



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 20, 2018

The Regular Meeting of the Board of Education of Lincolnshire-Prairie View School District 103 will be held on Tuesday, February 20, 2018 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 10 Minutes | |
| B. Pledge of Allegiance | |
| C. Community Participation | |
| D. Approval of Minutes | 3 |
| Time: 5 Minutes | |
| E. Consent Agenda | |
| Time: 5 Minutes | |
| 1. Approval of Bills | 11 |
| 2. Approval of School Donations | 56 |
| 3. Approval of Employment Actions | 57 |
| 4. Approval of Resignations | 64 |
| 5. Approval of Board Policies 2nd Reading | 67 |
| 6. Approval of 8th Grade Field Trip | 134 |
| F. Action Items | |
| G. Discussion Items | |
| Time: 1 Hour | |
| 1. Budget Projections | 139 |
| 2. Draft Staffing Plan 2018-19 | 142 |
| 3. Full Day Kindergarten Discussion | 148 |
| 4. School Safety Discussion | 152 |
| H. Information | |
| Time: 30 Minutes | |
| 1. Board Representatives Committee Updates | |
| 2. Written Department Updates | |
| a. Business Office | 153 |

b. Enrollment	173
c. Facilities	174
d. Curriculum and Instruction, Student Services, Technology and Assessment	175
3. Superintendent's Informational Report	207
I. Old Business/New Business	
J. Community Participation	
K. Executive Session	
Time: 30 Minutes	
L. Adjournment	



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BOARD OF EDUCATION REGULAR MEETING MINUTES

Tuesday, January 16, 2018

The Board of Education of Lincolnshire-Prairie View School District 103 held its Regular Meeting on Tuesday, January 16, 2018 in the Learning Center of Daniel Wright Junior High School located at 1370 N. Riverwoods Road, Lincolnshire, Illinois.

The following Board Members were in attendance:

Anne van Gerven, President
Kate Harper, Vice President
Chris Curtis
Malathy Dwaraknath
Marissa Grossenbach
Michael Odongo
Liang Yang

Absent: None

Also present:

Dr. Scott Warren, Superintendent
Patrick Palbicke, Assistant Superintendent for Business/CSBO
Katie Reynolds, Assistant Superintendent for Curriculum and Instruction
Dr. Gina Finaldi, Director of Student Services
RJ Bialk, Director of Technology & Assessment
Melody Littlefair, Assistant Principal Daniel Wright Junior High School
Norma Taylor, Board Secretary

Public: 29

Press: 0

Staff: 21

Call to Order and Roll Call

Mrs. van Gerven called the meeting to order at 7:00 p.m.

Pledge of Allegiance

Community Participation

Many parents and community members addressed the Board regarding the school calendar and the District's decision to remove the observance of religious holidays from the academic calendar. Some parents also addressed the Board regarding the Gay, Straight Alliance Club at Daniel Wright Junior High School.

Approval of Minutes

Motion by Mrs. Harper, seconded by Mrs. Dwaraknath, to approve the minutes of the December 19, 2017 meeting and Executive Session.

Roll Call: Ayes: Dwaraknath, Grossenbach, Harper, Odongo, Yang, van Gerven. Nays: None. Abstain: Curtis. Motion carried.

Consent Agenda

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

Approval of Bills
Approval of Donations
Semi-annual Review of Executive Session Minutes
Approval of Destruction of Executive Session Recordings
Approval of Field Trip
Approval of Resignation
Approval of Employment Actions

Roll Call: Ayes: Curtis, Dwaraknath, Grossenbach, Harper, Odongo, Yang, van Gerven. Nays: None. Abstain: None. Motion carried.

Action Item

1. Approval of Stipends

Motion by Mrs. Harper, seconded by Mr. Curtis, the Board approve two stipends for the GSA at Daniel Wright.

Dr. Warren reviewed the Gay, Straight Alliance proposal at Daniel Wright and highlighted discussions held at the previous board meetings on the topic. Mr. Curtis thanked the community for the communications brought forward on this topic and provided comments of the GSA and its importance for all students.

Roll Call: Ayes: Curtis, Dwaraknath, Grossenbach, Harper, Odongo, van Gerven. Nays: Yang. Abstain: None. Motion carried.

Presentation - ALICE Training

Dr. Warren gave a presentation on changes to how the District will train staff and students to be prepared in the event of an active shooter situation at school.

Discussion Items

1. Curriculum and Instruction Goals Update

There were no questions or concerns brought forward.

2. Staffing - Leave of Absence

Dr. Warren reviewed the restrictions of hiring retired staff members to fill leaves of absence. Mrs. van Gerven provided historical summary of the topic and the intent to ensure good faith efforts were utilized to seek out new employees. Discussion was held of the importance of the practice to bring in new employees on a temporary basis to consider them for permanent

employment in the future. The Board showed support of utilizing retired staff members after a good faith effort has been conducted to seek out new employees.

3. Internal Subbing

Dr. Warren discussed internal teacher substitutes as a possible solution for teacher absences for one or two periods. The sub would teach a class in lieu of a planning or lunch period. Dr. Warren noted this is common practice among school districts. Dr. Warren is gathering rates and procedures. Discussion was held and the Board showed support of the practice providing the district is protected from penalties.

Board Committee Update

Mr. Curtis and Mrs. Grossenbach reported they attended the 1:1 Vision Meeting that included approximately 20 parents.

Departmental Updates

No questions or concerns were brought forward.

Dr. Warren thanked the PTO for the generous donation for the Daniel Wright library upgrades.

Superintendent Report

Dr. Warren provided his Superintendent report.

Community Participation

Parents and community members addressed the Board regarding the school calendar and the Gay, Straight Alliance at Daniel Wright Junior High School.

Executive Session

Motion by Mr. Curtis, seconded by Mrs. Grossenbach, the Board go into Executive Session to discuss collective negotiating matters.

Roll Call: Ayes: Curtis, Dwaraknath, Grossenbach, Harper, Odongo, Yang, van Gerven. Nays: None. Abstain: None. Motion carried.

The Board moved into Executive Session at 8:52 p.m.

Open Session

The Board reconvened to Open Session at 10:49 p.m. The Board discussed communications to the community.

Adjournment

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

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

The meeting adjourned at 11:31 p.m.

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BOARD OF EDUCATION EXECUTIVE SESSION MINUTES

Tuesday, January 16, 2018

An Executive Session of the Board of Education of Lincolnshire-Prairie View School District 103 was held on Tuesday, January 16, 2018, in the Learning Center of Daniel Wright Junior High School located at 1370 N. Riverwoods Road, Lincolnshire, Illinois.

The following Board Members were in attendance:

Anne van Gerven, President
Kate Harper, Vice President
Chris Curtis
Malathy Dwaraknath
Marissa Grossenbach
Michael Odongo
Liang Yang

Absent: None

Also present:

Dr. Scott Warren, Superintendent
Patrick Palbicke, Assistant Superintendent for Business/CSBO
Norma Taylor, Board Secretary

Executive Session convened at 9:05 p.m. to discuss collective negotiating matters.

Collective Negotiating Matters

Discussion was held of upcoming collective negotiations in relation to the district.

Open Session

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

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

The meeting reconvened to Open Session at 10:49 p.m.

President Board of Education

Secretary Board of Education



Lincolnshire-Prairie View School District 103

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BOARD OF EDUCATION COMMITTEE OF THE WHOLE MEETING MINUTES

Tuesday, February 6, 2018

The Board of Education of Lincolnshire-Prairie View School District 103 held its Committee of the Whole Meeting on Tuesday, February 6, 2018 in the Learning Center of Daniel Wright Junior High School located at 1370 N. Riverwoods Road, Lincolnshire, Illinois.

The following Board Members were in attendance:

Anne van Gerven, President
Kate Harper, Vice President
Chris Curtis
Malathy Dwaraknath via audio conference
Marissa Grossenbach
Michael Odongo
Liang Yang

Absent: None

Also present:

Dr. Scott Warren, Superintendent
Patrick Palbicke, Assistant Superintendent for Business/CSBO
Katie Reynolds, Assistant Superintendent for Curriculum and Instruction
Dr. Gina Finaldi, Director of Student Services
RJ Bialk, Director of Technology and Assessment
Ann Hofmeier, Principal Laura B. Sprague School
Michelle Blackley, Principal Daniel Wright Junior High School
Norma Taylor, Board Secretary

Public: 14

Press: 0

Staff: 9

Call to Order and Roll Call

Mrs. van Gerven called the meeting to order at 7:01 p.m.

Community Participation

A community member addressed the Board regarding the school calendar.

National Board Certification Recognition

Dr. Warren recognized Ashley Smidt for recently completing National Board Certification and becoming a National Board Certified Teacher (NBCT). By attaining National Board Certification, Ashley has demonstrated she is a highly accomplished educator who has met high and rigorous standards through the certification process.

The Board and Administration extended congratulations to Ashley for this significant achievement.

Celebrating Success

Daniel Wright Junior High School

Mrs. Blackley reviewed the passionate work of the Philosophy Development Committee, who along with the Social Emotional Learning (SEL) committee of teachers, worked to develop and implement the Advisory/Advisee Program at Daniel Wright. The Advisor/Advisee Program Leader, Alissa Lyman and the SEL Committee Leaders, Erinn Vincent and Abi Hendershot provided an enlightening presentation of lessons and activities held during semester one of the 2017-18 school year.

Discussion Items

1. Enrollment Projections

Mr. Palbicke provided the Residential Research Summary for 2018 enrollment projections report provided by the District's demographer. He noted the demographer is completing their projection report and a further update will be provided. He reviewed the internal projection report estimating kindergarten enrollment and growth from new developments. Discussion was held of continuing to monitor projections.

2. Draft Staffing Plan 2018-2019

Dr. Warren discussed the first draft of the staffing plan for the 2018-2019 school year. Discussion was held and further review will occur at the next meeting.

3. 1:1 Review Committee Update

Mr. Bialk presented the 1:1 Teaching and Learning Review Committee's proposal for participation options for the 2018-2019 school year based on input from faculty, students, families, the Technology Department and comparisons to neighboring school districts. Discussion was held of fees and considerations of removal of the Bring Your Own device option, and the proposal as presented. The Board expressed support for the participations options so Mr. Bialk will provide his final recommendation at the March COW meeting and fees approval at the March regular meeting.

4. Full Day Kindergarten

Dr. Warren provided an outline of the full day kindergarten program since its inception in 2008. Due to the increase in requests for the full day program, Dr. Warren reviewed class sizes and enrollment numbers, and presented different options for consideration. The Board expressed support in adding up to 2 or 3 students per class. Mr. Curtis recalled after the pilot of 2008 the limit of 20 students per class was considered a guideline and not a hard and fast rule. The board suggested feedback from kindergarten teachers and the principals would be helpful. Dr. Warren noted the administrative team will continue to review the program and a final recommendation will come to the Board at a later time.

5. Press Policies 1st Reading

Dr. Warren reviewed recent policy updates and discussion was held. The Board will approve the policies at the 2nd reading at the February 20, 2018 meeting.

6. Board Committee Assignments

Mrs. van Gerven reviewed Board member representation on various committees. Board members will submit their responses to Mrs. van Gerven.

7. Grade 8 Field Trip

Dr. Warren reviewed the current 8th grade class did not visit Springfield, Illinois, due to the trip moving to 7th grade. Due to requests from students and parents, the 8th grade teachers worked to plan an experience in Chicago.

8. Board Goals

Mrs. van Gerven reviewed a communication flow chart to help parents when issues arise.

9. IASB Lake Division Meeting

Dr. Warren and the Board discussed upcoming events for the Board.

Community Participation

Parents and community members addressed the Board regarding the school calendar, projected enrollment and property values.

Executive Session

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

Roll Call: Ayes: Curtis, Dwaraknath, Grossenbach, Harper, Odongo, Yang, van Gerven. Nays: None. Abstain: None. Motion carried.

The Board moved into Executive Session at 9:46 p.m.

Open Session

The Board reconvened to Open Session at 11:36 p.m.

Adjournment

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

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

The meeting adjourned at 11:37 p.m.

President Board of Education

Secretary Board of Education

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BOARD OF EDUCATION EXECUTIVE SESSION MINUTES

Tuesday, February 6, 2018

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The following Board Members were in attendance:

Anne van Gerven, President
Kate Harper, Vice President
Chris Curtis
Malathy Dwaraknath via audio conference
Marissa Grossenbach
Michael Odongo
Liang Yang

Absent: None

Also present:

Dr. Scott Warren, Superintendent
Patrick Palbicke, Assistant Superintendent for Business/CSBO
Norma Taylor, Board Secretary

Executive Session convened at 9:58 p.m. to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, and collective negotiating matters.

Personnel

Mrs. van Gerven noted the scheduled discussion of the Superintendent Goals would be postponed until the next meeting when all Board members are present.

Dr. Warren discussed he received information from Jill Mau that Amanda Nash came to her about Rebecca Rendl and bullying behavior after receiving the notice of remedy. Dr. Warren will be meeting with some staff members and will update the Board at the next meeting.

Collective Negotiating Matters

Discussion was held of upcoming collective negotiations in relation to the district.

Open Session

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

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

The meeting reconvened to Open Session at 11:36 p.m.

Bills Payable (Fund Summary)

Printed: 2/14/2018 3:15 PM
Lincolnshire-Prairie View SD #103
Expense on Date: 2/1/2018 to 2/28/2018

Fund Code	Description	Amount
10	Education Fund	225,307.11
20	Oper, Build, & Maint Fund	113,663.00
40	Transportation Fund	17,034.13
60	Capital Projects Fund or Fund Group	38,388.00
Report Total		<u><u>\$394,392.24</u></u>

Bills Payable by Account

Printed: 2/14/2018 3:13 PM
 Lincolnshire-Prairie View SD #103
 Expense on Date: 2/1/2018 to 2/28/2018

Account Number	Vendor #	Vendor Name	Description	Batch #	Amount	Check Date	Check #
10-1100-392							
Education Fund							
	03988	LEARNING.COM	EASYTECH LICENSE	2	3,500.00		0
					Total:	<u>\$3,500.00</u>	
					Fund: 10	<u>\$3,500.00</u>	
					Account: 10-1100-392	<u>\$3,500.00</u>	
10-1100-420							
Education Fund							
	04093	BREAKOUT EDU	BREAKOUT EDU KIT	2	1,750.00		0
					Total:	<u>\$1,750.00</u>	
	02681	LAKE COOK DISTRIBUTORS	ELA TEXTBOOKS - DW (100)	2	559.00		0
						<u>559.00</u>	0
						<u>559.00</u>	0
						<u>559.00</u>	0
					Total:	<u>\$2,236.00</u>	
	00215	LAKESHORE LEARNING MATERIALS	SOCIAL STUDIES TEXTBOOKS	2	793.40		0
					Total:	<u>\$793.40</u>	
					Fund: 10	<u>\$4,779.40</u>	
					Account: 10-1100-420	<u>\$4,779.40</u>	
10-1111-230							
Education Fund							
	03135	Kahn, Eleanor B.	TUITION REIMBURSEMENT - KAHN	2	600.00		0
					Total:	<u>\$600.00</u>	
					Fund: 10	<u>\$600.00</u>	
					Account: 10-1111-230	<u>\$600.00</u>	
10-1111-410							
Education Fund							
	04379	Ahne, Anna H	REIMB CLASSROOM SUPPLIES - AHNE	2	40.61		0
					Total:	<u>\$40.61</u>	

Bills Payable by Account

Printed: 2/14/2018 3:13 PM
 Lincolnshire-Prairie View SD #103
 Expense on Date: 2/1/2018 to 2/28/2018

Account Number						
Vendor #	Vendor Name	Description	Batch #	Amount	Check Date	Check #
02110	AMAZON	ASSORTMENT PUZZLE	2	30.59		0
		INTERLOCK PLASTIC DISC SET	2	15.55		0
		BUILDING BLOCKS	2	13.98		0
		KINETIC SAND MOLDS & TOOLS KIT	2	11.99		0
		TROUBLE GAME	2	9.99		0
		SPOT IT	2	10.95		0
		PO 11787 PRICE REDUCTION	2	(0.96)		0
				Total:		
				<u>\$92.09</u>		
04449	Carmody, Katherine J	REIMB CLASSROOM SUPPLIES - CARMODY	2	30.00		0
				Total:		
				<u>\$30.00</u>		
01001	DELLI, LEE ANN	CLASSROOM SUPPLIES	2	181.56		0
				Total:		
				<u>\$181.56</u>		
00215	LAKESHORE LEARNING MATERIALS	CLASSROOM SUPPLIES - N. JACKSON	2	5.00		0
		CLASSROOM SUPPLIES - N. JACKSON	2	30.98		0
				Total:		
				<u>\$35.98</u>		
00681	Lunardi, Laura	REIMB CLASSROOM SUPPLIES - LUNARDI	2	250.00		0
				Total:		
				<u>\$250.00</u>		
00088	QUILL	CLASSROOM SUPPLIES - L'HEUREUX	2	106.24		0
		CLASSROOM SUPPLIES - L'HEUREUX	2	63.99		0
				Total:		
				<u>\$170.23</u>		
00097	SCHOOL SPECIALTY	CLASSROOM SUPPLIES - W. ROOD	2	57.92		0
				Total:		
				<u>\$57.92</u>		
				Fund: 10		
				<u>\$858.39</u>		
				Account: 10-1111-410		
				<u>\$858.39</u>		
10-1111-411						
Education Fund						
01946	BLICK ART MATERIALS	ART SUPPLIES - MIRROR BOARDS (30)	2	186.30		0
				Total:		
				<u>\$186.30</u>		
00307	Feld, Monica	REIMB G1-2 ART SUPPLIES	2	102.31		0

13

Bills Payable by Account

Printed: 2/14/2018 3:13 PM
 Lincolnshire-Prairie View SD #103
 Expense on Date: 2/1/2018 to 2/28/2018

Account Number						
Vendor #	Vendor Name	Description	Batch #	Amount	Check Date	Check #
00307	Feld, Monica	REIMB PAINT STICKS - FELD	2	207.15		0
				Total:		
				<u>\$309.46</u>		
00097	SCHOOL SPECIALTY	ART SUPPLIES	2	7.16		0
		ART SUPPLIES	2	61.45		0
		ART SUPPLIES	2	343.07		0
				Total:		
				<u>\$411.68</u>		
				Fund: 10	<u>\$907.44</u>	
				Account: 10-1111-411	<u>\$907.44</u>	
10-1111-414						
Education Fund						
00681	Lunardi, Laura	REIMB CLASSROOM PROJECT SUPPLIES	2	71.63		0
				Total:		
				<u>\$71.63</u>		
04141	OTC BRANDS	CLASSROOM PROJ SUPPLIES - MULLER	2	1.98		0
		CLASSROOM PROJ SUPPLIES - MULLER	2	2.98		0
		SHIPPING	2	9.99		0
		CLASSROOM PROJ SUPPLIES - MULLER	2	35.98		0
		SHIPPING	2	9.99		0
		CLASSROOM PROJ SUPPLIES - CLAY	2	29.98		0
		SHIPPING	2	12.99		0
		CLASSROOM PROJECT SUPPLIES	2	19.96		0
		CLASSROOM PROJECT SUPPLIES	2	31.98		0
				Total:		
				<u>\$155.83</u>		
				Fund: 10	<u>\$227.46</u>	
				Account: 10-1111-414	<u>\$227.46</u>	
10-1111-415						
Education Fund						
02110	AMAZON	PO 11781 SCIENCE SUPPL REFUND	2	(15.42)		0
		SCIENCE SUPPLIES GR 1	2	29.58		0
		SCIENCE SUPPLIES GR 1	2	31.96		0
		SCIENCE SUPPLIES GR 1	2	123.82		0

Bills Payable by Account

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 Lincolnshire-Prairie View SD #103
 Expense on Date: 2/1/2018 to 2/28/2018

Account Number	Vendor #	Vendor Name	Description	Batch #	Amount	Check Date	Check #
					Total:	<u>\$169.94</u>	
					Fund: 10	<u>\$169.94</u>	
					Account: 10-1111-415	<u>\$169.94</u>	
10-1111-416							
Education Fund							
	02110	AMAZON	PO 11762 ITS RAMADAN	2	13.98		0
			PO 11762 ITS RAMADAN	2	13.98		0
			PO 11762 ITS DIWALI	2	34.95		0
			PO 11762 ITS CINCO	2	27.96		0
					Total:	<u>\$90.87</u>	
					Fund: 10	<u>\$90.87</u>	
					Account: 10-1111-416	<u>\$90.87</u>	
10-1111-417							
Education Fund							
15	02110	AMAZON	THE LEGEND OF ROCK PAPER SCISSORS	2	11.90		0
			ROCK PAPER AND SCISSORS	2	9.95		0
			WILLIAM'S DOLL	2	6.28		0
			STANDARDS-BASED PHYSICAL EDU CURR DEV	2	74.74		0
			THE BASKET BALL	2	12.78		0
					Total:	<u>\$115.65</u>	
	01001	DELLI, LEE ANN	ELA SUPPLIES - DELLI	2	43.30		0
					Total:	<u>\$43.30</u>	
	04381	Hoeper, Sabrina J	REIMB BOOKS FOR PURPOSEFUL PLAY MTG	2	61.77		0
					Total:	<u>\$61.77</u>	
	00681	Lunardi, Laura	REIMB ENG. LANG. ARTS SUPPLIES - LUNARDI	2	82.77		0
					Total:	<u>\$82.77</u>	
	00097	SCHOOL SPECIALTY	PLAY DOH - L. MILLER	2	37.81		0
					Total:	<u>\$37.81</u>	
	03468	Schreurs, Peter J.	REIMB ELA SUPPLIES - SCHREURS	2	95.88		0

Bills Payable by Account

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 Lincolnshire-Prairie View SD #103
 Expense on Date: 2/1/2018 to 2/28/2018

Account Number	Vendor #	Vendor Name	Description	Batch #	Amount	Check Date	Check #
					Total:		
					<u>\$95.88</u>		
	01967	WILSON LANGUAGE TRAINING	ELA SUPP SHIPPING BAL FROM PO11370	2	4.80		0
					Total:		
					<u>\$4.80</u>		
					Fund: 10		
					<u>\$441.98</u>		
					Account: 10-1111-417		
					<u>\$441.98</u>		
10-1111-419							
Education Fund							
	03212	FOLLETT SCHOOL SOLUTIONS	KINDERGARTEN BACKPAK SUPPLIES	2	12.61		0
					Total:		
					<u>\$12.61</u>		
	01882	FRANK COONEY COMPANY	DELIVERY FEE	2	90.00		0
			BOOKSHELF - NIZIOLEK	2	351.80		0
			ACTIVITY TABLE - NIZIOLEK	2	378.80		0
					Total:		
					<u>\$820.60</u>		
10	04141	OTC BRANDS	SHIPPING	2	26.78		0
			100TH DAY SUPPLIES-BINDER	2	207.84		0
			100TH DAY SUPPLIES-BINDER	2	59.92		0
					Total:		
					<u>\$294.54</u>		
	04461	TANG COMPANY LLC	CLASS GAME KIT - W. ROOD	2	99.00		0
			CARDS (6) - W. ROOD	2	59.70		0
					Total:		
					<u>\$158.70</u>		
					Fund: 10		
					<u>\$1,286.45</u>		
					Account: 10-1111-419		
					<u>\$1,286.45</u>		
10-1111-420							
Education Fund							
	00097	SCHOOL SPECIALTY	BUILDING PAPER INV BALANCE	2	0.90		0
					Total:		
					<u>\$0.90</u>		
					Fund: 10		
					<u>\$0.90</u>		
					Account: 10-1111-420		
					<u>\$0.90</u>		

Bills Payable by Account

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 Lincolnshire-Prairie View SD #103
 Expense on Date: 2/1/2018 to 2/28/2018

Account Number	Vendor #	Vendor Name	Description	Batch #	Amount	Check Date	Check #
10-1112-225							
Education Fund							
	00699	HOOVER, CHRISTINE	REIMB RETIREE INSURANCE - HOOVER	2	2,909.35		0
					Total:	<u>\$2,909.35</u>	
	01647	OWENS, PAM	REIMB RETIREE INSURANCE - P. OWENS	2	2,909.35		0
					Total:	<u>\$2,909.35</u>	
					Fund: 10	<u>\$5,818.70</u>	
					Account: 10-1112-225	<u>\$5,818.70</u>	
10-1112-230							
Education Fund							
	00043	Freitag-Surin, Michelle	TUITION REIMBURSEMENT - SURIN	2	600.00		0
					Total:	<u>\$600.00</u>	
	03933	Padron-Glass, Nicole	TUITION REIMBURSEMENT - PADRON-GLASS	2	2,520.00		0
					Total:	<u>\$2,520.00</u>	
	00176	RENDL, BECKY	TUITION REIMBURSEMENT - RENDL	2	600.00		0
					Total:	<u>\$600.00</u>	
	03319	Smidt, Ashley	TUITION REIMBURSEMENT - TECH 520 SMIDT	2	315.00		0
					Total:	<u>\$315.00</u>	
					Fund: 10	<u>\$4,035.00</u>	
					Account: 10-1112-230	<u>\$4,035.00</u>	
10-1112-332							
Education Fund							
	04086	Tabiendo, Olivia M	REIMB INTRADIST TRAVEL	2	64.20		0
					Total:	<u>\$64.20</u>	
					Fund: 10	<u>\$64.20</u>	
					Account: 10-1112-332	<u>\$64.20</u>	
10-1112-410							
Education Fund							

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03319	Smidt, Ashley	REIMB CLASSROOM SUPPLIES - SMIDT	2	12.99		0
				Total:	<u>\$12.99</u>	
				Fund: 10	<u>\$12.99</u>	
				Account: 10-1112-410	<u>\$12.99</u>	
10-1112-411						
Education Fund						
01032	CHICAGO KILN SERVICE	KILN MAINTENANCE - HD	2	337.75		0
				Total:	<u>\$337.75</u>	
00097	SCHOOL SPECIALTY	ART SUPPLIES	2	2,550.24		0
				Total:	<u>\$2,550.24</u>	
				Fund: 10	<u>\$2,887.99</u>	
				Account: 10-1112-411	<u>\$2,887.99</u>	
10-1112-414						
Education Fund						
04368	Yan, Katie	REIMB CLASSROOM PROJ SUPPLIES - YAN	2	53.83		0
				Total:	<u>\$53.83</u>	
				Fund: 10	<u>\$53.83</u>	
				Account: 10-1112-414	<u>\$53.83</u>	
10-1112-418						
Education Fund						
01050	Gagamov, Jaime	REIMB MATH PRIZES - GAGAMOV	2	9.95		0
				Total:	<u>\$9.95</u>	
				Fund: 10	<u>\$9.95</u>	
				Account: 10-1112-418	<u>\$9.95</u>	
10-1112-419						
Education Fund						
03390	TIERNEY	MICROPHONE KITS (5) - HD	2	1,415.00		0
				Total:	<u>\$1,415.00</u>	

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					Fund: 10	<u>\$1,415.00</u>	
					Account: 10-1112-419	<u>\$1,415.00</u>	
10-1120-225							
Education Fund							
	00220	TINLEY, RUTH	REIMB RETIREE INSURANCE - TINLEY	2	1,163.76		0
					Total:	<u>\$1,163.76</u>	
	01106	TRAXLER, SUE	REIMB RETIREE INSURANCE - TRAXLER	2	872.72		0
					Total:	<u>\$872.72</u>	
	01780	WILSNACK, MIRIAM	REIMB RETIREE INSURANCE - WILSNACK	2	1,163.74		0
					Total:	<u>\$1,163.74</u>	
					Fund: 10	<u>\$3,200.22</u>	
					Account: 10-1120-225	<u>\$3,200.22</u>	
10-1120-230							
Education Fund							
	04086	Tabiendo, Olivia M	TUITION REIMBURSEMENT - TABIENDO	2	615.00		0
					Total:	<u>\$615.00</u>	
					Fund: 10	<u>\$615.00</u>	
					Account: 10-1120-230	<u>\$615.00</u>	
10-1120-332							
Education Fund							
	03336	HURST, HILLARY C.	REIMB INTRADIST TRAVEL 10/30 - 1/23	2	55.21		0
					Total:	<u>\$55.21</u>	
					Fund: 10	<u>\$55.21</u>	
					Account: 10-1120-332	<u>\$55.21</u>	
10-1120-390							
Education Fund							
	03196	BOWLERO	DEPOSIT FOR GR 7 FIELD TRIP	2	2,118.75		0
					Total:	<u>\$2,118.75</u>	

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					Fund: 10	<u>\$2,118.75</u>	
					Account: 10-1120-390	<u>\$2,118.75</u>	
10-1120-410							
Education Fund							
02110	AMAZON	PO 11536 REFUND SEL SUPPLIES DW		2	(79.90)		0
					Total:	<u>(\$79.90)</u>	
00516	Otto, Tabatha Anne	REIMB CLASSRM SUPP - OTTO (AS LIB)		2	201.50		0
		REIMB CLASSRM SUPP - OTTO (AS TCHR)		2	237.25		0
					Total:	<u>\$438.75</u>	
00097	SCHOOL SPECIALTY	CLASSROOM SUPPLIES - C. RAQUET		2	144.83		0
		CLASSROOM SUPPLIES - SEEMANN		2	128.94		0
		CLASSROOM SUPPLIES - HEALY		2	23.44		0
		CLASSROOM SUPPLIES - HEALY		2	170.21		0
		CLASSROOM SUPPLIES - L. JONES		2	148.52		0
		CLASSROOM SUPPLIES INV BALANCE		2	40.00		0
		CLASSROOM SUPPLIES - HAFNER		2	247.95		0
		CLASSROOM SUPPLIES - A. HEALY		2	42.57		0
		CLASSROOM SUPPLIES - J. REUTH		2	220.73		0
		CLASSROOM SUPPLIES - L. JONES		2	8.16		0
		CLASSROOM SUPPLIES - C. RAQUET		2	6.96		0
		CLASSROOM SUPPLIES - S. CUMMINGS		2	91.52		0
		FLASH DRIVE - L. JONES		2	34.83		0
		SENSORY TOOLS - LARSON		2	30.35		0
					Total:	<u>\$1,339.01</u>	
03839	SPHERO	CLASSROOM SUPP SPHERO - D.POWELL		2	39.99		0
		CLASSROOM SUPP SPHEROS (4) - D.POWELL		2	199.96		0
					Total:	<u>\$239.95</u>	
					Fund: 10	<u>\$1,937.81</u>	
					Account: 10-1120-410	<u>\$1,937.81</u>	
10-1120-411							
Education Fund							

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Account Number						
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01946	BLICK ART MATERIALS	CREATIVE ART SUPPLIES	2	78.21		0
		CREATIVE ART SUPPLIES	2	1,287.22		0
				Total:	\$1,365.43	
01032	CHICAGO KILN SERVICE	KILN MAINTENANCE - DW	2	288.75		0
				Total:	\$288.75	
				Fund: 10	\$1,654.18	
				Account: 10-1120-411	\$1,654.18	
10-1120-413						
Education Fund						
03336	HURST, HILLARY C.	REIMB SPANISH SUPPLIES - HURST	2	44.82		0
				Total:	\$44.82	
04086	Tabiendo, Olivia M	REIMB SPANISH SUPPLIES - TABIENDO	2	35.96		0
				Total:	\$35.96	
				Fund: 10	\$80.78	
				Account: 10-1120-413	\$80.78	
10-1120-414						
Education Fund						
01946	BLICK ART MATERIALS	ASA ART SUPPLIES	2	54.72		0
		CREDIT FROM PRIOR RETURN	2	(38.20)		0
				Total:	\$16.52	
03212	FOLLETT SCHOOL SOLUTIONS	SHAKESPEARE STEALER (25)	2	172.25		0
				Total:	\$172.25	
				Fund: 10	\$188.77	
				Account: 10-1120-414	\$188.77	
10-1120-415						
Education Fund						
02110	AMAZON	SCIENCE SUPPLIES	2	10.98		0
		SCIENCE SUPPLIES	2	22.47		0
		SCIENCE SUPPLIES	2	4.74		0

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02110	AMAZON	SCIENCE SUPPLIES	2	5.70		0
		SCIENCE SUPPLIES	2	302.49		0
		SCIENCE SUPPLIES	2	2.00		0
		SCIENCE SUPPLIES	2	6.99		0
		SCIENCE SUPPLIES	2	7.95		0
		SCIENCE SUPPLIES	2	14.97		0
		SCIENCE SUPPLIES	2	7.59		0
		SCIENCE SUPPLIES	2	26.60		0
						Total:
00251	CAROLINA BIOLOGICAL SUPPLY	SCIENCE SUPPLIES	2	816.15		0
						Total:
				Fund: 10	<u>\$1,228.63</u>	
				Account: 10-1120-415	<u>\$1,228.63</u>	
10-1120-415-1						
Education Fund						
04387	HORIZON FUEL CELL AMERICAS INC	Shipping	2	15.42		0
		Solar to Hydrogen Science Kit	2	85.99		0
				Total:	<u>\$101.41</u>	
				Fund: 10	<u>\$101.41</u>	
				Account: 10-1120-415-1	<u>\$101.41</u>	
10-1120-419						
Education Fund						
01882	FRANK COONEY COMPANY	LIBRARY PROJECT FURNITURE	2	20,000.00		0
				Total:	<u>\$20,000.00</u>	
				Fund: 10	<u>\$20,000.00</u>	
				Account: 10-1120-419	<u>\$20,000.00</u>	
10-1190-319						
Education Fund						
03467	QUINLAN & FABISH MUSIC	REPAIR SERVICES - EUPHONIUM	2	142.00		0
		REPAIR SERVICES - DBL HORN	2	134.00		0

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03467	QUINLAN & FABISH MUSIC	REPAIR SERVICES - OBOE	2	158.55		0
				Total:	<u>\$434.55</u>	
01192	SOLO CLASSIC	INSTRUMENT REPAIR CELLO	2	192.00		0
				Total:	<u>\$192.00</u>	
				Fund: 10	<u>\$626.55</u>	
				Account: 10-1190-319	<u>\$626.55</u>	
10-1190-410-1						
Education Fund						
00114	WEST MUSIC	MUSIC SUPPLIES - BACKORDER RECVD	2	9.80		0
				Total:	<u>\$9.80</u>	
				Fund: 10	<u>\$9.80</u>	
				Account: 10-1190-410-1	<u>\$9.80</u>	
10-1190-410-3						
Education Fund						
00173	JW PEPPER & SON	ORCHESTRA/BAND MUSIC DW	2	272.14		0
		ORCHESTRA/BAND MUSIC DW	2	148.99		0
		RETURN MUSIC DW	2	(77.00)		0
		RETURN MUSIC DW	2	(45.00)		0
				Total:	<u>\$299.13</u>	
00607	Owens, Rodney B.	REIMB BAND SUPPLIES - KEYBOARD BATTERIES	2	35.78		0
				Total:	<u>\$35.78</u>	
03467	QUINLAN & FABISH MUSIC	REEDS - DW	2	148.12		0
		BAND METHOD BOOKS	2	6.29		0
		SAXOPHONE PAD - DW	2	18.95		0
		SUPPLIES - DW	2	10.95		0
		TROMBONE STAND - DW	2	18.99		0
		TRUMPET STAND - DW	2	23.99		0
				Total:	<u>\$227.29</u>	
				Fund: 10	<u>\$562.20</u>	

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Account: 10-1190-410-3					<u>\$562.20</u>		
10-1190-640							
Education Fund							
	04519	Buffa, Kelsey	REIMB ASTA DUES - K. BUFFA	2	116.00		0
					Total:	<u>\$116.00</u>	
					Fund: 10	<u>\$116.00</u>	
Account: 10-1190-640					<u>\$116.00</u>		
10-1200-225							
Education Fund							
	01064	Weinstein, Loretta	REIMB RETIREE INSURANCE - WEINSTEIN	2	1,745.61		0
					Total:	<u>\$1,745.61</u>	
					Fund: 10	<u>\$1,745.61</u>	
Account: 10-1200-225					<u>\$1,745.61</u>		
10-1200-314							
Education Fund							
	00030	COVE SCHOOL, THE	PRIVATE TUITION - MANDEL	2	4,529.16		0
					Total:	<u>\$4,529.16</u>	
	03358	CUSTOM SOLUTIONS	ASSISTIVE DEVICE CONSULT	2	3,443.20		0
					Total:	<u>\$3,443.20</u>	
	02537	HEARTLAND HEALTH OUTREACH CCIS	TRANSLATION SERVICES	2	176.88		0
			TRANSLATION SERVICES	2	28.00		0
					Total:	<u>\$204.88</u>	
	04493	NORTH SHORE DANCE THERAPY, INC.	GUIDED DANCE/MOVEMENT THERAPY	2	65.00		0
					Total:	<u>\$65.00</u>	
					Fund: 10	<u>\$8,242.24</u>	
Account: 10-1200-314					<u>\$8,242.24</u>		
10-1200-332							
Education Fund							

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04165	Day, Brenda A	INSTRADISTRICT MILEAGE - B. DAY	2	71.53		0
		CBI TRAVEL MILEAGE - B. DAY	2	65.38		0
				Total:	<u>\$136.91</u>	
				Fund: 10	<u>\$136.91</u>	
				Account: 10-1200-332	<u>\$136.91</u>	
10-1200-410						
Education Fund						
04444	BUILT BY BIGGS	SPED SUPPLIES - MIRROR HOLDERS	2	175.00		0
				Total:	<u>\$175.00</u>	
00147	CDW GOVERNMENT	KEYBOARDS (7)	2	324.66		0
				Total:	<u>\$324.66</u>	
03296	GOT AUTISM	SHIPPING	2	12.00		0
		SPED SUPPLIES - WEIGHTED PUPPET	2	36.99		0
		SPED SUPPLIES - CHEWY PENDANTS	2	29.97		0
		SPED SUPPLIES - CHEWY BRACELETS	2	42.99		0
				Total:	<u>\$121.95</u>	
				Fund: 10	<u>\$621.61</u>	
				Account: 10-1200-410	<u>\$621.61</u>	
10-1500-392						
Education Fund						
02711	LECHNER & SONS	TOWEL SERVICE 2/5-2/9	2	132.30		0
		TOWEL SERVICE 1/29-2/2	2	132.30		0
		TOWEL SERVICE 1/22-1/26	2	132.30		0
		TOWEL SERVICE 12/18-12/22	2	132.30		0
		TOWEL SERVICE 1/1-1/5	2	132.30		0
		TOWEL SERVICE 1/8-1/12	2	132.30		0
		TOWEL SERVICE 2/12-2/16	2	132.30		0
				Total:	<u>\$926.10</u>	
				Fund: 10	<u>\$926.10</u>	
				Account: 10-1500-392	<u>\$926.10</u>	

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10-1550-332							
Education Fund							
	04339	Duffy, Zachary J	REIMB LODGING - SCI OLY CENTERVILLE TRVL	2	104.19		0
					Total:	<u>\$104.19</u>	
	04321	Rexer, Eric F	REIMB SCI OLY CENTERVILLE TRVL - REXER	2	105.85		0
					Total:	<u>\$105.85</u>	
					Fund: 10	<u>\$210.04</u>	
					Account: 10-1550-332	<u>\$210.04</u>	
10-1550-410							
Education Fund							
	04339	Duffy, Zachary J	REIMB SCI OLY SUPPLIES	2	60.92		0
					Total:	<u>\$60.92</u>	
	02911	FREEDOM FLIGHT MODELS	SCI OLY SUPPLIES - WRIGHT STUFF	2	72.00		0
					Total:	<u>\$72.00</u>	
	03606	TING SI OR WENYE ZHU	REIMB SCI OLY SUPPLIES - OPTICS	2	293.75		0
					Total:	<u>\$293.75</u>	
	04173	WU, YIWEN	REIMB SCI OLY SUPPLIES - POTIONS & POISONS	2	139.31		0
					Total:	<u>\$139.31</u>	
	04270	XUE, ZHAOHUI	REIMB SCI OLY SUPPLIES - TOWERS	2	90.96		0
					Total:	<u>\$90.96</u>	
					Fund: 10	<u>\$656.94</u>	
					Account: 10-1550-410	<u>\$656.94</u>	
10-2110-410							
Education Fund							
	00586	WESTERN PSYCHOLOGICAL SERVICES	CLASSROOM TESTING FORMS	2	32.00		0
			CLASSROOM TESTING FORMS	2	32.00		0
					Total:	<u>\$64.00</u>	
					Fund: 10	<u>\$64.00</u>	

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Account: 10-2110-410					<u>\$64.00</u>		
10-2130-410-1							
Education Fund							
03051	NORTHWEST COMMUNITY HEALTHCARE	HEARTSAVER CARDS (20)		2	44.00		0
Total:					<u>\$44.00</u>		
Fund: 10					<u>\$44.00</u>		
Account: 10-2130-410-1					<u>\$44.00</u>		
10-2130-410-3							
Education Fund							
02110	AMAZON	THERMOMETER		2	63.95		0
		SHIPPING		2	12.95		0
Total:					<u>\$76.90</u>		
00183	SCHOOL HEALTH CORPORATION	SHIPPING		2	13.20		0
		NURSE SUPPLIES - DW		2	52.64		0
		UNAPPLIED CREDIT FR RETURN		2	(35.09)		0
Total:					<u>\$30.75</u>		
Fund: 10					<u>\$107.65</u>		
Account: 10-2130-410-3					<u>\$107.65</u>		
10-2140-314							
Education Fund							
03906	CONNECTIONS ACADEMY EAST	PRIVATE TUITION - YOSHIDA		2	5,294.40		0
		PRIVATE TUITION - NANTHAKISHORE		2	5,294.40		0
Total:					<u>\$10,588.80</u>		
Fund: 10					<u>\$10,588.80</u>		
Account: 10-2140-314					<u>\$10,588.80</u>		
10-2150-314							
Education Fund							
04462	SOLIANT HEALTH, INC	LBS SUB DURING LOA - J. STEFFENS (1/22-1/26)		2	2,623.50		0
		LBS SUB DURING LOA - J. STEFFENS (1/8-1/12)		2	2,359.50		0
		LBS SUB DURING LOA - J. STEFFENS (1/16-1/19)		2	2,095.50		0

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Vendor #	Vendor Name	Description	Batch #	Amount	Check Date	Check #
04462	SOLIANT HEALTH, INC	LBS SUB DURING LOA - J. STEFFENS (1/29-2/2)	2	2,607.00		0
				Total:		
				<u>\$9,685.50</u>		
01857	SPEECH PATH SPECIALISTS	SPEECH/LANGUAGE SERVICES	2	8,587.50		0
		SPEECH/LANGUAGE SERVICES	2	11,400.00		0
				Total:		
				<u>\$19,987.50</u>		
				Fund: 10		
				<u>\$29,673.00</u>		
				Account: 10-2150-314		
				<u>\$29,673.00</u>		
10-2190-410						
Education Fund						
01976	Muller, Christina	REIMB ASA SUPPLIES - MULLER	2	132.87		0
				Total:		
				<u>\$132.87</u>		
				Fund: 10		
				<u>\$132.87</u>		
				Account: 10-2190-410		
				<u>\$132.87</u>		
10-2192-410						
Education Fund						
02812	Jerzyk, Michael	REIMB OUTDOOR ED TRAVL - JERZYK	2	78.50		0
				Total:		
				<u>\$78.50</u>		
04452	LAU, KAREN	OUTDOOR ED TRAVEL - LAU	2	113.31		0
				Total:		
				<u>\$113.31</u>		
01909	Wechselberger, Jill	SUPPLIES OUTDOOR ED - WECHSELBERGER	2	46.34		0
				Total:		
				<u>\$46.34</u>		
				Fund: 10		
				<u>\$238.15</u>		
				Account: 10-2192-410		
				<u>\$238.15</u>		
10-2210-312						
Education Fund						
03319	Smidt, Ashley	REIMB ILMEA CONF TRVL MILES - SMIDT	2	195.81		0
		REIMB ILMEA CONF LODGING/MEALS - SMIDT	2	331.06		0
				Total:		
				<u>\$526.87</u>		

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					Fund: 10	<u>\$526.87</u>	
					Account: 10-2210-312	<u>\$526.87</u>	
10-2210-640							
Education Fund							
	04530	LAKE COUNTY FOREST PRESERVES	"INSECTS" GRP PERMIT FEE (5/15)	2	48.00		0
			"INSECTS" GRP PERMIT FEE (5/29)	2	384.00		0
			"ANIMAL ADAPTATION" GRP PERMIT FEE (4/23)	2	144.00		0
			"ANIMAL ADAPTATION" GRP PERMIT FEE (4/24)	2	144.00		0
			"ANIMAL ADAPTATION" GRP PERMIT FEE (4/27)	2	144.00		0
					Total:	<u>\$864.00</u>	
					Fund: 10	<u>\$864.00</u>	
					Account: 10-2210-640	<u>\$864.00</u>	
10-2211-314							
Education Fund							
29	03421	BE THE GROOVE	EXPLORE ARTS PERFORMANCE - PTO SPONSOR	2	2,300.00		0
					Total:	<u>\$2,300.00</u>	
	02075	FACE TO FACE PRODUCTIONS	LEWIS AND CLARK ASSEMBLY - PTO SPONSOR	2	645.00		0
			WASHINGTON ASSEMBLY - PTO SPONSOR	2	645.00		0
					Total:	<u>\$1,290.00</u>	
	02147	ILLINOIS JUGGLING INSTITUTE	DW JUGGLING EVENT 3/19-21 - PTO SPONSOR	2	2,400.00		0
					Total:	<u>\$2,400.00</u>	
					Fund: 10	<u>\$5,990.00</u>	
					Account: 10-2211-314	<u>\$5,990.00</u>	
10-2211-390-1							
Education Fund							
	02246	Abrego, Christine	READING CONF TRANSPORTATION - ABREGO	2	43.25		0
					Total:	<u>\$43.25</u>	
					Fund: 10	<u>\$43.25</u>	
					Account: 10-2211-390-1	<u>\$43.25</u>	

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10-2211-390-2							
Education Fund							
	03295	Clarín, Ryan	REIMB ILMEA CONF TRAVEL MILES - CLARIN	2	164.78		0
			REIMB ILMEA CONF REG FEE - CLARIN	2	105.00		0
			REIMB ILMEA CONF LODGING - CLARIN	2	323.76		0
			REIMB ILMEA CONF MEALS - CLARIN	2	94.65		0
			Total:		<u>\$688.19</u>		
	00157	Fencl, Nancy J.	REIMB CONF MEAL/PARKING - FENCL	2	42.10		0
			REIMB CONF TRVL MILES/TOLL - FENCL	2	36.68		0
			Total:		<u>\$78.78</u>		
	00505	IASA	ESSA - REYNOLDS	2	45.00		0
			Total:		<u>\$45.00</u>		
	04527	LAKE COUNTY REGIONAL OFFICE OF ED	IAGC ACADEMIC ACCEL - REYNOLDS	2	85.00		0
			Total:		<u>\$85.00</u>		
			Fund: 10		<u>\$896.97</u>		
			Account: 10-2211-390-2		<u>\$896.97</u>		
10-2215-410							
Education Fund							
	01909	Wechselberger, Jill	CLASSROOM SUPPLIES - BEARS GRANT	2	131.75		0
			Total:		<u>\$131.75</u>		
			Fund: 10		<u>\$131.75</u>		
			Account: 10-2215-410		<u>\$131.75</u>		
10-2220-314							
Education Fund							
	04526	HAHN, IRENE	HD AUTHOR VISIT LODGING - S. WEEKS	2	131.15		0
			Total:		<u>\$131.15</u>		
	04525	WEEKS, SARAH	HD AUTHOR VISIT 4/4 - S. WEEKS	2	2,500.00		0
			HD AUTHOR VISIT TRVL - S. WEEKS	2	172.45		0
			Total:		<u>\$2,672.45</u>		

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					Fund: 10	<u>\$2,803.60</u>	
					Account: 10-2220-314	<u>\$2,803.60</u>	
10-2220-410-3							
Education Fund							
03856	CLEAR SOLUTIONS	LIBRARY SUPPLIES - DW	2	27.00	0		
		LIBRARY SUPPLIES - DW	2	24.00	0		
		LIBRARY SUPPLIES - DW	2	46.50	0		
		FREIGHT CHARGE	2	14.55	0		
					Total:	<u>\$112.05</u>	
					Fund: 10	<u>\$112.05</u>	
					Account: 10-2220-410-3	<u>\$112.05</u>	
10-2220-430-1							
Education Fund							
03212	FOLLETT SCHOOL SOLUTIONS	LIBRARY BOOKS - SP (4)	2	41.70	0		
		PROCESSING FEE	2	12.00	0		
		LIBRARY BOOKS - SP (15)	2	185.92	0		
					Total:	<u>\$239.62</u>	
03167	Lenzini, Lauren E.	REIMB LIBRARY BOOK PURCHASE	2	15.25	0		
					Total:	<u>\$15.25</u>	
					Fund: 10	<u>\$254.87</u>	
					Account: 10-2220-430-1	<u>\$254.87</u>	
10-2220-430-2							
Education Fund							
03212	FOLLETT SCHOOL SOLUTIONS	PROCESSING FEE	2	95.20	0		
		HD LIBRARY BOOKS (119)	2	1,970.50	0		
					Total:	<u>\$2,065.70</u>	
					Fund: 10	<u>\$2,065.70</u>	
					Account: 10-2220-430-2	<u>\$2,065.70</u>	
10-2220-430-3							

