically describe the records you are seeking if the above links are not sufficient. Should you not further narrow your request, to the extent your request remains pending, it may be denied as unduly burdensome.

Request 3: “Any and all reports, correspondence or electronic documentation submitted to the IL Board of Education related to disciplinary action or behavior misconduct described as *prohibited* in the District 103 Parent-Student Handbook for the period 2014, 2015 and 2016 YTD.”

Response: See enclosed record (2016 report). The School District does not possess or have access to reports for prior years, as they are submitted via direct entry into an ISBE database that is no longer accessible to the School District.

Request 4: “Any and all documents or materials, written or electronic, related to sexual misconduct or harassment training provided to staff and administration for the period August 15, 2015 through June 15, 2016. Please include dates, training location, checkpoints and proficiency standards.”

As further noted below, additional time is needed to respond to this request.

Request 5: “Any and all documentation, written, electronic or telephonic related to Lincolnshire police engagement or investigations of sexual harassment, intimidation or misconduct at Daniel Wright JHS for the period August 15, 2014 through and including June 15, 2016.”

Response: No documents responsive to this request are possessed or controlled by the School District.

Request 6: “Any and all documentation, written, electronic or telephonic pertaining specifically to the investigation involving my daughter, Courtney Tolbert on or around April 13, 2016 and for the period extending through and including June 16, 2016.”

Response: As further noted below, additional time is needed to respond to this request.

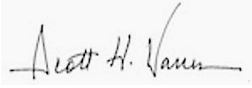
Extension of Time

Additional time is needed to respond to Requests 4 and 6. Pursuant to Section 3(e) of the FOIA, additional time is needed to respond to your requests because:

- The requested records are stored in whole or in part at other locations than the office having charge of the requested records;
- The request requires the collection of a substantial number of specified records;
- The request is couched in categorical terms and requires an extensive search for the records responsive to it;
- The requested records require examination and evaluation by personnel having the necessary competence and discretion to determine if they are exempt from disclosure under Section 7 of this Act or should be revealed only with appropriate deletions; and,
- The request for records cannot be complied with by the public body within the time limits prescribed by paragraph (c) of this Section without unduly burdening or interfering with the operations of the public body.

Furthermore, because your request remains a voluminous request, an extension of time of up to 10 additional business days is permissible pursuant to Section 3.6(a)(vi) of the FOIA.

Accordingly, the School District will provide a response to Requests 4 and 6 no later than July 20, 2016.

A handwritten signature in black ink, appearing to read "Scott H. Vann", is centered within a light gray rectangular box.

FOIA Officer

Enclosures



Roycealee J. Wood
Regional Superintendent of Schools

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

June 3, 2016

Daniel Wright Junior High, Dist. #103
Science Olympiad Team
1370 N. Riverwoods Road
Lincolnshire, IL 60069

Dear Science Olympiad Team:

On behalf of the staff of the Lake County Regional Office of Education, it is my pleasure to congratulate you for achieving the prestigious rank National Champions in the middle school division for 2016. Please be assured that we are proud to have students of your caliber in one of our Lake County Schools.

Our best wishes to you for continued academic and personal success in the future. If the Lake County Regional Office of Education or I can be of assistance to you, please call me at (847) 665-0595.

Sincerely,

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

CC: Dr. Scott Warren, Superintendent