



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

FEBRUARY 21, 2017

The Regular Meeting of the Board of Education of Lincolnshire-Prairie View School District 103 will be held on Tuesday, February 21, 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 15 Minutes
- B. Pledge of Allegiance
- C. Community Participation
- D. Celebrating Success
Time: 15 Minutes
- E. Approval of Minutes 3
Time: 5 Minutes
- F. Consent Agenda
Time: 5 Minutes
 - 1. Approval of Bills 17
 - 2. Approval of School Donations 43
 - 3. Approval of ACH Payment to Vendors 44
 - 4. Approval of Employment 49
 - 5. Approval of Resignation 55
 - 6. Approval of Board Policies 2nd Reading 57
 - 7. Approval of Student Fees 152
- G. Action Items
Time: 5 Minutes
 - 1. Approval of Bus Bids 154
 - 2. Approval of 2017-2018 School Calendar 158
 - 3. Approval of Resolution to Regulate Expense Reimbursements 160
- H. Discussion Items
Time: 45 Minutes
 - 1. Budget Projections 163
 - 2. Staffing Plan 166

3. Superintendent Goals Update	170
I. Information	
Time: 30 Minutes	
1. Board Representatives Committee Updates	
2. Written Department Updates	
a. Business Office	174
b. Enrollment	208
c. Facilities	209
d. Curriculum and Instruction, Student Services, Technology and Assessment	211
3. Superintendent's Informational Report	215
a. IASB Lake Division Meeting	216
J. Old Business/New Business	
K. In The Press	219
L. Community Participation	
M. Executive Session	
Time: 30 Minutes	
N. Adjournment	



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BOARD OF EDUCATION REGULAR MEETING MINUTES

Tuesday, January 17, 2017

The Board of Education of Lincolnshire-Prairie View School District 103 held its Regular Meeting on Tuesday, January 17, 2017 in the Learning Center of Daniel Wright Junior High School located at 1370 N. Riverwoods Road, Lincolnshire, Illinois.

The following Board Members were in attendance:

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

Absent: None

Also present were:

Dr. Scott Warren, Superintendent
Dan Stanley, Assistant Superintendent for Business/CSBO
Katie Reynolds, Assistant Superintendent for Curriculum & Instruction
Julie Postma, Director of Student Services
Dr. Gina Finaldi, Assistant Director of Student Services
R.J. Bialk, Director of Technology and Assessment
Anthony Mendoza, Director of Transportation
Scott Gaunky, Director of Facilities
Michelle Blackley, Principal, Daniel Wright Junior High School
Dr. Christy Adler, Principal, Laura B. Sprague School
Thomas Herion, Assistant Principal, Daniel Wright Junior High School
Norma Taylor, Board Secretary

Public: 7

Press: 0

Staff: 10

Call to Order and Roll Call

Mr. Gordon called the meeting to order at 7:02 p.m.

Pledge of Allegiance

Community Participation

There was no community participation at this time.

Celebrating Success - Laura B. Sprague School

Dr. Adler introduced Sprague staff members to present *The Zones of Regulation* program currently piloted at Sprague School. Kara Shanley, Gayle Larcom, Joanne Widmark, and Danielle Cicero gave an exciting presentation of this curriculum they are piloting in some classrooms for a group of students working on self-regulation and emotional control. They shared the structure of the program and showed how students learn to identify their own behaviors and how to regulate themselves.

Dr. Warren and Mr. Gordon thanked them for a wonderful presentation and for bringing this important program to our youngest learners.

Approval of Minutes

Motion by Mrs. Harper, seconded by Mrs. van Gerven, to approve the amended November 15, 2016 Executive Session minutes, and the December 13, 2016 Regular and Executive Session.

Roll Call: Ayes: Curtis, Dwaraknath, Harper, Simon, Thomas, van Gerven, Gordon. Nays: None. Abstain: Curtis for November 15, 2016. Motion carried.

Consent Agenda

The Board pulled the Approval of Bills from the Consent Agenda.

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

Approval of Donations
Semi-annual Review of Executive Session Minutes
Approval of Destruction of Executive Session Recordings
Approval of Employment Actions
Approval of Professional Services Contract
Approval of Resignation

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

Dr. Warren congratulated Dr. Finaldi as the new Director of Student Services to fill the position upon the retirement of Mrs. Julie Postma beginning with the 2017-18 school year.

Approval of Bills

Motion by Mr. Curtis, seconded by Mrs. Harper, to approve the payment of bills.

Two board members expressed concerns about hiring a consultant for extracurricular activities. It was noted the expense is within the activity budget.

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

Action Items

Dr. Warren indicated this item was held over from the previous meeting. He has discussed extracurricular teams with board members and will work together to develop clear guidelines regarding teams and field trips.

1. Approval of Field Trip

Motion by Mrs. Harper, seconded by Mrs. van Gerven, the Board approve the Science Olympiad Field Trip to Solon, OH.

Discussion was held about field trips and their related expenses, teacher involvement, and their alignment with the District's mission, vision, and values.

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

Discussion Items

1. 2017-2018 School Calendar

Dr. Warren presented the proposed school calendar. Discussion was held of teacher institute days and holidays. It was decided to bring the board's attorney to the next meeting to clarify the School Code and options for the district to recognize religious holidays.

2. ACH Payment to Vendors

John Herrin from the Business Office explained the request is to transition the method of payment to vendors from paper checks to electronic direct deposit. He noted this would be an efficient system to pay bills and save the district some money in paper costs, printing costs, and manpower.

3. 1st Reading Board Policies

Dr. Warren reviewed each policy up for review.

4. Daniel Wright Scheduling Update 2017-2018

Mrs. Blackley provided an overview of the committee and process of scheduling for the 2017-2018 school year. She recognized 22 certified staff members who along with the Daniel Wright administrative team worked together for a year and a half to prepare for the movement of 5th grade to Half Day School, and define the vision for Daniel Wright. More information will be shared upon completion, as the work is currently in process.

5. Curriculum Goals

Mrs. Reynolds provided the mid-year progress update of the goals for the Curriculum and Instruction Department. There were no further questions or comments.

6. Bus Bids

Mr. Stanley explained this coming summer various leases of our buses are set to expire, so the District has accepted bids for replacement options. Those bids were reviewed and presented to the Board. Mr. Stanley noted Mr. Mendoza has done an exceptional job working through the

details of bus options. A board member commented that cameras and GPS are invaluable on the bus. Discussion was held of radios versus cell phones for bus drivers. Mr. Mendoza clarified that cell phones and Bluetooth are not allowed on buses and radios provide the safest and most reliable communication device for bus drivers. Mr. Stanley will bring more information to the next meeting to continue the conversation.

Informational Items

Mrs. Harper reported she attended the Exceptional Learners' Collaborative (ELC) where a Board Certified Behaviorist gave a presentation.

Mrs. van Gerven attended the first Instructional Professional Concerns Committee (IPC) discussed stipends with respect to changes for next year, moving and packing for construction, and class sizes. Principals, staff members, administration and board members attended the meeting.

Mrs. Simon reported she attended the monthly PTO meeting where upcoming events were discussed. The Book Fair and Camp Fair were successful recent events.

Mrs. Simon noted she distributed assignments to Board members for Board goals.

Superintendent's Report

Dr. Warren reviewed logistical changes for 2017-18 due to the move of 5th grade to Half Day School and the changes to the school times. He reported 103 Club would continue to meet at Sprague in the morning for grades K-5. Overall staffing will increase due to the shift in times, increased enrollment, and teaming at Daniel Wright. He also reviewed After School Activities at Daniel Wright will be coordinated with the Area 125 Consortium and the need for two additional buses to accommodate the time shift and 5th grade move.

He reported the District received one FOIA request that was completed within the allotted time, and one leave request.

Community Participation

A community member addressed the Board about hiring an additional enrichment specialist at Sprague School.

Mr. Gordon thanked the community member for their comments, noted the District conducted an extensive review of the enrichment program two years ago, and suggested the administration will reach out for to them for further clarification.

There were no further comments.

Executive Session

Motion by Mrs. Harper, seconded by Mrs. van Gerven, the Board go into Executive Session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, the placement of individual students in special education programs and other matters relating to individual students, and pending or probable litigation against, affecting, or on behalf of the public body

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

The Board moved into Executive Session at 9:10 p.m.

Open Session

The Board reconvened to Open Session at 9:25 p.m.

Mrs. Reynolds discussed the Science and Math Enrichment position at Daniel Wright that has remained unfilled this year. She discussed filling the position with a retired teacher from the District on a part-time basis.

Adjournment

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

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

The meeting adjourned at 9:34 p.m.

President Board of Education

Secretary Board of Education

Lincolnshire-Prairie View School District 103

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BOARD OF EDUCATION EXECUTIVE SESSION MINUTES

Tuesday, January 17, 2017

An Executive Session of the Board of Education Meeting of Lincolnshire-Prairie View School District 103 was held on Tuesday, January 17, 2017 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
Dan Stanley, Assistant Superintendent for Business/CSBO
Katie Reynolds, Assistant Superintendent for Curriculum and Instruction
Julie Postma, Director of Student Services
Norma Taylor, Board Secretary

Executive Session convened at 9:14 p.m. for the Board go into Executive Session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, the placement of individual students in special education programs and other matters relating to individual students, and pending or probable litigation against, affecting, or on behalf of the public body.

Mr. Stanley informed the Board of employee Marsha Klawans who began with the school district this year and shortly thereafter fell and hurt her knee at work. She has been off work and receiving Workmans' Comp. Mr. Stanley will bring more information to the Board at the next meeting.

Mrs. Postma updated the Board about student Spencer Glickson who is placed in Arlyn Day School. She reported there has been a continuance in due process to allow time to complete a reevaluation of Spencer's IEP.

Open Session

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

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

The meeting reconvened to Open Session at 9:25 p.m.

President Board of Education

Secretary Board of Education

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BOARD OF EDUCATION COMMITTEE OF THE WHOLE MEETING MINUTES

Tuesday, February 7, 2017

The Board of Education of Lincolnshire-Prairie View School District 103 held its Committee of the Whole Meeting on Tuesday, February 7, 2017 in the Learning Center of Daniel Wright Junior High School located at 1370 N. Riverwoods Road, Lincolnshire, Illinois.

The following Board Members were in attendance:

Gary Gordon, President
Anne van Gerven, Vice President
Malathy Dwaraknath - Arrival 7:17 p.m.
Kate Harper
Sandy Simon
Sherri Thomas

Absent: Chris Curtis
Norma Taylor, Board Secretary

Also present were:

Dr. Scott Warren, Superintendent
Dan Stanley, Assistant Superintendent for Business/CSBO
Katie Reynolds, Assistant Superintendent for Curriculum and Instruction
Julie Postma, Director of Student Services
R.J. Bialk, Director of Technology and Assessment
Anthony Mendoza, Director of Transportation
Dr. Gina Finaldi, Assistant Director of Student Services
Michelle Blackley, Principal, Daniel Wright Jr. High School
Jill Mau, Principal, Half Day School
Dr. Christy Adler, Principal, Sprague School
John Fester, The Board's Attorney

Public: 4

Press: 0

Staff: 6

Call to Order and Roll Call

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

Pledge of Allegiance

Community Participation

There was no community participation at this time.

Mr. Gordon suggested delaying the first discussion item, as Mrs. Dwaraknath will be late. There being no objections he asked Dr. Warren to provide the legislative update.

Discussion Items

1. Legislative Update - State Budget

Dr. Warren reported the State of Illinois is working on providing a budget and one element discussed is a 2-year local property tax freeze. He reported he has written to Senator Link and Representative Sente about the effect of a 2-year property tax freeze on the District. He asked Mr. Stanley to review details of three charts sent to the legislators outlining the comparison between no property tax free and a 2-year property tax freeze.

2. Enrollment Projections

Mr. Stanley discussed enrollment projections from the District's demographer, Decision Insite, as well as internal projections. He noted the projections provided are K-8 projections and does not include early childhood and out-of-district placements. The analysis showed overall enrollment for K-8 is projected to increase to 1,800 students within the next 2-3 years with early childhood and out-of-district placements not projected.

Mrs. Dwaraknath joined the meeting at 7:17 p.m.

3. School Holidays

John Fester, the Board's attorney, discussed legal aspects of religious holidays. Dr. Warren reviewed staff and student absence thresholds that determine when instruction would be severely impaired. Discussion was held about setting a calendar for operational purposes and not for religious holiday purposes.

4. Extracurricular Activities

Dr. Warren provided a draft of elements that would be considered in the revision of Extra Curricular policies and procedures. Discussion was held of developing general policies and procedures for extracurricular activities. Dr. Warren will develop a draft for review at a future meeting.

5. Staffing Changes Update

Dr. Warren reviewed staffing changes the administrative team is recommending due to 5th grade moving to Half Day School and the change in school start and ending times. He noted curriculum, travel time, workload and staff to student ratios have been considered.

Mr. Stanley provided the draft staffing plan for teaching staff, classified staff, and administration.

Dr. Warren reviewed administrative staff in each building and noted next year Sprague School will have approximately 524 students, Half Day at 617 and Daniel Wright at 667. He proposed eliminating the Assistant Director of Student Services and replacing with an assistant principal

for Sprague School and Half Day School. The Board asked Mr. Stanley to provide updated financial projections for the next meeting.

6. Bus Bids

Mr. Stanley noted bus bids were provided and discussed at the January meeting to replace the fleet of buses. He reviewed the details of the bids and provided further information about bidding out transportation services. Mr. Gordon noted a small majority consensus is to bring back a 3-year lease for discussion at the next meeting and possibly approval.

7. School Fees

Mr. Stanley reviewed the district is at the end of a 3-year school fees plan. He provided an updated base fee schedule at a rate of 2%, which is in line with inflation. Board members asked to combine some fees together to streamline the fee schedule and Mr. Stanley will bring information back to the next meeting.

8. Board Goals

Mrs. Thomas outlined the plan that she and Mr. Curtis have developed for the Culture & Climate Board Goals.

9. Superintendent Goals

This topic was tabled until the next meeting.

Community Participation

There was no community participation at this time.

Executive Session

Motion by Mrs. Harper, seconded by Mrs. Dwaraknath, the Board go into Executive Session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, and student disciplinary cases.

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

The Board moved into Executive Session at 10:58 p.m.

Open Session

The Board reconvened to Open Session at 11:33 p.m.

Discussion was held of administrator retirement and compensation.

Executive Session

Motion by Mrs. Harper, seconded by Mrs. van Gerven, the Board go into Executive Session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees.

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

Open Session

The Board reconvened to Open Session at 11:50 p.m.

Mrs. van Gerven reminded the Board of the upcoming Instructional and Professional Concerns (IPC) Committee meeting on February 14, 2017.

Adjournment

Motion by Mrs. Simon, seconded by Mrs. Dwaraknath, to adjourn.

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

The meeting adjourned at 11:52 p.m.

President Board of Education

Secretary Board of Education

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BOARD OF EDUCATION 1st EXECUTIVE SESSION MINUTES

Tuesday, February 7, 2017

An Executive Session of the Board of Education Meeting of Lincolnshire-Prairie View School District 103 was held on Tuesday, February 7, 2017 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

Malathy Dwaraknath

Kate Harper

Sandy Simon - Joined meeting at 11:08 p.m.

Sherri Thomas

Absent: Chris Curtis

Also present were:

Dr. Scott Warren, Superintendent

Dan Stanley, Assistant Superintendent for Business/CSBO

Executive Session convened at 11:06 p.m. for the Board to go into Executive Session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, and student disciplinary cases.

Dr. Warren informed the Board 6th grade student Romeo Trikolos received a two-day out of school suspension for unauthorized access to files, and 3rd grade student Bryce Haverty received a .5 in school suspension for shoving and pulling another student's hair.

Mr. Stanley discussed Heather Marzullo's compensation plan that he would like to hire to replace Rick Ristoff as the District's Data Manager. He noted the market for this position is \$65,000 to \$70,000. He asked to hire her now at \$57,000, and then increase her to \$60,000 on July 1st to keep her within the market. This would provide her time to learn PowerSchool and take some training. He would like raise her salary to \$65,000 next year so she is in the market range.

Mr. Stanley provided updates on two employees out on workers' compensation. Marsha Klawans and Liz Varno.

Dr. Warren informed the Board he received a letter of intent to retire from Scott Gaunky, Director of Facilities. Discussion was held about an administrator retirement/compensation plan for Mr. Gaunky.

Open Session

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

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

The meeting reconvened to Open Session at 11: 33 p.m.

President Board of Education

Secretary Board of Education

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BOARD OF EDUCATION 2nd EXECUTIVE SESSION MINUTES

Tuesday, February 7, 2017

An Executive Session of the Board of Education Meeting of Lincolnshire-Prairie View School District 103 was held on Tuesday, February 7, 2017 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
Malathy Dwaraknath
Kate Harper
Sandy Simon
Sherri Thomas

Absent: Chris Curtis

Also present were:

Dr. Scott Warren, Superintendent
Dan Stanley, Assistant Superintendent for Business/CSBO

Executive Session convened at 11:40 p.m. for the Board to go into Executive Session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees.

The Board expressed concern of communication to parents from Michelle Blackley, Melody Littlefair and Thomas Herion.

Open Session

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

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

The meeting reconvened to Open Session at 11: 50 p.m.

President Board of Education

Secretary Board of Education

Paid Accounts Payable by Vendor

Printed: 2/16/2017 2:15 PM
Lincolnshire-Prairie View SD #103

Invoice #	A.S.N.	Description	Override	Batch #	P.O. #	Check Date	Check #	Amount	State	Account Number
MASTERCARD CORPORATE CLIE										
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - AED SUPERSTORE										
9297	10-2130-410-3	AED PADS		1701		01/31/2017	100601	61.37	10-2130-410	
								\$61.37	AED SUPERSTORE	
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - AIR CANADA										
4568	10-2210-312	LEARNING FWD CONF TRVL		1701	0	01/31/2017	100601	19.35	10-2210-312	
								\$19.35	AIR CANADA	
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - AMAZON										
6058	10-1112-414	CLASSRM PROJ SUPL		1701		01/31/2017	100601	241.75	10-1112-414	
9297	10-2130-410-3	NURSE SUPPLIES		1701		01/31/2017	100601	59.87	10-2130-410	
9297	10-2130-410-3	NURSE SUPPLIES		1701		01/31/2017	100601	120.75	10-2130-410	
9297	10-2410-410-3	OFFICE SUPPLIES		1701		01/31/2017	100601	38.70	10-2410-410	
9297	10-2410-410-3	OFFICE SUPPLIES		1701		01/31/2017	100601	10.19	10-2410-410	
								\$471.26	AMAZON	
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - ANDERSON PEST S										
6620	20-2540-329	DISTRICT IPM		1701		01/31/2017	100601	148.37	20-2540-329	
								\$148.37	ANDERSON PEST SOLUTIONS	
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - AQUA										
3654	10-2320-312	TRIPLE I CONF PARKING		1701		01/31/2017	100601	34.00	10-2320-312	
								\$34.00	AQUA	
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - ASCD										
4568	10-2211-390-2	MEMBERSHIP DUES (11)		1701		01/31/2017	100601	1,085.00	10-2211-390	
								\$1,085.00	ASCD	
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - AT&T										
6620	10-2540-341	TELEPHONE		1701		01/31/2017	100601	6,491.87	10-2540-341	
								\$6,491.87	AT&T	
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - AT&T MOBILITY										
6620	10-2540-341	IPAD DATA		1701		01/31/2017	100601	299.91	10-2540-341	
								\$299.91	AT&T MOBILITY	
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - BELLWETHER										
3654	10-2320-312	TRIPLE I CONF FOOD		1701		01/31/2017	100601	109.44	10-2320-312	
								\$109.44	BELLWETHER	
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - BITSBOX										
6058	10-2215-410	STEM KIT - LFF		1701		01/31/2017	100601	512.35	10-2215-410	
								\$512.35	BITSBOX	
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - BLOXELS										

Paid Accounts Payable by Vendor

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Lincolnshire-Prairie View SD #103

Invoice #	A.S.N.	Description	Override	Batch #	P.O. #	Check Date	Check #	Amount	State Account Number
6058	10-2215-410	STEM KIT - LFF		1701		01/31/2017	100601	450.00	10-2215-410
								\$450.00	BLOXELS
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - BREAKOUT									
6058	10-2215-410	STEM KIT - LFF		1701		01/31/2017	100601	125.00	10-2215-410
								\$125.00	BREAKOUT
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - BUREAU OF EDUCA									
4568	10-2211-390-2	WORLD LANG SEM - MHEATH		1701		01/31/2017	100601	245.00	10-2211-390
4568	10-2211-390-2	WORLD LANG SEM - JVAZQUEZ		1701		01/31/2017	100601	245.00	10-2211-390
								\$490.00	BUREAU OF EDUCATION & RESEARCH
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - CACTUS CLUB									
4568	10-2210-312	LEARNING FWD CONF TRVL		1701		01/31/2017	100601	19.47	10-2210-312
6407	10-2210-312	LEARNING FWD CON MEAL		1701		01/31/2017	100601	18.66	10-2210-312
								\$38.13	CACTUS CLUB
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - CHICAGO TRIBUNE									
4675	10-2220-440	NEWSPAPER SUBSCR		1701		01/31/2017	100601	0.99	10-2220-440
6620	10-2220-440	NEWSPAPER - SP		1701		01/31/2017	100601	207.74	10-2220-440
								\$208.73	CHICAGO TRIBUNE
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - COMCAST									
6620	10-2540-341	DIST INTERNET		1701		01/31/2017	100601	1,278.09	10-2540-341
								\$1,278.09	COMCAST
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - COMCAST CABLE									
6620	10-2540-341	INTERNET - RS		1701		01/31/2017	100601	65.90	10-2540-341
								\$65.90	COMCAST CABLE
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - CULTURAL COMPE									
4568	10-2211-390-2	WRKSHR REG - KREYNOLDS		1701		01/31/2017	100601	55.00	10-2211-390
4717	10-2211-312	WRKSHR REG - GARTSIDE		1701		01/31/2017	100601	55.00	10-2211-312
4717	10-2211-312	WRKSHR REG - OHARA		1701		01/31/2017	100601	55.00	10-2211-312
4717	10-2211-312	WRKSHR REG - WERTH		1701		01/31/2017	100601	55.00	10-2211-312
4717	10-2211-312	WRKSHR REG - HOLMAN		1701		01/31/2017	100601	55.00	10-2211-312
4717	10-2211-312	WRKSHR REG - SHELTON		1701		01/31/2017	100601	55.00	10-2211-312
9297	10-2410-312	PROF DEV SEM - MBLACKLEY		1701		01/31/2017	100601	55.00	10-2410-312
								\$385.00	CULTURAL COMPETENCY
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - DAILY HERALD									
6620	10-2220-440	NEWSPAPER - HD		1701		01/31/2017	100601	44.00	10-2220-440
								\$44.00	DAILY HERALD
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - DELTA EDUCATION									

Specialized Data Systems, Inc.

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Paid Accounts Payable by Vendor

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Invoice #	A.S.N.	Description	Override	Batch #	P.O. #	Check Date	Check #	Amount	State Account Number
6407	10-2211-390-2	WORDLY WISE SUBSCR		1701		01/31/2017	100601	2,860.00	10-2211-390
								\$2,860.00	DELTA EDUCATION
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - DISCOUNTMUGS.CC									
4758	10-2410-410-1	STAFF GIFTS		1701		01/31/2017	100601	568.60	10-2410-410
								\$568.60	DISCOUNTMUGS.COM
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - ELEPHANT & CASTI									
4568	10-2210-312	LEARNING FWD CONF TRVL		1701		01/31/2017	100601	26.17	10-2210-312
								\$26.17	ELEPHANT & CASTLE
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - ESPECIALNEEDS									
4717	10-1200-410	SPED UTENSILS		1701		01/31/2017	100601	89.36	10-1200-410
								\$89.36	ESPECIALNEEDS
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - FAIRMONT HOTELS									
4568	10-2210-312	LEARNING FWD CONF TRVL		1701	0	01/31/2017	100601	688.66	10-2210-312
6407	10-2210-312	LEARNING FWD CON HOTEL		1701		01/31/2017	100601	694.29	10-2210-312
								\$1,382.95	FAIRMONT HOTELS
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - FERENTINOS PIZZA									
9297	10-2410-410-3	STAFF MTG FOOD		1701		01/31/2017	100601	172.99	10-2410-410
								\$172.99	FERENTINOS PIZZA
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - FLASH CAB									
3654	10-2320-312	TRIPLE I CONF TRAVEL		1701		01/31/2017	100601	11.50	10-2320-312
								\$11.50	FLASH CAB
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - FRESH MARKET									
6058	10-2211-490	AUTHOR VISIT FOOD		1701		01/31/2017	100601	19.05	10-2211-490
								\$19.05	FRESH MARKET
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - HAAN CRAFTS									
4808	10-1120-411	FACS SUPPLIES		1701		01/31/2017	100601	3,013.64	10-1120-411
								\$3,013.64	HAAN CRAFTS
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - HALF DAY BREWER									
9297	10-2410-410-3	STAFF MTG FOOD		1701		01/31/2017	100601	551.60	10-2410-410
								\$551.60	HALF DAY BREWERY
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - HANDITHINGS									
4717	10-1200-410	WRITING AIDS		1701		01/31/2017	100601	20.70	10-1200-410
								\$20.70	HANDITHINGS
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - HOME DEPOT									
4782	20-2540-410-2	SHOP SUPPLIES		1701		01/31/2017	100601	48.77	20-2540-410
4782	20-2540-410-2	SHOP SUPPLIES		1701		01/31/2017	100601	114.81	20-2540-410

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4782	20-2540-410-2	SHOP SUPPLIES		1701		01/31/2017	100601	18.46	20-2540-410
4782	20-2540-410-2	SHOP SUPPLIES		1701		01/31/2017	100601	43.01	20-2540-410
9108	20-2540-410-2	CONCRETE		1701		01/31/2017	100601	17.95	20-2540-410
9108	20-2540-410-2	LIGHT BULBS		1701		01/31/2017	100601	33.97	20-2540-410
9108	20-2540-410-2	SHELVES		1701		01/31/2017	100601	264.60	20-2540-410
9108	20-2540-410-2	SHOP SUPPLIES		1701		01/31/2017	100601	33.50	20-2540-410
9108	20-2540-410-2	CONCRETE		1701		01/31/2017	100601	7.48	20-2540-410
9108	20-2540-410-2	PLUMBING SUPPLIES		1701		01/31/2017	100601	22.93	20-2540-410
								\$605.48	HOME DEPOT
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - HYATT HOTELS									
4725	20-2540-312	TRIPLE I CONF HOTEL, FOOD		1701		01/31/2017	100601	625.00	20-2540-312
								\$625.00	HYATT HOTELS
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - IASPA									
4675	10-2520-312	CONF REG - CMURPHY		1701		01/31/2017	100601	100.00	10-2520-312
								\$100.00	IASPA
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - IKEA									
6058	10-1112-414	CLASSRM PROJ SUPL		1701		01/31/2017	100601	198.00	10-1112-414
								\$198.00	IKEA
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - ILLINOIS ASSOCIAT									
7553	10-2320-410	BOOK		1701		01/31/2017	100601	31.95	10-2320-410
								\$31.95	ILLINOIS ASSOCIATION OF SCHOOL BOARDS
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - ILLINOIS MUSIC EDI									
4568	10-2211-390-2	CONF REG - AFRANZ		1701		01/31/2017	100601	95.00	10-2211-390
								\$95.00	ILLINOIS MUSIC EDUCATION ASSOCIATION
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - ILLINOIS PRINCIPAL									
9297	10-2410-640	MEMB DUES - MLITTLEFAIR		1701		01/31/2017	100601	375.00	10-2410-640
								\$375.00	ILLINOIS PRINCIPALS ASSOCIATION
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - ILLINOIS TOLLWAY									
4766	40-2550-390	IPASS AUTOREPLENISH		1701		01/31/2017	100601	250.00	40-2550-390
								\$250.00	ILLINOIS TOLLWAY
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - JASONS DELI									
4568	10-2211-390-2	STAFF MTG FOOD		1701		01/31/2017	100601	6.42	10-2211-390
4568	10-2211-390-2	STAFF MTG FOOD		1701		01/31/2017	100601	61.92	10-2211-390
								\$68.34	JASONS DELI
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - LAKESIDE TRANSP									
4766	40-2550-329	BUS 4 ELECTRICAL REPAIRS		1701		01/31/2017	100601	68.05	40-2550-329

