



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

JANUARY 17, 2017

The Regular Meeting of the Board of Education of Lincolnshire-Prairie View School District 103 will be held on Tuesday, January 17, 2017 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: 2 Hours 40 Minutes
- B. Pledge of Allegiance
- C. Community Participation
- D. Celebrating Success - Sprague School 3
Time: 15 Minutes
- E. Approval of Minutes 4
Time: 5 Minutes
- F. Consent Agenda
Time: 10 Minutes
 - 1. Approval of Bills 15
 - 2. Approval of Donations 44
 - 3. Semi-Annual Review of Executive Session Minutes 45
 - 4. Approval of Destruction of Executive Session Recordings 46
 - 5. Approval of Employment Actions 47
 - 6. Approval of Professional Services Contract 61
 - 7. Approval of Resignation 68
- G. Action Items
Time: 20 Minutes
 - 1. Approval of Field Trip 71
- H. Discussion Items
Time: 1 Hour
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 - 2. ACH Payments to Vendors 76
 - 3. 1st Reading Board Policies 77
 - 4. Daniel Wright Scheduling Update for 2017-2018 171

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I. Information	
Time: 20 Minutes	
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2. Department Updates	
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c. Facilities	201
d. Curriculum & Instruction, Student Services, Technology and Assessment	203
3. Superintendent's Informational Report	206
J. Old Business/New Business	
K. In the Press	209
L. Community Participation	
M. Executive Session	
Time: 30 Minutes	
N. Adjournment	



Lincolnshire-Prairie View School District 103

Memo

To: Board of Education
From: Scott Warren
Date: January 12, 2017
Re: Celebrating Success

Celebrating Success - Laura B. Sprague School

Sprague staff members will introduce the *Zones of Regulation*, a framework that is being piloted across a number of Sprague classrooms for a group of students working on self-regulation and emotional control. Gayle Larcom, Certified Occupational Therapy Assistant, Joanne Widmark and Danielle Cicero, Learning Behavior Specialists will highlight this systematic, cognitive behavior approach that is yielding outstanding results with our early elementary students.

Lincolnshire-Prairie View School District 103

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BOARD OF EDUCATION EXECUTIVE SESSION MINUTES - AMENDED
Tuesday, November 15, 2016

An Executive Session of the Board of Education Meeting of Lincolnshire-Prairie View School District 103 was held on Tuesday, November 15, 2016 in the Administrative Offices 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 - Joined meeting at 9:33 p.m.
Kate Harper
Sandy Simon
Sherri Thomas

Absent: Chris Curtis

Also present were:

Dr. Scott Warren, Superintendent
Norma Taylor, Board Secretary

Executive Session convened at 9:32 p.m. to discuss student disciplinary cases, and the appointment, employment, compensation, discipline, performance, or dismissal of specific employees.

Dr. Warren reported on 3rd grade student Bryce Haverty was issued a half-day in school suspension for bringing a plastic toy knife to school.

Dr. Warren reported on 7th grade student Suzanne Fediuk who received a 2 day out-of-school suspension and a 1 day in-school suspension for bringing a knife to school and creating a story she was being stalked.

Board members discussed the performance of Mrs. Nasenbeny, Mrs. Braskich, and Mrs. Sotos who reportedly held discussions during class time on the changes in school start and end times at Daniel Wright Junior High School.

Dr. Warren will investigate the situation and report back to the board.

The board asked for follow-up regarding staff who were absent for the Cubs celebration. Dr. Warren reported people who were sick and could not produce a doctor's note did not receive pay for the day.

Motion by Mr.s van Gerven, seconded by Mr. Gordon, to return to Open Session.

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

The meeting reconvened to Open Session at 9:46 p.m.

President Board of Education

Secretary Board of Education



Lincolnshire-Prairie View School District 103

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BOARD OF EDUCATION REGULAR MEETING MINUTES

Tuesday, December 13, 2016

The Board of Education of Lincolnshire-Prairie View School District 103 held its Regular Meeting on Tuesday, December 13, 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
R.J. Bialk, Director of Technology and Assessment
Dr. Gina Finaldi, Assistant Director of Student Services
Michelle Blackley, Principal, Daniel Wright Junior High School
Dr. Christy Adler, Principal, Laura B. Sprague School
Melody Littlefair, Assistant Principal, Daniel Wright Junior High School
Norma Taylor, Board Secretary

Public: 7

Press: 1

Staff: 12

Call to Order and Roll Call

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

Pledge of Allegiance

Mr. Gordon asked the Board if the Action Item for the Approval of School Start Times could be moved up on the agenda to follow Community Participation. The Board agreed.

Motion by Mrs. Harper, seconded by Mrs. Dwaraknath, to move Start Times Action Item up in the agenda to follow Community Participation.

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

Celebrating Success - Daniel Wright Junior High School

Mrs. Littlefair introduced staff members who implemented the Signs of Suicide Prevention Program (SOS) this fall. SOS is a universal school-based depression awareness and suicide prevention program designed for middle school and high school students. Staff members received professional development training and support from Elyssa's Mission to provide education about depression and suicide prevention. Staff members shared details and results of the program that screened 6th, 7th, and 8th grade students.

Mr. Gordon thanked the staff for bringing this impressive program to Daniel Wright. He expressed gratitude for their work with the students in this important area to bring awareness.

Dr. Warren thanked the staff for an excellent job in bringing forward this important program and grateful that the students were open and responsive to the information.

Community Participation

One staff member addressed the Board regarding school start and end times beginning in the 2017-18 school year.

A community member addressed the Board regarding the time change proposed for Sprague School.

Mr. Gordon asked for further comments. There were no further comments.

Approval of Start Times for 2017-2018

Motion by Mrs. van Gerven, seconded by Mrs. Simon, to approve the change of start times for 2017-18.

Dr. Warren thanked everyone for the discussions and input. He noted the District began work on this *Vision 2020* goal as part of the strategic planning process. He said this decision was not made lightly. The District conducted research that included discussions with doctors, analyzed local cohort school district times, conducted public meetings, surveyed students, parents, and staff, investigated various busing routes, financial ramifications, and reviewed the impact on after school activities. After extensive analysis, it is his recommendation to change the start times for the 2017-2018 school year.

An audience member who recently moved into the District expressed displeasure with this decision for his Kindergarten student starting at 8:15 a.m.

Mr. Gordon shared he initially struggled with changing the start times and can appreciate the impact on families and teachers. He noted the earlier start time for Kindergarten and encouraged parents to consider looking beyond the Kindergarten year as their children progress through the district. Throughout the process, the consistent message from teachers and administration has been of not having enough time in the day to get everything done. Board members noted the district offers both a full and half-day Kindergarten programs so parents can choose what is best for their child.

Mr. Gordon asked for any further public comment. There were no further comments.

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

Approval of Minutes

Mr. Gordon asked to discuss the executive session minutes in executive session as appropriate. He asked for a motion to approve the minutes of the regular meeting.

Motion by Mrs. Harper, seconded by Mrs. van Gerven, to approve the minutes of the November 15, 2016 Regular Meeting.

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

Consent Agenda

The Board pulled the Approval of Field Trips from the Consent Agenda.

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

Approval of Bills

Approval of Employment

Approval of Full Day Kindergarten Fees

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

Approval of Field Trips

Motion by Mrs. van Gerven, seconded by Mrs. Dwaraknath, the Board approve the Field Trips for Science Olympiad to go to Boyceville, WI and California.

Dr. Warren reviewed the procedures for approval of field trips and stated he has discussed with coaches the necessity of timely submission of trips to the Board for approval. He apologized for the late submission for approval but asked the Board to approve the trip to California. Mr. Gordon noted some Board members have students on the trip so he contacted the Board's attorney regarding any conflicts for those board members discussing or voting on the trip. Mr. Gordon reported there are no conflicts. He noted he has a student on the team.

Board members expressed their disappointment they did not have this information in advance of taking action. A board member expressed concerns of a trip to California. Discussion was held regarding team tryouts and generally looking at the structure of extracurricular programs at Daniel Wright.

Motion by Mrs. van Gerven, seconded by Mrs. Dwaraknath, to amend and retract the first motion to approve the Science Olympiad trips to Boyceville and California.

Motion by Mrs. van Gerven, seconded by Mrs. Dwaraknath, to approve the Science Olympiad trip to Boyceville, WI.

Board members expressed concern over the current process and requested events come to Board for approval appropriately and before the event occurs.

Roll Call: Ayes: Curtis, Harper, Gordon. Abstain: Dwaraknath, Simon, Thomas Nays: van Gerven. Motion carried.

Discussion was held regarding the number of votes required to pass the vote. The Board agreed to continue on with the agenda until clarification is brought forward. Dr. Warren asked Teri Engler, an attorney from Engler Callaway Baasten & Sraga who was present at the meeting for clarification. She stated four votes are required to pass the vote.

*(Note: At this point the Board was under the impression the motion did not pass. It was determined later in this meeting that the motion passed.)

Motion by Mrs. van Gerven, seconded by Mr. Curtis, to approve the Science Olympiad Field Trip to California.

Mr. Gordon asked for further comments. There were no further comments.

Roll Call: Ayes: Curtis, van Gerven, Gordon. Nays: Thomas. Abstain: Dwaraknath, Harper, Simon. Motion carried.

Action Items

1. Prepare Tentative Budget FY2018

Motion by Mrs. Dwaraknath, seconded by Mrs. Thomas, the Board approve the resolution to designate Assistant Superintendent for Business to prepare the tentative budget for the 2018 fiscal year.

Mr. Gordon asked for further comments. There were no further comments.

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

2. Adopt 2016 Levy

Motion by Mrs. Harper, seconded by Mrs. Dwaraknath, the Board approve the resolution to adopt the 2016 levy.

Mr. Gordon asked for further comments. There were no further comments.

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

3. Supplemental Tax Levy

Motion by Mrs. Dwaraknath, seconded by Mrs. van Gerven, the Board approve the resolution authorizing a supplemental property tax levy to pay the principal of and interest on outstanding limited bonds of School District Number 103, Lake County, Illinois.

Mr. Gordon asked for further comments. There were no further comments.

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

4. Alternate Bid Sprague School

Motion by Mrs. Harper, seconded by Mrs. Thomas, the Board approve the alternate bid for interior renovations at Laura Sprague Social Services in the amount of \$182,175.00.

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

5. Genesis Technologies

Motion by Mrs. Dwaraknath, seconded by Mrs. van Gerven, the Board approve the lease and maintenance agreement with Genesis Technologies, Inc.

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

6. Approval of Start Times for 2017-2018

This item was acted on earlier in the meeting.

7. Approval of Board Goals

Motion by Mrs. Simon, seconded by Mrs. van Gerven, the Board approve its goals for 2016-2017.

Mr. Gordon asked for further comments. Mrs. Simon explained the wording modifications to the goals that were recommended since the November 15th meeting.

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

Informational Items

Mrs. Thomas reported she attended Links to Learning where there was good discussion about grant requests. It was very exciting to see the different ideas teachers had for their programs. She also attended the IASB/IASA/IASBO Joint Annual Conference and noted it was very good.

Dr. Warren reported he attended the Learning Fund Foundation (LFF) Board Meeting where new members were welcomed to the committee. They are looking at setting up an endowment and more information to follow.

Mrs. Harper reported she attended the Exceptional Learners' Collaborative (ELC) where the Early Childhood Assessment Team (ECAT) gave a presentation.

Superintendent's Report

Dr. Warren reported the Blue Ribbon ceremonies at Half Day School and Daniel Wright School were excellent and thanked everyone involved for tremendous celebrations. He reported the District received two Freedom of Information Act (FOIA) requests this month.

Community Participation

There was no community participation at this time.

Executive Session

Motion by Mrs. Harper, seconded by Mr. Curtis, the Board go into Executive Session to discuss student disciplinary cases, the placement of individual students in special education programs and other matters relating to individual students, and litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting, discussion of minutes of meetings lawfully closed under the open meetings act, and to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees.

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

The Board moved into Executive Session at 8:45 p.m.

Open Session

The Board reconvened to Open Session at 10:52 p.m.

*Mr. Gordon informed the Board he received information via email from the Board's attorney regarding the vote in open session for field trips. He stated the information the Board received from the attorney present at the meeting was incorrect and the vote was approved. He read from his email that when a quorum of the board is present a majority of the votes cast would determine its outcome.

Further discussion was held about the two field trips that were voted on in open session and if the Board should consider amending the motions previously adopted as they had received incorrect information during the meeting. Discussion was held and it was decided the motions stand as voted on.

The Board held discussion about and policies and procedures of field trips.

The Board discussed a recent project in classes that required food to come to school from home that was not in line with the District's policy and procedure. Dr. Warren stated he was notified by the teacher and will follow up with the buildings.

Adjournment

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

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

The meeting adjourned at 11:50 p.m.

President Board of Education

Secretary Board of Education

DRAFT

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BOARD OF EDUCATION EXECUTIVE SESSION MINUTES

Tuesday, December 13, 2016

An Executive Session of the Board of Education Meeting of Lincolnshire-Prairie View School District 103 was held on Tuesday, December 13, 2016 in the Library of Daniel Wright Junior High School located at 1370 N. Riverwoods Road, Lincolnshire, Illinois.

The following Board Members were in attendance:

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

Absent: None

Also present were:

Dr. Scott Warren, Superintendent
Julie Postma, Director of Student Services
Teri Engler, Engler Callaway Baasten & Sraga, LLC
Norma Taylor, Board Secretary

Executive Session convened at 8:52 p.m. to the Board go into Executive Session to discuss student disciplinary cases, the placement of individual students in special education programs and other matters relating to individual students, and litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting, discussion of minutes of meetings lawfully closed under the open meetings act, and to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees.

Dr. Warren began with the placement of individual students in special education programs and the pending litigation. He reported student Spencer Glickson is placed in Arlyn Day School and the purpose of this meeting was to provide to the Board the background reasons for Spencer's placement, the due process that is pending, and the Board's role in a due process hearing.

Teri Engler from Engler Callaway Baasten & Sraga, LLC who has served as the Board's counsel in special education cases for 20 years provided introduction and background into the due process hearing and specifically in respect to Spencer Glickson.

Mrs. Postma provided background information regarding Spencer's educational history.

Mrs. Postma and Teri Engler left the meeting at 10:45 p.m.

The Board held discussion of the November 15, 2016 Executive Session minutes that did not properly reflect the discussion of the performance of specific teachers. It was decided those minutes would be revised and acted on at the next regular meeting.

Dr. Warren informed the Board of 7th grade student, Alex Bai, received a one-day suspension for a technology violation.

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

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

The meeting reconvened to Open Session at 10:52 p.m.

President Board of Education

Secretary Board of Education

Paid Accounts Payable by Vendor

Printed: 01/12/2017 11:34:57AM
 Lincolnshire-Prairie View SD #103

Invoice #	A.S.N.	Description	Override	Batch #	P.O. #	Check Date	Check #	Amount	State Account Number
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MASTERCARD CORPORATE CLIENT PAYMENT CENTER - 17TH STREET BBQ .									
4725	20-2540-312	IASBO CONF MEAL		1612		12/30/2016	100596	30.50	20-2540-312
								\$30.50	17TH STREET BBQ - MARI
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - 801-413-7200/IGNITE									
4568	10-2210-312	CONF REG/KREYNOLDS		1612		12/30/2016	100596	37.78	10-2210-312
								\$37.78	801-413-7200/IGNITEINN
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - ALIEXPRESS									
6058	10-2410-410-2	HAWK MASCOT COSTUME		1612		12/30/2016	100596	299.25	10-2410-410
								\$299.25	ALIEXPRESS
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - ALPHAGRAPHICS									
7553	10-2310-410	CRISIS HANDBK PRNTNG		1612		12/30/2016	100596	589.30	10-2310-410
								\$589.30	ALPHAGRAPHICS
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - AMAZON									
6058	10-1111-417	WRKING WITH ESL LRNR		1612		12/30/2016	100596	4.00	10-1111-417
6058	10-1111-417	WRKING WITH ESL LRNR		1612		12/30/2016	100596	4.25	10-1111-417
6058	10-1111-417	WRKING WITH ESL LRNR		1612		12/30/2016	100596	4.25	10-1111-417
6058	10-1111-417	WRKING WITH ESL LRNR		1612		12/30/2016	100596	4.25	10-1111-417
6058	10-1111-417	WRKING WITH ESL LRNR		1612		12/30/2016	100596	4.00	10-1111-417
6058	10-1111-417	WRKING WITH ESL LRNR		1612		12/30/2016	100596	4.00	10-1111-417
6058	10-1111-417	WRKING WITH ESL LRNR		1612		12/30/2016	100596	4.14	10-1111-417
6058	10-1111-417	WRKING WITH ESL LRNR		1612		12/30/2016	100596	4.25	10-1111-417
6058	10-1111-417	WRKING WITH ESL LRNR		1612		12/30/2016	100596	4.25	10-1111-417
6058	10-1111-417	WRKING WITH ESL LRNR		1612		12/30/2016	100596	4.25	10-1111-417
6058	10-1111-417	WRKING WITH ESL LRNR		1612		12/30/2016	100596	4.97	10-1111-417
6058	10-1111-417	WRKING WITH ESL LRNR		1612		12/30/2016	100596	4.00	10-1111-417
6058	10-1120-410	OCC THER RM SUPPLIES		1612		12/30/2016	100596	20.99	10-1120-410
6058	10-1120-410	OCC THER RM SUPPLIES		1612		12/30/2016	100596	11.06	10-1120-410
6058	10-1120-410	OCC THER RM SUPPLIES		1612		12/30/2016	100596	11.00	10-1120-410
6058	10-1120-410	OCC THER RM SUPPLIES		1612		12/30/2016	100596	13.67	10-1120-410
6058	10-1200-410	SPED ASSISTIVE DEVICE		1612		12/30/2016	100596	11.69	10-1200-410
6058	10-1112-410	OCC THER RM STOOL		1612		12/30/2016	100596	124.00	10-1112-410
9297	10-2130-410-3	NURSE OFFICE SUPPLIES		1612		12/30/2016	100596	10.99	10-2130-410
9297	10-2130-410-3	NURSE OFFICE SUPPLIES		1612		12/30/2016	100596	21.90	10-2130-410
								\$275.91	AMAZON

Paid Accounts Payable by Vendor

Printed: 01/12/2017 11:34:57AM
Lincolnshire-Prairie View SD #103

Invoice #	A.S.N.	Description	Override	Batch #	P.O. #	Check Date	Check #	Amount	State Account Number
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - AMC HAWTHORN									
7553	10-2310-410	BOARD MEMB APPR GIFTS		1612		12/30/2016	100596	350.00	10-2310-410
								\$350.00	AMC HAWTHORN
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - ANDERSON PEST S									
6620	20-2540-329	DISTRICT IPM		1612		12/30/2016	100596	148.37	20-2540-329
								\$148.37	ANDERSON PEST SOLUTION
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - APPLE COMPUTER									
1418	10-2660-410	IPAD APPS		1612		12/30/2016	100596	4.76	10-2660-410
1418	10-2660-410	IPAD APPS		1612		12/30/2016	100596	9.80	10-2660-410
1418	10-2660-410	IPAD APPS		1612		12/30/2016	100596	98.97	10-2660-410
1418	10-2660-410	IPAD APPS		1612		12/30/2016	100596	2.99	10-2660-410
								\$116.52	APPLE COMPUTER
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - ARLINGTON YELLO									
9297	10-2410-332	BLUE RIB CAB		1612		12/30/2016	100596	15.27	10-2410-332
								\$15.27	ARLINGTON YELLOW CAB
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - ASSOC SUPERV AN									
9297	10-2410-640	MEMB DUES		1612		12/30/2016	100596	138.00	10-2410-640
								\$138.00	ASSOC SUPERV AND CURR
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - AT&T*BILL PAYMEN									
6620	10-2540-341	IPAD DATA		1612		12/30/2016	100596	299.91	10-2540-341
								\$299.91	AT&T*BILL PAYMENT
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - ATT*BILL PAYMENT									
6620	10-2540-341	TELEPHONE		1612		12/30/2016	100596	6,530.46	10-2540-341
								\$6,530.46	ATT*BILL PAYMENT
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - BATTERIES PLUS									
4782	20-2540-410-2	BATTERIES		1612		12/30/2016	100596	105.44	20-2540-410
								\$105.44	BATTERIES PLUS
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - BISTRO AIX									
4758	10-2410-312	SOLTN TREE CONF FOOD		1612		12/30/2016	100596	31.29	10-2410-312
								\$31.29	BISTRO AIX
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - BLACK SHEEP RES									
6058	10-2410-332	BLUE RIB TRVL FOOD		1612		12/30/2016	100596	51.30	10-2410-332
								\$51.30	BLACK SHEEP RESTAURANT
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - CARBONITE									
1418	10-2660-392	HARD DRV BACKUP SVC		1612		12/30/2016	100596	369.98	10-2660-392
								\$369.98	CARBONITE

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Invoice #	A.S.N.	Description	Override	Batch #	P.O. #	Check Date	Check #	Amount	State Account Number
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - CENTER RESOURCI									
4568	10-1800-312	CONF REG/EBRADY		1612		12/30/2016	100596	130.00	10-1800-312
4568	10-1800-312	CONF REG/LTERSINA		1612		12/30/2016	100596	130.00	10-1800-312
								\$260.00	CENTER RESOURCES FOR T
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - CHICAGO TRIBUNE									
6620	10-2220-440	NEWSPAPER - HD		1612		12/30/2016	100596	155.74	10-2220-440
								\$155.74	CHICAGO TRIBUNE
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - CHINA CHILCANO									
6058	10-2410-332	BLUE RIB TRVL FOOD		1612		12/30/2016	100596	56.32	10-2410-332
								\$56.32	CHINA CHILCANO
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - CHIPOTLE									
3654	10-2320-332	BLUE RIB TRVL FOOD		1612		12/30/2016	100596	51.04	10-2320-332
								\$51.04	CHIPOTLE
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - COMCAST									
6620	10-2540-341	DIST INTERNET		1612		12/30/2016	100596	9,588.72	10-2540-341
								\$9,588.72	COMCAST
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - COMCAST CHICAG									
6620	10-2540-341	INTERNET - RS		1612		12/30/2016	100596	65.90	10-2540-341
								\$65.90	COMCAST CHICAGO
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - DECATUR CONFERI									
4725	20-2540-312	IASBO CONF HOTEL		1612		12/30/2016	100596	112.86	20-2540-312
								\$112.86	DECATUR CONFERENCE CEN
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - DECKER EQUIPMEN									
4774	20-2540-410-2	LOCKER PARTS		1612		12/30/2016	100596	157.24	20-2540-410
								\$157.24	DECKER EQUIPMENT
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - EXCHANGE, THE									
4774	20-2540-410-3	FLOW MAINT PARTS		1612		12/30/2016	100596	76.70	20-2540-410
								\$76.70	EXCHANGE, THE
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - EXPRESS BY SUPEI									
6058	10-2410-312	SOLTN TREE CONF CAB		1612		12/30/2016	100596	57.50	10-2410-312
								\$57.50	EXPRESS BY SUPERSHUTTL
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - FASTSIGNS									
3654	10-2630-410	EC ENROLLMENT SIGN		1612		12/30/2016	100596	94.07	10-2630-410
								\$94.07	FASTSIGNS
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - FERENTINOS PIZZA									
9297	10-2410-312	RESTRUCTR MTG FOOD		1612		12/30/2016	100596	200.99	10-2410-312

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9297	10-2410-312	RESTRUCTR MTG FOOD		1612		12/30/2016	100596	174.99	10-2410-312
								\$375.98	FERENTINOS PIZZA
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - FERENTINOS PIZZE									
9297	10-2410-312	RESTRUCTR MTG FOOD		1612		12/30/2016	100596	186.99	10-2410-312
								\$186.99	FERENTINOS PIZZERIA -
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - GIUSEPPES PIZZA									
4725	20-2540-410-1	STAFF MTG FOOD		1612		12/30/2016	100596	45.67	20-2540-410
								\$45.67	GIUSEPPES PIZZA
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - GRILLE DISTRICT									
9297	10-2410-332	BLUE RIB TRVL FOOD		1612		12/30/2016	100596	37.73	10-2410-332
								\$37.73	GRILLE DISTRICT
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - HERTZ FURNITURE									
4717	20-2540-500	CABINET - GUIDED RM DW		1612		12/30/2016	100596	602.97	20-2540-500
								\$602.97	HERTZ FURNITURE
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - HIGHLAND PARK FC									
4725	20-2540-329	09 F350 MAINTENANCE		1612		12/30/2016	100596	3,121.02	20-2540-329
4725	20-2540-329	13 F150 MAINTENANCE		1612		12/30/2016	100596	1,356.16	20-2540-329
								\$4,477.18	HIGHLAND PARK FORD LIN
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - HOLIDAY INN									
4725	20-2540-312	IASBO CONF HOTEL		1612		12/30/2016	100596	111.89	20-2540-312
								\$111.89	HOLIDAY INN
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - HOLIDAY INN									
4568	10-2210-312	CONF HOTEL/TOTTO		1612		12/30/2016	100596	141.25	10-2210-312
								\$141.25	HOLIDAY INN
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - HOLMESSTAMP									
6058	10-1112-410	STAMP		1612		12/30/2016	100596	25.85	10-1112-410
								\$25.85	HOLMESSTAMP
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - HOME DEPOT									
4725	20-2540-410-2	SHOP TOOLS		1612		12/30/2016	100596	99.00	20-2540-410
4774	20-2540-410-2	RED RIBBON WK SUPL		1612		12/30/2016	100596	70.06	20-2540-410
4774	20-2540-410-2	VOTING SIGNAGE		1612		12/30/2016	100596	110.31	20-2540-410
4774	20-2540-410-2	BLUE RIBBON SUPL		1612		12/30/2016	100596	71.41	20-2540-410
4782	20-2540-410-2	SHOP SUPPLIES		1612		12/30/2016	100596	89.91	20-2540-410
8769	20-2540-410-2	SHOP SUPPLIES		1612		12/30/2016	100596	79.53	20-2540-410
9108	20-2540-410-2	ELECTRICAL SUPPLIES		1612		12/30/2016	100596	194.13	20-2540-410
9108	20-2540-410-2	FAUCET		1612		12/30/2016	100596	28.01	20-2540-410

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9108	20-2540-410-2	PLUMBING SUPPLIES		1612		12/30/2016	100596	118.80	20-2540-410
9108	20-2540-410-2	MOTION LIGHT		1612		12/30/2016	100596	10.19	20-2540-410
9108	20-2540-410-2	PLUMBING SUPPLIES		1612		12/30/2016	100596	74.50	20-2540-410
								\$945.85	HOME DEPOT
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - HYATT REGENCY									
4758	10-2410-312	SOLTN TREE HOTEL/FOOD		1612		12/30/2016	100596	811.93	10-2410-312
6058	10-2410-312	SOLTN TREE CONF HOTEL		1612		12/30/2016	100596	496.47	10-2410-312
								\$1,308.40	HYATT REGENCY
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - ILLINOIS ASSOCIAT									
7553	10-2310-312	TRIPLE I CONF REFUND		1612		12/30/2016	100596	(37.00)	10-2310-312
								(\$37.00)	ILLINOIS ASSOCIATION OF SCHOOL BOARDS
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - JACKSONVILLE ZTF									
4758	10-2410-312	SOLTN TREE CONF CAB		1612		12/30/2016	100596	29.00	10-2410-312
6058	10-2410-312	SOLTN TREE CONF CAB		1612		12/30/2016	100596	48.00	10-2410-312
								\$77.00	JACKSONVILLE ZTRIP
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - JASONS DELI									
4568	10-2210-312	TCHR INSTIT DAY FOOD		1612		12/30/2016	100596	42.03	10-2210-312
4568	10-2210-312	TCHR INSTIT DAY FOOD		1612		12/30/2016	100596	43.61	10-2210-312
								\$85.64	JASONS DELI
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - KALAHARI RESORT									
4774	20-2540-312	WASBO CONF HOTEL		1612		12/30/2016	100596	92.04	20-2540-312
4774	20-2540-312	WASBO CONF HOTEL		1612		12/30/2016	100596	92.04	20-2540-312
								\$184.08	KALAHARI RESORTS
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - LANNA THAI SUSHI									
4758	10-2410-312	SOLTN TREE CONF FOOD		1612		12/30/2016	100596	37.83	10-2410-312
								\$37.83	LANNA THAI SUSHI
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - LEARNING & THE BI									
4568	10-2410-312	CONF REG/THERION		1612		12/30/2016	100596	549.00	10-2410-312
								\$549.00	LEARNING & THE BRA
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - LEARNING & THE BI									
4568	10-2410-312	CONF REG/MLITTLEFAIR		1612		12/30/2016	100596	549.00	10-2410-312
								\$549.00	LEARNING & THE BRAIN
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - LOT A EPS									
9297	10-2410-332	BLUE RIB TRVL		1612		12/30/2016	100596	87.00	10-2410-332
								\$87.00	LOT A EPS
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - LOT E									

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6058	10-2410-332	BLUE RIB TRVL		1612		12/30/2016	100596	95.00	10-2410-332
								\$95.00	LOT E
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - MACGILL									
6058	10-2130-410-2	NURSE OFFICE SUPPLIES		1612		12/30/2016	100596	177.98	10-2130-410
								\$177.98	MACGILL
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - MAILFINANCE									
6620	10-2520-342	POSTAGE MACHINE LEASE		1612		12/30/2016	100596	1,092.27	10-2520-342
								\$1,092.27	MAILFINANCE
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - MARIANOS									
4717	10-1200-410	STUDENT LUNCH		1612		12/30/2016	100596	9.38	10-1200-410
								\$9.38	MARIANOS
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - MARRIOTT COURTY									
3654	10-2320-332	BLUE RIB TRVL HOTEL		1612		12/30/2016	100596	360.14	10-2320-332
4568	10-2220-314	DW AUTHOR VISIT HOTEL		1612		12/30/2016	100596	413.81	10-2220-314
9297	10-2410-332	BLUE RIB TRVL HOTEL		1612		12/30/2016	100596	360.14	10-2410-332
9297	10-2410-332	BLUE RIB TRVL HOTEL		1612		12/30/2016	100596	360.14	10-2410-332
								\$1,494.23	MARRIOTT COURTYARD
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - MARRIOTT CRYSTA									
6058	10-2410-332	BLUE RIB TRVL HOTEL		1612		12/30/2016	100596	360.14	10-2410-332
6058	10-2410-332	BLUE RIB TRVL HOTEL		1612		12/30/2016	100596	360.14	10-2410-332
								\$720.28	MARRIOTT CRYSTAL GATEW
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - MATHEMATICAL AS									
9297	10-1550-640	MATH COMP BKS		1612		12/30/2016	100596	58.92	10-1550-640
								\$58.92	MATHEMATICAL ASSOCIATION OF AMERICA
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - MCGRAW-HILL COM									
6058	10-1112-417	READING BOOKS		1612		12/30/2016	100596	182.37	10-1112-417
								\$182.37	MCGRAW-HILL COMPANIES
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - MICHAELS ARTS & C									
4774	20-2540-410-2	FLAG HOLDER		1612		12/30/2016	100596	26.24	20-2540-410
								\$26.24	MICHAELS ARTS & CRAFTS
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - NATIONAL LOUIS UI									
4568	10-2211-390-1	CONF REG/CABREGO		1612		12/30/2016	100596	550.00	10-2211-390
								\$550.00	NATIONAL LOUIS UNIVERSITY
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - NORTHERN TOOL									
4725	20-2540-410-2	AIR COMPRESSOR		1612		12/30/2016	100596	559.99	20-2540-410
								\$559.99	NORTHERN TOOL

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MASTERCARD CORPORATE CLIENT PAYMENT CENTER - OLD EBBITT GRILL									
3654	10-2320-332	BLUE RIB TRVL FOOD		1612		12/30/2016	100596	109.91	10-2320-332
								\$109.91	OLD EBBITT GRILL
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - ORIENTAL TRADING									
6058	10-2310-410	BLUE RIB CEREMNY SUP		1612		12/30/2016	100596	127.85	10-2310-410
9297	10-1120-411	RETURNED MERCHANDISE		1612		12/30/2016	100596	(225.51)	10-1120-411
								(\$97.66)	ORIENTAL TRADING
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - PARTNERS IN LEAR									
4675	10-403	SUBSCRIPTION		1612		12/30/2016	100596	190.95	10-403
								\$190.95	PARTNERS IN LEARNING
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - PARTYCITY.COM									
7553	10-2310-410	BOARD MEMB APPR GIFTS		1612		12/30/2016	100596	34.81	10-2310-410
								\$34.81	PARTYCITY.COM
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - PATTEN HAMMOND									
4725	20-2540-329	CAT TRACTOR MAINT		1612		12/30/2016	100596	1,174.15	20-2540-329
								\$1,174.15	PATTEN HAMMOND TRACTOR
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - PAYPAL *ILLINOISS									
6058	10-1550-640	SCI OLY REG (HD)		1612		12/30/2016	100596	125.00	10-1550-640
								\$125.00	PAYPAL *ILLINOISSCI
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - PAYPAL *RNS									
6058	10-1112-410	NOVEL STUDY GUIDE		1612		12/30/2016	100596	7.50	10-1112-410
								\$7.50	PAYPAL *RNS
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - PEAPOD									
4808	10-1120-411	FACS CLASS FOOD		1612		12/30/2016	100596	562.69	10-1120-411
								\$562.69	PEAPOD
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - QUILL									
6058	10-1112-410	CLASSROOM SUPPLIES		1612		12/30/2016	100596	82.37	10-1112-410
6058	10-2410-410-2	OFFICE SUPPLIES		1612		12/30/2016	100596	18.44	10-2410-410
6058	10-1112-410	CLASSROOM SUPPLIES		1612		12/30/2016	100596	20.69	10-1112-410
								\$121.50	QUILL
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - RED TOP CAB									
9297	10-2410-332	BLUE RIB CAB		1612		12/30/2016	100596	16.56	10-2410-332
								\$16.56	RED TOP CAB
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - REEL LINK FILMS									
4758	10-2410-410-1	EDU DOCUMENTARY DVD		1612		12/30/2016	100596	36.57	10-2410-410
								\$36.57	REEL LINK FILMS

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MASTERCARD CORPORATE CLIENT PAYMENT CENTER - ROYAL TOUCH CAR									
4782	20-2540-329	F250 MAINTENANCE		1612		12/30/2016	100596	50.00	20-2540-329
								\$50.00	ROYAL TOUCH CAR WASH
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - SAMS CLUB									
4758	10-2410-410-1	STAFF MTG FOOD		1612		12/30/2016	100596	38.90	10-2410-410
4766	40-2550-410	OFFICE CAFÉ SUPPLIES		1612		12/30/2016	100596	26.38	40-2550-410
4774	20-2540-410-2	TABLES (10), TABLE CART		1612		12/30/2016	100596	709.60	20-2540-410
								\$774.88	SAMS CLUB
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - SCHOOL HEALTH C									
9297	10-2130-410-3	NURSE OFFICE SUPPLIES		1612		12/30/2016	100596	219.10	10-2130-410
								\$219.10	SCHOOL HEALTH CORPORATION
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - SCHOOL SPECIALT									
6058	10-1112-410	EMERGENCY BNDER HLDR		1612		12/30/2016	100596	12.66	10-1112-410
9297	10-1120-419	RETURNED MERCHANDISE		1612		12/30/2016	100596	(155.92)	10-1120-419
9297	10-1120-419	RETURNED MERCHANDISE		1612		12/30/2016	100596	(77.96)	10-1120-419
								(\$221.22)	SCHOOL SPECIALTY
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - SHERATON GRAND									
4568	10-2210-312	TRIPLE I CONF HOTEL		1612		12/30/2016	100596	27.76	10-2210-312
								\$27.76	SHERATON GRAND CHICAGO
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - SMARTHORIZONS									
4766	40-2550-312	TRANS WEBINARS (7)		1612		12/30/2016	100596	560.00	40-2550-312
								\$560.00	SMARTHORIZONS
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - SOLARTEX SUN GE									
4717	10-1200-410	SPED OUTING EQUIPMENT		1612		12/30/2016	100596	137.50	10-1200-410
4717	10-403	DUPE CHARGE TO BE REVRs		1612		12/30/2016	100596	155.45	10-403
4717	10-1200-410	REFUND SHIPPING CHRGE		1612		12/30/2016	100596	(33.95)	10-1200-410
								\$259.00	SOLARTEX SUN GEAR
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - SONOMA CELLAR									
9297	10-2410-332	BLUE RIB TRVL FOOD		1612		12/30/2016	100596	31.40	10-2410-332
								\$31.40	SONOMA CELLAR
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - SPELLCITY									
4717	10-1200-410	SPELLING CURRIC PROG		1612		12/30/2016	100596	52.95	10-1200-410
								\$52.95	SPELLCITY
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - SQ *SQ *AMTRACK									
6058	10-2410-332	BLUE RIB TRVL CAB		1612		12/30/2016	100596	90.56	10-2410-332
								\$90.56	SQ *SQ *AMTRACK SEDAN

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MASTERCARD CORPORATE CLIENT PAYMENT CENTER - STAPLES									
6058	10-2410-410-2	OFFICE SUPPLIES		1612		12/30/2016	100596	69.98	10-2410-410
								\$69.98	STAPLES
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - SUNSET FOODS									
4808	10-1120-411	FACS CLASS FOOD		1612		12/30/2016	100596	191.18	10-1120-411
4808	10-1120-411	FACS CLASS FOOD		1612		12/30/2016	100596	58.29	10-1120-411
4808	10-1120-411	FACS CLASS FOOD		1612		12/30/2016	100596	16.93	10-1120-411
4808	10-1120-411	FACS CLASS FOOD		1612		12/30/2016	100596	22.62	10-1120-411
4808	10-1120-411	FACS CLASS FOOD		1612		12/30/2016	100596	35.09	10-1120-411
4808	10-1120-411	FACS CLASS FOOD		1612		12/30/2016	100596	116.46	10-1120-411
7553	10-2320-410	PRINC APPR DAY GIFTS		1612		12/30/2016	100596	159.90	10-2320-410
7553	10-2310-410	BOE MTG FOOD 11/1		1612		12/30/2016	100596	54.24	10-2310-410
7553	10-2320-410	REG MTG FOOD		1612		12/30/2016	100596	137.48	10-2320-410
7553	10-2310-410	BOE MTG FOOD 11/15		1612		12/30/2016	100596	72.62	10-2310-410
								\$864.81	SUNSET FOODS
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - TARGET									
9297	10-2410-410-3	RED RIBN WK STUD AWRDS		1612		12/30/2016	100596	80.00	10-2410-410
								\$80.00	TARGET
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - TDS METROCOM									
6620	10-2540-341	LONG DISTANCE		1612		12/30/2016	100596	2,160.45	10-2540-341
								\$2,160.45	TDS METROCOM
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - THE BLUE FISH RES									
4758	10-2410-312	SOLTN TREE CONF FOOD		1612		12/30/2016	100596	52.37	10-2410-312
								\$52.37	THE BLUE FISH RESTURANT
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - THE CHICAGO WOL									
9297	10-1190-414	BAND TICKETS		1612		12/30/2016	100596	2,529.00	10-1190-414
								\$2,529.00	THE CHICAGO WOLVES
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - THE SPORTS ZONE									
4725	20-2540-312	IASBO CONF MEAL		1612		12/30/2016	100596	11.82	20-2540-312
								\$11.82	THE SPORTS ZONE FIRESI
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - THE WRIGHT STUFF									
4717	10-1200-410	GUIDED CLSRM SUPPLIES		1612		12/30/2016	100596	144.75	10-1200-410
								\$144.75	THE WRIGHT STUFF IN
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - THERADAPT PRODI									
4717	10-1200-410	WHEEL FOR WHEELCHAIR		1612		12/30/2016	100596	50.49	10-1200-410
								\$50.49	THERADAPT PRODUCTS INC

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MASTERCARD CORPORATE CLIENT PAYMENT CENTER - THINGS REMEMBEF									
4758	10-2410-410-1	RETIREMENT PLAQUE		1612		12/30/2016	100596	66.00	10-2410-410
4758	10-2410-410-1	RETIREMENT PLAQUE		1612		12/30/2016	100596	22.00	10-2410-410
								\$88.00	THINGS REMEMBERED
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - UNITED AIRLINES									
4758	10-2410-312	SOLTN TREE CONF FLT		1612		12/30/2016	100596	25.00	10-2410-312
4758	10-2410-312	SOLTN TREE CONF FLT		1612		12/30/2016	100596	25.00	10-2410-312
								\$50.00	UNITED AIRLINES
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - US POSTAL SERVIC									
9297	10-2520-342	POSTAGE		1612		12/30/2016	100596	6.85	10-2520-342
								\$6.85	US POSTAL SERVICE
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - VERIZON WIRELESS									
6620	20-2540-341	CELL PHONE - O&M		1612		12/30/2016	100596	226.61	20-2540-341
6620	40-2550-341	CELL PHONE - TRANS		1612		12/30/2016	100596	42.36	40-2550-341
								\$268.97	VERIZON WIRELESS
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - WALGREENS									
4568	10-2210-410	PARENT SURVEY DISP SUPL		1612		12/30/2016	100596	12.43	10-2210-410
								\$12.43	WALGREENS
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - WALMART									
8769	10-403	CHARGE TO BE REVERSED		1612		12/30/2016	100596	504.94	10-403
								\$504.94	WALMART
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - WASTE MANAGEME									
6620	10-2540-321	SANITATION SERVICES - SP		1612		12/30/2016	100596	360.49	10-2540-321
6620	10-2540-321	SANITATION SERVICES - HD		1612		12/30/2016	100596	375.49	10-2540-321
6620	10-2540-321	SANITATION SERVICES - DW		1612		12/30/2016	100596	540.35	10-2540-321
								\$1,276.33	WASTE MANAGEMENT
								\$47,121.94	Payee Vendor Total
NIHIP									
1612NIHIP10-2690-220		MEDICAL INSURANCE - ED		1216		12/09/2016	23751	232,083.42	10-2690-220
1612NIHIP40-2550-220		MEDICAL INSURANCE - TRANS		1216		12/09/2016	23751	26,022.60	40-2550-220
1612NIHIP20-2540-220		MEDICAL INSURANCE - O&M		1216		12/09/2016	23751	13,579.09	20-2540-220
1612NIHIP10-435		DENTAL INSURANCE PPO - ED		1216		12/09/2016	23751	6,028.39	10-430
1612NIHIP10-2690-221		LIFE/LTD INSURANCE - ED		1216		12/09/2016	23751	3,232.53	10-2690-221
1612NIHIP10-2320-225		MEDICAL INSURANCE - RETIREE		1216		12/09/2016	23751	1,925.12	10-2320-225
1612NIHIP20-2540-225		MEDICAL INSURANCE - RETIREE		1216		12/09/2016	23751	1,743.44	20-2540-225

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Invoice #	A.S.N.	Description	Override	Batch #	P.O. #	Check Date	Check #	Amount	State Account Number
1612NIHIP10-2330-225		MEDICAL INSURANCE - RETIREE		1216		12/09/2016	23751	871.72	10-2330-225
1612NIHIP10-2210-225		MEDICAL INSURANCE - RETIREE		1216		12/09/2016	23751	871.72	10-2210-225
1612NIHIP10-2510-225		MEDICAL INSURANCE - RETIREE		1216		12/09/2016	23751	871.72	10-2510-225
1612NIHIP10-2520-225		MEDICAL INSURANCE - RETIREE		1216		12/09/2016	23751	871.72	10-2520-225
1612NIHIP40-2550-225		MEDICAL INSURANCE - RETIREE		1216		12/09/2016	23751	871.72	40-2550-225
1612NIHIP10-2690-221		VOLUNTARY LIFE - ED		1216		12/09/2016	23751	853.15	10-2690-221
1612NIHIP40-435		DENTAL INSURANCE PPO - TRANS		1216		12/09/2016	23751	819.16	40-430
1612NIHIP20-435		DENTAL INSURANCE PPO - O&M		1216		12/09/2016	23751	411.59	20-430
1612NIHIP40-2550-221		VOLUNTARY LIFE - TRANS		1216		12/09/2016	23751	339.00	40-2550-221
1612NIHIP40-2550-221		LIFE/LTD INSURANCE - TRANS		1216		12/09/2016	23751	141.75	40-2550-221
1612NIHIP20-2540-221		VOLUNTARY LIFE - O&M		1216		12/09/2016	23751	84.50	20-2540-221
1612NIHIP20-2540-221		LIFE/LTD INSURANCE - O&M		1216		12/09/2016	23751	76.95	20-2540-221
								\$291,699.29	Payee Vendor Total
Report Total								\$338,821.23	

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Invoice #	A.S.N.	Description	Override	Batch #	P.O. #	Check Date	Check #	Amount	State Account Number
ANDROUS, PETER									
12/12	10-1500-319	BASKETBALL REF 12/12		161212	0	12/12/2016	9859	50.00	10-1500-319
								<u>50.00</u>	Payee Vendor Total
BERNARDI, JIM									
12/1/2016	10-1500-319	BASKETBALL REF 12/1		161201	0	12/01/2016	9837	50.00	10-1500-319
12/5	10-1500-319	BASKETBALL REF 12/5		161205	0	12/05/2016	9842	50.00	10-1500-319
12/12	10-1500-319	BASKETBALL REF 12/12		161212	0	12/12/2016	9860	50.00	10-1500-319
								<u>150.00</u>	Payee Vendor Total
BOYKE, JOHN									
12/1/2016	10-1500-319	BASKETBALL REF 12/1		161201	0	12/01/2016	9838	50.00	10-1500-319
12/14	10-1500-319	BASKETBALL REFEREE 12/14		161214	0	12/14/2016	9867	75.00	10-1500-319
								<u>125.00</u>	Payee Vendor Total
CRE8 WORKSHOP									
N/A	10-3500-390	WINTER BREAK TRIP 12/21		161217	0	12/19/2016	9878	705.00	10-3500-390
								<u>705.00</u>	Payee Vendor Total
EDELHEIT, GARY									
12/1/2016	10-1500-319	BASKETBALL REF 12/1		161201	0	12/01/2016	9839	50.00	10-1500-319
12/5	10-1500-319	BASKETBALL REF 12/5		161205	0	12/05/2016	9843	50.00	10-1500-319
12/13	10-1500-319	BAKETBALL REF 12/13		161213	0	12/13/2016	9863	75.00	10-1500-319
12/8	10-1500-319	BASKETBALL REF 12/8		161208	0	12/08/2016	9853	50.00	10-1500-319
								<u>225.00</u>	Payee Vendor Total
FLATEBO, PETE									
12/1/2016	10-1500-319	BASKETBALL REF 12/1		161201	0	12/01/2016	9840	50.00	10-1500-319
12/12	10-1500-319	BASKETBALL REF 12/12		161212	0	12/12/2016	9861	75.00	10-1500-319
12/13	10-1500-319	BAKETBALL REF 12/13		161213	0	12/13/2016	9864	75.00	10-1500-319
								<u>200.00</u>	Payee Vendor Total
GRAYSLAKE MIDDLE SCHOOL									
N/A	10-1550-640	Void SCI OLY INVITATIONAL 2/11		161215	0	12/15/2016	9871	300.00	10-1550-640
								<u>300.00</u>	Payee Vendor Total
GREGORIN, THOMAS									
12/5	10-1500-319	BASKETBALL REF 12/5		161205	0	12/05/2016	9844	50.00	10-1500-319
12/8	10-1500-319	BASKETBALL REF 12/8		161208	0	12/08/2016	9854	50.00	10-1500-319
N/A	10-1500-319	BAKETBALL REF 12/13		161213	0	12/13/2016	9865	75.00	10-1500-319
								<u>175.00</u>	Payee Vendor Total