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Education Fund							
	03212	FOLLETT SCHOOL SOLUTIONS	LIBRARY BOOKS - DW (15)	2	307.81		0
			PROCESSING	2	56.00		0
			LIBRARY BOOKS - DW (70)	2	1,460.76		0
			LIBRARY BOOKS - DW (32)	2	654.55		0
			CATALOG & PROCESSING FEE	2	25.60		0
			Total:		<u>\$2,504.72</u>		
			Fund: 10		<u>\$2,504.72</u>		
			Account: 10-2220-430-3		<u>\$2,504.72</u>		
10-2220-490-2							
Education Fund							
	03212	FOLLETT SCHOOL SOLUTIONS	LIBRARY BOOKS - HD (11)	2	165.94		0
			Total:		<u>\$165.94</u>		
			Fund: 10		<u>\$165.94</u>		
			Account: 10-2220-490-2		<u>\$165.94</u>		
10-2310-318							
Education Fund							
	03415	ENGLER CALLAWAY BAASTEN & SRAGA	SPED LEGAL SERVICES	2	902.00		0
			Total:		<u>\$902.00</u>		
	00783	SCARIANO HIMES & PETRARCA	LEGAL SERVICES 1/2 - 1/31/18	2	2,543.63		0
			Total:		<u>\$2,543.63</u>		
			Fund: 10		<u>\$3,445.63</u>		
			Account: 10-2310-318		<u>\$3,445.63</u>		
10-2310-392							
Education Fund							
	04434	DeETTA JONES ASSOCIATES	CULTURAL COMPETENCE CAPACITY COACHING	2	12,000.00		0
			Total:		<u>\$12,000.00</u>		
	02719	ECRA GROUP	ECRISS AGREEMENT FINAL INSTALLMENT	2	18,198.00		0
			Total:		<u>\$18,198.00</u>		

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					Fund: 10	<u>\$30,198.00</u>	
					Account: 10-2310-392	<u>\$30,198.00</u>	
10-2310-410							
Education Fund							
	02716	QUEST FOOD MANAGEMENT SERVICES	DIST HOLIDAY BRKFAST FROM BOE/ADMIN	2	1,782.50		0
			BRKFAST FOR DRIVER APPRC DAY BAL	2	231.25		0
			CPR CLASS FOOD	2	49.00		0
					Total:	<u>\$2,062.75</u>	
	03945	STEVENS GROUP, THE	NAME PLATES/BADGES FOR BOE	2	139.50		0
					Total:	<u>\$139.50</u>	
					Fund: 10	<u>\$2,202.25</u>	
					Account: 10-2310-410	<u>\$2,202.25</u>	
10-2320-312							
Education Fund							
	00505	IASA	S Warren Workshop ESSA	2	45.00		0
			S Warren EBM workshop	2	45.00		0
					Total:	<u>\$90.00</u>	
					Fund: 10	<u>\$90.00</u>	
					Account: 10-2320-312	<u>\$90.00</u>	
10-2410-410-1							
Education Fund							
	00162	HULL, AMY	REIMB OFFICE SUPPLIES - HULL	2	15.48		0
					Total:	<u>\$15.48</u>	
	00088	QUILL	OFFICE SUPPLIES - SP	2	17.97		0
			OFFICE SUPPLIES - SP	2	15.99		0
			OFFICE SUPPLIES - SP	2	9.96		0
			OFFICE SUPPLIES - SP	2	6.11		0
					Total:	<u>\$50.03</u>	
					Fund: 10	<u>\$65.51</u>	

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Account Number	Vendor #	Vendor Name	Description	Batch #	Amount	Check Date	Check #
					Account: 10-2410-410-1	<u>\$65.51</u>	
10-2520-360							
Education Fund							
	00248	STEVENS GROUP, THE	PAYROLL CHECK SHIPPING	2	24.30		0
					Total:	<u>\$24.30</u>	
					Fund: 10	<u>\$24.30</u>	
					Account: 10-2520-360	<u>\$24.30</u>	
10-2520-392							
Education Fund							
	02716	QUEST FOOD MANAGEMENT SERVICES	HEARTLAND BILL - POS SYSTEM LICENSE (3)	2	1,371.60		0
					Total:	<u>\$1,371.60</u>	
					Fund: 10	<u>\$1,371.60</u>	
					Account: 10-2520-392	<u>\$1,371.60</u>	
10-2520-410							
Education Fund							
	00088	QUILL	BUSINESS OFFICE SUPPLIES	2	13.99		0
			BUSINESS OFFICE SUPPLIES	2	9.89		0
			BUSINESS OFFICE SUPPLIES	2	70.14		0
					Total:	<u>\$94.02</u>	
					Fund: 10	<u>\$94.02</u>	
					Account: 10-2520-410	<u>\$94.02</u>	
10-2540-325							
Education Fund							
	02095	GENESIS TECHNOLOGIES	COPIER MAINTENANCE AGREEMENT	2	3,417.53		0
	03398		COPIER LEASE	2	4,231.31		0
	02095		COPIER MAINTENANCE AGREEMENT	2	3,428.65		0
			COPIER MAINTENANCE AGREEMENT	2	2,602.29		0
					Total:	<u>\$13,679.78</u>	
	01604	RICOH AMERICAS	COPIER LEASE - ADMIN	2	191.74		0
			COPIER LEASE - DW	2	119.13		0

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Vendor #	Vendor Name	Description	Batch #	Amount	Check Date	Check #
01604	RICOH AMERICAS	COPIER LEASE - HD	2	119.13		0
				Total:	<u>\$430.00</u>	
02810	RICOH USA	COLOR COPIES - DW	2	19.23		0
		COLOR COPIES - HD	2	36.87		0
		COLOR COPIES - ADMIN	2	164.60		0
		COLOR COPIES - DW	2	44.34		0
		COLOR COPIES - HD	2	94.06		0
		COLOR COPIES - ADMIN	2	199.88		0
				Total:	<u>\$558.98</u>	
				Fund: 10	<u>\$14,668.76</u>	
				Account: 10-2540-325	<u>\$14,668.76</u>	
10-2540-341						
Education Fund						
01945	AT&T ONENET	TELEPHONE	2	45.93		0
				Total:	<u>\$45.93</u>	
				Fund: 10	<u>\$45.93</u>	
				Account: 10-2540-341	<u>\$45.93</u>	
10-2540-370						
Education Fund						
00111	LINCOLNSHIRE, VILLAGE OF	WATER/SEWER - DW	2	612.80		0
		WATER/SEWER - HD	2	1,255.50		0
		WATER/SEWER - SP	2	925.46		0
		WATER/SEWER - TRANS	2	138.93		0
				Total:	<u>\$2,932.69</u>	
				Fund: 10	<u>\$2,932.69</u>	
				Account: 10-2540-370	<u>\$2,932.69</u>	
10-2540-465						
Education Fund						
03511	CONSTELLATION ENERGY SERVICES	NATURAL GAS - DW	2	4,287.34		0
		NATURAL GAS - HD	2	3,145.91		0

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Vendor #	Vendor Name	Description	Batch #	Amount	Check Date	Check #
03511	CONSTELLATION ENERGY SERVICES	NATURAL GAS - SP	2	2,879.05		0
				Total:	<u>\$10,312.30</u>	
				Fund: 10	<u>\$10,312.30</u>	
				Account: 10-2540-465	<u>\$10,312.30</u>	
10-2540-466						
Education Fund						
03464	CONSTELLATION ENERGY SERVICES	ELECTRICITY - SP	2	4,009.36		0
		ELECTRICITY - HD	2	3,705.05		0
		ELECTRICITY - DW	2	9,432.43		0
				Total:	<u>\$17,146.84</u>	
				Fund: 10	<u>\$17,146.84</u>	
				Account: 10-2540-466	<u>\$17,146.84</u>	
10-2660-319						
Education Fund						
04090	BARRYS COMPUTER CONSULTING & REPAIR	IPAD REPAIR	2	170.01		0
				Total:	<u>\$170.01</u>	
				Fund: 10	<u>\$170.01</u>	
				Account: 10-2660-319	<u>\$170.01</u>	
10-2660-392						
Education Fund						
00147	CDW GOVERNMENT	IMPLEMENT & CONFIG CISCO NETWORK - M. DUGGAN	2	2,937.50		0
				Total:	<u>\$2,937.50</u>	
04190	POWERSCHOOL GROUP	ANNUAL FEE BALANCE FROM 16/17 SY	2	2,638.24		0
				Total:	<u>\$2,638.24</u>	
				Fund: 10	<u>\$5,575.74</u>	
				Account: 10-2660-392	<u>\$5,575.74</u>	
10-2660-410						
Education Fund						
02110	AMAZON	TRANSMITTER & RECEIVER	2	99.98		0

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		02110	AMAZON	SHELF BRACKET	2	9.98		0
				USB ADAPTER	2	85.49		0
				NYLON CABLE	2	29.95		0
				USB CABLE	2	22.99		0
				Total:		<u>\$248.39</u>		
		03390	TIERNEY	MICROPHONE - HD	2	289.00		0
				Total:		<u>\$289.00</u>		
				Fund: 10		<u>\$537.39</u>		
				Account: 10-2660-410		<u>\$537.39</u>		
10-3500-341								
Education Fund								
		01945	AT&T ONENET	TELEPHONE D103 CLUB	2	0.70		0
				Total:		<u>\$0.70</u>		
				Fund: 10		<u>\$0.70</u>		
				Account: 10-3500-341		<u>\$0.70</u>		
10-3500-390								
Education Fund								
		02720	ESSCOE	103 CLUB ACCESS CONTROL LICENSE	2	71.00		0
				Total:		<u>\$71.00</u>		
				Fund: 10		<u>\$71.00</u>		
				Account: 10-3500-390		<u>\$71.00</u>		
10-3500-410								
Education Fund								
		00719	BRYANT, ROBYNN	REIMB 103 CLUB SUPPLIES	2	87.45		0
				Total:		<u>\$87.45</u>		
		04141	OTC BRANDS	103 CLUB SUPPLIES	2	123.87		0
				Total:		<u>\$123.87</u>		
		00330	PERFORMANCE FOOD SERVICE	103 CLUB SNACKS	2	734.30		0
					2	1,341.32		0

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Vendor #							
					Total:		
					<u>\$2,075.62</u>		
01335	Wolin, Robin	REIMB 103 CLUB SUPPLIES		2	40.86		0
					Total:		
					<u>\$40.86</u>		
					Fund: 10	<u>\$2,327.80</u>	
					Account: 10-3500-410	<u>\$2,327.80</u>	
10-403							
Education Fund							
00205	LINCOLNSHIRE-PV SD 103	TRANS YEARBOOK FUND TO ACTIVITY		2	2,810.50		0
					Total:		
					<u>\$2,810.50</u>		
02193	SCHOOL DISTRICT 103 MUSIC BOOSTERS	TRANSFER BOXTOP MONEY		2	752.70		0
					Total:		
					<u>\$752.70</u>		
					Fund: 10	<u>\$3,563.20</u>	
					Account: 10-403	<u>\$3,563.20</u>	
10-4120-314							
Education Fund							
03575	EXCEPTIONAL LEARNERS COLLABORATIVE	REIMB HD LUNCH DUTY STIPEND - M. FINDER		2	1,060.00		0
					Total:		
					<u>\$1,060.00</u>		
					Fund: 10	<u>\$1,060.00</u>	
					Account: 10-4120-314	<u>\$1,060.00</u>	
20-2540-319							
Oper, Build, & Maint Fund							
01432	CONSERV FS	TECH DAY CONFERENCE - GAUNKY/CARLSON/JANIK		2	160.00		0
					Total:		
					<u>\$160.00</u>		
					Fund: 20	<u>\$160.00</u>	
					Account: 20-2540-319	<u>\$160.00</u>	
20-2540-322							
Oper, Build, & Maint Fund							
02352	ICE SNOW REMOVAL & LANDSCAPE	SNOW REMOVAL (1/16)		2	728.00		0

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Vendor #							
					Total:	<u>\$728.00</u>	
					Fund: 20	<u>\$728.00</u>	
					Account: 20-2540-322	<u>\$728.00</u>	
20-2540-325							
Oper, Build, & Maint Fund							
03399		PATTEN INDUSTRIES	SNOW EQUIPMENT LEASE (12/20-1/17)	2	3,310.00		0
			SNOW EQUIPMENT LEASE (1/17-2/14)	2	3,310.00		0
					Total:	<u>\$6,620.00</u>	
					Fund: 20	<u>\$6,620.00</u>	
					Account: 20-2540-325	<u>\$6,620.00</u>	
20-2540-329							
Oper, Build, & Maint Fund							
04312		ARMSTRONG RELOCATION	LIBRARY FURNITURE PROJECT	2	5,104.50		0
					Total:	<u>\$5,104.50</u>	
02752		CAREY ELECTRIC CONTRACTING INC.	CABLE INSTALLATION TO DOORS - SP	2	260.00		0
					Total:	<u>\$260.00</u>	
02720		ESSCOE	REPAIR DOOR ACCESS CONTROL	2	415.00		0
					Total:	<u>\$415.00</u>	
03065		GENERAL MECHANICAL SERVICES	BOILER TUNE UP - SP	2	500.16		0
			BOILER TUNE UP - HD	2	612.50		0
			HVAC REPAIR - DW	2	1,315.96		0
					Total:	<u>\$2,428.62</u>	
00997		INNER SECURITY SYSTEMS	FIRE ALARM MONITORING - TRANS	2	246.00		0
			FIRE ALARM MONITORING - DW	2	156.00		0
			FIRE ALARM MONITORING - HD	2	246.00		0
			FIRE ALARM MONITORING - SP	2	156.00		0
					Total:	<u>\$804.00</u>	
02722		KRAUSE ELECTRICAL	103 CLUB ENTRY LIGHTING	2	1,660.02		0

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					Total:		
					<u>\$1,660.02</u>		
	04451	LAKESIDE GLASS & MIRROR	REPLACEMENT GLASS ENTRY - HD	2	366.67		0
					Total:		
					<u>\$366.67</u>		
	03411	LINCOLNSHIRE, VILLAGE OF	FALSE ALARM (13TH) 12/25	2	100.00		0
					Total:		
					<u>\$100.00</u>		
	01282	NORTH AMERICAN	EQUIPMENT REPAIR	2	126.50		0
					Total:		
					<u>\$126.50</u>		
	02369	SHOGREN FENCE	FENCE REPAIR - HD	2	990.00		0
			FENCE REPAIR - HD	2	1,064.00		0
					Total:		
					<u>\$2,054.00</u>		
	01624	US WATERPROOFING	HD FOUNDATION REPAIR	2	1,699.00		0
					Total:		
					<u>\$1,699.00</u>		
	02593	VETERANS FLOORS	GYM FLOOR REFINISH - DW	2	4,350.00		0
					Total:		
					<u>\$4,350.00</u>		
					Fund: 20		
					<u>\$19,368.31</u>		
					Account: 20-2540-329		
					<u>\$19,368.31</u>		
20-2540-410-1							
		Oper, Build, & Maint Fund					
	03107	CINTAS	CUSTODIAL SUPPLIES - SP	2	127.97		0
			CUSTODIAL SUPPLIES - SP	2	45.59		0
					Total:		
					<u>\$173.56</u>		
	02648	NETWORK SERVICES	CUSTODIAL SUPPLIES - DW	2	140.00		0
			CUSTODIAL SUPPLIES	2	791.04		0
			CUSTODIAL SUPPLIES - SP	2	27.33		0
			CUSTODIAL SUPPLIES - SP	2	1,511.61		0
			CUSTODIAL SUPPLIES - DW	2	45.84		0
					Total:		
					<u>\$2,515.82</u>		
					Fund: 20		
					<u>\$2,689.38</u>		

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 Expense on Date: 2/1/2018 to 2/28/2018

Account Number		Vendor Name	Description	Batch #	Amount	Check Date	Check #
				Account: 20-2540-410-1	\$2,689.38		
20-2540-410-2							
Oper, Build, & Maint Fund							
00147	CDW GOVERNMENT	PRINTER CARTRIDGE	2	47.98			0
		PRINTER PAPER	2	44.46			0
				Total:	\$92.44		
00192	DAN THE KEYMAN	HD REPLACEMENT KEYS	2	59.20			0
				Total:	\$59.20		
03067	ELEMENTAL SOLUTIONS	BOILER LOOP TREATMENT	2	500.00			0
				Total:	\$500.00		
02592	FILTER SERVICES	HVAC FILTERS - SP	2	252.58			0
				Total:	\$252.58		
03288	LAKELAND COMMUNICATIONS	REPLACEMENT RADIOS	2	651.60			0
				Total:	\$651.60		
02648	NETWORK SERVICES	CUSTODIAL SUPPLIES - SP	2	76.92			0
				Total:	\$76.92		
03386	STATE INDUSTRIAL PRODUCTS	DISTRICT DRAIN MAINTENANCE	2	150.00			0
				Total:	\$150.00		
				Fund: 20	\$1,782.74		
				Account: 20-2540-410-2	\$1,782.74		
20-2540-410-3							
Oper, Build, & Maint Fund							
04392	ADVANCED TURF SOLUTIONS	DISTRICT SIDEWALK ICE MELTER	2	534.23			0
				Total:	\$534.23		
				Fund: 20	\$534.23		
				Account: 20-2540-410-3	\$534.23		
20-2540-464							
Oper, Build, & Maint Fund							

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Account Number		Vendor #	Vendor Name	Description	Batch #	Amount	Check Date	Check #
		02118	SHELL	FUEL - O & M	2	743.74		0
						Total:	<u>\$743.74</u>	
						Fund: 20	<u>\$743.74</u>	
						Account: 20-2540-464	<u>\$743.74</u>	
20-2540-500								
Oper, Build, & Maint Fund								
		04424	BELFOR USA GROUP, INC	RIVERSHIRE FLOOD CLEAN UP	2	6,330.00		0
						Total:	<u>\$6,330.00</u>	
		02752	CAREY ELECTRIC CONTRACTING INC.	ACCESS CONTROL CABLING - SP	2	2,822.00		0
						Total:	<u>\$2,822.00</u>	
		02720	ESSCOE	ACCESS CONTROL HD	2	2,310.00		0
				ACCESS CONTROL HD	2	3,562.50		0
				ACCESS CONTROL SP	2	1,785.00		0
						Total:	<u>\$7,657.50</u>	
42			01882	FRANK COONEY COMPANY	LIBRARY PROJECT FURNITURE	2	64,019.10	0
						Total:	<u>\$64,019.10</u>	
		02468	GEWALT HAMILTON ASSOCIATES	DW CROSSWALK PROJECT	2	208.00		0
						Total:	<u>\$208.00</u>	
						Fund: 20	<u>\$81,036.60</u>	
						Account: 20-2540-500	<u>\$81,036.60</u>	
40-2550-221								
Transportation Fund								
		02304	NCPERS-IL IMRF	VARNO, ELIZABEYTH ID 5638- NOV-JAN PAYMENTS	2	48.00		0
						Total:	<u>\$48.00</u>	
						Fund: 40	<u>\$48.00</u>	
						Account: 40-2550-221	<u>\$48.00</u>	
40-2550-329								
Transportation Fund								

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Account Number	Vendor #	Vendor Name	Description	Batch #	Amount	Check Date	Check #			
43	00139	MIDWEST TRANSIT EQUIPMENT	WO: 524, B4 AMBR MRKR LIGHT	2	12.66		0			
			WO:493, B16 BRK INSPC, OIL CHNG, SFTY LN	2	1,237.02		0			
			WO: 508, B27 BRK INSPC, OIL CHNG, SFTY LN	2	275.46		0			
			WO: 505, B25 BRK INSPC, OIL CHNG, SFTY LN	2	275.46		0			
			WO: 507 B24, BRK INPSC, OIL CHNG, SFTY LN	2	275.46		0			
			WO: 506 B26, BRK INSPC, OIL CHNG, SFTY LN	2	293.47		0			
			WO: 522 B2, LATCH, TRIGGER, LOCKING	2	39.30		0			
			WO: 496, B6 BRK INSPC, OIL CHNG, SFTY LN	2	458.05		0			
			WO: 509, B23, BRK INSPC, OIL CHNG, SFTY LN	2	472.27		0			
			WO: 490, B5, BRK INSPC, OIL CHNG, SFTY LN	2	481.76		0			
			WO: 500, B7 BRK INSPC, OIL CHNG, SFTY LN	2	502.67		0			
			WO: 501 B9, BRK INSPC, OIL CHNG, SFTY LN	2	518.71		0			
							Total:	<u><u>\$4,842.29</u></u>		
			43	02052	SHERIDAN AUTO PARTS	BULBS/LAMP	2	39.96		0
						ANTIFREEZE, HEADLAMPS, WD40	2	207.40		0
						ANTIFREEZE	2	227.81		0
DB/FLUID, DEICER	2	234.60					0			
						Total:	<u><u>\$709.77</u></u>			
				Fund: 40	<u><u>\$5,552.06</u></u>					
				Account: 40-2550-329	<u><u>\$5,552.06</u></u>					
40-2550-331										
Transportation Fund										
43	01698	CITICARE TRANSPORTATION	SPECIAL ED CAB 12/1/17-12/31/17	2	1,338.00		0			
							Total:	<u><u>\$1,338.00</u></u>		
				Fund: 40	<u><u>\$1,338.00</u></u>					
				Account: 40-2550-331	<u><u>\$1,338.00</u></u>					
40-2550-339										
Transportation Fund										
43	03328	FIRST STUDENT	DW BOYS BASKETBALL TO FREEMONT	2	132.78		0			
			DW BASKETBALL TO FREEMONT	2	132.78		0			
							Total:	<u><u>\$265.56</u></u>		

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Account Number		Vendor Name	Description	Batch #	Amount	Check Date	Check #
Vendor #							
					Fund: 40	<u>\$265.56</u>	
					Account: 40-2550-339	<u>\$265.56</u>	
40-2550-390							
Transportation Fund							
01719	ADVOCATE OCCUPATIONAL HEALTH	DRVR PHYS & DRG TEST D. COLIN	2	121.00		0	
		DRVR PHYS & DRG TEST A. COLIN	2	121.00		0	
		DRG TEST P. GARCIA	2	65.00		0	
					Total:	<u>\$307.00</u>	
00592	MIDWEST TRUCKERS ASSOCIATION	DRUG TESTING	2	63.09		0	
					Total:	<u>\$63.09</u>	
					Fund: 40	<u>\$370.09</u>	
					Account: 40-2550-390	<u>\$370.09</u>	
40-2550-410							
Transportation Fund							
4 00088	QUILL	OFFICE SUPPLIES FOR DRIVER FILES	2	11.33		0	
		OFFICE SUPPLIES	2	152.98		0	
					Total:	<u>\$164.31</u>	
					Fund: 40	<u>\$164.31</u>	
					Account: 40-2550-410	<u>\$164.31</u>	
40-2550-464							
Transportation Fund							
02118	SHELL	FUEL - TRANS	2	9,296.11		0	
					Total:	<u>\$9,296.11</u>	
					Fund: 40	<u>\$9,296.11</u>	
					Account: 40-2550-464	<u>\$9,296.11</u>	
60-2530-500							
Capital Projects Fund or Fund Group							
04312	ARMSTRONG RELOCATION	CONSTRUCTION MOVING	2	33,348.00		0	
					Total:	<u>\$33,348.00</u>	

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Account Number						
Vendor #	Vendor Name	Description	Batch #	Amount	Check Date	Check #
02752	CAREY ELECTRIC CONTRACTING INC.	WI FI CONNECTION - HD	2	3,415.00		0
				Total:		
				<u>\$3,415.00</u>		
02468	GEWALT HAMILTON ASSOCIATES	PROF SERVICES 6/19 - 7/23	2	1,625.00		0
				Total:		
				<u>\$1,625.00</u>		
				Fund: 60		
				<u>\$38,388.00</u>		
				Account: 60-2530-500		
				<u>\$38,388.00</u>		
				Grand Total		
				<u>\$394,392.24</u>		

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Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check Date	Expense on Date	Check #	Amount	State Account #
01/04/2018 (I)	10-3500-390	MASTER MIX ACADEMY	01/04 DJ SCIENCE STEM	180104		1/4/18	1/1/18	10183	600.00	10-3500-390
									Total	600.00
01/05/2018 (I)	10-3500-390	JUST FOR FUN ROLLER RINK	01/05 ROLLER SKATING	180105		1/5/18	1/1/18	10184	420.00	10-3500-390
									Total	420.00
01/09/2018 (i)	10-3500-390	NOGGIN BUILDERS	Void 01/15/18 FIELD TRIP DEPOSIT	180109		1/9/18	1/1/18	10186	1,010.00	10-3500-390
01/09/2018 (i)	10-3500-390		Void 01/15/18 FIELD TRIP DEPOSIT	9010		1/10/18	1/10/18	10186	(1,010.00)	10-3500-390
									Total	0.00
01/08/2018 (I)	10-1550-332	VAN GALDER BUS	01/27/18 Charter ID 33822	180109		1/9/18	1/1/18	10187	2,382.00	10-1550-332
									Total	2,382.00
01/09/2018 (i)	10-3500-390	NOGGIN BUILDERS	01/15/18 FIELD TRIP DEPOSIT	8010		1/9/18	1/10/18	10188	1,010.00	10-3500-390
									Total	1,010.00
PO LS11766 - I	10-2215-410	AMAZON	TEXTBOOKS (8) PTO TO REIMBURSE	180111	11766	1/11/18	1/1/18	10189	97.26	10-2215-410
PO LS11807 - I	10-1100-420		TEXTBOOKS (99)	180111	11807	1/11/18	1/1/18	10189	706.42	10-1100-420
PO LS11765 - I	10-1100-420		TEXTBOOKS (151)	180111	11765	1/11/18	1/1/18	10189	1,132.96	10-1100-420
PO LS11808 - I	10-1100-420		TEXTBOOKS (79)	180111	11808	1/11/18	1/1/18	10189	552.21	10-1100-420
PO LS11799 - I	10-1100-420		TEXTBOOKS (125)	180111	11799	1/11/18	1/1/18	10189	1,057.26	10-1100-420
14HM377CDG\	10-2220-410-1		SUPPLIES - GENERAL SP	180111	11768	1/11/18	1/1/18	10189	92.97	10-2220-410
PO LS11809 - I	10-1100-420		TEXTBOOKS (92)	180111	11809	1/11/18	1/1/18	10189	471.87	10-1100-420
									Total	4,110.95
1096 (I)	10-2640-390	NIHIP	2017 Wellness Screening Below Minimum	180111		1/11/18	1/1/18	10190	711.00	10-2640-390
									Total	711.00
180116(I)	10-1200-410	CHRISTINE ERICKSON PETTY C	Guided Petty Cash 12/15/17-01/15/18	180116		1/17/18	1/1/18	10191	363.56	10-1200-410
									Total	363.56
180116(I)	10-1190-319	DORNFELD PIANO TUNING	REPAIR SERVICES	180116		1/17/18	1/1/18	10192	180.00	10-1190-319
									Total	180.00
180116(I)	10-1112-416	FACE TO FACE PRODUCTIONS	02/02/18 Honest Abe Assembly	180116		1/17/18	1/1/18	10193	545.00	10-1112-416
									Total	545.00
01/11/2018 (I)	10-1111-390	GLENVIEW PARK DISTRICT, THE	FEB classes: 15,16,20,21-23,26,28	180116		1/17/18	1/1/18	10194	1,044.75	10-1111-390
									Total	1,044.75
180116(I)	10-1111-390	LAKE COUNTY FOREST PRESE	Animals In Winter 1/22,1/25 & 1/26	180116		1/17/18	1/1/18	10195	266.00	10-1111-390

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								Total	266.00	
01/10/2018 (I)	10-1500-640	TWIN GROVES MIDDLE SCHOOL	01/20 DW Entry Fee - Wrestling	180116		1/17/18	1/1/18	10196	175.00	10-1500-640
								Total	175.00	
180116 (I)	10-2211-312	UCP INFINITEC	03/08/18 Healy & Funk-Cortical Visual In	180116		1/17/18	1/1/18	10197	70.00	10-2211-312
								Total	70.00	
01/17/2018 (I)	10-1500-319	WIESNETH, JOHN	01/17 Wrestling	180117		1/17/18	1/1/18	10198	65.00	10-1500-319
								Total	65.00	
2017120501 (I)	10-2660-700	CLEAR IMPACT	INSTALL FRONTROW VOICE AMP	180117		1/18/18	1/1/18	10199	605.59	10-2660-700
2017120501 (I)	10-2660-700		LFF REIMBURSEMENT-INSTALL FRON	180117		1/18/18	1/1/18	10199	5,000.00	10-2660-700
2017092502 (I)	20-2540-329		REMOVAL OF EXISTING STAGE	180117		1/18/18	1/1/18	10199	510.00	20-2540-329
								Total	6,115.59	
65963 (I)	20-2540-500	FRANK COONEY COMPANY	FURNITURE DW	180117		1/18/18	1/1/18	10200	3,176.00	20-2540-500
								Total	3,176.00	
01/19/2018 (I)	10-1120-414	IESA	2018 6th& 8th Grade Chess	180122		1/23/18	1/1/18	10201	120.00	10-1120-414
								Total	120.00	
47 180123(I)	10-1550-332	MIKKELSON, BRENT	GRATUITY FOR 1/27 BUS TRIP #33822	180122		1/23/18	1/1/18	10202	320.00	10-1550-332
								Total	320.00	
01/22/2018(I)	10-1500-319	PANAGIOTAROS, CYNTHIA	01/25 1 game Volleyball	180122		1/23/18	1/1/18	10203	50.00	10-1500-319
								Total	50.00	
01/22/2018(I)	10-1500-319	SAUNDERS, MARK	Void 01/25 1 game Volleyball	180122		1/23/18	1/1/18	10204	50.00	10-1500-319
01/22/2018(I)	10-1500-319		Void 01/25 1 game Volleyball	9026		1/23/18	1/23/18	10204	(50.00)	10-1500-319
								Total	0.00	
475209(I)	10-3500-390	SPEED STACKS, INC.	SALES ORDER 531404	180119		1/23/18	1/1/18	10205	596.00	10-3500-390
476999(I)	10-3500-390		SALES ORDER 533332	180119		1/23/18	1/1/18	10205	199.95	10-3500-390
								Total	795.95	
01/23/2018 (I)	10-2310-640	SAMS CLUB/SYNCB	8 MEMBERSHIP DUES	180123		1/23/18	1/1/18	10206	360.00	10-2310-640
01/23/2018 (I)	10-3500-410		103 CLUB FOOD & SUPPLIES	180123		1/23/18	1/1/18	10206	187.07	10-3500-410
								Total	547.07	
01/25/2018 (I)	10-2210-314	CYBER SAFETY CONSULTING	01/25 CYBER SAFETY CONSULTING	180125		1/25/18	1/1/18	10207	3,500.00	10-2210-314

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									Total	3,500.00	
01/30/2018 (I)	10-1500-319	LOGUE, NANCY	01/30 VOLLEYBALL REF	180130		1/29/18	1/1/18	10208	50.00	10-1500-319	
									Total	50.00	
01/30/2018 (I)	10-1500-319	MURPHY, TERRENCE	01/30 WRESTLING MEET	180130		1/29/18	1/1/18	10209	65.00	10-1500-319	
									Total	65.00	
01/30/2018 (I)	10-1500-319	SAUNDERS, MARK	01/30 VOLLEYBALL REF	180130		1/29/18	1/1/18	10210	50.00	10-1500-319	
									Total	50.00	
01/31/2018 (I)	20-2540-410-2	HOME DEPOT CREDIT SERVICE	12/11 PURCHASE END IN 5695	1312018		1/31/18	1/1/18	10215	84.84	20-2540-410	
									Total	84.84	
									Report Total	<u><u>\$26,817.71</u></u>	

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January 2018	10-2690-220	NIHIP	MEDICAL INSURANCE	118		1/16/18	1/1/18	80116001	218,576.27	10-2690-220
January 2018	10-2690-221		LIFE/LTD INSURANCE	118		1/16/18	1/1/18	80116001	3,344.75	10-2690-221
January 2018	10-435		DENTAL INSURANCE PPO - ED	118		1/16/18	1/1/18	80116001	7,365.55	10-430
January 2018	10-2690-221		VOLUNTARY LIFE - ED	118		1/16/18	1/1/18	80116001	783.30	10-2690-221
January 2018	20-2540-220		MEDICAL INSURANCE - O&M	118		1/16/18	1/1/18	80116001	14,385.42	20-2540-220
January 2018	20-2540-221		LIFE/LTD INSURANCE - O&M	118		1/16/18	1/1/18	80116001	79.80	20-2540-221
January 2018	20-435		DENTAL INSURANCE PPO O&M	118		1/16/18	1/1/18	80116001	577.33	20-430
January 2018	20-2540-221		VOLUNTARY LIFE - O&M	118		1/16/18	1/1/18	80116001	87.00	20-2540-221
January 2018	40-2550-220		MEDICAL INSURANCE - TRANS	118		1/16/18	1/1/18	80116001	21,110.72	40-2550-220
January 2018	40-2550-221		LIFE/LTD INSURANCE - TRANS	118		1/16/18	1/1/18	80116001	136.80	40-2550-221
January 2018	40-435		DENTAL INSURANCE PPO - TRANS	118		1/16/18	1/1/18	80116001	1,244.05	40-430
January 2018	40-2550-221		VOLUNTARY LIFE - TRANS	118		1/16/18	1/1/18	80116001	356.30	40-2550-221
January 2018	10-2330-225		RETIREE MEDICAL INSURANCE	118		1/16/18	1/1/18	80116001	775.31	10-2330-225
January 2018	10-2320-225		RETIREE MEDICAL INSURANCE	118		1/16/18	1/1/18	80116001	1,712.24	10-2320-225
January 2018	10-2210-225		RETIREE MEDICAL INSURANCE	118		1/16/18	1/1/18	80116001	775.31	10-2210-225
January 2018	10-2520-225		RETIREE MEDICAL INSURANCE	118		1/16/18	1/1/18	80116001	775.31	10-2520-225
January 2018	20-2540-225		RETIREE MEDICAL INSURANCE	118		1/16/18	1/1/18	80116001	1,550.62	20-2540-225
Total									<u>273,636.08</u>	
Report Total									<u><u>\$273,636.08</u></u>	

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8114	10-403	MASTERCARD CORPORATE CLI	Puerto Rico EQ Relief - Spanish REACH	1801		1/17/18	1/1/18	100634	53.95	10-403
8114	10-403		Mexico EQ Relief - Spanish REACH	1801		1/17/18	1/1/18	100634	1,053.94	10-403
8114	10-403		STUDCO HOLIDAY ADOPT-A-FAMILY F	1801		1/17/18	1/1/18	100634	83.97	10-403
8114	10-403		STUDCO HOLIDAY ADOPT-A-FAMILY F	1801		1/17/18	1/1/18	100634	607.86	10-403
8114	10-403		STUDCO HOLIDAY ADOPT-A-FAMILY F	1801		1/17/18	1/1/18	100634	29.00	10-403
8114	10-403		STUDCO HOLIDAY ADOPT-A-FAMILY F	1801		1/17/18	1/1/18	100634	900.69	10-403
8114	10-403		STUDCO HOLIDAY ADOPT-A-FAMILY F	1801		1/17/18	1/1/18	100634	500.00	10-403
8503	10-2150-410		SPEECH TESTING MATERIAL	1801		1/17/18	1/1/18	100634	621.44	10-2150-410
8503	10-2211-312		NIU CONF REG FEE - GELLER/HERDM	1801		1/17/18	1/1/18	100634	930.00	10-2211-312
8503	10-2140-410		PSYCH TESTING MATERIAL	1801		1/17/18	1/1/18	100634	29.90	10-2140-410
4766	40-2550-464		FUEL FOR BUS 26	1801		1/17/18	1/1/18	100634	42.72	40-2550-464
4766	40-2550-464		FUEL FOR BUS 19	1801		1/17/18	1/1/18	100634	163.05	40-2550-464
4766	40-2550-490		CAMERA SYSTEM CABLE	1801		1/17/18	1/1/18	100634	14.65	40-2550-490
4774	20-2540-410-2		HARDWARE	1801		1/17/18	1/1/18	100634	44.86	20-2540-410
4774	10-2310-410		WATER FOR BOARD MTG	1801		1/17/18	1/1/18	100634	37.40	10-2310-410
4774	20-2540-410-1		STAFF LUNCH	1801		1/17/18	1/1/18	100634	55.55	20-2540-410
4774	20-2540-410-2		ELECTRICAL SUPPLIES	1801		1/17/18	1/1/18	100634	45.90	20-2540-410
4774	20-2540-410-2		SHED FOR SALT SPREADER	1801		1/17/18	1/1/18	100634	249.00	20-2540-410
4774	20-2540-319		REPAIR BLOWN TURBO TUBE - FORD	1801		1/17/18	1/1/18	100634	262.80	20-2540-319
4774	20-2540-319		REBUILD SALT SPREADER	1801		1/17/18	1/1/18	100634	541.95	20-2540-319
7553	10-2310-410		DONATION (HONOR OF JIM ERICKSO	1801		1/17/18	1/1/18	100634	100.00	10-2310-410
7553	10-2310-410		DESSERT FOR BOE SPECIAL MTG 11/	1801		1/17/18	1/1/18	100634	13.19	10-2310-410
7553	10-2310-410		DINNER FOR BOE SPECIAL MTG 11/2	1801		1/17/18	1/1/18	100634	106.50	10-2310-410
7553	10-2310-410		PLAQUE FOR RETIRING BOARD MEM	1801		1/17/18	1/1/18	100634	34.00	10-2310-410
7553	10-2310-410		DINNER FOR BOE MTG 11/30	1801		1/17/18	1/1/18	100634	104.40	10-2310-410
7553	10-2310-410		SNACKS FOR BOE MTG/STAFF HOLID	1801		1/17/18	1/1/18	100634	208.15	10-2310-410
7553	10-2310-410		STAFF HOLIDAY BREAKFAST	1801		1/17/18	1/1/18	100634	81.51	10-2310-410
7553	10-2310-410		LUNCH FOR SAC ADMIN ASSTS MTG	1801		1/17/18	1/1/18	100634	90.50	10-2310-410
7553	10-2310-410		BOE SUPPLIES	1801		1/17/18	1/1/18	100634	18.58	10-2310-410
7553	10-2310-410		BOE SUPPLIES	1801		1/17/18	1/1/18	100634	4.97	10-2310-410

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Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check Date	Expense on Date	Check #	Amount	State Account #
7553	10-2310-410		RETIREMENT CAKE/SNACKS	1801		1/17/18	1/1/18	100634	44.42	10-2310-410
3654	10-2320-312		ALICE CERT TRAINING - S. WARREN	1801		1/17/18	1/1/18	100634	595.00	10-2320-312
4725	20-2540-319		TRUCK F250 SERVICE	1801		1/17/18	1/1/18	100634	144.06	20-2540-319
4725	20-2540-319		TRUCK F250 PLOW REPAIR	1801		1/17/18	1/1/18	100634	437.84	20-2540-319
4725	20-2540-410-2		EPOXY RESIN FOR DESK FINISH	1801		1/17/18	1/1/18	100634	189.00	20-2540-410
4725	20-2540-312		CONF TRANSPORTATION - S. GAUNK	1801		1/17/18	1/1/18	100634	291.19	20-2540-312
4725	20-2540-640		ALICE RE-CERTIFICATION FEE	1801		1/17/18	1/1/18	100634	5.00	20-2540-640
4725	20-2540-410-2		SHOP SUPPLIES	1801		1/17/18	1/1/18	100634	51.27	20-2540-410
4725	20-2540-325		MONTHLY STORAGE FEE - UNIT 1040	1801		1/17/18	1/1/18	100634	260.00	20-2540-325
4725	20-2540-325		MONTHLY STORAGE FEE - UNIT 5294	1801		1/17/18	1/1/18	100634	250.00	20-2540-325
4725	20-2540-325		MONTHLY STORAGE FEE - UNIT 6037	1801		1/17/18	1/1/18	100634	154.00	20-2540-325
6620	10-3500-390		103 CLUB BOWLERO FIELDTRIP BAL I	1801		1/17/18	1/1/18	100634	556.81	10-3500-390
6620	10-2540-341		TELEPHONE	1801		1/17/18	1/1/18	100634	7,532.86	10-2540-341
6620	20-2540-329		ALARM MONITORING - DW	1801		1/17/18	1/1/18	100634	170.78	20-2540-329
6620	20-2540-329		DISTRICT IPM	1801		1/17/18	1/1/18	100634	152.82	20-2540-329
6620	10-2540-321		SANITATION SERVICES - SP	1801		1/17/18	1/1/18	100634	247.00	10-2540-321
6620	10-2540-321		SANITATION SERVICES - HD	1801		1/17/18	1/1/18	100634	420.00	10-2540-321
6620	10-2540-321		SANITATION SERVICES - DW	1801		1/17/18	1/1/18	100634	320.00	10-2540-321
6620	20-2540-341		CELL PHONE - O & M	1801		1/17/18	1/1/18	100634	236.83	20-2540-341
6620	40-2550-341		CELL PHONE - TRANS	1801		1/17/18	1/1/18	100634	79.24	40-2550-341
6620	10-2540-341		LONG DISTANCE	1801		1/17/18	1/1/18	100634	2,210.65	10-2540-341
6407	10-2211-390-2		LUNCH FOR ADMIN WORMELI WRKSF	1801		1/17/18	1/1/18	100634	195.41	10-2211-390
6407	10-2211-492		PROF DEVELOPMENT BOOK PURCH	1801		1/17/18	1/1/18	100634	32.07	10-2211-490
6407	10-2211-390-2		ASCD CONF FOOD - K. PERRI	1801		1/17/18	1/1/18	100634	8.52	10-2211-390
6407	10-2211-390-2		ASCD CONF FOOD - K. PERRI	1801		1/17/18	1/1/18	100634	22.64	10-2211-390
6407	10-2211-390-2		ASCD CONF FOOD - K. PERRI	1801		1/17/18	1/1/18	100634	9.04	10-2211-390
6407	10-2211-390-2		ASCD CONF LODGING BAL - K. PERRI	1801		1/17/18	1/1/18	100634	473.00	10-2211-390
6058	10-1190-410-2		DRUM SET	1801		1/17/18	1/1/18	100634	117.85	10-1190-410
6058	10-1112-410		CLASSROOM SUPPLIES	1801		1/17/18	1/1/18	100634	69.53	10-1112-410
6058	10-1112-416		NATIONAL GEO BEE REGISTRATION	1801		1/17/18	1/1/18	100634	120.00	10-1112-416

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Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check Date	Expense on Date	Check #	Amount	State Account #
6058	10-1190-410-2		BASS DRUM MALLETS	1801		1/17/18	1/1/18	100634	45.31	10-1190-410
6058	10-1112-410		CLASSROOM SUPPLIES RETURN	1801		1/17/18	1/1/18	100634	(68.07)	10-1112-410
6058	10-1112-415		SCIENCE SUPPLIES	1801		1/17/18	1/1/18	100634	45.61	10-1112-415
6058	10-2410-410-2		STAFF HOLIDAY GIFTS	1801		1/17/18	1/1/18	100634	177.09	10-2410-410
6058	10-1112-417		ELA SUPPLIES (NOVEL STUDY)	1801		1/17/18	1/1/18	100634	33.53	10-1112-417
6058	10-2410-410-2		TEACHER'S LOUNGE SUPPLIES	1801		1/17/18	1/1/18	100634	93.40	10-2410-410
6058	10-1112-410		CLASSROOM SUPPLIES	1801		1/17/18	1/1/18	100634	5.22	10-1112-410
6058	10-1112-414		CLASSROOM PROJECT SUPPLIES	1801		1/17/18	1/1/18	100634	240.00	10-1112-414
6058	10-1112-414		CLASSROOM PROJECT SUPPLIES	1801		1/17/18	1/1/18	100634	26.20	10-1112-414
6058	10-1112-414		CLASSROOM PROJECT SUPPLIES	1801		1/17/18	1/1/18	100634	62.73	10-1112-414
6058	10-1112-410		CLASSROOM SUPPLIES	1801		1/17/18	1/1/18	100634	81.95	10-1112-410
6058	10-1112-418		COMPUTER CLASS KIT	1801		1/17/18	1/1/18	100634	150.00	10-1112-418
6058	10-1112-410		CLASSROOM SUPPLIES	1801		1/17/18	1/1/18	100634	22.64	10-1112-410
9774	10-2410-410-3		HOLIDAY CARDS TO STAFF	1801		1/17/18	1/1/18	100634	35.97	10-2410-410
9774	10-1120-415		SCIENCE SUPPLIES	1801		1/17/18	1/1/18	100634	44.90	10-1120-415
9774	10-2410-410-3		STAFF INCENTIVES - SPIRIT WEAR	1801		1/17/18	1/1/18	100634	71.45	10-2410-410
9774	10-1550-332		SCI OLY BOYCEVILLE - LODGING FOF	1801		1/17/18	1/1/18	100634	168.00	10-1550-332
9774	10-1550-332		SCI OLY BOYCEVILLE - LODGING FOF	1801		1/17/18	1/1/18	100634	10.00	10-1550-332
9774	10-1500-410		WRESTLING BANDS	1801		1/17/18	1/1/18	100634	47.96	10-1500-410
9774	10-1120-410		ROLLING DESK - C. RAQUET	1801		1/17/18	1/1/18	100634	67.00	10-1120-410
9774	10-1120-410		ROLLING DESK - SOTOS/NAMKUNG	1801		1/17/18	1/1/18	100634	131.32	10-1120-410
9774	10-2410-410-3		DW OFFICE/KITCHEN SUPPLIES	1801		1/17/18	1/1/18	100634	51.06	10-2410-410
9774	10-2410-410-3		DW HOLIDAY STAFF PARTY	1801		1/17/18	1/1/18	100634	532.80	10-2410-410
9774	10-2190-410		CHESS CLUB SUPPLIES	1801		1/17/18	1/1/18	100634	135.92	10-2190-410
9774	10-2410-410-3		OFFICE SUPPLIES	1801		1/17/18	1/1/18	100634	79.22	10-2410-410
8349	20-2540-410-2		BUILDING SUPPLIES	1801		1/17/18	1/1/18	100634	9.95	20-2540-410
8349	20-2540-410-2		BUILDING SUPPLIES	1801		1/17/18	1/1/18	100634	78.06	20-2540-410
8349	20-2540-410-2		BUILDING SUPPLIES	1801		1/17/18	1/1/18	100634	8.44	20-2540-410
8349	20-2540-410-2		ANTIFREEZE	1801		1/17/18	1/1/18	100634	21.94	20-2540-410
8349	20-2540-410-2		FLAGS FOR CLASSROOM (11)	1801		1/17/18	1/1/18	100634	77.55	20-2540-410