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								\$68.05	LAKESIDE TRANSPORTATION
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - LITERACY RESOUR									
4717	10-2150-410	SPEECH CURRIC BOOKS		1701		01/31/2017	100601	234.97	10-2150-410
								\$234.97	LITERACY RESOURCES
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - MARIANOS									
6058	10-2211-490	GR 4 PARTY FOOD		1701		01/31/2017	100601	2.50	10-2211-490
								\$2.50	MARIANOS
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - MARRIOTT HOTEL									
4568	10-2210-312	NCSS CONF HOTEL - AHENDER		1701		01/31/2017	100601	875.94	10-2210-312
4568	10-2210-312	NCSS CONF HOTEL - ALYMAN		1701		01/31/2017	100601	875.94	10-2210-312
4568	10-2210-312	NCSS CONF HOTEL - JJONEIKIS		1701		01/31/2017	100601	875.94	10-2210-312
4568	10-2210-312	NCSS CONF HOTEL - KRICKERT		1701		01/31/2017	100601	875.94	10-2210-312
4675	10-2510-312	TRIPLE I CONF TRAVEL		1701		01/31/2017	100601	354.04	10-2510-312
								\$3,857.80	MARRIOTT HOTEL
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - NATIONAL LOUIS UI									
4568	10-2211-390-1	LITERACY CONF REG		1701		01/31/2017	100601	550.00	10-2211-390
								\$550.00	NATIONAL LOUIS UNIVERSITY
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - NORTHERN ILLINOI									
4717	10-2211-312	ISHA CONF REG - BORKMAN		1701		01/31/2017	100601	230.00	10-2211-312
4717	10-2211-312	ISHA CONF REG - GELLER		1701		01/31/2017	100601	290.00	10-2211-312
4717	10-2211-312	ISHA CONF REG - REED		1701		01/31/2017	100601	230.00	10-2211-312
								\$750.00	NORTHERN ILLINOIS UNIVERSITY
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - NORTHWEST MANA									
3654	10-2320-312	TRIPLE I CONF TRAVEL		1701		01/31/2017	100601	13.70	10-2320-312
								\$13.70	NORTHWEST MANAGEMENT
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - OZOBOT									
9297	10-2215-410	ROBOT - LFF		1701		01/31/2017	100601	188.00	10-2215-410
								\$188.00	OZOBOT
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - PARTNERS IN LEAR									
3654	10-2310-410	BLUE RIBBON BANNERS		1701		01/31/2017	100601	801.80	10-2310-410
								\$801.80	PARTNERS IN LEARNING
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - PARTY CITY									
7553	10-2310-410	HOLIDAY BREAKFAST SUPL		1701		01/31/2017	100601	21.94	10-2310-410
								\$21.94	PARTY CITY
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - PEAPOD									
4808	10-1120-411	FACS CLASS FOOD		1701		01/31/2017	100601	123.48	10-1120-411

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								\$123.48	PEAPOD
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - PESI									
4717	10-2211-312	ANXIETY SEM - KSHANLEY		1701		01/31/2017	100601	219.99	10-2211-312
								\$219.99	PESI
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - PITTSBURGH WATE									
4774	20-2540-410-1	DRINKING FNTN PARTS		1701		01/31/2017	100601	232.97	20-2540-410
								\$232.97	PITTSBURGH WATER COOLER
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - QUILL									
4568	10-2220-410-2	LIBRARY SUPPLIES		1701		01/31/2017	100601	22.18	10-2220-410
9297	10-2410-410-3	OFFICE SUPPLIES		1701		01/31/2017	100601	206.26	10-2410-410
9297	10-2410-410-3	OFFICE SUPPLIES		1701		01/31/2017	100601	31.31	10-2410-410
9297	10-2410-410-3	MAILROOM BOARD		1701		01/31/2017	100601	31.99	10-2410-410
								\$291.74	QUILL
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - QUIZCO									
9297	10-1550-410	QUIZ SYSTEM - BOTB		1701		01/31/2017	100601	342.16	10-1550-410
								\$342.16	QUIZCO
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - REDLEAF PRESS									
4717	10-1200-410	EC WORKSHOP BOOKS		1701		01/31/2017	100601	139.75	10-1200-410
								\$139.75	REDLEAF PRESS
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - ROSETTA STONE									
9297	10-1120-419	FRENCH LANG PROG		1701		01/31/2017	100601	74.00	10-1120-419
								\$74.00	ROSETTA STONE
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - SAMS CLUB									
3654	10-2320-410	SPACE HEATER		1701		01/31/2017	100601	150.00	10-2320-410
3654	10-2320-410	SPACE HEATER		1701		01/31/2017	100601	34.98	10-2320-410
3654	10-2320-410	RETURNED MERCHANDISE		1701		01/31/2017	100601	(150.00)	10-2320-410
4758	10-2410-410-1	STAFF MTG FOOD		1701		01/31/2017	100601	28.96	10-2410-410
4758	10-2410-410-1	STAFF MTG FOOD		1701		01/31/2017	100601	73.64	10-2410-410
4774	20-2540-410-1	SODA		1701		01/31/2017	100601	54.50	20-2540-410
4782	20-2540-410-1	CUSTODIAL SUPPLIES		1701		01/31/2017	100601	80.82	20-2540-410
6058	10-2410-410-2	CAFE SUPPLIES		1701		01/31/2017	100601	81.07	10-2410-410
7553	10-2310-410	HOLIDAY BREAKFAST SUPL		1701		01/31/2017	100601	158.75	10-2310-410
9297	10-2130-410-3	NURSE SUPPLIES		1701		01/31/2017	100601	28.43	10-2130-410
9297	10-2410-410-3	OFFICE SUPPLIES		1701		01/31/2017	100601	29.98	10-2410-410
9297	10-2410-410-3	MICROWAVE		1701 0		01/31/2017	100601	267.66	10-2410-410

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9297	10-2410-410-3	MICROWAVE & TOASTER		1701		01/31/2017	100601	428.94	10-2410-410
								\$1,267.73	SAMS CLUB
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - SCANTRON									
9297	10-1120-419	TESTING STRIPS		1701		01/31/2017	100601	560.86	10-1120-419
								\$560.86	SCANTRON
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - SCHOOL HEALTH C									
9297	10-2130-410-3	NURSE SUPPLIES		1701		01/31/2017	100601	212.26	10-2130-410
								\$212.26	SCHOOL HEALTH CORPORATION
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - SCRIPPS NATIONAL									
9297	10-1550-640	COMPETITION REG FEES		1701		01/31/2017	100601	145.00	10-1550-640
9297	10-1550-640	COMPETITION REG FEES		1701		01/31/2017	100601	145.00	10-1550-640
								\$290.00	SCRIPPS NATIONAL SPELLING BEE
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - SHERATON									
4568	10-2210-312	TRIPLE I CONF LUNCH		1701		01/31/2017	100601	10.92	10-2210-312
4568	10-2210-312	TRIPLE I CONF PARKING		1701		01/31/2017	100601	54.00	10-2210-312
								\$64.92	SHERATON
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - SOLARTEX									
4717	10-1200-410	RETURNED MERCHANDISE		1701		01/31/2017	100601	(155.45)	10-1200-410
								(\$155.45)	SOLARTEX
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - STARBUCKS									
4568	10-2210-312	LEARNING FWD CONF TRVL		1701		01/31/2017	100601	24.20	10-2210-312
								\$24.20	STARBUCKS
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - SUNSET FOODS									
4808	10-1120-411	FACS CLASS FOOD		1701		01/31/2017	100601	75.18	10-1120-411
4808	10-1120-411	FACS CLASS FOOD		1701		01/31/2017	100601	110.04	10-1120-411
4808	10-1120-411	FACS CLASS FOOD		1701		01/31/2017	100601	61.34	10-1120-411
7553	10-2310-410	HOLIDAY BREAKFAST SUPL		1701		01/31/2017	100601	57.81	10-2310-410
7553	10-2310-410	BOE MTG FOOD 12/13		1701		01/31/2017	100601	51.88	10-2310-410
								\$356.25	SUNSET FOODS
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - TARGET									
6058	10-2211-490	GR 4 WINTER PARTY FOOD		1701		01/31/2017	100601	48.87	10-2211-490
6058	10-2211-490	GR 5 WINTER PARTY FOOD		1701		01/31/2017	100601	5.98	10-2211-490
								\$54.85	TARGET
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - TDS METROCOM									
6620	10-2540-341	LONG DISTANCE		1701		01/31/2017	100601	2,152.86	10-2540-341
								\$2,152.86	TDS METROCOM

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MASTERCARD CORPORATE CLIENT PAYMENT CENTER - UNITED AIRLINES										
4568	10-2210-312	LEARNING FWD CONF TRVL		1701		01/31/2017	100601	25.00	10-2210-312	
								\$25.00	UNITED AIRLINES	
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - US POSTAL SERVIC										
8114	10-403	SHIPPING DONATIONS - NJHS		1701		01/31/2017	100601	175.75	10-403	
8114	10-403	SHIPPING DONATIONS - NJHS		1701		01/31/2017	100601	669.96	10-403	
9297	10-2410-410-3	RETURN POSTAGE		1701		01/31/2017	100601	9.75	10-2410-410	
								\$855.46	US POSTAL SERVICE	
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - VANCOUVER TAXI										
4568	10-2210-312	LEARNING FWD CONF TRVL		1701		01/31/2017	100601	9.60	10-2210-312	
4568	10-2210-312	LEARNING FWD CONF TRVL		1701	0	01/31/2017	100601	32.47	10-2210-312	
								\$42.07	VANCOUVER TAXI	
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - VERIZON WIRELESS										
6620	20-2540-341	CELL PHONE - O&M		1701		01/31/2017	100601	226.61	20-2540-341	
6620	40-2550-341	CELL PHONE - TRANS		1701		01/31/2017	100601	42.36	40-2550-341	
								\$268.97	VERIZON WIRELESS	
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - WALL STREET JOU										
4675	10-2220-440	NEWSPAPER SUBSCR		1701		01/31/2017	100601	347.88	10-2220-440	
								\$347.88	WALL STREET JOURNAL	
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - WAREHOUSE DIREC										
9297	10-1120-410	CLASSROOM SUPPLIES		1701		01/31/2017	100601	247.40	10-1120-410	
								\$247.40	WAREHOUSE DIRECT	
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - WASTE MANAGEME										
6620	10-2540-321	SANITATION SERVICES - SP		1701		01/31/2017	100601	360.49	10-2540-321	
6620	10-2540-321	SANITATION SERVICES - HD		1701		01/31/2017	100601	375.49	10-2540-321	
6620	10-2540-321	SANITATION SERVICES - DW		1701		01/31/2017	100601	540.35	10-2540-321	
								\$1,276.33	WASTE MANAGEMENT	
MASTERCARD CORPORATE CLIENT PAYMENT CENTER - YELLOW CAB										
4568	10-2210-312	LEARNING FWD CONF TRVL		1701		01/31/2017	100601	41.44	10-2210-312	
								\$41.44	YELLOW CAB	
								ORATE CLIENT PAYMENT CENTER	\$39,228.98	Payee Vendor Total
NIHIP										
1701	NIHIP10-2690-220	MEDICAL INSURANCE - ED		117		01/10/2017	23875	234,493.46	10-2690-220	
1701	NIHIP10-2690-221	LIFE/LTD INSURANCE - ED		117		01/10/2017	23875	3,244.68	10-2690-221	
1701	NIHIP10-435	DENTAL INSURANCE PPO - ED		117		01/10/2017	23875	5,906.89	10-430	

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1701NIHIP10-2690-221		VOLUNTARY LIFE - ED		117		01/10/2017	23875	853.15	10-2690-221
1701NIHIP20-2540-220		MEDICAL INSURANCE - O&M		117		01/10/2017	23875	12,707.37	20-2540-220
1701NIHIP20-2540-221		LIFE/LTD INSURANCE - O&M		117		01/10/2017	23875	72.90	20-2540-221
1701NIHIP20-435		DENTAL INSURANCE PPO - O&M		117		01/10/2017	23875	371.09	20-430
1701NIHIP20-2540-221		VOLUNTARY LIFE - O&M		117		01/10/2017	23875	84.50	20-2540-221
1701NIHIP40-2550-220		MEDICAL INSURANCE - TRANS		117		01/10/2017	23875	26,022.60	40-2550-220
1701NIHIP40-2550-221		LIFE/LTD INSURANCE - TRANS		117		01/10/2017	23875	141.75	40-2550-221
1701NIHIP40-435		DENTAL INSURANCE PPO - TRANS		117		01/10/2017	23875	819.16	40-430
1701NIHIP40-2550-221		VOLUNTARY LIFE - TRANS		117		01/10/2017	23875	339.00	40-2550-221
1701NIHIP10-2330-225		MEDICAL INSURANCE - RETIREE		117		01/10/2017	23875	871.72	10-2330-225
1701NIHIP10-2320-225		MEDICAL INSURANCE - RETIREE		117		01/10/2017	23875	1,925.12	10-2320-225
1701NIHIP10-2210-225		MEDICAL INSURANCE - RETIREE		117		01/10/2017	23875	871.72	10-2210-225
1701NIHIP10-2510-225		MEDICAL INSURANCE - RETIREE		117		01/10/2017	23875	871.72	10-2510-225
1701NIHIP10-2520-225		MEDICAL INSURANCE - RETIREE		117		01/10/2017	23875	871.72	10-2520-225
1701NIHIP20-2540-225		MEDICAL INSURANCE - RETIREE		117		01/10/2017	23875	1,743.44	20-2540-225
1701NIHIP40-2550-225		MEDICAL INSURANCE - RETIREE		117		01/10/2017	23875	(871.72)	40-2550-225
								<u>\$291,340.27</u>	Payee Vendor Total
Report Total								<u><u>\$330,569.25</u></u>	

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Paid Accounts Payable by Vendor

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Invoice #	A.S.N.	Description	Override	Batch #	P.O. #	Check Date	Check #	Amount	State Account Number
BLAST ZONE									
	10-3500-390	103 CLUB FIELD TRIP		170112	0	01/12/2017	9885	530.00	10-3500-390
								<u>\$530.00</u>	Payee Vendor Total
BURZA, DON									
1/19	10-1500-319	VOLLEYBALL REF 1/19		170117	0	01/17/2017	9889	50.00	10-1500-319
1/24/17	10-1500-319	VOLLEYBALL REF 1/24		170124	0	01/24/2017	9896	50.00	10-1500-319
1/26	10-1500-319	VOLLEYBALL REF 1/26		170126	0	01/26/2017	9901	50.00	10-1500-319
								<u>\$150.00</u>	Payee Vendor Total
CHICAGO MOTOR COACH									
5622	10-1550-332	SOLO INVITATIONAL BUS		170119	0	01/19/2017	9894	3,250.00	10-1550-332
								<u>\$3,250.00</u>	Payee Vendor Total
CHRISTINE ERICKSON PETTY									
	10-1200-410	GUIDED PETTY CASH		170112	0	01/12/2017	9886	516.18	10-1200-410
								<u>\$516.18</u>	Payee Vendor Total
ENCHANTED CASTLE									
3/6	10-3500-390	103 CLUB FIELD TRIP DEPOSIT 3/6		170117	0	01/17/2017	9890	401.63	10-3500-390
								<u>\$401.63</u>	Payee Vendor Total
LATEBO, PETE									
12/5	10-1500-319	BASKETBALL REF 12/5		170106	0	01/06/2017	9882	75.00	10-1500-319
								<u>\$75.00</u>	Payee Vendor Total
GRAY, SHELLEY									
1/30	10-1500-319	VOLLEYBALL REF 1/30		170130	0	01/30/2017	9903	50.00	10-1500-319
								<u>\$50.00</u>	Payee Vendor Total
HAWTHORN SCHOOL DISTRICT									
1/13	10-1500-640	WRESTLING INVITATIONAL DUES		170113	0	01/13/2017	9887	200.00	10-1500-640
								<u>\$200.00</u>	Payee Vendor Total
HYERDALL, JASON									
1/23/2017	10-1500-319	WRESTLING REF 1/23		170124	0	01/24/2017	9897	60.00	10-1500-319
								<u>\$60.00</u>	Payee Vendor Total
ILLINOIS ELEMENTARY SCHOO									
287-22722	10-1550-640	CHESS TOURN REG FEES - STUD PD		170124	0	01/24/2017	9898	195.00	10-1550-640
								<u>\$195.00</u>	Payee Vendor Total
IMPROV PLAYHOUSE									
1/13	10-2211-314	L TTL RED RIDNG HOOD PERF		170113	0	01/13/2017	9888	1,200.00	10-2211-314

Paid Accounts Payable by Vendor

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Invoice #	A.S.N.	Description	Override	Batch #	P.O. #	Check Date	Check #	Amount	State Account Number
								<u>\$1,200.00</u>	Payee Vendor Total
KORDA, DONNA									
1/30	10-1500-319	VOLLEYBALL REF 1/30		170130	0	01/30/2017	9904	50.00	10-1500-319
								<u>\$50.00</u>	Payee Vendor Total
LITERACY RESOURCES									
19244	10-1111-417	PHONEMIC CURRIC SUPL		170120	10775	01/17/2017	9895	84.99	10-1111-417
19837	10-1225-410	PHONEMIC CURRIC SUPL PRE-K		170120	10867	01/17/2017	9895	159.98	10-1225-410
								<u>\$244.97</u>	Payee Vendor Total
LOGUE, NANCY									
1/19	10-1500-319	VOLLEYBALL REF 1/19		170117	0	01/17/2017	9891	50.00	10-1500-319
								<u>\$50.00</u>	Payee Vendor Total
NORTHSHORE CONCERT BAND									
3/17	10-1190-640	BAND CLINIC		170117	0	01/17/2017	9892	400.00	10-1190-640
								<u>\$400.00</u>	Payee Vendor Total
NORTHWEST COMMUNITY HEALT									
1/10	10-2130-390	INSTRUCTOR RENEWAL CLASS		170125	0	01/25/2017	9900	50.00	10-2130-390
1/10	10-2190-390	AFFILIATION FEE		170125	0	01/25/2017	9900	65.00	10-2190-390
								<u>\$115.00</u>	Payee Vendor Total
PANAGIOTAROS, CYNTHIA									
1/24/17	10-1500-319	VOLLEYBALL REF 1/24		170124	0	01/24/2017	9899	50.00	10-1500-319
1/26	10-1500-319	VOLLEYBALL REF 1/26		170126	0	01/26/2017	9902	50.00	10-1500-319
								<u>\$100.00</u>	Payee Vendor Total
REPUBLIC FRANKLIN INSURAN									
00100855310-2540-319		REPL DAMAGED BOOK RETURN		170106	0	01/06/2017	9883	5,399.00	10-2540-319
								<u>\$5,399.00</u>	Payee Vendor Total
WIESNETH, JOHN									
1/18	10-1500-319	WRESTLING REF 1/18		170117	0	01/17/2017	9893	65.00	10-1500-319
								<u>\$65.00</u>	Payee Vendor Total
WIGHT									
38316	60-2530-500	CONSTRUCTION DOCUMENTS		170106	0	01/06/2017	9884	2,000.00	60-2530-500
								<u>\$2,000.00</u>	Payee Vendor Total
Report Total								<u><u>\$15,051.78</u></u>	

Bills Payable (Fund Summary)

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Fund Code	Description	Amount
10	Education Fund	202,539.64
20	Oper, Build, & Maint Fund	57,266.94
30	Debt Service Fund or Fund Group	75,038.75
40	Transportation Fund	40,989.44
60	Capital Projects Fund or Fund Group	17,304.92
Report Total		<u><u>\$393,139.69</u></u>

Bills Payable List

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
Abrego, Christine						
		REIMB READING CONF TRVL		2	279.46	10-2211-390
					<u>\$279.46</u>	
ACCO BRANDS USA						
	0000010907	LAMINATING MACHINE - PTO		2	1,200.00	10-2215-700
	0000010907	LAMINATING MACHINE		2	595.00	10-2410-700
					<u>\$1,795.00</u>	
ADVOCATE OCCUPATIONAL HEALT						
		DRVR RECERT PHYS/DRG SCR N J. EDWARDS		2	116.00	40-2550-390
		DRVR PHYS/DRG SCR N COLIN, COLIN, KILEY, J.M		2	413.00	40-2550-390
					<u>\$529.00</u>	
AMALGAMATED BANK OF CHICAGO						
		2015C BOND SERIES INTEREST		2	75,038.75	30-5220-620
					<u>\$75,038.75</u>	
Antczak, Colleen						
		REIMB INTRADIST TRAVEL		2	18.31	10-1200-332
					<u>\$18.31</u>	
APPLE COMPUTER						
	0000011044	MACBOOK - RBRYANT		2	1,408.00	10-3500-410
	0000011045	POWER ADAPTOR, WARRANTY		2	318.00	10-2660-700
	0000011045	MACBOOK - MBLACKLEY		2	2,018.00	10-2660-700
	0000011072	POWER ADAPTOR, WARRANTY		2	318.00	10-2660-700
					<u>\$4,062.00</u>	
AT&T ONENET						
		TELEPHONE		2	44.31	10-2540-341
		TELEPHONE - D103 CLUB		2	0.69	10-3500-341
					<u>\$45.00</u>	
BARRYS COMPUTER CONSULTING						
		IPAD LCD REPAIRS (4)		2	680.00	10-2660-319
		IPAD CASE REPAIRS (3)		2	229.50	10-2660-319
					<u>\$909.50</u>	
BERCOS EDUCATIONAL CONSULTING						
		SPED CONSULTING		2	741.49	10-2140-314
					<u>\$741.49</u>	
Best, Laura A.						
		SHOWCASE SEM TRAVEL		2	17.23	10-2211-390
					<u>\$17.23</u>	
BLICK ART MATERIALS						
	0000010837	ALUMINUM WIRE		2	9.64	10-1120-411
					<u>\$9.64</u>	
BOND, DEBORAH						
		REIMB RETIREE INSURANCE		2	411.84	10-1112-225
					<u>\$411.84</u>	
BRUNSWICK ZONE						
		GR 2 BOWLING TRIP 6/7		2	1,118.40	10-1111-390

Bills Payable List

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
					<u>\$1,118.40</u>	
Buchberger, Tess N.		REIMB TUITION		2	840.00	10-1120-230
					<u>\$840.00</u>	
CAPITOL GRAPHICS & PROMOTION						
		MASTER CONTRACT BOOKS (250)		2	1,465.98	10-2520-360
		STATIONERY		2	162.49	10-2520-360
					<u>\$1,628.47</u>	
CDW GOVERNMENT						
0000011023		WIRELESS CARD		2	21.94	10-2660-410
0000011023		COMPUTER PARTS		2	538.04	10-2660-410
0000011051		IPAD KEYBOARDS (210)		2	7,452.90	10-2230-410
0000011051		IPAD KEYBOARDS (79)		2	2,803.71	10-2230-410
0000011051		IPAD KEYBOARDS (111)		2	3,939.39	10-2230-410
					<u>\$14,755.98</u>	
CENGAGE LEARNING						
0000010995		STUD EXPLR SCIENCE LCNCS (139)		2	8,236.80	10-1100-420
					<u>\$8,236.80</u>	
CHICAGO BOTANIC GARDEN						
		BOTANIC GARDEN TRIPS		2	720.00	10-1111-390
					<u>\$720.00</u>	
CINTAS						
		CUSTODIAL SUPPLIES - SP		2	146.46	20-2540-410
		CUSTODIAL SUPPLIES - SP		2	106.71	20-2540-410
		CUSTODIAL SUPPLIES - SP		2	135.26	20-2540-410
		CUSTODIAL SUPPLIES - SP		2	155.26	20-2540-410
		CUSTODIAL SUPPLIES - SP		2	37.63	20-2540-410
					<u>\$581.32</u>	
CITICARE TRANSPORTATION						
		SPED TRANSPRT 8/15/16 - 9/15/16		2	5,502.40	40-2550-331
		SPED TRANSPRT 12/16 - 1/15/17		2	3,641.60	40-2550-331
					<u>\$9,144.00</u>	
Clarín, Ryan						
		REIMB ILMEA CONF TRAVEL		2	571.37	10-2210-312
					<u>\$571.37</u>	
CONNECTIONS ACADEMY EAST						
		PRIVATE TUITION		2	4,963.50	10-1912-670
		PRIVATE TUITION		2	4,963.50	10-1912-670
					<u>\$9,927.00</u>	
CONSERV FS						
		ICE MELT SUPPLIES		2	572.50	20-2540-410
					<u>\$572.50</u>	
CONSTELLATION ENERGY SERVICE						
		ELECTRICITY - SP		2	2,760.29	10-2540-466
		ELECTRICITY - HD		2	2,398.63	10-2540-466
		ELECTRICITY - DW		2	10,214.14	10-2540-466

Bills Payable List

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
					<u>\$15,373.06</u>	
CONSTELLATION ENERGY SERVICE						
		NATURAL GAS - DW		2	4,260.89	10-2540-465
		NATURAL GAS - HD		2	2,937.23	10-2540-465
		NATURAL GAS - SP		2	2,970.47	10-2540-465
					<u>\$10,168.59</u>	
Cosgrove, Katherine						
		REIMB CLASSRM PROJ SUPL		2	60.91	10-1112-414
					<u>\$60.91</u>	
Culver, Kathleen A						
		REIMB TUITION		2	349.50	10-1112-230
					<u>\$349.50</u>	
CUSTOM SOLUTIONS						
		ASSISTIVE DEVICE DESIGN		2	1,062.19	10-1200-314
		ASSISTIVE DEVICE DESIGN		2	2,450.03	10-1200-314
					<u>\$3,512.22</u>	
Day, Brenda A						
		REIMB INTRADIST TRAVEL		2	82.84	10-2130-332
		REIMB ELC, HOME CARE TRVL		2	45.42	10-2130-332
					<u>\$128.26</u>	
Degman, Kiera L.						
		REIMB CLASSROOM SUPPLIES		2	222.57	10-1112-410
					<u>\$222.57</u>	
DISCOVERY EDUCATION						
		SCIENCE BUNDLE SUBSCR		2	1,995.00	10-1100-392
					<u>\$1,995.00</u>	
ECRA GROUP						
		FINAL ECRIS PAYMENT		2	18,198.00	10-2620-392
					<u>\$18,198.00</u>	
EDER CASELLA & CO						
		AUDITING SERVICES		2	95.00	10-2310-317
					<u>\$95.00</u>	
ELEMENTAL SOLUTIONS						
		BOILER PIPE CLEANING FLUID		2	250.00	20-2540-410
					<u>\$250.00</u>	
ENGLER CALLAWAY BAASTEN & SI						
		LEGAL SERVICES		2	126.00	10-2310-318
					<u>\$126.00</u>	
EXCEPTIONAL LEARNERS COLLAB						
		PROF DEV WORKBOOKS		2	144.00	10-2211-312
					<u>\$144.00</u>	
EXCHANGE, THE						
		B 25 SEAT HANDLE		2	8.01	40-2550-319
					<u>\$8.01</u>	
FEDEX						

Bills Payable List

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		POSTAGE		2	31.24	10-2520-342
					<u>\$31.24</u>	
Fencil, Nancy J.						
		REIMB MIDWEST BAND CLIN TRVL		2	100.57	10-2210-312
		REIMB INTRADIST TRAVEL		2	40.72	10-1190-332
					<u>\$141.29</u>	
FINALDI, GINA						
		REIMB MISC OUT OF DIST TRVL		2	161.73	10-2330-332
		REIMB INTRADIST TRAVEL		2	207.64	10-2330-332
					<u>\$369.37</u>	
FIRST STUDENT						
		DW TO FREMONT BSKTBLL		2	128.74	40-2550-339
		DW TO WOODLAWN SCCR & BSKTBL		2	128.74	40-2550-339
		DW TO TWIN GROVES BSKTBLL		2	128.74	40-2550-339
		DW TO NILES WEST U OF I ORCHSTRA		2	148.06	40-2550-339
					<u>\$534.28</u>	
FIRST STUDENT						
		BROOKFIELD ZOO TRIP GR 2		2	2,790.00	10-1111-390
					<u>\$2,790.00</u>	
FOLLETT SCHOOL SOLUTIONS						
		REPL LIB BOOK		2	13.86	10-1790
0000010953		MLA HANDBOOK		2	38.40	10-2220-490
0000010976		LIBRARY BOOKS		2	156.60	10-2220-430
0000010977		LIBRARY BOOKS		2	341.49	10-2220-430
0000010977		LIBRARY BOOKS		2	45.79	10-2220-430
0000011006		LIBRARY BOOKS		2	495.92	10-2220-430
0000011013		LIBRARY BOOKS		2	1,769.73	10-2220-430
					<u>\$2,861.79</u>	
FOX RIVER FOODS						
		RETURNED FOOD		2	(74.86)	10-3500-410
		103 CLUB FOOD		2	1,001.48	10-3500-410
					<u>\$926.62</u>	
Francis, Catherine A						
		REIMB TUITION		2	1,210.00	10-1111-230
					<u>\$1,210.00</u>	
Franz, Ashley						
		REIMB ILMEA CONF TRAVEL		2	496.33	10-2210-312
					<u>\$496.33</u>	
Gagamov, Jaime						
		REIMB ROBOTICS SUPL		2	10.27	10-1112-415
					<u>\$10.27</u>	
GARVEYS OFFICE PRODUCTS						
0000011021		OFFICE SUPPLIES		2	31.43	10-2310-410
					<u>\$31.43</u>	
GENERAL MECHANICAL SERVICES						
		BOILER RM AIR COMPRSR - DW		2	2,929.68	20-2540-329