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Invoice #	A.S.N.	Description	Override	Batch #	P.O. #	Check Date	Check #	Amount	State Account Number
HIGHTOUCH HI TECH									
12/15	10-3500-390	WINTER BREAK TRIP 12/19		161217	0	12/19/2016	9879	367.50	10-3500-390
								<u>\$367.50</u>	Payee Vendor Total
IGSMA DISTRICT 8									
DANIELWRF10-1190-390		SOLO PERFORMANCE FEES (150)		161209	0	12/08/2016	9858	750.00	10-1190-390
DANIELWRF10-1190-390		PIANO FEE		161209	0	12/08/2016	9858	75.00	10-1190-390
DANIELWRF10-1190-390		SHOW CHOIR FEES (20)		161209	0	12/08/2016	9858	90.00	10-1190-390
DANIELWRF10-1190-640		MEMBERSHIP DUES		161209	0	12/08/2016	9858	25.00	10-1190-640
								<u>\$940.00</u>	Payee Vendor Total
JUST FOR FUN ROLLER RINK									
12/15	10-3500-390	WINTER BREAK TRIP 12/20		161217	0	12/19/2016	9880	385.00	10-3500-390
								<u>\$385.00</u>	Payee Vendor Total
KINKA, RUSSELL									
12/6	10-1500-319	BASKETBALL REF 12/6		161206	0	12/06/2016	9846	50.00	10-1500-319
								<u>\$50.00</u>	Payee Vendor Total
LAKE COUNTY HEALTH DEPART									
LOHARA 10-2211-312		ANXIETY/DEPRESSION WRKSHRP REG		161201	0	12/01/2016	9841	60.00	10-2211-312
HOLZMAN 10-2211-312		ANXIETY/DEPRESSION WRKSHRP REG		161201	0	12/01/2016	9841	60.00	10-2211-312
GGARTSID10-2211-312		ANXIETY/DEPRESSION WRKSHRP REG		161201	0	12/01/2016	9841	60.00	10-2211-312
								<u>\$180.00</u>	Payee Vendor Total
LORENZO, RON									
12/5	10-1500-319	BASKETBALL REF 12/5		161205	0	12/05/2016	9845	50.00	10-1500-319
								<u>\$50.00</u>	Payee Vendor Total
MATHCOUNTS									
N/A	10-1550-640	COMPETITION REG (10)		161252	0	12/15/2016	9877	280.00	10-1550-640
								<u>\$280.00</u>	Payee Vendor Total
MERKEL, PETER									
12/12	10-1500-319	BASKETBALL REF 12/12		161212	0	12/12/2016	9862	75.00	10-1500-319
								<u>\$75.00</u>	Payee Vendor Total
MIRA LOMA SCIENCE OLYMPIA									
N/A	10-1550-640	INVITATIONAL DUES 1/7		161215	0	12/15/2016	9872	300.00	10-1550-640
								<u>\$300.00</u>	Payee Vendor Total
MONKEY AERIAL ARTS									
N/A	10-3500-390	WINTER BREAK TRIP 12/21		161217	0	12/19/2016	9881	1,260.00	10-3500-390

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Invoice #	A.S.N.	Description	Override	Batch #	P.O. #	Check Date	Check #	Amount	State Account Number
								\$1,260.00	Payee Vendor Total
NELSON, JOHN									
12/6	10-1500-319	Void BASKETBALL REF 12/6		161206	0	12/06/2016	9847	50.00	10-1500-319
								\$50.00	Payee Vendor Total
PETERSON, RICH									
12/6	10-1500-319	Void BASKETBALL REF 12/6		161206	0	12/06/2016	9848	50.00	10-1500-319
								\$50.00	Payee Vendor Total
PFAFF, DEAN									
12/15	10-1500-319	WRESTLING REF 12/15		161215	0	12/15/2016	9873	65.00	10-1500-319
								\$65.00	Payee Vendor Total
POWELL, MIKE									
12/8	10-1500-319	BASKETBALL REF 12/8		161208	0	12/08/2016	9855	50.00	10-1500-319
12/14	10-1500-319	BASKETBALL REFEREE 12/14		161214	0	12/14/2016	9868	75.00	10-1500-319
								\$125.00	Payee Vendor Total
SCHOESSLING, PAUL									
12/6	10-1500-319	Void BASKETBALL REF 12/6		161206	0	12/06/2016	9849	50.00	10-1500-319
12/14	10-1500-319	BASKETBALL REFEREE 12/14		161214	0	12/14/2016	9869	75.00	10-1500-319
								\$125.00	Payee Vendor Total
SITZ, RICK									
12/13	10-1500-319	BAKETBALL REF 12/13		161213	0	12/13/2016	9866	75.00	10-1500-319
								\$75.00	Payee Vendor Total
SNODGRASS, MICHAEL									
12/8	10-1500-319	BASKETBALL REF 12/8		161208	0	12/08/2016	9856	50.00	10-1500-319
12/14	10-1500-319	BASKETBALL REFEREE 12/14		161214	0	12/14/2016	9870	75.00	10-1500-319
								\$125.00	Payee Vendor Total
SOLON HIGH SCHOOL									
N/A	10-1550-640	SCI OLY INVITATIONAL 2/4		161251	0	12/15/2016	9876	170.00	10-1550-640
								\$170.00	Payee Vendor Total
SOUTH MIDDLE SCHOOL									
N/A	10-1550-640	SCI OLY REG FEES 1/14		161215	0	12/15/2016	9874	260.00	10-1550-640
								\$260.00	Payee Vendor Total
WILMETTE JUNIOR HIGH									
12/9	10-1500-640	WRESTLING INVITATIONAL 12/9		161208	0	12/08/2016	9857	250.00	10-1500-640
								\$250.00	Payee Vendor Total

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Invoice #	A.S.N.	Description	Override	Batch #	P.O. #	Check Date	Check #	Amount	State Account Number
							Report Total	<u>\$7,112.50</u>	

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Bills Payable (Fund Summary)

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Fund Code	Description	Amount
10	Education Fund	219,684.51
20	Oper, Build, & Maint Fund	39,692.08
40	Transportation Fund	28,403.29
60	Capital Projects Fund or Fund Group	62,934.99
Report Total		<u>\$350,714.87</u>

Bills Payable List

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
ADVOCATE OCCUPATIONAL HEALT						
		R.APPLEBY PHYS, DRK TST, TB		1	153.00	40-2550-390
					<u>\$153.00</u>	
ALPHAGRAPHICS						
		CRISIS HANDBK PRNTG		1	167.97	10-2520-360
					<u>\$167.97</u>	
AMAZON						
0000010988		CLASSRM PROJ SUPPLIES		1	8.25	10-1111-414
0000010988		CLASSRM PROJ SUPPLIES		1	53.52	10-1111-414
0000010988		CLASSRM PROJ SUPPLIES		1	33.95	10-1111-414
0000011001		CLASSROOM BOOK		1	12.67	10-1111-417
0000011010		CLASSROOM BOOKS		1	45.81	10-1111-417
0000011010		CLASSROOM BOOKS		1	19.98	10-1111-417
					<u>\$174.18</u>	
AMERICAN OUTFITTERS						
0000010947		DW BLUE RIB T-SHIRTS (1062)		1	3,400.20	10-2310-410
					<u>\$3,400.20</u>	
APPLE COMPUTER						
0000010972		MACBOOK WARRANTY		1	239.00	10-2660-700
0000010972		MACBOOK POWER ADAPTOR		1	79.00	10-2660-700
0000010972		MACBOOK		1	2,378.00	10-2660-700
0000010996		IPAD		1	579.00	40-2550-700
					<u>\$3,275.00</u>	
ARLYN SCHOOL						
		PRIVATE TUITION		1	11,632.32	10-1912-670
		PRIVATE TUITION		1	11,510.55	10-1912-670
					<u>\$23,142.87</u>	
AT&T ONENET						
		TELEPHONE		1	44.31	10-2540-341
		TELEPHONE - D103 CLUB		1	0.89	10-3500-341
		TELEPHONE		1	44.87	10-2540-341
					<u>\$90.07</u>	
BARRYS COMPUTER CONSULTING						
		IPAD REPAIRS, PARTS		1	1,496.00	10-2660-319
					<u>\$1,496.00</u>	
BATTERIES PLUS						
		BATTERIES		1	16.98	20-2540-410
					<u>\$16.98</u>	
BERCOS EDUCATIONAL CONSULTII						
		SPED CONSULTING		1	936.64	10-2140-314
					<u>\$936.64</u>	
BOSKELLY, LAURA						
		REIMB TUITION		1	1,680.00	10-1111-230
					<u>\$1,680.00</u>	
BUCKARDT, NAN						
		REIMB SCI OLY SUPL		1	10.98	10-1550-410

Bills Payable List

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		REIMB BOYCEVIL TRVL - SO		1	566.92	10-1550-332
					<u>\$577.90</u>	
CAPITOL GRAPHICS & PROMOTION						
	0000010984	ENVELOPES (2500)		1	353.97	10-2520-360
					<u>\$353.97</u>	
CDW GOVERNMENT						
	0000010952	PROJECTORS (3)		1	2,097.00	10-2660-700
	0000010962	REPL PROJECTOR BULBS (6)		1	474.00	10-2660-410
	0000010997	PROJECTOR		1	699.00	10-2660-700
	0000010998	IPAD CASE		1	48.90	40-2550-700
	0000011000	HDMI CABLES		1	173.34	10-2660-410
					<u>\$3,492.24</u>	
CENTER, THE						
		ESL TRAINING		1	2,500.00	10-1800-312
					<u>\$2,500.00</u>	
CHEIFETZ, CHERYL						
		REIMB DRY ICE		1	105.00	10-1120-415
					<u>\$105.00</u>	
CHETTIAR, MOHAN						
		REIMB SCI OLY SUPL		1	319.29	10-1550-410
		REIMB SCI OLY COACH CLIN		1	85.00	10-1550-640
					<u>\$404.29</u>	
CHICAGO MOTOR COACH						
		SCI OLY BUS DRIVER HOTEL		1	100.13	10-1550-332
					<u>\$100.13</u>	
CHIESA, RACHEL						
		REIMB SCHOLASTIC BOOKS		1	60.00	10-1111-417
					<u>\$60.00</u>	
CITICARE TRANSPORTATION						
		SPED TRANS 11/16/16 - 12/15/16		1	7,378.00	40-2550-331
					<u>\$7,378.00</u>	
CLIFFS & CABLES						
		CLIMBING WALL MAINT		1	400.00	10-2540-319
					<u>\$400.00</u>	
CONNECTIONS ACADEMY EAST						
		PRIVATE TUITION		1	4,963.50	10-1912-670
		PRIVATE TUITION		1	1,323.60	10-1912-670
		PRIVATE TUITION		1	4,320.91	10-1912-670
					<u>\$10,608.01</u>	
CONSERV FS						
		GROUNDS SUPPLIES		1	91.94	20-2540-410
		GROUNDS SUPPLIES		1	572.50	20-2540-410
					<u>\$664.44</u>	
CONSTELLATION ENERGY SERVICE						
		ELECTRICITY - SP		1	2,640.83	10-2540-466
		ELECTRICITY - HD		1	2,345.00	10-2540-466

Bills Payable List

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		ELECTRICITY - DW		1	10,241.88	10-2540-466
					<u>\$15,227.71</u>	
CONSTELLATION ENERGY SERVICE						
		NATURAL GAS - DW		1	2,620.47	10-2540-465
		NATURAL GAS - HD		1	1,576.15	10-2540-465
		NATURAL GAS - SP		1	1,700.69	10-2540-465
					<u>\$5,897.31</u>	
CONTINENTAL PRESS						
	0000010948	ELL INTERACTIVE BKS GR 5		1	445.82	10-1120-420
					<u>\$445.82</u>	
COVE SCHOOL, THE						
		PRIVATE TUITION		1	8,335.44	10-1912-670
		PRIVATE TUITION		1	5,883.84	10-1912-670
					<u>\$14,219.28</u>	
CUMMINGS, THERESA						
		REIMB CLASSROOM SUPPLIES		1	78.94	10-1112-410
					<u>\$78.94</u>	
CUSTOM SOLUTIONS						
		ASSISTIVE DEVICE DESIGN		1	3,124.17	10-1200-314
					<u>\$3,124.17</u>	
ENGLER BAASTEN & SRAGA						
		LEGAL SERVICES		1	903.00	10-2310-318
		LEGAL SERVICES		1	1,260.00	10-2310-318
					<u>\$2,163.00</u>	
FOLLETT SCHOOL SOLUTIONS						
	0000010925	LIBRARY BOOKS (88)		1	1,368.83	10-2220-430
	0000010925	LIBRARY BOOKS (3)		1	69.78	10-2220-430
	0000010925	LIBRARY BOOKS (37)		1	553.33	10-2220-430
	0000010955	LIBRARY BOOKS (63)		1	1,162.41	10-2220-430
	0000010955	LIBRARY BOOKS (12)		1	203.75	10-2220-430
	0000010973	NEW CURRIC BKS (15)		1	239.44	10-1100-420
	0000010973	NEW CURRIC BKS (64)		1	1,072.45	10-1100-420
	0000010976	LIBRARY BOOKS (73)		1	1,043.16	10-2220-430
	0000010977	LIBRARY BOOKS (73)		1	1,035.09	10-2220-430
	0000011006	LIBRARY BOOKS (66)		1	1,122.55	10-2220-430
	0000011013	LIBRARY BOOKS (7)		1	82.47	10-2220-430
	0000010908	LIBRARY BOOKS (17) - PTO		1	258.81	10-2215-410
	0000010908	LIBRARY BOOKS (3) - PTO		1	47.57	10-2215-410
					<u>\$8,259.64</u>	
FOX RIVER FOODS						
		103 CLUB FOOD		1	1,055.22	10-3500-410
		103 CLUB FOOD		1	954.75	10-3500-410
		RETURNED MERCHANDISE		1	(24.82)	10-3500-410
					<u>\$1,985.15</u>	
GARVEYS OFFICE PRODUCTS						
	0000010985	OFFICE SUPPLIES		1	142.39	10-2310-410

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	0000010985	OFFICE SUPPLIES		1	6.49	10-2310-410
					<u>\$148.88</u>	
GENERAL MECHANICAL SERVICES						
		HVAC REPAIR - DW		1	623.75	20-2540-329
		HVAC REPAIR - DW		1	977.36	20-2540-329
		RTU REPAIR - DW		1	4,329.69	20-2540-329
		HVAC REPAIR - DW		1	1,832.47	20-2540-329
		BOILER MAINT - SP		1	1,050.00	20-2540-329
		BOILER MAINT - HD		1	1,030.00	20-2540-329
					<u>\$9,843.27</u>	
GENESIS TECHNOLOGIES						
		TONER CARTRIDGE		1	194.00	10-2660-414
		TONER CARTRIDGES (4)		1	762.77	10-2660-414
		TONER CARTRIDGE		1	229.05	10-2660-414
		TONER CARTRIDGES (4)		1	901.19	10-2660-414
		TONER CARTRIDGE		1	129.55	10-2660-414
		TONER CARTRIDGES (3)		1	689.29	10-2660-414
		TONER CARTRIDGES (3)		1	323.00	10-2660-414
		COPIER MAINT AGREEMENT		1	2,858.39	10-2540-325
					<u>\$6,087.24</u>	
GEWALT HAMILTON ASSOCIATES						
		HD CROSSWALK PROJ MGMT		1	1,633.50	20-2540-500
					<u>\$1,633.50</u>	
GRAPHIC 14						
	0000011009	PAPER		1	122.36	10-2520-412
					<u>\$122.36</u>	
GREAT LAKES COCA COLA DISTRIE						
		SODA/WATER - DW		1	674.40	10-2310-410
		SODA/WATER - SP		1	209.76	10-2310-410
					<u>\$884.16</u>	
GROWER EQUIPMENT & SUPPLY						
		SNOWBLOWER PART		1	25.85	20-2540-410
					<u>\$25.85</u>	
GYMNASIUM MATTERS						
	0000010863	WIRELESS SCOREBRD SYS		1	450.00	20-2540-700
	0000010863	WIRELESS SCOREBRD SYS		1	450.00	10-1500-700
					<u>\$900.00</u>	
HALLORAN & YAUCH						
		WINTERIZE IRRIGATION SYS		1	450.00	20-2540-329
					<u>\$450.00</u>	
HAMIDEH, MUHAREB						
		REIMB RECORDER		1	7.00	10-1810
					<u>\$7.00</u>	
HEARTLAND HEALTH OUTREACH C						
		TRANSLATION SERVICES		1	204.97	10-1200-314
		TRANSLATION SERVICES		1	8.75	10-1200-314

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		TRANSLATION SERVICES		1	31.50	10-1200-314
					<u>\$245.22</u>	
HENDERSHOT, ABIGAIL						
		REIMB NCSS CONF TRAVEL		1	157.68	10-2211-390
					<u>\$157.68</u>	
HOLZMAN, RANDY						
		REIMB ANXIETY CONF TRVL		1	24.84	10-2211-312
					<u>\$24.84</u>	
ICE SNOW REMOVAL & LANDSCAPI						
		SNOW REMOVAL 12/4		1	560.00	20-2540-322
					<u>\$560.00</u>	
ICTM MATH CONTEST						
		MATH CONTEST REG		1	45.00	10-1550-640
					<u>\$45.00</u>	
IDVILLE						
0000011011		LANYARDS (250)		1	647.58	10-2520-410
					<u>\$647.58</u>	
ILLINOIS ASSOC OF SCHOOL PERS						
0000010967		HR ESSENTIALS WRKSHP		1	150.00	10-2520-312
					<u>\$150.00</u>	
INNER SECURITY SYSTEMS						
		FIRE ALARM MONITORING - RS		1	246.00	20-2540-329
		FIRE ALARM MONITOR - TRANS		1	246.00	20-2540-329
		FIRE ALARM MONITORING - SP		1	156.00	20-2540-329
		FIRE ALARM MONITORING - HD		1	246.00	20-2540-329
		FIRE ALARM MONITORING - DW		1	156.00	20-2540-329
					<u>\$1,050.00</u>	
JAGANATHAN, KALAIVANI						
		REIMB SCI OLY SUPPL		1	224.90	10-1550-410
					<u>\$224.90</u>	
Joneikis, Justin						
		REIMB NCSS CONF TRAVEL		1	243.73	10-2211-390
					<u>\$243.73</u>	
K HOVING RECYCLING & DISPOSAL						
		DUMPSTER		1	367.06	20-2540-329
					<u>\$367.06</u>	
Kirkorsky, Julie						
		REIMB POSTAGE		1	7.65	10-2520-342
					<u>\$7.65</u>	
KOWAL, KRISTINE						
		REIMB RETIREE INSURANCE		1	509.55	10-2130-225
					<u>\$509.55</u>	
KRAUSE ELECTRICAL						
		ADD ELECTR CIRCUIT - SP		1	844.81	20-2540-329
					<u>\$844.81</u>	

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LAKE COOK DISTRIBUTORS						
	0000011007	BATTLE OF BKS SUPPLIES		1	876.20	10-1550-410
					<u>\$876.20</u>	
LAKE COUNTY DIVISION OF TRANSI						
		HD CROSSWALK SIGNS		1	311.58	20-2540-500
					<u>\$311.58</u>	
LAKELAND LARSEN ELEVATOR						
		ELEVATOR MAINT - HD		1	189.28	20-2540-329
		ELEVATOR MAINT - HD		1	29.76	20-2540-329
					<u>\$219.04</u>	
LASER PRO						
		TONER CARTRIDGES (2)		1	210.60	10-2660-414
		TONER CARTRIDGES (9)		1	1,001.30	10-2660-414
		TONER CARTRIDGES (9)		1	1,141.55	10-2660-414
					<u>\$2,353.45</u>	
LATHROP, PATTY						
		REIMB BLUE RIB TRVL		1	400.20	10-1112-332
					<u>\$400.20</u>	
LEARNING.COM						
	0000010710	LITERACY CURR SUBSCR		1	8,375.00	10-1100-392
					<u>\$8,375.00</u>	
LECHNER & SONS						
		TOWEL SERVICE		1	126.00	10-1500-392
		TOWEL SERVICE		1	126.00	10-1500-392
		TOWEL SERVICE		1	126.00	10-1500-392
					<u>\$378.00</u>	
LEONARD, EMILY						
		DANCE PROGRAMMING		1	678.60	10-2210-314
					<u>\$678.60</u>	
LINCOLNSHIRE, VILLAGE OF						
		WATER/SEWER - SP		1	560.56	10-2540-370
		WATER/SEWER - TRANS		1	68.64	10-2540-370
		WATER/SEWER - DW		1	343.20	10-2540-370
		WATER/SEWER - HD		1	856.64	10-2540-370
		ELECTRICITY - RS		1	112.92	10-2540-466
					<u>\$1,941.96</u>	
LINCOLNSHIRE, VILLAGE OF						
		ELECTRICITY - RS		1	53.74	10-2540-466
					<u>\$53.74</u>	
LUTHERAN GENERAL HOSPITAL						
		HOMEBOUND EDUCATION SVC		1	240.00	10-1200-314
					<u>\$240.00</u>	
LYMAN, ALISSA						
		REIMB TUITION		1	1,400.00	10-1120-230
		REIMB NCSS CONF TRAVEL		1	347.79	10-2211-390
					<u>\$1,747.79</u>	

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MACGILL						
	0000010320	NURSE SUPPLIES		1	477.87	10-2130-410
					<u>\$477.87</u>	
MARKOS, CHARLES						
		SCI OLY SUPL/COACHING		1	500.00	10-1550-410
					<u>\$500.00</u>	
MCINTYRE, JESSICA						
		MATH CURRICULUM CONSULT		1	500.00	10-2210-314
		MATH CURRICULUM CONSULT		1	2,000.00	10-2211-390
					<u>\$2,500.00</u>	
MCLELLAND, GRETCHEN						
		REIMB CLASSRM PROJ SUPL		1	7.26	10-1112-414
		REIMB CLASSROOM SUPPLIES		1	242.66	10-1112-410
					<u>\$249.92</u>	
MIDCO						
		TELEPHONE REPAIRS		1	847.50	10-2660-319
					<u>\$847.50</u>	
MIDLAND PAPER						
	0000011017	COPY PAPER		1	2,468.00	10-2520-412
					<u>\$2,468.00</u>	
MIDWEST ENVIRONMENTAL CONSL						
		ASBESTOS ABATEMENT - HD		1	500.00	60-2530-500
					<u>\$500.00</u>	
MIDWEST TRANSIT EQUIPMENT						
		B16 OIL FILTER		1	59.53	40-2550-329
		B9 LOF, SFTY LN INSPEC, BRK INSPEC		1	456.34	40-2550-329
		B9 REPAIR ESPAR HEATER EXHST PIPE		1	200.65	40-2550-319
		B20 LOF, SFTY LN, BRK INSPEC		1	456.60	40-2550-329
		B26 LOF, BRK INSPEC, SFTY LN		1	2,782.07	40-2550-329
		B4 ELEC FAULT, BRK PRSSR ALRM		1	170.66	40-2550-319
		B21 ESPAR HTR PIPE RPCMNT, LENS RPLCD		1	126.64	40-2550-319
		B21 LOF, SFTY LN, BRK INSPEC		1	447.93	40-2550-329
		B1 LOF, SFTY LN, BRK INSPC		1	445.86	40-2550-329
		B27 STOP ARM WONT CANCEL		1	851.77	40-2550-319
		B25 CRSS GATE INOP		1	162.07	40-2550-319
		B5 SFTY LN, LOF, BRK INSPC		1	470.24	40-2550-329
		B6 LOF, SFTY LN, BRK INSPEC		1	1,624.98	40-2550-329
		B2 LOF, BRK INSPC, SFTY LN, MIRROR RPLC		1	1,095.56	40-2550-329
		B 14 LOF, BRK INSPC, SFTY LN		1	555.47	40-2550-329
		B14 RPLC EMERG DOOR LMP, ESPAR HOSE BRK		1	223.65	40-2550-319
		DEF FLUID B 22 & 23		1	109.44	40-2550-490
		COMPRESS BANDAGES FOR BUS KITS		1	10.68	40-2550-490
		GLOSS BLK PAINT, RFLCTV TAPE B11		1	19.56	40-2550-490
		B11 LOF, BRK INSPEC, WNDW EXT ALRM		1	659.25	40-2550-329
		B11 PAINT, REFLCTV TAPE		1	31.39	40-2550-490
		B5 ESPAR HOSE RPLCD		1	134.41	40-2550-319
					<u>\$11,094.75</u>	

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
MIDWEST TRUCKERS ASSOCIATION						
		RNDM DRG TST: R. APPLEBY		1	59.95	40-2550-390
					<u>\$59.95</u>	
MILLER, KRISTEN & ZACHARY						
		REIMB SCHOOL REG FEES		1	15.50	10-1720
					<u>\$15.50</u>	
Muller, Christina						
		REIMB CLASSRM PROJ SUPL		1	40.00	10-1111-414
					<u>\$40.00</u>	
NATIONAL GEOGRAPHIC						
		MAP		1	610.00	10-2211-314
					<u>\$610.00</u>	
NETWORK SERVICES						
		CUSTODIAL SUPPLIES - DW		1	4,033.22	20-2540-410
		CUSTODIAL SUPPLIES - DW		1	457.56	20-2540-410
		CUSTODIAL SUPPLIES - SP		1	67.84	20-2540-410
		CUSTODIAL SUPPLIES - SP		1	2,135.69	20-2540-410
		CUSTODIAL SUPPLIES - SP		1	1,165.22	20-2540-410
		CUSTODIAL SUPPLIES - DW		1	470.20	20-2540-410
		CUSTODIAL SUPPLIES - SP		1	176.80	20-2540-410
		CUSTODIAL SUPPLIES - SP		1	80.32	20-2540-410
					<u>\$8,586.85</u>	
NIKOLAS, GINTY						
		BUS DRIVER GRATUITY		1	200.00	10-1550-332
					<u>\$200.00</u>	
NORTHERN SUBURBAN SCHOOL BI						
		MEMB DUES		1	30.00	10-2520-640
					<u>\$30.00</u>	
NORTHERN SUBURBAN SPECIAL EI						
		SPED TUITION		1	10,539.38	10-4220-670
		SPED TUITION		1	11,839.66	10-4220-670
					<u>\$22,379.04</u>	
NORTHWEST COMMUNITY HEALTH						
		AED CARDS		1	66.00	10-2130-410
					<u>\$66.00</u>	
OHARA, LORI						
		REIMB ANXIETY CONF TRVL		1	20.09	10-2211-312
					<u>\$20.09</u>	
PADDOCK PUBLICATIONS						
		ASA PRINTING		1	960.20	10-2520-360
		BUS LEASE BID AD		1	34.50	10-2520-360
					<u>\$994.70</u>	
Padron-Glass, Nicole						
		REIMB TUITION		1	1,680.00	10-1112-230
		REIMB CLASSROOM SUPPLIES		1	6.98	10-1112-410
					<u>\$1,686.98</u>	

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PALOS SPORTS						
	0000011002	BUZZER SYSTM - SCIBWLAWRD		1	224.93	10-2215-410
					<u>\$224.93</u>	
PANERA BREAD						
		HOLIDAY BREAKFAST		1	789.56	10-2310-410
					<u>\$789.56</u>	
PATTEN INDUSTRIES						
		SNOW PLOW LEASE		1	3,972.50	20-2540-325
					<u>\$3,972.50</u>	
PEAK PLUMBING						
		PLUMBING REPAIRS - SP		1	1,322.56	20-2540-329
					<u>\$1,322.56</u>	
Phillips, Julia D						
		REIMB CLASS CHAIR		1	20.94	10-1200-410
					<u>\$20.94</u>	
POMPS TIRE SERVICE						
		B8 2 NEW TIRES		1	787.12	40-2550-329
					<u>\$787.12</u>	
POWERSCHOOL						
	0000010237	POWERSCHOOL TRAINING		1	19,000.00	10-2660-392
					<u>\$19,000.00</u>	
QUEST FOOD MANAGEMENT SERVI						
		TRANS BRKFST		1	159.00	40-2550-410
		TRANS BRKFST		1	159.00	10-2310-410
					<u>\$318.00</u>	
QUILL						
	0000010945	OFFICE SUPPLIES		1	352.80	10-2520-410
	0000010999	TAX FORM HELPER SOFTWRE		1	32.39	10-2520-410
	0000010999	POWER STRIPS		1	48.88	10-2520-410
	0000010999	TAX FORMS		1	148.56	10-2520-410
	0000011014	OFFICE SUPPLIES		1	27.46	10-2410-410
	0000011014	OFFICE SUPPLIES		1	18.44	10-2410-410
					<u>\$628.53</u>	
QUINLAN & FABISH MUSIC						
		TENOR SAX REPAIR		1	140.22	10-1190-319
					<u>\$140.22</u>	
QUIZSYSTEMS						
	0000010990	BUZZER SYSTEM - LFF		1	260.00	10-2215-410
					<u>\$260.00</u>	
RA ADAMS ENTERPRISES						
		UTILITY TRAILER		1	6,040.00	20-2540-500
					<u>\$6,040.00</u>	
RAPTOR						
		SECURITY SYSTEM RENEWAL		1	1,980.00	20-2540-329
					<u>\$1,980.00</u>	
RICKERT, KRISTINE						

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		REIMB NCSS CONF TRAVEL		1	225.09	10-2211-390
					<u>\$225.09</u>	
RICOH AMERICAS						
		COPIER LEASE - ADMIN		1	191.74	10-2540-325
		COPIER LEASE - DW		1	119.13	10-2540-325
		COPIER LEASE - HD		1	119.13	10-2540-325
					<u>\$430.00</u>	
RICOH USA						
		COLOR COPIES - DW		1	42.74	10-2540-325
		COLOR COPIES - HD		1	32.15	10-2540-325
		COLOR COPIES - ADMIN		1	221.95	10-2540-325
					<u>\$296.84</u>	
SAMS CLUB						
		103 CLUB ACTIVITY SUPPLIES		1	40.39	10-3500-410
		103 CLUB ACTIVITY SUPPLIES		1	149.44	10-3500-410
		MEMB DUES (8)		1	360.00	10-2310-640
					<u>\$549.83</u>	
SCARIANO HIMES & PETRARCA						
		LEGAL SERVICES		1	2,772.00	10-2310-318
		LEGAL SERVICES		1	2,923.20	10-2310-318
					<u>\$5,695.20</u>	
SCHOOL DISTRICT 103 ACTIVITY AC						
		TRANS BOWLATHON FUNDS		1	182.96	10-403
		TRANS DW YB CHECKS - AUG		1	420.00	10-403
		TRANS DW YB REVTRAK - AUG		1	1,080.00	10-403
		TRANS DW YB REVTRAK - SEP		1	560.00	10-403
		TRANS DW YB CHECKS - OCT		1	20.00	10-403
		TRANS DW YB REVTRAK - OCT		1	180.00	10-403
		TRANS DW YB CHECKS - NOV		1	120.00	10-403
		TRANS DW YB REVTRAK - NOV		1	2,480.00	10-403
		TRANS DW YB CHECKS - DEC		1	20.00	10-403
		TRANS DW YB REVTRAK - DEC		1	1,020.00	10-403
		TRANS HD YB CHECKS - AUG		1	80.00	10-403
		TRANS HD YB REVTRAK - AUG		1	320.00	10-403
		TRANS HD YB CHECKS - SEP		1	10.00	10-403
		TRANS HD YB REVTRAK - SEP		1	140.00	10-403
		TRANS HD YB REVTRAK - OCT		1	30.00	10-403
		TRANS HD YB REVTRAK - NOV		1	120.00	10-403
		TRANS HD YB REVTRAK - DEC		1	50.00	10-403
		TRANS SP YB CHECKS - AUG		1	225.00	10-403
		TRANS SP YB REVTRAK - AUG		1	815.00	10-403
		TRANS SP YB CHECKS - SEP		1	75.00	10-403
		TRANS SP YB REVTRAK - SEP		1	550.00	10-403
		TRANS SP YB CHECKS - OCT		1	25.00	10-403
		TRANS SP YB REVTRAK - OCT		1	250.00	10-403
		TRANS SP YB CHECKS - NOV		1	100.00	10-403
		TRANS SP YB REVTRAK - NOV		1	200.00	10-403

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		TRANS SP YB CHECKS - DEC		1	150.00	10-403
		TRANS LITED SCHLHSE FUNDS		1	1,240.00	10-403
					<u>\$10,462.96</u>	
SCHOOL SPECIALTY						
		CLASSROOM SUPPLIES		1	241.77	10-1120-410
		CLASSROOM SUPPLIES		1	247.64	10-1120-410
0000010653		CLASSROOM SUPPLIES		1	24.71	10-1120-410
0000010654		CLASSROOM SUPPLIES		1	249.50	10-1120-410
0000010655		CLASSROOM SUPPLIES		1	205.91	10-1120-410
0000010656		CLASSROOM SUPPLIES		1	36.84	10-1120-410
0000010657		CLASSROOM SUPPLIES		1	250.68	10-1120-410
0000010658		CLASSROOM SUPPLIES		1	247.82	10-1120-410
0000010659		CLASSROOM SUPPLIES		1	249.64	10-1120-410
0000010660		CLASSROOM SUPPLIES		1	205.22	10-1120-410
0000010686		CLASSROOM SUPPLIES		1	179.45	10-1120-410
0000010687		CLASSROOM SUPPLIES		1	133.59	10-1120-410
0000010688		FILE CABINET		1	355.17	10-1120-419
0000010688		CLASSRM STORAGE		1	139.20	10-1120-419
0000010690		CLASSROOM SUPPLIES		1	15.46	10-1120-410
0000010765		CLASSROOM SUPPLIES		1	145.79	10-1120-410
0000010766		CLASSROOM SUPPLIES		1	177.19	10-1120-410
0000010843		CLASSROOM SUPPLIES		1	244.69	10-1120-410
0000010949		CLASSROOM SUPPLIES		1	64.03	10-1120-410
0000010949		CLASSROOM SUPPLIES		1	60.66	10-1120-410
0000010950		CLASSROOM SUPPLIES		1	30.87	10-1120-410
0000010991		CLASSROOM SUPPLIES		1	55.70	10-1120-410
0000010992		CLASSROOM SUPPLIES		1	169.31	10-1120-410
0000010993		SCHOOL PAPER ORDER		1	964.08	10-2520-412
0000011003		CLASSROOM SUPPLIES		1	188.26	10-1120-410
					<u>\$4,883.18</u>	
SCHREURS, PETER						
		REIMB CLASSRM PROJ SUPL		1	234.65	10-1111-414
		REIMB CLASSROOM SUPPLIES		1	248.73	10-1111-410
					<u>\$483.38</u>	
SHELL						
		FUEL - O&M		1	414.07	20-2540-464
		FUEL - TRANS		1	7,244.39	40-2550-464
		FUEL FOR BUS 23		1	64.48	40-2550-464
					<u>\$7,722.94</u>	
SHERIDAN AUTO PARTS						
		BULBS, THERMO AID, FUEL CONDITNR		1	834.70	40-2550-490
					<u>\$834.70</u>	
Solis, John						
		REIMB IAPHERD CONF TRVL		1	243.18	10-2211-390
					<u>\$243.18</u>	
SPORTS 11						
		SCI OLY JERSEYS - PRNT PD		1	265.00	10-1550-410

Bills Payable List

Printed: 01/12/2017 2:11:04PM
Lincolnshire-Prairie View SD #103

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
					<u>\$265.00</u>	
STADLER, THOMAS						
		REIMB RETIREE INSURANCE		1	2,588.92	10-1120-225
		REIMB RETIREE INSURANCE		1	2,216.64	10-1120-225
					<u>\$4,805.56</u>	
STATE INDUSTRIAL PRODUCTS						
		DIST DRAIN MAINT SUPPLIES		1	150.00	20-2540-410
					<u>\$150.00</u>	
TIERNEY						
0000010981		TV INSTALL BRACKET		1	130.25	10-2660-700
0000010981		TV INSTALL BRACKET		1	130.25	20-2540-700
0000010981		TV - RS		1	1,799.00	10-1100-490
0000010981		TV CART		1	484.00	10-2660-700
0000010981		TV CART		1	484.00	20-2540-700
					<u>\$3,027.50</u>	
ULINE						
		MOVING SUPPLIES - HD		1	175.32	20-2540-410
0000010877		STEM CLASS SUPPLIES		1	143.46	10-1120-419
0000010877		STEM CLASS SUPPLIES		1	133.00	10-1120-419
					<u>\$451.78</u>	
URBAN GATEWAYS						
		SLAM POETRY ASSEMBLY		1	500.00	10-2211-314
					<u>\$500.00</u>	
Vazquez, Jennifer						
		REIMB TUITION		1	705.00	10-1112-230
					<u>\$705.00</u>	
Verschoor, Kathy						
		REIMB OFFICE SUPPLIES		1	21.98	10-2410-410
					<u>\$21.98</u>	
WAREHOUSE DIRECT						
0000010693		CLASSROOM SUPPLIES		1	82.59	10-1120-410
					<u>\$82.59</u>	
WEST MUSIC						
0000010853		XYLOPHONE - MB		1	1,470.75	10-2215-410
					<u>\$1,470.75</u>	
WIGHT						
		CONSTRUCTION DOCUMENTS		1	7,600.00	60-2530-500
		BIDDING & NEGOTIATION SVCS		1	9,400.00	60-2530-500
		CONSTRUCTION DOCUMENTS		1	22,000.00	60-2530-500
		ARCHITECT REIMBURSEABLES		1	150.71	60-2530-500
		CONSTRUCTION DOCUMENTS		1	22,000.00	60-2530-500
		ARCHITECT REIMBURSEABLES		1	1,284.28	60-2530-500
					<u>\$62,434.99</u>	
WILCOX, RUTH						
		SCIENCE CURRIC CONSULT		1	577.50	10-2210-314
					<u>\$577.50</u>	

Bills Payable List

Printed: 01/12/2017 2:11:04PM
Lincolnshire-Prairie View SD #103

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
WOODWORKS						
	0000010767	MATH SUPPLIES		1	104.95	10-1120-418
					<u>\$104.95</u>	
Yeo, Seung J						
		REIMB CLASSRM PROJ SUPL		1	21.04	10-1111-414
					<u>\$21.04</u>	
ZANER BLOSER						
	0000010706	WORDLY WISE CLASS PKG		1	123.67	10-1100-420
					<u>\$123.67</u>	
				Report Total	<u><u>\$350,714.87</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: January 17, 2017
Re: December 2016 Donations

During December 2016, the District received the following donations:

<u>Donors</u>	<u>Amount</u>	<u>Purpose of Donation</u>
National Energy Education	\$1,200.00	ESP and Energy Fair Grant (STEM)

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

TO: Board of Education

FROM: Scott Warren

DATE: January 12, 2017

RE: Semi-annual Review of Executive Session Minutes

The Open Meetings Act Section 5 ILCS 120/2.06(d) requires public bodies to periodically, but no less than semi-annually, meet to review minutes of all closed sessions. Based on a review by the Superintendent, it is recommended that the Board retain the confidentiality of all closed minutes lawfully closed according to the exceptions provided in the Open Meetings Act.



Lincolnshire-Prairie View School District 103

TO: Board of Education
FROM: Scott Warren
DATE: January 12, 2017
RE: Destruction of Recordings of Executive Session Meetings

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

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

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

January 6, 2015
February 3, 2015
February 17, 2015
March 3, 2015
March 17, 2015
April 21, 2015
May 5, 2015
May 19, 2015
June 2, 2015
June 16, 2015 #1
June 16, 2015 #2
June 30, 2015 #1
June 30, 2015 #2



Lincolnshire-Prairie View School District 103
Administration Offices

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

Scott H. Warren, Ed.D.
Superintendent

Dear Board,

It is my true pleasure to recommend Dr. Gina Finaldi to be the next Director of Student Services for District 103. Dr. Finaldi has served as the Assistant Director of Student Services for the District for the past 5 years. In that time, Dr. Finaldi has proven herself to be a forward thinking, child advocate who thinks critically about issues and problem solves to ensure student's needs are met. Dr. Finaldi has built positive relationships with parents and staff and works effectively with all constituents to provide a quality education for our most at-risk students.

Dr. Finaldi's references stated that she demonstrates strength in her "dedication, knowledge of best practices, leadership and professionalism" and that she is the "consummate professional". Through my interactions with Dr. Finaldi, I have been impressed with her ability to think creatively through challenging situations and present effective solutions that meet the needs our students and the District.

Dr. Finaldi is a creative, intelligent hard working administrator and it is without reservation that I recommend her to take the leadership role as the Director of Student Services for District 103.

Sincerely,

Scott Warren, Ed.D.
Superintendent

**DIRECTOR OF STUDENT SERVICES AGREEMENT
LINCOLNSHIRE-PRAIRIE VIEW SCHOOL DISTRICT 103**

THIS AGREEMENT made this 17th day of January, 2017, by and between the BOARD OF EDUCATION OF LINCOLNSHIRE-PRAIRIEVIEW SCHOOL DISTRICT 103 (“BOARD”), and GINA FINALDI (“DIRECTOR OF STUDENT SERVICES”), has been approved at the meeting of the BOARD held on January 17, 2017.

IT IS AGREED:

1. **EMPLOYMENT** - The DIRECTOR OF STUDENT SERVICES is hereby hired and retained from July 1, 2017 through and including June 30, 2018, as DIRECTOR OF STUDENT SERVICES in Lincolnshire-Prairie View School District No. 103.

2. **DUTIES** - The duties and responsibilities of the DIRECTOR OF STUDENT SERVICES will be those incidental to the office of the DIRECTOR OF STUDENT SERVICES, those set forth in the job description for the position of DIRECTOR OF STUDENT SERVICES (or, those duties contained in Board Policy, as adopted, and which may be amended from time to time), the attainment of the student performance and academic improvement goals determined pursuant to this Agreement, those obligations imposed by the laws of the State of Illinois upon the DIRECTOR OF STUDENT SERVICES, and the performance of other professional duties customarily performed by a DIRECTOR OF STUDENT SERVICES as from time to time may be assigned to the DIRECTOR OF STUDENT SERVICES by the BOARD or the Superintendent. The BOARD reserves the right to reassign the DIRECTOR OF STUDENT SERVICES to different duties requiring licensure from time to time during the term of this Agreement, without loss of contract term, pay, benefits, notice or a hearing.

3. **STUDENT PERFORMANCE AND ACADEMIC IMPROVEMENT** - This Agreement is a performance-based contract. The DIRECTOR OF STUDENT SERVICES will address and fulfill student performance and academic improvement goals which are attached hereto, as Exhibit A, and may be modified by the BOARD, the Superintendent and the DIRECTOR OF STUDENT SERVICES cooperatively, during the time between the effective date of this contract and the DIRECTOR OF STUDENT SERVICES’ start of employment. Any modifications to the student performance and academic improvement goals will be attached to this Agreement and made a part hereof. Once the student performance and academic improvement goals have been attained, this Agreement may be extended by the express, written consent of the parties. For each succeeding school year covered by this Agreement, new student performance and academic improvement goals will be developed prior to the next school year and made a part hereof.

4. **SALARY** - In consideration of the annual salary of One Hundred Thirty Thousand Dollars (\$130,000.00), the DIRECTOR OF STUDENT SERVICES agrees to devote such time, skill, labor and attention to her employment, during the term of this Agreement, in order to faithfully perform the duties of DIRECTOR OF STUDENT SERVICES. Salary will be paid in twenty-four (24) equal installments in accordance with the BOARD policy governing payment of salary to the other licensed members of the professional staff, less such amounts as required by law or provided for in this Agreement. The BOARD retains the right to adjust the annual salary and/or fringe benefits of the DIRECTOR OF STUDENT SERVICES during the term

of this Agreement, provided that the salary and/or fringe benefit(s) adjustments will not be lower than the salary and fringe benefits paid by the BOARD as set forth herein. Any adjustment to this Agreement made during the life of this Agreement will be in writing and will become a part of this Agreement. It is provided, however, that by doing so it will not be considered that the BOARD has entered into a new agreement with the DIRECTOR OF STUDENT SERVICES or that the termination date of this Agreement has been in any way extended. The BOARD and the DIRECTOR OF STUDENT SERVICES may enter into extensions of this Agreement for additional periods of time, if all of the student performance and academic improvement goals set forth in this Agreement have been met, both parties agree, and the agreement is reduced to writing.

In addition, the DIRECTOR OF STUDENT SERVICES will receive as additional compensation the amount of Five Hundred Dollars (\$500) per month.

5. **TEACHERS' RETIREMENT SYSTEM CONTRIBUTION** – In addition to the salary paid to the DIRECTOR OF STUDENT SERVICES by the BOARD as expressed in Section 4, the BOARD will pick up and pay on the DIRECTOR OF STUDENT SERVICES' behalf, a maximum contribution of 9.0% to TRS pursuant to Sections 16-152 and 16-152.1 of the *Illinois Pension Code*. The BOARD will remit this contribution to TRS.

The BOARD and the DIRECTOR OF STUDENT SERVICES make no commitment or guarantee that the BOARD'S payment of the contribution will continue to be excludable from the DIRECTOR OF STUDENT SERVICES' gross income for federal or state income tax purposes or that any other federal or state tax treatment will apply.

Because neither party can represent what position the IRS, or any other government entity, will take with respect to these payments and withholdings, it is mutually agreed that each side will be responsible for any miscalculations for which it is legally responsible *without* indemnification or any other recourse from the other side. That is, if it is subsequently determined that the DIRECTOR OF STUDENT SERVICES should have paid taxes on any portion of the contribution for which she did not pay taxes, the interest and penalties are the DIRECTOR OF STUDENT SERVICES' responsibility alone. If the BOARD is penalized for failing to withhold enough taxes based on the payroll information in its possession at the time of payment of the contribution, those penalties are the BOARD'S responsibility alone. Both the BOARD and the DIRECTOR OF STUDENT SERVICES expressly waive the right to seek indemnification or reimbursement from the other as the result of any government decision on the taxability of these amounts. In the event the IRS, or any other government entity, determines that the DIRECTOR OF STUDENT SERVICES owes more taxes, she has *no* right to seek additional sums from the BOARD.

