



## 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**

**JUNE 5, 2018**

The Committee of the Whole Meeting of the Board of Education of Lincolnshire-Prairie View School District 103 will be held on Tuesday, June 5, 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 30 Minutes

B. Pledge of Allegiance

C. Community Participation

D. Discussion Items

Time: 2 Hours

1. Budget FY 19

2

2. Facilities Plan Update

3

3. iPad Lease

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4. Extra Duty Stipend Discussion

39

5. 1st Reading Board Policies

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E. Community Participation

F. Executive Session

Time: 30 minutes

G. Adjournment



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MEMO

**To:** Board of Education

**From:** Patrick Palbicke

**CC:** Dr. Scott Warren

**Date:** June 05, 2018

**Re:** FY 2019 Budget

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At this time there are no major changes to the budget. I continue to meet with the Admin team to discuss budgets, review items needed (such as the IPAD lease), and will make any final changes before the June 2019 BOE meeting.



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MEMO

**To:** Board of Education  
**From:** Patrick Palbicke  
**CC:** Dr. Scott Warren  
**Date:** June 05, 2018  
**Re:** Facility Plan Discussion

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Dr. Warren, Scott Gaunky, and I met to discuss the facility plan and how it fits into the long range budget plans. Attached you will find the following items to help the discussion:

- Updated Budget projection through FY 2023 with the Tentative budget numbers
- The summary of the Tentative Budget you received at the May 22, 2018 meeting
- The Master Facility Plan provided to you by Wold Architects at the May 8, 2018 meeting
- The list created by Scott Gaunky for items needing attention over the next few years and are included in the Master Facility Plan

The last item was the document used for the discussion. We included notes regarding the various items and focused on the years FY 2019 through FY 2021.

The discussion focused on items that need to be done to prevent further costs, items that could be held off and are a “want” to get done, whether items could be rolled into future construction, and with a goal to stay under the \$600,000 that is included in the budgets for fund 20 over the next few years.

I highlighted those items that would come from Fund 60, as those would be in preparation for or part of the construction plan at Daniel Wright Middle School.

In 2018-2019, the total comes to \$576,000, though we earmarked that \$64,500 could be reviewed and pushed to a later year.

In 2019-2020, the total amounts to \$758,300, however this would be split into two funds; \$100,000 to fund 60 and \$658,300 to Fund 20. From this amount, \$223,300 could be discussed as to need and timing.

For FY 2020-2021, the year we would target possible construction, the project total cost is \$5,450,000. \$5,000,000 will be coming from Fund 60, and the remaining \$450,000 from Fund 20 (with \$90,000 in question).

Over the three-year period, if we did not cut anything on the list from Fund 20, the total spent would be a planned \$1,684,300, which is under the \$1,800,000 we will have budgeted for. This would

essentially leave the amount in our operating fund balance, in FY 2020-2021, of \$8,083,906 as planned. This amount could be used to budget/plan for construction projects.

If there are any additional questions you have prior to the meeting, please let me know.

## Aggregate | Projection Summary

Lincolnshire-Prairieview SD 103 | Estimated 2018 Actuals & 2019 TENT Budget

	Est Actual	TENT Budget		REVENUE / EXPENDITURE PROJECTIONS							
	FY 2018	FY 2019	% Δ	FY 2020	% Δ	FY 2021	% Δ	FY 2022	% Δ	FY 2023	% Δ
<b>REVENUE</b>											
Local	\$32,518,250	\$29,800,102	-8.36%	\$32,307,241	8.41%	\$33,072,923	2.37%	\$33,856,751	2.37%	\$34,706,556	2.51%
State	\$1,991,247	\$1,710,200	-14.11%	\$1,740,129	1.75%	\$1,769,885	1.71%	\$1,799,796	1.69%	\$1,829,672	1.66%
Federal	\$322,600	\$324,500	0.59%	\$333,000	2.62%	\$333,000	0.00%	\$333,000	0.00%	\$333,000	0.00%
Other	\$0	\$0		\$0		\$0		\$0		\$0	
<b>TOTAL REVENUE</b>	<b>\$34,832,097</b>	<b>\$31,834,802</b>	<b>-8.60%</b>	<b>\$34,380,370</b>	<b>8.00%</b>	<b>\$35,175,808</b>	<b>2.31%</b>	<b>\$35,989,547</b>	<b>2.31%</b>	<b>\$36,869,228</b>	<b>2.44%</b>
<b>EXPENDITURES</b>											
Salary and Benefit Costs	\$24,470,506	\$25,370,854	3.68%	\$25,850,363	1.89%	\$26,517,716	2.58%	\$27,454,497	3.53%	\$28,369,140	3.33%
Other	\$5,210,998	\$5,601,424	7.49%	\$5,823,016	3.96%	\$5,867,248	0.76%	\$5,894,214	0.46%	\$5,897,727	0.06%
<b>TOTAL EXPENDITURES</b>	<b>\$29,681,504</b>	<b>\$30,972,278</b>	<b>4.35%</b>	<b>\$31,673,379</b>	<b>2.26%</b>	<b>\$32,384,964</b>	<b>2.25%</b>	<b>\$33,348,711</b>	<b>2.98%</b>	<b>\$34,266,867</b>	<b>2.75%</b>
<b>SURPLUS / DEFICIT</b>	<b>\$5,150,593</b>	<b>\$862,524</b>		<b>\$2,706,991</b>		<b>\$2,790,844</b>		<b>\$2,640,836</b>		<b>\$2,602,361</b>	
<b>OTHER FINANCING SOURCES / USES</b>											
Other Financing Sources	\$400,000	\$0		\$0		\$0		\$0		\$0	
Other Financing Uses	(\$7,343,976)	(\$747,100)		(\$786,600)		(\$787,800)		(\$796,700)		(\$802,100)	
<b>TOTAL OTHER FIN. SOURCES / USES</b>	<b>(\$6,943,976)</b>	<b>(\$747,100)</b>		<b>(\$786,600)</b>		<b>(\$787,800)</b>		<b>(\$796,700)</b>		<b>(\$802,100)</b>	
<b>SURPLUS / DEFICIT INCL. OTHER FIN. SOURCES</b>	<b>(\$1,793,383)</b>	<b>\$115,424</b>		<b>\$1,920,391</b>		<b>\$2,003,044</b>		<b>\$1,844,136</b>		<b>\$1,800,261</b>	
<b>BEGINNING FUND BALANCE</b>	<b>\$12,315,424</b>	<b>\$10,522,041</b>		<b>\$10,637,465</b>		<b>\$12,557,856</b>		<b>\$14,560,899</b>		<b>\$16,405,036</b>	
Audit Adjustement	\$0	\$0		\$0		\$0		\$0		\$0	
<b>PROJECTED YEAR END BALANCE</b>	<b>\$10,522,041</b>	<b>\$10,637,465</b>		<b>\$12,557,856</b>		<b>\$14,560,899</b>		<b>\$16,405,036</b>		<b>\$18,205,297</b>	
<b>FUND BALANCE AS % OF EXPENDITURES</b>	<b>35.45%</b>	<b>34.35%</b>		<b>39.65%</b>		<b>44.96%</b>		<b>49.19%</b>		<b>53.13%</b>	
<b>FUND BALANCE AS # OF MONTHS OF EXPEND.</b>	<b>4.25</b>	<b>4.12</b>		<b>4.76</b>		<b>5.40</b>		<b>5.90</b>		<b>6.38</b>	
<b>DOLLAR AMOUNT ABOVE 20%</b>	<b>\$4,585,740</b>	<b>\$4,443,009</b>		<b>\$6,223,180</b>		<b>\$8,083,906</b>		<b>\$9,735,294</b>		<b>\$11,351,923</b>	

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**LINCOLNSHIRE-RAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103**  
**TENTATIVE BUDGET SUMMARY**  
**FISCAL YEAR 2019**

	2018 YTD (May 17)	2018 Est. Act.	2018 Budget	2018 Act/Bud	PRELIM 2019 Budget	Amt 2019/2018 Budget	% 2019/2018 Budget
<b>REVENUES</b>							
Property Tax Receipts	13,711,604	30,363,830	28,585,000	106%	27,623,260	(961,740)	-3.4%
Other Local Sources	1,949,518	2,535,618	2,638,200	96%	2,560,342	(77,858)	-3.0%
State Sources	2,101,198	1,991,247	1,432,400	139%	1,710,200	277,800	19.4%
Federal Sources	286,783	322,600	333,000	97%	324,500	(8,500)	-2.6%
<b>Total Revenues</b>	<b>18,049,102</b>	<b>35,213,295</b>	<b>32,988,600</b>	<b>107%</b>	<b>32,218,302</b>	<b>(770,298)</b>	<b>-2.3%</b>
<b>EXPENDITURES</b>							
Salaries	16,908,185	19,552,431	19,838,100	99%	20,530,458	692,358	3.5%
Benefits	4,559,486	4,918,075	4,992,970	98%	4,840,396	(152,574)	-3.1%
Purchased Services	2,332,067	2,615,860	2,634,300	99%	2,632,749	(1,551)	-0.1%
Supplies & Equipment	10,328,129	10,750,462	10,303,803	104%	2,199,175	(8,104,628)	-78.7%
Other Objects	1,259,688	1,791,600	2,091,600	86%	1,900,000	(191,600)	-9.2%
<b>Total Expenditures</b>	<b>35,387,555</b>	<b>39,628,428</b>	<b>39,860,773</b>	<b>99%</b>	<b>32,102,778</b>	<b>(7,757,995)</b>	<b>-19.5%</b>
<b>Total Excess (deficiency) of revenues over expenditures</b>	<b>(17,338,453)</b>	<b>(4,415,133)</b>	<b>(6,872,173)</b>		<b>115,524</b>		
<b>Total Operating Expenditures</b>	<b>32,668,427</b>	<b>29,681,504</b>	<b>30,612,645</b>	<b>97%</b>	<b>30,890,278</b>	<b>277,633</b>	<b>0.9%</b>
<b>Operating Excess (deficiency) of revenues over expenditures</b>	<b>(14,803,792)</b>	<b>5,150,594</b>	<b>1,997,855</b>		<b>969,524</b>		
<b>Operating Excess Net of Transfers</b>	<b>(14,803,792)</b>	<b>(1,793,382)</b>	<b>(4,259,245)</b>		<b>115,524</b>		
<b>CASH &amp; FUND BALANCES</b>							
Cash Balance - Beginning		30,018,560	30,018,560		25,603,427		
Est. Cash Balance - Ending		25,603,427	23,146,387		25,718,951		
Est. Operating Fund Balance Less Early Taxes - Ending		8,801,160	7,975,441		10,638,410		
Est. Operating Fund Balance % of Expenditures		<b>29.7%</b>	<b>26.1%</b>		<b>34.4%</b>		

**LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103**  
 PRELIM BUDGET  
 ALL FUNDS  
 FOR THE YEAR ENDING JUNE 30, 2019