Bills Payable List

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		HVAC REPAIRS - DW		2	4,636.72	20-2540-329
					<u>\$7,566.40</u>	
GENESIS TECHNOLOGIES						
		COPIER MAINT AGREEMENT		2	1,714.22	10-2540-325
		PRINTING MAINT AGREEMENT		2	1,123.50	10-2540-325
		TONER CARTRIDGES (4)		2	793.38	10-2660-414
		TONER CARTRIDGES (4)		2	526.50	10-2660-414
		COPIER MAINT AGREEMENT		2	3,317.00	10-2540-325
					<u>\$7,474.60</u>	
GRAFF, KEN						
		REIMB OUT OF DIST TRVL		2	15.51	40-2550-390
					<u>\$15.51</u>	
GRAPHIC 14						
	0000011077	PAPER		2	166.84	10-2520-412
					<u>\$166.84</u>	
HANDWRITING WITHOUT TEARS						
	0000011055	HANDWRITING ASSESSMENT SUPL		2	76.95	10-1200-410
					<u>\$76.95</u>	
HEARTLAND HEALTH OUTREACH C						
		TRANSLATION SERVICES		2	174.94	10-1200-314
		TRANSLATION SERVICES		2	490.00	10-1200-314
					<u>\$664.94</u>	
ILLINOIS PRINCIPALS ASSOCIATION						
		MEMB DUES - THERION		2	375.00	10-2410-640
		ADMIN ACADEMY		2	116.25	10-2510-312
		ADMIN ACADEMY		2	232.50	10-2210-312
		ADMIN ACADEMY		2	581.25	10-2410-312
		ADMIN ACADEMY		2	813.75	10-2320-312
		ADMIN ACADEMY		2	116.25	10-2660-312
					<u>\$2,235.00</u>	
INFINITE CONNECTIONS						
		ERATE SUPPORT SVC		2	2,741.69	10-2660-392
					<u>\$2,741.69</u>	
JAMF SOFTWARE						
		CASPER SUITE SVC RENEWAL		2	5,194.00	10-2660-392
					<u>\$5,194.00</u>	
Kahn, Eleanor B.						
		REIMB CLASSRM PROJ SUPL		2	105.95	10-1111-414
					<u>\$105.95</u>	
KAPLAN EARLY LEARNING CO						
	0000010975	ART SUPPLIES		2	74.46	10-1111-411
					<u>\$74.46</u>	
KLAUSNER, EILEEN						
		SAFETY GEAR LABELS		2	30.00	20-2540-329
					<u>\$30.00</u>	
KOSCO FLAGS						

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		FLAGS (10)		2	444.45	20-2540-410
					<u>\$444.45</u>	
KRAUS, RUTH		SPED CONSULTING		2	2,400.00	10-2140-314
					<u>\$2,400.00</u>	
KRAUSE ELECTRICAL		CROSSWALK SIGN INSTALL		2	3,313.00	20-2540-500
		PARKING LOT LIGHT REPAIR		2	1,359.85	20-2540-329
		ELECTRICAL REPAIRS - HD		2	224.00	20-2540-329
					<u>\$4,896.85</u>	
LaBelle, Kelsey L		REIMB CLASSROOM SUPPLIES		2	70.25	10-1112-410
		REIMB TUITION		2	1,680.00	10-1112-230
		REIMB CLASSRM PROJ SUPL		2	222.54	10-1112-414
					<u>\$1,972.79</u>	
LAKELAND LARSEN ELEVATOR		ELEVATOR REPAIR - HD		2	499.32	20-2540-329
					<u>\$499.32</u>	
Lapin, Heather L.		REIMB CLASS BOOKS		2	49.39	10-1111-417
					<u>\$49.39</u>	
LASER PRO		TONER CARTRIDGES (8)		2	1,008.10	10-2660-414
		RETURNED CARTRIDGES		2	(1,141.55)	10-2660-414
		TONER CARTRIDGES (6)		2	741.20	10-2660-414
		TONER CARTRIDGES (7)		2	859.35	10-2660-414
		TONER CARTRIDGES (2)		2	78.00	10-2660-414
		TONER CARTRIDGES (10)		2	1,042.18	10-2660-414
					<u>\$2,587.28</u>	
Lau, Teresa		REIMB CLASSROOM SUPPLIES		2	172.70	10-1112-410
					<u>\$172.70</u>	
LECHNER & SONS		TOWEL SERVICE		2	126.00	10-1500-392
		TOWEL SERVICE		2	126.00	10-1500-392
		TOWEL SERVICE		2	126.00	10-1500-392
		TOWEL SERVICE		2	126.00	10-1500-392
		TOWEL SERVICE		2	126.00	10-1500-392
		TOWEL SERVICE		2	126.00	10-1500-392
					<u>\$756.00</u>	
Lenzini, Lauren E.		REIMB CLASSROOM SUPPLIES		2	236.21	10-1111-410
		REIMB CLASSRM PROJ SUPL		2	21.58	10-1111-414
		REIMB SOC STUD BKS		2	48.98	10-1111-417
		REIMB CALCULATORS		2	19.98	10-1111-418
					<u>\$326.75</u>	

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
LINCOLNSHIRE, VILLAGE OF						
		WATER/SEWER - SP		2	595.72	10-2540-370
		WATER/SEWER - TRANS		2	68.64	10-2540-370
		WATER/SEWER - DW		2	286.00	10-2540-370
		WATER/SEWER - HD		2	560.56	10-2540-370
					<u>\$1,510.92</u>	
LINCOLNSHIRE, VILLAGE OF						
		ELECTRICITY - RS		2	149.39	10-2540-466
					<u>\$149.39</u>	
Lunardi, Laura						
		REIMB CLASSROOM SUPPLIES		2	27.93	10-1111-410
		REIMB CLASSRM PROJ SUPL		2	55.14	10-1111-414
		REIMB CLASS BOOKS		2	27.16	10-1111-417
					<u>\$110.23</u>	
MACK, JEFFREY						
		REIMB AUTHOR VISIT TRAVEL		2	524.53	10-2220-314
		AUTHOR VISIT FEE		2	1,500.00	10-2220-314
					<u>\$2,024.53</u>	
Macklin, Lauren						
		REIMB TUITION		2	1,680.00	10-1120-230
					<u>\$1,680.00</u>	
MATT WILHELM INC						
		BMX ASSEMBLY		2	850.00	10-2211-314
					<u>\$850.00</u>	
McLelland, Gretchen G.						
		REIMB CLASSRM PROJ SUPL		2	39.00	10-1112-414
					<u>\$39.00</u>	
MCCMAHON MOVERS						
		CONSTRUCTION STORAGE		2	169.00	60-2530-500
		CONSTRUCTION STORAGE		2	169.00	60-2530-500
		CONSTRUCTION STORAGE		2	169.00	60-2530-500
		CONSTRUCTION STORAGE		2	169.00	60-2530-500
					<u>\$676.00</u>	
MEYER LABORATORY						
		CUSTODIAL SUPPLIES - DW		2	419.24	20-2540-410
		SNOW PLOW TREATMENT		2	270.00	20-2540-410
					<u>\$689.24</u>	
MIDLAND PAPER						
	000011070	COPY PAPER		2	4,098.00	10-2520-412
					<u>\$4,098.00</u>	
MIDWEST ENVIRONMENTAL CONSL						
		ASBESTOS INSPECTION		2	2,300.00	20-2540-329
					<u>\$2,300.00</u>	
MIDWEST TRANSIT EQUIPMENT						
		B27 SWITCH MIRROR HEATER		2	30.23	40-2550-490
		B27 LOF, BRK INSPEC, SFTY LN		2	336.98	40-2550-329

Bills Payable List

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 Lincolnshire-Prairie View SD #103

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		B25 LOF, SFTY LN, BRK INSPC		2	306.51	40-2550-329
		B8 LOF, BRK INSPEC, SFTY LN		2	456.60	40-2550-329
		B12 LOF, BRK INSPEC SFTY LN		2	466.07	40-2550-329
		B19 LOF, BRK INSPEC, SFTY LN		2	456.60	40-2550-329
		B15 LOF, BRK INSPEC, SFTY LN		2	456.60	40-2550-329
		B28 LOF, BRK INSPEC, SFTY LN		2	269.94	40-2550-329
		B24 LOF, SFT LN INSPEC, BRK INSPEC		2	306.51	40-2550-329
		B22 LOF, BRK INSPEC, SFTY LN		2	440.74	40-2550-329
		B23 SFTY LN INSPC, BRK INSPC, LOF		2	440.74	40-2550-329
		B11 ESPAR HEATER LEAKING		2	182.85	40-2550-319
		B6 TRANS FILTER CHNG		2	59.53	40-2550-329
		B7 ESPAR HEATER FLEX HOSE RPLCD		2	120.15	40-2550-319
		B7 LOF, BRK INSPEC, SFTY LN		2	1,661.67	40-2550-329
		DOOR PROP, REAR EMER DOOR		2	37.88	40-2550-490
		B3 SFTY LN INSPEC, LOF		2	445.86	40-2550-329
		B 24 OIL CHANGE		2	102.19	40-2550-329
		B22 LOF, SFTY LN, BRK RPLCMNT		2	1,952.93	40-2550-329
		B11 LOF, BRK RPLCMNT, SFTY LN INSPC		2	2,406.72	40-2550-329
		B17 LOF, BRK INSPC, RPLC BRKS		2	2,763.16	40-2550-329
		B15 LOF, BRK RPLCMNT, SFTY LN INSPC		2	2,778.38	40-2550-329
		B8 RPLC BROKEN SEAT BLT		2	278.82	40-2550-329
		REPAIR SERVICES		2	30.99	40-2550-319
		PROP, REAR EMER DOOR		2	37.88	40-2550-490
		B7 ESPAR HEATER REPAIR		2	400.18	40-2550-319
		B7 LOF, SFTY LN INSPC		2	424.80	40-2550-329
		B9 SFTY LN INSPC, OIL CHNG		2	428.38	40-2550-329
		B26 LOF, SFTY LN INSPC		2	431.40	40-2550-329
		B11 LOF BRK INSPC, OIL CHNG		2	433.93	40-2550-329
		B15 LOF, SFTY LN INSPC		2	435.28	40-2550-329
		B22 LFT REVERSE LIGHT INOP		2	49.79	40-2550-490
		B4 LOF, BRK INSPC, SFTY LN INSPC		2	506.24	40-2550-329
		B14 RPLC TRANS FILTER		2	54.09	40-2550-490
		B2 RPLC TRANS FILTER		2	54.09	40-2550-490
		B23 LOC, AC FLTRS CLND, SFTY LN INSPC		2	567.04	40-2550-329
		B18 SFTY LN INSPC, TURBO LKNG		2	578.50	40-2550-329
		B19 TRNS FILTR RPLCMNT		2	59.53	40-2550-329
		B15 PRK BRK STUCK		2	60.95	40-2550-319
		B17 TRANS FILTER RPLCMNT		2	59.53	40-2550-329
					<u>\$21,370.26</u>	
Muller, Christina		REIMB CLASS BOOKS		2	175.00	10-1111-417
		REIMB CLASSRM PROJ SUPL		2	75.42	10-1111-414
					<u>\$250.42</u>	
Murphy, Carey		REIMB IASPA CONF TRVL		2	49.01	10-2520-312
					<u>\$49.01</u>	
MUSIC & ARTS CENTER						
	0000010905	ORCHESTRA MUSIC BOOKS (163)		2	1,181.56	10-1190-414

Bills Payable List

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 Lincolnshire-Prairie View SD #103

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
					<u>\$1,181.56</u>	
MUTUAL ACE HARDWARE						
		SHOP SUPPLIES		2	8.95	20-2540-410
		CABINET KEYS MADE		2	8.95	40-2550-410
					<u>\$17.90</u>	
NASCO						
0000010720		HEALTH CLASS SUPPLIES		2	42.21	10-1120-419
0000010721		MATH SUPPLIES		2	28.82	10-1120-418
0000010721		MATH SUPPLIES		2	5.74	10-1120-418
					<u>\$76.77</u>	
NATIONAL SCHOOL PUBLIC RELAT						
		MEMB DUES - KSYLVAN		2	275.00	10-2630-640
					<u>\$275.00</u>	
NATIONAL SEATING & MOBILITY						
0000010427		SPED ASSISTIVE DEVICE		2	192.00	10-1200-410
					<u>\$192.00</u>	
NCS PEARSON						
0000010965		TESTING SUPPLIES		2	45.00	10-2140-410
0000010965		TESTING SUPPLIES		2	440.96	10-2140-410
0000010966		TESTING SUPPLIES		2	613.31	10-2150-410
0000011056		TESTING SUPPLIES		2	93.95	10-2140-410
					<u>\$1,193.22</u>	
NETWORK SERVICES						
		CUSTODIAL SUPPLIES - DW		2	1,155.85	20-2540-410
		CUSTODIAL SUPPLIES - HD		2	2,272.89	20-2540-410
					<u>\$3,428.74</u>	
NFHS						
0000010757		TRACK & FIELD RULE BOOK		2	35.16	10-1500-410
					<u>\$35.16</u>	
NORTH AMERICAN SAFETY						
		COLD WEATHER CLOTHING		2	405.44	20-2540-410
					<u>\$405.44</u>	
NORTHERN SUBURBAN SPECIAL EI						
		SPED TUITION BALANCE		2	54.00	10-4220-670
					<u>\$54.00</u>	
OKAPI PUBLISHING						
0000011025		CLASS READING BK KITS (13)		2	1,149.12	10-1100-420
					<u>\$1,149.12</u>	
OTC BRANDS						
0000010930		CRAFT SUPPLIES		2	30.95	10-1225-410
					<u>\$30.95</u>	
Otto, Tabatha Anne						
		REIMB RCYBA DISPLAY SUPL		2	19.80	10-2220-410
					<u>\$19.80</u>	
PALOS SPORTS						
0000010834		PE TESTING SUPPLIES		2	3,731.08	10-2230-410

Bills Payable List

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Lincolnshire-Prairie View SD #103

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
	0000010834	PE TESTING SUPPLIES		2	39.56	10-2230-410
	0000010834	PE TESTING SUPPLIES		2	1,792.37	10-2230-410
	0000011030	PE SUPPLIES		2	493.85	10-1150-410
					<u>\$6,056.86</u>	
PATTEN INDUSTRIES						
		SNOW PLOW LEASE		2	3,710.00	20-2540-325
					<u>\$3,710.00</u>	
PEAK PLUMBING						
		PLUMBING REPAIRS		2	297.00	20-2540-329
					<u>\$297.00</u>	
Perri, Kendra L						
		NEW TCHR MTG FOOD		2	15.95	10-2210-410
					<u>\$15.95</u>	
PMA SECURITIES						
		DISSEMINATION AGENT FEE		2	2,000.00	10-2520-392
					<u>\$2,000.00</u>	
POMPS TIRE SERVICE						
		B27 TIRES		2	768.12	40-2550-319
					<u>\$768.12</u>	
POSTMA, JULIE						
		REIMB OUT OF DIST TRVL		2	123.84	10-2330-332
		REIMB INTRADIST TRAVEL		2	67.39	10-2330-332
					<u>\$191.23</u>	
Powell, Sharyn						
		REIMB CLASSRM PROJ SUPL		2	50.80	10-1112-414
					<u>\$50.80</u>	
QUILL						
	0000011032	OFFICE SUPPLIES		2	36.36	10-2410-410
	0000011060	OFFICE SUPPLIES		2	42.73	10-2410-410
					<u>\$79.09</u>	
RICKERT, KRISTINE						
		REIMB SPIRIT SHOWCASE SUPL		2	29.29	10-1500-410
					<u>\$29.29</u>	
RICOH AMERICAS						
		COPIER LEASE - ADMIN		2	191.74	10-2540-325
		COPIER LEASE - DW		2	119.13	10-2540-325
		COPIER LEASE - HD		2	119.13	10-2540-325
					<u>\$430.00</u>	
RICOH USA						
		COLOR COPIES - DW		2	53.94	10-2540-325
		COLOR COPIES - HD		2	28.02	10-2540-325
		COLOR COPIES - ADMIN		2	220.12	10-2540-325
		COLOR COPIES - DW		2	34.97	10-2540-325
		COLOR COPIES - HD		2	20.97	10-2540-325
		COLOR COPIES - ADMIN		2	561.97	10-2540-325
					<u>\$919.99</u>	

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Lincolnshire-Prairie View SD #103

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
SAHOO, RASHMIEKHA						
		REIMB STUDY.COM SUB - SCIBWL		2	359.94	10-2215-390
					<u>\$359.94</u>	
SAMS CLUB/SYNCB						
		103 CLUB FOOD		2	48.20	10-3500-410
					<u>\$48.20</u>	
Santella, Heather						
		REIMB TUITION		2	1,680.00	10-1120-230
		REIMB WRITING CONF TRVL		2	65.62	10-2211-390
					<u>\$1,745.62</u>	
SCARIANO HIMES & PETRARCA						
		LEGAL SERVICES		2	957.60	10-2310-318
					<u>\$957.60</u>	
SCHOLASTIC MAGAZINES						
		MAGAZINE SUBSCRIPTIONS		2	4,633.56	10-1120-420
0000010402		MAGAZINE SUBSCRIPTIONS		2	124.26	10-1111-416
					<u>\$4,757.82</u>	
SCHOLASTIC READING CLUB						
0000010820		LIBRARY BOOKS		2	103.00	10-2220-430
					<u>\$103.00</u>	
SCHOLASTIC						
0000010920		LIBRARY BOOKS		2	60.00	10-2220-430
0000010920		LIBRARY BOOKS		2	70.00	10-2220-430
					<u>\$130.00</u>	
SCHOOL DISTRICT 103 ACTIVITY AC						
		TRANSFER YEARBOOK MONEY		2	105.00	10-403
		TRANSFER YEARBOOK MONEY		2	170.00	10-403
		TRANS REACH FLD TRIP FUNDS		2	468.00	10-1720
					<u>\$743.00</u>	
SCHOOL OUTFITTERS						
0000011026		CLASSROOM FURNITURE - LTL		2	280.50	10-2215-410
0000011026		CLASSROOM CHAIRS (6) - LTL		2	731.60	10-2215-410
					<u>\$1,012.10</u>	
SCHOOL SPECIALTY						
0000010687		CLASSROOM SUPPLIES		2	58.41	10-1120-410
0000010844		CLASSROOM SUPPLIES		2	189.99	10-1120-410
0000010921		TAPE		2	16.74	10-1111-410
0000010929		SPED ASSISTIVE FURNITURE		2	744.32	20-2540-500
0000010970		CLASSROOM SUPPLIES		2	3.99	10-1111-410
0000010970		CLASSROOM SUPPLIES		2	64.04	10-1111-410
0000011012		THERAPY BALL		2	34.82	10-1111-410
0000011033		ART ROOM SUPPLIES		2	379.41	10-1111-411
0000011039		TAPE		2	79.28	10-1200-410
					<u>\$1,571.00</u>	
Schreurs, Peter J.						
		REIMB CLASS BOOKS		2	175.00	10-1111-417

Bills Payable List

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		REIMB CLASSRM PROJ SUPL		2	138.00	10-1111-414
					<u>\$313.00</u>	
SHARE CORPORATION						
		GARAGE SHOP TOOLS		2	1,845.12	20-2540-410
					<u>\$1,845.12</u>	
SHELL						
		FUEL - O&M		2	528.76	20-2540-464
		FUEL - TRANS		2	8,611.31	40-2550-464
		CONF FUEL		2	23.00	20-2540-312
					<u>\$9,163.07</u>	
SIEMENS INDUSTRY						
		BLDG AUTO SYS REPAIR - DW		2	1,075.00	20-2540-329
					<u>\$1,075.00</u>	
SIMPLEXGRINNELL						
		ANNUAL MAINT CONTRACT		2	1,176.00	20-2540-329
					<u>\$1,176.00</u>	
Smith, Susan C						
		REIMB STEM WRKSHP TRVL		2	152.40	10-2210-312
		REIMB STEM SUPPLIES		2	88.35	10-1120-415
					<u>\$240.75</u>	
SPECIALIZED DATA SYSTEMS						
		FINANCE SYSTEM WEB HOSTING		2	3,800.00	10-2520-392
					<u>\$3,800.00</u>	
SPEECH PATH SPECIALISTS						
		SPEECH/LANG SERVICES		2	3,525.00	10-2150-314
		SPEECH/LANG SERVICES		2	11,250.00	10-2150-314
		SPEECH/LANG SERVICES		2	5,625.00	10-2150-314
					<u>\$20,400.00</u>	
STATE INDUSTRIAL PRODUCTS						
		DIST DRAIN MAINT SUPPLIES		2	150.00	20-2540-410
		DIST DRAIN MAINT SUPPLIES		2	150.00	20-2540-410
		DIST DRAIN MAINT SUPPLIES		2	497.24	20-2540-410
		DIST DRAIN MAINT SUPPLIES		2	462.00	20-2540-410
		DIST DRAIN MAINT SUPPLIES		2	497.24	20-2540-410
					<u>\$1,756.48</u>	
Tabiando, Olivia M						
		REIMB CLASSROOM SUPPLIES		2	18.94	10-1120-410
		REIMB TUITION		2	615.00	10-1120-230
					<u>\$633.94</u>	
TAPCO						
	0000010939	CROSSWALK SIGN EQUIPMENT		2	7,642.94	20-2540-500
	0000011036	CROSSWALK SIGN EQUIPMENT		2	6,434.06	20-2540-500
					<u>\$14,077.00</u>	
TELCOM INNOVATIONS GROUP						
		TELEPHONE SYS REPAIR		2	809.50	10-2660-319
					<u>\$809.50</u>	

Bills Payable List

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
THERADAPT PRODUCTS						
		SPED ASSISTIVE DEVICE		2	1,391.36	10-1200-700
	0000011040	SPED ASSISTIVE DEVICE		2	290.00	10-1200-410
					<u>\$1,681.36</u>	
THINKWRITE						
	0000011068	HEADPHONES (6)		2	134.89	10-1111-410
					<u>\$134.89</u>	
TINLEY, RUTH						
		REIMB RETIREE INSURANCE		2	1,108.36	10-1120-225
					<u>\$1,108.36</u>	
Toomey, Amanda						
		REIMB WRITING CONF TRVL		2	85.29	10-2211-390
					<u>\$85.29</u>	
TRAXLER, SUE						
		REIMB RETIREE INSURANCE		2	831.27	10-1120-225
					<u>\$831.27</u>	
TYCO INTEGRATED SECURITY						
		SERCUITY SYSTEM REPAIRS		2	2,082.60	20-2540-329
					<u>\$2,082.60</u>	
ULINE						
	0000011022	LATEX GLOVES		2	300.00	10-1200-410
					<u>\$300.00</u>	
URBAN GATEWAYS						
		SCIENCE ASSEMBLY		2	450.00	10-2211-314
		LATIN AMER DANCES ASSEMBLY		2	950.00	10-2211-314
					<u>\$1,400.00</u>	
Van Wagner, Teresa						
		REIMB RETIREE INSURANCE		2	831.27	10-1190-225
					<u>\$831.27</u>	
WAUSAU MADE						
	0000010957	TRASH CANS (3)		2	2,175.56	20-2540-700
					<u>\$2,175.56</u>	
WIGHT						
		CONSTRUCTION DOCUMENTS		2	6,000.00	60-2530-500
		CONSTRUCTION ADMINISTRATION		2	10,000.00	60-2530-500
		ARCHITECT REIMBURSEABLES		2	628.92	60-2530-500
		FURNITURE DESIGN		2	6,000.00	20-2540-500
		ARCHITECT REIMBURSEABLES		2	102.89	20-2540-500
					<u>\$22,731.81</u>	
Wolin, Robin						
		REIMB PROJECT SUPPLIES		2	61.27	10-3500-410
					<u>\$61.27</u>	
WORLD POINT ECC						
		CPR CLASS SUPPLIES		2	352.66	10-2130-410
					<u>\$352.66</u>	
Wotal, Susan						

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		REIMB RETIREE INSURANCE		2	1,662.48	10-1120-225
					<u>\$1,662.48</u>	
WU, YIWEN		REIMB SCI OLY SUPPLIES		2	69.07	10-1550-410
		REIMB COACH CLINIC		2	70.00	10-1550-410
					<u>\$139.07</u>	
				Report Total	<u><u>\$393,139.69</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: February 21, 2017
Re: January 2017 Donations

During January 2017, the District received the following donations:

<u>Donors</u>	<u>Amount</u>	<u>Purpose of Donation</u>
Abbie	\$50.00	Employee Giving Donation

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

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MEMO

To: Board of Education
From: Dan Stanley
CC: Dr. Scott Warren
Date: February 21, 2017
Re: ACH Payment to Vendors

As discussed at the January board meeting, we are prepared to move forward with issuing ACH payments to vendors beginning with this bills payable run. For this month, I wanted to give you an example of what is direct paid. The bills payable list you received will include both checks and ACH payments. This separate report is showing just the ACH payments that will be made. Going forward, it will be the normal reports that the Board typically sees.

Bills Payable List

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
BERCOS EDUCATIONAL CONSULTII						
		SPED CONSULTING		2	741.49	10-2140-314
					<u>\$741.49</u>	
BEST, LAURA						
		SHOWCASE SEM TRAVEL		2	17.23	10-2211-390
					<u>\$17.23</u>	
Clarín, Ryan						
		REIMB ILMEA CONF TRAVEL		2	571.37	10-2210-312
					<u>\$571.37</u>	
CULVER, KATIE						
		REIMB TUITION		2	349.50	10-1112-230
					<u>\$349.50</u>	
Degman, Kiera L.						
		REIMB CLASSROOM SUPPLIES		2	222.57	10-1112-410
					<u>\$222.57</u>	
EDER CASELLA & CO						
		AUDITING SERVICES		2	95.00	10-2310-317
					<u>\$95.00</u>	
EXCEPTIONAL LEARNERS COLLAB						
		PROF DEV WORKBOOKS		2	144.00	10-2211-312
					<u>\$144.00</u>	
FRANCIS, CATHERINE						
		REIMB TUITION		2	1,210.00	10-1111-230
					<u>\$1,210.00</u>	
Franz, Ashley						
		REIMB ILMEA CONF TRAVEL		2	496.33	10-2210-312
					<u>\$496.33</u>	
GAGAMOV, JAMIE						
		REIMB ROBOTICS SUPL		2	10.27	10-1112-415
					<u>\$10.27</u>	
GENESIS TECHNOLOGIES						
		COPIER MAINT AGREEMENT		2	1,714.22	10-2540-325
		PRINTING MAINT AGREEMENT		2	1,123.50	10-2540-325
		TONER CARTRIDGES (4)		2	793.38	10-2660-414
		TONER CARTRIDGES (4)		2	526.50	10-2660-414
		COPIER MAINT AGREEMENT		2	3,317.00	10-2540-325
					<u>\$7,474.60</u>	
ILLINOIS PRINCIPALS ASSOCIATION						
		MEMB DUES - THERION		2	375.00	10-2410-640
		ADMIN ACADEMY		2	116.25	10-2510-312
		ADMIN ACADEMY		2	232.50	10-2210-312
		ADMIN ACADEMY		2	581.25	10-2410-312
		ADMIN ACADEMY		2	813.75	10-2320-312
		ADMIN ACADEMY		2	116.25	10-2660-312
					<u>\$2,235.00</u>	
KRAUS, RUTH						

Bills Payable List

Printed: 2/16/2017 2:25 PM
Lincolnshire-Prairie View SD #103

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		SPED CONSULTING		2	2,400.00	10-2140-314
					<u>\$2,400.00</u>	
LaBelle, Kelsey L		REIMB CLASSROOM SUPPLIES		2	70.25	10-1112-410
		REIMB TUITION		2	1,680.00	10-1112-230
		REIMB CLASSRM PROJ SUPL		2	222.54	10-1112-414
					<u>\$1,972.79</u>	
LAPIN, HEATHER		REIMB CLASS BOOKS		2	49.39	10-1111-417
					<u>\$49.39</u>	
Lenzini, Lauren E.		REIMB CLASSROOM SUPPLIES		2	236.21	10-1111-410
		REIMB CLASSRM PROJ SUPL		2	21.58	10-1111-414
		REIMB SOC STUD BKS		2	48.98	10-1111-417
		REIMB CALCULATORS		2	19.98	10-1111-418
					<u>\$326.75</u>	
MIDLAND PAPER						
0000011070		COPY PAPER		2	4,098.00	10-2520-412
					<u>\$4,098.00</u>	
MIDWEST ENVIRONMENTAL CONSU						
		ASBESTOS INSPECTION		2	2,300.00	20-2540-329
					<u>\$2,300.00</u>	
Muller, Christina						
		REIMB CLASS BOOKS		2	175.00	10-1111-417
		REIMB CLASSRM PROJ SUPL		2	75.42	10-1111-414
					<u>\$250.42</u>	
MUSIC & ARTS CENTER						
0000010905		ORCHESTRA MUSIC BOOKS (163)		2	1,181.56	10-1190-414
					<u>\$1,181.56</u>	
NCS PEARSON						
0000010965		TESTING SUPPLIES		2	45.00	10-2140-410
0000010965		TESTING SUPPLIES		2	440.96	10-2140-410
0000010966		TESTING SUPPLIES		2	613.31	10-2150-410
0000011056		TESTING SUPPLIES		2	93.95	10-2140-410
					<u>\$1,193.22</u>	
OTTO, TABATHA						
		REIMB RCYBA DISPLAY SUPL		2	19.80	10-2220-410
					<u>\$19.80</u>	
PATTEN INDUSTRIES						
		SNOW PLOW LEASE		2	3,710.00	20-2540-325
					<u>\$3,710.00</u>	
PEAK PLUMBING						
		PLUMBING REPAIRS		2	297.00	20-2540-329
					<u>\$297.00</u>	
POSTMA, JULIE						
		REIMB OUT OF DIST TRVL		2	123.84	10-2330-332

Bills Payable List

Printed: 2/16/2017 2:25 PM
Lincolnshire-Prairie View SD #103

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		REIMB INTRADIST TRAVEL		2	67.39	10-2330-332
					<u>\$191.23</u>	
Powell, Sharyn		REIMB CLASSRM PROJ SUPL		2	50.80	10-1112-414
					<u>\$50.80</u>	
QUILL	0000011032	OFFICE SUPPLIES		2	36.36	10-2410-410
	0000011060	OFFICE SUPPLIES		2	42.73	10-2410-410
					<u>\$79.09</u>	
Santella, Heather		REIMB TUITION		2	1,680.00	10-1120-230
		REIMB WRITING CONF TRVL		2	65.62	10-2211-390
					<u>\$1,745.62</u>	
SCARIANO HIMES & PETRARCA		LEGAL SERVICES		2	957.60	10-2310-318
					<u>\$957.60</u>	
SIMPLEXGRINNELL		ANNUAL MAINT CONTRACT		2	1,176.00	20-2540-329
					<u>\$1,176.00</u>	
Smith, Susan C		REIMB STEM WRKSHP TRVL		2	152.40	10-2210-312
		REIMB STEM SUPPLIES		2	88.35	10-1120-415
					<u>\$240.75</u>	
SPEECH PATH SPECIALISTS		SPEECH/LANG SERVICES		2	3,525.00	10-2150-314
		SPEECH/LANG SERVICES		2	11,250.00	10-2150-314
		SPEECH/LANG SERVICES		2	5,625.00	10-2150-314
					<u>\$20,400.00</u>	
Tabiando, Olivia M		REIMB CLASSROOM SUPPLIES		2	18.94	10-1120-410
		REIMB TUITION		2	615.00	10-1120-230
					<u>\$633.94</u>	
THERADAPT PRODUCTS		SPED ASSISTIVE DEVICE		2	1,391.36	10-1200-700
	0000011040	SPED ASSISTIVE DEVICE		2	290.00	10-1200-410
					<u>\$1,681.36</u>	
TINLEY, RUTH		REIMB RETIREE INSURANCE		2	1,108.36	10-1120-225
					<u>\$1,108.36</u>	
Toomey, Amanda		REIMB WRITING CONF TRVL		2	85.29	10-2211-390
					<u>\$85.29</u>	
TRAXLER, SUE		REIMB RETIREE INSURANCE		2	831.27	10-1120-225
					<u>\$831.27</u>	
ZUREK, KATIE						

Bills Payable List

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Lincolnshire-Prairie View SD #103

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		REIMB CLASSRM PROJ SUPL		2	60.91	10-1112-414
					<u>\$60.91</u>	
				Report Total	<u><u>\$60,608.51</u></u>	



Lincolnshire-Prairie View School District 103

Memo

To: Board of Education
From: Scott Warren
Date: February 16, 2017
Re: Approval of Employment

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

Alison Claus, Enrichment Specialist at Daniel Wright Junior High School for Math and Science through the end of the 2016-17 academic school year.