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Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check Date	Expense on Date	Check #	Amount	State Account #
8349	20-2540-410-1		VACUUM FILTERS	1801		1/17/18	1/1/18	100634	55.07	20-2540-410
8349	20-2540-410-1		POP/WATER RESTOCK - SP	1801		1/17/18	1/1/18	100634	73.24	20-2540-410
8349	10-2215-410		SUPPLIES TO BUILD SENSORY TABLE	1801		1/17/18	1/1/18	100634	22.87	10-2215-410
8349	10-2215-410		SUPPLIES TO BUILD SENSORY TABLE	1801		1/17/18	1/1/18	100634	20.90	10-2215-410
8349	10-2215-410		SUPPLIES TO BUILD SENSORY TABLE	1801		1/17/18	1/1/18	100634	29.88	10-2215-410
8349	10-2215-410		SUPPLIES TO BUILD SENSORY TABLE	1801		1/17/18	1/1/18	100634	2.24	10-2215-410
4782	20-2540-410-2		HARDWARE SHOP SUPPLIES	1801		1/17/18	1/1/18	100634	36.02	20-2540-410
4782	20-2540-410-2		HARDWARE SHOP SUPPLIES	1801		1/17/18	1/1/18	100634	46.88	20-2540-410
4782	20-2540-410-2		SNOWBLOWER BLADE AND BOLTS	1801		1/17/18	1/1/18	100634	80.30	20-2540-410
4782	20-2540-410-2		GATE PARTS	1801		1/17/18	1/1/18	100634	375.00	20-2540-410
4782	20-2540-410-2		TOILET HARDWARE	1801		1/17/18	1/1/18	100634	73.01	20-2540-410
4568	10-2210-312		WORMELI CONF FEE - BLACKLEY/PEI	1801		1/17/18	1/1/18	100634	1,410.00	10-2210-312
4568	10-2211-490		HD MUSIC INSTRUMENTS - PTO TO R	1801		1/17/18	1/1/18	100634	216.75	10-2211-490
4568	10-2210-312		ACTFL CONF LODGING & MEAL - E. VI	1801		1/17/18	1/1/18	100634	360.23	10-2210-312
4568	10-2210-312		ACTFL CONF LODGING - E. VINCENT	1801		1/17/18	1/1/18	100634	578.94	10-2210-312
4568	10-2211-314		HD SCIENCE EVENT (12/1) - PTO SPO	1801		1/17/18	1/1/18	100634	625.00	10-2211-314
4568	10-2220-410-3		DW LIBRARY SUPPLIES	1801		1/17/18	1/1/18	100634	69.91	10-2220-410
4568	10-2220-410-2		HD LIBRARY SUPPLIES	1801		1/17/18	1/1/18	100634	146.60	10-2220-410
4568	10-2210-312		STAFF MEETING SNACKS/BEVERAGE	1801		1/17/18	1/1/18	100634	101.47	10-2210-312
4568	10-2210-312		BR CONF LODGING BAL - NAUGHTON	1801		1/17/18	1/1/18	100634	671.64	10-2210-312
4568	10-2210-312		NCTM REG FEE - P. SCHREURS	1801		1/17/18	1/1/18	100634	327.00	10-2210-312
4568	10-2211-490		SUPPLIES - SCHLAN (PTO - MARCH M	1801		1/17/18	1/1/18	100634	18.30	10-2211-490
4568	10-2210-312		WORMELI CONF FEE - T. HERION	1801		1/17/18	1/1/18	100634	444.00	10-2210-312
4568	10-2210-312		WPY CONF REG FEE - A. SMIDT	1801		1/17/18	1/1/18	100634	95.00	10-2210-312
4568	10-2210-410		TEACHING SUPPLIES	1801		1/17/18	1/1/18	100634	177.68	10-2210-410
4568	10-2210-312		NCTM CONF LODGING - N. NUSBAUM	1801		1/17/18	1/1/18	100634	199.00	10-2210-312
4568	10-2210-312		NCTM CONF LODGING - A. CHA	1801		1/17/18	1/1/18	100634	233.63	10-2210-312
4568	10-2210-312		NCTM CONF LODGING - K. FENDER	1801		1/17/18	1/1/18	100634	233.63	10-2210-312
4568	10-2210-312		NCTM CONF LODGING - K. FRANTOM	1801		1/17/18	1/1/18	100634	233.63	10-2210-312
4568	10-2210-312		NCTM CONF LODGING - C. NAMKUNC	1801		1/17/18	1/1/18	100634	233.63	10-2210-312

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4568	10-2210-312		WORMELI CONF TRANS - REYNOLDS	1801		1/17/18	1/1/18	100634	86.00	10-2210-312
4568	10-2210-312		WORMELI CONF FOOD - K. REYNOLD	1801		1/17/18	1/1/18	100634	11.32	10-2210-312
4568	10-2210-312		CONF REG CANCELLATION - K. FRAN	1801		1/17/18	1/1/18	100634	(421.80)	10-2210-312
4568	10-2210-312		SBAG CONF REG - HAFNER/ORTEGA	1801		1/17/18	1/1/18	100634	843.60	10-2210-312
4568	10-2210-640		ILASCD MEMB DUES - K. REYNOLDS	1801		1/17/18	1/1/18	100634	49.00	10-2210-640
4568	10-2210-312		WORMELI CONF FOOD - K. REYNOLD	1801		1/17/18	1/1/18	100634	12.98	10-2210-312
4568	10-2210-312		WORMELI CONF FOOD - K. REYNOLD	1801		1/17/18	1/1/18	100634	13.47	10-2210-312
4568	10-1100-420		REACH TEACHING MATERIALS	1801		1/17/18	1/1/18	100634	97.44	10-1100-420
4568	10-2210-312		WORMELI CONF LODGING - K. REYNOLDS	1801		1/17/18	1/1/18	100634	495.97	10-2210-312
4568	10-1100-392		MINECRAFT SOFTWARE LICENSE (60	1801		1/17/18	1/1/18	100634	318.75	10-1100-392
4568	10-1100-392		CLASSROOM LICENSES (8)	1801		1/17/18	1/1/18	100634	1,000.00	10-1100-392
4568	10-2220-410-2		HD LIBRARY SUPPLIES	1801		1/17/18	1/1/18	100634	13.00	10-2220-410
4568	10-1100-420		TEACHING MATERIALS	1801		1/17/18	1/1/18	100634	467.08	10-1100-420
4568	10-2210-312		MATH OBSERVATION MTG LUNCH	1801		1/17/18	1/1/18	100634	116.82	10-2210-312
4568	10-2215-410		TEACHING MATERIAL - LINKS TO LRN	1801		1/17/18	1/1/18	100634	1,650.00	10-2215-410
4568	10-2211-491		TEACHING MATERIALS	1801		1/17/18	1/1/18	100634	196.24	10-2211-490
8321	10-1120-411		FACS SUPPLIES - FABRIC	1801		1/17/18	1/1/18	100634	183.92	10-1120-411
8321	10-1120-411		FACS SUPPLIES - FABRIC	1801		1/17/18	1/1/18	100634	54.16	10-1120-411
8321	10-1120-411		FACS SUPPLIES - GROCERIES	1801		1/17/18	1/1/18	100634	15.05	10-1120-411
8321	10-1120-411		FACS SUPPLIES - PAPER GOODS/SUF	1801		1/17/18	1/1/18	100634	177.74	10-1120-411
8321	10-1120-411		FACS SUPPLIES - CRAFT SUPPLIES	1801		1/17/18	1/1/18	100634	19.95	10-1120-411
8321	10-1120-411		FACS SUPPLIES - GROCERIES	1801		1/17/18	1/1/18	100634	23.94	10-1120-411
8321	10-1120-411		FACS SUPPLIES - GROCERIES	1801		1/17/18	1/1/18	100634	141.18	10-1120-411
8321	10-1120-411		FACS SUPPLIES - GROCERIES	1801		1/17/18	1/1/18	100634	15.98	10-1120-411
8321	10-1120-411		FACS SUPPLIES - CLEANING SUPPLIE	1801		1/17/18	1/1/18	100634	66.27	10-1120-411
8321	10-1120-411		FACS SUPPLIES - CREDIT FOR TAX	1801		1/17/18	1/1/18	100634	(12.57)	10-1120-411
3622	10-1550-332		SCI OLY BOYCEVILLE CHARTER BUS	1801		1/17/18	1/1/18	100634	2,550.00	10-1550-332
3622	10-1550-332		SCI OLY BOYCEVILLE BUS DRIVER TI	1801		1/17/18	1/1/18	100634	255.00	10-1550-332
8313	10-2215-410		SP MASCOT COSTUME	1801		1/17/18	1/1/18	100634	349.00	10-2215-410
1648	10-2660-392		MONTHLY TECH CALENDAR FEE (4)	1801		1/17/18	1/1/18	100634	40.00	10-2660-392

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1418	10-2660-312		PROF DEV CONF PARKING - BERTSO	1801		1/17/18	1/1/18	100634	15.00	10-2660-312	
1418	10-2660-410		IPAD APPS	1801		1/17/18	1/1/18	100634	34.99	10-2660-410	
1418	10-2660-410		IPAD APPS	1801		1/17/18	1/1/18	100634	4.99	10-2660-410	
									Total	<u>40,990.33</u>	
									Report Total	<u><u>\$40,990.33</u></u>	

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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: Patrick Palbicke
CC: Dr. Scott Warren
Date: February 20, 2018
Re: January 2018 Donations

During January 2018, the District received the following donations:

<u>Donors</u>	<u>Amount</u>	<u>Purpose of Donation</u>
PTO	94.97	Purposeful Play Donation
LFF	5000.00	Voice Amplification System HD
Music Boosters	1100.00	Musical Instruments HD
PTO	500.00	Cyber Safety Presentation
PTO	723.20	Links to Learning HD/SP

Recommendation:

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



Lincolnshire-Prairie View School District 103

Memo

To: Board of Education
From: Scott Warren
Date: February 15, 2018
Re: Approval of Employment

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

Sonya Morgan, Sprague Social Worker, to fill the leave of absence of Kara Shanley.

Approval of Employment

Staff Members Placement on Master Contract

Sonya Morgan, Sprague Social Worker, to fill the leave of absence of Kara Shanley, from February 13, 2018 for a period of five months, at a prorated salary of \$10,032.84.

• **SONYA JACOBS MORGAN, LSW** •

520 Pine Street, Deerfield, IL 60015

(847) 372-4364

jacobs.sonya@gmail.com

LOYOLA UNIVERSITY CHICAGO, Chicago, IL

Master of Social Work, Specialization: School Social Work, August 2014

BOSTON UNIVERSITY, Boston, MA

Bachelor of Psychology, May 2003; elective coursework in special education

SCHOOL SOCIAL WORKER, *Highcrest Middle School, Wilmette, IL (August 2014-June 2017)*

- Provided school social work intervention services to middle school students using various modalities and theoretical perspectives including cognitive behavior therapy, play therapy, creative arts therapy, social cognition/social thinking, strengths, brief treatment, solution-focused, and mindfulness.
- Coordinated and implemented social work individual, group, and classroom sessions for students in fifth and sixth grades for a variety of social-emotional issues including socialization, anxiety, coping, school refusal, social skills, self-harm, trauma, positive behavior intervention support, attention and hyperactivity, and autism spectrum disorder.
- Collaborated with special education student assistance team with IEP eligibility case study evaluations and re-evaluation meetings including writing social developmental studies, Vineland Adaptive Behavior Scales; functional behavior analysis data collection; behavior intervention plan support; student data collection; and IEP goal formulation and tracking.
- Liaised with classroom teachers, educational professionals, and parents to assist in social emotional functioning of all students.
- Participated on specialized building teams including crisis intervention, crisis response, and student assistance.
- Implemented staff and parent professional development in areas of cyber responsibility, anxiety, mandated reporting, and bullying.
- Coordinated and led age-appropriate lessons to facilitate state mandated Erin's Law programming for students.

SCHOOL SOCIAL WORK INTERN, *Central School, Wilmette, IL (August 2013-June 2014)*

- Designed and implemented a multi-session bullying prevention curriculum for third grade classrooms including the creation of student and staff needs assessment questionnaires and overall session curriculum.
- Coordinated and implemented social work individual, group, and classroom sessions for students in kindergarten through fourth grade for a variety of social-emotional issues including socialization, anxiety, coping, school refusal, social skills, and positive behavior intervention support, attention and hyperactivity, and autism spectrum disorder.
- Participated in regular education intervention team to identify and advocate for students to receive services using RTI model.
- Assisted special education student assistance team with IEP eligibility case study evaluations and re-evaluation meetings including writing social developmental studies, Vineland Adaptive Behavior Scales; functional behavior analysis data collection; behavior intervention plan support; student data collection; and IEP goal formulation and tracking.
- Led classrooms groups on topics such as respect, responsibility, communication, friendship skills, stress management and bullying.
- Collaborated with school staff and parents regarding student social-emotional needs on regular basis and in crisis.

CLINICIAN/ TEEN CLINIC INTERN, *Response Center, Skokie, IL (April 2013-August 2013)*

- Provided individual and group therapy to adolescents on issues related to attachment, relationships, anxiety, high risk behaviors, self-esteem, anger management and identity.
- Counseled and educated teen clinic adolescent patients about teen dating relationships and sexual health care services including STI prevention, consensual relationships and overall healthy behavior.
- Maintained medical records, case notes, patient communication and triage, assisted with lab test collection, and results counseling.

ASST. DIRECTOR OF DEVELOPMENT, *Anti-Defamation League, Chicago, IL (April 2010-April 2013)*

- Managed organization's annual fundraising dinner, supervise executive women's committee of 25 lay leaders to prospect and secure honorees, organize logistics, execute high end auction, and sell sponsorship tables to fundraise over \$620,000.
- Researched coordinated and wrote foundation grant proposals for organizational funding ranging from \$50,000 - \$350,000.
- Cultivated and provided stewardship to portfolio of annual campaign donors through best-practices methods of fundraising.
- Conceptualized and coordinated organization's direct mail solicitation campaign including annual action report, solicitation materials, cultivation levels, and the design and mail process.
- Supervised and organized annual young professional gala through coordination of host committee of 50 lay leaders, managed sourcing of silent auction items, and executed overall event logistics to raise \$150,000.

CAMPAIGN EXECUTIVE, *Jewish National Fund, Northbrook, IL (February 2008-April 2010)*

- Supervised \$500,000 fund-raising campaign in three Midwestern States through cultivation and solicitation of existing donors and prospects at all giving levels including major gifts; collaborated with other organizations and agencies to implement programming; and wrote grant proposals for funding of projects.
- Created, executed, and managed all aspects of special events and fundraisers in region.

U.S. PEACE CORPS VOLUNTEER, Grenada, West Indies (July 2005-August 2007)

Community Development Worker

- Devised fundraising events, maintained fundraising calendar, organized support, and sourced funding for *May Month of the Disabled* events such as advocacy march and concert fundraiser.
- Planned and sourced funding through grant writing, coordinated program structure, researched and secured guest speakers for national workshop on issues that affect persons with disabilities in the areas of HIV/AIDS, other sexually-transmitted infections, and substance abuse for Grenada National Council of the Disabled.
- Designed, implemented, managed, and evaluated PEPFAR (President's Emergency Plan for AIDS Relief) grant proposal project in collaboration with local empowerment organization using behavior change communication methodology to empower youth in secondary schools located in areas of high concentration of commercial and transactional sex work, with using curriculum areas of HIV/AIDS, self-esteem, assertiveness, decision-making skills and gender.
- Created publicity brochures and informational literature for the Grenada National Council of the Disabled.

Health Promotion Group Facilitator/Trainer

- Devised and facilitated weekly life skills empowerment group sessions as well as mentored adolescent girls at local group home for children and adolescents with a history of abuse and neglect using expressive arts and cognitive behavioral strategies.
- Facilitated and mentored groups of adolescents through workshops about HIV/AIDS, life skills, and gender awareness.
- Designed and executed training sessions on prevention of HIV/AIDS and other STIs for teachers, students and youth groups.
- Selected from current Peace Corps Volunteer group to train incoming Peace Corps Volunteers in topics related to cultural awareness, diversity, and effective cultural approaches to HIV education/prevention.

Classroom/Itinerant Teacher

- Designed curriculum and educated first graders in an elementary school, initiated successful school-wide virtues program to boost student morale, introduced and facilitated a pullout service program for students that needed extra resources and integrated various behavior modification strategies for better classroom management.
- Coordinated education in Braille and other subjects for students with visual impairments in regular education schools, developed various tactile materials to augment learning, produced instructional materials in Braille, and liaised with classroom teachers to provide effective collaboration.

TREATMENT COUNSELOR, Youth Outreach Services, Chicago, IL (October 2004-July 2005)

- Provided individual and group counseling with adolescents for issues related to substance abuse, self-esteem, cliques, anger-management, decision-making, truancy, peer pressure, sex and sexuality, conflict management and resolution, suicidal ideation, emotional issues, and State's Attorney referrals for delinquency.
- Counseling environments included agency offices and high schools.

TEACHER AIDE, Grove School, Northbrook IL (August 2003-June 2004)

- Assisted as one-to-one aide with second grade student on autism spectrum involved in both regular and special education curriculums to facilitate learning, attended therapies, modified class work, and implemented behavior plans.

LEADERSHIP & VOLUNTEER SERVICE

Loyola University Chicago, Chicago, IL (May 8, 2014)

- Selected to give the 2014 School of Social Work Commencement address.

Anti-Defamation League, Chicago, IL

- Educational Facilitator, Confronting Anti-Semitism curriculum (August 2012-present)
- Glass Leadership Institute Member and Co-Chair (*September 2008-March 2010*)

International Association of Social Work with Groups (IASWG) Annual Symposia Presentation

- Paper presentation, "Bullying Prevention: A Group Work Model for Elementary Education", 2014 Symposium, Calgary, Canada
- Paper presentation, "The Creative Self: Incorporating Expressive Arts into Group Work in Schools", 2014 Symposium, Canada
- Poster presentation, "Addressing Anti-Semitism: Group Work Methods to Respond", 2013 Symposium, Boston, MA

Volunteer Advisory Council Representative, U.S. Peace Corps Grenada (July 2006-July 2007)

- Elected to represent Grenada Peace Corps Volunteers in lead volunteer role for Eastern Caribbean region, assist country director with policies and plans, support volunteers in problem-solving issues, and facilitate sessions in high stress situations.

SPECIAL SKILLS: Languages: conversational skills in Spanish, some familiarity with American Sign Language.
Training certifications: Non-Crisis Intervention CPI response, CPR



LINCOLNSHIRE-PRAIRIE VIEW SCHOOL DISTRICT 103
TEACHER CONTRACT

Social Worker LOA (.50 FTE)
FTE: 0.50

<u>TEACHER</u>	<u>DEGREE</u>	<u>LANE</u>	<u>STEP</u>	<u>TRS SALARY</u>
Morgan, Sonya	BA	1	1	\$ 10.032.84*Prorated

AGREEMENT MADE THIS **20th DAY OF February, 2018** between the Board of Education of Lincolnshire-Prairie View School District 103, Lake County, Illinois, hereinafter called the BOARD, and

Sonya Morgan
hereinafter called the TEACHER*
W I T N E S S E T H

A. EMPLOYMENT:

1. The BOARD hereby employs **Sonya Morgan** 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 **\$10,032.84** for the term commencing February 13, 2018, in equal installments twice a month for a period of **five 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 **20th day of February, 2018.**

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

Memo

To: Board of Education
From: Scott Warren
Date: February 15, 2018
Re: Resignations

The District has received resignation letters from Sami Jonker, 8th grade Math Teacher; and Kim Sylvan, District Communications Coordinator. The letters are included for your review. I recommended the Board approve the resignations.

From: **Samie Jonker** <sjonker@d103.org>
Date: Wed, Jan 24, 2018 at 9:18 PM
Subject: Re: Intent to return
To: Scott Warren <swarren@d103.org>

Hi Dr. Warren,

Per our conversation today, it is bittersweet to share that I will not be returning for the 2018/2019 school year.

I feel blessed to have had the opportunity to work at Daniel Wright for the past eight years, and for the colleagues that I now call friends!

I hope you have a great rest of the year!

Thanks so much!
Samie Jonker



Lincolnshire – Prairie View School District 103

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MEMO

To: Scott Warren, Ed. D, Superintendent
From: Kimberly H. Sylvan, Communications Coordinator
CC: Carey Murphy, Human Resources
Date: January 30, 2018
Re: Intent to Retire

Scott,

This memo provides my intent to retire at the end of the 2017-2018 school year in June. I am providing advance notice in support of your staffing plans for the coming school year.

It has been an absolute privilege and an honor to serve District 103 in the area of communications for nearly 10 years as an employee. My professional skills have grown commensurate with the multitude of changes in the field, and for that I am grateful. I am also confident that my contributions have professionally responded to the exponential growth in communications across multiple platforms.

I have enjoyed working with you and supporting the district in accomplishing its goals and reaching its strategic objectives. As a resident of School District 103 I remain committed to the continued success of the district and take pride in the reputation of the district for educational excellence for every student.

With appreciation,

Kim





Lincolnshire-Prairie View School District 103

Memo

To: Board of Education
From: Scott Warren
Date: February 15, 2018
Re: Board Policies 2nd Reading

The following policies were discussed at the February 6th meeting and are presented for the Board's approval.

Section 2 - Board of Education

2:260 Uniform Grievance Procedure

Section 4 - Operational Services

4:15 Identity Protection
4:110 Transportation
4:150 Facility Management and Expansion Programs
4:170 Safety

Section 5 - Personnel

5:20 Workplace Harassment Prohibited
5:90 Abused and Neglected Child Reporting
5:100 Staff Development Program
5:200 Terms and Conditions of Employment and Dismissal
5:220 Substitute Teachers
5:240 Suspension
5:290 Employment Termination and Suspensions

Section 6 - Instruction

6:60 Curriculum Content
6:150 Home and Hospital Instruction
6:180 Extended Instructional Programs
6:210 Instructional Materials
6:340 Student Testing and Assessment Program
6:50 School Wellness

Section 7 - Students

7:10 Equal Educational Opportunities
7:15 Student and Family Privacy Rights

7:20	Harassment of Students Prohibited
7:180	Prevention of and Response to Bullying, Intimidation, and Harassment
7:190	Student Behavior
7:250	Student Support Services
7:260	Exemption from Physical Education
7:275	Orders to Forgo Life-Sustaining Treatment
7:305	Student Athlete Concussions and Head Injuries
7:340	Student Records

DRAFT UPDATE

Lincolnshire - Prairie View School District 103

2:260

Board of Education

Uniform Grievance Procedure

Students, parents/guardians, employees, or community members should notify any District Complaint Manager if they believe that the Board of Education, its employees, or its agents have violated their rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding:

1. Title II of the Americans with Disabilities Act
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.;
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.;
6. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
7. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60 (P.A. 100-29, final citation pending)
- 7.8. Bullying, 105 ILCS 5/27-23.7
- 8.9. The misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
- 9.10. Curriculum, instructional materials, programs;
- 10.11. Victims' Economic Security and Safety Act, 820 ILCS 180;
- 11.12. Illinois Equal Pay Act of 2003, 820 ILCS 112;
- 12.13. Provision of services to homeless students; or
- 13.14. Illinois Whistleblower Act, 740 ILCS 174/.
- 14.15. Employee Credit Privacy Act, 820 ILCS 70/.

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this procedure, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this procedure may forego any informal suggestions and/or attempts to resolve it and may proceed directly to the grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians); this includes mediation.

Right to Pursue Other Remedies Not Impaired

The right of a person to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies, e.g., criminal complaints, civil actions, etc. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. If a person is pursuing another remedy subject to a complaint under this policy, the District will continue with a simultaneous investigation under this policy.

Deadlines

All deadlines under this procedure may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, *school business days* means days on which the District's main office is open.

AKW
yca

Commented [APowell1]:

Title II of the ADA of 1990 also includes website accessibility. Addressing website accessibility is complicated. Many entities addressing website accessibility use *Web Content Accessibility Guidelines (WCAG) 2.0*, a frequently cited accessibility standard that contains guidelines developed by a private group of accessibility experts. WCAG 2.0 is the standard the U.S. Dept. of Justice referenced in its recent Title II rulemaking. While it is not adopted as the formal legal standard for public accommodation websites, it has been used in many consent decrees and settlement agreements. Find it at www.w3.org/TR/WCAG20/.

To avoid allegations that a district violated Section 504 of the Rehabilitation Act of 1973 and Title II of the ADA of 1990, many attorneys suggest that school districts' websites meet the WCAG 2.0 guidelines.

See also policy 8.70, *Accommodating Individuals with Disabilities*.

Issue 95, July 2017

Commented [AP2]: Added to the list because (new) Section 10-20.60 states that schools must process student complaints under the Ill. sex equity rules (23 Ill. Admin Code § 200), which require a school to follow a written grievance procedure. Section 10-20.60 provides a separate basis for a complaint, although Title IX may also apply.

Issue 96, October 2017

Commented [APowell3]:

Edits are made throughout to clarify that, although titled "Uniform Grievance Procedure," this is a Board policy.

Issue 95, July 2017

DRAFT UPDATE

Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same sex. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parent(s)/guardian(s) of a student. The Complaint Manager shall assist the Complainant as needed.

For bullying and cyber-bullying, the Complaint Manager shall process and review the complaint according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. If the Complainant is a student, under 18 years of age, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law, ~~or~~ this policy, ~~or~~ (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, ~~or~~ (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years or age or older.

The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this ~~procedure policy~~ about the status of the investigation. Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board of Education, which will make a decision in accordance with the following ~~Section 3~~ of this policy. The Superintendent will keep the Board informed of all complaints.

Decision and Appeal

Within ~~5~~ five school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant and the accused by first class U.S. mail as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard.

Within 10 school business days after receiving the Superintendent's decision, the Complainant or the accused may appeal the decision to the Board of Education by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board of Education. Within 30 school business days, the Board of Education shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information for the Board. Within ~~5~~ five school business days of the Board's decision, the Superintendent shall inform the Complainant and the accused of the Board's action.

This ~~policy/grievance procedure~~ shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Appointing a Nondiscrimination Coordinator and Complaint Managers

The Superintendent shall appoint at least two Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator, if any, may be appointed a Complaint Manager. The

Commented [APowell4]: While the names and contact information are required by law to be listed in policy, they are not part of the adopted policy and do not require board action. This allows for additions and amendments to the names and contact information when necessary. It is important for updated names and contact information to be inserted into this policy and regularly monitored. Best practice is that throughout the district's board policy manual, the same individual be named as Nondiscrimination Coordinator. In contrast, Complaint Managers identified in individual policies may vary depending upon local district needs. Please indicate your current Nondiscrimination Coordinator and Complaint Manager information on your PRESS Plus Response Form, attaching additional pages if necessary.

Issue 96, October 2017

DRAFT UPDATE

Nondiscrimination Coordinator also serves as the District's Title IX Coordinator. The Superintendent shall insert into this policy the names, addresses, and telephone numbers of current Complaint Managers.

Nondiscrimination Coordinator:

Name Gina Finaldi
Address 1370 Riverwoods Rd.
Lincolnshire, IL 60069
Email gfinaldi@d103.org
Telephone 847-295-4030

Commented [AP5]: Publicizing the contact information for the Nondiscrimination Coordinator and Complaint Managers through personnel handbooks, student handbooks, and/or on the district's website is a best practice.

OPTION: The board may add the following sentence to address publication of such contact information:
"The Superintendent or designee shall ensure that students, parents/guardians, employees, and members of the community are informed of the contact information for the District's Nondiscrimination Coordinator and Complaint Managers on an annual basis."

Issue 96, October 2017

Complaint Managers

Name	<u>Dan Stanley</u>	<u>Julie Postma</u>
Address	<u>1370 Riverwoods Rd.</u> <u>Lincolnshire, IL 60069</u>	<u>1370 Riverwoods Rd.</u> <u>Lincolnshire, IL 60069</u>
Email	<u>dstanley@d103.org</u>	<u>jpostma@d103.org</u>
Telephone	<u>847/295-4030</u>	<u>847/295-4030</u>

Patrick Palbiske

Gina Finaldi

DRAFT UPDATE

LEGAL REF.: Age Discrimination in Employment Act, 29 U.S.C. §621 et seq.
Americans With Disabilities Act, 42 U.S.C. §12101 et seq.
Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
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.
McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq.
Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.
Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
Title IX of the Education Amendments, 20 U.S.C. §1681 et seq.
105 ILCS 5/2-3.8, 5/3-10, 5/10-20.7a, 5/10-20.60 (P.A. 100-29, final citation pending), 5/10-22.5, 5/22-19, 5/24-4, 5/27-1, 5/27-23.7, and 45/1-15.
Illinois Genetic Information Privacy Act, 410 ILCS 513/.
Illinois Whistleblower Act, 740 ILCS 174/.
Illinois Human Rights Act, 775 ILCS 5/.
Victims' Economic Security and Safety Act, 820 ILCS 180/, 56 Ill.Admin.Code Part 280.
Equal Pay Act of 2003, 820 ILCS 112/.
Employee Credit Privacy Act, 820 ILCS 70/.
23 Ill.Admin.Code §§1.240 and 200.40.

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 6:120 (Education of Children with Disabilities), 6:140 (Education of Homeless Children), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 8:70 (Accommodating Individuals with Disabilities), 8:110 (Public Suggestions and Concerns)

ADOPTED: ~~February 16, 2016~~

DRAFT UPDATE

Operational Services

Identity Protection

The collection, storage, use, and disclosure of social security numbers by the School District shall be consistent with State and federal laws. The goals for managing the District's collection, storage, use, and disclosure of social security numbers are to:

1. Limit all activities involving social security numbers to those circumstances that are authorized by State or federal law.
2. Protect each social security number collected or maintained by the District from unauthorized disclosure.

DHW
yes

The Superintendent is responsible for ensuring that the District complies with the Identity Protection Act, 5 ILCS 179/. Compliance measures shall include each of the following:

1. All employees having access to social security numbers in the course of performing their duties shall be trained to protect the confidentiality of social security numbers. Training should include instructions on the proper handling of information containing social security numbers from the time of collection through the destruction of the information.
2. Only employees who are required to use or handle information or documents that contain social security numbers shall have access to such information or documents.
3. Social security numbers requested from an individual shall be provided in a manner that makes the social security number easily redacted if the record is required to be released as part of a public records request.
4. When collecting a social security number or upon request by an individual, a statement of the purpose(s) for which the District is collecting and using the social security number shall be provided. The stated reason for collection of the social security number must be relevant to the documented purpose.
5. ~~Notification to an individual as required by 815 ILCS 530/42 whenever his or her personal information was acquired by an unauthorized person; personal information means either:~~
 - f. ~~An individual's first name or first initial and last name in combination with any one or more of his or her (i) social security number, (ii) driver's license number or State identification card number, (iii) financial account information (with any required security codes or passwords), (iv) medical information, (v) health insurance information, and/or (vi) unique biometric data or other unique physical or digital representation of biometric data, when either the name or the data elements are not encrypted or redacted or are encrypted or redacted but the keys to unencrypt or unredact or otherwise read the name or data elements have been acquired through the breach of security; or~~
 - g. ~~An individual's username or email address, in combination with a password or security question and answer that would permit access to an online account, when either the username or email address or password or security question and answer are not encrypted or redacted or are encrypted or redacted but the keys to unencrypt or unredact or otherwise read the data elements have been obtained through the breach of security.~~
8. ~~Disposal of materials containing personal information in a manner that renders the personal information unreadable, unusable, and undecipherable; personal information has the meaning stated in #5. above.~~
9. ~~Notification, within 45 days of the discovery of a security breach, to the Illinois Attorney General.~~

Commented [AP1]: In response to some Ill. Council of School Attorneys' opinions regarding the questionable application of the Personal Information Protection Act (PIPA, 815 ILCS 530/) to school districts, PIPA requirements have been deleted.

Consult the Board attorney before adoption of this policy. Districts may choose to provide or implement more protections than the statutory requirements outlined here.

OPTION: For Boards that have consulted with their attorney and want to include PIPA mandates in this Policy, "815 ILCS 530/, Personal Information Protection Act" will be added to the Legal References, and the following will be added as another paragraph immediately after this numbered list:

The Superintendent is also responsible for ensuring the District complies with the Personal Information Protection Act, 815 ILCS 530/. Compliance measures shall include each of the following:

1. Written or electronic notification to an individual as required by 815 ILCS 530/12 whenever his or her personal information was acquired by an unauthorized person; personal information means either:
 - a. An individual's first name or first initial and last name in combination with any one or more of his or her (i) social security number, (ii) driver's license number or State identification card number, (iii) financial account information (with any required security codes or passwords), (iv) medical information, (v) health insurance information, and/or (vi) unique biometric data or other unique physical or digital representation of biometric data, when either the name or the data elements are not encrypted or redacted or are encrypted or redacted but the keys to unencrypt or unredact or otherwise read the name or data elements have been acquired through the breach of security; or
 - b. An individual's username or email address, in combination with a password or security question and answer that would permit access to an online account, when either the username or email address or password or security question and answer are not encrypted or redacted or are encrypted or redacted but the keys to unencrypt or unredact or otherwise read the data elements have been obtained through the breach of security.
2. Disposal of materials containing personal information in a manner that renders the personal information unreadable, unusable, and undecipherable; personal information has the meaning stated in #1. above.
3. Notification, no later than 45 days of the discovery of a security breach, to the Illinois Attorney General:
 - a. If the District suffers a breach of more than 250 Illinois residents; or
 - b. When the District provides notice as required in #1. above.

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- ~~j. If the District suffers a breach of more than 250 Illinois residents; or~~
- ~~k. When the District provides notice as required in #5, above.~~

~~42.5~~ All employees must be advised of this policy's existence and a copy of the policy must be made available to each employee. The policy must also be made available to any member of the public, upon request.

~~6. If this policy is amended, employees will be advised of the existence of the amended policy and a copy of the amended policy will be made available to each employee.~~

No District employee shall collect, store, use, or disclose an individual's social security number unless specifically authorized by the Superintendent. This policy shall not be interpreted as a guarantee of the confidentiality of social security numbers and/or other personal information. The District will use best efforts to comply with this policy, but this policy should not be construed to convey any rights to protection of information not otherwise afforded by law.

Commented [AP2]: Items #5 and #6 are not required to be in policy, but districts are required to perform the described actions. 5 ILCS 179/35(b). These compliance measures are covered in 4:15-AP, *Protecting the Privacy of Social Security Numbers*.

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LEGAL REF.: 5 ILCS 179/, Identity Protection Act.
50 ILCS 205/3, Local Records Act.
105 ILCS 10/, Illinois School Student Records Act.
~~815 ILCS 530/, Personal Information Protection Act.~~

CROSS REF: 2:250 (Access to District Public Records), 5:150 (Personnel Records), 7:340 (Student Records)

ADOPTED: ~~June 20, 2017~~

DRAFT UPDATE

Lincolnshire - Prairie View School District 103

4:110

Operational Services

Transportation

AAV
yes

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.

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.

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LEGAL REF.: Elementary and Secondary Education Act, 20 U.S.C. §6312(c)(5)(B);
McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq.
105 ILCS 5/10-22.22 and 5/29-1 et seq.
105 ILCS 45/1-15 and /1-17.
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 (Employee Ethics;
Conduct; and Conflict of Interest), 5:280 (Educational Support Personnel -
Duties and Qualifications), 6:140 (Education of Homeless Children), 6:170 (Title
I Programs), 7:220 (Bus Conduct)

ADOPTED: February 21, 2017

Commented [APowell1]: The Legal References have been updated.

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Lincolnshire - Prairie View School District 103

4:150

Operational Services

Facility Management and Expansion Programs

The Superintendent or designee shall manage the District's facilities and grounds as well as facility construction and building programs in accordance the law, the standards set forth in this policy, and other applicable Board policies. The Superintendent or designee shall cooperate with and facilitate: (1) inspections of schools by the Regional Superintendent and State Fire Marshal or designee, and (2) review of plans and specifications for future construction or alterations of a school if requested by the relevant municipality, county (if applicable), or fire protection district.

Standards for Managing Buildings and Grounds

All District buildings and grounds shall be adequately maintained in order to provide an appropriate, safe, and energy efficient physical environment for learning and teaching. The Superintendent or designee shall provide the Board with periodic reports on maintenance data and projected maintenance needs that include cost analysis. Prior Board of Education approval is needed for all renovations or permanent alterations to buildings or grounds when the total cost will exceed \$5,000, including the cost equivalent of staff time. This policy is not intended to discourage efforts to improve the appearance of buildings or grounds that are consistent with the designated use of those buildings and grounds.

Standards for Green Cleaning

For each District school with 50 or more students, the Superintendent or designee shall establish and supervise a green cleaning program that complies with the guidelines established by the Illinois Green Government Coordinating Council.

Standards for Facility Construction and Building Programs

As appropriate, the Board of Education will authorize the production of a comprehensive study to determine the need for facility construction and expansion. On an annual basis, the Superintendent or designee shall provide the Board with projected facility needs, enrollment trends, and other data impacting facility use. Board of Education approval is needed for all new facility construction and expansion.

When making decisions pertaining to design and construction of school facilities, the Board of Education will confer with members of the staff and community, the Illinois State Board of Education, and educational and architectural consultants, as it deems appropriate. The Board's facility goals are to:

1. Integrate facilities planning with other aspects of planning and goal-setting.
2. Base educational specifications for school buildings on identifiable student needs.
3. Design buildings for sufficient flexibility to permit new or modified programs.
4. Design buildings for maximum potential for community use.
5. Meet or exceed all safety requirements.
6. Meet requirements on the accessibility of school facilities to disabled persons as specified in State or federal law.
7. Provide for low maintenance costs and energy efficiency.

Naming Buildings and Facilities

Recognizing that the name for a school building, facility, or ground or field reflects on its public image, the Board's primary consideration will be to select a name that enhances the credibility and

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stature of the school or facility. Any request to name or rename an existing facility should be submitted to the Board of Education. When a facility is to be named or renamed, the Board President will appoint a special committee to consider nominations and make a recommendation, along with supporting rationale, to the Board. The Board will make the final selection. The Superintendent or designee may name a room or designate some area on a school's property in honor of an individual or group that has performed outstanding service to the school without using this policy.

LEGAL REF.: 42 U.S.C. §12101 et seq., Americans with Disabilities Act of 1990, implemented by 28 C.F.R. Parts 35 and 36.
20 ILCS 3130/, Green Buildings Act.
105 ILCS 5/2-3.12, 5/10-20.49, 5/10-22.36, 5/10-20.60 (P.A. 100-163, final citation pending), and 5/17-2.11.;
105 ILCS 140/, Green Cleaning Schools Act; and
105 ILCS 230/, School Construction Law.
410 ILCS 25/, Environmental Barriers Act.
820 ILCS 130/, Prevailing Wage Act.
23 Ill.Admin.Code Part 151, School Construction Program; Part 180, Health/Life Safety Code for Public Schools; and Part 2800, Green Cleaning for Elementary and Secondary Schools.
71 Ill.Admin.Code Part 400, Ill. Accessibility Code.

CROSS REF.: 2:150 (Committees), 2:170 (Procurement of Architectural, Engineering, and Land Surveying Services), 4:60 (Purchases and Contracts), 8:70 (Accommodating Individuals with Disabilities)

ADOPTED: April 21, 2015

Commented [AP1]: The Legal References have been updated for continuous improvement, and in response to 105 ILCS 5/10-20.60, (added by P.A. 100-163, eff. 1-1-18, final citation pending), which requires school districts to make feminine hygiene products (defined as tampons and sanitary napkins for use in connection with the menstrual cycle) available, at no cost to students, in the bathrooms of school buildings serving students in grades 6 through 12. Note: The statute does not delineate between types of bathrooms (student, staff, girls, boys, unisex, etc.) Consult with the board attorney about implementing this law.

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Lincolnshire - Prairie View School District 103

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Operational Services

Safety

Safety and Security

All District operations, including the education program, shall be conducted in a manner that will promote the safety and security of everyone on District property or at a District event. The Superintendent or designee shall develop, implement, and maintain a comprehensive safety and security plan that includes, without limitation:

1. An emergency operations and crisis response plan(s) addressing prevention, preparation, response, and recovery for each school;
2. Provisions for a coordinated effort with local law enforcement and fire officials, emergency medical services personnel, and the Board Attorney;
3. A school safety drill plan;
4. Instruction in safe bus riding practices; and
5. A clear, rapid, factual, and coordinated system of internal and external communication.

In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to follow the best practices discussed for their building regarding the use of any available cellular telephones.

School Safety Drill Plan

During every academic year, each school building that houses school children shall conduct, at a minimum, each of the following in accordance with the School Safety Drill Act (105 ILCS 128/):

1. Three school evacuation drills to address and prepare students and school personnel for fire incidents. One of these three drills shall require the participation of the local fire department or district.
2. One bus evacuation drill.
3. One severe weather and shelter-in-place drill to address and prepare students and school personnel for possible tornado incidents.
4. One law enforcement drill to address a school shooting incident.

Annual Review

The Board or its designee will annually review each school building's emergency operations and crisis response plan(s), protocols, and procedures, as well as each building's compliance with the school safety drill plan. This annual review shall be in accordance with the School Safety Drill Act (105 ILCS 128/) and the Joint Rules of the Office of the State Fire Marshal and the Illinois State Board of Education (29 Ill. Admin. Code Part 1500).

Automated External Defibrillator (AED)

The Superintendent or designee shall implement a written plan for responding to medical emergencies at the District's physical fitness facilities in accordance with the Fitness Facility Medical Emergency Preparedness Act and shall file a copy of the plan with the Ill. Dept. of Public Health (IDPH). The plan shall provide for ~~at least one~~ automated external defibrillator (AED) to be available at every physical fitness facility on the premises according to State law requirements.

The District shall have an AED on site as well as a trained AED user: (1) on staff during staffed business hours; and (2) available during activities or events sponsored and conducted or supervised by the District. The Superintendent or designee shall ensure that every AED on the District's

Commented [AP1]: The term *emergency operations and crisis response plan* is used because federal agencies refer to school *emergency operations plans* and the School Safety Drill Act (105 ILCS 128/) refers to *emergency and crisis response plans*.

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Commented [AP2]: The numbered list is updated to more accurately reflect statutory requirements.

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Commented [AP3]: The Annual Review section has been moved up to clearly indicate that it is related to the emergency operations and crisis response plan(s) and to the school safety drill plan.

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Commented [AP4]: 77 Ill Admin Code §527.600(d), (f)

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~~premises is properly tested and maintained in accordance with rules developed by the IDPH. This policy does not create an obligation to use an AED nor is it intended to create any expectation that an AED will be present or a trained person will be present and/or able to use an AED.~~

Commented [AP5]: 210 ILCS 74/15(e); 77 Ill Admin Code §527.700
Issue 96, October 2017

Carbon Monoxide Alarms

The Superintendent or designee shall implement a plan with the District's local fire officials to:

1. Determine which school buildings to equip with approved *carbon monoxide alarms* or *carbon monoxide detectors*,
2. Locate the required carbon monoxide alarms or carbon monoxide detectors within 20 feet of a carbon monoxide emitting device, and
3. Incorporate carbon monoxide alarm or detector activation procedures into each school building that requires a carbon monoxide alarm or detector. The Superintendent or designee shall ensure each school building annually reviews these procedures.

Soccer Goal Safety

The Superintendent or designee shall implement the Movable Soccer Goal Safety Act in accordance with the guidance published by the ~~Illinois Department of Public Health (IDPH)~~. Implementation of the Act shall be directed toward improving the safety of movable soccer goals by requiring that they be properly anchored.

Unsafe School Choice Option

The unsafe school choice option provided in State law permits students to transfer to another school within the District in certain situations. This transfer option is unavailable in this District because each grade is in only one attendance center. A student, who would otherwise have qualified for the choice option, or such a student's parent/guardian, may request special accommodations from the Superintendent or designee.

Lead Testing in Water

~~The Superintendent or designee shall implement testing for lead in each source of drinking water in school buildings in accordance with the Illinois Plumbing License Law and guidance published by the IDPH. The Superintendent or designee shall notify parent(s)/guardian(s) about the sampling results from their children's respective school buildings.~~

Commented [AP6]: Added in response to 225 ILCS 320/35.5, added by P.A. 99-922 and amended by P.A. 100-103, which requires that each source of potable water in school buildings constructed on or before 1-1-00, which may be occupied by more than 10 children in grades pre-K through 5, be tested for lead.

Testing for buildings constructed prior to 1-1-87 must be conducted by 12-31-17.

Testing for buildings constructed between 1-2-87 and 1-1-00 must be conducted by 12-31-18.

By 6-30-19, the IDPH will determine whether it is necessary and appropriate to require testing for buildings constructed after 1-1-00.

See the footnotes available at PRESS Online for more information.

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Emergency Closing

The Superintendent is authorized to close school(s) in the event of hazardous weather or other emergency that threatens the safety of students, staff members, or school property.

Annual Review

~~The Board or its designee will annually review each school building's safety and security plans, protocols, and procedures, as well as each building's compliance with the school safety drill plan.~~

Commented [APowell7]: The Annual Review section has been moved up to clearly indicate that it is related to the emergency operations and crisis response plan(s) and to the school safety drill plan.

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LEGAL REF.: 105 ILCS 5/10-20.2, 5/10-20.56, 5/18-12, and 5/18-12.5, and
105 ILCS 128/ School Safety Drill Act, implemented by 29 Ill. Admin. Code Part
1500.

210 ILCS 74/, Physical Fitness Facility Medical Emergency Preparedness Act.
225 ILCS 320/35.5, Ill. Plumbing License Law.

CROSS REF.: 4:110 (Transportation), 4:175 (Convicted Child Sex Offender; Screening;
Notifications), 4:180 (Pandemic Preparedness), 5:30 (Hiring Process and
Criteria), 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations
with Other Organizations and Agencies)

ADOPTED: ~~April 19, 2016~~

DRAFT UPDATE

Lincolnshire - Prairie View School District 103

5:20

General Personnel

Workplace Harassment Prohibited

The School District expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's race, religion, national origin, sex, sexual orientation, age, citizenship status, disability, or other protected status identified in Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policy 7:20, *Harassment of Students Prohibited*.

Commented [AP1]: Added to clarify that harassment is a form of discrimination.

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AW
yes

Sexual Harassment Prohibited

The School District shall provide a workplace environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

District employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment prohibited by this policy includes, but is not limited to, verbal or physical conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct which has the effect of humiliation, embarrassment or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

Making a Complaint: Enforcement

A violation of this policy may result in discipline, up to and including discharge. Any person making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, up to and including discharge. An employee's employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing bona fide complaints or providing information about harassment is prohibited (see Board policy 2:260, *Uniform Grievance Procedure*).

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

Employees should report claims of harassment to the Nondiscrimination Coordinator and/or use the Board policy 2:260, *Uniform Grievance Procedure*. Employees may choose to report to a person of the employee's same sex. There are no express time limits for initiating complaints and grievances under this policy; however, every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

Whom to Contact with a Report or Complaint

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers.

Commented [AP2]: While the names and contact information are required by law to be listed in policy, they are not part of the adopted policy and do not require board action. This allows for additions and amendments to the names and contact information when necessary. It is important for updated names and contact information to be inserted into this policy and regularly monitored. Best practice is that throughout the district's board policy manual, the same individual be named as Nondiscrimination Coordinator. In contrast, Complaint Managers identified in individual policies may vary depending upon local district needs. Please indicate your current Nondiscrimination Coordinator and Complaint Manager information on your PRESS Plus Response Form, attaching additional pages if necessary.

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Nondiscrimination Coordinator:

Name Gina Finaldi
Address 1370 Riverwoods Rd.
Lincolnshire, IL 60069
Email gfinaldi@d103.org
Telephone 847/295-4030

Complaint Managers:

Name	<u>Patrick Palbicke</u>	<u>Gina Finaldi</u>
Address	<u>1370 Riverwoods Rd.</u> <u>Lincolnshire, IL 60069</u>	<u>1370 Riverwoods Rd.</u> <u>Lincolnshire, IL 60069</u>
Email	<u>ppalbicke@d103.org</u>	<u>gfinaldi@d103.org</u>
Telephone	<u>847/295-4030</u>	<u>847/295-4030</u>

The Superintendent shall also use reasonable measures to inform staff members and applicants of this policy, which shall include reprinting this policy in the appropriate handbooks.

LEGAL REF.: Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq.; implemented by 29 C.F.R. §1604.11.
Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq.; implemented by 34 C.F.R. Part 106§1604.11.
Ill. Human Rights Act, 775 ILCS 5/2-101(E), 5/2-102(D), ~~5/2-102(1-5)~~, 5/5-102, and 5/5-102.2.
56 Ill. Admin.Code Parts 2500, 2510, 5210, and 5220.
Burlington Industries v. Ellerth, 448 S.Ct. 2257524 U.S. 742 (1998).
Crawford v. Metro. Gov't of Nashville & Davidson County, 129 S. Ct. 816555 U.S. 271 (2009).
Fragher v. City of Boca Raton, 448 S.Ct. 2275524 U.S. 775 (1998).
Franklin v. Gwinnett Co. Public Schools, 442 S.Ct. 1028503 U.S. 60 (1992).
Harris v. Forklift Systems, 444 S.Ct. 367510 U.S. 17 (1993).
Jackson v. Birmingham Board of Education Educ., 425 S.Ct. 1497544 U.S. 167 (2005).
Meritor Savings Bank v. Vinson, 406 S.Ct. 2399477 U.S. 57 (1986).
Oncale v. Sundown Offshore Services, 448 S.Ct. 998523 U.S. 75 (1998).
Porter v. Erie Foods International, Inc., 576 F.3d 629 (7th Cir. 2009).
Sangamon County Sheriff's Dept. v. Ill. Human Rights Com'n, 908 N.E.2d 39233 Ill.2d 125 (Ill., 2009).
Vance v. Ball State University, 133 S. Ct. 2434 (2013).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 7:20 (Harassment of Students Prohibited)

ADOPTED: ~~October 15, 2013~~

DRAFT UPDATE

Lincolnshire - Prairie View School District 103

5:90

General Personnel

Abused and Neglected Child Reporting

Any District employee who suspects or receives knowledge that a student may be an abused or neglected child shall: (1) immediately report or cause a report to be made to the Illinois Department of Children and Family Services (DCFS) on its Child Abuse Hotline ~~1-800-25-ABUSE (1-800-252-2873)(within Illinois); or 1-217-524-2606 (outside of Illinois); or 1-800-358-5117 (TTY)~~, and (2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office.- Any District employee who believes a student is in immediate danger of harm, shall first call 911. The employee shall also promptly notify the Superintendent or Building Principal that a report has been made.