6. **DEFERRED COMPENSATION** - The DIRECTOR OF STUDENT SERVICES may elect that a portion of her salary (as stated in Section 4) be used to purchase a tax sheltered annuity pursuant to Section 403(b) of the *Internal Revenue Code of 1986* (the "Code"), as amended, and/or a deferred compensation plan pursuant to Code Section 457. It is understood and agreed that the cost of the purchase of any annuity or plan shall be deducted from the DIRECTOR OF STUDENT SERVICES' annual salary and shall not require an expenditure of funds by the BOARD above the amount paid to the DIRECTOR OF STUDENT SERVICES in the form of salary.

7. **HOSPITALIZATION/MAJOR MEDICAL INSURANCE** –The BOARD will provide and pay 80% of the cost of premiums for hospitalization and major medical insurance, as

either individual or family coverage, in accordance with the basic insurance coverage provided to licensed members of the professional staff. The DIRECTOR OF STUDENT SERVICES will be responsible for the remaining 20% of the cost of the premiums.

8. **TERM LIFE INSURANCE** - The BOARD will provide and pay the premiums for a term life insurance policy for the DIRECTOR OF STUDENT SERVICES for a ten (10) year term in the amount of Two Hundred Thousand Dollars (\$200,000.00). If permitted, the BOARD will assign the ownership of the term life insurance policy to a person or trust designated by the DIRECTOR OF STUDENT SERVICES, and upon termination of this Agreement will allow that owner to continue the life insurance policy at its (or her) own expense.

9. **MEDICAL EXAMINATION** – At the request of the BOARD, the DIRECTOR OF STUDENT SERVICES will obtain a comprehensive medical examination at BOARD expense, after submission to the insurance carrier. A copy of the certificate of the physician certifying the physical ability of the DIRECTOR OF STUDENT SERVICES to perform her essential job functions will be given to the President of the BOARD. The physician performing the medical examination will be one licensed to practice medicine in all of its branches and will be chosen by the Board, or by mutual agreement of the Board and DIRECTOR OF STUDENT SERVICES.

10. **SICK AND PERSONAL LEAVE** – The DIRECTOR OF STUDENT SERVICES will be entitled to fourteen (14) work days of sick leave annually. If the DIRECTOR OF STUDENT SERVICES does not use the full amount of annual sick leave allowed, the unused amount will accumulate without limit. Sick leave availability and usage will be governed by Section 24-6 of the Illinois School Code (105 ILCS 5/24-6). The DIRECTOR OF STUDENT SERVICES will receive three (3) personal leave days annually. Unused personal leave shall accumulate as sick leave.

11. **VACATION LEAVE** - The DIRECTOR OF STUDENT SERVICES will receive twenty (20) work days of vacation annually, exclusive of weekends and BOARD approved holidays for twelve-month staff. Other Spring, Summer and Winter non-student attendance periods will constitute work days unless specifically scheduled and credited toward the vacation listed above. Vacation days will be cumulative to the extent that a maximum of five (5) unused vacation days earned during a given year may be carried over for use prior to October 1 of the following contract year. The scheduling of more than five (5) consecutive vacation days will be by agreement between the Superintendent and the DIRECTOR OF STUDENT SERVICES.

12. **BUSINESS AND TRAVEL EXPENSES** - It is anticipated and agreed that the DIRECTOR OF STUDENT SERVICES will be required to incur certain personal expenses for the official business of the BOARD. As such, the BOARD agrees to reimburse the DIRECTOR OF STUDENT SERVICES for expenses incurred by her on behalf of the BOARD, which have received pre-approval by the Superintendent; subject, however, to the DIRECTOR OF STUDENT SERVICES' substantiation and the BOARD'S approval of such expenses. The DIRECTOR OF STUDENT SERVICES will submit appropriate substantiation of all business expenses incurred.

13. **MEMBERSHIP DUES** – With prior BOARD approval and upon proper substantiation, the DIRECTOR OF STUDENT SERVICES will be reimbursed for the dues and membership fees for one national and one state administrator, teacher and/or school board organization memberships to which she belongs. The BOARD shall also pay the costs for professional educational journals to which the DIRECTOR OF STUDENT SERVICES

subscribes.

14. **PROFESSIONAL ACTIVITIES** - The DIRECTOR OF STUDENT SERVICES will be encouraged to attend appropriate professional meetings and continuing education at the local, state and national levels. Within budget constraints, as approved by the Superintendent and the BOARD, the costs of attendance will be paid by the BOARD.

15. **LICENSE** - The DIRECTOR OF STUDENT SERVICES will furnish to the BOARD, during the term of this Agreement, a valid, appropriate, and properly registered license to act as DIRECTOR OF STUDENT SERVICES in accordance with the laws of the State of Illinois and as directed by the BOARD.

16. **TUITION REIMBURSEMENT** - The BOARD will reimburse the DIRECTOR OF STUDENT SERVICES for the tuition costs and fees for coursework approved by the BOARD and related to the position's duties, to a credit hour maximum of \$500 per credit hour and an annual maximum of Seven Thousand Five Hundred Dollars (\$7,500.) For reimbursement to be made, such approval must be in writing from the Superintendent and obtained in advance of taking the course. The DIRECTOR OF STUDENT SERVICES agrees that by accepting such reimbursement she is agreeing not to seek other employment for a period of two (2) years following the receipt of the last tuition reimbursement she receives from the BOARD. If the DIRECTOR OF STUDENT SERVICES voluntarily resigns her employment for reasons other than disability, retires, or is terminated pursuant to Section 17 (E) below, prior to fulfilling her two-year commitment to remain employed by the BOARD, she will immediately become liable to the BOARD for repayment of all tuition reimbursements received in the preceding three (3) years, unless otherwise agreed to in writing signed by the Parties. The DIRECTOR OF STUDENT SERVICES hereby consents to satisfying any or all of such liability from any remaining compensation that may be due to her under this Agreement or otherwise. The DIRECTOR OF STUDENT SERVICES' repayment obligation will be reduced by fifty percent (50%) if she fulfills one year of her two-year commitment, and the obligation will be eliminated upon fulfillment of the full two-year commitment. The repayment obligation will not attach if the BOARD elects not to renew the DIRECTOR OF STUDENT SERVICES' contract or if this Contract is terminated by mutual agreement.

17. **TERMINATION OF AGREEMENT** - This Agreement may be terminated by:

- A. Mutual agreement of the parties.
- B. Retirement.
- C. Resignation, provided, however, the DIRECTOR OF STUDENT SERVICES gives the BOARD at least ninety (90) days prior written notice of the proposed resignation.
- D. Disability. In the event of disability by illness or incapacity, after the DIRECTOR OF STUDENT SERVICES' sick leave has been exhausted, the compensation will be reinstated after the DIRECTOR OF STUDENT SERVICES has returned to employment and undertaken the full discharge of her duties. The BOARD may terminate this Agreement by written notice to the DIRECTOR OF STUDENT SERVICES at any time after the DIRECTOR OF STUDENT SERVICES has exhausted any accumulated sick leave and such other leave as may be available and has been absent from

her employment for whatever cause for an additional continuous period of three (3) months. All obligations of the BOARD will cease upon such termination.

If a question exists concerning the capacity of the DIRECTOR OF STUDENT SERVICES to return to her duties the BOARD may require the DIRECTOR OF STUDENT SERVICES to submit to a medical examination, to be performed by a doctor licensed to practice medicine. The BOARD and DIRECTOR OF STUDENT SERVICES will mutually agree upon the physician who will conduct the examination. The examination will be done at the expense of the BOARD. The physician will limit his/her report to the issue of whether the DIRECTOR OF STUDENT SERVICES has a continuing disability which prohibits her from performing her duties.

- E. Discharge for cause. "For cause" will mean any conduct, act, or failure to act by the DIRECTOR OF STUDENT SERVICES which is prejudicial to the School District as determined by the BOARD, including, but not limited to, neglect of duty, inefficiency or incompetence, insubordination to the Board, or violation of the terms of this Agreement. Reasons for discharge for cause will be given in writing to the DIRECTOR OF STUDENT SERVICES, who will be entitled to notice and a hearing before the BOARD to discuss the discharge. If the DIRECTOR OF STUDENT SERVICES chooses to be accompanied by legal counsel, she will bear any costs involved therein. The BOARD hearing will be conducted in closed session. The BOARD will not arbitrarily or capriciously dismiss the DIRECTOR OF STUDENT SERVICES.
- F. Failure to comply with the terms and conditions of this Agreement.

Nothing will prohibit the BOARD from suspending the DIRECTOR OF STUDENT SERVICES without pay pending completion of the requirements of this section. After the effective date of dismissal the DIRECTOR OF STUDENT SERVICES will not be entitled to further payments of compensation of any kind under this Agreement, except that the DIRECTOR OF STUDENT SERVICES will be entitled to any vested benefits payable under the terms and provisions of the Illinois Teachers' Retirement System.

18. **EVALUATION** - The BOARD and DIRECTOR OF STUDENT SERVICES agree that there will be an annual evaluation of the DIRECTOR OF STUDENT SERVICES' performance under this Agreement. The evaluation will consider, but not be limited to, an examination of the establishment and maintenance of educational goals, attainment of the student performance and academic improvement goals set forth in this Agreement, administration of personnel, rapport with the BOARD and other factors of appraisal that may be established by the parties. A written summary of each performance evaluation will be prepared by the Superintendent and given to the DIRECTOR OF STUDENT SERVICES by March 1. Failure to complete this evaluation shall not operate to extend this Agreement.

In the event that the SUPERINTENDENT determines that the performance of the DIRECTOR OF STUDENT SERVICES is unsatisfactory in any respect, the SUPERINTENDENT will describe in writing, in reasonable detail, specific instances of

unsatisfactory performance. The evaluation will include recommendations as to areas of improvement in all instances where the SUPERINTENDENT deems performance to be unsatisfactory. The DIRECTOR OF STUDENT SERVICES will have the right to make a written reaction or response to the evaluation. This response will become a permanent attachment to the evaluation and placed in the DIRECTOR OF STUDENT SERVICES' personnel file.

19. **PROFESSIONAL LIABILITY** - The BOARD agrees that it will defend, hold harmless, and indemnify the DIRECTOR OF STUDENT SERVICES from any and all demands, claims, suits, actions and legal proceedings brought against the DIRECTOR OF STUDENT SERVICES in her individual capacity, or in her official capacity as agent and employee of the BOARD provided the incident arose while the DIRECTOR OF STUDENT SERVICES was acting within the scope of her employment and excluding criminal litigation and such liability coverage as is beyond the authority of the BOARD to provide under state law. Except that, in no case, will individual BOARD members be considered personally liable for indemnifying the DIRECTOR OF STUDENT SERVICES against such demands, claims, suits, actions and legal proceedings.

20. **NOTICE** - Any notice or communication permitted or required under this Agreement will be in writing and will become effective on the day of mailing thereof by first class mail, registered or certified mail, postage prepaid, addressed:

If to the BOARD, to:

President
Board of Education
Lincolnshire-Prairie View School District 103
1370 Riverwoods Road
Lincolnshire, Illinois 60069

If to the DIRECTOR OF STUDENT SERVICES, to:

Gina Finaldi
9704 67th ST.
Kenosha, WI 53142

(or at the last address of the DIRECTOR OF STUDENT SERVICES contained in official Business Office records of the BOARD).

21. **MISCELLANEOUS**

- A. This Agreement has been executed in Illinois, and will be governed in accordance with the laws of the State of Illinois in every respect.
- B. Section headings and numbers have been inserted for convenience of reference only, and if there is any conflict between such headings or numbers and the text of this Agreement, the text will control.
- C. This Agreement may be executed in one or more counterparts, each of which will be considered an original, and all of which taken together will be considered one and the same instrument.
- D. This Agreement contains all the terms agreed upon by the parties with respect to the subject matter of this Agreement and supersedes all prior contracts, arrangements, and communications between the parties

concerning such subject matter, whether oral or written.

- E. This Agreement will be binding upon and inure to the benefit of the DIRECTOR OF STUDENT SERVICES, her successors, assigns, heirs, executors, and personal representatives, and will be binding upon, and inure to the benefit of the BOARD, its successors and assigns.
- F. Both parties have had the opportunity to seek the advice of counsel.
- G. No subsequent alteration, amendment, change, or addition to this Agreement, will be binding upon the parties unless reduced to writing and duly authorized and signed by each of them.
- H. The BOARD retains the right to repeal, change or modify any policies, procedures or regulations which it has adopted or may hereafter adopt, subject however, to restrictions contained in the *Illinois School Code* and other applicable law.
- I. If any section, provision, paragraph, phrase, clause or word contained herein is held to be void, invalid or contrary to law by a court of competent jurisdiction, it will be deemed removed herefrom, and the remainder of this Agreement will continue to have its intended full force and effect.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in their respective names and in the case of the BOARD, by its President and Secretary on the day and year first above written.

DIRECTOR OF STUDENT SERVICES

BOARD OF EDUCATION OF
LINCOLNSHIRE-PRAIRIEVIEW SCHOOL
DISTRICT 103, LAKE COUNTY, ILLINOIS

By: _____
GINA FINALDI

By: _____
President

ATTEST:

Secretary



Lincolnshire-Prairie View School District 103

Memo

To: Board of Education
From: Scott Warren
Date: January 12, 2017
Re: Approval of Employment

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

Stephanie Solovy, .68 FTE Speech and Language Pathologist Leave of Absence Sprague School, to fill resignation of Jacki Dubow, hired to fill the parental leave of Christine Okada, from January 9, 2017 through February 20, 2017.

Syndee Miller, .31 FTE Speech and Language Pathologist Leave of Absence Sprague School, contractual hire with Speech Path Specialists, Ltd. to fill resignation of Jacki Dubow, hired to fill the parental leave of Christine Okada, from January 9, 2017 through February 20, 2017.



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: January 5, 2017
RE: Employment of Stephanie Solovy, and Syndee Miller, Speech and Language Pathologists (Leave of Absence, Sprague School)

Attached for your review are the contracts for Stephanie Solovy and Syndee Miller, Speech and Language Pathologists whom we are recommending for hire to fill the vacancy created by Jacquelyn Dubow.

Jacquelyn Dubow was hired to fill the Leave of Absence position for Christine Okada, 1.0 FTE Speech and Language Pathologist at Sprague School. On 12/27/16, we received Ms. Dubow's certified letter of resignation.

Ideally, we would have liked to find one individual to cover this position; however, this is historically a hard-to-fill position when we have ample time to search and recruit. Given the unexpected and short-term nature of the resignation, and the urgency to fill it as soon as possible, we were very fortunate enough to find two individuals who could each cover a portion of the role.

Stephanie Solovy will be hired to work .68 FTE as a District employee. Syndee Miller will be hired to work .31 FTE through a contract with Speech Path Specialist, LTD. Together, Stephanie and Syndee will cover .99 FTE of the SLP position working with Early Childhood and Kindergarten students at Sprague School, from through February 22nd, when Christine Okada is scheduled to return from her maternity leave.

We strongly recommend the employment approval of both Stephanie Solovy and Syndee Miller to fill this vacancy through February 22nd. 2017.



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

MEMO

TO: Board of Education and Dr. Scott Warren, Superintendent
FROM: Julie Postma, Director of Student Services and Gina Finaldi, Assistant Director of Student Services
DATE: January 5, 2017
RE: Letter of Recommendation of Stephanie Solovy, Speech and Language Pathologist (Leave of Absence, Sprague School)

It is with great delight that we write this letter of recommendation for Mrs. Stephanie Solovy. Over the winter break, we received an unexpected resignation from Ms. Jacki Dubow, who was hired to fill the role of Ms. Christine Okada. Ms. Okada has been on parental leave from early November 2016 through late February 2017.

Stephanie Solovy was referred to us from a fellow D103 staff member, and after participating in several interviews over the holidays, she graciously and enthusiastically agreed to take on this sudden vacancy part-time (.68 FTE) for the duration of Ms. Okada's parental leave.

Stephanie received her Bachelor of Science degree in Human Development from the University of Kansas, and her Master's degree in Speech and Language Therapy from Saint Xavier University. In addition, Stephanie holds her Early Intervention certification, and has been working with children birth-to-five years old. Stephanie has 18 years of experience providing speech and language services to young children.

Stephanie 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 goal-oriented, functional, and motivating for her students". Another reference mentioned she truly cares for the children she services and develops an excellent rapport with them. Stephanie is poised, confident, and has a positive attitude.

Stephanie will bring a strong base of knowledge, experience, and therapy skills to our youngest learners, serving in a very hard-to-fill position as the Speech and Language Pathologist for the Leave of Absence at Sprague School. We are thrilled that Mrs. Stephanie Solovy will be joining the District 103 community if only for a short period of time, and we look forward to her contributions.



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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: January 5, 2017
RE: Letter of Recommendation of Syndee Miller, Speech and Language Pathologist (Leave of Absence, Sprague School)

It is with much pleasure that we write this letter of recommendation for Mrs. Syndee Miller. Over the winter break, we received an unexpected resignation from Ms. Jacki Dubow, who was hired to fill the role of Ms. Christine Okada. Ms. Okada has been on parental leave from early November 2016 through late February 2017.

Syndee Miller was recommended to us from Speech Path Specialists, Ltd. An agency we currently use for the services of another Speech and Language Pathologist in D103. However, Syndee is a known entity, as she used to work at Sprague School years ago, when SEDOL housed their Early Childhood classroom there. As such, several of our staff members, including Dr. Christy Adler, know and respect Syndee for her expertise.

Syndee Miller has enthusiastically agreed to take on this sudden vacancy part-time (.31 FTE) for the duration of Ms. Okada's parental leave. This portion of FTE is in conjunction with the .68 FTE that Stephany Solovy will be taking, so combined together, they will be filling .99 FTE of the position.

Syndee received her Bachelor of Science degree and Master of Arts degree in Speech and Language Pathology from Indiana University - Bloomington. Syndee has over 26 years of experience providing speech and language services to young children. As mentioned, she has worked for the Special Education District of Lake County (SEDOL) with student from Early Childhood to the Junior High level. For 11 of these years, she worked for the SEDOL ECAT (Early Childhood Assessment Team), conducting the preschool evaluations for our youngest students transitioning into the school system.

Syndee no doubt will bring a very strong base of knowledge, experience, and therapy skills to our youngest learners, serving in a very hard-to-fill position as the Speech and Language Pathologist for the Leave of Absence at Sprague School. We are extremely excited that Mrs. Syndee Miller 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
TEACHER CONTRACT

Speech Language Pathologist LOA
FTE: .68

<u>TEACHER</u>	<u>DEGREE</u>	<u>LANE</u>	<u>STEP</u>	<u>TRS SALARY</u>
Solovy, Stephanie	N/A	N/A	N/A	\$49.29/hour

AGREEMENT MADE THIS **17th DAY OF JANUARY, 2017** between the Board of Education of Lincolnshire-Prairie View School District 103, Lake County, Illinois, hereinafter called the BOARD, and

Stephanie Solovy
hereinafter called the TEACHER*

W I T N E S S E T H

A. EMPLOYMENT:

1. The BOARD hereby employs **Stephanie Solovy** as a legally qualified teacher, who holds a valid teaching certificate issued by the Illinois State Teacher Certification Board, with such powers and duties in that connection as may be fixed by the BOARD in this contract and in its policies, rules, and regulations. The employee shall work the days specified in the attached calendar.
2. The BOARD shall pay to the TEACHER a per diem rate of \$49.29/hour for the term commencing **January 9, 2017** in equal installments twice a month for a period of **two months (4 pay periods)**.
3. The BOARD shall indemnify and protect the TEACHER against civil rights damage claims and suits, constitutional rights damage claims and suits, and death, bodily injury, and property damage claims and suits, including the defense thereof, when damages are sought for negligent or wrongful acts alleged to have been committed in the scope of employment or under the direction of the BOARD.
- ~~4. During each school year the principal shall file for non-tenured teachers the District 103 Teacher Evaluation Form on or about December 15 and March 15 with the superintendent and provide the TEACHER with a copy of the completed evaluation.~~
5. Each newly hired TEACHER shall submit evidence of physical examination to the BOARD prior to the beginning of the school year.
6. The TEACHER shall notify the BOARD of any changes in the TEACHER'S certification status, any credit hours that he/she may have earned, and any academic course work that he/she has undertaken and completed.

B. TEACHER DUTIES:

1. The TEACHER agrees to devote effort to the development and implementation of the educational program of the BOARD.
2. The TEACHER shall be required to fulfill all requirements as specified in the Board Policy Handbook and the rules and regulations of The School Code of Illinois as from time to time in effect.
3. The TEACHER shall keep an accurate register of the daily attendance for each assigned pupil enrolled in the school, and shall make such other reports and keep records as required by the laws of the State of Illinois, the BOARD, or the administration.
4. The TEACHER shall be responsible for and deemed to have knowledge of all the rules, regulations, and policies established by the BOARD, and shall carry out duties prescribed therein. Copies of the Board Policy Handbook shall be available in each school office and school library.

C. MASTER CONTRACT:

The TEACHER agrees to be bound by the Master Contract and acknowledges receipt of a copy thereof.

D. TERMINATION:

1. In the event the TEACHER violates any of the provisions of this contract, or fails to perform the services and duties required of him/her, or violates the rules and regulations of the BOARD, or otherwise gives cause for his/her discharge, this contract shall be terminated, subject to the provisions of the School Code of Illinois. Rights of due process shall be granted where applicable.
2. In the event the TEACHER shall be dismissed by the BOARD or shall have his/her certificate suspended, revoked, or canceled by the Regional Superintendent of Schools or the State Teachers' Certification Board, the TEACHER shall not be entitled to receive any compensation from and after the date of such dismissal, suspension, revocation, or cancellation.

E. PART-TIME TEACHER ATTENDANCE EXPECTATIONS:

Part-time teachers are required to attend each full-day District institute day; they are responsible to conduct parent-teacher conferences in an amount of time proportionate with their FTE equivalent, although it does not necessarily have to be on the designated days (by mutual agreement with the building principal and/or supervisor). Part-time employees are not required, but are invited, to come to a staff meeting if it falls on a day or time when they are not required to be in attendance. They are, however, responsible for the content of the meetings. Part-time teachers who are not scheduled to work on early-release days are invited to attend these events. This information will be included in the staff assignment letters which are prepared by the Business Office.

F. NOTICE:

All notices under this contract shall be deemed properly served if given in writing and served upon the TEACHER and the President of the BOARD personally or by certified mail, return receipt requested, addressed to the party as set forth in this contract, or at such other address as may be hereinafter furnished by the TEACHER in writing.

Pursuant to an AYE and NAY vote taken and recorded at a lawful meeting of the said BOARD, this contract is executed in duplicate this **17th day of January, 2017.**

President, Board of Education

I accept the contract tendered me in the foregoing and agree to all terms, conditions, and requirements therein set forth.

Teacher

Street

City State Zip

Date



Speech Path Specialists, Ltd.

Therapy Staffing Agreement

THIS AGREEMENT is made this day of January 4, 2017, by and between the Board of Education of Lincolnshire-Prairie View School District #103, a body politic organized and operating under the *School Code of Illinois* with its principal office located at 1370 Riverwoods Road, Lincolnshire, IL 60069 (hereinafter called “Purchaser”), and Speech Path Specialists, Ltd., a corporation doing business with offices at 1636 Mulberry Drive, Lake Villa, IL 60046, (hereinafter called “Provider”).

WHEREAS, Provider, employs and provides licensed speech/language pathologists in connection therewith established and maintain general standards and specifications for speech/language pathology services in compliance with applicable State and Federal laws, and

WHEREAS, Purchaser is in need of a licensed speech/language pathologist to provide speech/language pathology services to certain students;

WHEREAS, Purchaser desires to contract with Provider for the furnishing of speech/language pathology services to certain students.

NOW THEREFORE, in consideration of the mutual promises and benefits contained herein and other good and valuable consideration, the parties agree as follows:

1. Purchaser’s Responsibilities.

A. Purchaser shall undertake and be responsible for the following obligations:

- I. It is the Purchaser’s sole responsibility to determine applicable law and notify the Provider as to what level of staff Provider must use in each given situation.
- II. Purchaser is responsible for monitoring the services performed under this Agreement by the assigned speech/language pathologist and periodically evaluate such performance, from time to time, under appropriate State and Federal regulations.
- III. Purchaser is responsible for providing sufficient information to the certified speech/language pathologist to facilitate the arrangement,

Individual Education Program planning, and meetings as directed by State and Federal regulations.

- IV. Purchaser agrees to pay a rate of seventy-five dollars (\$75.00) per hour for speech/language pathology services provided by Syndee Miller, Speech/language pathologist, under this agreement.
- V. Upon receipt of timesheets for Provider, payment shall be made by Purchaser in accordance with the *Illinois Local Government Prompt Payment Act*, 50 ILCS 505/1 et seq., and shall be strictly subject to Purchaser's timely receipt of monthly invoices and the related itemized timesheets in Section 2, A, VII, herein.

2. Provider's Responsibilities

A. Provider shall undertake and be responsible for the following obligations:

- I. Provider will maintain general liability and professional malpractice insurance in the minimum amount of one million dollars (\$1,000,000.00) for each occurrence and three million dollars (\$3,000,000.00) in the aggregate on the assigned speech/language pathologist at all times during the period of the Agreement. In the event such coverage is provided under "claims made" policy, such coverage shall remain in effect (or the covered party shall procure equivalent "tail coverage") for a period of not less than five (5) years following termination of this Agreement. Further, as evidence of such coverages, within seven (7) days of this Agreement, Provider will provide Purchaser with a current Certificate of Insurance and shall list the following additional insured on Provider's general liability policy; Board of Education of Lincolnshire-Prairie View School District No. 103. Said Certificate of Insurance shall provide for thirty (30) days written notice to Purchaser prior to cancellation of the general liability coverage.
- II. Provider shall provide duly licensed speech/language pathologist, Syndee Miller, to provide speech/language pathology services, including but not limited to, evaluations, reevaluations, and progress reports, the provision of therapy, therapy notes, and participation at staff meetings, IEP conferences, and parent conferences, on an as-needed basis and as determined by the Purchaser.
- III. The assigned speech/language pathologist will perform the services set forth in the Agreement for a .31 full-time equivalent (FTE) for the months of January and February through February 22, 2017, in accordance with the following schedule: Tuesday 8:40 – 3:40 and

Wednesday 8:40-12:40, during the 2016 – 2017 school year, pursuant to the Purchaser's school calendar.

- IV. Upon initial hire, Provider shall provide to Purchaser, prior to commencing services, a copy of all required certificates and/or licenses and other hiring documents of the speech/language pathologist providing services under this Agreement. The assigned speech/language pathologist shall hold the required certification and/or licensure to perform her duties and responsibilities in compliance with established code. The assigned speech/language pathologist, shall at times when providing services pursuant to this Agreement conform to the applicable polices, practices, procedures, and rules set forth by the standards of practice and code of ethics set forth by her professional associations.
- V. Upon initial hire, Provider shall provide, at its own expense, a criminal background check for the assigned speech/language pathologist in accordance with Section 5/10-21.9 of the *Illinois School Code*. The criminal background check must have been completed within ninety (90) days prior to the commencement of the services. If the Provider obtains the criminal background check, Provider shall provide the criminal background report to Purchaser's Business Office. If Purchaser obtains the criminal background check, Provider shall reimburse Purchaser therefore.
- VI. Provider agrees that the assigned speech/language pathologist will be under the direct supervision of Purchaser, its agents and employees. Purchaser may terminate any assignment of the speech/language pathologist at any time and for any reason. The assigned speech/language pathologist shall, at all times when providing services under this Agreement, conform to the applicable policies, practices, procedures and rules set forth by Purchaser. Purchaser retains the right to repeal, change and modify any policies or regulations which it has adopted or may hereafter adopt, subject however, to restrictions contained in the *School Code of Illinois* and other applicable law.
- VII. The assigned speech/language pathologist will complete itemized timesheets reflecting the date(s) of services, the location(s) of service, the service(s) provided, and the time incurred to the Provider. The Provider will provide detailed timesheets indicated the date(s) and hour(s) of service(s) on a monthly basis after services are provided pursuant to the Agreement. Provider will submit invoices to Purchaser on a monthly basis for services rendered under this Agreement.

- VIII. Provider will maintain Worker's Compensation Insurance for the assigned speech/language pathologist as required by State law at all times during the period of this Agreement.
- IX. Provider agrees to indemnify, hold harmless and defend Purchaser, its employees, officers, directors, and agents, against any and all liability, loss, damage, claim, demand, judgment, cause of actions, cost of expenses, including attorney's fees, arising from by reason of, based upon, or relating to, performance of any act or negligence of Provider or its speech/language pathologist during the performance of this Agreement. Notwithstanding anything to the contrary, Provider's obligations with respect to indemnification for acts described in this Section shall not apply to the extent that such application would nullify any existing insurance coverage of Provider or as to that portion of any claim of loss in which the Insurer is obligated to defend or satisfy.

3. Parties' Mutual Responsibilities

- A. The parties shall each undertake the following obligations:
 - I. Provider and Purchaser are independent contractors. Nothing in this Agreement shall be deemed to create a relationship of employer and employees, or principal and agent, or any relationship other than that of independent parties contracting with each other solely for the purpose of carrying out the provisions of this Agreement. It is understood that the assigned speech/language pathologist is an employee of Provider and shall not be deemed an employee or agent of Purchaser. Provider shall provide all compensation and withhold and remit all payroll taxes and other contributions arising from an employment relationship, including but limited to FICA, federal personal income tax, and state personal income tax. The assigned speech/language pathologist shall not be entitled to any of the rights and privileges for the employees of Purchaser, including but not limited to: vacations and vacation pay, sick leave with pay, paid holidays, life, accident or health insurance, participation in retirement programs provided by the State of Illinois or Purchaser, or severance pay upon termination of this Agreement.
 - II. The parties understand and agree that this Agreement is not exclusive in any respect and both parties are entitled to enter into similar contracts, agreements, or relationships with other parties concerning the subject matter.
 - III. The parties understand and agree that all school student records maintained by Purchaser that are used by Provider or the assigned

speech/language pathologist under this agreement shall be and remain the property of Purchaser. Each party to this Agreement shall make available to the other party to this Agreement medical and other information, as may be permitted by law, for defense of any claim. Provider and the *Family Educational Rights and Privacy Act, the Illinois School Student Records Act, the Illinois mental Health and Developmental Disabilities Confidentiality Act, and the Health Insurance Portability and Accountability Act of 1996*, and their respective regulations, regarding student records and the information contained therein as to all students to whom Provider or its speech/language pathologist provide services under this Agreement.

- IV. "Quality Assurance" means that both Provider's and Purchaser's services will be consistent with the standards generally accepted by governmental and professional review entities.
- V. The parties agree that neither will be discriminate in the performance of the Agreement against any individual on the basis of race, color, national origin, disability, religion, age, sex, ancestry, marital status, military status, sexual orientation, unfavorable discharge from military service or any other classification protected by Federal, State or local law.

4. Term

The term of the Agreement shall be for the months of January and February through February 22, 2017, in accordance with the following schedule: Tuesday 8:40 – 3:40 and Wednesday 8:40-12:40, during the 2016 – 2017 school year, as determined by Purchaser's school calendar, unless sooner terminated by either party. Either party may terminate this agreement for any reason, at any time, by delivering to the other party written notice not less than thirty (30) days in advance to the address listed in this Agreement. Provider will be entitled to recover any outstanding compensation earned as of the date of receipt of written notification form Purchaser of its termination of this Agreement.

5. Notices

All notices required or permitted hereunder shall be deemed effective if personally delivered or mailed by certified or registered mail, postage prepaid; return receipt required, to the last known addresses of the parties as set forth herein below or at such other addresses of which the party shall have received written notice. Notice shall be deemed effective when postmarked.

6. Non-Solicitation of Personnel

For the term of this Agreement and for a period of one (1) year from the termination of this Agreement, Purchaser shall not solicit or attempt to solicit for any reason personnel employed by or under the contract with Provider. If the assigned speech/language pathologist under this Agreement, obtains full-time employment, part-time employment, and/or provides any services to Purchaser, either due to a breach of this Agreement or on or after the termination of this Agreement; Purchaser hereby agrees and acknowledges paying Provider liquidated damages in the amount of ten thousand dollars (\$10,000.00).

7. Miscellaneous

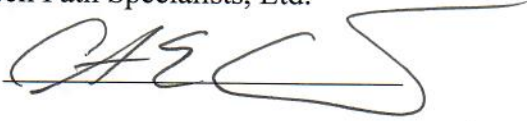
- A. This Agreement shall be governed by, construed, interpreted and enforced in accordance with the laws of the State of Illinois; provided, however, that the conflicts of law principles of the State of Illinois shall not apply to the extent they would operate to apply the laws of another state. Each of the parties agrees that jurisdiction and venue in the Circuit Court for the Lake County, Illinois or in the United States District Court for the Northern District of Illinois. Each of the parties agrees not to institute any litigation in any other jurisdiction or venue in connection with the dispute herewith. Each of the parties further agrees to waive any defense that Lake County, Illinois or the United States District Court for Northern District of Illinois is an improper or inconvenient court or venue for any litigation arising in connection herewith.
- B. This is the complete and total agreement of the parties and thereby superseded all other prior oral or written agreements. This Agreement will not be amended, modified or waived, in any respect whatsoever, unless expressly approved by the parties in writing. The provisions of this Agreement shall be severable and if any provision shall be prohibited by law, invalid or unenforceable in whole or in part for any reason, the remaining provisions shall remain in full force and effect.
- C. This Agreement shall be binding upon and inure to the benefit of Provider, its successors and assigns, and shall be binding upon, and inure to the benefit of the Purchaser, its successors and assigns.
- D. Both parties have had the opportunity to seek the advice of counsel.
- E. This Agreement may be executed in one or more counterparts, each of which shall be considered an original, and all of which taken together shall be considered one and the same instrument.
- F. All representations and warranties made by each party in this Agreement, and all covenants and obligations of each party which are to be performed after the termination of this Agreement, shall survive the termination of this Agreement.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in their respective names and, in the case of Purchaser by the President and Secretary of its Board of Education, on the day and year written below.

Board of Education of Lincolnshire-
Prairie View School District #103
Lake County, Illinois

Speech Path Specialists, Ltd.

By: _____
President

By:  _____

Attest: _____
Secretary

Printed Name: Chet E. Canth

Title: President

Date: _____

Date: 01/04/2017



Lincolnshire-Prairie View School District 103

Memo

To: Board of Education
From: Scott Warren
Date: January 12, 2107
Re: Approval of Resignation

Enclosed is a letter of resignation for Jacki Dubow, Speech Language Pathologist Leave of Absence Sprague School.

Wiegand Psychological Services, LLC
Daniella Wiegand, Psy.D.
1248 American Way
Libertyville, IL 60048

December 13, 2016

Mr. Scott Warren, Ed.D.
Superintendent
Lincolnshire-Prairie View, District 103
1037 N. Riverwoods Rd.
Lincolnshire, IL 60069

Dear Dr. Warren:

I have been treating Ms. Jaqueline Dubow for many years for issues related ADHD and stressful life events. In processing her father's unexpected death and the added responsibilities coping with his complicated estate, it is clear that she is very overwhelmed. It is my clinical opinion that a full time job in a new position and this added stressor are far more than Ms. Dubow can cope with at this time. I think it would be in the best interests of the district and more importantly the students that Ms. Dubow be released from her contract. If you have any further questions, you can contact me at (847) 313-0977.

Sincerely,

Daniella Wiegand, Psy.D.

Daniella Wiegand, Psy.D.
Licensed Clinical Psychologist
Business Phone: (847) 313-0977
Fax Number: (224) 433-6998
E-mail: wiegandpsych@gmail.com

December 16, 2016

Scott Warren, Ed. D.
Superintendent
Lincolnshire-Prairie View District 103
1037 N. Riverwoods, Il. 60069

Dr. Warren

It is with deep regret I am writing this letter. Following the untimely and unexpected death of my father, on the third day of my assignment, I find the unforeseen family obligations which require significant amounts of my attention coupled with the responsibilities of a new, full time job to be highly stressful. This stress could, over time, be less than ideal for the students I work with. It is knowing this that I submit this resignation. Attached please find my doctor's letter confirming this situation.

Thank you for allowing me the opportunity to work with the students and staff of District 103. I wish them all the best for the future.

Respectfully submitted



Jacquelyn Dubow CCC-SpL



Lincolnshire-Prairie View School District 103

Memo

To: Board of Education
From: Scott Warren
Date: January 12, 2017
Re: Approval of Field Trip

The Science Olympiad team is requesting to attend the Solon Science Olympiad Invitational in Solon, Ohio which will occur on February 4, 2017. Field trips and recreational trips that are over 250 miles from the District require Board approval. Information regarding the trip and student roster is included for your review. I recommend the Board approve that the Science Olympiad team attend the Solon Invitational.

Overnight Trip Request Form

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

School: DANIEL WRIGHT JR HIGH
Student(s)/Grade(s)/Group(s) Participating: SCIENCE OLYMPIAD
Dates of Trip (inclusive): 2/3-2/5
No. of School Days Missed: 1
Destination(s): OLON, OHIO
Reason for Trip: COMPETITION
Name(s) of Supervisor(s): BUCKLEY / BUCKARDT
Mode of Transportation: BUS / CAR
Transportation Provided by: MOTOR COACH BUS
Participant Costs: ~~BUS~~ Transportation meals Lodging
Costs Paid by: FAMILIES
District Cost: \$170 + COACH TRAVEL (\$200 offset)
Other Pertinent Information: _____

Mary Ann Buckley
Signature of Principal: _____ Date: 12-13-16

Board of Education Approval:

Date: _____

Student Name	Grade	Parent (Mom)	Parent (Dad)
Cagan-Petersen, Jacob	8	Elizabeth Cagan	Mark Petersen
Cai, Anna	7	Lili Chen	Zheng Cai
Chen, Justin	8	Yong Chen	Yong Chen
Cheng, Jennifer	8	Julia Liu	Limin Cheng
Gantt, Hayden	8	Sandra Gantt	Erick Gantt
Gordon, J.P.	8	Kathy Gordon	Gary Gordon
Gowrisankar, Krethikram	8	Kalaivani Jaganathon	Gowri Devarajan
Gowrisankar, Sriesakthi	7	Kalaivani Jaganathon	Gowri Devarajan
Harper, Ryan	7	Kate Harper	Scott Harper
Hu, Emily	7	Limin Peng	Xiaotao Hu
Kim, Michael	8	Sueanne Kim	Don Kim
Li, Iris	6	Yiwen Wu	Yijie Li
Li, Katherine	6	Yingbin Qu	Wei Li
Liu, Andrew	7	Holly Tang	Sixing Liu
Liu, Emily	8	Lijuan, Huang	Yongjian Liu
Liu, Hannah	8	Weimin Song	Jianzhong Liu
Mohan, Sneha	8	Durga Mohan	Mohan Chettiar
Rath, Shruti	7	Prathiba Nagarajo	Debasis Rath
Ren, Greycen	7	Shuping Guo	Yonglin Ren
Simon, Nathan	6	Sandy Simon	Doug Simon
Vijay, Yash	6	Sammy Vijay	Vijay Ventkatesh
Vontikommu, Priya	8	Madhavi Vontikommu	Bhaskar Vontikommu
Xiao, Sophia	8	Emma Yao	Blake Xiao
Xue, Sabrina	7	Kim Wai	Zhaohui Xue
You, Lillian	7	June Jia	Ken You
Zeng, Alicia	7	Ning Zheng	J.D. (Jingdong) Zeng
Zhou, Eric	7	Sherri Liang-Zhou	Songie Zhou
Zhu, Mathew	6	Ting Si	Wayne Zhu
Zhu, William	7	Xihe Xu	Yidong Zhu



Lincolnshire-Prairie View School District 103

Memo

To: Board of Education
From: Scott Warren
Date: January 12, 2017
Re: 2017-2018 School Calendar Discussion

The Calendar Committee has proposed the 2017-2018 School Calendar for the Board's review. Due to the construction that will occur at both Sprague and Half Day schools, the Committee is recommending August 28, 2017 as the first day of school for students. The last day of school is recommended to be June 8, 2018. With the addition of two teacher work days to the calendar, the committee is recommending the following non-student in attendance days as Teacher Inservice/work days:

August 24, 2017
August 25, 2017
November 27, 2017
November 28, 2017
January 8, 2018
March 6, 2018

The Teacher Inservice days were scheduled before school begins, after Thanksgiving and winter break, and after Casimir Pulaski Day to provide more consistency with the school week for students.

Due to the limitations of the State calendar system, evening Parent Teacher conferences need to be reported differently than they appear on the enclosed calendar. Fall Parent Teacher Conferences will occur on the following days:

November 16, 2017 will be a full day of school for students with conferences in the evening
November 20, 2017 will be a half-day of school for students with conferences in the afternoon and evening
November 21, 2017 will be a non-attendance day.

A discussion regarding the proposed calendar will occur at the Board meeting.

2017-2018 Proposed Public School Calendar for Lincolnshire-Prairieview SD 103, Draft, as of 1/12/2017

Codes: X = attendance day; XHI, XHPT, XID, XDS, XHS, XHSW, XHII, XHPH, XHSH = half attendance day; XH = holiday attendance waiver; FPT, FPTH, WFPT = full day parent teacher conference; FI, WFI, FIH = teacher inservice; PI, TI, TIH = parent/teacher institute; ED = emergency day; XED = proposed emergency day; HOL = holiday; NIA = not in attendance

Total Days of Attendance: 179 **Regular Day:** 8:30AM - 3:35PM **Instruct. Day Lgth:** 6 Hrs. 37 Mins.

July 2017							August 2017							September 2017						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
26	27	28	29	30	1	2	31	1	2	3	4	5	6	28	29	30	31	1	2	3
3	4 HOL	5	6	7	8	9	7	8	9	10	11	12	13	4	5 X	6 X	7 X	8 X	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12 X	13 X	14 X	15 X	16	17
17	18	19	20	21	22	23	21	22	23	24 TI	25 TI	26	27	18	19 X	20 X	21 NIA	22 X	23	24
24	25	26	27	28	29	30	28 X	29 X	30 X	31 X	1	2	3	25 X	26 X	27 X	28 X	29 X	30	1
31	1	2	3	4	5	6	4	5	6	7	8	9	10	2	3	4	5	6	7	8

July Atnd: 0 Accum: 0 Aug Atnd: 4 Accum: 4 Sept Atnd: 19 Accum: 23

October 2017							November 2017							December 2017						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
25	26	27	28	29	30	1	30	31	1 X	2 X	3 X	4	5	27	28	29	30	1 X	2	3
2	3 X	4 X	5 X	6 X	7	8	6 X	7 X	8 X	9 X	10 X	11 HOL	12	4	5 X	6 X	7 X	8 X	9	10
9	10 X	11 X	12 X	13 X	14	15	13 X	14 X	15 X	16 X	17 X	18	19	11	12 X	13 X	14 X	15 X	16	17
16	17 X	18 X	19 X	20 X	21	22	20 XHS	21 FPT	22 NIA	23 HOL	24 NIA	25	26	18	19 X	20 X	21 X	22 X	23	24
23	24 X	25 X	26 X	27 X	28	29	27 TI	28 TI	29 X	30 X	1	2	3	25 HOL	26 NIA	27 NIA	28 NIA	29 NIA	30	31
30	31 X	1	2	3	4	5	4	5	6	7	8	9	10	1	2	3	4	5	6	7

Oct Atnd: 21 Accum: 44 Nov Atnd: 16 Accum: 60 Dec Atnd: 16 Accum: 76

January 2018							February 2018							March 2018						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
25	26	27	28	29	30	31	29	30	31	1 X	2 X	3	4	26	27	28	1 XHS	2 FPT	3	4
1	2 NIA	3 NIA	4 NIA	5 NIA	6	7	5 X	6 X	7 X	8 X	9 X	10	11	5	6 TI	7 X	8 X	9 X	10	11
8	9 TI	10 X	11 X	12 X	13	14	12 X	13 X	14 X	15 X	16 X	17	18	12	13 X	14 X	15 X	16 X	17	18
15	16 X	17 X	18 X	19 X	20	21	19 NIA	20 X	21 X	22 X	23 X	24	25	19	20 X	21 X	22 X	23 X	24	25
22	23 X	24 X	25 X	26 X	27	28	26 X	27 X	28 X	1	2	3	4	26	27 NIA	28 NIA	29 NIA	30 NIA	31	1
29	30 X	31 X	1	2	3	4	5	6	7	8	9	10	11	2	3	4	5	6	7	8

Jan Atnd: 16 Accum: 92 Feb Atnd: 19 Accum: 111 Mar Atnd: 14 Accum: 125

April 2018							May 2018							June 2018						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
26	27	28	29	30	31	1	30	1 X	2 X	3 X	4 X	5	6	28	29	30	31	1 XHS	2	3
2	3 X	4 X	5 X	6 X	7	8	7 X	8 X	9 X	10 X	11 X	12	13	4	5 X	6 X	7 X	8 XHI	9	10
9	10 X	11 X	12 X	13 X	14	15	14 X	15 X	16 X	17 X	18 X	19	20	11	12 XED	13 XED	14 XED	15 XED	16	17
16	17 X	18 X	19 X	20 X	21	22	21 X	22 X	23 X	24 X	25 X	26	27	18	19	20	21	22	23	24
23	24 X	25 X	26 X	27 X	28	29	28 HOL	29 X	30 X	31 X	1	2	3	25	26	27	28	29	30	1
30	1	2	3	4	5	6	4	5	6	7	8	9	10	2	3	4	5	6	7	8

Apr Atnd: 21 Accum: 146 May Atnd: 22 Accum: 168 June Atnd: 11 Accum: 179



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>

Memo

To: Board of Education
From: John Herrin
CC: Dan Stanley, Scott Warren
Date: January 17, 2017
Re: ACH Payment of Vendors

As much as possible, we are trying to move towards being as paperless as we can be. Not only is there a cost to actual paper, but in this 21st century, paper is increasingly unnecessary.

To that end, we would like to move forward with paying out vendors using an ACH Direct Deposit system in addition to our check system. The change is merely in the method of payment. Instead of a paper check, money will be sent electronically the day after the Board approves the bills. We cannot avoid all paper checks at this point, but this is starting point.

In regards to the Board approval process, nothing will change; the reports will be the same.

We anticipate that this will save the district money in paper costs, printing costs, and manpower hours. Additionally, this will save us time in tracking down old outstanding checks (sometimes for very little dollar amounts) as the money will be sent directly to the bank. To be clear, the savings will likely be small, but it's a savings nonetheless.

We have worked out all the details with the bank, legal approvals, and tested the system. We are ready to go live with this and intend to implement this following the February 21st Board meeting's Approval of Bills.