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

Katie Reynolds
Assistant Superintendent for
Curriculum and Instruction

To: Dr. Warren and Board of Education
From: Katie Reynolds
Date: February 16, 2017
RE: Recommendation to Hire Alison Claus

I am pleased to recommend Ms. Alison Claus as an Enrichment Specialist at Daniel Wright Junior High for Math and Science. Ms. Claus will be working 1.5 days per week starting the week of February 20, 2017, through the end of the 2016-17 academic school year.

I am confident Ms. Claus' experience and familiarity with District 103 will complement the Enrichment Program for Math and Science.

Sincerely,

Katie Reynolds,
Assistant Superintendent for
Curriculum & Instruction





LINCOLNSHIRE-PRAIRIE VIEW SCHOOL DISTRICT 103
TEACHER CONTRACT

Enrichment Specialist
FTE: .30

<u>TEACHER</u>	<u>DEGREE</u>	<u>LANE</u>	<u>STEP</u>	<u>TRS SALARY</u>
Claus, Alison	N/A	N/A	N/A	\$300.00/day

AGREEMENT MADE THIS **21st DAY OF FEBRUARY, 2017** between the Board of Education of Lincolnshire-Prairie View School District 103, Lake County, Illinois, hereinafter called the BOARD, and

Alison Claus
hereinafter called the TEACHER*

W I T N E S S E T H

A. EMPLOYMENT:

1. The BOARD hereby employs **Alison Claus** 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 \$300.00/day for the term commencing on **February 21, 2017** in equal installments twice a month for a period of 5 months (**9 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 **21st day of February, 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



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

Dan Stanley
Assistant Superintendent for
Business/CSBO

Heather Marzullo
34302 N. Bluestem Rd.
Round Lake, IL 60073

Dear Heather:

I am pleased to offer you the position of District SIS/Data Manager at an hourly rate of \$27.40 (\$57,000 annual). If your work is satisfactory, your hourly rate will increase to \$28.85 (\$60,000 annual) effective July 1st, 2017.

The hours for your assignment are Monday-Friday, 8:00 a.m. to 4:00 p.m. This offer of employment is contingent upon successful completion of a criminal background check and approval by the Board of Education. R.J. Bialk will be your immediate supervisor. Attached is a job description with more detailed information about the duties of the position. Your start date is Monday, January 30, 2017.

The position is eligible for overtime under the provisions of the Fair Labor Standards Act.

This position is eligible for a benefits package and participation in a retirement program. Since you will be making your benefit selections on or before your first day of work, you may want to familiarize yourself with the Benefit Summary Booklet which can be found at www.d103.org/business.htm.

This offer is not a guarantee of employment for any specified length of time by either party. While it is my hope you will have a long and fruitful career with this school district, your employment will be "at-will," which means that either you or the district can terminate your employment at any time for any reason, with or without cause.

We are pleased that you will be working with our office and look forward to your success. Please sign below indicating your acceptance of the terms and conditions of this offer and return.

Sincerely,

Dan Stanley

I accept the terms and conditions of this offer.

Signature

1/30/17
Date

Cc: Personnel File



Lincolnshire-Prairie View School District 103

Memo

To: Board of Education
From: Scott Warren
Date: February 16, 2107
Re: Approval of Resignation

The District received a letter of resignation from Donna Sabin, Librarian at Sprague School. It is recommended the Board accept and approve the resignation as presented.

January 27, 2017

Dear Dr. Adler and Dr. Warren,

It is with sincere regret that I am writing to formally inform you of my decision to resign from my position at Sprague for the start of the 2017-2018 school year.

I cannot thank you enough for your support over these past few years. I have been fortunate in my career to work in some excellent schools but Sprague truly outshines them all. The level of dedication and talent among the educators here is outstanding and I feel lucky to have had the chance to collaborate with such incredible colleagues.

I want you to know that I did not make this decision lightly. The change in start times has made it impossible for me to continue working without causing disruption to my own family. As important as District 103 is to me, my family must come first. Thank you for understanding. I do hope our paths will cross again.

If I can be of any assistance during the transition process, please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script that reads "D. Sabin".

Donna Sabin



Lincolnshire-Prairie View School District 103

Memo

To: Board of Education
From: Scott Warren
Date: February 16, 2017
Re: Press Policy 2nd Reading Issue 93

The following policies have been updated and presented for Board approval.

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

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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

DRAFT UPDATE

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).

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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).

NO

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]:

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.

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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.
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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	Bkfst	Meals 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.
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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

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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.

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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.

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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

Page 1 of 3

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

DRAFT UPDATE – NEW TO DISTRICT

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.)

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- 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:

DRAFT UPDATE – NEW

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>

DRAFT UPDATE – NEW

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

DRAFT UPDATE – NEW

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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DRAFT UPDATE

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.

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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.

DRAFT UPDATE

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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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

Yes
AAW

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>1370 Riverwoods Rd.</u>
	<u>Lincolnshire, IL 60069</u>	<u>Lincolnshire, IL 60069</u>
Email	<u>dstanley@d103.org</u>	<u>jpostma@d103.org</u>

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 24, 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.

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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

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

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.

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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).

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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.

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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.

Issue 93, October 2016

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/wbi/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

Issue 93, October 2016

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*.

5:280

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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.
Issue 93, October 2016

DRAFT UPDATE

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.

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AHW
yes

No

DRAFT UPDATE

Lincolnshire - Prairie View School District 103

6:15

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.

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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/EPE/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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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

AHW
yes

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, (5) specific exit requirements of the program, (6) how the program will meet their child's individualized education program, if applicable, and (7) 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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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.

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AHW
yes

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*.

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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

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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

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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.
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student's parents/guardian, a health evaluation by the school health personnel, use of peer groups, and clinical evaluations by local and/or state agencies.

In cases where a student's truancy is chronic and persists, the matter should be referred by the Principal to the Superintendent. He may call upon the resources of outside agencies such as the Juvenile Officer of the local police department, the Truant Officer of the Education Service Region of the County, or other supportive services which are available for working with truants or chronic truants. The Board of Education, Superintendent, School District administrators and teachers shall assist and furnish such information as they have to aid truant officers in the performance of their duties.

No punitive action, such as administrative grade reduction, out-of-school suspensions, expulsion, or court action may be taken against a chronic or habitual truant unless available supportive services of the District have been provided to the student.

LEGAL REF.: Juvenile Court Act of 1987, 705 ILCS 405/3-33.5.
School Code (as amended by P.A. 95-417) 105 ILCS 5/26-1 through 16
23 Ill.Admin.Code §§1.242 and 1.290.

CROSS REF.: 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:150 (Home and Hospital Instruction), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:80 (Release Time for Religious Instruction/Observance), 7:190 (Student 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.

Issue 93, October 2016

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.

Issue 93, October 2016

DAW
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.

Issue 93, October 2016

Comment [APowell3]:

Moved from above.

Issue 93, October 2016

Comment [APowell4]:

Moved from above.

Issue 93, October 2016

Comment [APowell5]:

23 Ill.Admin.Code §1.425(f).

Issue 93, October 2016

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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7:305

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DRAFT UPDATE

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

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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>1370 Riverwoods</u>
	<u>Lincolnshire, IL 60069</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.
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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

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: February 21, 2017
Re: School Fees Schedule for 2017-2020

Based on feedback from the February COW meeting, I have attached a revised schedule of fees for the 2017-2020 school years. The tech fee, classroom projects fee, and fine arts fee have been consolidated into the general fee so that there is one standard registration fee moving forward.

I recommend the Board approve the fee schedule as presented.

Additionally, there was discussion about an activity fee for participants in extracurricular activities to offset the cost of the activities. If the Board desires to do so, I would recommend the Board approve an activity fee of \$25 per activity. This is in line with other school districts.

Finally, there was also discussion of the Board considering a bus fee of \$100. If the Board so desires, I would discuss the timing of consideration of the fee. If the Board would like to move forward at this time, then I would recommend the Board consider a \$100 bus fee.

School Fees Schedule

	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
General Registration Fee				2%	2%	2%
Early Childhood	59.00	60.00	61.00	79.00	81.00	82.00
Half Day Kindergarten	59.00	60.00	61.00	79.00	81.00	82.00
Grade 1	118.00	120.00	122.00	158.00	161.00	164.00
Grade 2	118.00	120.00	122.00	158.00	161.00	164.00
Grade 3	118.00	120.00	122.00	158.00	161.00	164.00
Grade 4	118.00	120.00	122.00	158.00	161.00	164.00
Grade 5	118.00	120.00	122.00	158.00	161.00	164.00
Grade 6	118.00	120.00	122.00	158.00	161.00	164.00
Grade 7	118.00	120.00	122.00	158.00	161.00	164.00
Grade 8	118.00	120.00	122.00	158.00	161.00	164.00
Tech Fee (EC-8)	17.00	18.00	18.00	-	-	-
Classroom Projects Fee (EC-4)	16.00	16.00	16.00	-	-	-
Fine Arts Fee (5-8)	12.00	13.00	13.00	-	-	-
Full Day Kindergarten *	3,350.00	3,430.00	3,510.00	3,710.00	3,784.00	3,860.00
Community Peer	2,110.00	2,160.00	2,900.00	2,958.00	3,017.00	3,077.00

* FDK Fee for 2017-18 already set at \$3,710.00



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: February 21, 2017
Re: Bus Bids

I recommend the board approve a 3-year lease with Midwest for the following equipment:

- Twenty-four (24) one-year old 77-passenger buses
- Two (2) new 77-passenger wheel chair buses
- Four (4) new 28-passenger buses*

For an annual cost of \$268,886. Over the life of the 3-year lease the total cost is \$806,658. This is an increase of 6.1% to our current annual payments, but with the additional two buses. Disregarding the additional buses, the cost is actually decreasing 1.1%.

*We were notified from Midwest that a large order for the smaller Ford buses was received, which would push the order for our 4 buses out too far for the start of school. We have had previous discussions with Midwest about the timing, but the large order was not anticipated on Midwest's end. Therefore, we decided to switch to the familiar chevy versions (the type we currently have), which is a lower cost by \$266 per bus per year (\$1,064 per year and \$3,192 over the life of the lease).

Additionally, I am recommending the board approve a 5-year financing for the 2-Way Radios, Cameras, and GPS as bid by Midwest as it provides the lowest annual payment.

The annual cost for the two-way radios is \$5,473.00 or \$27,365 over the life of the financing.

The annual cost for the cameras is \$10,390 or \$51,950 over the life of the financing.

The annual cost for the GPS is \$1,938 or \$9,690 over the life of the financing.

As a reminder, this equipment is flexible and can be used either by the district or an outside provider.

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

Memo

To: Board of Education
From: Scott Warren
Date: February 16, 2017
Re: Approval of 2017-2018 School Calendar

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 7, 2018. With the addition of two teacher workdays 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.

The District will hold school on September 21, 2017, which is in line with removing religious holidays as non-attendance days.

The District will schedule the two late arrival days on October 19, 2017 and April 19, 2018.

I recommend the Board approve the 2017-2018 school calendar as presented.

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, XHIH, XHPH, XHSH = half attendance day; XH = holiday attendance waiver; FPT, FPTH, WFPT = full day parent teacher conference; FI, WFI, FII = teacher inservice; PI, TI, TII = 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	29 X	30 X	31 X	1	2	3	25	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	7 X	8 X	9 X	10 X	11 HOL	12	4	5 X	6 X	7 X	8 X	9	10
9	10 HOL	11 X	12 X	13 X	14	15	13	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	21 XHS	22 FPT	23 NIA	24 HOL	25 NIA	26	18	19 X	20 X	21 X	22 X	23	24
23	24 X	25 X	26 X	27 X	28	29	27	28 TI	29 X	30 X	1	2	3	25	26 HOL	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 HOL	3 NIA	4 NIA	5 NIA	6	7	5	6 X	7 X	8 X	9 X	10	11	5	6 HOL	7 TI	8 X	9 X	10	11
8	9 TI	10 X	11 X	12 X	13	14	12	13 X	14 X	15 X	16 X	17	18	12	13 X	14 X	15 X	16 X	17	18
15	16 HOL	17 X	18 X	19 X	20	21	19	20 NIA	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	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	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	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	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	29 HOL	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

Changes

August 24+25 = will be coded as non-attendance

September 21 = Attendance Day

June 7 = Last day of School

June 8 = Emergency Day

June 14 = Last Emergency Day

June 15 = Removed as Emergency Day



Lincolnshire-Prairie View School District 103

Memo

To: Board of Education
From: Scott Warren
Date: February 16, 2017
Re: Resolution to Regulate Expense Reimbursements

The first reading of Press Plus Issue 93 was first reviewed and discussed at the January 17, 2017 meeting. The Local Government Travel Expense Control Act requires school boards to adopt a resolution to regulate expenses. The school attorney drafted the language regarding the Maximum Allowable Reimbursement Amount (MARA) for travel expenses. The resolution is presented for approval.



Lincolnshire-Prairie View School District 103

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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 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;

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 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 February 21, 2017, 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 Expenses 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.

AYES: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

PASSED AND APPROVED this _____ day of _____, 2017.

President, Board of Education,
Lincolnshire-Prairie View District 103

Board Secretary



Lincolnshire-Prairie View School District 103

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MEMO

To: Board of Education
From: Dan Stanley, Anthony Mendoza
CC: Dr. Scott Warren
Date: February 21, 2017
Re: Updated Projections

Attached are the updated projections with the proposed staffing plan. This includes the additional staff beyond the original 7 in the older projections as well as the administration addition. I've made some adjustments for knowing the 2.1 CPI as well as our preliminary renewal increase of 0.4% rather than estimated 6% (I used 1% in the projections as it is possible the final rate may be higher due to higher claims in January and February, but won't know for sure until April).

As we know, next year is nearly a guaranteed "no problem". The issue will be future years beyond next year. According to the projections, it appears as if it doable. I will fully admit this is a close as we have ever been before in projecting, squeezing about as much as can be squeezed.

The fifth year out shows a small deficit, but I don't believe that to be a concern. There is an overall concern that this is really close and could easily swing either way once we actually budget. Projections are estimates and I do try to project and budget conservatively. We will know more once everything is actually budgeted.

Aggregate - Projection Summary

Lincolnshire-Prairieview SD 103 | 2017-02-07 Base

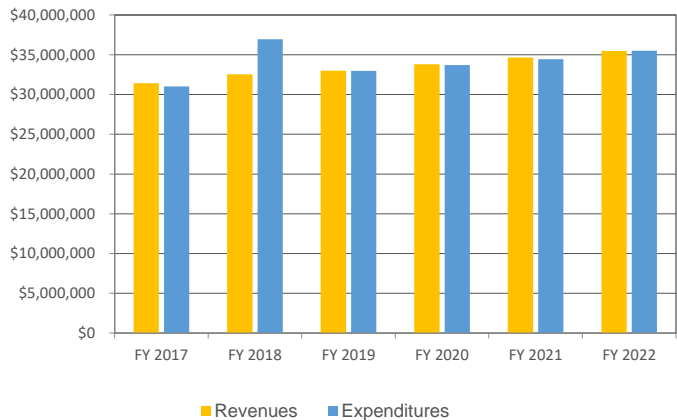
	PROPOSED	REVENUE / EXPENDITURE PROJECTIONS									
	FY 2017	FY 2018	% Δ	FY 2019	% Δ	FY 2020	% Δ	FY 2021	% Δ	FY 2022	% Δ
REVENUE											
Local	\$29,949,600	\$30,953,815	3.35%	\$31,409,400	1.47%	\$32,215,088	2.57%	\$33,034,823	2.54%	\$33,868,894	2.52%
State	\$1,166,000	\$1,236,418	6.04%	\$1,240,438	0.33%	\$1,243,477	0.24%	\$1,250,994	0.60%	\$1,256,807	0.46%
Federal	\$317,000	\$343,500	8.36%	\$343,500	0.00%	\$343,500	0.00%	\$343,500	0.00%	\$343,500	0.00%
Other	\$0	\$0		\$0		\$0		\$0		\$0	
TOTAL REVENUE	\$31,432,600	\$32,533,733	3.50%	\$32,993,338	1.41%	\$33,802,065	2.45%	\$34,629,317	2.45%	\$35,469,201	2.43%
EXPENDITURES											
Salary and Benefit Costs	\$24,500,370	\$25,470,246	3.96%	\$26,412,662	3.70%	\$27,120,955	2.68%	\$27,806,712	2.53%	\$28,845,929	3.74%
Other	\$6,016,816	\$5,720,669	-4.92%	\$5,767,130	0.81%	\$5,762,234	-0.08%	\$5,802,265	0.69%	\$5,843,303	0.71%
TOTAL EXPENDITURES	\$30,517,186	\$31,190,915	2.21%	\$32,179,792	3.17%	\$32,883,189	2.19%	\$33,608,977	2.21%	\$34,689,232	3.21%
SURPLUS / DEFICIT	\$915,414	\$1,342,818		\$813,546		\$918,876		\$1,020,340		\$779,969	
OTHER FINANCING SOURCES/USES											
Other Financing Sources	\$0	\$0		\$0		\$0		\$0		\$0	
Other Financing Uses	(\$501,400)	(\$5,756,100)		(\$794,800)		(\$826,300)		(\$825,500)		(\$821,400)	
TOTAL OTHER FIN. SOURCES/USES	(\$501,400)	(\$5,756,100)		(\$794,800)		(\$826,300)		(\$825,500)		(\$821,400)	
SURPLUS / DEFICIT INCL. OTHER FIN. SOURCES	\$414,014	(\$4,413,282)		\$18,746		\$92,576		\$194,840		(\$41,431)	
BEGINNING FUND BALANCE	\$11,044,823	\$11,458,837		\$7,045,555		\$7,064,302		\$7,156,878		\$7,351,717	
PROJECTED YEAR END BALANCE	\$11,458,837	\$7,045,555		\$7,064,302		\$7,156,878		\$7,351,717		\$7,310,286	
FUND BALANCE AS % OF EXPENDITURES	37.55%	22.59%		21.95%		21.76%		21.87%		21.07%	
FUND BALANCE AS # OF MONTHS OF EXPEND.	4.51	2.71		2.63		2.61		2.62		2.53	

164

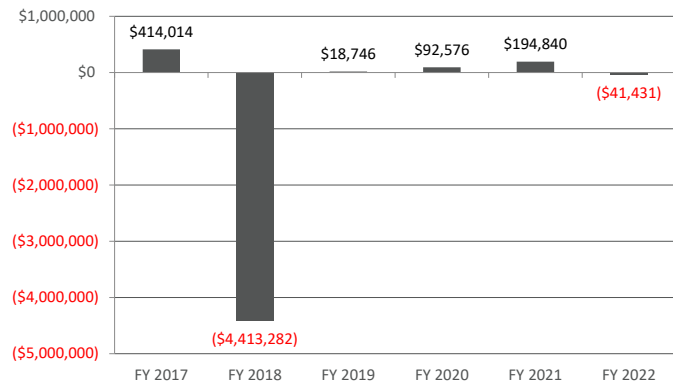
Aggregate - Projection Summary

Lincolnshire-Prairieview SD 103 | 2017-02-07 Base

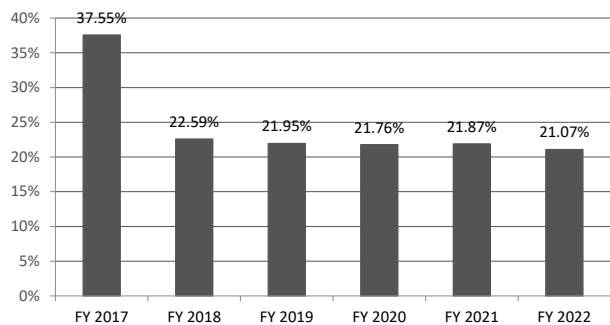
Revenues vs. Expenditures



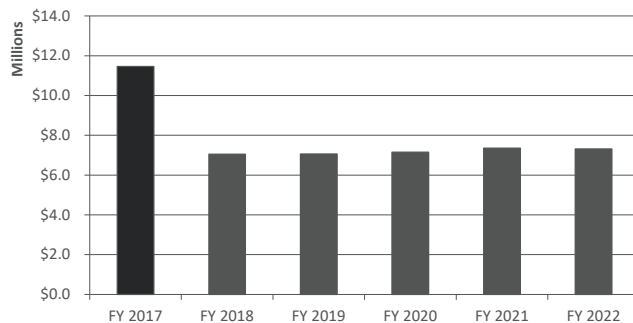
Fiscal Year Surplus / Deficit



Year End Fund Balance Percentage



Year End Fund Balances





Lincolnshire-Prairie View School District 103

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MEMO

To: Board of Education
From: Dan Stanley
CC: Dr. Scott Warren
Date: February 21, 2017
Re: **Updated** Proposed Staffing Plans for 2017-18

I am providing the same information, except there has been two changes:

1. The 2 2nd grade associates were removed.
2. 0.1 FTE of Art is added at Sprague for the 5th grade move. It is actually less than 0.1 FTE (less than one half day per week).

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

- EL – ACCESS data will be available late April. However, at this time, we are not anticipating a change.
- Special Ed – IEP meeting completions data will be available late May at the earliest.

DRAFT 2017-18 Teacher Staffing Plan - Updated 02/21/17

Title	Actual		Move 5th Grade		DW Teaming		Other Changes		Total Changes		Proposed	
	2016-17		2017-18		2017-18		2017-18		2017-18		2017-18	
	FTE	Positions	FTE	Positions	FTE	Positions	FTE	Positions	FTE	Positions	FTE	Positions
Adaptive P.E. Teacher	1.00	1									1.00	1
Art Teacher	3.00	3	0.30	1					0.30	1.00	3.30	4
Early Childhood Teacher	3.00	3									3.00	3
EL Teacher	5.00	5	-0.20	0					-0.20		4.80	5
REACH Coordinator	4.00	4									4.00	4
English Language Arts Teacher	8.00	8			1.00	1			1.00	1.00	9.00	9
Family And Consumer Science Teacher	1.00	1									1.00	1
Guided Teacher	2.00	2									2.00	2
Health Teacher	1.20	2	-0.20	1					-0.20	1.00	1.00	3
Learning Behavior Specialist	15.00	15									15.00	15
Librarian	3.00	3									3.00	3
Math Teacher	6.00	6			1.00	1			1.00	1.00	7.00	7
Music Teacher	6.75	7	1.20	1					1.20	1.00	7.95	8
Nurse	1.00	1									1.00	1
P.E. Teacher	6.00	6	0.50	1					0.50	1.00	6.50	7
Performing Arts Teacher	1.00	1	-0.20	0					-0.20		0.80	1
Psychologist	4.00	4									4.00	4
RTI Teacher	8.00	9	1.00	1					1.00	1.00	9.00	10
Science Teacher	5.00	5									5.00	5
Self-Contained Kindergarten Teacher	7.00	8									7.00	8
Self-Contained 1st Grade Teacher	8.00	8									8.00	8
Self-Contained 2nd Grade Teacher	8.00	8									8.00	8
Self-Contained 3rd Grade Teacher	8.00	8					1.00	1	1.00	1.00	9.00	9
Self-Contained 4th Grade Teacher	8.00	8									8.00	8
Self-Contained 5th Grade Teacher	8.00	8					1.00	1	1.00	1.00	9.00	9
Service Learning Teacher	0.20	1	-0.20	-1					-0.20	-1.00	0.00	0
Social Studies Teacher	5.00	5			1.00	1			1.00	1.00	6.00	6
Social Worker	4.00	4	0.50	1					0.50	1.00	4.50	5
Spanish Teacher	9.00	9			1.00	1			1.00	1.00	10.00	10
Speech Language Pathologist	4.60	5									4.60	5
Tech Resource Teacher	1.00	1									1.00	1
Technology Integration Specialist	4.00	4									4.00	4
Grand Total	158.75	163.00	2.70	5.00	4.00	4.00	2.00	2.00	8.70	11.00	167.45	174.00

DRAFT 2017-18 Classified Staffing Plan - Updated 02/21/17

Title	Actual		Move 5th Grade		DW Teaming		Other Changes		Total Changes		Proposed	
	2015-16		2016-17		2016-17		2016-17		2016-17		2016-17	
	FTE	Positions	FTE	Positions	FTE	Positions	FTE	Positions	FTE	Positions	FTE	Positions
103 Club Associates	4.00	16									4.00	16
103 Club Asst. Director	1.00	1									1.00	1
103 Club Director	1.00	1									1.00	1
103 Club Supervisor	3.00	3									3.00	3
1st Grade Associate	2.00	2									2.00	2
2nd Grade Associate	2.00	2					-2.00	-2	-2.00	-2	0.00	0
Admin Assistant	3.00	3									3.00	3
Bookkeeper	2.50	3									2.50	3
Bus Aide	0.57	1									0.57	1
Bus Driver	28.00	28	2.00	2					2.00	2	30.00	30
Clerical Aide	2.02	4									2.02	4
Communications Coordinator	0.80	1									0.80	1
Custodian	10.50	11	2.00	2					2.00	2	12.50	13
EL Associate	2.50	3									2.50	3
Kindergarten	6.00	7									6.00	7
HDK Associate	0.50	1									0.50	1
Head Custodian	3.00	3									3.00	3
Human Resources Coordinator	1.00	1									1.00	1
Library Associate	2.50	3	0.50	0					0.50		3.00	3
Lunchroom Associate	1.91	4									1.91	4
Maintenance	1.00	1									1.00	1
Network System Manager	1.00	1									1.00	1
Nurse	2.00	2									2.00	2
Occupational Therapist	1.00	1									1.00	1
Occupational Therapist Asst.	1.00	1									1.00	1
PE Associate	2.42	4	0.50	1					0.50	1	2.92	5
Physical Therapist	1.00	1									1.00	1
Receptionist	0.50	1									0.50	1
Rivershire Coordinator	1.00	1									1.00	1
RTI Associate	2.78	5									2.78	5
Secretary	5.92	6									5.92	6
SpEd Associate	17.79	18									17.79	18
SpEd EC Associate	4.66	5									4.66	5
SpEd Guided Associate	12.00	12									12.00	12
Tech Support Specialist	3.00	3									3.00	3
Grand Total	134.87	160	5.00	5	0.00	0	-2.00	-2	3.00	3	137.87	163

DRAFT 2017-18 Administration Staffing Plan - 02/21/17

Title	Actual		Move 5th Grade		DW Teaming		Other Changes		Total Changes		Proposed	
	2015-16		2016-17		2016-17		2016-17		2016-17		2016-17	
	FTE	Positions	FTE	Positions	FTE	Positions	FTE	Positions	FTE	Positions	FTE	Positions
Superintendent	1.00	1									1.00	1
Principal	3.00	3									3.00	3
Asst. Principal	2.00	2					1.60	2	1.60	2	3.60	4
Director of Student Services	1.00	1									1.00	1
Asst. Director of Student Services	1.00	1					-1.00	-1	-1.00	-1	0.00	0
Asst. Supt. for Business	1.00	1									1.00	1
Asst. Supt. for Curriculum & Instruction	1.00	1									1.00	1
Curriculum Coordinator	0.50	1									0.50	1
Director of Technology	1.00	1									1.00	1
Director of Transportation	1.00	1									1.00	1
Director of Facilities	1.00	1									1.00	1
Grand Total	13.50	14.00	0.00	0.00	0.00	0.00	0.60	1.00	0.60	1.00	14.10	15.00



Lincolnshire-Prairie View School District 103

Memo

To: Board of Education
From: Scott Warren
Date: February 16, 2017
Re: Superintendent Goals Update

The Superintendent Goals Update is provided for your review. A discussion regarding the update will occur at the meeting.