The report shall include, if known:

1. The name and address of the child, parent/guardian names, or other persons having custody;
2. The child's age;
3. The child's condition, including any evidence of previous injuries or disabilities; and
4. Any other information that the reporter believes may be helpful to DCFS for its investigation.

The employee shall also promptly notify the Superintendent or Building Principal that a report has been made.

Any District employee who discovers child pornography on electronic and information technology equipment shall immediately report it to local law enforcement, the National Center for Missing and Exploited Children's CyberTipline 1-800-THE-LOST (1-800-843-5678), or online at report.cybertip.org/ or www.cybertipline.com. The Superintendent or Building Principal shall also be promptly notified of the discovery and that a report has been made.

Any District employee who observes any act of hazing that does bodily harm to a student must report that act to the Building Principal, Superintendent, or designee who will investigate and take appropriate action. If the hazing results in death or great bodily harm, the employee must first make the report to law enforcement and then to the Superintendent or Building Principal. Hazing is defined as any intentional, knowing, or reckless act directed to or required of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students.

Abused and Neglected Child Reporting Act (ANCRA), School Code, and Erin's Law Training

The Superintendent or designee shall provide staff development opportunities for District employees in the detection, reporting, and prevention of child abuse and neglect.

All District employees shall:

1. Before beginning employment, sign the *Acknowledgement of Mandated Reporter Status* form provided by DCFS. The Superintendent or designee shall ensure that the signed forms are retained.
2. Complete mandated reporter training as required by law within one year of initial employment and at least every five years after that date.

The Superintendent will encourage all District educators to complete continuing professional development that addresses the traits and identifiers that may be evident in students who are victims of child sexual abuse, including recognizing and reporting child abuse and providing appropriate follow-up and care for abused students as they return to the classroom setting.

Commented [AP1]: Updated to include more hotline numbers and a directive for employees to immediately call 911 if they believe a student is in immediate danger of harm.

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Commented [AP2]: 105 ILCS 5/10-23.12(b), amended by P.A.s 100-413 (eff. 1-1-18) and 100-468 (eff. 6-1-18), permits DCFS to cooperate with school officials to distribute informational ANCRA materials in school buildings.

OPTION: Add the following sentence:
"The Superintendent or designee will display DCFS-issued materials that list the DCFS toll-free telephone number and methods for making a report under ANCRA in a clearly visible location in each school building."

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DRAFT UPDATE

Special Superintendent Responsibilities

The Superintendent shall execute the requirements in Board policy 5:150, *Personnel Records*, whenever another school district requests a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to DCFS.

The Superintendent shall notify the State Superintendent and the Regional Superintendent in writing when he or she has reasonable cause to believe that a license holder was dismissed or resigned from the District as a result of an act that made a child an abused or neglected child. The Superintendent must make the report within 30 days of the dismissal or resignation and mail a copy of the notification to the license holder.

Special School Board Member Responsibilities

Each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in the Act, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with the Act's requirements concerning the reporting of child abuse.

LEGAL REF.: 105 ILCS 5/10-21.9,
20 ILCS 1305/1-1 et seq., Department of Human Services Act,
~~20 ILCS 2435/~~
325 ILCS 5/, Abused and Neglected Child Reporting Act,
720 ILCS 5/12C-50.1, Criminal Code of 2012.

CROSS REF.: 2:20 (Powers and Duties of the Board of Education; Indemnification), 5:20 (Workplace Harassment Prohibited), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:150 (Personnel Records), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:20 (Harassment of Students Prohibited), 7:150 (Agency and Police Interviews)

ADOPTED: April 19, 2016

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, licensed and/or non-licensed healthcare professionals 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 initially complete the training by 9-1-16.~~
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.

10. Training for school personnel to develop cultural competency, including understanding and reducing implicit racial bias.

11. For school personnel who work with hazardous or toxic materials on a regular basis, training on the safe handling and use of such materials.

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.

Commented [AP1]: Updated in response to mandates added to the Youth Sports Concussion Safety Act, 105 ILCS 5/22-80, amended by P.A. 100-309.

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Commented [AP2]: Training required by 105 ILCS 5/10-20.60, (added by P.A. 100-14, final citation pending).

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Commented [AP3]: Training required by 105 ILCS 5/10-20.17a and 23 Ill.Admin.Code §1.330.

Note: All of the in-services and trainings in the numbered list are required by law, but they are not required to be listed in policy.

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LEGAL REF.: Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. §1758b, Pub. L. 111-296, 7 C.F.R. Parts 210 and 235,
105 ILCS 5/2-3.62, 5/10-20.17a, 5/10-20.60 (P.A. 100-14, final citation pending),
5/10-22.6(c-5), 5/10-22.39, 5/10-23.12, 5/22-80(h), 5/10-23.12, 5/ and 5/24-5.,
105 ILCS 25/1.15, Interscholastic Athletic Organization Act, and
105 ILCS 110/3, Critical Health Problems and Comprehensive Health Education
Act,
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 §§ ~~22.20, 226.800,~~ and Part 525.
77 Ill.Admin.Code §527.800.

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 (Employee Ethics; Conduct; and Conflict of Interest), 5:250 (Leaves of Absence), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), ~~6:50 (School Wellness),~~ 6:160 (English Learners), ~~7:10 (Equal Educational Opportunities),~~ 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: February 21, 2017

DRAFT UPDATE

Lincolnshire - Prairie View School District 103

5:200

Professional Personnel

Terms and Conditions of Employment and Dismissal

The Board of Education delegates authority and responsibility to the Superintendent to manage the terms and conditions for the employment of professional personnel. The Superintendent shall act reasonably and comply with State and federal law as well as any applicable collective bargaining agreement in effect. The Superintendent is responsible for making dismissal recommendations to the Board consistent with the Board's goal of having a highly qualified, high performing staff.

Duty-Free Lunch, Holidays, School Year and Day, Salary, Assignments and Transfers, Evaluation

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."

School Social Worker Services Outside of District Employment

School social workers may not provide services outside of their District employment to any student(s) attending school in the District. School social worker has the meaning stated in 105 ILCS 5/14-1.09a.

Dismissal

The District will follow State law when dismissing a teacher.

LEGAL REF.: 105 ILCS 5/10-19, 5/14-1.09a, 5/18-8, 5/22.4, 5/24-16.5, 5/24-2, 5/24-8, 5/24-9, 5/24-11, 5/24-12, 5/24-21, 5/24A-1 through 24A-20.
820 ILCS 260/1 et seq.
23 Ill.Admin.Code Parts 50 (Evaluation of Certified Employees) and 51 (Dismissal of Tenured Teachers).
Cleveland Board of Education v. Loudermill, 470 U.S. 532+05 S.Ct. 1487(1985).

CROSS REF.: 5:290 (Employment Termination and Suspensions)

ADOPTED: July 10, 2006

REVISED: February 13, 2012; December 17, 2013

Commented [AP1] Optional New subsection provides information to district employees and the community that 105 ILCS 5/14-1.09a, amended by P.A. 100-356, prohibits school social workers from moonlighting by providing services to students attending the districts in which they are employed.

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AHV
No

DRAFT UPDATE

Professional Personnel

Substitute Teachers

The Superintendent may employ substitute teachers as necessary to replace teachers who are temporarily absent.

A substitute teacher must hold either a valid teaching or substitute license and may teach in the place of a licensed teacher who is under contract with the Board. There is no limit on the number of days that a substitute teacher may teach in the District during the school year, except as follows:

1. A substitute teacher holding a substitute license may teach for any one licensed teacher under contract with the District only for a period not to exceed 90 paid school days in any one school term.
2. A teacher holding a Professional Educator License or Educator License with Stipulations may teach for any one licensed teacher under contract with the District only for a period not to exceed 120 paid school days.

The Illinois Teachers' Retirement System (TRS) limits a substitute teacher who is a TRS annuitant to substitute teaching for a period not to exceed 100 paid days or 500 paid hours in any school year, unless the subject area is one where the Regional Superintendent has certified that a personnel shortage exists.

The School Board establishes a daily rate of pay for substitute teachers. Substitute teachers receive only monetary compensation for time worked and no other benefits.

Emergency Situations

A substitute teacher may teach when no licensed teacher is under contract with the Board if the District has an emergency situation as defined in State law. During an emergency situation, a substitute teacher is limited to 30 calendar days of employment per each vacant position. The Superintendent shall notify the appropriate Regional Office of Education within five business days after the employment of a substitute teacher in an emergency situation.

LEGAL REF.: 105 ILCS 5/21B-20(2) and 5/21B-20(3) and 24-5.
23 Ill.Admin.Code §1.790 (Substitute Teacher) and §25.520 (Substitute Teaching License).

CROSS REF.: 5:30 (Hiring Process and Criteria)

ADOPTED: April 21, 2015

AHV
yes

Commented [AP1]: Amended to clarify requirements stated in 23 Ill.Admin.Code § 1.790.
Issue 96, October 2017

DRAFT UPDATE

Lincolnshire - Prairie View School District 103

5:240

Professional Personnel

Suspension

Suspension Without Pay

The Board of Education may suspend without pay: (1) a professional employee pending a dismissal hearing, or (2) a teacher as a disciplinary measure for misconduct that is detrimental to the School District. Administrative staff members may not be suspended without pay as a disciplinary measure in less than full-week increments.

Misconduct that is detrimental to the School District includes:

- Insubordination, including any failure to follow an oral or written directive from a supervisor;
- Violation of Board policy or Administrative Procedure;
- Conduct that disrupts or may disrupt the educational program or process;
- Conduct that violates any State or federal law that relates to the employee's duties; and
- Other sufficient causes.

The Superintendent or designee is authorized to issue a pre-suspension notification to a professional employee. This notification shall include the length and reason for the suspension as well as the deadline for the employee to exercise his or her right to appeal the suspension to the Board or Board-appointed hearing examiner before it is imposed. At the request of the professional employee made within five calendar days of receipt of a pre-suspension notification, the Board or Board-appointed hearing examiner will conduct a pre-suspension hearing. The Board or its designee shall notify the professional employee of the date and time of the hearing. At the pre-suspension hearing, the professional employee or his/her representative may present evidence. If the employee does not appeal the pre-suspension notification, the Superintendent or designee shall report the action to the Board at its next regularly scheduled meeting.

Suspension With Pay

The Board of Education or Superintendent or designee may suspend a professional employee with pay: (1) during an investigation into allegations of disobedience or misconduct whenever the employee's continued presence in his or her position would not be in the School District's best interests, (2) as a disciplinary measure for misconduct that is detrimental to the School District as defined above, or (3) pending a Board hearing to suspend a teacher without pay.

The Superintendent shall meet with the professional employee to present the allegations and give the professional employee an opportunity to refute the charges. The professional employee will be told the dates and times the suspension will begin and end.

Any criminal conviction resulting from the investigation or allegations shall require the employee to repay to the District all compensation and the value of all benefits received by the employee during the suspension. The Superintendent will notify the employee of this requirement when the employee is suspended.

Employees Under Investigation by Illinois Dept. of Children and Family Services (DCFS)

Upon receipt of a DCFS recommendation that the District remove an employee from his or her position when he or she is the subject of a pending DCFS investigation that relates to his or her employment with the District, the Board or Superintendent or designee, in consultation with the Board Attorney, will determine whether to:

- Let the employee remain in his or her position pending the outcome of the investigation; or

AW
No

Commented [AP1]: Optional 325 ILCS 5/7.4(c-5), amended by P. A. 100-176, eff. 1-1-18, allows DCFS to recommend to districts that they remove an employee from his or her position when he or she is the subject of a pending DCFS investigation that relates to his or her employment in the school district in which he or she is employed

Consult the board attorney about suspending an employee without pay pursuant to a DCFS 325 ILCS 5/7.4(c-5)-*recommendation*. This language balances the interests of student safety and employee due process when the district receives a recommendation to a remove an employee who is the subject of a DCFS investigation from employment.

Note: Liability may exist when a district receives a 325 ILCS 5/7.4(c-5)-*recommendation* and does not remove the employee as a result. See the footnotes available at PRESS Online for more information.

This information also appears in policy 5:290, *Educational Support Personnel – Employment Termination and Suspensions*. Consult the board attorney before removing this optional section in one policy but not the other.

Issue 96, October 2017

Commented [AP2]: The text "Board or Superintendent or designee" allows flexibility if the Superintendent were the subject of a DCFS investigation.

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2. Remove the employee as recommended by DCFS, proceeding with:

a. A suspension with pay; or

b. A suspension without pay.

LEGAL REF.: 5 ILCS 430/5-60(b).
105 ILCS 5/24-12.
325 ILCS 5/7.4(c-10).
Cleveland Board of Education v. Loudermill, 470 U.S. 532 405 S.Ct. 1487 (1985).
Barszcz v. Community College District No. 504, 400 F.Supp. 675 (N.D. Ill., 1975).
Massie v. East St. Louis School District No.189, 203 Ill.App.3d 965 (5th Dist.564
N.E.2d 246 (Ill.App.5: 1990).

CROSS REF.: 5:290 (Educational Support Personnel - Employment Termination and
Suspensions)

ADOPTED: October 21, 2011

DRAFT UPDATE

Educational Support Personnel

Employment Termination and Suspensions

Resignation and Retirement

An employee is requested to provide two weeks' notice of a resignation. A resignation notice cannot be revoked once given. An employee planning to retire should notify his or her supervisor at least two months before the retirement date.

Non-RIF Dismissal

The District may terminate an at-will employee at any time for any reason, subject to State and federal law.

Employees who are employed annually or have a contract, or who otherwise have a legitimate expectation of continued employment, may be dismissed: (1) at the end of the school year or at the end of their respective contract after being provided appropriate notice and after compliance with any applicable contractual provisions, or (2) mid-year or mid-contract provided appropriate due process procedures are provided.

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

Reduction in Force and Recall

The Board may, as necessary or prudent, decide to decrease the number of educational support personnel or to discontinue some particular type of educational support service and, as a result of that action, dismiss or reduce the hours of one or more educational support employees. When making decisions concerning reduction in force and recall, the Board will follow Sections 10-22.34c (outsourcing non-instructional services) and 10-23.5 (procedures) of the School Code, to the extent they are applicable and not superseded by legislation or an applicable collective bargaining agreement.

Final Paycheck

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

Suspension

Except as provided below, the Superintendent is authorized to suspend an employee without pay as a disciplinary measure, during an investigation into allegations of misconduct or pending a dismissal hearing whenever, in the Superintendent's judgment, the employee's presence is detrimental to the District. A disciplinary suspension shall be with pay: (1) when the employee is exempt from the overtime provisions, or (2) until an employee with an employment contract for a definite term is provided a notice and hearing according to the suspension policy for professional employees. Upon receipt of a recommendation from the Ill. Dept. Children and Family Services (DCFS) that the District remove an employee from his or her position when he or she is the subject of a pending DCFS investigation that relates to his or her employment with the District, the Board or Superintendent or designee, in consultation with the Board Attorney, will determine whether to:

1. Let the employee remain in his or her position pending the outcome of the investigation; or
2. Remove the employee as recommended, proceeding with:

DAW
No

Commented [AP1] Optional 325 ILCS 5/7.4(c-5), amended by P.A. 100-1, 0, eff. 1-1-18, allows DCFS to recommend to districts that they remove an employee from his or her position when he or she is the subject of a pending DCFS investigation that relates to his or her employment in the school district in which he or she is employed.

Consult the board attorney about suspending an employee without pay pursuant to a *DCFS 325 ILCS 5/7.4(c-5)-recommendation*. This language balances the interests of student safety and employee due process when the district receives a recommendation to a remove an employee who is the subject of a DCFS investigation from employment.

Note: Liability may exist when a district receives a *325 ILCS 5/7.4(c-5)-recommendation* and does not remove the employee as a result. See the footnotes available at PRESS Online for more information.

This information also appears in policy 5.240, *Professional Personnel - Suspension*. Consult the board attorney before removing this optional sentence in one policy but not the other.

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- a. A suspension with pay; or
- ~~a-b. A suspension without pay.~~

Any criminal conviction resulting from the investigation or allegations shall require the employee to repay to the District all compensation and the value of all benefits received by the employee during the suspension. The Superintendent will notify the employee of this requirement when the employee is suspended.

LEGAL REF.: 5 ILCS 430 et seq.
105 ILCS 5/10-22.34c and 5/10-23.5
325 ILCS 5/7.4(c-10).
820 ILCS 105/4a.

CROSS REF.: 5:240 (Professional Personnel - Suspension), 5:270 (Educational Support Personnel - Employment At-Will, Compensation, and Assignment)

ADOPTED: ~~February 16, 2016~~

DRAFT UPDATE

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 with such frequency as determined by the Board after recommendation from the Superintendent, but at a minimum of three days per five-day week. For exemptions and substitutions, see policy 7:260, *Exemption from Physical 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.

ΔHW
yes

Commented [APowell1]: Updated in response to P A 100-465

The phrase "after recommendation by the Superintendent" is optional. If a superintendent does not bring this topic to the board for discussion, the board may not have a trigger to make the determination.

OPTION: If the Board engages in block scheduling, the second-to-last sentence will be replaced with the following: "Unless otherwise exempted, all students are required to engage with such frequency as determined by the Board, but at a minimum of three days per five-day week, during the school day, except on block scheduled days, in a physical education course."

Issue 96, October 2017

No

DRAFT UPDATE

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

DRAFT UPDATE

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

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

ADOPTED: ~~February 21, 2017~~

DRAFT UPDATE

Lincolnshire - Prairie View School District 103

6:150

Instruction

Home and Hospital Instruction

A student who is absent from school, or whose physician ~~physician assistant, or advanced practice registered nurse~~ anticipates that the student will be absent from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by State law and the Illinois State Board of Education rules governing (1) the continuum of placement options for students who have been identified for special education services or (2) the home and hospital instruction provisions for students who have not been identified for special education services. Appropriate educational services from qualified staff will begin no later than five school days after receiving a physician's written statement. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

Commented [APowell1]: Updated in response to 105 ILCS 5/14-13.01(a), amended by P.A. 100-443.

P.A. 100-513 amended the definition in the Nurse Practice Act, 225 ILCS 65/50-10, to advanced practice registered nurse. This policy reflects that change in terminology, even though Section 22-80 was not similarly amended.

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LEGAL REF.: 105 ILCS 5/10-22.6a, 5/14-13.01, and 5/18-4.5; and 5/18-8.05.
23 Ill.Admin.Code §§1.520, 1.610, and 226.300.

CROSS REF.: 6:120 (Education of Children with Disabilities), 7:10 (Equal Educational Opportunity), 7:280 (Communicable and Chronic Infectious Disease)

ADOPTED: October 21, 2014

DRAFT UPDATE

Lincolnshire - Prairie View School District 103

6:180

Instruction

Extended Instructional Programs

The District may offer the following programs in accordance with State law and the District's educational philosophy:

1. Before-and after-school programs for students in grades K-8.
2. Tutorial program.
3. Adult education program.
4. Outdoor education program.
5. Summer school, whether for credit or not.
6. Activities to address intergroup conflict.

LEGAL REF.: 105 ILCS 5/10-22.18a, 5/10-22.18b, 5/10-22.18c, 5/10-22.20, 5/10-22.20a, 5/10-22.20b, 5/10-22.20c, 5/10-22.29, 5/10-22.33A, 5/10-22.33B, 5/10-23.2, 5/27-22.1, 5/27-22.3, 5/27-23.6, 110/3, and 433/.

ADOPTED: September 18, 2012

Commented [APowell1]:

The Legal References have been updated.

Issue 95, July 2017

DHW
yes

DRAFT UPDATE

Lincolnshire - Prairie View School District 103

6:210

Instruction

Instructional Materials

All District classrooms and learning centers should be equipped with an evenly-proportioned, wide assortment of instructional materials, including textbooks, workbooks, audio-visual materials, and electronic materials. These materials should provide quality learning experiences for students and:

1. Enrich and support the curriculum;
2. Stimulate growth in knowledge, literary appreciation, aesthetic values, and ethical standards;
3. Provide background information to enable students to make informed judgments and promote critical reading and thinking;
4. Depict in an accurate and unbiased way the cultural diversity and pluralistic nature of American society; and
5. Contribute to a sense of the worth of all people regardless of sex, race, religion, nationality, ethnic origin, sexual orientation, disability, or any other differences that may exist.

The Superintendent or designee shall annually provide a list or description of textbooks and instructional materials used in the District to the School Board. Anyone may inspect any textbook or instructional material.

Teachers are encouraged to use age-appropriate supplemental material only when it will enhance, or otherwise illustrate, the subjects being taught and to ensure it is age-appropriate. No R-rated movie shall be shown to students unless prior approval is received from the Superintendent or designee, and no movie rated NC-17 (no one 17 and under admitted) shall be shown under any circumstances. These restrictions apply to television programs and other media with equivalent ratings. The Superintendent or designee shall give parents/guardians an opportunity to request that their child not participate in a class showing a movie, televisions program, or other media with an R or equivalent rating.

The Superintendent shall approve the selection of all textbooks and instructional materials according to the standards described in this policy. The School Code governs the adoption and purchase of textbooks and instructional materials.

LEGAL REF.: 105 ILCS 5/10-20.8-~~5/10-20.9~~, and 5/28-19.1.

CROSS REF.: 6:30 (Organization of Instruction), 6:40 (Curriculum Development), 6:80 (Teaching About Controversial Issues), 6:170 (Title I Programs), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:10 (Equal Educational Opportunities), 7:15 (Student and Family Privacy Rights), 8:110 (Public Suggestions and Concerns)

ADOPTED: ~~March 19, 2013~~

Commented [APowell1]:
Edited for clarity.

Issue 95, July 2017

DHW
yes

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.
Illinois School Student Records Act, 105 ILCS 107.
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: February 21, 2017

Commented [APowell1]: The Legal References have been updated.
Issue 96, October 2017

ΔHW
yca

DRAFT UPDATE – REWRITTEN

6:50

Instruction

School Wellness¹

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school-based activities, and meal programs.² 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).³

The Superintendent will ensure:⁴

or designee

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

¹ State or federal law requires this subject matter to be covered in policy and controls its content. The federal Child Nutrition and WIC Reauthorization Act of 2004 (Child Nutrition Act) requires school districts participating in a program authorized by the National School Lunch Act (NSLA, 42 U.S.C. §1751 et seq.) or the Child Nutrition Act to have a school wellness policy. Pub. L. 108-265, Sec. 204. State law required ISBE to "establish a State goal that all school districts have a wellness policy." 105 ILCS 5/2-3.139. ISBE complied in October 2007 by "instruct[ing] all public school districts to establish a School Wellness Policy." The federal and State laws list mandatory topics for the policy. The second sentence of this policy should be deleted if the district does not participate in the NSLA or the Child Nutrition Act.

See ISBE's numerous resources at: www.isbe.net/Pages/Nutrition-and-Wellness.aspx. Action for Healthy Kids is a national organization dedicated to overcoming the "epidemic of overweight, undernourished and sedentary youth by focusing on changes in schools;" see its resources at: www.actionforhealthykids.org/index.php.

This sample policy seeks to be both legally compliant and consistent with good governance principles. Both federal and State laws allow each school district to determine how the required topics are addressed. Good governance principles suggest that the board should establish goals with community and stakeholder input. The administration should determine how to achieve the goals. The board should monitor this policy by requesting and reviewing periodic implementation data.

The Ill. Dept. of Agriculture and ISBE are directed to create the Farm Fresh Schools Program. 105 ILCS 124/, Farm Fresh Schools Program Act; 30 ILCS 105/5.728, Farm Fresh Schools Program Fund. They are also directed to administer a grant program to further the Program's intent of "reduc[ing] obesity and improv[ing] nutrition and public health, as well as strengthen[ing] local agricultural economies by increasing access to and promoting the consumption of locally grown fruits and vegetables in schools and increasing physical activities and programs that promote pupil wellness." 105 ILCS 124/10.

² 7 C.F.R. §210.31(a) and (c)(1). The law does not require school-based activities to be listed in policy – only that boards implement them. Federal law requires consideration of evidence-based strategies and techniques when implementing school-based activities. A board that chooses to list these activities must update them as they change by readopting the policy.

For boards that have developed and wish to list their chosen evidence-based school-based activities, add the following sentence to the paragraph as the second sentence: "The District's school-based activities include: [list the chosen evidence-based school-based activities]."

For boards that have not yet developed and implemented their evidence-based school-based activities and need technical assistance, see the websites for:

1. The U.S. Dept. of Agriculture (USDA) at: <https://healthymeals.fns.usda.gov/local-wellness-policy-resources/wellness-policy-elements/other-school-based-activities>; and
2. The Alliance for a Healthier Generation (AHG) at: <https://www.healthiergeneration.org/>.

³ Healthy Hunger-Free Kids Act of 2010 (HHFKA); 42 U.S.C. §1758b (Pub.L. 111-296); 7 C.F.R. §§210.10 and 210.31(a).

⁴ *Id.*; 7 C.F.R. §210.31(c)(4) (identification of school official responsible for implementation of the policy), §210.31 (d)(2) (informing the public about the policy and making it available on an annual basis), §210.31 (d)(3) (informing the public of the progress toward meeting the goals of the policy by making triennial assessments available), and §210.31(e) (policy implementation, assessments, and updates). See also *fn* 20, below.

This sample policy identifies the superintendent as the school official responsible to ensure compliance and oversee the policy. When the rules require specific identification of a school official, the policy does not include the delegation language *or designee*. [School boards] must identify the [school official(s)] responsible for oversight of [its wellness policy] to ensure compliance. [Boards] have discretion and are the most qualified to identify the best candidate for [their wellness] policy leadership as size, resources, and needs vary greatly among [school districts]. See Federal Register Vol. 81, No. 146 at 50155 at: www.gpo.gov/fdsys/pkg/FR-2016-07-29/pdf/2016-17230.pdf.

For boards that wish to identify a school official other than the superintendent, delete Superintendent and replace it with the responsible school official's title.

DHW
yes

Commented [AP1]: This policy and its footnotes, Legal References, and Cross References are updated in response to the 12-22-16 re-designation of 7 C.F.R. §§ 210.30 and 210.31 to §§ 210.31 and 210.30, respectively (wellness policy requirements, i.e., *Smart Snacks* regulations)

In addition, the PRESS Sample was revised to better align with the Alliance for Healthier Generation's (AHG) model policy after consultation with their field consultants. While AHG's model policy is mentioned in the federal *Smart Snack* regulations as a benchmark for school districts to use for comparison to their own wellness policies, **AHG and its field consultants are not a regulatory agency or agents and has/have no power to require school districts to adopt its recommendations or suggested best practices**

The footnotes are provided here for your information; once this policy has been adopted, they will be removed

A redlined version showing the changes made can be accessed at PRESS Online

Consult the board attorney, the footnotes, and the *Smart Snacks* regulations themselves to make decisions based upon local needs.

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Commented [AP2]: **OPTION:** For boards that have developed and wish to list their chosen evidence-based school-based activities, add the following sentence to the paragraph as the second sentence: "The District's school-based activities include: [list the chosen evidence-based school-based activities]"

See footnote 2 for more information

No

Issue 96, October 2017

Commented [AP3]: **OPTION:** For boards that wish to identify a school official other than the superintendent, delete Superintendent and replace it with the responsible school official's title

See footnote 4 for more information

to yes

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(or designee)

6:50

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DRAFT UPDATE – REWRITTEN

Use this language



1. Each school building complies with this policy;
2. The policy is available to the community on an annual basis through copies of or online access to the Board Policy Manual⁵; and
3. The community is informed about the progress of this policy's implementation.

Commented [AP4]: OPTION: For boards that distribute their wellness policies via student handbooks and want to list that in the text of their policies, insert "and distributed to students and their parents/guardians through student handbooks".

See footnote 5 for more information.

Issue 96, October 2017

Goals for Nutrition Education and Nutrition Promotion ⁶

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

- Schools will support and promote sound nutrition for students.
- Schools will foster the positive relationship between 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*. ⁷

Goals for Physical Activity ⁸

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

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

The intent of the rule is that schools "notify households on an annual basis of the availability of the local school wellness policy information and provide information that would enable *interested households* to obtain additional details." Fed. Reg. Vol. 81, No. 146 at 50160. However, the rule states, "[i]nform the *public* about the content and implementation of the local school wellness policy, and make the policy and any updates to the policy available to the public on an annual basis."

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 websites for the *public*, and use the student handbook to distribute important information to *interested households*.

⁵ For boards that distribute their wellness policies via student handbooks and want to list that in the text of their policies, insert "and distributed to students and their parents/guardians through student handbooks". For sample handbook language, see the Illinois Principals Association *Online Model Student Handbook (MSH)* at: www.ilprincipals.org/resources/model-student-handbook.

⁶ Goals for nutrition education and nutrition promotion are required topics, but the local board may determine what goals are appropriate. Pub. L. 108-265, Sec. 204(a)(1) and Pub. L. 111-296; 105 ILCS 5/2-3.139(a)(2); and 7 C.F.R. §210.31(c)(1). Replace this policy's text with a board's own locally-developed nutritional education and promotion goals.

Nutrition promotion, required by Pub. L. 111-296, is not well-described or defined. The Food Nutrition Service (FNS) describes *nutrition promotion* more clearly in its technical assistance materials and the proposed 7 C.F.R. Part 210 rules (Fed. Reg. Vol. 79, No. 38 at 10695), dated Feb. 26, 2014, which state, "... evidence based techniques and scientifically-based nutrition messages targeted to a specific audience to inspire and motivate them to take action and use these techniques and messages to create environments and food service venues (classroom, cafeteria, a la carte, vending machines, school stores, snack bars, fundraisers, home, etc.) that encourage healthy nutrition choices, as well as enhance and encourage participation in school meal programs."

More specific materials about nutrition education and promotion, including songs, games, posters, videos, event-planning booklets, wellness communication toolkits, school garden activities, and a graphics library, have also been developed by the FNS' Team Nutrition at: www.fns.usda.gov/tn/resource-library.

Technical assistance for:

1. *Nutritional education* at: healthymeals.fns.usda.gov/nutrition-education-9.
2. *Nutritional promotion* at: healthymeals.fns.usda.gov/local-wellness-policy-resources/wellness-policy-elements/nutrition-promotion.
3. Goals development for and implementation of nutrition education and promotion are available from AHG at: www.healthiergeneration.org/.

⁷ 105 ILCS 110/3 and 23 Ill.Admin.Code §1.420(n).

⁸ This is a required topic, but the local board may determine what goals are appropriate. Pub.L. 108-265, Sec. 204(a)(1); 105 ILCS 5/2-3.139(a)(2); and 7 C.F.R. §210.31(a) and (c)(1).

DRAFT UPDATE – REWRITTEN

healthy lifestyle. See Board policy 6:60, *Curriculum Content* and Board policy 7:260, *Exemption from Physical Education*.⁹

- During the school day, all students will be required to engage in a daily physical education course, unless otherwise exempted. See Board policy 6:60, *Curriculum Content* and Board policy 7:260, *Exemption from Physical Education*.¹⁰
- 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 (ISBE).¹¹

Nutrition Guidelines for Foods Available During the School Day; Marketing Prohibited¹²

Students will be offered and schools will promote nutritious food and beverage choices during the school day that are consistent with Board policy 4:120, *Food Services* (requiring compliance with the nutrition standards specified in the U.S. Dept. of Agriculture's (USDA) *Smart Snacks* rules).¹³

In addition, in order to promote student health and reduce childhood obesity,¹⁴ the Superintendent or designee shall:

1. Restrict the sale of *competitive foods*, as defined by the USDA, in the food service areas during meal periods;
2. Comply with all ISBE rules; and
3. Prohibit marketing during the school day of foods and beverages that do not meet the standards listed in Board policy 4:120, *Food Services*, i.e., in-school marketing of food and beverage items must meet *competitive foods* standards.¹⁵

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

⁹ 105 ILCS 5/27-5 and 27-6; 23 Ill.Admin.Code §1.425 (added at 40 Ill. Reg. 2990). See also f/n 19 in policy 6:60, *Curriculum Content*. For standards-based lesson plans and curricula for pre-kindergarten through grade eight, classroom-based lesson plans, recipes, guidance to improve the quality of school meals, and other materials for nutrition education and promotion, including songs, games, posters, videos, event-planning booklets, wellness communication toolkits, school garden activities, and a graphics library, see the resources developed by the FNS' Team Nutrition at: www.fns.usda.gov/tn/resource-library.

¹⁰ *Id.*

¹¹ Schools must "set student learning objectives which meet or exceed goals established by the State." 105 ILCS 5/2-3.63. The *Learning Standards* can be found on ISBE's website at: www.isbe.net/Pages/Learning-Standards.aspx. See State Goal 20: *Achieve and maintain a health-enhancing level of physical fitness based upon continual self-assessment* at: www.isbe.net/Pages/PE-Health-Learning-Standards.aspx.

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/Pages/PE-Health-Learning-Standards.aspx. See also 23 Ill.Admin.Code §1.425 (g), (h); ISBE's *IL Fitness Assessments and Data Reporting Requirements Questions and Answers (Rev. 5-22-17)* at: www.isbe.net/Documents/fitness-asmt-faq.pdf.

¹² The policy must include the nutrition guidelines selected by the board for "all foods available during the school day with the objective of promoting student health and reducing childhood obesity." Pub. L. 108-265, Sec. 204(a)(2); 105 ILCS 5/2-3.139(a)(1); and 7 C.F.R. §210.10 and 210.31(a), (c)(2), and (c)(3)(i)-(iv). 42 U.S.C. 1758b(b)(2)(A) requires that each local school wellness policy include nutrition guidelines for all foods and beverages available for sale on the school campus during the school day to ensure they are consistent with the statutory and regulatory provisions governing school meals (7 C.F.R. §§210.10, 220.8 and 220.10) and competitive foods (7 C.F.R. §210.11) as applicable.

Prior to July 2016 when 7 C.F.R. § 210.10 and 7 C.F.R. § 210.31(c) (respectively) became effective, the current *Dietary Guidelines for Americans* published jointly by the U.S. Depts. of Health and Human Services and Agriculture (USDA) were used as nutrition guidelines.

¹³ 7 C.F.R. §§210.10 (meal requirements for lunches and after-school snacks); 210.11(c) (general nutrition standards for competitive food, i.e., *Smart Snacks*); and 210.31(a) and (c) (encompassing all other nutrition requirements, including foods not sold to students during the school day (classroom parties)).

¹⁴ 7 C.F.R. §210.31(c)(3)(iv).

¹⁵ 7 C.F.R. §§210.11(a)(2) and 210.31(c)(3)(iii); 23 Ill. Admin. Code §305.5. For a definition of *competitive foods*, see 4:120-AP, *Food Services; Competitive Foods; Exemptions*.

DRAFT UPDATE – REWRITTEN

Competitive foods standards do not apply to foods and beverages available, but not sold in school during the school day; e.g., brown bag lunches, foods for classroom parties, school celebrations, and reward incentives.¹⁶

Exempted Fundraising Day (EFD) Requests ¹⁷

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.

ISBE rules prohibit EFDs for grades 8 and below in participating schools.

Guidelines for Reimbursable School Meals ¹⁸

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. ¹⁹

Do not use optional language

Commented [AP5]: OPTION: For boards that wish to adopt standards that conform to the competitive food standards or apply even more stringent standards to foods available, but not sold during the school day, delete the last sentence of this subhead: ~~Competitive foods standards do not apply to foods and beverages available, but not sold in school during the school day; e.g., foods for classroom parties, school celebrations, and reward incentives.~~ and choose one of the following sentences to replace it:
Option 1: The District applies *competitive foods* standards listed in Board policy 4:120, *Food Services*, to foods available, but not sold, in schools.
Option 2: The District applies more stringent standards than the *competitive foods* standards to foods available, but not sold, in schools. These include *[list the chosen standards to foods available, but not sold, in schools]*.

See footnote 16 for more information.

Issue 96, October 2017

No

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

¹⁶ 7 C.F.R. §210.31(c)(2). This sample policy does not apply competitive food standards to foods not sold in schools; i.e., foods that students bring into the school from home, etc.

The final [federal] rule does not require that local school wellness policy standards for *foods provided in schools during the school day but not available for sale* conform to the school meal requirements or the competitive foods standards. In fact, the preamble to the final rule reiterates this saying, “[a]gain, it should be noted that with regard to foods provided, but not sold, in schools, local jurisdictions have the discretion to adopt standards that conform to [the competitive food standards] or to adopt more or less stringent standards.” Similarly, the preamble to the final rule clearly states the rule does not require school boards to address standards for food brought from home for individual consumption. See Federal Register Vol. 81, No. 146 at 50158 at: www.gpo.gov/fdsys/pkg/FR-2016-07-29/pdf/2016-17230.pdf. Emphasis added.

This sample policy adopts less stringent standards for foods not sold in schools. For boards that wish to adopt standards that conform to the competitive food standards or apply even more stringent standards to foods available, but not sold during the school day, delete the last sentence of this subhead: ~~Competitive foods standards do not apply to foods and beverages available, but not sold in school during the school day; e.g., foods for classroom parties, school celebrations, and reward incentives.~~ and choose one of the following sentences to replace it:

Option 1: The District applies *competitive foods* standards listed in Board policy 4:120, *Food Services*, to foods available, but not sold, in schools.

Option 2: The District applies more stringent standards than the *competitive foods* standards to foods available, but not sold, in schools. These include *[list the chosen standards to foods available, but not sold, in schools]*.

The AHG encourages school officials to consider prohibiting foods as a reward and using the *Smart Snacks* standards for foods available, but not sold during the school day. However, enforcing such standards against students who are sent to school with snacks from their parents/guardians is difficult and may be considered overreach. Further, such a standard may open the district to challenges. Consult the board attorney about enforcement of standards that meet the *competitive foods* standards – or even more stringent standards – upon foods available, but not sold during the school day, i.e., choosing Options 1 or 2, above.

¹⁷ Required by 23 Ill.Admin.Code §305.15(c)(2), 7 C.F.R. §§210.11(b)(4), (c)(2) and 210.30(c)(2) for participating schools that want to grant EFDs.

Detailed procedures are subject to change and are too complicated for policy text. This policy seeks to balance the requirement to include procedures in the policy for requesting an EFD by providing information about the initial steps and directing the superintendent or designee to inform the requestor of the current procedure. 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*.

¹⁸ Inclusion in the policy is required for only those districts that participate in a program authorized by the NSLA or the Child Nutrition Act.

¹⁹ Child Nutrition Act of 1966 (42 U.S.C. §1771 *et seq.*) and NSLA (42 U.S.C. §1758).

DRAFT UPDATE – REWRITTEN

Monitoring ²⁰

At least every three years, the Superintendent shall provide implementation data and/or reports to the Board concerning this policy's implementation sufficient to allow the Board to monitor and adjust the policy (a triennial report).²¹ This triennial 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
- How the District will make the results of the assessment available to the public
- Where the District will retain records of the assessment ²²

The Board will monitor and adjust the policy pursuant to policy 2:240, *Board Policy Development*.

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

²⁰ The policy must establish a plan for measuring implementation of the local wellness policy, including designation of one or more persons within the local educational agency at each school, as appropriate, charged with operational responsibility for ensuring that the school meets the local wellness policy. Pub. L. 108-265, Sec. 204(a)(4); 105 ILCS 5/2-3.139(a)(4); and 7 C.F.R. §210.31(e)(5), (6), and (e)(1). 105 ILCS 110/3.5(a) requires ISBE to develop and maintain a nutrition and physical activity best practices database. Materials may be found at: www.isbe.net/Pages/Nutrition-and-Wellness.aspx.

⁴² U.S.C. §1758b (Pub. L. 111-296) requires the public to receive periodic measures with the listed items. The accepted practice is annual reports. There is very little guidance to assist school districts in complying with this requirement, and school districts were expected to be working toward developing a reasonable method to implement this requirement by the end of the 2011-2012 school year. Without guidance, to ensure compliance, superintendents should contact their Regional Office of Education regarding their school districts' efforts to comply with this requirement. A guide to help school districts conduct an evaluation of local wellness policies is available, along with more guidance at: www.fns.usda.gov/tn/healthy/wellnesspolicy_tools.html.

²¹ 7 C.F.R. §210.31(e)(2)(i)-(iii) and (3).

²² *Id.* and §210.31(f); see also the Local Records Act, 50 ILCS 205/. It governs retention of district records; its definition of *public record* is narrower than the definition in the Freedom of Information Act. These communications must be retained only when they contain: (1) evidence of the district's organization, function, policies, procedures, or activities, or (2) informational data appropriate for preservation. Consult the board attorney for a more thorough analysis and a legal opinion about how to meet both of the federal records retention requirements discussed in *f/n* 25, below, and the Local Records Act.

DRAFT UPDATE – REWRITTEN

Community Involvement ²³

The Board and Superintendent will actively invite suggestions and comments concerning the development, implementation, periodic reviews, and updates 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 the community. Community involvement methods shall align their suggestions and comments to policy 2:140, *Communications To and From the Board* and/or the **Community Engagement** subhead in policy 8:10, *Connection with the Community*. ²⁴

Commented [AP6]: OPTION For a district that wants to appoint or approve a local school wellness committee, add the following optional sentence as the last sentence of this subhead: "As necessary, the Superintendent or designee will convene a Wellness Committee with at least one representative from each of the listed groups."

See footnote 23 for more information.

Issue 96, October 2017

Commented [AP7]: OPTION If a board wants to comply with the USDA's *encouragement* to include Supplemental Nutrition Assistance Program Education (SNAP-ED) coordinators or educators in the group to provide input about the policy, add: ", Supplemental Nutrition Assistance Program Education (SNAP-ED) coordinators, educators" to the end of the first sentence in this subhead, immediately before: ", and community."

See footnote 23 for more information

Issue 96, October 2017

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

²³ A board must establish a plan in its wellness policy for involving parents, students, and representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the public in the development of the school wellness policy. Pub.L. 108-265, Sec. 204(a)(5), amended by 42 U.S.C. §1758b (Pub.L. 111-296); 105 ILCS 5/2-3.139(a)(3); 7 C.F.R. §210.31(c)(5) (requirement to describe involvement plan in policy) and 7 C.F.R. §210.31(d)(1)(requirement to allow certain stakeholders to participate in policy development, etc.).

School districts have discretion in exactly how they implement this requirement, and [each [school district] is best suited to determine the distinctive needs of the community it serves. See Federal Register Vol. 81, No. 146 at 50155 at: www.gpo.gov/fdsys/pkg/FR-2016-07-29/pdf/2016-17230.pdf.

This requirement's awkward wording notwithstanding, a board may take compliance steps by:

1. Seeking community input or involvement during this policy's adoption and monitoring phases, and inviting suggestions and comments during the public comment portion of board meetings from time to time. This method aligns with 2:140, *Communications To and From the Board* and 2:240, *Board Policy Development*.
2. Establishing a "local school wellness committee." This method is discussed in the preamble to 7 C.F.R. §210.31(d)(1), which suggests "identifying individuals" to serve on a "local school wellness policy committee." However, the final text of 7 C.F.R. §210.31(d)(1) does not specifically require districts to establish a local school wellness policy committee – only that they "permit [groups listed in the policy above] to participate" See also the citation to the Federal Register, in the second paragraph of this *f/n*, above, discussing policy implementation discretion.

The default text of this policy follows item #1 above and does not establish a local school wellness committee. For a district that wants to appoint or approve a local school wellness committee, add the following optional sentence as the last sentence of this subhead: "As necessary, the Superintendent or designee will convene a Wellness Committee with at least one representative from each of the listed groups." Also list the Wellness Committee in 2:150-AP, *Superintendent Committees*. As much of the work of developing a plan to involve local stakeholders is administrative/staff work rather than governance work, best practice is for a Wellness Committee be an administrative committee, but consult the board attorney for guidance. See *f/n* 3 in policy 2:150, *Committees* for a discussion of Open Meetings Act implications of the Wellness Committee being a board committee.

If a board wants to comply with the USDA's *encouragement* to include Supplemental Nutrition Assistance Program Education (SNAP-ED) coordinators or educators in the group to provide input about the policy, add:

"Supplemental Nutrition Assistance Program Education (SNAP-ED) coordinators, educators" to the end of the first sentence in this subhead, immediately before: ", and community."

²⁴ If a board has not adopted the **Community Engagement** subhead in policy 8:10, *Connection with the Community*, delete the phrase at the end of the second sentence: "Individuals shall align their suggestions and comments to policy 2:140, *Communications To and From the Board* ~~and/or the Community Engagement subhead in policy 8:10, *Connection with the Community*~~."

A board may also choose to post this policy on its website and include it in the student handbook.

DRAFT UPDATE – REWRITTEN

Recordkeeping 25

The Superintendent shall retain records to document compliance with this policy, the District's records retention protocols, and the Local Records Act.

LEGAL REF.: Child Nutrition and WIC Reauthorization Act of 2004, Pub. L. 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, Pub. L. 111-296.
42 U.S.C. §1779, as implemented by 7 C.F.R. §§210.11 and 210.31.
Local Records Act, 50 ILCS 205/
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.: 2:140 (Communications To and From the Board), 2:150 (Committees), 2:240 (Board Policy Development), 4:120 (Food Services), 5:100 (Staff Development Program), 6:60 (Curriculum Content), 7:260 (Exemption from Physical Education), 8:10 (Connection with the Community)

ADOPTED:

Commented [AP8]: OPTION: While 7 C.F.R. §210.311(f) does not require the policy text to state what records must be kept, a board that wants to include that information may insert the following text: "Records must include: (1) this policy; (2) documentation demonstrating compliance with community involvement, including requirements to make the policy and triennial assessments available to the public; and (3) documentation of the triennial assessment of this policy for each school under its jurisdiction."

See footnote 25 for more information.

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A
No

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

25 7 C.F.R. §210.31(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.

See fn 22, above regarding the Local Records Act and 2:250-AP2, *Protocols for Record Preservation and Development of Retention Schedules*.

While 7 C.F.R. §210.311(f) does not require the policy text to state what records must be kept, a board that wants to include that information may insert the following text: "Records must include: (1) this policy; (2) documentation demonstrating compliance with community involvement, including requirements to make the policy and triennial assessments available to the public; and (3) documentation of the triennial assessment of this policy for each school under its jurisdiction."

DRAFT UPDATE

Students

Equal Educational Opportunities

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board policy 8:20, *Community Use of School Facilities*. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

AHW
yes

Sex Equity

No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student may file a sex equity complaint by using the Uniform Grievance Procedure. A student may appeal the Board of Education's resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/3-10 of the School Code) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 of the School Code).

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and grievance procedure.

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972, implemented by 34 C.F.R. Part 106.
29 U.S.C. §791 et seq., Rehabilitation Act of 1973.
42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.
Good News Club v. Milford Central Sch., 533 U.S. 98 (2001).
Ill. Constitution, Art. I, §18.
105 ILCS 5/3.25b, 5/3.25d(b), 5/10-20.12, 5/10-20.60 (P.A.s 100-29 and 100-163, final citations pending), 5/10-22.5, and 5/27-1.
775 ILCS 5/1-101 et seq., Illinois Human Rights Act.
775 ILCS 35/5, Religious Freedom Restoration Act.
23 Ill.Admin.Code §1.240 and Part 200.

Commented [APowell1]: The Legal References have been updated
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CROSS REF.: 2:260 (Uniform Grievance Procedure), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:130 (Student Rights and Responsibilities), 7:160 (Student Appearance), 7:165 (Student Uniforms), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:250 (Student Support Services), 7:340 (Student Records), 8:20 (Community Use of School Facilities)

ADOPTED: February 16, 2016

DRAFT UPDATE

Students

Student and Family Privacy Rights

Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in Board policy 6:10, *Educational Philosophy and Objectives*, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

Surveys Created by a Third Party

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent(s)/guardian(s) may inspect the survey or evaluation, upon their request and within a reasonable time of their request.