Lincolnshire-Prairie View School District 103

Memo

To: Board of Education
From: Scott Warren
Date: January 12, 2017
Re: Press Policy 1st Reading Issue 93

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

Policy Updates – Issue 93

2:120	Board Member Development
2:125	Board Member Compensation: Expenses
2:125-E1	Exhibit- Board Member Expense Reimbursement Form
2:125-E2	Exhibit - Board Member Estimated Expense Approval Form
2:125-E3	Exhibit - Resolution to Regulate Expense Reimbursements
2:200	Types of Board of Education Meetings
2:220-E1	Exhibit - Board Treatment of Closed Meeting Verbatim Recordings & Minutes
2:220-E2	Exhibit - Motion to Adjourn to Closed Meeting
2:220-E4	Exhibit - Open Meeting Minutes
2:220-E5	Exhibit - Semi-Annual Review of Closed Meeting Minutes
2:220-E6	Exhibit - Log of Closed Meeting Minutes
2:220-E7	Exhibit - Access to Closed Meeting Minutes and Verbatim Recordings
2:220-E8	Exhibit - School Board Records Maintenance Requirements and FAQs
4:60	Purchases
4:110	Transportation
4:175	Convicted Child Sex Offender; Screening; Notifications
5:10	Equal Employment Opportunity and Minority Recruitment
5:60	Expenses
5:100	Staff Development Program
5:125	Personal Technology and Social Media; Usage and Conduct
5:185	Family and Medical Leave
5:190	Teacher Qualifications
5:250	Leaves of Absence
5:260	Student Teachers
5:280	Educational Support Personnel - Duties and Qualifications
5:330	Educational Support Personnel - Sick Days, Vacation, Holidays, and Leaves
6:15	School Accountability

6:50	School Wellness
6:60	Curriculum Content
6:160	English Learners
6:170	Title I Programs
6:340	Student Testing and Assessment Program
7:50	School Admissions and Student Transfers To and From Non-District Schools
7:60	Residence
7:70	Attendance and Truancy
7:250	Student Support Services
7:260	Exemption from Physical Education
7:305	Student Athlete Concussions and Head Injuries
7:310	Restrictions on Publications: Elementary Schools
8:30	Visitors to and Conduct on School Property
8:70	Accommodating Individuals with Disabilities

DRAFT UPDATE

Board of Education

Board Member Development

The Board of Education desires that its individual members learn, understand, and practice effective governance principles. The Board is responsible for member orientation and development. Board members have an equal opportunity to attend state and national meetings designed to familiarize members with public school issues, governance, and legislation.

The Board President and/or Superintendent shall provide all Board members with information regarding pertinent educational materials, publications, and notices of training or development.

Mandatory Board Member Training

Each Board member is responsible for his or her own compliance with the mandatory training laws that are described below:

1. Each Board member ~~elected or appointed to fill a vacancy of at least one year's duration~~ must complete at least 4 ~~four~~ hours of professional development leadership training in education and labor law, financial oversight and accountability, and fiduciary responsibilities within the first year of his or her first term. ~~This requirement is applicable to Board members who are elected after June 13, 2011 or who are appointed to fill a vacancy of at least one year's duration after that date.~~
2. Each Board member must complete training on the Open Meetings Act no later than 90 days after taking the oath of office for the first time. After completing the training, each Board member must file a copy of the certificate of completion with the Board. Training on the Open Meetings Act is only required once.
3. Each Board member must complete a training program on evaluations under the Performance Evaluation Reform Act (PERA) before participating in a vote on a tenured teacher's dismissal using the optional alternative evaluation dismissal process. This dismissal process is available after the District's PERA implementation date.

The Superintendent or designee shall maintain on the District website a log identifying the complete training and development activities of each Board member, including both mandatory and non-mandatory training.

Professional Development: Adverse Consequences of School Exclusion; Student Behavior

~~The Board President or Superintendent, or their designees, will make reasonable efforts to provide ongoing professional development to Board members about the adverse consequences of school exclusion and justice system involvement, effective classroom management strategies, culturally responsive discipline, and developmentally appropriate disciplinary methods that promote positive and healthy school climates, i.e., Senate Bill 100 training topics.~~

New Board Member Orientation

The following steps are taken to orient newly elected or appointed Board of Education members:

1. The Board President or designee shall arrange a meeting with new Board member(s) for the purpose of explaining and answering questions about Board processes and procedures.
2. The Superintendent or designee shall arrange a meeting of the Board President, the Superintendent, and the new member for the purpose of answering questions and acquainting the member with the District.
3. The Superintendent shall give each new Board of Education member copies of the Board of Education Policy Manual, the Board of Education meetings minutes for the past year, and

AtW
yes

Optional
No

Comment [APowell1]:
Updated to remove the past date.
Issue 93, October 2016

Comment [APowell2]:
Optional. The School Code encourages Board members to be trained on these issues. A course on SB 100 will soon be available through IASB's Online Learning Center (OLC). Inquire at: onlinelearning@iasb.com.
Issue 93, October 2016

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other helpful information including material explaining the Board of Education's roles and responsibilities.

4. The Board President may request a veteran Board member to mentor a new member.
5. New members are encouraged to attend workshops for new members conducted by the Illinois Association of Board of Educations.

Candidates

The Superintendent or designee shall invite all current candidates for the office of Board of Education member to attend (1) Board of Education meetings, except that this invitation shall not extend to any closed meetings, and (2) pre-election workshops for candidates.

LEGAL REF.: 5 ILCS 120/1.05 and 120/2.
105 ILCS 5/10-16a and 5/24-16.5.

CROSS REF.: 2:80 (Board Member Ethics), 2:125 (Board Member Compensation; Expenses)

ADOPTED: ~~October 15, 2013~~

DRAFT UPDATE – REWRITTEN

2:125 - BOE

Board of Education

Board Member Compensation; Expenses ¹

Board Member Compensation Prohibited ²

Board of Education members provide volunteer service to the community and may not receive compensation for services, except that a Board member serving as the Board Secretary may be paid an amount up to the statutory limit if the Board so provides.

Roll Call Vote ³

All Board member expense requests for travel, meals, and/or lodging must be approved by roll call vote at an open meeting of the Board.

Regulation of School District Expenses ⁴

The Board regulates the reimbursement of all travel, meal, and lodging expenses in the District by resolution. ⁵ No later than approval of the annual budget and when necessary, ⁶ the Superintendent will

Comment [APowell1]:

This policy implements the Local Government Travel Expense Control Act, 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17.

The footnote material is provided here for your information; once this policy has been adopted, the footnotes and copyright information will be removed.

Issue 93, October 2016

Comment [APowell2]:

The introduction provides information to the community that board members are public servants, and they do not receive *perks* or *compensation*.

Issue 93, October 2016

Comment [APowell3]:

50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17 allows boards to determine this timeline locally.

Other options for the timing of when boards should set the MARA include:

- OPTION 1: Delete *No later than approval of the annual budget* and replace it with *"At the start of each fiscal year."*
- OPTION 2: Delete *No later than approval of the annual budget* and replace it with *"At the start of each school year."*
- OPTION 3: Delete *No later than approval of the annual budget* and replace it with *"At the start of each calendar year"* or
- OPTION 4: Delete *"No later than approval of the annual budget"* and replace it with *"When presenting the proposed budget"*.

Consider consulting the board's auditors to assist with this decision.

Issue 93, October 2016

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State law controls this policy's content (105 ILCS 5/10-9, 5/10-10 and 5/22-1 (no compensation allowed, conflicts of interest prohibited); 105 ILCS 5/10-22.32 (expense advancements); and the Local Government Travel Expense Control Act (ECA) 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17 (regulation of travel expenses)). The deadline for implementation of this policy under the ECA is 7-1-17, but as a practical matter, see the third paragraph of f/n 3, below.

² The legal limit for board secretary compensation is \$500 (105 ILCS 5/10-14).

³ 50 ILCS 150/15, added by P.A. 99-604, eff. 1-1-17, 105 ILCS 5/10-7 also states, "[o]n all questions involving the expenditure of money, the yeas and nays shall be taken and entered on the records of the proceedings of the board," i.e., a *roll call vote*.

Although the School Code has always required a roll call vote on public expenditures, on and after 60 days after the effective date of the ECA, a roll call vote will also be required for any:

1. Officer or employee of the board that exceeds the *maximum allowable reimbursement amount* (MARA) set by the board in its resolution to regulate expenses, and
2. Board member (50 ILCS 150/15, added by P.A. 99-604, eff. 1-1-17).

A majority of school law firms agree that the "on or after 60 days" date discussed in the paragraph above is 3-2-17. Some school law firms will use the date 3-1-17. There is also a policy-component deadline "[o]n and after 180 days after the effective date of [the ECA]." That date is 6-30-17. Many school law firms opine that, as a practical matter, boards should complete both the MARA and policy requirements of the ECA by late Feb. 2017 and no later than 3-1-17. Consult the board attorney about these dates. See f/n 13, below for more discussion about amending or adopting another resolution when expenses exceed the MARA required by the ECA.

⁴ 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17 requires boards to regulate the reimbursement of expenses by *resolution or ordinance*. Unlike like the powers granted by the Ill. General Assembly to municipalities to pass ordinances, school boards govern by rules referred to as *policies* (105 ILCS 5/10-20.5). Further, school boards may only exercise powers given to them that are consistent with the School Code that may be requisite or proper for the maintenance, operation, and development of any school or schools under the jurisdiction of the board (105 ILCS 5/10-20). Therefore, to effectuate the intent of the ECA's requirement to *regulate* expenses with an ordinance or resolution and stay within the confines of the School Code and best practice (minimize liability while aligning with the IASB "Foundational Principles of Effective Governance"), the language in this subhead:

1. Retains with the board its duty to *regulate* expenses through policy with a reference to a resolution that will define and set the types of allowable expenses in the district through the adoption of board policies 2:125, *Board Member Compensation: Expenses* and 5:60, *Expenses* (105 ILCS 5/10-20)(see f/n 5, below);
2. Delegates to the superintendent the duty to recommend an appropriate MARA to the board for adoption in its resolution to regulate expenses (see f/n 7, below).

2:125

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recommend a maximum allowable reimbursement amount for expenses to be included in the resolution.⁷ The recommended amount should be based upon the District's budget and other financial considerations.⁸

Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the Board member,⁹ (2) anyone's personal expenses,¹⁰ or (3) entertainment expenses.¹¹ Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events,

⁵ *Id.* For a sample resolution, see 2:125-E3, *Resolution to Regulate Expense Reimbursements*. Consult the board attorney about how often the board should adopt or revisit its resolution (see *f/n*s 6 and 8, below). For discussion about setting an annual time of year to adopt the resolution, see *f/n* 6, below.

⁶ 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17 allows boards to determine this timeline locally.

While the ECA does not require boards to adopt an *annual* resolution to regulate expenses, an annual review provides a way for the board to monitor this policy's implementation and its duties under the ECA and policy 2:240, *Board Policy Development*.

This sample policy uses "No later than approval of the annual budget" to align with 105 ILCS 5/17-1 (annual budget adoption within the first quarter of each fiscal year). The words *and when necessary* allow for flexibility in situations discussed in *f/n* 13, below (*emergency and/or an extraordinary circumstance*).

Consider consulting the board's auditors to assist with this decision. Other options for the timing of when boards should set the MARA include:

1. Deleting ~~No later than approval of the annual budget~~ and replacing it with "At the start of each fiscal year"
2. Deleting ~~No later than approval of the annual budget~~ and replacing it with "At the start of each school year"
3. Deleting ~~No later than approval of the annual budget~~ and replacing it with "At the start of each calendar year" or
4. Deleting "~~No later than approval of the annual budget~~" and replacing it with "When presenting the proposed budget".

⁷ For practical purposes, this duty is delegated to the superintendent because:

1. The School Code:
 - a. Allows the board to delegate duties to the superintendent (105 ILCS 5/10-16.7), and
 - b. Assigns to the superintendent the duty to make recommendations to the board concerning the budget (105 ILCS 5/10-21.4); and
2. The MARA should be based upon a district's financial resources and other considerations important to the local district.

⁸ The ECA does not define MARA or how to determine it (see the first sentence of *f/n* 6, above). The board and superintendent should have a conversation that addresses at minimum the following topics:

1. Should the superintendent use and refer to line items from the current budget?
2. Would the board set per diems or set a very large number for the board and/or all of the district employees – both have their advantages and disadvantages.
3. Should the board categorize MARA by activity?
4. Will it categorized by individual responsibilities to the district or job titles/classes?
5. Should there be an amount category for each type of travel: airfare, train, automobile, taxi, etc.?
6. Will there be a special category for recurring and/or required training opportunities for teachers and board members?

These choices will depend upon many factors, including the budget, perhaps an auditor's recommendation, the community's preferences, and advice from the board attorney.

Amend the language throughout this subhead and in the fourth WHEREAS paragraph in 2:125-E3, *Resolution to Regulate Expense Reimbursements* to reflect local preferences. Consider that inserting the actual MARA into the policy would likely require more formal continual policy updates as opposed to amending the resolution if a board needs to increase its MARA for any reason. For example, see the discussion in *f/n* 13, below.

⁹ 105 ILCS 5/10-22.32. The final paragraph of this law prohibits money for expenses from being advanced or reimbursed to any person other than a board member or employee of the district.

¹⁰ Optional. *Personal expenses* are not defined in 50 ILCS 150/25, added by P.A. 99-604, eff. 1-1-17 or 105 ILCS 5/10-22.32. Consult the board attorney about this term and delete it only at the direction of the board attorney. Excluding personal expenses from advancements, reimbursements, and purchase orders is a generally-accepted best practice. The practice also aligns well with the State's widely-accepted transparency movement. Reimbursing personal expenses is also a magnet for the media.

¹¹ 50 ILCS 150/25, added by P.A. 99-604, eff. 1-1-17.

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or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event.¹²

Exceeding the Maximum Allowable Reimbursement Amount(s)

All requests for expense advancements, reimbursements, and/or purchase orders that exceed the maximum allowable reimbursement amount set by the Board may only be approved by it when:

1. The Board's resolution to regulate expenses allows for such approval;
2. An emergency or other extraordinary circumstance exists; and
3. The request is approved by a roll call vote at an open Board meeting. ¹³

Advancements

The Board may advance to its members actual and necessary expenses to be incurred while attending:¹⁴

1. Meetings sponsored by the Illinois State Board of Education or by the Regional Superintendent of Schools;¹⁵
2. County or regional meetings and the annual meeting sponsored by any school board association complying with Article 23 of the School Code; and
3. Meetings sponsored by a national organization in the field of public school education.

Expense advancement requests must be submitted to the Superintendent or designee on the Board's standardized estimated expense approval form. After spending expense advancements, Board members must use the Board's standardized expense reimbursement form and submit to the Superintendent: (a) the itemized, signed advancement voucher that was issued, and (b) the amount of actual expenses by attaching receipts. A Board member must return to the District any portion of an

Comment [APowell4]:

The Ill. Gen. Assembly abolished the Regional Office of Education for Suburban Cook County and transferred its duties and powers to Intermediate Service Centers.

OPTION: Use this alternative for districts in suburban Cook County: replace "Regional Superintendent of Schools" with "appropriate Intermediate Service Center."

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The footnotes are not intended to be part of the adopted policy: they should be removed before the policy is adopted.

¹² *Id.*

¹³ 50 ILCS 150/10 and 15, added by P.A. 99-604, eff. 1-1-17. A board may need to revisit its resolution to regulate expenses more often than annually if (a) an expense reimbursement amount exceeds the MARA set in the board's resolution, and (b) an *emergency* or an *extraordinary circumstance* does not exist. Consult the board attorney in these circumstances to determine whether the board may need to revisit and amend its resolution to increase the MARA before approving the expenses exceeding it.

Emergency or an *extraordinary circumstance* is not defined by the ECA, but these terms are meant to allow boards flexibility when expenses exceed the MARA. Yet approving expense reimbursement requests that exceed the MARA as *emergencies* or *extraordinary circumstances* when the board or superintendent "did not plan well" or "an organization's conference fees went up more than expected this year after the board adopted its resolution." may open the board to public relations and other legal challenges. See *Laukhuf v. Board of Education*, 2003 WL 23936148 (Ill. Cir. 2003) (addressing what constitutes an *emergency* in the context of the Open Meetings Act, which similar to the ECA, also does not define the term, and holding an emergency meeting to cure a situation that a school board created itself is not an emergency within the confines of OMA).

While the ECA does not provide for specific legal penalties for the wrongful approval of expenses, it is not clear whether a court may find in circumstances of poor MARA planning, that an *emergency* or *extraordinary circumstance* under the ECA did not exist and grant relief requested by a challenger as allowed under State law.

¹⁴ 105 ILCS 5/10-22.32 authorizes advancements for the listed items. This advancement language pre-dates the ECA and is narrower than the ECA. A reasonable interpretation is that the MARA required in the ECA would apply to any advancement amount. This policy seeks to reconcile and highlight the differences between the School Code and the ECA requirements by separating School Code advancements into a separate subhead from ECA reimbursements (estimated and actual). For more distinctions between these laws and further discussion, see *t/n* 20, below.

¹⁵ Use this alternative for districts in suburban Cook County: replace "Regional Superintendent of Schools" with "appropriate Intermediate Service Center." The Ill. Gen. Assembly abolished the Regional Office of Education for Suburban Cook County and transferred its duties and powers to Intermediate Service Centers.

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expense advancement not used.¹⁶ If an expense advancement is not requested, expense reimbursements may be issued by the Board to its members for the activities listed in numbers one through three, above, along with registration fees or tuition for a course(s) that allowed compliance with the mandatory trainings described in policy 2:120, *Board Member Development* and other professional development opportunities that are encouraged by the School Code (see the **Reimbursements and Purchase Orders** subhead, below).¹⁷ Expense advancements and vouchers shall be presented to the Board in its regular bill process.

Reimbursements and Purchase Orders

Expense reimbursement is not guaranteed and, when possible, Board members should seek pre-approval of expenses¹⁸ by providing an estimation of expenses on the Board's standardized estimated expense approval form, except in situations when the expense is diminutive. When pre-approval is not sought, Board members must seek reimbursement on the Board's standardized expense reimbursement form. Expense reimbursements and purchase orders shall be presented to the Board in its regular bill process.

Standardized Expense Form(s) Required¹⁹

All requests for expense advancement, reimbursement, and/or purchase orders in the District must be submitted on the appropriate itemized, signed standardized form(s). The form(s) must show the following information:

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹⁶ 105 ILCS 5/10-22.32 requires the return of excess advancements that are issued.

¹⁷ Boards have this power under 105 ILCS 5/10-20; this statute specifies that the grant of powers to school boards is not exclusive and that school boards may exercise other powers that are not inconsistent with duties. A board may expand this provision's scope by amending and adding to the sentence as follows:

"~~and~~ other professional development opportunities that are encouraged by the School Code, and other training provided by one of the entities described in the above list."

See also ¶n 8 in policy 2:120, *Board Member Development* for an example of a board member professional development opportunity that is encouraged by the School Code.

¹⁸ Optional. Consult the board attorney to determine whether a pre-approval process is appropriate for the district. Neither 105 ILCS 5/10-22.32 (expense advancements) nor 50 ILCS 150/ (expense reimbursements and estimates) address expense pre-approvals. 50 ILCS 150/20 states: "an *estimate* if expenses have not been incurred ..." or "a *receipt* ... if the expenses have already been incurred," suggesting no pre-approval is necessary. However, pre-approval is a best practice, and a board member who incurs expenses without pre-approval may run the risk that his or her expenses will not be approved. On the other hand, submitting estimated expenses for approval begs a pre-approval process, and some attorneys may read the law to require pre-approval of expenses. The pre-approval process also provides school officials with better information for financial planning.

Consult the board attorney to determine whether a pre-approval process is appropriate for the district. If it is required, ensure that 2:125-E3, *Resolution to Regulate Expense Reimbursements* reflects the district's specific pre-approval requirements. For an example of a standardized *estimated* expense form that could be used as a form of pre-approval, see 2:125-E2, *Board Member Estimated Expense Approval Form*. The form provides three methods for board members to submit estimated expenses: providing estimated expenses (50 ILCS 150/), expense advancements for the specific activities (105 ILCS 5/10-22.32), or a purchase order.

¹⁹ 50 ILCS 150/20, added by P.A. 99-604, eff. 1-1-17. The School Code uses the term *voucher* for expense advancements (105 ILCS 5/10-22.32). The PRESS materials on expenses marry the School Code's advancement voucher requirement into the ECA's requirement for a standardized estimated expense form. For an example, see 2:125-E2, *Board Member Estimated Expense Approval Form* and 5:60-E2, *Employee Estimated Expense Approval Form*. These forms provide three methods for board members or district employees to submit anticipated/estimated expenses:

1. Providing estimated expenses under 50 ILCS 150/,
2. Requesting expense advancements for the activities listed under 105 ILCS 5/10-22.32, or
3. Obtaining a purchase order (highly unlikely for anticipated board member expenses but possible).

2:125

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Please review this material with your school board attorney before use.

NS

Comment [APowell15]:
OPTION: A board may expand this provision's scope by amending and adding to the sentence as follows:
"~~and~~ other professional development opportunities that are encouraged by the School Code, and other training provided by one of the entities described in the above list."
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1. The amount of the estimated or actual expense, with attached receipts for actual incurred expenses.
2. The name and office of the Board member who is requesting the expense advancement or reimbursement. Receipts from group functions must include the names, offices, and job titles of all participants.²⁰
3. The date(s) of the official business on which the expense advancement or reimbursement will be or was expended.
4. The nature of the official business conducted when the expense advancement or reimbursement will be or was expended.

Types of Official Business for Expense Advancements, Reimbursements, and Purchase Orders

1. Registration. When possible, registration fees will be paid by the District in advance.
2. Travel. The least expensive method of travel will be used, providing that no hardship will be caused to the Board member. Board members will be reimbursed for:
 - a. Air travel at the coach or economy class commercial airline rate. First class or business class air travel will be reimbursed only if emergency circumstances warrant. The emergency circumstances must be explained on the expense form and Board approval of the additional expense is required. Copies of airline tickets must be attached to the expense form.
 - b. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets must be attached to the expense form to substantiate amounts.
 - c. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.
 - d. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense form.
 - e. Taxis, airport limousines, or other local transportation costs.
3. Meals. Meals charged to the School District should represent mid-fare selections for the hotel/meeting facility or general area, consistent with the maximum allowable reimbursement amount set by the Board.²¹ Tips are included with meal charges. Expense forms must explain the meal charges incurred. Alcoholic beverages will not be reimbursed.
4. Lodging. Board members should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Board members should pay personal expenses at checkout. If that is impossible, deductions for the charges should be made on the expense form.

Comment [APowell6]:

No

OPTION: Alternatively, a board could set a daily limit on meal costs, such as:
Board members will be reimbursed for meal costs and tips up to \$____ per day consistent with the maximum allowable reimbursement amount(s) set by the Board.

Consult the Board's previous version of policy 2:125 to see whether a daily limit is currently in place.

But see also footnote 8 and ensure this amount is consistent with the MARA set by the board resolution.

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.
²⁰ *Id.* at (2) and (3).

²¹ Alternatively, a board could set a daily limit on meal costs, such as:

Board members will be reimbursed for meal costs and tips up to \$_____ per day consistent with the maximum allowable reimbursement amount(s) set by the Board.

But see also fn 8, above and ensure this amount is consistent with the MARA set by the board resolution.

DRAFT UPDATE – REWRITTEN

5. Miscellaneous Expenses. Board members may seek reimbursement for other expenses incurred while attending a meeting sponsored by organizations described herein by fully describing the expenses on the expense form, attaching receipts.

LEGAL REF.: 105 ILCS 5/10-20 and 5/10-22.32.
Local Government Travel Expense Control Act, 50 ILCS 150/.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 2:120 (Board Member Development), 2:240 (Board Policy Development), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards), 5:60 (Expenses)

ADOPTED:

Sample

DRAFT UPDATE – NEW TO DISTRICT

2:125-E1

School Board

Exhibit - Board Member Expense Reimbursement Form

Submit to the Superintendent, who will include this request in the monthly list of bills presented to the School Board. Please print and attach receipts for all expenditures. Use of this form is required by 2:125-E3, Resolution to Regulate Expense Reimbursements. Please print.

Comment [APowell1]:
The Local Government Travel Expense Control Act, 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17, requires standardized forms.
Issue 93, October 2016

Name: _____ Title/Office: _____

Travel Destination: _____ Purpose: _____

Departure Date: _____ Return Date: _____

Receipts attached Request Date: _____

Approved expense advancement (voucher) attached, if applicable* (Completed 2:125-E2, Board Member Estimated Expense Approval Form.)

Actual Expense Report										
* Board members will be reimbursed for actual and necessary expenses that exceed the amount advanced, but must refund any expense advancement that exceeds the actual and necessary expenses incurred. (105 ILCS 5/10-22.32)										
Auto Travel Allowance: _____ per mile										
Date	Mileage Miles	Cost	Comm. Travel Expenses	Lodging	Meals Bkfst Lunch Dinner			Other Item	Cost	Daily Total
Subtotal										
Advances									-	
TOTAL (a negative amount indicates refund due from Board member)									\$	

Submitting Board Member's Signature _____ Date _____

Superintendent Signature _____ Date _____

School Board Action: Approved Denied
 Approved in Part Exceeds Maximum Allowable Amount

DATED:

Sample

DRAFT UPDATE – NEW TO DISTRICT

2:125-E2

School Board

Exhibit - Board Member Estimated Expense Approval Form

Submit to the Superintendent, who will include this request in the monthly list of bills presented to the School Board. Use of this form is required by 2:125-E3, Resolution to Regulate Expense Reimbursements. Please print.

Comment [APowell1]:
The Local Government Travel Expense Control Act, 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17, requires standardized forms.
Issue 93, October 2016

Name: _____ Title/Office: _____

Travel Destination: _____ Purpose: _____

Departure Date: _____ Return Date: _____

- Estimated Expenses Approval Requested (50 ILCS 150/20)
- Purchase Order Requested Purchase Order #: _____
- Expense Advancement Voucher Requested (105 ILCS 5/10-22.32)
Voucher Amount: _____

Estimated Expense Report										
Auto Travel Allowance: _____ per mile										
Date	Mileage Miles	Cost	Comm. Travel Expense	Lodging	Bkfst	Meals Lunch	Dinner	Other Item	Cost	Daily Total
Total										\$

Submitting Board Member's Signature _____ Date _____

Superintendent Signature _____ Date _____

- School Board Action: Approved Denied
- Approved in Part Exceeds Maximum Allowable Amount

DATED: _____

Sample

DRAFT UPDATE – NEW

2:125-E3

School Board

Exhibit - Resolution to Regulate Expense Reimbursements

WHEREAS, Section 10-20 of the School Code (105 ILCS 5/10-20) grants school boards other powers that are not inconsistent with their duties;

WHEREAS, Section 10 of the Local Government Travel Expense Control Act (50 ILCS 150/, added by P.A. 99-604, eff. 1-1-17) provides that the School Board shall by resolution regulate the reimbursement of all travel, meal, and lodging expenses of officers and employees, including, but not limited to: (1) the types of official business for which travel, meal, and lodging expenses are allowed; (2) maximum allowable reimbursement for travel, meal, and lodging expenses; and (3) a standardized form for submission of travel, meal, and lodging expenses supported with minimum documentation;

WHEREAS, the Board regulates the types of expenses that are allowed in Board Policies 2:125, *Board Member Compensation: Expenses* and 5:60, *Expenses*;

WHEREAS, based upon the School District's budget and other financial considerations, the Superintendent has recommended to the Board a maximum allowable reimbursement amount of \$[amount] for Board members and District staff;

WHEREAS, the Board requires submission of appropriate standardized expense forms supported with required written minimum documentation (50 ILCS 150/10 and 20);

WHEREAS, submitted expenses that exceed the Board's maximum allowable reimbursement amount may be approved by a roll call vote at an open meeting of the Board when an emergency or other extraordinary circumstance exists (50 ILCS 150/10 and 15);

WHEREAS, all Board member expenses must be approved by a roll call vote at an open meeting of the Board (50 ILCS 150/15);

THEREFORE, BE IT RESOLVED, that the Board hereby:

1. Defines and sets the types of allowable expenses through Board policy 2:125, *Board Member Compensation: Expenses* and 5:60, *Expenses*.
2. Sets the maximum allowable reimbursement for travel, meal, and lodging expenses to an amount not to exceed \$[amount], effective on [date] until the Resolution is rescinded or replaced by the Board.
3. Supersedes its previously adopted *Resolution to Regulate Expense Reimbursements* as of the effective date in paragraph two above.
4. Requires use of Board exhibits 2:125-E1, *Board Member Expense Reimbursement Form*; 2:125-E2, *Board Member Estimated Expense Approval Form*; 5:60-E1, *Employee Expense Reimbursement Form*; and 5:60-E2, *Employee Estimated Expense Approval Form*.
5. May approve expenses that exceed the Board's maximum allowable reimbursement amount by a roll call vote at an open meeting when an emergency or other extraordinary circumstance exists.
6. Must approve its members' expenses by a roll call vote at an open meeting.

Attested by: _____, Board President

Attested by: _____, Board Secretary

2:125-E3

Page 1 of 1

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Please review this material with your school board attorney before use.

Comment [APowell1]:

A resolution is required by The Local Government Travel Expense Control Act, 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17.

This sample resolution is not included on your PRESS Plus Response Form. After the Board has customized and approved a local Resolution to Regulate Expense Reimbursements, you may submit it through PRESS Plus for inclusion in the Board Policy Manual.

Issue 93, October 2016

See attachment for updated language from attorney.

Board Policy Exhibit 2:125-E3

The school attorney drafted the following language regarding the Maximum Allowable Reimbursement Amount (MARA) for travel expenses.

WHEARAS, based upon the School District's budget and other financial considerations, the Superintendent has recommended to the Board a maximum allowable reimbursement for travel, meal and lodging expenses to the amounts reflected in the expenditure line items for professional development, travel, meal, and lodging expenses found in the annual budget and restricted to transportation, lodging, meals, registration and other expenses related to the cost of educational activities or conferences for Board members and District staff;

and

2. Sets the maximum allowable reimbursement for travel, meal and lodging expenses to the amounts reflected in the expenditure line items for professional development, travel, meal, and lodging expenses found in the annual budget and restricted to transportation, lodging, meals, registration and other expenses related to the cost of educational activities or conferences for Board members and District staff, effective on (date) _____ until the resolution is rescinded or replaced by the Board.

DRAFT UPDATE

Lincolnshire - Prairie View School District 103

2:200

Board of Education

Types of Board of Education Meetings

General

For all meetings of the Board of Education and its committees, the Superintendent or designee shall satisfy all notice and posting requirements contained herein, as well as in the Open Meetings Act. This shall include mailing meeting notifications to news media that have officially requested them, and to others as approved by the Board of Education. Unless otherwise specified, all meetings are held at Daniel Wright Junior High School. Board policy 2:220, *Board of Education Meeting Procedure*, governs meeting quorum requirements.

The Superintendent is designated on behalf of the Board and each Board committee to receive the training on compliance with the Open Meetings Act that is required by Section 1.05(a) of that Act. In addition, each Board member must complete a course of training on the Open Meetings Act as required by Section 1.05(b) or (c) of that Act.

Regular Meetings

The Board of Education announces the time and place for its regular meetings at the beginning of each fiscal year. The Superintendent shall prepare and make available the calendar of regular Board of Education meetings. The regular meeting calendar may be changed with 10 days' notice in accordance with State law.

A meeting agenda shall be posted at the District's main office and the Board's meeting room, or other location where the meeting is to be held, at least 48 hours before the meeting.

The Board of Education and Board of Education committees may meet in a closed meeting to consider the following subjects:

1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with [the Open Meetings Act], 5 ILCS 120/2(c)(1), amended by P.A. 99-646.
2. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2).
3. The selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. 5 ILCS 120/2(c)(3).
4. Evidence or testimony presented in open hearing, or in closed hearing where specifically authorized by law, to a quasi-judicative body, as defined in this Act, provided that the body prepares and makes available for public inspection a written decision setting forth its determinative reasoning. 5 ILCS 120/2(c)(4).
5. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. 5 ILCS 120/2(c)(5).

Comment [APowell1]:

Discussing the elimination of an employee's position for reasons unrelated to the performance of the employee is not within the scope of Section 2(c)(1). Nor does the exception permit a public body to hold closed sessions to discuss employees in general or issues that may ultimately have an impact on employees.

The Local Government Wage Increase Transparency Act, 50 ILCS 155/1, added by P.A. 99-646, allows *disclosable payments* (described below) to IMRF employees only when the school board has first discussed the specific payment to be made at a meeting open to the public and posted and held in accordance with the requirements of the Open Meetings Act.

The provisions apply only to disclosable payments made to participating employees under Article Seven of the Illinois Pension Code (IMRF) who began participation before 1-1-11 and who are not subject to a collective bargaining agreement with respect to the employment upon which the participation is based.

Disclosable payments means a payment, whether in the form of an increase in the rate of earnings or a lump-sum payment, that would:

1. Be made by a participating employer to a participating employee after the employee has expressed to the employer his or her intent to retire or withdraw from service;
2. Have the effect of increasing the employee's reportable monthly earnings from that employer by more than 6% compared to the previous month; and
3. Be made between 12 months and 90 days prior to the employee's expected termination of service.

It does not include a refund of contributions or any payment required to be paid by State or federal law.

Issue 93, October 2016

2:200

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DRAFT UPDATE

6. The setting of a price for sale or lease of property owned by the public body. 5 ILCS 120/2(c)(6).
7. The sale or purchase of securities, investments, or investment contracts. 5 ILCS 120/2(c)(7).
8. Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property. 5 ILCS 120/2(c)(8), amended by P.A. 99-235, eff. 1-1-16.
9. Student disciplinary cases. 5 ILCS 120/2(c)(9).
10. The placement of individual students in special education programs and other matters relating to individual students. 5 ILCS 120/2(c)(10).
11. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. 5 ILCS 120/2(c)(11).
12. The establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool of which the public body is a member. 5 ILCS 120/2(c)(12).
13. Self-evaluation, practices and procedures, or professional ethics, when meeting with a representative of a statewide association of which the public body is a member. 5 ILCS 120/2(c)(16).
14. Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. 5 ILCS 120/2(c)(21).
15. Meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America. 5 ILCS 120/2(c)(29).

The Board may hold a closed meeting, or close a portion of a meeting, by a majority vote of a quorum, taken at an open meeting. The vote of each Board of Education member present, and the reason for the closed meeting, will be publicly disclosed at the time of the meeting and clearly stated in the motion and the meeting minutes.

A single motion calling for a series of closed meetings may be adopted when such meetings will involve the same particular matters and are scheduled to be held within 3 months of the vote.

No final Board of Education action will be taken at a closed meeting.

Reconvened or Rescheduled Meetings

A meeting may be rescheduled or reconvened. Public notice of a rescheduled or reconvened meeting shall be given in the same manner as that for a special meeting, except that no public notice is required when the original meeting is open to the public and: (1) is to be reconvened within 24 hours, or (2) an announcement of the time and place of the reconvened meeting was made at the original meeting and there is no change in the agenda.

DRAFT UPDATE

Special Meetings

Special meetings may be called by the President or by any 3 members of the Board of Education by giving notice thereof, in writing, stating the time, place, and purpose of the meeting to remaining Board members by mail at least 48 hours before the meeting, or by personal service at least 24 hours before the meeting.

Public notice of a special meeting is given by posting a notice at the District's administration office at least 48 hours before the meeting and by notifying the news media that have filed a written request for notice. A meeting agenda shall accompany the notice.

All matters discussed by the Board at any special meeting must be related to a subject on the meeting agenda.

Emergency Meetings

Public notice of emergency meetings shall be given as soon as practical, but in any event, before the meeting to news media that have filed a written request for notice.

Posting on the District's Website

In addition to the other notices specified in this policy, the Superintendent or designee shall post the following on the District website: (1) the annual schedule of regular meetings, which shall remain posted until the Board approves a new schedule of regular meetings; (2) a public notice of all Board meetings; and (3) the agenda for each meeting which shall remain posted until the meeting is concluded.

LEGAL REF.: 5 ILCS 120/, Open Meeting Act.
5 ILCS 140/, Freedom of Information Act.
105 ILCS 5/10-6 and 5/10-16.

CROSS REF.: 2:110 (Qualifications Term, and Duties of Board Officers), 2:120 (Board Member Development), 2:210 (Organizational Board of Education Meetings), 2:220 (Board of Education Meeting Procedure), 2:230 (Public Participation at Board of Education Meetings and Petitions to the Board), 6:235 (Access to Electronic Networks)

ADOPTED: April 19, 2016

Sample

DRAFT UPDATE – NEW TO DISTRICT

2:220-E1

School Board

Exhibit - Board Treatment of Closed Meeting Verbatim Recordings and Minutes

The following procedures govern the verbatim audio recordings and minutes of Board of Education meetings that are closed to the public.

Actor	Action
<i>Before any Board meeting:</i> Superintendent or designee	Arranges to have an audio recording device with extra recording tapes and a back-up audio recording device in the Board meeting room during every Board meeting regardless of whether a closed meeting is scheduled. The Board may close a portion of a public meeting without prior notice; it cannot, however, have a closed meeting unless it can record the session.
<i>Before a closed meeting:</i> Board President or presiding officer	On the closed meeting date: (1) convenes an open meeting, (2) requests a motion to adjourn into closed meeting making sure the reason for the meeting is identified in the motion, (3) takes a roll call vote, (4) asks that the minutes record the vote of each member present and the reason for the closed meeting with a citation to the specific exception contained in the Open Meetings Act (OMA) authorizing the closed meeting (5 ILCS 120/2a), and (5) adjourns the open meeting.
<i>Before a closed meeting:</i> Superintendent or Board Secretary	Immediately before a closed meeting, tests and activates the audio recording device.
<i>During a closed meeting:</i> Board President or presiding officer	Convenes the closed meeting stating: Seeing a quorum of the Board of Education gathered today, ___ date, at ___ o'clock, at ___ location, for the purpose of holding a closed meeting in order to confidentially discuss ___, I call the meeting to order. In order to record who is present, I request that each individual state his or her name and position with the District. Limits discussion to the topics that were included in the motion to go into a closed meeting. The failure to immediately call a person out-of-order who strays from the purposes included in the motion may result in an appearance of acquiescence. This responsibility to call a person out-of-order falls on each Board member in the event of the President's failure. Once the closed meeting is finished, announces a return to an open meeting or adjournment, and states the time.

2:220-E1

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DRAFT UPDATE – NEW TO DISTRICT

Actor	Action
<p><i>After a closed meeting:</i> Superintendent, Recording Secretary, or Board Secretary</p>	<p>For Verbatim Recordings:</p> <p>Takes possession of the audio recording of the closed meeting and labels it with identification information, specifically the date and items discussed.</p> <p>Adds the identification information contained on the audio recording's label to a cumulative list of closed meeting recordings.</p> <p>As soon as possible, puts the recording of the closed meeting in the previously identified secure location for storing recordings of closed meetings.</p> <p>Upon request of a Board member:</p> <ol style="list-style-type: none"> 1. Provides access to the verbatim recordings minutes at a reasonable time and place without disrupting District operations; 2. Supervises the access to the closed session minutes or delegates it to one of the following individuals in the District: <ol style="list-style-type: none"> a. The Recording Secretary, b. The Superintendent or designated administrator, or c. Any elected Board member; and 3. Logs the access to the recordings in 2:220-E7, <i>Access to Closed Meeting Minutes and Verbatim Recordings</i>. <p>For Closed Meeting Minutes:</p> <p>Prepares written closed meeting minutes that include:</p> <ul style="list-style-type: none"> • The date, time, and place of the closed meeting • The Board members present and absent • A summary of discussion on all matters proposed or discussed • The time the closed meeting was adjourned <p>Upon request of a Board member:</p> <ol style="list-style-type: none"> 1. Provides access to the closed session minutes at a reasonable time and place without disrupting District operations; 2. Supervises the access to the closed session minutes or delegates it to one of the following individuals in the District: <ol style="list-style-type: none"> a. The Recording Secretary, b. The Superintendent or designated administrator, or c. Any elected Board member; and 3. Logs the access in 2:220-E7, <i>Access to Closed Meeting Minutes and Verbatim Recordings</i>.
<p><i>After a closed meeting:</i> School Board</p>	<p>Approves the previous closed meeting minutes at the next open meeting.</p>
<p><i>In preparation for the semi-annual review:</i></p>	<p>Prepares a recommendation concerning the continued need for confidential treatment of closed meeting minutes; includes this</p>

Comment [APowell1]:

While the responsibilities for the *preparation and storage* of verbatim recordings and closed session minutes may be delegated to anyone, 5 ILCS 120/2.06(e), amended by P.A. 99-515 (adding another purpose for access to verbatim recordings and closed session minutes) requires certain individuals to be present when seated board members request access to these items, which in these instances will not allow delegation by the superintendent, recording secretary, or board secretary in the context of supervising access to closed session minutes and verbatim recordings only. Delegation is appropriate in all other circumstances.

Access to these items no longer requires board approval and must be provided in the public body's main office or official storage location, *in the presence of:*

- a. A records secretary.
- b. An administrative official of the board, or
- c. Any elected board member.

Issue 93, October 2016

DRAFT UPDATE – NEW TO DISTRICT

Actor	Action
Superintendent or designee	<p>recommendation in the packet for the meeting in which the Board will conduct its semi-annual review.</p> <p>This step is in preparation of the Board’s meeting to decide whether the need for confidential treatment of specific closed meeting minutes continues to exist.</p> <p>If the Board wants to discuss closed meeting minutes in closed session, places “review of unreleased closed meeting minutes” on a closed meeting agenda.</p> <p>Places “result of Board’s review of unreleased closed meeting minutes” as an item on a subsequent open meeting agenda.</p>
<p><i>In preparation for the semi-annual review:</i></p> <p>Individual Board members</p>	<p>Before the meeting in which the Board will conduct its semi-annual review, examines the material supplied by the Superintendent.</p> <p>Individual Board members should consider: (1) the Superintendent’s recommendation, (2) the recommendation of the Board Attorney, (3) other Board members’ opinions, (4) the minutes themselves, and/or (5) whether the minutes would be exempted from public disclosure under the Illinois Freedom of Information Act.</p>
<p><i>During the semi-annual review:</i></p> <p>School Board</p>	<p>The Board decides in open session whether: (1) the need for confidentiality still exists as to all or part of closed meeting minutes, or (2) the minutes or portions thereof no longer require confidential treatment and are available for public inspection.</p> <p>The Board may have an earlier meeting in closed session to discuss the continued need for confidential treatment.</p>
<p><i>After the semi-annual review:</i></p> <p>Superintendent or designee</p>	<p>Re-labels and re-files closed meeting minutes as appropriate.</p>
<p><i>Monthly:</i></p> <p>Board President</p>	<p>Adds “destruction of closed meeting audio recording” as an agenda item to an upcoming open meeting.</p>
<p><i>Monthly:</i></p> <p>School Board</p>	<p>Approves the destruction of particular closed meeting recording(s) that are at least 18 months old and for which approved minutes of the closed meeting already exist.</p>

LEGAL REF.: 5 ILCS 120/1 et seq.

DATED:

DRAFT UPDATE

Sample

Lincolnshire - Prairie View School District 103

2:220-E2

Board of Education

Exhibit - Motion to Adjourn to Closed Meeting

Motion to Adjourn to Closed Meeting

Date: _____ Time: _____

Location: _____

A motion was made by _____, and seconded by _____, to adjourn to closed meeting to discuss:

- The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee or against legal counsel for the District to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with this Act, 5 ILCS 120/2(c)(1), amended by P.A. 99-646.
- Collective negotiating matters between the District and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2).
- The selection of a person to fill a public office, including a vacancy in a public office, when the District is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the District is given power to remove the occupant under law or ordinance. 5 ILCS 120/2(c)(3).
- Evidence or testimony presented in open hearing, or in closed hearing where authorized by law, to a quasi-adjudicative body, as defined in the Open Meetings Act, provided that the body prepares and makes available for public inspection a written decision with its determinative reasoning. 5 ILCS 120/2(c)(4).
- The purchase or lease of real property for the use of the District, including meetings held for the purpose of discussing whether a particular parcel should be acquired. 5 ILCS 120/2(c)(5).
- The setting of a price for sale or lease of property owned by the District. 5 ILCS 120/2(c)(6).
- The sale or purchase of securities, investments, or investment contracts. 5 ILCS 120/2(c)(7).
- Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property. 5 ILCS 120/2(c)(8), amended by P.A. 99-235.
- Student disciplinary cases. 5 ILCS 120/2(c)(9).
- The placement of individual students in special education programs and other matters relating to individual students. 5 ILCS 120/2(c)(10).
- Litigation, when an action against, affecting or on behalf of the particular District has been filed and is pending before a court or administrative tribunal, or when the District finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the closed meeting minutes. 5 ILCS 120/2(c)(11).
- The establishment of reserves or settlement of claims as provided in the Local Government and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the District or any intergovernmental risk management association or self insurance pool of which the District is a member. 5 ILCS 120/2(c)(12).
- Self-evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the District is a member. 5 ILCS 120/2(c)(16).
- Discussion of minutes of meetings lawfully closed, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. 5 ILCS 120/2(c)(21).
- Meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America. 5 ILCS 120/2(c)(29).

Comment [APowell1]:

Updated in response to 5 ILCS 120/2(c)(1), amended by P.A. 99-646.

Issue 93, October 2016

DRAFT UPDATE

"Yeas"	"Nays"
--------	--------

Motion: Carried Failed

DATED: ~~April 19, 2016~~

DRAFT UPDATE

Sample

Lincolnshire - Prairie View School District 103

2:220-E4

Board of Education

Exhibit - Open Meeting Minutes

Meeting Minutes Protocol

1. Meeting minutes are the permanent record of the proceedings during a Board of Education meeting. All Board action must be recorded in the minutes; thus, the minutes focus on Board action.
2. The minutes only include information provided at the meeting. Information may not be corrected or updated in the minutes unless it was discussed at the meeting.
3. Minutes include a summary of the Board's discussion on an agenda topic; the minutes do not state what is said verbatim. The minutes do not repeat the same point made by different individuals. If appropriate, the minutes include a brief background and an explanation of the circumstances surrounding an issue discussed. The minutes do not include the names of members making specific points during discussion. Requests from individual Board members to include their vote or an opinion are handled according to Board policy 2:220, *Board of Education Meeting Procedure*.
4. The minutes include the topic of reports that are made to the Board including reports from the Superintendent or a Board committee. Written reports are filed with the minutes but do not become part of the minutes.
5. The minutes note when a member is not present for the entire meeting due to late arrival and/or early departure.
6. Although items may be considered by the Board in a different order than appeared on the agenda, items in the minutes are generally recorded in the same order as they appeared on the agenda. When a meeting is reconvened on a different date, the minutes must describe what happened on each meeting date.
7. The minutes should be recorded in an objective but positive/constructive tone. Answers and explanations, rather than questions, are recorded. Writing style, including choice of words and sentence structure, is at the discretion of the individual recording the minutes.
8. The minutes include individuals' names who speak during the meeting's public participation segment as well as the topics they address. All written documents presented at a Board meeting are filed with the minutes but do not become part of the minutes.
9. The following template generally governs meeting minutes..