	10	20	30	40	50	60	70	10+20+40+50+70	Total All Funds
	Education	Oper. & Maint.	Debt Services	Transportation	IMRF/SS	Capital Projects	Working Cash	Total Operating	
<b>REVENUES</b>									
Local Sources	25,649,902.00	1,578,100.00	358,500.00	1,394,100.00	1,198,000.00	-	5,000.00	29,825,102.00	30,183,602.00
State Sources	1,150,200.00	-	-	560,000.00	-	-	-	1,710,200.00	1,710,200.00
Federal Sources	324,500.00	-	-	-	-	-	-	324,500.00	324,500.00
<b>Total Revenues</b>	<b>27,124,602.00</b>	<b>1,578,100.00</b>	<b>358,500.00</b>	<b>1,954,100.00</b>	<b>1,198,000.00</b>	<b>-</b>	<b>5,000.00</b>	<b>31,859,802.00</b>	<b>32,218,302.00</b>
<b>EXPENDITURES</b>									
Salaries	18,634,358.00	913,500.00	-	982,600.00	-	-	-	20,530,458.00	20,530,458.00
Benefits	3,249,296.00	169,650.00	-	292,650.00	1,128,800.00	-	-	4,840,396.00	4,840,396.00
Purchased Services	1,898,800.00	295,700.00	1,500.00	436,749.00	-	-	-	2,631,249.00	2,632,749.00
Supplies	1,189,675.00	150,500.00	-	108,000.00	-	-	-	1,448,175.00	1,448,175.00
Capital Outlay	6,000.00	600,000.00	-	-	-	-	-	606,000.00	606,000.00
Other	686,700.00	1,300.00	1,211,000.00	1,000.00	-	-	-	689,000.00	1,900,000.00
Non-Capitalized Equip.	138,000.00	5,000.00	-	2,000.00	-	-	-	145,000.00	145,000.00
<b>Total Expenditures</b>	<b>25,802,829.00</b>	<b>2,135,650.00</b>	<b>1,212,500.00</b>	<b>1,822,999.00</b>	<b>1,128,800.00</b>	<b>-</b>	<b>-</b>	<b>30,890,278.00</b>	<b>32,102,778.00</b>
Excess (deficiency) of revenues over expenditures	1,321,773.00	(557,550.00)	(854,000.00)	131,101.00	69,200.00	-	5,000.00	<b>969,524.00</b>	115,524.00
<b>OTHER FINANCING SOURCES (USES)</b>									
Transfers	(335,400.00)	(118,600.00)	854,000.00	(400,000.00)	-	-	-	(854,000.00)	-
State "On Behalf" Payments	-	-	-	-	-	-	-	-	-
<b>Total other financing sources (uses)</b>	<b>(335,400.00)</b>	<b>(118,600.00)</b>	<b>854,000.00</b>	<b>(400,000.00)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(854,000.00)</b>	<b>-</b>
Net changes in fund balances	986,373.00	(676,150.00)	-	(268,899.00)	69,200.00	-	5,000.00	<b>115,524.00</b>	115,524.00
<b>Cash Balance: 06/30/2018</b>	20,852,326.00	1,535,806.00	275,541.00	1,715,034.00	699,978.00	-	524,742.00	25,327,886.00	25,603,427.00
<b>Cash Balance: 06/30/2019</b>	<b>\$ 21,838,699.00</b>	<b>\$ 859,656.00</b>	<b>\$ 275,541.00</b>	<b>\$ 1,446,135.00</b>	<b>\$ 769,178.00</b>	<b>\$ -</b>	<b>\$ 529,742.00</b>	<b>\$ 25,443,410.00</b>	<b>\$ 25,718,951.00</b>
Cash Balance %	85%	40%	23%	79%	68%			82%	80%
<b>Fund Balance: 06/30/2019</b>	9,138,699.00	109,656.00	80,541.00	721,135.00	139,178.00	-	529,742.00	<b>10,638,410.00</b>	10,718,951.00
Fund Balance %	35%	5%	7%	40%	12%			<b>34%</b>	33%



Commission No. 183016

# Master Facilities Plan

Lincolnshire-Prairie View #103

Laura B. Sprague Elementary School

Half Day Intermediate School

Daniel Wright Junior High School

May 8, 2018

Wold | Ruck Pate  
110 North Brockway Street, Suite 220  
Palatine, IL 60067  
woldae.com | 847 241 6100

**PLANNERS  
ARCHITECTS  
ENGINEERS**



## Overview

In response to the District's desire to develop a Master Facilities Plan, Wold | Ruck Pate partnered with District leadership to create a six-year facility improvement planning tool reflecting current and future facility needs. The intent of the Master Facilities Plan is to identify necessary and anticipated improvements, assign project cost budgets to each scope of work and prioritize the improvements to guide Lincolnshire-Prairie View #103 in annual planning of facility upgrades. The Facility Improvement Planning Matrix is organized by school building and focuses on Security Improvements, Facility Deficiencies, and Alignment/Growth Improvements.

Data used to generate the Planning Matrix and establish priorities was collected through building tour observations, review of multiple District-provided documents and in collaborative discussions with District leadership. The documents provided by the administrative team included:

- Current 10 Year Health/Life Safety Report.
- District Security Improvement Project List.
- Residential Research Summary (2017-DecisionInsite)
- Facilities Assessment Update.
- Board Update – Enrollment Projections (March 2018)
- Analysis of Enrollment Projections (2018-DecisionInsite)
- Educational Alignment Plan (Wight and Co.)
- Equipment Survey Report (2012)
- Five Year Facilities Plan (Scott Gaunky-Director of Facilities)
- ComEd Energy Efficiency Report (April 2018)
- Miscellaneous Cost Estimate Proposals

To gain insights from District leaders, our team participated in two Administrative Council meetings targeted at understanding “Concluding Objectives” identified in the Educational Alignment Plan and defining specific criteria for potential improvements with a focus on Daniel Wright Junior High. Several progress meetings occurred with Administration and two meetings occurred with Principal Michelle Blackeley for discussion regarding space shortcomings and the complexity of the daily schedule at Daniel Wright Junior High School.



## **Facility Improvement Planning Matrix**

Customarily, the Planning Matrix is a fluid document which serves as a guide for making decisions on annual capital improvements based on available funds and urgency of the needs. The Planning Matrix should be revisited after issues have been addressed or other factors (i.e. enrollment) drive changing criteria.

Each scope of improvement cited in the Matrix is accompanied by a project cost estimate which represents a construction cost assumption and potential soft costs (fees, testing, furniture and equipment, contingency) where applicable. This allows for comprehensive budgeting when projects are selected to be implemented. An escalation factor of 4% has been applied annually to each item unless noted in the description that 2018 values apply (See Daniel Wright Junior High Alignment/Growth Improvements). Several items note a design fee component which is accelerated ahead of the actual implementation year to reflect early design and bidding services. All highlighted items have been identified by the District to be funded through operational budgets. Potential Energy Savings items are noted as "Optional". The scopes of improvements for Energy items were developed by ComEd's Energy Efficiency Program and cite a payback period based on implementation costs ComEd provided. District-wide improvement totals are provided to understand alignment with annual budgets and initiate shifts in timelines to meet District needs.

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## Capacity/Utilization Understanding

As part of the Master Facilities Planning process, understanding the ability of each school to accommodate today's learners and future enrollment allows assessment of space shortcomings or surpluses. Lincolnshire-Prairie View #103 anticipates growth in enrollment over the next five (5) years. A capacity has been established for each school based on available teaching stations and the District's target for students per classroom. For this analysis, the current utilization of the building sets each spaces use. Special Needs Program spaces and staff support rooms are not considered in establishing capacity. Grades PK-5 are based on a "homeroom" approach while the 6-8 grades are assessed using a utilization rate of 85%.

At a glance, Laura B. Sprague Elementary School and Half Day Intermediate School appear to have capacity to accommodate the projected five year growth at each school. Daniel Wright Junior High School is more difficult to assess student capacity due to a complex and staggered class schedule focused on optimal learning time for each grade level. Through several discussions and analysis of the class schedule, available space for potential growth appears to be lacking. Influences to the utilization stem from a shorter lunch period (30 minutes) for each grade, differences in class time length between 6<sup>th</sup> grade and 7<sup>th</sup>/8<sup>th</sup> grade and the desire to stagger passing times for better student flow. The capacity diagram for Daniel Wright Junior High depicts a more traditional "bell" schedule. Realistically, based on the current approach, any added enrollment by grade would increase class size beyond current counts or initiate an expansion to the facility.

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## **Planning Concepts – Daniel Wright Junior High**

Planning for space improvements are typically driven by enrollment shifts, strategic initiatives, obsolete learning environments, and inequities. With significant improvements recently completed at Laura B. Sprague and Half Day, Daniel Wright Junior High School is poised for modernization of learning environments consistent with the transformations at the other schools. Acceptance of the existing class schedule became a given when exploring potential improvements at the Junior High. The initial planning concept iteration attached to this document reflects internal improvement opportunities for learning environments and building flow. Further understanding space constraints and building organization preferences led to the second iteration of a planning concept. The second concept contemplates a more significant expansion to introduce swing space for future phase improvements and prepare for modest enrollment growth. The second concept also responds to a deeper layer of criteria expressed by the Principal. Most of the criteria which influenced the second planning concept overlapped the Concluding Objectives and others were building specific challenges.

- Shortcomings of the cafeteria/stage.
- Undersized music and performing arts spaces.
- Lack of identity of the 6<sup>th</sup> grade “house.”
- Inadequate special needs program spaces.
- Convoluted flow through the building.
- Deficiencies at the administration area and secure entrance.
- Need for additional classroom learning environments.
- Modernization of the FACS lab.
- Acoustic and daylighting shortcoming of “inboard” classrooms.
- Desire for legitimate STEAM spaces at all levels.

The approach to reaching a comprehensive transformation of the Junior High may require a multiple phase approach based on funding. As portrayed in the planning concept, phasing could be managed to free space for one improved area based on the completion to shift to another improved area. Further prioritization of which needs should be solved in the near term will dictate the best phasing approach. Concept estimates tagged to each potential area of improvement represent project costs in 2018 dollar values.

FACILITY IMPROVEMENT PLANNING MATRIX

Security Improvements				Implementation Year						
Category	Upgrade	Description	Priority	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	Total
Delay	Interior Classroom Window Glazing	Install laminate window film to protect tempered glass and prevent forced access into classrooms (interior entrances to classrooms in the addition only).	1	\$ 4,000.00						\$ 4,000.00
Detection	Basic Video Surveillance	Enhance basic video surveillance system that has cameras at main entrances and includes recording capabilities for forensic purposes including servers, cameras, etc.	1	\$ 140,000.00*						\$ 140,000.00
Deterrence	Exterior Window Identification	Ensure all interior rooms are labeled for emergency responders at exterior windows.	1	\$ 2,000.00						\$ 2,000.00
<b>Security Improvements Total</b>				<b>\$ 146,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 146,000.00</b>

\*District-Wide Improvement

Facility Deficiencies Upgrades			Implementation Year						
Category	Description	Priority	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	Total
Site	Reconstruct Southwest Parking lot	4				\$ 351,500.00			\$ 351,500.00
Site	Reconstruct Pathway between Riverwoods Road and Southwest Parking Lot	2		\$ 97,500.00					\$ 97,500.00
Site	Seal Coat Hard Play Area	1	\$ 2,000.00						\$ 2,000.00
Site	Reconstruct Sidewalk on North Side of Building	1	\$ 125,900.00						\$ 125,900.00
Site	Reconstruct East Parking Lot	5					\$ 731,100.00		\$ 731,100.00
Site	Reconstruct Pavement and Drainage in East Courtyard	6						\$ 134,400.00	\$ 134,400.00
Site	Reconstruct Exterior Ramps to the two doors facing south that connect to the bus drop off drive	2		\$ 54,100.00					\$ 54,100.00
Site	Sealcoat and Striping	1	\$ 5,000.00		\$ 5,400.00				\$ 10,400.00
Interior	Renovation of 1st Grade Girls Bathroom	1	\$ 30,000.00						\$ 30,000.00
Interior	Renovation of Faculty Bathroom	1	\$ 10,000.00						\$ 10,000.00
Interior	Renovation of Nurses Office	1	\$ 5,000.00						\$ 5,000.00
Interior	Renovation 2nd Grade Girls Bathroom	2		\$ 30,000.00					\$ 30,000.00
Mechanical	Replace Boiler Pump for Boiler #1	3			\$ 7,500.00				\$ 7,500.00