This section applies to every survey: (1) that is created by a person or entity other than a District official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Survey Requesting Personal Information

School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the District) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

The student's parent(s)/guardian(s) may:

1. Inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or
2. Refuse to allow their child ~~or ward~~ to participate in the activity described above. The school shall not penalize any student whose parent(s)/guardian(s) exercised this option.

Instructional Material

A student's parent(s)/guardian(s) may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Commented [APowell1]: Updated throughout in response to the Governor's Executive Order, 2016-10 (8-19-16), and P.A. 100-159, which mandate that the use of the term *ward* be eliminated in laws referring to children who are under the care of DCFS.

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DRAFT UPDATE

Physical Exams or Screenings

No school official or staff member shall subject a student to a non-emergency, invasive physical examination or screening as a condition of school attendance. The term “invasive physical examination” means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

The above paragraph does not apply to any physical examination or screening that:

1. Is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification.
2. Is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 *et seq.*).
3. Is otherwise authorized by Board policy.

Selling or Marketing Students' Personal Information Is Prohibited

No school official or staff member shall market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term “personal information” means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

The above paragraph does not apply: (1) if the student's parent(s)/guardian(s) have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's “personal information” to a business organization or financial institution that issues credit or debit cards.

Notification of Rights and Procedures

The Superintendent or designee shall notify students' parents/guardians of:

1. This policy as well as its availability upon request from the general administration office.
2. How to opt their child ~~or ward~~ out of participation in activities as provided in this policy.
3. The approximate dates during the school year when a survey requesting personal information, as described above, is scheduled or expected to be scheduled.
4. How to request access to any survey or other material described in this policy.

This notification shall be given parents/guardians at least annually, at the beginning of the school year, and within a reasonable period after any substantive change in this policy.

DRAFT UPDATE

The rights provided to parents/guardians in this policy transfer to the student when the student turns 18 years old, or is an emancipated minor.

LEGAL REF.: Protection of Pupil Rights, 20 U.S.C. §1232h.
Children's Privacy Protection and Parental Empowerment Act, 325 ILCS 17/1 et
seq.
105 ILCS 5/10-20.37.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 6:210 (Instructional Materials), 6:220
(Instructional Materials Selection and Adoption), 6:260 (Complaints About
Curriculum, Instructional Materials, and Programs), 7:130 (Student Rights and
Responsibilities)

ADOPTED: July 10, 2006

DRAFT UPDATE

Students

Harassment of Students Prohibited

Bullying, Intimidation, and Harassment Prohibited

No person, including a District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service;; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing , intimidating conduct, or bullying , whether verbal, physical, sexual, or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, threatening or stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 - a. Substantially interfering with a student's educational environment;
 - b. Creating an intimidating, hostile, or offensive educational environment;
 - c. Depriving a student of educational aid, benefits, services, or treatment; or
 - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

Verbal or physical conduct of a sexual or sex-based nature includes, but is not limited to: sexually-oriented verbal "kidding" remarks, innuendoes, leers, gestures, jokes, graffiti, or questions of a sexual nature; sexually-oriented touching, patting, pinching, pulling of clothing, or intentionally brushing against another individual; suggesting or insinuating, sexual involvement; or subjecting an individual to embarrassment, hostility, humiliation, or intimidation because of his or her gender. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Making a Complaint; Enforcement

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, ~~or a Complaint Manager, or any staff member with whom the student is comfortable speaking.~~ A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Commented [APowell1]: Using "or any staff member with whom the student is comfortable speaking" is consistent with 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*. By including "any staff member" in this list, 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.

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An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal, for appropriate action.

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male.

Nondiscrimination Coordinator:

Name Gina Finaldi
Address 1370 Riverwoods Rd.
Lincolnshire, IL 60069
Email gfinaldi@d103.org
Telephone 847/295-4030

Complaint Managers:

Name	<u>Patrick Palbicke</u>	<u>Gina Finaldi</u>
Address	<u>1370 Riverwoods Rd.</u>	<u>1370 Riverwoods Rd.</u>
	<u>Lincolnshire, IL 60069</u>	<u>Lincolnshire, IL 60069</u>
Email	<u>ppalbicke@d103.org</u>	<u>gfinaldi@d103.org</u>
Telephone	<u>847/295-4030</u>	<u>847/295-4030</u>

The Superintendent shall use reasonable measures to inform staff members and students of this policy, such as, by including it in the appropriate handbooks.

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the behavior policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

Commented [AP2]: While the names and contact information are required by law to be listed in policy, they are not part of the adopted policy and do not require board action. This allows for additions and amendments to the names and contact information when necessary. It is important for updated names and contact information to be inserted into this policy and regularly monitored. Best practice is that throughout the district's board policy manual, the same individual be named as Nondiscrimination Coordinator. In contrast, Complaint Managers identified in individual policies may vary depending upon local district needs. Please indicate your current Nondiscrimination Coordinator and Complaint Manager information on your PRESS Plus Response Form, attaching additional pages if necessary.

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LEGAL REF.: 20 U.S.C. §1681 *et seq.*, Title IX of the Educational Amendments of 1972.
34 C.F.R. Part 106.
105 ILCS 5/10-20.12, 10-22.5, 5/27-1, and 5/27-23.7.
775 ILCS 5/1-101 *et seq.*, Illinois Human Rights Act.
23 Ill.Admin.Code §1.240 and Part 200.
Davis v. Monroe County Board of Education, 526 U.S. 629 (1999).
Franklin v. Gwinnett Co. Public Schools, 503 U.S. 60 (1992).
Gebser v. Lago Vista Independent School Dist., 524 U.S. 274 (1998).
West v. Derby Unified School Dist. No. 260, 206 F.3d 1358 (10th Cir.: 2000).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:20 (Sexual Harassment), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:240 (Conduct Code for Participants in Extracurricular Activities)

ADOPTED: ~~October 21, 2014~~

DRAFT UPDATE

Lincolnshire - Prairie View School District 103

7:180

Students

Prevention of and Response to Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is **prohibited** in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and it does not require a district or school to staff or monitor any nonschool-related activity, function, or program.

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

Bullying includes *cyberbullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyberbullying* includes the

Commented [APowell1]: Note: Every two years, each district must review and re-evaluate policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, make necessary and appropriate revisions, and file the updated policy with ISBE. This notice serves as a courtesy to **PRESS Plus** subscribers to contact ISBE about this requirement. Boards may submit their policies to bullyingpolicy@isbe.net. If individuals need to speak to someone directly, they can contact Schena Warren Harris at swarren@isbe.net or 1-312-814-0940; Jeff Aranowski at jaranows@isbe.net; or the Safe & Healthy Climate division.

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creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyberbullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the following requirements:

1. Using the definition of *bullying* as provided in this policy, the Superintendent or designee shall emphasize to the school community that: (1) the District prohibits bullying, and (2) all students should conduct themselves with a proper regard for the rights and welfare of other students. This may include a process for commending or acknowledging students for demonstrating appropriate behavior.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. **Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District ~~Nondiscrimination~~ Coordinator, Building Principal, Assistant Building Principal, ~~Dean of Students~~, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District ~~named officials~~ Complaint Manager or any staff member. ~~The District named officials and all staff members are available for help with a bully or to make a report about bullying.~~ Anonymous reports are also accepted.**

Commented [APowell2]: The Nondiscrimination Coordinator has been added for consistency with Policy 2:260, *Uniform Grievance Procedure*

While the names and contact information are required by law to be listed in policy, they are not part of the adopted policy and do not require board action. This allows for additions and amendments to the names and contact information when necessary. It is important for updated names and contact information to be inserted into this policy and regularly monitored. Best practice is that throughout the district's board policy manual, the same individual be named as Nondiscrimination Coordinator. In contrast, Complaint Managers identified in individual policies may vary depending upon local district needs. **Please indicate your current Nondiscrimination Coordinator and Complaint Manager information on your PRESS Plus Response Form, attaching additional pages if necessary.**

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Commented [APowell3]: By including all staff members in this list, 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.

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Nondiscrimination Coordinator:

Name Gina Finaldi
Address 1370 Riverwoods Rd.
Lincolnshire, IL 60069
Email gfinaldi@d103.org
Telephone 847/295-4030

Complaint Managers:

<u>Dr. Christy Adler</u>	<u>Mrs. Jill Mau</u>	<u>Ms. Michelle Blackley</u>
Name <u>Sprague</u>	Name <u>Half Day</u>	Name <u>Daniel Wright</u>
Address <u>cadler@d103.org</u>	Address <u>jmau@d103.org</u>	Address <u>mblackley@d103.org</u>
Email	Email	Email
Telephone	Telephone	Telephone

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform parent(s)/guardian(s) of all students involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying the Building Principal or school administrator or designee of the report of the incident of bullying as soon as possible after the report is received.
 - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported act of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

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6. The Superintendent or designee shall use interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. A student's act of reprisal or retaliation will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's ~~Internet~~ website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must ~~also be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.~~
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;
 - d. The types of bullying utilized; and
 - e. Bystander intervention or participation.The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.
12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
 - a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
 - b. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
 - c. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
 - d. 6:235, *Authorization for Access to District's Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.

Commented [APowell4]: 105 ILCS 5/27-23.7(b)(10), amended by P.A. 100-137.

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- e. 7:20, *Harassment of Students Prohibited*. This policy prohibits *any* person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
 - f. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
 - g. 7:190, *Student Behavior*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
 - h. 7:310, *Restrictions on Publications; Elementary Schools*. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.
13. The Superintendent or designee shall fully inform staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes each of the following:
- a. Communicating the District's expectation and State law requirement that teachers and other certificated or licensed employees maintain discipline.
 - b. Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law enforcement if the incident involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
 - c. Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying and intervene when it occurs.
 - d. Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying.

LEGAL REF.: 405 ILCS 49/, Children's Mental Health Act.
105 ILCS 5/10-20.14, 5/24-24, and 5/27-23.7.
23 Ill.Admin.Code §§1.240 and §1.280.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Food Allergy Management Program), 7:310 (Restrictions on Publications; Elementary Schools)

ADOPTED: ~~October 21, 2014~~

DRAFT UPDATE

Students

Student Behavior

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in *prohibited student conduct*, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
 - a. Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.

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yca

DRAFT UPDATE

- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
- g. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
- h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

- 4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
- 5. Using or possessing a cellular telephone, electronic signaling device, two-way radio, video recording device, and/or other telecommunication device, unless authorized and approved by the Building Principal.
- 6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- 7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
- 8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
- 9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
- 10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
- 11. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.

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12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

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Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. A student who has been suspended may also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled may also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), "look-alikes," alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily

Commented [APowell1]: Districts that receive early childhood block grant funding (authorized by 105 ILCS 5/1C-2 of the School Code) are prohibited from expelling children from their early childhood programs. 105 ILCS 5/2-3 71(a)(7) and 105 ILCS 5/10-22.6, amended by P.A. 100-105, eff. 1-1-18

OPTION: For districts that receive early childhood block grant funding, add the following:
Students enrolled in the District's State-funded preschool program(s) may be temporarily removed or transitioned to a new program in accordance with federal and State law. State law prohibits the expulsion of students from the program(s)

Issue 96, October 2017

No

We do not run a State funded program.

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harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Weapons

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or

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defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

LEGAL REF.: Gun-Free Schools Act, 20 U.S.C. §7961+54 et seq.
Pro-Children Act of 1994, 20 U.S.C. §6081.
410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program.
410 ILCS 647/, Powdered Caffeine Control and Education Act.
430 ILCS 66/, Firearm Concealed Carry Act.
105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.36, 5/10-21.7, 5/10-21.10,
5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/24-24, 5/26-12, 5/27-23.7, 5/31-3, and
110/3.10.
23 Ill.Admin.Code §1.280.

CROSS REF.: 2:150 (Committees), 2:240 (Board Policy Development), 5:230 (Maintaining Student Discipline), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 7:70 (Attendance and Truancy), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:170 (Vandalism), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:270 (Administering Medicines to Students), 7:310 (Restrictions on Publications; Elementary Schools), 8:30 (Visitors to and Conduct on School Property)

ADOPTED: ~~April 19, 2016~~

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 school 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 school 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 school social worker. A student's parent(s)/guardian(s) must consent to regular or continuing services from a social worker.

Commented [APowell1]: The policy now clarifies that the student support services which may be provided are from a *school nurse, school psychologist, school social worker, or school counselor*.

For more information and licensing requirements for these school service providers, see the footnotes available at PRESS Online

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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: February 21, 2017

DKW
yca

DRAFT UPDATE

Lincolnshire - Prairie View School District 103

7:260

Students

Exemption from Physical 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. 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.

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).

Students in grades 7 and 8 may submit a written request to the Building Principal to be excused from physical education courses because of his or her ongoing participation in an interscholastic or extracurricular athletic program. The Building Principal will evaluate requests on a case-by-case basis.

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 21, 2017

Commented [APowell1]: State law does not define interscholastic athletic program or extracurricular athletic program; however, 105 ILCS 5/22-80 defines interscholastic athletic activity as "any organized school-sponsored or school-sanctioned activity for students, generally outside of school instructional hours, under the direction of a coach, athletic director, or band leader, including, but not limited to, baseball, basketball, cheerleading, cross country track, fencing, field hockey, football, golf, gymnastics, ice hockey, lacrosse, marching band, rugby, soccer, skating, softball, swimming and diving, tennis, track (indoor and outdoor), ultimate Frisbee, volleyball, water polo, and wrestling."

OPTION: For boards that want to explain the meaning of interscholastic or extracurricular athletic program, insert the following option:
Interscholastic or extracurricular athletic programs are organized school-sponsored or school-sanctioned activities for students that are not part of the curriculum, not graded, not for credit, generally take place outside of school instructional hours, and under the direction of a coach, athletic director, or band leader

Issue 96, October 2017

Commented [APowell2]: 105 ILCS 5/27-6(b)(1), 105 ILCS 5/27-6(b), amended by P.A. 100-465, now states "on a case-by-case basis, excuse pupils in grades 7 through 12 who participate in an interscholastic or extracurricular athletic program." It does not require such participation to be ongoing. Common sense, however, would allow the exemption to continue only until the end of the grading period during which the athletic program is active

Issue 96, October 2017

DHW
No

Students

Orders to Forgo Life-Sustaining Treatment

AHW
yee

Written orders from parent(s)/guardian(s) to forgo life-sustaining treatment for their child or ward must be signed by the ~~child's~~ student's physician and given to the Building Principal or Superintendent or designee. This policy shall be interpreted in accordance with the Illinois Health Care Surrogate Act, (755 ILCS 40/).

Whenever an order to forgo life-sustaining treatment is received, the Superintendent shall convene a multi-disciplinary team that includes:

1. The student, when appropriate;
2. The student's ~~child's~~ parent(s)/guardian(s); and
3. Other medical professionals, e.g., licensed physician, physician's assistant, or nurse practitioner;
4. Local first responders for the building in which the student is assigned to attend school;
5. The school nurse;
6. Clergy, if requested by the student or his or her parent(s)/guardian(s);
7. Other individuals to provide support to the student or his or her parent(s)/guardian(s); and
8. School personnel designated by the Superintendent.

The team shall determine guidelines-specific interventions to be used by school staff members in the event the child suffers a life-threatening episode at school or a school event.

The District personnel shall convey orders to forgo life-sustaining treatment to the appropriate emergency or healthcare provider.

LEGAL REF.: Health Care Surrogate Act, 755 ILCS 40/
Cruzan v. Director, Missouri Dept. of Health, 497 U.S. 261 (1990).
In re: C.A., a minor, 236 Ill.App.3d 594603 N.E.2d 4474 (Ill.App.1st Dist. 1992).

ADOPTED: September 18, 2012

Commented [APowell1]: Updated in response to the Governor's Executive Order, 2016-10 (8-19-16), and P.A. 100-159, which mandate that the use of the term *ward* be eliminated in laws referring to children who are under the care of DCFS.
Issue 96, October 2017

Commented [APowell2]: This optional policy is updated with suggestions from the PRESS Advisory Board (PAB). More members of the multidisciplinary team are added.
Consult the board attorney regarding the establishment of a multi-disciplinary team and whether attendance at meetings is necessary.
Issue 95, July 2017

Commented [APowell3]: Consult the board attorney about requiring teachers and other non-administrative school employees to administer medical care and/or treatment to students who are the subject of orders to forgo life-sustaining treatment. Generally, only licensed (formerly certificated) school nurses and non-licensed (formerly non-certificated) registered professional nurses may be required to administer medication to students. See 105 ILCS 5/10-22.21b.
Issue 95, July 2017

Commented [APowell4]: Either or both of the following optional sentences may be added at the end of this paragraph:
Option 1: The Superintendent or designee will ensure minutes are taken that summarize the decisions and guidelines made during multi-disciplinary meetings and obtain signatures of the child's parent(s)/guardian(s) on the minutes of each multi-disciplinary meeting.
Option 2: The Superintendent or designee will monitor the effectiveness of the guidelines established during the multi-disciplinary meetings at times the multi-disciplinary team determines are necessary.
Issue 95, July 2017

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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:

1. 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, licensed healthcare professionals or non-licensed healthcare professionals who serve on the Concussion Oversight Team (whether or not they serve on a volunteer basis); 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.

AHW
yes

Commented [APowell]: 105 ILCS 5/22-80(h), added by P.A. 99-245, amended by P.A.s 99-486 and 100-309. Individuals covered by this training mandate must take a training course from an authorized training provider prior to serving on a Concussion Oversight Team (Team) and at least once every two years (or if not serving on the Team, at least once every two years).

Physicians on Teams are required, to the greatest extent practicable, to periodically take an appropriate medical course on concussions. 105 ILCS 5/22-80(h)(3).

Note: *Licensed healthcare professionals* includes nurses and licensed clinical psychologists, physical therapists, occupational therapists, physicians' assistants, and athletic trainers working under the supervision of a physician. 105 ILCS 5/22-80(b). *Non-licensed healthcare professionals* is not specifically defined. As a matter of best practice and to reduce liability, all Team members should receive concussion training; however, consult with the board attorney for further guidance.

Issue 96, October 2017

7:305

Page 1 of 2

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*, 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, ~~advanced practice registered nurse, physician assistant~~ 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.

Commented [APowell2]: The Youth Sports Concussion Safety Act, 105 ILCS 5/22-80, amended by P.A. 100-309, permits advanced practice nurses and physician assistants (in addition to physicians and athletic trainers working under physicians' supervision) to clear students who have suffered a concussion to return to play.

P.A. 100-513 amended the definition in the Nurse Practice Act, 225 ILCS 65/50-10, to advanced practice **registered** nurse. This policy reflects that change in terminology, even though Section 22-80 was not similarly amended.

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LEGAL REF.: 105 ILCS 5/22-80.
105 ILCS 25/1.15.

CROSS REF.: 4:170 (Safety), 5:100 (Staff Development Program), 7:300 (Extracurricular Athletics)

ADOPTED: ~~February 24, 2017~~

DRAFT UPDATE

Students

Student Records

School student records are confidential. Information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:

1. Records kept in a staff member's sole possession that are used only as a personal memory aid of the maker thereof and are not accessible or revealed to any other person except a temporary substitute for the maker of the record.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 17 years who has been arrested or taken into custody.

State and federal law grant students and parent(s)/guardian(s) certain rights, including the right to inspect, copy, and challenge school student records. The information contained in school student records shall be of clear educational relevance to the student. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but parent(s)/guardian(s) shall have the right to object to the release of information regarding their child. However, the District will comply with an ex parte court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the students' parent(s)/guardian(s). Upon request, the District discloses school student records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law.

The Superintendent shall fully implement this policy and designate an official records custodian for each school who shall maintain and protect the confidentiality of school student records, inform staff members of this policy, and inform students and their parents/guardians of their rights regarding school student records.

AW
yes

DRAFT UPDATE

LEGAL REF.: Chicago Tribune Co. v. Chicago Bd. of Ed., 332 Ill. App.3d 60 (1st Dist. 2002).
Owasso I.S.D. No. 1-011 v. Falvo, 534 U.S. 426 (2002).
Family Educational Rights and Privacy Act, 20 U.S.C. §1232g; ~~implemented by~~ 34
C.F.R. Part 99.
Children's Privacy Protection and Parental Empowerment Act, 325 ILCS 17/.
105 ILCS 5/10-20.21b, 5/20.37, 5/20.40, and 5/14-1.01 ~~et seq.~~ ~~and 107/~~
105 ILCS 107/ Illinois School Student Records Act.
50 ILCS 205/7.
750 ILCS 5/602.11.
23 Ill.Admin.Code Parts 226 and 375.

CROSS REF.: 5:100 (Staff Development Program), 5:130 (Responsibilities Concerning Internal Information), 7:15 (Student and Family Privacy Rights), 7:220 (Bus Conduct)

ADOPTED: April 19, 2016

Commented [APowell1]: The Legal References have been updated.

Issue 96, October 2017



Lincolnshire-Prairie View School District 103

Memo

To: Board of Education
From: Scott Warren
Date: February 15, 2018
Re: Approval of Grade 8 Field Trip

The 8th grade trip was discussed at the February COW meeting. Due to curricular changes the 8th grade trip to Springfield has been moved to 7th grade resulting in the trip to Chicago for 8th grade.

I recommend the Board approve the overnight trip. Information regarding the trip is included as is a list of participants. Registration is still open to accommodate as many students as would like to attend.

Grade 8 Field Trip to Chicago
Registration as of 2/15/2018

1 Carly Acampora	37 Ruike Liu
2 Ji Hoon Ahn	38 Veronica Liu
3 Arshad Alam	39 Joseph Manone
4 Brendan Arlinsky	40 Ryan Mccoy
5 Ian Beatty	41 Maxime Meirhaeghe
6 Leika Beirne	42 Elena Murphy
7 Aritra Bera	43 Nandhini Nair
8 John Borgerding	44 Advik Natesh
9 Preston Braun	45 Lamariyah Neal
10 Lily Brill	46 Sasha Olomon
11 Ryan Capstick	47 Jason Osowski
12 Nicole Chan	48 Margaret Phelps
13 Reuben Cherian	49 Jay Ralston
14 Tianhao Cui	50 Carter Rand
15 Baptiste Dos Reis	51 Cole Rand
16 Emily Duan	52 Pratin Ravi
17 Elizabeth Dubiliner	53 Greycen Ren
18 Jacquelynn Dvorak	54 Michael Ryan
19 Joshua Dzekhtser	55 Soham Sarkar
20 Alexander Eilert	56 Atsuro Sasaya
21 Ryan Gao	57 Kai Sato
22 Sela Grant	58 Brady Stein
23 Logan Hayden	59 Alexander Switzer
24 Hayden Hirschhaut	60 Stella Tapia
25 Sage Hoeft	61 Clement Wang
26 Carson Huffman	62 Kyle Wang
27 Jennifer Immell	63 Malachi Webster
28 Tomoyuki Itoga	64 Ethan Welyki
29 Saketh Kanumuri	65 Sebastian Wyszynski
30 Khaleef Karim-Smith	66 Angelina Yan
31 Andrew Kim	67 Christian Yen
32 Lucinda Korostynski	68 Fredrich Yuan
33 Caroline Lefebvre	69 Randy Yuan
34 Charles Lefebvre	70 Charles Zhang
35 Lora Lewis	71 Eric Zhou
36 Brandon Li	72 Madeline Zizzo

2018 Chicago, IL Trip

Dear Parents and Students,

I am excited to announce that I will lead a group of Daniel Wright Jr High School students on an exciting trip to Chicago, IL. On this once-in-a-lifetime adventure, students will explore some of Illinois's most important historical sites and experience first-hand what they've been learning in school. This will be a trip that your child will be talking about for years to come!

Your child will return home excited to tell you about:

- Viewing the city from the top of America's second-tallest building, the Willis Tower
- Seeing a variety of Chicago's neighborhoods and its rich historic past
- Visiting top museums and this exciting city's historic landmarks

Our travel partner will be WorldStrides because of their exceptional service, unmatched safety record, and 50 years of experience delivering top-quality educational travel programs. I will chaperone the program with other adults as needed, and throughout our trip, we will be guided by a licensed WorldStrides Course Leader. Since this is not a school sponsored trip, we will not be attending as representatives or employees of the school.

Please read the enclosed brochure and visit www.worldstrides.com/discoveries for more details. If you have any questions, you can contact me at (847) 295-1560.

Sign up by February 16, 2018

Alissa Lyman
Program Leader



Chicago, IL Trip Details:

TRIP DATES

Trip ID#: 155421 - Use this to sign up!

Destination: Chicago, IL

We will depart the morning of 05/31/2018, via chartered motor coach and arrive in Chicago later that same morning. We will then spend 2 active days learning on location. We will depart Chicago, again via chartered coach, the afternoon of 06/01/2018 and arrive back home by lunch.

TRIP PRICE

Prices are based on 40 full-paying participants.

Student: \$399 quad occupancy.

Payment can be made in full or spread out into monthly installment payments*. Select EZPay when choosing monthly installment payments and have your payments automatically deducted from your bank account saving you time and potential missed payments.

Full Refund Program: An additional \$69 protects your investment if you need to cancel for any reason. It is recommended that you enroll in this valuable program by electing the Full Refund Program when you sign up. See reverse for more information.

FLAG financial assistance: FLAG financial assistance may be available for families with an adjusted gross income up to \$85,000. See reverse for details.

*Installment amounts may vary in price based on when you sign up and optional inclusions. Your last payment must be made by the final payment deadline and may be larger than your previous installment payments. Your final payment is due on 04/26/2018.

INCLUDES

- Round-trip transportation
- Sightseeing transportation
- Course Leader
- Quality hotel accommodations
- Night Chaperones in hotel
- Accident/health insurance
- Field journals
- Online educational resources
- All admissions fees
- Evening activities
- 24-hour emergency support

SIGN UP TODAY!

Sign Up By: 02/16/2018

Deposit Amount: \$49 (non-refundable)

Sign Up:

- Online at www.worldstrides.com/signup (use **Trip ID# 155421** to sign up)
- By phone - call WorldStrides' Customer Service Team at 1-800-468-5899
- By mail - use the registration form **on reverse**

Sign up today for the trip of a lifetime!



ONLINE

worldstrides.com/signup



PHONE

800-468-5899



MAIL

Fill out the attached form
and return by mail



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: Patrick Palbicke
CC: Dr. Scott Warren
Date: February 20, 2018
Re: Budget Projection Update

As we move through the year and approach budgeting for next year and move through negotiations, we wanted to give a small update to the budget projections.

December 2017 Financial Reports

Attached is our Aggregate Projections through 2023 with the following adjustments:

- 7.1% Benefits increase for next year. We received our tentative adjustment at our health insurance meeting with the coop on Feb. 7th. This will become final in April, however we are still investigating options to decrease this amount, such as the incorporation of an HMO, something we currently do not have. This has the chance to lower us back down to 6.1%, including lower expenses overall with possibly cheaper premiums. This will depend on enrollment.
- Updated Retiree salaries in future years that will drop off in years 2021 and 2022
- Updated Salaries for certified staff reflecting keeping the salary schedule similar to what it is now. This would change the average to a 3.7% increase from the 3.0% that was originally built in.

Aggregate | Projection Summary

Lincolnshire-Prairieview SD 103 | 2018-1-22 Base

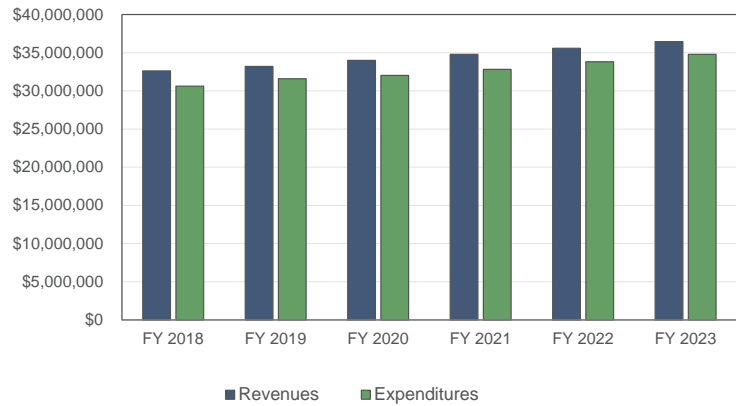
	BUDGET	REVENUE / EXPENDITURE PROJECTIONS									
	FY 2018	FY 2019	% Δ	FY 2020	% Δ	FY 2021	% Δ	FY 2022	% Δ	FY 2023	% Δ
REVENUE											
Local	\$30,845,100	\$31,430,856	1.90%	\$32,194,513	2.43%	\$32,959,015	2.37%	\$33,739,714	2.37%	\$34,585,193	2.51%
State	\$1,432,400	\$1,432,000	-0.03%	\$1,457,000	1.75%	\$1,482,000	1.72%	\$1,507,000	1.69%	\$1,532,000	1.66%
Federal	\$333,000	\$333,000	0.00%	\$333,000	0.00%	\$333,000	0.00%	\$333,000	0.00%	\$333,000	0.00%
Other	\$0	\$0		\$0		\$0		\$0		\$0	
TOTAL REVENUE	\$32,610,500	\$33,195,856	1.79%	\$33,984,513	2.38%	\$34,774,015	2.32%	\$35,579,714	2.32%	\$36,450,193	2.45%
EXPENDITURES											
Salary and Benefit Costs	\$24,831,070	\$25,778,526	3.82%	\$26,257,071	1.86%	\$27,060,440	3.06%	\$28,053,002	3.67%	\$29,013,560	3.42%
Other	\$5,781,575	\$5,800,392	0.33%	\$5,763,242	-0.64%	\$5,767,647	0.08%	\$5,770,618	0.05%	\$5,770,624	0.00%
TOTAL EXPENDITURES	\$30,612,645	\$31,578,918	3.16%	\$32,020,313	1.40%	\$32,828,087	2.52%	\$33,823,619	3.03%	\$34,784,184	2.84%
SURPLUS / DEFICIT	\$1,997,855	\$1,616,938		\$1,964,199		\$1,945,928		\$1,756,095		\$1,666,009	
OTHER FINANCING SOURCES / USES											
Other Financing Sources	\$400,000	\$0		\$0		\$0		\$0		\$0	
Other Financing Uses	(\$7,257,100)	(\$796,800)		(\$836,300)		(\$837,500)		(\$846,400)		(\$851,800)	
TOTAL OTHER FIN. SOURCES / USES	(\$6,857,100)	(\$796,800)		(\$836,300)		(\$837,500)		(\$846,400)		(\$851,800)	
SURPLUS / DEFICIT INCL. OTHER FIN. SOURCES	(\$4,859,245)	\$820,138		\$1,127,899		\$1,108,428		\$909,695		\$814,209	
BEGINNING FUND BALANCE	\$12,834,686	\$7,975,441		\$8,795,579		\$9,923,478		\$11,031,906		\$11,941,601	
Audit Adjustement	\$0	\$0		\$0		\$0		\$0		\$0	
PROJECTED YEAR END BALANCE	\$7,975,441	\$8,795,579		\$9,923,478		\$11,031,906		\$11,941,601		\$12,755,810	
FUND BALANCE AS % OF EXPENDITURES	26.05%	27.85%		30.99%		33.61%		35.31%		36.67%	
FUND BALANCE AS # OF MONTHS OF EXPEND.	3.13	3.34		3.72		4.03		4.24		4.40	
DOLLAR AMOUNT ABOVE 20%	\$1,852,912	\$2,479,795		\$3,519,416		\$4,466,289		\$5,176,877		\$5,798,974	

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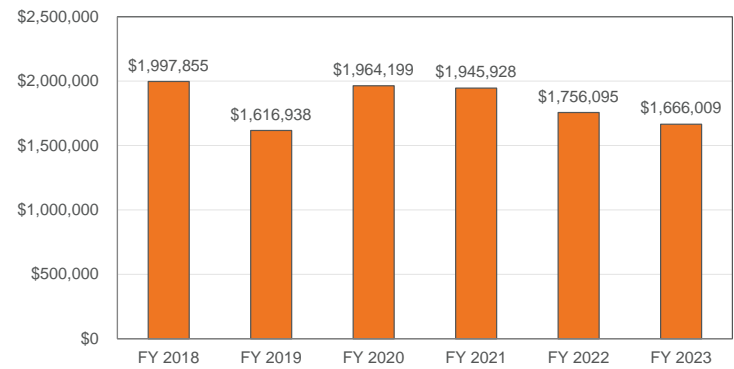
Aggregate | Projection Summary

Lincolnshire-Prairieview SD 103 | 2018-1-22 Base

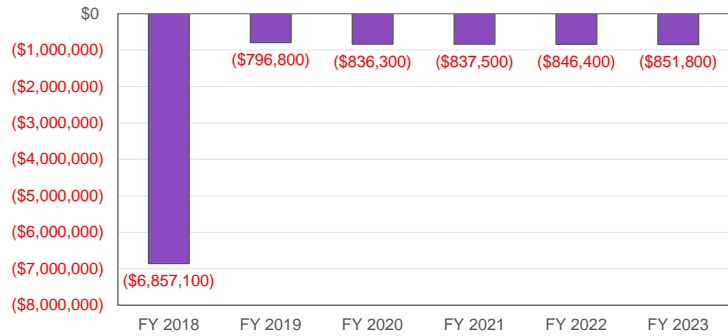
Revenues vs. Expenditures



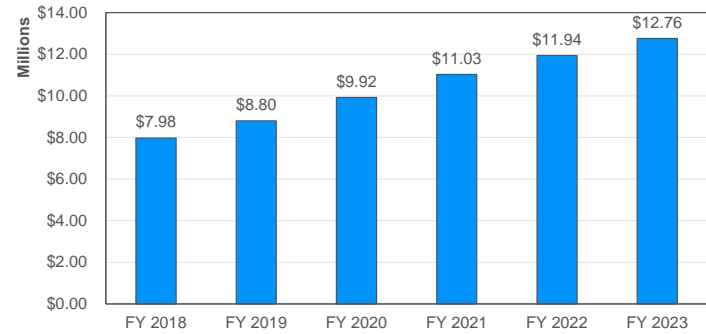
Fiscal Year Surplus / Deficit



Other Financing Sources & Uses



Year End Fund Balances





Lincolnshire-Prairie View School District 103

Memo

To: Board of Education
From: Scott Warren
Date: February 15, 2018
Re: Draft 2 Staffing Plan 2018-2019

An updated draft of the staffing plan is presented for the Board's review. Since the February COW meeting, the Business office has done a thorough audit of the current staffing levels to provide a more accurate account of FTE with the hours staff work. The draft plan presented at the February COW meeting did not include the teaming changes that were made last year for Certified staff. Additionally, the February COW plan did not include any changes to the Classified positions. The current draft has been updated to show those changes. The lists consist of the actual filled positions (blue) along with a separated itemization of the reasons for the changes. The total changes are calculated (in yellow) to determine the proposed staffing (blue+yellow=green)

Classified staff changes include increasing custodial staffing at Half Day school to accommodate for the increased square footage with the addition, eliminating the Rivershire Coordinator position, increasing special education staffing at Sprague and Half Day due to known student needs, reducing Guided support due to students graduating from the program, and shifting a portion of the technology classified support at Sprague to include more District responsibilities. A separate memo is included to address the needs for the technology support.

With the changes in the schedule and student enrollment, the overall change in FTE from the beginning of the year to the proposed staffing plan for certified staff is 0.8 FTE. Classified staffing shows a total change of 0.5 FTE. The administration does not show any changes in FTE.

As noted before, 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 data continues to progress and more information will be available in late May at the earliest.

We continue to review the staffing and will discuss the topic again at the March COW meeting.

DRAFT 2018-19 Teacher Staffing Plan - Updated 02/20/2018

Title	Actual		DW Minutes Adj.		Other Changes		Total Changes		Proposed	
	2017-18		2018-19		2018-19		2018-19		2018-19	
	FTE	Positions	FTE	Positions	FTE	Positions	FTE	Positions	FTE	Positions
Adaptive P.E. Teacher	1.00	1							1.00	1
Art Teacher	3.30	4							3.30	4
Early Childhood Teacher	3.00	3							3.00	3
EL Teacher	4.70	5							4.70	5
REACH Coordinator	4.00	5	0.80	0			0.80	0.00	4.80	5
English Language Arts Teacher	8.30	9	-1.10	0			-1.10	0.00	7.20	9
Family And Consumer Science Teacher	1.00	1							1.00	1
Guided Teacher	2.00	2							2.00	2
Health Teacher	1.00	1							1.00	1
Learning Behavior Specialist	15.00	15							15.00	15
Librarian	2.70	3	0.30	0			0.30	0.00	3.00	3
Math Teacher	6.00	6	1.50	2			1.50	2.00	7.50	8
Music Teacher	8.20	9							8.20	9
Nurse	1.00	1							1.00	1
P.E. Teacher	6.50	7							6.50	7
Performing Arts Teacher	0.80	1							0.80	1
Psychologist	4.00	4							4.00	4
RTI Teacher	9.00	10	0.30	0			0.30	0.00	9.30	10
Science Teacher	6.00	6							6.00	6
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	9.00	9			-1.00	-1	-1.00	-1.00	8.00	8
Self-Contained 4th Grade Teacher	8.00	8			1.00	1	1.00	1.00	9.00	9
Self-Contained 5th Grade Teacher	9.00	9			-1.00	-1	-1.00	-1.00	8.00	8
Service Learning Teacher	0.00	0							0.00	0
Social Studies Teacher	6.00	6							6.00	6
Social Worker	4.50	5							4.50	5
Spanish Teacher	10.00	10							10.00	10
Speech Language Pathologist	4.40	5							4.40	5
Tech Resource Teacher	0.00	0							0.00	0
Technology Integration Specialist	3.00	3							3.00	3
Grand Total	164.40	172.00	1.80	2.00	-1.00	-1.00	0.80	1.00	165.20	173.00

DRAFT 2018-19 Classified Staffing Plan - Updated 02/20/2018

Title	Actual		DW Minutes Adj.		Other Changes		Total Changes		Proposed	
	2017-18		2018-19		2018-19		2018-19		2018-19	
	FTE	Positions	FTE	Positions	FTE	Positions	FTE	Positions	FTE	Positions
103 Club Associates	4.25	17							4.25	17
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	0.00	0							0.00	0
Admin Assistant	3.00	3							3.00	3
Bookkeeper	2.50	3							2.50	3
Bus Aide	1.50	2							1.50	2
Bus Driver/Crossing Guard	30.00	30							30.00	30
Clerical Aide	2.40	5							2.40	5
Communications Coordinator	0.80	1							0.80	1
Crossing Guard	3.00	3							3.00	3
Custodian	12.50	13			0.50	1	0.50	1	13.00	14
Data/SIS Manager	1.00	1							1.00	1
EL Associate	2.00	3							2.00	3
Kindergarten	7.50	8							7.50	8
HDK Associate	0.00	0							0.00	0
Head Custodian	3.00	3							3.00	3
Human Resources Coordinator	1.00	1							1.00	1
Library Associate	3.00	3							3.00	3
Lunchroom Associate	1.60	3							1.60	3
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	3.50	4							3.50	4
Physical Therapist	1.00	1							1.00	1
Receptionist	0.50	1							0.50	1
Rivershire Coordinator	1.00	1			-1.00	-1	-1.00	-1	0.00	0
RTI Associate	1.00	1							1.00	1
Secretary	5.92	6							5.92	6
SpEd Associate	19.50	18			3.00	3	3.00	3	22.50	21
SpEd EC Associate	5.23	6							5.23	6
SpEd Guided Associate	11.00	11			-2.00	-2	-2.00	-2	9.00	9
Team Lit Associate	1.62	4							1.62	4
Tech Support Specialist - District	0.00	0			0.25	1	0.25	1	0.25	1
Tech Support Specialist - School	3.00	3			-0.25	0	-0.25	0	2.75	3
Grand Total	145.32	168	0.00	0	0.50	2	0.50	2	145.82	170

DRAFT 2018-19 Administration Staffing Plan - Updated 02/20/2018

Title	Actual		DW Minutes Adj		Other Changes		Total Changes		Proposed	
	2017-18		2018-19		2018-19		2018-19		2018-19	
	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 - Elementary	1.60	2							1.60	2
Asst. Principal - Junior High	1.50	2							1.50	2
Director of Student Services	1.00	1							1.00	1
Asst. Director of Student Services	0.50	1							0.50	1
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	14.10	16.00	0.00	0.00	0.00	0.00	0.00	0.00	14.10	16.00



Lincolnshire-Prairie View School District 103

To: Board of Education
From: RJ Bialk
Date: February 15, 2018
Re: Tech Position - Change Request

Tech Position - Change Request

Dear School Board -

I am proposing a change to one of our *Technology Specialist* positions within our District Technology Department.

On October 27th, our Sprague School *Technology Specialist*, Mrs. Nasia Gordon, retired after 18 years of service. Her role as a *Technology Specialist* encompassed a number of different responsibilities, but it was specific to Sprague School. I would like to expand the current position from a *School Technology Specialist*, to a ***District Technology Specialist***.

Although the primary responsibility of this new role would still be focused at Sprague School, I would like to expand the capacity of the position to offer additional support across the District. This would help the Technology Department offer increased support opportunities and reduce the need for the District to hire outside help for system installations and/or extended projects. Essentially, we would be able to do more in-house.

The new ***District Technology Specialist*** position would require a full calendar year to support summer preparations and installation projects. This would be an increase from the current 11-month FTE, to a full 12-month FTE. The additional responsibilities of this new position would warrant an increase in the current salary scope, although we would look to offer a salary commensurate with experience. Please see the below list of District responsibilities that would be added to the current school responsibilities.

Secondary/Additional Responsibilities/Duties of a the proposed District Technology Specialist -

1. *Assist in G-Suite management*
 - a. *Create and delete users*
 - b. *Reset passwords*
 - c. *Email group management*
2. *Assist in Active Directory management*
 - a. *Add/remove users*
 - b. *Reset passwords*
3. *Assist District Network/Systems Manager with:*
 - a. *Assist in web filtering system (Palo Alto)*
 - i. *Maintain, update and support*
 - ii. *Unblock and block websites and apps*

- b. Network upgrades/installations*
 - i. Wireless Access Points*
 - ii. Routers*
 - iii. Switches*
 - iv. Configuration of both MDFs and IDFs*
- c. Technology installations*
- d. Miscellaneous systems*
 - i. Visitor check-in system (Raptor)*
 - ii. Security System & Cameras*
 - iii. Telephone (Mitel)*
- e. Server and data center maintenance*
 - i. JAMF Pro*
 - ii. Carbonite*
 - iii. Etc.*

Please let me know if you have any questions. I appreciate your considerations.

RJ Bialk
Director of Technology and Assessment



Lincolnshire-Prairie View School District 103

Memo

To: Board of Education
From: Scott Warren
Date: February 15, 2018
Re: Full Day Kindergarten

The Board will continue a discussion regarding the increase of families in the district requesting the Full Day Kindergarten option and possible solutions.



Lincolnshire-Prairie View School District 103

Memo

To: Board of Education
 From: Scott Warren
 Date: February 15, 2018
 Re: Full Day Kindergarten Discussion

After the February 6, 2018 Board discussion on Full Day Kindergarten (FDK), the administration team reviewed the feedback and discussed different ways to accommodate all families who request FDK.

The enrollment numbers as of February 14, 2018 for the 2018-2019 school year are as follows:

	2018	
	Current	Sections
HDK AM	15	1
HDK PM	10	1
FDK	120	6
Total	145	8
Wait list for FDK	13	

In order to provide FDK for all families who request it, the District could provide the following scenario:

Maintain the current sections of FDK and increase class sizes to 23 (6 FDK, 1 HDK)

Impacts:

- Class sizes will follow the District guidelines of low 20's for K-2 grades. This would increase Kindergarten class sizes to 22-23 from the past practice of capping FDK classes at 20.
- Financial impact to the District will reduce from the current year with the reduction of one Half Day Kindergarten (HDK)
- Room availability will remain the same
- All families who currently request FDK will have that option

	2018	
	Current Students	Sections
HDK AM	12	1
HDK PM	0	0
FDK	133	6
Total	145	7
Wait list for FDK	0	

With this model, the district could provide FDK for up to 138 students with 6 sections. If enrollment continues to increase and more families requested FDK, the District could increase the sections of FDK to 7 and accommodate 161 FDK students. Therefore:

Increase FDK sections by one and maintain HDK sections at one (7 FDK, 1 HDK)

Impacts:

- Class sizes will follow the District guidelines of low 20’s for K-2 grades. This would increase Kindergarten class sizes to 23 from the past practice of capping FDK classes at 20
- An additional Kindergarten room would be needed to hold 8 sections
- Financial impact to the District will increase from the current year with the addition of a full-time teacher and assistant and converting a room to accommodate a Kindergarten section
- All families who request FDK will have that option
- Maximum enrollment with these guidelines would be:

2018		
	Maximum students per class	Sections
HDK AM	23	1
HDK PM	0	0
FDK	161	7
Total	184	8
Wait list for FDK	0	

If a room is needed for an additional Kindergarten section, the District could convert an existing room, such as the current conference room, to a Kindergarten section. This would be the most cost-effective plan as this would entail purchasing furniture. This would move one of the classrooms away from the Kindergarten addition and return it to the main part of the building. Another option would be to build out the current maintenance room that is located in the Kindergarten addition. This would be an extensive build to bring it to the same standard as the other classrooms (removing large outside doors, building masonry walls, plumbing, casework, flooring, electrical). We are receiving quotes on what it would take to bring it to the current standard and also to minimize the build out for cost savings.

As noted before, one of the aspects of the Kindergarten program in District 103 program has been the support provided by associates. Each Kindergarten classroom has an associate. The future model would bring the adult-to-student ratio to 11.5:1.

Comparison Districts with FDK

District	Class Size	Associate Support	Other Support
96 - Kildeer	23-24	Shared support	Coaches, RtI, IEP
102 - Aptakisic	23-25	No	Coaches, RtI, IEP
109 - Deerfield	23-24	No	Coaches, RtI, IEP
103 – Lincolnshire	23	Yes	Coaches, RtI, IEP

Increasing our class sizes to 23 would continue to provide a quality Kindergarten program with support for our students and staff.

A financial analysis is provided for your review and will be discussed at the meeting.

FULL DAY KINDERGARTEN FINANCIAL ANALYSIS

Historical Analysis			
	Revenue	Expenses/2	Amount Over (under)
2013-14	\$417,957	\$342,508	\$75,449
2014-15	\$331,695	\$363,675	-\$31,980
2015-16	\$352,106	\$315,389	\$36,716
2016-17	\$499,870	\$345,542	\$154,328

6 Full Day Sections @20 cap (120FDK) + 2 Half Day Sections

2017-18	Budgeted Revenue	Budgeted Expenses/2	Amount Over (under)
	\$445,200	\$369,650	\$75,550

2017-18	Budgeted Salaries	Budgeted Taxes	Budgeted Benefits
Teachers	\$497,967	\$14,491	\$60,801
Aides	\$108,085	\$22,298	\$35,658

6 Full Day Sections @23 cap (138FDK) + 2 Half Day Sections

2018-19	Proposed Revenue	Budgeted Expenses/2	Amount Over (under)
	\$522,744	\$378,570	\$144,174

2018-19	Proposed Salaries	Proposed Benefits	Budgeted Benefits
Teachers	\$512,906	\$15,131	\$64,449
Aides	\$114,212	\$22,991	\$27,452

6 Full Day Sections @23 cap (138FDK) + 1 Half Day Sections

2018-19	Proposed Revenue	Budgeted Expenses/2	Amount Over (under)
	\$522,744	\$352,873	\$169,871

2018-19	Proposed Salaries	Proposed Benefits	Budgeted Benefits
Teachers	\$482,723	\$14,240	\$59,491
Aides	\$105,792	\$21,296	\$22,204

7 Full Day Sections @23 cap (161FDK) + 1 Half Day Section

2018-19	Proposed Revenue	Budgeted Expenses/2	Amount Over (under)
	\$609,868	\$416,884	\$192,984

2018-19	Proposed Salaries	Proposed Benefits	Budgeted Benefits
Teachers	\$557,115	\$16,435	\$74,572
Aides	\$123,789	\$24,919	\$36,939



Lincolnshire-Prairie View School District 103

Memo

To: Board of Education
From: Scott Warren
Date: February 15, 2018
Re: School Safety

A discussion will be held on school safety procedures and upcoming trainings in the district.



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: Patrick Palbicke
CC: Dr. Scott Warren
Date: February 20, 2018
Re: Business Office Update - December

January 2018 Financial Reports

We remain on solid ground as we rely on revenue from the State in the absence of Tax collections. We are at 50.6% of our revenue target with a target of 58.3%. We will fall further behind percentage wise until we get the large boost in revenue from Tax payments in May and June. We do however continue to have other bright spots in revenue related to State revenue and our Kindergarten Fees.