Open Meeting Minutes

Date: _____ Time: _____

Location: _____

Type of meeting: Regular Special Reconvened or rescheduled Emergency

Name of person taking the minutes: _____

Name of person presiding: _____

DRAFT UPDATE

Members in attendance:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

Members absent:

- 1.
- 2.
- 3.

Approval of Agenda

List any items removed from the consent agenda:

Motion made by: _____

- Motion: To approve
 To add items as follows: *(No action may be taken on new agenda items.)*

Motion seconded by: _____

- Action: Passed Failed

Approval of Previous Meeting Minutes *(Needed only if this item is not on the consent agenda.)*

Minutes from the Board meeting held on: _____

Motion made by: _____

- Motion: To approve
 To approve subject to incorporation of the following amendment(s):

Motion seconded by: _____

- Action: Passed Failed

Approval of Items on Consent Agenda *(This may include expense advancements, reimbursements, and/or purchase orders regulated by the Local Government Travel Expense Control Act (see Board policies 2:125, Board Member Compensation; Expenses, and 5:60, Expenses))*

Summary of discussion:

Motion to approve the consent agenda made by: _____

Motion seconded by: _____

Roll Call: *(Needed when consent agenda contains an item involving the expenditure of money.)*

“Yeas”

“Nays”

- Action: Passed Failed

Comment [APowell1]:
Updated to implement the Local Government Travel Expense Control Act, 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17.
Issue 93, October 2016

DRAFT UPDATE

Public Comments *(Reproduce this section for each individual making a comment.)*

The following individual appeared and commented on the topic noted below: *(Include the title of any documents presented to the Board.)*

Name: _____

Topic: _____

Remaining Agenda Items *(Reproduce this section for each agenda item.)*

Agenda item: _____

Summary of discussion: _____

Motion made by: _____

Motion to: _____

Motion seconded by: _____

Action: Passed Failed

(If a roll call vote occurred, record the vote of individual Board members.)

“Yeas”

“Nays”

If Applicable, Approval of Motion to Adjourn to Closed Meeting *(Insert 2:220-E2, Motion to Adjourn to Closed Meeting.)*

Approval of Motion to Adjourn

Motion to adjourn made by: _____

Motion seconded by: _____

Action: Passed Failed

Time of adjournment: _____

Post-Meeting Action

Date minutes approved: _____

Date minutes were available for public inspection: _____

Date minutes were posted on District website: _____

DATED: June 9, 2008

Sample

DRAFT UPDATE – NEW TO DISTRICT

2:220-E5

School Board

Exhibit - Semi-Annual Review of Closed Meeting Minutes

Logging and Review Process

- Step 1. The Board Secretary or Recording Secretary maintains a log of the closed meeting minutes that are unavailable for public inspection. The meeting minutes are logged according to the reason the Board held the closed meeting. 2:220-E6, *Log of Closed Meeting Minutes*.
- Step 2. The Board meets in closed session to review the log of unreleased closed meeting minutes. The Board or Recording Secretary brings a copy of all unreleased closed meeting minutes and, if requested, allows Board members to review the actual minutes. The Board identifies which closed meeting minutes or portions thereof no longer need confidential treatment. Use *Report Following the Board's Semi-Annual Review of Closed Meeting Minutes*, below.
- Step 3. At least semi-annually in an open meeting, the Board takes action to release for public inspection those minutes, or portions thereof, no longer needing confidential treatment. Use *Action to Accept*, below. Closed meeting minutes will not be released for public inspection if confidential treatment is needed to protect the public interest or the privacy of an individual, including: (1) student disciplinary cases or other matters relating to an individual student, and (2) personnel files and employees' and Board members' personal information.
- Step 4. The Board or Recording Secretary: (1) updates the log of unreleased closed meeting minutes to remove any minutes that the Board made available for public inspection; (2) makes a notation on any applicable closed meeting minutes of the Board's action to release it or a portion of it for public inspection; (3) continues to log new closed meeting minutes that the Board has not released for public inspection (2:220-E6, *Log of Closed Meeting Minutes*), and (4) maintains logs for access to closed session minutes pursuant to 5 ILCS 120/2.06(e), amended by P.A. 99-515.

Comment [APowell1]:
 Exhibit is updated in response to P.A. 99-515
 Issue 93, October 2016

Report Following the Board's Semi-Annual Review of Closed Meeting Minutes

The Board met on _____ in closed session to conduct its semi-annual review of closed meeting minutes that have not been released for public inspection.

The closed meeting minutes, or portions thereof, from the following dates no longer require confidential treatment: *(insert closed meeting dates)*

--	--	--	--

The need for confidentiality still exists as to all remaining closed meeting minutes to protect an individual's privacy or the District's interests.

Action to Accept the Board's Semi-Annual Review of Closed Meeting Minutes

Open meeting date: _____

Motion to approve the Board's semi-annual review of unreleased closed meeting minutes and to release for public inspection those minutes, or portions thereof, that the Board identified as no longer needing confidential treatment made by: _____

Motion seconded by: _____

Action: Passed Failed

DRAFT UPDATE – NEW TO DISTRICT

DATED:

Sample

DRAFT UPDATE – NEW TO DISTRICT

2:220-E6

School Board

Exhibit - Log of Closed Meeting Minutes

The purpose of this log is to facilitate the Board’s semi-annual review of closed meeting minutes. See 2:220-E5, *Semi-Annual Review of Closed Meeting Minutes*.

The Board Secretary or Recording Secretary shall maintain a list of closed meeting minutes, arranged according to the reason for the closed meeting, that have not been released for public inspection.

Closed Session Held to Discuss:	Dates of Closed Sessions		
Specific employee(s) or District legal counsel; however, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with [the Open Meetings Act]. 5 ILCS 120/2(c)(1), amended by P.A. 99-646.			
Collective negotiating matters or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2).			
Selection of a person to fill a vacancy on the Board. 5 ILCS 120/2(c)(3).			
Evidence or testimony presented in a hearing where authorized by law. 5 ILCS 120/2(c)(4).			
Purchase or lease of real property. 5 ILCS 120/2(c)(5).			
Setting of a price for sale or lease of District property. 5 ILCS 120/2(c)(6).			
Sale or purchase of securities, investments, or investment contracts. 5 ILCS 120/2(c)(7).			
Security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger. 5			

Comment [APowell1]:
Updated in response to P.A. 99-646.
Issue 93, October 2016

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Closed Session Held to Discuss:	Dates of Closed Sessions		
ILCS 120/2(c)(8).			
Student disciplinary cases. 5 ILCS 120/2(c)(9). <i>Minutes of meetings held for this reason shall never be released to protect the individual student's privacy.</i>			
Any matter involving an individual student. 5 ILCS 120/2(c)(10). <i>Minutes of meetings held for this reason shall never be released to protect the individual student's privacy.</i>			
Litigation, when an action against, affecting, or on behalf of the District has been filed and is pending before a court or administrative tribunal, or when the Board finds that an action is probable or imminent. 5 ILCS 120/2(c)(11).			
Establishment of reserves or settlement of claims as provided in the Local Government and Governmental Employees Tort Immunity Act or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the District or any intergovernmental risk management association or self insurance pool. 5 ILCS 120/2(c)(12).			
Self-evaluation, practices and procedures or professional ethics, when meeting with an IASB representative. 5 ILCS 120/2(c)(16).			
Minutes of meetings lawfully closed, whether for purposes of approval or semi-annual review. 5 ILCS 120/2(c)(21).			
Meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America. 5 ILCS 120/2(c)(29).			

DATED:

DRAFT UPDATE – NEW

Sample

2:220-E7

School Board

Exhibit - Access to Closed Meeting Minutes and Verbatim Recordings

Comment [APowell1]:
This exhibit is added in response to P.A. 99-515 as a sample for logistical implementation.
Issue 93, October 2016

The Board must allow its duly elected officials or appointed officials filling a vacancy of an elected office access to closed session minutes and verbatim recordings (5 ILCS 120/2.06(e)), amended by P.A. 99-515. The following subheads implement the logistics of granting this access.

Note: If the board wishes to mirror the statutory language, replace checkboxes below with: " Records Secretary; Administrative official of the public body; and Any elected official of the public body."

Access to Closed Meeting Minutes

Duplicate this section for each grant of access to closed meeting minutes.

Date: _____ Time: _____ Storage Location: _____

Name of person(s) responsible for storing the closed meeting minutes: _____

Access granted

Date access occurred: _____ Start time: _____ End time: _____

Requesting Board member's name (Please print) _____

In the presence of: (Check appropriate box and insert name on line.)

Recording Secretary _____

Superintendent or designated administrator _____

Elected Board member _____

For requesting Board member: (Read the following and sign below.)

While the Open Meetings Act does not provide a cause of action against me or the Board for disclosing closed session discussions (Swanson v. Board of Police Commissioners, 555 N.E. 2d 35 (1990)), I acknowledge and understand that any disclosures by me of information in the closed session minutes not yet released to the public could subject me to a possible civil action alleging that I created harm to another, i.e., an intentional tort(s).

Requesting Board Member Signature _____ Date _____

Verbatim Recording Access

Duplicate this section for each grant of access to verbatim recordings.

Date: _____ Time: _____ Storage Location: _____

Name of person(s) responsible for storing the verbatim recording: _____

Access granted

Date access occurred: _____ Start time: _____ End time: _____

Requesting Board member's name (Please print) _____

In the presence of: (Check appropriate box and insert name on line.)

DRAFT UPDATE – NEW

- Recording Secretary _____
 Superintendent or designated administrator _____
 Elected Board member _____
- Access denied Access unavailable. Verbatim recording requested is older than 18 months and was destroyed pursuant to 5 ILCS 120/2.06(c).

For requesting Board member: *(Read the following and sign below.)*

While the Open Meetings Act does not provide a cause of action against me or the Board for disclosing closed session discussions (Swanson v. Board of Police Commissioners, 555 N.E. 2d 35 (1990)), I acknowledge and understand that any disclosures by me of information in the verbatim recordings could subject me to a possible civil action alleging that I created harm to another, i.e., an intentional tort(s).

Requesting Board Member Signature

Date

DATED:

DRAFT UPDATE – NEW

Sample

2:220-E8

School Board

Exhibit - School Board Records Maintenance Requirements and FAQs

Comment [APowell1]:

This exhibit is added to provide new resources. It is optional and is not related to any current legislation.

Issue 93, October 2016

Open Meetings Act

The Open Meetings Act (OMA) requires public bodies to “keep written minutes of all their meetings, whether open or closed, and a verbatim record of all their closed meetings in the form of an audio or video recording.” 5 ILCS 120/2.06(a). Minutes must include, but are not limited to: (1) the date, time, and place of the meeting; (2) the members of the public body recorded as either present or absent and whether the members were physically present or present by means of video or audio conference; and (3) a summary of discussion on all matters proposed, deliberated, or decided, and record of any votes taken. *Id.*

The remainder of Section 2.06 addresses the approval of open meeting minutes, the treatment of verbatim recordings of closed meetings, the semi-annual review of closed meeting minutes, the confidential nature of closed meeting minutes, and the right of persons to address public officials under rules established and recorded by the public body. The requirements of Section 2.06, as well as OMA requirements pertaining to Board agendas, are included in policy 2:220, *School Board Meeting Procedure*.

Exhibit 2:220-E3, *Closed Meeting Minutes*, provides a sample template for keeping closed meeting minutes that incorporates the requirements of Section 2.06 of OMA. It also includes an area to designate if the Board has determined, pursuant to Section 2.06(d), that the closed meeting minutes no longer need confidential treatment.

Exhibit 2:220-E4, *Open Meeting Minutes*, contains an open meeting minute’s protocol that incorporates the requirements of Section 2.06 of OMA. It also provides a sample template for keeping open meeting minutes.

Exhibit 2:220-E5, *Semi-Annual Review of Closed Meeting Minutes*, contains a process for implementing the semi-annual review of closed meeting minutes, and exhibit 2:220-E6, *Log of Closed Meeting Minutes*, is designed to facilitate this semi-annual review.

Local Records Act

The Local Records Act (LRA) provides that public records, including “any book, paper, map, photograph, digitized electronic material, or other official documentary material, regardless of physical form or characteristics, made, produced, executed or received by any agency or officer pursuant to law or in connections with the transaction of public business and preserved or appropriate for preservation by such agency or officer” must be preserved unless the State Local Records Commission has given permission to destroy those records. 50 ILCS 205/3 and 7. Board records, including agendas, meeting packets and meeting minutes, fall into this definition.

Public bodies located in Cook County must work with the Local Records Commission of Cook County to determine how long they must retain public records. Public bodies located outside of Cook County must work with the Downstate Local Records Commission to determine how long they must retain public records.

Policy 2:250, *Access to District Public Records*, contains a subhead entitled **Preserving Public Records** which provides as follows:

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Public records, including email messages, shall be preserved and cataloged if: (1) they are evidence of the District's organization, function, policies, procedures, or activities, (2) they contain informational data appropriate for preservation, (3) their retention is required by State or federal law, or (4) they are subject to a retention request by the Board Attorney (e.g., a litigation hold), District auditor, or other individual authorized by the School Board or State or federal law to make such a request. Unless its retention is required as described in items numbered 3 or 4 above, a public record, as defined by the Illinois Local Records Act, may be destroyed when authorized by the Local Records Commission.

See the sample policy, 2:200, *School Board Meeting Procedure*, for all relevant footnotes. Also see administrative procedure 2:250-AP2, *Protocols for Record Preservation and Development of Retention Schedules*, for recommendations regarding school district records retention protocols and links to web-based record management resources.

Open Meeting Minutes

Are you required to approve them?	Must they be semi-annually reviewed?	May you release them to the public?	May you destroy them?
<p>Yes, within 30 days or at the next subsequent meeting, whichever is later.</p> <p><i>A public body shall approve the minutes of its open meeting within 30 days after that meeting or at the public body's second subsequent regular meeting, whichever is later. 5 ILCS 120/2.06(b).</i></p>	<p>No.</p> <p>Unlike the closed meeting requirement, OMA does not contain semi-annual review requirements for open meeting minutes.</p>	<p>Yes, must within ten days after minutes are approved.</p> <p><i>The minutes of meetings open to the public shall be available for public inspection within 10 days after the approval of such minutes by the public body. Beginning July 1, 2006, at the time it complies with other requirements of this subsection, a public body that has a website that the full-time staff of the public body maintains shall post the minutes of a regular meeting of its governing body open to the public on the public body's website within 10 days after the approval of the minutes by the public body. Beginning July 1, 2006, any minutes of meetings open to the public posted on the public body's website shall remain posted on the website for at least 60 days after their initial posting. 5 ILCS 120/2.06(b).</i></p>	<p>No.</p> <p>There is no OMA provision permitting the destruction of open meeting minutes, and they must be preserved unless the State Local Records Commission has given permission to destroy them.</p> <p>If a public body would like to destroy open meeting minutes, then it must comply with the LRA and work with its Local Records Commission. It is highly unlikely, however, that the Local Records Commission would approve of their destruction.</p>

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Open Meeting Verbatim Recordings

Are you required to approve them?	Must they be semi-annually reviewed?	May you release them to the public?	May you destroy them?
No. OMA does not require public bodies to approve verbatim recordings of open meetings.	No. Unlike the closed meeting requirement, OMA does not require public bodies to keep verbatim recordings of open meetings. OMA does not contain semi-annual review requirements for open meeting verbatim recordings.	Yes. Unlike the closed meeting requirement, OMA does not require public bodies to keep verbatim recordings of open meetings. If a public body makes verbatim recordings of open meetings, then such recordings are subject to public disclosure pursuant to the Freedom of Information Act (5 ILCS 140/).	Possibly. If a public body would like to destroy open meeting verbatim recordings, then it must comply with the LRA and work with its Local Records Commission.

Closed Meeting Minutes

Are you required to approve them?	Must they be semi-annually reviewed?	May you release them to the public?	May you destroy them?
Yes. OMA does not directly state public bodies are required to approve closed meeting minutes, nor does it set a time frame for such approval. However, OMA Section 2.06(d) requires public bodies to meet at least semi-annually to "review minutes of all closed meetings." 5 ILCS 120/2.06(d). Moreover, OMA Section 2.06(c) specifically allows the destruction of closed meeting verbatim recordings only if certain conditions are met, one of which is that "the public body approves minutes of the closed meeting that meet the written minutes requirements of subsection (a) of this Section." 5 ILCS 120/2.06(c)(2). Both of these tasks would be difficult to achieve if closed meeting minutes were not first approved. One practice is to approve	Yes. <i>Each public body shall periodically, but not less than semi-annually, meet to review all existing minutes of all prior closed meetings (this includes records from all time that the board has been in existence). At such meetings a determination shall be made, and reported in an open session that (1) the need for confidentiality still exists as to all or part of those minutes or (2) that the minutes or portions thereof no longer require confidential treatment and are available for public inspection.</i> 5 ILCS 120/2.06(d).	Yes, if prerequisites are met. <i>Minutes of meetings closed to the public shall be available only after the public body determines that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential.</i> 5 ILCS 120/2.06(f).	No. There is no OMA provision permitting the destruction of closed meeting minutes, and they must be preserved unless the State Local Records Commission has given permission to destroy them. In addition, per OMA Section 2.06(f), as amended by P.A. 99-515: <i>No minutes of meetings closed to the public shall be removed from the public body's main office or official storage location, except by vote of the public body or by court order.</i> 5 ILCS 120/2.06(f). If a public body would like to destroy closed meeting minutes, then it must comply with the LRA and work with its Local Records Commission. It is highly unlikely, however, that the Local Records Commission would

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Are you required to approve them?	Must they be semi-annually reviewed?	May you release them to the public?	May you destroy them?
closed meeting minutes within the same time frame that open meeting minutes are approved – within 30 days of the meeting or at the next subsequent meeting, whichever is later.			approve of their destruction.

Closed Meeting Verbatim Recordings

Are you required to approve them?	Must they be semi-annually reviewed?	May you release them to the public?	May you destroy them?
No. OMA does not require approval of closed meeting verbatim recordings.	No. OMA does not require semi-annual review of closed meeting verbatim recordings.	Possibly but unlikely. <i>Unless the public body has made a determination that the verbatim recording no longer requires confidential treatment or otherwise consents to disclosure, the verbatim record of a meeting closed to the public shall not be open for public inspection or subject to discovery in any administrative or judicial proceeding other than one brought to enforce this Act.</i> 5 ILCS 120/2.06(e). But see <u>Kodish v. Oakbrook Terrace Fire Protection District</u> (235 F.R.D. 447 (N.D. IL 2006)), where a federal district court ordered that closed meeting verbatim recordings be disclosed to the Plaintiff in discovery because his primary claim was brought under federal law.	Yes, after 18 months if prerequisites are met. <i>The verbatim record may be destroyed without notification to or the approval of a records commission or the State Archivist under the Local Records Act or the State Records Act no less than 18 months after the completion of the meeting recorded but only after: 1.) the public body approves the destruction of a particular recording; and 2.) the public body approves minutes of the closed meeting that meet the written minutes requirements of subsection (a) of this Section.</i> 5 ILCS 120/2.06(c). In addition, per OMA Section 2.06(f), as amended by P.A. 99-515: <i>No verbatim recordings shall be recorded or removed from the public body's main office or official storage location, except by vote of the public body or by court order.</i> 5 ILCS 120/2.06(e).

DATED:

DRAFT UPDATE

Lincolnshire - Prairie View School District 103

4:60

Operational Services

Purchases

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

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

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

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

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

~~6. Any contract to purchase food with a bidder or offeror must comply with 105 ILCS 5/10-20.21(b-10).~~

~~6-7. The purchase of paper and paper products must comply with 105 ILCS 5/10-20.19c and Board policy 4:70, *Resource Conservation*.~~

~~7-8. Each contractor with the District is bound by each of the following:~~

- a. In accordance with 105 ILCS 5/10-21.9(f): (1) prohibit any of its employees who is or was found guilty of a criminal offense listed in 105 ILCS 5/10-21.9(c) and 5/21B-80(c) to have direct, daily contact at a District school or school-related activity with one or more student(s); (2) prohibits any of the contractor's employees from having direct, daily

Comment [APowell1]:
105 ILCS 5/10-20.21(b-10),
added by P.A. 99-552

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4:60

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contact with one or more students if the employee was found guilty of any offense in 5/21B-80(b) (certain drug offenses) until seven years following the end of the employee's sentence for the criminal offense; and (2) require each of its employees who will have direct, daily contact with student(s) to cooperate during the District's fingerprint-based criminal history records check on him or her.

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

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

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

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

ADOPTED: ~~October 21, 2014~~

Comment [APowell2]:

Updated in response to 105 ILCS 5/21B-80, amended by P.A. 99-667.

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Comment [APowell3]:

See 5:30-AP2, *Investigations*, for a list of offenses that disqualify an individual from having direct, daily contact with one or more students until seven years following the end of the individual's sentence for the criminal offense.

Issue 93, October 2016

DRAFT UPDATE

Operational Services

Transportation

The District may provide free transportation for all students in the District subject to any limitations imposed by the Illinois School Code. The District may provide transportation for other students residing within one and one-half miles from their assigned school. A student's parent(s)/guardian(s) may file a petition with the School Board requesting transportation due to the existence of a serious safety hazard. Free transportation services and vehicle adaptation for special education students shall be provided if included in the students' individualized educational programs. The District may provide transportation to and from school-sponsored activities. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with Section 45/1-15 of the Education for Homeless Children Act. Foster care students shall be transported in accordance with Section 6312(c)(5)(B) of the Elementary and Secondary Education Act.

AKW
yes

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

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

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

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

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

Pre-Trip and Post-Trip Vehicle Inspection

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

Comment [APowell1]:

Required if the district receives Title I funds (20 U.S.C. §6312(c)(5)(B)). Districts are required to collaborate with the State or local child welfare agency to, by December 10, 2016, develop and implement clear written procedures governing how transportation to maintain children in foster care in the school of origin (when in their best interest) will be provided, arranged, and funded for the duration of their time in foster care. Effective December 10, 2016, ESEA foster care transportation requirements also apply to students awaiting foster care placement. See footnote 8 of this policy, available at PRESS Online, for a definition of *foster care student*.

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↓
procedures
will be provided
by the State
in the next few
months. An
exact date has
not been set.

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LEGAL REF.: Elementary and Secondary Education Act, 20 U.S.C. §6312(c)(5)(B),
McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq.
105 ILCS 5/10-22.22 and 5/29-1 et seq.
105 ILCS 45/1-15.
625 ILCS 5/1-148.3a-5, 5/1-182, 5/11-1414.1, 5/12-813, 5/12-813.1, 5/12-815,
5/12-816, 5/12-821, and 5/13-109.
23 Ill.Admin.Code §§1.510 and 226.750; Part 120.
92 Ill.Admin.Code §440-3.

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

ADOPTED: April 21, 2015

DRAFT UPDATE

Lincolnshire - Prairie View School District 103

4:175

Operational Services

Convicted Child Sex Offender; Criminal Background Check and/or Screening; Notifications

Persons Prohibited on School Property without Prior Permission

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

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

In all cases, the Superintendent or designee shall supervise a child sex offender whenever the offender is in a child's vicinity. If a student is a sex offender, the Superintendent or designee shall develop guidelines for managing his or her presence in school.

Criminal Background Check and/or Screening

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

Notification to Parents/Guardians

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

Comment [APowell1]:

The policy and Cross References are updated to:
1. Align with 5:260, *Student Teachers*, which is updated in response to 105 ILCS 5/10-21.9, 5/21B-5, and 5/21B-80, amended by P.A. 99-667;
2. Clarify School Code requirements for student teacher *fingerprint-based criminal history records checks*.

The law is silent with regard to *screening* volunteers and individuals in the proximity of a school. *Screening and fingerprint-based criminal history records checks* are different. See procedure 4:175-AP1, *Criminal Offender Notification Laws; Screening, for further distinctions*.

The School Code requires school districts to perform a *fingerprint-based criminal history records check* through (a) the Illinois State Police (ISP) for an individual's Criminal History Records Information (CHRI) and (b) the FBI's national crime information databases (105 ILCS 5/10-21.9(a), (a-5) and (a-6)).

Screening only involves checking an individual's name and address against publicly-available databases and information provided for local law enforcement like the: (1) Illinois Sex Offender Registry, www.isp.state.il.us/sor/, and (2) the Violent Offender Against Youth Registry maintained by the State Police, www.isp.state.il.us/cmvo/.

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4:175

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DRAFT UPDATE

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

CROSS REF.: 5:30 (Hiring Process and Criteria), 5:260 (Student Teachers), 6:250 (Community
Resource Persons and Volunteers), 8:30 (Visitors to and Conduct on School
Property), 8:100 (Relations with Other Organizations and Agencies), 8:20
(Community Use of School Facilities)

ADOPTED: October 21, 2014

REVISED: April 7, 2015

DRAFT UPDATE

General Personnel

Equal Employment Opportunity and Minority Recruitment

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

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager for the Uniform Grievance Procedure. These individuals are listed below. No employee or applicant will be discriminated or retaliated against because he or she: (1) requested, attempted to request, used, or attempted to use a reasonable accommodation as allowed by the Illinois Human Rights Act, or (2) initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

Administrative Implementation

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

Nondiscrimination Coordinator:

Name Julie Postma
Address 1370 Riverwoods Rd.
Lincolnshire, IL 60069
Email jpostma@d103.org
Telephone 847/295-4030

Complaint Managers:

Name	<u>Dan Stanley</u>	<u>Julie Postma</u>
Address	<u>1370 Riverwoods Rd.</u> <u>Lincolnshire, IL 60069</u>	<u>1370 Riverwoods Rd.</u> <u>Lincolnshire, IL 60069</u>
Email	<u>dstanley@d103.org</u>	<u>jpostma@d103.org</u>

Yes
AAW

DRAFT UPDATE

Telephone 847/295-4030

847/295-4030

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

Minority Recruitment

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

DRAFT UPDATE

LEGAL REF.: Age Discrimination in Employment Act, 29 U.S.C. §621 et seq.
Americans With Disabilities Act, Title I, 42 U.S.C. §12111 et seq.
Civil Rights Act of 1991, 29 U.S.C. §§621 et seq.; 42 U.S.C. §1981 et seq., §2000e et seq., and §12101 et seq.
Equal Employment Opportunities Act (Title VII of the Civil Rights Act of 1964), 42 U.S.C. §2000e et seq., 29 C.F.R. Part 1601.
Equal Pay Act, 29 U.S.C. §206(d).
Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.
Immigration Reform and Control Act, 8 U.S.C. §1324a et seq.
Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.
Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d et seq.
Pregnancy Discrimination Act, 42 U.S.C. §2000e(k).
Title IX of the Education Amendments, 20 U.S.C. §1681 et seq., 34 C.F.R. Part 106.
Uniformed Services Employment and Reemployment Rights Act (1994), 38 U.S.C. §§4301 et seq.
Ill. Constitution, Art. I, §§17, 18, and 19.
105 ILCS 5/10-20.7, 5/10-20.7a, 5/10-21.1, 5/10-22.4, 5/10-23.5, 5/22-19, 5/24-4, 5/24-4.1, and 5/24-7.
Compassionate Use of Medical Cannabis Pilot Program Act, 410 ILCS 130/40.
Genetic Information Protection Act, 410 ILCS 513/25.
Ill. Whistleblower Act, 740 ILCS 174/.
Ill. Human Rights Act, 775 ILCS 5/1-103, 5/2-102, 5/2-103, and 5/6-101.
Religious Freedom Restoration Act, 775 ILCS 35/5.
Right to Privacy in the Workplace Act, 820 ILCS 55/10.
Employee Credit Privacy Act, 820 ILCS 70/.
Job Opportunities for Qualified Applicants Act, 820 ILCS 820 ILCS 75/.
Ill. Equal Pay Act of 2003, 820 ILCS 112/.
Victims' Economic Security and Safety Act, 820 ILCS 180/30.
Nursing Mothers in the Workplace Act, 820 ILCS 260.
~~23 Ill. Admin. Code §1-230.~~

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

ADOPTED: April 21, 2015

Comment [APowell1]:

Legal References are updated in response to Privacy in the Workplace Law, 820 ILCS 55/10(b), amended by P.A. 99-610, eff. 1-1-17.

Issue 93, October 2016

AHW
yes

DRAFT UPDATE – REWRITTEN

5:60

General Personnel

Expenses¹

The Board regulates the reimbursement of all travel, meal, and lodging expenses by resolution.² Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the employee,³ (2) anyone's personal expenses,⁴ or (3) entertainment expenses.⁵ Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event.⁶ Employees must submit the appropriate itemized, signed, standardized form(s) to support any requests for expense advancements, reimbursements, or purchase orders that show the following: ⁷

1. The amount of the estimated or actual expense, with attached receipts for actual incurred expenses.
2. The name and title of the employee who is requesting the expense advancement or reimbursement. Receipts from group functions must include the names, offices, and job titles of all participants.⁸

Comment [APowell1]:
 This policy implements the Local Government Travel Expense Control Act, 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17.
 The footnote material is provided here for your information; once this policy has been adopted, the footnotes and copyright information will be removed.
 Issue 93, October 2016

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State law controls this policy's content (105 ILCS 5/10-9, 5/10-10, and 5/22-1 (no compensation allowed, conflicts of interest prohibited); 105 ILCS 5/10-22.32 (expense advancements); and the Local Government Travel Expense Control Act (ECA) 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17 (regulation of travel expenses)). The deadline for implementation of this policy under the ECA is 7-1-17, but as a practical matter due to other requirements in the law, the implementation deadline will be 3-2-17; see the third paragraph in ¶n 3 of policy 2:125, *Board Member Compensation; Expenses*.

² 105 ILCS 5/10-22.32 states that "[t]he school board may advance to teachers and other certified employees the anticipated actual and necessary expenses incurred in attending meetings that are related to that employee's duties and will contribute to the professional development of that employee." This policy expands beyond those two categories (105 ILCS 5/10-20) of employees, and the limited purpose of attending meetings, to reimburse all employees for approved expenses necessary for the employee to perform his or her duties.

This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. If a local collective bargaining agreement contains a provision on expenses, consult the board attorney about how this policy may impact it.

³ 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17. See ¶ns 4 through 8 in policy 2:125, *Board Member Compensation; Expenses*, for more discussion.

For a sample resolution, see 2:125-E3, *Resolution to Regulate Expense Reimbursements*.

⁴ 105 ILCS 5/10-22.32. The final paragraph of this law prohibits money for expenses to be advanced or reimbursed to any person other than a board member or employee of the district.

⁵ Optional. *Personal expenses* are not defined in 50 ILCS 150/25, added by P.A. 99-604, eff. 1-1-17 or 105 ILCS 5/10-22.32. Consult the board attorney about this term and delete it only at the direction of the board attorney. Excluding personal expenses from advancements, reimbursements, and purchase orders is a generally-accepted best practice. The practice also aligns well with the State's widely-accepted transparency movement. Reimbursing personal expenses is also a magnet for the media.

⁶ 50 ILCS 150/25, added by P.A. 99-604, eff. 1-1-17.

⁷ *Id.*

⁸ 50 ILCS 150/20, added by P.A. 99-604, eff. 1-1-17. The School Code uses the term *voucher* for expense advancements (105 ILCS 5/10-22.32); the ECA requires submission of itemized, signed, standardized forms. Both 5:60-E1, *Employee Expense Reimbursement Form* and 5:60-E2, *Employee Estimated Expense Approval Form* incorporate *voucher* into the ECA's requirement to use standardized forms. See ¶n 11 below, and see also ¶n 20 of policy 2:125, *Board Member Compensation; Expenses*, for more discussion.

⁹ *Id.* at (2) and (3). This sentence mirrors the statute. The term *offices* is not defined. Consult the board attorney about whether inserting *job titles* would be sufficient for this requirement.

DRAFT UPDATE – REWRITTEN

3. The date(s) of the official business on which the expense advancement, reimbursement, or purchase order will be or was expended.⁹
4. The nature of the official business conducted when the expense advancement, reimbursement, or purchase order will be or was expended.¹⁰

Advancements

The Superintendent may advance expenses to teachers and other licensed employees for the anticipated actual and necessary expenses to be incurred while attending meetings that are related to their duties and will contribute to their professional development,¹¹ provided they fall below the maximum allowed in the Board's expense regulations.¹²

Expense advancement requests must be submitted to the Superintendent or designee on the District's standardized estimated expense approval form for employees. After spending expense advancements, employees must use the District's standardized expense reimbursement form and submit to the Superintendent: (a) the itemized, signed advancement voucher that was issued, and (b) the amount of actual expenses by attaching receipts.¹³ Any portion of an expense advancement not used must be returned to the District.¹⁴ Expense advancements and vouchers shall be presented to the Board in its regular bill process.

Reimbursements and Purchase Orders

Expense reimbursements and purchase orders may be issued by the Superintendent or designee to employees, along with other expenses necessary for the performance of their duties, provided the expenses fall below the maximum allowed in the Board's expense regulations.

Expense reimbursements and purchase order approvals are not guaranteed and, when possible, employees should seek pre-approval of expenses¹⁵ by providing an estimation of expenses on the District's standardized estimated expense approval form for employees, except in situations when the expense is diminutive. When pre-approval is not sought, employees must seek reimbursement on the

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⁹ *Id.* at (4).

¹⁰ *Id.*

¹¹ 105 ILCS 5/10-22.32 authorizes advancements for the listed items. This statute addresses expense advancements for certain activities; its language pre-dates the ECA and is narrower than the ECA. This policy seeks to reconcile the differences by separating advancements into a separate subhead. See *fn* 7 above, and see also *fn* 20 of policy 2:125, *Board Member Compensation; Expenses*, for more discussion.

¹² 50 ILCS 150/10 and 20, added by P.A. 99-604, eff. 1-1-17. This phrase recognizes that while advancements are allowed in these situations, they should remain below the MARA set by the board.

¹³ 50 ILCS 150/20, added by P.A. 99-604, eff. 1-1-17.

¹⁴ This paragraph's provisions are required by 105 ILCS 5/10-22.32.

¹⁵ Optional. Consult the board attorney to determine whether a pre-approval process is appropriate for the district. Neither 105 ILCS 5/10-22.32 (expense advancements) nor 50 ILCS 150/ (expense reimbursements and estimates) address expense pre-approvals. 50 ILCS 150/20 states: "an *estimate* if expenses have not been incurred ..." or "a *receipt* ..." if the expenses have already been incurred," suggesting no pre-approval is necessary. However, pre-approval is a best practice, and an employee who incurs expenses without pre-approval may run the risk that his or her expenses will not be approved. On the other hand, submitting estimated expenses for approval begs a pre-approval process, and some attorneys may read the law to require pre-approval of expenses. The pre-approval process also provides school officials with better information for financial planning.

Consult the board attorney to determine whether a pre-approval process is appropriate for the district. If it is required, ensure that 2:125-E3, *Resolution to Regulate Expense Reimbursements* reflects the district's specific pre-approval requirements. For an example of a standardized estimated expense form that could be used as a form of pre-approval, see 5:60-E2, *Employee Estimated Expense Approval Form*. The form provides three methods for employees to submit estimated expenses: providing estimated expenses (50 ILCS 150/), expense advancements for the specific activities (105 ILCS 5/10-22.32), or a purchase order.

DRAFT UPDATE – REWRITTEN

District's standardized expense reimbursement form for employees. Expense reimbursements and purchase orders shall be presented to the Board in its regular bill process.

Exceeding the Maximum Allowable Expense Amount(s) 16

All requests for expense advancements, reimbursements, and purchase orders exceeding the maximum allowed in the Board's expense regulations may only be approved when:

1. The Board's resolution to regulate expenses allows for such approval;
2. An emergency or other extraordinary circumstance exists; and
3. The request is approved by a roll call vote at an open Board meeting.¹⁷

Registration 18

When possible, registration fees will be paid by the District in advance.

Travel

The least expensive method of travel will be used, provided that no hardship will be caused to the employee. Employees will be reimbursed for:

1. Air travel at the coach or economy class commercial airline rate. First class or business class air travel will be reimbursed only if emergency circumstances warrant. The emergency circumstances must be explained on the expense form and Board approval of the additional expense is required. Copies of airline tickets must be attached to the expense form.
2. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets must be attached to the expense form to substantiate amounts.
3. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.
4. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense form.
5. Taxis, airport limousines, or other local transportation costs.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹⁶ 50 ILCS 150/ does not define *maximum allowable reimbursement amount* (MARA). Consult the board attorney to assist with a conversation about how much authority the board wishes to delegate to the superintendent for purposes of setting the MARA. Topics for these conversations are listed in *fn 8* of policy 2:125, *Board Member Compensation; Expenses*.

¹⁷ 50 ILCS 150/10 and 15. See *fn 13* in policy 2:125, *Board Member Compensation; Expenses* for more discussion.

¹⁸ Amend the language in subheads **Registration**, **Travel**, **Meals**, **Lodging**, and **Miscellaneous Expenses** to align with the MARA defined in the board's expense regulation resolution. See 2:125-E3, *Resolution to Regulate Expense Reimbursements* for a sample resolution.

See *fn 4* in policy 2:125, *Board Member Compensation; Expenses*, for further discussion about the board's power to set the expense regulations by policy (105 ILCS 5/10-20) and *fn 8* for considerations and unanswered questions surrounding its statutorily-imposed duty to set a MARA (50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17).

DRAFT UPDATE – REWRITTEN

Meals

Meals charged to the District should represent mid-fare selections for the hotel/meeting facility or general area.¹⁹ Tips are included with meal charges. Expense forms must explain the meal charges incurred. Alcoholic beverages will not be reimbursed.

Lodging

Employees should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Employees should pay personal expenses at checkout. If that is impossible, deductions for the charges should be made on the expense form.

Miscellaneous Expenses

Employees may seek reimbursement for other expenses incurred while attending a meeting sponsored by organizations described herein by fully describing the expenses on the expense form, attaching receipts.

LEGAL REF.: 105 ILCS 5/10-22.32.
Local Government Travel Expense Control Act, 50 ILCS 150/.

CROSS REF.: 2:125 (Board Member Compensation; Expenses), 2:240 (Board Policy Development), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards)

No
↑

Comment [APowell2]:
OPTION: Alternatively, a board could set a daily limit on meal costs:
Employees will be reimbursed for meal costs and tips up to \$____ per day consistent with the maximum reimbursement amount(s) set by the Board.

Ensure this amount is consistent with the Maximum Allowable Expense Amount set by the Board resolution.

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹⁹ Alternatively, a board could set a daily limit on meal costs, such as:

Employees will be reimbursed for meal costs and tips up to \$____ per day consistent with the maximum reimbursement amount(s) set by the Board.

But see also fn 8 of policy 2:125, *Board Member Compensation: Expenses* and ensure this amount is consistent with the MARA set by the board resolution.

DRAFT UPDATE

Lincolnshire - Prairie View School District 103

5:100

General Personnel

Staff Development Program

The Superintendent or designee shall implement a staff development program. The goal of such program shall be to update and improve the skills and knowledge of staff members in order to achieve and maintain a high level of job performance and satisfaction. Additionally, the development program for licensed staff members shall be designed to effectuate the District and School Improvement Plans so that student learning objectives meet or exceed goals established by the District and State.

The staff development program shall provide, at a minimum, at least once every 2 years, the in-service training of licensed school personnel and administrators on current best practices regarding the identification and treatment of attention deficit disorder and attention deficit hyperactivity disorder, the application of non-aversive behavioral interventions in the school environment, and the use of psychotropic or psychostimulant medication for school-age children.

The staff development program shall provide, at a minimum, once every 2 years, the in-service training of all District staff on educator ethics, teacher-student conduct, and school employee-student conduct.

In addition, the staff development program shall include each of the following:

1. At least, once every 2 years, training of all District staff by a person with expertise on anaphylactic reactions and management.
2. At least every 2 years, an in-service to train school personnel, at a minimum, to understand, provide information and referrals, and address issues pertaining to youth who are parents, expectant parents, or victims of domestic or sexual violence.
3. Training that, at a minimum, provides District staff with a basic knowledge of matters relating to acquired immunodeficiency syndrome (AIDS) and the availability of appropriate sources of counseling and referral.
4. Training for school personnel who work with students in grades 7 through 8 to identify the warning signs of mental illness and suicidal behavior in adolescents and teens along with appropriate intervention and referral techniques.
5. Abused and Neglected Child Reporting Act (ANCRA), School Code, and *Erin's Law* Training as follows:
 - a. Staff development for local school site personnel who work with students in grades kindergarten through 8, in the detection, reporting and prevention of child abuse and neglect (see policy 5:90, *Abused and Neglected Child Reporting*).
 - b. Within one year of employment, each staff member must complete mandated reporter training from a provider or agency with expertise in recognizing and reporting child abuse. Mandated reporter training must be completed again at least every 5 years (see policy 5:90, *Abused and Neglected Child Reporting*).
 - c. Informing educators about the recommendation in the *Erin's Law* Taskforce Report requesting them to attend continuing professional development programs that address the prevention and identification of child sexual abuse (see policy 5:90, *Abused and Neglected Child Reporting*).
6. Education for staff instructing students in grades 7 through 8, concerning teen dating violence as recommended by the District's Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, or Complaint Manager.

5:100

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DRAFT UPDATE

7. Ongoing professional development for teachers, administrators, school resource officers, and staff regarding the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, and developmentally appropriate disciplinary methods that promote positive and healthy school climates.
8. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: coaches and assistant coaches (whether volunteer or employee) of an interscholastic athletic activity; nurses serving on the Concussion Oversight Team; athletic trainers; game officials of an interscholastic athletic activity; and physicians serving on the Concussion Oversight Team. Individuals covered by this training mandate ~~were to~~ must initially complete the training by 9-1-2016.

~~8.9. Every two years, school personnel who work with students must complete an in-person or online training program on the management of asthma, the prevention of asthma symptoms, and emergency response in the school setting.~~

The Superintendent shall develop protocols for administering youth suicide awareness and prevention education to staff consistent with Board policy 7:290, *Suicide and Depression Awareness and Prevention*.

An opportunity shall be provided for all staff members to acquire, develop, and maintain the knowledge and skills necessary to properly administer life-saving techniques and first aid, including the Heimlich maneuver, cardiopulmonary resuscitation, and the use of an automated external defibrillator, in accordance with a nationally recognized certifying organization. Physical fitness facilities' staff must be trained in cardiopulmonary resuscitation and use of an automated external defibrillator.

LEGAL REF.: 105 ILCS 5/2-3.62, 5/10-22.6(c-5), 5/10-22.39, 5/22-80(h), 5/10-23.12, 5/24-5, 25/1.15 and 110/3.
325 ILCS 5/4, Abused and Neglected Child Reporting Act.
745 ILCS 49/, Good Samaritan Act.
7 C.F.R. Part 210.
23 Ill.Admin.Code Part 525.

CROSS REF.: 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 4:160 (Environmental Quality of Buildings and Grounds), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Ethics and Conduct), 5:250 (Leaves of Absence), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 6:160 (English Learners), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:270 (Administering Medicines to Students), 7:285 (Food Allergy Management Program), 7:290 (Suicide and Depression Awareness and Prevention), 7:305 (Student Athlete Concussions and Head Injuries)

ADOPTED: April 19, 2016

Comment [APowell]:

105 ILCS 5/22-30(j-15), amended by P.A. 99-843. Consult the board attorney about whether:

a. All asthma action plans should require immediate 911 calls based upon In re: Estate of Jeffery Stewart, 2016 IL App (2d) 151117, No. 2-15-1117 (8-24-16). The court held that a teacher's asthma attack was *willful and wanton* conduct, subjecting the school district to liability under the Local Governmental Employees Tort Immunity Act.

b. The duties and responsibilities of the district when it asks for, but does not receive an asthma action plan from a parent/guardian and the logistics of distributing any received plans to those employees who need to know based upon Stewart, above.

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DRAFT UPDATE

Lincolnshire - Prairie View School District 103

5:125

General Personnel

Personal Technology and Social Media: Usage and Conduct

Introduction

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

Definitions

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

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

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

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

Usage and Conduct

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

1. Adhere to the high standards for appropriate school relationships required by policy 5:120, *Ethics and Conduct* at all times, regardless of the ever-changing social media and personal technology platforms available. This includes District employees posting images or private information about themselves or others in a manner accessible to students and other employees that is inappropriate as defined by policy 5:20, *Workplace Harassment Prohibited*; 5:100, *Staff Development Program*; 5:120, *Ethics and Conduct*; 6:235, *Access to Electronic Networks*; 7:20, *Harassment of Students Prohibited*; and the Ill. Code of Educator Ethics, 23 Ill.Admin.Code §22.20.
2. Use a District-provided or supported method whenever possible to communicate with students and their parents/guardians. Employees shall discourage students from making contact through the employee's personal technology or social media. Repeated attempts by a student to make such contact shall be reported to the employee's supervisor.

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

The Superintendent shall:

1. Inform District employees about this policy.
2. Direct Building Principals to annually inform their building staff about the importance of maintaining high standards in their school relationships.
3. Build awareness of this policy with students, parents, and the community.
4. Ensure that no one for the District, or on its behalf, requests of an employee or applicant access in any manner to his or her social networking website or requests passwords to such sites.
- 4.5. Periodically review this policy and any procedures with District employee representatives and electronic network system administrator(s) and present proposed changes to the Board.

Comment [APowell1]:

Right to Privacy in the Workplace Act, 820 ILCS 55/10(b), amended by P.A. 99-610, eff. 1-1-17 (also known as the *Facebook Password Law*). The exception for *professional accounts* is unlikely to be available to school districts; see the explanation in fn 15 in policy 5:30, *Hiring Process and Criteria*. The statute specifically permits an employer to: (1) maintain workplace policies governing the use of the employer's electronic equipment, including policies regarding Internet use, social networking site use, and electronic mail use; and (2) monitor usage of the employer's electronic equipment and electronic mail.

The statute does not prohibit an employer from (1) obtaining information about an applicant or an employee that is in the public domain or that is otherwise obtained in compliance with the statute, and (2) requesting or requiring an applicant or employee to share specific content that is reported to the employer to: (a) ensure compliance with laws and regulatory requirements, (b) investigate certain allegations as outlined in the law, and (c) prohibit certain outlined behaviors in the law. Finally, the statute does not apply to other types of personal technology that employees may use to communicate with students or other individuals, such as personal email or text messages on a personal phone. However, employers may access online accounts that the employer pays for or that an employee creates or maintains on behalf of the employer in connection with the employee's employment. Consult the board attorney about these issues.

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

CROSS REF.: 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria),
5:100 (Staff Development Program), 5:120 (Ethics and Conduct), 5:130
(Responsibilities Concerning Internal Information), 5:150 (Personnel Records),
5:170 (Copyright), 5:200 (Terms and Conditions of Employment and Dismissal),
6:235 (Access to Electronic Networks), 7:20 (Harassment of Students
Prohibited), 7:340 (Student Records)

ADOPTED: ~~October 21, 2014~~

DRAFT UPDATE

Lincolnshire - Prairie View School District 103

5:185

General Personnel

Family and Medical Leave

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

For employees not covered by this handbook:

Leave Description

An eligible employee may use unpaid family and medical leave (FMLA leave), guaranteed by the federal Family and Medical Leave Act. The U.S. Department of Labor's rules (federal rules) implementing FMLA, as they may be amended from time to time, control FMLA leave.