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FACILITY IMPROVEMENT PLANNING MATRIX

Facility Deficiencies Upgrades					Implementation Year							
Category		Description			Priority	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	Total
Mechanical		Replace Boiler Pump for Boiler #2			3			\$ 7,500.00				\$ 7,500.00
Mechanical		Replace Gymnasium Air Handler			1	\$ 75,000.00						\$ 75,000.00
Category	Location	Violation	Correction	Priority	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	Total	
H/LS	P-1	Exterior wall of 1st #28	Water Hydrant without vacuum	Provide vacuum breaker for water	1	\$ 375.00					\$ 375.00	
H/LS	P-2	Exterior wall of T #26	Water Hydrant without vacuum	Provide vacuum breaker for water	1	\$ 375.00					\$ 375.00	
H/LS	P-3	Exterior wall of T #35	Water Hydrant without vacuum	Provide vacuum breaker for water	1	\$ 375.00					\$ 375.00	
H/LS	P-4	Exterior wall of ELL #43C	Water Hydrant without vacuum	Provide vacuum breaker for water	1	\$ 375.00					\$ 375.00	
H/LS	P-5	Roof	Water Hydrant without vacuum	Provide vacuum breaker for water	1	\$ 375.00					\$ 375.00	
Energy (Optional)	Install a Modern Building Energy Management System with Enhanced Controls (Per ComEd Energy Efficiency Program Report - Simple Payback = 10.9 years)					\$ 91,100.00					\$ 91,100.00	
Energy (Optional)	Gymnasium Lighting - Replace Existing Fluorescent Fixtures with LED Pendant Fixtures (Per ComEd Energy Efficiency Program Report - Simple Payback = 2.4 years)					\$ 2,200.00					\$ 2,200.00	
Energy (Optional)	Cafeteria Lighting - Replace Existing Fluorescent Fixtures with LED Troffer Fixtures (Per ComEd Energy Efficiency Program Report - Simple Payback = 7.0 years)					\$ 1,400.00					\$ 1,400.00	
Energy (Optional)	Classroom Lighting - Install Daylighting Controls (Per ComEd Energy Efficiency Program Report - Simple Payback = 3.0 years)					\$ 5,000.00					\$ 5,000.00	
<b>Facility Deficiencies Upgrades Total</b>						<b>\$ 354,475.00</b>	<b>\$ 181,600.00</b>	<b>\$ 20,400.00</b>	<b>\$ 351,500.00</b>	<b>\$ 731,100.00</b>	<b>\$ 134,400.00</b>	<b>\$ 1,773,475.00</b>

<b>Operational Budget Subtotal</b>	<b>\$ 315,900.00</b>	<b>\$ 181,600.00</b>	<b>\$ 12,900.00</b>	<b>\$ 351,500.00</b>	<b>\$ 731,100.00</b>	<b>\$ 134,400.00</b>	
<b>Laura B. Sprague Elementary Totals</b>	<b>\$ 500,475.00</b>	<b>\$ 181,600.00</b>	<b>\$ 20,400.00</b>	<b>\$ 351,500.00</b>	<b>\$ 731,100.00</b>	<b>\$ 134,400.00</b>	<b>\$ 1,919,475.00</b>

Note: Based on enrollment forecasts for Laura B. Sprague Elementary, the current capacity of the building can accommodate the anticipated student population. If an additional teaching station is required, the current Maintenance Room is designed to convert to a classroom space. The project cost estimate for the conversion is \$100,000 (2018 costs). The space for relocation of maintenance requirements is yet to be determined.



### FACILITY IMPROVEMENT PLANNING MATRIX

Security Improvements				Implementation Year						
Category	Upgrade	Description	Priority	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	Total
Delay	Inside Locking Door Hardware	Replacing existing interior door hardware at 3rd Grade area and Library with mechanisms that have inside locking capability and impact resistant glass (15 doors).	1	\$ 30,000.00						\$ 30,000.00
Delay	Classroom Window Glazing	Install laminate window film to protect tempered glass and prevent forced access into 1st and 2nd floor classrooms.	1	\$ 10,000.00						\$ 10,000.00
Deterrence	Exterior Window Identification	Ensure all interior rooms are labeled for emergency responders at exterior windows.	1	\$ 1,600.00						\$ 1,600.00
<b>Security Improvements Total</b>				<b>\$ 41,600.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 41,600.00</b>

Facility Deficiencies Upgrades			Implementation Year						
Category	Description	Priority	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	Total
Site	Apply Pavement Rejuvenation to all pavement	5					\$ 29,300.00		\$ 29,300.00
Site	Adjust and Patch around manhole in pavement northwest of bus loading area	1	\$ 3,640.00						\$ 3,640.00
Site	Complete Playground addition including synthetic turf	6						\$ 553,000.00	\$ 553,000.00
Site	Reconstruct Exterior Stairway to old building	4				\$ 43,900.00			\$ 43,900.00
Site	Reconstruct sidewalk between main entrance and east parking area	3			\$ 49,200.00				\$ 49,200.00
Site	Sealcoat Parking Lot	2		\$ 5,000.00					\$ 5,000.00
Plumbing	Update Sanitary Drainage in Original Building	3			\$ 108,000.00				\$ 108,000.00
Electrical	Replace Lighting Fixtures in 3rd Grade Hallway	1	\$ 100,000.00						\$ 100,000.00
Electrical	Replace Lighting Fixtures in 1996 Addition	2		\$ 104,000.00					\$ 104,000.00
Interior	Replace interior doors in the 1950's addition including hardware for ADA compliance	4				\$ 117,000.00			\$ 117,000.00

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**FACILITY IMPROVEMENT PLANNING MATRIX**

Facility Deficiencies Upgrades			Implementation Year						
Category	Description	Priority	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	Total
Energy (Optional)	Install a modern building Energy Management System with enhanced controls (Per ComEd Energy Efficiency Program Report - Simple Payback = 16.1 years)		\$ 96,600.00						\$ 96,600.00
Energy (Optional)	Gymnasium Lighting - Replace existing fluorescent fixtures with LED pendant fixtures (Per ComEd Energy Efficiency Program Report - Simple Payback = 4.4 years)		\$ 4,300.00						\$ 4,300.00
Energy (Optional)	Classroom Lighting - Install daylighting controls (Per ComEd Energy Efficiency Program Report - Simple Payback = 2.9 years)		\$ 560.00						\$ 560.00
Energy (Optional)	Office Lighting - Install occupancy sensors (Per ComEd Energy Efficiency Program Report - Simple Payback = 4.8 years)		\$ 2,100.00						\$ 2,100.00
<b>Facility Deficiencies Upgrades Total</b>			<b>\$ 207,200.00</b>	<b>\$ 109,000.00</b>	<b>\$ 157,200.00</b>	<b>\$ 160,900.00</b>	<b>\$ 29,300.00</b>	<b>\$ 553,000.00</b>	<b>\$ 1,216,600.00</b>
<b>Operational Budget Subtotal</b>			<b>\$ 103,640.00</b>	<b>\$ 109,000.00</b>	<b>\$ 157,200.00</b>	<b>\$ 160,900.00</b>	<b>\$ 29,300.00</b>	<b>\$ 553,000.00</b>	
<b>Half Day Intermediate School Totals</b>			<b>\$ 248,800.00</b>	<b>\$ 109,000.00</b>	<b>\$ 157,200.00</b>	<b>\$ 160,900.00</b>	<b>\$ 29,300.00</b>	<b>\$ 553,000.00</b>	<b>\$ 1,258,200.00</b>

FACILITY IMPROVEMENT PLANNING MATRIX

Security Improvements				Implementation Year						
Category	Upgrade	Description	Priority	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	Total
Delay	Inside Locking Door Hardware	Replacing existing interior door hardware with mechanisms that have inside locking capability.	1	\$ 112,000.00						\$ 112,000.00
Delay	Interior Classroom Window Glazing	Install laminate window film to protect tempered glass and prevent forced access into classrooms.	1	\$ 26,500.00						\$ 26,500.00
Delay	Vestibule Intercom System	Lock door to main offices and install an intercom system in vestibule so that office personnel can authorize visitors before access is granted.	1	\$ 5,000.00						\$ 5,000.00
Deterrence	Exterior Window Identification	Ensure all interior rooms are labeled for emergency responders at exterior windows.	1	\$ 2,000.00						\$ 2,000.00
<b>Security Improvements Total</b>				<b>\$ 145,500.00</b>						<b>\$ 145,500.00</b>

Facility Deficiencies Upgrades				Implementation Year						
Category	Description	Priority	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	Total	
Site	Improve Drainage of Athletic Fields	3			\$ 35,100.00				\$ 35,100.00	
Site	Reconstruct Bus Parking / Facilities Department Parking Lot in Concrete	5					\$ 821,600.00		\$ 821,600.00	
Site	Add Curb and Sidewalk to Ring Road Drop off Lane on north side of building (additional site impervious would be created with this and would require storm water detention or reduction in other impervious coverage)	2		\$ 76,800.00					\$ 76,800.00	
Site	Reconstruct main entrance drives and ring roads	6						\$ 1,216,800.00	\$ 1,216,800.00	
Site	Reconstruct Southeast Parking Lot	6						\$ 532,100.00	\$ 532,100.00	
Site	Reconstruct Northeast Parking Lot	6						\$ 494,300.00	\$ 494,300.00	
Site	Reconstruct Northwest Parking Lot	6						\$ 213,000.00	\$ 213,000.00	
Site	Relocate bike racks to main entrance with new concrete pad	1	\$ 12,500.00						\$ 12,500.00	
Site	Ensure all entrances, walkways, and parking areas are well lit throughout the night. Upgrade poles and lighting.	3						\$ 54,000.00	\$ 54,000.00	
Site	Sealcoat all Parking Lots	1	\$ 5,000.00			\$ 5,600.00			\$ 10,600.00	
Exterior	Replace Single-Glazed Windows remaining in 1972 and 1991 Additions				\$ 81,100.00				\$ 81,100.00	

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FACILITY IMPROVEMENT PLANNING MATRIX

