



## 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

**NOVEMBER 1, 2016**

The Special Meeting of the Board of Education of Lincolnshire-Prairie View School District 103 will be held on Tuesday, November 1, 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: 15 Minutes                                                         |     |
| B. Pledge of Allegiance                                                  |     |
| C. Community Participation                                               |     |
| D. Approval of Minutes                                                   | 3   |
| Time: 2 Minutes                                                          |     |
| E. Consent Agenda                                                        |     |
| Time: 3 Minutes                                                          |     |
| 1. Approval of Bills                                                     | 13  |
| 2. Approval of Donations                                                 | 40  |
| 3. Approval of Employment                                                | 41  |
| F. Action Items                                                          |     |
| Time: 10 Minutes                                                         |     |
| 1. Approval of Reciprocal Reporting Agreement                            | 47  |
| 2. Approval of 2016 Estimated Levy                                       | 78  |
| 3. Approval of Master Contract with LPVTA                                | 85  |
| G. Information                                                           |     |
| 1. Board Representatives Committee Update                                |     |
| 2. Department Updates                                                    |     |
| a. Business Office                                                       | 164 |
| b. Facilities                                                            | 190 |
| c. Curriculum & Instruction, Student Services, Technology and Assessment | 192 |
| 3. Superintendent's Informational Report                                 | 195 |
| 4. Charitable Activities 2016-2017                                       | 200 |
| H. In The Press                                                          | 203 |

I. Executive Session

J. Adjournment



**Lincolnshire-Prairie View School District 103**

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<http://www.d103.org>

**BOARD OF EDUCATION REGULAR MEETING MINUTES**  
**Tuesday, September 20, 2016**

The Board of Education of Lincolnshire-Prairie View School District 103 held its Regular Meeting on Tuesday, September 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  
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  
Katie Reynolds, Assistant Superintendent for Curriculum and Instruction  
R.J. Bialk, Director of Technology and Assessment  
Michelle Blackley, Principal, Daniel Wright Junior High School  
Dr. Christy Adler, Principal, Laura B. Sprague School  
Norma Taylor, Board Secretary

Public: 2

Press: 0

Staff: 10

**Call to Order and Roll Call**

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

**Pledge of Allegiance**

**Community Participation**

There was no community participation at this time.

### **Approval of Minutes**

**Motion by** Mrs. Harper, seconded by Mrs. Dwaraknath, to approve the minutes of the August 23, 2016 Regular and Executive Session, and the September 6, 2016 COW and Executive Session.

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

### **Consent Agenda**

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

Approval of Bills

Approval of the Application for the Recognition of Schools

Approval of 2nd Reading Press Policy Issue 92

Approval for Bilingual Ed Grant Spending

Approval of Employment

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

### **Discussion Items**

#### **1. PARCC Update**

Mrs. Reynolds provided a review of results of the spring 2016 Partnership for Assessment of Readiness for College and Careers (PARCC) assessment. Mrs. Reynolds discussed the assessment was first administered in 2015 in two parts, and in 2016 it was consolidated into one assessment. She noted the 2015 results provided a baseline of data, but as the format of the assessment changed for 2016, many districts are not using PARCC assessment data to make drastic changes. Dr. Warren noted he and Mrs. Reynolds met with the ECRA representative who agreed PARCC is still considered new and districts will begin using data by the 3rd year to analyze trends. Mrs. Reynolds noted this year PARCC has provided districts an Item Analysis of specific standards and that information will be helpful in discussions with grade level team meetings.

#### **2. Standards Based Grading**

Mrs. Reynolds reported on the transition of grade 5 to Standards Based Grading in preparation for their move to Half Day School next year. Board members expressed support of the direction for grade 5, but noted areas of concern include communicating the changes to parents, concerns about teacher work load, and student education of the new grading system. Discussion was held of transitioning grades 6-8 in the 2017-2018 school year.

#### **3. Curriculum Goals**

Mrs. Reynolds presented the goals for the Curriculum and Instruction Department for the 2016-2017 school year.

The Board expressed concern about enrollment and class sizes. Dr. Warren noted enrollment in the District is higher than it has been in recent years, and there are some classes at Daniel Wright that are being reviewed due to their size. Traditionally, the principal will review student

Math classes upon completion of Measures of Academic Progress (MAP) assessments. MAP is currently in process and there may be some schedule changes as a result.

### **Board Representatives Committee Updates**

Dr. Warren reported he attended the Learning Fund Foundation Meeting where a new president was named.

Mrs. Simon reported she attended the PTO Board Meeting. She noted items of discussion included the Book Fair, the annual 5K walk/run, and the directory. The PTO has donated \$90,000.00 back to the schools.

### **Superintendent Report**

Dr. Warren reviewed the late arrival days for the 2016-2017 school year. He noted the dates were set to mirror the late arrival dates at the high school to help families with child care. Recently the high school moved their October late arrival date up one day. Dr. Warren recommended District 103 also move their date to Wednesday, October 19, 2016.

### **Community Participation**

There was no community participation at this time.

### **Executive Session**

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

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

The Board moved into Executive Session at 8:19 p.m.

### **Open Session**

The Board reconvened to Open Session at 9:18 p.m.

Dr. Warren and the Board discussed MAP testing data at Daniel Wright, and a Communication to the community regarding class size.

### **Adjournment**

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

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

The meeting adjourned at 9:24 p.m.

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President Board of Education

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Secretary Board of Education

**Lincolnshire-Prairie View School District 103**

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**BOARD OF EDUCATION EXECUTIVE SESSION MINUTES**

**Tuesday, September 20, 2016**

An Executive Session of the Board of Education Meeting of Lincolnshire-Prairie View School District 103 was held on Tuesday, September 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  
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 8:19 p.m. to the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, collective negotiating matters, student disciplinary cases, and the placement of individual students in special education programs and other matters relating to individual students.

Dr. Warren reported on 6th grade student Joshua Kanakapudi who the administration is recommending for outside placement due to violent behavior.

Dr. Warren reported on 7th grade student Ryan Cummins who received a 3 day in-school suspension for inappropriate pictures on his phone that he showed to other students.

Dr. Warren reported on employee Janet Lyman, Secretary at Daniel Wright Junior High School, who submitted a request for overtime pay.

The board discussed collective negotiating matters.

Mr. Stanley and Norma Taylor left the meeting at 8:55 p.m.

Dr. Warren and the Board discussed the Superintendent's goals.

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

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

The meeting reconvened to Open Session at 9:18 p.m.

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President Board of Education

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Secretary Board of Education

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<http://www.d103.org>

**BOARD OF EDUCATION COMMITTEE OF THE WHOLE MEETING MINUTES**  
Tuesday, October 4, 2016

The Board of Education of Lincolnshire-Prairie View School District 103 held its Committee of the Whole Meeting on Tuesday, October 4, 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  
Katie Reynolds, Assistant Superintendent for Curriculum and Instruction  
Julie Postma, Director of Student Services  
Anthony Mendoza, Director of Transportation  
Michelle Blackley, Principal, Daniel Wright Junior High School  
Norma Taylor, Board Secretary

Public: 4

Press: 1

Staff: 18

**Call to Order and Roll Call**

Mr. Gordon called the meeting to order at 7:05 p.m.

**Pledge of Allegiance**

**Community Participation**

A community member addressed the Board regarding the placement of the bus stop for her child.

## **Discussion Items**

### **1. Negotiation Update**

Mr. Gordon recognized the Board of Education and the Lincolnshire-Prairie View Teachers' Association has been working together collectively to negotiate a fair contract. He noted things are moving well and will share information upon completion.

### **2. Transportation Discussion**

Dr. Warren noted the District was tasked with conducting an analysis of the district transportation system versus a contractual transportation system. Mr. Stanley provided an overview of the cost comparison study he conducted for outsourcing transportation services.

### **3. Professional Development/School Business Days**

Dr. Warren indicated the District has looked at the amount of time teachers are out of the classroom for professional development and for school business. He referenced recent research that showed student achievement impacted when the teacher is out of the classroom for ten days or more. He noted the Administration reviewed reasons teachers are out of the classroom and developed guidelines of four days for professional development.

Mrs. Reynolds outlined reasons teachers are out for school business, and noted some positions require more time out than others. Board members asked her to look into time out for field trips that require teachers from other grade levels to participate in, and to alternate half day meetings between mornings and afternoons so the same classes of students are not impacted.

### **4. 2016 Preliminary Levy**

Mr. Stanley provided a draft of the 2016 estimated levy and reviewed key points.

### **5. 5Essentials Report**

Dr. Warren reviewed results of the 2016 5Essentials survey conducted by the State of Illinois to help school improvement initiatives. He noted the District participates in this survey every year to track progress.

### **6. Reciprocal Reporting Agreement**

Dr. Warren presented the Reciprocal Reporting Agreement the District will enter into with local police departments. This agreement helps enhance communication in supporting families, students, and the school community when juveniles are involved in criminal activity. Once approved by both the Board of Education and each local police entity, the agreement will become active.

### **7. Printing Plan Review**

Mr. Stanley reviewed the plan discussed at the May 2016 meeting, and noted his department is continuing to review the printing workflow. He noted more information will be presented at the next meeting.

### **8. Student Fees**

Mr. Stanley provided the current student fee structure of the District. He noted he currently is in the process of conducting a survey for updated fees from peer districts. The discussion will continue at the next meeting.

### **Community Participation**

Two community members addressed the Board regarding bus stops for their children.

One community member addressed the Board regarding student fees.

### **Executive Session**

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

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

The Board moved into Executive Session at 8:37 p.m.

### **Open Session**

The Board reconvened to Open Session at 9:51 p.m.

Mr. Stanley and Norma Taylor rejoined the meeting at 9:51 p.m.

Mrs. Harper left the meeting at 9:51 p.m.

Discussion was held regarding the timeline of bus lease renewal for next year.

### **Adjournment**

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

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

The meeting adjourned at 10:02 p.m.

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President Board of Education

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Secretary Board of Education

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### BOARD OF EDUCATION EXECUTIVE SESSION MINUTES

Tuesday, October 4, 2016

The Board of Education of Lincolnshire-Prairie View School District 103 held an Executive Session on Tuesday, October 4, 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  
Julie Postma, Director of Student Services  
Norma Taylor, Board Secretary

Executive Session convened at 8:42 p.m. to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, collective negotiating matters, student disciplinary cases, and the placement of individual students in special education programs and other matters relating to individual students.

Dr. Warren and Mrs. Postma informed the Board of the placement of the following individual students in special education programs. 6th grade student, Joshua Kanakapudi, who was transferred to New Connections Academy East in a diagnostic placement; and 8th grade student, Agnes Chamberlain, who was transferred to Arlyn Day School; and 7th grade student, Jake Levine, who is returning from a placement out of state for an eating disorder. Mrs. Postma noted the IEP team will meet to discuss the best options for him.

Mrs. Postma left the meeting at 8:50 p.m.

Dr. Warren informed the Board of student disciplinary cases involving 8th grade students, Aryan Mansharamani and Blair Yonkovic; and 5th grade students, Jayden Daube and Trey Giersten.

Dr. Warren and the Board discussed Director of Transportation, Anthony Mendoza, and the accusation in open session from a parent that he hung up the phone on her. Dr. Warren said he would review the situation with Mr. Mendoza.

Dr. Warren and the Board discussed contract negotiations.

Dr. Warren notified the Board of employee, Rick Ristoff, who will retire at the end of this school year. He is currently on medical leave.

Mr. Stanley and Norma Taylor left the meeting at 9:36 p.m.

Dr. Warren and the Board discussed the Superintendent's goals.

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

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

The meeting reconvened to Open Session at 9:51 p.m.

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President Board of Education

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Secretary Board of Education

# Bills Payable (Fund Summary)

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Printed: 10/13/2016 1:54 PM  
Lincolnshire-Prairie View SD #103

<b>Fund Code</b>	<b>Description</b>	<b>Amount</b>
10	Education Fund	284,194.51
20	Oper, Build, & Maint Fund	54,418.37
40	Transportation Fund	16,852.04
60	Capital Projects Fund or Fund Group	7,697.25
<b>Report Total</b>		<u><u>\$363,162.17</u></u>

# Bills Payable List

Printed: 10/13/2016 2:01 PM  
Lincolnshire-Prairie View SD #103

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
<b>ADLER, CHRISTINE</b>						
		AWARDS - SP TARGET		10	42.90	10-2215-410
					<u>\$42.90</u>	
<b>ADVOCATE OCCUPATIONAL HEALT</b>						
		DRVR RECERT PHYS/DRG TEST J. WEISS		10	116.00	40-2550-390
		DRVR RECERT PHYS/DRG TST C. MARSALA & E.		10	232.00	40-2550-390
					<u>\$348.00</u>	
<b>AMAZON</b>						
0000010668		NEW CURRICULUM SUPPLIES		10	542.80	10-1100-420
0000010668		NEW CURRICULUM SUPPLIES		10	47.20	10-1100-420
0000010668		NEW CURRICULUM SUPPLIES		10	141.60	10-1100-420
0000010676		IEP PT SUPPLIES		10	68.89	10-1200-410
0000010676		IEP PT SUPPLIES		10	53.40	10-1200-410
0000010676		IEP PT SUPPLIES		10	18.80	10-1200-410
0000010676		IEP PT SUPPLIES		10	59.80	10-1200-410
0000010772		BINDERS		10	67.98	10-2210-410
0000010772		BINDERS		10	10.99	10-2210-410
0000010783		ELA BOOKS		10	13.44	10-1111-417
0000010790		SURGE PROTECTORS		10	17.97	10-2520-410
0000010791		SCIENCE TEXTBOOKS		10	28.50	10-1100-420
0000010791		SCIENCE TEXTBOOKS		10	28.50	10-1100-420
0000010791		SCIENCE TEXTBOOKS		10	63.80	10-1100-420
0000010791		RETURNED MERCHANDISE		10	(9.61)	10-1100-420
0000010791		SCIENCE TEXTBOOKS		10	62.92	10-1100-420
0000010791		SCIENCE TEXTBOOKS		10	14.98	10-1100-420
0000010791		SCIENCE TEXTBOOKS		10	112.35	10-1100-420
0000010791		SCIENCE TEXTBOOKS		10	9.40	10-1100-420
0000010791		SCIENCE TEXTBOOKS		10	19.62	10-1100-420
0000010791		SCIENCE TEXTBOOKS		10	28.23	10-1100-420
0000010791		SCIENCE TEXTBOOKS		10	8.99	10-1100-420
0000010791		SCIENCE TEXTBOOKS		10	52.19	10-1100-420
0000010791		SCIENCE TEXTBOOKS		10	9.61	10-1100-420
0000010791		SCIENCE TEXTBOOKS		10	9.40	10-1100-420
0000010791		SCIENCE TEXTBOOKS		10	21.89	10-1100-420
0000010791		SCIENCE TEXTBOOKS		10	30.96	10-1100-420
0000010791		SCIENCE TEXTBOOKS		10	20.79	10-1100-420
0000010791		SCIENCE TEXTBOOKS		10	23.93	10-1100-420
0000010791		SCIENCE TEXTBOOKS		10	23.93	10-1100-420
0000010791		SCIENCE TEXTBOOKS		10	65.70	10-1100-420
0000010791		SCIENCE TEXTBOOKS		10	26.66	10-1100-420
0000010791		SCIENCE TEXTBOOKS		10	15.95	10-1100-420
0000010791		SCIENCE TEXTBOOKS		10	18.50	10-1100-420
0000010806		TCHNG ADV LRNRS BK		10	17.08	10-1100-490
0000010822		OFFICE SUPPLIES		10	103.00	10-2520-410
0000010822		OFFICE SUPPLIES		10	5.20	10-2520-410
0000010823		NURSE STEP STOOL		10	44.63	10-2130-410
0000010825		CLASSROOM SUPPLIES		10	28.48	10-1111-410
0000010831		RIVERSHIRE SUPPLIES		10	155.55	10-1100-490

# Bills Payable List

Printed: 10/13/2016 2:01 PM  
Lincolnshire-Prairie View SD #103

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
	0000010831	RIVERSHIRE SUPPLIES		10	9.26	10-1100-490
	0000010831	RIVERSHIRE SUPPLIES		10	132.62	10-1100-490
	0000010831	RIVERSHIRE SUPPLIES		10	43.96	10-1100-490
	0000010836	LIBRARY BOOKS - PTO		10	327.36	10-2215-410
	0000010836	LIBRARY BOOKS - PTO		10	344.79	10-2215-410
	0000010856	CLASSROOM SUPPLIES		10	69.99	10-1111-410
	0000010856	CLASSROOM SUPPLIES		10	28.96	10-1111-410
	0000010856	CLASSROOM SUPPLIES		10	14.10	10-1111-410
	0000010857	ELA BOOK		10	10.03	10-1111-417
	0000010864	BALL CHAIRS - MB		10	424.20	10-2215-410
	0000010864	DRUM STICKS - MB		10	59.82	10-2215-410
	0000010869	GAMES AND CRAFTS		10	195.73	10-3500-410
	0000010869	GAMES AND CRAFTS		10	10.59	10-3500-410
	0000010869	GAMES AND CRAFTS		10	7.20	10-3500-410
	0000010891	LIBRARY DECORATIONS		10	23.47	10-2220-410
	0000010891	LIBRARY DECORATIONS		10	19.95	10-2220-410
	0000010892	BUCKETS		10	39.84	10-3500-410
	0000010892	BUCKETS		10	39.84	10-3500-410
	0000010892	BUCKETS		10	39.84	10-3500-410
	0000010892	BUCKETS		10	39.84	10-3500-410
	0000010821	PROF DEV BOOKS		10	54.36	10-2660-410
	0000010824	PROF DEV BOOK		10	49.99	10-2150-410
					<u>\$4,069.74</u>	
<b>AMERICAN EAGLE PRODUCTIONS</b>						
		GRT AMER CHLLNG DEP		10	200.00	10-2211-314
					<u>\$200.00</u>	
<b>APPLE COMPUTER</b>						
	0000010372	APPLE MAGSAFE ADAPTOR		10	79.00	10-2660-410
	0000010466	APPLE ADAPTORS (3)		10	87.00	10-2660-410
	0000010521	IPADS (2)		10	1,558.00	10-2660-700
	0000010669	MACBOOK PROS (45)		10	62,235.00	10-2660-700
	0000010669	MAN MINI (26)		10	21,632.00	10-2660-700
	0000010669	APPLE PROT PLAN, ADAPTOR		10	262.00	10-2660-700
	0000010669	MACBOOK PRO		10	2,008.00	10-2660-700
	0000010740	MAC MINI		10	1,039.00	40-2550-700
	0000010740	KEYBOARD, MOUSE		10	98.00	40-2550-700
	0000010743	IPAD CASE		10	69.95	10-2660-410
	0000010785	IPADS (5)		10	1,916.00	10-1200-700
	0000010835	IPAD - TECH PORTION		10	379.00	10-2660-410
	0000010835	IPAD - TECH PORTION		10	379.00	10-2660-410
	0000010851	IPADS (5)		10	1,895.00	10-2660-700
	0000010835	IPAD - PE PORTION		10	300.00	10-1150-410
	0000010835	IPAD - PE PORTION		10	100.00	10-1150-410
					<u>\$94,036.95</u>	
<b>ARLYN SCHOOL</b>						
		PRIVATE TUITION		10	2,089.36	10-1912-670
		PRIVATE TUITION		10	5,487.57	10-1912-670
					<u>\$7,576.93</u>	

# Bills Payable List

Printed: 10/13/2016 2:01 PM  
Lincolnshire-Prairie View SD #103

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
<b>AT&amp;T ONENET</b>						
		TELEPHONE		10	45.94	10-2540-341
		TELEPHONE - D103 CLUB		10	0.96	10-3500-341
					<u>\$46.90</u>	
<b>AVERUS</b>						
		FIRE EXTING INSPECT - HD		10	1,180.00	20-2540-329
					<u>\$1,180.00</u>	
<b>BATTERIES PLUS</b>						
		REPLACEMENT BATTERIES		10	48.66	20-2540-410
		REPLACEMENT BATTERIES		10	41.40	20-2540-410
					<u>\$90.06</u>	
<b>BENEDICTINE UNIVERSITY</b>						
		ESL CLASS		10	8,910.00	10-1800-312
					<u>\$8,910.00</u>	
<b>BERCOS EDUCATIONAL CONSULTII</b>						
		SPED CONSULTING		10	862.33	10-2140-314
					<u>\$862.33</u>	
<b>BERNARDI, JIM</b>						
		BASKETBALL REF - 9/27		10	50.00	10-1500-319
					<u>\$50.00</u>	
<b>BINDER, STACY</b>						
		REIMB CLASSRM PROJ SUPPL		10	52.00	10-1111-414
					<u>\$52.00</u>	
<b>BLICK ART MATERIALS</b>						
	0000010533	ART SUPPLIES		10	92.79	10-1111-411
	0000010614	CRAFT SUPPLIES		10	318.86	10-1112-416
					<u>\$411.65</u>	
<b>BLOMBERG, ANNA MARIE</b>						
		REIMB IPAD LABELS		10	22.00	10-2660-410
					<u>\$22.00</u>	
<b>BOSKELLY, LAURA</b>						
		REIMB TUITION		10	1,680.00	10-1111-230
					<u>\$1,680.00</u>	
<b>BUCHBERGER, TESS</b>						
		REIMB TUITION		10	2,520.00	10-1120-230
					<u>\$2,520.00</u>	
<b>BUREAU OF EDUCATION &amp; RESEAF</b>						
	0000010874	POS GRWTH SEM REG		10	245.00	10-2210-312
	0000010893	PROJ BASED LRNG REG		10	245.00	10-2210-312
					<u>\$490.00</u>	
<b>CAMBIUM LEARNING</b>						
		LANG LIVE TCHNG AID		10	808.00	10-1200-410
					<u>\$808.00</u>	
<b>CAPITOL GRAPHICS &amp; PROMOTION</b>						
		RETURNED MERCHANDISE		10	(512.26)	10-2520-360

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
	0000010638	AP (1000), PAYRL CHECKS (275)		10	855.77	10-2520-360
					<u>\$343.51</u>	
<b>CARLEX</b>						
	0000010813	SPANISH TCHNG AIDS - SP		10	180.95	10-2215-410
					<u>\$180.95</u>	
<b>CHEMERS, DENA</b>						
		REIMB CLASSROOM SUPPLIES		10	170.43	10-1112-410
					<u>\$170.43</u>	
<b>CHOE, JOSEPH</b>						
		REIMB NONRESIDENT TUITION		10	624.12	10-1311
					<u>\$624.12</u>	
<b>CINTAS</b>						
		CUSTODIAL SUPPLIES - SP		10	117.13	20-2540-410
					<u>\$117.13</u>	
<b>CITICARE TRANSPORTATION</b>						
		SPED TRANS 7/16-8/16		10	542.30	40-2550-331
					<u>\$542.30</u>	
<b>CLASSROOM CONNECTION</b>						
		PRIVATE TUITION		10	2,863.68	10-1912-670
		PRIVATE TUITION		10	7,517.16	10-1912-670
		PRIVATE TUITION		10	6,801.24	10-1912-670
					<u>\$17,182.08</u>	
<b>CONNECTIONS ACADEMY EAST</b>						
		PRIVATE TUITION		10	2,647.20	10-1912-670
		PRIVATE TUITION		10	2,978.10	10-1912-670
		PRIVATE TUITION		10	3,639.90	10-1912-670
		PRIVATE TUITION		10	6,948.90	10-1912-670
		PRIVATE TUITION		10	1,178.43	10-1912-670
					<u>\$17,392.53</u>	
<b>CONSTELLATION ENERGY SERVICE</b>						
		ELECTRICITY - SP		10	3,600.17	10-2540-466
		ELECTRICITY - HD		10	2,741.16	10-2540-466
		ELECTRICITY - DW		10	12,923.51	10-2540-466
					<u>\$19,264.84</u>	
<b>CONSTELLATION ENERGY SERVICE</b>						
		NATURAL GAS - DW		10	568.44	10-2540-465
		NATURAL GAS - HD		10	446.64	10-2540-465
		NATURAL GAS - SP		10	366.52	10-2540-465
					<u>\$1,381.60</u>	
<b>CPM EDUCATIONAL PROGRAM</b>						
	0000010728	CC TOOL KITS (310)		10	788.89	10-1120-420
					<u>\$788.89</u>	
<b>CREATIVE GRAPHIC ARTS</b>						
		COMCOR MATH POSTERS (32)		10	400.00	10-2210-410
					<u>\$400.00</u>	
<b>CULVER, KATIE</b>						

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		REIMB CLASSROOM SUPPLIES		10	70.77	10-1112-410
					<u>\$70.77</u>	
<b>CUSTOM SOLUTIONS</b>						
		ASSISTIVE DEVICE DESIGN		10	1,792.69	10-1200-314
					<u>\$1,792.69</u>	
<b>DAN THE KEYMAN</b>						
		REPLACEMENT KEYS		10	180.00	20-2540-410
		REPLACEMENT KEYS		10	22.80	20-2540-410
					<u>\$202.80</u>	
<b>DEMCO</b>						
	0000010861	LIBRARY SUPPLIES		10	138.94	10-2220-410
					<u>\$138.94</u>	
<b>DISCOUNT MAGAZINE SUBSCRIPTI</b>						
	0000010452	LIBRARY SUBSCR		10	1,298.56	10-2220-440
					<u>\$1,298.56</u>	
<b>DISCOUNT SCHOOL SUPPLY</b>						
	0000010858	CLASSROOM SUPPLIES		10	68.82	10-1111-410
					<u>\$68.82</u>	
<b>EDUCATIONAL INNOVATIONS</b>						
	0000010713	SCIENCE SUPPLIES		10	37.15	10-1120-415
					<u>\$37.15</u>	
<b>ENGLER BAASTEN &amp; SRAGA</b>						
		LEGAL SERVICES		10	84.00	10-2310-318
		LEGAL SERVICES		10	399.00	10-2310-318
					<u>\$483.00</u>	
<b>ERICKSON, CHRIS</b>						
		REIMB IMRF MTG TRAVEL		10	14.00	10-2520-312
					<u>\$14.00</u>	
<b>ESSCOE</b>						
		FIRE PANEL REPAIR - HD		10	1,160.00	20-2540-329
		SPRINKLER SYSTEM REP - HD		10	50.00	20-2540-329
					<u>\$1,210.00</u>	
<b>EUGENE MATTHEWS INC</b>						
		PILLAR REPLACEMENT - DW		10	10,055.00	20-2540-500
					<u>\$10,055.00</u>	
<b>FACE TO FACE PRODUCTIONS</b>						
		BY THE NUMBERS ASSEMBLY		10	645.00	10-2211-314
		LEWIS & CLARK ASSEMBLY		10	150.00	10-2211-314
					<u>\$795.00</u>	
<b>FEDEX</b>						
		POSTAGE		10	20.70	10-2520-342
					<u>\$20.70</u>	
<b>Feld, Monica</b>						
		REIMB ART SUPPLIES		10	86.40	10-1111-411
					<u>\$86.40</u>	

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<b>FILTER SERVICES</b>						
		DIST HVAC FILTERS		10	1,734.06	20-2540-410
					<u>\$1,734.06</u>	
<b>FIORE NURSERY &amp; LANDSCAPE</b>						
		TREE PLANTING - SP		10	5,785.00	20-2540-500
		TREE PLANTING - SP		10	500.00	20-2540-500
					<u>\$6,285.00</u>	
<b>FISHER SCIENTIFIC</b>						
0000010714		SCIENCE SUPPLIES		10	54.40	10-1120-415
0000010714		SCIENCE SUPPLIES		10	641.00	10-1120-415
0000010714		SCIENCE SUPPLIES		10	112.20	10-1120-415
					<u>\$807.60</u>	
<b>FLINN SCIENTIFIC</b>						
0000010715		SCIENCE SUPPLIES		10	70.15	10-1120-415
0000010716		SCIENCE SUPPLIES		10	540.89	10-1120-415
					<u>\$611.04</u>	
<b>FOLLETT SCHOOL SOLUTION</b>						
0000010794		LIBRARY BOOKS		10	43.93	10-2220-430
0000010794		LIBRARY BOOKS		10	62.80	10-2220-430
0000010801		LIBRARY BOOKS		10	3,926.69	10-2220-430
0000010801		LIBRARY BOOKS		10	2,262.56	10-1100-420
0000010803		LIBRARY BOOKS		10	191.16	10-2220-430
0000010826		BACKPACK PROG BOOKS		10	15.34	10-1111-417
0000010826		BACKPACK PROG BOOKS		10	319.97	10-1111-417
		REPL LIBRARY BOOKS		10	109.15	10-2220-430
		REPL LIBRARY BOOKS		10	159.32	10-2220-430
		REPL LIBRARY BOOKS		10	274.72	10-2220-430
					<u>\$7,365.64</u>	
<b>FOX RIVER FOODS</b>						
		103 CLUB FOOD		10	823.76	10-3500-410
		103 CLUB FOOD		10	813.63	10-3500-410
					<u>\$1,637.39</u>	
<b>GALE/CENGAGE LEARNING</b>						
		US HIST/SCIENCE SUBSCR		10	1,242.31	10-1100-420
		NATL GEO SUBSCR		10	2,074.60	10-1100-420
					<u>\$3,316.91</u>	
<b>GENESIS TECHNOLOGIES</b>						
		COPIER MAINT AGREEMENT		10	3,326.03	10-2410-325
		TONER CARTRIDGES (2)		10	557.79	10-2660-414
					<u>\$3,883.82</u>	
<b>GENESIS TECHNOLOGIES</b>						
		COPIER LEASE		10	3,588.43	10-2410-325
		COPIER LEASE		10	3,588.43	10-2410-325
					<u>\$7,176.86</u>	
<b>GEWALT HAMILTON ASSOCIATES</b>						
		CROSSWALK - HD		10	1,014.50	20-2540-500

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		HD STORMWATER PROJ		10	7,697.25	60-2530-500
					<u>\$8,711.75</u>	
<b>GRAINGER</b>						
		REPLACEMENT MIRRORS		10	540.90	20-2540-410
0000010832		RIVERSHIRE SUPPLIES		10	319.95	10-1100-490
					<u>\$860.85</u>	
<b>GRALL REICHEL, ANNE</b>						
		SOC STUD PROF DEV CONSLT		10	500.00	10-2210-314
					<u>\$500.00</u>	
<b>GRAYBAR ELECTRIC</b>						
		REPLACEMENT LIGHTS - DW		10	77.20	20-2540-410
					<u>\$77.20</u>	
<b>GREAT LAKES COCA COLA DISTRIE</b>						
		SODA/WATER - HD		10	362.40	10-2310-410
		SODA/WATER - DW		10	583.20	10-2310-410
					<u>\$945.60</u>	
<b>HEARTLAND HEALTH OUTREACH C</b>						
		TRANSLATION SERVICES		10	157.23	10-1200-314
					<u>\$157.23</u>	
<b>HOME DEPOT CREDIT SERVICES</b>						
		SHOP SUPPLIES		10	21.94	20-2540-410
		SHOP SUPPLIES		10	22.75	20-2540-410
		SHOP SUPPLIES		10	37.34	20-2540-410
		SHOP SUPPLIES		10	65.41	20-2540-410
		REFUND FIN CHARGE		10	(39.74)	10-2520-316
		REFUND PRIOR YR FIN CHR		10	(66.25)	10-1950
					<u>\$41.45</u>	
<b>HOUGHTON MIFFLIN HARCOURT</b>						
0000010596		RETURNED MERCHANDISE		10	(68.30)	10-1111-418
0000010675		COGAT TESTING		10	6,050.00	10-2230-392
					<u>\$5,981.70</u>	
<b>HURST, HILLARY</b>						
		REIMB TUITION		10	705.00	10-1120-230
					<u>\$705.00</u>	
<b>IAPT</b>						
		DUES		10	65.00	40-2550-640
					<u>\$65.00</u>	
<b>ICE SNOW REMOVAL &amp; LANDSCAPI</b>						
		FALL LAWN TREATMENT - SP		10	840.00	20-2540-329
		FALL LAWN TREATMENT - HD		10	505.00	20-2540-329
					<u>\$1,345.00</u>	
<b>IDVILLE</b>						
0000010839		STUDENT ID CARDS		10	108.30	10-2410-410
					<u>\$108.30</u>	
<b>ILLINOIS OFFICE OF THE STATE FIR</b>						
		BOILER INSPECTION - SP		10	140.00	20-2540-329

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					<u>\$140.00</u>	
<b>INNER SECURITY SYSTEMS</b>						
		FIRE ALARM RADIO REP - HD		10	150.00	20-2540-329
					<u>\$150.00</u>	
<b>K HOVING RECYCLING &amp; DISPOSAL</b>						
		DUMPSTER		10	365.23	20-2540-329
					<u>\$365.23</u>	
<b>KAPCO</b>						
	0000010886	BOOK REPAIR SUPPLIES		10	255.64	10-2220-410
					<u>\$255.64</u>	
<b>KELLEY LANDSCAPE &amp; PATIO</b>						
		DIST LANDSCAPE MAINT		10	2,849.00	20-2540-329
		TREE PLANTING - SP		10	3,630.00	20-2540-500
					<u>\$6,479.00</u>	
<b>KRAUSE ELECTRICAL</b>						
		DW ROOF PROJ ELECTRICAL		10	3,554.13	20-2540-329
					<u>\$3,554.13</u>	
<b>LAKE COOK DISTRIBUTORS</b>						
	0000010717	GR 8 ELA BOOKS (880)		10	4,611.20	10-1120-420
	0000010718	GR 6 ELA BOOKS (220)		10	1,075.80	10-1120-417
	0000010719	GR 7 ELA BOOKS (440)		10	2,921.60	10-1120-417
					<u>\$8,608.60</u>	
<b>LAKELAND LARSEN ELEVATOR</b>						
		ELEVATOR TEST - HD		10	690.00	20-2540-329
					<u>\$690.00</u>	
<b>LAKESHORE LEARNING MATERIAL:</b>						
	0000010827	BACKPACKS (30)		10	241.47	10-1111-417
					<u>\$241.47</u>	
<b>LAPIN, HEATHER</b>						
		REIMB STORAGE BINS		10	100.15	10-1111-410
					<u>\$100.15</u>	
<b>LASUSA-HOTCHNER, DEANNA</b>						
		WHALE PRESENT DEP		10	75.00	10-2211-314
					<u>\$75.00</u>	
<b>LEARNING A-Z</b>						
	0000010802	ENHANCED ELL RESOURCES		10	60.00	10-1100-392
					<u>\$60.00</u>	
<b>LECHNER &amp; SONS</b>						
		TOWEL SERVICE		10	126.00	10-1500-392
		TOWEL SERVICE		10	126.00	10-1500-392
		TOWEL SERVICE		10	126.00	10-1500-392
		TOWEL SERVICE		10	126.00	10-1500-392
		TOWEL SERVICE		10	126.00	10-1500-392
					<u>\$630.00</u>	
<b>LEGO EDUCATION</b>						
	0000010453	READY TO GO LEGO PACKS		10	4,058.20	10-1100-420

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
					<u>\$4,058.20</u>	
<b>LEONARD, EMILY</b>						
		DANCE PROGRAMMING		10	678.60	10-2210-314
					<u>\$678.60</u>	
<b>LINCOLNSHIRE, VILLAGE OF</b>						
		WATER/SEWER - SP		10	714.35	10-2540-370
		WATER/SEWER - TRANS		10	65.40	10-2540-370
		WATER/SEWER - DW		10	691.77	10-2540-370
		WATER/SEWER - HD		10	119.90	10-2540-370
		WATER - DW IRRIGATION		10	1,195.29	10-2540-370
					<u>\$2,786.71</u>	
<b>LINCOLNSHIRE, VILLAGE OF</b>						
		ELECTRICITY - RS		10	26.19	10-2540-466
					<u>\$26.19</u>	
<b>Lindell, Lisa</b>						
		REIMB CLASS BOOKS		10	175.00	10-1111-417
		REIMB CLASSROOM SUPPLIES		10	23.00	10-1111-410
					<u>\$198.00</u>	
<b>LYRIC OPERA OF CHICAGO</b>						
	0000010894	MY FAIR LADY TICKETS (54)		10	1,040.00	10-1190-414
					<u>\$1,040.00</u>	
<b>MACGILL</b>						
	0000010828	NURSE SUPPLIES		10	397.34	10-2130-410
					<u>\$397.34</u>	
<b>MAINLAND UKULELE</b>						
		REPAIR 10 UKULELES		10	330.00	10-1190-319
					<u>\$330.00</u>	
<b>MCLELLAND, GRETCHEN</b>						
		REIMB TUITION		10	125.00	10-1112-230
					<u>\$125.00</u>	
<b>MERCHEN, MEGAN</b>						
		REIMB CLASSROOM SUPPLIES		10	139.99	10-1111-410
					<u>\$139.99</u>	
<b>MIDCO</b>						
		PHONE SERVICE		10	150.00	10-2660-319
					<u>\$150.00</u>	
<b>MIDWEST TRANSIT EQUIPMENT</b>						
		CREDIT		10	(36.57)	40-2550-319
		BUS LIFT REPAIR - 13		10	116.11	40-2550-319
		SAFETY LN INSPEC, BRK CHK- 25		10	153.70	40-2550-329
		SFTY LN INSP, BRK CHK/REP - 28		10	2,700.54	40-2550-329
		SAFETY LN INSPEC, BRK CHK - 27		10	292.33	40-2550-329
		CLRNCE LAMP		10	32.56	40-2550-490
		STOPLIGHTS REPAIR - 25		10	36.57	40-2550-319
		SAFETY LN INSPEC, BRK CHK - 19		10	493.17	40-2550-329
		PARK BRAKE REPAIR - 16		10	60.95	40-2550-319

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		INSPECTION, REPAIRS - 28		10	905.10	40-2550-329
		TOWING - 23		10	94.00	40-2550-319
					<u>\$4,848.46</u>	
<b>MIDWEST TRUCKERS ASSOCIATION</b>						
		RANDOM DRUG TEST B. ROBLES		10	31.48	40-2550-390
					<u>\$31.48</u>	
<b>MULCH CENTER, THE</b>						
		COMPOST DROPOFF		10	36.00	20-2540-329
					<u>\$36.00</u>	
<b>Murphy, Carey</b>						
		REIMB WELLNESS SCRIN FOOD		10	41.47	10-2640-390
					<u>\$41.47</u>	
<b>MUSIC CENTER OF DEERFIELD</b>						
		TROMBONE PARTS		10	14.34	10-1190-410
					<u>\$14.34</u>	
<b>NASCO</b>						
	0000010721	MATH SUPPLIES		10	306.72	10-1120-418
					<u>\$306.72</u>	
<b>NATIONAL SCHOOL PUBLIC RELAT</b>						
		EMBRACING SOC MEDIA BK		10	29.50	10-2630-410
					<u>\$29.50</u>	
<b>NEOPOST USA</b>						
	0000010895	POSTAGE LABELS		10	69.99	10-2520-410
					<u>\$69.99</u>	
<b>NETWORK SERVICES</b>						
		CUSTODIAL SUPPLIES - DW		10	157.05	20-2540-410
		CUSTODIAL SUPPLIES - HD		10	2,016.92	20-2540-410
		CUSTODIAL SUPPLIES - SP		10	391.86	20-2540-410
		CUSTODIAL SUPPLIES - SP		10	51.27	20-2540-410
		CUSTODIAL SUPPLIES - SP		10	46.44	20-2540-410
		CUSTODIAL SUPPLIES - DW		10	1,464.44	20-2540-410
		CUSTODIAL SUPPLIES - SP		10	183.09	20-2540-410
		CUSTODIAL SUPPLIES - DW		10	231.54	20-2540-410
		CUSTODIAL SUPPLIES - SP		10	680.25	20-2540-410
		CUSTODIAL SUPPLIES - SP		10	8.29	20-2540-410
					<u>\$5,231.15</u>	
<b>NFHS</b>						
	0000010757	ATHLTC SCORE/RULEBKS		10	417.15	10-1500-410
					<u>\$417.15</u>	
<b>NIMCO</b>						
	0000010722	BULLY FREE RIBBONS RRW		10	528.99	10-1120-419
					<u>\$528.99</u>	
<b>ORIENTAL TRADING</b>						
	0000010808	CLASSROOM SUPPLIES		10	53.12	10-1111-410
	0000010815	CLASSROOM SUPPLIES		10	44.92	10-1111-410
					<u>\$98.04</u>	

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<b>OTTO, TABATHA</b>						
		REIMB REBECCA CAUD AWRD		10	25.00	10-2220-490
					<u>\$25.00</u>	
<b>PALOS SPORTS</b>						
	0000010619	PE SUPPLIES		10	73.99	10-1500-410
	0000010723	PE SUPPLIES		10	46.97	10-1150-410
	0000010723	PE SUPPLIES		10	108.99	10-1150-410
	0000010723	PE SUPPLIES		10	11.99	10-1150-410
	0000010723	PE SUPPLIES		10	29.99	10-1150-410
	0000010723	PE ASSORTED BALLS		10	403.56	10-1150-410
	0000010723	PE RACQUETS, WHISTLES, SUPL		10	403.55	10-1150-410
	0000010723	PE SUPPLIES		10	403.56	10-1150-410
	0000010723	PE TAPE, ROPE, GRASS PAINT		10	403.56	10-1150-410
					<u>\$1,886.16</u>	
<b>PAPER ROLLER COASTER</b>						
	0000010724	ROLLER COASTER TCHNG AID		10	1,209.50	10-1120-700
					<u>\$1,209.50</u>	
<b>PBS VIDEO</b>						
	0000010758	SCIENCE DVDS		10	44.87	10-1120-415
					<u>\$44.87</u>	
<b>PEARSON EDUCATION</b>						
	0000010616	COMMON CORE WRKBKS (340)		10	3,990.88	10-1112-418
	0000010616	COMMON CORE WRKBKS (10)		10	112.03	10-1112-418
					<u>\$4,102.91</u>	
<b>POMPS TIRE SERVICE</b>						
		FLAT TIRE REPAIR - 13		10	210.00	40-2550-319
					<u>\$210.00</u>	
<b>Powell, Sharyn</b>						
		REIMB CLASSRM PROJ SUPPL		10	243.22	10-1112-414
					<u>\$243.22</u>	
<b>QUILL</b>						
		FILE FOLDERS		10	27.58	10-2520-410
	0000010816	OFFICE SUPPLIES		10	35.99	10-2410-410
	0000010859	VELCRO		10	61.18	10-1111-410
	0000010859	OFFICE SUPPLIES		10	15.28	10-1111-410
	0000010859	CLOCK		10	9.99	10-1111-410
		OFFICE SUPPLIES		10	128.51	40-2550-410
		DIGITAL CLOCK		10	24.59	40-2550-410
		TONER, WHT BRD, OFF SUPPLIES		10	930.52	40-2550-410
					<u>\$1,233.64</u>	
<b>RICOH AMERICAS</b>						
		COPIER LEASE - DW		10	119.13	10-2410-325
		COPIER LEASE - HD		10	119.13	10-2410-325
		COPIER LEASE - ADMIN		10	191.74	10-2410-325
					<u>\$430.00</u>	
<b>RICOH USA</b>						

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		COLOR COPIES - DW		10	74.05	10-2410-325
		COLOR COPIES - HD		10	45.03	10-2410-325
		COLOR COPIES - ADMIN		10	352.98	10-2410-325
					<u>\$472.06</u>	
<b>Ristow, Rebekka</b>		REIMB ISTE CONF TRAVEL		10	1,493.98	10-2210-312
					<u>\$1,493.98</u>	
<b>SAMS CLUB</b>		103 CLUB ART SUPPLIES		10	7.99	10-3500-410
		PENCIL SHARPENER		10	19.98	10-3500-410
					<u>\$27.97</u>	
<b>Santella, Heather</b>		REIMB TUITION		10	1,680.00	10-1120-230
					<u>\$1,680.00</u>	
<b>SCHOLASTIC MAGAZINES</b>		SCHOLASTIC NEWS SUBSC		10	138.60	10-1111-414
0000010622		SCHOLASTIC MAG SUBSCR		10	1,722.32	10-1112-418
0000010623		SCHOLASTIC NEWS SUBSC		10	1,293.60	10-1112-416
					<u>\$3,154.52</u>	
<b>SCHOOL DATEBOOKS</b>		DW STUDENT PLANNERS (900)		10	2,789.34	10-1120-419
					<u>\$2,789.34</u>	
<b>SCHOOL DISTRICT 103 ACTIVITY AC</b>		NEIASBO MEMB - DSTANLEY		10	150.00	10-2510-312
					<u>\$150.00</u>	
<b>SCHOOL SERVICE</b>		SCHOOL PASS FORMS		10	98.40	10-2410-410
0000010819					<u>\$98.40</u>	
<b>SCHOOL SPECIALTY</b>		TIMER WATCH - LFF		10	113.88	10-2215-410
0000010584		ART SUPPLIES		10	15.52	10-1111-411
0000010584		ART SUPPLIES		10	27.84	10-1111-411
0000010605		STOOL		10	88.52	10-1111-419
0000010605		STOOLS (2)		10	168.98	10-1111-419
0000010652		CLASSROOM SUPPLIES		10	144.68	10-1111-410
0000010729		SCIENCE SUPPLIES		10	162.16	10-1120-415
0000010809		PAPER		10	24.11	10-1111-410
0000010810		CLASSROOM SUPPLIES		10	62.59	10-1111-410
0000010812		PAPER		10	64.85	10-1111-410
0000010829		CLASSROOM SUPPLIES		10	59.59	10-1111-410
0000010830		ELA SUPPLIES		10	24.38	10-1111-417
0000010833		CLSRM SUPPLIES, STORAGE		10	708.32	10-1100-490
0000010862		CLASSROOM SUPPLIES		10	71.35	10-1111-410
0000010883		TAPE		10	7.23	10-1111-410
0000010605		CLASSROOM STORAGE		10	380.91	10-1111-419
0000010605		COUCH, CHAIR, COFFEE/END TABLE		10	536.73	10-1111-419