An eligible employee may take FMLA leave for up to a combined total of 12 weeks each 12-month period, using a "rolling" 12-month period.

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

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

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

1. The birth and first-year care of a son or daughter.
2. The adoption or foster placement of a son or daughter, including absences from work that are necessary for the adoption or foster care to proceed and expiring at the end of the 12-month period beginning on the placement date.
3. The serious health condition of an employee's spouse, child, or parent.
4. The employee's own serious health condition that makes the employee unable to perform the functions of his or her job.
5. The existence of a qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a military member on covered active duty or has been notified of an impending call or order to active duty, as provided in federal rules.
6. To care for the employee's spouse, child, parent, or next of kin who is a covered servicemember with a serious injury or illness, as provided by federal rules.

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

Eligibility

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

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1. The employee has been employed by the District for at least 12 months and has been employed for at least 1,250 hours of service during the 12-month period immediately before the beginning of the leave. The 12 months an employee must have been employed by the District need not be consecutive. However, the District will not consider any period of previous employment that occurred more than ~~seven~~ years before the date of the most recent hiring, except when the service break is due to fulfillment of a covered service obligation under the employee's Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. 4301, et seq., National Guard or Reserve military service or when a written agreement exists concerning the District's intention to rehire the employee.
2. The employee is a full-time classroom teacher.

Requesting Leave

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

Certification

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

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

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

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

Comment [APowell1]: 1.

Terminology is updated to match new regulatory language.

A service break due to fulfillment of covered service obligation is found in the *Glossary of Terms Used in FMLA* available at: webapps.dol.gov/eiaws/wbd/fmla/3.aspx?Glossary_Word=ELIGIBLE.

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

Continuation of Health Benefits

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

Changed Circumstances and Intent to Return

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

Return to Work

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

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

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

Implementation

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

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

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

ADOPTED: ~~April 21, 2015~~

DRAFT UPDATE

Lincolnshire - Prairie View School District 103

5:190

Professional Personnel

Teacher Qualifications

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

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

Comment [APowell1]:

Updated throughout to align with current teacher qualification requirements under ESEA, as amended by ESSA, and to delete former NCLB references that teachers be *highly qualified*.

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The Superintendent or designee shall:

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

LEGAL REF.: 20 U.S.C. §63192(c)(1)(A).
~~34 C.F.R. §200.55, 56, 57, and 61.~~
105 ILCS 5/10-20.15, 5/21-11.4, ~~5/21B-15, 5/21B-20, 5/21B-25, and 5/24-23.~~
23 Ill.Admin.Code §1.610 et seq., §1.705 et seq., and Part 25.

Comment [APowell2]:

Still exist but have not been updated yet to align with ESEA as amended by ESSA, and no notice of proposed rulemaking is pending. We will continue to cite them, if appropriate, and note the discrepancy in a footnote

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ADOPTED: October 21, 2014

DRAFT UPDATE

Lincolnshire - Prairie View School District 103

5:250

Professional Personnel

Leaves of Absence

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

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

Child Bereavement Leave

State law allows a maximum of 10 unpaid work days for eligible employees (Family and Medical Leave Act of 1993, 20 U.S.C. §2601 et seq.) to take child bereavement leave. The purpose, requirements, scheduling, and all other terms of the leave are governed by the Child Bereavement Leave Act. Child bereavement leave allows for: (1) attendance by the bereaved staff member at the funeral or alternative to a funeral of his or her child, (2) making arrangements necessitated by the death of the staff member's child, or (3) grieving the death of the staff member's child, without any adverse employment action.

The leave must be completed within 60 days after the date on which the employee received notice of the death of his or her child. However, in the event of the death of more than one child in a 12-month period, an employee is entitled to up to a total of six weeks of bereavement leave during the 12-month period, subject to certain restrictions under State and federal law. Other existing forms of leave may be substituted for the leave provided in the Child Bereavement Leave Act. This policy does not create any right for an employee to take child bereavement leave that is inconsistent with the Child Bereavement Leave Act.

General Assembly

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

Leave for Employment in Department of Defense

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

School Visitation Leave

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

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

Leaves for Victims of Domestic or Sexual Violence

Any professional staff member may take an unpaid leave from work who: (1) is a victim of domestic or sexual violence, or (2) has a family, or household member who is a victim of domestic or sexual

Comment [APowell1]:

Consult the board attorney about the Employee Sick Leave Act 820 ILCS 191/, added by P.A. 99-841, eff. 1-1-17. It prohibits employers from limiting the use of sick time to an employee's own illnesses and allows employees to use employer-provided sick leave to care for an ill or injured family member or to attend a medical appointment with a family member. The law defines family members as a child (biological, adopted, stepchild, or legal ward), spouse, domestic partner, sibling, parent, mother- or father-in-law, grandchild, grandparent, or stepparent (Id. at 191/10(b)). Leave may be taken under the same terms for which the employee would be permitted to take leave for his or her own illness or injury.

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Comment [APowell2]:

820 ILCS 154/, added by P.A. 99-703 requires employers to offer this unpaid leave to employees that are eligible employees under FMLA. (29 U.S.C. 2601 et seq.)

The Act also provides that the leave must be completed within 60 days of the employee learning of the death of his or her child, as defined by 820 ILCS 154/, added by P.A. 99-703. However, that 60 day limitation does not apply where more than one child dies in a 12-month period. There may be times where an employer may want to grant more than 10 unpaid work days, e.g., when a deceased child lived in a foreign country, etc. Consult the board attorney to resolve the complexities of determining whether an employee is an eligible employee under the FMLA that would trigger this Act.

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violence whose interests are not adverse to the employee as it relates to the domestic or sexual violence. The unpaid leave allows the employee to seek medical help, legal assistance, counseling, safety planning, and other assistance without suffering adverse employment action.

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

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

Upon request, the Board of Education will grant: (1) an unpaid leave of absence to a teacher who is elected to serve as an officer of a State or national teacher organization that represents teachers in collective bargaining negotiations, (2) 20 days of paid leave of absence per year to a trustee of the Teachers' Retirement System to attend meetings and seminars as described in 105 ILCS 5/24-6.3, and (3) a paid leave of absence for the local association president of a State teacher association that is an exclusive bargaining agent in the District, or his or her designee, to attend meetings, workshops, or seminars as described in 105 ILCS 5/24-6.2.

Leave to Serve as an Election Judge

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

LEGAL REF.: 10 ILCS 5/13-2.5
20 ILCS 1805/30.1 *et seq.*
820 ILCS 154/.
105 ILCS 5/24-6, 5/24-6.1, 5/24-6.2, 5/24-6.3, 5/24-13, and 5/24-13.1.
820 ILCS 147/ and 180/.

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

ADOPTED: April 21, 2015

DRAFT UPDATE

Lincolnshire - Prairie View School District 103

5:260

Professional Personnel

Student Teachers

The Superintendent is authorized to accept students from university-approved teacher-training programs to do student teaching in the District. No individual who has been convicted of a criminal offense listed in that would subject him or her to license suspension or revocation pursuant to Section 5/21B-80 of the School Code or who has been found to be the perpetrator of sexual or physical abuse of a minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987 is permitted to student teach or complete field or other clinical experience.

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

1. The District performed a 105 ILCS 5/10-21.9(g) complete criminal history records check as described below; and
2. The individual furnished evidence of physical fitness to perform assigned duties and freedom from communicable disease pursuant to 105 ILCS 5/24-5.

A 105 ILCS 5/21.9(g) complete criminal history records check Check pursuant to 105 ILCS 5/10-21-9 shall include:

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

The School Code requires Each individual student teaching or beginning a required internship to must provide the District with written authorization for, and pay the costs of, his or her 105 ILCS 5/21.9(g) criminal history records check (including any applicable vendor's fees). Upon receipt of this authorization and payment, the Superintendent or designee will submit the student teacher's name, sex, race, date of birth, social security number, fingerprint images, and other identifiers, as prescribed by the Department of State Police, to the Department of State Police. T- and the Superintendent or designee will provide each student teacher with a copy of his or her report.

Assignment

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

Comment [APowell1]:

P.A. 99-667 amended the School Code at 105 ILCS 5/10-21.9, 5/21B-15, and 5/21B-80(b) to carve out an exception allowing individuals with convictions involving certain drug offenses to obtain educator licensure or reinstate a license suspension/revocation seven years after the end of an individual's sentence for these certain drug offenses. See 5:30-AP2, *Investigations*, for a list of these carved-out drug offenses.

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Comment [APowell2]:

Updated to clarify School Code requirements for student teacher *complete criminal history records checks*. 105 ILCS 5/10-21.9(g) applies to individuals who will be student teachers or who are beginning a required internship.

PRESS subscriber feedback overwhelmingly prefers that "students doing field or clinical experience other than student teaching" not be in the sample default policy language.

OPTION: For boards that want to include students participating in any field or clinical experience, amend this phrase to state "Before permitting an individual to student teach, or begin a required internship, or participate in any field experience in the District, ..."

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Comment [APowell3]:

Repealed, eff. 12-27-13 (School Code provision, 105 ILCS 5/21-14) and eff. 6-30-14 (Administrative Code provision, 23 Ill.Admin.Code 25.875).

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AHW
gxa

DRAFT UPDATE

LEGAL REF.: Adam Walsh Child Protection and Safety Act, P.L. 109-248.
Uniform Conviction Information Act, 20 ILCS 2635/1.
105 ILCS ~~5/10-21.9, 5/21-14(e), (3)(E)(viii)~~, 5/10-22.34, and 5/24-5.
~~23 Ill. Admin. Code §25.875.~~

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

ADOPTED: ~~October 21, 2014~~

DRAFT UPDATE

Lincolnshire - Prairie View School District 103

5:280

Educational Support Personnel

Duties and Qualifications

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

Paraprofessionals

Paraprofessionals provide supervised instructional support. Service as a paraprofessional requires an educator license with stipulations endorsed for a paraprofessional educator unless a specific exemption is authorized by the Illinois State Board of Education (ISBE).

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

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

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

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

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

Coaches

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

Bus Drivers

All school bus drivers must have a valid school bus driver permit. The Superintendent or designee shall inform the Illinois Secretary of State, within 30 days of being informed by a school bus driver, that the bus driver permit holder has been called to active duty. New bus drivers and bus drivers who are returning from a lapse in their employment are subject to the requirements contained in Board policy 5:30, *Hiring Process and Criteria* and Board policy 5:285, *Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers*.

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

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

ADOPTED: ~~October 21, 2014~~

Comment [APowell1]:
Section 6319(c) of NCLB was repealed in its entirety by ESSA.
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Lincolnshire - Prairie View School District 103

5:330

Educational Support Personnel

Sick Days, Vacation, Holidays, and Leaves

Sick Leaves, Vacation, Holidays, Personal Leave/Emergencies, Bereavement Leave, Maternity Leave and Adoption Leave

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

Leaves for Service in the Military and General Assembly

Educational support personnel receive military and General Assembly leaves on the same terms and conditions granted professional staff.

School Visitation Leave

Educational support personnel receive school visitation leave on the same terms and conditions granted professional staff.

Leaves for Victims of Domestic or Sexual Violence

Educational support personnel receive a leave for victims of domestic or sexual violence on the same terms and conditions granted professional staff.

Leave to Serve as a Trustee of the Illinois Municipal Retirement Fund

Upon request, the Board will grant 20 days of paid leave of absence per year to a trustee of the Illinois Municipal Retirement Fund in accordance with 105 ILCS 5/24-6.3.

Child Bereavement Leave

Educational support personnel receive child bereavement leave on the same terms and conditions granted professional staff.

Leave to Serve as an Election Judge

Educational support personnel receive leave to serve as an election judge on the same terms and conditions granted professional staff.

LEGAL REF.: 20 ILCS 1805/30.1 et seq.
105 ILCS 5/10-20.7b, 5/24-2, and 5/24-6.
820 ILCS 147 and 180/
820 ILCS 154/
School Dist 151 v. ISBE, 507 N.E.2d 134 (Ill.App.1, 1987); Elder v. School Dist. No.127 1/2, 208 N.E.2d 423 (Ill.App.1, 1965).

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave), 5:250 (Professional Personnel - Leaves of Absence)

ADOPTED: February 16, 2016

Comment [APowell1]:

Consult the board attorney about the Employee Sick Leave Act 820 ILCS 191/, added by P.A. 99-841, eff. 1-1-17. It prohibits employers from limiting the use of sick time to an employee's own illnesses and allows employees to use employer-provided sick leave to care for an ill or injured family member or to attend a medical appointment with a family member. The law defines family members as a child (biological, adopted, stepchild, or legal ward), spouse, domestic partner, sibling, parent, mother- or father-in-law, grandchild, grandparent, or stepparent (id. at 191/10(b)). Leave may be taken under the same terms for which the employee would be permitted to take leave for his or her own illness or injury.

Issue 93, October 2016

Comment [APowell2]:

The following optional provisions apply to boards that want to address the IMRF's requirement that public bodies must have a written plan allowing eligible employees to convert their eligible accumulated sick leave to service credit upon their retirement. See 40 ILCS 5/7-139(a)(8) and see also IMRF General Memorandum #555 at: www.imrf.org/en/publications-and-archives/general-memos/2007-general-memos/general-memo-555

OPTION 1: No collective bargaining agreement applies, and the board wants to publicize its written plan. Insert the following sentence:

This policy is the District's written plan allowing eligible employees to convert eligible accumulated sick leave to service credit upon a District employee's retirement under the Illinois Municipal Retirement Fund.

OPTION 2: A local collective bargaining agreement contains the written plan, and the board wants to publicize it. Insert the following sentence:

Please refer to the applicable collective bargaining agreement(s) for the District's written plan allowing eligible employees to convert eligible accumulated sick leave to service credit upon an employee's retirement under the Illinois Municipal Retirement Fund.

OPTION 3: A district maintains two separate sick leave plans, one for employees under a collective bargaining agreement, and one for non-unionized employees. Insert the text for both Option 1 and Option 2.

Issue 93, October 2016

Comment [APowell3]:

820 ILCS 154/, added by P.A. 99-703 requires employers to offer this unpaid leave to employees that are eligible employees under FMLA. (29 U.S.C. 2601 et seq.)

See the Child Bereavement Leave subhead in policy 5:250, *Professional Personnel - Leaves of Absence*, for further information.

Issue 93, October 2016

AHW
yes

No

DRAFT UPDATE

Instruction

School Accountability

According to the Illinois General Assembly, the primary purpose of schooling is the transmission of knowledge and culture through which students learn in areas necessary to their continuing development and entry into the world of work. To fulfill that purpose, the Illinois State Board of Education prepared State Goals for Learning with accompanying Illinois Learning Standards.

The Board of Education gives priority in the allocation of resources, including funds, time, personnel, and facilities, to fulfilling this purpose.

Quality Assurance

The Board continuously monitors student achievement and the quality of the District's work. The Superintendent shall supervise the following quality assurance components, in accordance with State law and Illinois State Board of Education (ISBE) rules, and continuously keep the Board informed:

1. Preparing each school's annual recognition application and quality assurance appraisal, whether internal or external, to monitor each school's process for continuous school improvement.
2. If needed, submit School Improvement Plans for Board approval that comply with State law and contain:
 - District student learning objectives;
 - Assessment systems for measuring students' progress in the fundamental learning areas; and
 - Reporting systems for informing the community and the State of assessment results.
3. Continuously assess the District's and each school's overall performance in terms of both academic success and equity. This includes, without limitation, a thorough analysis of ISBE's balanced accountability measure and each school's Multiple Measure Index and corresponding Annual Measurable Objective provided by ISBE.
4. If applicable, develop District and School Improvement Plans, present them for Board approval, and supervise their implementation.
5. Publishing a school report card in accordance with State law.
6. In accordance with Sec. 2-3.153 of the School Code, administer at least biennially a survey of learning conditions on the instructional environment within the school to, at minimum, students in grades 6 through 12 and teachers.

The Superintendent or designee shall make regular assessment reports to the Board, including projections whether the District and each school is or will be making adequate yearly progress as defined in State law. The Superintendent shall seek Board approval for each District and/or school improvement plan and otherwise when necessary or advisable.

School Choice and Supplemental Education Services

~~This section of the policy is effective only if the choice and/or supplemental educational services requirements in federal law are applicable to Illinois. When effective, school choice and supplemental education services will be offered to students as provided in Title I of the Elementary and Secondary Education Act.~~

Comment [APowell1]:
 This policy is updated to delete former requirements under NCLB, repealed by ESSA and P.A.s 99-193 and P.A. 99-657, and amendments to 23 Ill.Admin.Code §1.97.
 Issue 93, October 2016

AHW
yes

DRAFT UPDATE

LEGAL REF.: ~~No Child Left Behind Act, §1116, 20 U.S.C. §6316,
34 C.F.R. §§200.32, 200.33, 200.42, and 200.43.~~
105 ILCS 5/2-3.25, 5/2-3.25a, 5/2-3.25b, 5/2-3.25c, 5/2-3.25d, 5/2-3.25d-5, 5/2-3.25e-5, 5/2-3.25f, 5/2-3.25f-5, 5/2-3.63, 5/2-3.64a-5, 5/10-21.3a, and 5/27-1.23 Ill.Admin.Code Part 1, Subpart A: Recognition Requirements.

CROSS REF.: 6:10 (Educational Philosophy and Objectives), 6:170 (Title 1 Programs), 6:340 (Student Testing and Assessment Program), 7:10 (Equal Educational Opportunities)

ADOPTED: ~~April 19, 2016~~

DRAFT UPDATE

Lincolnshire - Prairie View School District 103

6:50

Instruction

School Wellness

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004 and the Healthy Hunger-Free Kids Act of 2010 (HHFKA). The Superintendent or designee will ensure each school building complies with this policy, the policy is available to the community on an annual basis, and that the community is informed about the progress of this policy's implementation.

Goals for Nutrition Education and Nutrition Promotion

The goals for addressing nutrition education and nutrition promotion include the following:

- Schools will support and promote ~~good sound~~ nutrition for students.
- Schools will foster the positive relationship between ~~good sound~~ nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition education will be part of the District's comprehensive health education curriculum. See Board policy 6:60, *Curriculum Content*.

Goals for Physical Activity

The goals for addressing physical activity include the following:

- Schools will support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. See Board policy 6:60, *Curriculum Content* and Board policy 7:260, *Exemption from Physical Education*.
- Unless otherwise exempted, all students will be required to engage daily during the school day in a physical education course. See Board policy 6:60, *Curriculum Content* and Board policy 7:260, *Exemption from Physical Education*.
- The curriculum will be consistent with and incorporate relevant *Illinois Learning Standards for Physical Development and Health* as established by the Illinois State Board of Education.

Nutrition Guidelines for Foods Available in Schools During the School Day

~~Students will be offered and schools will promote nutritious food and beverage choices consistent with the current Dietary Guidelines for Americans published jointly by the U.S. Departments of Health and Human Services and Agriculture (USDA). In addition, in order to promote student health and reduce childhood obesity, the Superintendent or designee shall restrict the sale of competitive foods, as defined by the USDA, in the food service areas during meal periods and comply with all ISBE rules.~~

~~Students will be offered and schools will promote nutritious food and beverage choices consistent with the current Dietary Guidelines for Americans and Food Guidance System published jointly by the U.S. Department of Health and Human Services and the Department of Agriculture. In addition, in order to promote student health and reduce childhood obesity, the Superintendent or designee shall establish such administrative procedures to control food sales that compete with the District's non-profit food service in compliance with the Child Nutrition Act. Food service rules shall restrict the sale of foods of minimal nutritional value as defined by the U.S. Department of Agriculture in the food service areas during the meal periods.~~

Comment [AKL1]: The policy is updated in response to 23 Ill. Admin.Code §305(c), and in response to ISBE Learning Standards Goal 20. For more information see the box "6:50, School Wellness: Background" in the Issue 90 Update Memo.

Issue 90, October 2015

Comment [APowell2]:

The policy, Legal References, and Cross References are updated throughout in response to final Smart Snacks rules.

To achieve the intent of this requirement, the regulations suggest several methods for districts, which include a common method many districts likely already use: post the policy on the website for the public, and use the student handbook to distribute important information to interested households.

Issue 93, October 2016

Comment [APowell3]:

23 Ill. Admin.Code §1.425 (added at 40 Ill. Reg. 2990)

Issue 93, October 2016

Comment [APowell4]:

105 ILCS 5/27-6.5 describes physical fitness assessments required, beginning with the 2016-17 school year and every school year thereafter, for grades 3-12 in an effort to meet State Goal 20 of the *Illinois Learning Standards for Physical Development and Health* (at www.isbe.net/files/pdf/pdf/goal20.pdf). See also 23 Ill. Admin.Code §1.425 (g), (h); ISBE's *IL Fitness Assessments and Data Reporting Requirements Questions and Answers* (Rev. 8/25/16) at: www.isbe.net/EPP/pdf/fitness-asmt-faq.pdf.

Issue 93, October 2016

Comment [APowell5]: For a definition of *competitive foods*, see 4:120-AP, *Food Services: Competitive Foods: Exemptions*.

Issue 90, October 2015

6:50

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DRAFT UPDATE

Exempted Fundraising Day (EFD) Requests

All food and beverages sold to students on the school campuses of participating schools during the school day must comply with the "general nutrition standards for competitive foods" specified in federal law, unless the Superintendent or designee in a participating school has granted an exempted fundraising day (EFD). To request an EFD and learn more about the District's related procedure(s), contact the Superintendent or designee. The District's procedures are subject to change. The number of EFDs is set by ISBE rule.

Guidelines for Reimbursable School Meals

Reimbursable school meals served shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program.

Monitoring

The Superintendent or designee shall annually provide periodic implementation data and/or reports to the Board concerning this policy's implementation sufficient to allow the Board to monitor and adjust the policy. This report must include without limitation each of the following:

- An assessment of the District's implementation of the policy
- The extent to which schools in the District are in compliance with the policy
- The extent to which the policy compares to model local school wellness policies
- A description of the progress made in attaining the goals of the policy

Community Input

The Superintendent or designee will actively invite suggestions and comments concerning the development, implementation, and improvement of the school wellness policy from parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and community.

Recordkeeping

The Superintendent or designee shall retain records to document compliance with this policy.

LEGAL REF.: Child Nutrition and WIC Reauthorization Act of 2004, PL 108-265, Sec. 204.
Child Nutrition Act of 1966, 42 U.S.C. §1771 et seq.
National School Lunch Act, 42 U.S.C. §1751 et seq.
Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. §1758b, PL 111-296.
42 U.S.C. §1779, as implemented by 7 C.F.R. §§210.11 and 210.30.
105 ILCS 5/2-3.139.
23 Ill.Admin.Code Part 305, Food Program.
ISBE's "School Wellness Policy" Goal, adopted Oct. 2007.

CROSS REF.: 4:120 (Food Services), 5:100 (Staff Development Program), 6:60 (Curriculum Content), 7:260 (Exemption from Physical Education)

ADOPTED: May 14, 2012

Comment [APowell6]: Required by 23 Ill. Admin. Code §30515(c)(2) and 79 Fed. Reg. 10693. For a list of the number of available EFDs and a more detailed sample step-by-step procedure to request them, see 4:120-AP, *Food Services: Competitive Foods; Exemptions*.

Issue 90, October 2015

Comment [APowell7]:

7 C.F.R. §210.30(f). Records must include: (1) the policy, (2) documentation demonstrating compliance with community involvement requirements, including requirements to make the local school wellness policy and triennial assessments available to the public; and (3) documentation of the triennial assessment of the local school wellness policy for each school under its jurisdiction.

Issue 93, October 2016

DRAFT UPDATE

Lincolnshire - Prairie View School District 103

6:60

Instruction

Curriculum Content

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

1. In each grade, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, (h) music, and (i) drug and substance abuse prevention. A reading opportunity of 60 minutes per day will be promoted for all students in kindergarten through grade 3 whose reading levels are one grade level or more lower than their current grade level.
2. In kindergarten through grade 8, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence.
3. In grades kindergarten through 8, age-appropriate Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must incorporate policy 6:235, Access to Electronic Networks and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response. .
4. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship, in order to raise students' honesty, kindness, justice, discipline, respect for others, and moral courage. Instruction in all grades should include educating students about behaviors that violate Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*.
5. In all schools, citizenship values must be taught, including: (a) patriotism, (b) democratic principles of freedom, justice, and equality, (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.
6. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage daily during the school day in a physical education course. For exemptions and substitutions, see policy 7:260, Exemption from Physical ~~Activity~~ Education.
7. In all schools, health education must be stressed, including: (a) proper nutrition, (b) physical fitness, (c) components necessary to develop a sound mind in a healthy body, (d) dangers and avoidance of abduction, and (e) age-appropriate sexual abuse and assault awareness and prevention education in all grades. The Superintendent shall implement a comprehensive health education program in accordance with State law.
8. In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels.

Comment [APowell1]:

Title change in referenced policy 7:260 in response to 23 Ill. Admin.Code §1.425(e)(3) and 23 Ill. Admin.Code §1.425, added at 40 Ill. Reg. 2990.

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6:60

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DRAFT UPDATE

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

DRAFT UPDATE

LEGAL REF.: 5 ILCS 465/3 and 465/3a.
20 ILCS 2605/2605-480.
105 ILCS 5/2-3.80(e) and (f), 5/27-3, 5/27-3.5, 5/27-5, 5/27-6, 5/27-6.5, 5/27-7,
5/27-12, 5/27-12.1, 5/27-13.1, 5/27-13.2, 5/27-20.3, 5/27-20.4, 5/27-20.5,
5/27-21, 5/27-22, 5/27-23.3, 5/27-23.4, 5/27-23.7, 5/27-23.8, 5/27-23.10, 5/27-
24.2, 435/, and 110/3.
625 ILCS 5/6-408.5.
23 Ill.Admin.Code §§1.420, 1.425, 1.430, and 1.440.
Consolidated Appropriations Act of 2005, Pub. L. No. 108-447, Section 111 of
Division J.
Protecting Children in the 21st Century Act, Pub. L. No. 110-385, Title II, 122 stat.
4096 (2008).
47 C.F.R. §54.520.

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

ADOPTED: April 21, 2015

DRAFT UPDATE

Lincolnshire - Prairie View School District 103

6:160

Instruction

English Learners

The District offers opportunities for resident English Learners to ~~develop~~ achieve at high levels of academic attainment in ~~subjects~~ English and to meet the same challenging State academic content and student academic achievement standards that all children are expected to ~~attain~~ meet. The Superintendent or designee shall develop and maintain a program for English Learners that will:

1. Assist all English Learners to achieve English proficiency, facilitate effective communication in English, and encourage their full participation in school activities and programs as well as promote participation by the parents/guardians of English Learners.
2. Appropriately identify students with limited English language proficiency.
3. Comply with State law regarding the Transitional Bilingual Educational Program (TBE) or Transitional Program of Instruction (TPI), whichever is applicable.
4. Comply with any applicable State and federal requirements for the receipt of grant money for English Learners and programs to serve them.
5. Determine the appropriate instructional program and environment for English Learners.
6. Annually assess the English proficiency of English Learners and monitor their progress in order to determine their readiness for a mainstream classroom environment.
7. Include English Learners, to the extent required by State and federal law, in the District's student assessment program to measure their achievement in reading/language arts and mathematics.
8. Provide information to the parents/guardians of English Learners about: (1) the reasons for their child's identification, (2) their child's level of English proficiency, (3) the method of instruction to be used, (4) how the program will meet their child's needs, (5) how the program will specifically help their child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation, (6) specific exit requirements of the program, (7) how the program will meet their child's individualized education program, if applicable, and (8) information on parent/guardian rights. Parents/guardians will be regularly apprised of their child's progress and involvement will be encouraged.

Parent Involvement

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students. ~~(1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Learners programs.~~

Comment [APowell1]:

The policy and Legal References are updated to reflect new English Learner program requirements under ESEA, as amended by ESSA.

For purposes of this policy, *English Learners* is synonymous with the School Code definition, which means: (1) all students in grades Pre-K through 12 who were not born in the United States, whose native tongue is a language other than English, and who are incapable of performing ordinary classwork in English; and (2) all students in grades Pre-K through 12 who were born in the United States of parents possessing no or limited English-speaking ability and who are incapable of performing ordinary classwork in English (105 ILCS 5/14C-2, amended by P.A. 99-30).

Note: The Illinois Administrative Code definition of *English Learners* has not been amended since the effective date of P.A. 99-30 and still provides that *English Learners* means any student in preschool, kindergarten or any of grades 1 through 12, whose home language background is a language other than English and whose proficiency in speaking, reading, writing, or understanding English is not yet sufficient to provide the student with: (1) the ability to meet the State's proficiency level of achievement on State assessments; (2) the ability to successfully achieve in classrooms where the language of instruction is English; or (3) the opportunity to participate fully in the school setting (23 Ill. Admin. Code §228.10).

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DRAFT UPDATE

LEGAL REF.: 20 U.S.C. §§6312, 6314, 6315, and 6318-6319 and 6801.
~~20 U.S.C. §6801 et seq.~~
34 C.F.R. Part 200.
105 ILCS 5/14C-1 et seq.
23 Ill.Admin.Code Part 228.

CROSS REF.: 6:15 (School Accountability), 6:170 (Title I Programs), 6:340 (Student Testing and Assessment Program)

ADOPTED: April 19, 2016

DRAFT UPDATE

Lincolnshire - Prairie View School District 103

6:170

Instruction

Title I Programs

The Superintendent or designee shall pursue funding under Title I, Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children.

All District schools, regardless of whether they receive Title I funds, shall provide services that, taken as a whole, are substantially comparable. Teachers, administrators, and other staff shall be assigned to schools in a manner that ensures equivalency among the District's schools. Curriculum materials and instructional supplies shall be provided in a manner that ensures equivalency among the District's schools.

Title I Parental and Family Engagement Involvement

The District maintains programs, activities, and procedures for the ~~involvement~~ engagement of parents/guardians and families of students receiving services, or enrolled in programs, under Title I. These programs, activities, and procedures are described in District-level and School-level compacts.

District-Level Parent and Family Engagement Compact

The Superintendent or designee shall develop a District-Level Parent and Family Engagement Compact according to Title I requirements. The District-Level Parent and Family Engagement Compact shall contain: (1) the District's expectations for parent and family engagement, (2) specific strategies for effective parent and family engagement activities to improve student academic achievement and school performance, and (3) other provisions as required by federal law. The Superintendent or designee shall ensure that the Compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

School-Level Parent and Family Engagement Compact

Each Building Principal or designee shall develop a School-Level Parent and Family Engagement Compact according to Title I requirements. This School-Level Parent and Family Engagement Compact shall contain: (1) a process for continually involving parents/guardians in its development and implementation, (2) how parents/guardians, the entire school staff, and students share the responsibility for improved student academic achievement, (3) the means by which the school and parents/guardians build and develop a partnership to help children achieve the State's high standards, and (4) other provisions as required by federal law. Each Building Principal or designee shall ensure that the Compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

Comment [APowell1]:

The policy and incorporated by Reference are updated to reflect new Title I program requirements under §6318 of ESEA, as amended by ESSA.

Issue 93, October 2016

DRAFT UPDATE

Incorporated
by Reference:

6:170-API, E1 (District-Level Parental and Family Engagement Involvement Compact) and 6:170-API, E2 (School-Level Parental and Family Engagement Involvement Compact)

LEGAL REF.: Title I of the Elementary and Secondary Education Act, 20 U.S.C. §6301-6514.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 4:110 (Transportation), 5:190 (Teacher Qualifications), 5:280 (Duties and Qualifications), 6:15 (School Accountability), 6:140 (Education of Homeless Children), 6:145 (Migrant Students), 6:160 (English Learners), 7:10 (Equal Educational Opportunities), 7:30 (Student Assignment), 7:60 (Residence), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 8:95 (Parental Involvement)

ADOPTED: ~~March 17, 2015~~

DRAFT UPDATE

Lincolnshire - Prairie View School District 103

6:340

Instruction

Student Testing and Assessment Program

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

The Superintendent or designee shall develop and supervise a student assessment program and shall provide appropriate data to the Board to allow it to monitor the program's results. The program will:

1. Use the State assessment system and any other appropriate assessment methods and instruments, including norm and criterion-referenced achievement tests, aptitude tests, proficiency tests, and teacher-developed tests.
2. Conform to the schedule required by State law and State Board of Education rules. It may include testing of students in grades not required by State law to be tested.
3. Be uniformly applied to all students who are required to be tested, including: (a) students in a State approved transitional bilingual education or transitional program, and (b) students who have an Individualized Educational Plan (IEP).
4. Emphasize the code of ethics for test administration.

Overall student assessment data on tests required by State law will be aggregated by the District and reported, along with other information, on the District's annual report card. All reliable assessments administered by the District and scored by entities outside of the District must be (1) reported to ISBE on its form by the 30th day of each school year, and (2) made publicly available to parents and guardians of students. Board policy 7:340, *Student Records*, and its implementing procedures govern recordkeeping and access issues.

LEGAL REF.: Family Educational Rights and Privacy Act, 20 U.S.C. §1232g.
105 ILCS 5/2-3.63a-5, 5/2-3.64a-5, 5/10-17a, 5/22-82, and 5/27-1.

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

ADOPTED: April 21, 2015

Comment [APowell1]:

The policy and Legal References are updated in response to 105 ILCS 5/10-17a, amended by P.A. 99-642 and 105 ILCS 5/22-82, added by P.A. 99-590

Assessment reports are required beginning with the 2016-2017 school year. ISBE announced in its *Weekly Message* that it sent a survey tool to report the required information the week of 10-3-16 (See *Message From State Supt.* on 10-4-16 at: www.isbe.net/board/archivemessages/2016/message-10042016.pdf).

Because districts have a wide range of starting dates, ISBE will likely establish a reporting window for providing this information. Each school must also make this information publicly available to the parents and guardians of its students through the district's Internet website or distribute the information in paper form (Id. at (b)). See 2:250, E2, *Immediately Available District Public Records and Web-Posted Reports and Records*.

Issue 93, October 2016

6:340

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DRAFT UPDATE

Lincolnshire - Prairie View School District 103

7:50

Students

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

Age

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

The District acknowledges the following exemptions:

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

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

Admission Procedure

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

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

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

7:50

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

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

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

Homeless Children

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

Foster Care Students

The Superintendent will appoint at least one employee to act as a liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Illinois Department of Children and Family Services when enrolling in or changing schools.

Student Transfers To and From Non-District Schools

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

Comment [APowell1]:

Optional, 105 ILCS 5/10-20.58, added by P.A. 99-781, allows school boards to appoint liaisons for foster care students. These liaisons must be licensed under Article 21B of the School Code. 105 ILCS 5/10-20.58 directs how employees are prioritized for liaison appointment. Liaisons are "encouraged to build capacity and infrastructure within their school district to support students in the legal custody of the Department of Children and Family Services." For more information about Liaison responsibilities, please see the footnotes available at PRESS Online.

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No

DRAFT UPDATE

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

CROSS REF.: ~~4:110 (Transportation)~~, 6:30 (Organization of Instruction), 6:110 (Programs for
Students At Risk of Academic Failure and/or Dropping out of School and
Graduation Incentives Program), 6:140 (Education of Homeless Children), 7:60
(Residence), 7:70 (Attendance and Truancy), 7:100 (Health, Eye and Dental
Examinations, Immunizations, and Exclusion of Students), 7:340 (Student
Records)

ADOPTED: ~~April 10, 2016~~

DRAFT UPDATE

Lincolnshire - Prairie View School District 103

7:60

DHW
EJA

Students

Residence

Resident Students

Only students who are residents of the District may attend a District school without a tuition charge, except as otherwise provided below or in State law. A student's residence is the same as the person who has legal custody of the student.

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. In addition, the child's natural or adoptive parent, if available, shall complete a signed statement or Power of Attorney stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition. Transportation is the responsibility of the parents/guardians.

When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian made a written request. The District, however, is not responsible for the student's transportation to or from school.

If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District, but will be living within the District within 60 days after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged tuition.

Requests for Non-Resident Student Admission

Non-resident students may attend District schools upon the approval of a request submitted to the Superintendent by the student's parent(s)/guardian(s) for non-resident admission. The Superintendent may or may not approve the request.

Homeless Children

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

Challenging a Student's Residence Status

If the Superintendent or designee determines that a student attending school on a tuition-free basis is a non-resident of the District for whom tuition is required to be charged, he or she on behalf of the Board shall notify the person who enrolled the student of the tuition amount that is due. The notice shall detail the specific reasons why the Board believes that the student is a nonresident of the District and the notice shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by the School Code, 105 ILCS 5/10-20.12b.

Comment [APowell1]: Amended for consistency with the School Code.

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Comment [APowell2]:

Updated to align with amendments to residency challenge procedures under 105 ILCS 5/10-20.12b made by P.A. 99-670, eff. 1-1-17.

See administrative procedure 7:60-AP, *Challenging a Student's Residence Status*, for sample procedures implementing this paragraph.

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LEGAL REF.: McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq.
105 ILCS 5/10-20.12a, 5/10-20.12b, and 5/10-22.5.
105 ILCS 45/ and 70/
23 Ill.Admin.Code §1.240.
Israel S. by Owens v. Board of Educ. of Oak Park and River Forest High School Dist. 200, 601 N.E.2d 1264 (Ill.App.1, 1992).
Joel R. v. Board of Education of Manheim School District 83, 686 N.E.2d 650 (Ill.App.1, 1997).
Kraut v. Rachford, 366 N.E.2d 497 (Ill.App.1, 1977).

CROSS REF.: ~~6:15 (School Accountability *containing* "School Choice for Students Enrolled in a School Identified for Improvement, Corrective Action, or Restructuring"),~~
~~6:140 (Education of Homeless Children), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:70 (Attendance and Truancy)~~

ADOPTED: ~~July 10, 2006~~

Comment [APowell3]:

References to NCLB's school choice provisions are deleted due to the statute's repeal by the passage of ESSA.

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DRAFT UPDATE

Lincolnshire - Prairie View School District 103

7:70

AAW
yes

Students

Attendance and Truancy

This policy applies to individuals who have custody or control of a child: (a) ~~between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school), whose age meets the compulsory attendance age listed in State law,~~ or (b) who is enrolled in any of grades, kindergarten through 8, in the public school regardless of age. ~~Unless a student has already graduated from high school, compulsory attendance ages are as follows:~~

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

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

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

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

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

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

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

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

Comment [APowell1]:
Updated for clarity and to delete past dates.
Issue 93, October 2016

7:70

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DRAFT UPDATE

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

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

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

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

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

ADOPTED: ~~October 21, 2014~~

DRAFT UPDATE

Lincolnshire - Prairie View School District 103

7:250

Students

Student Support Services

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

1. Health services supervised by a qualified nurse. The Superintendent or designee may implement procedures to further a healthy school environment and prevent or reduce the spread of disease.
2. Educational and psychological testing services and the services of a psychologist as needed. In all cases, written permission to administer a psychological examination must be obtained from a student's parent(s)/guardian(s). The results will be given to the parent(s)/guardian(s), with interpretation, as well as to the appropriate professional staff.
3. The services of a social worker. A student's parent(s)/guardian(s) must consent to regular or continuing services from a social worker.
4. A liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Illinois Department of Children and Family Services when enrolling in or changing schools.

LEGAL REF.: Children's Mental Health Act of 2003, 405 ILCS 49/
Mental Health and Developmental Disabilities Confidentiality Act, 740 ILCS 110/
105 ILCS 5/10-20.58.

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

ADOPTED: October 21, 2014

Comment [APowell1]: School districts may employ noncertificated/non-professional-educator-licensed registered professional nurses to perform professional nursing services (105 ILCS 5/10-22.23; 23 Ill. Admin. Code §1.760(c)). A registered professional nurse means any nurse who is licensed to practice professional nursing in Illinois under the Nurse Practice Act (225 ILCS 65f) and whose license is active and in good standing with the Ill. Dept. of Financial and Professional Regulation (23 Ill. Admin. Code §1.760(b)).

A school nurse means any registered professional nurse who also holds a professional educator license endorsed for school support services in school nursing, or any registered professional nurse who does not hold the professional educator license but was employed in the school district of current employment before 7-1-76 (23 Ill. Admin. Code §1.760(c)).

See the footnotes available at PRESS Online for more information.

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Comment [APowell2]: 105 ILCS 5/10-20.58, added by P.A. 99-781, allows school boards to appoint liaisons for foster care students. These liaisons must be licensed under Article 21B of the School Code. 105 ILCS 5/10-20.58 directs how employees are prioritized for liaison appointment. Liaisons are "encouraged to build capacity and infrastructure within their school district to support students in the legal custody of the Department of Children and Family Services." For more information about Liaison responsibilities, please see the footnotes of policy 7:50, *School Admissions and Student Transfers To and From Non-District Schools*, available at PRESS Online.

OPTION: To remove the liaison for foster care students from policy, mark "yes" on your PRESS Plus Response Form. This will also remove the section Foster Care Students from policy 7:50.

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DHW
yes

yes

DRAFT UPDATE

Lincolnshire - Prairie View School District 103

7:260

Students

Exemption from Physical Activity Education

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. ~~State law prohibits a school board from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.~~ An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

Special activities in physical education will be provided for students whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents their participation in the physical education courses.

~~A student requiring adapted physical education must receive that service in accordance with his or her Individualized Educational Program/Plan (IEP).~~

State law prohibits a school board from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-8, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education must receive that service in accordance with his or her Individualized Educational Program/Plan (IEP).

The Superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances, as appropriate.

LEGAL REF.: 105 ILCS 5/27-6.
225 ILCS 60/, Medical Practice Act.
23 Ill.Admin.Code §1.420(p) and §1.425(d), (e), (f).

CROSS REF.: 6:60 (Curriculum Content)

ADOPTED: February 16, 2016

Comment [APowell1]:

The policy is RENAMED for accuracy in response to 23 Ill.Admin.Code §1.425(e)(3) and 23 Ill.Admin.Code §1.425, added at 40 Ill. Reg. 2990.

Issue 93, October 2016

Comment [APowell2]:

Required by 23 Ill.Admin.Code §1.425(e)(3). School boards must identify any evidence/support they will require for excuses they will deem appropriate. Before the board adopts this policy, it should have a conversation with the superintendent to discuss and review and/or amend the sample reasons for excusal offered in this policy. Topics for discussion include determining whether (a) the sample reasons are sufficient, (b) more reasons are needed, and/or (c) the sample reasons should be amended. These conversations should be based upon the community's needs.

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Comment [APowell3]:

Moved from above.

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Comment [APowell4]:

Moved from above.

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Comment [APowell5]:

23 Ill.Admin.Code §1.425(f).

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DRAFT UPDATE

Lincolnshire - Prairie View School District 103

7:305

Students

Student Athlete Concussions and Head Injuries

The Superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by students. The program shall:

- AHW
yes
1. ~~Prepare for the full implementation of~~ Fully implement the Youth Sports Concussion Safety Act, that provides, without limitation, each of the following:
 - a. The Board must appoint or approve members of a Concussion Oversight Team for the District.
 - b. The Concussion Oversight Team shall establish each of the following based on peer-reviewed scientific evidence consistent with guidelines from the Centers for Disease Control and Prevention:
 - i. A return-to-play protocol governing a student's return to interscholastic athletics practice or competition following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise an athletic trainer or other person responsible for compliance with the return-to-play protocol.
 - ii. A return-to-learn protocol governing a student's return to the classroom following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise the person responsible for compliance with the return-to-learn protocol.
 - c. Each student and the student's parent/guardian shall be required to sign a concussion information receipt form each school year before participating in an interscholastic athletic activity.
 - d. A student shall be removed from an interscholastic athletic practice or competition immediately if any of the following individuals believes that the student sustained a concussion during the practice and/or competition: a coach, a physician, a game official, an athletic trainer, the student's parent/guardian, the student, or any other person deemed appropriate under the return-to-play protocol.
 - e. A student who was removed from interscholastic athletic practice or competition shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the return-to-play and return-to-learn protocols developed by the Concussion Oversight Team. An athletic team coach or assistant coach may not authorize a student's return-to-play or return-to-learn.
 - f. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: all coaches or assistant coaches (whether volunteer or a district employee) of interscholastic athletic activities; nurses who serve on the Concussion Oversight Team; athletic trainers; game officials of interscholastic athletic activities; and physicians who serve on the Concussion Oversight Team.
 - g. The Board shall approve school-specific emergency action plans for interscholastic athletic activities to address the serious injuries and acute medical conditions in which a student's condition may deteriorate rapidly.

Comment [APowell1]: Updated throughout to fully incorporate the Youth Sports Concussion Safety Act, P.A. 99-486.

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2. Comply with the concussion protocols, policies, and by-laws of the Illinois High School Association, including its *Protocol for Implementation of NFHS Sports Playing Rules for Concussion, ~~Playing Rules~~ and which includes* its *Return to Play (RTP) Policy*. These specifically require that:
 - a. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.
 - b. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.
 - c. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.
3. Require that all high school coaching personnel, including the head and assistant coaches, and athletic directors obtain online concussion certification by completing online concussion awareness training in accordance with 105 ILCS 25/1.15.
4. Require all student athletes to view the Illinois High School Association's video about concussions.
5. Inform student athletes and their parents/guardians about this policy in the *Agreement to Participate* or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.
6. Provide coaches and student athletes and their parents/guardians with educational materials from the Illinois High School Association regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.
7. Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.

LEGAL REF.: 105 ILCS 5/22-80.
105 ILCS 25/1.15.

CROSS REF.: 4:170 (Safety), 7:300 (Extracurricular Athletics)

ADOPTED: April 19, 2016

DRAFT UPDATE

Lincolnshire - Prairie View School District 103

7:310

Students

Restrictions on Publications; Elementary Schools

School-Sponsored Publications and Web Sites

School-sponsored publications, productions, and web sites are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material that is inconsistent with the District's educational mission.

All school-sponsored communications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

Non-School Sponsored Publications Accessed or Distributed On-Campus

For purposes of this section and the following section, a *publication* includes, without limitation: (1) written or electronic print material, (2) audio-visual material on any medium including electromagnetic media (e.g., images, MP3 files, flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, CD-ROM, etc.) or online (e.g., any website, social networking site, database for information retrieval, etc.), or (3) information or material on electronic devices (e.g., data or voice messages delivered by cell phones, tablets, and other hand-held devices).

Creating, distributing and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by School Board policy and Student Handbooks;
4. Is reasonably viewed as promoting illegal drug use; or
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

Accessing or distributing "on-campus" includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be

Comment [APowell]:

This policy is **RENAMED** to restrict it to elementary students in response to the Speech Rights of Student Journalists Act, 105 ILCS 80/1, added by P.A. 99-678, which applies to high school students only. Unit districts should adopt both this policy and **NEW** policy 7:315, *Restrictions on Publications; High Schools*.