Facility Deficiencies Upgrades					Implementation Year						
Category	Description			Priority	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	Total
Exterior	Remove and replace remaining ballasted membrane roof system			4				\$ 826,000.00			\$ 826,000.00
Interior	Provide Window shading devices at 7th and 8th Grade wing classrooms				\$ 10,800.00						\$ 10,800.00
Interior	Paint Green Gym			1	\$ 10,000.00						\$ 10,000.00
Electrical	Replace Fire Alarm Panel/System			3			\$ 95,500.00				\$ 95,500.00
Electrical	Replace Electrical Switch Gear (Size for Addition)			2	\$ 7,000.00	\$ 113,000.00					\$ 120,000.00
Hazardous Materials	Remove Asbestos Containing Materials			2		\$ 60,000.00					\$ 60,000.00
Plumbing	Replacement of galvanized domestic water pipe due to corrosion/blockage including asbestos abatement			2	\$ 10,000.00	\$ 260,000.00					\$ 270,000.00
Plumbing	Provide Fire Suppression System Throughout Building (7th and 8th Grade Wings Complete)			3			\$ 578,000.00				\$ 578,000.00
HVAC	Replace both Air Handler Units Serving the Green Gym			3			\$ 75,000.00				\$ 75,000.00
HVAC	Replace Rooftop Air Handler Unit Serving South Wing			6					\$ 77,000.00		\$ 77,000.00
HVAC	Replace carrier air handler located in Boiler Room			3			\$ 39,500.00				\$ 39,500.00
HVAC	Replace circulating pumps for water heater				\$ 2,200.00						\$ 2,200.00
Category	Location	Violation	Correction	Priority	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	Total
H/LS	A-1	Corridor north of Library	Dead end corridor	Replace existing doors with doors allowing egress in both directions	2		\$ 9,750.00				\$ 9,750.00
H/LS	A-2	Corridor west of Green Gym	Dead end corridor	Add set of doors to reduce dead end corridor length	2		\$ 9,750.00				\$ 9,750.00
H/LS	A-3	Corridors in classroom pods to north and south of Library	Dead end corridor	Remodel corridors and add set of doors to reduce dead end corridor length	2		\$ 39,000.00				\$ 39,000.00
H/LS	A-3	Music Storage/ Second Egress	Second egress is through intervening space	Remodel intervening space to clearly function as dedicated egress	2		\$ 13,000.00				\$ 13,000.00
H/LS	A-7	Electrical room (near Faculty Lounge)	Rated door does not latch properly	Replace door with new rated door to latch properly	2		\$ 3,900.00				\$ 3,900.00

\*\*Represents Design Fees for Work Scope

Note: Some Health/Life Safety Items (H/LS) would be resolved if the entire facility receives a fire suppression system. The following items and associated costs would be removed from the Matrix: A-1, A-2, A-3

FACILITY IMPROVEMENT PLANNING MATRIX

Facility Deficiencies Upgrades						Implementation Year						
Category		Location	Violation	Correction	Priority	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	Total
H/LS	M-1	FACS Lab #126	No emergency fuel burner switch	Provide emergency fuel burner switch	1	\$ 3,200.00						\$ 3,200.00
H/LS	M-2	PE Of. #135	No ventilation air provided	Provide ventilation air per new codes	1	\$ 2,500.00						\$ 2,500.00
H/LS	M-3	Storage Room	Chemicals are not vented per code	Provide cabinet vent per manufacturers recommendation and code requirements	1	\$ 1,900.00						\$ 1,900.00
H/LS	E-1	Multiple Locations (37 Total)	Fire Alarm Visual missing	Provide new fire alarm visual device	2		\$ 28,600.00					\$ 28,600.00
H/LS	E-2	Home Economics 126, Fine Arts 5	Fire Alarm Pull station missing	Provide new fire alarm pull station	2		\$ 1,600.00					\$ 1,600.00
H/LS	E-3	Special Edu. 134, Special Edu. 133, Music 9, Practice 10, Computer lab 100	Smoke detector missing	Provide new smoke detector, 2 detectors required in Special Edu. 134	2		\$ 4,700.00					\$ 4,700.00
H/LS	E-4	Orch. Storage 12, Towel 36, Boys locker 34, Storage 30, Special Edu 121	Heat detector missing	Provide new heat detector	2		\$ 3,900.00					\$ 3,900.00
H/LS	E-5	Corridors, Gen office 27, Green Gym	Exit Sign missing	Provide exit signs in 4 locations	1	\$ 2,500.00						\$ 2,500.00
H/LS	E-6	Corridors, Gen office 27	Emergency lighting missing	Provide emergency lights in 6 locations	1	\$ 4,125.00						\$ 4,125.00
H/LS	E-7	Cafeteria 28	SO (flexible) cord connected emergency lighting	Replace flexible cord with conduit	1	\$ 300.00						\$ 300.00
H/LS	P-1	Prep #147	No grease interceptor for triple sink	Provide grease interceptor	2		\$ 2,600.00					\$ 2,600.00
H/LS	FP-1	Stage #28A	No sprinklers for permanent stage	Provide sprinkler system for the stage area	2		\$ 10,400.00					\$ 10,400.00
Category	Description				Priority	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	Total
Energy (Optional)	Gymnasium Lighting - Replace Existing Fluorescent Fixtures with LED Pendant Fixtures (Per ComEd Energy Efficiency Program Report - Simple Payback = 2.3 years)					\$ 5,300.00						\$ 5,300.00
Energy (Optional)	Classroom Lighting - Replace Existing Lighting with LED Troffer Fixtures (Per ComEd Energy Efficiency Program Report - Simple Payback = 10.9 years)					\$ 158,000.00						\$ 158,000.00
Energy (Optional)	Kitchen Lighting - Replace Existing Lighting with LED Troffer Fixtures (Per ComEd Energy Efficiency Program Report - Simple Payback = 14.8 years)					\$ 4,400.00						\$ 4,400.00
Energy (Optional)	Install a Modern Building Energy Management and System with Enhanced Controls (Per ComEd Energy Efficiency Program Report - Simple Payback = 12 years)					\$ 147,000.00						\$ 147,000.00
Energy (Optional)	Install Variable Speed Drive Controls on the Boiler Pump (Per ComEd Energy Efficiency Program Report - Simple Payback = 2.3 years)					\$ 4,100.00						\$ 4,100.00
<b>Facility Deficiencies Upgrade Total</b>						<b>\$ 390,825.00</b>	<b>\$ 637,000.00</b>	<b>\$ 904,200.00</b>	<b>\$ 831,600.00</b>	<b>\$ 821,600.00</b>	<b>\$ 2,587,200.00</b>	<b>\$ 6,172,425.00</b>

\*\*Represents Design Fees for Work Scope

Note: Some Health/Life Safety Items (H/LS) would be resolved as part of the Fire Alarm System Replacement noted in the Electric Category. The following items and associated cost would be removed from the Matrix: E-1, E-2, E-3, E-4



FACILITY IMPROVEMENT PLANNING MATRIX

Alignment/Growth Improvements			Implementation Year						
Category	Description	Priority	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	Total
Growth	Cafeteria/Arts Addition (Escalated for Year of Implementation)			\$ 170,000.00	\$ 4,122,000.00				\$ 4,292,000.00
Program	FACS Lab Renovation (Cost Shown to Reflect 2018 Dollars)							\$ 365,000.00	\$ 365,000.00
Program	Art Room Improvements (Cost Shown to Reflect 2018 Dollars)							\$ 186,000.00	\$ 186,000.00
Program	Special Needs Suite Renovations (Cost Shown to Reflect 2018 Dollars)							\$ 349,440.00	\$ 349,440.00
Program	6th Grade "House" Renovation (Cost Shown to Reflect 2018 Dollars)							\$ 1,267,000.00	\$ 1,267,000.00
Program	Learning Commons Development (Cost Shown to Reflect 2018 Dollars)							\$ 1,755,000.00	\$ 1,755,000.00
Program	Activation Link/STEM (Cost Shown to Reflect 2018 Dollars)							\$ 1,137,000.00	\$ 1,137,000.00
Growth	Administration/Entrance Relocation (Cost Shown to Reflect 2018 Dollars)							\$ 1,900,000.00	\$ 1,900,000.00
Program	7th/8th Grade Collaboration Node (Cost Shown to Reflect 2018 Dollars)							\$ 155,000.00	\$ 155,000.00
<b>Alignment/Growth Improvement Total</b>			\$ -	\$ 170,000.00	\$ 4,122,000.00	\$ -	\$ -	\$ 7,114,440.00	\$ 11,406,440.00

\*\*Represents Design Fees for Work Scope

<b>Operational Budget Subtotal</b>	\$ 44,500.00	\$ 509,800.00	\$ 245,100.00	\$ 5,600.00	\$ -	\$ -	
<b>Daniel Wright Junior High School Totals</b>	\$ 536,325.00	\$ 807,000.00	\$ 5,026,200.00	\$ 831,600.00	\$ 821,600.00	\$ 9,701,640.00	\$ 17,724,365.00

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FACILITY IMPROVEMENT PLANNING MATRIX

Laura B. Sprague Elementary							
	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	Total
Operational Budget Subtotal	\$ 315,900.00	\$ 181,600.00	\$ 12,900.00	\$ 351,500.00	\$ 731,100.00	\$ 134,400.00	
Laura B. Sprague Elementary Totals	\$ 500,475.00	\$ 181,600.00	\$ 20,400.00	\$ 351,500.00	\$ 731,100.00	\$ 134,400.00	\$ 1,919,475.00

Half Day Intermediate School							
	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	Total
Operational Budget Subtotal	\$ 103,640.00	\$ 109,000.00	\$ 157,200.00	\$ 160,900.00	\$ 29,300.00	\$ 553,000.00	
Half Day Intermediate School Totals	\$ 248,800.00	\$ 109,000.00	\$ 157,200.00	\$ 160,900.00	\$ 29,300.00	\$ 553,000.00	\$ 1,258,200.00

Daniel Wright Junior High School							
	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	Total
Operational Budget Subtotal	\$ 44,500.00	\$ 509,800.00	\$ 245,100.00	\$ 5,600.00	\$ -	\$ -	
Daniel Wright Junior High School Totals	\$ 536,325.00	\$ 807,000.00	\$ 5,026,200.00	\$ 831,600.00	\$ 821,600.00	\$ 9,701,640.00	\$ 17,724,365.00

District-Wide							
	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	Total
District-Wide Operational Budget Subtotal	\$ 464,040.00	\$ 800,400.00	\$ 415,200.00	\$ 518,000.00	\$ 760,400.00	\$ 687,400.00	
District-Wide Totals	\$ 1,285,600.00	\$ 1,097,600.00	\$ 5,203,800.00	\$ 1,344,000.00	\$ 1,582,000.00	\$ 10,389,040.00	\$ 20,902,040.00



## Appendix

- Concluding Objectives/Design Criteria
- Meeting Minutes
- Capacity/Utilization Diagrams
- Planning Concepts



**Additional issues for consideration/inclusion into the Master Facilities Plan:**

1. Concluding Objectives
  - a. Flexibility
  - b. Individualized Small Group Learning (Spaces)
  - c. Student Facilitated Learning
  - d. Technology Enabled Learning
  - e. Experiencing and Doing
  - f. Engaging “Happy” Students
  - g. Administrative Functionality
  - h. “Hoteling” Function – Staff home base for cross pollination of ideas
  - i. Integration of cultural exposure to reflect diversity of educational community
  - j. Safety and Security
  - k. Accommodate enrollment growth
  - l. Enhanced flow through building
  
2. Educational Alignment Criteria:
  - a. Flexible staff/planning space
  - b. Large Group Collaborative Space(s) – staff department
  - c. “Innovation” Lab/Pilot Space to test drive ideas/approaches
  - d. Large Group Flex Space for Music (Band/Choir/Orchestra)
  - e. More District-wide Storage (On-site classified files and staging space)
  - f. District Food Service (Large kitchen to prep all District-wide food)
  - g. Additional Parking at Half Day School
  - h. Bus Parking Space (Enough area?) – effect on staff parking
  - i. Improved Health/Nursing Area
  - j. Administration distributed throughout Facility
  - k. Social/Psychologist group space distributed (push-ins/pull-outs)
  - l. Transportation requires more toilet fixtures (population/count issue)
  - m. Collaborative Spaces – for independent/project work
  - n. Multiple Media points in all learning spaces (Steelcase Learn Lab Model?)
  - o. Whiteboards with storage behind
  - p. More technology abilities with enough power
  - q. More Group Rooms to support Social/Emotional well-being of students
  - r. Smaller group space for multi-lingual
  - s. Mock living space environment and for special programs.
  - t. Guided program equipment and storage capabilities (larger space)
  - u. FACS needs upgrades
  - v. Storage for Art within room
  - w. Flexible Art space
  - x. Privacy stalls for changing rooms and restrooms
  - y. More space in classrooms
  - z. General gym refresh
  - aa. “Daylight” in inboard classrooms