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
					<u>\$2,661.64</u>	
<b>SCIENCE ALLIANCE, THE</b>						
		PHYSICS ASSEMBLY		10	50.00	10-2211-314
					<u>\$50.00</u>	
<b>SEESAW LEARNING</b>						
	0000010474	STUDNT PORTFOLIO SOFTWARE		10	1,825.00	10-1100-392
					<u>\$1,825.00</u>	
<b>SHELL</b>						
		FUEL - O&M		10	241.77	20-2540-464
		FUEL - TRANS		10	8,560.80	40-2550-464
					<u>\$8,802.57</u>	
<b>SHERIDAN AUTO PARTS</b>						
		CREDIT		10	(42.90)	40-2550-490
		BULB		10	56.90	40-2550-490
		CREDIT		10	(56.90)	40-2550-490
		BULB (12)		10	68.28	40-2550-490
					<u>\$25.38</u>	
<b>SHOGREN FENCE</b>						
		DUMPSTER ENCLOSURE - SP		10	3,350.00	20-2540-500
					<u>\$3,350.00</u>	
<b>SPEECH PATH SPECIALISTS</b>						
		SPEECH/LANG SERVICES		10	10,687.50	10-2150-314
		SPEECH/LANG SERVICES		10	4,337.50	10-2150-314
					<u>\$15,025.00</u>	
<b>STATE INDUSTRIAL PRODUCTS</b>						
		DRAIN MAINT SUPPLY - DW		10	150.00	20-2540-410
		DRAIN MAINT SUPPLY - SP		10	150.00	20-2540-410
					<u>\$300.00</u>	
<b>TEAM FITZ GRAPHICS</b>						
	0000010608	BANNERS (3) - PTO		10	985.00	10-2215-410
					<u>\$985.00</u>	
<b>TIME FOR KIDS</b>						
	0000010607	TIME FOR KIDS SUBSCR		10	1,048.00	10-1111-416
					<u>\$1,048.00</u>	
<b>UNITED RENTALS</b>						
	0000010884	SCISSOR LIFT		10	9,882.00	20-2540-500
					<u>\$9,882.00</u>	
<b>UPS</b>						
		POSTAGE		10	39.74	10-2520-342
					<u>\$39.74</u>	
<b>VAYSBURG, NATALIYA</b>						
		REFUND STUDENT FEES		10	122.00	10-1810
		REFUND STUDENT FEES		10	18.00	10-1720
		REFUND STUDENT FEES		10	13.00	10-1720
					<u>\$153.00</u>	

Vazquez, Jennifer

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		REIMB TUITION		10	705.00	10-1112-230
					<u>\$705.00</u>	
<b>VETS ACCESS</b>						
		LIFT SERVICE		10	1,076.10	10-1200-392
					<u>\$1,076.10</u>	
<b>VIRCO</b>						
	0000010692	CHAIRS (13), DESKS (10)		10	2,892.60	10-1120-419
					<u>\$2,892.60</u>	
<b>Walker, Elizabeth</b>						
		REIMB AUTH VISIT SUPPLIES		10	46.54	10-2220-410
		REIMB BK REPAIR WKSHP TRVL		10	39.04	10-2210-312
					<u>\$85.58</u>	
<b>WARD, ALLYSON</b>						
		REIMB CLASSROOM SUPPLIES		10	127.55	10-1111-410
		REIMB CLASSRM PROJ SUPPL		10	15.97	10-1111-414
		REIMB CLASS BOOKS		10	72.00	10-1111-417
					<u>\$215.52</u>	
<b>WAREHOUSE DIRECT</b>						
	0000010731	SCIENCE SUPPLIES		10	240.88	10-1120-415
					<u>\$240.88</u>	
<b>WEST MUSIC</b>						
	0000010732	MUSIC INSTRUMENTS, SUPL		10	757.53	10-1190-410
	0000010818	MUSIC SUPPLIES		10	338.60	10-1190-410
	0000010817	MUSIC TCHNG BOOKS		10	141.85	10-1190-410
					<u>\$1,237.98</u>	
				<b>Report Total</b>	<u><u>\$363,162.17</u></u>	

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Invoice #	A.S.N.	Description	Override	Batch #	P.O. #	Check Date	Check #	Amount	State Account Number
<b>MASTERCARD CORPORATE CLIE</b>									
<b>MASTERCARD CORPORATE CLIENT PAYMENT CENTER - 4ALLPROMOS.COM</b>									
7553	10-2310-410	BACK2SCHOOL STAFF GIFTS		1609		09/30/2016	100580	2,087.37	10-2310-410
								\$2,087.37	4ALLPROMOS.COM
<b>MASTERCARD CORPORATE CLIENT PAYMENT CENTER - ALLIEDSHIRTS.COM</b>									
4758	10-2410-410-1	BACK2SCHOOL STAFF SHIRTS (100)		1609	0	09/30/2016	100580	596.68	10-2410-410
								\$596.68	ALLIEDSHIRTS.COM
<b>MASTERCARD CORPORATE CLIENT PAYMENT CENTER - ALSOFT</b>									
1418	10-2660-410	HARDDRIVE RECOV SOFTWARE		1609		09/30/2016	100580	68.90	10-2660-410
								\$68.90	ALSOFT
<b>MASTERCARD CORPORATE CLIENT PAYMENT CENTER - AMAZON</b>									
9297	10-1120-417	TEACHER RESOURCE BOOKS		1609		09/30/2016	100580	151.88	10-1120-417
9297	10-1120-415	SCIENCE SUPPLIES		1609		09/30/2016	100580	72.71	10-1120-415
9297	10-1120-415	SCIENCE SUPPLIES		1609		09/30/2016	100580	27.30	10-1120-415
6058	10-1112-410	CLASSROOM SUPPLIES		1609		09/30/2016	100580	23.98	10-1112-410
6058	10-1112-414	CLASSRM PROJ SUPPL		1609		09/30/2016	100580	316.40	10-1112-414
6058	10-1112-414	CLASSRM PROJ SUPPL		1609		09/30/2016	100580	382.98	10-1112-414
6058	10-1112-410	CLASSROOM SUPPLIES		1609		09/30/2016	100580	57.99	10-1112-410
6058	10-1112-414	CLASSRM PROJ SUPPL		1609		09/30/2016	100580	4.59	10-1112-414
6058	10-1112-414	CLASSRM PROJ SUPPL		1609		09/30/2016	100580	16.98	10-1112-414
6058	10-1112-414	CLASSRM PROJ SUPPL		1609		09/30/2016	100580	10.56	10-1112-414
6058	10-1112-414	CLASSRM PROJ SUPPL		1609		09/30/2016	100580	39.07	10-1112-414
6058	10-1112-414	CLASSRM PROJ SUPPL		1609		09/30/2016	100580	23.11	10-1112-414
								\$1,127.55	AMAZON
<b>MASTERCARD CORPORATE CLIENT PAYMENT CENTER - AMERICAN COUNCI</b>									
4568	10-1100-420	SPANISH TEACHING GUIDES		1609		09/30/2016	100580	100.48	10-1100-420
								\$100.48	AMERICAN COUNCIL ON THE TEACHING OF
<b>MASTERCARD CORPORATE CLIENT PAYMENT CENTER - AMERICAN RED CR</b>									
9297	10-2130-390	FIRST AID TRAINING		1609		09/30/2016	100580	110.00	10-2130-390
								\$110.00	AMERICAN RED CROSS
<b>MASTERCARD CORPORATE CLIENT PAYMENT CENTER - ANDERSON PEST S</b>									
6620	20-2540-329	DISTRICT IPM		1609		09/30/2016	100580	148.37	20-2540-329
								\$148.37	ANDERSON PEST SOLUTIONS
<b>MASTERCARD CORPORATE CLIENT PAYMENT CENTER - APPLE COMPUTER</b>									
1418	10-1200-410	SPED ITUNES APPS		1609	0	09/30/2016	100580	149.99	10-1200-410

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								\$149.99	APPLE COMPUTER
<b>MASTERCARD CORPORATE CLIENT PAYMENT CENTER - AT&amp;T</b>									
6620	10-2540-341	TELEPHONE		1609		09/30/2016	100580	9,175.10	10-2540-341
								\$9,175.10	AT&T
<b>MASTERCARD CORPORATE CLIENT PAYMENT CENTER - AT&amp;T MOBILITY</b>									
6620	10-2540-341	LONG DISTANCE		1609		09/30/2016	100580	299.91	10-2540-341
								\$299.91	AT&T MOBILITY
<b>MASTERCARD CORPORATE CLIENT PAYMENT CENTER - BATTERIES PLUS</b>									
4782	20-2540-410-2	SHOP SUPPLIES		1609		09/30/2016	100580	138.96	20-2540-410
								\$138.96	BATTERIES PLUS
<b>MASTERCARD CORPORATE CLIENT PAYMENT CENTER - BENCHMARK EDUC</b>									
9297	10-1120-417	TEACHER RESOURCE BOOKS		1609		09/30/2016	100580	217.80	10-1120-417
								\$217.80	BENCHMARK EDUCATION CO
<b>MASTERCARD CORPORATE CLIENT PAYMENT CENTER - CARBONITE</b>									
1418	10-2660-392	BACKUP STORAGE		1609		09/30/2016	100580	20.49	10-2660-392
								\$20.49	CARBONITE
<b>MASTERCARD CORPORATE CLIENT PAYMENT CENTER - CAROLINA BIOLOGI</b>									
4568	10-1100-420	NEW SCIENCE CURR SUPPL		1609		09/30/2016	100580	899.10	10-1100-420
								\$899.10	CAROLINA BIOLOGICAL SUPPLY
<b>MASTERCARD CORPORATE CLIENT PAYMENT CENTER - CHICAGO TRIBUNE</b>									
6620	10-2540-341	IPAD DATA		1609		09/30/2016	100580	77.87	10-2540-341
								\$77.87	CHICAGO TRIBUNE
<b>MASTERCARD CORPORATE CLIENT PAYMENT CENTER - COMCAST</b>									
6620	10-2540-341	DIST INTERNET		1609		09/30/2016	100580	4,550.00	10-2540-341
								\$4,550.00	COMCAST
<b>MASTERCARD CORPORATE CLIENT PAYMENT CENTER - COMCAST CABLE</b>									
6620	10-2540-341	INTERNET - RS		1609		09/30/2016	100580	65.90	10-2540-341
								\$65.90	COMCAST CABLE
<b>MASTERCARD CORPORATE CLIENT PAYMENT CENTER - DAILY HERALD</b>									
6620	10-2220-440	NEWSPAPER - ADMIN		1609		09/30/2016	100580	33.00	10-2220-440
6620	10-2220-440	NEWSPAPER - HD		1609		09/30/2016	100580	44.00	10-2220-440
								\$77.00	DAILY HERALD
<b>MASTERCARD CORPORATE CLIENT PAYMENT CENTER - DELTA EDUCATION</b>									
6058	10-1112-415	RETURNED MERCHANDISE		1609		09/30/2016	100580	(17.92)	10-1112-415
								(\$17.92)	DELTA EDUCATION
<b>MASTERCARD CORPORATE CLIENT PAYMENT CENTER - DONATIS PIZZA</b>									

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4568	10-2210-314	NEW TCHR ORIENT FOOD		1609		09/30/2016	100580	104.99	10-2210-314
								\$104.99	DONATIS PIZZA
<b>MASTERCARD CORPORATE CLIENT PAYMENT CENTER - EDUCATION WEEK</b>									
3654	10-2320-312	SUBSCRIPTION		1609		09/30/2016	100580	29.00	10-2320-312
								\$29.00	EDUCATION WEEK
<b>MASTERCARD CORPORATE CLIENT PAYMENT CENTER - ETA HAND TO MIND</b>									
6058	10-1112-418	MATH CURR SUPPLIES		1609		09/30/2016	100580	60.69	10-1112-418
								\$60.69	ETA HAND TO MIND
<b>MASTERCARD CORPORATE CLIENT PAYMENT CENTER - FASTSIGNS</b>									
6058	10-2410-410-2	NAME PLATES		1609		09/30/2016	100580	74.00	10-2410-410
6058	10-1112-410	CLASSROOM SUPPLIES		1609		09/30/2016	100580	92.50	10-1112-410
								\$166.50	FASTSIGNS
<b>MASTERCARD CORPORATE CLIENT PAYMENT CENTER - GEOSOCIETY</b>									
9297	10-1120-415	SCIENCE SUPPLIES		1609		09/30/2016	100580	41.80	10-1120-415
								\$41.80	GEOSOCIETY
<b>MASTERCARD CORPORATE CLIENT PAYMENT CENTER - GIUSSEPPE PIZZA</b>									
4725	20-2540-410-1	STAFF LUNCH		1609		09/30/2016	100580	199.99	20-2540-410
								\$199.99	GIUSSEPPE PIZZA
<b>MASTERCARD CORPORATE CLIENT PAYMENT CENTER - GYPSUM SUPPLY</b>									
4725	20-2540-410-2	REPL CEILING TILE		1609		09/30/2016	100580	1,196.04	20-2540-410
4725	20-2540-410-2	SHOP SUPPLIES		1609		09/30/2016	100580	201.60	20-2540-410
4725	20-2540-500	ADA GRAB BARS - SP BATH		1609		09/30/2016	100580	91.60	20-2540-500
								\$1,489.24	GYPSUM SUPPLY
<b>MASTERCARD CORPORATE CLIENT PAYMENT CENTER - HOME DEPOT</b>									
4782	20-2540-410-2	SHOP SUPPLIES		1609		09/30/2016	100580	91.77	20-2540-410
4782	20-2540-410-2	SHOP SUPPLIES		1609		09/30/2016	100580	26.98	20-2540-410
4782	20-2540-410-2	SHOP SUPPLIES		1609		09/30/2016	100580	54.03	20-2540-410
4782	20-2540-410-2	SHOP SUPPLIES		1609		09/30/2016	100580	63.10	20-2540-410
8769	20-2540-410-2	SHOP SUPPLIES		1609		09/30/2016	100580	55.71	20-2540-410
8769	20-2540-410-2	SHOP SUPPLIES		1609		09/30/2016	100580	59.45	20-2540-410
8769	20-2540-410-2	SHOP SUPPLIES		1609		09/30/2016	100580	33.84	20-2540-410
8769	20-2540-410-2	SHOP SUPPLIES		1609		09/30/2016	100580	53.75	20-2540-410
8769	20-2540-410-2	SHOP SUPPLIES		1609		09/30/2016	100580	98.06	20-2540-410
8769	20-2540-410-2	SHOP SUPPLIES		1609		09/30/2016	100580	51.17	20-2540-410
8769	20-2540-410-2	SHOP SUPPLIES		1609		09/30/2016	100580	64.29	20-2540-410

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4725	20-2540-410-2	SHOP SUPPLIES		1609		09/30/2016	100580	96.32	20-2540-410
4725	20-2540-410-2	SHOP SUPPLIES		1609		09/30/2016	100580	133.82	20-2540-410
4725	20-2540-410-2	SHOP SUPPLIES		1609		09/30/2016	100580	36.94	20-2540-410
4725	20-2540-410-2	SHOP SUPPLIES		1609		09/30/2016	100580	49.97	20-2540-410
4725	20-2540-410-2	SHOP SUPPLIES		1609		09/30/2016	100580	600.88	20-2540-410
								\$1,570.08	HOME DEPOT
<b>MASTERCARD CORPORATE CLIENT PAYMENT CENTER - ILLINOIS ASSOCIAT</b>									
4774	20-2540-640	MEMB DUES		1609		09/30/2016	100580	70.00	20-2540-640
4675	10-2520-342	POSTAGE MACHINE LEASE - DW		1609		09/30/2016	100580	1,165.00	10-2520-342
								\$1,235.00	ILLINOIS ASSOCIATION OF SCHOOL BUSINES
<b>MASTERCARD CORPORATE CLIENT PAYMENT CENTER - ILLINOIS SCHOOL L</b>									
4568	10-2220-640	ISLMA MEMB DUES (3)		1609		09/30/2016	100580	195.00	10-2220-640
								\$195.00	ILLINOIS SCHOOL LIBRARY MEDIA ASSOCIAT
<b>MASTERCARD CORPORATE CLIENT PAYMENT CENTER - ILLINOIS STATE UNI</b>									
4568	10-2210-640	ILASCD MEM DUES - KREYNOLDS		1609		09/30/2016	100580	49.00	10-2210-640
								\$49.00	ILLINOIS STATE UNIVERSITY
<b>MASTERCARD CORPORATE CLIENT PAYMENT CENTER - INSPRA</b>									
7553	10-2630-410	MEMB DUES - KSYLVAN		1609		09/30/2016	100580	90.00	10-2630-410
								\$90.00	INSPRA
<b>MASTERCARD CORPORATE CLIENT PAYMENT CENTER - INTERVAL INTERNA</b>									
4725	20-2540-312	STMA CONF HOTEL		1609		09/30/2016	100580	179.00	20-2540-312
4725	20-2540-312	STMA CONF HOTEL		1609		09/30/2016	100580	99.00	20-2540-312
								\$278.00	INTERVAL INTERNATIONAL
<b>MASTERCARD CORPORATE CLIENT PAYMENT CENTER - JASONS DELI</b>									
4758	10-2410-410-1	INTERVIEW TEAM DINNER		1609		09/30/2016	100580	27.94	10-2410-410
								\$27.94	JASONS DELI
<b>MASTERCARD CORPORATE CLIENT PAYMENT CENTER - MARIANOS</b>									
9297	10-2410-410-3	VENDOR CREDIT		1609		09/30/2016	100580	(18.52)	10-2410-410
9297	10-2410-410-3	PRINCIPALS BLT MTG FOOD		1609		09/30/2016	100580	172.13	10-2410-410
								\$153.61	MARIANOS
<b>MASTERCARD CORPORATE CLIENT PAYMENT CENTER - MPM SCHOOL SUPP</b>									
9297	10-1120-415	SCIENCE SUPPLIES		1609		09/30/2016	100580	15.44	10-1120-415
9297	10-1120-415	SCIENCE SUPPLIES		1609		09/30/2016	100580	85.90	10-1120-415
								\$101.34	MPM SCHOOL SUPPLIES
<b>MASTERCARD CORPORATE CLIENT PAYMENT CENTER - NATIONAL SCHOOL</b>									
4766	40-2550-410	DRIVER INSPECTION FORMS		1609		09/30/2016	100580	1,183.22	40-2550-410

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Invoice #	A.S.N.	Description	Override	Batch #	P.O. #	Check Date	Check #	Amount	State Account Number
								\$1,183.22	NATIONAL SCHOOL FORMS
<b>MASTERCARD CORPORATE CLIENT PAYMENT CENTER - NCTM</b>									
4568	10-2210-312	NCTM SUBSCR		1609		09/30/2016	100580	117.00	10-2210-312
								\$117.00	NCTM
<b>MASTERCARD CORPORATE CLIENT PAYMENT CENTER - OFFICE DEPOT</b>									
4717	10-2330-410	PLANNER		1609		09/30/2016	100580	16.49	10-2330-410
								\$16.49	OFFICE DEPOT
<b>MASTERCARD CORPORATE CLIENT PAYMENT CENTER - ORIENTAL TRADING</b>									
9297	10-1120-410	CLASSROOM SUPPLIES		1609		09/30/2016	100580	250.68	10-1120-410
9297	10-1120-410	CLASSROOM SUPPLIES		1609		09/30/2016	100580	51.49	10-1120-410
								\$302.17	ORIENTAL TRADING
<b>MASTERCARD CORPORATE CLIENT PAYMENT CENTER - PANERA BREAD</b>									
4568	10-2210-314	NEW TCHR ORIENT FOOD		1609		09/30/2016	100580	186.22	10-2210-314
								\$186.22	PANERA BREAD
<b>MASTERCARD CORPORATE CLIENT PAYMENT CENTER - PITNEY BOWES</b>									
6620	10-2520-342	POSTAGE MACHINE LEASE - DW		1609		09/30/2016	100580	240.00	10-2520-342
6620	10-2520-342	POSTAGE MACHINE LEASE - SP		1609		09/30/2016	100580	1.00	10-2520-342
6620	10-2520-342	POSTAGE MACHINE LEASE - HD		1609		09/30/2016	100580	1.00	10-2520-342
6620	10-2220-440	NEWSPAPER - DW		1609		09/30/2016	100580	1.00	10-2220-440
								\$243.00	PITNEY BOWES
<b>MASTERCARD CORPORATE CLIENT PAYMENT CENTER - PRIVATE EYE, THE</b>									
4568	10-1100-420	NEW SCIENCE CURR SUPPL		1609		09/30/2016	100580	529.45	10-1100-420
								\$529.45	PRIVATE EYE, THE
<b>MASTERCARD CORPORATE CLIENT PAYMENT CENTER - PRUFROCK PRESS</b>									
6058	10-1112-410	COMMON COR TCHR GUIDES		1609		09/30/2016	100580	153.78	10-1112-410
								\$153.78	PRUFROCK PRESS
<b>MASTERCARD CORPORATE CLIENT PAYMENT CENTER - QUILL</b>									
9297	10-2410-410-3	OFFICE SUPPLIES		1609		09/30/2016	100580	32.22	10-2410-410
9297	10-2410-410-3	OFFICE SUPPLIES		1609		09/30/2016	100580	9.89	10-2410-410
9297	10-2410-410-3	OFFICE SUPPLIES		1609		09/30/2016	100580	138.57	10-2410-410
9297	10-2410-410-3	OFFICE SUPPLIES		1609		09/30/2016	100580	34.36	10-2410-410
9297	10-2410-410-3	OFFICE SUPPLIES		1609		09/30/2016	100580	17.18	10-2410-410
9297	10-2410-410-3	OFFICE SUPPLIES		1609		09/30/2016	100580	67.92	10-2410-410
9297	10-2410-410-3	OFFICE SUPPLIES		1609		09/30/2016	100580	11.99	10-2410-410
9297	10-2410-410-3	OFFICE SUPPLIES		1609		09/30/2016	100580	50.73	10-2410-410

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								\$362.86	QUILL
<b>MASTERCARD CORPORATE CLIENT PAYMENT CENTER - RA EASTMAN</b>									
6058	10-2410-410-2	STAFF APPREC TSHIRTS (63)		1609	0	09/30/2016	100580	341.32	10-2410-410
								\$341.32	RA EASTMAN
<b>MASTERCARD CORPORATE CLIENT PAYMENT CENTER - REALLY GOOD STU</b>									
9297	10-1120-410	CLASSROOM SUPPLIES		1609		09/30/2016	100580	163.22	10-1120-410
9297	10-1120-410	CLASSROOM SUPPLIES		1609		09/30/2016	100580	51.21	10-1120-410
9297	10-1120-410	CLASSROOM SUPPLIES		1609		09/30/2016	100580	211.89	10-1120-410
9297	10-1120-410	CLASSROOM SUPPLIES		1609		09/30/2016	100580	51.02	10-1120-410
9297	10-1120-410	CLASSROOM SUPPLIES		1609		09/30/2016	100580	82.39	10-1120-410
6058	10-1112-410	CLASSROOM SUPPLIES		1609		09/30/2016	100580	41.39	10-1112-410
6058	10-1112-410	CLASSROOM SUPPLIES		1609		09/30/2016	100580	47.85	10-1112-410
								\$648.97	REALLY GOOD STUFF
<b>MASTERCARD CORPORATE CLIENT PAYMENT CENTER - RIFTON EQUIPMENT</b>									
4717	10-1200-410	BATHROOM HANDICAP BAR		1609		09/30/2016	100580	52.50	10-1200-410
								\$52.50	RIFTON EQUIPMENT
<b>MASTERCARD CORPORATE CLIENT PAYMENT CENTER - ROYAL APPLIANCE</b>									
4725	20-2540-410-2	REPL VACUUMS		1609		09/30/2016	100580	856.00	20-2540-410
								\$856.00	ROYAL APPLIANCE
<b>MASTERCARD CORPORATE CLIENT PAYMENT CENTER - SAMS CLUB</b>									
4774	20-2540-410-2	STAFF FOOD		1609		09/30/2016	100580	27.96	20-2540-410
4774	20-2540-410-2	COFFEE		1609		09/30/2016	100580	71.96	20-2540-410
								\$99.92	SAMS CLUB
<b>MASTERCARD CORPORATE CLIENT PAYMENT CENTER - SCHOOL SPECIALT</b>									
6058	10-1112-417	ELA SUPPLIES		1609		09/30/2016	100580	30.54	10-1112-417
6058	10-1112-410	CLASSROOM SUPPLIES		1609		09/30/2016	100580	163.09	10-1112-410
6058	10-1112-410	CLASSROOM SUPPLIES		1609		09/30/2016	100580	50.95	10-1112-410
6058	10-1112-410	CLASSROOM SUPPLIES		1609		09/30/2016	100580	147.04	10-1112-410
6058	10-1112-410	CLASSROOM SUPPLIES		1609		09/30/2016	100580	174.86	10-1112-410
6058	10-1112-410	CLASSROOM SUPPLIES		1609		09/30/2016	100580	72.08	10-1112-410
6058	10-1112-410	CLASSROOM SUPPLIES		1609		09/30/2016	100580	40.75	10-1112-410
								\$679.31	SCHOOL SPECIALTY
<b>MASTERCARD CORPORATE CLIENT PAYMENT CENTER - TDS METROCOM</b>									
6620	40-2550-341	CELL PHONE - TRANS		1609		09/30/2016	100580	1,910.93	40-2550-341
								\$1,910.93	TDS METROCOM

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<b>MASTERCARD CORPORATE CLIENT PAYMENT CENTER - TEACHER SYNERGY</b>									
6058	10-1112-418	MATH CURR SUPPLIES		1609		09/30/2016	100580	20.00	10-1112-418
								\$20.00	TEACHER SYNERGY
<b>MASTERCARD CORPORATE CLIENT PAYMENT CENTER - UHAUL</b>									
4782	20-2540-325	STORAGE MOVING TRUCK		1609		09/30/2016	100580	77.75	20-2540-325
								\$77.75	UHAUL
<b>MASTERCARD CORPORATE CLIENT PAYMENT CENTER - VERIZON WIRELESS</b>									
6620	20-2540-341	CELL PHONE - O&M		1609		09/30/2016	100580	276.14	20-2540-341
								\$276.14	VERIZON WIRELESS
<b>MASTERCARD CORPORATE CLIENT PAYMENT CENTER - VILLA PARK OFFICE</b>									
4766	40-2550-410	OFFICE DESKS (2)		1609		09/30/2016	100580	540.00	40-2550-410
								\$540.00	VILLA PARK OFFICE EQUIPMENT
<b>MASTERCARD CORPORATE CLIENT PAYMENT CENTER - WALMART</b>									
4758	10-2410-410-1	BATHROOM STORAGE SHELVES		1609		09/30/2016	100580	30.82	10-2410-410
4758	10-2410-410-1	BATHROOM STORAGE SHELVES		1609		09/30/2016	100580	33.05	10-2410-410
								\$63.87	WALMART
<b>MASTERCARD CORPORATE CLIENT PAYMENT CENTER - WASBO</b>									
4774	20-2540-312	CONF REG		1609		09/30/2016	100580	220.00	20-2540-312
4725	20-2540-312	DRYWALL		1609		09/30/2016	100580	200.00	20-2540-312
								\$420.00	WASBO
<b>MASTERCARD CORPORATE CLIENT PAYMENT CENTER - WASTE MANAGEMEN</b>									
6620	10-2540-321	SANITATION SERVICES - HD		1609		09/30/2016	100580	360.49	10-2540-321
6620	10-2540-321	SANITATION SERVICES - DW		1609		09/30/2016	100580	540.35	10-2540-321
6620	10-2540-321	SANITATION SERVICES - SP		1609		09/30/2016	100580	375.49	10-2540-321
								\$1,276.33	WASTE MANAGEMENT
<b>MASTERCARD CORPORATE CLIENT PAYMENT CENTER - WWW.EIESTORE.CC</b>									
4568	10-1100-420	NEW SCIENCE CURR SUPPL		1609		09/30/2016	100580	67.72	10-1100-420
								\$67.72	WWW.EIESTORE.COM
<b>MASTERCARD CORPORATE CLIENT PAYMENT CENTER - ZANER BLOSER</b>									
4568	10-1100-420	WORD WISDOM TCHR GUIDE		1609		09/30/2016	100580	261.56	10-1100-420
4568	10-1100-420	WORD WISDOM TCHR GUIDE		1609		09/30/2016	100580	65.39	10-1100-420
4568	10-1100-420	WORD WISDOM TCHR GUIDE		1609		09/30/2016	100580	457.72	10-1100-420
								\$784.67	ZANER BLOSER
								<b>\$36,895.35</b>	<b>Payee Vendor Total</b>
<b>NIHIP</b>									
	10-2690-220	Void MEDICAL INSURANCE - ED		916		09/12/2016	23357	223,703.52	10-2690-220

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10-2690-221		Void LIFE/LTD INSURANCE - ED		916		09/12/2016	23357	3,178.87	10-2690-221
10-2690-221		Void VOLUNTARY LIFE - ED		916		09/12/2016	23357	788.15	10-2690-221
20-2540-220		Void MEDICAL INSURANCE - O&M		916		09/12/2016	23357	13,273.78	20-2540-220
20-2540-221		Void LIFE/LTD INSURANCE - O&M		916		09/12/2016	23357	76.95	20-2540-221
40-2550-220		Void MEDICAL INSURANCE - TRANS		916		09/12/2016	23357	25,865.89	40-2550-220
40-2550-221		Void LIFE/LTD INSURANCE - TRANS		916		09/12/2016	23357	137.70	40-2550-221
40-2550-221		Void VOLUNTARY LIFE - TRANS		916		09/12/2016	23357	326.90	40-2550-221
10-2330-225		Void MEDICAL INSURANCE - RETIREE		916		09/12/2016	23357	871.72	10-2330-225
10-2320-225		Void MEDICAL INSURANCE - RETIREE		916		09/12/2016	23357	1,881.84	10-2320-225
10-2210-225		Void MEDICAL INSURANCE - RETIREE		916		09/12/2016	23357	852.12	10-2210-225
10-2520-225		Void MEDICAL INSURANCE - RETIREE		916		09/12/2016	23357	1,704.24	10-2520-225
20-2540-225		Void MEDICAL INSURANCE - RETIREE		916		09/12/2016	23357	1,704.24	20-2540-225
40-2550-225		Void MEDICAL INSURANCE - RETIREE		916		09/12/2016	23357	852.12	40-2550-225
10-481-6		Void DENTAL INSURANCE PPO - ED		916	0	09/12/2016	23357	5,499.32	10-481-6
20-481-6		Void DENTAL INSURANCE PPO - O&M		916	0	09/12/2016	23357	283.50	20-481-6
40-481-6		Void DENTAL INSURANCE PPO - TRANS		916	0	09/12/2016	23357	819.16	40-481-6
								<u>\$281,820.02</u>	<b>Payee Vendor Total</b>
<b>Report Total</b>								<u><u>\$318,715.37</u></u>	

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Invoice #	A.S.N.	Description	Override	Batch #	P.O. #	Check Date	Check #	Amount	State Account Number
<b>ACTION TERRITORY</b>									
N/A	10-3500-390	10/3 FIELD TRIP		160928	0	09/28/2016	9753	899.25	10-3500-390
								<u>\$899.25</u>	<b>Payee Vendor Total</b>
<b>AGRAWAL, SUHAS &amp; PRABHA</b>									
REFUND	10-1311	FDK REFUND		169061	0	09/06/2016	9712	500.00	10-1311
								<u>\$500.00</u>	<b>Payee Vendor Total</b>
<b>ANDROUS, PETER</b>									
092016	10-1500-319	BASKETBALL REF 9/20		160920	0	09/20/2016	9739	50.00	10-1500-319
092716	10-1500-319	BASKETBALL REF 9/27		160927	0	09/27/2016	9749	50.00	10-1500-319
								<u>\$100.00</u>	<b>Payee Vendor Total</b>
<b>BASOVSKY, RUDOLPH</b>									
090816	10-1500-319	BASKETBALL REF 9/8		160908	0	09/08/2016	9718	50.00	10-1500-319
092016	10-1500-319	BASKETBALL REF 9/20		160920	0	09/20/2016	9740	50.00	10-1500-319
092816	10-1500-319	BASKETBALL REF 9/28		160928	0	09/28/2016	9754	50.00	10-1500-319
								<u>\$150.00</u>	<b>Payee Vendor Total</b>
<b>BERNARDI, JIM</b>									
09062016	10-1500-319	BASKETBALL REF 9/6		160906	0	09/06/2016	9708	50.00	10-1500-319
090716	10-1500-319	BASKETBALL REF 9/7		160907	0	09/07/2016	9713	50.00	10-1500-319
091216	10-1500-319	BASKETBALL REF 9/12		160912	0	09/12/2016	9724	50.00	10-1500-319
091516	10-1500-319	BASKETBALL REF 9/15		160915	0	09/15/2016	9731	50.00	10-1500-319
								<u>\$200.00</u>	<b>Payee Vendor Total</b>
<b>BIZAR ENTERTAINMENT</b>									
563	10-2215-410	BACK2SCHOOL PARTY ENTERTAINMNT		160909	0	09/09/2016	9723	500.00	10-2215-410
								<u>\$500.00</u>	<b>Payee Vendor Total</b>
<b>BLUM, JERRY</b>									
090716	10-1500-319	BASKETBALL REF 9/7		160907	0	09/07/2016	9714	50.00	10-1500-319
092816	10-1500-319	BASKETBALL REF 9/28		160928	0	09/28/2016	9755	50.00	10-1500-319
								<u>\$100.00</u>	<b>Payee Vendor Total</b>
<b>BOYCEVILLE COMMUNITY SCHO</b>									
N/A	10-1550-640	SCI OLY JV TOURN REG FEE		160901	0	09/01/2016	9706	100.00	10-1550-640
N/A	10-1550-640	SCI OLY VARSITY TOURN REG FEE		160901	0	09/01/2016	9706	100.00	10-1550-640
								<u>\$200.00</u>	<b>Payee Vendor Total</b>
<b>CHAMBER THEATRE PRODUCTIO</b>									
N/A	10-1190-414	GR 7 FIELD TRIP		160919	0	09/19/2016	9736	4,487.50	10-1190-414

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								<b>\$4,487.50</b>	<b>Payee Vendor Total</b>
<b>DERCHAVET, ALEX</b>									
090816	10-1500-319	SOCCER REF 9/8		160908	0	09/08/2016	9719	55.00	10-1500-319
								<b>\$55.00</b>	<b>Payee Vendor Total</b>
<b>FLATEBO, PETE</b>									
091216	10-1500-319	BASKETBALL REF 9/12		160912	0	09/12/2016	9725	50.00	10-1500-319
092816	10-1500-319	BASKETBALL REF 9/28		160928	0	09/28/2016	9756	50.00	10-1500-319
091516	10-1500-319	BASKETBALL REF 9/15		160915	0	09/15/2016	9732	50.00	10-1500-319
								<b>\$150.00</b>	<b>Payee Vendor Total</b>
<b>GREGORIN, THOMAS</b>									
090816	10-1500-319	BASKETBALL REF 9/8		160908	0	09/08/2016	9720	50.00	10-1500-319
092716	10-1500-319	BASKETBALL REF 9/27		160927	0	09/27/2016	9750	50.00	10-1500-319
								<b>\$100.00</b>	<b>Payee Vendor Total</b>
<b>HAWTHORN SCHOOL DISTRICT</b>									
0933016	10-1500-640	HAWTHORN CRS CNTRY ENTRY FEE		160928	0	09/28/2016	9757	150.00	10-1500-640
								<b>\$150.00</b>	<b>Payee Vendor Total</b>
<b>HWANG, LEE</b>									
091916	10-1500-319	SOCCER REF 9/19		169191	0	09/19/2016	9738	55.00	10-1500-319
								<b>\$55.00</b>	<b>Payee Vendor Total</b>
<b>ILLINOIS ASSOCIATION OF S</b>									
D103	10-2310-312	PROFESSIONAL DEVELOPMENT		160923	0	09/23/2016	9744	445.00	10-2310-312
								<b>\$445.00</b>	<b>Payee Vendor Total</b>
<b>ILLINOIS MUSIC EDUCATION</b>									
N/A	10-1190-640	SCHOOL PARTICIPATION DUES		160912	0	09/12/2016	9726	35.00	10-1190-640
								<b>\$35.00</b>	<b>Payee Vendor Total</b>
<b>ILLINOIS SCIENCE OLYMPIAD</b>									
75	10-1550-640	SCI OLY VARSITY REG FEE		160901	0	09/01/2016	9707	250.00	10-1550-640
75	10-1550-640	SCI OLY JR VARSITY REG FEE		160901	0	09/01/2016	9707	200.00	10-1550-640
75	10-1550-410	SCI OLY MANUALS (10)		160901	0	09/01/2016	9707	90.00	10-1550-410
								<b>\$540.00</b>	<b>Payee Vendor Total</b>
<b>KINKA, RUSSELL</b>									
09062016	10-1500-319	BASKETBALL REF 9/6		160906	0	09/06/2016	9709	50.00	10-1500-319
092016	10-1500-319	BASKETBALL REF 9/20		160920	0	09/20/2016	9741	50.00	10-1500-319
								<b>\$100.00</b>	<b>Payee Vendor Total</b>

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<b>LCHS CROSS COUNTRY</b>									
09072016	10-1500-640	LAKES EURO CHALLENGE REG FEE		169071	0	09/07/2016	9717	100.00	10-1500-640
								<u>\$100.00</u>	<b>Payee Vendor Total</b>
<b>LORENZO, RON</b>									
092816	10-1500-319	BASKETBALL REF 9/28		160928	0	09/28/2016	9758	50.00	10-1500-319
								<u>\$50.00</u>	<b>Payee Vendor Total</b>
<b>MICHAEL, MICHAEL S</b>									
091216	10-1500-319	SOCCER REF 9/12		160912	0	09/12/2016	9727	55.00	10-1500-319
092016	10-1500-319	SOCCER REF 9/20		160920	0	09/20/2016	9742	55.00	10-1500-319
091516	10-1500-319	SOCCER REF 9/15		160915	0	09/15/2016	9733	55.00	10-1500-319
								<u>\$165.00</u>	<b>Payee Vendor Total</b>
<b>NELSON, JOHN</b>									
090816	10-1500-319	BASKETBALL REF 9/8		160908	0	09/08/2016	9721	50.00	10-1500-319
								<u>\$50.00</u>	<b>Payee Vendor Total</b>
<b>NEW ALBANY SCIENCE OLYMPI</b>									
2017-B12	10-1550-640	SCI OLY TEAM REGISTRATION		169281	0	09/28/2016	9760	170.00	10-1550-640
								<u>\$170.00</u>	<b>Payee Vendor Total</b>
<b>BETTERSON, RICH</b>									
090816	10-1500-319	BASKETBALL REF 9/8		160908	0	09/08/2016	9722	50.00	10-1500-319
								<u>\$50.00</u>	<b>Payee Vendor Total</b>
<b>POWELL, MIKE</b>									
090716	10-1500-319	BASKETBALL REF 9/7		160907	0	09/07/2016	9715	50.00	10-1500-319
092716	10-1500-319	BASKETBALL REF 9/27		160927	0	09/27/2016	9751	50.00	10-1500-319
091516	10-1500-319	BASKETBALL REF 9/15		160915	0	09/15/2016	9734	50.00	10-1500-319
								<u>\$150.00</u>	<b>Payee Vendor Total</b>
<b>SCHOESSLING, PAUL</b>									
09062016	10-1500-319	BASKETBALL REF 9/6		160906	0	09/06/2016	9710	50.00	10-1500-319
091216	10-1500-319	BASKETBALL REF 9/12		160912	0	09/12/2016	9728	50.00	10-1500-319
								<u>\$100.00</u>	<b>Payee Vendor Total</b>
<b>SELLSTROM, DENNIS</b>									
092816	10-1500-319	SOCCER REF 9/28		160928	0	09/28/2016	9759	55.00	10-1500-319
								<u>\$55.00</u>	<b>Payee Vendor Total</b>
<b>SITZ, RICK</b>									
09062016	10-1500-319	BASKETBALL REF 9/6		160906	0	09/06/2016	9711	50.00	10-1500-319

# Paid Accounts Payable by Vendor

Printed: 10/13/2016 2:03 PM  
Lincolnshire-Prairie View SD #103

Invoice #	A.S.N.	Description	Override	Batch #	P.O. #	Check Date	Check #	Amount	State Account Number
091216	10-1500-319	BASKETBALL REF 9/12		160912	0	09/12/2016	9729	50.00	10-1500-319
								<u>\$100.00</u>	<b>Payee Vendor Total</b>
<b>SOWA, JAMES</b>									
090716	10-1500-319	BASKETBALL REF 9/7		160907	0	09/07/2016	9716	50.00	10-1500-319
092016	10-1500-319	BASKETBALL REF 9/20		160920	0	09/20/2016	9743	50.00	10-1500-319
091516	10-1500-319	BASKETBALL REF 9/15		160915	0	09/15/2016	9735	50.00	10-1500-319
								<u>\$150.00</u>	<b>Payee Vendor Total</b>
<b>WRIGHT STATE UNIVERSITY</b>									
SCIOLY	10-1550-640	TOURNAMENT ENTRY FEES		160919	0	09/19/2016	9737	170.00	10-1550-640
								<u>\$170.00</u>	<b>Payee Vendor Total</b>
<b>Report Total</b>								<u><u>\$10,076.75</u></u>	



**Lincolnshire-Prairie View School District 103**

1370 N. Riverwoods Road • Lincolnshire, IL 60069

847/295-4030 • FAX 847/295-9196

<http://www.d103.org>

MEMO

**To:** Board of Education  
**From:** Dan Stanley  
**CC:** Dr. Scott Warren  
**Date:** October 18, 2016  
**Re:** September 2016 Donations

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During September 2016, the District received the following donations:

<u>Donors</u>	<u>Amount</u>	<u>Purpose of Donation</u>
Learning Fund Foundation	\$96.90	Science Magazine Subscriptions
Stuart-Rodgers	\$2,992.32	DW Photography
Stuart-Rodgers	\$1,604.34	HD Photography
Stuart-Rodgers	\$2,179.65	SP Photography

**Recommendation:**

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





## Lincolnshire-Prairie View School District 103

Memo

To: Board of Education  
From: Scott Warren  
Date: October 25, 2016  
Re: Approval of Employment

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

**Jacquelyn Dubow**, Sprague Speech Language Pathologist Leave of Absence for Christine Okada at Sprague School from November 2016 through February 2017.

**Patricia Handel**, Grade 1 Leave of Absence for Holly Schlan from November 2016 through March 2017.

**Meena Wadhwa**, Grade 2 Leave of Absence for Laura Lenzini from August 2016 through December 2016.

**Staff Member's Placement on Master Contract**

**Jacquelyn Dubow**, \$345.00 per diem

**Patricia Handel**, BA Lane 1 Step 1 prorated salary \$15,923.19

**Meena Wadhwa**, BA Lane 1 Step 1 salary \$17,148.06



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:** September 15, 2016  
**RE:** Employment of Jacquelyn Dubow, Speech and Language Pathologist (Leave of Absence, Sprague School)

---

It is with much delight that we write this letter of recommendation for Ms. Jacquelyn “Jacki” Dubow. Jacki 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. Jacki will be filling the role of Ms. Christine Okada who will be on parental leave from early November 2016 through late February 2017.

Jacki received her Bachelor of Science degree in Communication Disorders and Master’s degree in Speech and Language Therapy from Northeastern Illinois University. In addition, Jacki holds certificates in Hearing Impaired Education, Learning and Behavioral Disabilities, and an endorsement in Early Childhood Special Education.

Jacki has more than 30 years of experience providing speech and language services to young children. She worked for 28 years for the Chicago Public Schools, where she was the lead therapist at Reinberg School, providing speech and language therapy and assessments for children in preschool to 8<sup>th</sup> grade. Most recently, she has worked for North Chicago School District as well as for a contractual agency where she has been able to stay current in her field and utilize her extensive knowledge and skills as a therapist. Jacki enjoys being part of a multi-disciplinary team and providing evaluation and therapy focused on articulation, language, and social communication skills.

Jacki 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. Jacki is poised, confident, and well-spoken.

Jacki 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 Ms. Jacquelyn Dubow 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  
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847.295.4030  
(Fax) 847.295.9196

**Memo**

**To:** Dr. Warren and the Board of Education  
**From:** Christine Adler  
**Date:** November 1, 2016  
**Re:** Letter of Recommendation

---

I am pleased to recommend Mrs. Patricia Handel for the first grade parental leave position at Sprague School. Mrs. Handel received her Bachelor's Degree in Communication Studies from the University of Iowa and her Masters Degree in Teaching from National Louis University.

Mrs. Handel is a familiar face to Sprague School as she is currently a full-day kindergarten teacher associate. In the past two months, Mrs. Handel has contributed greatly to our school building, taking on many responsibilities and seamlessly teaming with the kindergarten staff. It is evident that Mrs. Handel delivers effective instruction, understands the value of assessment, and works collaboratively with colleagues.

During the formal interview process, Mrs. Handel demonstrated a strong understanding of teaching techniques developmentally appropriate for elementary age students. She appreciates the diversity of learning needs among the students in her classroom and seeks out ways to differentiate so that all students experience success. In addition, Mrs. Handel has had experience in a leave of absence role, recognizing the importance of communication in creating a smooth transition for the students.

Mrs. Handel comes to our district highly recommended. She has excellent communication skills and a former principal stated that parents held her in high regard and students connected with her in the classroom. She is described as a teacher who is committed to her instruction and goes above and beyond to ensure that her students are making progress. Her maturity, pleasant personality, patience and enthusiasm make her a positive addition to the Sprague staff. It is without hesitation that I recommend Mrs. Patricia Handel as the first grade parental leave teacher.