**Superintendent 2016-2017 Goals
Final**

CLIMATE AND CULTURE		
Goal 1: Improve stakeholder satisfaction		
Sub Goal: Create opportunities for students, families and staff to build understanding and appreciation between cultures	Progress	Progress
a. Meet with parents from diverse backgrounds to gather input into how to best serve students' educational needs		
b. Invite parents to be "cultural ambassadors" to work with staff to help understand cultural differences that impact student/family/staff relationships		
c. Design curriculum lessons/units that align to the curriculum standards that facilitate positive understandings for students of cultural differences		
d. Implement revised curriculum/lessons		
f. Research ways to involve students from SHS to provide mentorship at the District schools		
g. Review opportunities for parents be involved in the schools during the day respecting appropriate student developmental levels		
i. Engage students in discussions/ideas regarding cultural topics and how to impact inclusive environments		
d. Provide report to the Board on progress by June 2017		

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Goal 2: Determine the feasibility of adjusting the starting and ending times for each school that consider the health and well-being of students

Sub Goal: Provide Final Recommendation on Start Times for the 2017-2018 School Year	Progress	Progress
a. Finalize busing financial implications of moving to a 3-Tier system		
b. Provide 5 year projections that incorporate change in transportation and staffing implications for 5 th grade moving to Half Day and Daniel Wright teaming		
c. Recommend start times for 2017-2018 by December 2016.		
d. Provide implementation plan in January 2017.		

Goal 3: Review options for teaming at DW

Sub Goal: Create options that enable grade level teaming for 7th and 8th grades	Progress	Progress
a. Work with key personnel from Daniel Wright to review teaming scenarios		
b. Consider implications for scheduling and space		
c. Consider cost implications for staffing scenarios		
d. Provide recommendation to the Board by January 2016		

FACILITIES

Goal 4: Optimize current District spaces to promote creativity, collaboration and analytical thinking

Sub Goal: Work with an architect to optimize student learning spaces and staff workspaces	Progress	Progress
a. Collaborate with key personnel from the Daniel Wright staff to review best practices in space utilization and schedule design		
b. Collaborate with architects to review best practices in space utilization and schedule design		
c. Create a long range plan for classroom and collaborative area layouts to utilize as finances are available		
d. Review furniture options for classrooms and collaborative areas		
e. Begin implementation of changes as funds are available for the 2017-2018 school year		



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: February 21, 2017
Re: Business Office Update

December 2016 Financial Reports

December 2016 revenues totaled \$283,754.78, bringing fiscal year-to-date revenues to \$15,256,591.82 or 48.0% of budget. Notable revenues include \$19,657.19 in interest income, \$44,437.15 in 103 Club fees, \$24,246 in impact fees, \$30,811.66 in Outdoor Ed fees, and \$98,283 in State Special Ed Personnel Reimbursement (1st quarterly payment received of fiscal year).

State revenues are lagging so far this fiscal year. The main source of State revenue, General State Aid, is consistent, but the quarterly categorical payments are so far not received (except first quarterly payment received in January as detailed below). This time last year we received two quarterly payments.

December expenditures totaled \$2,729,959.17, bringing year-to-date expenditures to \$16,878,656.33 or 42.3% of budget. Salaries are 48.0% spent at 50.0% of the way through the fiscal year.

December fund balances decreased \$2.4 million to \$27.4 million. Operating funds are at \$25.0 million.

January 2017 Financial Reports

January 2017 revenues totaled \$554,315.44, bringing fiscal year-to-date revenues to \$15,810,907.26 or 49.7% of budget. Notable revenues include \$16,995.29 in CPPRT, \$193,912.50 in Full Day Kindergarten, \$59,678.80 in 103 Club fees, and \$194,934.56 in State quarterly payments (Special Ed. and Transportation).

January expenditures totaled \$2,438,621.88, bringing year-to-date expenditures to \$19,317,278.21 or 48.4% of budget. Salaries are 56.5% spent at 58.3% of the way through the fiscal year.

January fund balances decreased \$1.9 million to \$25.5 million. Operating funds are at \$23.1 million.

Investment Reports

The investment reports for December 2016 and January 2017 are included. A five-year CD was purchased in December. The December weighted yield increased to 1.349%. This time last year, our

yield was 1.286% and two years ago our yield was 1.016%. The January weighted yield increased to 1.393%. This time last year the yield was 1.365% and two years ago the yield was 1.100%.

Insurance Preliminary Renewal

Our preliminary renewal for health insurance the 2017-18 year is 0.4%. This may change as January and February claims were trending high. Dental Insurance preliminary renewal is about 3%. We will know final renewal rates in April.

Revenue Report

12/31/2016

% of Fiscal Year Completed 50.0%

	MTD December	YTD Actual	Fiscal Year 2017 Final Budget	Budget Balance	% Budget Received
Education Fund					
Local Revenue	121,199.31	12,304,084.58	25,537,700	13,233,615.42	48.2%
State Revenue	98,283.00	100,970.00	546,000	445,030.00	18.5%
Federal Revenue	-	109,002.08	317,000	207,997.92	34.4%
Subtotal Education Fund	219,482.31	12,514,056.66	26,400,700	13,886,643.34	47.4%
Total Education Fund	219,482.31	12,514,056.66	26,400,700	13,886,643.34	47.4%
Operations & Maintenance Fund					
Local Revenue	26,393.48	1,138,878.49	1,927,500	788,621.51	59.1%
State Revenue	34,821.74	174,108.70	320,000	145,891.30	54.4%
Subtotal O & M Fund	61,215.22	1,312,987.19	2,247,500	934,512.81	58.4%
Transfers	-	-	-	-	No Bud
Total O&M Fund	61,215.22	1,312,987.19	2,247,500	934,512.81	58.4%
Debt Service Fund					
Local Revenue	-	184,704.36	372,100	187,395.64	49.6%
Subtotal Debt Service Fund	-	184,704.36	372,100	187,395.64	49.6%
Transfers	-	-	-	-	0.0%
Total Debt Service Fund	-	184,704.36	372,100	187,395.64	49.6%
Transportation Fund					
Local Revenue	1,111.46	755,761.05	1,401,000	645,238.95	53.9%
State Revenue	-	-	300,000	300,000.00	0.0%
Subtotal Transportation Fund	1,111.46	755,761.05	1,701,000	945,238.95	44.4%
Total Transportation Fund	1,111.46	755,761.05	1,701,000	945,238.95	44.4%
Retirement Fund					
Local Revenue	260.40	473,341.73	1,082,200	608,858.27	43.7%
Subtotal Retirement Fund	260.40	473,341.73	1,082,200	608,858.27	43.7%
Total Retirement Fund	260.40	473,341.73	1,082,200	608,858.27	43.7%
Capital Projects Fund					
Local Revenue	1,267.53	6,732.61	-	(6,732.61)	0.0%
Subtotal Cap. Projects Fund	1,267.53	6,732.61	-	(6,732.61)	0.0%
Transfers	-	-	-	-	No Bud
Total Cap. Projects Fund	1,267.53	6,732.61	-	(6,732.61)	0.0%
Working Cash Fund					
Local Revenue	417.86	9,008.22	1,200	(7,808.22)	No Bud
Subtotal Working Cash Fund	417.86	9,008.22	1,200	(7,808.22)	No Bud
Other Sources	-	-	-	-	No Bud
Total Working Cash Fund	417.86	9,008.22	1,200.00	(7,808.22)	No Bud
All Funds					
Local Revenue	150,650.04	14,872,511.04	30,321,700	15,449,188.96	49.0%
State Revenue	133,104.74	275,078.70	1,166,000	890,921.30	23.6%
Federal Revenue	-	109,002.08	317,000	207,997.92	34.4%
Subtotal All Funds	283,754.78	15,256,591.82	31,804,700	16,548,108.18	48.0%
"On Behalf"/Transfers	-	-	-	-	#DIV/0!
Total All Funds	283,754.78	15,256,591.82	31,804,700	16,548,108.18	48.0%

Expenditure Report

12/31/2016

% of Fiscal Year Complete: 50.0%

	MTD December	YTD Actual	Fiscal Year 2017 Final Budget	Budget Balance	% Budget Expensed
Education Fund					
Salaries	1,455,960.13	8,442,918.19	17,636,400.00	9,193,481.81	47.9%
Benefits	248,494.06	1,679,872.62	3,416,080.00	1,736,207.38	49.2%
Purchased Services	242,014.28	1,135,183.18	2,001,990.00	866,806.82	56.7%
Supplies	73,854.52	507,094.72	1,078,770.00	571,675.28	47.0%
Capital Outlay	8,547.50	48,904.00	6,000.00	(42,904.00)	815.1%
Other	271,749.04	491,761.71	859,300.00	367,538.29	57.2%
Non-Capitalized Equipment	3,397.00	100,072.13	126,000.00	25,927.87	79.4%
Termination Benefits	-	-	-	-	No Bud
Subtotal Education Fund	2,304,016.53	12,405,806.55	25,124,540.00	12,718,733.45	49.4%
Transfers	-	-	-	-	#DIV/0!
Total Education Fund	2,304,016.53	12,405,806.55	25,124,540.00	12,718,733.45	49.4%
Operations and Maintenance Fund					
Salaries	67,324.99	426,561.78	847,500.00	420,938.22	50.3%
Benefits	13,922.10	87,483.67	154,530.00	67,046.33	56.6%
Purchased Services	53,621.59	181,628.90	260,700.00	79,071.10	69.7%
Supplies	7,000.11	78,548.46	144,000.00	65,451.54	54.5%
Capital Outlay	36,731.20	253,544.87	1,000,000.00	746,455.13	25.4%
Other	-	70.00	1,000.00	930.00	7.0%
Non-Capitalized Equipment	-	16,487.53	5,000.00	(11,487.53)	329.8%
Subtotal O&M Fund	178,599.99	1,044,325.21	2,411,730.00	1,367,404.79	43.3%
Transfers	-	-	-	-	#DIV/0!
Total O&M Fund	178,599.99	1,044,325.21	2,411,730.00	1,367,404.79	43.3%
Debt Service Fund					
Purchased Services	475.00	950.00	1,500.00	550.00	63.3%
Other	-	744,383.87	873,400.00	129,016.13	85.2%
Subtotal Debt Service Fund	475.00	745,333.87	874,900.00	129,566.13	85.2%
Transfers	-	-	-	-	No Bud
Total Debt Service Fund	475.00	745,333.87	874,900.00	129,566.13	85.2%
Transportation Fund					
Salaries	86,642.42	443,653.41	990,800.00	547,146.59	44.8%
Benefits	27,378.01	167,738.22	290,460.00	122,721.78	57.7%
Purchased Services	27,732.02	325,977.07	388,356.00	62,378.93	83.9%
Supplies	7,970.13	36,300.91	140,000.00	103,699.09	25.9%
Other	-	490.00	700.00	210.00	70.0%
Non-Capitalized Equipment	-	1,137.00	5,000.00	3,863.00	22.7%
Subtotal Trans. Fund	149,722.58	975,296.61	1,815,316.00	840,019.39	53.7%
Transfers	-	-	-	-	No Bud
Total Trans. Fund	149,722.58	975,296.61	1,815,316.00	840,019.39	53.7%
Retirement Fund					
Benefits	96,446.57	524,198.85	1,164,600.00	640,401.15	45.0%
Subtotal Retirement Fund	96,446.57	524,198.85	1,164,600.00	640,401.15	45.0%
Total Retirement Fund	96,446.57	524,198.85	1,164,600.00	640,401.15	45.0%
Capital Projects Fund					
Capital Outlay	698.50	1,183,695.24	8,500,000.00	7,316,304.76	No Bud
Subtotal Cap. Projects Fund	698.50	1,183,695.24	8,500,000.00	7,316,304.76	No Bud
Total Cap. Projects Fund	698.50	1,183,695.24	8,500,000.00	7,316,304.76	No Bud
All Funds					
Salaries	1,609,927.54	9,313,133.38	19,474,700.00	10,161,566.62	47.8%
Benefits	386,240.74	2,459,293.36	5,025,670.00	2,566,376.64	48.9%
Purchased Services	323,842.89	1,643,739.15	2,652,546.00	1,008,806.85	62.0%
Supplies	88,824.76	621,944.09	1,362,770.00	740,825.91	45.6%
Capital Outlay	45,977.20	1,486,144.11	9,506,000.00	8,019,855.89	15.6%
Other	271,749.04	1,236,705.58	1,734,400.00	497,694.42	71.3%
Non-Capitalized Equipment	3,397.00	117,696.66	136,000.00	18,303.34	86.5%
Termination Benefits	-	-	-	-	No Bud
Subtotal All Funds	2,729,959.17	16,878,656.33	39,892,086.00	23,013,429.67	42.3%
Transfers	-	-	-	-	#DIV/0!
Total All Funds	2,729,959.17	16,878,656.33	39,892,086.00	23,013,429.67	42.3%

LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
SUMMARY STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ALL FUNDS
MONTH ENDED DECEMBER 31, 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	121,199.31	26,393.48	-	1,111.46	260.40	1,267.53	417.86	149,382.51	150,650.04
State Sources	98,283.00	34,821.74	-	-	-	-	-	133,104.74	133,104.74
Federal Sources	-	-	-	-	-	-	-	-	-
Total Revenues	219,482.31	61,215.22	-	1,111.46	260.40	1,267.53	417.86	282,487.25	283,754.78
EXPENDITURES									
Salaries	1,455,960.13	67,324.99	-	86,642.42	-	-	-	1,609,927.54	1,609,927.54
Benefits	248,494.06	13,922.10	-	27,378.01	96,446.57	-	-	386,240.74	386,240.74
Purchased Services	242,014.28	53,621.59	475.00	27,732.02	-	-	-	323,367.89	323,842.89
Supplies	73,854.52	7,000.11	-	7,970.13	-	-	-	88,824.76	88,824.76
Capital Outlay	8,547.50	36,731.20	-	-	-	698.50	-	45,278.70	45,977.20
Other	271,749.04	-	-	-	-	-	-	271,749.04	271,749.04
Non-Capitalized Equip.	3,397.00	-	-	-	-	-	-	3,397.00	3,397.00
Termination Benefits	-	-	-	-	-	-	-	-	-
Total Expenditures	2,304,016.53	178,599.99	475.00	149,722.58	96,446.57	698.50	-	2,728,785.67	2,729,959.17
Excess (deficiency) of revenues over expenditures	(2,084,534.22)	(117,384.77)	(475.00)	(148,611.12)	(96,186.17)	569.03	417.86	(2,446,298.42)	(2,446,204.39)
OTHER FINANCING SOURCES (USES)									
Transfers	-	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-	-
Total other financing sources (uses)	-	-	-	-	-	-	-	-	-
Net changes in fund balances	(2,084,534.22)	(117,384.77)	(475.00)	(148,611.12)	(96,186.17)	569.03	417.86	(2,446,298.42)	(2,446,204.39)
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
Fund Balance: 12/31/2016	\$ 19,672,487.17	\$ 2,953,204.38	\$ (313,505.53)	\$ 1,295,082.60	\$ 501,235.88	\$ 2,721,235.99	\$ 529,342.49	\$ 24,951,352.52	\$ 27,359,082.98

LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
DETAILED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ALL FUNDS
MONTH ENDED DECEMBER 31, 2016

	10	20	30	40	50	60	70	10+20+40+50+70	
	Education	Oper. & Maint.	Debt Services	Transportation	IMRF/SS	Capital Projects	Working Cash	Total Operating	Total All Funds
Bilingual	-	-	-	-	-	-	-	-	-
Transportation - Regular	-	-	-	-	-	-	-	-	-
Transportation - Spec. Ed.	-	-	-	-	-	-	-	-	-
Orphanage Tuition	-	-	-	-	-	-	-	-	-
Library Per Capital Grant	-	-	-	-	-	-	-	-	-
Other State Revenue	-	-	-	-	-	-	-	-	-
Total State Sources	98,283.00	34,821.74	-	-	-	-	-	133,104.74	133,104.74
Federal Sources									
Special Milk Program	-	-	-	-	-	-	-	-	-
Title I - Low Income	-	-	-	-	-	-	-	-	-
IDEA Preschool	-	-	-	-	-	-	-	-	-
IDEA Flow Through	-	-	-	-	-	-	-	-	-
IDEA Room & Board	-	-	-	-	-	-	-	-	-
Title III - LIP LEP	-	-	-	-	-	-	-	-	-
Title II - Teacher Quality	-	-	-	-	-	-	-	-	-
Medicaid Reimbursement	-	-	-	-	-	-	-	-	-
Total Federal Sources	-	-	-	-	-	-	-	-	-
Total Revenues	219,482.31	61,215.22	-	1,111.46	260.40	1,267.53	417.86	282,487.25	283,754.78
EXPENDITURES									
Salaries									
Admin Salaries	131,665.34	9,347.14	-	7,905.65	-	-	-	148,918.13	148,918.13
Teacher Salaries	1,005,317.61	-	-	-	-	-	-	1,005,317.61	1,005,317.61
Extra Duty Stipends	42,357.88	-	-	-	-	-	-	42,357.88	42,357.88
Classified Salaries	229,824.86	57,977.85	-	78,736.77	-	-	-	366,539.48	366,539.48
Substitutes	46,794.44	-	-	-	-	-	-	46,794.44	46,794.44
Total Salaries	1,455,960.13	67,324.99	-	86,642.42	-	-	-	1,609,927.54	1,609,927.54
Benefits									
Transp. IMRF/SS/Medicare	-	-	-	2,109.46	-	-	-	2,109.46	2,109.46
TRS	30,908.99	-	-	-	-	-	-	30,908.99	30,908.99
IMRF	-	-	-	-	51,379.46	-	-	51,379.46	51,379.46
Social Security	-	-	-	-	28,115.64	-	-	28,115.64	28,115.64
Medicare	-	-	-	-	16,951.47	-	-	16,951.47	16,951.47
TRS ERO Payments	-	-	-	-	-	-	-	-	-
Medical Insurance	193,814.97	12,104.21	-	24,295.16	-	-	-	230,214.34	230,214.34
Life Insurance	3,217.58	74.45	-	101.67	-	-	-	3,393.70	3,393.70
Retiree Insurance	9,977.52	1,743.44	-	871.72	-	-	-	12,592.68	12,592.68
Tuition Reimbursement	10,575.00	-	-	-	-	-	-	10,575.00	10,575.00
Post-Retirement Benefits	-	-	-	-	-	-	-	-	-
Total Benefits	248,494.06	13,922.10	-	27,378.01	96,446.57	-	-	386,240.74	386,240.74
Purchased Services									

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LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
DETAILED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ALL FUNDS
MONTH ENDED DECEMBER 31, 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	5,203.69	451.15	-	560.00	-	-	-	6,214.84	6,214.84
Consultation/Workshops	178,355.94	-	-	-	-	-	-	178,355.94	178,355.94
Data Processing	1,076.89	-	-	-	-	-	-	1,076.89	1,076.89
Auditing Services	-	-	-	-	-	-	-	-	-
Legal Services	4,515.00	-	-	-	-	-	-	4,515.00	4,515.00
Other Professional Services	2,297.39	3,290.30	475.00	-	-	-	-	5,587.69	6,062.69
Sanitation Services	1,276.33	-	-	-	-	-	-	1,276.33	1,276.33
Snow Removal	-	-	-	-	-	-	-	-	-
Rentals	835.24	-	-	-	-	-	-	835.24	835.24
Property Upkeep Services	-	49,653.53	-	9,622.71	-	-	-	59,276.24	59,276.24
Pupil Transportation Services	-	-	-	8,764.40	-	-	-	8,764.40	8,764.40
Travel	2,746.03	-	-	-	-	-	-	2,746.03	2,746.03
Student-Paid Trips	-	-	-	-	-	-	-	-	-
Telephone	18,645.44	226.61	-	42.36	-	-	-	18,914.41	18,914.41
Postage	1,146.34	-	-	-	-	-	-	1,146.34	1,146.34
Printing Services	465.62	-	-	-	-	-	-	465.62	465.62
Water/Sewer Services	2,060.90	-	-	-	-	-	-	2,060.90	2,060.90
Other Insurance	452.70	-	-	-	-	-	-	452.70	452.70
Other Purchased Services	5,469.85	-	-	1,902.31	-	-	-	7,372.16	7,372.16
Service Agreements	17,466.92	-	-	6,840.24	-	-	-	24,307.16	24,307.16
Total Purchased Services	242,014.28	53,621.59	475.00	27,732.02	-	-	-	323,367.89	323,842.89
Supplies									
General Supplies	27,432.06	6,652.83	-	247.10	-	-	-	34,331.99	34,331.99
Art Supplies	3,908.28	-	-	-	-	-	-	3,908.28	3,908.28
Paper Supplies	6,566.00	-	-	-	-	-	-	6,566.00	6,566.00
Spanish Supplies	-	-	-	-	-	-	-	-	-
Student-Paid Supplies	14,740.98	-	-	-	-	-	-	14,740.98	14,740.98
Science Supplies	1,174.96	-	-	-	-	-	-	1,174.96	1,174.96
Social Studies Supplies	354.82	-	-	-	-	-	-	354.82	354.82
English Language Arts Supplies	1,287.08	-	-	-	-	-	-	1,287.08	1,287.08
Math Supplies	302.80	-	-	-	-	-	-	302.80	302.80
Supplies - Other	484.70	-	-	-	-	-	-	484.70	484.70
Textbooks	-	-	-	-	-	-	-	-	-
Library Books	-	-	-	-	-	-	-	-	-
Periodicals	155.74	-	-	-	-	-	-	155.74	155.74
Fuel	-	347.28	-	7,723.03	-	-	-	8,070.31	8,070.31
Natural Gas	3,373.95	-	-	-	-	-	-	3,373.95	3,373.95
Electricity	13,718.38	-	-	-	-	-	-	13,718.38	13,718.38
Other Supplies	354.77	-	-	-	-	-	-	354.77	354.77
Total Supplies	73,854.52	7,000.11	-	7,970.13	-	-	-	88,824.76	88,824.76
Capital Outlay									
Capital Outlay	8,547.50	36,731.20	-	-	-	-	-	45,278.70	45,278.70

LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
DETAILED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ALL FUNDS
MONTH ENDED DECEMBER 31, 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	-	-	-	-	-	698.50	-	-	698.50
Site Improvements	-	-	-	-	-	-	-	-	-
Total Capital Outlay	8,547.50	36,731.20	-	-	-	698.50	-	45,278.70	45,977.20
Other									
Principal	-	-	-	-	-	-	-	-	-
Interest	-	-	-	-	-	-	-	-	-
Dues and Fees	6,225.92	-	-	-	-	-	-	6,225.92	6,225.92
Tuition	46,864.12	-	-	-	-	-	-	46,864.12	46,864.12
Miscellaneous Objects	218,659.00	-	-	-	-	-	-	218,659.00	218,659.00
Total Other	271,749.04	-	-	-	-	-	-	271,749.04	271,749.04
Total Non-Capitalized Equipment	3,397.00	-	-	-	-	-	-	3,397.00	3,397.00
Total Termination Benefits	-	-	-	-	-	-	-	-	-
Total Expenditures	2,304,016.53	178,599.99	475.00	149,722.58	96,446.57	698.50	-	2,728,785.67	2,729,959.17
Excess (deficiency) of revenues over expenditures	(2,084,534.22)	(117,384.77)	(475.00)	(148,611.12)	(96,186.17)	569.03	417.86	(2,446,298.42)	(2,446,204.39)
OTHER FINANCING SOURCES (USES)									
Transfers	-	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-	-
Total other financing sources (uses)	-	-	-	-	-	-	-	-	-
Net changes in fund balances	(2,084,534.22)	(117,384.77)	(475.00)	(148,611.12)	(96,186.17)	569.03	417.86	(2,446,298.42)	(2,446,204.39)
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
Fund Balance: 12/31/2016	\$ 19,672,487.17	\$ 2,953,204.38	\$ (313,505.53)	\$ 1,295,082.60	\$ 501,235.88	\$ 2,721,235.99	\$ 529,342.49	\$ 24,951,352.52	\$ 27,359,082.98

LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
 STATEMENT OF FINANCIAL POSITION
 ALL FUNDS
 DECEMBER 31, 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	664,094.86	256.23	(313,505.53)	500.39	402.05	2,975.37	-	665,253.53	354,723.37
US Bank - Payroll	15,336.24	297.52	-	592.31	-	-	-	16,226.07	16,226.07
US Bank - RevTrak	136,289.06	-	-	-	-	-	-	136,289.06	136,289.06
PMA - LIQ	1,301,557.56	1,826.85	-	805.23	16.69	-	417.86	1,304,624.19	1,304,624.19
PMA - MAX	2,822,239.71	638,322.70	-	274,291.37	479,690.44	-	-	4,214,544.22	4,214,544.22
PMA - Fixed Rate Investments	13,354,413.48	2,312,430.20	-	1,019,267.93	21,126.70	2,718,260.62	528,924.63	17,236,162.94	19,954,423.56
IIIT	19,440.89	-	-	-	-	-	-	19,440.89	19,440.89
Bank Financial	89,369.59	-	-	-	-	-	-	89,369.59	89,369.59
Fifth Third Securities	1,240,002.85	-	-	-	-	-	-	1,240,002.85	1,240,002.85
PMA Bonds	-	-	-	-	-	-	-	-	-
Imprest Fund	25,128.49	-	-	-	-	-	-	25,128.49	25,128.49
Petty Cash	500.00	-	-	-	-	-	-	500.00	500.00
TOTAL ASSETS	19,668,372.73	2,953,133.50	(313,505.53)	1,295,457.23	501,235.88	2,721,235.99	529,342.49	24,947,541.83	27,355,272.29
LIABILITIES & FUND BALANCE									
LIABILITIES									
Accounts Payable	9,409.01	-	-	-	-	-	-	9,409.01	9,409.01
Dental Insurance Payable	(3,203.58)	(70.88)	-	374.63	-	-	-	(2,899.83)	(2,899.83)
Flex Spending Account Payable	(10,319.87)	-	-	-	-	-	-	(10,319.87)	(10,319.87)
Tech Program Receivable	-	-	-	-	-	-	-	-	-
Total Liabilities	(4,114.44)	(70.88)	-	374.63	-	-	-	(3,810.69)	(3,810.69)
FUND BALANCE									
Fund Balance	19,672,487.17	2,953,204.38	(313,505.53)	1,295,082.60	501,235.88	2,721,235.99	529,342.49	24,951,352.52	27,359,082.98
Total Fund Balance	19,672,487.17	2,953,204.38	(313,505.53)	1,295,082.60	501,235.88	2,721,235.99	529,342.49	24,951,352.52	27,359,082.98
TOTAL LIABILITIES & FUND BALANCE	19,668,372.73	2,953,133.50	(313,505.53)	1,295,457.23	501,235.88	2,721,235.99	529,342.49	24,947,541.83	27,355,272.29

LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
TREASURER'S REPORT
ALL FUNDS
DECEMBER 31, 2016

CASH BALANCE PER BOOKS

Educational Fund	19,668,372.73
Operations and Maintenance	2,953,133.50
Debt Service Fund	(313,505.53)
Transportation Fund	1,295,457.23
Retirement Fund	501,235.88
Capital Projects Fund	2,721,235.99
Working Cash Fund	<u>529,342.49</u>
TOTALS:	<u>\$ 27,355,272.29</u>