We are now at 64.4% expended, although the target if we were able to even out our spending would be at 58.3%, but each month we inch closer to the target. At this point in the year we tend to slow our spending in many categories that we paid early on; including the Capital Budget. If we were remove the capital budget (which stands at 90.8%) we would be at 57.7% for all other funds, which would be under for all other funds; and if we removed Debt service (which has large planned payouts and is at 62.8%) we would be at 57.5% expended for our Operating funds as we pass the midpoint of the fiscal year. This trend should continue in the coming months.

Revenue Report

1/31/2018

% of Fiscal Year Complete: **58.3%**

Education Fund

Local Sources

	MTD July	MTD August	MTD September	MTD October	MTD November	MTD December	MTD January	YTD Actual	Fiscal Year 2018 Final Budget	Budget Balance	% Budget Received
Property Tax Receipts	216,193.16	661,108.30	10,367,684.93	187,413.03	189,942.90	-	5,022.92	11,627,365.24	24,200,000	12,572,634.76	48.0%
CPPRT	18,314.26	844.42	-	12,502.69	-	3,296.40	11,223.94	46,181.71	59,000	12,818.29	78.3%
Tuition - Full Day Kindergarten	133,285.00	40,401.14	2,167.26	15,697.04	1,920.78	59,831.28	152,430.35	405,732.85	445,200	39,467.15	91.1%
Tuition - Summer School	-	-	-	-	-	-	-	-	120,000	120,000.00	0.0%
Interest	16,486.80	14,369.80	31,220.25	20,598.10	19,902.33	20,460.46	13,512.48	136,550.22	88,000	(48,550.22)	155.2%
Athletic Admissions	-	-	-	-	-	886.06	-	886.06	1,000	113.94	88.6%
Other Admissions	-	-	-	-	-	-	-	-	-	-	No Bud
After School Activities	-	-	6,114.00	6,435.00	1,000.00	7,803.00	1,892.50	23,244.50	17,000	(6,244.50)	136.7%
Technology Fee	20,949.25	16,725.00	4,889.53	5,736.18	2,761.10	1,782.48	1,218.66	54,062.20	122,000	67,937.80	44.3%
PE Uniform/Lock Fee	1,549.00	1,420.00	680.00	84.00	237.00	83.00	119.00	4,172.00	6,000	1,828.00	69.5%
Fine Arts Fee	-	-	-	-	-	-	-	-	-	-	No Bud
Graduation Fee	370.50	507.00	97.50	57.40	97.50	98.60	-	1,228.50	4,000	2,771.50	30.7%
Sprague Class Project Fee	-	-	-	-	-	-	-	-	-	-	No Bud
Half Day Class Project Fee	-	-	-	-	-	-	-	-	-	-	No Bud
Field Trip Fees	-	-	5,956.00	2,795.50	749.30	1,113.30	3,558.70	14,172.80	25,000	10,827.20	56.7%
Sale of Athletic Wear	-	-	-	-	-	-	-	-	3,000	3,000.00	0.0%
103 Club Fees	1,500.00	4,500.00	86,821.55	91,274.79	52,312.80	81,306.81	60,390.62	378,106.57	500,000	121,893.43	75.6%
Student ID Fees/Fines	-	-	30.00	85.00	70.00	100.00	60.00	345.00	500	155.00	69.0%
Library Fees/Fines	-	-	-	(50.11)	-	33.59	24.64	8.12	500	491.88	1.6%
Athletic Fees	-	-	-	2,625.00	1,900.00	250.00	675.00	5,450.00	-	(5,450.00)	No Bud
Band/Orchestra/Choir	-	-	-	34,375.00	200.00	100.00	400.00	35,075.00	-	(35,075.00)	No Bud
Textbook Fees	32,933.20	27,300.75	4,220.07	7,461.04	4,113.57	2,126.68	1,718.68	79,873.99	257,100	177,226.01	31.1%
PTO/Foundation Donations	-	-	-	6,823.84	-	-	7,323.20	14,147.04	40,000	25,852.96	35.4%
Other Donations	1,017.16	259.21	1,618.18	-	400.00	-	-	3,294.55	10,000	6,705.45	32.9%
Misc. Donations	-	-	-	-	-	1,000.00	-	1,000.00	100	(900.00)	1000.0%
Refunds from Prior Yr. Expenses	-	-	-	-	-	5,243.10	-	5,243.10	8,000	2,756.90	65.5%
Payment from other LEA's	-	-	-	-	-	-	-	-	650,000	650,000.00	0.0%
Camp Revenue	-	-	-	-	-	-	-	-	16,000	16,000.00	0.0%
Loredo Taft Revenue	-	-	-	-	-	35,685.00	975.00	36,660.00	33,000	(3,660.00)	111.1%
Other Local Revenue	6,519.00	109.02	12.58	1,542.99	532.92	-	118.21	8,834.72	20,000	11,165.28	44.2%
Local Revenue	449,117.33	767,544.64	10,511,511.85	395,456.49	276,140.20	221,199.76	260,663.90	12,881,634.17	26,625,400	13,743,765.83	48.4%
State Sources											
General State Aid	-	-	186,945.96	93,472.98	93,472.98	93,472.98	93,472.98	560,837.88	350,000	(210,837.88)	160.2%
Spec. Ed. Private Facility	-	20,564.42	-	20,564.42	-	-	-	41,128.84	61,000	19,871.16	67.4%
Spec. Ed. Extraordinary	-	50,394.73	-	50,394.73	-	-	-	100,789.46	151,000	50,210.54	66.7%
Spec. Ed. Personnel	-	102,123.12	-	102,123.14	-	-	-	204,246.26	306,000	101,753.74	66.7%
Spec. Ed. Orphanage	-	-	-	-	-	4,763.80	-	4,763.80	-	(4,763.80)	No Bud
Spec. Ed. Summer School	-	-	573.91	-	-	-	-	573.91	400	(173.91)	143.5%
Bilingual	4,892.00	-	-	-	-	29,556.00	-	34,448.00	18,000	(16,448.00)	191.4%
Orphanage Tuition	-	7,074.00	18,540.00	-	-	29,384.56	-	54,998.56	50,000	(4,998.56)	110.0%
Library Per Capital Grant	-	-	-	-	-	-	-	-	1,000	1,000.00	0.0%
Other State Revenue	-	-	-	-	-	-	-	-	-	-	No Bud
State Revenue	4,892.00	180,156.27	206,059.87	266,555.27	93,472.98	157,177.34	93,472.98	1,001,786.71	937,400	(64,386.71)	106.9%
Federal Sources											
Special Milk Program	1,018.63	-	-	145.07	-	-	6,809.82	7,973.52	8,000	26.48	99.7%
Title I - Low Income	11,488.00	-	-	-	-	-	24,105.00	35,593.00	43,000	7,407.00	82.8%
IDEA Preschool	-	-	-	-	-	5,729.00	98.00	5,827.00	7,000	1,173.00	83.2%
IDEA Flow Through	-	9,350.00	-	-	-	47,498.00	138,890.00	195,738.00	220,000	24,262.00	89.0%
IDEA Room & Board	-	-	-	-	-	-	-	-	-	-	No Bud
Title III - LIPLP	-	-	2,000.00	-	-	5,878.00	-	7,878.00	20,000	12,122.00	39.4%

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Title II - Teacher Quality	56.00	-	9,193.00	-	-	-	4,908.00	14,157.00	15,000	843.00	94.4%
Medicaid Reimbursement	-	-	-	-	9,620.36	-	-	9,620.36	20,000	10,379.64	48.1%
Federal Revenue	12,562.63	9,350.00	11,193.00	145.07	9,620.36	59,105.00	174,810.82	276,786.88	333,000	56,213.12	83.1%
Subtotal Education Fund	466,571.96	957,050.91	10,728,764.72	662,156.83	379,233.54	437,482.10	528,947.70	14,160,207.76	27,895,800	13,735,592.24	50.8%
"On-Behalf"/Transfers	-	-	-	-	-	-	-	-	-	-	No Bud
Total Education Fund	466,571.96	957,050.91	10,728,764.72	662,156.83	379,233.54	437,482.10	528,947.70	14,160,207.76	27,895,800	13,735,592.24	50.8%
Operations & Maintenance Fund											
Local Sources											
Property Tax Receipts	12,675.07	38,759.76	607,841.29	10,987.74	11,136.06	-	294.49	681,694.41	1,400,000.00	718,305.59	48.7%
Interest	1,700.18	1,255.67	2,897.95	2,546.55	2,698.10	2,237.07	561.40	13,896.92	11,000.00	(2,896.92)	126.3%
Facility Rental	1,050.00	1,320.00	-	330.00	-	-	-	2,700.00	30,000.00	27,300.00	9.0%
Impact Fees	-	-	-	10,017.10	-	-	-	10,017.10	85,000.00	74,982.90	11.8%
Refunds from Prior Yr. Expenses	-	-	-	-	-	-	-	-	-	-	No Bud
Other Local Revenue	-	-	-	-	-	-	1,121.77	1,121.77	100.00	(1,021.77)	1121.8%
Local Revenue	15,425.25	41,335.43	610,739.24	23,881.39	13,834.16	2,237.07	1,977.66	709,430.20	1,526,100.00	816,669.80	46.5%
State Sources											
General State Aid	-	-	-	-	-	-	-	-	-	-	No Bud
Other State Revenue	-	-	-	-	-	-	-	-	-	-	No Bud
State Revenue	-	-	-	-	-	-	-	-	-	-	No Bud
Subtotal O & M Fund	15,425.25	41,335.43	610,739.24	23,881.39	13,834.16	2,237.07	1,977.66	709,430.20	1,526,100.00	816,669.80	46.5%
Transfers	-	-	-	-	-	-	-	-	-	-	No Bud
Total O&M Fund	15,425.25	41,335.43	610,739.24	23,881.39	13,834.16	2,237.07	1,977.66	709,430.20	1,526,100.00	816,669.80	46.5%
Debt Service Fund											
Local Sources											
Property Tax Receipts	3,405.62	10,414.24	163,318.97	2,952.26	2,992.11	-	79.12	183,162.32	372,000.00	188,837.68	49.2%
Interest	137.62	149.13	223.08	207.26	-	0.27	0.33	717.69	100.00	(617.69)	717.7%
Payment from other LEA's	-	-	-	-	-	-	-	-	-	-	No Bud
Local Revenue	3,543.24	10,563.37	163,542.05	3,159.52	2,992.11	0.27	79.45	183,880.01	372,100.00	188,219.99	49.4%
Subtotal Debt Service Fund	3,543.24	10,563.37	163,542.05	3,159.52	2,992.11	0.27	79.45	183,880.01	372,100.00	188,219.99	49.4%
Transfers/Other Sources	-	-	-	-	-	-	-	-	-	-	No Bud
Total Debt Service Fund	3,543.24	10,563.37	163,542.05	3,159.52	2,992.11	0.27	79.45	183,880.01	372,100.00	188,219.99	49.4%
Transportation Fund											
Local Sources											
Property Tax Receipts	12,675.07	38,759.76	607,841.29	10,987.74	11,136.06	-	294.49	681,694.41	1,400,000.00	718,305.59	48.7%
Paid Student Trips	-	-	-	-	-	419.00	-	419.00	14,000.00	13,581.00	3.0%
Summer School Trans Fees	-	-	-	-	-	-	-	-	13,000.00	13,000.00	0.0%
SPED Trans Fees Other LEAs	-	-	-	-	-	-	-	-	-	-	No Bud
Interest	1,139.02	927.08	2,192.09	1,913.60	2,077.57	1,826.76	822.11	10,898.23	10,000.00	(898.23)	109.0%
Payment from Other Districts	3,221.36	-	-	-	-	-	-	3,221.36	100.00	(3,121.36)	3221.4%
Other Local Revenue	-	92.36	-	-	-	-	-	92.36	1,000.00	907.64	9.2%
Local Revenue	17,035.45	39,779.20	610,033.38	12,901.34	13,213.63	2,245.76	1,116.60	696,325.36	1,438,100.00	741,774.64	48.4%
State Sources											
Transportation - Regular	-	103,720.77	-	103,720.77	-	-	-	207,441.54	310,000.00	102,558.46	66.9%
Transportation - Spec. Ed.	-	62,304.86	-	62,304.85	-	-	-	124,609.71	185,000.00	60,390.29	67.4%
Other State Revenue	-	-	-	-	-	-	-	-	-	-	No Bud
State Revenue	-	166,025.63	-	166,025.62	-	-	-	332,051.25	495,000.00	162,948.75	67.1%
Subtotal Transportation Fund	17,035.45	205,804.83	610,033.38	178,926.96	13,213.63	2,245.76	1,116.60	1,028,376.61	1,933,100.00	904,723.39	53.2%
Total Transportation Fund	17,035.45	205,804.83	610,033.38	178,926.96	13,213.63	2,245.76	1,116.60	1,028,376.61	1,933,100.00	904,723.39	53.2%
Retirement Fund											
Local Sources											
Property Tax Receipts	11,113.09	33,983.31	532,935.59	9,633.69	9,763.73	-	258.20	597,687.61	1,213,000.00	615,312.39	49.3%
CPPRT	-	-	-	-	-	-	-	-	34,000.00	34,000.00	0.0%

Interest	413.17	400.70	541.39	709.15	714.18	574.29	564.56	3,917.44	2,500.00	(1,417.44)	156.7%
Local Revenue	11,526.26	34,384.01	533,476.98	10,342.84	10,477.91	574.29	822.76	601,605.05	1,249,500.00	647,894.95	48.1%
Subtotal Retirement Fund	11,526.26	34,384.01	533,476.98	10,342.84	10,477.91	574.29	822.76	601,605.05	1,249,500.00	647,894.95	48.1%
Total Retirement Fund	11,526.26	34,384.01	533,476.98	10,342.84	10,477.91	574.29	822.76	601,605.05	1,249,500.00	647,894.95	48.1%
Capital Projects Fund											
Local Sources											
Interest	963.95	161.77	159.85	-	3.88	3.97	4.78	1,298.20	6,000.00	4,701.80	21.6%
PTO Donations	-	-	-	-	-	-	-	-	-	-	No Bud
Local Revenue	963.95	161.77	159.85	-	3.88	3.97	4.78	1,298.20	6,000.00	4,701.80	21.6%
Subtotal Cap. Projects Fund	963.95	161.77	159.85	-	3.88	3.97	4.78	1,298.20	6,000.00	4,701.80	21.6%
Transfers	-	-	-	-	-	-	-	-	-	-	No Bud
Total Cap. Projects Fund	963.95	161.77	159.85	-	3.88	3.97	4.78	1,298.20	6,000.00	4,701.80	21.6%
Working Cash Fund											
Local Sources											
Interest	389.12	240.72	856.50	687.82	811.41	681.00	62.14	3,728.71	6,000.00	2,271.29	62.1%
Local Revenue	389.12	240.72	856.50	687.82	811.41	681.00	62.14	3,728.71	6,000.00	2,271.29	62.1%
Subtotal Working Cash Fund	389.12	240.72	856.50	687.82	811.41	681.00	62.14	3,728.71	6,000.00	2,271.29	62.1%
Other Sources	-	-	-	-	-	-	-	-	-	-	No Bud
Total Working Cash Fund	389.12	240.72	856.50	687.82	811.41	681.00	62.14	3,728.71	6,000.00	2,271.29	62.1%
All Funds											
Local Sources											
Property Tax Receipts	256,062.01	783,025.37	12,279,622.07	221,974.46	224,970.86	-	5,949.22	13,771,603.99	28,585,000.00	14,813,396.01	48.2%
CPPRT	18,314.26	844.42	-	12,502.69	-	3,296.40	11,223.94	46,181.71	93,000.00	46,818.29	49.7%
Tuition - Full Day Kindergarten	133,285.00	40,401.14	2,167.26	15,697.04	1,920.78	59,831.28	152,430.35	405,732.85	445,200.00	39,467.15	91.1%
Tuition - Summer School	-	-	-	-	-	-	-	-	120,000.00	120,000.00	0.0%
Paid Student Trips	-	-	-	-	-	419.00	-	419.00	14,000.00	13,581.00	3.0%
Summer School Trans Fees	-	-	-	-	-	-	-	-	13,000.00	13,000.00	0.0%
SPED Trans Fees Other LEAs	-	-	-	-	-	-	-	-	-	-	No Bud
Interest	21,229.86	17,504.87	38,091.11	26,662.48	26,207.47	25,783.82	15,527.80	171,007.41	123,600.00	(47,407.41)	138.4%
Admissions - Athletic	-	-	-	-	-	886.06	-	886.06	1,000.00	113.94	88.6%
Admissions - Other	-	-	-	-	-	-	-	-	-	-	No Bud
After School Activities	-	-	6,114.00	6,435.00	1,000.00	7,803.00	1,892.50	23,244.50	17,000.00	(6,244.50)	136.7%
Technology Fee	20,949.25	16,725.00	4,889.53	5,736.18	2,761.10	1,782.48	1,218.66	54,062.20	122,000.00	67,937.80	44.3%
PE Uniform/Lock Fee	1,549.00	1,420.00	680.00	84.00	237.00	83.00	119.00	4,172.00	6,000.00	1,828.00	69.5%
Fine Arts Fee	-	-	-	-	-	-	-	-	-	-	No Bud
Graduation Fee	370.50	507.00	97.50	57.40	97.50	98.60	-	1,228.50	4,000.00	2,771.50	30.7%
Sprague Class Project Fee	-	-	-	-	-	-	-	-	-	-	No Bud
Half Day Class Project Fee	-	-	-	-	-	-	-	-	-	-	No Bud
Field Trip Fees	-	-	5,956.00	2,795.50	749.30	1,113.30	3,558.70	14,172.80	25,000.00	10,827.20	56.7%
Sale of Athletic Wear	-	-	-	-	-	-	-	-	3,000.00	3,000.00	0.0%
103 Club Fees	1,500.00	4,500.00	86,821.55	91,274.79	52,312.80	81,306.81	60,390.62	378,106.57	500,000.00	121,893.43	75.6%
Student ID Fees/Fines	-	-	30.00	85.00	70.00	100.00	60.00	345.00	500.00	155.00	69.0%
Library Fees/Fines	-	-	-	(50.11)	-	33.59	24.64	8.12	500.00	491.88	1.6%
Athletic Fees	-	-	-	2,625.00	1,900.00	250.00	675.00	5,450.00	-	(5,450.00)	No Bud
Band/Orchestra/Choir	-	-	-	34,375.00	200.00	100.00	400.00	35,075.00	-	(35,075.00)	No Bud
Textbook Fees	32,933.20	27,300.75	4,220.07	7,461.04	4,113.57	2,126.68	1,718.68	79,873.99	257,100.00	177,226.01	31.1%
PTO/Foundation Donations	-	-	-	6,823.84	-	-	7,323.20	14,147.04	40,000.00	25,852.96	35.4%
Other Donations	1,017.16	259.21	1,618.18	-	400.00	-	-	3,294.55	10,000.00	6,705.45	32.9%
Misc. Donations	-	-	-	-	-	1,000.00	-	1,000.00	100.00	(900.00)	1000.0%
Facility Rental	1,050.00	1,320.00	-	330.00	-	-	-	2,700.00	30,000.00	27,300.00	9.0%
Impact Fees	-	-	-	10,017.10	-	-	-	10,017.10	85,000.00	74,982.90	11.8%
Refunds from Prior Yr. Expenses	3,221.36	-	-	-	-	5,243.10	-	8,464.46	8,100.00	(364.46)	104.5%
Payment from other LEA's	-	-	-	-	-	-	-	-	650,000.00	650,000.00	0.0%

Camp Revenue	-	-	-	-	-	-	-	-	16,000.00	16,000.00	0.0%
Loredo Taft Revenue	-	-	-	-	-	35,685.00	975.00	36,660.00	33,000.00	(3,660.00)	111.1%
Other Local Revenue	6,519.00	201.38	12.58	1,542.99	532.92	-	1,239.98	10,048.85	21,100.00	11,051.15	47.6%
Local Revenue	498,000.60	894,009.14	12,430,319.85	446,429.40	317,473.30	226,942.12	264,727.29	15,077,901.70	31,223,200.00	16,145,298.30	48.3%
State Sources											
General State Aid	-	-	186,945.96	93,472.98	93,472.98	93,472.98	93,472.98	560,837.88	350,000.00	(210,837.88)	160.2%
Spec. Ed. Private Facility	-	20,564.42	-	20,564.42	-	-	-	41,128.84	61,000.00	19,871.16	67.4%
Spec. Ed. Extraordinary	-	50,394.73	-	50,394.73	-	-	-	100,789.46	151,000.00	50,210.54	66.7%
Spec. Ed. Personnel	-	102,123.12	-	102,123.14	-	-	-	204,246.26	306,000.00	101,753.74	66.7%
Spec. Ed. Orphanage	-	-	-	-	-	4,763.80	-	4,763.80	-	(4,763.80)	No Bud
Spec. Ed. Summer School	-	-	573.91	-	-	-	-	573.91	400.00	(173.91)	143.5%
Bilingual	4,892.00	-	-	-	-	29,556.00	-	34,448.00	18,000.00	(16,448.00)	191.4%
Transportation - Regular	-	103,720.77	-	103,720.77	-	-	-	207,441.54	310,000.00	102,558.46	66.9%
Transportation - Spec. Ed.	-	62,304.86	-	62,304.85	-	-	-	124,609.71	185,000.00	60,390.29	67.4%
Orphanage Tuition	-	7,074.00	18,540.00	-	-	29,384.56	-	54,998.56	50,000.00	(4,998.56)	110.0%
Library Per Capital Grant	-	-	-	-	-	-	-	-	1,000.00	1,000.00	0.0%
Other State Revenue	-	-	-	-	-	-	-	-	-	-	No Bud
State Revenue	4,892.00	346,181.90	206,059.87	432,580.89	93,472.98	157,177.34	93,472.98	1,333,837.96	1,432,400.00	98,562.04	93.1%
Federal Sources											
Special Milk Program	1,018.63	-	-	145.07	-	-	6,809.82	7,973.52	8,000.00	26.48	99.7%
Title I - Low Income	11,488.00	-	-	-	-	-	24,105.00	35,593.00	43,000.00	7,407.00	82.8%
IDEA Preschool	-	-	-	-	-	5,729.00	98.00	5,827.00	7,000.00	1,173.00	83.2%
IDEA Flow Through	-	9,350.00	-	-	-	47,498.00	138,890.00	195,738.00	220,000.00	24,262.00	89.0%
IDEA Room & Board	-	-	-	-	-	-	-	-	-	-	No Bud
Title III - LIIPLEP	-	-	2,000.00	-	-	5,878.00	-	7,878.00	20,000.00	12,122.00	39.4%
Title II - Teacher Quality	56.00	-	9,193.00	-	-	-	4,908.00	14,157.00	15,000.00	843.00	94.4%
Medicaid Reimbursement	-	-	-	-	9,620.36	-	-	9,620.36	20,000.00	10,379.64	48.1%
Federal Revenue	12,562.63	9,350.00	11,193.00	145.07	9,620.36	59,105.00	174,810.82	276,786.88	333,000.00	56,213.12	83.1%
Subtotal All Funds	515,455.23	1,249,541.04	12,647,572.72	879,155.36	420,566.64	443,224.46	533,011.09	16,688,526.54	32,988,600.00	16,300,073.46	50.6%
"On Behalf"/Transfers	-	-	-	-	-	-	-	-	-	-	No Bud
Total All Funds	515,455.23	1,249,541.04	12,647,572.72	879,155.36	420,566.64	443,224.46	533,011.09	16,688,526.54	32,988,600.00	16,300,073.46	50.6%

Expenditure Report

1/31/2018

% of Fiscal Year Complete: 58.3%

Education Fund

	MTD July	MTD August	MTD September	MTD October	MTD November	MTD December	MTD January	YTD Actual	Fiscal Year 2018 Final Budget	Budget Balance	% Budget Expended
Salaries											
Admin Salaries	110,273.48	131,177.68	135,473.84	134,100.95	133,034.58	134,127.99	134,127.99	912,316.51	1,644,100	731,783.49	55.5%
Teacher Salaries	1,017,834.20	1,006,234.34	1,003,740.71	1,015,536.67	1,010,728.96	1,013,530.64	1,023,936.98	7,091,542.50	12,491,500	5,399,957.50	56.8%
Extra Duty Stipends	22,113.05	95,345.98	9,067.10	28,047.02	91,907.58	32,940.29	48,937.80	328,358.82	545,000	216,641.18	60.2%
Classified Salaries	160,341.54	155,956.71	239,174.39	243,150.25	242,814.94	240,631.29	245,015.39	1,527,084.51	2,866,300	1,339,215.49	53.3%
Substitutes	3,792.75	5,100.25	36,321.20	41,114.32	43,716.82	37,813.05	29,908.54	197,766.93	401,200	203,433.07	49.3%
Salaries Total	1,314,355.02	1,393,814.96	1,423,777.24	1,461,949.21	1,522,202.88	1,459,043.26	1,481,926.70	10,057,069.27	17,948,100	7,891,030.73	56.0%
Benefits											
TRS	27,376.32	34,529.12	32,550.90	29,522.28	31,412.13	31,347.53	31,593.32	218,331.60	391,300	172,968.40	55.8%
TRS ERO Payments	-	-	-	-	-	6,585.41	-	6,585.41	-	(6,585.41)	No Bud
Medical Insurance	193,829.91	235,901.16	179,982.24	384,505.51	8,285.06	186,071.32	191,933.96	1,380,509.16	2,453,200	1,072,690.84	56.3%
Life Insurance	3,297.34	4,192.97	3,290.20	28,683.78	(22,850.65)	3,872.22	3,335.29	23,821.15	46,000	22,178.85	51.8%
Retiree Insurance	20,193.59	14,049.60	7,590.82	4,910.45	3,262.86	26,783.84	20,826.09	97,617.25	192,880	95,262.75	50.6%
Tuition Reimbursement	22,188.00	4,565.00	3,915.00	12,025.00	810.00	3,055.00	2,520.00	49,078.00	62,500	13,422.00	78.5%
Post-Retirement Benefits	19,064.84	1,380.03	12,791.66	214,434.04	-	-	-	247,670.57	225,000	(22,670.57)	110.1%
Benefits Total	285,950.00	294,617.88	240,120.82	674,081.06	20,919.40	257,715.32	250,208.66	2,023,613.14	3,370,880	1,347,266.86	60.0%
Purchased Services											
Professional Development	2,380.15	16,120.53	2,352.00	15,626.61	6,029.00	12,633.74	11,603.07	66,745.10	122,000	55,254.90	54.7%
Consultation/Workshops	3,065.51	6,146.68	38,007.66	6,748.40	24,467.50	155,076.65	13,477.31	246,989.71	383,500	136,510.29	64.4%
Data Processing	1,092.30	-	478.22	663.53	785.87	651.99	561.25	4,233.16	12,000	7,766.84	35.3%
Auditing Services	-	-	11,000.00	55.00	6,900.00	-	-	17,955.00	18,000	45.00	99.8%
Legal Services	-	2,145.68	2,777.28	1,056.00	1,733.05	19,069.71	3,287.20	30,068.92	75,000	44,931.08	40.1%
Other Professional Services	399.75	(151.00)	2,736.65	3,650.98	1,723.07	2,272.17	1,407.60	12,039.22	35,000	22,960.78	34.4%
Sanitation Services	1,424.70	2,079.00	814.00	1,564.00	1,834.00	1,201.42	987.00	9,904.12	16,000	6,095.88	61.9%
Rentals	6,961.42	10,722.01	10,838.68	-	-	32,331.05	9,859.64	70,712.80	108,000	37,287.20	65.5%
Travel	1,281.01	1,142.84	788.80	250.00	(3,097.00)	(1,368.71)	4,697.88	3,694.82	20,700	17,005.18	17.8%
Telephone	10,115.49	19,114.84	16,341.32	16,178.43	16,172.83	16,347.88	9,419.96	103,690.75	141,000	37,309.25	73.5%
Postage	2,067.10	1,092.27	329.99	1,116.22	-	5,092.27	-	9,697.85	13,000	3,302.15	74.6%
Printing Services	1,574.53	370.30	285.00	896.10	-	365.39	1,299.62	4,790.94	7,500	2,709.06	63.9%
Water/Sewer Services	2,956.68	1,779.84	1,700.56	3,366.34	3,642.04	3,717.10	-	17,162.56	25,000	7,837.44	68.7%
Other Insurance	270,450.70	452.70	1,217.25	1,230.75	1,530.75	1,230.75	1,213.00	277,325.90	337,300	59,974.10	82.2%
Other Purchased Services	15,161.12	10,594.00	(6,600.00)	5,391.66	3,191.69	5,537.13	5,486.97	38,762.57	146,000	107,237.43	26.5%
Service Agreements	121,994.04	89,237.67	12,509.60	17,391.78	12,450.96	14,042.15	34,762.10	302,388.30	475,600	173,211.70	63.6%
Purchased Services Total	440,924.50	160,847.36	95,577.01	75,185.80	77,363.76	268,200.69	98,062.60	1,216,161.72	1,935,600	719,438.28	62.8%
Supplies											
General Supplies	19,993.08	12,922.55	51,206.57	61,066.42	(30,900.54)	32,683.45	28,838.12	175,809.65	322,550	146,740.35	54.5%
Art Supplies	641.89	31.46	4,418.95	12,003.44	1,462.42	1,548.39	961.27	21,067.82	37,300	16,232.18	56.5%
Paper Supplies	2,468.00	98.95	4,824.42	5,762.68	17,890.68	245.87	-	31,290.60	36,500	5,209.40	85.7%
Spanish Supplies	-	273.84	3,382.21	(3,253.25)	98.13	-	29.52	530.45	9,880	9,349.55	5.4%
Student-Paid Supplies	123.20	(374.33)	13,680.95	(804.32)	5,132.98	3,786.42	279.16	21,824.06	27,800	5,975.94	78.5%
Science Supplies	-	-	6,590.51	2,699.08	219.97	2,267.02	73.85	11,850.43	26,500	14,649.57	44.7%
Social Studies Supplies	-	108.44	1,056.12	3,265.17	69.95	4,183.76	2,667.80	11,351.24	19,600	8,248.76	57.9%
English Language Arts Supplies	-	7,809.93	4,680.50	11,639.09	584.47	3,972.12	670.05	29,356.16	40,500	11,143.84	72.5%
Math Supplies	18.00	9,463.92	5,411.66	5,278.35	-	291.72	3,071.82	23,535.47	30,000	6,464.53	78.5%
Supplies - Other	1,365.76	6,204.33	10,516.99	10,430.53	5,422.97	8,157.37	3,533.91	45,631.86	90,145	44,513.14	50.6%
Textbooks	-	7,094.53	101,459.50	11,879.42	2,099.25	12,639.09	6,167.66	141,339.45	208,000	66,660.55	68.0%
Library Books	-	2,917.55	185.68	7,820.18	2,629.40	99.95	1,544.92	15,197.68	34,000	18,802.32	44.7%
Periodicals	1,456.08	1,181.79	99.00	179.80	322.46	-	211.73	3,450.86	8,000	4,549.14	43.1%
Natural Gas	3,261.68	1,640.12	1,561.00	1,589.15	-	-	11,126.01	19,177.96	80,000	60,822.04	24.0%
Electricity	-	14,432.05	13,233.77	15,976.27	-	26,705.16	38,574.52	108,921.77	190,000	81,078.23	57.3%
Other Supplies	3,230.47	3,032.87	426.47	803.95	(2,118.18)	-	3,516.76	8,892.34	34,600	25,707.66	25.7%

Supplies Total	32,558.16	66,838.00	222,734.30	146,335.96	2,913.96	96,580.32	101,267.10	669,227.80	1,195,375	526,147.20	56.0%
Capital Outlay	-	-	-	3,827.00	-	-	-	3,827.00	6,000	2,173.00	63.8%
Other											
Dues and Fees	13,427.00	5,532.00	19,538.00	6,043.00	4,273.00	2,606.22	(17,109.00)	34,310.22	34,400	89.78	99.7%
Tuition	7,685.52	10,893.38	3,677.40	19,966.68	21,814.53	27,612.60	13,718.53	105,368.64	700,000	594,631.36	15.1%
Miscellaneous Objects	-	11,732.00	-	-	-	211,351.16	-	223,083.16	226,000	2,916.84	98.7%
Other Total	21,112.52	28,157.38	23,215.40	26,009.68	26,087.53	241,569.98	(3,390.47)	362,762.02	960,400	597,637.98	37.8%
Non-Capitalized Equipment	9,310.18	121,453.79	28,161.80	(83,437.24)	28,890.19	2,608.52	18,668.59	125,655.83	125,000	(655.83)	100.5%
Termination Benefits	-	-	-	-	-	-	-	-	-	-	No Bud
Subtotal Education Fund	2,104,210.38	2,065,729.37	2,033,586.57	2,303,951.47	1,678,377.72	2,325,718.09	1,946,743.18	14,458,316.78	25,541,355	11,083,038.22	56.6%
"On-Behalf"/Transfers	-	-	-	-	-	-	-	-	-	-	No Bud
Total Education Fund	2,104,210.38	2,065,729.37	2,033,586.57	2,303,951.47	1,678,377.72	2,325,718.09	1,946,743.18	14,458,316.78	25,541,355	11,083,038.22	56.6%
Operations and Maintenance Fund											
Salaries											
Admin Salaries	9,612.55	9,612.55	9,612.55	9,612.55	9,612.55	9,612.55	9,612.55	67,287.85	115,400	48,112.15	58.3%
Classified Salaries	76,776.43	72,949.63	70,314.89	66,768.53	67,404.40	62,846.28	64,959.47	482,019.63	794,000	311,980.37	60.7%
Salaries Total	86,388.98	82,562.18	79,927.44	76,381.08	77,016.95	72,458.83	74,572.02	549,307.48	909,400	360,092.52	60.4%
Benefits											
Medical Insurance	11,994.53	14,997.17	12,954.12	27,183.80	(793.76)	13,591.82	13,591.82	93,519.50	143,500	49,980.50	65.2%
Life Insurance	74.45	177.65	79.80	227.82	(155.22)	79.80	159.36	643.66	1,500	856.34	42.9%
Retiree Insurance	1,743.44	1,743.44	1,550.62	1,550.62	1,550.62	1,550.62	1,550.62	11,239.98	13,130	1,890.02	85.6%
Benefits Total	13,812.42	16,918.26	14,584.54	28,962.24	601.64	15,222.24	15,301.80	105,403.14	158,130	52,726.86	66.7%
Purchased Services											
Professional Development	-	-	-	785.76	-	598.04	291.19	1,674.99	5,000	3,325.01	33.5%
Other Professional Services	-	568.87	-	-	-	-	1,457.13	2,026.00	15,000	12,974.00	13.5%
Snow Removal	-	-	-	-	-	-	1,848.00	1,848.00	8,000	6,152.00	23.1%
Rental of Equipment	-	-	-	2,552.78	664.00	721.40	3,974.00	7,912.18	25,000	17,087.82	31.6%
Property Upkeep Services	14,740.38	38,593.42	16,175.91	25,089.22	38,133.01	24,933.55	23,485.50	181,150.99	220,000	38,849.01	82.3%
Telephone	2,463.85	314.77	-	342.96	226.86	227.36	607.01	4,182.81	2,700	(1,482.81)	154.9%
Purchased Services Total	17,204.23	39,477.06	16,175.91	28,770.72	39,023.87	26,480.35	31,662.83	198,794.97	275,700	76,905.03	72.1%
Supplies											
General Supplies	4,904.91	9,268.62	18,804.49	21,261.74	8,677.35	16,897.69	19,781.08	99,595.88	138,000	38,404.12	72.2%
Fuel	363.95	367.94	298.53	345.93	319.85	336.28	234.42	2,266.90	7,000	4,733.10	32.4%
Supplies Total	5,268.86	9,636.56	19,103.02	21,607.67	8,997.20	17,233.97	20,015.50	101,862.78	145,000	43,137.22	70.3%
Capital Outlay	33,682.00	43,515.38	84,091.06	107,757.35	28,644.08	97,101.27	34,237.50	429,028.64	600,000	170,971.36	71.5%
Other											
Dues and Fees	298.00	-	-	-	75.00	130.00	5.00	508.00	1,300	-	-
Other Total	298.00	-	-	-	75.00	130.00	5.00	508.00	1,300	792.00	39.1%
Non-Capitalized Equipment	-	-	-	1,069.20	-	2,973.00	-	4,042.20	5,000	957.80	80.8%
Subtotal O&M Fund	156,654.49	192,109.44	213,881.97	264,548.26	154,358.74	231,599.66	175,794.65	1,388,947.21	2,094,530	705,582.79	66.3%
Transfers	-	-	-	-	-	-	-	-	-	-	No Bud
Total O&M Fund	156,654.49	192,109.44	213,881.97	264,548.26	154,358.74	231,599.66	175,794.65	1,388,947.21	2,094,530	705,582.79	66.3%
Debt Service Fund											
Purchased Services											
Other Professional Services	-	475.00	-	-	-	-	-	475.00	1,500	1,025.00	31.7%
Purchased Services Total	-	475.00	-	-	-	-	-	475.00	1,500	1,025.00	31.7%
Other											
Principal	56,068.28	-	23,653.27	260,000.00	170,000.00	-	-	509,721.55	883,000	373,278.45	57.7%
Interest	2,587.75	-	75,038.75	25,206.25	97,488.97	-	-	200,321.72	246,200	45,878.28	81.4%
Other Total	58,656.03	-	98,692.02	285,206.25	267,488.97	-	-	710,043.27	1,129,200	419,156.73	62.9%
Subtotal Debt Service Fund	58,656.03	475.00	98,692.02	285,206.25	267,488.97	-	-	710,518.27	1,130,700	420,181.73	62.8%
Transfers	-	-	-	-	-	-	-	-	-	-	No Bud
Total Debt Service Fund	58,656.03	475.00	98,692.02	285,206.25	267,488.97	-	-	710,518.27	1,130,700	420,181.73	62.8%
Transportation Fund											
Salaries											
Admin Salaries	8,112.84	8,112.84	8,112.84	8,112.84	8,112.83	8,112.83	8,112.83	56,789.85	97,600	40,810.15	58.2%

Transp. IMRF/SS/Medicare TRS	2,117.62	2,117.62	2,114.50	2,114.50	2,114.50	2,114.50	2,072.03	14,765.27	23,000	8,234.73	64.2%
IMRF	27,376.32	34,529.12	32,550.90	29,522.28	31,412.13	31,347.53	31,593.32	218,331.60	391,300	172,968.40	55.8%
Social Security	37,448.15	36,405.98	53,718.94	52,376.51	52,453.16	50,913.98	50,757.26	334,073.68	603,800	269,726.02	55.3%
Medicare	22,053.42	21,197.01	30,599.33	30,680.68	30,797.85	29,400.98	30,480.15	195,209.42	365,600	170,390.58	53.4%
TRR ERO Payments	16,177.76	17,260.20	16,771.79	17,371.05	17,922.28	17,080.56	17,321.94	119,905.58	219,000.00	99,094.42	54.8%
Medical Insurance	-	-	-	-	-	6,585.41	-	6,585.41	-	(6,585.41)	No Bud
Life Insurance	231,160.92	278,459.25	213,333.61	456,949.88	2,176.48	219,780.03	224,893.14	1,626,753.31	2,842,800	1,216,046.69	57.2%
Retiree Insurance	3,727.59	4,855.42	3,712.70	29,131.61	(23,399.97)	3,848.20	3,661.83	25,537.38	49,600	24,062.62	51.5%
Tuition Reimbursement	21,937.03	15,793.04	9,141.44	6,461.07	4,813.48	28,334.46	22,376.71	108,857.23	210,370.00	101,512.77	51.7%
Post-Retirement Benefits	22,188.00	4,565.00	3,915.00	12,025.00	810.00	3,055.00	2,520.00	49,078.00	62,500	13,422.00	78.5%
Benefits Total	19,064.84	1,380.03	12,791.66	214,434.04	-	-	-	247,670.57	225,000.00	(22,670.57)	110.1%
Purchased Services	403,251.65	416,562.67	378,649.87	851,066.62	119,099.91	392,460.65	385,676.38	2,946,767.75	4,992,970	2,046,202.25	59.0%
Professional Development	2,380.15	16,120.53	2,352.00	18,822.18	6,360.60	14,018.04	11,894.26	71,947.76	130,000	58,052.24	55.3%
Consultation/Workshops	3,065.51	6,146.68	38,007.66	6,748.40	24,467.50	155,076.65	13,477.31	246,989.71	383,500	136,510.29	64.4%
Data Processing	1,092.30	-	478.22	663.53	785.87	651.99	561.25	4,233.16	12,000	7,766.84	35.3%
Auditing Services	-	-	11,000.00	55.00	6,900.00	-	-	17,955.00	18,000	45.00	99.8%
Legal Services	-	2,145.68	2,777.28	1,056.00	1,733.05	19,069.71	3,287.20	30,068.92	75,000	44,931.08	40.1%
Other Professional Services	399.75	1,151.07	2,747.73	3,650.98	1,723.07	4,305.87	2,864.73	16,843.20	86,500	69,656.80	19.5%
Sanitation Services	1,424.70	2,079.00	814.00	1,564.00	1,834.00	1,201.42	987.00	9,904.12	16,000	6,095.88	61.9%
Snow Removal	-	-	-	-	-	-	1,848.00	1,848.00	8,000	6,152.00	23.1%
Rentals	6,961.42	10,722.01	295,587.68	2,552.78	664.00	33,052.45	13,833.64	363,373.98	402,000	38,626.02	90.4%
Property Upkeep Services	16,201.00	40,487.75	17,199.08	26,802.64	41,227.03	27,247.79	25,197.58	194,362.87	260,000	65,637.13	74.8%
Pupil Transportation Services	1,215.80	528.00	-	2,215.76	1,500.40	3,370.60	-	8,830.56	45,000	36,169.44	19.6%
Travel	1,281.01	1,142.84	788.80	250.00	(3,097.00)	(1,368.71)	4,697.88	3,694.82	20,700	17,005.18	17.8%
Student-Paid Trips	-	-	-	-	132.78	-	-	132.78	2,000	1,867.22	6.6%
Telephone	12,579.34	19,429.61	16,341.32	16,521.39	16,490.50	16,652.46	10,106.21	108,120.83	144,200	36,079.17	75.0%
Postage	2,067.10	1,092.27	329.99	1,116.22	-	5,092.27	-	9,697.85	13,000	3,302.15	74.6%
Printing Services	1,574.53	370.30	285.00	896.10	-	365.39	1,299.62	4,790.94	7,500	2,709.06	63.9%
Water/Sewer Services	2,956.68	1,779.84	1,700.56	3,366.34	3,642.04	3,717.10	-	17,162.56	25,000	7,837.44	68.7%
Other Insurance	270,450.70	452.70	1,217.25	1,230.75	1,530.75	1,230.75	1,213.00	277,325.90	337,300.00	59,974.10	82.2%
Other Purchased Services	15,403.12	11,078.00	(5,486.00)	5,884.66	5,150.19	6,409.38	5,486.97	43,926.32	153,000	109,073.68	28.7%
Service Agreements	121,994.04	91,939.33	12,509.60	17,391.78	14,247.30	14,042.15	36,558.10	308,682.30	495,600	186,917.70	62.3%
Purchased Services Total	461,047.15	206,665.61	398,650.17	110,788.51	125,292.08	304,135.31	133,312.75	1,739,891.58	2,634,300	894,408.42	66.0%
Supplies	25,368.81	23,320.86	70,510.73	82,448.85	(22,088.02)	50,087.95	48,645.95	278,295.13	466,550	188,254.87	59.6%
General Supplies	641.89	31.46	4,418.95	12,003.44	1,462.42	1,548.39	961.27	21,067.82	37,300	16,232.18	56.5%
Paper Supplies	2,468.00	98.95	4,824.42	5,762.68	17,890.68	245.87	-	31,290.60	36,500	5,209.40	85.7%
Spanish Supplies	-	273.84	3,382.21	(3,253.25)	98.13	-	29.52	530.45	9,880	9,349.55	5.4%
Student-Paid Supplies	123.20	(374.33)	13,680.95	(804.32)	5,132.98	3,786.42	279.16	21,824.06	27,800	5,975.94	78.5%
Science Supplies	-	-	6,590.51	2,699.08	219.97	2,267.02	73.85	11,850.43	26,500	14,649.57	44.7%
Social Studies Supplies	-	108.44	1,056.12	3,265.17	69.95	4,183.76	2,667.80	11,351.24	19,600	8,248.76	57.9%
English Language Arts Supplies	-	7,809.93	4,680.50	11,639.09	584.47	3,972.12	670.05	29,356.16	40,500	11,143.84	72.5%
Math Supplies	18.00	9,463.92	5,411.66	5,278.35	-	291.72	3,071.82	23,535.47	30,000	6,464.53	78.5%
Supplies - Other	1,365.76	6,204.33	10,516.99	10,430.53	5,422.97	8,157.37	3,533.91	45,631.86	90,145	44,513.14	50.6%
Textbooks	-	7,094.53	101,459.50	11,879.42	2,099.25	12,639.09	6,167.66	141,339.45	208,000	66,660.55	68.0%
Library Books	-	2,917.55	185.68	7,820.18	2,629.40	99.95	1,544.92	15,197.68	34,000	18,802.32	44.7%
Periodicals	1,456.08	1,181.79	99.00	179.80	322.46	-	211.73	3,450.86	8,000	4,549.14	43.1%
Fuel	5,214.61	998.10	5,376.39	11,636.40	9,838.73	8,769.63	9,186.33	51,020.19	107,000	55,979.81	47.7%
Natural Gas	3,261.68	1,640.12	1,561.00	1,589.15	-	-	11,126.01	19,177.96	80,000	60,822.04	24.0%
Electricity	-	14,432.05	13,233.77	15,976.27	-	26,705.16	38,574.52	108,921.77	190,000	81,078.23	57.3%
Other Supplies	3,230.47	3,746.44	426.47	803.95	(2,118.18)	-	3,531.41	9,620.56	36,600	26,979.44	26.3%
Supplies Total	43,148.50	78,947.98	247,414.85	179,354.79	21,565.21	122,754.45	130,275.91	823,461.69	1,448,375	624,913.31	56.9%
Capital Outlay	33,682.00	43,515.38	84,091.06	111,584.35	28,644.08	97,101.27	34,237.50	432,855.64	606,000	173,144.36	71.4%
Building Improvements	2,406,765.99	1,743,597.80	2,195,306.40	306,822.53	595,127.39	89,463.36	31,743.00	7,368,826.47	8,117,428	748,601.44	90.8%

Site Improvements	-	-	-	-	-	-	-	-	-	-	No Bud
Capital Outlay Total	2,440,447.99	1,787,113.18	2,279,397.46	418,406.88	623,771.47	186,564.63	65,980.50	7,801,682.11	8,723,428	921,745.80	89.4%
Other											
Principal	56,068.28	-	23,653.27	260,000.00	170,000.00	-	-	509,721.55	883,000	373,278.45	57.7%
Interest	2,587.75	-	75,038.75	25,206.25	97,488.97	-	-	200,321.72	246,200	45,878.28	81.4%
Dues and Fees	13,725.00	5,532.00	19,603.00	6,043.00	4,648.00	2,736.22	(17,104.00)	35,183.22	36,400	1,216.78	96.7%
Tuition	7,685.52	10,893.38	3,677.40	19,966.68	21,814.53	27,612.60	13,718.53	105,368.64	700,000	594,631.36	15.1%
Miscellaneous Objects	-	11,732.00	-	-	-	211,351.16	-	223,083.16	226,000	2,916.84	98.7%
Other Total	80,066.55	28,157.38	121,972.42	311,215.93	293,951.50	241,699.98	(3,385.47)	1,073,678.29	2,091,600	1,017,921.71	51.3%
Non-Capitalized Equipment	9,310.18	121,453.79	28,161.80	(81,228.04)	28,890.19	5,581.52	18,668.59	130,838.03	132,000	1,161.97	99.1%
Termination Benefits	-	-	-	-	-	-	-	-	-	-	No Bud
Subtotal All Funds	4,894,907.20	4,169,622.04	5,053,593.19	3,418,317.53	2,901,555.06	2,868,892.73	2,373,115.22	25,680,002.97	39,860,773	14,180,769.94	64.4%
"On-Behalf"/Transfers	-	-	-	-	-	-	-	-	-	-	No Bud
Total All Funds	4,894,907.20	4,169,622.04	5,053,593.19	3,418,317.53	2,901,555.06	2,868,892.73	2,373,115.22	25,680,002.97	39,860,773	14,180,769.94	64.4%