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

**Memo**

**To:** Dr. Warren and the Board of Education  
**From:** Christine Adler  
**Date:** August 16, 2016  
**Re:** Letter of Recommendation for Meena Wadhwa

---

I am pleased to recommend Mrs. Meena Wadhwa for the second grade parental leave of absence position at Sprague School. Mrs. Wadhwa received her B.A. in Behavioral Studies and completed her Master of Arts in Elementary Education from National Louis University. Mrs. Wadhwa has experience teaching second, third, and fourth grades in both Glenview and Northbrook School Districts.

During the interview process, it was apparent that Mrs. Wadhwa is highly skilled in her approach to providing instructional opportunities. She has a strong knowledge of subject matter and incorporates a variety of cooperative and independent learning strategies, maximizing the effectiveness of her instruction. She is competent in the use of interactive devices and fully integrates technology into the classroom. She believes it is her responsibility to discover how students best learn and frame lessons and educational opportunities to meet those individual student needs. She has a genuine desire to excel and become a master teacher and is willing to spend the time and energy necessary to accomplish this goal.

Mrs. Wadhwa communicates with confidence and at the same time listens actively. In speaking with previous supervisors, all have referred to her as collaborative, committed to students, and an excellent communicator and problem solver. Her maturity, pleasant personality, and enthusiastic approach make her an excellent addition to the Sprague faculty. It is without hesitation that I recommend Mrs. Meena Wadhwa as the second grade parental leave of absence teacher.



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

Memo

To: Board of Education  
From: Scott Warren  
Date: October 13, 2016  
Re: Reciprocal Reporting Agreements

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The Illinois School Code requires school districts and local police departments to establish policy guideline procedures regarding reciprocal reporting when juveniles are involved in criminal activity to enhance communication in supporting families, students, and the school community. The District's attorneys drafted the attached reciprocal reporting agreements to comply with this Illinois School Code and cover all local authorities that serve the school district. Once approved by the School Board, the respective agencies will need to approve the agreements for them to become active.

We are working with the following law enforcement agencies within our district boundaries.

Lincolnshire Police Department  
Buffalo Grove Police Department  
Vernon Hills Police Department  
Riverwoods Police Department  
Lake County Sheriff

**RECIPROCAL REPORTING AGREEMENT BETWEEN  
THE POLICE DEPARTMENT OF LINCOLNSHIRE, ILLINOIS AND  
THE BOARD OF EDUCATION OF LINCOLNSHIRE-PRAIRIE VIEW  
SCHOOL DISTRICT 103**

This agreement is entered into between the Police Department of Lincolnshire, Illinois (the “Law Enforcement Agency”) and the Board of Education of Lincolnshire-Prairie View School District No. 103 (the “School District”).

**WHEREAS**, the Illinois School Code, 105 ILCS 5/10-20.14, requires the School District parent-teacher advisory committee, in cooperation with local law enforcement Agency, to work with the board of education to develop "policy guideline procedures" for the establishment and maintenance of a reciprocal reporting system between the School District and local law enforcement Agency regarding criminal offenses committed by students; and

**WHEREAS**, under the Illinois School Student Records Act, 105 ILCS 10/6, school student records are considered confidential and no school student records or information contained therein may be released, transferred or disclosed except as permitted by the Illinois School Student Records Act; and

**WHEREAS**, under the Juvenile Court Act of 1987, 705 ILCS 405/1-7, law enforcement records are considered confidential and the inspection and copying of such records that relate to a minor who has been arrested or taken into custody before his or her 18<sup>th</sup> birthday are restricted to those exceptions in the Juvenile Court Act; and

**WHEREAS**, the Illinois School Student Records Act, 105 ILCS 10/6(a)(6.5), and the General Education Provisions Act, 20 U.S.C. 1232g, authorize school districts to release student records and information to law enforcement officers when necessary for the discharge of their official duties prior to adjudication of the student and upon written certification that the information will not be disclosed to any other party except as provided under law or order of court; and

**WHEREAS**, the Juvenile Court Act, 705 ILCS 405/1-7(A)(8), authorizes law enforcement Agency to allow appropriate school officials to inspect and copy law enforcement records under a reciprocal reporting system for certain offenses and under certain specified circumstances; and

**WHEREAS**, the School District and the Law Enforcement Agency agree that enhanced communication between these entities under a reciprocal reporting agreement would promote the safety and well-being of students and community residents; and

**WHEREAS**, the School District and the Law Enforcement Agency are authorized to enter into this agreement pursuant to the Illinois School Code, 105 ILCS 5/10-20.14, the Illinois Constitution, art. VII, §10(a) et seq., and the Intergovernmental Cooperation Act, 5 ILCS 220/1 et seq.

**NOW THEREFORE**, the School District and the Law Enforcement Agency hereby agree as follows:

1. **ESTABLISHMENT OF A REPORTING SYSTEM.** The School District and the Law Enforcement Agency hereby enter into this Agreement to establish and maintain a reciprocal reporting system between the School District and the Law Enforcement Agency regarding juvenile and criminal offenses involving students.

2. **REPORTING AND INFORMATION SHARING.** The School District and the Law Enforcement Agency acknowledge and agree to act in good faith to comply with the reporting responsibilities and limitations set forth herein, and as required by applicable law.

3. **DESIGNATED REPRESENTATIVES.** The School District's Superintendent shall provide the Law Enforcement Agency with a list of administrators to be contacted, as needed, containing regular and emergency telephone numbers, and identifying the particular types of problems for which particular administrators are to be contacted. The administrators identified in these lists shall be considered the "Appropriate School Official" for purposes of subsection 1-7(A)(8) of the Juvenile Court Act, 705 ILCS 405/1-7, as amended, whom the School District has determined to have a legitimate educational or safety interest to aid in the proper rehabilitation of the child and to protect the safety of students and employees in the school. The Law Enforcement Agency shall provide the Superintendent with a primary and two back-up contacts, who shall be considered the "Agency Representatives".

4. **SCHOOL DISTRICT AUTHORITY TO REPORT STUDENT CRIMINAL ACTIVITY.** The Superintendent or School Principal, or their designee(s), may report any alleged or suspected criminal activities committed by a student enrolled in the School District.

5. **SCHOOL DISTRICT DUTY TO REPORT STUDENT CRIMINAL ACTIVITY.** The Superintendent or School Principal, or their designee(s), must report certain incidents involving firearms, drugs and attacks on school personnel, as set out below. When a report may be required of both the Superintendent and Principal, a single report from one or the other shall meet the duty to report.

(a) **School Superintendent.** The School Superintendent (or his/her designee(s)) is to immediately report the following to the Law Enforcement Agency:

(i) **Firearms.** Any verified incident involving a firearm in a school or on school-owned or leased property and on any transportation device that is owned, leased or used by the school for its students or school personnel. *See* 105 ILCS 5/10-27.1A(b), as amended.

(ii) **Drugs.** Any verified incident involving drugs in a school or on school-owned or leased property or on any transportation device that is owned, leased or used by the school for its students or school personnel. "Drugs" means "narcotic drug" as

defined under subsection (aa) of Section 102 of the Illinois Controlled Substances Act, as amended [720 ILCS 570/102], "cannabis" as defined under subsection (a) of Section 3 of the Cannabis Control Act, as amended [720 ILCS 550/3], or "methamphetamine" as defined under Section 10 of the Methamphetamine Control and Community Protection Act, as amended [720 ILCS 646/10]. *See* 105 ILCS 5/10-27.1B(b), as amended.

(iii) Attacks on School Personnel. Upon receipt of a written complaint from any school personnel, all incidents of battery committed against teachers, teacher personnel, administrative personnel or educational support personnel. *See* 105 ILCS 5/10-21.7(b), as amended.

(b) School Principal. The School Principal (or his/her designee(s)) is to immediately report the following to the Law Enforcement Agency:

(i) Firearms. Upon receiving a report from any school staff that they have observed any person in possession of a firearm on school grounds, an immediate report of the incident must be made. If the person in possession of a firearm on school grounds is a student, the principal or his/her designee(s) shall also immediately notify the student's parent or guardian. *See* 105 ILCS 5/10-27.1A(b), as amended.

(ii) Cannabis, Illegal Drugs or Controlled Substances On or Near School Grounds. Within 48 hours of becoming aware, a report of any violation of the Cannabis Control Act or the Methamphetamine Control and Community Protection Act or the Illinois Controlled Substances Act in a school, on school property, or within 1,000 feet of the school, or on any transportation device used, owned or leased by the School District to transport students. *See* 105 ILCS 127/2, as amended.

6. SCHOOL DISTRICT RELEASE OF SCHOOL STUDENT RECORDS TO THE LAW ENFORCEMENT AGENCY. School District officials shall follow state and federal laws regarding school student records, which are considered confidential, and no school student records or information contained therein may be released, transferred or disclosed except with parental consent or as otherwise permitted by the Illinois School Student Records Act, 105 ILCS 10/1 et seq., as amended. The following exceptions permit the release of student records and information to the Law Enforcement Agency without parental consent:

(a) Adjudication of Student by Juvenile Court. School districts can release student records and information to the appropriate Law Enforcement Agency, upon the request of the Law Enforcement Agency, when necessary for the discharge of their official police duties, prior to adjudication of the student and upon written certification from the Law Enforcement Agency that the information or records disclosed by the school will not be disclosed to any other party, except as provided by law or order of court. 105 ILCS 10/6, as amended.

(b) Emergency Release of Information. Records and information may be released to the Law Enforcement Agency if such information is needed by the Law Enforcement Agency

to protect the health or safety of the student or other persons, provided that the parents are notified, no later than the next school day after the date that the information is released, of the date of the release, the Law Enforcement Agency receiving the information, and the purpose of the release. The factors to be considered in determining whether an emergency exists requiring the release of student information include:

- (i) The seriousness of the threat to the health or safety of the student or other individuals;
- (ii) The need for the requested records to meet the emergency;
- (iii) Whether the individuals to whom the requested records are released are in a position to deal with the emergency; and
- (iv) The extent to which time is of the essence in dealing with the emergency.

(c) Law Enforcement Records Not School Records. It is recognized that the information maintained by law enforcement officers working in the school district are not student records. *See* 105 ILCS 10/2(d), as amended.

7. LAW ENFORCEMENT AGENCY TO SHARE LAW ENFORCEMENT DATA WITH SCHOOL DISTRICT. The Law Enforcement Agency will comply with applicable state and federal law in implementing these procedures. In furtherance of the information-sharing hereunder, an Agency Representative may:

(a) Students Under 18 Years Old. Provide copies of law enforcement records to, or permit inspection of those records by, the Appropriate School Official or Officials for minors enrolled in the School District if the minor has been arrested or taken into custody before his or her 18<sup>th</sup> birthday for the offenses listed below, provided that the Law Enforcement Agency or its officer believes that there is an imminent threat of physical harm to students, school personnel, or others who are present in the school or on school grounds. Inspection and copying shall be limited to law enforcement records transmitted to the Appropriate School Official or Officials.

- (i) any violation of Article 24 of the Criminal Code of 1961, as amended;
- (ii) a violation of the Illinois Controlled Substance Act, as amended;
- (iii) a violation of the Cannabis Control Act, as amended;
- (iv) a forcible felony as defined in Section 2-8 of the Criminal Code of 1961, as amended;
- (v) a violation of the Methamphetamine Control and Community Protection Act, as amended;
- (vi) a violation of Section 1-2 of the Harassing and Obscene Communications Act, as amended;
- (vii) a violation of the Hazing Act, as amended; or

(viii) a violation of Section 12-1, 12-2, 12-3, 12-3.05, 12-3.1, 12-3.2, 12-3.4, 12-3.5, 12-5, 12-7.3, 12-7.4, 12-7.5, 25-1, or 25-5 of the Criminal Code of 1961.

The information derived from the law enforcement records shall be kept separate from and shall not become a part of the official school record of that child and shall not be a public record. The information shall be used solely by the Appropriate School Official or Officials to aid in the proper rehabilitation of the child and to protect the safety of students and employees in the school.

Any information provided to the Appropriate School Official or Officials whom the school has determined to have a legitimate educational or safety interest by the Law Enforcement Agency about a minor who is the subject of a current police investigation that is directly related to school safety shall consist of oral information only, and not written law enforcement records, and shall be used solely by the Appropriate School Official or Officials to protect the safety of students and employees in the school and aid in the proper rehabilitation of the child. The information derived orally from the Law Enforcement Agency shall be kept separate from and shall not become a part of the official school record of the child and shall not be a public record.

(b) Students 18 Years or Older. Provide copies to, or authorize inspection by the School District, pursuant to 5 ILCS 140/2.15, as amended, of the following records for persons 18 years of age or older, who are enrolled in the School District:

(i) Arrest Information. Chronologically maintained arrest and criminal history information, including: (i) information that identifies the individual, including the name, age, address and photograph, when and if available; (ii) information detailing any charges relating to the arrest; (iii) the time and location of the arrest; (iv) the name of the investigating or arresting Law Enforcement Agency; (v) if the individual is incarcerated, the amount of any bail or bond; and (vi) if the individual is incarcerated, the time and date that the individual was received into, discharged from, or transferred to the arresting agency's custody; and

(ii) Criminal History Records. Information that may be maintained by the Law Enforcement Agency including, (i) court records that are public; or (ii) records that are otherwise available under State or local law.

8. LAW ENFORCEMENT AGENCY DUTY TO SHARE INFORMATION WITH SCHOOL DISTRICT. In furtherance of the information-sharing hereunder, an Agency Representative shall:

(a) Report to School District That Student Has Been Detained. The Law Enforcement Agency shall report to the School Principal of any school in the School District whenever a child enrolled in the school is detained for proceedings under the Juvenile Court Act of 1987, as amended, or for any criminal offense or violation of a municipal or county ordinance. This report shall include the basis for detaining the child, circumstances surrounding the events which led to the child's detention, and the status of proceedings. The report shall be updated as appropriate to notify the Principal of developments and the disposition of the matter. *See* 105 ILCS 5/22-20, as amended.

(b) Records Regarding Student Detention. Any information provided pursuant to this paragraph 8 shall be kept separate from and shall not become a part of the official school record of a child, and shall not be a public record. Such information shall be used solely by the Appropriate School Official or Officials to aid in the proper rehabilitation of the child and to protect the safety of students and employees in the school. *See* 105 ILCS 5/22-20, as amended.

9. COOPERATION BETWEEN SCHOOL DISTRICT AND LAW ENFORCEMENT AGENCY. Nothing in this policy and procedure is intended to limit or restrict the duty and authority of the School District to request police services for disturbances or other emergencies occurring in or around any of its school buildings, nor is it intended to limit or restrict the duty or ability of any person attending or employed by the School District to provide information or otherwise cooperate in School District and law enforcement investigations, including but not limited to, providing witness statements and testimony in juvenile or criminal adjudications, or in school discipline proceedings.

IN WITNESS WHEREOF, the following officers and school authorities have executed this Agreement:

\_\_\_\_\_  
Board of Education of Lincolnshire –  
Prairie View School District No. 103,  
Lake County, Illinois

\_\_\_\_\_  
The Lincolnshire Police Department

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

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

**RECIPROCAL REPORTING AGREEMENT BETWEEN  
THE POLICE DEPARTMENT OF VERNON HILLS, ILLINOIS AND THE  
BOARD OF EDUCATION OF LINCOLNSHIRE-PRAIRIE VIEW  
SCHOOL DISTRICT 103**

This agreement is entered into between the Police Department of Vernon Hills, Illinois (the “Law Enforcement Agency”) and the Board of Education of Lincolnshire-Prairie View School District No. 103 (the “School District”).

**WHEREAS**, the Illinois School Code, 105 ILCS 5/10-20.14, requires the School District parent-teacher advisory committee, in cooperation with local law enforcement Agency, to work with the board of education to develop "policy guideline procedures" for the establishment and maintenance of a reciprocal reporting system between the School District and local law enforcement Agency regarding criminal offenses committed by students; and

**WHEREAS**, under the Illinois School Student Records Act, 105 ILCS 10/6, school student records are considered confidential and no school student records or information contained therein may be released, transferred or disclosed except as permitted by the Illinois School Student Records Act; and

**WHEREAS**, under the Juvenile Court Act of 1987, 705 ILCS 405/1-7, law enforcement records are considered confidential and the inspection and copying of such records that relate to a minor who has been arrested or taken into custody before his or her 18<sup>th</sup> birthday are restricted to those exceptions in the Juvenile Court Act; and

**WHEREAS**, the Illinois School Student Records Act, 105 ILCS 10/6(a)(6.5), and the General Education Provisions Act, 20 U.S.C. 1232g, authorize school districts to release student records and information to law enforcement officers when necessary for the discharge of their official duties prior to adjudication of the student and upon written certification that the information will not be disclosed to any other party except as provided under law or order of court; and

**WHEREAS**, the Juvenile Court Act, 705 ILCS 405/1-7(A)(8), authorizes law enforcement Agency to allow appropriate school officials to inspect and copy law enforcement records under a reciprocal reporting system for certain offenses and under certain specified circumstances; and

**WHEREAS**, the School District and the Law Enforcement Agency agree that enhanced communication between these entities under a reciprocal reporting agreement would promote the safety and well-being of students and community residents; and

**WHEREAS**, the School District and the Law Enforcement Agency are authorized to enter into this agreement pursuant to the Illinois School Code, 105 ILCS 5/10-20.14, the Illinois Constitution, art. VII, §10(a) et seq., and the Intergovernmental Cooperation Act, 5 ILCS 220/1 et seq.

**NOW THEREFORE**, the School District and the Law Enforcement Agency hereby agree as follows:

1. **ESTABLISHMENT OF A REPORTING SYSTEM.** The School District and the Law Enforcement Agency hereby enter into this Agreement to establish and maintain a reciprocal reporting system between the School District and the Law Enforcement Agency regarding juvenile and criminal offenses involving students.

2. **REPORTING AND INFORMATION SHARING.** The School District and the Law Enforcement Agency acknowledge and agree to act in good faith to comply with the reporting responsibilities and limitations set forth herein, and as required by applicable law.

3. **DESIGNATED REPRESENTATIVES.** The School District's Superintendent shall provide the Law Enforcement Agency with a list of administrators to be contacted, as needed, containing regular and emergency telephone numbers, and identifying the particular types of problems for which particular administrators are to be contacted. The administrators identified in these lists shall be considered the "Appropriate School Official" for purposes of subsection 1-7(A)(8) of the Juvenile Court Act, 705 ILCS 405/1-7, as amended, whom the School District has determined to have a legitimate educational or safety interest to aid in the proper rehabilitation of the child and to protect the safety of students and employees in the school. The Law Enforcement Agency shall provide the Superintendent with a primary and two back-up contacts, who shall be considered the "Agency Representatives".

4. **SCHOOL DISTRICT AUTHORITY TO REPORT STUDENT CRIMINAL ACTIVITY.** The Superintendent or School Principal, or their designee(s), may report any alleged or suspected criminal activities committed by a student enrolled in the School District.

5. **SCHOOL DISTRICT DUTY TO REPORT STUDENT CRIMINAL ACTIVITY.** The Superintendent or School Principal, or their designee(s), must report certain incidents involving firearms, drugs and attacks on school personnel, as set out below. When a report may be required of both the Superintendent and Principal, a single report from one or the other shall meet the duty to report.

(a) **School Superintendent.** The School Superintendent (or his/her designee(s)) is to immediately report the following to the Law Enforcement Agency:

(i) **Firearms.** Any verified incident involving a firearm in a school or on school-owned or leased property and on any transportation device that is owned, leased or used by the school for its students or school personnel. *See* 105 ILCS 5/10-27.1A(b), as amended.

(ii) **Drugs.** Any verified incident involving drugs in a school or on school-owned or leased property or on any transportation device that is owned, leased or used by the school for its students or school personnel. "Drugs" means "narcotic drug" as

defined under subsection (aa) of Section 102 of the Illinois Controlled Substances Act, as amended [720 ILCS 570/102], "cannabis" as defined under subsection (a) of Section 3 of the Cannabis Control Act, as amended [720 ILCS 550/3], or "methamphetamine" as defined under Section 10 of the Methamphetamine Control and Community Protection Act, as amended [720 ILCS 646/10]. *See* 105 ILCS 5/10-27.1B(b), as amended.

(iii) Attacks on School Personnel. Upon receipt of a written complaint from any school personnel, all incidents of battery committed against teachers, teacher personnel, administrative personnel or educational support personnel. *See* 105 ILCS 5/10-21.7(b), as amended.

(b) School Principal. The School Principal (or his/her designee(s)) is to immediately report the following to the Law Enforcement Agency:

(i) Firearms. Upon receiving a report from any school staff that they have observed any person in possession of a firearm on school grounds, an immediate report of the incident must be made. If the person in possession of a firearm on school grounds is a student, the principal or his/her designee(s) shall also immediately notify the student's parent or guardian. *See* 105 ILCS 5/10-27.1A(b), as amended.

(ii) Cannabis, Illegal Drugs or Controlled Substances On or Near School Grounds. Within 48 hours of becoming aware, a report of any violation of the Cannabis Control Act or the Methamphetamine Control and Community Protection Act or the Illinois Controlled Substances Act in a school, on school property, or within 1,000 feet of the school, or on any transportation device used, owned or leased by the School District to transport students. *See* 105 ILCS 127/2, as amended.

6. SCHOOL DISTRICT RELEASE OF SCHOOL STUDENT RECORDS TO THE LAW ENFORCEMENT AGENCY. School District officials shall follow state and federal laws regarding school student records, which are considered confidential, and no school student records or information contained therein may be released, transferred or disclosed except with parental consent or as otherwise permitted by the Illinois School Student Records Act, 105 ILCS 10/1 et seq., as amended. The following exceptions permit the release of student records and information to the Law Enforcement Agency without parental consent:

(a) Adjudication of Student by Juvenile Court. School districts can release student records and information to the appropriate Law Enforcement Agency, upon the request of the Law Enforcement Agency, when necessary for the discharge of their official police duties, prior to adjudication of the student and upon written certification from the Law Enforcement Agency that the information or records disclosed by the school will not be disclosed to any other party, except as provided by law or order of court. 105 ILCS 10/6, as amended.

(b) Emergency Release of Information. Records and information may be released to the Law Enforcement Agency if such information is needed by the Law Enforcement Agency

to protect the health or safety of the student or other persons, provided that the parents are notified, no later than the next school day after the date that the information is released, of the date of the release, the Law Enforcement Agency receiving the information, and the purpose of the release. The factors to be considered in determining whether an emergency exists requiring the release of student information include:

- (i) The seriousness of the threat to the health or safety of the student or other individuals;
- (ii) The need for the requested records to meet the emergency;
- (iii) Whether the individuals to whom the requested records are released are in a position to deal with the emergency; and
- (iv) The extent to which time is of the essence in dealing with the emergency.

(c) Law Enforcement Records Not School Records. It is recognized that the information maintained by law enforcement officers working in the school district are not student records. *See* 105 ILCS 10/2(d), as amended.

7. LAW ENFORCEMENT AGENCY TO SHARE LAW ENFORCEMENT DATA WITH SCHOOL DISTRICT. The Law Enforcement Agency will comply with applicable state and federal law in implementing these procedures. In furtherance of the information-sharing hereunder, an Agency Representative may:

(a) Students Under 18 Years Old. Provide copies of law enforcement records to, or permit inspection of those records by, the Appropriate School Official or Officials for minors enrolled in the School District if the minor has been arrested or taken into custody before his or her 18<sup>th</sup> birthday for the offenses listed below, provided that the Law Enforcement Agency or its officer believes that there is an imminent threat of physical harm to students, school personnel, or others who are present in the school or on school grounds. Inspection and copying shall be limited to law enforcement records transmitted to the Appropriate School Official or Officials.

- (i) any violation of Article 24 of the Criminal Code of 1961, as amended;
- (ii) a violation of the Illinois Controlled Substance Act, as amended;
- (iii) a violation of the Cannabis Control Act, as amended;
- (iv) a forcible felony as defined in Section 2-8 of the Criminal Code of 1961, as amended;
- (v) a violation of the Methamphetamine Control and Community Protection Act, as amended;
- (vi) a violation of Section 1-2 of the Harassing and Obscene Communications Act, as amended;
- (vii) a violation of the Hazing Act, as amended; or

(viii) a violation of Section 12-1, 12-2, 12-3, 12-3.05, 12-3.1, 12-3.2, 12-3.4, 12-3.5, 12-5, 12-7.3, 12-7.4, 12-7.5, 25-1, or 25-5 of the Criminal Code of 1961.

The information derived from the law enforcement records shall be kept separate from and shall not become a part of the official school record of that child and shall not be a public record. The information shall be used solely by the Appropriate School Official or Officials to aid in the proper rehabilitation of the child and to protect the safety of students and employees in the school.

Any information provided to the Appropriate School Official or Officials whom the school has determined to have a legitimate educational or safety interest by the Law Enforcement Agency about a minor who is the subject of a current police investigation that is directly related to school safety shall consist of oral information only, and not written law enforcement records, and shall be used solely by the Appropriate School Official or Officials to protect the safety of students and employees in the school and aid in the proper rehabilitation of the child. The information derived orally from the Law Enforcement Agency shall be kept separate from and shall not become a part of the official school record of the child and shall not be a public record.

(b) Students 18 Years or Older. Provide copies to, or authorize inspection by the School District, pursuant to 5 ILCS 140/2.15, as amended, of the following records for persons 18 years of age or older, who are enrolled in the School District:

(i) Arrest Information. Chronologically maintained arrest and criminal history information, including: (i) information that identifies the individual, including the name, age, address and photograph, when and if available; (ii) information detailing any charges relating to the arrest; (iii) the time and location of the arrest; (iv) the name of the investigating or arresting Law Enforcement Agency; (v) if the individual is incarcerated, the amount of any bail or bond; and (vi) if the individual is incarcerated, the time and date that the individual was received into, discharged from, or transferred to the arresting agency's custody; and

(ii) Criminal History Records. Information that may be maintained by the Law Enforcement Agency including, (i) court records that are public; or (ii) records that are otherwise available under State or local law.

8. LAW ENFORCEMENT AGENCY DUTY TO SHARE INFORMATION WITH SCHOOL DISTRICT. In furtherance of the information-sharing hereunder, an Agency Representative shall:

(a) Report to School District That Student Has Been Detained. The Law Enforcement Agency shall report to the School Principal of any school in the School District whenever a child enrolled in the school is detained for proceedings under the Juvenile Court Act of 1987, as amended, or for any criminal offense or violation of a municipal or county ordinance. This report shall include the basis for detaining the child, circumstances surrounding the events which led to the child's detention, and the status of proceedings. The report shall be updated as appropriate to notify the Principal of developments and the disposition of the matter. *See* 105 ILCS 5/22-20, as amended.

(b) Records Regarding Student Detention. Any information provided pursuant to this paragraph 8 shall be kept separate from and shall not become a part of the official school record of a child, and shall not be a public record. Such information shall be used solely by the Appropriate School Official or Officials to aid in the proper rehabilitation of the child and to protect the safety of students and employees in the school. *See* 105 ILCS 5/22-20, as amended.

9. COOPERATION BETWEEN SCHOOL DISTRICT AND LAW ENFORCEMENT AGENCY. Nothing in this policy and procedure is intended to limit or restrict the duty and authority of the School District to request police services for disturbances or other emergencies occurring in or around any of its school buildings, nor is it intended to limit or restrict the duty or ability of any person attending or employed by the School District to provide information or otherwise cooperate in School District and law enforcement investigations, including but not limited to, providing witness statements and testimony in juvenile or criminal adjudications, or in school discipline proceedings.

IN WITNESS WHEREOF, the following officers and school authorities have executed this Agreement:

\_\_\_\_\_  
Board of Education of Lincolnshire –  
Prairie View School District No. 103,  
Lake County, Illinois

\_\_\_\_\_  
The Vernon Hills Police Department

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

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

**RECIPROCAL REPORTING AGREEMENT BETWEEN  
THE POLICE DEPARTMENT OF BUFFALO GROVE, ILLINOIS AND  
THE BOARD OF EDUCATION OF LINCOLNSHIRE-PRAIRIE VIEW  
SCHOOL DISTRICT 103**

This agreement is entered into between the Police Department of Buffalo Grove, Illinois (the “Law Enforcement Agency”) and the Board of Education of Lincolnshire-Prairie View School District No. 103 (the “School District”).

**WHEREAS**, the Illinois School Code, 105 ILCS 5/10-20.14, requires the School District parent-teacher advisory committee, in cooperation with local law enforcement Agency, to work with the board of education to develop "policy guideline procedures" for the establishment and maintenance of a reciprocal reporting system between the School District and local law enforcement Agency regarding criminal offenses committed by students; and

**WHEREAS**, under the Illinois School Student Records Act, 105 ILCS 10/6, school student records are considered confidential and no school student records or information contained therein may be released, transferred or disclosed except as permitted by the Illinois School Student Records Act; and

**WHEREAS**, under the Juvenile Court Act of 1987, 705 ILCS 405/1-7, law enforcement records are considered confidential and the inspection and copying of such records that relate to a minor who has been arrested or taken into custody before his or her 18<sup>th</sup> birthday are restricted to those exceptions in the Juvenile Court Act; and

**WHEREAS**, the Illinois School Student Records Act, 105 ILCS 10/6(a)(6.5), and the General Education Provisions Act, 20 U.S.C. 1232g, authorize school districts to release student records and information to law enforcement officers when necessary for the discharge of their official duties prior to adjudication of the student and upon written certification that the information will not be disclosed to any other party except as provided under law or order of court; and

**WHEREAS**, the Juvenile Court Act, 705 ILCS 405/1-7(A)(8), authorizes law enforcement Agency to allow appropriate school officials to inspect and copy law enforcement records under a reciprocal reporting system for certain offenses and under certain specified circumstances; and

**WHEREAS**, the School District and the Law Enforcement Agency agree that enhanced communication between these entities under a reciprocal reporting agreement would promote the safety and well-being of students and community residents; and

**WHEREAS**, the School District and the Law Enforcement Agency are authorized to enter into this agreement pursuant to the Illinois School Code, 105 ILCS 5/10-20.14, the Illinois Constitution, art. VII, §10(a) et seq., and the Intergovernmental Cooperation Act, 5 ILCS 220/1 et seq.

**NOW THEREFORE**, the School District and the Law Enforcement Agency hereby agree as follows:

1. **ESTABLISHMENT OF A REPORTING SYSTEM.** The School District and the Law Enforcement Agency hereby enter into this Agreement to establish and maintain a reciprocal reporting system between the School District and the Law Enforcement Agency regarding juvenile and criminal offenses involving students.

2. **REPORTING AND INFORMATION SHARING.** The School District and the Law Enforcement Agency acknowledge and agree to act in good faith to comply with the reporting responsibilities and limitations set forth herein, and as required by applicable law.

3. **DESIGNATED REPRESENTATIVES.** The School District's Superintendent shall provide the Law Enforcement Agency with a list of administrators to be contacted, as needed, containing regular and emergency telephone numbers, and identifying the particular types of problems for which particular administrators are to be contacted. The administrators identified in these lists shall be considered the "Appropriate School Official" for purposes of subsection 1-7(A)(8) of the Juvenile Court Act, 705 ILCS 405/1-7, as amended, whom the School District has determined to have a legitimate educational or safety interest to aid in the proper rehabilitation of the child and to protect the safety of students and employees in the school. The Law Enforcement Agency shall provide the Superintendent with a primary and two back-up contacts, who shall be considered the "Agency Representatives".

4. **SCHOOL DISTRICT AUTHORITY TO REPORT STUDENT CRIMINAL ACTIVITY.** The Superintendent or School Principal, or their designee(s), may report any alleged or suspected criminal activities committed by a student enrolled in the School District.

5. **SCHOOL DISTRICT DUTY TO REPORT STUDENT CRIMINAL ACTIVITY.** The Superintendent or School Principal, or their designee(s), must report certain incidents involving firearms, drugs and attacks on school personnel, as set out below. When a report may be required of both the Superintendent and Principal, a single report from one or the other shall meet the duty to report.

(a) **School Superintendent.** The School Superintendent (or his/her designee(s)) is to immediately report the following to the Law Enforcement Agency:

(i) **Firearms.** Any verified incident involving a firearm in a school or on school-owned or leased property and on any transportation device that is owned, leased or used by the school for its students or school personnel. *See* 105 ILCS 5/10-27.1A(b), as amended.

(ii) **Drugs.** Any verified incident involving drugs in a school or on school-owned or leased property or on any transportation device that is owned, leased or used by the school for its students or school personnel. "Drugs" means "narcotic drug" as

defined under subsection (aa) of Section 102 of the Illinois Controlled Substances Act, as amended [720 ILCS 570/102], "cannabis" as defined under subsection (a) of Section 3 of the Cannabis Control Act, as amended [720 ILCS 550/3], or "methamphetamine" as defined under Section 10 of the Methamphetamine Control and Community Protection Act, as amended [720 ILCS 646/10]. *See* 105 ILCS 5/10-27.1B(b), as amended.

(iii) Attacks on School Personnel. Upon receipt of a written complaint from any school personnel, all incidents of battery committed against teachers, teacher personnel, administrative personnel or educational support personnel. *See* 105 ILCS 5/10-21.7(b), as amended.

(b) School Principal. The School Principal (or his/her designee(s)) is to immediately report the following to the Law Enforcement Agency:

(i) Firearms. Upon receiving a report from any school staff that they have observed any person in possession of a firearm on school grounds, an immediate report of the incident must be made. If the person in possession of a firearm on school grounds is a student, the principal or his/her designee(s) shall also immediately notify the student's parent or guardian. *See* 105 ILCS 5/10-27.1A(b), as amended.

(ii) Cannabis, Illegal Drugs or Controlled Substances On or Near School Grounds. Within 48 hours of becoming aware, a report of any violation of the Cannabis Control Act or the Methamphetamine Control and Community Protection Act or the Illinois Controlled Substances Act in a school, on school property, or within 1,000 feet of the school, or on any transportation device used, owned or leased by the School District to transport students. *See* 105 ILCS 127/2, as amended.

6. SCHOOL DISTRICT RELEASE OF SCHOOL STUDENT RECORDS TO THE LAW ENFORCEMENT AGENCY. School District officials shall follow state and federal laws regarding school student records, which are considered confidential, and no school student records or information contained therein may be released, transferred or disclosed except with parental consent or as otherwise permitted by the Illinois School Student Records Act, 105 ILCS 10/1 et seq., as amended. The following exceptions permit the release of student records and information to the Law Enforcement Agency without parental consent:

(a) Adjudication of Student by Juvenile Court. School districts can release student records and information to the appropriate Law Enforcement Agency, upon the request of the Law Enforcement Agency, when necessary for the discharge of their official police duties, prior to adjudication of the student and upon written certification from the Law Enforcement Agency that the information or records disclosed by the school will not be disclosed to any other party, except as provided by law or order of court. 105 ILCS 10/6, as amended.

(b) Emergency Release of Information. Records and information may be released to the Law Enforcement Agency if such information is needed by the Law Enforcement Agency

to protect the health or safety of the student or other persons, provided that the parents are notified, no later than the next school day after the date that the information is released, of the date of the release, the Law Enforcement Agency receiving the information, and the purpose of the release. The factors to be considered in determining whether an emergency exists requiring the release of student information include:

- (i) The seriousness of the threat to the health or safety of the student or other individuals;
- (ii) The need for the requested records to meet the emergency;
- (iii) Whether the individuals to whom the requested records are released are in a position to deal with the emergency; and
- (iv) The extent to which time is of the essence in dealing with the emergency.

(c) Law Enforcement Records Not School Records. It is recognized that the information maintained by law enforcement officers working in the school district are not student records. *See* 105 ILCS 10/2(d), as amended.

7. LAW ENFORCEMENT AGENCY TO SHARE LAW ENFORCEMENT DATA WITH SCHOOL DISTRICT. The Law Enforcement Agency will comply with applicable state and federal law in implementing these procedures. In furtherance of the information-sharing hereunder, an Agency Representative may:

(a) Students Under 18 Years Old. Provide copies of law enforcement records to, or permit inspection of those records by, the Appropriate School Official or Officials for minors enrolled in the School District if the minor has been arrested or taken into custody before his or her 18<sup>th</sup> birthday for the offenses listed below, provided that the Law Enforcement Agency or its officer believes that there is an imminent threat of physical harm to students, school personnel, or others who are present in the school or on school grounds. Inspection and copying shall be limited to law enforcement records transmitted to the Appropriate School Official or Officials.

- (i) any violation of Article 24 of the Criminal Code of 1961, as amended;
- (ii) a violation of the Illinois Controlled Substance Act, as amended;
- (iii) a violation of the Cannabis Control Act, as amended;
- (iv) a forcible felony as defined in Section 2-8 of the Criminal Code of 1961, as amended;
- (v) a violation of the Methamphetamine Control and Community Protection Act, as amended;
- (vi) a violation of Section 1-2 of the Harassing and Obscene Communications Act, as amended;
- (vii) a violation of the Hazing Act, as amended; or

(viii) a violation of Section 12-1, 12-2, 12-3, 12-3.05, 12-3.1, 12-3.2, 12-3.4, 12-3.5, 12-5, 12-7.3, 12-7.4, 12-7.5, 25-1, or 25-5 of the Criminal Code of 1961.

The information derived from the law enforcement records shall be kept separate from and shall not become a part of the official school record of that child and shall not be a public record. The information shall be used solely by the Appropriate School Official or Officials to aid in the proper rehabilitation of the child and to protect the safety of students and employees in the school.

Any information provided to the Appropriate School Official or Officials whom the school has determined to have a legitimate educational or safety interest by the Law Enforcement Agency about a minor who is the subject of a current police investigation that is directly related to school safety shall consist of oral information only, and not written law enforcement records, and shall be used solely by the Appropriate School Official or Officials to protect the safety of students and employees in the school and aid in the proper rehabilitation of the child. The information derived orally from the Law Enforcement Agency shall be kept separate from and shall not become a part of the official school record of the child and shall not be a public record.

(b) Students 18 Years or Older. Provide copies to, or authorize inspection by the School District, pursuant to 5 ILCS 140/2.15, as amended, of the following records for persons 18 years of age or older, who are enrolled in the School District:

(i) Arrest Information. Chronologically maintained arrest and criminal history information, including: (i) information that identifies the individual, including the name, age, address and photograph, when and if available; (ii) information detailing any charges relating to the arrest; (iii) the time and location of the arrest; (iv) the name of the investigating or arresting Law Enforcement Agency; (v) if the individual is incarcerated, the amount of any bail or bond; and (vi) if the individual is incarcerated, the time and date that the individual was received into, discharged from, or transferred to the arresting agency's custody; and

(ii) Criminal History Records. Information that may be maintained by the Law Enforcement Agency including, (i) court records that are public; or (ii) records that are otherwise available under State or local law.

8. LAW ENFORCEMENT AGENCY DUTY TO SHARE INFORMATION WITH SCHOOL DISTRICT. In furtherance of the information-sharing hereunder, an Agency Representative shall:

(a) Report to School District That Student Has Been Detained. The Law Enforcement Agency shall report to the School Principal of any school in the School District whenever a child enrolled in the school is detained for proceedings under the Juvenile Court Act of 1987, as amended, or for any criminal offense or violation of a municipal or county ordinance. This report shall include the basis for detaining the child, circumstances surrounding the events which led to the child's detention, and the status of proceedings. The report shall be updated as appropriate to notify the Principal of developments and the disposition of the matter. *See* 105 ILCS 5/22-20, as amended.

(b) Records Regarding Student Detention. Any information provided pursuant to this paragraph 8 shall be kept separate from and shall not become a part of the official school record of a child, and shall not be a public record. Such information shall be used solely by the Appropriate School Official or Officials to aid in the proper rehabilitation of the child and to protect the safety of students and employees in the school. *See* 105 ILCS 5/22-20, as amended.

9. COOPERATION BETWEEN SCHOOL DISTRICT AND LAW ENFORCEMENT AGENCY. Nothing in this policy and procedure is intended to limit or restrict the duty and authority of the School District to request police services for disturbances or other emergencies occurring in or around any of its school buildings, nor is it intended to limit or restrict the duty or ability of any person attending or employed by the School District to provide information or otherwise cooperate in School District and law enforcement investigations, including but not limited to, providing witness statements and testimony in juvenile or criminal adjudications, or in school discipline proceedings.

IN WITNESS WHEREOF, the following officers and school authorities have executed this Agreement:

\_\_\_\_\_  
Board of Education of Lincolnshire –  
Prairie View School District No. 103,  
Lake County, Illinois

\_\_\_\_\_  
The Buffalo Grove Police Department

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

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

**RECIPROCAL REPORTING AGREEMENT BETWEEN  
THE POLICE DEPARTMENT OF RIVERWOODS, ILLINOIS AND THE  
BOARD OF EDUCATION OF LINCOLNSHIRE-PRAIRIE VIEW  
SCHOOL DISTRICT 103**

Revised 10/18/2016

This agreement is entered into between the Police Department of Riverwoods, Illinois (the "Law Enforcement Agency") and the Board of Education of Lincolnshire-Prairie View School District No. 103 (the "School District").

**WHEREAS**, the Illinois School Code, 105 ILCS 5/10-20.14, requires the School District parent-teacher advisory committee, in cooperation with local law enforcement Agency, to work with the board of education to develop "policy guideline procedures" for the establishment and maintenance of a reciprocal reporting system between the School District and local law enforcement Agency regarding criminal offenses committed by students; and

**WHEREAS**, under the Illinois School Student Records Act, 105 ILCS 10/6, school student records are considered confidential and no school student records or information contained therein may be released, transferred or disclosed except as permitted by the Illinois School Student Records Act; and

**WHEREAS**, under the Juvenile Court Act of 1987, 705 ILCS 405/1-7, law enforcement records are considered confidential and the inspection and copying of such records that relate to a minor who has been arrested or taken into custody before his or her 18<sup>th</sup> birthday are restricted to those exceptions in the Juvenile Court Act; and

**WHEREAS**, the Illinois School Student Records Act, 105 ILCS 10/6(a)(6.5), and the General Education Provisions Act, 20 U.S.C. 1232g, authorize school districts to release student records and information to law enforcement officers when necessary for the discharge of their official duties prior to adjudication of the student and upon written certification that the information will not be disclosed to any other party except as provided under law or order of court; and

**WHEREAS**, the Juvenile Court Act, 705 ILCS 405/1-7(A)(8), authorizes law enforcement Agency to allow appropriate school officials to inspect and copy law enforcement records under a reciprocal reporting system for certain offenses and under certain specified circumstances; and

**WHEREAS**, the School District and the Law Enforcement Agency agree that enhanced communication between these entities under a reciprocal reporting agreement would promote the safety and well-being of students and community residents; and

**WHEREAS**, the School District and the Law Enforcement Agency are authorized to enter into this agreement pursuant to the Illinois School Code, 105 ILCS 5/10-20.14, the Illinois Constitution, art. VII, §10(a) et seq., and the Intergovernmental Cooperation Act, 5 ILCS 220/1 et seq.

**NOW THEREFORE**, the School District and the Law Enforcement Agency hereby agree as follows:

1. **ESTABLISHMENT OF A REPORTING SYSTEM.** The School District and the Law Enforcement Agency hereby enter into this Agreement to establish and maintain a reciprocal reporting system between the School District and the Law Enforcement Agency regarding juvenile and criminal offenses involving students.

2. **REPORTING AND INFORMATION SHARING.** The School District and the Law Enforcement Agency acknowledge and agree to act in good faith to comply with the reporting responsibilities and limitations set forth herein, and as required by applicable law.

3. **DESIGNATED REPRESENTATIVES.** The School District's Superintendent shall provide the Law Enforcement Agency with a list of administrators to be contacted, as needed, containing regular and emergency telephone numbers, and identifying the particular types of problems for which particular administrators are to be contacted. The administrators identified in these lists shall be considered the "Appropriate School Official" for purposes of subsection 1-7(A)(8) of the Juvenile Court Act, 705 ILCS 405/1-7, as amended, whom the School District has determined to have a legitimate educational or safety interest to aid in the proper rehabilitation of the child and to protect the safety of students and employees in the school. The Law Enforcement Agency shall provide the Superintendent with a primary and two back-up contacts, who shall be considered the "Agency Representatives".

4. **SCHOOL DISTRICT AUTHORITY TO REPORT STUDENT CRIMINAL ACTIVITY.** The Superintendent or School Principal, or their designee(s), may report any alleged or suspected criminal activities committed by a student enrolled in the School District.

5. **SCHOOL DISTRICT DUTY TO REPORT STUDENT CRIMINAL ACTIVITY.** The Superintendent or School Principal, or their designee(s), must report certain incidents involving firearms, drugs and attacks on school personnel, as set out below. When a report may be required of both the Superintendent and Principal, a single report from one or the other shall meet the duty to report.

(a) **School Superintendent.** The School Superintendent (or his/her designee(s)) is to immediately report the following to the Law Enforcement Agency:

(i) **Firearms.** Any verified incident involving a firearm in a school or on school-owned or leased property and on any transportation device that is owned, leased or used by the school for its students or school personnel. *See* 105 ILCS 5/10-27.1A(b), as amended.

(ii) **Drugs.** Any verified incident involving drugs in a school or on school-owned or leased property or on any transportation device that is owned, leased or used by the school for its students or school personnel. "Drugs" means "narcotic drug" as

defined under subsection (aa) of Section 102 of the Illinois Controlled Substances Act, as amended [720 ILCS 570/102], "cannabis" as defined under subsection (a) of Section 3 of the Cannabis Control Act, as amended [720 ILCS 550/3], or "methamphetamine" as defined under Section 10 of the Methamphetamine Control and Community Protection Act, as amended [720 ILCS 646/10]. *See* 105 ILCS 5/10-27.1B(b), as amended.

(iii) Attacks on School Personnel. Upon receipt of a written complaint from any school personnel, all incidents of battery committed against teachers, teacher personnel, administrative personnel or educational support personnel. *See* 105 ILCS 5/10-21.7(b), as amended.