BANK BALANCES & INVESTMENTS

US Bank - AP	
Statement Balance	380,086.10
Less: Outstanding Checks	<u>25,362.73</u>
	\$ 354,723.37
US Bank - Payroll	
Statement Balance	23,232.97
Less: Outstanding Checks	<u>7,006.90</u>
	\$ 16,226.07
US Bank - Other	
RevTrak Account Balance	\$ 136,289.06
Imprest	27,743.49
Petty Cash	500.00
Less: Outstanding Imprest Checks	<u>2,615.00</u>
	161,917.55
PMA Financial Network	
ISDLAF - LIQ	1,304,624.19
ISDLAF - MAX	4,214,544.22
Fixed Rate Investments	17,236,162.94
Bonds	<u>2,718,260.62</u>
	\$ 25,473,591.97
Other	
Illinois Inst Investors Trust - CMF	19,440.89
Bank Financial - Money Market	89,369.59
Fifth Third Securities	\$ 1,240,002.85

TOTALS: **\$ 27,355,272.29**

Certified by:



Dan Stanley, Treasurer

Student Activity Report

Printed: 01/13/2017 11:06:41AM

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	868.84	0.07	0.00	0.00	868.91	
35	DW - Scholarship	94.05	0.01	(94.04)	0.00	0.02	
40	DW - Student Council	5,098.45	2,193.56	(3,519.35)	0.00	3,772.66	
45	DW - Toys for Tots	0.00	0.00	0.00	0.00	0.00	
50	DW - Wright Track Club	80.09	0.01	0.00	0.00	80.10	
55	DW - Yearbook	18,852.76	1.53	0.00	0.00	18,854.29	
65	HD - Student Council	2,167.79	0.18	0.00	0.00	2,167.97	
70	HD - Yearbook	20,127.96	1.63	0.00	0.00	20,129.59	
85	SP - Yearbook	7,707.55	0.63	0.00	0.00	7,708.18	
90	Spanish REACH	(120.00)	0.00	0.00	0.00	(120.00)	
1	Academic Clubs	54,877.49	2,197.62	(3,613.39)	0.00	53,461.72	Activity Group
Miscellaneous							
10	Bank Interest	161.84	0.01	0.00	0.00	161.85	
15	District Convenience	2,479.77	(14.80)	(2,355.00)	0.00	109.97	
20	DW - Convenience	1,587.79	712.13	0.00	0.00	2,299.92	
60	HD - Convenience	50.01	0.00	0.00	0.00	50.01	
85	NEIASBO	31,080.35	597.52	(5,330.16)	0.00	26,347.71	
80	SP - Convenience	1,850.28	0.15	0.00	0.00	1,850.43	
9	Miscellaneous	37,210.04	1,295.01	(7,685.16)	0.00	30,819.89	Activity Group
	Report Total:	92,087.53	3,492.63	(11,298.55)	0.00	84,281.61	

Revenue Report

1/31/2017

% of Fiscal Year Completed 58.3%

	MTD January	YTD Actual	Fiscal Year 2017 Final Budget	Budget Balance	% Budget Received
Education Fund					
Local Revenue	297,307.35	12,601,391.93	25,537,700	12,936,308.07	49.3%
State Revenue	64,247.82	165,217.82	546,000	380,782.18	30.3%
Federal Revenue	12,509.74	121,511.82	317,000	195,488.18	38.3%
Subtotal Education Fund	374,064.91	12,888,121.57	26,400,700	13,512,578.43	48.8%
Total Education Fund	374,064.91	12,888,121.57	26,400,700	13,512,578.43	48.8%
Operations & Maintenance Fund					
Local Revenue	12,816.93	1,151,695.42	1,927,500	775,804.58	59.8%
State Revenue	34,821.74	208,930.44	320,000	111,069.56	65.3%
Subtotal O & M Fund	47,638.67	1,360,625.86	2,247,500	886,874.14	60.5%
Transfers	-	-	-	-	No Bud
Total O&M Fund	47,638.67	1,360,625.86	2,247,500	886,874.14	60.5%
Debt Service Fund					
Local Revenue	12.58	184,716.94	372,100	187,383.06	49.6%
Subtotal Debt Service Fund	12.58	184,716.94	372,100	187,383.06	49.6%
Transfers	-	-	-	-	0.0%
Total Debt Service Fund	12.58	184,716.94	372,100	187,383.06	49.6%
Transportation Fund					
Local Revenue	283.12	756,044.17	1,401,000	644,955.83	54.0%
State Revenue	130,686.74	130,686.74	300,000	169,313.26	43.6%
Subtotal Transportation Fund	130,969.86	886,730.91	1,701,000	814,269.09	52.1%
Total Transportation Fund	130,969.86	886,730.91	1,701,000	814,269.09	52.1%
Retirement Fund					
Local Revenue	257.18	473,598.91	1,082,200	608,601.09	43.8%
Subtotal Retirement Fund	257.18	473,598.91	1,082,200	608,601.09	43.8%
Total Retirement Fund	257.18	473,598.91	1,082,200	608,601.09	43.8%
Capital Projects Fund					
Local Revenue	1,317.74	8,050.35	-	(8,050.35)	0.0%
Subtotal Cap. Projects Fund	1,317.74	8,050.35	-	(8,050.35)	0.0%
Transfers	-	-	-	-	No Bud
Total Cap. Projects Fund	1,317.74	8,050.35	-	(8,050.35)	0.0%
Working Cash Fund					
Local Revenue	54.50	9,062.72	1,200	(7,862.72)	No Bud
Subtotal Working Cash Fund	54.50	9,062.72	1,200	(7,862.72)	No Bud
Other Sources	-	-	-	-	No Bud
Total Working Cash Fund	54.50	9,062.72	1,200.00	(7,862.72)	No Bud
All Funds					
Local Revenue	312,049.40	15,184,560.44	30,321,700	15,137,139.56	50.1%
State Revenue	229,756.30	504,835.00	1,166,000	661,165.00	43.3%
Federal Revenue	12,509.74	121,511.82	317,000	195,488.18	38.3%
Subtotal All Funds	554,315.44	15,810,907.26	31,804,700	15,993,792.74	49.7%
"On Behalf"/Transfers	-	-	-	-	#DIV/0!
Total All Funds	554,315.44	15,810,907.26	31,804,700	15,993,792.74	49.7%

Expenditure Report

1/31/2017

% of Fiscal Year Complete: 58.3%

	MTD January	YTD Actual	Fiscal Year 2017 Final Budget	Budget Balance	% Budget Expensed
Education Fund					
Salaries	1,491,555.16	9,934,473.35	17,636,400.00	7,701,926.65	56.3%
Benefits	265,208.16	1,945,080.78	3,416,080.00	1,470,999.22	56.9%
Purchased Services	97,658.13	1,232,841.31	2,001,990.00	769,148.69	61.6%
Supplies	69,365.26	576,459.98	1,078,770.00	502,310.02	53.4%
Capital Outlay	-	48,904.00	6,000.00	(42,904.00)	815.1%
Other	71,964.20	563,725.91	859,300.00	295,574.09	65.6%
Non-Capitalized Equipment	6,556.25	106,628.38	126,000.00	19,371.62	84.6%
Termination Benefits	-	-	-	-	No Bud
Subtotal Education Fund	2,002,307.16	14,408,113.71	25,124,540.00	10,716,426.29	57.3%
Transfers	-	-	-	-	#DIV/0!
Total Education Fund	2,002,307.16	14,408,113.71	25,124,540.00	10,716,426.29	57.3%
Operations and Maintenance Fund					
Salaries	72,122.21	498,683.99	847,500.00	348,816.01	58.8%
Benefits	13,089.91	100,573.58	154,530.00	53,956.42	65.1%
Purchased Services	20,224.15	201,853.05	260,700.00	58,846.95	77.4%
Supplies	10,994.74	89,543.20	144,000.00	54,456.80	62.2%
Capital Outlay	7,985.08	261,529.95	1,000,000.00	738,470.05	26.2%
Other	-	70.00	1,000.00	930.00	7.0%
Non-Capitalized Equipment	1,064.25	17,551.78	5,000.00	(12,551.78)	351.0%
Subtotal O&M Fund	125,480.34	1,169,805.55	2,411,730.00	1,241,924.45	48.5%
Transfers	-	-	-	-	#DIV/0!
Total O&M Fund	125,480.34	1,169,805.55	2,411,730.00	1,241,924.45	48.5%
Debt Service Fund					
Purchased Services	-	950.00	1,500.00	550.00	63.3%
Other	-	744,383.87	873,400.00	129,016.13	85.2%
Subtotal Debt Service Fund	-	745,333.87	874,900.00	129,566.13	85.2%
Transfers	-	-	-	-	No Bud
Total Debt Service Fund	-	745,333.87	874,900.00	129,566.13	85.2%
Transportation Fund					
Salaries	93,415.38	537,068.79	990,800.00	453,731.21	54.2%
Benefits	25,589.15	193,327.37	290,460.00	97,132.63	66.6%
Purchased Services	19,662.16	345,639.23	388,356.00	42,716.77	89.0%
Supplies	8,409.16	44,710.07	140,000.00	95,289.93	31.9%
Other	-	490.00	700.00	210.00	70.0%
Non-Capitalized Equipment	627.90	1,764.90	5,000.00	3,235.10	35.3%
Subtotal Trans. Fund	147,703.75	1,123,000.36	1,815,316.00	692,315.64	61.9%
Transfers	-	-	-	-	No Bud
Total Trans. Fund	147,703.75	1,123,000.36	1,815,316.00	692,315.64	61.9%
Retirement Fund					
Benefits	98,195.64	622,394.49	1,164,600.00	542,205.51	53.4%
Subtotal Retirement Fund	98,195.64	622,394.49	1,164,600.00	542,205.51	53.4%
Total Retirement Fund	98,195.64	622,394.49	1,164,600.00	542,205.51	53.4%
Capital Projects Fund					
Capital Outlay	64,934.99	1,248,630.23	8,500,000.00	7,251,369.77	No Bud
Subtotal Cap. Projects Fund	64,934.99	1,248,630.23	8,500,000.00	7,251,369.77	No Bud
Total Cap. Projects Fund	64,934.99	1,248,630.23	8,500,000.00	7,251,369.77	No Bud
All Funds					
Salaries	1,657,092.75	10,970,226.13	19,474,700.00	8,504,473.87	56.3%
Benefits	402,082.86	2,861,376.22	5,025,670.00	2,164,293.78	56.9%
Purchased Services	137,544.44	1,781,283.59	2,652,546.00	871,262.41	67.2%
Supplies	88,769.16	710,713.25	1,362,770.00	652,056.75	52.2%
Capital Outlay	72,920.07	1,559,064.18	9,506,000.00	7,946,935.82	16.4%
Other	71,964.20	1,308,669.78	1,734,400.00	425,730.22	75.5%
Non-Capitalized Equipment	8,248.40	125,945.06	136,000.00	10,054.94	92.6%
Termination Benefits	-	-	-	-	No Bud
Subtotal All Funds	2,438,621.88	19,317,278.21	39,892,086.00	20,574,807.79	48.4%
Transfers	-	-	-	-	#DIV/0!
Total All Funds	2,438,621.88	19,317,278.21	39,892,086.00	20,574,807.79	48.4%

LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
SUMMARY STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ALL FUNDS
MONTH ENDED JANUARY 31, 2017

	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	297,307.35	12,816.93	12.58	283.12	257.18	1,317.74	54.50	310,719.08	312,049.40
State Sources	64,247.82	34,821.74	-	130,686.74	-	-	-	229,756.30	229,756.30
Federal Sources	12,509.74	-	-	-	-	-	-	12,509.74	12,509.74
Total Revenues	374,064.91	47,638.67	12.58	130,969.86	257.18	1,317.74	54.50	552,985.12	554,315.44
EXPENDITURES									
Salaries	1,491,555.16	72,122.21	-	93,415.38	-	-	-	1,657,092.75	1,657,092.75
Benefits	265,208.16	13,089.91	-	25,589.15	98,195.64	-	-	402,082.86	402,082.86
Purchased Services	97,658.13	20,224.15	-	19,662.16	-	-	-	137,544.44	137,544.44
Supplies	69,365.26	10,994.74	-	8,409.16	-	-	-	88,769.16	88,769.16
Capital Outlay	-	7,985.08	-	-	-	64,934.99	-	7,985.08	72,920.07
Other	71,964.20	-	-	-	-	-	-	71,964.20	71,964.20
Net-Capitalized Equip.	6,556.25	1,064.25	-	627.90	-	-	-	8,248.40	8,248.40
Termination Benefits	-	-	-	-	-	-	-	-	-
Total Expenditures	2,002,307.16	125,480.34	-	147,703.75	98,195.64	64,934.99	-	2,373,686.89	2,438,621.88
Excess (deficiency) of revenues over expenditures	(1,628,242.25)	(77,841.67)	12.58	(16,733.89)	(97,938.46)	(63,617.25)	54.50	(1,820,701.77)	(1,884,306.44)
OTHER FINANCING SOURCES (USES)									
Transfers	-	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-	-
Total other financing sources (uses)	-	-	-	-	-	-	-	-	-
Net changes in fund balances	(1,628,242.25)	(77,841.67)	12.58	(16,733.89)	(97,938.46)	(63,617.25)	54.50	(1,820,701.77)	(1,884,306.44)
Fund Balance: 12/31/2016	19,672,487.17	2,953,204.38	(313,505.53)	1,295,082.60	501,235.88	2,721,235.99	529,342.49	24,951,352.52	27,359,082.98
Fund Balance: 01/31/2017	\$ 18,044,244.92	\$ 2,875,362.71	\$ (313,492.95)	\$ 1,278,348.71	\$ 403,297.42	\$ 2,657,618.74	\$ 529,396.99	\$ 23,130,650.75	\$ 25,474,776.54

LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
DETAILED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ALL FUNDS
MONTH ENDED JANUARY 31, 2017

	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	Total All Funds
REVENUES									
Local Sources									
Property Tax Receipts	769.41	74.27	12.58	50.61	32.11	-	-	926.40	938.98
CPPRT	16,995.29	-	-	-	-	-	-	16,995.29	16,995.29
Tuition - Full Day Kindergarten	193,912.50	-	-	-	-	-	-	193,912.50	193,912.50
Tuition - Summer School	-	-	-	-	-	-	-	-	-
Paid Student Trips	-	-	-	-	-	-	-	-	-
Summer School Trans Fees	-	-	-	-	-	-	-	-	-
SPED Trans Fees Other LEAs	-	-	-	-	-	-	-	-	-
Interest	5,553.94	534.91	-	232.51	225.07	1,317.74	54.50	6,600.93	7,918.67
Admissions - Athletic	-	-	-	-	-	-	-	-	-
Admissions - Other	-	-	-	-	-	-	-	-	-
After School Activities	1,964.75	-	-	-	-	-	-	1,964.75	1,964.75
Technology Fee	6,415.67	-	-	-	-	-	-	6,415.67	6,415.67
PE Uniform/Lock Fee	46.00	-	-	-	-	-	-	46.00	46.00
Fine Arts Fee	169.00	-	-	-	-	-	-	169.00	169.00
Graduation Fee	783.63	-	-	-	-	-	-	783.63	783.63
Sprague Class Project Fee	64.00	-	-	-	-	-	-	64.00	64.00
Half Day Class Project Fee	100.00	-	-	-	-	-	-	100.00	100.00
Field Trips	362.95	-	-	-	-	-	-	362.95	362.95
Sale of Athletic Wear	-	-	-	-	-	-	-	-	-
103 Club Fees	59,678.80	-	-	-	-	-	-	59,678.80	59,678.80
Student ID Fees/Fines	-	-	-	-	-	-	-	-	-
Library Fees/Fines	14.36	-	-	-	-	-	-	14.36	14.36
Textbook Fees	2,342.87	-	-	-	-	-	-	2,342.87	2,342.87
PTO/Foundation Donations	-	-	-	-	-	-	-	-	-
Other Donations	-	-	-	-	-	-	-	-	-
Misc. Donations	50.00	-	-	-	-	-	-	50.00	50.00
Facility Rental	-	5,013.75	-	-	-	-	-	5,013.75	5,013.75
Impact Fees	-	7,194.00	-	-	-	-	-	7,194.00	7,194.00
Refunds from Prior Yr. Expenses	5,986.35	-	-	-	-	-	-	5,986.35	5,986.35
Payment from other LEA's	-	-	-	-	-	-	-	-	-
Camp Revenue	-	-	-	-	-	-	-	-	-
Loredo Taft Revenue	1,393.33	-	-	-	-	-	-	1,393.33	1,393.33
Other Local Revenue	704.50	-	-	-	-	-	-	704.50	704.50
Total Local Sources	297,307.35	12,816.93	12.58	283.12	257.18	1,317.74	54.50	310,719.08	312,049.40
State Sources									
General State Aid	-	34,821.74	-	-	-	-	-	34,821.74	34,821.74
Spec. Ed. Private Facility	14,235.07	-	-	-	-	-	-	14,235.07	14,235.07
Spec. Ed. Extraordinary	50,012.75	-	-	-	-	-	-	50,012.75	50,012.75
Spec. Ed. Personnel	-	-	-	-	-	-	-	-	-
Spec. Ed. Summer School	-	-	-	-	-	-	-	-	-

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LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
DETAILED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ALL FUNDS
MONTH ENDED JANUARY 31, 2017

	10	20	30	40	50	60	70	10+20+40+50+70	Total All Funds
	Education	Oper. & Maint.	Debt Services	Transportation	IMRF/SS	Capital Projects	Working Cash	Total Operating	
Bilingual	-	-	-	-	-	-	-	-	-
Transportation - Regular	-	-	-	57,937.32	-	-	-	57,937.32	57,937.32
Transportation - Spec. Ed.	-	-	-	72,749.42	-	-	-	72,749.42	72,749.42
Orphanage Tuition	-	-	-	-	-	-	-	-	-
Library Per Capital Grant	-	-	-	-	-	-	-	-	-
Other State Revenue	-	-	-	-	-	-	-	-	-
Total State Sources	64,247.82	34,821.74	-	130,686.74	-	-	-	229,756.30	229,756.30
Federal Sources									
Special Milk Program	1,274.74	-	-	-	-	-	-	1,274.74	1,274.74
Title I - Low Income	6,381.00	-	-	-	-	-	-	6,381.00	6,381.00
IDEA Preschool	-	-	-	-	-	-	-	-	-
IDEA Flow Through	4,255.00	-	-	-	-	-	-	4,255.00	4,255.00
IDEA Room & Board	-	-	-	-	-	-	-	-	-
Title III - LIP LEP	-	-	-	-	-	-	-	-	-
Title II - Teacher Quality	599.00	-	-	-	-	-	-	599.00	599.00
Medicaid Reimbursement	-	-	-	-	-	-	-	-	-
Total Federal Sources	12,509.74	-	-	-	-	-	-	12,509.74	12,509.74
Total Revenues	374,064.91	47,638.67	12.58	130,969.86	257.18	1,317.74	54.50	552,985.12	554,315.44
EXPENDITURES									
Salaries									
Admin Salaries	131,665.33	9,347.14	-	7,905.65	-	-	-	148,918.12	148,918.12
Teacher Salaries	1,005,698.85	-	-	-	-	-	-	1,005,698.85	1,005,698.85
Extra Duty Stipends	76,025.17	-	-	-	-	-	-	76,025.17	76,025.17
Classified Salaries	235,911.65	62,775.07	-	85,509.73	-	-	-	384,196.45	384,196.45
Substitutes	42,254.16	-	-	-	-	-	-	42,254.16	42,254.16
Total Salaries	1,491,555.16	72,122.21	-	93,415.38	-	-	-	1,657,092.75	1,657,092.75
Benefits									
Transp. IMRF/SS/Medicare	-	-	-	2,063.10	-	-	-	2,063.10	2,063.10
TRS	32,943.58	-	-	-	-	-	-	32,943.58	32,943.58
IMRF	-	-	-	-	51,050.34	-	-	51,050.34	51,050.34
Social Security	-	-	-	-	29,510.80	-	-	29,510.80	29,510.80
Medicare	-	-	-	-	17,634.50	-	-	17,634.50	17,634.50
TRS ERO Payments	-	-	-	-	-	-	-	-	-
Medical Insurance	214,587.12	11,276.07	-	24,295.16	-	-	-	250,158.35	250,158.35
Life Insurance	3,228.79	70.40	-	102.61	-	-	-	3,401.80	3,401.80
Retiree Insurance	8,983.67	1,743.44	-	(871.72)	-	-	-	9,855.39	9,855.39
Tuition Reimbursement	5,465.00	-	-	-	-	-	-	5,465.00	5,465.00
Post-Retirement Benefits	-	-	-	-	-	-	-	-	-
Total Benefits	265,208.16	13,089.91	-	25,589.15	98,195.64	-	-	402,082.86	402,082.86
Purchased Services									

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LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
DETAILED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ALL FUNDS
MONTH ENDED JANUARY 31, 2017

	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	9,785.59	625.00	-	-	-	-	-	10,410.59	10,410.59
Consultation/Workshops	8,612.13	-	-	-	-	-	-	8,612.13	8,612.13
Data Processing	754.11	-	-	-	-	-	-	754.11	754.11
Auditing Services	-	-	-	-	-	-	-	-	-
Legal Services	7,858.20	-	-	-	-	-	-	7,858.20	7,858.20
Other Professional Services	8,832.72	-	-	1,869.85	-	-	-	10,702.57	10,702.57
Sanitation Services	1,276.33	-	-	-	-	-	-	1,276.33	1,276.33
Snow Removal	-	560.00	-	-	-	-	-	560.00	560.00
Rentals	3,585.23	3,972.50	-	-	-	-	-	7,557.73	7,557.73
Property Upkeep Services	-	14,840.04	-	9,909.00	-	-	-	24,749.04	24,749.04
Pupil Transportation Services	-	-	-	7,378.00	-	-	-	7,378.00	7,378.00
Travel	2,266.25	-	-	-	-	-	-	2,266.25	2,266.25
Student-Paid Trips	-	-	-	-	-	-	-	-	-
Telephone	10,378.70	226.61	-	42.36	-	-	-	10,647.67	10,647.67
Postage	7.65	-	-	-	-	-	-	7.65	7.65
Printing Services	1,516.64	-	-	-	-	-	-	1,516.64	1,516.64
Water/Sewer Services	1,829.04	-	-	-	-	-	-	1,829.04	1,829.04
Other Insurance	452.70	-	-	-	-	-	-	452.70	452.70
Other Purchased Services	9,467.44	-	-	462.95	-	-	-	9,930.39	9,930.39
Service Agreements	31,035.40	-	-	-	-	-	-	31,035.40	31,035.40
Total Purchased Services	97,658.13	20,224.15	-	19,662.16	-	-	-	137,544.44	137,544.44
Supplies									
General Supplies	21,910.89	10,580.67	-	159.00	-	-	-	32,650.56	32,650.56
Art Supplies	3,383.68	-	-	-	-	-	-	3,383.68	3,383.68
Paper Supplies	3,554.44	-	-	-	-	-	-	3,554.44	3,554.44
Spanish Supplies	-	-	-	-	-	-	-	-	-
Student-Paid Supplies	6,386.72	-	-	-	-	-	-	6,386.72	6,386.72
Science Supplies	105.00	-	-	-	-	-	-	105.00	105.00
Social Studies Supplies	-	-	-	-	-	-	-	-	-
English Language Arts Supplies	223.45	-	-	-	-	-	-	223.45	223.45
Math Supplies	104.95	-	-	-	-	-	-	104.95	104.95
Supplies - Other	1,405.69	-	-	-	-	-	-	1,405.69	1,405.69
Textbooks	1,881.38	-	-	-	-	-	-	1,881.38	1,881.38
Library Books	6,641.37	-	-	-	-	-	-	6,641.37	6,641.37
Periodicals	600.61	-	-	-	-	-	-	600.61	600.61
Fuel	-	414.07	-	7,244.39	-	-	-	7,658.46	7,658.46
Natural Gas	5,897.31	-	-	-	-	-	-	5,897.31	5,897.31
Electricity	15,394.37	-	-	-	-	-	-	15,394.37	15,394.37
Other Supplies	1,875.40	-	-	1,005.77	-	-	-	2,881.17	2,881.17
Total Supplies	69,365.26	10,994.74	-	8,409.16	-	-	-	88,769.16	88,769.16
Capital Outlay									
Capital Outlay	-	7,985.08	-	-	-	-	-	7,985.08	7,985.08

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LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
DETAILED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ALL FUNDS
MONTH ENDED JANUARY 31, 2017

	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	
Building Improvements	-	-	-	-	-	64,934.99	-	-	64,934.99
Site Improvements	-	-	-	-	-	-	-	-	-
Total Capital Outlay	-	7,985.08	-	-	-	64,934.99	-	7,985.08	72,920.07
Other									
Principal	-	-	-	-	-	-	-	-	-
Interest	-	-	-	-	-	-	-	-	-
Dues and Fees	1,615.00	-	-	-	-	-	-	1,615.00	1,615.00
Tuition	70,349.20	-	-	-	-	-	-	70,349.20	70,349.20
Miscellaneous Objects	-	-	-	-	-	-	-	-	-
Total Other	71,964.20	-	-	-	-	-	-	71,964.20	71,964.20
Total Non-Capitalized Equipment	6,556.25	1,064.25	-	627.90	-	-	-	8,248.40	8,248.40
Total Termination Benefits	-	-	-	-	-	-	-	-	-
Total Expenditures	2,002,307.16	125,480.34	-	147,703.75	98,195.64	64,934.99	-	2,373,686.89	2,438,621.88
Excess (deficiency) of revenues over expenditures	(1,628,242.25)	(77,841.67)	12.58	(16,733.89)	(97,938.46)	(63,617.25)	54.50	(1,820,701.77)	(1,884,306.44)
OTHER FINANCING SOURCES (USES)									
Transfers	-	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-	-
Total other financing sources (uses)	-	-	-	-	-	-	-	-	-
Net changes in fund balances	(1,628,242.25)	(77,841.67)	12.58	(16,733.89)	(97,938.46)	(63,617.25)	54.50	(1,820,701.77)	(1,884,306.44)
Fund Balance: 12/31/2016	19,672,487.17	2,953,204.38	(313,505.53)	1,295,082.60	501,235.88	2,721,235.99	529,342.49	24,951,352.52	27,359,082.98
Fund Balance: 01/31/2017	\$ 18,044,244.92	\$ 2,875,362.71	\$ (313,492.95)	\$ 1,278,348.71	\$ 403,297.42	\$ 2,657,618.74	\$ 529,396.99	\$ 23,130,650.75	\$ 25,474,776.54

LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
 STATEMENT OF FINANCIAL POSITION
 ALL FUNDS
 JANUARY 31, 2017

	10	20	30	40	50	60	70		
	Education	Oper. & Maint.	Debt Services	Transportation	IMRF/SS	Capital Projects	Working Cash	Total Operating	Total All Funds
ASSETS									
US Bank - AP	1,131,681.85	443.29	(313,492.95)	47,551.32	206.41	(61,959.62)	-	1,179,882.87	804,430.30
US Bank - Payroll	15,626.96	665.20	-	614.82	-	-	-	16,906.98	16,906.98
US Bank - RevTrak	135,093.51	-	-	-	-	-	-	135,093.51	135,093.51
PMA - LIQ	92,017.50	2,065.14	-	910.26	18.87	-	472.36	95,484.13	95,484.13
PMA - MAX	2,136,333.09	588,693.57	-	210,469.43	381,945.44	-	-	3,317,441.53	3,317,441.53
PMA - Fixed Rate Investments	13,134,329.70	2,283,430.20	-	1,019,267.93	21,126.70	2,719,578.36	528,924.63	16,987,079.16	19,706,657.52
IIIT	19,453.60	-	-	-	-	-	-	19,453.60	19,453.60
Bank Financial	89,388.57	-	-	-	-	-	-	89,388.57	89,388.57
Fifth Third Securities	1,242,836.67	-	-	-	-	-	-	1,242,836.67	1,242,836.67
PMA Bonds	-	-	-	-	-	-	-	-	-
Imprest Fund	41,086.23	-	-	-	-	-	-	41,086.23	41,086.23
Petty Cash	500.00	-	-	-	-	-	-	500.00	500.00
TOTAL ASSETS	18,038,347.68	2,875,297.40	(313,492.95)	1,278,813.76	403,297.42	2,657,618.74	529,396.99	23,125,153.25	25,469,279.04
LIABILITIES & FUND BALANCE									
LIABILITIES									
Accounts Payable	128.54	-	-	-	-	-	-	128.54	128.54
Dental Insurance Payable	(2,123.57)	(65.31)	-	465.05	-	-	-	(1,723.83)	(1,723.83)
Flex Spending Account Payable	(3,902.21)	-	-	-	-	-	-	(3,902.21)	(3,902.21)
Tech Program Receivable	-	-	-	-	-	-	-	-	-
Total Liabilities	(5,897.24)	(65.31)	-	465.05	-	-	-	(5,497.50)	(5,497.50)
FUND BALANCE									
Fund Balance	18,044,244.92	2,875,362.71	(313,492.95)	1,278,348.71	403,297.42	2,657,618.74	529,396.99	23,130,650.75	25,474,776.54
Total Fund Balance	18,044,244.92	2,875,362.71	(313,492.95)	1,278,348.71	403,297.42	2,657,618.74	529,396.99	23,130,650.75	25,474,776.54
TOTAL LIABILITIES & FUND BALANCE	18,038,347.68	2,875,297.40	(313,492.95)	1,278,813.76	403,297.42	2,657,618.74	529,396.99	23,125,153.25	25,469,279.04

LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
TREASURER'S REPORT
ALL FUNDS
JANUARY 31, 2017

CASH BALANCE PER BOOKS

Educational Fund	18,038,347.68
Operations and Maintenance	2,875,297.40
Debt Service Fund	(313,492.95)
Transportation Fund	1,278,813.76
Retirement Fund	403,297.42
Capital Projects Fund	2,657,618.74
Working Cash Fund	<u>529,396.99</u>
TOTALS:	<u>\$ 25,469,279.04</u>

BANK BALANCES & INVESTMENTS

US Bank - AP	
Statement Balance	893,383.89
Less: Outstanding Checks	<u>88,953.59</u>
	\$ 804,430.30
US Bank - Payroll	
Statement Balance	22,227.06
Less: Outstanding Checks	<u>5,320.08</u>
	\$ 16,906.98
US Bank - Other	
RevTrak Account Balance	\$ 135,093.51
Imprest	42,111.23
Petty Cash	500.00
Less: Outstanding Imprest Checks	<u>1,025.00</u>
	176,679.74
PMA Financial Network	
ISDLAF - LIQ	95,484.13
ISDLAF - MAX	3,317,441.53
Fixed Rate Investments	16,987,079.16
Bonds	<u>2,719,578.36</u>
	\$ 23,119,583.18
Other	
Illinois Inst Investors Trust - CMF	19,453.60
Bank Financial - Money Market	89,388.57
Fifth Third Securities	<u>\$ 1,242,836.67</u>

TOTALS: **\$ 25,469,279.04**

Certified by:



Dan Stanley, Treasurer

Student Activity Report

Printed: 02/06/2017 12:49:49PM

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	868.91	0.07	(208.81)	0.00	660.17	
35	DW - Scholarship	0.02	0.00	0.00	0.00	0.02	
40	DW - Student Council	3,772.66	1,423.28	144.00	0.00	5,339.94	
45	DW - Toys for Tots	0.00	0.00	0.00	0.00	0.00	
50	DW - Wright Track Club	80.10	0.01	0.00	0.00	80.11	
55	DW - Yearbook	18,854.29	5,901.60	0.00	0.00	24,755.89	
65	HD - Student Council	2,167.97	0.18	0.00	0.00	2,168.15	
70	HD - Yearbook	20,129.59	751.71	0.00	0.00	20,881.30	
85	SP - Yearbook	7,708.18	2,390.65	0.00	0.00	10,098.83	
90	Spanish REACH	(120.00)	0.00	0.00	0.00	(120.00)	
1	Academic Clubs	53,461.72	10,467.50	(64.81)	0.00	63,864.41	Activity Group
Miscellaneous							
10	Bank Interest	161.85	0.01	0.00	0.00	161.86	
15	District Convenience	109.97	15.01	0.00	0.00	124.98	
20	DW - Convenience	2,299.92	0.20	(633.82)	0.00	1,666.30	
60	HD - Convenience	50.01	0.00	0.00	0.00	50.01	
65	NEIASBO	26,347.71	452.23	(732.00)	0.00	26,067.94	
80	SP - Convenience	1,850.43	0.16	(714.21)	0.00	1,136.38	
9	Miscellaneous	30,819.89	467.61	(2,080.03)	0.00	29,207.47	Activity Group
Report Total:		84,281.61	10,935.11	(2,144.84)	0.00	93,071.88	

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

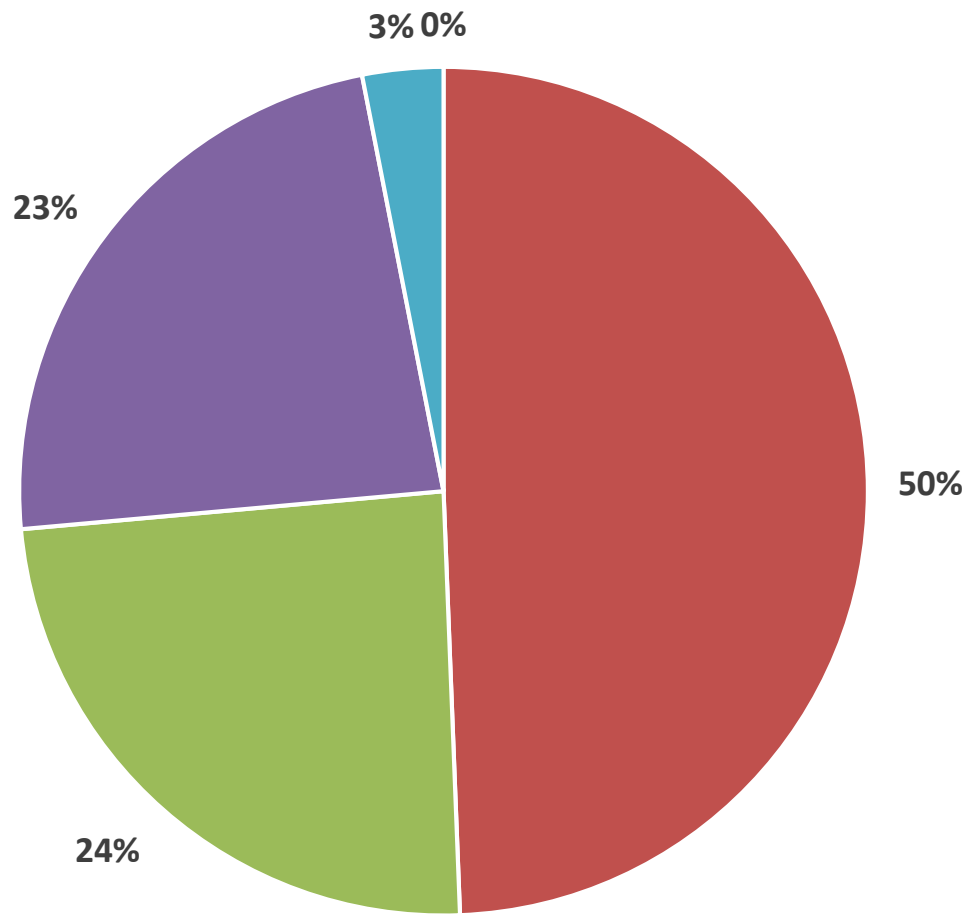
Investment Type	Settle Date	Maturity Date	# of Days	Institution	Cost	Rate
Money Market	12/31/2016	12/31/2016		ISDLAF+ LIQ Account	\$1,304,624.19	0.500%
Money Market	12/31/2016	12/31/2016		Illinois Portfolio, IIT Class	\$19,440.89	0.620%
Money Market	12/31/2016	12/31/2016		ISDLAF+ MAX Account	\$4,214,544.22	0.550%
Money Market	12/31/2016	12/31/2016		Bank Financial Public Funds	\$89,369.59	0.220%
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%
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%

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

Investment Type	Settle Date	Maturity Date	# of Days	Institution	Cost	Rate
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 Security	5/19/2016	5/20/2019	1096	SOUTSIDE BANK	\$241,900.00	1.080%
DTC CD	6/5/2014	5/30/2019	1820	Federal Home Loan Mortgage Corporation Note	\$499,392.93	1.564%
DTC CD	10/2/2014	10/2/2019	1826	American Express Bank Certificate of Deposit	\$248,056.17	2.060%
Certificate of Deposit	7/17/2015	7/17/2020	1827	Synchrony Bank Retail CD	\$248,000.00	2.250%
Certificate of Deposit	8/19/2015	8/19/2020	1827	CAPITAL ONE NATL ASSN VA	\$248,000.00	2.400%
Certificate of Deposit	9/16/2015	9/16/2020	1827	BARCLAYS BK DEL	\$248,000.00	2.200%
Certificate of Deposit	3/2/2016	3/2/2021	1826	Marlin Business Bank Salt Lake	\$248,000.00	1.600%
Certificate of Deposit	12/12/2016	12/13/2021	1827	State Bank India New York	\$248,000.00	2.050%
					\$24,104,141.83	
Weighted Yield	1.349%					
Weighted Maturity	354.12					

LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103

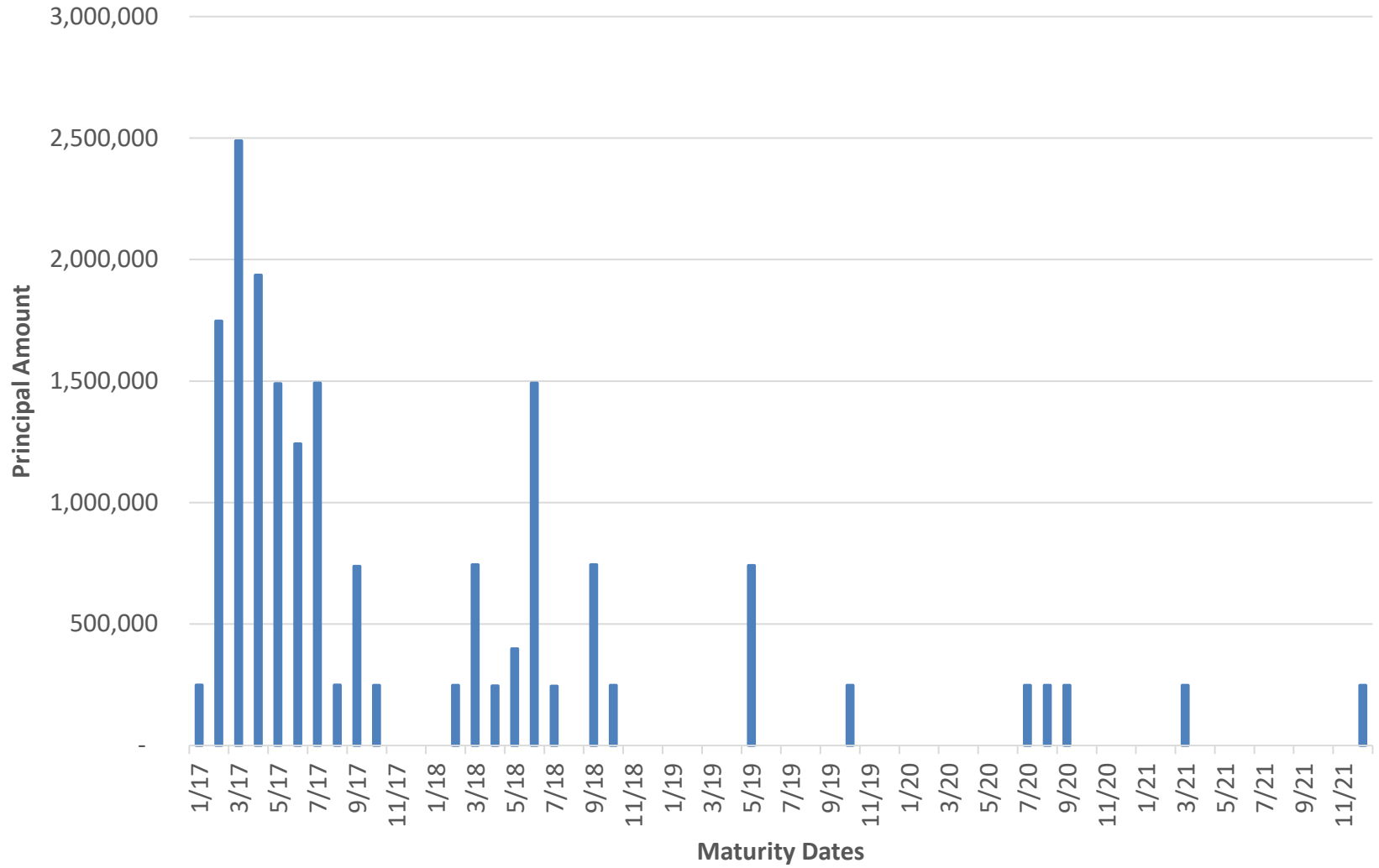
INVESTMENT TYPE
DECEMBER 31, 2016



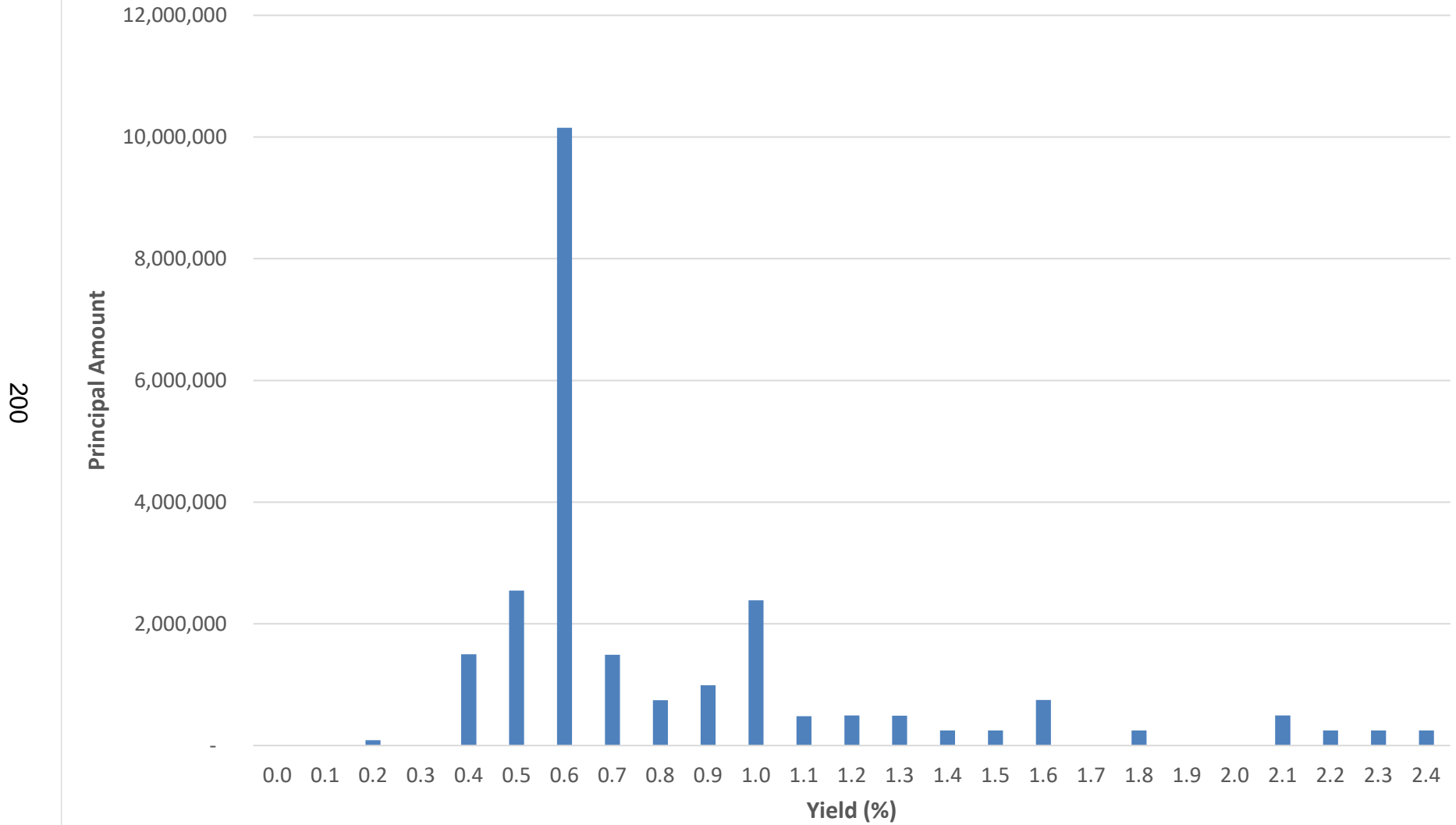
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LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103

MATURITY DATES DECEMBER 31, 2016



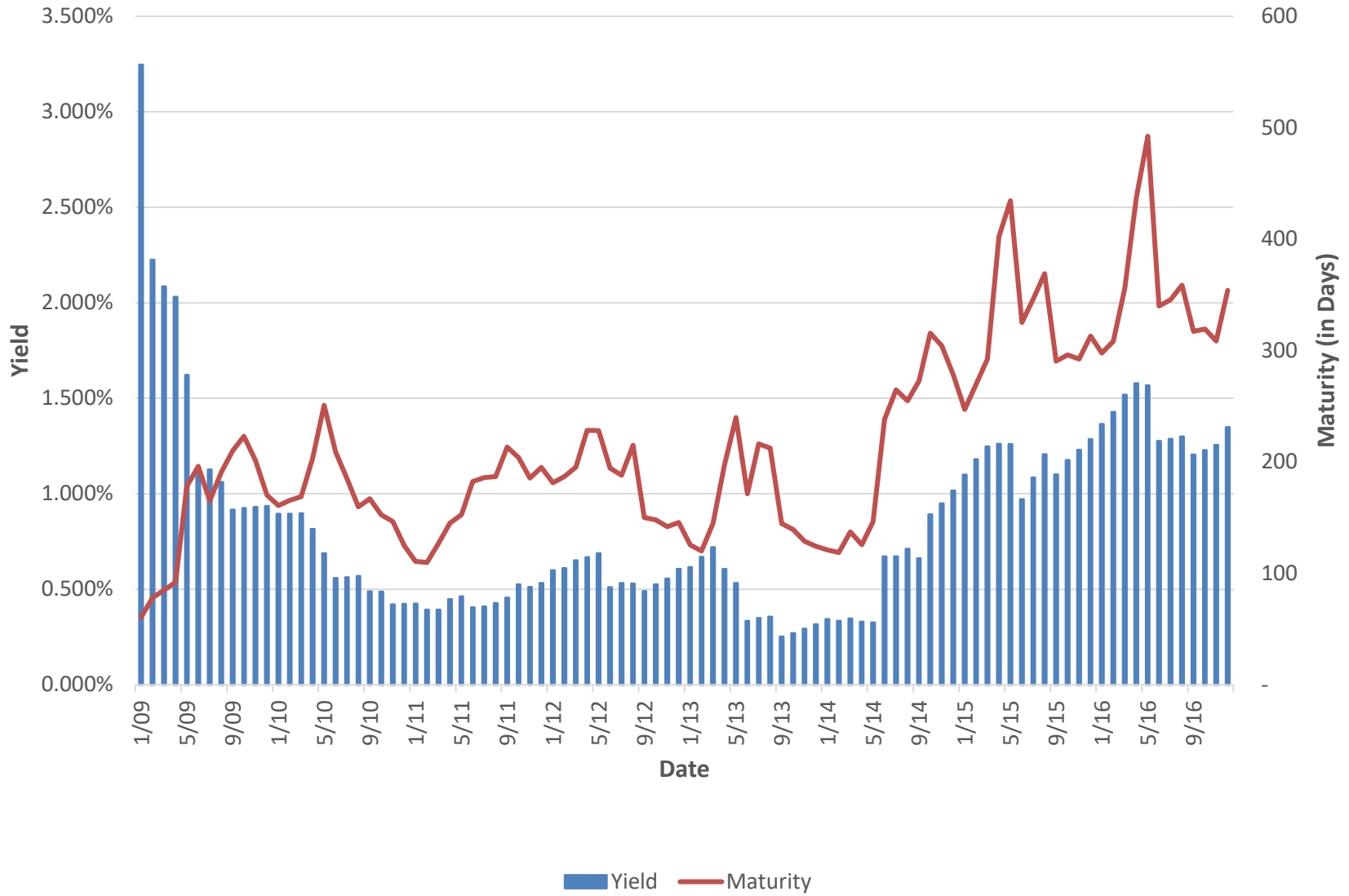
LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
INTEREST RATES
DECEMBER 31, 2016



LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103

WEIGHTED YIELD VS. MATURITY HISTORY

201



LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
INVESTMENT PORTFOLIO
JANUARY 31, 2017

Investment Type	Settle Date	Maturity Date	# of Days	Institution	Cost	Rate
Money Market	1/31/2017	1/31/2017		ISDLAF+ LIQ Account	\$95,484.13	0.510%
Money Market	1/31/2017	1/31/2017		Illinois Portfolio, IIIT Class	\$19,453.60	0.770%
Money Market	1/31/2017	1/31/2017		ISDLAF+ MAX Account	\$3,317,441.53	0.570%
Money Market	1/31/2017	1/31/2017		Bank Financial Public Funds	\$89,388.57	0.250%
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%
Certificate of Deposit	6/2/2016	6/4/2018	732	FIRST NATIONAL BANK	\$245,200.00	0.953%
DTC CD	6/10/2016	6/8/2018	728	BMO Harris Bank	\$166,163.50	1.000%
Security	9/26/2014	6/13/2018	1356	Federal Home Loan Mortgage Corporation Note	\$243,109.87	1.260%
DTC CD	6/18/2015	6/18/2018	1096	Ally Bank Certificate of Deposit	\$248,694.35	1.454%
DTC CD	6/22/2015	6/22/2018	1096	Comenity Capital Bank / World Financial Capita	\$249,330.96	1.355%

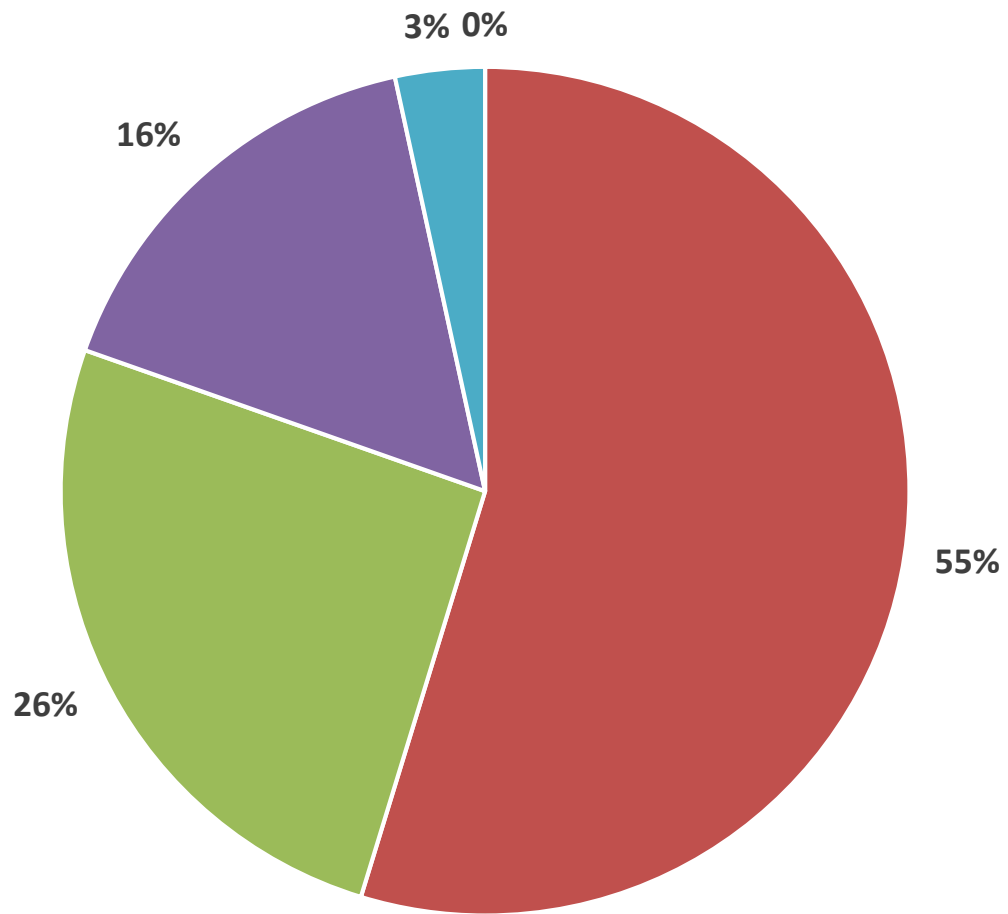
LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
INVESTMENT PORTFOLIO
JANUARY 31, 2017

Investment Type	Settle Date	Maturity Date	# of Days	Institution	Cost	Rate
Certificate of Deposit	6/30/2016	7/2/2018	732	FARMERS & MERCHANTS UNION BANK	\$245,000.00	1.002%
DTC CD	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>
<i>Certificate of Deposit</i>	<i>12/12/2016</i>	<i>12/13/2021</i>	<i>1827</i>	<i>State Bank India New York</i>	<i>\$248,000.00</i>	<i>2.050%</i>
					\$21,748,846.99	
Weighted Yield	1.393%					
Weighted Maturity	327.72					

LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103

INVESTMENT TYPE

JANUARY 31, 2017

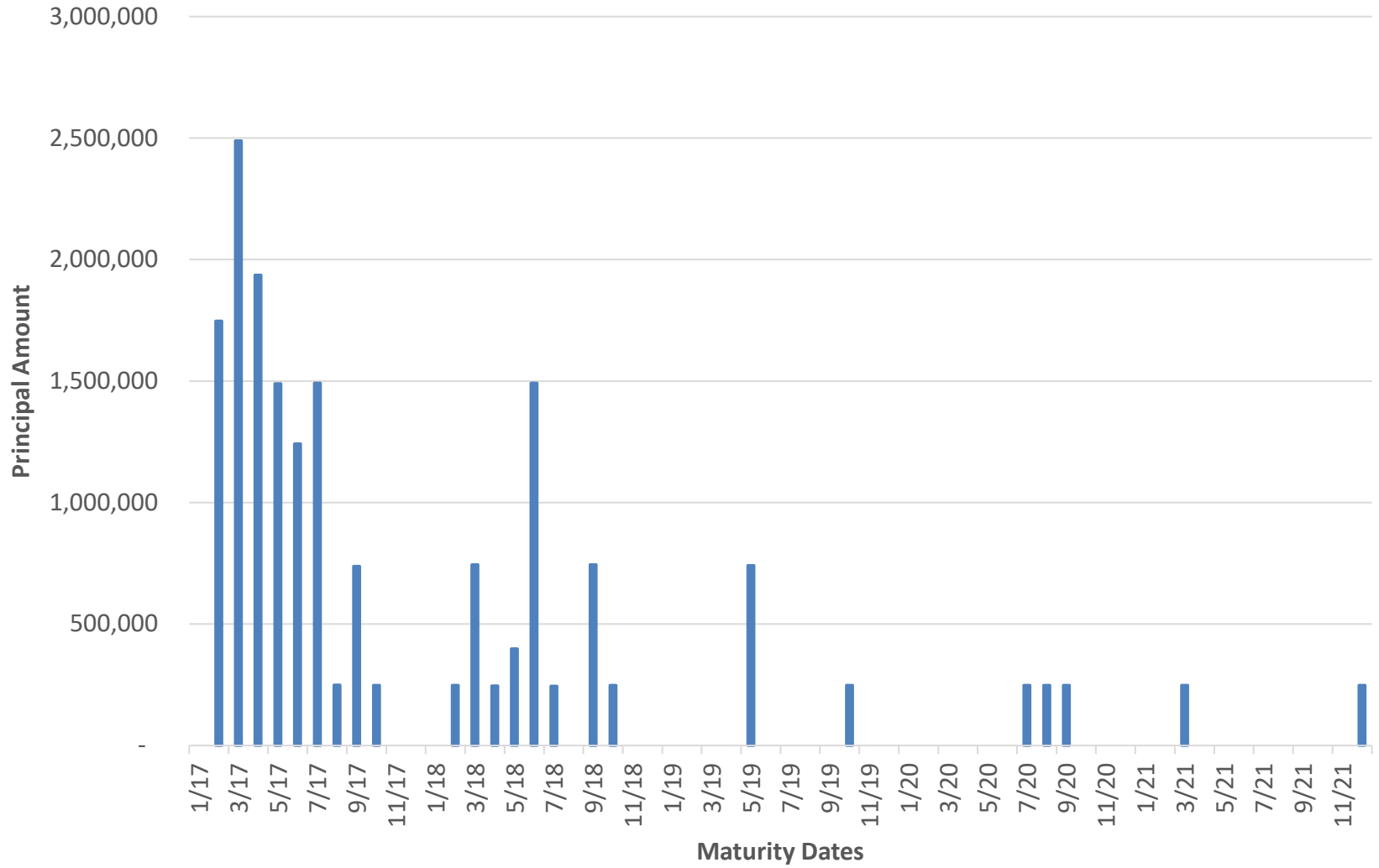


■ TS ■ CD ■ DTC ■ MMK ■ SEC

LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103

MATURITY DATES

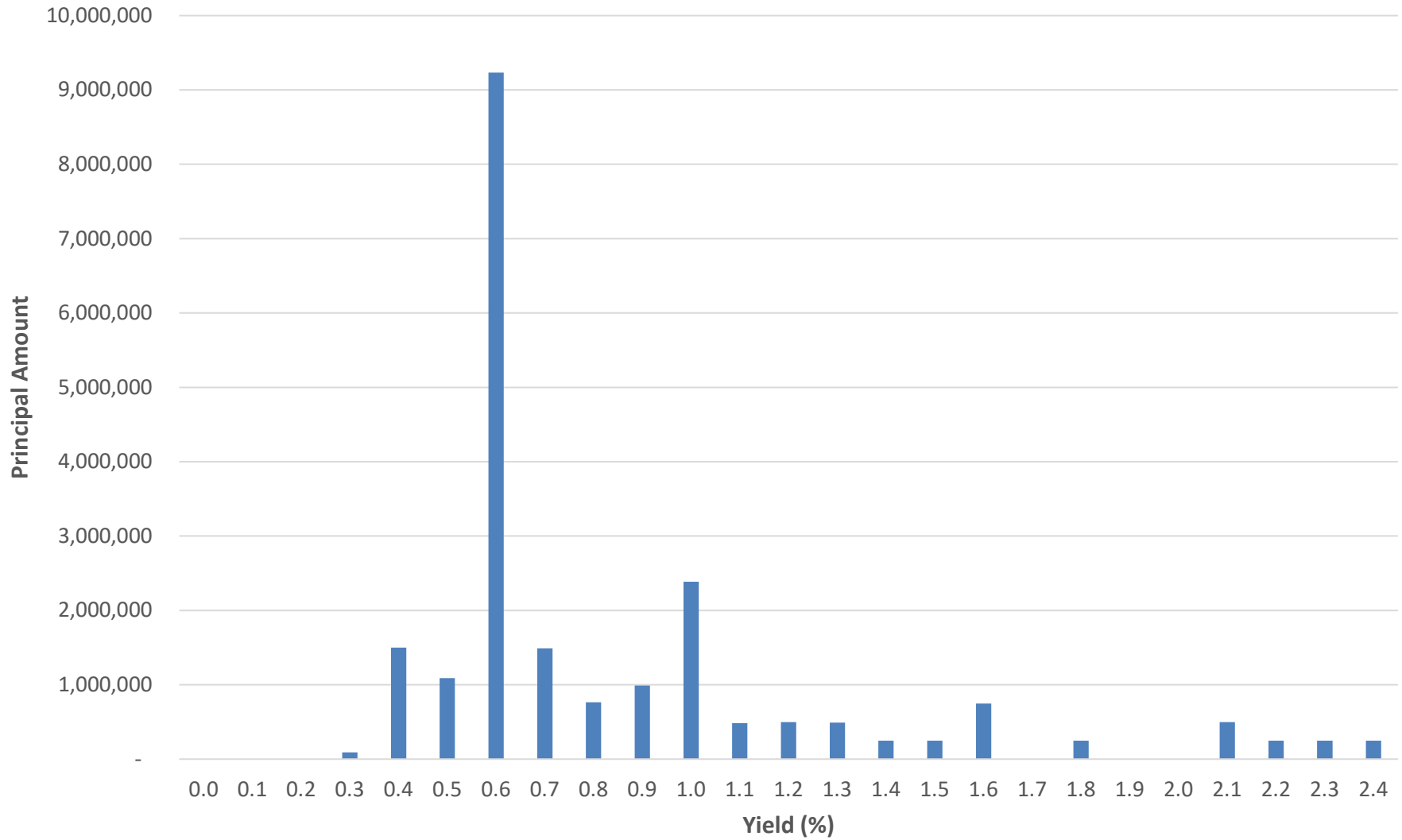
JANUARY 31, 2017



LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103

INTEREST RATES

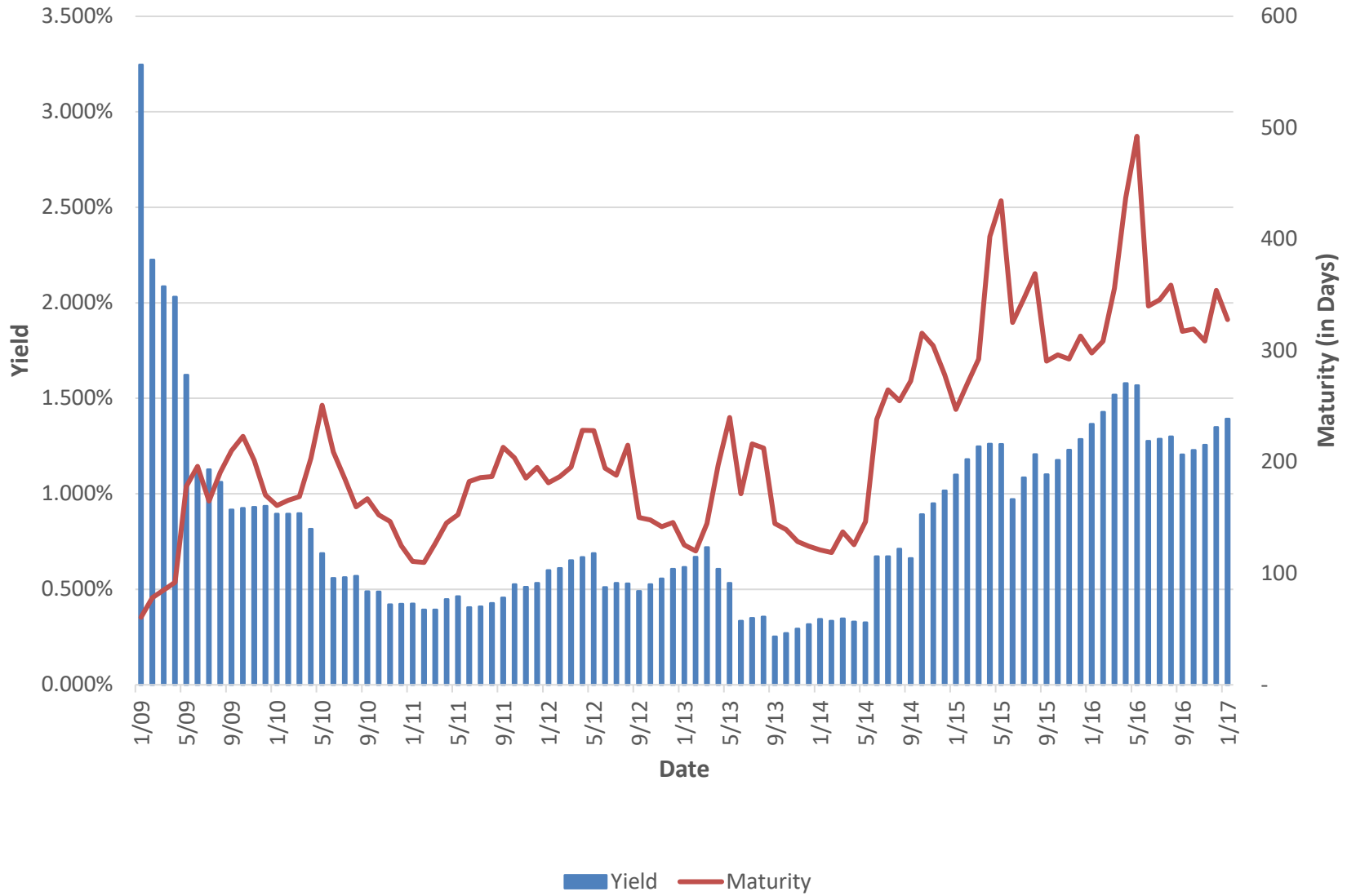
JANUARY 31, 2017



LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103

WEIGHTED YIELD VS. MATURITY HISTORY

207



Lincolnshire-Prairie View School District 103

Enrollment Report

As of January 31, 2017

Grade	Sept	Oct	Nov	Dec	Jan	Class Size (Core)				Projections for Oct 1st		
						Sections	Average	Low	High	Conservative	Moderate	Internal
K (AM)	16	16	16	16	16							
K (PM)	12	13	12	12	12							
K (Full Day)	119	118	118	118	118							
K Total	147	147	146	146	146	8	18.3	12	20	136	141	150
1	155	156	155	155	156	8	19.5	19	21	155	155	156
2	195	195	194	195	197	8	24.6	23	25	193	196	196
3	180	179	177	176	179	8	22.4	21	23	173	175	174
4	207	207	208	208	209	8	26.1	26	27	203	207	207
5	194	193	193	190	192	8	24.0	23	25	191	193	190
6	194	195	196	198	201	n/a	24.5	21	28	192	197	193
7	239	239	240	240	241	n/a	24.1	15	31	221	222	220
8	221	221	222	222	223	n/a	22.4	13	31	225	226	224
Total K-8	1,732	1,732	1,731	1,730	1,744					1,689	1,712	1,710

Sprague (No EC)	497	498	495	496	499
Half Day	387	386	385	384	388
Daniel Wright	848	848	851	850	857
Total EC-8	1,732	1,732	1,731	1,730	1,744

	484	492	502
	376	382	381
	829	838	827
Total	1,689	1,712	1,710

Early Childhood	12	11	11	11	15				
Community Peer	14	14	14	14	16				
Total Blended	26	25	25	25	31	4	7.8	5	8
AM Only	1	1	1	1	1				
Extended Day	3	3	3	3	3				
Total Self-Contained	4	4	4	4	4	1	4.0	4	4
Total EC	30	29	29	29	35				

Sprague w/EC	527	527	524	525	534
Half Day	387	386	385	384	388
Daniel Wright	848	848	851	850	857
Total EC-8	1,762	1,761	1,760	1,759	1,779

Public	3	3	3	2	2
Consortium	0	0	1	1	1
Private	7	7	8	8	8
IAES	0	0	0	0	0
Total Out-of-Dist.	10	10	12	11	11

TOTAL	1,772	1,771	1,772	1,770	1,790
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Guided - D103	4	4	4	5	5
Guided - Other	7	7	8	7	7
Total Guided	11	11	12	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: February 16, 2017
Re: Facilities Update

CONSTRUCTION UPDATE

All Permits for the District 103 improvement project have been approved from the ROE and the Village of Lincolnshire.

Items completed at Half Day

- Exterior demolition
- Site Clearing
- Storm water piping installed
- Concrete Footings areas excavated, base installed, formed, and concrete poured. After this week, 75% of the footings will have been completed.

Items completed at Sprague

- Exterior demolition
- Site clearing
- Removal of parking lot lighting
- Start of Excavation

DANIEL WRIGHT

An indoor air quality study has been completed. The District will receive results in a couple of weeks.

HALF DAY

The crosswalk with the (RRFB) Rectangular Rapid Flashing Beacon has been completed and is functioning. The District met with staff from Lincolnshire public works to turn over the signals. Phase 2 of this project will be completed under the current construction project.

LAURA SPRAGUE

There was no significant work completed during this time period.

Weekly Project Report | Report #2 | Date: February 13, 2017



Sprague – Site Clearing

Safety Notices for Students and Staff:

- Please be aware of construction-related vehicles entering and exiting the entrance to the Half Day Intermediate School site on the north driveway off of Olde Half Day Road.
- Please be aware of construction-related vehicles entering and exiting the entrance to the Laura B. Sprague School site off of Kings Cross Drive.
- Temporary fencing and gates are complete at Half Day and Sprague. Please do not enter the areas within the fencing. Please do not congregate near the construction site entrances.
- Site access is restricted to contractors and authorized personnel. **Non-Construction Vehicles are not allowed on or through the site.**

Project Safety:

The construction team has worked a total of 16 Days without a lost time accident on the project through February 10, 2017. Man-hours will be tracked going forward.

Week In Review:

Week of February 06, 2017

- Began site clearing and excavation at Half Day Intermediate School.
- Completed site fencing and construction entrance at Laura B. Sprague School.
- Began tree removal and site clearing and utility removals at Laura B. Sprague School.

Week Major Activity Look-ahead:

Week of February 13, 2017

Half Day School:

- Continue with excavation for foundations.
- Underground piping installation in conjunction with foundation sequence.
- Footings and foundations.

Laura Sprague School:

- Underground utility work.
- Site clearing.



Half Day – Excavation



Half Day – Excavation



Half Day – Underground Utilities



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
CC: Dr. Scott Warren
Date: February 16, 2017
Re: Executive Summary

Curriculum & Instruction

- A Student Learning Objective (SLO) training has been scheduled for K-8 Art, FACS, Library, Music, Physical Education, & Spanish (K -6 only) teachers and the Instructional Technology Coaches. This training will take place on March 1, 2017, during parent teacher conferences. The teachers will still be available for parent teacher conferences if requested.
- A series of SLO trainings will take place this spring & summer for all 6-8 DW staff members. In order for these trainings to be differentiated, I have created a rubric for staff to assess where they are in their understanding of the SLO process. Based on individual responses to the SLO self evaluation survey, a professional development calendar will be created. Certified staff members will individually sign up for the trainings they believe they need to be ready for SLO implementation. These trainings will also be facilitated next school year.
- After reviewing the Standards Based Grading content team survey that was completed in December, it is clear we will need more time to develop and implement new grading and reporting practices. I have decided to delay any SBG implementation for grades 6-8 until the 2018-2019 school year. An SBG Design Team has been created to further the work of this initiative. The team will meet after school in March, April and May, and at two full-day meetings in June (summer hours will be paid).
- As required by ISBE, the new Illinois Social Studies Standards will be implemented during the 2017-2018 school year. As you are aware the grade 6-8 social studies teachers have been working with the other consortium districts to unpack, pace and design units for these new standards. We also began these same tasks with our

K-5 grade teachers last summer. Most recently we have begun to review resources that align to the new content standards and the Inquiry Standards: Developing Questions and Planning Inquiries, Evaluating Sources and Evidence, Communicating Conclusions and Taking Informed Action. At the last consortium articulation day our Daniel Wright Social Studies teachers made a presentation on their take-aways from the National Social Studies Conference they attended in December. The presentation was extremely well received. During the summer, teachers will continue to align units and resources to these new standards.

- On Friday, February 10, 2017, I attended a Cultural Competency workshop with Michelle Blackley, three district social workers, two psychologists and one Sprague teacher. The event was held at the College of Lake County and was facilitated by two CLC professors. The objective of the workshop to gain a better understanding and appreciation of diverse cultures while becoming an accomplished ambassador for cultural competency. The training focused on exploring the different facets of culture and identity in order to increase awareness and understanding of diverse student populations and in turn aid in strengthening relationships between school counselors, social workers, teachers and the students they serve.
- ACCESS testing for our English language learners was completed this week. We continue to monitor the language growth of our students and provide them with opportunities to explore the English language while gaining imperative content knowledge. An extended learning opportunity will be provided through EL summer school, June 13- July 7, 2017 (no school on July 3-4). Summer School enrollment forms were sent home with all EL students in grades K-7.
- Thank you to the PTO Parent Education Committee for bringing author Devorah Heitner to our parent community on January 26, 2017, at the Vernon Area Library. The presentation was engaging, informative, and well attended by many D103 parents!

Student Services

- The District's Preschool Screening is scheduled for Wednesday, March 1. Notification of the screening was shared with the media, posted on district websites and social media and provided to the local preschools, as has been the practice in the past. We currently have eight preschool screenings scheduled with an additional three inquiries that are still being processing. This is higher number of requests for screening than have typically been scheduled on previous screening days. Following this screening, parents receive feedback from the team and if there is data to suggest delays in one or more developmental areas a full individual evaluation is recommended to the parent.
- IEP teams and case managers have been busy ensuring that all PARCC accommodations that must be identified and recorded in advance are entered into the appropriate databases. This process occurs for students with IEPs and 504s and also for students who receive EL services. This year, Katie helped facilitate this

process. In addition, building administrations are working with IEP teams and case managers to ensure these accommodations, as well as other special considerations such as small group and individual administration are feasible within the building PARCC administration schedules.

- There have been a number of cases across the district that continue to or have begun to require significant administrative oversight. This may be due to legal considerations or student needs that are less typical and require adjustments to programming that require significant problem solving and unique interventions.
- Our eighth grade IEP teams are more than half way through the process that occurs to ensure a smooth transition to Stevenson High School. One of the major pieces of this process is an IEP meeting with parents, the 8th grade team and SHS.
- IEP teams and our administrative team have been planning for Extended School Year (ESY), which will take place for EC – 7th grade students at Daniel Wright between June 13th and July 7th. Families who have students who will qualify are receiving information within the next week. This allows parents to plan their summers now, when enrollment in community programs is taking place. There is coordination between programming for ESY and programming for English Learners (EL) which will also take place at DW during the same time frame.

Technology & Assessment

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** - We should 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. For the 2017-2018 SY, we will change 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 should not be discontinued until at least SY '20-'21.
 - **Bring Your Own (BYO) iPad - Grades 3-8** –

- For the 2017-2018 SY, the BYO option for our youngest participating students will follow them to 3rd grade. **This will eliminate the BYO option at Sprague School for the 2017-2018 school year.**
 - We are 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. At this point it's a "best guess" of what device model iOS11 will stop supporting, but some informal information from an Apple contact suggested we only support the *iPad Air* or newer... removing the *iPad 4* as a *BYO* option. **This means, the ONLY acceptable BYO devices will be an *iPad Air*, *iPad Air 2* or *iPad Pro*.**
 - Devices that are not compatible with the latest iOS, should not comply with our *BYOiPad* options, because of the impact to our classrooms. **This means, no devices older than an *iPad Air* are permitted as BYO devices for the 2017-2018 school year.**
- 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.

Assessments

- **ACCESS Testing - ACCESS** for ELLs 2.0 is a secure large-scale English language proficiency assessment administered to Kindergarten through 12th grade students who have been identified as English language learners (ELLs). It is given annually in WIDA Consortium member states to monitor students' progress in acquiring academic English.
 - All D103 students identified as ELL are going/have gone through ACCESS testing. If not complete yet, we will be finishing soon.
- **PARCC Assessment -**
 - The final pre-PARCC webinar from the State took place on Friday, February 10th. Mrs. Heather Marzullo has been working with faculty/staff to get final student information and data in our SIS, so she can upload it to the State.

Overall our testing infrastructure is ready. Our biggest tech issue is with BYO families that have an *iPad 2*. Although PARCC will "continue to support the *iPad 2* for this '16-'17 assessment, they have memory limitations that fall below the standard recommended memory for testing devices". *iPad 2s* also only support the use of a 30-pin keyboard, which the District does not support.



Lincolnshire-Prairie View School District 103

Memo

To: Board of Education
From: Scott Warren
Date: February 16, 2017
Re: Superintendent Informational Report

Superintendent's Advisory Council for Equitable Education (SACEE)

The applications for SACEE were due on Friday, February 17. Applications are being reviewed and members selected by February 22. The first meeting will occur on February 27 at 6:00 pm in the Daniel Wright Library. I look forward to working with our staff and parents regarding diversity in our community!

Daniel Wright Crosswalk

The district is investigating the crosswalk across Riverwoods Road in front of Daniel Wright and how to improve the pedestrian/vehicular traffic. We are working with the Village of Lincolnshire, the Lake County transportation department, and community members to create a more effective solution. The District is gathering information regarding the costs regarding various options, which include installing a signal at either the current crosswalk, or at a potential new crosswalk that would be located north of the main driveway entrance to the property. Information regarding direction on this project will be shared with the Board at future Board meeting.

Furniture and Space Planning

The architects have been working with building teams to review furniture options for each school. Teachers have provided quality feedback regarding the furniture needed in classrooms and cooperative areas. The architects will provide the district with a plan once all the information is complete.

FOIA requests

The District did not receive any FOIA requests this month.

Leave of Absence

The District did not receive any leave of absence requests this month.



Lincolnshire-Prairie View School District 103

Memo

To: Board of Education
From: Scott Warren
Date: February 2, 2017
Re: IASB Lake Division Meeting

The Spring IASB Lake Division Meeting will occur on March 8, 2017. This year, Jim Burgett, President of the Burgett Group, will discuss the Art of School Boarding. As the Board make up will change this spring, I encourage the Board to attend this evening as part of the transition. The evening will also provide an opportunity for Board candidates to learn more about the role of a Board member. A flyer for the evening is presented for your review.



Field Services

LAKE DIVISION MEETING

The Art of School Boarding

Presented by Jim Burgett, President, The Burgett Group

Pre-meeting: Briefing for Candidates

Wednesday, March 8, 2017 • North Chicago Community High School • North Chicago

PROGRAM:

4:45 p.m. Pre-meeting: Briefing for Candidates

This session is designed to provide board candidates with an overview of the roles and responsibilities of an elected school board member and an idea of what to expect if they are successful in the April elections. Boards are encouraged to bring candidates for the whole evening, as the dinner program will be valuable to candidates as well as to current board members.

While the briefing is free, online registration and payment of \$37 is required for the candidates attending the dinner. Your district superintendent or district secretary must update the district roster to include candidates prior to registration (see REGISTRATION section.)

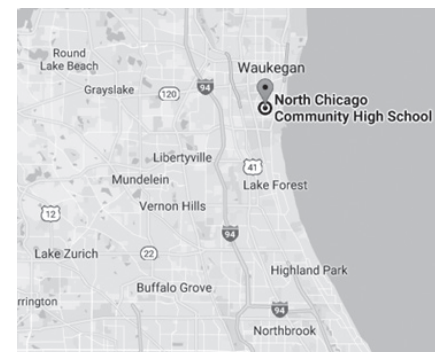
This briefing is coordinated by Barbara B. Toney, Director of Field Services, IASB.

The Art of School Boarding



Being a school board member is not easy. There are lists of regulations, but not instructions. School boarding is not a science; it is an art. There are, however, things to know that can help the school board member make a positive difference. The Art of School Boarding shares ten top actions and attitudes for success. This presentation is great for the rookie just learning, or for the veteran trying to see where they excel or need a boost.

Jim Burgett is the author of eight educational books, is a national speaker and presenter, and was twice named Superintendent of the Year. Jim is very proud of the fact that he has keynoted the Joint Annual Conference four times in his career — the most of any speaker in conference history. He believes that school board members, working with district administrators, set the future for education, and he passionately shares his message hoping that this important team of leaders will be able to continue providing the best educational opportunities possible for the students of their district.



March 8, 2017

**North Chicago
Community High School
1717 17th Street
North Chicago, IL. 60064
314/779-6220**

Please park in the north lot which is located across from the main entrance on 17th Street. Enter through the Main Entrance doors. The *Briefing for Candidates* will be held in the Learning Resource Center.

AGENDA:

- 4:45 p.m. Pre-meeting: Briefing for Candidates
5:30-6 p.m. Tour – Highlights of Our Community School Model
5:45 p.m. Registration
6:15 p.m. Business Meeting

Presiding: Ann Dingman, Chair

Reports of the:

- Board of Directors: June Maguire, Director
Resolutions Committee: John Armstrong, Resolutions Chair
Recognition of Delegates
Statewide Officers: Joanne Osmond, IASB Vice President
Executive Director: Kimberly Small, General Counsel, IASB

Announcements: Barbara B. Toney, IASB Field Services Director
Program – The Art of School Boarding

Mark Your Calendar:

- March 25-27, 2017 – NSBA Conference, Denver
November 17-19, 2017 – IASB/IASA/IASBO Joint Annual Conference, Chicago

Be sure to visit the IASB website for a complete list of events and locations: www.iasb.com/calendar

North Chicago CUSD 187 Governing Bodies:

Independent Authority

Dora King, Chairman, Sylvia Johnson, Joel Sensenig, Evelyn Alexander, and Shajuana Goshton

Financial Oversight Panel

David Agazzi, Chairman, Casandra Slade, Cheryl Crates, Hornsby Kneeland, and Shaunese Teamer

Military Representative on both panels:

Command Master Chief Ryan Lamkin

Dr. Ben Martindale, Chief Education Officer

Your Lake Division Officers:

The following dedicated school board members represent you and serve your Association:

June Maguire, Director
Waukegan CUSD 60

Ann Dingman, Chair
Grayslake CHSD 127

Marc Tepper, Vice Chair
Kildeer-Countryside
CCSD 96

John Armstrong,
Resolutions Chair
Wauconda CUSD 118

Brian Battle, Director-at-Large
Barrington CUSD 220

Vacant, Director-at-Large

Dr. Catherine Finger
IASA Representative
Grayslake CHSD 127



Barbara B. Toney
Field Services
Director



Field Services

The vision of the Illinois Association of School Boards is excellence in local school board governance supporting quality public education.

REGISTRATION:

Event date: March 8, 2017

Registration fee: \$37


All registrations must be completed online. You will be using the new IASB database management system to register. Please follow these easy steps:

- Go to www.iasb.com and click on **MY ACCOUNT**.
- Log in using your email address and password:
 - If you do not know your password or do not have a password, do not create a new account; use the **forgot password** link.
 - If you are still having difficulty logging in, please contact your District's Superintendent or Administrative Assistant to make sure you are listed on the District Roster.
- Click on Events Calendar tab and continue with your registration.

Payment may be made by credit card or the district can request that it be billed if a P.O. number is provided. Registration fees will be refunded only for cancellations received two days prior to the meeting. This is a legitimate school board expense.

Attendance at this event earns participants five points in IASB's Master Board Member Program.

If you have any questions, please contact Nancy J Johnson at njohnson@iasb.com or 630/629-3776, ext. 1220.

 If you need a special meal or arrangements, please note when registering online or call/email the contact listed above.

Half Day School students take on bullying through acts of kindness



Half Day School third-graders Caroline Gibbs left, and James Hanson make friendship bracelet as part of The Great Kindness Challenge. The Lincolnshire school is among thousands participating in the global project. (Steve Lundy/slundy@dailyherald.com)

Image 1 of 3

NEXT IMAGE >

By Russell Lissau (rlissau@dailyherald.com)

Students at Lincolnshire's [Half Day School](#) are crafting friendship bracelets, creating a chain of friendly notes and making cards for patients at children's hospitals this week as part of a global anti-bullying program.

The effort, called [The Great Kindness Challenge](#), involves millions of children in thousands of schools.



At Half Day, third- and fourth-graders have gathered in the gym each day during recess to make the chain, bracelets and cards.

On Thursday, teacher Kiera Degman gave the kids working on the cards tips for appropriate messages.

“You want to write something positive,” she told the small group sitting cross-legged or kneeling on the gym floor. “Stay strong ... (or) I hope you would get better soon.”

In another corner of the gym, third-grader Brendan Jones helped create the friendship chain — a collection of blue-and-white paper links bearing upbeat messages from the students, such as “Be nice to everybody” and “Help people in need.”

“It makes me feel happy,” Brendan said.

The Great Kindness Challenge is organized annually by a California nonprofit group called Kids for Peace.

Participants are challenged to complete 50 kind acts during the week. [Sample checklists](#) created by the group include actions such as smiling at people, picking up trash, telling a joke and lending a pencil to a friend.

Half Day's activities were organized by the student council and the school's social emotional learning committee.

In addition to holding the recess activities, the school decorated classroom doors and held a food drive.

Also, Libertyville High School sophomore Peter Dankelson spoke to Half Day students early in the week about his craniofacial disorder to teach them about empathy and the importance of understanding people's differences.

Become a Life Coach

Be a Life Coach in 24 Weeks. All Classes 100% Online - Get Info! Go to healthcoachinstitute.com/LifeCoach



[← PREVIOUS ARTICLE](#)

Article 10 of 140

[NEXT ARTICLE →](#)

For Immediate Release: Monday, February, 6, 2017

**Lincolnshire Students Win Regional National Science Bowl®
Competition,
Secure Spot in National Finals in Washington, D.C.**

WASHINGTON, D.C. — A team of middle school students from Lincolnshire, Illinois won their regional competition for the 2017 National Science Bowl® (NSB) this past weekend and will advance to compete in the NSB National Finals this spring in Washington, D.C., the U.S. Department of Energy (DOE) announced today.

“The National Science Bowl® continues to be one of the premier academic competitions across the country and prepares America's students for future successes in some of the world’s fastest growing fields in science, technology, and engineering,” said Dr. J. Stephen Binkley, Acting Director of the Department’s Office of Science, which sponsors the nationwide competition, now in its 27th year. “Each year the DOE Office of Science provides this unique opportunity, and I am honored to congratulate all the competitors who are advancing to the national finals, where they will continue to showcase their talents as top students in math and science.”

The NSB brings together thousands of middle and high school students from across the country to compete in a fast-paced question-and-answer format where they solve technical problems and answer questions on a range of science disciplines including biology, chemistry, Earth and space science, physics and math.

The team from your area that won their qualifying regional competition this past weekend and will be advancing to the National Finals is:

Daniel Wright Junior High School, Lincolnshire, Illinois

A series of 116 regional middle school and high school tournaments are being held across the country from January through March. Winners will advance to represent their areas at the National Science Bowl® held from April 27 to May 1 in Washington, D.C., for the final middle school and high school competitions.

The top 16 high school teams and the top 16 middle school teams in the National Finals will win \$1,000 for their schools’ science departments. Prizes for the top two high school teams for the 2017 NSB will be announced at a later date.

The high school team that won the 2016 NSB received a nine-day, all-expenses-paid science trip to Alaska, where they learned more about glaciology, marine and avian biology, geology and plate tectonics. The second-place high school team at the 2016 NSB won a five-day, fully guided adventure tour of several national parks, which included a whitewater rafting trip.

Approximately 265,000 students have participated in the National Science Bowl® in its

26-year history, and it is one of the nation's largest science competitions. More than 14,000 students compete in the NSB each year.

DOE's Office of Science manages the NSB Finals competition. More information is available on the NSB website: <http://www.science.energy.gov/wdts/nsb/>.

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Education | updated: 2/3/2017 4:46 PM

District 103 board to discuss enrollment, staffing

Daily Herald report

The Lincolnshire-Prairie View Elementary District 103 board will meet Tuesday to discuss enrollment projections, staffing changes and other issues. The meeting is set for 7 p.m. at Wright Junior High School, 1370 N. Riverwoods Road, Lincolnshire. It's open to the public.



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