**RUCK  
PATE**

**50** | 1968  
YEARS | 2018

**To:** Attendees  
**From:** Dan Kritta | DK  
**Date:** April 25, 2018  
**Comm. No:** 183016

**Subject:** Lincolnshire – Prairie View 103  
Daniel Wright Junior High Planning  
April 17, 2018 Meeting Minutes

**Attendees:**

Michelle Blackley, Lincolnshire – Prairie View 103	mblackley@d103.org
Tim McGrath, Wold   Ruck Pate	tmcgrath@woldae.com
Dan Kritta, Wold   Ruck Pate	dkritta@woldae.com

**Discussion Topics:**

- A. Discussion regarding Daniel Wright Junior High schedule and program needs.
1. Currently the schedule for sixth, seventh, and eighth grade students have limited alignment. Staggered schedules are due to optimizing learning time by age group.
  2. Part of the offset schedule is due to grade level lunches of 30 minutes each.
  3. Orchestra (Room 128) needs to accommodate 100 students.
  4. Beginning in 2018/2019 school year, sixth graders will have band, orchestra, and choir instruction during the school day in lieu of after school.
  5. For planning purposes, anticipate 100 students in band and orchestra per grade. All instruments are currently stored in the band room.
  6. Performing Arts (drama class) occurs in Room 129. Seventh and eighth graders are in this class every day.
  7. The Family and Consumer Science (FACS) lab is in need of significant improvements. A “peninsula” approach layout is preferred over the perimeter stations due to supervision.
  8. Many small group instruction spaces are limited in size.
  9. Two Spanish instructors are accommodated in Room 155A but move to appropriate space (on carts) when teaching.
  10. Learning Behavior Specialist (LBS) spaces typically accommodate eight to ten students. Most existing spaces are undersized for this amount of students.
  11. Regarding enrollment growth, it is anticipated that another section per grade level will need to be accommodated.
  12. Interior classrooms (115, 116, 117, 118) serve as the “math block.”
  13. Ideally, all ten sixth grade teachers would be located in one area to align with a multi-disciplinary approach. Currently, some sixth grade student lockers are in the Arts wing.

Wold | Ruck Pate  
110 North Brockway Street, Suite 220  
Palatine, IL 60067  
woldae.com | 847 241 6100

**PLANNERS  
ARCHITECTS  
ENGINEERS**



**RUCK  
PATE**

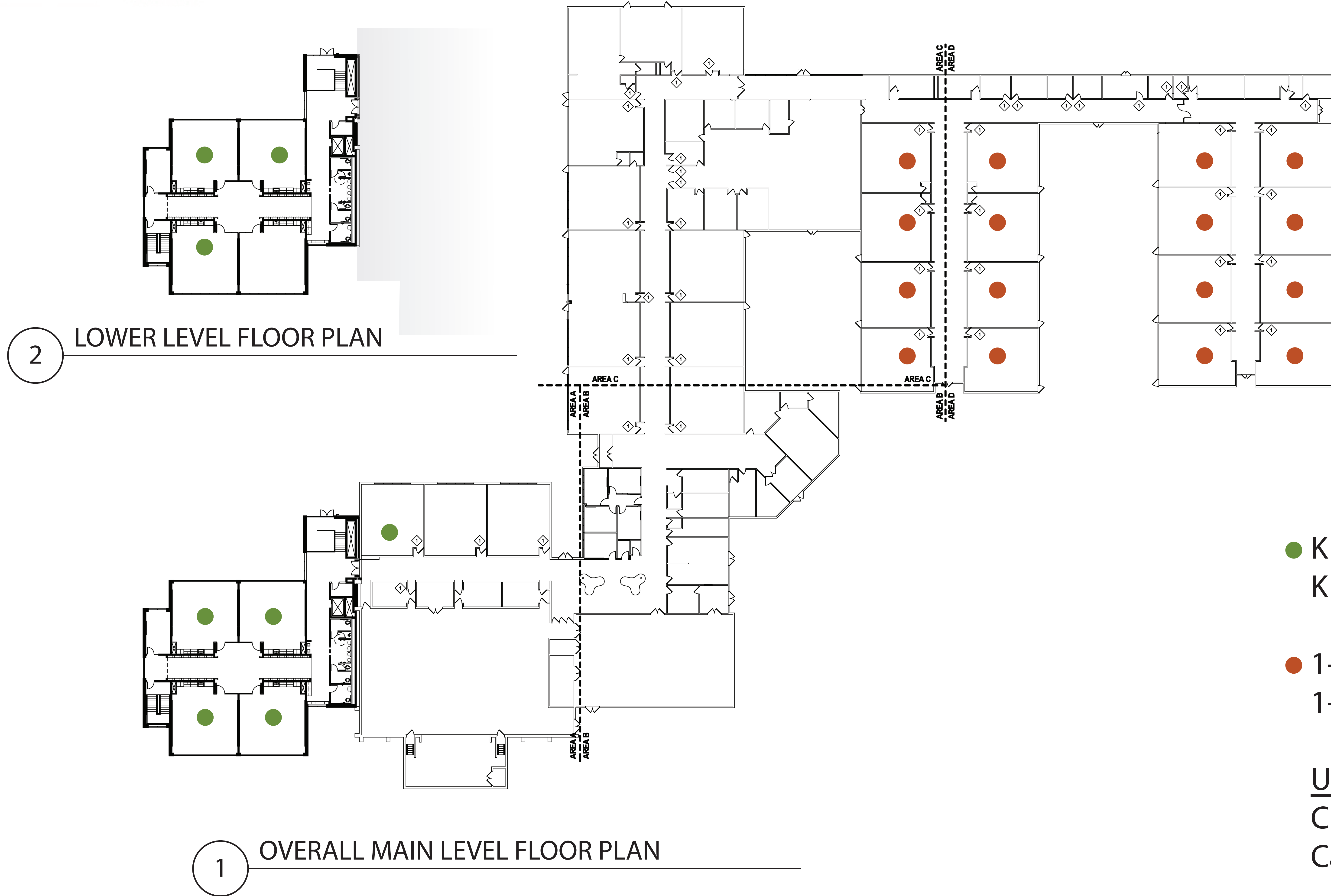
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14. When fifth graders left Daniel Wright Junior High, space did not necessarily free up.
  - a. There were additional teachers instructing from carts.
  - b. A section was added to each grade level.
  - c. Guided and IEP expanded which occupies two classrooms.
15. The concerns over student flow occur primarily at the sixth grade level.
16. Math classrooms 116 and 117 are distracted by gymnasium activity noise due to the shared wall between these spaces.
17. The cafeteria accommodates an after-school study program (PASS) and pom/cheerleading activities. The blend of activities in this space presents noise conflicts between studying and physical activities.
18. The Creative classes typically serve 30-32 students per class. With growth, this will reach 35+ per class.
19. IEP and Special Needs programs require space to conduct physical therapy and large motor activities.
20. Some Special Needs students are mainstreamed into general classes. It is not desirable to create a Special Needs wing. The isolation of Special Needs students can create a stigma regarding an area of the building.
21. Counselor/Social workers are preferred to be distributed into core of the facility in lieu of inclusion with main office.
22. Sixth grade STEM program is located in Room 109A. There is no STEM program for seventh and eighth grade students – the spaces do not exist.
23. CAPE (Creative Arts/Physical Education) spaces are used six periods per day.
24. Special needs and small group environments are typically space challenged based on number of students served.
  - a. Six to seven students in Room 200.
  - b. Six students in Room 225.
  - c. Twelve students in Room 222.
  - d. Eight students with multiple stations in Room 221.
  - e. Ten to twelve students in Room 220.
  - f. Eight students in Room 114.
  - g. Room 107, shared with 106, need more space for equipment.
25. More student lockers are needed in the corridors. Additional physical education lockers are needed in the locker rooms which could leverage the shower areas available.
26. Eight students in the building have aides.
27. The Tech Room serves as a home base for technology support. Some instructional activity takes place when students require computers beyond personal device capabilities.
28. Core classroom student counts are typically between 23-27 per class. Creative arts class student counts are typically between 28-32.

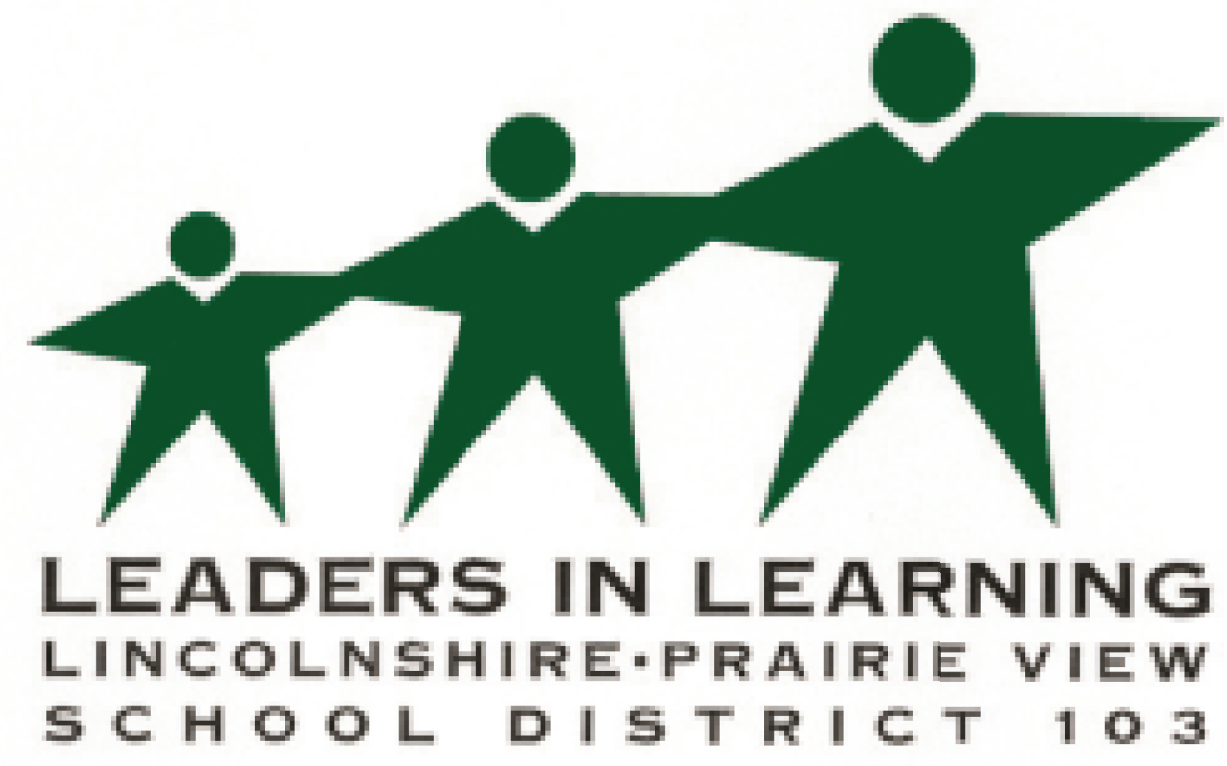
cc: Dr. Scott Warren, D103  
Patrick Palbicke, D103  
Scott Gaunky, D103