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DHW
yca

DRAFT UPDATE

disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

Bullying and Cyberbullying

The Superintendent or designee shall treat behavior that is *bullying* and/or *cyberbullying* according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

- LEGAL REF.: 105 ILCS 5/27-23.7
Hazelwood v. Kuhlmeier, 108 S.Ct. 562 (1988).
Hedges v. Wauconda Community Unit School Dist. No. 118, 9 F.3d 1295 (7th Cir. 1993).
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 89 S.Ct. 733 (1969).
- CROSS REF.: 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 8:25 (Advertising and Distributing Materials in School Provided by Non-School Related Entities)
- ADOPTED: ~~February 16, 2016~~

DRAFT UPDATE

Lincolnshire - Prairie View School District 103

8:30

Community Relations

Visitors to and Conduct on School Property

The following definitions apply to this policy:

School property - District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a School Board meeting, school athletic event, or other school-sponsored event.

Visitor - Any person other than an enrolled student, District employee or member of the Board of Education (the Board member must have gone through the Criminal Background Check and/or Screen of Board Policy 4:175).

All visitors to school property are required to report to the Building Principal's office and receive permission to remain on school property. All visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. On those occasions when large groups of parents and friends are invited onto school property, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Except as provided in the next paragraph, any person wishing to confer with a staff member must contact that staff member by telephone to make an appointment. Online scheduling is available to make an appointment to meet with a staff member during regular parent/teacher conference days. Conferences with teachers are held outside school hours or during the teacher's conference/preparation period.

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee.

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, a Board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device. An individual licensed to carry a concealed firearm under the Illinois Firearm Concealed Carry Act is permitted to: (a) carry a concealed firearm within a vehicle into a parking area controlled by a school or the District and may store a firearm or ammunition concealed in a case within a locked vehicle or locked container out of plain view within the vehicle in the parking area, and/or (b) carry a concealed firearm in the immediate area surrounding his or her vehicle in a parking area controlled by a school or the District for the limited purpose of storing or retrieving a firearm within the vehicle's trunk.
4. Damage or threaten to damage another's property.
5. Damage or deface School District property.
6. Violate any Illinois law, or town or county ordinance.
7. Smoke or otherwise use tobacco products.

8:30

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8. Distribute, consume, use, possess, or be under the influence of an alcoholic beverage or illegal drug; be present when the person's alcohol or illegal drug consumption is detectable, regardless of when and/ or where the use occurred.
9. Use or possess medical cannabis.
10. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
11. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board of Education.
12. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive.
13. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
14. Violate other District policies or regulations, or a directive from an authorized security officer or District employee.
15. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

Exclusive Bargaining Representative Agent

Authorized agents of an exclusive bargaining representative, upon notifying the Building Principal's office, may meet with a school employee (or group of employees) in the school building during ~~duty-free~~ times of such employees.

Convicted Child Sex Offender

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

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

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

Enforcement

Any staff member may request identification from any person on school grounds or in any school building; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year.

Procedures to Deny Future Admission to School Events or Meetings

Before any person may be denied admission to school events or meetings as provided in this policy, the person has a right to a hearing before the Board. The Superintendent may refuse the person

Comment [APowell1]:

Duty-free time is used to provide a district with discretion about whether preparation time, etc. may be used. This is amended due to PRESS Advisory Board feedback.

Consult the board attorney about this subhead. It is an item on which collective bargaining may be required. Any policy that impacts wages, hours, or terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. Amend the language to reflect what is recommended by the board attorney.

Issue 93, October 2016

DRAFT UPDATE

admission pending such hearing. The Superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least 10 days before the Board hearing date. The hearing notice must contain:

1. The date, time, and place of the Board hearing,
2. A description of the prohibited conduct,
3. The proposed time period that admission to school events will be denied, and
4. Instructions on how to waive a hearing.

LEGAL REF.: Nuding v. Cerro Gordo Community Unit School Dist., 730 N.E.2d 96 (Ill.App.4, 2000).
Pro-Children Act of 1994, 20 U.S.C. §7181 *et seq.*
105 ILCS 5/10-20.5b, 5/24-24, and 5/24-25.
410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program.
430 ILCS 66/, Firearm Concealed Carry Act.
720 ILCS 5/11-9.3.

CROSS REF.: 4:170 (Safety), 5:50 (Drug and Alcohol-Free Workplace; Tobacco Prohibition), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:190 (Student Behavior), 8:20 (Community Use of School Facilities),

ADOPTED: December 17, 2013

REVISED: April 19, 2016

DRAFT UPDATE

Lincolnshire - Prairie View School District I03

8:70

*SHW
yes*

Community Relations

Accommodating Individuals with Disabilities

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities on an equal basis to those without disabilities and will not be subject to illegal discrimination. Where necessary, the District may provide to persons with disabilities separate or different aids, benefits, or services from, but as effective as, those provided to others.

The District will provide auxiliary aids and services where necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

Each service, program, or activity operated in existing facilities shall be readily accessible to, and useable by, individuals with disabilities. New construction and alterations to facilities existing before January 26, 1992, will be accessible when viewed in their entirety.

The Superintendent is designated the Americans With Disabilities Act, Title II Coordinator and, in that capacity, is directed to:

1. Oversee the District's compliance efforts, recommend necessary modifications to the School Board, and maintain the District's final Title II self-evaluation document, update it to the extent necessary, and keep it available for public inspection for at least 3 years after its completion date.
2. Institute plans to make information regarding Title II's protection available to any interested party.

Individuals with disabilities should notify the Superintendent or Building Principal if they have a disability which will require special assistance or services and, if so, what services are required. This notification should occur as far as possible before the school-sponsored function, program, or meeting.

Individuals with disabilities may allege a violation of this policy or federal law by reporting it to the Superintendent, as the Title II Coordinator, or by filing a grievance under the Uniform Grievance Procedure. The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Complaint Managers for the Uniform Grievance Procedure.

Complaint Managers:

Don Stanley, Asst. Sup. for Business

Name	<u>Will Giulianelli, Director of Special Sves.</u>	<u>Katrina Bruley, Asst. Supt. for Instruction</u>
Address	<u>1370 Riverwoods</u> <u>Lincolnshire, IL 60069</u>	<u>1370 Riverwoods</u> <u>Lincolnshire, IL 60069</u>
Telephone	<u>847/295-4030</u>	<u>847/295-4030</u>

Julie Pestma, Director of Student Services

Comment [APowell1]:

A written evaluation of district services, policies, and practices should have been completed by January 26, 1993. While this date has passed, this information is kept in the policy as it is an affirmative obligation.

Issue 93, October 2016

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LEGAL REF.: Americans with Disabilities Act, 42 U.S.C. §§12101 et seq. and 12131 et seq.; 28
C.F.R. Part 35.
Rehabilitation Act of 1973 §104, 29 U.S.C. §794 (2006).
105 ILCS 5/10-20.4651.
410 ILCS 25/, Environmental Barriers Act.
71 Ill.Admin.Code Part 400, Illinois Accessibility Code.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 4:150 (Facility Management and
Expansion Programs)

ADOPTED: ~~July 10, 2006~~



Lincolnshire-Prairie View School District 103

Memo

To: Board of Education
From: Scott Warren
Date: January 12, 2017
Re: Daniel Wright School Schedule 2017-2018

An update will be provided regarding the Daniel Wright schedule for 2017-2018.



Lincolnshire – Prairie View School District 103

1370 RIVERWOODS ROAD

LINCOLNSHIRE, IL 60069

847.295.4030

(Fax) 847.295.9196

Memo

To: Board of Education
From: Katie Reynolds, Assistant Superintendent of Teaching and Learning
CC: Dr. Scott Warren
Date: January 17, 2017
Re: Curriculum and Instruction Department Goals 2016-2017 Update

Annually in January, the Curriculum and Instruction Department provides the Board of Education with a mid-year progress update. Below you will find a copy of the 2016-2017 Curriculum and Instruction Goals, submitted to the Board in August 2016, updated with evidences towards completion.

1. Maintain a focus on verbal and written communication skills being integrated throughout the curriculum.			
Sub Goal	Strategies	Action Steps	Progress Status
Explore opportunities to increase speaking and listening skills across all content area	<ul style="list-style-type: none"> ● Unpack Speaking and Listening Standards ● Align student speaking opportunities to Speaking and Listening Standards ● Explore Kagan Strategies with administrative team for possible staff professional development during the 2017/2018 school year. 	<ul style="list-style-type: none"> ● At district and building curriculum committee meetings the grade level appropriate Speaking and Listening standards were shared and discussed with curriculum chairs. ● Curriculum chairs brought the standards to grade level team meeting. Teams read through the standards together and discussed which standards were already being addressed. 	In Progress
Explore opportunities to increase writing skills across all content areas	<ul style="list-style-type: none"> ● Implement common writing anchor tasks by grade level ● Implement common writing rubrics ● Adopt a common vocabulary program for ELA grades 6-8 ● Revisit Common Core Grades 6-8 Literacy in History/Social Studies, Science, & Technical Subjects ● Implement Science Notebooks in grades K-8 	<ul style="list-style-type: none"> ● Grades 3-8 are currently piloting a common writing rubric ● Create anchor papers to accompany the rubric by grade level ● Two vocabulary programs are in the pilot process with a final decision set for 2017-18 implementation. (Word Wisdom and Wordly Wise) ● Science notebooks have been fully integrated into each science unit in all grade 	In Progress

2. Provide differentiated instruction for all students across all disciplines to extend higher order thinking.			
Sub Goal	Strategies	Action Steps	Progress Status
Implement new District enrichment model	<ul style="list-style-type: none"> • Monitor the development and use of pre-assessments in math, English Language Arts, Science • Provide professional development for cluster teachers • Provide coaching training for enrichment specialists 	<ul style="list-style-type: none"> • At district and building committee meetings an article was shared and discussed describing the use pre-assessments • A presentation was made on the November Institute day on the use formative assessment • Pre-assessments are discussed at the monthly REACH meetings and at district and building committee meetings 	In Progress
Provide professional development for staff on best practices in ELL instruction	<ul style="list-style-type: none"> • Host ESL Cohorts from local universities that enable teachers to receive the ESL endorsement from ISBE • Create and implement a professional development plan facilitated by the ESL Teachers • Explore Kagan Strategies with administrative team for possible staff professional development during the 2017/2018 school year. 	<ul style="list-style-type: none"> • Twelve D103 staff are participating in the second ESL cohort with an anticipated August completion date • ESL teachers were trained by the IRC to enhance coaching skills 	In Progress

Increase professional learning opportunities to effectively integrate educational technology	<ul style="list-style-type: none"> • Create a plan that allows for continuous improvement and sustainability of the 1:1 teaching and learning initiative using the Future Ready School Readiness Report 	<ul style="list-style-type: none"> • Updated our technology committee structure to define specific school stakeholders. • Set goals for our technology committees to guide and focus our efforts in relation to the themes identified from our Future Ready Schools survey feedback. • The Tech Dept is working to frame a new technology integration PD model that supports the current and future needs of our faculty & staff. 	In Progress
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3. Increase opportunities for critical and analytical thinking, creativity, and collaboration across the curriculum.

Sub Goal	Strategies	Action Steps	Progress Status of Action Steps
Strengthen and expand district STEAM offerings.	<ul style="list-style-type: none"> • Collaborate with Stevenson Consortium Districts to create UBD units aligned to the Illinois Arts Learning Standards 	<ul style="list-style-type: none"> • Jon Grice, SHS Creative and Fine Arts Curriculum Chair has facilitated music and art steering committees. • Steering committees have created DRAFT art and music mission and vision statements 	In Progress
Enhance education in SEL, Digital Citizenship, Leadership, Executive Functioning	<ul style="list-style-type: none"> • Align SEL Standard to one major project (Q2, Q3, Q4) in grades 6-8 • Develop social emotional evaluation rubrics in grades 6-8 	<ul style="list-style-type: none"> • District SEL Standards were uploaded into PowerTeacher and alignment was discussed at department and building meetings. • A draft SEL rubric has been created and shared with DW SEL committee • Grades 6-8 are aligning one assignment each quarter to SEL standards. 	In Progress

4. Non-Strategic Plan Goals			
Sub Goal	Strategies	Action Steps	Progress Status of Action Steps
Align the 6-8 grade curriculum to the new Illinois Social Studies Standards	<ul style="list-style-type: none"> Create UBD units aligned to New Illinois Social Studies Learning Standards 	<ul style="list-style-type: none"> Two 5th grade teachers will pilot the textbook series TCI currently used by K-4 teachers <p>6-8 grade social studies teachers have:</p> <ul style="list-style-type: none"> begun working on the new 6-8 units attended the national Social Studies Council conference in January explored new resource materials 	In Progress
Prepare certified staff to implement SLOs in 2018-2019	<ul style="list-style-type: none"> Provide training to certified teachers who will be required to implement SLOs in 2018-2019 	<ul style="list-style-type: none"> A presentation was made on the November Institute day on the use formative assessment A presentation describing the SLO was made to DW certified staff in December An SLO presentation made by the ROE has been planned for PE and Creative & Fine Arts teachers in early March 	In Progress

Explore opportunities to increase Standards Based Grading in 6-8 grade	<ul style="list-style-type: none"> • Develop a Daniel Wright belief statement for grading • Determine grading practices • Determine guidelines from SBG reporting for Extra Curricular and Sports Eligibility • Provide training on reporting progress in PowerSchool and parent communication 	<ul style="list-style-type: none"> • SBG was discussed at DW building curriculum meetings in October • A SBG presentation and discussion was facilitated at a DW staff meeting in December • Documents from the <u>Rethinking Grading</u> were used to facilitate SBG consensus building survey • Sample SEL progress reports shared with all DW staff 	In Progress
Explore opportunities to increase Culturally Relevant Teaching	<i>Strategies are still being developed with the Multicultural Parent Committee</i>	<ul style="list-style-type: none"> • Black Parents Committee met three times and will now expand to include other cultures 	In Progress



Lincolnshire-Prairie View School District 103

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847/295-4030 • FAX 847/295-9196

<http://www.d103.org>

MEMO

To: Board of Education
From: Dan Stanley, Anthony Mendoza
CC: Dr. Scott Warren
Date: January 17, 2017
Re: Bus Bids

This summer, the various leases for our entire bus fleet will expire. As such, we accepted bids for replacement options for our entire fleet. This allows us more weight in as it is a bigger bid.

In determining the type of fleet to have, Anthony played the key role. As has been discussed several times, 2 additional buses were added so that our fleet would increase from 28 to 30 to accommodate the new grade configurations and bell times.

For the small buses, we would continue to use four (4) "Type A" 28- passenger school buses. The preferred chassis is the Ford Transit as it allows the driver better visual coverage out the front and front-right sides of the bus.

For the wheel chair buses, the decision was to go with full-size bus with 3-wheelchair spots, rather than the smaller, 2-wheelchair spot buses we have. The extra spot allows us to only have to have 2 wheelchair buses as opposed to the three we have. This "extra" bus is added to the regular size buses and reduces the need of adding more than 2 buses.

The decision was to go to 24 77-passenger buses compared to the 71 passenger buses we currently have. The reason was to simply be able to put more kids the bus. The bus is the same size on the outside, just 1 more row is added.

We asked for prices for all of the following variables:

- 2 or 3-year lease term
- With or without a service contract
- New or 1-year-old buses

Additionally, we asked for separate prices on outfitting a 2-way radio system, cameras, and GPS for the buses. The radios are a must-have, but the cameras and GPS are optional.

All in all, there were many different prices given. Overall, we had 55 different prices/options to consider.

Out of the two bidders, Midwest was the lower bidder on almost everything.

Considering the buses alone, the cheapest option is going with a 3-year lease of one-year-old 77-passenger buses, and new smaller and wheelchair buses. No service contract. The total annual cost would be \$269,950, which is \$16,594 (6.5%) more than what we currently pay for a fleet smaller by two buses. If you take the additional two buses out of the equation in the cost comparisons, our cost would actually be \$251,688, which is \$1,668 (0.7%) LESS than what we paid this year. This is the power of bidding all together (as well as going with one-year-old buses where possible).

The second cheapest option is to go with the exact same buses, except it would be a 2-year lease. The total cost would be \$281,470 which is \$28,114 (11.1%) more than what we are paying for this year inclusive of the two additional buses. Remove the 2 buses and the costs are increasing \$9,360 (3.7%) over what we paid this year. The difference from the 2-year lease and 3-year lease is an annual cost of \$11,028 or a total difference of \$22,056 after the 2 years.

We examined the prices including the service contracts, and the cost would be an additional \$48,642 which does not seem worth it as we average about \$41,000 a year in maintenance costs.

For the radios, cameras, and GPS, there were cash options as well as 2, 3, 4, and 5-year financing options. There are pros and cons for the different options and I would like the opportunity to discuss these at the meeting.

As mentioned before, there is also a consideration for how does this all fit in for a timeline in bidding out transportation services in the future. At this time, I do not have a handle on that, but I anticipate having more information about that at the February COW meeting. For now, all the pricing is included for your review.

Bus Bid Comps	Company	Bus Type	Years	Old/New?	With/W/o SC	Ann. Pay/Bus	# of Buses	Total per type	Total Cost	Inc
	Midwest	77	3	Old	W/o	9,131.00	24	219,144.00	657,432.00	2.3%
	Midwest	28	3	New	W/o	6,464.00	4	25,856.00	77,568.00	-3.4%
	Midwest	23	3	New	W/o	6,730.00	4	26,920.00	80,760.00	0.6%
	Midwest	77WC	3	New	W/o	11,943.00	2	23,886.00	71,658.00	-14.3%
	Midwest	77	2	Old	W/o	9,377.00	24	225,048.00	450,096.00	5.1%
	Midwest	77	3	New	W/o	10,018.00	24	240,432.00	721,296.00	12.2%
	Midwest	23	3	New	With	7,535.00	4	30,140.00	90,420.00	12.6%
	Midwest	28	2	New	W/o	7,570.00	4	30,280.00	60,560.00	13.2%
	Midwest	77WC	2	New	W/o	12,449.00	2	24,898.00	49,796.00	-10.7%
	Midwest	77	2	New	W/o	10,491.00	24	251,784.00	503,568.00	17.5%
	Midwest	77	3	Old	With	10,878.00	24	261,072.00	783,216.00	21.9%
	Midwest	23	2	New	W/o	7,881.00	4	31,524.00	63,048.00	17.8%
	Midwest	28	2	New	With	8,761.00	4	35,044.00	70,088.00	31.0%
	Midwest	77WC	3	New	With	13,690.00	2	27,380.00	82,140.00	-1.8%
	Midwest	77	2	Old	With	11,100.00	24	266,400.00	532,800.00	24.4%
	Midwest	77	3	New	With	11,765.00	24	282,360.00	847,080.00	31.8%
	Midwest	23	2	New	With	9,072.00	4	36,288.00	72,576.00	35.6%
	Midwest	77WC	2	New	With	14,172.00	2	28,344.00	56,688.00	1.7%
	Central States	77	3	New	W/o	12,200.00	24	292,800.00	878,400.00	36.7%
	Midwest	77	2	New	With	12,214.00	24	293,136.00	586,272.00	36.9%
	Central States	25	3	New	W/o	9,567.00	4	38,268.00	114,804.00	43.0%
	Central States	77WC	3	New	W/o	15,598.00	2	31,196.00	93,588.00	11.9%
	Central States	77	2	New	W/o	13,161.00	24	315,864.00	631,728.00	47.5%
	Central States	25	2	New	W/o	10,840.00	4	43,360.00	86,720.00	62.0%
	Central States	77WC	2	New	W/o	17,262.00	2	34,524.00	69,048.00	23.8%
	Midwest	23	3	New	W/o	6,730.00	4	26,920.00	80,760.00	0.6%
	Midwest	77	3	Old	W/o	9,131.00	24	219,144.00	657,432.00	2.3%
	Midwest	77WC	3	New	W/o	11,943.00	2	23,886.00	71,658.00	-14.3%
							30	269,950.00		
								253,356.00		
								6.5%		
								16,594.00		
	Midwest	77WC	2	New	W/o	12,449.00	2	24,898.00	49,796.00	-10.7%
	Midwest	77	2	Old	W/o	9,377.00	24	225,048.00	450,096.00	5.1%

Midwest	23	2	New	W/o	7,881.00	4	31,524.00	63,048.00	17.8%
						30	281,470.00		
							253,356.00		
							11.1%		
							28,114.00	11,520.00	
First Midwest	23	3	New	With	7,535.00	4	30,140.00	90,420.00	12.6%
First Midwest	77	3	Old	With	10,878.00	24	261,072.00	783,216.00	21.9%
First Midwest	77WC	3	New	With	13,690.00	2	27,380.00	82,140.00	-1.8%
						30	318,592.00		
							253,356.00		
							25.7%		
							65,236.00		
							48,642.00		

Vendor	Type	Cash/Fin?	Per Unit	x Units	Total Cost
Midwest	2-Way Radios	Cash	856.46	30	25,694.00
Midwest	Cameras	Cash	1,626.00	30	48,780.00
Midwest	GPS	Cash	303.14	30	9,094.40
Central States	2-Way Radios	Cash	868.13	30	26,043.90
Central States	Cameras	Cash	1,967.26	30	59,017.80
Central States	GPS	Cash	502.88	30	15,086.40

Vendor	Type	Cash/Fin?	Years	Per Unit	x Units	Total Ann. Cost	Total Cost
Midwest	2-Way Radios	Finance	2	434.57	30	13,037.00	26,074.00
Midwest	2-Way Radios	Finance	3	294.27	30	8,828.00	26,484.00
Midwest	2-Way Radios	Finance	4	224.33	30	6,730.00	26,920.00
Midwest	2-Way Radios	Finance	5	182.43	30	5,473.00	27,365.00
Central States	2-Way Radios	Finance	2	443.53	30	13,305.83	26,611.66
Central States	2-Way Radios	Finance	3	301.50	30	9,045.05	27,135.15
Central States	2-Way Radios	Finance	4	230.42	30	6,912.45	27,649.80
Central States	2-Way Radios	Finance	5	187.81	30	5,634.15	28,170.75
Midwest	Cameras	Finance	2	825.00	30	24,750.00	49,500.00
Midwest	Cameras	Finance	3	558.63	30	16,759.00	50,277.00
Midwest	Cameras	Finance	4	425.90	30	12,777.00	51,108.00
Midwest	Cameras	Finance	5	346.33	30	10,390.00	51,950.00
Central States	Cameras	Finance	2	1,005.07	30	30,152.07	60,304.14
Central States	Cameras	Finance	3	683.23	30	20,496.81	61,490.43
Central States	Cameras	Finance	4	522.14	30	15,664.17	62,656.68
Central States	Cameras	Finance	5	425.58	30	12,767.43	63,837.15
Midwest	GPS	Finance	2	153.83	30	4,615.00	9,230.00
Midwest	GPS	Finance	3	104.17	30	3,125.00	9,375.00
Midwest	GPS	Finance	4	79.43	30	2,383.00	9,532.00
Midwest	GPS	Finance	5	64.60	30	1,938.00	9,690.00
Central States	GPS	Finance	2	256.92	30	7,707.73	15,415.46
Central States	GPS	Finance	3	174.65	30	5,239.57	15,718.71
Central States	GPS	Finance	4	133.47	30	4,004.21	16,016.84
Central States	GPS	Finance	5	108.79	30	3,263.72	16,318.60



Lincolnshire-Prairie View School District 103

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<http://www.d103.org>

MEMO

To: Board of Education
From: Dan Stanley
CC: Dr. Scott Warren
Date: January 17, 2017
Re: Business Office Update

November 2016 Financial Reports

November 2016 revenues totaled \$381,162.49, bringing fiscal year-to-date revenues to \$14,972,837.04 or 47.1% of budget. Notable revenues include \$166,554.36 in property taxes, \$13,042.20 in interest income, \$23,794.76 in tech fees, \$52,027.05 in 103 Club fees, \$26,724.51 in other local revenue (mostly E-rate), and \$48,353 in federal IDEA flow-through funds.

November expenditures totaled \$2,924,256.25, bringing year-to-date expenditures to \$14,148,697.16 or 35.5% of budget. Salaries are 39.9% spent at 41.7% of the way through the fiscal year.

November fund balances decreased \$2.5 million to \$29.8 million. Operating funds are at \$27.4 million.

Investment Reports

The investment reports for November 2016 are included. A few purchases for less than a year were purchased. The weighted yield is 1.256%. This time last year, our yield was 1.230%.

Revenue Report

11/30/2016

% of Fiscal Year Completed **41.7%**

	MTD November	YTD Actual	Fiscal Year 2017 Final Budget	Budget Balance	% Budget Received
Education Fund					
Local Revenue	251,836.74	12,182,885.27	25,537,700	13,354,814.73	47.7%
State Revenue	-	2,687.00	546,000	543,313.00	0.5%
Federal Revenue	54,180.00	109,002.08	317,000	207,997.92	34.4%
Subtotal Education Fund	306,016.74	12,294,574.35	26,400,700	14,106,125.65	46.6%
Total Education Fund	306,016.74	12,294,574.35	26,400,700	14,106,125.65	46.6%
Operations & Maintenance Fund					
Local Revenue	13,491.50	1,112,485.01	1,927,500	815,014.99	57.7%
State Revenue	34,821.74	139,286.96	320,000	180,713.04	43.5%
Subtotal O & M Fund	48,313.24	1,251,771.97	2,247,500	995,728.03	55.7%
Transfers	-	-	-	-	No Bud
Total O&M Fund	48,313.24	1,251,771.97	2,247,500	995,728.03	55.7%
Debt Service Fund					
Local Revenue	2,231.83	184,704.36	372,100	187,395.64	49.6%
Subtotal Debt Service Fund	2,231.83	184,704.36	372,100	187,395.64	49.6%
Transfers	-	-	-	-	0.0%
Total Debt Service Fund	2,231.83	184,704.36	372,100	187,395.64	49.6%
Transportation Fund					
Local Revenue	13,476.54	754,649.59	1,401,000	646,350.41	53.9%
State Revenue	-	-	300,000	300,000.00	0.0%
Subtotal Transportation Fund	13,476.54	754,649.59	1,701,000	946,350.41	44.4%
Total Transportation Fund	13,476.54	754,649.59	1,701,000	946,350.41	44.4%
Retirement Fund					
Local Revenue	6,093.09	473,081.33	1,082,200	609,118.67	43.7%
Subtotal Retirement Fund	6,093.09	473,081.33	1,082,200	609,118.67	43.7%
Total Retirement Fund	6,093.09	473,081.33	1,082,200	609,118.67	43.7%
Capital Projects Fund					
Local Revenue	1,101.36	5,465.08	-	(5,465.08)	0.0%
Subtotal Cap. Projects Fund	1,101.36	5,465.08	-	(5,465.08)	0.0%
Transfers	-	-	-	-	No Bud
Total Cap. Projects Fund	1,101.36	5,465.08	-	(5,465.08)	0.0%
Working Cash Fund					
Local Revenue	3,929.69	8,590.36	1,200	(7,390.36)	No Bud
Subtotal Working Cash Fund	3,929.69	8,590.36	1,200	(7,390.36)	No Bud
Other Sources	-	-	-	-	No Bud
Total Working Cash Fund	3,929.69	8,590.36	1,200.00	(7,390.36)	No Bud
All Funds					
Local Revenue	292,160.75	14,721,861.00	30,321,700	15,599,839.00	48.6%
State Revenue	34,821.74	141,973.96	1,166,000	1,024,026.04	12.2%
Federal Revenue	54,180.00	109,002.08	317,000	207,997.92	34.4%
Subtotal All Funds	381,162.49	14,972,837.04	31,804,700	16,831,862.96	47.1%
"On Behalf"/Transfers	-	-	-	-	#DIV/0!
Total All Funds	381,162.49	14,972,837.04	31,804,700	16,831,862.96	47.1%

Expenditure Report

11/30/2016

% of Fiscal Year Complete: **41.7%**

	MTD November	YTD Actual	Fiscal Year 2017 Final Budget	Budget Balance	% Budget Expensed
Education Fund					
Salaries	1,553,674.73	6,986,958.06	17,636,400.00	10,649,441.94	39.6%
Benefits	245,522.81	1,431,378.56	3,416,080.00	1,984,701.44	41.9%
Purchased Services	182,216.17	893,168.90	2,001,990.00	1,108,821.10	44.6%
Supplies	125,214.83	433,240.20	1,078,770.00	645,529.80	40.2%
Capital Outlay	-	40,356.50	6,000.00	(34,356.50)	672.6%
Other	106,846.60	220,012.67	859,300.00	639,287.33	25.6%
Non-Capitalized Equipment	92,715.50	96,675.13	126,000.00	29,324.87	76.7%
Termination Benefits	-	-	-	-	No Bud
Subtotal Education Fund	2,306,190.64	10,101,790.02	25,124,540.00	15,022,749.98	40.2%
Transfers	-	-	-	-	#DIV/0!
Total Education Fund	2,306,190.64	10,101,790.02	25,124,540.00	15,022,749.98	40.2%
Operations and Maintenance Fund					
Salaries	69,822.82	359,236.79	847,500.00	488,263.21	42.4%
Benefits	13,984.99	73,561.57	154,530.00	80,968.43	47.6%
Purchased Services	19,972.92	128,007.31	260,700.00	132,692.69	49.1%
Supplies	24,960.17	71,548.35	144,000.00	72,451.65	49.7%
Capital Outlay	44,379.50	216,813.67	1,000,000.00	783,186.33	21.7%
Other	-	70.00	1,000.00	930.00	7.0%
Non-Capitalized Equipment	1,643.25	16,487.53	5,000.00	(11,487.53)	329.8%
Subtotal O&M Fund	174,763.65	865,725.22	2,411,730.00	1,546,004.78	35.9%
Transfers	-	-	-	-	#DIV/0!
Total O&M Fund	174,763.65	865,725.22	2,411,730.00	1,546,004.78	35.9%
Debt Service Fund					
Purchased Services	-	475.00	1,500.00	1,025.00	31.7%
Other	187,943.75	744,383.87	873,400.00	129,016.13	85.2%
Subtotal Debt Service Fund	187,943.75	744,858.87	874,900.00	130,041.13	85.1%
Transfers	-	-	-	-	No Bud
Total Debt Service Fund	187,943.75	744,858.87	874,900.00	130,041.13	85.1%
Transportation Fund					
Salaries	88,112.40	357,010.99	990,800.00	633,789.01	36.0%
Benefits	26,643.04	140,360.21	290,460.00	150,099.79	48.3%
Purchased Services	15,154.07	298,245.05	388,356.00	90,110.95	76.8%
Supplies	9,801.77	28,330.78	140,000.00	111,669.22	20.2%
Other	65.00	490.00	700.00	210.00	70.0%
Non-Capitalized Equipment	1,137.00	1,137.00	5,000.00	3,863.00	22.7%
Subtotal Trans. Fund	140,913.28	825,574.03	1,815,316.00	989,741.97	45.5%
Transfers	-	-	-	-	No Bud
Total Trans. Fund	140,913.28	825,574.03	1,815,316.00	989,741.97	45.5%
Retirement Fund					
Benefits	98,316.90	427,752.28	1,164,600.00	736,847.72	36.7%
Subtotal Retirement Fund	98,316.90	427,752.28	1,164,600.00	736,847.72	36.7%
Total Retirement Fund	98,316.90	427,752.28	1,164,600.00	736,847.72	36.7%
Capital Projects Fund					
Capital Outlay	16,128.03	1,182,996.74	8,500,000.00	7,317,003.26	No Bud
Subtotal Cap. Projects Fund	16,128.03	1,182,996.74	8,500,000.00	7,317,003.26	No Bud
Total Cap. Projects Fund	16,128.03	1,182,996.74	8,500,000.00	7,317,003.26	No Bud
All Funds					
Salaries	1,711,609.95	7,703,205.84	19,474,700.00	11,771,494.16	39.6%
Benefits	384,467.74	2,073,052.62	5,025,670.00	2,952,617.38	41.2%
Purchased Services	217,343.16	1,319,896.26	2,652,546.00	1,332,649.74	49.8%
Supplies	159,976.77	533,119.33	1,362,770.00	829,650.67	39.1%
Capital Outlay	60,507.53	1,440,166.91	9,506,000.00	8,065,833.09	15.2%
Other	294,855.35	964,956.54	1,734,400.00	769,443.46	55.6%
Non-Capitalized Equipment	95,495.75	114,299.66	136,000.00	21,700.34	84.0%
Termination Benefits	-	-	-	-	No Bud
Subtotal All Funds	2,924,256.25	14,148,697.16	39,892,086.00	25,743,388.84	35.5%
Transfers	-	-	-	-	#DIV/0!
Total All Funds	2,924,256.25	14,148,697.16	39,892,086.00	25,743,388.84	35.5%

LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
SUMMARY STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ALL FUNDS
MONTH ENDED NOVEMBER 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
REVENUES									
Local Sources	251,836.74	13,491.50	2,231.83	13,476.54	6,093.09	1,101.36	3,929.69	288,827.56	292,160.75
State Sources	-	34,821.74	-	-	-	-	-	34,821.74	34,821.74
Federal Sources	54,180.00	-	-	-	-	-	-	54,180.00	54,180.00
Total Revenues	306,016.74	48,313.24	2,231.83	13,476.54	6,093.09	1,101.36	3,929.69	377,829.30	381,162.49
EXPENDITURES									
Salaries	1,553,674.73	69,822.82	-	88,112.40	-	-	-	1,711,609.95	1,711,609.95
Benefits	245,522.81	13,984.99	-	26,643.04	98,316.90	-	-	384,467.74	384,467.74
Purchased Services	182,216.17	19,972.92	-	15,154.07	-	-	-	217,343.16	217,343.16
Supplies	125,214.83	24,960.17	-	9,801.77	-	-	-	159,976.77	159,976.77
Capital Outlay	-	44,379.50	-	-	-	16,128.03	-	44,379.50	60,507.53
Other	106,846.60	-	187,943.75	65.00	-	-	-	106,911.60	294,855.35
Non-Capitalized Equip.	92,715.50	1,643.25	-	1,137.00	-	-	-	95,495.75	95,495.75
Termination Benefits	-	-	-	-	-	-	-	-	-
Total Expenditures	2,306,190.64	174,763.65	187,943.75	140,913.28	98,316.90	16,128.03	-	2,720,184.47	2,924,256.25
Excess (deficiency) of revenues over expenditures	(2,000,173.90)	(126,450.41)	(185,711.92)	(127,436.74)	(92,223.81)	(15,026.67)	3,929.69	(2,342,355.17)	(2,543,093.76)
OTHER FINANCING SOURCES (USES)									
Transfers	-	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-	-
Total other financing sources (uses)	-	-	-	-	-	-	-	-	-
Net changes in fund balances	(2,000,173.90)	(126,450.41)	(185,711.92)	(127,436.74)	(92,223.81)	(15,026.67)	3,929.69	(2,342,355.17)	(2,543,093.76)
Fund Balance: 10/31/2016	23,757,195.29	3,197,039.56	(127,318.61)	1,571,130.46	689,645.86	2,735,693.63	524,994.94	29,740,006.11	32,348,381.13
Fund Balance: 11/30/2016	\$ 21,757,021.39	\$ 3,070,589.15	\$ (313,030.53)	\$ 1,443,693.72	\$ 597,422.05	\$ 2,720,666.96	\$ 528,924.63	\$ 27,397,650.94	\$ 29,805,287.37

LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
DETAILED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ALL FUNDS
MONTH ENDED NOVEMBER 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	30,560.63	(51.43)	-	-	-	-	-	30,509.20	30,509.20
Consultation/Workshops	50,237.38	-	-	-	-	-	-	50,237.38	50,237.38
Data Processing	782.43	-	-	-	-	-	-	782.43	782.43
Auditing Services	7,425.00	-	-	-	-	-	-	7,425.00	7,425.00
Legal Services	11,894.40	-	-	-	-	-	-	11,894.40	11,894.40
Other Professional Services	3,084.12	3,030.48	-	781.36	-	-	-	6,895.96	6,895.96
Sanitation Services	1,276.33	-	-	-	-	-	-	1,276.33	1,276.33
Snow Removal	-	-	-	-	-	-	-	-	-
Rentals	7,545.45	-	-	-	-	-	-	7,545.45	7,545.45
Property Upkeep Services	-	16,767.01	-	4,604.37	-	-	-	21,371.38	21,371.38
Pupil Transportation Services	-	-	-	6,751.20	-	-	-	6,751.20	6,751.20
Travel	3,251.70	-	-	-	-	-	-	3,251.70	3,251.70
Student-Paid Trips	-	-	-	780.22	-	-	-	780.22	780.22
Telephone	17,255.60	226.86	-	42.44	-	-	-	17,524.90	17,524.90
Postage	61.59	-	-	-	-	-	-	61.59	61.59
Printing Services	343.51	-	-	-	-	-	-	343.51	343.51
Water/Sewer Services	2,626.70	-	-	-	-	-	-	2,626.70	2,626.70
Other Insurance	1,755.00	-	-	-	-	-	-	1,755.00	1,755.00
Other Purchased Services	2,571.04	-	-	1,794.48	-	-	-	4,365.52	4,365.52
Service Agreements	41,545.29	-	-	400.00	-	-	-	41,945.29	41,945.29
Total Purchased Services	182,216.17	19,972.92	-	15,154.07	-	-	-	217,343.16	217,343.16
Supplies									
General Supplies	31,536.66	24,599.27	-	1,188.15	-	-	-	57,324.08	57,324.08
Art Supplies	766.33	-	-	-	-	-	-	766.33	766.33
Paper Supplies	127.98	-	-	-	-	-	-	127.98	127.98
Spanish Supplies	-	-	-	-	-	-	-	-	-
Student-Paid Supplies	2,957.73	-	-	-	-	-	-	2,957.73	2,957.73
Science Supplies	2,505.05	-	-	-	-	-	-	2,505.05	2,505.05
Social Studies Supplies	3,548.46	-	-	-	-	-	-	3,548.46	3,548.46
English Language Arts Supplies	5,096.34	-	-	-	-	-	-	5,096.34	5,096.34
Math Supplies	6,063.65	-	-	-	-	-	-	6,063.65	6,063.65
Supplies - Other	8,732.72	-	-	-	-	-	-	8,732.72	8,732.72
Textbooks	37,327.02	-	-	-	-	-	-	37,327.02	37,327.02
Library Books	6,845.46	-	-	-	-	-	-	6,845.46	6,845.46
Periodicals	1,342.56	-	-	-	-	-	-	1,342.56	1,342.56
Fuel	-	360.90	-	8,555.68	-	-	-	8,916.58	8,916.58
Natural Gas	1,656.14	-	-	-	-	-	-	1,656.14	1,656.14
Electricity	14,535.29	-	-	-	-	-	-	14,535.29	14,535.29
Other Supplies	2,173.44	-	-	57.94	-	-	-	2,231.38	2,231.38
Total Supplies	125,214.83	24,960.17	-	9,801.77	-	-	-	159,976.77	159,976.77
Capital Outlay									
Capital Outlay	-	44,379.50	-	-	-	-	-	44,379.50	44,379.50

LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
DETAILED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ALL FUNDS
MONTH ENDED NOVEMBER 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	-	-	-	-	-	16,128.03	-	-	16,128.03
Site Improvements	-	-	-	-	-	-	-	-	-
Total Capital Outlay	-	44,379.50	-	-	-	16,128.03	-	44,379.50	60,507.53
Other									
Principal	-	-	160,000.00	-	-	-	-	-	160,000.00
Interest	-	-	27,943.75	-	-	-	-	-	27,943.75
Dues and Fees	3,143.00	-	-	65.00	-	-	-	3,208.00	3,208.00
Tuition	103,703.60	-	-	-	-	-	-	103,703.60	103,703.60
Miscellaneous Objects	-	-	-	-	-	-	-	-	-
Total Other	106,846.60	-	187,943.75	65.00	-	-	-	106,911.60	294,855.35
Total Non-Capitalized Equipment	92,715.50	1,643.25	-	1,137.00	-	-	-	95,495.75	95,495.75
Total Termination Benefits	-	-	-	-	-	-	-	-	-
Total Expenditures	2,306,190.64	174,763.65	187,943.75	140,913.28	98,316.90	16,128.03	-	2,720,184.47	2,924,256.25
Excess (deficiency) of revenues over expenditures	(2,000,173.90)	(126,450.41)	(185,711.92)	(127,436.74)	(92,223.81)	(15,026.67)	3,929.69	(2,342,355.17)	(2,543,093.76)
OTHER FINANCING SOURCES (USES)									
Transfers	-	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-	-
Total other financing sources (uses)	-	-	-	-	-	-	-	-	-
Net changes in fund balances	(2,000,173.90)	(126,450.41)	(185,711.92)	(127,436.74)	(92,223.81)	(15,026.67)	3,929.69	(2,342,355.17)	(2,543,093.76)
Fund Balance: 10/31/2016	23,757,195.29	3,197,039.56	(127,318.61)	1,571,130.46	689,645.86	2,735,693.63	524,994.94	29,740,006.11	32,348,381.13
Fund Balance: 11/30/2016	\$ 21,757,021.39	\$ 3,070,589.15	\$ (313,030.53)	\$ 1,443,693.72	\$ 597,422.05	\$ 2,720,666.96	\$ 528,924.63	\$ 27,397,650.94	\$ 29,805,287.37

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

	10	20	30	40	50	60	70		
	Education	Oper. & Maint.	Debt Services	Transportation	IMRF/SS	Capital Projects	Working Cash	Total Operating	Total All Funds
ASSETS									
US Bank - AP	547,554.39	538.25	(313,030.53)	650.42	848.62	3,673.87	-	549,591.68	240,235.02
US Bank - Payroll	13,893.39	542.16	-	947.41	-	-	-	15,382.96	15,382.96
US Bank - RevTrak	39,691.75	-	-	-	-	-	-	39,691.75	39,691.75
PMA - LIQ	0.82	-	-	-	-	-	-	0.82	0.82
PMA - MAX	2,916,146.92	757,002.09	-	423,112.17	575,446.73	-	-	4,671,707.91	4,671,707.91
PMA - Fixed Rate Investments	16,853,513.48	2,312,430.20	-	1,019,267.93	21,126.70	2,716,993.09	528,924.63	20,735,262.94	23,452,256.03
IIIT	19,430.60	-	-	-	-	-	-	19,430.60	19,430.60
Bank Financial	89,353.23	-	-	-	-	-	-	89,353.23	89,353.23
Fifth Third Securities	1,240,000.00	-	-	-	-	-	-	1,240,000.00	1,240,000.00
PMA Bonds	-	-	-	-	-	-	-	-	-
Imprest Fund	33,277.88	-	-	-	-	-	-	33,277.88	33,277.88
Petty Cash	500.00	-	-	-	-	-	-	500.00	500.00
TOTAL ASSETS	21,753,362.46	3,070,512.70	(313,030.53)	1,443,977.93	597,422.05	2,720,666.96	528,924.63	27,394,199.77	29,801,836.20
LIABILITIES & FUND BALANCE									
LIABILITIES									
Accounts Payable	8,765.23	-	-	-	-	-	-	8,765.23	8,765.23
Dental Insurance Payable	(2,104.29)	(76.45)	-	284.21	-	-	-	(1,896.53)	(1,896.53)
Flex Spending Account Payable	(10,319.87)	-	-	-	-	-	-	(10,319.87)	(10,319.87)
Tech Program Receivable	-	-	-	-	-	-	-	-	-
Total Liabilities	(3,658.93)	(76.45)	-	284.21	-	-	-	(3,451.17)	(3,451.17)
FUND BALANCE									
Fund Balance	21,757,021.39	3,070,589.15	(313,030.53)	1,443,693.72	597,422.05	2,720,666.96	528,924.63	27,397,650.94	29,805,287.37
Total Fund Balance	21,757,021.39	3,070,589.15	(313,030.53)	1,443,693.72	597,422.05	2,720,666.96	528,924.63	27,397,650.94	29,805,287.37
TOTAL LIABILITIES & FUND BALANCE	21,753,362.46	3,070,512.70	(313,030.53)	1,443,977.93	597,422.05	2,720,666.96	528,924.63	27,394,199.77	29,801,836.20

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

CASH BALANCE PER BOOKS

Educational Fund	21,753,362.46
Operations and Maintenance	3,070,512.70
Debt Service Fund	(313,030.53)
Transportation Fund	1,443,977.93
Retirement Fund	597,422.05
Capital Projects Fund	2,720,666.96
Working Cash Fund	<u>528,924.63</u>
TOTALS:	<u>\$ 29,801,836.20</u>

BANK BALANCES & INVESTMENTS

US Bank - AP	
Statement Balance	261,243.55
Less: Outstanding Checks	<u>21,008.53</u>
	\$ 240,235.02
US Bank - Payroll	
Statement Balance	19,679.26
Less: Outstanding Checks	<u>4,296.30</u>
	\$ 15,382.96
US Bank - Other	
RevTrak Account Balance	\$ 39,691.75
Imprest	35,049.88
Petty Cash	500.00
Less: Outstanding Imprest Checks	<u>1,772.00</u>
	73,469.63
PMA Financial Network	
ISDLAF - LIQ	0.82
ISDLAF - MAX	4,671,707.91
Fixed Rate Investments	20,735,262.94
Bonds	<u>2,716,993.09</u>
	\$ 28,123,964.76
Other	
Illinois Inst Investors Trust - CMF	19,430.60
Bank Financial - Money Market	89,353.23
Fifth Third Securities	\$ 1,240,000.00
TOTALS:	<u>\$ 29,801,836.20</u>

Certified by:



Dan Stanley, Treasurer

Student Activity Report

Printed: 01/10/2017 9:19:56AM

Lincolnshire-Prairie View - Activity Accounting

Academic Clubs 1							
Account Number	Description	Balance Forward	Cash In (Receipts)	Cash Out (Payments)	Adjustments	Balance	
Academic Clubs							
25	DW - Minecraft Lab	0.00	0.00	0.00	0.00	0.00	
30	DW - NJHS	885.99	0.07	(17.22)	0.00	868.84	
35	DW - Scholarship	94.04	0.01	0.00	0.00	94.05	
40	DW - Student Council	4,694.65	1,446.32	(1,042.52)	0.00	5,098.45	
45	DW - Toys for Tots	0.00	0.00	0.00	0.00	0.00	
50	DW - Wright Track Club	0.09	80.00	0.00	0.00	80.09	
55	DW - Yearbook	18,851.19	1.57	0.00	0.00	18,852.76	
65	HD - Student Council	2,167.61	0.18	0.00	0.00	2,167.79	
70	HD - Yearbook	20,126.28	1.68	0.00	0.00	20,127.96	
85	SP - Yearbook	7,706.91	0.64	0.00	0.00	7,707.55	
90	Spanish REACH	(120.00)	0.00	0.00	0.00	(120.00)	
1	Academic Clubs	54,406.76	1,530.47	(1,059.74)	0.00	54,877.49	Activity Group
Miscellaneous							
10	Bank Interest	161.83	0.01	0.00	0.00	161.84	
15	District Convenience	124.76	2,355.01	0.00	0.00	2,479.77	
20	DW - Convenience	1,429.67	233.12	(75.00)	0.00	1,587.79	
60	HD - Convenience	0.01	50.00	0.00	0.00	50.01	
65	NEIASBO	30,350.85	2,337.50	(1,608.00)	0.00	31,080.35	
90	SP - Convenience	1,575.15	300.13	(25.00)	0.00	1,850.28	
9	Miscellaneous	33,642.27	5,275.77	(1,708.00)	0.00	37,210.04	Activity Group
Report Total:		88,049.03	6,806.24	(2,767.74)	0.00	92,087.53	