(b) School Principal. The School Principal (or his/her designee(s)) is to immediately report the following to the Law Enforcement Agency:

(i) Firearms. Upon receiving a report from any school staff that they have observed any person in possession of a firearm on school grounds, an immediate report of the incident must be made. If the person in possession of a firearm on school grounds is a student, the principal or his/her designee(s) shall also immediately notify the student's parent or guardian. *See* 105 ILCS 5/10-27.1A(b), as amended.

(ii) Cannabis, Illegal Drugs or Controlled Substances On or Near School Grounds. Within 48 hours of becoming aware, a report of any violation of the Cannabis Control Act or the Methamphetamine Control and Community Protection Act or the Illinois Controlled Substances Act in a school, on school property, or within 1,000 feet of the school, or on any transportation device used, owned or leased by the School District to transport students. *See* 105 ILCS 127/2, as amended.

6. SCHOOL DISTRICT RELEASE OF SCHOOL STUDENT RECORDS TO THE LAW ENFORCEMENT AGENCY. School District officials shall follow state and federal laws regarding school student records, which are considered confidential, and no school student records or information contained therein may be released, transferred or disclosed except with parental consent or as otherwise permitted by the Illinois School Student Records Act, 105 ILCS 10/1 et seq., as amended. The following exceptions permit the release of student records and information to the Law Enforcement Agency without parental consent:

(a) Adjudication of Student by Juvenile Court. School districts can release student records and information to the appropriate Law Enforcement Agency, upon the request of the Law Enforcement Agency, when necessary for the discharge of their official police duties, prior to adjudication of the student and upon written certification from the Law Enforcement Agency that the information or records disclosed by the school will not be disclosed to any other party, except as provided by law or order of court. 105 ILCS 10/6, as amended.

(b) Emergency Release of Information. Records and information may be released to the Law Enforcement Agency if such information is needed by the Law Enforcement Agency

to protect the health or safety of the student or other persons, provided that the parents are notified, no later than the next school day after the date that the information is released, of the date of the release, the Law Enforcement Agency receiving the information, and the purpose of the release. The factors to be considered in determining whether an emergency exists requiring the release of student information include:

- (i) The seriousness of the threat to the health or safety of the student or other individuals;
- (ii) The need for the requested records to meet the emergency;
- (iii) Whether the individuals to whom the requested records are released are in a position to deal with the emergency; and
- (iv) The extent to which time is of the essence in dealing with the emergency.

(c) Law Enforcement Records Not School Records. It is recognized that the information maintained by law enforcement officers working in the school district are not student records. *See* 105 ILCS 10/2(d), as amended.

7. LAW ENFORCEMENT AGENCY TO SHARE LAW ENFORCEMENT DATA WITH SCHOOL DISTRICT. The Law Enforcement Agency will comply with applicable state and federal law in implementing these procedures. In furtherance of the information-sharing hereunder, an Agency Representative may:

(a) Provide copies of law enforcement records to, or permit inspection of those records by, the Appropriate School Official or Officials for minors enrolled in the School District if the minor has been arrested or taken into custody before his or her 18<sup>th</sup> birthday for the offenses listed below, provided that the Law Enforcement Agency or its officer believes that there is an imminent threat of physical harm to students, school personnel, or others who are present in the school or on school grounds. Inspection and copying shall be limited to law enforcement records transmitted to the Appropriate School Official or Officials.

- (i) any violation of Article 24 of the Criminal Code of 1961, as amended;
- (ii) a violation of the Illinois Controlled Substance Act, as amended;
- (iii) a violation of the Cannabis Control Act, as amended;
- (iv) a forcible felony as defined in Section 2-8 of the Criminal Code of 1961, as amended;
- (v) a violation of the Methamphetamine Control and Community Protection Act, as amended;
- (vi) a violation of Section 1-2 of the Harassing and Obscene Communications Act, as amended;
- (vii) a violation of the Hazing Act, as amended; or

(viii) a violation of Section 12-1, 12-2, 12-3, 12-3.05, 12-3.1, 12-3.2, 12-3.4, 12-3.5, 12-5, 12-7.3, 12-7.4, 12-7.5, 25-1, or 25-5 of the Criminal Code of 1961.

The information derived from the law enforcement records shall be kept separate from and shall be a part of the temporary record not sent to the high school and not become a part of the official school record of that child and shall not be a public record. The information shall be used solely by the Appropriate School Official or Officials to aid in the proper rehabilitation of the child and to protect the safety of students and employees in the school.

Any information provided to the Appropriate School Official or Officials whom the school has determined to have a legitimate educational or safety interest by the Law Enforcement Agency about a minor who is the subject of a current police investigation that is directly related to school safety shall consist of oral information only, and not written law enforcement records, and shall be used solely by the Appropriate School Official or Officials to protect the safety of students and employees in the school and aid in the proper rehabilitation of the child. The information derived orally from the Law Enforcement Agency shall be kept separate from and shall not become a part of the official school record of the child and shall not be a public record.

8. LAW ENFORCEMENT AGENCY DUTY TO SHARE INFORMATION WITH SCHOOL DISTRICT. In furtherance of the information-sharing hereunder, an Agency Representative shall:

(a) Report to School District That Student Has Been Detained. The Law Enforcement Agency shall report to the School Principal of any school in the School District whenever a child enrolled in the school is detained for proceedings under the Juvenile Court Act of 1987, as amended, or for any criminal offense or violation of a municipal or county ordinance. This report shall include the basis for detaining the child, circumstances surrounding the events which led to the child's detention, and the status of proceedings. The report shall be updated as appropriate to notify the Principal of developments and the disposition of the matter. *See* 105 ILCS 5/22-20, as amended.

(b) Records Regarding Student Detention. Any information provided pursuant to this paragraph 8 shall be kept separate from and shall not become a part of the official school record of a child, and shall not be a public record. Such information shall be used solely by the Appropriate School Official or Officials to aid in the proper rehabilitation of the child and to protect the safety of students and employees in the school. *See* 105 ILCS 5/22-20, as amended.

9. COOPERATION BETWEEN SCHOOL DISTRICT AND LAW ENFORCEMENT AGENCY. Nothing in this policy and procedure is intended to limit or restrict the duty and authority of the School District to request police services for disturbances or other emergencies occurring in or around any of its school buildings, nor is it intended to limit or restrict the duty or ability of any person attending or employed by the School District to provide information or otherwise cooperate in School District and law enforcement investigations, including but not limited to, providing witness statements and testimony in juvenile or criminal adjudications, or in school discipline proceedings.

IN WITNESS WHEREOF, the following officers and school authorities have executed this Agreement:

\_\_\_\_\_  
Board of Education of Lincolnshire –  
Prairie View School District No. 103,  
Lake County, Illinois

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

\_\_\_\_\_  
The Riverwoods Police Department

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

**RECIPROCAL REPORTING AGREEMENT BETWEEN  
THE POLICE DEPARTMENT OF LAKE COUNTY SHERIFF, ILLINOIS  
AND THE BOARD OF EDUCATION OF LINCOLNSHIRE-PRAIRIE  
VIEW SCHOOL DISTRICT 103**

This agreement is entered into between the Police Department of Lake County Sheriff, Illinois (the “Law Enforcement Agency”) and the Board of Education of Lincolnshire-Prairie View School District No. 103 (the “School District”).

**WHEREAS**, the Illinois School Code, 105 ILCS 5/10-20.14, requires the School District parent-teacher advisory committee, in cooperation with local law enforcement Agency, to work with the board of education to develop "policy guideline procedures" for the establishment and maintenance of a reciprocal reporting system between the School District and local law enforcement Agency regarding criminal offenses committed by students; and

**WHEREAS**, under the Illinois School Student Records Act, 105 ILCS 10/6, school student records are considered confidential and no school student records or information contained therein may be released, transferred or disclosed except as permitted by the Illinois School Student Records Act; and

**WHEREAS**, under the Juvenile Court Act of 1987, 705 ILCS 405/1-7, law enforcement records are considered confidential and the inspection and copying of such records that relate to a minor who has been arrested or taken into custody before his or her 18<sup>th</sup> birthday are restricted to those exceptions in the Juvenile Court Act; and

**WHEREAS**, the Illinois School Student Records Act, 105 ILCS 10/6(a)(6.5), and the General Education Provisions Act, 20 U.S.C. 1232g, authorize school districts to release student records and information to law enforcement officers when necessary for the discharge of their official duties prior to adjudication of the student and upon written certification that the information will not be disclosed to any other party except as provided under law or order of court; and

**WHEREAS**, the Juvenile Court Act, 705 ILCS 405/1-7(A)(8), authorizes law enforcement Agency to allow appropriate school officials to inspect and copy law enforcement records under a reciprocal reporting system for certain offenses and under certain specified circumstances; and

**WHEREAS**, the School District and the Law Enforcement Agency agree that enhanced communication between these entities under a reciprocal reporting agreement would promote the safety and well-being of students and community residents; and

**WHEREAS**, the School District and the Law Enforcement Agency are authorized to enter into this agreement pursuant to the Illinois School Code, 105 ILCS 5/10-20.14, the Illinois Constitution, art. VII, §10(a) et seq., and the Intergovernmental Cooperation Act, 5 ILCS 220/1 et seq.

**NOW THEREFORE**, the School District and the Law Enforcement Agency hereby agree as follows:

1. **ESTABLISHMENT OF A REPORTING SYSTEM.** The School District and the Law Enforcement Agency hereby enter into this Agreement to establish and maintain a reciprocal reporting system between the School District and the Law Enforcement Agency regarding juvenile and criminal offenses involving students.

2. **REPORTING AND INFORMATION SHARING.** The School District and the Law Enforcement Agency acknowledge and agree to act in good faith to comply with the reporting responsibilities and limitations set forth herein, and as required by applicable law.

3. **DESIGNATED REPRESENTATIVES.** The School District's Superintendent shall provide the Law Enforcement Agency with a list of administrators to be contacted, as needed, containing regular and emergency telephone numbers, and identifying the particular types of problems for which particular administrators are to be contacted. The administrators identified in these lists shall be considered the "Appropriate School Official" for purposes of subsection 1-7(A)(8) of the Juvenile Court Act, 705 ILCS 405/1-7, as amended, whom the School District has determined to have a legitimate educational or safety interest to aid in the proper rehabilitation of the child and to protect the safety of students and employees in the school. The Law Enforcement Agency shall provide the Superintendent with a primary and two back-up contacts, who shall be considered the "Agency Representatives".

4. **SCHOOL DISTRICT AUTHORITY TO REPORT STUDENT CRIMINAL ACTIVITY.** The Superintendent or School Principal, or their designee(s), may report any alleged or suspected criminal activities committed by a student enrolled in the School District.

5. **SCHOOL DISTRICT DUTY TO REPORT STUDENT CRIMINAL ACTIVITY.** The Superintendent or School Principal, or their designee(s), must report certain incidents involving firearms, drugs and attacks on school personnel, as set out below. When a report may be required of both the Superintendent and Principal, a single report from one or the other shall meet the duty to report.

(a) **School Superintendent.** The School Superintendent (or his/her designee(s)) is to immediately report the following to the Law Enforcement Agency:

(i) **Firearms.** Any verified incident involving a firearm in a school or on school-owned or leased property and on any transportation device that is owned, leased or used by the school for its students or school personnel. *See* 105 ILCS 5/10-27.1A(b), as amended.

(ii) **Drugs.** Any verified incident involving drugs in a school or on school-owned or leased property or on any transportation device that is owned, leased or used by the school for its students or school personnel. "Drugs" means "narcotic drug" as

defined under subsection (aa) of Section 102 of the Illinois Controlled Substances Act, as amended [720 ILCS 570/102], "cannabis" as defined under subsection (a) of Section 3 of the Cannabis Control Act, as amended [720 ILCS 550/3], or "methamphetamine" as defined under Section 10 of the Methamphetamine Control and Community Protection Act, as amended [720 ILCS 646/10]. *See* 105 ILCS 5/10-27.1B(b), as amended.

(iii) Attacks on School Personnel. Upon receipt of a written complaint from any school personnel, all incidents of battery committed against teachers, teacher personnel, administrative personnel or educational support personnel. *See* 105 ILCS 5/10-21.7(b), as amended.

(b) School Principal. The School Principal (or his/her designee(s)) is to immediately report the following to the Law Enforcement Agency:

(i) Firearms. Upon receiving a report from any school staff that they have observed any person in possession of a firearm on school grounds, an immediate report of the incident must be made. If the person in possession of a firearm on school grounds is a student, the principal or his/her designee(s) shall also immediately notify the student's parent or guardian. *See* 105 ILCS 5/10-27.1A(b), as amended.

(ii) Cannabis, Illegal Drugs or Controlled Substances On or Near School Grounds. Within 48 hours of becoming aware, a report of any violation of the Cannabis Control Act or the Methamphetamine Control and Community Protection Act or the Illinois Controlled Substances Act in a school, on school property, or within 1,000 feet of the school, or on any transportation device used, owned or leased by the School District to transport students. *See* 105 ILCS 127/2, as amended.

6. SCHOOL DISTRICT RELEASE OF SCHOOL STUDENT RECORDS TO THE LAW ENFORCEMENT AGENCY. School District officials shall follow state and federal laws regarding school student records, which are considered confidential, and no school student records or information contained therein may be released, transferred or disclosed except with parental consent or as otherwise permitted by the Illinois School Student Records Act, 105 ILCS 10/1 et seq., as amended. The following exceptions permit the release of student records and information to the Law Enforcement Agency without parental consent:

(a) Adjudication of Student by Juvenile Court. School districts can release student records and information to the appropriate Law Enforcement Agency, upon the request of the Law Enforcement Agency, when necessary for the discharge of their official police duties, prior to adjudication of the student and upon written certification from the Law Enforcement Agency that the information or records disclosed by the school will not be disclosed to any other party, except as provided by law or order of court. 105 ILCS 10/6, as amended.

(b) Emergency Release of Information. Records and information may be released to the Law Enforcement Agency if such information is needed by the Law Enforcement Agency

to protect the health or safety of the student or other persons, provided that the parents are notified, no later than the next school day after the date that the information is released, of the date of the release, the Law Enforcement Agency receiving the information, and the purpose of the release. The factors to be considered in determining whether an emergency exists requiring the release of student information include:

- (i) The seriousness of the threat to the health or safety of the student or other individuals;
- (ii) The need for the requested records to meet the emergency;
- (iii) Whether the individuals to whom the requested records are released are in a position to deal with the emergency; and
- (iv) The extent to which time is of the essence in dealing with the emergency.

(c) Law Enforcement Records Not School Records. It is recognized that the information maintained by law enforcement officers working in the school district are not student records. *See* 105 ILCS 10/2(d), as amended.

7. LAW ENFORCEMENT AGENCY TO SHARE LAW ENFORCEMENT DATA WITH SCHOOL DISTRICT. The Law Enforcement Agency will comply with applicable state and federal law in implementing these procedures. In furtherance of the information-sharing hereunder, an Agency Representative may:

(a) Students Under 18 Years Old. Provide copies of law enforcement records to, or permit inspection of those records by, the Appropriate School Official or Officials for minors enrolled in the School District if the minor has been arrested or taken into custody before his or her 18<sup>th</sup> birthday for the offenses listed below, provided that the Law Enforcement Agency or its officer believes that there is an imminent threat of physical harm to students, school personnel, or others who are present in the school or on school grounds. Inspection and copying shall be limited to law enforcement records transmitted to the Appropriate School Official or Officials.

- (i) any violation of Article 24 of the Criminal Code of 1961, as amended;
- (ii) a violation of the Illinois Controlled Substance Act, as amended;
- (iii) a violation of the Cannabis Control Act, as amended;
- (iv) a forcible felony as defined in Section 2-8 of the Criminal Code of 1961, as amended;
- (v) a violation of the Methamphetamine Control and Community Protection Act, as amended;
- (vi) a violation of Section 1-2 of the Harassing and Obscene Communications Act, as amended;
- (vii) a violation of the Hazing Act, as amended; or

- (viii) a violation of Section 12-1, 12-2, 12-3, 12-3.05, 12-3.1, 12-3.2, 12-3.4, 12-3.5, 12-5, 12-7.3, 12-7.4, 12-7.5, 25-1, or 25-5 of the Criminal Code of 1961.

The information derived from the law enforcement records shall be kept separate from and shall not become a part of the official school record of that child and shall not be a public record. The information shall be used solely by the Appropriate School Official or Officials to aid in the proper rehabilitation of the child and to protect the safety of students and employees in the school.

Any information provided to the Appropriate School Official or Officials whom the school has determined to have a legitimate educational or safety interest by the Law Enforcement Agency about a minor who is the subject of a current police investigation that is directly related to school safety shall consist of oral information only, and not written law enforcement records, and shall be used solely by the Appropriate School Official or Officials to protect the safety of students and employees in the school and aid in the proper rehabilitation of the child. The information derived orally from the Law Enforcement Agency shall be kept separate from and shall not become a part of the official school record of the child and shall not be a public record.

(b) Students 18 Years or Older. Provide copies to, or authorize inspection by the School District, pursuant to 5 ILCS 140/2.15, as amended, of the following records for persons 18 years of age or older, who are enrolled in the School District:

(i) Arrest Information. Chronologically maintained arrest and criminal history information, including: (i) information that identifies the individual, including the name, age, address and photograph, when and if available; (ii) information detailing any charges relating to the arrest; (iii) the time and location of the arrest; (iv) the name of the investigating or arresting Law Enforcement Agency; (v) if the individual is incarcerated, the amount of any bail or bond; and (vi) if the individual is incarcerated, the time and date that the individual was received into, discharged from, or transferred to the arresting agency's custody; and

(ii) Criminal History Records. Information that may be maintained by the Law Enforcement Agency including, (i) court records that are public; or (ii) records that are otherwise available under State or local law.

8. LAW ENFORCEMENT AGENCY DUTY TO SHARE INFORMATION WITH SCHOOL DISTRICT. In furtherance of the information-sharing hereunder, an Agency Representative shall:

(a) Report to School District That Student Has Been Detained. The Law Enforcement Agency shall report to the School Principal of any school in the School District whenever a child enrolled in the school is detained for proceedings under the Juvenile Court Act of 1987, as amended, or for any criminal offense or violation of a municipal or county ordinance. This report shall include the basis for detaining the child, circumstances surrounding the events which led to the child's detention, and the status of proceedings. The report shall be updated as appropriate to notify the Principal of developments and the disposition of the matter. *See* 105 ILCS 5/22-20, as amended.

(b) Records Regarding Student Detention. Any information provided pursuant to this paragraph 8 shall be kept separate from and shall not become a part of the official school record of a child, and shall not be a public record. Such information shall be used solely by the Appropriate School Official or Officials to aid in the proper rehabilitation of the child and to protect the safety of students and employees in the school. *See* 105 ILCS 5/22-20, as amended.

9. COOPERATION BETWEEN SCHOOL DISTRICT AND LAW ENFORCEMENT AGENCY. Nothing in this policy and procedure is intended to limit or restrict the duty and authority of the School District to request police services for disturbances or other emergencies occurring in or around any of its school buildings, nor is it intended to limit or restrict the duty or ability of any person attending or employed by the School District to provide information or otherwise cooperate in School District and law enforcement investigations, including but not limited to, providing witness statements and testimony in juvenile or criminal adjudications, or in school discipline proceedings.

IN WITNESS WHEREOF, the following officers and school authorities have executed this Agreement:

\_\_\_\_\_  
Board of Education of Lincolnshire –  
Prairie View School District No. 103,  
Lake County, Illinois

\_\_\_\_\_  
The Lake County Sheriff Police Department

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

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



**Lincolnshire-Prairie View School District 103**

1370 N. Riverwoods Road • Lincolnshire, IL 60069

847/295-4030 • FAX 847/295-9196

<http://www.d103.org>

MEMO

**To:** Board of Education  
**From:** Dan Stanley  
**CC:** Dr. Scott Warren  
**Date:** October 18, 2016  
**Re:** 2016 Estimated Levy

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Included are documents regarding the 2016 Estimated Levy. Nothing has changed from the October 4, 2016 board meeting. This is not the approval of the final levy, only an estimate. The following forms and documents are not for approval, just for reference.

Below are definitions of terms that may be helpful in the discussion:

**Levy** – Amount of property tax revenue requested.

**Extension** – Amount of property tax revenue approved.

**EAV** – Equalized Assessed Valuation. This is very close to 1/3<sup>rd</sup> of Fair Market Value of properties.

**New Construction** – New property on the “tax rolls”. This could include construction, improvements, annexations, and TIF dissolutions.

**Tax Rate** – Rate applied to EAV to result in extension. Tax rate = Extension/EAV.

**CPI** – Consumer Price Index (All Urban Consumers). This is essentially the rate of inflation used.

**PTELL** – Property Tax Extension Limitation Law. This law caps the amount of revenue the district may receive from property taxes.

**Limiting Rate** – the tax rate calculated by PTELL that, in essence, caps the current year extension by the rate of inflation.

A few minor reminders regarding the tax levy:

- At least 20 days before the District adopts the levy, the Board must estimate the amount of the levy. If the estimated amount is more than 105% of the amount extended for last year’s levy, the district has to conduct a hearing.
- Bond and Interest is not levied by the district; this was setup when debt was incurred and the county will extend the taxes necessary.
- The levy needs to provide enough contingency in order to protect against massively incorrect estimated New Construction and change in existing EAV. Most important is to protect against if New Construction is significantly higher than expected and existing EAV is significantly lower than expected. Otherwise, loss can occur.
- Specific fund estimates are determined based on fund balances, expenditures, and other revenues.

Included is a draft of the 2016 Estimated Levy. The total estimated levy is \$28,530,000.00. The 0.7% CPI is built-in as well as estimates for New Construction (New Property). The max estimated capped extension is just under \$27.9 million, but the \$28.5 million levy protects against incorrect EAV and New Property assumptions.

### **Estimated Levy Timeline**

- Approve Tentative (Estimated) Levy on October 18, 2016
- Approve Final Levy on November 15, 2016

It will be important to understand a few key points:

- Existing properties, in aggregate, are increasing at the rate of CPI (inflation), 0.7%. **This does not mean that individual property taxes will increase by 0.7%.** Each individual property tax will change based on the change in assessed value. The aggregate effect will be 0.7%.
- The 0.7% CPI is the lowest it has been since 2009. The CPI for 2009 was 0.1%
- New Property will add an estimated 1.1% increase for a total capped change of 1.8%.
- The tax rate would decrease from 3.02% to an estimated 2.86%

### **Documents Included**

**2016 Certificate of Tax Levy** – This is the actual levy document that, if approved, will be submitted to the county clerk.

**2016 Levy Calculation Page** – This shows detailed information on estimates, comparisons to prior year's extension, and the different levies.

**2016 Levy Resolutions** – These are the resolutions and certifications for adopting the levy that are included in the submittal to the county clerk.

**ILLINOIS STATE BOARD OF EDUCATION**

School Business Services Division

217/785-8779

Original: 

x
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Amended: 

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**CERTIFICATE OF TAX LEVY**

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

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

**Amount of Levy**

Educational	\$ 24,500,000	Fire Prevention & Safety *	\$ _____
Operations & Maintenance	\$ 1,400,000	Tort Immunity	\$ _____
Transportation	\$ 1,400,000	Special Education	\$ _____
Working Cash	\$ _____	Leasing	\$ _____
Municipal Retirement	\$ 620,000	Other	\$ _____
Social Security	\$ 610,000	Other	\$ _____
		<b>Total Levy</b>	<b>\$ 28,530,000</b>

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

**See explanation on reverse side.**

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

**We hereby certify that we require:**

the sum of 24,500,000 dollars to be levied as a special tax for educational purposes; and  
the sum of 1,400,000 dollars to be levied as a special tax for operations and maintenance purposes; and  
the sum of 1,400,000 dollars to be levied as a special tax for transportation purposes; and  
the sum of 0 dollars to be levied as a special tax for a working cash fund; and  
the sum of 620,000 dollars to be levied as a special tax for municipal retirement purposes; and  
the sum of 610,000 dollars to be levied as a special tax for social security purposes; and  
the sum of 0 dollars to be levied as a special tax for fire prevention, safety, energy conservation, disabled accessibility, school security and specified repair purposes; and  
the sum of 0 dollars to be levied as a special tax for tort immunity purposes; and  
the sum of 0 dollars to be levied as a special tax for special education purposes; and  
the sum of 0 dollars to be levied as a special tax for leasing of educational facilities or computer technology or both, and temporary relocation expense purposes; and  
the sum of 0 dollars to be levied as a special tax for \_\_\_\_\_; and  
the sum of 0 dollars to be levied as a special tax for \_\_\_\_\_  
on the taxable property of our school district for the year \_\_\_\_\_.

Signed this 15th day of November 2016. \_\_\_\_\_  
(President)

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

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

**Number of bond issues of said school district that have not been paid in full** 3.

*(Detach and Return to School District)*

This is to certify that the Certificate of Tax Levy for School District No. 103, Lake County, Illinois, on the equalized assessed value of all taxable property of said school district for the year 2016, was filed in the office of the County Clerk of this County on \_\_\_\_\_.

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

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

\_\_\_\_\_  
(Signature of County Clerk)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(County)

2016 LEVY CALCULATION PAGE

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

Limiting Rate: 2.8264%  
 Estimated Capped Extension: \$27,944,842.71

Consumer Price Index:	0.70%
Actual Total EAV for 2015:	\$919,765,782
Estimated % change from 2015 EAV:	6.30%
Estimated New Construction for 2016:	\$11,000,000
Estimated Total EAV for 2016:	\$988,711,026
Total change from prior year:	7.50%

	Prior Year Extension:	Maximum Tax Rate:	Individual Fund Estimated Maximum Extension:	Prorated Extension based on prior year extension:	Manual Override:	Balloon % input:	Levy Amount:	
Educational	\$22,791,869.66	3.50%	\$34,604,885.92	\$23,209,633.77	\$24,500,000		\$24,500,000.00	
Operations & Maintenance	\$2,199,996.97	0.55%	\$5,437,910.64	\$2,240,321.87	\$1,400,000		\$1,400,000.00	
Transportation	\$1,499,990.83	0.00%	\$0.00	\$1,527,484.95	\$1,400,000		\$1,400,000.00	
Working Cash	\$0.00	0.00%	\$0.00	\$0.00			\$0.00	
Municipal Retirement	\$549,992.34			\$560,073.44	\$620,000		\$620,000.00	
Social Security	\$399,996.94			\$407,328.69	\$610,000		\$610,000.00	
Fire Prevention & Safety *	\$0.00	0.00%	\$0.00	\$0.00			\$0.00	
Tort Immunity	\$0.00			\$0.00			\$0.00	
Special Education	\$0.00	0.00%	\$0.00	\$0.00			\$0.00	
Leasing	\$0.00	0.00%	\$0.00	\$0.00			\$0.00	
	\$0.00	0.00%	\$0.00	\$0.00			\$0.00	
Capped Extension/Levy	\$27,441,846.74		\$40,042,796.56	\$27,944,842.71	\$28,530,000.00	Capped Levy	\$28,530,000.00	3.97% NO
						Levy in excess of estimated extension:	\$585,157.29	
SEDOL IMRF	\$0.00			SEDOL IMRF			\$0.00	
Bond and Interest:	\$373,811.21			Bond and Interest:	\$373,807.57		\$373,807.57	0.00%
Total Extension/Levy	\$27,815,657.95					Total Levy	\$28,903,807.57	3.91%

**RESOLUTION TO ADOPT TAX LEVY FOR 2016**

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

the sum of 24,500,000 dollars to be levied as a special tax for educational purposes; and  
the sum of 1,400,000 dollars to be levied as a special tax for operations and maintenance purposes; and

the sum of 1,400,000 dollars to be levied as a special tax for transportation purposes; and  
the sum of 620,000 dollars to be levied as a special tax for municipal retirement purposes; and  
the sum of 610,000 dollars to be levied as a special tax for social security purposes  
on the taxable property of our school district for the year 2016.

THEREFORE, BE IT RESOLVED that such amounts shall be certified and returned to the County Clerk of Lake County on or before the last Tuesday in December, 2016; that the President and Secretary of this Board certify the tax levy in the form and manner as prescribed and stated on the attached Certificate of Tax Levy.

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

\_\_\_\_\_ AYES                  \_\_\_\_\_ NAYS

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

WE FURTHER CERTIFY that this is a true and correct copy as approved by the Board of Education, Lincolnshire-Prairie View School District No. 103, County of Lake, State of Illinois at a duly held meeting on November 15, 2016.

Signed this 15<sup>th</sup> day of November, 2016, A.D.

APPROVED .....

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

ATTEST:

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

STATE OF ILLINOIS        )  
                                          ) SS  
COUNTY OF LAKE         )

**CERTIFICATION OF RESOLUTION**

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

I DO FURTHER CERTIFY that the foregoing is a full, true and complete transcript of that portion of the minutes of the meeting of the School Board held on the 15th day of November, 2016, insofar as the same relates to adoption of a resolution entitled:

**RESOLUTION TO ADOPT TAX LEVY FOR 2016**

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

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

IN WITNESS WHEREOF, I hereunto affix my official signature this 15th day of November, 2016.

---

Secretary, Board of Education

STATE OF ILLINOIS }

COUNTY OF LAKE }

**TRUTH IN TAXATION**  
**CERTIFICATE OF COMPLIANCE**

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

This certificate applies to the 2016 levy.

In witness whereof I have hereunto affixed my official signature at Lincolnshire, Illinois this 15<sup>th</sup> day of November, 2016, A.D.

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



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

Memo

To: Board of Education  
From: Scott Warren  
Date: October 13, 2016  
Re: Approval of Master Contract between the Board of Education and Lincolnshire-Prairie View Teachers' Association

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The Board of Education and the Lincolnshire-Prairie View Teachers' Association (LPVTA) have reached a Tentative Agreement for a successor Master Contract. The LPVTA ratified the Tentative Agreement on October 7, 2016. A summary of the changes and the updated language are presented to the Board for action.

## **2016 Contract Negotiations Tentative Agreements and Language Changes**

### Contract Term

- 2 Year term: 2016-2018

### Article 7 – Teachers’ Rights

- Added Instructional and Professional Concerns Committee (IPC)
  - The parties agree to establish an Instructional and Professional Concerns Committee, composed of an equal number of teachers (appointed by the Association) and Board/Administrators (chosen by the Board/Administration). Topics and issues may be brought to the Committee by the Association or the Administration. The Committee will work to resolve concerns and may make recommendations to the Board and the Association that may modify the Agreement or past practice. The Committee will meet 3 times prior to March 15<sup>th</sup>.

### Article 8 – School Calendar and Workday

- Starting with the 2016-2017 school year, one (1) non-student workday will be added for a total of 181 workdays, specifically to be used for packing/moving at the end of the 2016-2017 school year.
- Starting with the 2017-18 school year, one (1) non-student work day will be added for a total of 182 workdays. The dates will be recommended by the Calendar Committee.

### Article 11 – Employee Benefits Program

- No plan change for the 2016-2017 school year
- For the 2017-2018 school year, the 350 PPO plan will be discontinued and the Board of Education will pay the teacher’s portion of single-health insurance premium costs (750 PPO or higher deductible plan). For employees electing employee-only coverage, the district will reimburse participants amounts applied to their deductible beyond the first \$350 up to the next \$300 of deductible. For employees electing family coverage, the district will reimburse participants amounts applied to their deductible beyond the first \$700 up to the next \$600 of deductible.
- For the 2017-2018 school year, the 2500 PPO plan option will be added (Single 100% paid).
- For the 2017-2018 school year, the 1500 High Deductible Health Plan (HDHP) with a Health Savings Account (HSA) option will be added (Single 100% paid). The Board shall contribute the following amounts to the HSA for employees electing this plan:
  - Single: \$1,000
  - Single + (Child/Souse): \$1,500
  - Family: \$2,000

Article 12 – Retirement Plan

- For the 2019-2020 year, the retirement incentive increase is 6% for those that put in their letter by January 15, 2016 as indicated in the chart below:

<u>Retirement Date</u>	<u>Notify by:</u>	<u>6% for 2015-16</u>	<u>6% for 2016-17</u>	<u>6% for 2017-18</u>	<u>6% for 2018-19</u>	<u>6% for 2019-20</u>
2016-17	1/15/16	X	X			
2016-17	1/16/16		n/a*			
2017-18	1/15/16	X	X	X		
2017-18	1/16/16	n/a*	n/a*	n/a*		
2018-19	1/15/16	X	X	X	X	
2018-19	1/16/16	n/a*	n/a*	n/a*	n/a*	
2019-20	1/15/16		X	X	X	X
2019-20	1/16/16		n/a*	n/a*	n/a*	n/a*

Article 14 – Extra Duty

- Positions clarified, added and removed
- Position amounts are adjusted
- Same cost for each year

Article 17 – Salary Schedule

- 2016-2017 & 2017-18 (each year)
- Steps 2-10: 4.25%
- Steps 11-21: 4.15%
- Steps 22 and up: 3.0%

Language Changes

- Changed the term “Certificate” and its derivatives to “License” and its derivatives to mirror the change in State law language
- Removed the term “of Education” from “Board of Education” throughout document as “Board of Education” is said in Article 1 to be “hereinafter referred to as the ‘Board’”
- Updated dates throughout to coincide with new contract dates
- Updated “Association President(s)” to account for when there is either one or more than one Association President
- Updated Article 2(B & C) – Changed “March” to “January” for the month in which bargaining is to commence
- Updated Article 6(D) – added “or designee” for teachers to notify when leaving the building during lunch or planning period
- Updated Article 6(E) – “by appointment” for clarity of process for reviewing personnel files

- Updated Article 6(I) – Clarified voluntary job transfer process
- Updated Article 6(J) – Removed the sentence “No involuntary transfer will be made solely for the purpose of filling a vacancy that can be filled by a new hire”
- Updated Article 6(K) – Moved language to this section for clarity
- Updated Article 6(O) – Changed notification of contracted teachers on reduction in force to coincide with State Law
- Updated Article 7(A) – Added “outside the school day” and removed “between 3:45 and 6:00 p.m.” Also added “Meeting times will be determined by the Association at the beginning of each school year” as it relates to association meetings
- Updated Article 7(G) – Added “email” as information to provide the Association of each new employee
- Updated Article 8(D) – Added “Traveling time is exclusive of lunch and planning periods”
- Updated Article 9(G) – Added “The association shall be informed of any sabbatical leave upon approval”
- Updated Article 9(H) – Added “The association shall be informed of any general leave of absence upon approval”
- Updated Article 11(B) – Added “For employees electing family coverage, the Board will pay an amount equal to the employee-only premium plus a percentage of the remaining premium pursuant to the schedule above”
- Updated Article 11(E) – Added “...and the Human Resources Coordinator” and “The minutes of the Insurance Committee shall be kept by the administration and shared with the Board and Association for informational purposes”
- Updated Article 12 (B, C, & F) – Removed language regarding Modified ERO due to the State discontinuing the program
- Updated Article 13 – Added “...The evaluation committee shall meet one time in the Fall, and as needed to review the evaluation process and document. The committee will be made up of Administrators, Association President(s), and licensed staff. The Association will appoint the representatives from buildings/departments”
- Updated Article 14(A) – Withholdings adjusted from 9.4% to 9.0% to coincide with State law
- Updated Article 14(B) – Changed process from extra duty vacancy notices from teachers completing a form to sending an email to the principal. Added “...or within five (5) business days after notification”
- Updated Article 14(F) – Changed “posting” decisions on staff selections to “emailed”. Changed date of notification from “on or about June 10” to “the last day” of the previous school year.
- Updated Article 17(A) – Changed “Unsatisfactory” section to read the same as “Needs Improvement” except for the terms “unsatisfactory” and “needs improvement” respectively.

**MASTER CONTRACT**

**BETWEEN THE  
LINCOLNSHIRE-PRAIRIE VIEW TEACHERS' ASSOCIATION  
AND THE  
BOARD OF EDUCATION OF  
LINCOLNSHIRE-PRAIRIE VIEW SCHOOL DISTRICT 103**

**FOR THE YEARS**

**2013-2014**

**2014-2015**

**2015-20162016-2017**

**2017-2018**

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## ARTICLE 1 - RECOGNITION

### A - Recognition

The Board of Education of School District 103, Lake County, Illinois, hereinafter referred to as the "Board" recognizes the Lincolnshire-Prairie View Teachers' Association, affiliated with the Illinois Education Association and the National Education Association, hereinafter referred to as the "Association," as the exclusive negotiations agent for all regularly employed ~~certificated~~-licensed personnel with the exception of the Superintendent, Assistant Superintendent, Business Manager, Principals, non-~~certified~~-licensed staff, independent consultants, teacher aides, substitutes, and any other supervisory or administrative non-teaching personnel having the authority to hire, transfer, assign, promote, discharge, or discipline other employees or effectively to recommend such action. The Association recognizes the Board as the exclusive negotiations agent for the District.

Further, it is agreed that the Association and the Board shall negotiate in good faith only the following items:

1. Salaries
2. Related economic conditions of employment (fringe benefits)
3. Grievance procedure
4. Negotiations procedure
5. Recognition Agreement
6. Effect of Agreement
7. Duration of Agreement
8. Hours and terms and conditions of employment

9. Other items mutually agreed upon between the Board and Association
10. All items contained within the Educational Labor Relations Act, Chapter 48, Illinois Revised Statutes.

## **B - Definitions**

**Employee/Teacher:** Any ~~certificated-licensed~~ individual employed by the employer herein under written job descriptions

**Part-Time Employee:** Fully ~~certificated-licensed~~ teachers included in the bargaining unit, working on other than a full-time basis, shall be provided on a prorated basis, where applicable, all benefits and conditions, specified in this Agreement, based on the amount of part-time employment.

**Superintendent:** The title Superintendent shall indicate the Superintendent of Schools or his/her designee.

**Employer:** The term Employer shall indicate the Board ~~of Education~~.

**Association:** The term Association shall indicate the sole and exclusive bargaining agent.

**Days:** Days are defined as calendar days, unless otherwise noted.

## **ARTICLE 2 – NEGOTIATIONS**

### **A - Ongoing Administration of Contract**

Representatives of the Employer and the Association will meet each month for the purpose of reviewing the administration of the contract and to resolve problems that may arise. These meetings are not intended to by-pass the grievance procedure. Each party will submit to the other, on or before the Friday prior to the meeting, an agenda covering matters they wish discussed. Should such a meeting result in a mutually acceptable amendment to the Agreement, the amendment shall be reduced to writing, ratified by the Employer and the Association, signed, and appended to this agreement.

### **B - Bargaining Notification**

The parties shall commence bargaining for a successor agreement on or about ~~March~~ January 15, ~~2016~~ 2018 and shall bargain as per the Illinois Educational Labor Relations Act and its Rules and Regulations.

### **C - Negotiations Procedure**

1. Neither party in any negotiations shall have any control over the selection of the negotiating representatives of the other party.
2. Negotiations shall begin no later than ~~March~~ January 15, ~~2016~~ 2018, when and if applicable, unless both parties agree to an alternate date. Meetings shall be held as necessary at times and places agreed to by both parties.
3. The date, time, place, and agenda of the next meeting shall be established before any adjournment of any meeting.
4. Both parties understand and agree to negotiate in good faith.

5. It is the mutual responsibility of the Board and the Association that their representative negotiation agents shall be authorized with the necessary power and authority to make and consider proposals, counter proposals, and tentative agreements.
6. All negotiating meetings shall be closed.
7. All tentative agreements shall be written and signed by the spokesmen of their respective teams at the meeting the tentative agreement is reached. Initialed copies shall be given to each negotiating team, and shall not be considered binding until ratified by the Board and Association.
8. The Board shall not discriminate against any employee with respect to hours, wages, and terms and conditions of employment for reasons of membership in the Association or participation in negotiations with the Board.

## **ARTICLE 3 - GRIEVANCE PROCEDURE**

### **A - Primary Purpose**

The primary purpose of this Grievance Procedure is to secure at the lowest level possible an acceptable solution to the problems of the parties covered by this Agreement.

### **B - Definitions**

**Grievance:** A grievance shall be any claim that there has been a violation, misapplication, or misinterpretation of a provision(s) of this Agreement.

**Days:** Days as defined in Article 3 are days in which the business office is open.

### **C - Procedures**

**Step 1:** A grievance must be filed within 30 days of the alleged aggrieved event. If winter break or spring break occurs within this 30 day period, the grievance timeline will be extended by the number of days of said break. If the grievance is not completed prior to the summer break, the timeline will resume once the next school year begins. The grievant may present the grievance in writing to the immediately involved supervisor, who will arrange for a meeting to take place within ten (10) days after receipt of the grievance. The Association's representative, the grievant, and the immediately involved supervisor shall be present for the meeting. Within ten (10) days of the meeting, the grievant and the Association shall be provided with the supervisor's written response, including the reasons for the decision.

**Step 2:** If the grievance is not resolved at Step 1, then the Association may refer the grievance to the Superintendent or the Superintendent's official designee

within ten (10) days after the receipt of the Step 1 answer. The Superintendent shall arrange with the Association representative for a meeting to take place within ten (10) days of the Superintendent's receipt of the appeal. Within ten (10) days of the meeting, the Association shall be provided with the Superintendent's written response, including the reasons for the decision.

**Step 3:** If the Association is not satisfied with the disposition of the grievance at Step 2, the Association may submit the grievance to final and binding arbitration. If a demand for arbitration is not filed with the Employer within thirty (30) days of the date of the Step 2 answer, then the grievance shall be deemed withdrawn. If within fifteen (15) days of the filing of the demand with the employer the parties cannot agree on an arbitrator, the demand shall be submitted to the American Arbitration Association which shall act as the administrator of the proceedings.

#### **D - Bypass**

By mutual agreement, any step of the grievance procedure may be bypassed.

#### **E - Class Grievance**

Grievances may be initiated and/or conducted by the Association. The Superintendent, at his discretion, shall conduct a conference with the teachers making the complaint. The Association President(s) may be present.

#### **F - No Reprisals Clause**

No reprisals shall be taken by the Employer against any Employee because of the Employee's initiation, participation or refusal to participate in any grievance, complaint, or proceeding under this Agreement.

### **G - Filing of Materials**

All records related to a grievance shall be filed separately from the personnel files of the Employee(s).

### **H - Grievance Withdrawal**

A grievance may be withdrawn at any level without establishing precedent.

### **I - No Written Response**

Failure of the Administration to act within the time limits set forth shall allow the aggrieved to proceed to the next step of the procedure. Failure of the aggrieved to act within the time limits set forth shall preclude further appeal of the grievance.

### **J - Costs**

The fees and expenses of the arbitrator shall be shared equally by the parties.

### **K - Postponement**

If only one party requests a postponement of an arbitration hearing, that party shall bear the cost of such postponement.

### **L - Settlement**

By mutual agreement, a grievance may be settled at any step without establishing precedent.

## **ARTICLE 4 - EFFECT OF AGREEMENT**

### **A - Complete Understanding**

The terms and conditions set forth in this Agreement represent the full and complete understanding between the parties.

### **B - Contractual Amendments**

This Agreement shall constitute a binding obligation of both the Employer and the Association and for the duration hereof may be altered, changed, added to, deleted from, or modified only by a majority vote by the Board and the Association membership.

### **C - Contract vs. Board Policy**

All Employer policies shall be in conformity with the provisions of this Agreement.

### **D - Savings Clause**

Should any article, section, or clause of this Agreement be declared illegal by a court of competent jurisdiction, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by the law; and all other provisions or applications shall continue in full force and effect.

## **ARTICLE 5 - CONTINUITY OF OPERATIONS**

### **A - No Strike Provision**

Neither the Association nor any Employee shall engage in a strike during the duration of this Agreement.

## **ARTICLE 6 - TEACHERS' RIGHTS**

### **A - School Code Rights**

Except as is specifically provided in this Agreement, nothing contained herein shall be construed to deny any teacher rights he/she may have under The School Code or under other applicable laws and regulations.

### **B - Right to Organize and Participate**

Teachers have the right to organize, join, and assist the Association; participate in negotiations with the Employer; and to engage in activities individually or in concert for the purpose of establishing, maintaining, protecting, or improving conditions of service or quality of the educational environment.

### **C - Employee Notification of Assignments**

An employee shall be given written notice of his/her assignments for the forthcoming year as soon as practical and no later than two weeks before the end of the current school year. In the event changes in such assignments are proposed, the teacher affected shall be notified promptly and consulted. Unless an emergency situation arises, teacher assignments shall not change 40 days prior to the commencement of the next school term.

### **D - School Grounds Departure**

Teachers shall be permitted to leave the school grounds during any preparation period or lunch break after notifying the building principal, or designee. The principal has the right to refuse or limit the period of absence if it is deemed necessary to safeguard the health and welfare of students.

## **E - Review of Personnel File**

Each teacher shall have the right, upon request, to review the contents of his/her permanent personnel file which shall minimally contain evaluation, both formal and informal, and remediation documentation.

The teacher shall be given a copy of any material added to his/her personnel file within five (5) working days of the date of such additions. The teacher 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, in the presence of a designated employee of the Board, ~~and during~~ a time when the teacher is not otherwise assigned, ~~and in a manner which shall not interfere with the operation of the personnel office or of the School District by~~ appointment.

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

## **F - Complaints**

A teacher shall be advised promptly of any complaint against him/her that could result in disciplinary action, at which time he/she shall also be notified as to the name(s) of the person(s) making the complaint. The administration shall establish that the incident the complaint is based on did actually occur before any disciplinary action is considered. If requested by a teacher, a teacher/principal conference shall be held and no disciplinary action shall be taken against a teacher prior to this conference. If deemed helpful, the teacher may request a conference

with the person(s) making the complaint at which the administrator shall also be present. If such a conference is conducted, the administrator's role shall be to counsel with the parties and seek a solution of the problem which created the complaint.

### **G - Seniority**

Seniority is defined as a teacher's length of continuous service, with exception of Board approved leave, which begins on the date the teacher was first obligated by contract to start work with the District on a full time basis.

Part-time teachers shall acquire seniority on a pro-rata basis. For example: Teaching two years at half time would equal one full year of seniority.