MV/O:/Promo/SD-Lincolnshire/min/4.17.18



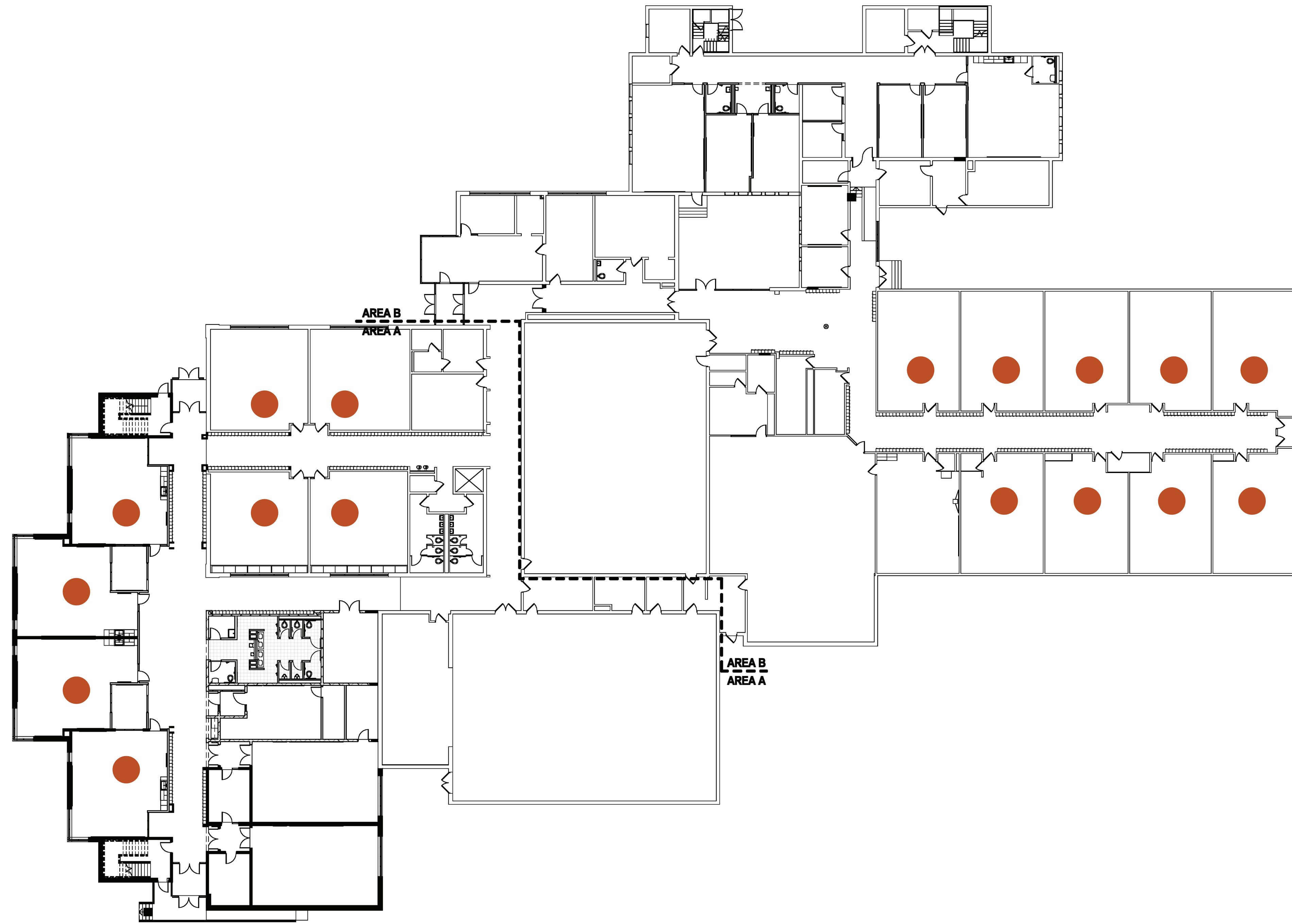
YEAR	ESTIMATE
2018/2019	519
2019/2020	535
2020/2021	530
2021/2022	530
2022/2023	530

- K Teaching Stations = 9
- K Class Size (Max) = 20
- TOTAL = 180
- 1-2 Teaching Stations = 16
- 1-2 Class Size (Max) = 25
- TOTAL = 400
- Utilization Factor = 100 %
- Current Student Capacity = 580



# Half Day Intermediate School

Lincolnshire - Prairie View #103  
Master Facilities Plan  
Capacity/Utilization Assessment