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

Investment Type	Settle Date	Maturity Date	# of Days	Institution	Cost	Rate
Money Market	11/30/2016	11/30/2016		ISDLAF+ LIQ Account	\$0.82	0.260%
Money Market	11/30/2016	11/30/2016		Illinois Portfolio, IIIT Class	\$19,412.77	0.042%
Money Market	11/30/2016	11/30/2016		ISDLAF+ MAX Account	\$4,671,707.91	0.350%
Money Market	11/30/2016	11/30/2016		Bank Financial Public Funds	\$89,323.45	0.200%
Term Series	9/2/2016	12/7/2016	96	ISDLAF+ TERM SERIES	\$1,700,000.00	0.420%
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%
Term Series	9/9/2016	12/20/2016	102	ISDLAF+ TERM SERIES	\$1,300,000.00	0.390%
DTC CD	9/16/2016	1/17/2017	123	Synovus Bank	\$249,083.78	0.450%
Certificate of Deposit	9/9/2016	2/22/2017	166	FIRST COMMONS BANK NA	\$249,500.00	0.400%
Certificate of Deposit	9/9/2016	2/22/2017	166	PRUDENTIAL SAVINGS BANK	\$249,500.00	0.412%
Certificate of Deposit	9/9/2016	2/22/2017	166	ISDLAF+ TERM SERIES	\$750,000.00	0.400%
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%
DTC CD	9/2/2016	3/2/2017	181	Wex Bank/Wright Express Fin Serv. Corp	\$249,061.56	0.600%
DTC CD	9/7/2016	3/6/2017	180	Zb, National Assoc/Zions First National Bank	\$249,061.23	0.550%
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%
Certificate of Deposit	9/1/2016	3/21/2017	201	ORRSTOWN BANK	\$248,800.00	0.554%
Certificate of Deposit	9/1/2016	3/21/2017	201	CENTRUE BANK	\$248,800.00	0.551%
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	9/23/2016	7/13/2017	293	INDUSTRIAL & COMMERCIAL BANK OF CHINA	\$248,700.00	0.601%
Certificate of Deposit	9/23/2016	7/13/2017	293	FLAGLER BANK	\$248,700.00	0.603%
Certificate of Deposit	10/21/2016	7/13/2017	265	FINANCIAL FEDERAL BANK	\$248,900.00	0.600%
Certificate of Deposit	11/30/2016	7/13/2017	225	LANDMARK COMMUNITY BANK	\$248,900.00	0.652%
Certificate of Deposit	11/30/2016	7/13/2017	225	PATRIOT BANK - OK	\$249,000.00	0.651%
DTC CD	10/26/2016	7/26/2017	273	Sandtander Bank, N.A. /Sovereign Bank	\$248,073.86	0.610%
DTC CD	11/17/2016	8/17/2017	273	Volunteer State Bank	\$249,074.32	0.560%
DTC CD	9/16/2016	9/15/2017	364	Safra National Bank	\$248,122.74	0.750%
Certificate of Deposit	9/22/2016	9/22/2017	365	TBK BANK, SSB/THE NATIONAL BANK	\$248,100.00	0.750%
Certificate of Deposit	9/26/2014	9/26/2017	1096	BANK OF THE WEST	\$241,800.00	1.119%
Certificate of Deposit	10/21/2016	10/23/2017	367	EAGLEBANK/VIRGINIA HERITAGE BANK	\$248,100.00	0.741%
DTC CD	8/31/2016	2/28/2018	546	BANKUNITED, NA	\$248,147.13	0.860%
Certificate of Deposit	9/23/2016	3/23/2018	546	US METRO BANK	\$246,600.00	0.909%
DTC CD	9/28/2016	3/28/2018	546	Capital One Bank USA National Assoc.	\$248,146.98	0.960%
DTC CD	9/30/2016	3/29/2018	545	First Bank	\$249,184.51	0.950%
Certificate of Deposit	10/21/2016	4/19/2018	545	COMMUNITY STATE BANK - OK	\$246,300.00	1.001%
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%

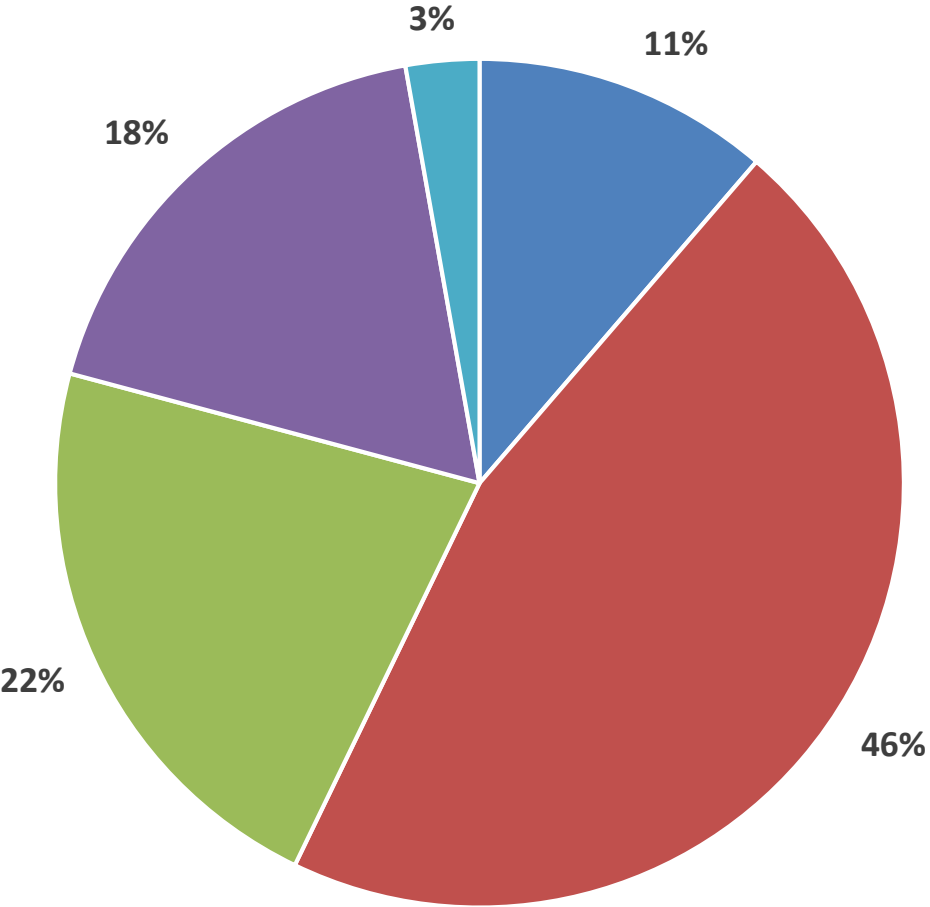
LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
INVESTMENT PORTFOLIO
NOVEMBER 30, 2016

Investment Type	Settle Date	Maturity Date	# of Days	Institution	Cost	Rate
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%
DTC CD	9/7/2016	9/7/2018	730	TCF National Bank	\$248,000.00	0.900%
DTC CD	9/14/2016	9/14/2018	730	Wells Fargo Bank, NA	\$249,000.00	1.150%
DTC CD	9/30/2016	9/28/2018	728	BMW Bank of North America	\$247,512.67	1.200%
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>
					\$26,507,707.89	
Weighted Yield	1.256%					
Weighted Maturity	308.57					

LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103

INVESTMENT TYPE

NOVEMBER 30, 2016

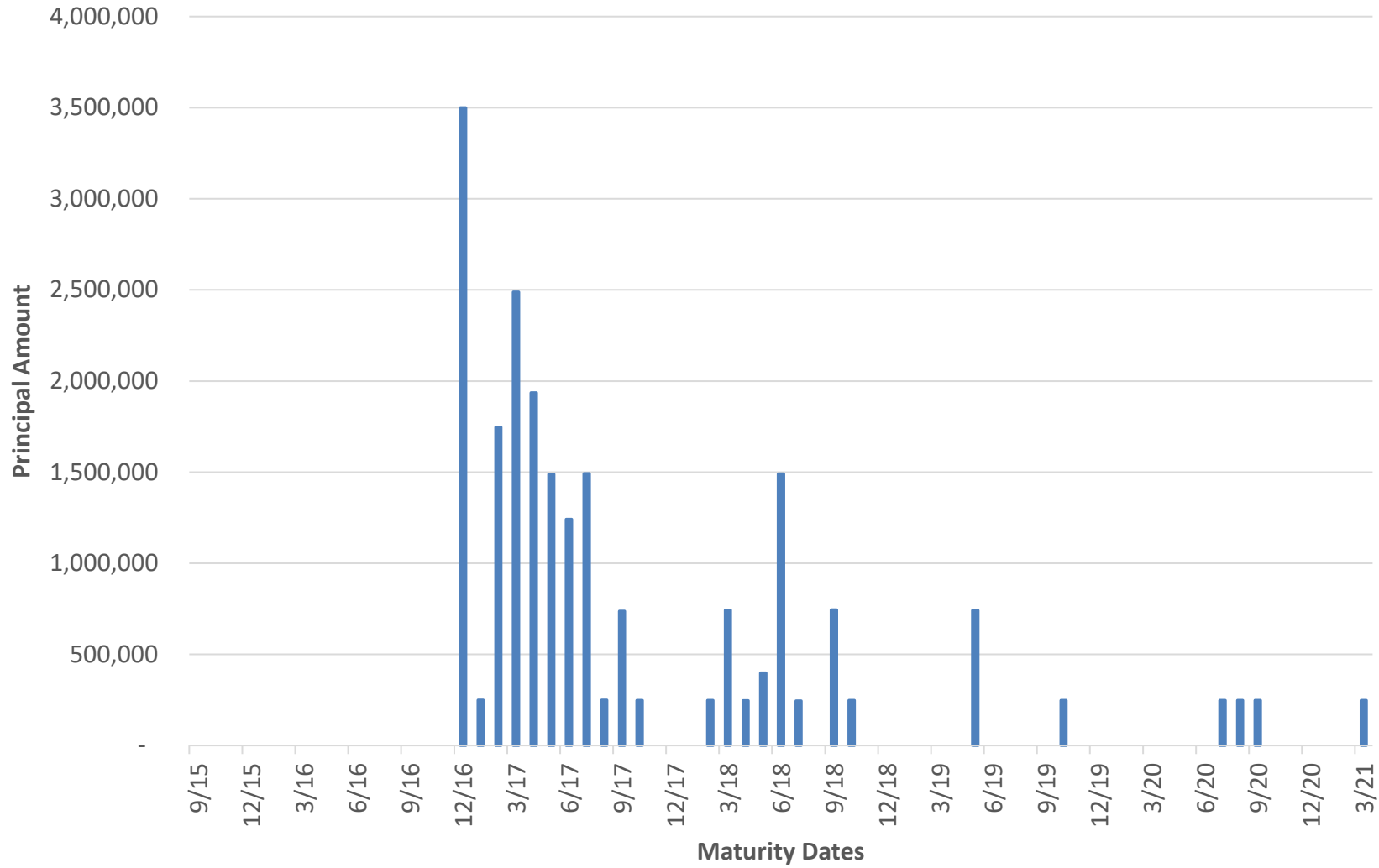


■ TS ■ CD ■ DTC ■ MMK ■ SEC

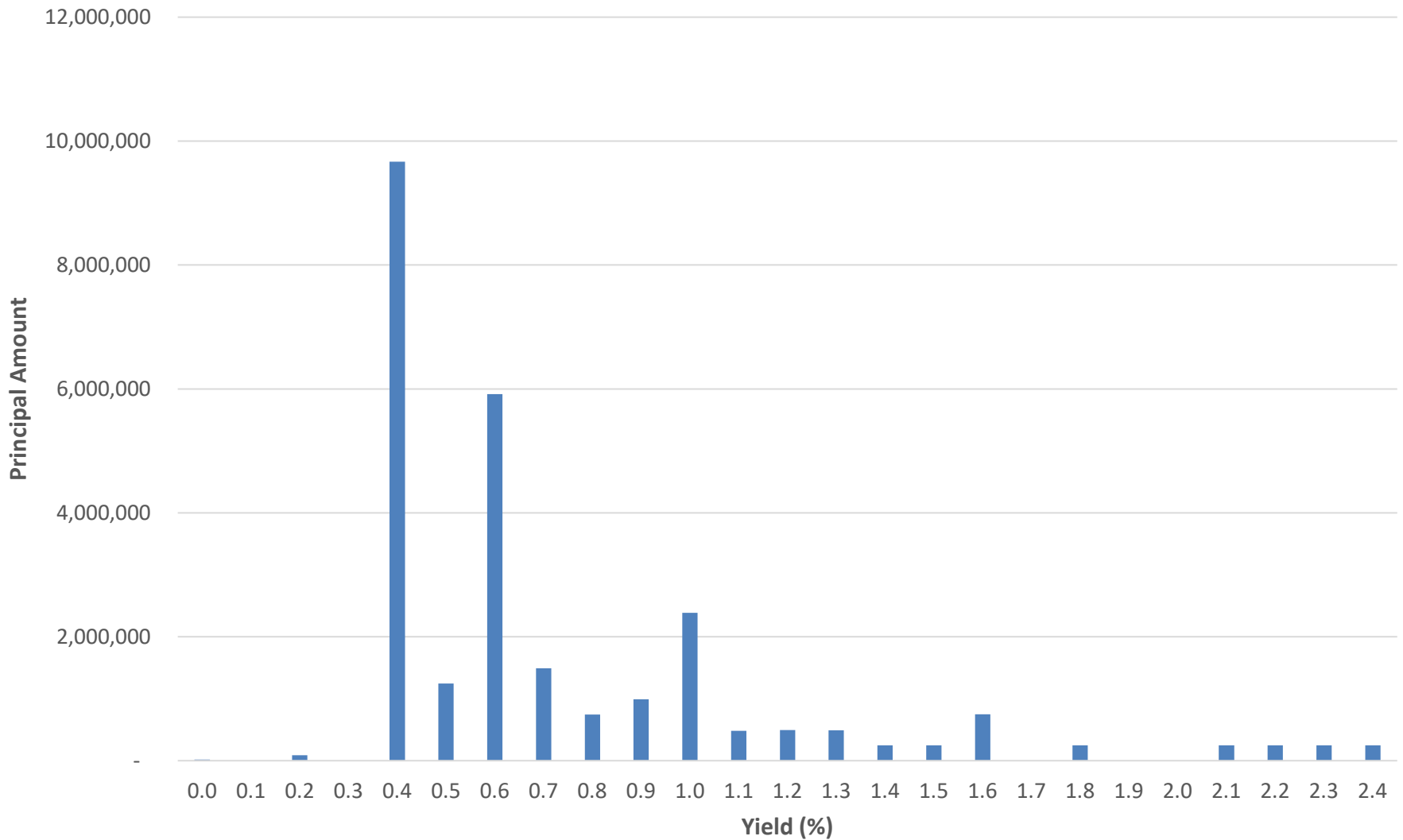
LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103

MATURITY DATES

NOVEMBER 30, 2016



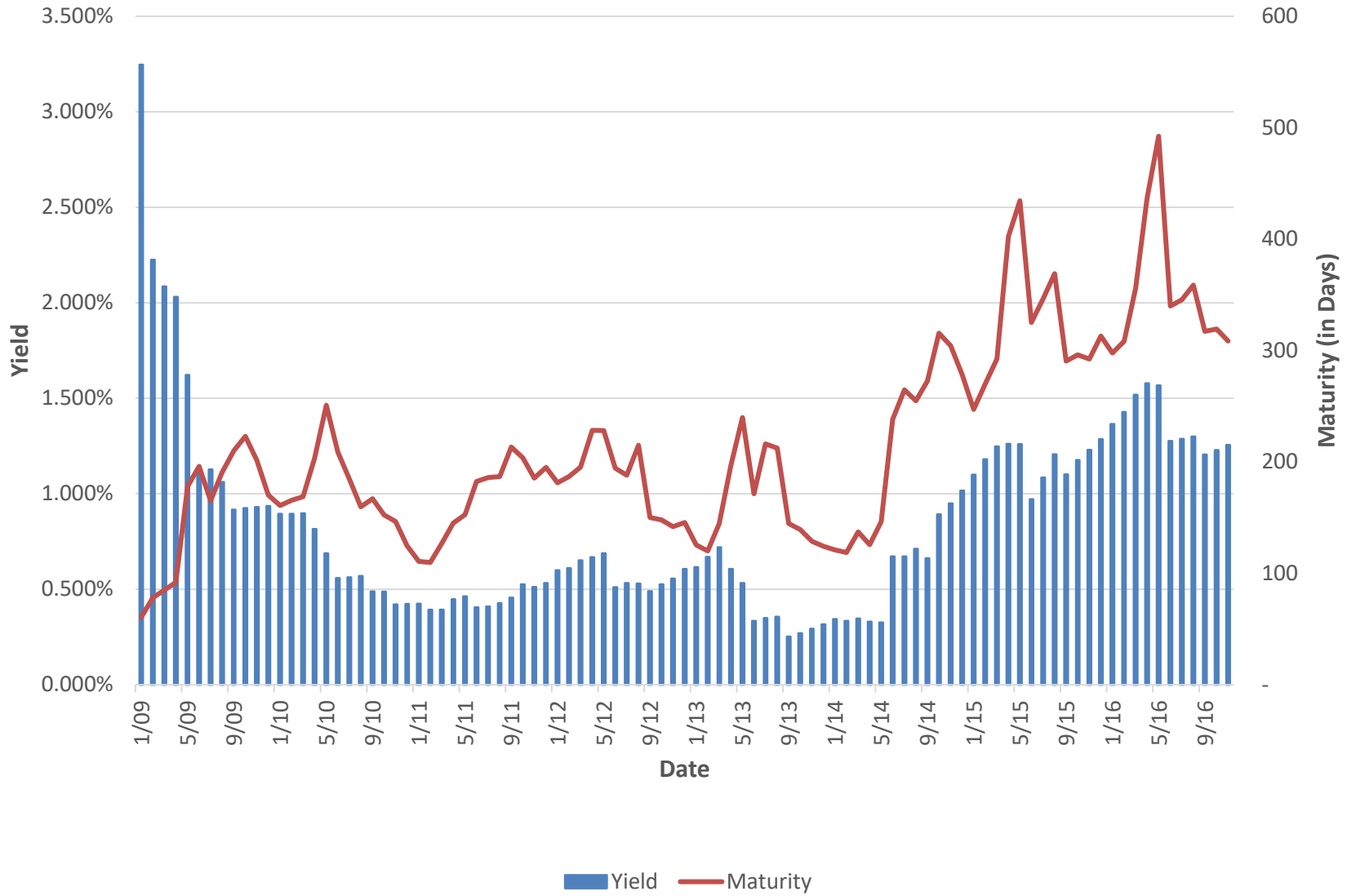
LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
INTEREST RATES
NOVEMBER 30, 2016



LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103

WEIGHTED YIELD VS. MATURITY HISTORY

199



Lincolnshire-Prairie View School District 103

Enrollment Report

As of December 31, 2016

Grade	Sept	Oct	Nov	Dec	Class Size (Core)				Projections for Oct 1st		
					Sections	Average	Low	High	Conservative	Moderate	Internal
K (AM)	16	16	16	16							
K (PM)	12	13	12	12							
K (Full Day)	119	118	118	118							
K Total	147	147	146	146	8	18.3	12	20	136	141	150
1	155	156	155	155	8	19.4	19	21	155	155	156
2	195	195	194	195	8	24.4	23	25	193	196	196
3	180	179	178	177	8	22.1	21	23	173	175	174
4	207	208	209	209	8	26.1	26	27	203	207	207
5	194	194	194	191	8	23.9	23	25	191	193	190
6	194	195	196	198	n/a	24.1	21	28	192	197	193
7	239	241	243	243	n/a	24.0	15	31	221	222	220
8	221	223	224	224	n/a	22.4	13	31	225	226	224
Total K-8	1,732	1,738	1,739	1,738					1,689	1,712	1,710

Sprague (No EC)	497	498	495	496
Half Day	387	387	387	386
Daniel Wright	848	853	857	856
Total EC-8	1,732	1,738	1,739	1,738

	484	492	502
	376	382	381
	829	838	827
Total	1,689	1,712	1,710

Early Childhood	12	11	11	11				
Community Peer	14	14	14	14				
Total Blended	26	25	25	25	4	6.3	5	8
AM Only	1	1	1	1				
Extended Day	3	3	3	3				
Total Self-Contained	4	4	4	4	1	4.0	4	4
Total EC	30	29	29	29				

Sprague w/EC	527	527	524	525
Half Day	387	387	387	386
Daniel Wright	848	853	857	856
Total EC-8	1,762	1,767	1,768	1,767

Public	3	3	3	2
Consortium	0	0	1	1
Private	7	7	8	8
IAES	0	0	0	0
Total Out-of-Dist.	10	10	12	11

TOTAL	1,772	1,777	1,780	1,778
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Guided - D103	4	4	4	5
Guided - Other	7	7	8	7
Total Guided	11	11	12	12



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: January 12, 2017
Re: Facilities Update

CONSTRUCTION UPDATE

The asbestos abatement project at Half Day was completed over winter break. All ACM material was removed as planned and without incident. Exploratory holes in walls show additional asbestos on lateral pipes going to the second floor. To help facilitate the project, District staff did a great job of moving furniture in and out of the spaces.

Permit applications and plan reviews are scheduled for January 24th at the Regional Office of Education.

Site permits were reviewed by the Village of Lincolnshire and comments have been returned to the District. A response is being put together by the District architect and engineer.

The timeline for the construction project has been advanced. The construction trailer will be set at Half Day the week of January 23rd. The construction fence and tree removal will start the week of January 30th. Excavation will start the week of February 7th.

DANIEL WRIGHT

The main air compressor controlling the boiler and associated heat had a failure. However, when the renovation were completed at Sprague, the District salvaged the compressor being used and stored it. The salvaged compressor was given a tune up and installed in the boiler room over the winter break. This saved the District a considerable amount of money.

HALF DAY

Over the winter break, the District was able to get foundations poured and poles installed for the solar powered electronic crosswalk sign.

LAURA SPRAGUE

There was no significant work completed during this time period.



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

Memo

To: Board of Education
From: Katie Reynolds, Assistant Superintendent for Instruction
Julie Postma, Director of Student Services
Robert Bialk, Director of Technology and Assessment
CC: Dr. Scott Warren
Date: January 10, 2017
Re: Executive Summary

Curriculum & Instruction

- 8th grade students have completed the Stevenson benchmark examinations. Benchmark exams are completed in English language arts, mathematics and Spanish. Building administrators and content teachers will now meet with Department Heads from Stevenson to finalize student placement.
- On Wednesday, December 14, 2016, district and building administrators attended an Administrator Academy entitled, "Leading Effective Professional Development." For certification purposes, anyone holding a Type 75 certificate is required to attend one Administrator Academy each year.
- The PTO Links to Learning Grants have been awarded for the 2016-2017 school year. On December 15, 2016, the committee met and awarded 5 grants that will provide seating, culturally responsive literature, sound amplification systems, trees and STEM kits.
- The ELL teachers attended an in-district training on Friday, January 6, 2017. The training, provided by the Illinois resource Council, focused on how to co-teach and coach teachers who are using the SIOP (Sheltered Instructional English Observational Protocol) model of instruction.
- On January 10, 2017, new teachers met after school to take an in-depth look at Charlotte Danielson's Domain 1, Preparation and Planning with a specific focus on UbD (Understanding by Design). This year the new teacher workshops have continued to focus on Danielson's four domains, which are used in the district evaluation process.

- Teachers in grades K-5 are meeting throughout the month of January to review the new NGSS units. The purpose is to review the recently taught science unit and preview the unit ahead. This curriculum time provides the teachers the opportunity to create common assessments, finalize pacing guides, and align instructional activities across the grade level.
- In January the building curriculum chairs started meeting together to articulate, review district goals and discuss building meeting agendas. This year we have also begun to share a professional article aligned to a current initiative.

Student Services

- District parents made a student record request. This entails gather all records identifiable and maintained for this student. It includes what are considered both permanent and temporary records, including emails. This process is very involved and time consuming.
- We are processing the second reimbursement request for IDEA Flow Through and IDEA Preschool. This should be submitted to the ELC next week.
- We made a Dec 1, child count submission for the state. We are working on ensuring there are no changes/updates that have occurred. The final date for changes is January 31, 2017.
- Several unique student situations continue to require either regular monitoring or intervention by administration.

Technology

- **1:1 Updates -**
 - Current Participation Numbers, 1607 students (*1788 total - 181 Pre-K & K*)
 - Bring Your Own iPad (BYOiPad) = 742, 46%
 - Rent = 615, 38%
 - Rent-to-Own (RtO) = 250, 16% (*138, 55% are 1st year*)
 - After reviewing our current 1:1 device participation options and with the goal of creating the most conducive learning environment for our students, some considerations we've identified are:
 - Rent - Grades 1&2 - Should we increase the current rental cost of \$125 to \$150 to align it with grades 3-8?
 - Rent to Own - Grades 1-7 - The current total cost of ownership is \$495, that includes the iPad Air 2, charger and protective case. In reviewing the pattern of Apple's device support, it has generally been a four-year cycle. With the [iPad Air 2](#) having been first introduced in October, 2014 (Chip A8x), we predict a possible support discontinuation by SY '18-'19. Should we consider changing the RtO

device from the *iPad Air 2* to the *iPad Pro, 9.7"*, introduced in March, 2016 (Chip A9x)? The *predicted* RtO cost for the *iPad Pro, 9.7"* is roughly \$650, but has a possible support discontinuation by SY '20-'21.

- **Bring Your Own (BYO) iPad - Grades 3-8** - For the 2017-2018 SY, the BYO option will follow our youngest participating students from 2nd to 3rd grade. This will eliminate the BYO option at Sprague School. We are also predicting that iOS11 will be released sometime after the Apple Worldwide Developers Conference (WWDC) in July, 2017. iOS11 will directly affect what the minimum BYO device is... either the iPad 4th Generation or the iPad Air. Any non-supported devices should not comply with our BYOiPad options, because of the impact to our classrooms.
 - The Tech Dept. is reviewing our current *BYO Grade Level App Lists*. Our Tech Coaches are working with teachers and grade level teams to review the current app requirements and evaluate needed changes. We are hoping to formalize the *BYO Grade Level App Lists* to accompany the grade level supply lists.
- **AIMSWeb+** - Winter benchmark assessments have begun for all schools.
- **Professional Development** - The tech department is reviewing our current technology PD offerings and are working to develop a PD continuum across the District.



Lincolnshire-Prairie View School District 103

Memo

To: Board of Education
From: Scott Warren
Date: January 11, 2017
Re: Superintendent Informational Report

2017-2018 Logistics

With the Starting/Ending time change and 5th grade moving to Half Day school, there are some logistics the District continues to revise. Those include:

1. 103 Club will continue to meet at Sprague in the morning for grades K-5. Students in grades 3-5 will be transported to Half Day once the Sprague school day begins. For the afternoon, K-2 students will remain at Sprague and 3-5 students will remain at Half Day.
2. Overall staffing will increase slightly due to the shift in times, increased enrollment, and teaming at Daniel Wright. The administration team continues to review the staffing plan and will present the first draft to the Board later this spring.
3. After School Activities at Daniel Wright will need to be coordinated with the Area 125 Consortium Districts to ensure a successful 2017-2018 season
4. Transportation has been verified that the District will need 2 additional buses to accommodate the time shift and 5th grade move to HD.

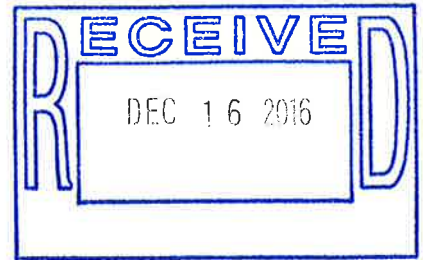
FOIA requests

The District received one FOIA request from Emily Coleman, a reporter from the Lake County News-Sun, regarding homeless student enrollment and budget information. The specific request and response is included for your review

Leave of Absence

The District received one leave request this month and is approved according to the Master Contract. The specific request is included for your review.

KATHLEEN A. CULVER



December 8, 2016

Attn:
Dr. Scott Warren, and
Lincolnshire-Prairie View School District 103 Board Members

Ladies and Gentlemen:

Please accept this letter as my formal request for FMLA medical leave of absence, to occur approximately during the final week of the 2016-2017 academic year, but only upon the delivery of my child.

I expect to complete as much of this school year that I am medically able to complete, and to deliver my child approximately on or around June 5, 2017. I kindly request that my leave commence with the birth of my child, which will occur approximately on June 5, 2017 and continue through the completion of this 2016-2017 school year. Upon completion of the leave period, I shall resume my regular duties as an educator for Lincolnshire-Prairie View School District 103.

At this time, I do not anticipate the leave extending into the 2017-2018 school year.

It is my specific intent to apply earned, accrued sick days toward the period of my absence, thereby avoiding any interruption to my service credit, seniority, pay or insurance coverage benefits.

Thank you for your generous consideration in this matter.

Sincerely,

Kathleen A. Culver



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

December 19, 2016

Emily Coleman
Reporter, Lake County News-Sun
Chicago Tribune Media Group
312-818-9418
emcoleman@tribpub.com

SENT VIA EMAIL – emcoleman@tribpub.com

RE: Freedom of Information Act Request

Dear Emily Coleman:

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

- *Enrollment numbers for this school year and the preceding four school years of students classified as homeless, broken down by whether the district is the students' district of origin or not;*

See attached spreadsheet.

- *Data showing how much the district has spent on transporting homeless students, what school district the transportation has been to/from, what type of transportation was provided (school bus, taxi, etc.), and over what period of time the transportation was provided for school years 2012-13 through 2015-16;*

See attached spreadsheet.

- *Budget records showing services provided to homeless students, i.e. district liaison for homeless families; and*

The district has no records responsive to this request.

- *Job description for employee who performs duties of district liaison.*

See attached job description.

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

Sincerely,

Scott Warren, Ed. D.
Superintendent

Lincolnshire students learn about Africa from giant map



Half Day School fourth-graders Sarah Horwitz, left, and Jasmine Liu look for the Niger River as they read clues while they study about Africa using a giant map at the Lincolnshire school Monday. The map, which is on loan from National Geographic's Giant Traveling Maps program, measures 26 feet by 35 feet. (Gilbert R. Boucher II gboucher@dailyherald.com)

Image 1 of 2

NEXT IMAGE >

By Gilbert R. Boucher II (gboucher@dailyherald.com)

Fourth-graders leapt like lemurs, walked like an Egyptian and swung their trunks like elephants while they played a game on the world's largest map of Africa at Half Day School on Monday.

The map is part of National Geographic's Giant Traveling Maps program and is at the Lincolnshire school for two weeks to help bring African geography alive for students.

"This is a tangible way for students to interact with geography. Which is kind of hard to do. We can't travel to Africa," said fourth-grade teacher Kelsey LaBelle. "So this is a perfect way to have them explore a different part of the world. They love it."

Third- and fourth-graders walk on the giant map that measures 26 feet by 35 feet as they explore the continent's mountains, rivers, animals and culture through fun learning activities.

"It's really exciting. It's fun to play games with my friends and learn about new countries," fourth-grader Arushi Srinivasan said while trying to find African landmarks with her classmates. "I really like learning about Egypt because that is where the Great Pyramids of Giza are."

Volunteers from District 103 Parent Teacher Organization Cultural Arts committee were responsible for bringing the project to the school.

To learn more about the Giant Traveling Map of Africa, visit <http://nationalgeographic.org/education/giant-traveling-maps/africa/>.

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Article 12 of 92

NEXT ARTICLE >

LINCOLNSHIRE REVIEW



\$1.50

Thursday, December 29, 2016

lincolnshirereview.com

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Looking back at 2016

Housing crops up, students start school later in Lincolnshire. Page 6



MARK KODIAK UKENA/PIONEER PRESS

Students with the Daniel Wright Junior High Science Olympiad team test a hovercraft during practice on May 14, in Lincolnshire.

GO



BRIAN CASSELLA/CHICAGO TRIBUNE

Best meals 2016

50 Chicago-area chefs name the best thing they ate this year. Page 18

SPORTS



PATRICK GORSKI/PIONEER PRESS

Year in review

Pioneer Press highlights the best of local sports in 2016. Page 36

Lincolnshire's best moments from 2016

Students can expect to get more sleep in new year

By RONNIE WACHTER
Photo: Press

In 2016, Lincolnshire officials unveiled various development projects, both on the residential and commercial side, while area schools welcomed significant changes to the school day with a goal toward letting students sleep longer.

Milwaukee Avenue stretch sees changes

After almost three years of dormancy at the former Cubby Bear North, business owner Janine Gonzalez started renovating the space in the fall to turn it into a multipurpose event venue for residents and area organizations. Gonzalez has said she hopes to open the new venue, called Loft 21, by early spring, noting how she already has reservations booked through 2020. The building had been one of the largest vacant spots in Lake County in recent years.

But other storefronts at the CityPark shopping center, located on the opposite of Milwaukee Avenue in Lincolnshire, turned vacant in 2016.

Ownership of the CityPark center also changed hands following an auction in the summer.

Among the vacancies at CityPark in 2016, the continuation arcade and barbed Emporium Lake County abruptly closed after only seven months in operation. Following a New Year's Day opening, the times tried to replicate the success it found in Chicago, where Emporium Lake County operates two locations. In Aug. 22, Village Board members canceled the

business before becoming the first Emporium in Lake County to open in Lincolnshire, March 1st. Ranch is not the name. The business has remained closed since August.

Apartments coming to Lincolnshire

After turning down several proposed apartment complexes in the past, Village Board members decided from past policy earlier this summer and approved a major renovation project to the Regal Lincolnshire, Stadium 21 & IMAX movie theater, located near the end of the parking lot at the CityPark shopping center.

ECI Co., which owns the building that houses the theater, said it would tear down the southern wing of the theater and eliminate six screens. In its place, 302 new apartments in two, four-story buildings would be built to fill the expansive, but often empty, southern portion of the parking lot.

Amidst a prosperous and single young adult working at technology companies in Lincolnshire, the 404 Social complex should bring young shoppers with free wine and disposable because to the area, the project developer has said.

At housing construction ramps up across the country, Lincolnshire officials debated whether to let developers build high-density town houses in the area.

Village trustees sent several proposals back to the drawing board, demanding more open space and fewer units.

In one project at the intersection of Riverside Road and Milwaukee Avenue, a developer earned approval to build numerous town houses, which are split evenly between the boundaries of Apsalwick-Tripp School District 102, based in Buffalo Grove, and Lincolnshire-Prairie View School District 103.



The 7th graders of Wright Junior High's national-championship Science Olympiad team celebrate their victory.

Village, labor unions work to settle debate on right to work

In November, Lincolnshire trustees approved a settlement agreement on two of three lawsuits filed over the town's controversial right-to-work ordinance aimed at organized labor. A third lawsuit filed in federal court by the AFL-CIO, challenging the village's right-to-work ordinance remains unresolved.

So-called right-to-work legislation lets individuals work for a company in union-protected positions without having to join the union or pay the full share of union dues.

In a note designated right to work, non-union employees also get benefits negotiated by a labor union



After almost three years of dormancy at the former Cubby Bear North, work started in 2016 to turn the space into a multipurpose event venue.

with company management. The Lincolnshire ordinance approved late last year only applied to private companies within the vil-

lage and not to public-sector employees, such as police officers. The two lawsuits questioned procedural matters in connection with the

meeting at which Lincolnshire Village Board members approved the ordinance. One of the lawsuits

Turn to 2016, Next Page



The inside of Emporium Lake County is pictured before the business opened on New Year's Day in 2016. By early August, the business closed abruptly in Lincolnshire.

2016, from Previous Page

filed in state court alleged an Open Meetings Act violation, arguing officials prohibited two union supporters from speaking during public comment at the meeting at which the ordinance was approved.

The other lawsuit pertained to email exchanges involving village officials following the meeting at which the ordinance was approved.

In exchange for having the two lawsuits dropped, the Liberty Justice Center, which is representing Lincolnshire pro bono in all three lawsuits, agreed to pay \$10,000 total to the International Union of Operating Engineers Local 150 and its individual plaintiffs.

The unresolved lawsuit, filed Feb. 18 in Chicago by the local AFL-CIO chapter and three other labor unions, contends that a municipality in a non-right-to-work state cannot declare itself a right-to-work town.

Attorneys representing Lincolnshire have said that both sides have filed for summary judgment but there is no timetable for a decision.

Area schools push back start times

As educators across the country decide what to do with a number of medical

studies that show students perform better in school when allowed to sleep longer, two school districts in Lincolnshire went ahead this year and pushed back school start times for their students.

Effective for the first time this current school year, Stevenson High School unveiled later start times, while board members at Lincolnshire-Prairie View School District 103 decided in December to push back start times at Wright Junior High School starting in the 2017-18 school year.

Stevenson students began their first classes at 8:30 a.m. this year — 25 minutes later than previous school years. To maintain the length of its school day, Stevenson officials decided to cut each class period shorter by a few minutes.

District 103 will change its starting and ending times next school year to accommodate a later start time at Wright.

The change means younger students at Sprague Elementary will have to start their day about 45 minutes earlier than they do now.

Both districts pointed to medical research from the American Academy of Pediatrics and the Centers for Disease Control and Prevention as reasons for the change in starting times.

Wright students shine on national stage

After winning the state championship for six straight years, the Wright Junior High School Science Olympiad team secured its first national championship in the spring of 2016.

Competing in the junior high division, the Trojans beat competitors from around the nation, bringing several medals in individual competitions back to Lincolnshire and winning the national competition by a 26-point margin over the second-place team.

Science Olympiad competitions involve a series of paper-and-pencil tests, on-site construction of structures and a variety of other mental competitions. The 23 categories in the series this year included building a bridge that weighs little but can support a lot, meteorology, anatomy, astronomy and the science of police work in crime-scene investigation.

After winning the national championship, the Wright team returned to Lincolnshire, escorted by area police and firefighters, to take part in a victory rally hosted by their classmates.

Photo: Ronnie Wachter/Photo Press

Photo: Ronnie Wachter/Photo Press

Year in review 2016: Housing projects crop up, students start school later in Lincolnshire



Students with the Daniel Wright Junior High Science Olympiad team test a hovercraft during practice on May 14, 2016, in Lincolnshire. (Mark Kodiak Ukena / Pioneer Press)

By **Ronnie Wachter**

Pioneer Press

DECEMBER 21, 2016, 3:17 PM

In 2016, Lincolnshire officials welcomed various development projects, both on the residential and commercial side, while area schools welcomed significant changes to the school day with a goal toward letting students sleep longer.

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Among the vacancies at CityPark in 2016, the combination arcade and bar called Emporium Lake County abruptly closed after only seven months in operation. Following a New Year's Day opening, the business tried to replicate the success it found in Chicago, where Emporium owners operate two locations.

On Aug. 22, village board members canceled the business' liquor license, believing Emporium will not re-open in Lincolnshire, Mayor Liz Brandt said at the time. The business has remained closed since August.

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Both districts pointed to medical research from the American Academy of Pediatrics and the Centers for Disease Control and Prevention as reasons for the move.

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rwachter@pioneerlocal.com

[Twitter @RonnieAtPioneer](#)

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This article is related to: Lincolnshire, American Academy of Pediatrics

Education updated: 12/16/2016 5:12 PM

Lincolnshire school to start later in 2017 so kids can sleep more



Lincolnshire-Prairie View Elementary District 103 officials have approved starting classes at Wright Junior High later in the day to let kids sleep more. The change will begin in fall 2017.

Russell Lissau | Staff Photographer



Russell Lissau

Classes at Lincolnshire's Wright Junior High School (<http://www.dw.d103.org/>) will begin 40 minutes later than they do now starting in fall 2017, officials decided this week.

The start of the school day is being pushed to 8:30 a.m. in an effort to give students more time to sleep. The decision came after more than a year of private and public discussions involving Lincolnshire-Prairie View Elementary District 103 (<http://www.d103.org/>) staffers, parents and students.

The end of the school day at Wright, which serves fifth- through eighth-graders, also will be delayed 40 minutes to 3:35 p.m.

The American Academy of Pediatrics (<https://www.aap.org/en-us/about-the-aap/aap-press-room/pages/let-them-sleep-aap-recommends-delaying-start-times-of-middle-and-high-schools-to-combat-teen-sleep-deprivation.aspx>) and the Centers for Disease Control and Prevention (<https://www.cdc.gov/media/releases/2015/p0806-school-sleep.html>) are among the health authorities that have advocated starting middle school and high school classes no earlier than 8:30 a.m. to ensure students get enough sleep.

Experts have said school districts that have pushed start times later have seen an improvement in student performance. Later start times also have led to fewer car accidents involving teenagers in those communities, experts have reported.

"The medical evidence is overwhelming," District 103 school board President Gary Gordon said.

Additionally, the district's [Sprague School](http://www.sp.d103.org/) (<http://www.sp.d103.org/>) will start at 8:15 a.m. next fall, instead of the current 9 a.m. Sprague, which serves preschoolers through second-graders, will let out each day at 2:45 p.m. instead of 3:30 p.m.

The change at Sprague was needed to accommodate bus schedules, officials said. An 8:15 a.m. start is "medically appropriate" for those younger kids, Gordon said.

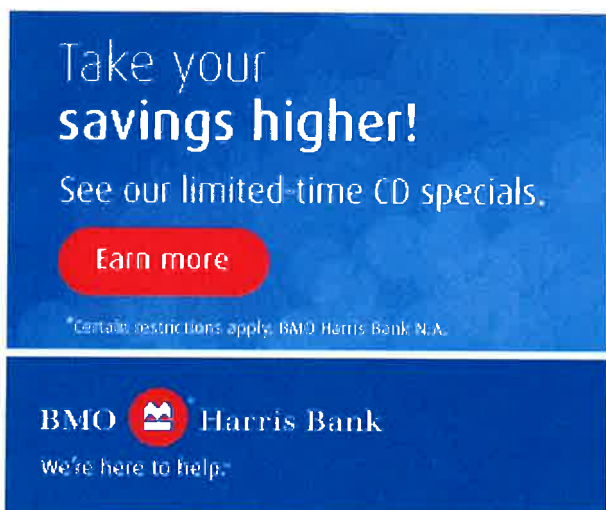
The schedule at [Half Day School](http://www.hd.d103.org/) (<http://www.hd.d103.org/>), which has third- and fourth-grade classes, won't change. Classes there will start at 9 a.m. and end at 3:30 p.m., as they do now.

The board unanimously approved the change Tuesday.


The panel had considered changing start times for the current school year during discussions in 2015, but opted to delay any change because of financial concerns and busing issues.

Changing start times was a primary goal in a strategic plan called [Vision 2020](https://www.d103.org/uploaded/documents/Strategic_Plan_2015-2020/D103StrategicPlan022715final.pdf) (https://www.d103.org/uploaded/documents/Strategic_Plan_2015-2020/D103StrategicPlan022715final.pdf) that the school board adopted last year.

Stevenson High School District 125, Barrington Area Unit District 220, Northwest Suburban High School District 214 and Naperville Unit District 203 are among the suburban districts that have either made or are considering similar start-time changes.



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Lincolnshire-Prairie View School District 103 approves later start time at junior high



Starting in the 2017-18 school year, Daniel Wright Junior High students will start 40 minutes later, beginning their school day at 8:30 a.m. (Pioneer Press / Pioneer Press)

By **Ronnie Wachter**
Pioneer Press

DECEMBER 14, 2016, 3:32 PM

Middle school students at Lincolnshire-Prairie View School District 103 soon will start their school days later, while younger students at the district will have to wake up earlier.

The recently approved start time changes at Daniel Wright Junior High and Sprague Elementary are intended to give District 103 students entering adolescence more time to sleep, said Superintendent Scott Warren.

Calling it a national health issue, Warren urged district board members during a meeting Tuesday to follow recommendations from the American Academy of Pediatrics and the Centers for Disease Control and Prevention that generally suggest teenage students perform better in school when allowed to sleep longer and start classroom work later in the day.

"I know this is a big change for everybody," Warren said. "If the research was not as compelling as it is, this would not be as big an issue as it is. It's a national health issue."

Board members unanimously approved the start time changes at Daniel Wright Junior High and Sprague Elementary, despite concerns raised earlier in the year by the district's teacher union, the Lincolnshire-Prairie View Education Association.

Starting in the 2017-18 school year, Sprague students will begin class at 8:15 a.m., 45 minutes earlier than they do now. Daniel Wright students will start 40 minutes later, beginning their school day at 8:30 a.m.

Although the length of the school day will remain unchanged, Sprague students next year will end their day at 2:45 p.m. while the school day at Daniel Wright won't end until 3:35 p.m. The class schedule at Half Day School in District 103 remains the same.

During board discussions on later start times earlier this fall, District 103 teachers with the Lincolnshire-Prairie View Education Association expressed concerns that a later start at Daniel Wright could lead to various logistical problems for students and their families.

Older students may no longer be able to supervise their younger siblings after school, representatives with the teacher union have said. A later release time also means some Daniel Wright students would have to walk home from the school in the dark during the winter months, district teachers warned.

Union members also cautioned that other schools with earlier class schedules may stop booking games and other extra-curricular events with District 103.

Despite the concerns, Audrey Salzman, co-president of the Lincolnshire-Prairie View Education Association, said Tuesday her group understands board members' reasoning behind their decision to change start times at Daniel Wright and Sprague.

"The board is doing what is right for the students," Salzman said.

Even with an unanimous outcome on the decision, district board members sometimes clashed internally when debating the issue of later start times, said Board President Gary Gordon.

Board members started exploring a start-time change at District 103 in 2015.

"I've had, it's not unfair to say, yelling matches with some of them with this topic," Gordon said.

District 103 also isn't the first school district in the area to decide on later start times at school.

Officials with both Stevenson High School and Aptakisic-Tripp School District 102 in Buffalo Grove cited research from the American Academy of Pediatrics before deciding to push back certain start times, which went into effect this year.

Earlier this fall, board members at Barrington School District 220 pushed back start and end times at the district middle schools, as well as Barrington High School, after discussing the issue and gathering community feedback for 18 months.