If two or more teachers' seniority is equal, the one whose date of hire is earliest as determined by Board approval, shall have greater seniority. If the date of hire is equal, the teacher receiving tenure first shall have greater seniority. If date of tenure is equal, total years of any full-time teaching experience (K-12) shall become the deciding factor in determining seniority in the district.

### **Part Time**

Once tenure has been achieved, involuntary part-time service shall not constitute interruption of continuous service. Once tenure has been achieved, voluntary part-time service shall not constitute interruption of continuous service at the discretion of the Board.

### **Seniority of Tenured Part-Time**

The seniority status of teachers reduced to part-time who retain tenure shall not be affected by such reduction, and they shall continue to accumulate seniority on a pro-rated basis beginning September 1, 1983.

### **Reinstatement of Seniority**

That period of time during which a tenured teacher is eligible for recall under the provisions of this Agreement shall not constitute interruption of continuous service.

### **Leave Replacement**

Continuous service in the form of full-time leave replacement shall count toward tenure and seniority, if such service results in regular employment within the district.

### **H - Vacancy of Position**

Vacancies shall be posted online and ~~certified~~ licensed staff will be notified by email as soon as known or anticipated. This includes existing and newly created positions. Teachers shall have at least seven (7) calendar days from the date of posting to file an application for the vacancy. Qualified and ~~certified~~ licensed internal candidates shall be considered and interviewed for vacancies. During the summer months and time permitting, every reasonable effort shall be made to notify interested teachers of these vacancies. Teachers will be notified of internal vacancies in the summer through their district email account.

### **I - Part-Time to Full-Time**

~~If part-time positions are eliminated to create full-time positions, the part-time teachers shall be given priority consideration for the full-time position, then all other currently employed teachers will be considered.~~

#### **J-I - Voluntary Job Transfer**

An eligible teacher may apply for a transfer to another position or building where a vacancy exists by ~~sending the building principal or supervisor a letter~~ effiling an application within seven (7) calendar days of the internal posting. Before filling any vacancies, consideration and an interview will be given to said teacher(s). If the transfer request is not granted, the teacher will be informed of the reasons for the decision.

#### **K-J - Involuntary Job Transfer**

Involuntary transfers should be avoided except when primarily used to make more efficient and appropriate use of staff to conduct instructional programs and activities, and will take into account the professional interests and concerns of the teacher. ~~No involuntary transfer will be made solely for the purpose of filling a vacancy that can be filled by a new hire.~~

If a teaching assignment must be changed to a different building, grade level, and/or subject area because of fluctuations in grade level populations (this would not apply for shifting an entire grade level to another building), the principal from whose building a teacher must be transferred shall meet with his/her staff to explain the situation to solicit a voluntary transfer. Teachers considered for the transfer must be properly ~~certified~~ licensed for the new position. If more than one teacher with the necessary ~~certification~~ license volunteers, the receiving principal shall make a recommendation to the Superintendent, who will make the final

decision on a transfer. If no teacher volunteers for said transfer, the Superintendent, or his or her designee, shall select the transferee by qualification, ~~certification~~licensure, and seniority. Seniority will determine selection in cases when qualification and ~~certification~~licensure for two candidates are equal. The supervisor or principal shall meet with the transferred teacher within 14 calendar days to foster a smooth transition. Teachers subjected to an involuntary transfer shall be allowed to return to their previous assignment if the position becomes available within two school years.

### **IK - Part-Time to Full-Time**

If part-time positions are eliminated to create full-time positions, the part-time teachers shall be given priority consideration for the full-time position, then all other currently employed teachers will be considered.

### **L - Job Sharing**

The Board ~~of Education~~ will consider job sharing proposals to share a full-time teaching position. Only a tenured teacher may submit a job sharing proposal, which may include a person who is non-tenured as a teaching partner. The proposal shall be submitted to the Superintendent, in writing, by January 15 of the school year preceding the year for which job sharing is being proposed, signed by both of the teachers requesting to share the position and specifying the position sought to be shared. Such requests will be considered by the Superintendent and may be granted on such terms and conditions deemed appropriate by the Board ~~of Education~~. All job sharing proposals approved by the Board ~~of Education~~ shall be on a yearly basis.

### **M - Relationship with Teachers' Assistants**

If an instructional assistant is to be assigned to a teacher, classroom and/or resource, the building principal shall make a good faith effort to consult with the teacher regarding such assignment. If the teacher is available, such consultation shall include the interview process and periodic reviews of the instructional assistant. In addition, any teacher who is assigned an assistant may provide input to the appropriate building principal regarding the performance and continued employment of the assistant.

#### **N - Reduction in Force and Recall**

Reduction-in-Force will be conducted pursuant to the requirements of Article 24 of the Illinois School Code.

#### **O - Notification**

All contracted teachers that are subject to dismissal due to a reduction in force shall receive notice by certified mail, return receipt requested, no later than ~~sixty~~ forty-five (45) calendar days before the end of the school term. This notice shall include a statement of honorable dismissal, referring to the necessary reduction in force.

All contracted teachers who are subject to dismissal due to a reduction in force shall receive written notification and information regarding continuity of health insurance according to State and federal law. Administration shall discuss potential reductions with the employee(s) prior to formal notification.

#### **P - Class Size, Composition, and Work Load**

~~A process will be developed to allow teachers to formally seek consideration of concerns about class size, composition, and work load.~~

## **ARTICLE 7 – ASSOCIATION RIGHTS**

### **A - Association Meeting Place and Time**

The Association shall be allowed to use the appropriate meeting space in school buildings during non-school hours where such is available and does not interfere with educational programs. The Superintendent shall be notified at least forty-eight (48) hours in advance of these meetings involving more than ten (10) Association members. The administration, except in the case of emergency, will make every effort to keep the times immediately preceding and during the Association Meeting free from other scheduled teacher and inservice meetings. This request will not affect any administrative meetings that have been scheduled prior to this notification.

#### **1. Regular Meeting Time**

The last Thursday of each month, ~~between 3:45 and 6:00 p.m.~~outside the school day, shall be reserved for Association meetings with the exception of Parent-Teacher Conferences. Meeting times will be determined by the Association at the beginning of each school year.

#### **2. Meeting Announcements**

Announcements of time and location of Association meetings may be read over the intercom system in each building. Such announcements shall be made at the times regularly scheduled for announcements in each building and may also be placed in the daily teacher bulletin, daily teacher email, and on appropriate bulletin boards.

#### **3. Institute Day Meetings**

The Association President(s) shall be allowed to address the Association at a mutually agreed upon time on Institute Days when the Association is assembled in the same place at the same time.

### **B - Communication Vehicles**

For the purpose of internal communication, teacher mailboxes, interschool mail, interschool email, and a bulletin board in the teachers' lounge of each school shall be made available to the Association.

### **C - Board Meetings**

The President(s) of the Association or his/her designee shall be given notice of all regular and special meetings of the Board. The Board packet (inclusive of the agenda) shall be given to the Association President(s) and one Association representative at each building on the same day the Board receives the packet. Board minutes shall be posted to the district website for the Association to access.

### **D - Association Representatives Leave of Absence**

The Association may send up to four (4) representatives to local, state, or national conferences or on other business pertinent to Association affairs. The Association may use a total of eight (8) employee days per school year for this purpose. The Association shall have the right to use an additional two (2) employee days at its option for the purpose of conducting Association business with teachers during non-duty time. Written notification for said leaves shall be submitted to the Superintendent by the President(s) of the Association. These representatives may be excused without loss of salary providing the Association reimburses the Board for the cost of substitutes.

### **E - Association Meetings with the Superintendent**

The Association representatives (Executive Board Members and/or Building Representatives) and the Superintendent shall meet upon request by either party. Either party may request the attendance of additional persons.

The designated Association representatives shall be released from teaching duties for the purpose of attending said meetings, if meetings occur more than once a month.

### **F - Association Views**

The Board encourages the Association to submit its views with respect to changes in the Board's policies or procedures, including educational matters, prior to effecting such changes, and will consider such views in formulating its final decisions.

### **G - Right of Notification**

The Superintendent shall provide the Association President(s) with the name, address, email, and phone number of each new employee upon Board approval of new employee contract.

### **H - T.A.B. Committee**

There shall be a committee comprised of Teachers, Administrators, and Board Members, hereto referred to as TAB, that will communicate and discuss concerns and issues on an informal basis. The TAB membership shall be composed of up to two (2) Board Members, up to three (3) Administrators, and up to six (6) representatives of the Teachers' Association. The TAB Committee shall meet a minimum of one (1) time per year during the first quarter, and will schedule additional meetings per year as mutually agreed upon by the TAB Committee members.

## **I – Instructional and Professional Concerns Committee (IPC)**

The parties agree to establish an Instructional and Professional Concerns Committee, composed of an equal number of teachers (appointed by the Association) and Board/Administrators (chosen by the Board/Administration). Topics and issues may be brought to the Committee by the Association or the Administration. The Committee will work to resolve concerns and may make recommendations to the Board and the Association that may modify the Agreement or past practice. The Committee will meet 3 times prior to March 15<sup>th</sup>.

## **I - Fair Share**

Each Bargaining Unit Member, as a condition of his/her employment, on or before thirty (30) days from the date of commencement of duties or the effective date of this Agreement, whichever is later, shall join the Association or pay a fair share fee to the Association equivalent to the amount of dues uniformly required of members of the Association, including local, state and national dues.

In the event that the Bargaining Unit Member does not pay his/her fair share fee directly to the Association by a certain date as established by the Association, the Board shall deduct the fair share fee from the wages of the non-member.

Such fee shall be paid to the Association by the Board no later than ten (10) days following deduction.

In the event of any legal action against the Employer brought in a court or an administrative agency because of its compliance with this Article, the Association agrees to defend such action, at its own expense and through its own counsel, provided:

1. The Employer gives immediate notice of such action in writing to the Association, and permits the Association intervention as a party if it so desires; and
2. The Employer gives full and complete cooperation to the Association and its counsel in securing and giving evidence, obtaining witnesses and making relevant information available at both trial and all appellate levels.

The Association agrees that in any action so defended, it will indemnify and hold harmless the Employer from any liability for damages and costs imposed by a final judgment of a court or administrative agency as a direct consequence of the Employer's compliance with this Article.

It is expressly understood that this save harmless provision will not apply to any claim, demand, suit or other form of liability which may arise as a result of any type of willful misconduct by the Board or the Board's imperfect execution of the obligations imposed upon it by this Article.

The obligation to pay a fair share fee will not apply to any Employee who, on the basis of a bonafide religious tenet or teaching of a church or a religious body of which such Employee is a member, objects to the payment of a fair share fee to the Association. Upon proper substantiation and collection of the entire fee, the Association will make payment in behalf of the Employee to a mutually agreeable non-religious charitable organization as per Association policy and the Rules and Regulations of the Illinois Educational Labor Relations Board.

**Grandfather Clause**

Fair share will be in effect beginning with the 1995-96 school year. Faculty members who were employed by the district during the 1994-95 school year but were not members of the Association during said school year are not governed by this fair share clause.

## ARTICLE 8 - SCHOOL CALENDAR AND WORKDAY

### A - Calendar

The Board ~~of Education~~ shall annually adopt a school calendar which conforms with the requirements specified by the State of Illinois and such additional days as may be needed in case of emergency (105 ILCS 5/10-19).

The President(s) of the Association shall appoint a committee to meet with the Superintendent in an advisory capacity concerning the calendar to be recommended to the Board. The minutes of the meeting with the committee and the Superintendent containing the recommendations of the committee shall be received by the Board prior to the Board's vote.

### B - Length of Workday

The Board ~~of Education~~ shall consult with the Association before serious consideration is given to making permanent changes in the workday.

Excluding institute days, the administration, in scheduling of professional growth and building meetings, will make a reasonable effort to schedule meetings at those times which will be sensitive as to teacher preparation periods and days before the day progress reports or report cards are distributed and as to reasonable length to cover agenda items.

~~Starting with the 2013-2014 school year, the work day for teachers at Sprague School and Half Day School shall be modified to include an additional 10 minutes of instructional time. Starting with the 2014-2015 school year, teachers at Sprague School and Half Day School shall work 10 minutes more per day than the 2013-2014 work day.~~

~~As determined by a joint committee with the final decision made by the Superintendent, starting with the 2014-2015 school year, teachers at Daniel Wright shall work up to 20 minutes more per day than the 2012-2013 work day.~~

~~Starting with the 2016-2017 school year, one (1) non-student workday will be added for a total of 181 workdays, specifically to be used for packing/moving at the end of the 2016-2017 school year.~~

~~Starting with the 2017-18 school year, one (1) non-student work day will be added for a total of 182 workdays. The dates will be recommended by the Calendar Committee.~~

### **C - Planning and Preparation Time**

No teacher shall be required to teach more than 180 minutes or four (4) consecutive periods without a relief period, exclusive of lunch at Daniel Wright and inclusive of lunch at Sprague and Half Day Schools, unless he/she has agreed to it. The administration shall make every reasonable effort to provide full-time teachers with a planning period in the morning and a planning period in the afternoon of each school day.

It is recognized that some meetings have to be scheduled during a teacher's planning, preparation and class time. A reasonable effort will be made to consult the teacher prior to the setting of dates and times, thus causing minimal disruption.

### **D - Traveling Teachers**

~~Certified-Licensed~~ staff members working in multiple buildings as part of their assignment shall be reimbursed for mileage between buildings at the allowable rate set by the Internal Revenue Service. Traveling time is exclusive of lunch and planning periods.

## ARTICLE 9 – LEAVES

### A - Sick Leave

Each teacher shall be entitled to sick leave per year without deduction in pay based on the following scale of years in the district:

Years in District	0-9	10-19	20+
Sick Days Allotted	14	18	22

Sick leave is defined as personal illness, quarantine, serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption. (Immediate family is defined in The School Code as “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 by birth or marriage.”)

An employee who has been absent from work for three (3) days or longer because of illness or injury, or thirty (30) days for birth, may be required to submit a physician’s report to the Superintendent with a summary statement of the illness or injury.

The Employer shall furnish each employee with a written statement at the beginning of each employee work year setting forth the total sick leave and personal day credits.

When a tenured employee has utilized all their sick leave they may borrow up to six (6) days from their next year’s allotment. Notification for the sick leave extension shall be submitted to the Superintendent. An employee who utilizes any of these additional days may be required to submit a physician’s report to the Superintendent with a summary statement of the illness or injury.

## **B - Sick Leave Bank**

The Board and the Association agree to the option of creating a sick leave bank which shall be administered by a committee appointed by the Association. The bank will be available to tenured teachers who are absent from their employment due to a catastrophic illness suffered by the teacher (not members of the immediate family or household). Participation shall be voluntary and will require an initial contribution of one (1) day of accumulated sick leave from the tenured teacher(s).

The maximum number of sick days which can be withdrawn by a participating tenured teacher may not exceed 25 days in any five-year period. In order to access days in the bank, the teacher must first have exhausted all of his or her available, unused sick leave. The aggregate maximum number of sick days allowed in the bank may not exceed 200 days. In the event the aggregate number of days in the bank drops below 100, participating teachers may be asked to donate an additional day in order to continue to be eligible to participate in the bank.

The Association Sick Bank Committee will create the rules governing the use of the bank and send a copy to the Superintendent. The Committee will also report to the Board contributions to and withdrawals from the bank.

## **C - Emergency/Personal Leave**

Each teacher shall be granted four (4) days Emergency/Personal Leave per year without deduction in pay for the purpose of transacting personal matters that require absence during school hours. The teacher shall not be required to state his/her reason when applying for leave, except as prescribed below. Personal

leave requests shall be made not less than twenty-four (24) hours in advance to the building administrator unless extenuating circumstances prevail.

Upon specific approval of the Superintendent, Emergency/Personal Leave may be used on days immediately preceding or following school holidays or vacation periods. A reason for the leave may be required and such approved leave may be without pay.

If the request for Emergency/Personal Leave is denied, the Superintendent will give specific reasons for the denial in writing to the teacher and the building principal.

Unused Emergency/Personal Leave shall be cumulative to a maximum of six (6) days. Unused personal days in excess of six (6) may, at the annual election of the teacher, either be reimbursed at half (1/2) of the substitute pay or added to available sick leave as a whole day. The leveling to six (6) personal days shall occur at the beginning of each school year.

#### **D - Bereavement Leave**

Each teacher may receive Bereavement Leave with pay for up to five (5) days when death occurs in the immediate family or household.

Each teacher may utilize one (1) of these Bereavement Leave days with pay when death occurs in their extended family. Extended family shall include aunt, uncle, cousin, niece and nephew by birth or marriage.

#### **E - Release of Personnel for Military Training**

Whenever possible, reserve officers and other reserve personnel among the certified-licensed staff shall be expected to meet their requirements for annual training during the period for which they are not employed to perform duties for

District 103. If a special situation arises which requires attendance during the regular school year, the employee shall receive his regular salary less the amount from the government for the period of training or required duty.

#### **F - Jury Duty**

All ~~certificated~~-licensed personnel serving on jury duty, or who are subpoenaed to testify during work hours in any judicial matter, shall receive full salary for the time required to be in attendance upon submitting to the Business Office all payments received for serving as a juror, less mileage and lunch allowance, except if payment for jury service is more than the regular salary.

Teachers requested to attend an arbitration fact-finding proceeding or Illinois Educational Labor Relations Board hearing shall be paid full salary for a period of one day. Any stipends received for testimony at these arbitration fact-finding proceedings for the first day shall be transmitted to the Board of Education for use in the general fund.

#### **G - Sabbatical Leave**

The purpose of sabbatical leave is to benefit the school system by improving the quality and level of experience of the teaching staff.

A sabbatical leave may be applied for upon completion of six consecutive years of satisfactory service as a full-time teacher in District 103.

Allowing a sabbatical leave will be strictly at the discretion of the Board. No more than one ~~certificated~~-licensed staff member may be granted sabbatical leave in any one school year.

A sabbatical leave may be granted for one school year at one-half salary to be paid in twenty semi-monthly installments, or one-half of one school year (but

not less than four school months) to be paid in ten semi-monthly installments. A leave of one-half of a school year shall start only at the beginning of the first school semester, or at the beginning of the second school semester in January. The Board shall give priority to full-term sabbaticals.

During the sabbatical the teacher shall file two reports (one report for a semester sabbatical) with the Board ~~of Education~~. The teacher shall submit a full report at the conclusion of the sabbatical to the administration.

“Salary” as used above shall be at the rate of the minimum salary as set by the School Code of Illinois, or one-half the employee’s salary, whichever is greater.

Acceptance of such leave carries with it the obligation on the part of the recipient to agree, in writing, to continue his/her service in District 103 for at least two (2) years following the termination of the leave. The applicant shall further agree that if he/she fails to comply with the above requirement, he/she shall return all sums of money received from the district during the sabbatical leave, unless the return to service is prevented by illness or for reasons acceptable to the Board.

All requests for sabbatical leave must be submitted before January 15 of the year prior to the year for which the sabbatical is requested. Requests for second semester leaves must be received by October 1. The letter of application shall outline the purpose of the sabbatical, together with a tentative plan for the achievement of the purpose. Clearly spelled out in the request must be the benefits to the school district. Notification of approval or rejection shall be given within sixty (60) days.

A teacher on sabbatical leave shall advance on the salary schedule as if regularly employed and shall receive the same fringe benefits as teachers

employed full time. Persons returning to part-time status will receive pro-rated benefits.

A teacher on sabbatical leave shall retain all rights of tenure and pension rights as though teaching during the period. Upon return to service, the teacher shall be assigned to a position for which he/she is ~~certified~~licensed.

The association shall be informed of any sabbatical leave upon approval.

### **H - General Leave of Absence**

A tenured teacher shall be eligible for a leave of absence without pay subject to the following conditions:

1. Leaves of absence shall not extend beyond the end of the school year for which they are granted, and shall be limited to a maximum of one year in duration.
2. Such leaves shall be without benefits. During such leave a teacher may maintain insurance benefits by a timely payment of the entire premium therefore.
3. The Employee may return to a teaching position for which the teacher is ~~certified~~licensed.
4. No Employee shall be granted more than one such leave in any ten-year period.
5. All staff members granted leaves of absence hereunder must notify the Superintendent in writing by January 15 of their desire to be considered for employment for the following school year.
6. Employees shall return ~~to staff~~ without credit on the salary schedule for the period of absence if such period is in excess of one-half of the work year.

The association shall be informed of any general leave of absence upon approval.

## **I - Parental Leave**

A tenured teacher shall be eligible for parental leave without pay (except as noted below) subject to the following conditions:

### **Medical Statement**

The teacher shall advise the Superintendent or his/her designee of the fact of pregnancy no later than the fourth month of pregnancy. At such time she shall provide a written statement from her obstetrician or physician indicating the expected date of delivery and that in his/her opinion the teacher may safely continue in her employment and perform all her regular teaching duties during her pregnancy. From time to time the Superintendent or his/her designee may request the teacher to furnish subsequent statements from the doctor indicating her continued ability to perform her teaching duties. At the district's request and expense, the teacher may be required to have a physical examination by a physician of mutual choice.

### **Application for Leave**

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

### **Dates of Leave**

The teacher and the Superintendent or his/her designee shall agree upon a plan for the commencement and termination of such leave, taking into consideration the continuity of instruction and medical factors and the pertinent time factors. The leave shall not exceed the balance of the school year in which it commences and one additional school year. Should the employee request a leave for the balance of a school year only and then desire an extension of leave for the next full school year, a second request shall be submitted by January 15 of the first parental leave year for the Superintendent's review and approval.

### **Sick Leave**

Teachers shall have the option to use up to sixty (60) days of accrued sick leave or any other paid leave available at the time of the parental leave request. The use of such paid leave entitles the teacher to full benefits during the parental leave and, at the option of the teacher or the Board, shall run concurrently with the twelve (12) work weeks of leave afforded by the Family Medical Leave Act (FMLA). If neither the teacher nor the Board has elected to access benefits afforded by the FMLA, teachers shall be entitled to maintain all insurance benefits as set forth in this Agreement, provided he/she pays the premium(s) directly to the Board, for transmittal to carrier(s).

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.

Any full-time teacher who has worked, or will work, 93 days of the school year shall be entitled to his/her full sick and personal days allotment for that year.

If a leave begins at the start of the school year, the teacher shall be entitled to his/her full sick and personal days allotment if the date of his/her return to work will ensure that 93 or more days of the year will be worked. Six (6) of those sick days can be applied to the leave in addition to any already accumulated. The remaining will be awarded upon return to work.

If a leave begins and ends mid-year, the employee will be entitled to all his/her sick and personal days allotment if they work at least 93 days of that school year. The employee may also borrow up to six (6) days from the following year. If an employee does not return to work, the employee shall be responsible for reimbursing the district for any borrowed days used.

If a leave begins at the end of the school year and the employee has utilized all of his/her sick leave, he/she may borrow up to six (6) days from the next year's allotment.

An employee who works less than 93 days of the school year will receive a prorated sick and personal days allotment, rounded to the nearest half day. This percentage is based on the number of days worked out of 180 days, or the total workdays that year. For example, if an employee works 77 days, his/her prorated allotment shall be six (6) sick days and one and a half (1.5) personal days based on a full allotment of 14 sick days. [(Days worked/~~180~~Total Workdays that Year) x (Full allotment of sick or personal days) rounded up to the nearest half day (0.5)]

### **Part-Time**

A part-time teacher who has worked for five (5) or more continuous years in the District and whose part-time work experience for such period of time is at least 0.7 full-time equivalent, may also use up to sixty (60) days of accrued sick leave or any other paid leave available at the time of the parental leave request.

### **Advancement**

Any teacher who has been employed 93 or more days of the school year in which the parental leave occurs, shall be entitled to such advancement on the salary schedule as he/she would have had if the leave had not been granted. If the leave exceeds the year such leave commences, the second year shall not be considered for step advancement on the salary scale.

### **Return to Employment**

In all instances where a teacher is granted a parental leave of six months or more, as a condition thereof the teacher shall advise the Superintendent in writing by January 15th prior to the termination of such leave that he/she intends to return to employment.

Return to the district shall be in accord with the previously agreed upon plan, subject however to changed educational conditions in the district in the event of a mid-year return, in which case the school district may delay reinstatement of said teacher until the beginning of the next school year. Failure to advise the Superintendent or his/her designee of intent to return

as required by this policy shall be treated as an election not to return to employment and as a resignation from the district.

A teacher desiring to return from parental leave shall submit evidence from a qualified physician that he/she is medically able to perform all of her teaching duties with her notice of intent to return.

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

Upon the termination of parental leave, a teacher may be granted his/her same position as was held prior to the leave.

### **Non-Tenured Teacher**

A parental leave may be granted to a non-tenured teacher under unusual circumstances by action of the Board ~~of Education~~, subject to all the conditions applicable to a tenured teacher and provided the term of such leave shall not be considered full-time employment under Section 24-11 of The School Code for purpose of continuous employment necessary to attain tenure status. Upon return from leave the teacher shall then continue to accrue service credit toward the acquisition of tenure and shall not lose credit for any service provided prior to the commencement of the leave. The granting of parental leave to any non-tenured teacher shall not constitute a precedent for the granting of leave to any other teacher. Each request shall be judged on its own merits.

### **J - Adoption Leave:**

Any teacher desiring adoption leave as a result of becoming an adoptive parent shall notify the Superintendent or his/her designee in writing upon the initiation of such adoption proceedings.

Adoption leave shall be granted upon satisfactory written notification to the Superintendent or his/her designee of the date the child is expected to be received.

It shall be the responsibility of the applying teacher to keep the Superintendent or his/her designee fully informed of the status of the proceedings, and as soon as known, the expected date of the delivery of the child.

Paid leave (i.e. sick leave) for adoption or placement of adoption is limited to thirty (30) days.

#### **K - Family and Medical Leave Act**

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

**ARTICLE 10 – CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT**

**A - Tuition Reimbursement**

Approved graduate coursework from a nationally accredited college or university which directly improves the teacher’s professional competence shall be eligible for tuition reimbursement at the per-semester hour rates and caps below:

<b><u>School Year</u></b>	<b><u>Per-Semester Hour Rate</u></b>	<b><u>Annual Cap*</u></b>
2013-2014	\$ 260	\$ 3,300
2014-2015	\$ 270	\$ 3,300
2015-2016 2016-2017	\$ 280	\$ 3,360
2017-2018	\$ 280	\$ 3,360

Approved course work shall be primarily related to the position held by the teacher, but with further choices in courses in professional education being given consideration for approval by the Superintendent.

\* There will be no annual cap for those enrolled in pre-approved programs leading to a master’s degree (the per-semester hour rate still applies).

**Ineligible Courses**

Graduate credit shall not be approved for courses required to secure initial classroom teacher ~~certification~~licensure.

**Final Grades**

Reimbursement shall be made only upon pre-approval and successful completion of the course. Successful completion of the course shall be defined as one which was awarded a final grade of A or B. In the event a “pass-fail” system is utilized by the educational institution, successful completion of the course shall be defined as an award of the grade “pass.”

### **Reimbursement**

Requests for reimbursement for course work must be submitted to the business office within sixty (60) days after the final meeting of the course. Reimbursement shall be granted for summer session courses upon the staff member's return to the district in September.

### **Credit on Salary Schedule**

Teachers can submit verification of pre-approved coursework completion indicating eligibility for a lane change by October 15<sup>th</sup> (retroactive to the September 15<sup>th</sup> payroll) or February 15<sup>th</sup> (effective on the February 28<sup>th</sup> payroll).

### **Procedures**

Applicants are to secure and complete a pre-approval form. The form shall be submitted to the principal for his/her recommendation and forwarded to the Superintendent for final approval.

### **B - Workshops**

The District shall offer teachers the choice of Board credit or a monetary stipend for workshops offered by the district during academic breaks, nights, or weekends. All workshops need to be pre-approved. Board credits may be used for lane advancement on the salary schedule with the exception that Board credits may not be used to move from a bachelor's lane to a master's lane. Lane advancements will follow the same procedure for graduate coursework (twice per year). 15 clock hours are equal to one (1) Board credit for participating in workshops. Six (6) clock hours are equal to one (1) Board credit for pre-approved

planning and leading district workshops, writing curriculum, or writing district assessments. 1 Board credit hour is equal to 1 semester credit.

Stipends for participating in district workshops shall be forty dollars (\$40) per hour. Stipends for pre-approved planning and leading district workshops, writing curriculum, or writing district assessments shall be forty five dollars (\$45) per hour.

### **C - Certification Licensure Fees**

The Board will pay the licensure fees for speech and language pathologists, school social workers, and school psychologists, as required as a condition of employment.

## ARTICLE 11 – EMPLOYEE BENEFITS PROGRAM

### A – Employee Health Insurance

~~For the 2013-2014 school year, the Board of Education will pay the teacher's portion of single-tier health insurance premium costs and shall seek to maintain insurance benefits substantially identical to those which were in effect during the 2012-2013 school year. The Wellness Committee, made up of administrators and teachers, shall jointly develop a Wellness Program to be implemented in the 2014-2015 school year.~~

~~For the 2014-2015 school year, the Board of Education shall pay 95% of the teacher's portion of single-tier health insurance premium costs. Teachers shall be reimbursed up to 100% of his or her contribution upon satisfactory participation in the District-approved Wellness Program.~~

For the ~~2015-2016~~2016-2017 school year, the Board ~~of Education~~ shall pay 90% of the teacher's portion of single-tier health insurance premium costs. Teachers participating in the current PPO plan (350 PPO) may be reimbursed up to 50% of his or her contribution upon satisfactory participation in the District-approved Wellness Program. Teachers participating in a higher deductible PPO plan (e.g. 750 PPO or higher) or a HSA-High Deductible (if available) Plan shall be reimbursed up to 100% of his or her contribution upon satisfactory participation in the District-approved Wellness Program.

Example 1: 350 PPO single tier costs \$800 per month. Employee pays \$80 per month (\$960 per year). If the employee satisfactorily participates in the Wellness Program, the employee shall be reimbursed up to \$480.

Example 2: 750 PPO single tier costs \$500 per month. Employee pays \$50 per month (\$600 per year). If the employee participates in the Wellness Program, the employee shall be reimbursed up to \$600.

For the 2017-2018 school year, the 350 PPO plan will be discontinued and the Board will pay the teacher's portion of single-health insurance premium costs (750 PPO or higher deductible plan). For employees electing employee-only coverage, the district will reimburse participants amounts applied to their deductible beyond the first \$350 up to the next \$300 of deductible. For employees electing family coverage, the district will reimburse participants amounts applied to their deductible beyond the first \$700 up to the next \$600 of deductible.

For the 2017-2018 school year, the 2500 PPO plan option will be added (Single 100% paid).

For the 2017-2018 school year, the 1500 High Deductible Health Plan (HDHP) with a Health Savings Account (HSA) option will be added (Single 100% paid). The Board shall contribute the following amounts to the HSA for employees electing this plan:

Single: \$1,000

Single + (Child/Souse): \$1,500

Family: \$2,000

### **B - Dependent Health Insurance**

District's Dependent Health Insurance Premium Payment: For staff participating in the dependent health insurance premium payment program during the 2006-07 school year, the Board shall contribute to a teacher's dependent health insurance coverage on the basis of the following criteria:



The Board will make available an optional dental insurance program 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 may be paid by payroll deduction.

### **E - Insurance Committee**

The Board ~~of Education~~ agrees to have a committee composed of six (6) members of the Association, the Superintendent, ~~and~~ the Business Manager, and the Human Resources Coordinator to review and evaluate the existing insurance program and to advise the Board on any changes or modifications in the program. Changes in health insurance carrier, health insurance coverage, and/or health insurance costs shall be made in collaboration with the Insurance Committee and the Board. The Insurance Committee shall meet at least twice a year between ~~January-October~~ and ~~May-April~~ to review the performance of the insurance carrier, and health insurance coverage, including benefit changes and renewal rates. The minutes of the Insurance Committee shall be kept by the administration and shared with the Board and Association for informational purposes.

### **F - Employee Designated Flex**

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 premiums 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.

## **G – Long Term Disability**

The Board shall purchase an income protection plan, with a twenty-four (24) hour accident coverage, which in conjunction with any benefits from the disability section of the State of Illinois or Teacher's Retirement System, will guarantee the employee sixty-six percent (66%) of his/her annual salary for any disability due to personal illness or accident. Benefits will begin on the 61st day of disability and will continue up to age sixty-five (65).

## ARTICLE 12 – RETIREMENT PLAN

### A - Eligibility

The Retirement Plan will be available for teachers who meet all of the following eligibility criteria:

1. Completed at least 15 years of full time teacher service in the District as of the date of retirement; part-time employment shall be prorated and converted to the full-time equivalency to determine years of service; and
2. Are considered by the Illinois Teacher’s Retirement System (“TRS”) to be age 55 or older on the date of the teacher’s retirement.

### B - Post-Retirement Service Award

To be eligible for a post-retirement service award provided in this section, the teacher shall have completed at least fifteen (15) years of full-time teacher service in the District as of the date of retirement (part-time employment shall be prorated and converted to the full-time equivalency to determine years of service). Due and payable after receipt of the final regular paycheck and last day of work, the teacher shall receive the award as a one-time contribution to a 403(b)/457 account designated by the employee with arrangements made by the employer that follow current practice. The award shall be according to the following:

<b><u>Years of District Service Completed</u></b>	<b><u>Service Award</u></b>
15 – 19	\$750 x years of service completed
20+	\$1,000 x years of service completed

Examples:

1. If a teacher retires with 20 years of service in District 103, this person shall receive \$20,000. (20 years x \$1000 = \$20,000).

2. If a teacher retires with 18 years of service in District 103 and 2 years of sick leave, this person shall receive \$13,500 . (18 years of service x \$750 = \$13,500).

~~Teachers electing to retire under the Modified Early Retirement Option and who require two (2) years or less of TRS Modified ERO Employer contributions, shall receive a reduced award based on years of service. This reduced award will be based on the following:~~

~~Fewer than 20 years of district service: 0% of the award.~~

~~20 to 34 years of district service: 50% of the full award.~~

~~Example:~~

~~If an ERO teacher retires with 25 years of service in District 103 with 1 or 2 years of employer paid contribution(s), this person shall receive \$12,500. (25 years x \$1,000 = \$25,000 x 50% = \$12,500).~~

### **C - Teacher Contribution of Modified ERO**

~~\_\_\_\_\_ Employees who submitted a letter of intent to retire before this contract term will not be affected by the following language.~~

~~\_\_\_\_\_ For employees giving written notice to the Superintendent no later than January 15, 2014 for a retirement no later than June 2015, the Board shall pay (for any teacher who qualifies under the District Retirement Plan and participates in the TRS Modified Early Retirement Option) 50% of the teacher's member ERO contribution.~~

~~\_\_\_\_\_ For employees giving written notice to the Superintendent no later than January 15, 2015 for a retirement no later than June 2016, the Board shall pay (for~~

~~any teacher who qualifies under the District Retirement Plan and participates in the TRS Modified Early Retirement Option) 25% of the teacher's member ERO contribution.~~

~~For employees giving written notice to the Superintendent in the 2013-2014 year, or after January 15, 2015, to retire in the 2015-2016 year and beyond, the Board shall not pay (for any teacher who qualifies under the District Retirement Plan and participates in the TRS Modified Early Retirement Option) any of the teacher's member ERO contribution.~~

#### **D-C - Death Benefits**

If an employee dies after the submission of an intent to retire letter, and prior to retirement, the Board will pay the employee's named TRS beneficiary the following retirement incentives: (1) any post retirement award as earned at the time of death, and (2) reimbursement of eligible 2.2 upgrade costs.

#### **E-D - Retirement Health Insurance Benefits**

The Board shall annually reimburse each eligible participant, retiring under the terms of this contract under the Retirement Plan, towards the actual premium cost paid by the retiree as his/her primary health insurance premium through TRIP or other non-District 103 insurance plan up to ~~\$4,3004,900~~ annually for the ~~2013-2014~~2016-2017 school year, increasing \$200.00 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 whichever comes first, age sixty-five (65) or Medicare eligibility of the retiree.

Eligible retirees may access District insurance pursuant to the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). See the district website for more details.

#### **F - Number of Modified ERO Participants**

~~The Board reserves the right to limit the number of teachers who may use Modified ERO. TRS defines Modified ERO eligibility as all teachers who are 55 or older and have more than 20 but fewer than 35 years of service. For the Modified ERO, the Board shall permit at least twenty-five percent (25%) of ERO eligible teachers to exercise the Modified ERO option. In all cases, participation will be based on the seniority of those applying for any given retirement year. The minimum number of eligible participants for any given retirement year will be rounded up to the next whole full-time equivalent position. Any teacher denied participation because of such limitation will be allowed to retire the following year. Teacher(s) will be notified of the Board's decision no later than the following June 30.~~

#### **G-E - State Retirement Program**

If the State of Illinois offers an additional retirement program allowable under TRS, this additional program will not exclude or reduce any other retirement provisions in this contract.

Should the Illinois General Assembly amend the current pension laws governing TRS rules during the term of this Agreement, both parties agree to meet and discuss the possible revision of Article 12 of this agreement.

#### **H-F - TRS 2.2 Upgrade Contribution**

A one-hundred percent (100%) reimbursement for an employee's 2.2 upgrade contribution shall be paid by the Board to the teacher becoming due and payable after receipt of the final regular paycheck and last day of work. To qualify for the one-hundred percent (100%) reimbursement, the employee must have locked in a rate with TRS by December 31, 2000, or within three (3) years of being hired by the District, and the entire contribution must have been paid by the employee to TRS by August 31 of the employee's last school year with the District. The reimbursement would be included in the employee's gross taxable income for income tax purposes.

If an employee has not locked in a rate with the TRS according to the above terms, the Board shall pay seventy percent (70%) of the total employee contribution to the teacher following retirement.

To qualify for the Board's whole reimbursement, or partial reimbursement and/or partial payment, an employee must have at least fifteen (15) years of full time teaching service with the District.

The amount to be reimbursed by the Board ~~of Education~~ shall be reduced by any refunds from TRS relating to 2.2 upgrade. Eligible participants must begin contributions to the 2.2 upgrade during the length of this Agreement.

#### **IG - Sick Leave Pay Out**

Employees who have accumulated over 340 unused sick days in District 103 will be reimbursed at 100% of substitute pay in effect at the date of retirement, to a maximum of 45 days becoming due and payable after receipt of the final regular paycheck and last day of work.

#### **JH - Retirement Incentive**

Any eligible teacher who ~~wishes~~ wished to receive the retirement incentive below must have submitted to the Superintendent a letter of intent no later than January 15, 2016 to retire no later than June ~~2019~~2020. ~~Notification for a retirement date no later than June 2020 will receive the benefits described below up to 2019 with 2020 to be negotiated in the next contract.~~

The Board agrees to increase the teacher's TRS creditable earnings by 6% over the teacher's previous year's reported TRS creditable earnings for up to four (4) years. Creditable earnings will include a 6% increase over the previous year's creditable earnings.

This applies to up to the last four (4) full years of the teacher's employment in the District, in lieu of any other raise, step, or other salary increase to which the teacher may otherwise have been entitled. This increase will be granted no earlier than the 4th full year prior to retirement.

This increase will only be granted if a teacher receives a summative evaluation rating of "proficient" or better on his/her most recent evaluation.

A retiring teacher who gives four years' notice before his/her retirement date shall receive this salary incentive for each of the remaining years before his/her retirement date, including the year in which notice is given.

A retiring teacher may receive no more than four (4) years of 6% annual increases in TRS creditable earnings. In no event may a teacher receive more than 6% annual increases in TRS creditable earnings in any year to calculate retirement benefits unless approved by the Board.

A teacher giving less than four years' notice shall receive the 6% annual increases based on the number of years left before his/her actual retirement.

The table on the next page illustrates how the notification process initiates the increase of 6% to TRS creditable earnings, if the teacher gives notice to retire by January 15, 2016.

<u>Retirement Date</u>	<u>Notify by:</u>	<u>6% for 2013-14</u>	<u>6% for 2014-15</u>	<u>6% for 2015-16</u>	<u>6% for 2016-17</u>	<u>6% for 2017-18</u>	<u>6% for 2018-19</u>	<u>6% for 2019-20</u>
<del>2016-17</del>	1/15/14	X	X	X	X			
<del>2016-17</del>	1/15/15		X	X	X			
2016-17	1/15/16			X	X			
2016-17	1/16/16				n/a*			
<del>2017-18</del>	1/15/14		X	X	X	X		
<del>2017-18</del>	1/15/15		X	X	X	X		
2017-18	1/15/16			X	X	X		
2017-18	1/16/16			n/a*	n/a*	n/a*		
<del>2018-19</del>	1/15/14			X	X	X	X	
<del>2018-19</del>	1/15/15			X	X	X	X	
2018-19	1/15/16			X	X	X	X	
2018-19	1/16/16			n/a*	n/a*	n/a*	n/a*	
<del>2019-20</del>	1/15/14				X	X	X	?**
<del>2019-20</del>	1/15/15				X	X	X	?**
2019-20	1/15/16				X	X	X	<del>?**</del> X
2019-20	1/16/16				n/a*	n/a*	n/a*	<del>?**</del> n/a*

\* See above notification deadline.

~~\*\* The increase for 2019-20 for teachers retiring no later than 2019-20 who have given notification by 1/15/16 will be negotiated in the next contract.~~

For example, a teacher giving notice by January 15, 2014 of intent to retire at the end of the 2016-17 year, will receive creditable earnings for 2013-14 equal to 6% over the creditable earnings reported to TRS for that teacher for the 2012-13 school year. Additionally, a teacher giving notice by January 15, 2014 of intent to retire at the end of the 2017-18 year will receive creditable earnings for 2014-15 equal to 6% over the creditable earnings reported to TRS for that teacher for the 2013-14 school year.

The extra duty pay will be adjusted each year for any duties dropped, which had been performed the previous year. For example:

Maintained Extra Duty	Dropped Extra Duty
--------------------------	--------------------

2012-13	72,000 (base)		72,000 (base)	
	<u>+1,000 (duty)</u>		<u>1,000 (duty)</u>	
	73,000 (C.E.)		73,000 (C.E.)	
	<u>x 1.06</u>		<u>x1.06</u>	
2013-14	77,380 (C.E.)		77,380 (C.E.)	
	<u>x 1.06</u>		<u>x1.06</u>	
2014-15	82,023 (C.E.)		82,023 (C.E.)	
			<u>-1,000 (drop ex. duty)</u>	
	82,023		81,022	
	<u>x1.06</u>		<u>x1.06</u>	
2015-16	86,944 (C.E.)		85,884 (C.E.)	
	<u>x1.06</u>		<u>x1.06</u>	
2016-17	92,161 (C.E.)		91,037 (C.E.)	

New extra duties may not be added in the final four years of service if said duties will cause TRS creditable earnings to exceed the 6% annual cap. Duties that are exempt and therefore not reportable as creditable earnings as defined by TRS rules may be added. The business office, along with the Association and the retiring teacher will work together to ensure that the TRS 6% annual cap is not exceeded.

## **ARTICLE 13 - EVALUATION**

The evaluation document, as developed by the Evaluation Committee is attached at the end of this document. The evaluation committee ~~may~~ shall meet one time in the Fall, and as needed to review the evaluation process and document~~from time to time to address necessary changes.~~ The committee will be made up of Administrators, Association President(s), and licensed staff. The Association will appoint the representatives from buildings/departments.

## **ARTICLE 14 – EXTRA DUTY**

### **A - Assignments**

All assignments to extra-duty activities shall be made by the administration in consultation with the Board ~~of Education~~ on a yearly basis. All extra-duty assignments shall be by mutual agreement, although bus and recess duty may be assigned if necessary. When extra duty is compensated, the Board ~~of Education~~ shall withhold 9.49.0%, or the current rate, from those stipends covered under TRS on an individual basis for TRS purposes.

### **B - Vacancies**

A list of available extra-duty activities for the following school year shall be distributed to each licensed staff member ~~via staff mailboxes and~~ via district email on or about May 15 of the current school year. Employees requesting an extra-duty position in the following school year must ~~fill out a request form and give it to~~ the notify the building principal or designee via email by June 1 or within five (5) business days after notification. Employees of District 103 shall receive priority consideration for extra-duty vacancies.

### **C - Retaining Extra Duty**

Employees presently holding an extra-duty position will have that activity for the following year unless it has been made known to them in writing that their job requirements had not been fulfilled.

### **D - Resigning Extra Duty**

An employee holding an extra-duty position who does not want that position the following year must notify the administration of his/her intention by April 15.

## **E - Seniority and Qualifications**

If more than one staff member requests the same extra-duty activity, it shall be decided upon by seniority and necessary qualifications for that duty as ascertained by the administration.

## **F - Decisions:**

Final decisions on staff selections for extra-duty positions shall be ~~posted~~ emailed on or about ~~June 10~~ the last day of the previous school year. ~~The posted list shall be placed in the teachers' lounge at Sprague, Half Day, and Daniel Wright schools.~~

To request a change in the number/type of stipend positions, the teachers will submit requests to the Principal for approval. If approved, the request will be submitted to the Superintendent. If approved, the request will go before the Board. In the event the Board decides to increase or reduce the number of stipend positions, the Association President(s) will be consulted with regards to the terms and conditions of employment.

## **ARTICLE 15 - CONSULTING FEES**

A teacher who provides consulting services to another district during the school day shall be permitted to accept whatever consulting fees have been negotiated. Teachers who are sharing their expertise and promoting District 103's educational programs shall be allowed a maximum of two consulting days per school year. These days shall not be deducted from the teacher's available personal leave. Prior to accepting requests for consulting services which would occur during the school day, and at least three weeks prior to the date of the consulting, the teacher shall submit the date and description of said services to the superintendent for his approval.

## **ARTICLE 16 – DURATION**

This agreement shall be effective on the first employee work day of the ~~2013-2014~~2016-2017 school term, and shall continue in effect until 11:59 p.m., on the day preceding the first employee work day of the ~~2016-2017~~2018-2019 school term.

