



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

OCTOBER 3, 2017

The Special Meeting of the Board of Education of Lincolnshire-Prairie View School District 103 will be held on Tuesday, October 3, 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: 5 Minutes
- B. Community Participation
- C. Action Items
 - 1. Approval of Employment Actions
- D. Adjournment



Lincolnshire-Prairie View School District 103

Memo

To: Board of Education
From: Scott Warren
Date: September 28, 2017
Re: Approval of Employment

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

Allison Gutmann, LBS at Half Day School

Approval of Employment

Staff Members Placement on Master Contract

Allison Gutmann, HD LBS Teacher, BS+12 Step 1 for a prorated salary of \$41,760.04.

Allison N. Gutmann
15 Parkway North, # 241
Deerfield, IL 60015
847-989-3890
Gutmanna90@gmail.com

Professional Experience

Kildeer Community School District 96

June 2017

Special Education Summer School Teacher

- Taught primary grade students with IEPs who qualified for ESY program
- Worked on reading and math skills to help students retain school year learning
- Progress monitored students weekly

Kildeer Community School District 96

Special Education Aide

February 2013-Present

- Ivy Hall Elementary School: Work in second grade class with students who have learning disabilities. Teach reading and math small groups daily and assist whole class. Previously worked 1:1 with students in grades 4-5 in a low-incidence, self-contained classroom to meet their social, academic, and physical goals.
- Woodlawn Middle School: Assisted students grades 6-8 with learning, emotional, and behavioral needs in gen ed and special education classrooms

Deerfield Public Schools District 109

August-December 2012

- Worked 1:1 with Asperger's Syndrome student to ensure he participated appropriately in school environment

Unionville Elementary School, Unionville, IN

March-May 2012

Student Teacher, Inclusion Grades K-4

- Taught appropriate lessons and units to groups of students
- Attended IEP meetings to assist in addressing student goals

Unionville Elementary School, Unionville, IN

January-March 2012

Student Teacher, Grade 2

- Provided instruction in math, reading, phonics and writing to class of 20 students and smaller groups. Modified instruction to support all students
- Participated in behavior intervention for student with Attention Deficit Disorder

Education

Indiana University, Bloomington, IN

Bachelor of Science, Elementary Education, May 2012

Area of Concentration: Special Education

Licensing & Endorsement

- Learning Behavior Specialist I K-12 Initial License
- Elementary Self-Contained K-9 Initial License
- English as a Second Language Endorsement



LINCOLNSHIRE-PRAIRIE VIEW SCHOOL DISTRICT 103
TEACHER CONTRACT

4-5 Special Education
FTE: 1.0

<u>TEACHER</u>	<u>DEGREE</u>	<u>LANE</u>	<u>STEP</u>	<u>TRS SALARY</u>
Gutmann, Allison	BS	2	1	\$ 41,760.04 *Prorated

AGREEMENT MADE THIS **3rd DAY OF October, 2017** between the Board of Education of Lincolnshire-Prairie View School District 103, Lake County, Illinois, hereinafter called the BOARD, and

Allison Gutmann
hereinafter called the TEACHER*
W I T N E S S E T H

A. EMPLOYMENT:

1. The BOARD hereby employs **Allison Gutmann** 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 salary of **\$ 41,760.04** for the term commencing **October, 2017**, in equal installments twice a month for a period of **11 months (22 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 **3rd day of October, 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