Revenue Report

% of Fiscal Year Complete: 58.3%

1/31/2018

	MTD January	YTD Actual	Fiscal Year 2018 Final Budget	Budget Balance	% Budget Received
Education Fund					
Local Revenue	260,663.90	12,881,634.17	26,625,400	13,743,765.83	48.4%
State Revenue	93,472.98	1,001,786.71	937,400	(64,386.71)	106.9%
Federal Revenue	174,810.82	276,786.88	333,000	56,213.12	83.1%
Subtotal Education Fund	528,947.70	14,160,207.76	27,895,800	13,735,592.24	50.8%
"On Behalf"/Transfers	-	-	-	-	No Bud
Total Education Fund	528,947.70	14,160,207.76	27,895,800	13,735,592.24	50.8%
Operations & Maintenance Fund					
Local Revenue	1,977.66	709,430.20	1,526,100	816,669.80	46.5%
State Revenue	-	-	-	-	No Bud
Subtotal O & M Fund	1,977.66	709,430.20	1,526,100	816,669.80	46.5%
Transfers	-	-	-	-	No Bud
Total O&M Fund	1,977.66	709,430.20	1,526,100	816,669.80	46.5%
Debt Service Fund					
Local Revenue	79.45	183,880.01	372,100	188,219.99	49.4%
Subtotal Debt Service Fund	79.45	183,880.01	372,100	188,219.99	49.4%
Transfers	-	-	-	-	0.0%
Total Debt Service Fund	79.45	183,880.01	372,100	188,219.99	49.4%
Transportation Fund					
Local Revenue	1,116.60	696,325.36	1,438,100	741,774.64	48.4%
State Revenue	-	332,051.25	495,000	162,948.75	67.1%
Subtotal Transportation Fund	1,116.60	1,028,376.61	1,933,100	904,723.39	53.2%
Total Transportation Fund	1,116.60	1,028,376.61	1,933,100	904,723.39	53.2%
Retirement Fund					
Local Revenue	822.76	601,605.05	1,249,500	647,894.95	48.1%
Subtotal Retirement Fund	822.76	601,605.05	1,249,500	647,894.95	48.1%
Total Retirement Fund	822.76	601,605.05	1,249,500	647,894.95	48.1%
Capital Projects Fund					
Local Revenue	4.78	1,298.20	6,000	4,701.80	0.0%
Subtotal Cap. Projects Fund	4.78	1,298.20	6,000	4,701.80	0.0%
Transfers	-	-	-	-	No Bud
Total Cap. Projects Fund	4.78	1,298.20	6,000	4,701.80	0.0%
Working Cash Fund					
Local Revenue	62.14	3,728.71	6,000	2,271.29	No Bud
Subtotal Working Cash Fund	62.14	3,728.71	6,000	2,271.29	No Bud
Other Sources	-	-	-	-	No Bud
Total Working Cash Fund	62.14	3,728.71	6,000.00	2,271.29	No Bud
All Funds					
Local Revenue	264,727.29	15,077,901.70	31,223,200	16,145,298.30	48.3%
State Revenue	93,472.98	1,333,837.96	1,432,400	98,562.04	93.1%
Federal Revenue	174,810.82	276,786.88	333,000	56,213.12	83.1%
Subtotal All Funds	533,011.09	16,688,526.54	32,988,600	16,300,073.46	50.6%
"On Behalf"/Transfers	-	-	-	-	No Bud
Total All Funds	533,011.09	16,688,526.54	32,988,600	16,300,073.46	50.6%

Expenditure Report

1/31/2018

% of Fiscal Year Complete: 58.3%

	MTD January	YTD Actual	Fiscal Year 2018 Final Budget	Budget Balance	% Budget Expensed
Education Fund					
Salaries	1,481,926.70	10,057,069.27	17,948,100.00	7,891,030.73	56.0%
Benefits	250,208.66	2,023,613.14	3,370,880.00	1,347,266.86	60.0%
Purchased Services	98,062.60	1,216,161.72	1,935,600.00	719,438.28	62.8%
Supplies	101,267.10	669,227.80	1,195,375.00	526,147.20	56.0%
Capital Outlay	-	3,827.00	6,000.00	2,173.00	63.8%
Other	(3,390.47)	362,762.02	960,400.00	597,637.98	37.8%
Non-Capitalized Equipment	18,668.59	125,655.83	125,000.00	(655.83)	100.5%
Termination Benefits	-	-	-	-	No Bud
Subtotal Education Fund	1,946,743.18	14,458,316.78	25,541,355.00	11,083,038.22	56.6%
"On Behalf"/Transfers	-	-	-	-	No Bud
Total Education Fund	1,946,743.18	14,458,316.78	25,541,355.00	11,083,038.22	56.6%
Operations and Maintenance Fund					
Salaries	74,572.02	549,307.48	909,400.00	360,092.52	60.4%
Benefits	15,301.80	105,403.14	158,130.00	52,726.86	66.7%
Purchased Services	31,662.83	198,794.97	275,700.00	76,905.03	72.1%
Supplies	20,015.50	101,862.78	145,000.00	43,137.22	70.3%
Capital Outlay	34,237.50	429,028.64	600,000.00	170,971.36	71.5%
Other	5.00	508.00	1,300.00	792.00	39.1%
Non-Capitalized Equipment	-	4,042.20	5,000.00	957.80	80.8%
Subtotal O&M Fund	175,789.65	1,388,947.21	2,093,230.00	704,282.79	66.4%
Transfers	-	-	-	-	No Bud
Total O&M Fund	175,789.65	1,388,947.21	2,093,230.00	704,282.79	66.4%
Debt Service Fund					
Purchased Services	-	475.00	1,500.00	1,025.00	31.7%
Other	-	710,043.27	1,129,200.00	419,156.73	62.9%
Subtotal Debt Service Fund	-	710,518.27	1,130,700.00	420,181.73	62.8%
Transfers	-	-	-	-	No Bud
Total Debt Service Fund	-	710,518.27	1,130,700.00	420,181.73	62.8%
Transportation Fund					
Salaries	86,087.84	557,306.77	980,600.00	423,293.23	56.8%
Benefits	21,606.57	168,562.49	275,560.00	106,997.51	61.2%
Purchased Services	3,587.32	324,459.89	421,500.00	97,040.11	77.0%
Supplies	8,993.31	52,371.11	108,000.00	55,628.89	48.5%
Other	-	365.00	700.00	335.00	52.1%
Non-Capitalized Equipment	-	1,140.00	2,000.00	860.00	57.0%
Subtotal Trans. Fund	120,275.04	1,104,205.26	1,788,360.00	684,154.74	61.7%
Transfers	-	-	-	-	No Bud
Total Trans. Fund	120,275.04	1,104,205.26	1,788,360.00	684,154.74	61.7%
Retirement Fund					
Benefits	98,559.35	649,188.98	1,188,400.00	539,211.02	54.6%
Subtotal Retirement Fund	98,559.35	649,188.98	1,188,400.00	539,211.02	54.6%
Total Retirement Fund	98,559.35	649,188.98	1,188,400.00	539,211.02	54.6%
Capital Projects Fund					
Capital Outlay	31,743.00	7,368,826.47	8,117,427.91	748,601.44	90.8%
Subtotal Cap. Projects Fund	31,743.00	7,368,826.47	8,117,427.91	748,601.44	90.8%
Transfers	-	-	-	-	No Bud
Total Cap. Projects Fund	31,743.00	7,368,826.47	8,117,427.91	748,601.44	90.8%
All Funds					
Salaries	1,642,586.56	11,163,683.52	19,838,100.00	8,674,416.48	56.3%
Benefits	385,676.38	2,946,767.75	4,992,970.00	2,046,202.25	59.0%
Purchased Services	133,312.75	1,739,891.58	2,634,300.00	894,408.42	66.0%
Supplies	130,275.91	823,461.69	1,448,375.00	624,913.31	56.9%

Capital Outlay	65,980.50	7,801,682.11	8,723,427.91	921,745.80	89.4%
Other	(3,385.47)	1,073,678.29	2,091,600.00	1,017,921.71	51.3%
Non-Capitalized Equipment	18,668.59	130,838.03	132,000.00	1,161.97	99.1%
Termination Benefits	-	-	-	-	No Bud
Subtotal All Funds	2,373,115.22	25,680,002.97	39,860,772.91	14,180,769.94	64.4%
"On Behalf"/Transfers	-	-	-	-	No Bud
Total All Funds	2,373,115.22	25,680,002.97	39,860,772.91	14,180,769.94	64.4%

LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
 DETAILED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
 ALL FUNDS
 MONTH ENDED JANUARY 31, 2018

	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									
Property Tax Receipts	5,022.92	294.49	79.12	294.49	258.20	-	-	5,870.10	5,949.22
CPPRT	11,223.94	-	-	-	-	-	-	11,223.94	11,223.94
Tuition - Full Day Kindergarten	152,430.35	-	-	-	-	-	-	152,430.35	152,430.35
Tuition - Summer School	-	-	-	-	-	-	-	-	-
Paid Student Trips	-	-	-	-	-	-	-	-	-
Summer School Trans Fees	-	-	-	-	-	-	-	-	-
SPED Trans Fees Other LEAs	-	-	-	-	-	-	-	-	-
Interest	13,512.48	561.40	0.33	822.11	564.56	4.78	62.14	15,522.69	15,527.80
Admissions - Athletic	-	-	-	-	-	-	-	-	-
Admissions - Other	-	-	-	-	-	-	-	-	-
After School Activities	1,892.50	-	-	-	-	-	-	1,892.50	1,892.50
Technology Fee	1,218.66	-	-	-	-	-	-	1,218.66	1,218.66
PE Uniform/Lock Fee	119.00	-	-	-	-	-	-	119.00	119.00
Fine Arts Fee	-	-	-	-	-	-	-	-	-
Graduation Fee	-	-	-	-	-	-	-	-	-
Sprague Class Project Fee	-	-	-	-	-	-	-	-	-
Half Day Class Project Fee	-	-	-	-	-	-	-	-	-
Field Trips	3,558.70	-	-	-	-	-	-	3,558.70	3,558.70
Sale of Athletic Wear	-	-	-	-	-	-	-	-	-
103 Club Fees	60,390.62	-	-	-	-	-	-	60,390.62	60,390.62
Student ID Fees/Fines	60.00	-	-	-	-	-	-	60.00	60.00
Library Fees/Fines	24.64	-	-	-	-	-	-	24.64	24.64
Athletic Fees	675.00	-	-	-	-	-	-	675.00	675.00
Band/Orchestra/Choir	400.00	-	-	-	-	-	-	400.00	400.00
Textbook Fees	1,718.68	-	-	-	-	-	-	1,718.68	1,718.68
PTO/Foundation Donations	7,323.20	-	-	-	-	-	-	7,323.20	7,323.20
Other Donations	-	-	-	-	-	-	-	-	-
Misc. Donations	-	-	-	-	-	-	-	-	-
Facility Rental	-	-	-	-	-	-	-	-	-
Impact Fees	-	-	-	-	-	-	-	-	-
Refunds from Prior Yr. Expenses	-	-	-	-	-	-	-	-	-
Payment from other LEA's	-	-	-	-	-	-	-	-	-
Camp Revenue	-	-	-	-	-	-	-	-	-
Loreda Taft Revenue	975.00	-	-	-	-	-	-	975.00	975.00
Other Local Revenue	118.21	1,121.77	-	-	-	-	-	1,239.98	1,239.98
Total Local Sources	260,663.90	1,977.66	79.45	1,116.60	822.76	4.78	62.14	264,643.06	264,727.29
State Sources									
General State Aid	93,472.98	-	-	-	-	-	-	93,472.98	93,472.98
Spec. Ed. Private Facility	-	-	-	-	-	-	-	-	-
Spec. Ed. Extraordinary	-	-	-	-	-	-	-	-	-

LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
DETAILED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ALL FUNDS
MONTH ENDED JANUARY 31, 2018

	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
Spec. Ed. Personnel	-	-	-	-	-	-	-	-	-
Spec. Ed. Orphanage	-	-	-	-	-	-	-	-	-
Spec. Ed. Summer School	-	-	-	-	-	-	-	-	-
Bilingual	-	-	-	-	-	-	-	-	-
Transportation - Regular	-	-	-	-	-	-	-	-	-
Transportation - Spec. Ed.	-	-	-	-	-	-	-	-	-
Orphanage Tuition	-	-	-	-	-	-	-	-	-
Library Per Capital Grant	-	-	-	-	-	-	-	-	-
Other State Revenue	-	-	-	-	-	-	-	-	-
Total State Sources	93,472.98	-	-	-	-	-	-	93,472.98	93,472.98
Federal Sources									
Special Milk Program	6,809.82	-	-	-	-	-	-	6,809.82	6,809.82
Title I - Low Income	24,105.00	-	-	-	-	-	-	24,105.00	24,105.00
IDEA Preschool	98.00	-	-	-	-	-	-	98.00	98.00
IDEA Flow Through	138,890.00	-	-	-	-	-	-	138,890.00	138,890.00
IDEA Room & Board	-	-	-	-	-	-	-	-	-
Title III - LIP LEP	-	-	-	-	-	-	-	-	-
Title II - Teacher Quality	4,908.00	-	-	-	-	-	-	4,908.00	4,908.00
Medicaid Reimbursement	-	-	-	-	-	-	-	-	-
Total Federal Sources	174,810.82	-	-	-	-	-	-	174,810.82	174,810.82
Total Revenues	528,947.70	1,977.66	79.45	1,116.60	822.76	4.78	62.14	532,926.86	533,011.09
EXPENDITURES									
Salaries									
Admin Salaries	134,127.99	9,612.55	-	8,112.83	-	-	-	151,853.37	151,853.37
Teacher Salaries	1,023,936.98	-	-	-	-	-	-	1,023,936.98	1,023,936.98
Extra Duty Stipends	48,937.80	-	-	-	-	-	-	48,937.80	48,937.80
Classified Salaries	245,015.39	64,959.47	-	77,975.01	-	-	-	387,949.87	387,949.87
Substitutes	29,908.54	-	-	-	-	-	-	29,908.54	29,908.54
Total Salaries	1,481,926.70	74,572.02	-	86,087.84	-	-	-	1,642,586.56	1,642,586.56
Benefits									
Transp. IMRF/SS/Medicare	-	-	-	2,072.03	-	-	-	2,072.03	2,072.03
TRS	31,593.32	-	-	-	-	-	-	31,593.32	31,593.32
IMRF	-	-	-	-	50,757.26	-	-	50,757.26	50,757.26
Social Security	-	-	-	-	30,480.15	-	-	30,480.15	30,480.15
Medicare	-	-	-	-	17,321.94	-	-	17,321.94	17,321.94
TRS ERO Payments	-	-	-	-	-	-	-	-	-
Medical Insurance	191,933.96	13,591.82	-	19,367.36	-	-	-	224,893.14	224,893.14
Life Insurance	3,335.29	159.36	-	167.18	-	-	-	3,661.83	3,661.83
Retiree Insurance	20,826.09	1,550.62	-	-	-	-	-	22,376.71	22,376.71
Tuition Reimbursement	2,520.00	-	-	-	-	-	-	2,520.00	2,520.00

LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
 DETAILED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
 ALL FUNDS
 MONTH ENDED JANUARY 31, 2018

	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	
Post-Retirement Benefits	-	-	-	-	-	-	-	-	-
Total Benefits	250,208.66	15,301.80	-	21,606.57	98,559.35	-	-	385,676.38	385,676.38
Purchased Services									
Professional Development	11,603.07	291.19	-	-	-	-	-	11,894.26	11,894.26
Consultation/Workshops	13,477.31	-	-	-	-	-	-	13,477.31	13,477.31
Data Processing	561.25	-	-	-	-	-	-	561.25	561.25
Auditing Services	-	-	-	-	-	-	-	-	-
Legal Services	3,287.20	-	-	-	-	-	-	3,287.20	3,287.20
Other Professional Services	1,407.60	1,457.13	-	-	-	-	-	2,864.73	2,864.73
Sanitation Services	987.00	-	-	-	-	-	-	987.00	987.00
Snow Removal	-	1,848.00	-	-	-	-	-	1,848.00	1,848.00
Rentals	9,859.64	3,974.00	-	-	-	-	-	13,833.64	13,833.64
Property Upkeep Services	-	23,485.50	-	1,712.08	-	-	-	25,197.58	25,197.58
Pupil Transportation Services	-	-	-	-	-	-	-	-	-
Travel	4,697.88	-	-	-	-	-	-	4,697.88	4,697.88
Student-Paid Trips	-	-	-	-	-	-	-	-	-
Telephone	9,419.96	607.01	-	79.24	-	-	-	10,106.21	10,106.21
Postage	-	-	-	-	-	-	-	-	-
Printing Services	1,299.62	-	-	-	-	-	-	1,299.62	1,299.62
Water/Sewer Services	-	-	-	-	-	-	-	-	-
Other Insurance	1,213.00	-	-	-	-	-	-	1,213.00	1,213.00
Other Purchased Services	5,486.97	-	-	-	-	-	-	5,486.97	5,486.97
Service Agreements	34,762.10	-	-	1,796.00	-	-	-	36,558.10	36,558.10
Total Purchased Services	98,062.60	31,662.83	-	3,587.32	-	-	-	133,312.75	133,312.75
Supplies									
General Supplies	28,838.12	19,781.08	-	26.75	-	-	-	48,645.95	48,645.95
Art Supplies	961.27	-	-	-	-	-	-	961.27	961.27
Paper Supplies	-	-	-	-	-	-	-	-	-
Spanish Supplies	29.52	-	-	-	-	-	-	29.52	29.52
Student-Paid Supplies	279.16	-	-	-	-	-	-	279.16	279.16
Science Supplies	73.85	-	-	-	-	-	-	73.85	73.85
Social Studies Supplies	2,667.80	-	-	-	-	-	-	2,667.80	2,667.80
English Language Arts Supplies	670.05	-	-	-	-	-	-	670.05	670.05
Math Supplies	3,071.82	-	-	-	-	-	-	3,071.82	3,071.82
Supplies - Other	3,533.91	-	-	-	-	-	-	3,533.91	3,533.91
Textbooks	6,167.66	-	-	-	-	-	-	6,167.66	6,167.66
Library Books	1,544.92	-	-	-	-	-	-	1,544.92	1,544.92
Periodicals	211.73	-	-	-	-	-	-	211.73	211.73
Fuel	-	234.42	-	8,951.91	-	-	-	9,186.33	9,186.33
Natural Gas	11,126.01	-	-	-	-	-	-	11,126.01	11,126.01
Electricity	38,574.52	-	-	-	-	-	-	38,574.52	38,574.52
Other Supplies	3,516.76	-	-	14.65	-	-	-	3,531.41	3,531.41

LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
DETAILED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ALL FUNDS
MONTH ENDED JANUARY 31, 2018

	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
Total Supplies	101,267.10	20,015.50	-	8,993.31	-	-	-	130,275.91	130,275.91
Capital Outlay									
Capital Outlay	-	34,237.50	-	-	-	-	-	34,237.50	34,237.50
Building Improvements	-	-	-	-	-	31,743.00	-	-	31,743.00
Site Improvements	-	-	-	-	-	-	-	-	-
Total Capital Outlay	-	34,237.50	-	-	-	31,743.00	-	34,237.50	65,980.50
Other									
Principal	-	-	-	-	-	-	-	-	-
Interest	-	-	-	-	-	-	-	-	-
Dues and Fees	(17,109.00)	5.00	-	-	-	-	-	(17,104.00)	(17,104.00)
Tuition	13,718.53	-	-	-	-	-	-	13,718.53	13,718.53
Miscellaneous Objects	-	-	-	-	-	-	-	-	-
Total Other	(3,390.47)	5.00	-	-	-	-	-	(3,385.47)	(3,385.47)
Total Non-Capitalized Equipment	18,668.59	-	-	-	-	-	-	18,668.59	18,668.59
Total Termination Benefits	-	-	-	-	-	-	-	-	-
Total Expenditures	1,946,743.18	175,794.65	-	120,275.04	98,559.35	31,743.00	-	2,341,372.22	2,373,115.22
Excess (deficiency) of revenues over expenditures	(1,417,795.48)	(173,816.99)	79.45	(119,158.44)	(97,736.59)	(31,738.22)	62.14	(1,808,445.36)	(1,840,104.13)
OTHER FINANCING SOURCES (USES)									
"On Behalf"/Transfers	-	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-	-
Total other financing sources (uses)	-	-	-	-	-	-	-	-	-
Net changes in fund balances	(1,417,795.48)	(173,816.99)	79.45	(119,158.44)	(97,736.59)	(31,738.22)	62.14	(1,808,445.36)	(1,840,104.13)
Fund Balance: 12/31/2017	23,313,018.76	1,744,914.80	(281,493.73)	1,657,026.34	616,442.31	(4,706,721.62)	524,000.84	27,855,403.05	22,867,187.70
Fund Balance: 1/31/2018	\$ 21,895,223.28	\$ 1,571,097.81	\$ (281,414.28)	\$ 1,537,867.90	\$ 518,705.72	\$ (4,738,459.84)	\$ 524,062.98	\$ 26,046,957.69	\$ 21,027,083.57

LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
SUMMARY STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ALL FUNDS
MONTH ENDED JANUARY 31, 2018

	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	260,663.90	1,977.66	79.45	1,116.60	822.76	4.78	62.14	264,643.06	264,727.29
State Sources	93,472.98	-	-	-	-	-	-	93,472.98	93,472.98
Federal Sources	174,810.82	-	-	-	-	-	-	174,810.82	174,810.82
Total Revenues	528,947.70	1,977.66	79.45	1,116.60	822.76	4.78	62.14	532,926.86	533,011.09
EXPENDITURES									
Salaries	1,481,926.70	74,572.02	-	86,087.84	-	-	-	1,642,586.56	1,642,586.56
Benefits	250,208.66	15,301.80	-	21,606.57	98,559.35	-	-	385,676.38	385,676.38
Purchased Services	98,062.60	31,662.83	-	3,587.32	-	-	-	133,312.75	133,312.75
Supplies	101,267.10	20,015.50	-	8,993.31	-	-	-	130,275.91	130,275.91
Capital Outlay	-	34,237.50	-	-	-	31,743.00	-	34,237.50	65,980.50
Other	(3,390.47)	5.00	-	-	-	-	-	(3,385.47)	(3,385.47)
Non-Capitalized Equip.	18,668.59	-	-	-	-	-	-	18,668.59	18,668.59
Termination Benefits	-	-	-	-	-	-	-	-	-
Total Expenditures	1,946,743.18	175,794.65	-	120,275.04	98,559.35	31,743.00	-	2,341,372.22	2,373,115.22
Excess (deficiency) of revenues over expenditures	(1,417,795.48)	(173,816.99)	79.45	(119,158.44)	(97,736.59)	(31,738.22)	62.14	(1,808,445.36)	(1,840,104.13)
OTHER FINANCING SOURCES (USES)									
Transfers	-	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-	-
Total other financing sources (uses)	-	-	-	-	-	-	-	-	-
Net changes in fund balances	(1,417,795.48)	(173,816.99)	79.45	(119,158.44)	(97,736.59)	(31,738.22)	62.14	(1,808,445.36)	(1,840,104.13)
Fund Balance: 12/31/2017	23,313,018.76	1,744,914.80	(281,493.73)	1,657,026.34	616,442.31	(4,706,721.62)	524,000.84	27,855,403.05	22,867,187.70
Fund Balance: 1/31/2018	\$ 21,895,223.28	\$ 1,571,097.81	\$ (281,414.28)	\$ 1,537,867.90	\$ 518,705.72	\$ (4,738,459.84)	\$ 524,062.98	\$ 26,046,957.69	\$ 21,027,083.57

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LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103

STATEMENT OF FINANCIAL POSITION

ALL FUNDS

MONTH ENDED JANUARY 31, 2018

	10	20	30	40	50	60	70	Total Operating	Total All Funds
	Education	Oper. & Maint.	Debt Services	Transportation	IMRF/SS	Capital Projects	Working Cash		
ASSETS									
US Bank - AP	5,314,625.55	5,279.26	(281,838.71)	3,813.93	968.57	(4,744,472.90)	186.21	5,324,873.52	298,561.91
US Bank - Payroll	12,159.23	774.19	-	1,099.81	-	-	-	14,033.23	14,033.23
US Bank - RevTrak	522,581.41	-	-	13,900.87	-	-	-	536,482.28	536,482.28
PMA - LIQ	719.31	2,642.33	-	2,811.20	236.18	997.34	2,126.92	8,535.94	9,533.28
PMA - MAX	8,099,228.37	258,777.79	424.43	635,502.46	496,329.93	5,012.63	3,715.18	9,493,553.73	9,498,990.79
PMA - Fixed Rate Investments	5,801,455.73	1,303,248.29	-	880,407.03	21,171.04	-	518,034.67	8,524,316.76	8,524,316.76
IIIT	19,658.28	-	-	-	-	-	-	19,658.28	19,658.28
Bank Financial	89,612.32	-	-	-	-	-	-	89,612.32	89,612.32
Fifth Third Securities	2,009,597.13	-	-	-	-	-	-	2,009,597.13	2,009,597.13
PMA Bonds	-	-	-	-	-	-	-	-	-
Imprest Fund	17,161.97	245.00	-	186.12	-	3.09	-	17,593.09	17,596.18
Petty Cash	500.00	-	-	-	-	-	-	500.00	500.00
TOTAL ASSETS	21,887,299.30	1,570,966.86	(281,414.28)	1,537,721.42	518,705.72	(4,738,459.84)	524,062.98	26,038,756.28	21,018,882.16
LIABILITIES & FUND BALANCE									
LIABILITIES									
Accounts Payable	3,716.67	-	-	15.00	-	-	-	3,731.67	3,731.67
Dental Insurance Payable	(3,662.95)	(130.95)	-	(663.08)	-	-	-	(4,456.98)	(4,456.98)
Flex Spending Account Payable	(5,344.72)	-	-	-	-	-	-	(5,344.72)	(5,344.72)
Tech Program Receivable	(2,632.98)	-	-	501.60	-	-	-	(2,131.38)	(2,131.38)
Total Liabilities	(7,923.98)	(130.95)	-	(146.48)	-	-	-	(8,201.41)	(8,201.41)
FUND BALANCE									
Fund Balance	21,895,223.28	1,571,097.81	(281,414.28)	1,537,867.90	518,705.72	(4,738,459.84)	524,062.98	26,046,957.69	21,027,083.57
Total Fund Balance	21,895,223.28	1,571,097.81	(281,414.28)	1,537,867.90	518,705.72	(4,738,459.84)	524,062.98	26,046,957.69	21,027,083.57
TOTAL LIABILITIES & FUND BALANCE	21,887,299.30	1,570,966.86	(281,414.28)	1,537,721.42	518,705.72	(4,738,459.84)	524,062.98	26,038,756.28	21,018,882.16

LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
TREASURER'S REPORT
1/31/2018

CASH BALANCE PER BOOKS

Educational Fund	21,887,299.30
Operations and Maintenance	1,570,966.86
Debt Service Fund	(281,414.28)
Transportation Fund	1,537,721.42
Retirement Fund	518,705.72
Capital Projects Fund	(4,738,459.84)
Working Cash Fund	<u>524,062.98</u>
TOTALS:	<u><u>\$ 21,018,882.16</u></u>

BANK BALANCES & INVESTMENTS

US Bank - AP	
Statement Balance	324,541.11
Less: Outstanding Checks	<u>25,979.20</u>
	\$ 298,561.91
US Bank - Payroll	
Statement Balance	16,815.93
Less: Outstanding Checks	<u>2,782.70</u>
	\$ 14,033.23
US Bank - Other	
RevTrak Account Balance	\$ 536,482.28
Imprest	19,680.77
Petty Cash	500.00
Less: Outstanding Imprest Checks	<u>2,084.59</u>
	554,578.46
PMA Financial Network	
ISDLAF - LIQ	9,533.28
ISDLAF - MAX	9,498,990.79
Fixed Rate Investments	<u>8,524,316.76</u>
	\$ 18,032,840.83
Other	
Illinois Inst Investors Trust - CMF	19,658.28
Bank Financial - Money Market	89,612.32
Fifth Third Securities	<u>\$ 2,009,597.13</u>
TOTALS:	<u><u>\$ 21,018,882.16</u></u>

Certified by:



Patrick Palbicke, Treasurer

Lincolnshire-Prairie View School District 103

Enrollment Report

As of January 31, 2018

Grade	6th Day	Sept	Oct	Nov	Dec	Jan	Class Size (Core)					
							Sections	Average	Low	High	Trigger	Recommended Range
K (AM)	19	20	21	21	21	21						
K (PM)	20	20	19	20	20	19						
K (Full Day)	120	120	119	117	116	119						
K Total	159	160	159	158	157	159	8	19.9	19	21	25	Low 20's
1	166	165	165	166	165	166	8	20.8	20	22	25	Low 20's
2	175	174	175	174	173	175	8	21.9	21	23	25	Low 20's
3	207	208	208	211	209	213	9	23.7	22	24	28	Mid 20's
4	186	187	189	190	189	191	8	23.9	23	25	28	Mid 20's
5	218	217	217	218	218	219	9	24.3	24	25	28	Mid 20's
6	199	202	202	202	203	205	n/a	26.4	17	29	30	High 20's
7	216	216	218	218	216	218	n/a	25.6	12	31	30	High 20's
8	255	257	258	259	257	258	n/a	23.9	16	31	30	High 20's
Total K-8	1,781	1,786	1,791	1,796	1,787	1,804						

Sprague (No EC)	500	499	499	498	495	500
Half Day	611	612	614	619	616	623
Daniel Wright	670	675	678	679	676	681
Total EC-8	1,781	1,786	1,791	1,796	1,787	1,804

Early Childhood	18	15	15	15	12	12						
Community Peer	11	15	15	15	20	20						
Total Blended	29	30	30	30	32	32	4	8.0	5	8	8	8
AM Only	1	1	1	1	1	1						
Extended Day	5	5	5	5	5	5						
Total Self-Contained	6	6	6	6	6	6	1	6.0	4	4	4	4
Total EC	35	36	36	36	38	38						

Sprague w/EC	535	535	535	534	533	538
Half Day	611	612	614	619	616	623
Daniel Wright	670	675	678	679	676	681
Total EC-8	1,816	1,822	1,827	1,832	1,825	1,842

Public	0	0	0	0	0	0
Consortium	1	1	1	1	1	1
Private	4	4	3	3	3	4
IAES	0	0	0	0	0	0
Total Out-of-Dist.	5	5	4	4	4	5

TOTAL	1,821	1,827	1,831	1,836	1,829	1,847
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Guided - D103	4	5	5	5	5	5
Guided - Other	7	7	7	7	7	7
Total Guided	11	12	12	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 15, 2018
Re: Facilities

DANIEL WRIGHT

- No significant projects were completed in this time period

HALF DAY

- On January 10th, Midwest Environmental completed Half Day School's Indoor Air Quality (IAQ) study. The study showed eight areas of disparity for air borne mold. These areas will be remediated on February 16 & 17.
- The gym door (D) has been completed and has been functioning well for the 103 club staff.

LAURA SPRAGUE

- No significant project were completed in this time.



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
Gina Finaldi, Director of Student Services
Robert Bialk, Director of Technology
CC: Dr. Scott Warren
Date: February 15, 2018
Re: Executive Summary

Curriculum & Instruction

- Preparations for summer school are in full swing! We hope to have student registration up and running by early March. One change to summer school from 2015 will be that students must be registered for at least a half day, either period 1 & 2, 3 & 4 or 1-4. This schedule is similar to how Deerfield has run their program.
- On January 24, 2018, I attended a workshop at the Lake County Regional Office of Education about ESSA's requirement for districts to have an Acceleration Policy. Dr. Warren and I will now work with the other consortium schools to meet the requirements of this new mandate.
- The SBG Parent Committee for Daniel Wright met on February 13, 2018. The committee discussed report card levels and parent communication strategies. I will provide a more detailed update to the board in March.
- The 2017 Illinois Science Assessment (ISA) aggregate school, district, and state-level results have been received. As reported in the January, 2018 executive summary, we received the 2016 ISA results in December, 2017. The task of creating and implementing a brand new test in six months, in combination with the lack of a state budget for more than two years greatly impacted the State's timeline for administering, scoring, and reporting the ISA. Given the technical challenges associated with the 2016 ISA administration, the 2016 Illinois Report Card will not include these results. However, the 2017 Illinois Report Card will incorporate the 2017 ISA results in 2018.

Year	Grade	District Results	State Results
2016	5	88.8 %	57.5 %

2017	5	91.5 %	54.1 %
2016	8	90.6 %	61.1 %
2017	8	85.7 %	58.9 %

- Administrators and teachers are beginning initial preparations for PARCC. A letter will be sent to families soon with building testing dates. This year we will administer the Illinois Science Assessment to students in grades 5 & 8 at the same time as PARCC. I have been in contact with the ISBE's Director of Assessment regarding the recent news reports that the State is replacing PARCC with a new assessment next spring. I will continue to share any new information as it becomes available.
- ACCESS testing for our English language learners will wrap up on February 27th. 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 11- July 3, 2018. Summer School enrollment forms will be sent home with all EL students in grades K-7.
- The Curriculum and Instruction Office will offer Kagan Strategies workshop again this summer. In July teachers will have the opportunity to take Days 1 & 2 if they have never attended a Kagan workshop or days 3-5 if they previously attended a workshop. Kagan Structures are research-based instructional strategies that have a track record of improving academic achievement and social outcomes.

Student Services

- Staffing Update: We have filled all of our vacancies for leaves of absence. We continue to assess our staffing needs for the coming year. At this time, we anticipate a reduction in the number of total Guided associates for next year due to enrollment (-3.0 FTE), however, a slight increase in the total number of sped associates by 3.0 FTE, which is essentially a wash. EC associates are anticipated to remain the same at this time. In terms of certified staff, we are planning to hire a school psychologist intern for the 2018-19 school year. This position would be 100% reimbursed by ISBE at the standard personnel reimbursement rate of \$9,500. In addition, we are evaluating our programming needs based on total IEP minutes, and more information will be shared once IEP meetings have been held later this spring.
- Section 504 Update: There have been recent changes to the guidance on Section 504 of the Rehabilitation Act; specifically, how schools must handle Individual Health Care Plans for students with health related needs. The guidance stipulates that all students with an Individual Health Care Plan should also be considered for a 504 Plan. This would likely increase the total number of 504 Plans district-wide, and would have an impact on the coordination and case management of 504 Plans

in each building. We are working with our teams to develop a plan regarding how best to transition into this model in order to remain in legal compliance.

- **Child Count:** The Illinois Special Education December 1 Child Count includes all approved I-Star student FACTS Approval records for all Fund Codes that are active on 12/1/17. For District 103, our total Child Count (total number of active IEP's as of 12/1) was 224.
- **Emergency Evacuation Chairs:** In order to ensure safe and efficient evacuations for our students with physical disabilities (who are non-ambulatory) in the event of an emergency at Half Day and Sprague Schools where there are stairs, we have been researching emergency evacuation chairs that can both ascend up the stairs and descend down the stairs. We are receiving a sample product to trial and will be determining the most cost effective and safest emergency evacuation chairs for our schools.
- **Understanding Selective Mutism:** On February 1st, we hosted a presentation on Selective Mutism at Sprague School, for all district employees who were interested. Approximately 55 people attended. Kathy Slattery from StarNet Region II, who is an expert in the field of Selective Mutism, was the presenter for this workshop. She worked with staff to help them understand the risk factors, how students are identified, associated features, intervention strategies, and how schools can help children with Selective Mutism. Attendees walked away with a deeper understanding of this anxiety disorder and some proactive steps and measures they can use to help students with the characteristics of Selective Mutism.
- **Hot Chocolate Social:** The Early Childhood Program hosted a Hot Chocolate Social on Friday Feb. 16th. Parents of current EC students attended with their children and participated in winter themed activities as well as had an opportunity to socialize and network with other parents and staff members, and received information and resources for summer camps and programs in the community. They also got to enjoy some tasty hot chocolate and other treats!

Technology and Assessment

Technology Updates -

- **1:1 Teaching & Learning (T&L) Review** - Mr. Palbicke and Mr. Bialk are analyzing different scenarios for the possible implementation of the new 1:1 model. We are looking at immediate implications and long-term fiscal forecasts. Updates will be shared as they develop.
 - Mr. Bialk included (see attachment) the presentation slides from the February 6th COW meeting.
- **Snow Day/Emergency Messaging System** - When the snow storms forced our schools to close on Friday, February 9th, we were able to test our Emergency Messaging System. I am happy to report that our notifications went out as expected

via email, phone calls, sms/text messages and website updates. Mrs. Kim Sylvan, our Communications Coordinator, was instrumental in getting the notifications out.

Assessment Updates -

- **PARCC –**
 - Our Data/SIS Manager, Mrs. Heather Marzullo, has done a phenomenal job of facilitating all of our data uploads. This year, testing information (session names, class filters, etc.) have first been entered into our PowerSchool SIS, which were then uploaded in our ISBE SIS, which then were automatically uploaded into the PAN (Pearson Access Next) PARCC testing platform. With multiple schools, classes, teachers and students, managing this process is an extremely difficult task and she has been professional, supportive and efficient through it all.
 - Our Half Day teachers are prepping for their March 8th-16th testing window. BYO families are being asked to install testing apps and ensure they have their wired headphones ready. Mrs. Christine Moffat (Technology Specialist) and Mrs. Rebekka Ristow (Technology Coach) have been working diligently with building leadership to develop and support both the testing schedule and testing environment.
- **ACCESS –**
 - Similar to years past, we struggled coming out of the gate with ACCESS testing. Although our testing environment and testing devices were ready, there were connection hiccups with DRC's assessment management platform that had to be worked through. Our EL teachers have been patient and supportive while the Tech department worked through any issues.



Lincolnshire-Prairie View School District 103

Memo

To: Board of Education
From: RJ Bialk
Date: February 15, 2018
Re: 1:1 Participation Options for SY 2018-2019

1:1 Participation Options for SY 2018-2019

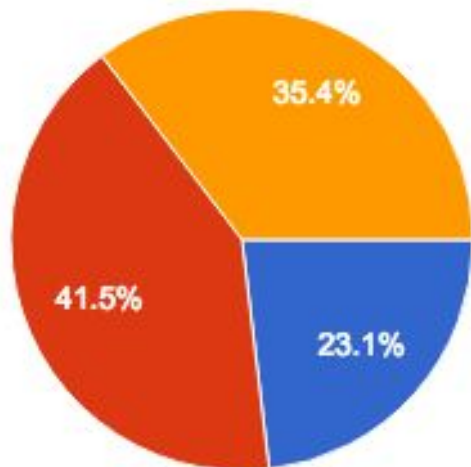
Please see the included slides as a follow-up to the “Survey Results” presentation Mr. Bialk made at the February 6th, 2018 Community of the Whole Board Meeting. This is the same information that was presented during the meeting.

1:1 Teaching & Learning - *Instructional Goals*

- Leverage existing and emerging technology for individualizing instruction,
- Promote and strengthen collaboration,
- Increase student engagement,
- Foster creativity and the communication necessary to future success,
- Provide access to a broad spectrum of informational resources
- Promote student choice
- Empower students to reason and critically analyze subject matter

1. What school does your child attend?

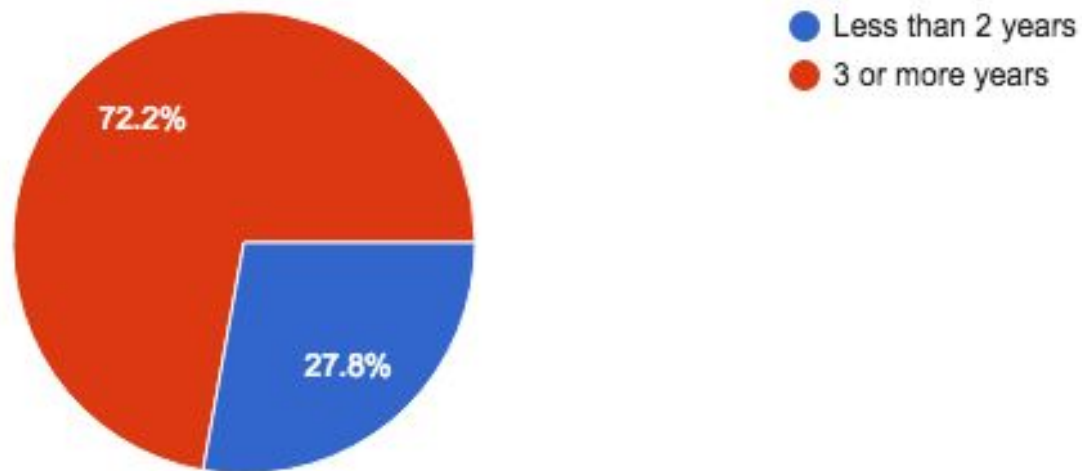
212 responses



- Laura B. Sprague School
- Half Day School
- Daniel Wright Jr High

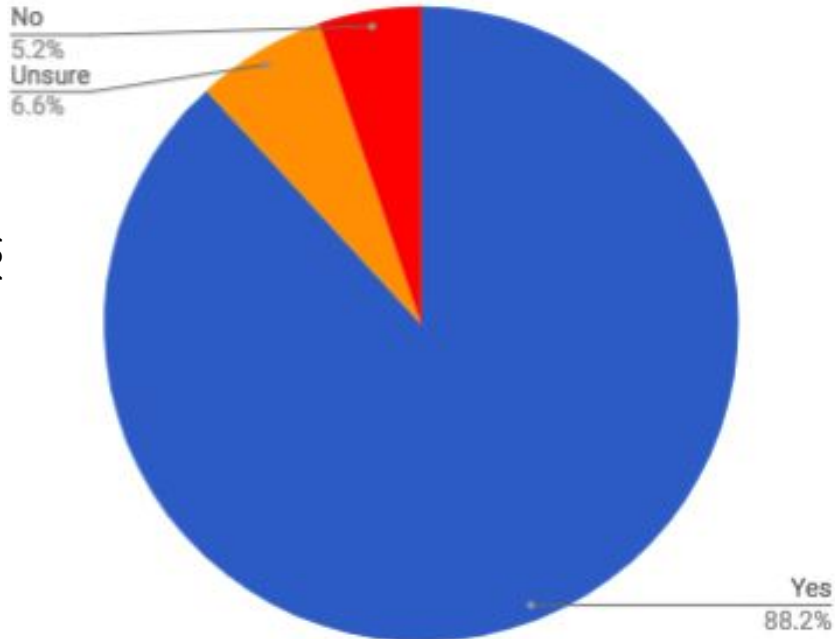
2. How long has your child attended a Lincolnshire-Prairie View District school?

212 responses

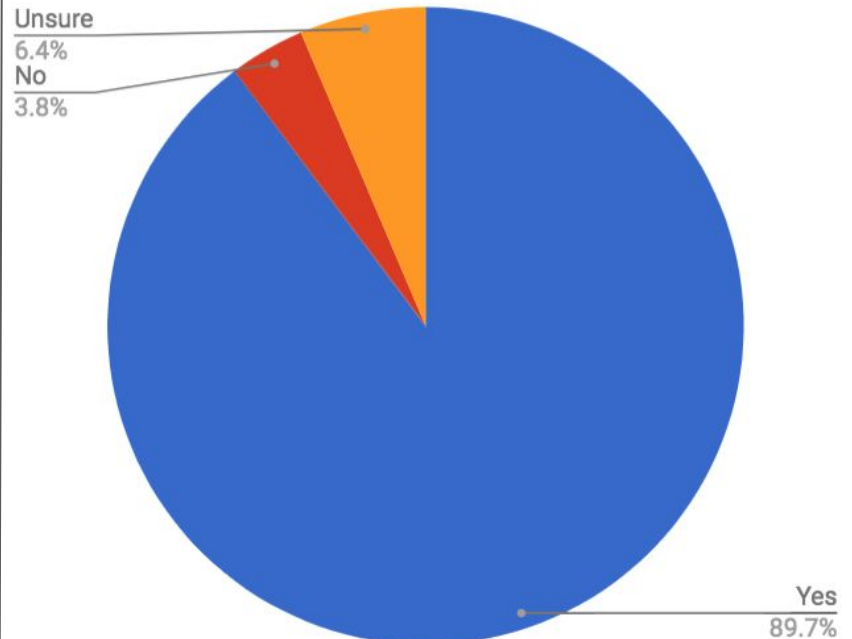


3. Does your child use technology to support their learning and/or foster general inquiry of the world?

Parent/Family Survey



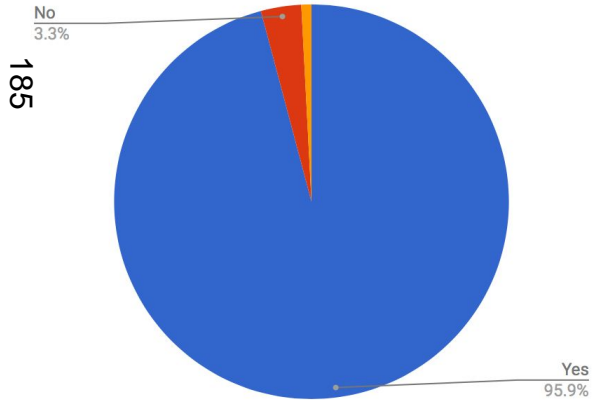
Faculty Survey



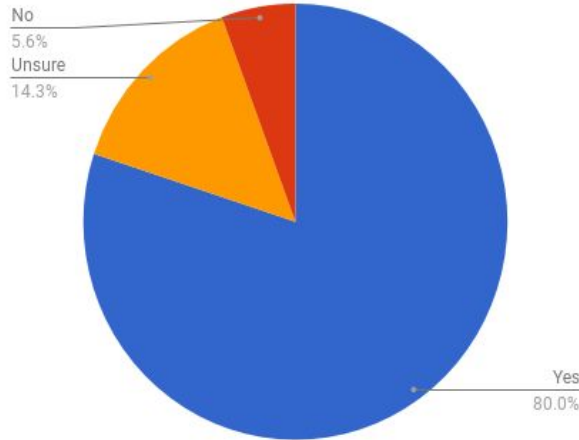
3. Does your child use technology to support their learning and/or foster general inquiry of the world?

SP Students

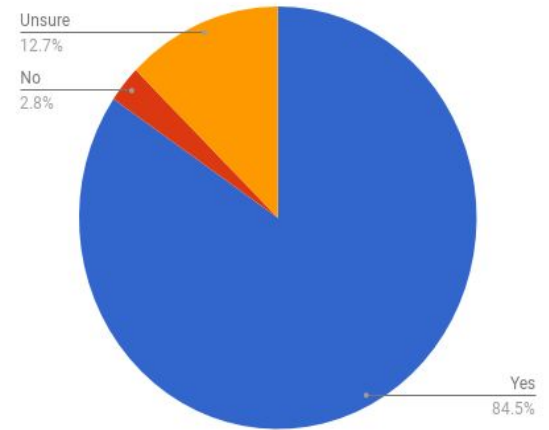
1. Does using your iPad at school help you learn?