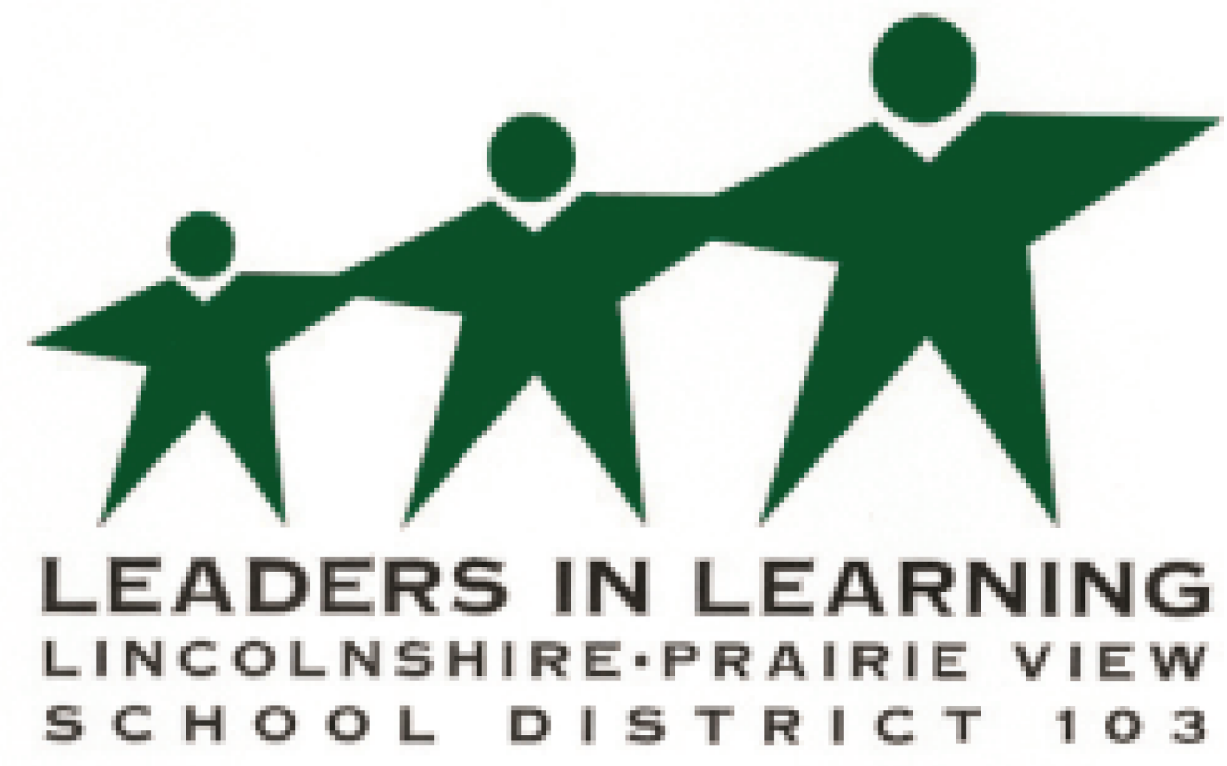


YEAR	ESTIMATE
2018/2019	616
2019/2020	637
2020/2021	642
2021/2022	668
2022/2023	687

● Teaching Stations = 26  
Class Size (Max) = 28  
Utilization Factor = 100 %

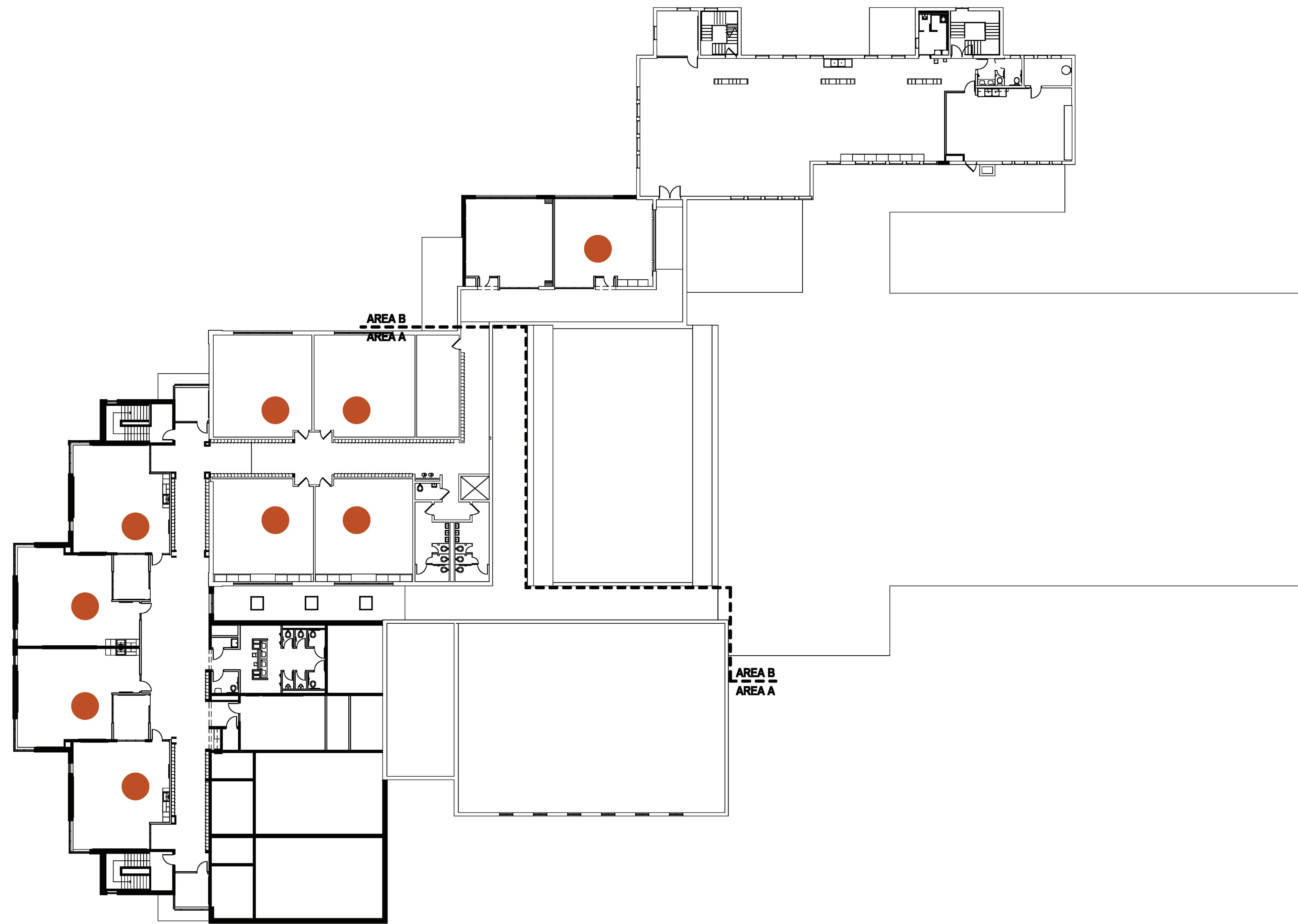
Current Student = 728  
Capacity

2 OVERALL SECOND FLOOR PLAN



# Half Day Intermediate School

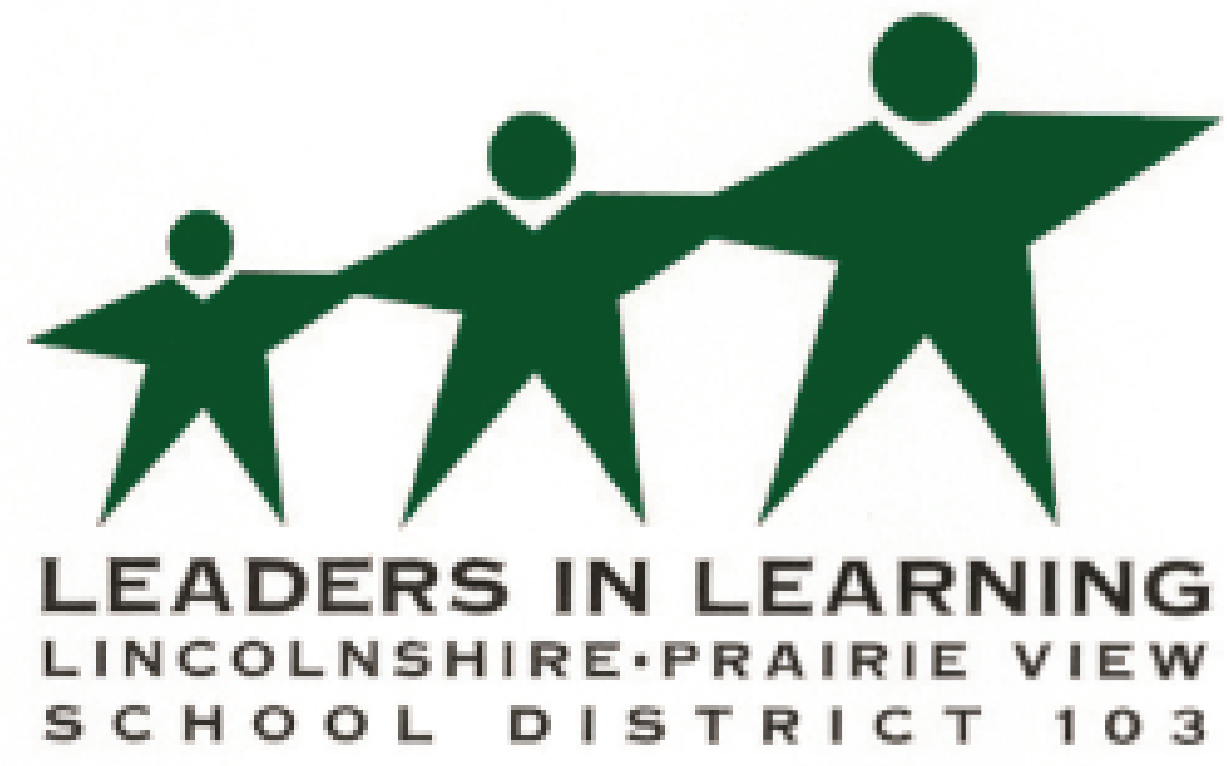
Lincolnshire - Prairie View #103  
Master Facilities Plan  
Capacity/Utilization Assessment



- Teaching Stations = 26
- Class Size (Max) = 28
- Utilization Factor = 100 %

Current Student = 728  
Capacity

1 OVERALL FIRST FLOOR PLAN



# Daniel Wright Junior High School

Lincolnshire - Prairie View #103  
Master Facilities Plan  
Capacity/Utilization Assessment



YEAR	ESTIMATE
2018/2019	676
2019/2020	687
2020/2021	743
2021/2022	738
2022/2023	765

● Teaching Stations = 44  
Class Size (Pref.) = 24  
Utilization Factor = 90 %

Current Student = 950  
Capacity

1 OVERALL FIRST FLOOR PLAN



# Daniel Wright Junior High School

Lincolnshire - Prairie View #103  
Master Facilities Plan  
Planning Concepts - First Iteration

Potential Addition  
Concept Estimate:  
\$1,800,000

Creative Skills Labs  
Concept Estimate: \$1,200,000

Activation Link  
Concept Estimate:  
\$998,000

Fab Labs  
Concept Estimate:  
\$608,400

Collaboration Node  
Concept Estimate:  
\$155,000

Collaboration Node  
Concept Estimate: \$110,000

Learning Commons/Cafeteria Transformation  
Concept Estimate: \$3,340,000

Support Space Renovations  
Concept Estimate:  
\$505,000

Collaboration Node  
Concept Estimate: \$196,000

Secure Entrance/  
Administration Enhancements  
Concept Estimate: \$492,000

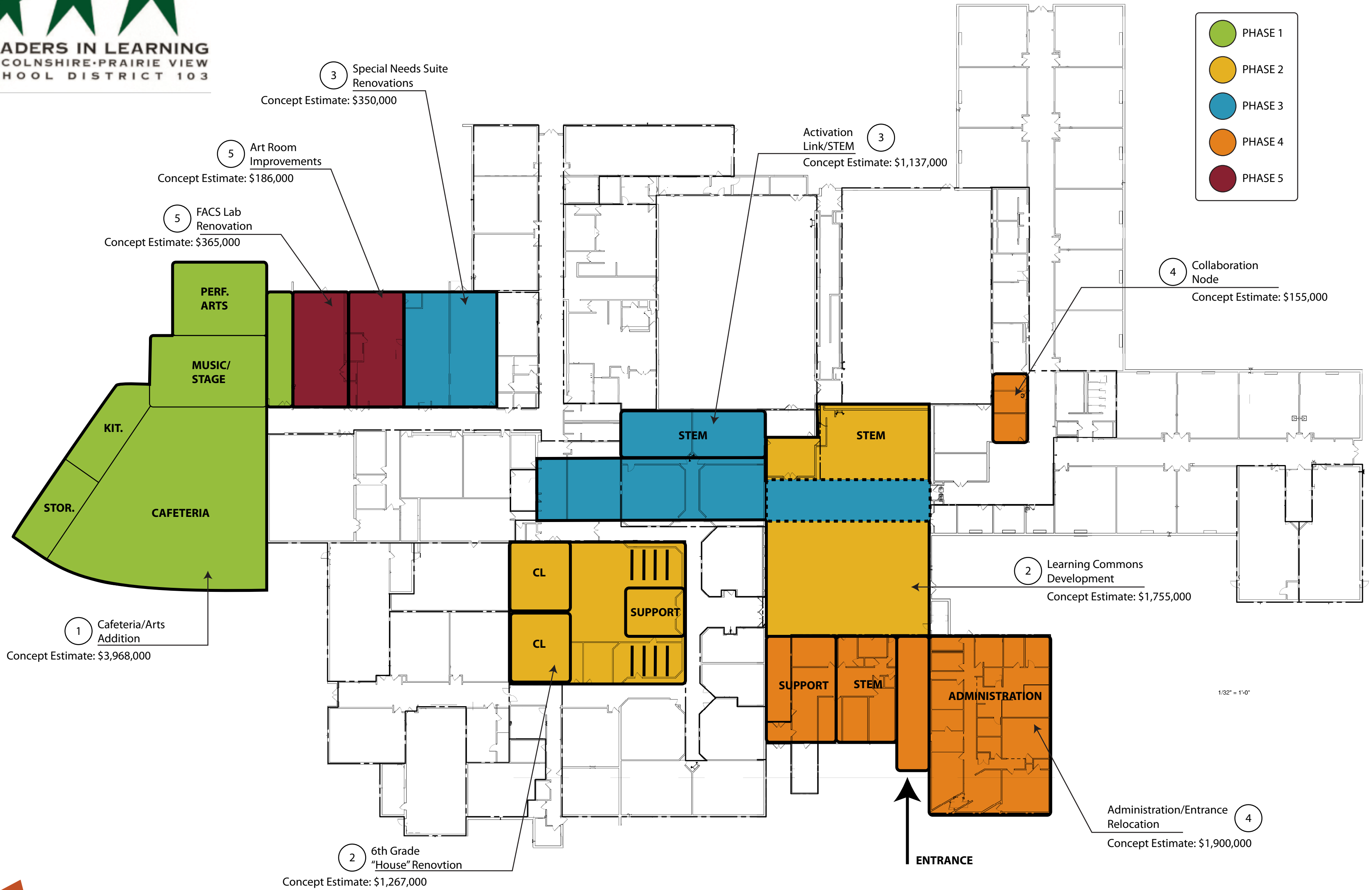
1/32" = 1'-0"

30



# Daniel Wright Junior High School

- PHASE 1
- PHASE 2
- PHASE 3
- PHASE 4
- PHASE 5



31

**Lincolnshire Prairie-View School District #103**  
**Five Year Facilities Plan**  
**May 2018**

Facility	Fund	Description	Project Cost	Notes
<b>Year 1/2018-2019</b>				
Laura B. Sprague	20	Sealcoating and striping	5,000.00	Yes
	20	Renovation of 1st Grade Girls Bathroom	30,000.00	Yes
	20	Renovation of Faculty Bathroom	10,000.00	?
	20	Renovation of Nurses Office	5,000.00	Lowering sink and better faucet. ?
	20	Replacement of Sidewalk on the Northside of Building	136,000.00	Broken concrete. ?
	20	Security System Update/Enhancement	28,881.00	Cameras
	20	Security System Server	14,136.00	Yes
	20	Interior Classroom Window Glazing	4,000.00	Yes
	20	Exterior Window Identification	2,000.00	Yes
	20	Seal Coat Play area	2,000.00	?
Half Day	20	Security System Update/Enhancement	28,881.00	Yes
	20	Security System Server	14,136.00	Yes
	20	Replace Lighting Fixtures 3rd Grade Hallway	100,000.00	Yes
	20	Repair Manhole East Parking Lot	5,200.00	Yes
	20	Replace door hardware	30,000.00	?
	20	Classroom Window Glazing	10,000.00	Yes
	20	Exterior Window Identification	1,600.00	Yes
Daniel Wright	20	Paint Green Gym	10,000.00	?
	20	Seal coat all parking lots	5,000.00	Yes
	20	Security System Update/Enhancement	28,881.00	Yes
	20	Security System server	14,135.00	Yes
	20	Design Cost Domestic Waterline Replacement	10,000.00	Yes
	20	Design Cost Electric Switchgear Replacement	7,000	Yes
	20	Replacement 10 Year Old Dump Truck	60,000	Salt, plow, mulch. ? Needs tires, repair rusted holes in bed,
	20	Bike Rack Pad	12,500	?
	20	Replace circulating pumps for water heater	2,200	Yes
		<b>TOTAL</b>	<b>576,550.00</b>	

**Lincolnshire Prairie-View School District #103  
Five Year Facilities Plan  
May 2018**

Facility	Fund	Description	Project Cost	Notes
<b>Year 2/2019-2020</b>				
Laura B. Sprague	20	Renovation Girls 2nd Grade Bathroom	30,000	Yes
	20	Reconstruct Exterior Ramps ADA Compliance	52,000.00	?
	20	Reconstruct Path South Parking - Riverwoods	97,500	?
Half Day	20	Seal Coat Parking Lot	5,000.00	Yes
	20	Replacement of Light Fixtures 1996 Addition	100,000.00	Could be duplicated in 2018-2019
Daniel Wright	60	Design Phase of Daniel Wright Renovation	100,000.00	Yes
	20	Replacement Electrical Switch Gear	100,000.00	Yes
	20	Replacement Domestic Water Main	100,000.00	Yes
	20	Asbestos Abatement	100,000.00	Yes
	20	Add Curb/Sidewalk to North Side For Safe Foot Traffic	73,800.00	?
<b>TOTAL</b>			<b>758,300.00</b>	