## ARTICLE 17 - SALARY SCHEDULE

### A - Salary Schedule Increases

~~2013-14~~ — ~~2.4%~~

~~2014-15~~ — ~~2.4%~~

~~2015-16~~ — ~~2.4%~~ 2016-2017 & 2017-18 (each year)

Steps 2-10: 4.25%

Steps 11-21: 4.15%

Steps 22 and up: 3.0%

### “Unsatisfactory” Rating

Any teacher with 3 or more years of experience in the District who receives a summative rating of “unsatisfactory” on the most recent evaluation will experience a salary freeze (i.e. no raise) until such time as the “unsatisfactory” rating is removed a “proficient” or “excellent” rating is earned. At such time, the teacher will receive the negotiated base raise retroactive to the start of the school year.

### “Needs Improvement” Rating

Any teacher with 3 or more years of experience in the District who receives a summative rating of “needs improvement” on the most recent evaluation will experience a salary freeze (i.e. no raise) until such time as a “proficient” or “excellent” rating is earned. At such time, the teacher will receive the negotiated base raise retroactive to the start of the school year.

### B - Performance Bonus

~~For the 2013-2014 school year, any teacher who receives a summative rating of “proficient” or “excellent” on the most recent evaluation\* will receive a one-time performance bonus based upon the following evaluation rating:~~

<u>Cumulative Evaluation Rating</u>	<u>Bonus Amount</u>
PROFICIENT	0.3% of base salary
EXCELLENT	0.6% of base salary

~~\* For the purposes of implementing this section, the term “most recent evaluation” means either the teacher’s 2011-2012 or 2012-2013 evaluation, whichever is most recent.~~

~~Any teacher who did not receive a summative rating in either 2011-2012 or 2012-2013 shall be deemed “proficient”. For any teacher new to the District in 2013-2014, the “most recent evaluation” shall be the 2013-2014 evaluation.~~

~~Starting with the 2014-2015 school year, any teacher rated “proficient” or “excellent” on the most recent evaluation will receive a one-time performance bonus based upon the following cumulative evaluation values:~~

<u>Cumulative Evaluation Value</u>	<u>Bonus Amount</u>
2.5	0.1% of base salary
2.6	0.2% of base salary
2.7	0.3% of base salary
2.8	0.4% of base salary
2.9	0.5% of base salary
3.0	0.6% of base salary
3.1	0.7% of base salary
3.2	0.8% of base salary
3.3	0.9% of base salary
3.4	1.0% of base salary
3.5	1.1% of base salary
3.6	1.2% of base salary
3.7	1.3% of base salary
3.8	1.4% of base salary
3.9	1.5% of base salary
4.0	1.6% of base salary

~~—— The Performance Bonus amount will be paid in a lump sum no later than June 15<sup>th</sup> for the relevant year.~~

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President, Board of Education

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President, Lincolnshire-Prairie View  
Teachers' Association

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Member, Board of Education  
~~Teachers'~~Lincolnshire-Prairie View  
~~Negotiations Team~~Teaches' Association

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~~Member~~President,

## ADDENDUM A

### 2013-14 Salary Schedule

Step	BS+0	BS+12	BS+24	MS+0	MS+12	MS+24
1	-42,925	-45,500	-46,359	-48,934	-49,578	-50,222
2	-43,955	-46,593	-47,472	-50,109	-50,768	-51,428
3	-45,669	-48,395	-49,318	-52,043	-52,746	-53,406
4	-47,340	-50,197	-51,164	-53,977	-54,724	-55,384
5	-48,966	-51,911	-52,878	-55,867	-56,526	-57,318
6	-50,680	-53,713	-54,724	-57,713	-58,548	-59,252
7	-52,219	-55,384	-56,438	-59,559	-60,307	-61,142
8	-53,759	-57,010	-57,933	-61,230	-62,065	-62,812
9	-----	-59,647	-60,263	-63,295	-64,131	-64,878
10	-----	-61,757	-62,328	-65,405	-66,197	-67,120
11	-----	-62,430	-64,306	-67,603	-68,526	-69,493
12	-----	-----	-66,636	-70,196	-70,988	-72,130
13	-----	-----	-68,966	-72,746	-73,669	-74,768
14	-----	-----	-71,427	-75,471	-76,394	-77,537
15	-----	-----	-74,064	-78,284	-79,207	-80,350
16	-----	-----	-----	-81,361	-82,328	-83,295
17	-----	-----	-----	-84,350	-85,625	-86,855
18	-----	-----	-----	-86,855	-88,965	-90,152
19	-----	-----	-----	-89,976	-92,526	-93,449
20	-----	-----	-----	-98,723	-99,031	-99,383
21	-----	-----	-----	-98,723	-100,138	-103,602
22	-----	-----	-----	-98,723	-101,526	-106,591
23	-----	-----	-----	-99,690	-102,547	-107,646
24	-----	-----	-----	-100,701	-103,558	-108,701
25	-----	-----	-----	-101,712	-104,613	-109,800
26	-----	-----	-----	-102,723	-105,668	-110,899
27	-----	-----	-----	-103,734	-106,723	-111,998
28	-----	-----	-----	-104,789	-107,778	-113,097
29	-----	-----	-----	-105,844	-108,877	-114,240
30	-----	-----	-----	-106,899	-109,976	-115,382
31	-----	-----	-----	-107,954	-111,075	-116,525
32	-----	-----	-----	-109,053	-112,174	-117,712
33	-----	-----	-----	-109,053	-112,174	-117,712
34	-----	-----	-----	-109,053	-112,174	-117,712
35	-----	-----	-----	-109,053	-112,174	-117,712

## 2014-15 Salary Schedule

Step	BS+0	BS+12	BS+24	MS+0	MS+12	MS+24
1	-43,268	-45,864	-46,730	-49,326	-49,975	-50,624
2	-43,955	-46,593	-47,472	-50,109	-50,768	-51,428
3	-45,010	-47,711	-48,611	-51,312	-51,987	-52,662
4	-46,766	-49,556	-50,501	-53,292	-54,012	-54,687
5	-48,476	-51,402	-52,392	-55,272	-56,038	-56,713
6	-50,141	-53,157	-54,147	-57,208	-57,883	-58,693
7	-51,897	-55,002	-56,038	-59,098	-59,953	-60,674
8	-53,472	-56,713	-57,793	-60,989	-61,754	-62,609
9	-54,297	-58,378	-59,323	-62,699	-63,554	-64,319
10	-----	-61,079	-61,709	-64,815	-65,670	-66,435
11	-----	-63,239	-63,824	-66,975	-67,785	-68,730
12	-----	-----	-65,850	-69,226	-70,171	-71,161
13	-----	-----	-68,235	-71,881	-72,691	-73,862
14	-----	-----	-70,621	-74,492	-75,437	-76,562
15	-----	-----	-73,141	-77,282	-78,228	-79,398
16	-----	-----	-----	-80,163	-81,108	-82,278
17	-----	-----	-----	-83,314	-84,304	-85,294
18	-----	-----	-----	-86,374	-87,680	-88,940
19	-----	-----	-----	-88,940	-91,100	-92,316
20	-----	-----	-----	-92,136	-94,746	-95,692
21	-----	-----	-----	-101,093	-101,408	-101,768
22	-----	-----	-----	-101,093	-102,541	-106,089
23	-----	-----	-----	-101,093	-103,963	-109,150
24	-----	-----	-----	-102,083	-105,009	-110,230
25	-----	-----	-----	-103,118	-106,044	-111,310
26	-----	-----	-----	-104,153	-107,124	-112,435
27	-----	-----	-----	-105,189	-108,204	-113,561
28	-----	-----	-----	-106,224	-109,285	-114,686
29	-----	-----	-----	-107,304	-110,365	-115,811
30	-----	-----	-----	-108,384	-111,490	-116,981
31	-----	-----	-----	-109,465	-112,615	-118,152
32	-----	-----	-----	-110,545	-113,741	-119,322
33	-----	-----	-----	-111,670	-114,866	-120,537
34	-----	-----	-----	-111,670	-114,866	-120,537
35	-----	-----	-----	-111,670	-114,866	-120,537

## 2015-16 Salary Schedule

Step	BS+0	BS+12	BS+24	MS+0	MS+12	MS+24
1	-43,658	-46,277	-47,150	-49,770	-50,425	-51,080
2	-44,307	-46,965	-47,851	-50,510	-51,174	-51,839
3	-45,010	-47,711	-48,611	-51,312	-51,987	-52,662
4	-46,090	-48,856	-49,778	-52,543	-53,234	-53,926
5	-47,888	-50,745	-51,713	-54,571	-55,308	-56,000
6	-49,639	-52,635	-53,649	-56,599	-57,382	-58,074
7	-51,345	-54,433	-55,447	-58,581	-59,272	-60,102
8	-53,142	-56,322	-57,382	-60,517	-61,392	-62,130
9	-54,755	-58,074	-59,180	-62,452	-63,236	-64,112
10	-----	-59,779	-60,747	-64,204	-65,080	-65,863
11	-----	-62,545	-63,190	-66,370	-67,246	-68,029
12	-----	-63,872	-65,356	-68,582	-69,412	-70,380
13	-----	-----	-67,430	-70,887	-71,855	-72,869
14	-----	-----	-69,873	-73,606	-74,436	-75,634
15	-----	-----	-72,316	-76,280	-77,247	-78,400
16	-----	-----	-73,873	-79,137	-80,105	-81,303
17	-----	-----	-----	-82,087	-83,055	-84,253
18	-----	-----	-----	-85,313	-86,327	-87,341
19	-----	-----	-----	-88,447	-89,784	-91,075
20	-----	-----	-----	-91,075	-93,287	-94,531
21	-----	-----	-----	-94,347	-97,020	-97,988
22	-----	-----	-----	-103,519	-103,842	-104,210
23	-----	-----	-----	-103,519	-105,002	-108,635
24	-----	-----	-----	-103,519	-106,458	-111,769
25	-----	-----	-----	-104,533	-107,529	-112,875
26	-----	-----	-----	-105,593	-108,589	-113,981
27	-----	-----	-----	-106,653	-109,695	-115,134
28	-----	-----	-----	-107,713	-110,801	-116,286
29	-----	-----	-----	-108,773	-111,907	-117,438
30	-----	-----	-----	-109,879	-113,014	-118,590
31	-----	-----	-----	-110,986	-114,166	-119,789
32	-----	-----	-----	-112,092	-115,318	-120,987
33	-----	-----	-----	-113,198	-116,470	-122,186
34	-----	-----	-----	-114,350	-117,623	-123,430
35	-----	-----	-----	-114,350	-117,623	-123,430

**2016-17 Salary Schedule**

<b><u>Step</u></b>	<b><u>BS+0</u></b>	<b><u>BS+12</u></b>	<b><u>BS+24</u></b>	<b><u>MS+0</u></b>	<b><u>MS+12</u></b>	<b><u>MS+24</u></b>
<u>1</u>	<u>44,095</u>	<u>46,740</u>	<u>47,622</u>	<u>50,268</u>	<u>50,929</u>	<u>51,591</u>
<u>2</u>	<u>45,513</u>	<u>48,244</u>	<u>49,154</u>	<u>51,885</u>	<u>52,568</u>	<u>53,251</u>
<u>3</u>	<u>46,190</u>	<u>48,961</u>	<u>49,885</u>	<u>52,657</u>	<u>53,349</u>	<u>54,042</u>
<u>4</u>	<u>46,923</u>	<u>49,739</u>	<u>50,677</u>	<u>53,493</u>	<u>54,196</u>	<u>54,900</u>
<u>5</u>	<u>48,049</u>	<u>50,932</u>	<u>51,894</u>	<u>54,776</u>	<u>55,496</u>	<u>56,218</u>
<u>6</u>	<u>49,923</u>	<u>52,902</u>	<u>53,911</u>	<u>56,890</u>	<u>57,659</u>	<u>58,380</u>
<u>7</u>	<u>51,749</u>	<u>54,872</u>	<u>55,929</u>	<u>59,004</u>	<u>59,821</u>	<u>60,542</u>
<u>8</u>	<u>53,527</u>	<u>56,746</u>	<u>57,803</u>	<u>61,071</u>	<u>61,791</u>	<u>62,656</u>
<u>9</u>	<u>55,401</u>	<u>58,716</u>	<u>59,821</u>	<u>63,089</u>	<u>64,001</u>	<u>64,771</u>
<u>10</u>	-	<u>60,542</u>	<u>61,695</u>	<u>65,106</u>	<u>65,924</u>	<u>66,837</u>
<u>11</u>	-	<u>62,260</u>	<u>63,268</u>	<u>66,868</u>	<u>67,781</u>	<u>68,596</u>
<u>12</u>	-	<u>65,141</u>	<u>65,812</u>	<u>69,124</u>	<u>70,037</u>	<u>70,852</u>
<u>13</u>	-	-	<u>68,068</u>	<u>71,428</u>	<u>72,293</u>	<u>73,301</u>
<u>14</u>	-	-	<u>70,228</u>	<u>73,829</u>	<u>74,837</u>	<u>75,893</u>
<u>15</u>	-	-	<u>72,773</u>	<u>76,661</u>	<u>77,525</u>	<u>78,773</u>
<u>16</u>	-	-	<u>75,317</u>	<u>79,446</u>	<u>80,453</u>	<u>81,654</u>
<u>17</u>	-	-	-	<u>82,421</u>	<u>83,429</u>	<u>84,677</u>
<u>18</u>	-	-	-	<u>85,494</u>	<u>86,502</u>	<u>87,749</u>
<u>19</u>	-	-	-	<u>88,853</u>	<u>89,910</u>	<u>90,966</u>
<u>20</u>	-	-	-	<u>92,118</u>	<u>93,510</u>	<u>94,855</u>
<u>21</u>	-	-	-	<u>94,855</u>	<u>97,158</u>	<u>98,454</u>

Steps beyond 21 will receive a 3% increase over the prior year.

**2017-18 Salary Schedule**

<b><u>Step</u></b>	<b><u>BS+0</u></b>	<b><u>BS+12</u></b>	<b><u>BS+24</u></b>	<b><u>MS+0</u></b>	<b><u>MS+12</u></b>	<b><u>MS+24</u></b>
<u>1</u>	<u>44,536</u>	<u>47,207</u>	<u>48,098</u>	<u>50,771</u>	<u>51,438</u>	<u>52,107</u>
<u>2</u>	<u>45,969</u>	<u>48,726</u>	<u>49,646</u>	<u>52,404</u>	<u>53,093</u>	<u>53,784</u>
<u>3</u>	<u>47,447</u>	<u>50,294</u>	<u>51,243</u>	<u>54,090</u>	<u>54,802</u>	<u>55,514</u>
<u>4</u>	<u>48,153</u>	<u>51,042</u>	<u>52,005</u>	<u>54,895</u>	<u>55,616</u>	<u>56,339</u>
<u>5</u>	<u>48,917</u>	<u>51,853</u>	<u>52,831</u>	<u>55,766</u>	<u>56,499</u>	<u>57,233</u>
<u>6</u>	<u>50,091</u>	<u>53,097</u>	<u>54,099</u>	<u>57,104</u>	<u>57,855</u>	<u>58,607</u>
<u>7</u>	<u>52,045</u>	<u>55,150</u>	<u>56,202</u>	<u>59,308</u>	<u>60,110</u>	<u>60,861</u>
<u>8</u>	<u>53,948</u>	<u>57,204</u>	<u>58,306</u>	<u>61,512</u>	<u>62,363</u>	<u>63,115</u>
<u>9</u>	<u>55,802</u>	<u>59,158</u>	<u>60,260</u>	<u>63,667</u>	<u>64,417</u>	<u>65,319</u>
<u>10</u>	<u>-</u>	<u>61,211</u>	<u>62,363</u>	<u>65,770</u>	<u>66,721</u>	<u>67,524</u>
<u>11</u>	<u>-</u>	<u>63,054</u>	<u>64,255</u>	<u>67,808</u>	<u>68,660</u>	<u>69,611</u>
<u>12</u>	<u>-</u>	<u>64,844</u>	<u>65,894</u>	<u>69,643</u>	<u>70,594</u>	<u>71,443</u>
<u>13</u>	<u>-</u>	<u>-</u>	<u>68,543</u>	<u>71,993</u>	<u>72,944</u>	<u>73,792</u>
<u>14</u>	<u>-</u>	<u>-</u>	<u>70,893</u>	<u>74,392</u>	<u>75,293</u>	<u>76,343</u>
<u>15</u>	<u>-</u>	<u>-</u>	<u>73,142</u>	<u>76,893</u>	<u>77,943</u>	<u>79,043</u>
<u>16</u>	<u>-</u>	<u>-</u>	<u>75,793</u>	<u>79,842</u>	<u>80,742</u>	<u>82,042</u>
<u>17</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>82,743</u>	<u>83,792</u>	<u>85,043</u>
<u>18</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>85,841</u>	<u>86,891</u>	<u>88,191</u>
<u>19</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>89,042</u>	<u>90,092</u>	<u>91,391</u>
<u>20</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>92,540</u>	<u>93,641</u>	<u>94,741</u>
<u>21</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>95,941</u>	<u>97,391</u>	<u>98,791</u>

Steps beyond 21 will receive a 3% increase over the prior year.

## Extra Duties

	# of Positions	Stipend Per Position
<b>Curriculum-Related</b>		
Curriculum Chair	9	2,400
Building Leader	15	1,800
PST Leader	4	2,800
DW AM Study Hall	2	3,300
Math Team	2	1,500
National Honor Society	1	2,080
School Newspaper DW	1	1,880
Science Fair	4	1,430
Science Bowl	2	1,900
Spelling Bee	1	400
Student Council DW	2	2,110
Student Council HD	2	2,110
Yearbook DW	2	1,430
Yearbook HD	1	1,430
Yearbook SP	1	1,430
Science Olympiad Primary	1	3,500
Science Olympiad Assistant	1	2,400
Science Olympiad Admin	1	2,000
Scholastic Bowl	2	2,480
Geography Bee	1	300
Snowflake	3	640
Robotics—DW	2	1,000
Battle of Books—DW	1	1,000
Wright Track Club—DW	2	780
<b>Art/Band/Music</b>		
Art Show/Displays	3	950
Band Contests/Performances	1	1,000
After School Band	1	1,200
DW Orchestra Contests/Performances	1	1,000
HD Orchestra Contests/Performances	1	750
Show Choir	1	1,800
3/4 HD Chorus	1	500
5/6 DW Chorus	1	500
7/8 DW Chorus	1	500
Set Design Musical—HD	1	1,000
Asst. Director—HD	1	1,000
Musical DW	2	2,580
Musical HD	1	2,580

## **Athletics**

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Cheerleading	1	3,000
Cross-Country	2	2,000
Basketball (7&8 Boys)	4	4,000
Basketball (7&8 Girls)	4	4,000
Pom-Pom	1	3,000
Soccer (7&8)	2	3,000
Track (Boys & Girls)	3	2,000
Volleyball (7&8 Boys)	4	3,000
Volleyball (7&8 Girls)	4	3,000
Wrestling	2	3,000

## **Bus/Lunch/Recess**

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Bus-Duty-Sprague	3	1,600
Bus-Duty-Half-Day	2.5	1,600
Bus-Duty-DW	4	1,600
Lunchroom-Sprague	4	2,500
Lunchroom-HD	4	2,500
Lunchroom-DW	12	2,500
Recess-Sprague	9	2,500
Recess-HD	8	2,500
Recess-DW	6	2,500

<b><u>Extra Duties</u></b>	<b><u># of Positions</u></b>	<b><u>Stipend Per Position</u></b>
<b><u>Curriculum Related</u></b>		
<u>Curriculum Chair</u>	<u>3</u>	<u>2,544</u>
<u>Building Chair</u>	<u>13</u>	<u>2,544</u>
<u>PST Leader</u>	<u>4</u>	<u>2,968</u>
<u>DW AM study hall</u>	<u>2</u>	<u>3,498</u>
<u>Math Team</u>	<u>2</u>	<u>1,590</u>
<u>National Honor Society</u>	<u>1</u>	<u>2,205</u>
<u>School Newspaper DW</u>	<u>1</u>	<u>1,993</u>
<u>Science Fair</u>	<u>4</u>	<u>1,516</u>
<u>Science Bowl</u>	<u>2</u>	<u>2,014</u>
<u>Spelling Bee</u>	<u>1</u>	<u>424</u>
<u>Student Council DW</u>	<u>2</u>	<u>2,237</u>
<u>Student Council HD</u>	<u>2</u>	<u>2,237</u>
<u>Yearbook DW</u>	<u>2</u>	<u>1,516</u>
<u>Yearbook HD</u>	<u>1</u>	<u>1,516</u>
<u>Yearbook SP</u>	<u>1</u>	<u>1,516</u>
<u>Science Olympiad Primary</u>	<u>1</u>	<u>3,710</u>
<u>Science Olympiad Assistant</u>	<u>1</u>	<u>2,544</u>
<u>Science Olympiad Admin</u>	<u>1</u>	<u>2,120</u>
<u>Scholastic Bowl</u>	<u>2</u>	<u>2,629</u>
<u>Geography Bee</u>	<u>1</u>	<u>318</u>
<u>Snowflake</u>	<u>3</u>	<u>678</u>
<u>Robotics - DW</u>	<u>2</u>	<u>1,060</u>
<u>Battle of the Books - DW</u>	<u>1</u>	<u>1,060</u>
<u>Wright Track Club - DW</u>	<u>2</u>	<u>827</u>
<u>Chess</u>	<u>1</u>	<u>1,060</u>
<u>History Bee</u>	<u>1</u>	<u>530</u>
<u>Debate Club</u>	<u>2</u>	<u>2,120</u>
<b><u>Art/Band/Music</u></b>		
<u>Art Show/Displays</u>	<u>3</u>	<u>1,007</u>
<u>Band Contests/Performances</u>	<u>2</u>	<u>1,060</u>
<u>After School Band</u>	<u>1</u>	<u>1,272</u>
<u>DW Orchestra Contests/Performances</u>	<u>1</u>	<u>1,060</u>
<u>HD Orchestra Contests/Performances</u>	<u>1</u>	<u>795</u>
<u>Show Choir</u>	<u>1</u>	<u>1,908</u>
<u>3/4 HD Chorus</u>	<u>1</u>	<u>530</u>
<u>5/6 DW Chorus</u>	<u>1</u>	<u>530</u>
<u>7/8 DW Chorus</u>	<u>1</u>	<u>530</u>

<u>Musical HD</u>	<u>1</u>	<u>3,074</u>
<u>Asst. Director HD</u>	<u>2</u>	<u>1,378</u>
<u>Sound Technician HD for Musical</u>	<u>1</u>	<u>170</u>
<u>Musical DW</u>	<u>2</u>	<u>2,735</u>
<u>Musical DW Asst. Director</u>	<u>1</u>	<u>1,060</u>

## Athletics

<u>Cheerleading</u>	<u>1</u>	<u>3,180</u>
<u>Cross Country</u>	<u>3</u>	<u>2,120</u>
<u>Basketball 7-8 Boys</u>	<u>4</u>	<u>4,240</u>
<u>Basketball 7-8 Girls</u>	<u>4</u>	<u>4,240</u>
<u>Pom Pon</u>	<u>1</u>	<u>3,180</u>
<u>Soccer 7-8</u>	<u>2</u>	<u>3,180</u>
<u>Track Boys and Girls</u>	<u>3</u>	<u>2,120</u>
<u>Volleyball 7-8 Boys</u>	<u>4</u>	<u>3,180</u>
<u>Volleyball 7-8 Girls</u>	<u>4</u>	<u>3,180</u>
<u>Wrestling</u>	<u>2</u>	<u>3,180</u>

## Bus/Lunch/Recess

<u>Bus Duty SP</u>	<u>3</u>	<u>1,696</u>
<u>Bus Duty HD</u>	<u>2.5</u>	<u>1,696</u>
<u>Bus Duty DW</u>	<u>6</u>	<u>1,696</u>
<u>Lunchroom SP*</u>	<u>4</u>	<u>2,650</u>
<u>Lunchroom HD*</u>	<u>4</u>	<u>2,650</u>
<u>Lunchroom DW*</u>	<u>12</u>	<u>2,650</u>
<u>Recess/Lunch SP</u>	<u>9</u>	<u>2,650</u>
<u>Recess/Lunch HD</u>	<u>8</u>	<u>2,650</u>
<u>Recess DW</u>	<u>6</u>	<u>2,650</u>

\* or more positions pending Special Ed requirements

A \$200 per night stipend will be paid for overnight competitions/activities/supervision of students

\$700 additional stipend for extended season (to State) includes Wrestling, Track, Cross Country, and Scholastic Bowl.

## ADDENDUM B



**Lincolnshire-Prairie View School District 103**

1370 N. Riverwoods Road • Lincolnshire, IL 60069

847/295-4030 • FAX 847/295-9196

<http://www.d103.org>

MEMO

**To:** Board of Education  
**From:** Dan Stanley  
**CC:** Dr. Scott Warren  
**Date:** October 18, 2016  
**Re:** Business Office Update

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September 2016 Financial Reports

September 2016 revenues totaled \$12,113,006.63, bringing fiscal year-to-date revenues to \$14,033,082.29 or 44.1% of budget. Notable revenues include \$12 million in property taxes, \$15,015.02 in interest income, and \$74,405.15 in 103 Club Fees.

September expenditures totaled \$3,726,435.35, bringing year-to-date expenditures to \$8,895,695.13 or 22.5% of budget. Salaries are at 22.7% spent at 25% through the fiscal year. Keep in mind that teacher salary increases have not been processed yet, which will progress our expenditures along.

September fund balances increased \$8.4 million to \$34 million. Operating fund balances are at \$31.4 million. This time last year fund balances were \$28.5 million.

Investment Reports

The investment reports for August and September 2016 are included. PMA changed their statement and it threw off my reports for a bit while. They are now all correct and ready. There were many investments made in September due to receiving property taxes. As a lot of these are short-term investments (and thus low-yield), our weighted yield has decreased to 1.205%. This time last year our weighted yield was 1.101%.

Audit Complete

The audit is complete and I have the final reports. One final follow-up with the auditors is due and these reports will be submitted for approval at the November board meeting.

# Revenue Report

9/30/2016

% of Fiscal Year Completed 25.0%

	MTD September	YTD Actual	Fiscal Year 2017 Final Budget	Budget Balance	% Budget Received
<b>Education Fund</b>					
Local Revenue	9,919,219.90	11,498,814.30	25,537,700	14,038,885.70	45.0%
State Revenue	-	2,687.00	546,000	543,313.00	0.5%
Federal Revenue	-	35,865.20	317,000	281,134.80	11.3%
<b>Subtotal Education Fund</b>	<b>9,919,219.90</b>	<b>11,537,366.50</b>	<b>26,400,700</b>	<b>14,863,333.50</b>	<b>43.7%</b>
Total Education Fund	9,919,219.90	11,537,366.50	26,400,700	14,863,333.50	43.7%
<b>Operations &amp; Maintenance Fund</b>					
Local Revenue	945,371.04	1,071,721.25	1,927,500	855,778.75	55.6%
State Revenue	34,821.74	69,643.48	320,000	250,356.52	21.8%
<b>Subtotal O &amp; M Fund</b>	<b>980,192.78</b>	<b>1,141,364.73</b>	<b>2,247,500</b>	<b>1,106,135.27</b>	<b>50.8%</b>
Transfers	-	-	-	-	No Bud
Total O&M Fund	980,192.78	1,141,364.73	2,247,500	1,106,135.27	50.8%
<b>Debt Service Fund</b>					
Local Revenue	159,927.79	177,910.33	372,100	194,189.67	47.8%
<b>Subtotal Debt Service Fund</b>	<b>159,927.79</b>	<b>177,910.33</b>	<b>372,100</b>	<b>194,189.67</b>	<b>47.8%</b>
Transfers	-	-	-	-	0.0%
Total Debt Service Fund	159,927.79	177,910.33	372,100	194,189.67	47.8%
<b>Transportation Fund</b>					
Local Revenue	643,868.88	717,728.88	1,401,000	683,271.12	51.2%
State Revenue	-	-	300,000	300,000.00	0.0%
<b>Subtotal Transportation Fund</b>	<b>643,868.88</b>	<b>717,728.88</b>	<b>1,701,000</b>	<b>983,271.12</b>	<b>42.2%</b>
Total Transportation Fund	643,868.88	717,728.88	1,701,000	983,271.12	42.2%
<b>Retirement Fund</b>					
Local Revenue	408,475.28	454,894.78	1,082,200	627,305.22	42.0%
<b>Subtotal Retirement Fund</b>	<b>408,475.28</b>	<b>454,894.78</b>	<b>1,082,200</b>	<b>627,305.22</b>	<b>42.0%</b>
Total Retirement Fund	408,475.28	454,894.78	1,082,200	627,305.22	42.0%
<b>Capital Projects Fund</b>					
Local Revenue	1,095.18	3,323.63	-	(3,323.63)	0.0%
<b>Subtotal Cap. Projects Fund</b>	<b>1,095.18</b>	<b>3,323.63</b>	<b>-</b>	<b>(3,323.63)</b>	<b>0.0%</b>
Transfers	-	-	-	-	No Bud
Total Cap. Projects Fund	1,095.18	3,323.63	-	(3,323.63)	0.0%
<b>Working Cash Fund</b>					
Local Revenue	226.82	493.44	1,200	706.56	No Bud
<b>Subtotal Working Cash Fund</b>	<b>226.82</b>	<b>493.44</b>	<b>1,200</b>	<b>706.56</b>	<b>No Bud</b>
Other Sources	-	-	-	-	No Bud
Total Working Cash Fund	226.82	493.44	1,200.00	706.56	No Bud
<b>All Funds</b>					
Local Revenue	12,078,184.89	13,924,886.61	30,321,700	16,396,813.39	45.9%
State Revenue	34,821.74	72,330.48	1,166,000	1,093,669.52	6.2%
Federal Revenue	-	35,865.20	317,000	281,134.80	11.3%
<b>Subtotal All Funds</b>	<b>12,113,006.63</b>	<b>14,033,082.29</b>	<b>31,804,700</b>	<b>17,771,617.71</b>	<b>44.1%</b>
"On Behalf"/Transfers	-	-	-	-	#DIV/0!
Total All Funds	12,113,006.63	14,033,082.29	31,804,700	17,771,617.71	44.1%

# Expenditure Report

9/30/2016

% of Fiscal Year Complete: 25.0%

	MTD September	YTD Actual	Fiscal Year 2017 Final Budget	Budget Balance	% Budget Expensed
<b>Education Fund</b>					
Salaries	1,384,109.21	4,020,065.46	17,636,400.00	13,616,334.54	22.8%
Benefits	238,057.98	828,050.69	3,416,080.00	2,588,029.31	24.2%
Purchased Services	97,928.92	639,510.48	2,001,990.00	1,362,479.52	31.9%
Supplies	147,475.17	264,691.76	1,078,770.00	814,078.24	24.5%
Capital Outlay	17,100.00	40,356.50	6,000.00	(34,356.50)	672.6%
Other	2,141.00	70,389.53	859,300.00	788,910.47	8.2%
Non-Capitalized Equipment	2,580.20	2,779.63	126,000.00	123,220.37	2.2%
Termination Benefits	-	-	-	-	No Bud
<b>Subtotal Education Fund</b>	<b>1,889,392.48</b>	<b>5,865,844.05</b>	<b>25,124,540.00</b>	<b>19,258,695.95</b>	<b>23.3%</b>
Transfers	-	-	-	-	#DIV/0!
Total Education Fund	1,889,392.48	5,865,844.05	25,124,540.00	19,258,695.95	23.3%
<b>Operations and Maintenance Fund</b>					
Salaries	69,444.02	220,961.36	847,500.00	626,538.64	26.1%
Benefits	14,261.87	44,369.30	154,530.00	110,160.70	28.7%
Purchased Services	28,792.43	106,717.61	260,700.00	153,982.39	40.9%
Supplies	14,010.48	44,478.42	144,000.00	99,521.58	30.9%
Capital Outlay	51,240.72	172,434.17	1,000,000.00	827,565.83	17.2%
Other	70.00	70.00	1,000.00	930.00	7.0%
Non-Capitalized Equipment	-	14,844.28	5,000.00	(9,844.28)	296.9%
<b>Subtotal O&amp;M Fund</b>	<b>177,749.52</b>	<b>603,875.14</b>	<b>2,411,730.00</b>	<b>1,807,854.86</b>	<b>25.0%</b>
Transfers	-	-	-	-	#DIV/0!
Total O&M Fund	177,749.52	603,875.14	2,411,730.00	1,807,854.86	25.0%
<b>Debt Service Fund</b>					
Purchased Services	-	475.00	1,500.00	1,025.00	31.7%
Other	292,856.25	556,440.12	873,400.00	316,959.88	63.7%
<b>Subtotal Debt Service Fund</b>	<b>292,856.25</b>	<b>556,915.12</b>	<b>874,900.00</b>	<b>317,984.88</b>	<b>63.7%</b>
Transfers	-	-	-	-	No Bud
Total Debt Service Fund	292,856.25	556,915.12	874,900.00	317,984.88	63.7%
<b>Transportation Fund</b>					
Salaries	89,317.45	182,490.17	990,800.00	808,309.83	18.4%
Benefits	27,186.48	84,630.69	290,460.00	205,829.31	29.1%
Purchased Services	49.28	282,506.24	388,356.00	105,849.76	72.7%
Supplies	3,808.27	9,492.96	140,000.00	130,507.04	6.8%
Other	-	-	700.00	700.00	0.0%
Non-Capitalized Equipment	-	-	5,000.00	5,000.00	0.0%
<b>Subtotal Trans. Fund</b>	<b>120,361.48</b>	<b>559,120.06</b>	<b>1,815,316.00</b>	<b>1,256,195.94</b>	<b>30.8%</b>
Transfers	-	-	-	-	No Bud
Total Trans. Fund	120,361.48	559,120.06	1,815,316.00	1,256,195.94	30.8%
<b>Retirement Fund</b>					
Benefits	95,754.16	233,072.05	1,164,600.00	931,527.95	20.0%
<b>Subtotal Retirement Fund</b>	<b>95,754.16</b>	<b>233,072.05</b>	<b>1,164,600.00</b>	<b>931,527.95</b>	<b>20.0%</b>
Total Retirement Fund	95,754.16	233,072.05	1,164,600.00	931,527.95	20.0%
<b>Capital Projects Fund</b>					
Capital Outlay	1,150,251.46	1,166,868.71	8,500,000.00	7,333,131.29	No Bud
<b>Subtotal Cap. Projects Fund</b>	<b>1,150,251.46</b>	<b>1,166,868.71</b>	<b>8,500,000.00</b>	<b>7,333,131.29</b>	<b>No Bud</b>
Total Cap. Projects Fund	1,150,251.46	1,166,868.71	8,500,000.00	7,333,131.29	No Bud
<b>All Funds</b>					
Salaries	1,542,870.68	4,423,516.99	19,474,700.00	15,051,183.01	22.7%
Benefits	375,260.49	1,190,122.73	5,025,670.00	3,835,547.27	23.7%
Purchased Services	126,770.63	1,029,209.33	2,652,546.00	1,623,336.67	38.8%
Supplies	165,293.92	318,663.14	1,362,770.00	1,044,106.86	23.4%
Capital Outlay	1,218,592.18	1,379,659.38	9,506,000.00	8,126,340.62	14.5%
Other	295,067.25	626,899.65	1,734,400.00	1,107,500.35	36.1%
Non-Capitalized Equipment	2,580.20	17,623.91	136,000.00	118,376.09	13.0%
Termination Benefits	-	-	-	-	No Bud
<b>Subtotal All Funds</b>	<b>3,726,435.35</b>	<b>8,985,695.13</b>	<b>39,892,086.00</b>	<b>30,906,390.87</b>	<b>22.5%</b>
Transfers	-	-	-	-	#DIV/0!
Total All Funds	3,726,435.35	8,985,695.13	39,892,086.00	30,906,390.87	22.5%

**LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103**  
SUMMARY STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
ALL FUNDS  
MONTH ENDED SEPTEMBER 30, 2016

	10 Education	20 Oper. & Maint.	30 Debt Services	40 Transportation	50 IMRF/SS	60 Capital Projects	70 Working Cash	10+20+40+50+70 Total Operating	Total All Funds
<b>REVENUES</b>									
Local Sources	9,919,219.90	945,371.04	159,927.79	643,868.88	408,475.28	1,095.18	226.82	11,917,161.92	12,078,184.89
State Sources	-	34,821.74	-	-	-	-	-	34,821.74	34,821.74
Federal Sources	-	-	-	-	-	-	-	-	-
<b>Total Revenues</b>	<b>9,919,219.90</b>	<b>980,192.78</b>	<b>159,927.79</b>	<b>643,868.88</b>	<b>408,475.28</b>	<b>1,095.18</b>	<b>226.82</b>	<b>11,951,983.66</b>	<b>12,113,006.63</b>
<b>EXPENDITURES</b>									
Salaries	1,384,109.21	69,444.02	-	89,317.45	-	-	-	1,542,870.68	1,542,870.68
Benefits	238,057.98	14,261.87	-	27,186.48	95,754.16	-	-	375,260.49	375,260.49
Purchased Services	97,928.92	28,792.43	-	49.28	-	-	-	126,770.63	126,770.63
Supplies	147,475.17	14,010.48	-	3,808.27	-	-	-	165,293.92	165,293.92
Capital Outlay	17,100.00	51,240.72	-	-	-	1,150,251.46	-	68,340.72	1,218,592.18
Other	2,141.00	70.00	292,856.25	-	-	-	-	2,211.00	295,067.25
Non-Capitalized Equip.	2,580.20	-	-	-	-	-	-	2,580.20	2,580.20
Termination Benefits	-	-	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>1,889,392.48</b>	<b>177,819.52</b>	<b>292,856.25</b>	<b>120,361.48</b>	<b>95,754.16</b>	<b>1,150,251.46</b>	<b>-</b>	<b>2,283,327.64</b>	<b>3,726,435.35</b>
Excess (deficiency) of revenues over expenditures	8,029,827.42	802,373.26	(132,928.46)	523,507.40	312,721.12	(1,149,156.28)	226.82	9,668,656.02	8,386,571.28
<b>OTHER FINANCING SOURCES (USES)</b>									
Transfers	-	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-	-
<b>Total other financing sources (uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Net changes in fund balances	8,029,827.42	802,373.26	(132,928.46)	523,507.40	312,721.12	(1,149,156.28)	226.82	9,668,656.02	8,386,571.28
Fund Balance: 08/31/2016	17,205,932.09	2,419,658.73	1,047.65	1,149,719.58	461,194.61	3,883,809.82	520,600.89	21,757,105.90	25,641,963.37
Fund Balance: 09/30/2016	\$ 25,235,759.51	\$ 3,222,031.99	\$ (131,880.81)	\$ 1,673,226.98	\$ 773,915.73	\$ 2,734,653.54	\$ 520,827.71	\$ 31,425,761.92	\$ 34,028,534.65

**LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103**  
**DETAILED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**ALL FUNDS**  
**MONTH ENDED SEPTEMBER 30, 2016**

	10	20	30	40	50	60	70	10+20+40+50+70	Total All Funds
	Education	Oper. & Maint.	Debt Services	Transportation	IMRF/SS	Capital Projects	Working Cash	Total Operating	
<b>REVENUES</b>									
<b>Local Sources</b>									
Property Tax Receipts	9,779,426.68	944,047.66	159,927.16	643,289.11	408,172.32	-	-	11,774,935.77	11,934,862.93
CPPRT	-	-	-	-	-	-	-	-	-
Tuition - Full Day Kindergarten	11,784.50	-	-	-	-	-	-	11,784.50	11,784.50
Tuition - Summer School	-	-	-	-	-	-	-	-	-
Paid Student Trips	-	-	-	-	-	-	-	-	-
Summer School Trans Fees	-	-	-	-	-	-	-	-	-
SPED Trans Fees Other LEAs	-	-	-	-	-	-	-	-	-
Interest	11,778.28	1,078.38	0.63	532.77	302.96	1,095.18	226.82	13,919.21	15,015.02
Admissions - Athletic	-	-	-	-	-	-	-	-	-
Admissions - Other	-	-	-	-	-	-	-	-	-
After School Activities	6,505.00	-	-	-	-	-	-	6,505.00	6,505.00
Technology Fee	7,275.00	-	-	-	-	-	-	7,275.00	7,275.00
PE Uniform/Lock Fee	2,561.25	-	-	-	-	-	-	2,561.25	2,561.25
Fine Arts Fee	466.50	-	-	-	-	-	-	466.50	466.50
Graduation Fee	195.00	-	-	-	-	-	-	195.00	195.00
Sprague Class Project Fee	352.00	-	-	-	-	-	-	352.00	352.00
Half Day Class Project Fee	64.00	-	-	-	-	-	-	64.00	64.00
Field Trips	6,356.87	-	-	-	-	-	-	6,356.87	6,356.87
Sale of Athletic Wear	-	-	-	-	-	-	-	-	-
103 Club Fees	74,405.15	-	-	-	-	-	-	74,405.15	74,405.15
Student ID Fees/Fines	140.00	-	-	-	-	-	-	140.00	140.00
Library Fees/Fines	83.28	-	-	-	-	-	-	83.28	83.28
Textbook Fees	6,445.55	-	-	-	-	-	-	6,445.55	6,445.55
PTO/Foundation Donations	96.90	-	-	-	-	-	-	96.90	96.90
Other Donations	6,776.31	-	-	-	-	-	-	6,776.31	6,776.31
Misc. Donations	-	-	-	-	-	-	-	-	-
Facility Rental	-	245.00	-	-	-	-	-	245.00	245.00
Impact Fees	-	-	-	-	-	-	-	-	-
Refunds from Prior Yr. Expenses	2,821.95	-	-	-	-	-	-	2,821.95	2,821.95
Payment from other LEA's	-	-	-	-	-	-	-	-	-
Camp Revenue	-	-	-	-	-	-	-	-	-
Loredo Taft Revenue	-	-	-	-	-	-	-	-	-
Other Local Revenue	1,685.68	-	-	47.00	-	-	-	1,732.68	1,732.68
<b>Total Local Sources</b>	<b>9,919,219.90</b>	<b>945,371.04</b>	<b>159,927.79</b>	<b>643,868.88</b>	<b>408,475.28</b>	<b>1,095.18</b>	<b>226.82</b>	<b>11,917,161.92</b>	<b>12,078,184.89</b>
<b>State Sources</b>									
General State Aid	-	34,821.74	-	-	-	-	-	34,821.74	34,821.74
Spec. Ed. Private Facility	-	-	-	-	-	-	-	-	-
Spec. Ed. Extraordinary	-	-	-	-	-	-	-	-	-
Spec. Ed. Personnel	-	-	-	-	-	-	-	-	-
Spec. Ed. Summer School	-	-	-	-	-	-	-	-	-

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**LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103**  
**DETAILED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**ALL FUNDS**  
**MONTH ENDED SEPTEMBER 30, 2016**

	10	20	30	40	50	60	70	10+20+40+50+70	
	Education	Oper. & Maint.	Debt Services	Transportation	IMRF/SS	Capital Projects	Working Cash	Total Operating	Total All Funds
Bilingual	-	-	-	-	-	-	-	-	-
Transportation - Regular	-	-	-	-	-	-	-	-	-
Transportation - Spec. Ed.	-	-	-	-	-	-	-	-	-
Orphanage Tuition	-	-	-	-	-	-	-	-	-
Library Per Capital Grant	-	-	-	-	-	-	-	-	-
Other State Revenue	-	-	-	-	-	-	-	-	-
<b>Total State Sources</b>	-	34,821.74	-	-	-	-	-	34,821.74	34,821.74
<b>Federal Sources</b>									
Special Milk Program	-	-	-	-	-	-	-	-	-
Title I - Low Income	-	-	-	-	-	-	-	-	-
IDEA Preschool	-	-	-	-	-	-	-	-	-
IDEA Flow Through	-	-	-	-	-	-	-	-	-
IDEA Room & Board	-	-	-	-	-	-	-	-	-
Title III - LIP LEP	-	-	-	-	-	-	-	-	-
Title II - Teacher Quality	-	-	-	-	-	-	-	-	-
Medicaid Reimbursement	-	-	-	-	-	-	-	-	-
<b>Total Federal Sources</b>	-	-	-	-	-	-	-	-	-
<b>Total Revenues</b>	<b>9,919,219.90</b>	<b>980,192.78</b>	<b>159,927.79</b>	<b>643,868.88</b>	<b>408,475.28</b>	<b>1,095.18</b>	<b>226.82</b>	<b>11,951,983.66</b>	<b>12,113,006.63</b>
<b>EXPENDITURES</b>									
<b>Salaries</b>									
Admin Salaries	131,656.22	9,347.14	-	7,905.64	-	-	-	148,909.00	148,909.00
Teacher Salaries	980,048.31	-	-	-	-	-	-	980,048.31	980,048.31
Extra Duty Stipends	7,600.86	-	-	-	-	-	-	7,600.86	7,600.86
Classified Salaries	227,939.88	60,096.88	-	81,411.81	-	-	-	369,448.57	369,448.57
Substitutes	36,863.94	-	-	-	-	-	-	36,863.94	36,863.94
<b>Total Salaries</b>	<b>1,384,109.21</b>	<b>69,444.02</b>	<b>-</b>	<b>89,317.45</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,542,870.68</b>	<b>1,542,870.68</b>
<b>Benefits</b>									
Transp. IMRF/SS/Medicare	-	-	-	2,109.46	-	-	-	2,109.46	2,109.46
TRS	32,543.92	-	-	-	-	-	-	32,543.92	32,543.92
IMRF	-	-	-	-	51,541.06	-	-	51,541.06	51,541.06
Social Security	-	-	-	-	28,171.69	-	-	28,171.69	28,171.69
Medicare	-	-	-	-	16,041.41	-	-	16,041.41	16,041.41
TRS ERO Payments	-	-	-	-	-	-	-	-	-
Medical Insurance	185,492.58	11,798.90	-	24,138.45	-	-	-	221,429.93	221,429.93
Life Insurance	3,200.80	84.87	-	86.45	-	-	-	3,372.12	3,372.12
Retiree Insurance	5,194.20	2,378.10	-	852.12	-	-	-	8,424.42	8,424.42
Tuition Reimbursement	7,834.00	-	-	-	-	-	-	7,834.00	7,834.00
Post-Retirement Benefits	3,792.48	-	-	-	-	-	-	3,792.48	3,792.48
<b>Total Benefits</b>	<b>238,057.98</b>	<b>14,261.87</b>	<b>-</b>	<b>27,186.48</b>	<b>95,754.16</b>	<b>-</b>	<b>-</b>	<b>375,260.49</b>	<b>375,260.49</b>
<b>Purchased Services</b>									