HD Students



DW Students



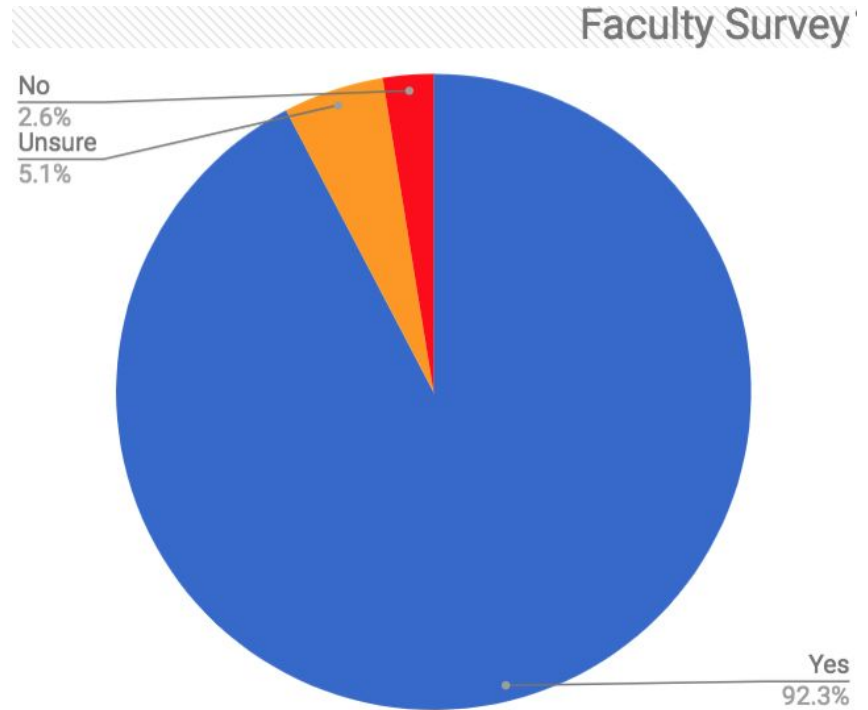
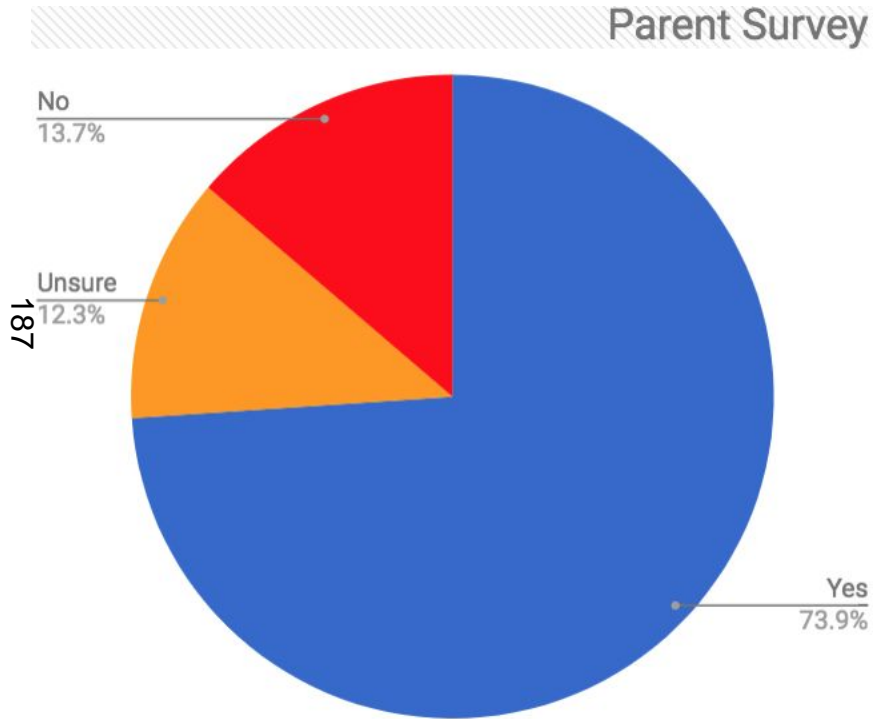
3. Does your child use technology to support their learning and/or foster general inquiry of the world? - *Parent Feedback*

- Yes=88.2% / Unsure=6.6% / No=5.2%
- *“Information is easier to access and is given in different ways that are more fun and engaging, therefore doesn’t seem like it’s learning or that it’s schoolwork.”*
- *“There’s too much iPad and not enough old school ways. It’s the way of the world.”*

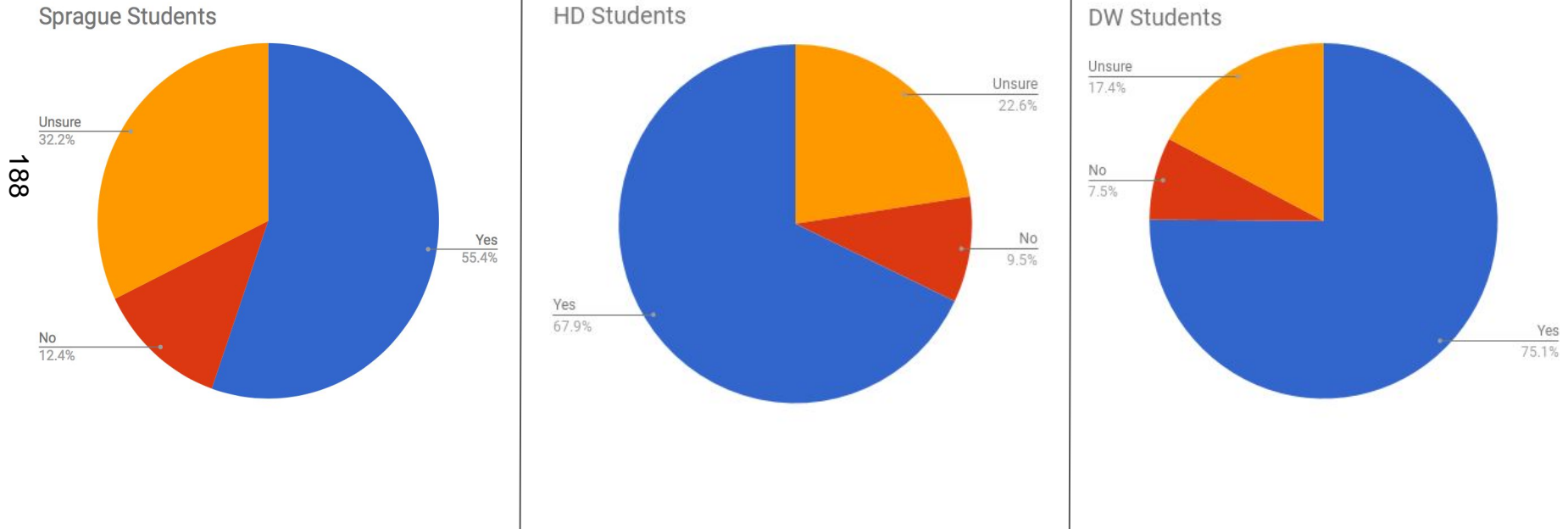
186

Summary - Overwhelmingly, our parents recognize that a 1:1 learning device does provide “access” to information that can support their child’s learning. They recognize that a learning device generates student interest, but sometimes wonder how the device is being applied to learning. Parents are wondering if the learning benefits of the iPad outweigh the potential risks of the digital world that the device can present. They can see their children using the device at home, but they are unsure if the device is necessary or simply a preference of their child. Some parents wonder if the iPad is more distracting than helpful. They want a more definitive understanding of exactly how their child should be using the iPad at home.

4. Does your child use technology as a collaboration tool?



4. Does your child use technology as a collaboration tool?

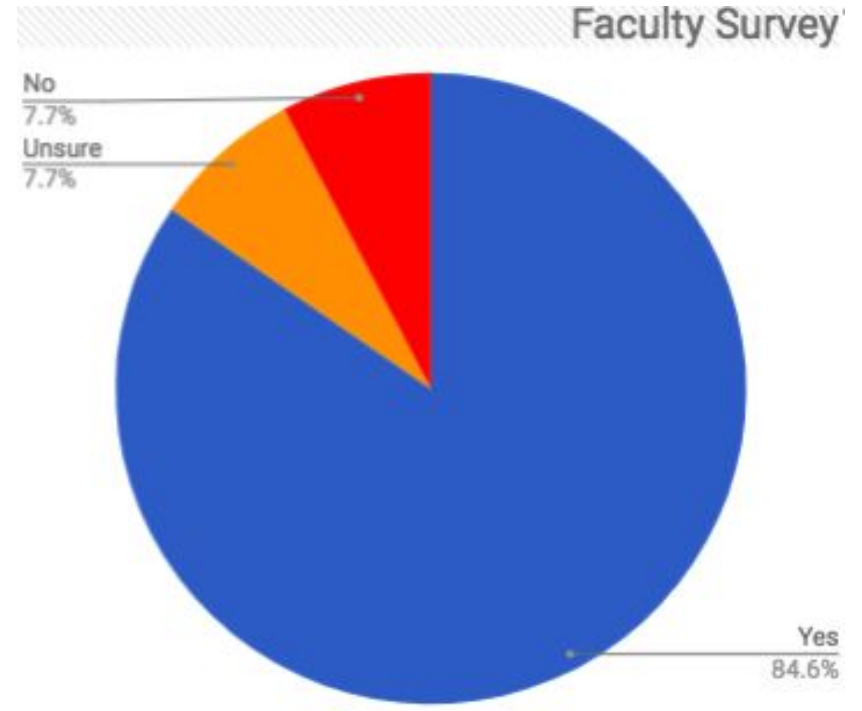
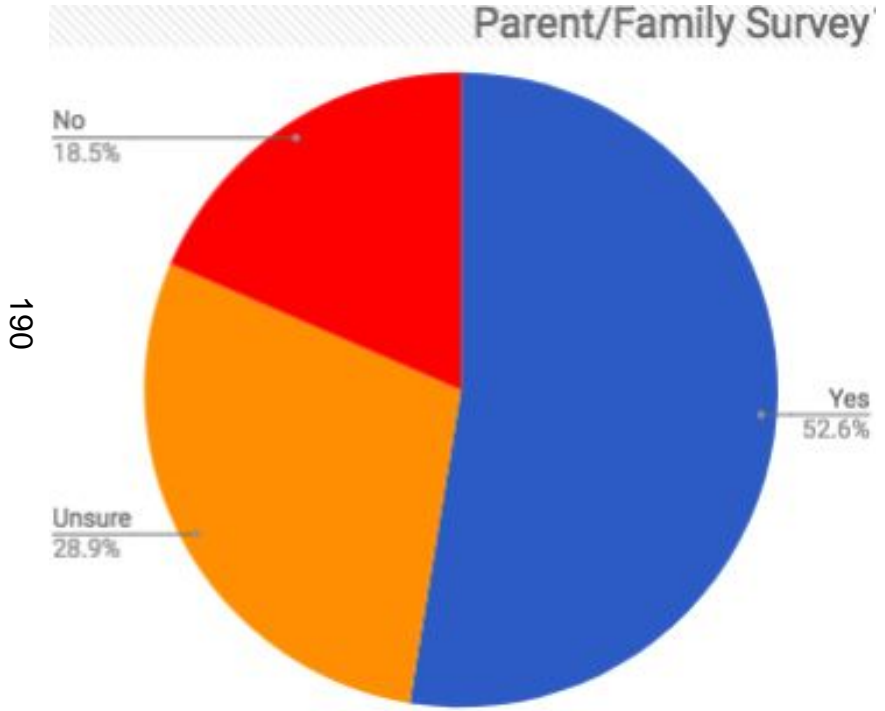


4. Does your child use technology as a collaboration tool? - Parent Feedback

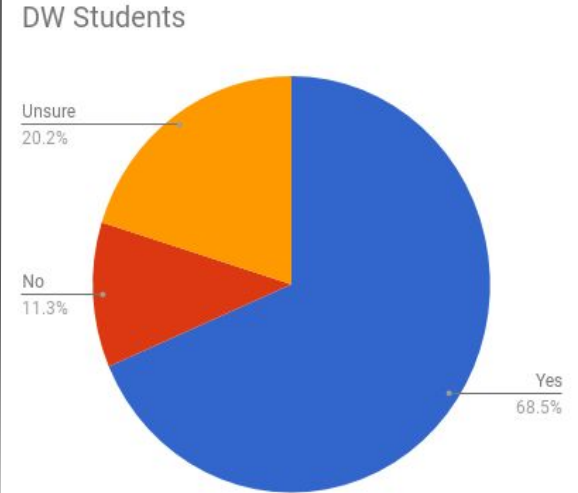
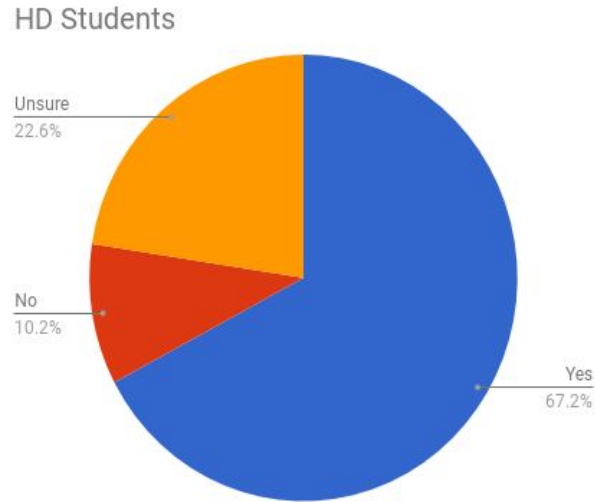
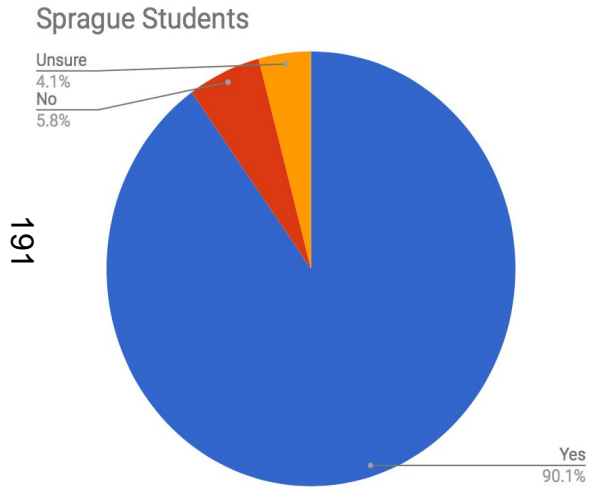
- Yes=73.9% / Unsure=12.3% / No=13.7%
- *“Bi-weekly reading logs (fantastic initiative!), posts with classmates on Spanish learning etc.”*
- *“At school, I don't know. At home, he use iPad to play games.”*

Summary - Our parents can see that our 1:1 learning device is being used as a collaboration tool. Of those that indicated they were “unsure”, many identified the uncertainty because of what they saw (or didn't see) at home. Parents recognized the collaboration opportunities that a learning device CAN provide, but some wondered if the collaboration was for education or social purposes. There was some concern with tech support needs that have come up, and what the expectations are on parents when they do. Parents saw how the iPad is being used to complete tasks (homework, assignments, etc.), but wondered how educationally deep the collaboration efforts were between students.

5. Does technology help your child stay engaged in their learning?



5. Does technology help your child stay engaged in their learning?



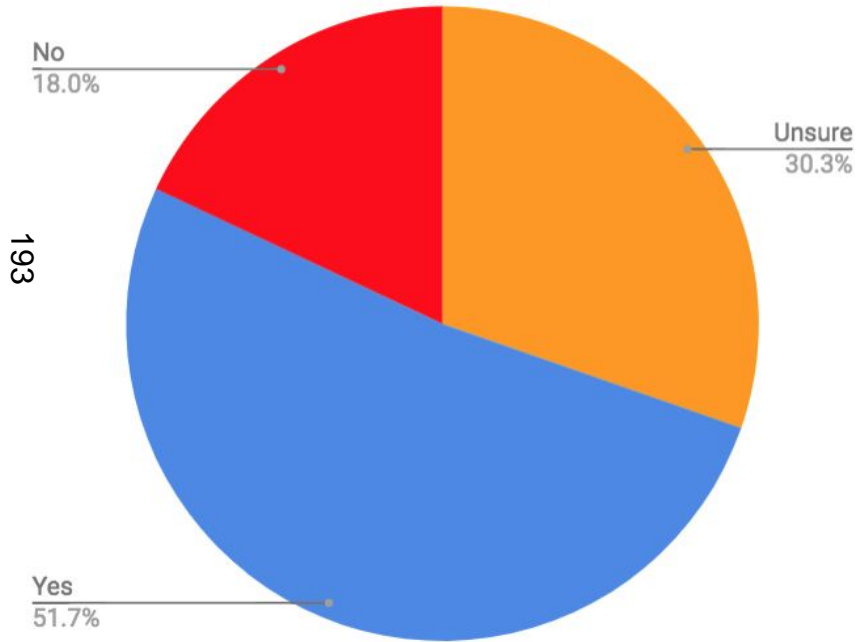
5. Does technology help your child stay engaged in their learning? - Parent Feedback

- Yes=52.6% / Unsure=28.9% / No=18.5%
- *“The school uses some great apps and our child's teacher is genuinely fantastic at encouraging the children to explore and learn which generates curiosity.”*
- *“Technology got my child engaged for sure, but not sure if she is engaged in learning?”*

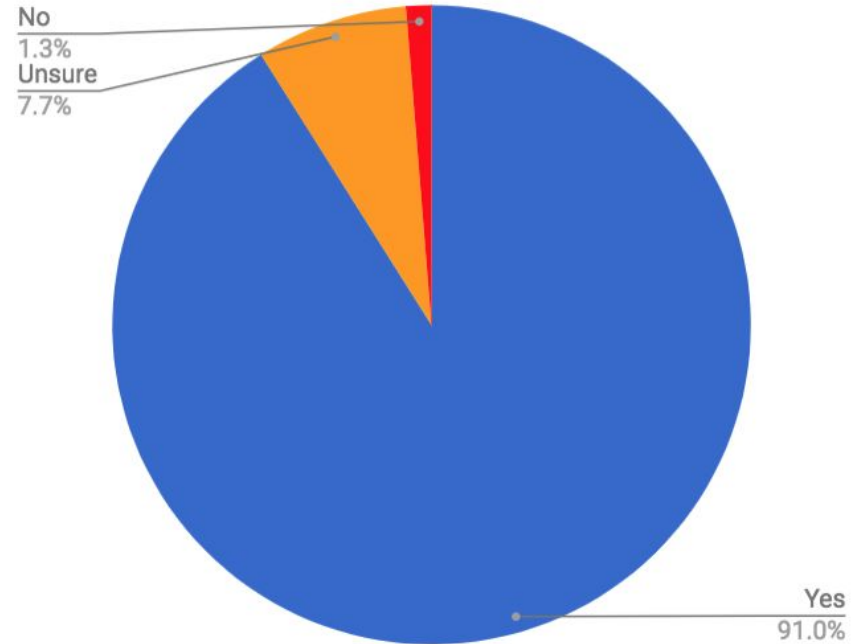
Summary - Our parents see that technology can help engage their child... 81.5% of the responses were either a “yes” or “unsure”. A big theme with this question was whether or not students are engaged in learning, or engaged in “distractions”. Parents don’t want the learning device to help detour their child away from learning. They can see how specific apps can help with learning concepts, but also recognize the distraction potential of an internet connected device. “There’s too much fun on the technology, it can create distractions”.

6. Does your child's current technology experience support the collaboration and communication needs of their grade level and provide the foundation for future success?

Parent/Family Survey

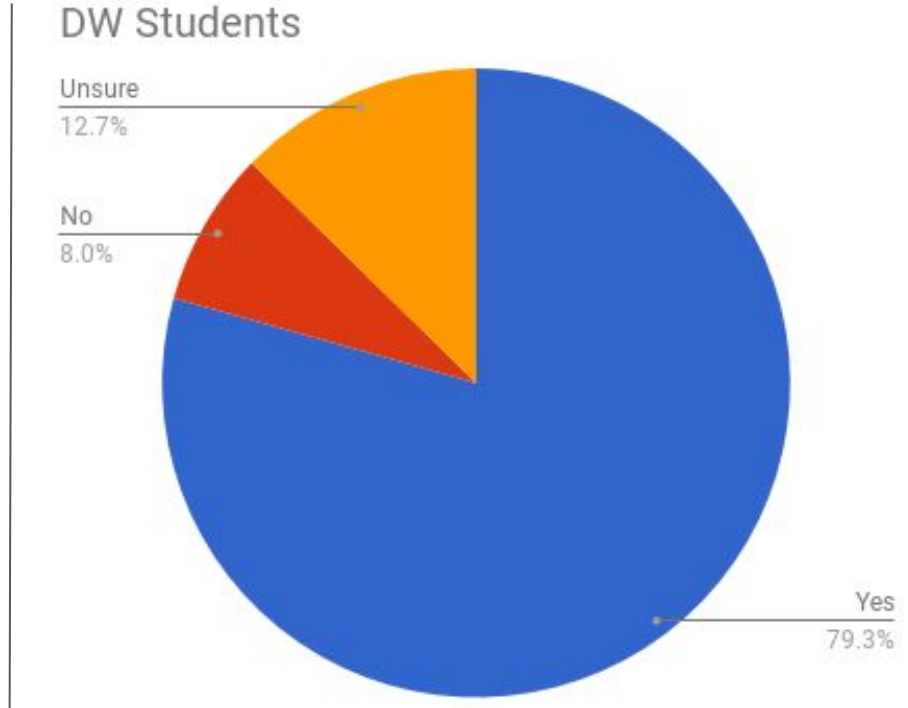


Faculty Survey



**6. Collaboration and communication are cornerstones of effective technology integration.
Does the technology available to you, support your learning needs?**

Laura B. Sprague - N/A
Half Day School - N/A



6. Does your child's current technology experience support the collaboration and communication needs of their grade level and provide the foundation for future success? - Parent Feedback

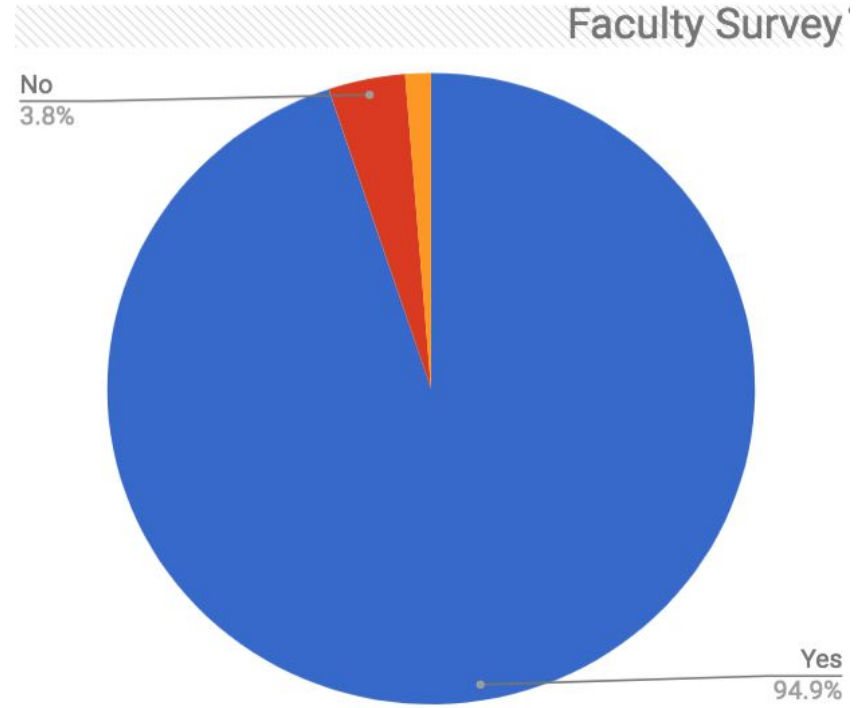
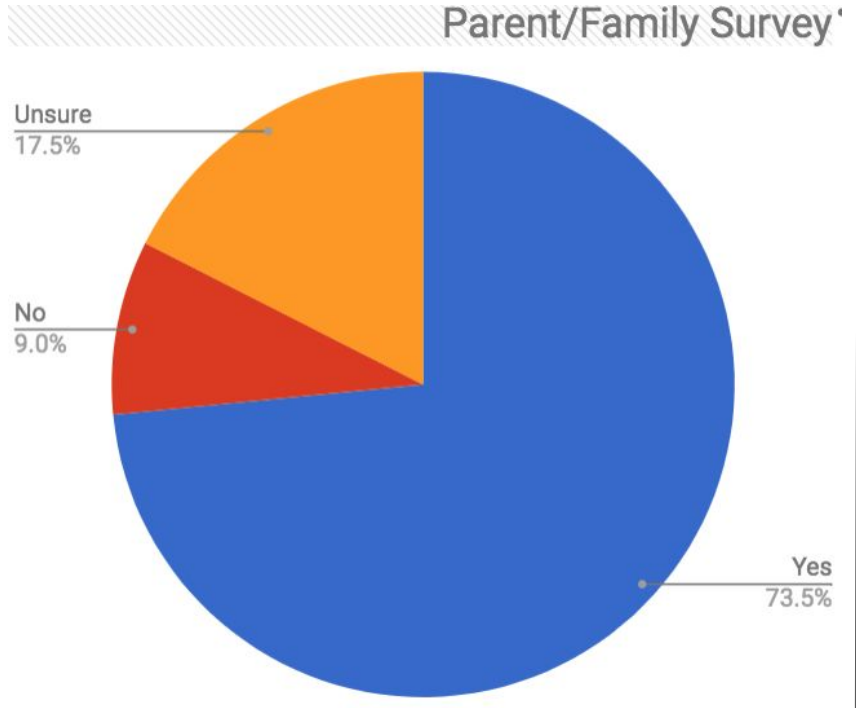
- Yes=51.7% / Unsure=30.3% / No=18%
- *“My child is learning so much more information and in different ways than siblings 8 and 10 years older than her. It's incredible how different the content and quantity kids today have at their fingertips.”*
- *“As young student they learn from each other by physically work together, not over internet.”*

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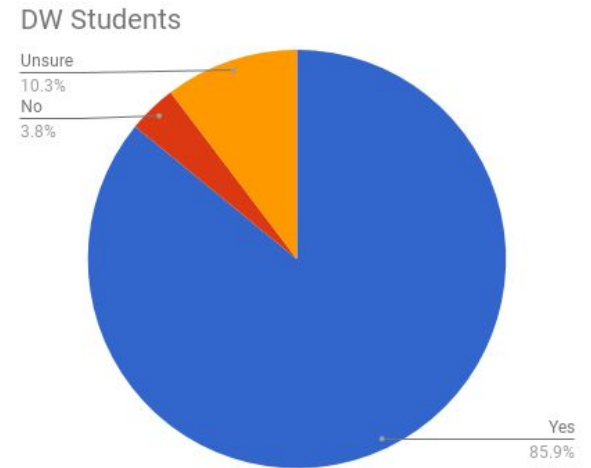
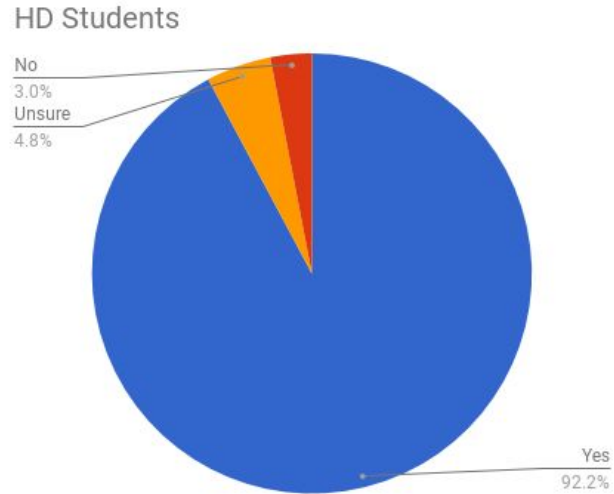
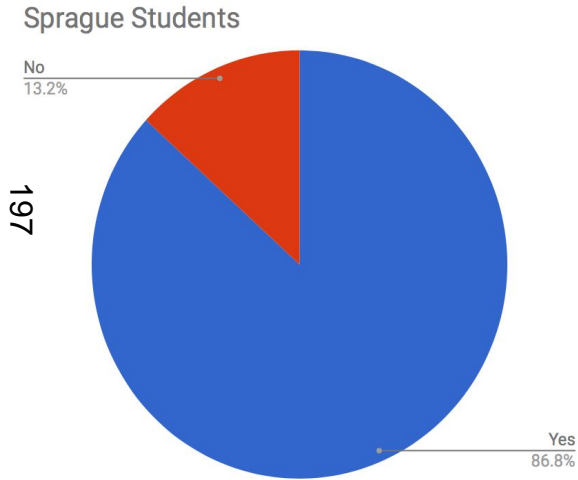
Summary - Our parents recognize that the 1:1 learning device can support collaboration and communication. They also reiterated that technology should not be the only way. Parents can see the connections with how technology is being taught and how it is used in the “real” world. But, parents were concerned that technology could be leveraged too much, when dealing with younger children. They saw the benefits of using a learning device, but recognize that balance is a challenge.

7. Does technology provide easy access to quality information and/or quality information resources?

196



7. Does technology provide easy access to quality information and/or quality information resources?



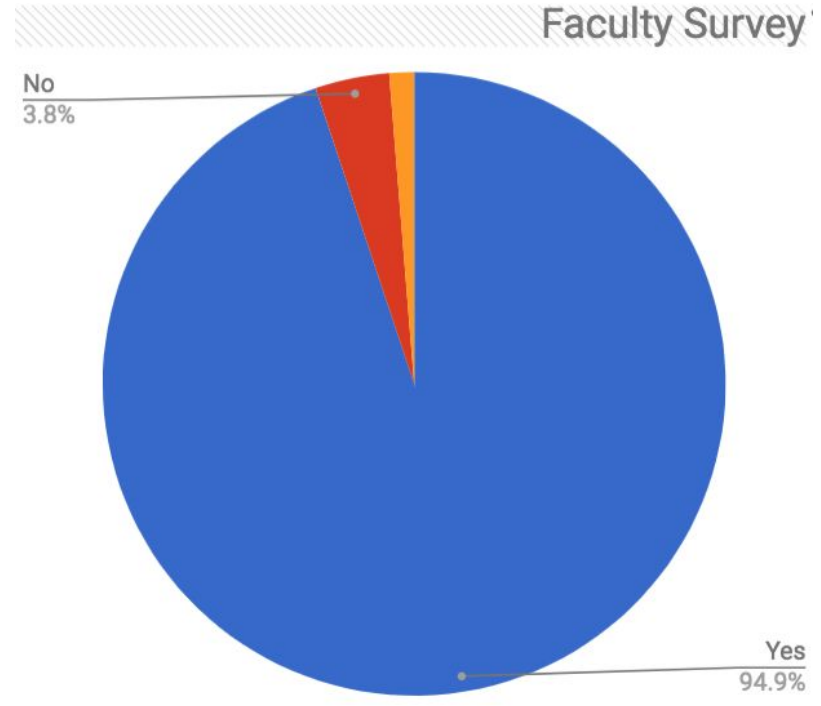
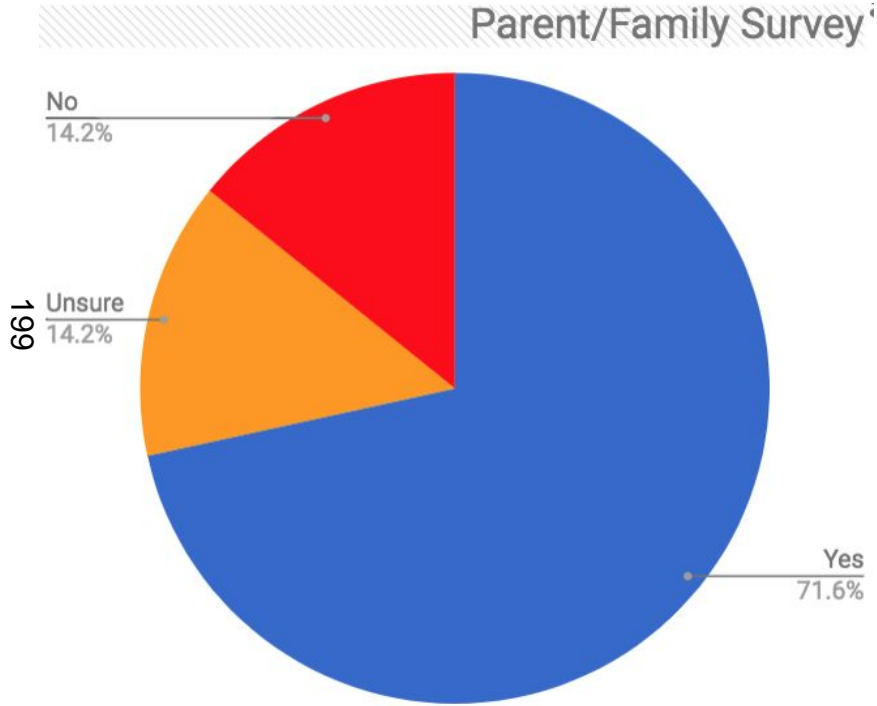
7. Does technology provide easy access to quality information and/or quality information resources? - *Parent Feedback*

- Yes=73.5% / Unsure=17.5% / No=9%
- *“Its really good in some areas like homework, designing new things and working in collaboration with friends for projects and coding”*
- *“It's easy access to information, however, quality is debatable. Wikipedia is not necessarily a reliable source although convenient.”*

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Summary - Our parents recognize how technology is making access to information easier. But, they do wonder about the integrity of the information being accessed. They recognize that all information available is not necessarily quality and still rely on teachers to qualify the information that is being used.

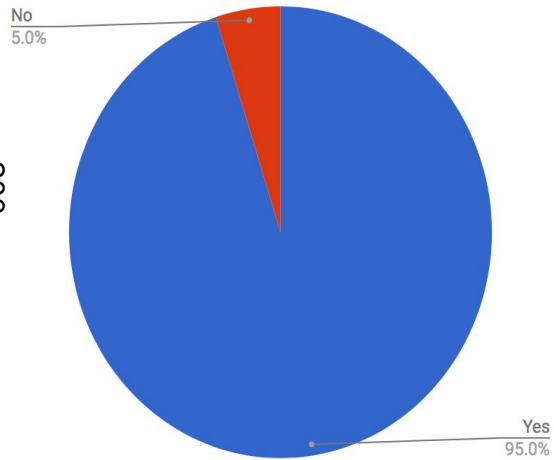
8. Does technology help expand your child's options for learning?



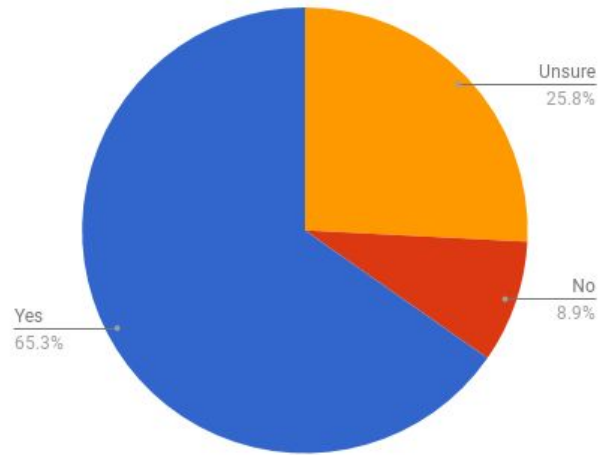
8. Does technology help expand your child's options for learning?

200

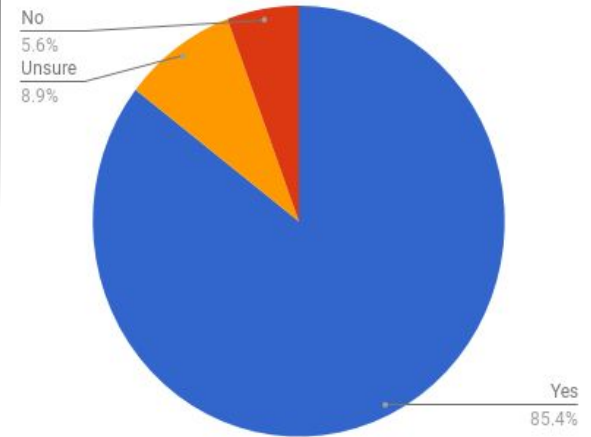
Sprague Students



HD Students



DW Students

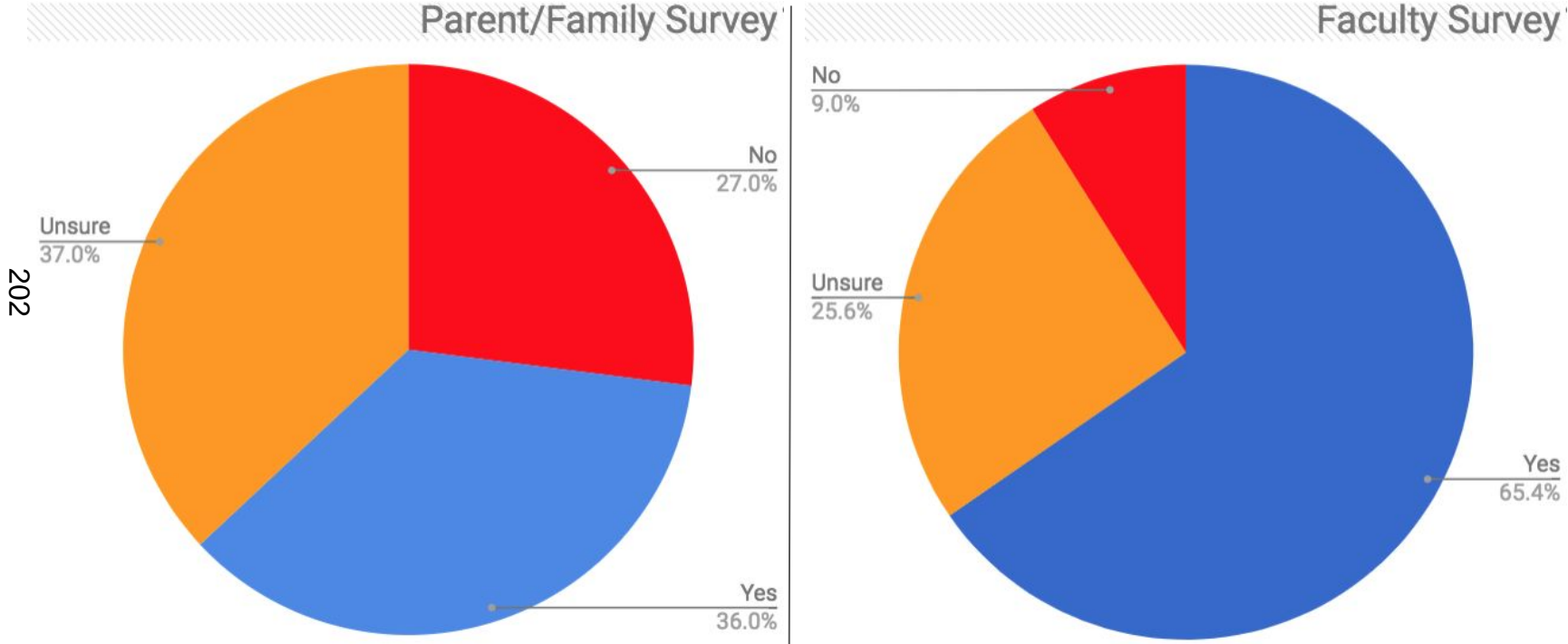


8. Does technology help expand your child's options for learning? - Parent Feedback

- Yes=71.6% / Unsure=14.2% / No=14.2%
- *“Educational apps are good for practicing and reinforcing learning.”*
- *“The kids need to understand technology, but they also should be learning without technology.”*

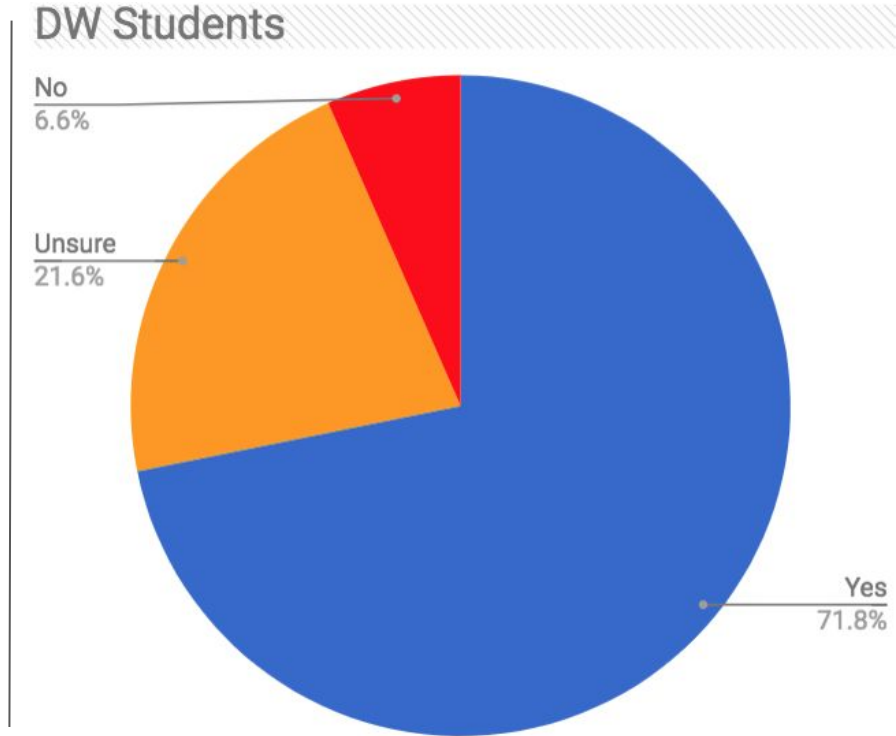
Summary - Our parents feel that a 1:1 learning device does provide the foundation for access to expanded learning options. Although most parents recognized the increased learning options, parents did reinforce their caution to distractions. They recognized the benefits of using the iPad as a catalyst for 21st century learning, but were also worried they did not have enough background knowledge to support their child's digital learning.

9. Does your child leverage technology to help them reason and/or critically analyze their subject matter?



9. Does your child leverage technology to help them reason and/or critically analyze their subject matter?

Laura B. Sprague - N/A
Half Day School - N/A



9. Does your child leverage technology to help them reason and/or critically analyze their subject matter? - Parent Feedback

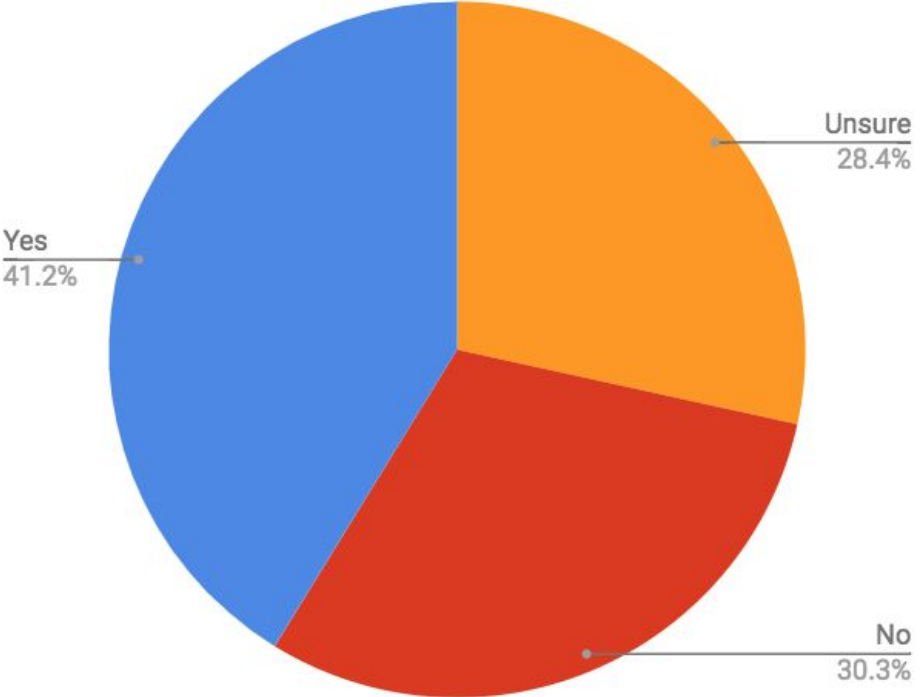
- Yes=36% / Unsure=37% / No=27%
- *“It helps my child to gain even More knowledge”*
- *“My student is a more visual learner and is more comfortable with books/worksheets/hard copies than online learning. However, he enjoys using technology for creating special projects and multimedia assignments from time to time.”*

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Summary - Our parents believe that technology is being leveraged to support learning, but a big percentage are unsure. Many of the responses we received started with, “Yes, but...” Critical analysis in a subject matter is an ultimate goal of most disciplines, so this is hard to label as a definitive “yes” or “no”. This question received the most “unsure” answers.

10. Would you participate in a “Parent University” type of support model, provided by District 103, to help you learn more about technology use?

Parent/Family Survey



11. Are there any other thoughts that you would like to share with the 1:1 Teaching & Learning Review Committee? - Parent Feedback

- *“As parents we are not involved in what they are using at school for learning purposes. This might be as result of a new era in technologies, but there are almost no books, we hardly know what they are doing because everything is on apps and then its hard to follow up and support teachers efforts. Technology has become part of the students life but not for the parents as we also learned with different models.”*
- *“I appreciate the role that technology plays in the kids' learning. However, I don't think it is necessary for them to bring the Ipads home every day. Ipads should be left in school and used for learning purpose during school hours. Any homework can be completed on the home computer. This will minimize the time that kids spent on the Ipads doing non-school stuff.”*
- *“I would like to know more about how to manage the students' usage, keep them focusing on the learning subjects, and less distraction.”*
- *“Supportive of the direction in which the district is moving to adopt new learning principles, through technology.”*
- *“This is our fourth year in the district and my husband and I are very satisfied with the curriculum and use of technology at D103. It is cutting edge and rigorous compared to many schools around the country where we have friends.”*



Lincolnshire-Prairie View School District 103

Memo

To: Board of Education
From: Scott Warren
Date: February 15, 2018
Re: Superintendent Informational Report

FOIA requests

The District received two FOIA requests this month. The first was from Sharon Adilman regarding the total number of student and staff absences on September 21, 2018. The second request was from Nathan Mihelich from the IRTA requesting information on the list of retiree teachers and administrators for 2018. The requests and responses are included for your review.

Leave of Absence Requests

The District received one leave of absence request and it is approved according to the Master Contract. The specific request is included for your review.

SACEE Event – Parent Diversity Night

The SACEE Committee has been working on an event to bring our families together to have conversations about cultural differences. The Parent Diversity night occurred in the evening on February 1, 2018 at Daniel Wright where 52 parents and staff attended to meet people from different cultural backgrounds and participate in activities centered around diversity. Survey results from the evening showed that people enjoyed the event, found the activities engaging, and would like more opportunities in the future.

ALICE Training for Staff

For the March 6th institute day, the District will train staff members on enhance response options in the event of an active shooter. All staff members have been provided with online training modules and will undergo scenarios where staff will practice lockdowns, evacuations and countering techniques. Once the staff is trained, the district will implement these new drills with students.

Construction Errors and Omissions Meetings

The District continues to work with the architects and Construction Managers regarding the costs of the construction project. We held a meeting on February 15 with our architects regarding errors and omissions from the project and the associated costs. We will have another meeting with the architects and construction managers in March to move the discussion to a final resolution.



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

January 22, 2018

Sharon Adilman
847-542-1227
sharon@adilnet.com

SENT VIA EMAIL – sharon@adilnet.com

RE: Freedom of Information Act Request

Dear Sharon Adilman:

This letter is in response to the request that you submitted. Please see information below. Please confirm receipt of our response.

Request

Please provide the number of students and faculty absent at Sprague, Half Day School and Daniel Wright on September 21, 2017.

Sprague 42 students, 4 associates and 9 certified faculty.
Half Day 51 students, 2 associates and 6 certified faculty.
Daniel Wright 67 students, 3 associates and 5 certified faculty.

If you should have any further questions regarding this, please contact our office at (847) 295-4030.

Sincerely,

Scott Warren, Ed. D.
Superintendent



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Scott H. Warren, Ed.D.
Superintendent

January 24, 2018

Nathan Mihelich
Director of Membership & Marketing
IRTA
nmihelich@irtaonline.org

SENT VIA EMAIL – nmihelich@irtaonline.org

RE: Freedom of Information Act Request

Dear Nathan Mihelich:

This letter is in response to the request that you submitted. Please see information below. Please confirm receipt of our response.

Request

Please provide the name and email address of all teachers or administrators who are retiring in 2018.

Response

We do not have any teachers or administrators retiring in 2018.

If you should have any further questions regarding this, please contact our office at (847) 295-4030.

Sincerely,

Scott Warren, Ed. D.
Superintendent

Ashley M Smidt

January 29, 2018

Dr. Scott Warren and
School District 103 Board Members

Ladies and Gentleman:

Please accept this letter as my formal request for maternity leave of absence, to occur during the next academic year.

I expect to complete this school year and deliver close to my due date on July, 19th, 2018. I request that my leave commence with the first mandatory attendance day of the 2018-2019 academic year, August 16, 2018, and continue for 47 consecutive school days thereafter, for a total of 48 days ending my maternity leave on October 24th and returning on October 25th. Upon completion of the leave period, I shall resume my regular duties as an educator for School District 103.

It is my specific intent to apply earned, accrued sick days toward the period of my absence, thereby avoiding any interruption to my service credit, seniority, pay or insurance coverage benefits, pursuant to the terms of the current collective bargaining agreement.

Your cooperation in this matter shall be greatly appreciated.

Sincerely,

A handwritten signature in cursive script that reads "Ashley M Smidt".

Ashley M Smidt