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**LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103**  
**DETAILED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**ALL FUNDS**  
**MONTH ENDED SEPTEMBER 30, 2016**

	10	20	30	40	50	60	70	10+20+40+50+70	Total All Funds
	Education	Oper. & Maint.	Debt Services	Transportation	IMRF/SS	Capital Projects	Working Cash	Total Operating	
Professional Development	10,461.00	698.00	-	-	-	-	-	11,159.00	11,159.00
Consultation/Workshops	2,887.77	-	-	-	-	-	-	2,887.77	2,887.77
Data Processing	774.07	-	-	-	-	-	-	774.07	774.07
Auditing Services	10,000.00	-	-	-	-	-	-	10,000.00	10,000.00
Legal Services	4,888.80	-	-	-	-	-	-	4,888.80	4,888.80
Other Professional Services	7,569.87	16,119.11	-	-	-	-	-	23,688.98	23,688.98
Sanitation Services	1,276.33	-	-	-	-	-	-	1,276.33	1,276.33
Snow Removal	-	-	-	-	-	-	-	-	-
Rentals	12,357.88	77.75	-	-	-	-	-	12,435.63	12,435.63
Property Upkeep Services	-	11,670.71	-	-	-	-	-	11,670.71	11,670.71
Pupil Transportation Services	-	-	-	-	-	-	-	-	-
Travel	250.00	-	-	-	-	-	-	250.00	250.00
Student-Paid Trips	-	-	-	-	-	-	-	-	-
Telephone	16,125.02	226.86	-	49.28	-	-	-	16,401.16	16,401.16
Postage	5,508.90	-	-	-	-	-	-	5,508.90	5,508.90
Printing Services	505.05	-	-	-	-	-	-	505.05	505.05
Water/Sewer Services	2,716.27	-	-	-	-	-	-	2,716.27	2,716.27
Other Insurance	442.90	-	-	-	-	-	-	442.90	442.90
Other Purchased Services	7,151.25	-	-	-	-	-	-	7,151.25	7,151.25
Service Agreements	15,013.81	-	-	-	-	-	-	15,013.81	15,013.81
<b>Total Purchased Services</b>	<b>97,928.92</b>	<b>28,792.43</b>	<b>-</b>	<b>49.28</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>126,770.63</b>	<b>126,770.63</b>
<b>Supplies</b>									
General Supplies	24,597.61	13,596.61	-	1,723.22	-	-	-	39,917.44	39,917.44
Art Supplies	6,547.83	-	-	-	-	-	-	6,547.83	6,547.83
Paper Supplies	9,422.62	-	-	-	-	-	-	9,422.62	9,422.62
Spanish Supplies	-	-	-	-	-	-	-	-	-
Student-Paid Supplies	9,747.02	-	-	-	-	-	-	9,747.02	9,747.02
Science Supplies	279.08	-	-	-	-	-	-	279.08	279.08
Social Studies Supplies	1,958.00	-	-	-	-	-	-	1,958.00	1,958.00
English Language Arts Supplies	6,660.79	-	-	-	-	-	-	6,660.79	6,660.79
Math Supplies	335.95	-	-	-	-	-	-	335.95	335.95
Supplies - Other	27,719.74	-	-	-	-	-	-	27,719.74	27,719.74
Textbooks	38,720.34	-	-	-	-	-	-	38,720.34	38,720.34
Library Books	4,283.65	-	-	-	-	-	-	4,283.65	4,283.65
Periodicals	976.98	-	-	-	-	-	-	976.98	976.98
Fuel	-	413.87	-	2,085.05	-	-	-	2,498.92	2,498.92
Natural Gas	1,381.98	-	-	-	-	-	-	1,381.98	1,381.98
Electricity	14,829.04	-	-	-	-	-	-	14,829.04	14,829.04
Other Supplies	14.54	-	-	-	-	-	-	14.54	14.54
<b>Total Supplies</b>	<b>147,475.17</b>	<b>14,010.48</b>	<b>-</b>	<b>3,808.27</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>165,293.92</b>	<b>165,293.92</b>
<b>Capital Outlay</b>									
Capital Outlay	17,100.00	51,240.72	-	-	-	-	-	68,340.72	68,340.72

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**LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103**  
**DETAILED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**ALL FUNDS**  
**MONTH ENDED SEPTEMBER 30, 2016**

	10	20	30	40	50	60	70	10+20+40+50+70	
	Education	Oper. & Maint.	Debt Services	Transportation	IMRF/SS	Capital Projects	Working Cash	Total Operating	Total All Funds
Building Improvements	-	-	-	-	-	1,150,251.46	-	-	1,150,251.46
Site Improvements	-	-	-	-	-	-	-	-	-
Total Capital Outlay	17,100.00	51,240.72	-	-	-	1,150,251.46	-	68,340.72	1,218,592.18
Other									
Principal	-	-	265,000.00	-	-	-	-	-	265,000.00
Interest	-	-	27,856.25	-	-	-	-	-	27,856.25
Dues and Fees	2,141.00	70.00	-	-	-	-	-	2,211.00	2,211.00
Tuition	-	-	-	-	-	-	-	-	-
Miscellaneous Objects	-	-	-	-	-	-	-	-	-
Total Other	2,141.00	70.00	292,856.25	-	-	-	-	2,211.00	295,067.25
Total Non-Capitalized Equipment	2,580.20	-	-	-	-	-	-	2,580.20	2,580.20
Total Termination Benefits	-	-	-	-	-	-	-	-	-
Total Expenditures	1,889,392.48	177,819.52	292,856.25	120,361.48	95,754.16	1,150,251.46	-	2,283,327.64	3,726,435.35
Excess (deficiency) of revenues over expenditures	8,029,827.42	802,373.26	(132,928.46)	523,507.40	312,721.12	(1,149,156.28)	226.82	9,668,656.02	8,386,571.28
<b>OTHER FINANCING SOURCES (USES)</b>									
Transfers	-	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-	-
Total other financing sources (uses)	-	-	-	-	-	-	-	-	-
Net changes in fund balances	8,029,827.42	802,373.26	(132,928.46)	523,507.40	312,721.12	(1,149,156.28)	226.82	9,668,656.02	8,386,571.28
Fund Balance: 08/31/2016	17,205,932.09	2,419,658.73	1,047.65	1,149,719.58	461,194.61	3,883,809.82	520,600.89	21,757,105.90	25,641,963.37
Fund Balance: 09/30/2016	\$ 25,235,759.51	\$ 3,222,031.99	\$ (131,880.81)	\$ 1,673,226.98	\$ 773,915.73	\$ 2,734,653.54	\$ 520,827.71	\$ 31,425,761.92	\$ 34,028,534.65

**LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103**  
 STATEMENT OF FINANCIAL POSITION  
 ALL FUNDS  
 SEPTEMBER 30, 2016

	10 Education	20 Oper. & Maint.	30 Debt Services	40 Transportation	50 IMRF/SS	60 Capital Projects	70 Working Cash	Total Operating	Total All Funds
<b>ASSETS</b>									
US Bank - AP	668,962.22	366.07	(131,880.81)	2,753.91	528.85	19,801.90	-	672,611.05	560,532.14
US Bank - Payroll	12,430.21	997.34	-	872.02	-	-	-	14,299.57	14,299.57
US Bank - RevTrak	223,731.78	-	-	-	-	-	-	223,731.78	223,731.78
PMA - LIQ	-	-	-	238.75	8.72	-	218.20	465.67	465.67
PMA - MAX	4,301,191.17	908,238.38	-	659,336.46	752,583.77	-	-	6,621,349.78	6,621,349.78
PMA - Fixed Rate Investments	18,877,837.62	2,312,430.20	-	1,010,169.71	20,794.39	2,714,851.64	520,609.51	22,741,841.43	25,456,693.07
IIIT	19,412.77	-	-	-	-	-	-	19,412.77	19,412.77
Bank Financial	89,323.45	-	-	-	-	-	-	89,323.45	89,323.45
Fifth Third Securities	1,005,225.28	-	-	-	-	-	-	1,005,225.28	1,005,225.28
PMA Bonds	-	-	-	-	-	-	-	-	-
Imprest Fund	33,894.18	-	-	-	-	-	-	33,894.18	33,894.18
Petty Cash	500.00	-	-	-	-	-	-	500.00	500.00
<b>TOTAL ASSETS</b>	<b>25,232,508.68</b>	<b>3,222,031.99</b>	<b>(131,880.81)</b>	<b>1,673,370.85</b>	<b>773,915.73</b>	<b>2,734,653.54</b>	<b>520,827.71</b>	<b>31,422,654.96</b>	<b>34,025,427.69</b>
<b>LIABILITIES &amp; FUND BALANCE</b>									
<b>LIABILITIES</b>									
Accounts Payable	3,595.71	-	-	143.87	-	-	-	3,739.58	3,739.58
Dental Insurance Payable	(2,200.09)	-	-	-	-	-	-	(2,200.09)	(2,200.09)
Flex Spending Account Payable	(4,646.45)	-	-	-	-	-	-	(4,646.45)	(4,646.45)
Tech Program Receivable	-	-	-	-	-	-	-	-	-
<b>Total Liabilities</b>	<b>(3,250.83)</b>	<b>-</b>	<b>-</b>	<b>143.87</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(3,106.96)</b>	<b>(3,106.96)</b>
<b>FUND BALANCE</b>									
Fund Balance	25,235,759.51	3,222,031.99	(131,880.81)	1,673,226.98	773,915.73	2,734,653.54	520,827.71	31,425,761.92	34,028,534.65
<b>Total Fund Balance</b>	<b>25,235,759.51</b>	<b>3,222,031.99</b>	<b>(131,880.81)</b>	<b>1,673,226.98</b>	<b>773,915.73</b>	<b>2,734,653.54</b>	<b>520,827.71</b>	<b>31,425,761.92</b>	<b>34,028,534.65</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>25,232,508.68</b>	<b>3,222,031.99</b>	<b>(131,880.81)</b>	<b>1,673,370.85</b>	<b>773,915.73</b>	<b>2,734,653.54</b>	<b>520,827.71</b>	<b>31,422,654.96</b>	<b>34,025,427.69</b>

**LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103**  
 TREASURER'S REPORT  
 ALL FUNDS  
 SEPTEMBER 30, 2016

**CASH BALANCE PER BOOKS**

Educational Fund	25,232,508.68
Operations and Maintenance	3,222,031.99
Debt Service Fund	(131,880.81)
Transportation Fund	1,673,370.85
Retirement Fund	773,915.73
Capital Projects Fund	2,734,653.54
Working Cash Fund	<u>520,827.71</u>
<b>TOTALS:</b>	<b><u>\$ 34,025,427.69</u></b>

**BANK BALANCES & INVESTMENTS**

<b>US Bank - AP</b>	
Statement Balance	612,932.10
Less: Outstanding Checks	<u>52,399.96</u>
	\$ 560,532.14
<b>US Bank - Payroll</b>	
Statement Balance	25,813.11
Less: Outstanding Checks	<u>11,513.54</u>
	\$ 14,299.57
<b>US Bank - Other</b>	
RevTrak Account Balance	\$ 223,731.78
Imprest	35,958.43
Petty Cash	500.00
Less: Outstanding Imprest Checks	<u>2,064.25</u>
	258,125.96
<b>PMA Financial Network</b>	
ISDLAF - LIQ	465.67
ISDLAF - MAX	6,621,349.78
Fixed Rate Investments	22,741,841.43
Bonds	<u>2,714,851.64</u>
	\$ 32,078,508.52
<b>Other</b>	
Illinois Inst Investors Trust - CMF	19,412.77
Bank Financial - Money Market	89,323.45
Fifth Third Securities	<u>\$ 1,005,225.28</u>

**TOTALS:** **\$ 34,025,427.69**

Certified by:



Dan Stanley, Treasurer

# Student Activity Report

Printed: 10/11/2016 11:40:58AM

Lincolnshire-Prairie View - Activity Accounting

Academic Clubs 1							
Account Number	Description	Balance Forward	Cash In (Receipts)	Cash Out (Payments)	Adjustments	Balance	
<b>Academic Clubs</b>							
25	DW - Minecraft Lab	0.00	0.00	0.00	0.00	0.00	
30	DW - NJHS	885.84	0.07	0.00	0.00	885.91	
35	DW - Scholarship	94.02	0.01	0.00	0.00	94.03	
40	DW - Student Council	4,693.89	0.36	0.00	0.00	4,694.25	
45	DW - Toys for Tots	0.00	0.00	0.00	0.00	0.00	
50	DW - Wright Track Club	0.09	0.00	0.00	0.00	0.09	
55	DW - Yearbook	35,844.85	2.72	(16,998.00)	0.00	18,849.57	
65	HD - Student Council	2,167.26	0.16	0.00	0.00	2,167.42	
70	HD - Yearbook	24,226.69	1.85	(4,104.00)	0.00	20,124.54	
85	SP - Yearbook	7,705.66	0.59	0.00	0.00	7,706.25	
<b>1</b>	<b>Academic Clubs</b>	<b>75,618.30</b>	<b>5.76</b>	<b>(21,102.00)</b>	<b>0.00</b>	<b>54,522.06</b>	Activity Group
<b>Miscellaneous</b>							
10	Bank Interest	161.81	0.01	0.00	0.00	161.82	
15	District Convenience	124.74	0.01	0.00	0.00	124.75	
20	DW - Convenience	310.23	0.02	0.00	0.00	310.25	
60	HD - Convenience	0.01	0.00	0.00	0.00	0.01	
75	NEIASBO	25,796.58	1,051.96	0.00	0.00	26,848.54	
80	SP - Convenience	580.06	0.04	0.00	0.00	580.10	
<b>9</b>	<b>Miscellaneous</b>	<b>26,973.43</b>	<b>1,052.04</b>	<b>0.00</b>	<b>0.00</b>	<b>28,025.47</b>	Activity Group
<b>Report Total:</b>		<b>102,591.73</b>	<b>1,057.80</b>	<b>(21,102.00)</b>	<b>0.00</b>	<b>82,547.53</b>	

**LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103**  
**INVESTMENT PORTFOLIO**  
**AUGUST 31, 2016**

<b>Investment Type</b>	<b>Settle Date</b>	<b>Maturity Date</b>	<b># of Days</b>	<b>Institution</b>	<b>Cost</b>	<b>Rate</b>
Money Market	8/31/2016	8/31/2016		ISDLAF+ LIQ Account	\$18.64	0.260%
Money Market	8/31/2016	8/31/2016		Illinois Portfolio, IIT Class	\$19,404.36	0.042%
Money Market	8/31/2016	8/31/2016		ISDLAF+ MAX Account	\$2,137,529.80	0.350%
Money Market	8/31/2016	8/31/2016		Bank Financial Public Funds	\$89,308.81	0.200%
Money Market	8/31/2016	8/31/2016		Savings Deposit Account	\$1,455,313.40	0.350%
DTC CD	9/15/2015	9/15/2016	366	Everbank Certificate of Deposit	\$248,494.60	0.450%
DTC CD	9/19/2014	9/19/2016	731	BMW BANK OF NORTH AMERICA CD	\$248,232.71	0.903%
Certificate of Deposit	9/24/2015	9/23/2016	365	CAPITAL COMMUNITY BANK	\$248,600.00	0.553%
Certificate of Deposit	9/24/2015	9/23/2016	365	STATE BANK OF INDIA (NY)	\$248,800.00	0.462%
DTC CD	9/30/2015	9/28/2016	364	BANK OF INDIA CERTIFICATE OF DEPOSIT	\$248,491.23	0.450%
DTC CD	9/30/2015	9/30/2016	366	BANK OF BARODA CERTIFICATE OF DEPOSIT	\$248,494.60	0.450%
Term Series	6/3/2016	10/6/2016	125	ISDLAF+ TERM SERIES - 20161006AA02	\$250,000.00	0.350%
Term Series	6/10/2016	10/12/2016	124	ISDLAF+ TERM SERIES - 20161012AB02	\$1,000,000.00	0.350%
Certificate of Deposit	6/2/2016	10/13/2016	133	ROYAL BUSINESS BANK	\$249,500.00	0.453%
Certificate of Deposit	6/2/2016	10/13/2016	133	EDGAR COUNTY B&TC	\$249,600.00	0.370%
Certificate of Deposit	6/28/2016	10/26/2016	120	FIRST NATIONAL BANK OF WEATHERFORD	\$249,700.00	0.301%
Certificate of Deposit	6/28/2016	10/26/2016	120	FIRST NATIONAL BANK/THE FIRST, NA	\$249,700.00	0.300%
DTC CD	7/8/2016	11/8/2016	123	City National Bank of Florida	\$249,033.51	0.460%
Certificate of Deposit	6/9/2016	11/10/2016	154	SECURITY BANK - OK	\$249,500.00	0.400%
Certificate of Deposit	6/9/2016	11/10/2016	154	FIELDPOINT PRIVATE BANK & TRUST	\$249,500.00	0.409%
Certificate of Deposit	6/9/2016	11/10/2016	154	LANDMARK COMMUNITY BANK	\$249,500.00	0.400%
Certificate of Deposit	6/28/2016	11/22/2016	147	JONESBORO STATE BANK	\$249,600.00	0.350%
DTC CD	7/8/2016	11/30/2016	145	Independence Bank Of Kentucky	\$249,000.00	0.500%
Certificate of Deposit	7/26/2016	12/14/2016	141	PACIFIC WESTERN BANK	\$249,600.00	0.401%
Certificate of Deposit	7/26/2016	12/14/2016	141	BREMER BANK, NA	\$249,500.00	0.441%
Certificate of Deposit	6/2/2016	2/27/2017	270	ENTERPRISE BANK & TRUST	\$248,900.00	0.551%
<b>DTC CD</b>	<b>8/29/2016</b>	<b>2/28/2017</b>	<b>183</b>	<b>BERKSHIRE BANK</b>	<b>\$249,000.00</b>	<b>0.600%</b>
<b>Certificate of Deposit</b>	<b>8/25/2016</b>	<b>3/14/2017</b>	<b>201</b>	<b>SECURITY STATE BANK</b>	<b>\$249,000.00</b>	<b>0.642%</b>
Certificate of Deposit	7/26/2016	3/21/2017	238	VALLEY NATIONAL BANK	\$249,100.00	0.501%
<b>Certificate of Deposit</b>	<b>8/16/2016</b>	<b>3/21/2017</b>	<b>217</b>	<b>BANK OF SPRINGFIELD</b>	<b>\$249,400.00</b>	<b>0.401%</b>
<b>Certificate of Deposit</b>	<b>8/16/2016</b>	<b>3/21/2017</b>	<b>217</b>	<b>USAMERIBANK</b>	<b>\$248,600.00</b>	<b>0.499%</b>
Certificate of Deposit	6/28/2016	3/27/2017	272	CRESTMARK BANK	\$248,000.00	0.541%
Certificate of Deposit	6/28/2016	3/27/2017	272	PRIVATE BANK - MI	\$249,000.00	0.509%
DTC CD	7/6/2016	4/6/2017	274	Mizuho Bank (USA) Certificate of Deposit	\$195,000.00	0.550%
Certificate of Deposit	6/28/2016	4/12/2017	288	ALLIANT CREDIT UNION	\$248,800.00	0.609%
Certificate of Deposit	6/28/2016	4/12/2017	288	GRAND BANK	\$248,900.00	0.550%
DTC CD	6/17/2016	4/17/2017	304	Oregon Community Bank	\$249,041.37	0.580%
DTC CD	7/15/2016	4/17/2017	276	F&m Bank	\$249,000.00	0.600%
Certificate of Deposit	6/2/2016	4/27/2017	329	BANK OF THE OZARKS	\$248,600.00	0.618%
Certificate of Deposit	6/2/2016	4/27/2017	329	BOFI FEDERAL BANK	\$248,600.00	0.610%
Certificate of Deposit	6/9/2016	4/27/2017	322	BANK OF CHINA	\$248,700.00	0.550%
Certificate of Deposit	6/2/2016	5/12/2017	344	MODERN BANK	\$248,200.00	0.751%
Certificate of Deposit	6/2/2016	5/12/2017	344	MAINSTREET BANK	\$248,500.00	0.633%
Certificate of Deposit	6/2/2016	5/12/2017	344	CFG COMMUNITY BANK	\$248,500.00	0.633%
Certificate of Deposit	6/2/2016	5/12/2017	344	FIRST CAPITAL BANK	\$248,500.00	0.630%
Certificate of Deposit	6/9/2016	5/12/2017	337	WESTERN ALLIANCE BANK	\$248,600.00	0.550%
Certificate of Deposit	5/18/2016	5/18/2017	365	CIT BANK / ONEWEST BANK, NA	\$247,700.00	0.922%
Certificate of Deposit	6/9/2016	6/9/2017	365	AFFILIATED BANK	\$248,200.00	0.701%
DTC CD	6/11/2014	6/12/2017	1097	Discover Bank Certificate of Deposit	\$248,710.21	1.003%
DTC CD	6/11/2014	6/12/2017	1097	Goldman Sachs Bank USA Certificate of Deposit	\$248,710.21	1.003%
Certificate of Deposit	6/28/2016	6/28/2017	365	T BANK, NA	\$248,200.00	0.711%
Certificate of Deposit	6/28/2016	6/28/2017	365	EAST BOSTON SAVINGS BANK	\$248,300.00	0.651%
Certificate of Deposit	9/26/2014	9/26/2017	1096	BANK OF THE WEST	\$241,800.00	1.119%
<b>DTC CD</b>	<b>8/31/2016</b>	<b>2/28/2018</b>	<b>546</b>	<b>BANKUNITED, NA</b>	<b>\$248,147.13</b>	<b>0.860%</b>
Certificate of Deposit	5/18/2016	5/18/2018	730	SONABANK	\$150,000.00	1.001%
DTC CD	5/28/2015	5/29/2018	1097	American Express Centurion Bank Cert of Dep.	\$248,700.69	1.304%
Certificate of Deposit	6/2/2016	6/4/2018	732	KANSAS STATE BANK	\$245,000.00	1.002%
Certificate of Deposit	6/2/2016	6/4/2018	732	SONABANK	\$93,800.00	1.000%
Certificate of Deposit	6/2/2016	6/4/2018	732	FIRST NATIONAL BANK	\$245,200.00	0.953%
DTC CD	6/10/2016	6/8/2018	728	BMO Harris Bank	\$166,163.50	1.000%
Security	9/26/2014	6/13/2018	1356	Federal Home Loan Mortgage Corporation Note	\$243,109.87	1.260%
DTC CD	6/18/2015	6/18/2018	1096	Ally Bank Certificate of Deposit	\$248,694.35	1.454%
DTC CD	6/22/2015	6/22/2018	1096	Comenity Capital Bank / World Financial Capita	\$249,330.96	1.355%

LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103

INVESTMENT PORTFOLIO

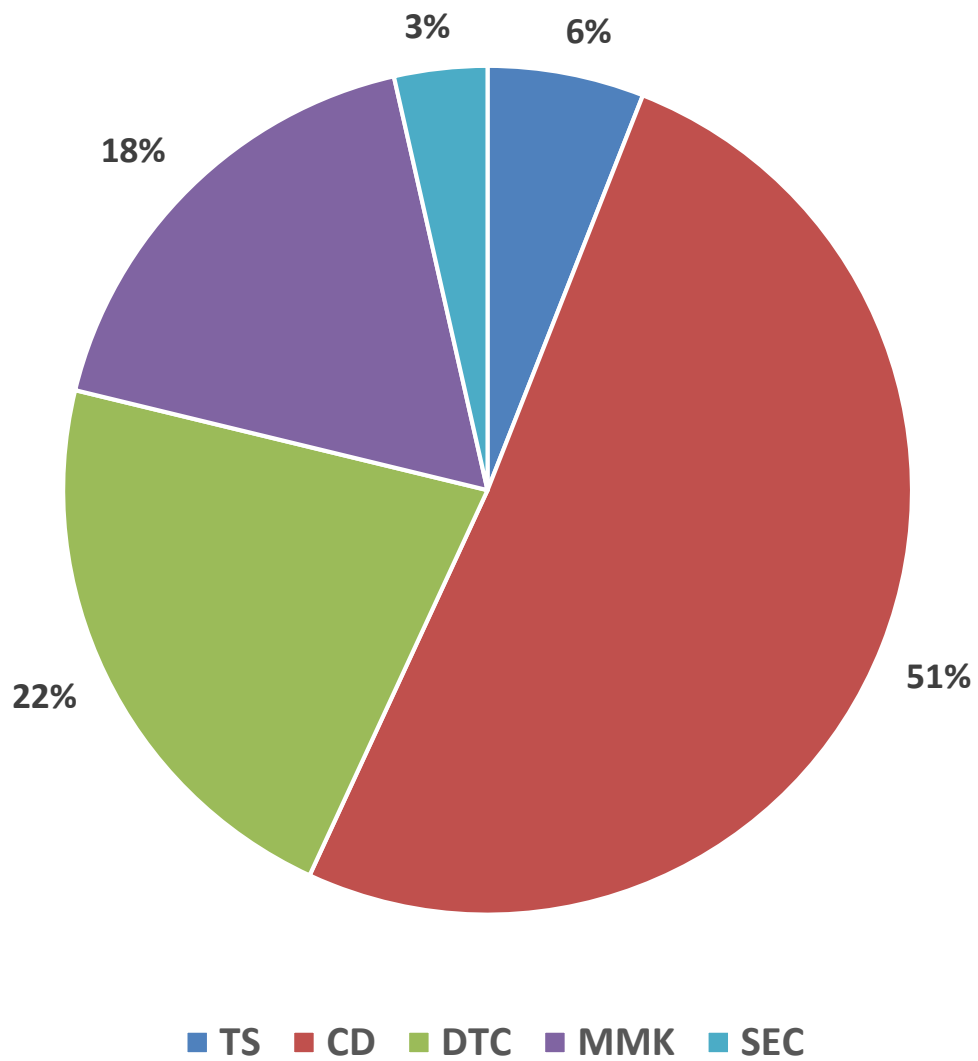
AUGUST 31, 2016

Investment Type	Settle Date	Maturity Date	# of Days	Institution	Cost	Rate
Certificate of Deposit	6/30/2016	7/2/2018	732	FARMERS & MERCHANTS UNION BANK	\$245,000.00	1.002%
DTC CD	10/1/2014	10/1/2018	1461	Sallie Mae Bank Certificate of Deposit	\$247,883.90	1.807%
Certificate of Deposit	5/19/2016	5/20/2019	1096	SOUTSIDE BANK	\$241,900.00	1.080%
Security	6/5/2014	5/30/2019	1820	Federal Home Loan Mortgage Corporation Note	\$499,392.93	1.564%
DTC CD	10/2/2014	10/2/2019	1826	American Express Bank Certificate of Deposit	\$248,056.17	2.060%
Certificate of Deposit	7/17/2015	7/17/2020	1827	Synchrony Bank Retail CD	\$248,000.00	2.250%
Certificate of Deposit	8/19/2015	8/19/2020	1827	CAPITAL ONE NATL ASSN VA	\$248,000.00	2.400%
Certificate of Deposit	9/16/2015	9/16/2020	1827	BARCLAYS BK DEL	\$248,000.00	2.200%
Certificate of Deposit	3/2/2016	3/2/2021	1826	Marlin Business Bank Salt Lake	\$248,000.00	1.600%
					\$20,950,362.95	
<b>Weighted Yield</b>	<b>1.299%</b>					
<b>Weighted Maturity</b>	<b>358.78</b>					

LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103

INVESTMENT TYPE

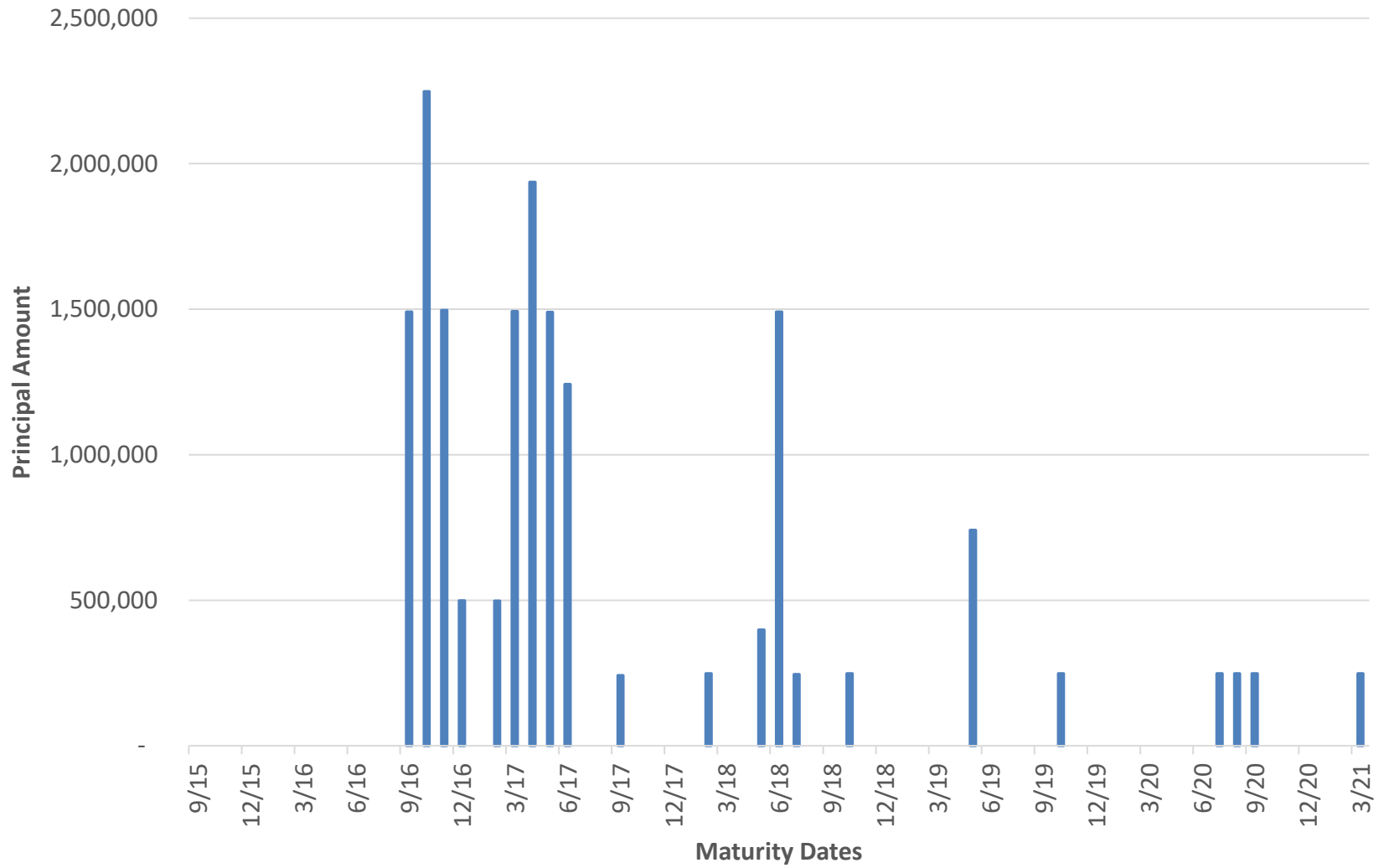
AUGUST 31, 2016



# LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103

## MATURITY DATES

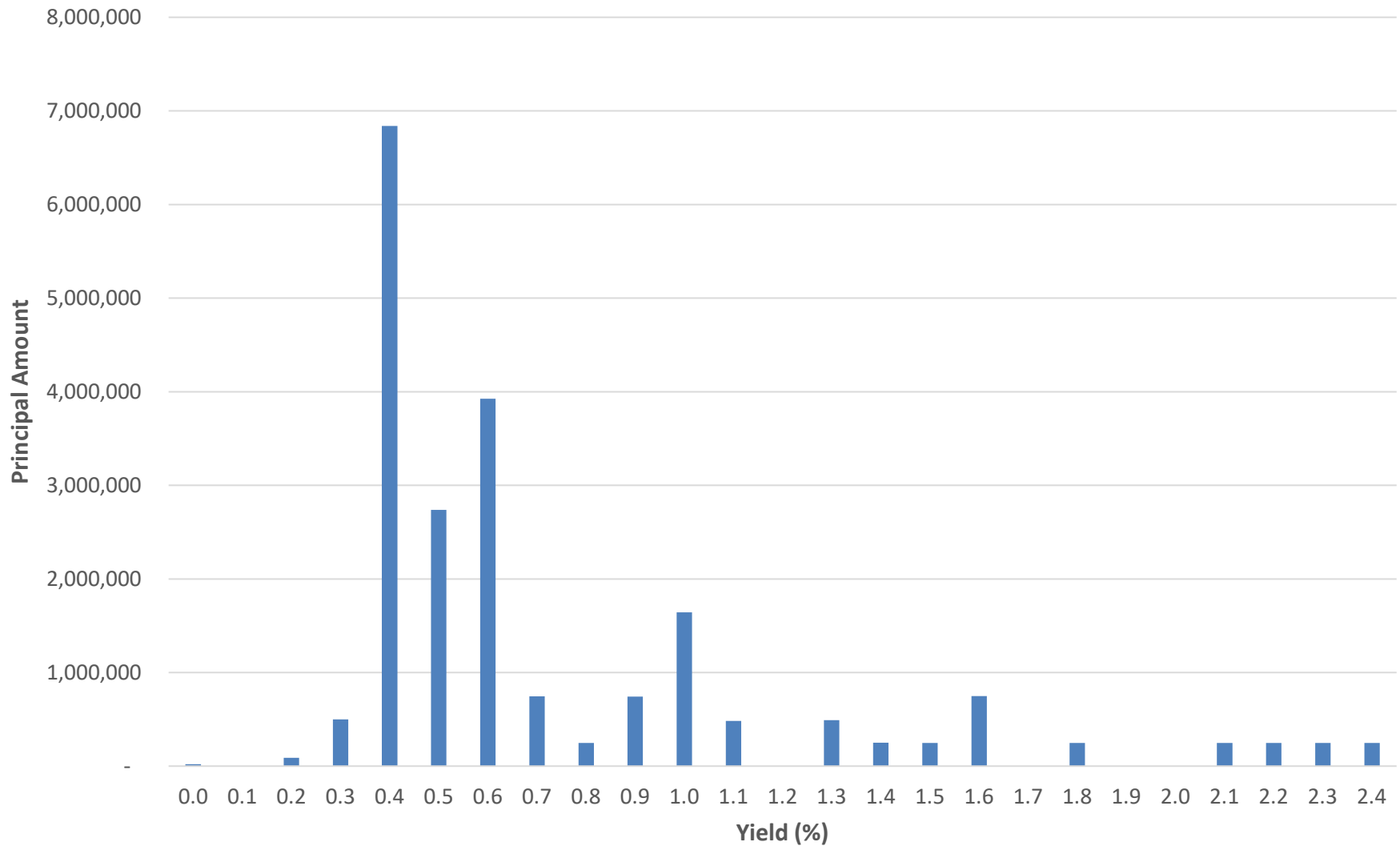
AUGUST 31, 2016



# LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103

## INTEREST RATES

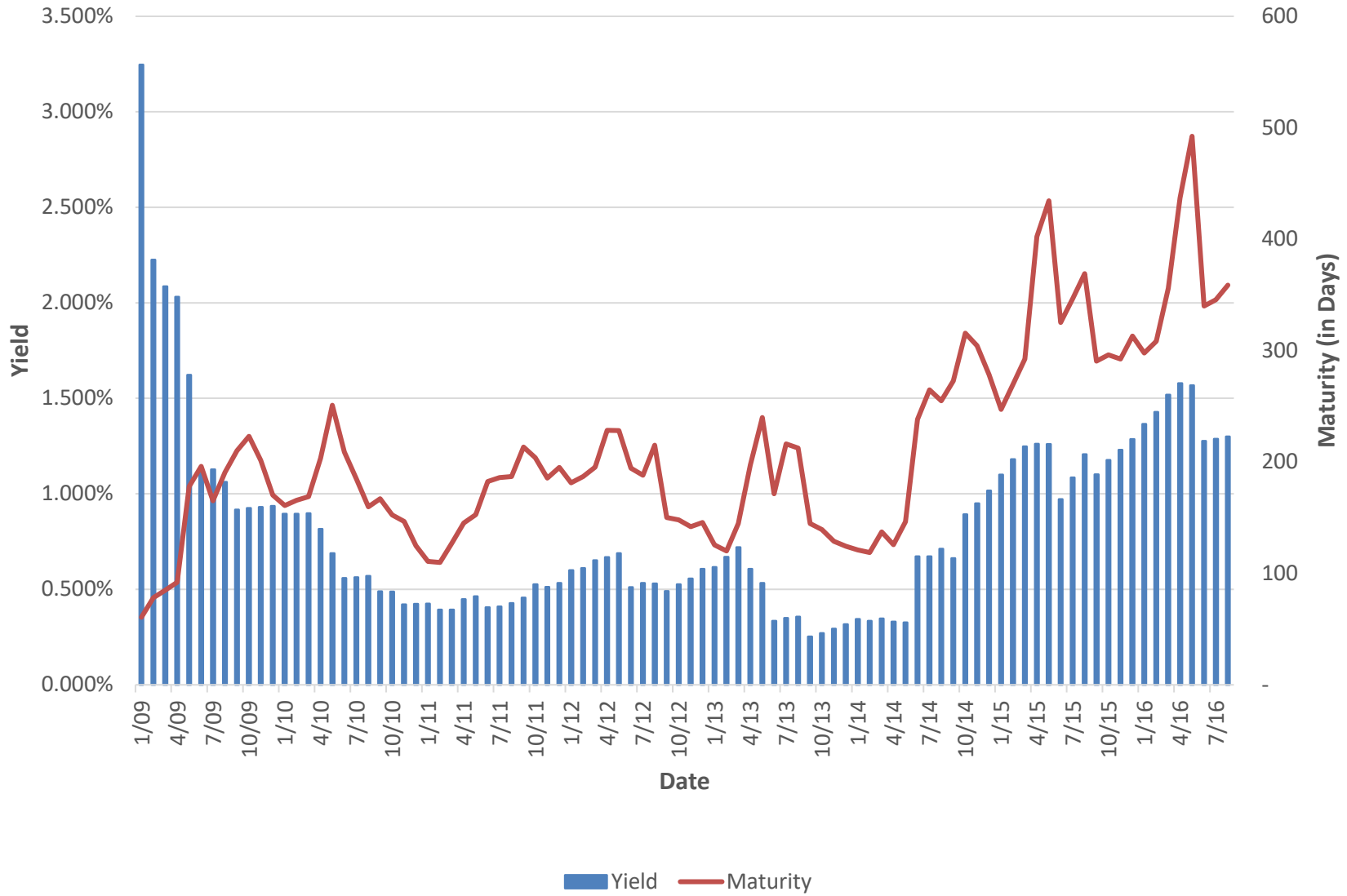
AUGUST 31, 2016



# LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103

## WEIGHTED YIELD VS. MATURITY HISTORY

180



**LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103**  
**INVESTMENT PORTFOLIO**  
**SEPTEMBER 30, 2016**

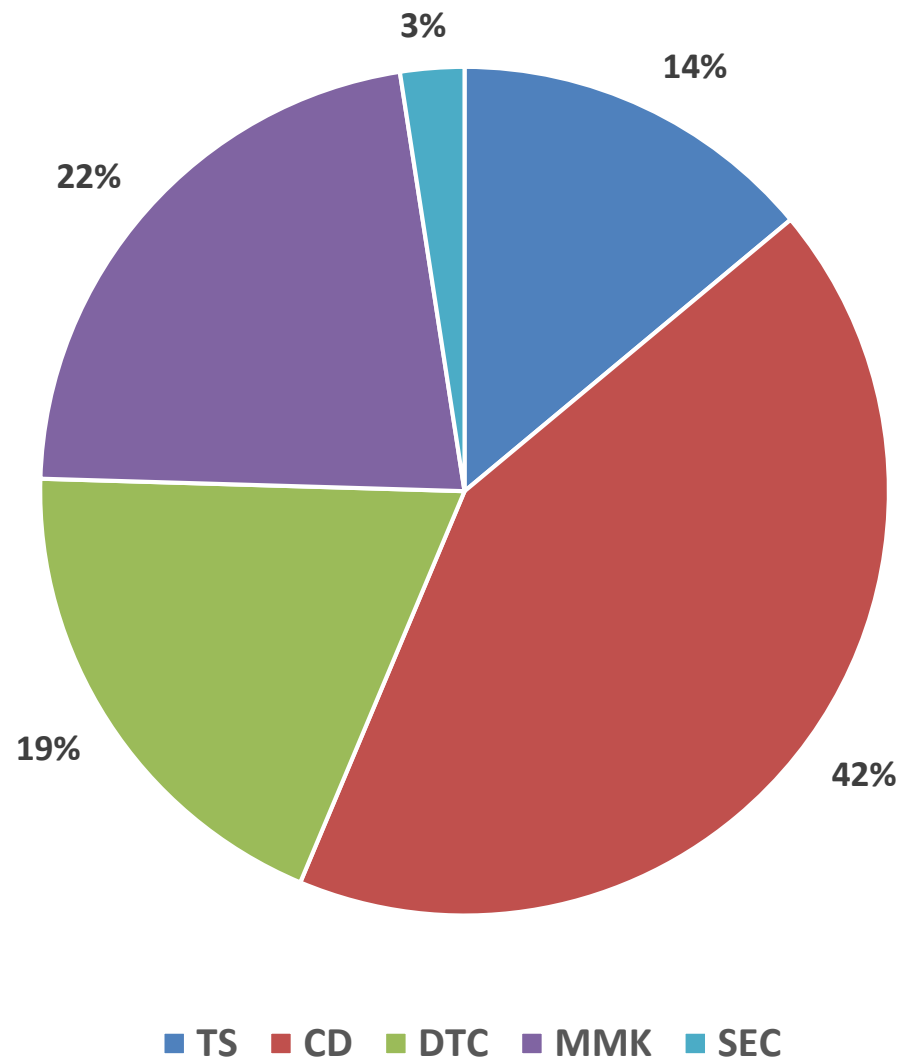
<b>Investment Type</b>	<b>Settle Date</b>	<b>Maturity Date</b>	<b># of Days</b>	<b>Institution</b>	<b>Cost</b>	<b>Rate</b>
Money Market	9/30/2016	9/30/2016		ISDLAF+ LIQ Account	\$465.67	0.260%
Money Market	9/30/2016	9/30/2016		Illinois Portfolio, IIT Class	\$19,412.77	0.042%
Money Market	9/30/2016	9/30/2016		ISDLAF+ MAX Account	\$6,621,349.78	0.350%
Money Market	9/30/2016	9/30/2016		Bank Financial Public Funds	\$89,323.45	0.200%
Money Market	9/30/2016	9/30/2016		Savings Deposit Account	\$293.16	0.350%
Term Series	6/3/2016	10/6/2016	125	ISDLAF+ TERM SERIES - 20161006AA02	\$250,000.00	0.350%
Term Series	6/10/2016	10/12/2016	124	ISDLAF+ TERM SERIES - 20161012AB02	\$1,000,000.00	0.350%
Certificate of Deposit	6/2/2016	10/13/2016	133	ROYAL BUSINESS BANK	\$249,500.00	0.453%
Certificate of Deposit	6/2/2016	10/13/2016	133	EDGAR COUNTY B&TC	\$249,600.00	0.370%
Certificate of Deposit	6/28/2016	10/26/2016	120	FIRST NATIONAL BANK OF WEATHERFORD	\$249,700.00	0.301%
Certificate of Deposit	6/28/2016	10/26/2016	120	FIRST NATIONAL BANK/THE FIRST, NA	\$249,700.00	0.300%
DTC CD	7/8/2016	11/8/2016	123	City National Bank of Florida	\$249,033.51	0.460%
Certificate of Deposit	6/9/2016	11/10/2016	154	SECURITY BANK - OK	\$249,500.00	0.400%
Certificate of Deposit	6/9/2016	11/10/2016	154	FIELDPOINT PRIVATE BANK & TRUST	\$249,500.00	0.409%
Certificate of Deposit	6/9/2016	11/10/2016	154	LANDMARK COMMUNITY BANK	\$249,500.00	0.400%
Certificate of Deposit	6/28/2016	11/22/2016	147	JONESBORO STATE BANK	\$249,600.00	0.350%
DTC CD	7/8/2016	11/30/2016	145	Independence Bank Of Kentucky	\$249,000.00	0.500%
<b>Term Series</b>	<b>9/2/2016</b>	<b>12/7/2016</b>	<b>96</b>	<b>ISDLAF+ TERM SERIES</b>	<b>\$1,700,000.00</b>	<b>0.420%</b>
Certificate of Deposit	7/26/2016	12/14/2016	141	PACIFIC WESTERN BANK	\$249,600.00	0.401%
Certificate of Deposit	7/26/2016	12/14/2016	141	BREMER BANK, NA	\$249,500.00	0.441%
<b>Term Series</b>	<b>9/9/2016</b>	<b>12/20/2016</b>	<b>102</b>	<b>ISDLAF+ TERM SERIES</b>	<b>\$1,300,000.00</b>	<b>0.390%</b>
<b>DTC CD</b>	<b>9/16/2016</b>	<b>1/17/2017</b>	<b>123</b>	<b>Synovus Bank</b>	<b>\$249,083.78</b>	<b>0.450%</b>
<b>Certificate of Deposit</b>	<b>9/9/2016</b>	<b>2/22/2017</b>	<b>166</b>	<b>FIRST COMMONS BANK NA</b>	<b>\$249,500.00</b>	<b>0.400%</b>
<b>Certificate of Deposit</b>	<b>9/9/2016</b>	<b>2/22/2017</b>	<b>166</b>	<b>PRUDENTIAL SAVINGS BANK</b>	<b>\$249,500.00</b>	<b>0.412%</b>
<b>Certificate of Deposit</b>	<b>9/9/2016</b>	<b>2/22/2017</b>	<b>166</b>	<b>ISDLAF+ TERM SERIES</b>	<b>\$750,000.00</b>	<b>0.400%</b>
Certificate of Deposit	6/2/2016	2/27/2017	270	ENTERPRISE BANK & TRUST	\$248,900.00	0.551%
DTC CD	8/29/2016	2/28/2017	183	BERKSHIRE BANK	\$249,000.00	0.600%
<b>DTC CD</b>	<b>9/2/2016</b>	<b>3/2/2017</b>	<b>181</b>	<b>Wex Bank/Wright Express Fin Serv. Corp</b>	<b>\$249,061.56</b>	<b>0.600%</b>
<b>DTC CD</b>	<b>9/7/2016</b>	<b>3/6/2017</b>	<b>180</b>	<b>Zb, National Assoc/Zions First National Bank</b>	<b>\$249,061.23</b>	<b>0.550%</b>
Certificate of Deposit	8/25/2016	3/14/2017	201	SECURITY STATE BANK	\$249,000.00	0.642%
Certificate of Deposit	7/26/2016	3/21/2017	238	VALLEY NATIONAL BANK	\$249,100.00	0.501%
Certificate of Deposit	8/16/2016	3/21/2017	217	BANK OF SPRINGFIELD	\$249,400.00	0.401%
Certificate of Deposit	8/16/2016	3/21/2017	217	USAMERIBANK	\$248,600.00	0.499%
<b>Certificate of Deposit</b>	<b>9/1/2016</b>	<b>3/21/2017</b>	<b>201</b>	<b>ORRSTOWN BANK</b>	<b>\$248,800.00</b>	<b>0.554%</b>
<b>Certificate of Deposit</b>	<b>9/1/2016</b>	<b>3/21/2017</b>	<b>201</b>	<b>CRESTURE BANK</b>	<b>\$248,800.00</b>	<b>0.551%</b>
Certificate of Deposit	6/28/2016	3/27/2017	272	CRESTMARK BANK	\$248,000.00	0.541%
Certificate of Deposit	6/28/2016	3/27/2017	272	PRIVATE BANK - MI	\$249,000.00	0.509%
DTC CD	7/6/2016	4/6/2017	274	Mizuho Bank (USA) Certificate of Deposit	\$195,000.00	0.550%
Certificate of Deposit	6/28/2016	4/12/2017	288	ALLIANT CREDIT UNION	\$248,800.00	0.609%
Certificate of Deposit	6/28/2016	4/12/2017	288	GRAND BANK	\$248,900.00	0.550%
DTC CD	6/17/2016	4/17/2017	304	Oregon Community Bank	\$249,041.37	0.580%
DTC CD	7/15/2016	4/17/2017	276	F&m Bank	\$249,000.00	0.600%
Certificate of Deposit	6/2/2016	4/27/2017	329	BANK OF THE OZARKS	\$248,600.00	0.618%
Certificate of Deposit	6/2/2016	4/27/2017	329	BOFI FEDERAL BANK	\$248,600.00	0.610%
Certificate of Deposit	6/9/2016	4/27/2017	322	BANK OF CHINA	\$248,700.00	0.550%
Certificate of Deposit	6/2/2016	5/12/2017	344	MODERN BANK	\$248,200.00	0.751%
Certificate of Deposit	6/2/2016	5/12/2017	344	MAINSTREET BANK	\$248,500.00	0.633%
Certificate of Deposit	6/2/2016	5/12/2017	344	CFG COMMUNITY BANK	\$248,500.00	0.633%
Certificate of Deposit	6/2/2016	5/12/2017	344	FIRST CAPITAL BANK	\$248,500.00	0.630%
Certificate of Deposit	6/9/2016	5/12/2017	337	WESTERN ALLIANCE BANK	\$248,600.00	0.550%
Certificate of Deposit	5/18/2016	5/18/2017	365	CIT BANK / ONEWEST BANK, NA	\$247,700.00	0.922%
Certificate of Deposit	6/9/2016	6/9/2017	365	AFFILIATED BANK	\$248,200.00	0.701%
DTC CD	6/11/2014	6/12/2017	1097	Discover Bank Certificate of Deposit	\$248,710.21	1.003%
DTC CD	6/11/2014	6/12/2017	1097	Goldman Sachs Bank USA Certificate of Deposit	\$248,710.21	1.003%
Certificate of Deposit	6/28/2016	6/28/2017	365	T BANK, NA	\$248,200.00	0.711%
Certificate of Deposit	6/28/2016	6/28/2017	365	EAST BOSTON SAVINGS BANK	\$248,300.00	0.651%
<b>Certificate of Deposit</b>	<b>9/23/2016</b>	<b>7/13/2017</b>	<b>293</b>	<b>INDUSTRIAL &amp; COMMERCIAL BANK OF CHINA</b>	<b>\$248,700.00</b>	<b>0.601%</b>
<b>Certificate of Deposit</b>	<b>9/23/2016</b>	<b>7/13/2017</b>	<b>293</b>	<b>FLAGLER BANK</b>	<b>\$248,700.00</b>	<b>0.603%</b>
<b>DTC CD</b>	<b>9/16/2016</b>	<b>9/15/2017</b>	<b>364</b>	<b>Safra National Bank</b>	<b>\$248,122.74</b>	<b>0.750%</b>
<b>Certificate of Deposit</b>	<b>9/22/2016</b>	<b>9/22/2017</b>	<b>365</b>	<b>TBK BANK, SSB/THE NATIONAL BANK</b>	<b>\$248,100.00</b>	<b>0.750%</b>
Certificate of Deposit	9/26/2014	9/26/2017	1096	BANK OF THE WEST	\$241,800.00	1.119%
DTC CD	8/31/2016	2/28/2018	546	BANKUNITED, NA	\$248,147.13	0.860%
<b>Certificate of Deposit</b>	<b>9/23/2016</b>	<b>3/23/2018</b>	<b>546</b>	<b>US METRO BANK</b>	<b>\$246,600.00</b>	<b>0.909%</b>

**LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103**  
**INVESTMENT PORTFOLIO**  
**SEPTEMBER 30, 2016**

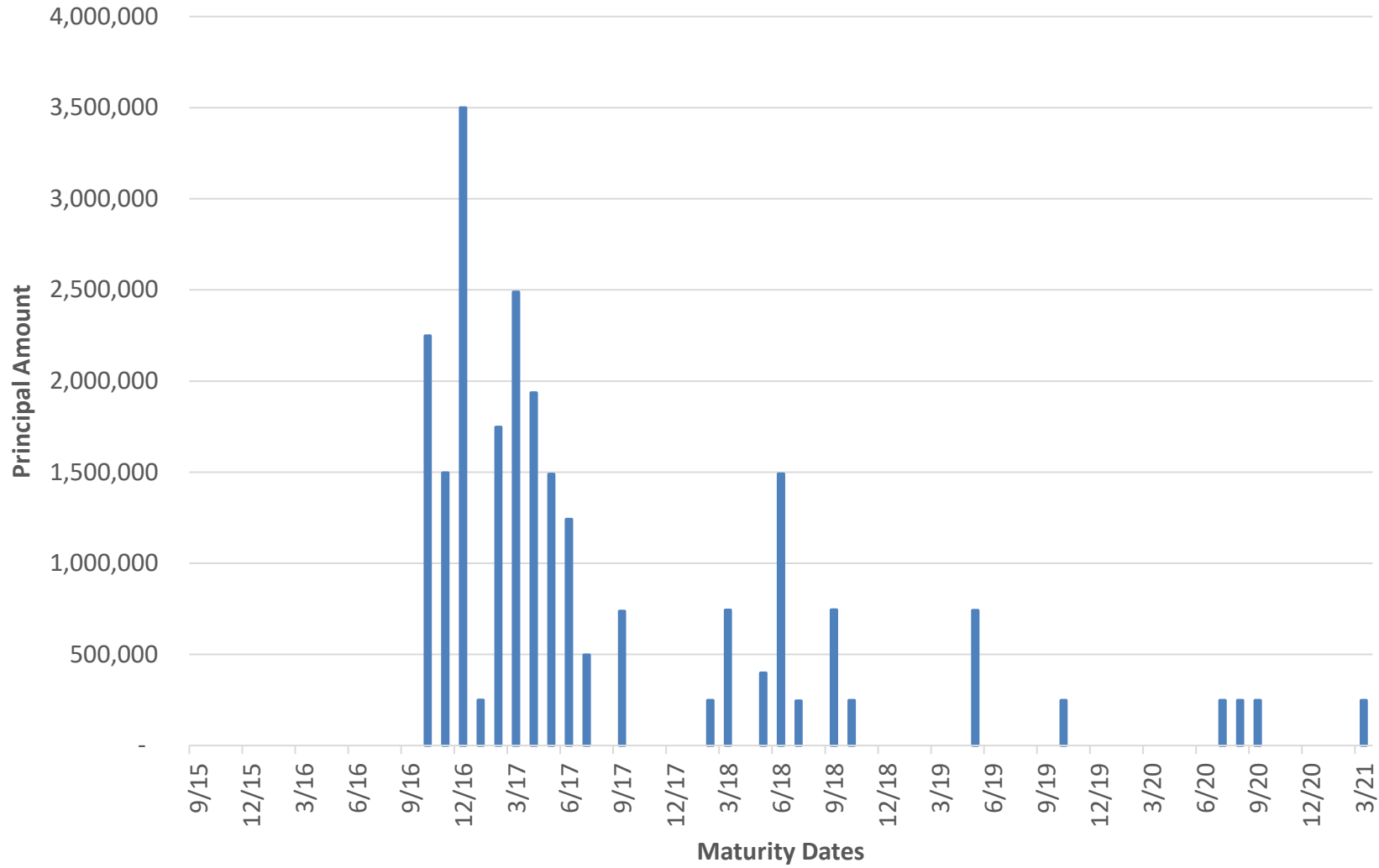
<b>Investment Type</b>	<b>Settle Date</b>	<b>Maturity Date</b>	<b># of Days</b>	<b>Institution</b>	<b>Cost</b>	<b>Rate</b>
<b>DTC CD</b>	<b>9/28/2016</b>	<b>3/28/2018</b>	<b>546</b>	<b>Capital One Bank USA National Assoc.</b>	<b>\$248,146.98</b>	<b>0.960%</b>
<b>DTC CD</b>	<b>9/30/2016</b>	<b>3/29/2018</b>	<b>545</b>	<b>First Bank</b>	<b>\$249,184.51</b>	<b>0.950%</b>
Certificate of Deposit	5/18/2016	5/18/2018	730	SONABANK	\$150,000.00	1.001%
DTC CD	5/28/2015	5/29/2018	1097	American Express Centurion Bank Cert of Dep.	\$248,700.69	1.304%
Certificate of Deposit	6/2/2016	6/4/2018	732	KANSAS STATE BANK	\$245,000.00	1.002%
Certificate of Deposit	6/2/2016	6/4/2018	732	SONABANK	\$93,800.00	1.000%
Certificate of Deposit	6/2/2016	6/4/2018	732	FIRST NATIONAL BANK	\$245,200.00	0.953%
DTC CD	6/10/2016	6/8/2018	728	BMO Harris Bank	\$166,163.50	1.000%
Security	9/26/2014	6/13/2018	1356	Federal Home Loan Mortgage Corporation Note	\$243,109.87	1.260%
DTC CD	6/18/2015	6/18/2018	1096	Ally Bank Certificate of Deposit	\$248,694.35	1.454%
DTC CD	6/22/2015	6/22/2018	1096	Comenity Capital Bank / World Financial Capita	\$249,330.96	1.355%
Certificate of Deposit	6/30/2016	7/2/2018	732	FARMERS & MERCHANTS UNION BANK	\$245,000.00	1.002%
<b>DTC CD</b>	<b>9/7/2016</b>	<b>9/7/2018</b>	<b>730</b>	<b>TCF National Bank</b>	<b>\$248,000.00</b>	<b>0.900%</b>
<b>DTC CD</b>	<b>9/14/2016</b>	<b>9/14/2018</b>	<b>730</b>	<b>Wells Fargo Bank, NA</b>	<b>\$249,000.00</b>	<b>1.150%</b>
<b>DTC CD</b>	<b>9/30/2016</b>	<b>9/28/2018</b>	<b>728</b>	<b>BMW Bank of North America</b>	<b>\$247,512.67</b>	<b>1.200%</b>
DTC CD	10/1/2014	10/1/2018	1461	Sallie Mae Bank Certificate of Deposit	\$247,883.90	1.807%
Certificate of Deposit	5/19/2016	5/20/2019	1096	SOUTSIDE BANK	\$241,900.00	1.080%
Security	6/5/2014	5/30/2019	1820	Federal Home Loan Mortgage Corporation Note	\$499,392.93	1.564%
DTC CD	10/2/2014	10/2/2019	1826	American Express Bank Certificate of Deposit	\$248,056.17	2.060%
<i>Certificate of Deposit</i>	<i>7/17/2015</i>	<i>7/17/2020</i>	<i>1827</i>	<i>Synchrony Bank Retail CD</i>	<i>\$248,000.00</i>	<i>2.250%</i>
<i>Certificate of Deposit</i>	<i>8/19/2015</i>	<i>8/19/2020</i>	<i>1827</i>	<i>CAPITAL ONE NATL ASSN VA</i>	<i>\$248,000.00</i>	<i>2.400%</i>
<i>Certificate of Deposit</i>	<i>9/16/2015</i>	<i>9/16/2020</i>	<i>1827</i>	<i>BARCLAYS BK DEL</i>	<i>\$248,000.00</i>	<i>2.200%</i>
<i>Certificate of Deposit</i>	<i>3/2/2016</i>	<i>3/2/2021</i>	<i>1826</i>	<i>Marlin Business Bank Salt Lake</i>	<i>\$248,000.00</i>	<i>1.600%</i>
					<b>\$30,464,393.10</b>	
<b>Weighted Yield</b>	<b>1.205%</b>					
<b>Weighted Maturity</b>	<b>317.19</b>					

# LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103

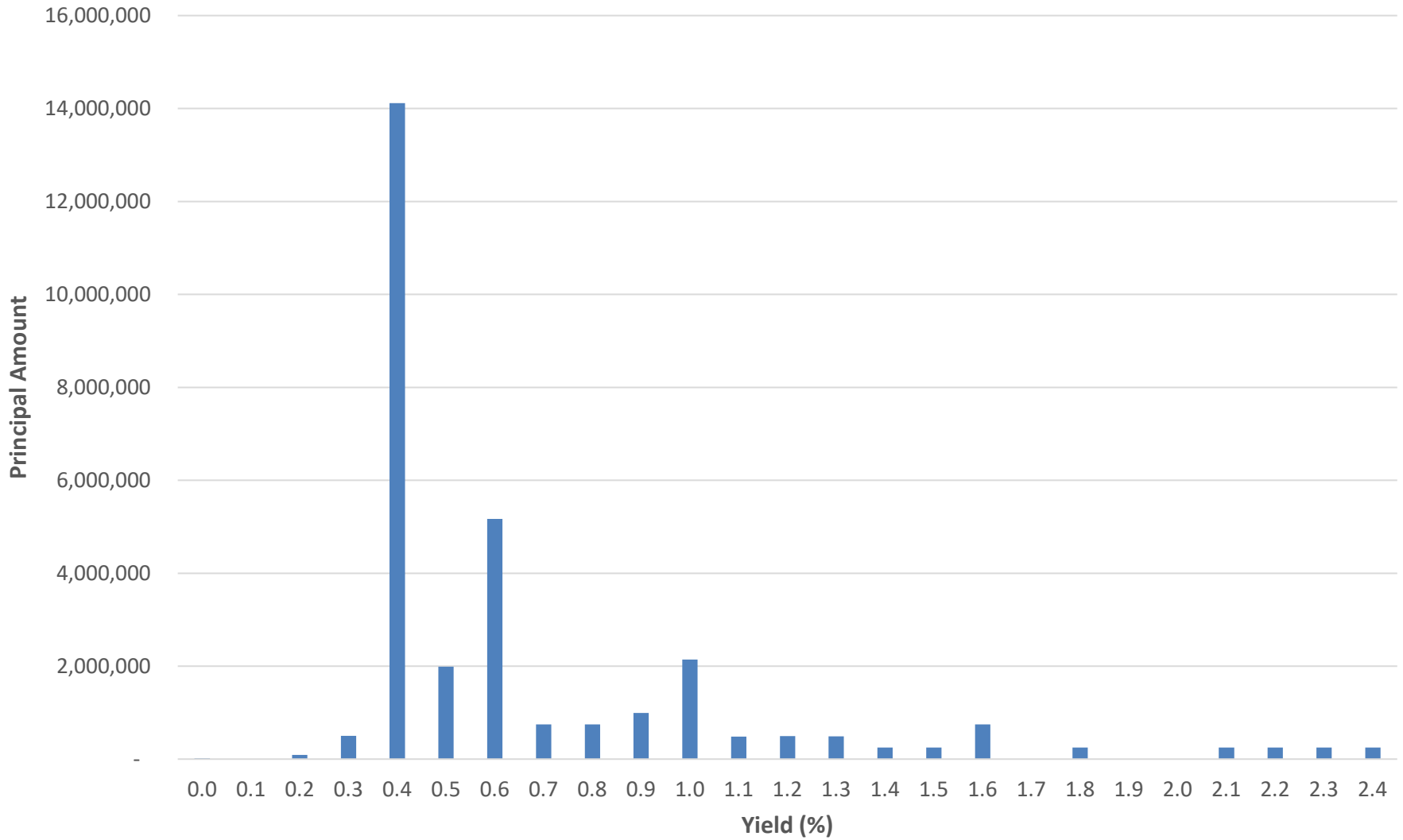
INVESTMENT TYPE  
SEPTEMBER 30, 2016



LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103  
MATURITY DATES  
SEPTEMBER 30, 2016



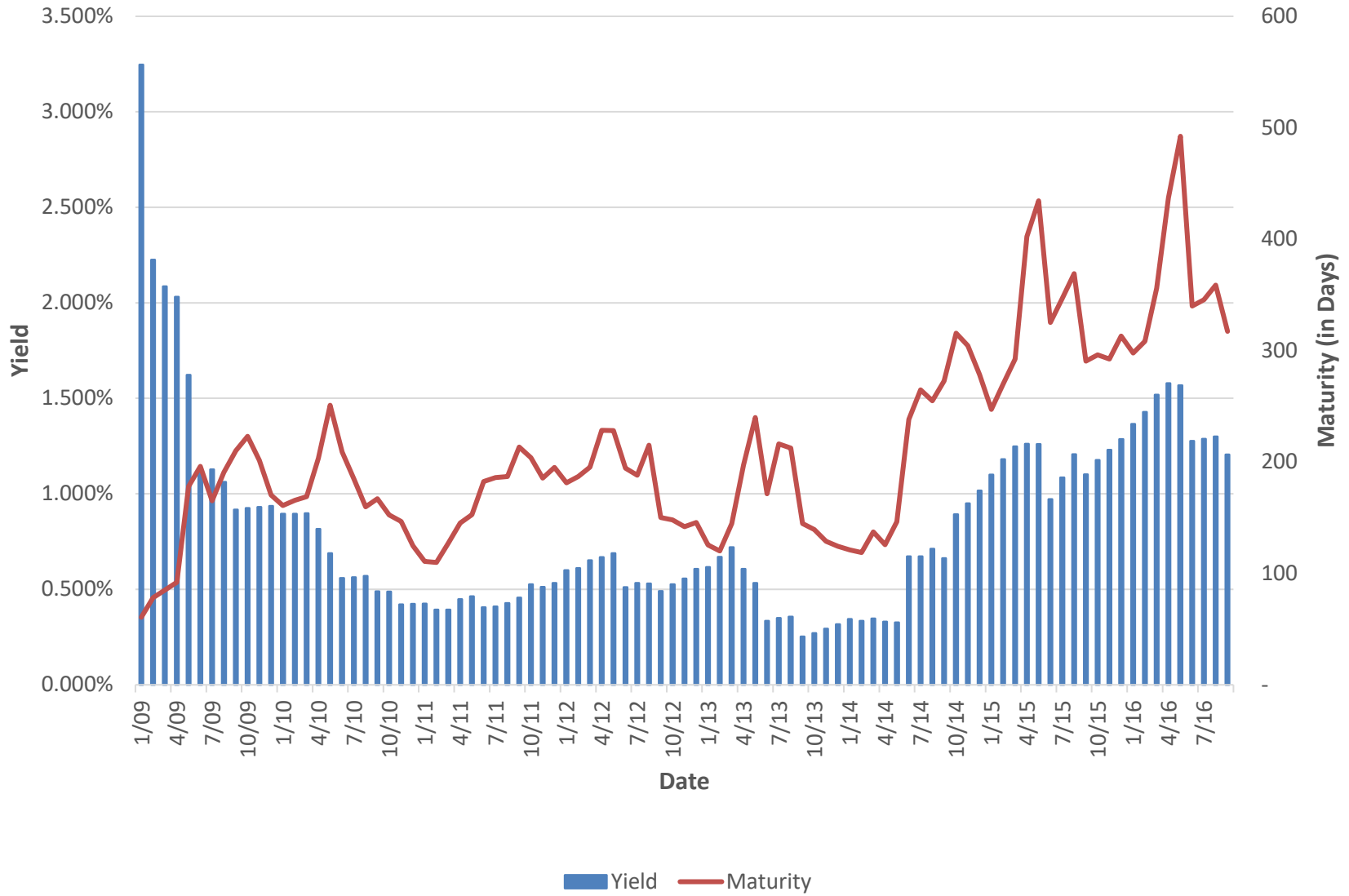
**LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103**  
**INTEREST RATES**  
**SEPTEMBER 30, 2016**



# LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103

## WEIGHTED YIELD VS. MATURITY HISTORY

186





**Lincolnshire-Prairie View School District 103**

1370 N. Riverwoods Road • Lincolnshire, IL 60069

847/295-4030 • FAX 847/295-9196

<http://www.d103.org>

MEMO

**To:** Board of Education  
**From:** Dan Stanley  
**CC:** Dr. Scott Warren  
**Date:** October 18, 2016  
**Re:** Enrollment Report

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For some time, we have been looking to revise the enrollment report to provide **better information more clearly**.

Attached is a draft of what the new enrollment report is shaping out to be. It will look similar, but it is different.

The first change was to move Early Childhood (EC) to below K-8 and isolate K-8. The reason for this is enrollment projections done by a demographer or in house would only be able to project K-8. The previous report would include EC in the figures and distort the comparison between projections and actuals. I have also included my own internal projections as well. The way it ends up working out is more like a “low, high, mid” type range of projections.

Also as it pertains to projections is to show that any projections done are done as of October 1<sup>st</sup>. Therefore, this is the only time of year that it is appropriate to compare actual enrollment to projections. Beyond this month, this comparison should not continue. In future enrollment reports, the projection information may be removed or isolated in some way so as not to create confusion (e.g. December actuals should not be compared to October projected).

Class size information was slightly changed as well. I wanted to clarify that we were sharing information about the core courses rather than all courses. Also, the sections are included in order to calculate the average class size. The average class size for K-5 is simply calculated by dividing the actual number of students enrolled by the number of sections. For example, 1<sup>st</sup> grade work out as 155 actual/8 sections equals 19.4. The low/high figures for K-5 is taken from reviewing each class and noting the class with the least students as well as the class with the most students. In other words, these are actual rather than a calculation.

For grades 6-8, it was determined that it is not feasible nor helpful to determine the number of sections due to the complex nature of the content-level classes. In order to determine average class size, all of the actual class sizes are averaged. Additionally, the low and high per grade are used by reviewing each class. It is not difficult to do thanks to Excel.

Kindergarten AM/PM/Full Day information was kept to see those enrollments, however the analysis (projections and class sizes) really only pertain to Kindergarten as a whole.

As stated, the EC portion was moved down. It was also expanded. My initial intention was to show the EC students and Community Peers as well as class size information. In order to accomplish this, we needed to show the blended program compared to the self-contained program, as well as the breakdown within each. I believe this will help going forward particularly when discussions around EC programming occur.

As the months progress, there will be trending information showing the month-by-month changes that happen as well.

Administration will be reviewing this report and may consider additional changes. Please review and I am happy to hear of any suggestions.

Lincolnshire-Prairie View School District 103								
Enrollment Report								
As of September 30, 2016								
Grade	Actual	Projections as of Oct 1st			Class Size (Core)			
		Conservative	Moderate	Internal	Sections	Average	Low	High
K (AM)	16							
K (PM)	12							
K (Full Day)	119							
<b>K Total</b>	<b>147</b>	<b>136</b>	<b>141</b>	<b>150</b>	<b>8</b>	<b>18.4</b>	<b>12</b>	<b>20</b>
1	155	155	155	156	8	19.4	19	20
2	195	193	196	196	8	24.4	23	25
3	180	173	175	174	8	22.5	22	23
4	207	203	207	207	8	25.9	25	26
5	194	191	193	190	8	24.3	23	25
6	194	192	197	193	n/a	23.7	19	27
7	239	221	222	220	n/a	24.2	16	30
8	221	225	226	224	n/a	22.2	13	31
<b>Total K-8</b>	<b>1,732</b>	<b>1,689</b>	<b>1,712</b>	<b>1,710</b>				

Early Childhood	12							
Community Peer	14							
<b>Total Blended</b>	<b>26</b>				<b>4</b>	<b>6.5</b>	<b>5</b>	<b>8</b>
AM Only	1							
Extended Day	3							
<b>Total Self-Contained</b>	<b>4</b>				<b>1</b>	<b>4.0</b>	<b>4</b>	<b>4</b>
<b>Total EC</b>	<b>30</b>							

Sprague	527
Half Day	387
Daniel Wright	848
<b>Total EC-8</b>	<b>1,762</b>

Public	3
Consortium	0
Private	7
IAES	0
<b>Total Out-of-Dist.</b>	<b>10</b>

<b>TOTAL</b>	<b>1,772</b>
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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:** October 13, 2016  
**Re:** Facilities Update

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### CONSTRUCTION UPDATE

Fifteen Bid packages were made available on September 30<sup>th</sup> for the Sprague and Half Day construction projects for 2017.

On October 6<sup>th</sup>, a pre-bid meeting was held at Daniel Wright for interested contractors, this was not a mandatory meeting. There were approximately 25 contractors present, with another 80 asking for plans and specifications.

On October 12<sup>th</sup>, there was an invitation to contractors to do a walk through the projects. This was attended by approximately 25 contractors.

The bid opening is scheduled for October 20<sup>th</sup> @ 4 pm, at the Daniel Wright Library. Bid results will be made available to the Board for review on November 1<sup>st</sup> and vote on approval November 15<sup>th</sup>.

The District is working on additional asbestos abatement to be performed at Half Day during the winter break. This will be in conjunction of the pending construction project.

**DANIEL WRIGHT**

No Significant projects were completed during this time period

**HALF DAY**

The storm water detention and parking lot improvements are completed and are under contractor required maintenance for a period of one year.

**LAURA SPRAGUE**

The tree screening project has been successfully completed. Thirteen Green Giant Arborvitaes were planted in a previously existing planting bed.



Lincolnshire – Prairie View School District 103  
1370 RIVERWOODS ROAD  
LINCOLNSHIRE, IL 60069  
847.295.4030  
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Memo

**To:** Board of Education  
**From:** Katie Reynolds, Asst. Supt. of Curriculum and Instruction  
Julie Postma, Director of Student Services  
Robert Bialk, Director of Technology and Assessment  
**CC:** Dr. Scott Warren  
**Date:** October 13, 2016  
**Re:** Executive Summary

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### **Curriculum and Instruction**

- New Teacher Seminars continued this month with two differentiated trainings for our Year 1 and Year 2 new staff members. The focus of the Year 1 seminar was on the *Charlotte Danielson Framework for Teacher Evaluation: Domain 4, Professional Responsibilities*. This Domain includes a focus on communicating with families. Teachers worked collaboratively with a technology coach to enhance their digital communication through the use of Haiku, YouTube, and Chrome Extensions. The Year 2 seminar focused on continued professional growth through a study of the book The Highly Effective Teacher, 7 Classroom-Tested Practices That Foster Student Success, by Jeff C. Marshall. Teachers participated in a needs assessment to focus their reading on specific TIPS (Teacher Intentionality of Practice Scale), including an *Action Item* to apply to their classroom practice. We will be reviewing the first three TIPS: TIP 1 Coherent, Connected Learning Progression, TIP 2 Strategies, Resources, and Technologies that Enhance Learning, and TIP 3 Safe, Respectful, Well-Organized Learning Environments.
- Each year, districts across Lake County participate in the Lake County Talent Search sponsored by the Regional Office of Education. The LCTS offers 6th grade students who achieve nationally in the top 5% on the MAP assessment the opportunity to take a retired SAT examination and possibly enroll in accelerated math course offered by Lake County Community College if they qualify based on their SAT results. On October 6, 2016 registration information was mailed home to families of the sixth grade students who qualified for this opportunity.

- As previously discussed with the Board of Education, this year a math review will be conducted to prepare for the possible adoption of new math materials in June, 2018, and to explain inconsistencies in math scores on standardized assessments. I have met with Jessica McIntyre, a former middle school principal in District 102 who has begun a consulting business. Jessica is familiar with our math program, having participated in consortium curriculum writing workshops. We have already reviewed some of our most recent data and arranged dates for her to observe at Daniel Wright.
- Since September 20, 2016, I have interviewed three candidates for the Science and Math Enrichment Specialist position. On October 17, 2016, two of the candidates will return for a second round interview. Teachers and building administrators will be part of this round of interviews.
- On September 28, 2016, the Enrichment Specialists met with individuals from the Midwest Torrance Center for Creativity and Center for Gifted located in Glenview, Il. The purpose of this meeting was to discuss how our two organizations could partner in order to provide additional Tier I & II learning opportunities for students. Enrichment specialists are now reviewing individual grade level scope and sequence to look for initial partnering opportunities. Additionally we will host a workshop titled, “STEM with STEAM,” on December 3, 2016.
- District psychologists, ELL teachers, enrichment specialists and RTI interventionists will be trained on how to use the ECRIS data portal by ECRA on October 18, 2016. This is the first step in providing teachers access to this student information system.
- Title III & Bilingual education expenditure reports have been submitted for the first quarter.

## **Student Services**

- The state is transitioning to a new database to report data on personnel serving students with disabilities and data on students with disabilities. The ELC and District 103 were a part of the pilot program last year related to the new database. At this time updated training has been completed for iStar and we are moving forward with the transition of our data. There is the need for multiple databases to share information and this is a “work in progress.”
- We are preparing our first reimbursement claim for both IDEA Flow Through funds and Preschool Flow Through funds. We are also preparing the claims for Summer School and the Orphanage Summer School claim.
- The first Preschool Screening will occur on the morning of Friday, November 11. This is an opportunity for three and four year olds to be screened in multiple domains (i.e. language, motor, play, pre-academic concepts) when there are concerns about delays in development. Parents set up the appointments when they have concerns and/or when the preschool their child is attending shares concerns.

After the screening parents are provided with feedback and if there are suspected delays that should be met through speech and language services a referral is made to our District speech language pathologist. If the suspected delays are more global, the referral is made to the ELC for a full evaluation.

- As I shared earlier this month, two students have been placed diagnostically in therapeutic day schools. I expect that an addition student will be placed by the end of this month. There is a fourth student who resides in the district and is being home schooled who has entered an initial evaluation. Her age, and the apparent extent of her disabilities suggest that her needs may best be met in the Guided Program at Ivy Hall.
- There have been some unexpected changes in personnel who support our students with physical needs. This has resulted in the need for our Physical Therapist (PT) to spend a significant amount of time training staff and then retraining additional staff to support these students. In addition, a number of pieces of equipment that support these students have needed to be fixed or replaced requiring an additional level of support from our PT.
- Our shared Crisis Prevention and Intervention (CPI) training through the ELC has begun for the year. Staff who have not been trained attend a full day CPI training that focuses on de-escalation strategies, as well as proper techniques for restraint. These strategies and techniques are used when students are experiencing dysregulation that leads to unexpected school behavior. Staff who have previously been trained attend a half-day training as a refresher and to learn any new strategies and techniques that are approved by CPI. With all of the trainers being from local districts, this is also a great opportunity for staff to share and collaborate about how to best handle these unique situations.

## Technology & Assessment

- **1:1 Updates** - Our iPads have been rolled out in grades 2-8. Only a portion of the additional 1st grade *Rent-to-Own (RtO)* iPads that were ordered have been delivered. We are working closely with Apple to get the remaining iPads delivered and will get them into our classrooms ASAP.
- **MAP Testing** - Our Fall MAP testing has completed for grades 3-8.
- **AIMSWeb+** - We continue to utilize our new web-based, *AIMSWeb+* assessment. With this being the first rendition of the web-based *AIMSWeb* assessment, we have experienced some difficulties with the user interface. We are working through any issues or support needs as they arise.



## Lincolnshire-Prairie View School District 103

Memo

To: Board of Education  
From: Scott Warren  
Date: October 13, 2016  
Re: Superintendent Informational Report

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### Professional Services Proposal – Furniture Selection

The District contacted our architect firm, Wight and Co. for a proposal to work through the furniture selection to help the District create spaces that are more comfortable and utilize space more efficiently. The District is reviewing the proposal and will present it to the Board at the November 1 COW meeting.

### World Language Teachers Visit D103

Administrators and teachers from LaGrange District 102 visited our Spanish classrooms on Tuesday, Oct. 11 to see our program in action. They are reviewing their world language model and wanted to see the changes we made to improve instruction for our students. We are very proud of our revamped program and are honored to host other districts as they move forward in their world language endeavors!

### FOIA requests

The District received one FOIA request this month from Katy Smyser from the NBC 5 Chicago seeking information on which schools in District 103 have stock undesignated epinephrine auto-injectors and which do not. The request and the District response are included for your review.

### Leave of Absence

The District received two leave of absence requests according to the Master Contract. Exact dates of the FMLA leaves are being clarified to follow FMLA rules. The specific requests are included for your review.

September 26, 2016

Scott Warren  
Superintendent  
Lincolnshire-Prairieview School District 103  
Lincolnshire, Illinois 60069-2402

Dear Mr. Warren:

This is a request under the Illinois Freedom of Information Act. I am making this request of every public school district in the Chicago area.

I would like to know which schools in Lincolnshire-Prairieview School District 103 have a stock of undesigned epinephrine auto-injectors, and which do not. (Schools in Illinois are under no requirement to keep such a supply.)

To save you time in this response, I'm basically looking for a response in which you list each school in your district, with a "yes" or "no" as to whether the school keeps a stock of undesigned epinephrine auto-injectors.

However, if you prefer to produce actual FOIA documents, I ask that you provide me with the required written prescription or standing order, which each school must have if it opts to keep a supply of undesigned epinephrine auto-injectors – and also let me know which schools do not have such a prescription or order. **Again, I am happy to accept a yes-or-no answer about each school, in place of these prescriptions and orders, to save you time in answering this request.**

You can send your response to me at [katy.smyser@nbcuni.com](mailto:katy.smyser@nbcuni.com). Alternatively, you can send an answer to me at NBC5 Chicago; 454 North Columbus Drive; Chicago, Illinois 60611. And if there is any way in which I can help in getting this information, I would be happy to do so.

Because these records are in the public interest, I ask that you waive any reproduction fee. And if you deny this request, please tell me on what grounds, and to whom I should appeal.

If you have any questions concerning this request or need any additional information, please don't hesitate to contact me at [katy.smyser@nbcuni.com](mailto:katy.smyser@nbcuni.com) or at [312-836-3187](tel:312-836-3187). Thank you so much for your time and consideration in this matter.

Sincerely,

Katy Smyser  
Investigative Producer



**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

September 28, 2016

Katy Smyser  
Investigative Producer  
NBC5 Chicago

**SENT VIA EMAIL – [katy.smyser@nbcuni.com](mailto:katy.smyser@nbcuni.com)**

RE: Freedom of Information Act Request

Dear Katy Smyser:

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

*I would like to know which schools in Lincolnshire-Prairie View School District 103 have a stock of undesignated epinephrine auto-injectors, and which do not.*

Laura B. Sprague School - Yes  
Half Day School - Yes  
Daniel Wright Junior High School - Yes

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

Sincerely,

Scott Warren, Ed. D.  
Superintendent

Tabatha A Otto  
11015 64<sup>th</sup> Street  
Kenosha, WI 53142



October 4, 2016

Dr. Warren,

Please allow this to serve as a formal request for a medical leave of absence due to a health condition that requires surgery. My doctor has scheduled a procedure for November 17, 2016.

I am requesting November 17, 2016 through January 16, 2017 as a FMLA leave of absence. I would like to apply my medical (sick) days to cover this. Please let me know the next steps I should take to secure approval for this request.

Sincerely,

A handwritten signature in black ink, appearing to read "Tabatha A. Otto". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Tabatha A. Otto

From: **Ristoff Richard** <[ristoff@d103.org](mailto:ristoff@d103.org)>  
Date: Tue, Oct 4, 2016 at 8:40 AM  
Subject: FMLA Leave  
To: Scott Warren <[swarren@d103.org](mailto:swarren@d103.org)>  
Cc: RJ Bialk <[rbialk@d103.org](mailto:rbialk@d103.org)>



Hi Scott,

As per our meeting together today at 8:00 am I will need to go on an FMLA leave starting today October 4, 2016.

Thank you both for your understanding and support.  
Rick



Lincolnshire-Prairie View School District 103

**Laura B. Sprague School**

2425 Riverwoods Road • Lincolnshire, Il 60069

847/945-6665 • FAX 847/945-6718

<http://www.sp.d103.org>

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

**Christine E. Adler, Ed.D**  
Principal

To: Dr. Scott Warren and the Board of Education  
From: Christy Adler  
Re: Charitable Activities  
Date: October 2016

At Sprague School, the following charitable activities may be considered for the 2016-2017 school year.

•Halloween Candy Collection

Children will have the option of donating their “extras” to share with the Vernon Area Township food pantry as well as organizations supporting troops overseas.

•Miscellaneous Collections

Food, clothing, and supply drives may be held over the course of the year, with items to be distributed to organizations such as Vernon Township, the Veteran’s Administration Hospital, Golden Apple, local schools, animal shelters, and the armed services. In addition, monetary donations may be sought for relief efforts.

• World Read Aloud Week: “Our Change Counts” Fundraiser

The Sprague Community is invited to donate coins during World Read Aloud Week. Money collected is donated to the library at Beacon Place in Waukegan. Beacon Place strives to feed, educate, activate, train, and empower children and families through food and resources that will enable them to develop as stronger individuals and communities.

•Annual School Walk For Diabetes

In April, all Sprague students and staff participate in the Walk for Diabetes, raising funds for the American Diabetes Association.



Lincolnshire - Prairie View School District 103  
1370 RIVERWOODS ROAD  
LINCOLNSHIRE, IL 60069  
P 847.295.4030  
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<http://www.d103.org>

To: Dr. Warren and Board of Education  
From: Jill Mau  
Date: October 2016  
Re: 2016-2017 Charitable Activities

The Half Day School student body is very involved in seeking opportunities for charitable contribution, community activities, and fostering school spirit. To this end, Half Day School participates in activities that include, but may not be limited to the following:

**Food Drive** - Students will collect food for the Vernon Area Food Pantry.

**Fundraiser** - Students will select an organization(s) to collect and donate money to. The following organizations have been included in the past: Leukemia Lymphoma Society, Make a Wish Foundation, Orphans of the Storm, St. Jude's, Smile Train and the Pajama Program.

**Disaster Relief Fundraiser** - When natural disasters strike within our country and internationally, fundraisers to the Red Cross are conducted.

**Socktober** - Students collect socks and various toiletries to donate to a local shelter.

**Operation Gratitude** - Students write letters to currently deployed service members, new recruits, and wounded warriors.

**Collect Pop Tabs** - Students collect pop tabs for the Ronald McDonald House Charities.

**Book Drive** - Children's books will be collected for Bernie's Book Bank.

**Toys for Tots Drive** - Students may participate in the annual Toys for Tots toy drive.

**Jump Rope for Heart** - Students may participate in the American Heart Association's Jump Rope for Heart fundraiser.

**Earth Day Activities** - Students organize and participate in activities that are in support of protecting the environment.

**School Spirit Days** - Monthly Spirit Days, including the last Friday of each month being a "Wear Blue" spirit day and fun days such as Wacky Hair day.

**National Acknowledgement Days** - For custodians, school nurse, teachers, and other Half Day staff.

To: Dr. Scott Warren and Board of Education  
From: Michelle Blackley  
Date: October 11, 2016  
RE: Daniel Wright Charitable Activities for 2016-2017

At Daniel Wright Junior High School, the following charitable activities have been planned for the 2016-17 school year. The DW students will participate in activities that may include, but are not limited to the following:

**Troops Toiletry Drive:** NJHS students will collect toiletry items for overseas troops during the month of October 2016.

**Adopt-A-Highway-** National Honor Society will be adopting a local roadway in 2016-17.

**Toys For Tots Drive** - Daniel Wright students and staff will participate in an annual Toys for Tots toy drive in November 2016.

**PADS** - Daniel Wright 5<sup>th</sup> grade classes will make sandwiches for PADS from November – March of 2017.

**Thanksgiving Food Baskets-** Student Council will organize a Thanksgiving food basket contribution to the Vernon Area Township.

**“Sponsor a Family” for the holidays** – Student council will organize a fundraising effort to sponsor a needy family for the holidays.

**Food Bank Donation-** Student Council will facilitate a food bank donation drive in the spring of 2016.

**Senior Outreach (Music performance)-** NJHS students will organize a senior outreach involving musical performances by the DW orchestra and/or band.

**“We Scare Hunger”:** Food drive sponsored by the Wright Way Club.

**Free the Children:** global fundraiser.

# Eight Blue Ribbon winners

## Lake County schools take top award from U.S. Department of Education



Half Day School in Lincolnshire, which serves grades three and four, on Wednesday was named a National Blue Ribbon Schools winner. Earlier this year, Half Day students posed for a photo while working with the National Geographic Society's giant map of South America. (Paul Valade pvalade@dailyherald.com)

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By Bob Susnjara (bsusnjara@dailyherald.com)

Eight Lake County schools have won a top Blue Ribbon award from the U.S. Department of Education.

Federal education officials announced the Nation Blue Ribbon Schools winners Wednesday, with 16 public elementary, middle, and high schools in Illinois on the list. Winning Lake County schools were in Lincolnshire, Green Oaks, Deerfield, Buffalo Grove and Long Grove.

Officials said schools are nominated for the award by a state department of education. Nominees then must complete a detailed application about school practices.

Lincolnshire-Prairie View Elementary District 103 was among several school systems to receive two Blue Ribbon awards; Half Day School and Daniel Wright Junior High School were honored.

District 103 officials said there is a deep tradition of providing an exemplary learning environment for the third- and

fourth-graders at Half Day, the county's oldest school. The tradition includes a challenging core curriculum now offering world language, with components of instruction in Spanish and culture integrated throughout the school day.

At Daniel Wright, which serves grades five through eight, officials said students deserve credit for an academic culture that typically finds them acting as young leaders by volunteering for service and charitable projects. Superintendent Scott Warren credited parents and others in the community for helping to make the schools successful.

“We are incredibly proud of our entire learning community on receiving these recognitions for exemplary high performing schools — among the best in Illinois and the entire country,” Warren said.

Excitement abounded when word spread about the blue ribbon for single-building Oak Grove Elementary District 68. Administrators at the Green Oaks school surprised employees Wednesday with blueberry muffins to start the celebration.



Superintendent Lonny Lemon credited current and former students, staff and administrators for the effort.

“They are the ones responsible for this achievement,” Lemon said. “Together, they make Oak Grove a wonderful place to learn, work and grow. Our community has good reason to be proud of our school.”

Buffalo Grove-based Aptakisic-Tripp Elementary District 102 copped two blue ribbons for Earl Pritchett Elementary School and Tripp Elementary School.

Pritchett Principal Matt Moreland credited the district’s emphasis on “close, purposeful” reading for helping improve student test scores. Students are asked to carefully read texts and answer questions about meaning and the author’s intent.

Moreland also pointed to improvements in the district’s curriculum for playing a role in the blue ribbon recognition.

“It’s taking the Illinois learning targets,” he said, “and making sure we’re addressing that in our instruction, coupled with constant reflection — ‘What do we need to tweak?’ and ‘What do we need to make it better?’”

Other blue ribbon awards went to Walden Elementary School and Alan B. Shepard Middle School in Deerfield District 109 and Woodlawn Middle School in Long Grove from Buffalo Grove-based Kildeer-Countryside Elementary District 96. It was Woodlawn’s second blue ribbon since 2009.

“For me, it’s just one of those moments to celebrate what we do on an everyday basis,” Principal Greg Grana said.

Grana said it’s a testament to the support administrators and staff in the school and district provide to help teachers do their jobs well.

“This is a great staff victory,” he said. “It’s a district and community victory. In the educational community, this is a big deal, and it feels good.”

Education officials said all 16 of Illinois’ award-winning buildings received the “Exemplary High Performing Schools” designation.

• Daily Herald staff writers Mick Zawislak and Christopher Placek contributed to this report.



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