**Lincolnshire Prairie-View School District #103  
Five Year Facilities Plan  
May 2018**

Facility	Fund	Description	Project Cost	Notes
Year 3/2020-2021				
Laura B. Sprague	20	Seal Coat	5,000.00	
Half Day	20	Main Sidewalk Renovation	50,000.00	? East Parking lot to West Driveway
	20	Update Sanitary Drainage Original Building	100,000.00	Resolve the drainage in new area - currently mangaging it.
	20	Replacement Pickup	30,000.00	Yes
Daniel Wright	60	Renovation Project	5,000,000.00	Yes
	20	Seal Coat	5,000.00	Yes
	20	Replacement FirePanel/system	80,000.00	Yes
	20	Replacement AHU Boiler Room	40,000.00	Yes
	20	Replacement AHU Green Gym	100,000.00	Yes
	20	Athletic Field Drainage Improvement	40,000.00	? Yes
		<b>TOTAL</b>	<b>5,450,000.00</b>	

**Lincolnshire Prairie-View School District #103  
Five Year Facilities Plan  
May 2018**

Facility	Fund	Description	Project Cost	Notes
Year 4/2021-2022				
Laura B. Sprague	20	Reconstruct Southwest Parking Lot	325,000.00	
	20	Replacement Pickup	30,000.00	
Half Day	20	Reconstruct Exterior Stairway Outside Entry K	42,200.00	
	20	Update Sanitary Drainage Original Building	100,000.00	
	20	Replace Interior Doors and Hardware per ADA code	104,100.00	
Daniel Wright	60	Replacement EPDM roof 7-8 wing, White Gym, Admin.	800,000.00	
	20	Seal Coat	5,000.00	
	20	Replacement FirePanel/system	80,000.00	
<b>TOTAL</b>			<b>1,486,300.00</b>	

**Lincolnshire Prairie-View School District #103  
Five Year Facilities Plan  
May 2018**

Facility	Fund	Description	Project Cost	Notes
Year 5/2022-2023				
Laura B. Sprague	60	Reconstruct East Parking Lot	676,000.00	
Half Day	20	Apply Pavement Rejuvenation	25,000.00	
Daniel Wright	60	Reconstruct Bus Parking Lot	790,000.00	
<b>TOTAL</b>			<b>1,491,000.00</b>	

**Lincolnshire Prairie-View School District #103  
Five Year Facilities Plan  
May 2018**

Facility	Fund	Description	Project Cost	Notes
Year 6/2023-2024				
Laura B. Sprague	20	Reconstruct Pavement/Drainage in the East Courtyard	124,300.00	
Half Day	20	Complete Playground Project to ADA Standards	455,000.00	
Daniel Wright	60	Reconstruct/Pave Parking Lots	2,271,000.00	
<b>TOTAL</b>			<b>2,850,300.00</b>	



**Lincolnshire-Prairie View School District 103**

1370 N. Riverwoods Road • Lincolnshire, IL 60069

847/295-4030 • FAX 847/295-9196

<http://www.d103.org>

MEMO

**To:** Board of Education  
**From:** Patrick Palbicke  
**CC:** Dr. Scott Warren  
**Date:** June 05, 2018  
**Re:** Apple Ipad Lease

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Contained in the budget was an increase in lease costs for additional Ipads needed for our staff refresh and 1:1 program change. While there is a place holder of \$82,000 in expense code 30-5370-610, we are still working on the correct number of units needed. The \$82,000 is based on all items needed for the Ipad (cases, apps, repairs), a four-year lease projection, and the number of units needed. The number is a bit high as it will be reduced to the lease amount when finalized. We will also spread the costs of the cases and items needed for next year's 1:1 change.

We plan on having a lease for approval at the June 19, 2018 meeting.



## Lincolnshire-Prairie View School District 103

Memo

To: Board of Education  
From: Scott Warren  
Date: May 31, 2018  
Re: Extra Duty Stipend Schedules

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The Extra Duty Stipend recommendations for the 2018-2021 Master Contract are included for discussion. The Stipend Committee reviewed all stipends and made adjustments to the list based on changes to the District's programming needs. Each change is described below.

### **Building Leader and PST Positions**

The Building Leader positions have increased by 3 to include the Special Education Department. The PST extra duty positions will be eliminated from the stipend list and the duties incorporated into the Psychologist/Social Worker responsibilities.

### **DW AM Study Hall**

This position has been eliminated as a result of the shift in the start/end times and not having students attend activities before school at Daniel Wright.

### **Math Team**

The Math Team positions were increased by one so there would be one sponsor per grade level. The number of students has increased over the years and the additional position will help manage the teams more effectively. The stipend amount per position was reduced to help accommodate the change.

### **Leaders in Learning and National Jr. Honors Society**

The Leaders in Learning will replace the National Jr. Honors Society (NJHS). NJHS requires a grade point average to be calculated for students to be eligible for membership. With the District's shift to Standards Based Grading, no grade point average will exist. Therefore, a new club that exemplifies the character values has been created. Additionally, the stipend amount reflects the work load for this position.

### **Student Council - DW**

One position has been reduced to reflect the workload needed for this position.

### **Student Council – HD**

The stipend amount increased for one of the positions as it will include the management of the Talent Show.

**Yearbook – HD**

A second position was added to reflect the increased workload with the addition of 5<sup>th</sup> grade to Half Day.

**Wright Way Club – DW**

The stipend amounts for the Wright Way Club were increased to reflect the workload required for this organization.

**Homework Club and Testing Center Supervisor**

These two positions were added to meet the needs of our students. Currently, there are multiple people paid hourly who manage the after-school homework club and testing for students which causes logistical issues. By having paid stipend positions, management of these two areas will be more streamlined and effective.

After discussion, I will ask the Board to approve the stipend changes at the June 19, 2018 Board meeting.

## Extra Duties 2018-2019

	# of Positions	Stipend Per Position
<b>Curriculum Related</b>		
Curriculum Chair	3	2,569
Building Leader	16	2,569
Math Team	3	1,414
Leaders in Learning	1	3,269
School Newspaper DW	1	2,013
Science Fair	4	1,531
Science Bowl	2	2,034
Spelling Bee – DW & HD	2	428
Student Council DW	1	2,259
Student Council HD (+Talent Show)	1	2,764
Student Council HD	1	2,259
Yearbook DW	2	1,531
Yearbook HD	2	1,531
Yearbook SP	1	1,531
Science Olympiad Primary	1	3,747
Science Olympiad Assistant	1	2,569
Science Olympiad Admin	1	2,141
Scholastic Bowl	2	2,655
Geography Bee – DW & HD	2	321
Snowflake	3	685
Robotics - DW	2	1,071
Battle of the Books - DW	1	1,071
Wright Track Club - DW	2	1,392
Chess	1	1,071
History Bee	1	535
Debate Club	2	2,141
GSA Club	2	2,259
Homework Club	1	2,259
Testing Center Supervisor	1	1,531
<b>Art/Band/Music</b>		
Art Show/Displays	3	1,017
Band Contests/Performances	2	1,071
After School Band	1	1,285
DW Orchestra Contests/Performances	1	1,071
HD Orchestra Contests/Performances	2	803
Show Choir	1	1,927

3/4 HD Chorus	1	535
5/6 DW Chorus	1	535
7/8 DW Chorus	1	535
Musical HD	1	3,105
Asst. Director HD	2	1,392
Sound Technician HD for Musical	1	172
Musical DW	2	2,762
Musical DW Asst. Director	1	1,071

### **Athletics**

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Cheerleading	1	3,212
Cross Country	3	2,141
Basketball 7-8 Boys	4	4,282
Basketball 7-8 Girls	4	4,282
Pompon	1	3,212
Soccer 7-8	2	3,212
Track Boys and Girls	3	2,141
Volleyball 7-8 Boys	4	3,212
Volleyball 7-8 Girls	4	3,212
Wrestling	2	3,212

### **Bus/Lunch/Recess**

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Bus Duty SP	5	1,713
Bus Duty HD	5	1,713
Bus Duty DW	6	1,713
Lunchroom SP*	6	2,677
Lunchroom HD*	6	2,677
Lunchroom DW*	9	2,677
Recess/Lunch SP	9	2,677
Recess/Lunch HD	9	2,677

\* or more positions pending Special Ed requirements

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

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

## Extra Duties 2019-2020

	# of Positions	Stipend Per Position
<b>Curriculum Related</b>		
Curriculum Chair	3	2,595
Building Leader	16	2,595
Math Team	3	1,428
Leaders in Learning	1	3,202
School Newspaper DW	1	2,033
Science Fair	4	1,546
Science Bowl	2	2,054
Spelling Bee – DW & HD	2	432
Student Council DW	1	2,282
Student Council HD (+Talent Show)	1	2,792
Student Council HD	1	2,282
Yearbook DW	2	1,546
Yearbook HD	2	1,546
Yearbook SP	1	1,546
Science Olympiad Primary	1	3,784
Science Olympiad Assistant	1	2,595
Science Olympiad Admin	1	2,162
Scholastic Bowl	2	2,682
Geography Bee – DW & HD	2	324
Snowflake	3	692
Robotics - DW	2	1,082
Battle of the Books - DW	1	1,082
Wright Track Club - DW	2	1,406
Chess	1	1,082
History Bee	1	540
Debate Club	2	2,162
GSA Club	2	2,282
Homework Club	1	2,282
Testing Center Supervisor	1	1,546
<b>Art/Band/Music</b>		
Art Show/Displays	3	1,027
Band Contests/Performances	2	1,082
After School Band	1	1,298
DW Orchestra Contests/Performances	1	1,082
HD Orchestra Contests/Performances	2	811
Show Choir	1	1,946

3/4 HD Chorus	1	540
5/6 DW Chorus	1	540
7/8 DW Chorus	1	540
Musical HD	1	3,136
Asst. Director HD	2	1,406
Sound Technician HD for Musical	1	174
Musical DW	2	2,790
Musical DW Asst. Director	1	1,082

### **Athletics**

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Cheerleading	1	3,244
Cross Country	3	2,162
Basketball 7-8 Boys	4	4,325
Basketball 7-8 Girls	4	4,325
Pompon	1	3,244
Soccer 7-8	2	3,244
Track Boys and Girls	3	2,162
Volleyball 7-8 Boys	4	3,244
Volleyball 7-8 Girls	4	3,244
Wrestling	2	3,244

### **Bus/Lunch/Recess**

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Bus Duty SP	5	1,730
Bus Duty HD	5	1,730
Bus Duty DW	6	1,730
Lunchroom SP*	6	2,704
Lunchroom HD*	6	2,704
Lunchroom DW*	9	2,704
Recess/Lunch SP	9	2,704
Recess/Lunch HD	9	2,704

\* or more positions pending Special Ed requirements

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

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

## Extra Duties 2020-2021

	# of Positions	Stipend Per Position
<b>Curriculum Related</b>		
Curriculum Chair	3	2,621
Building Leader	16	2,621
Math Team	3	1,442
Leaders in Learning	1	3,335
School Newspaper DW	1	2,053
Science Fair	4	1,561
Science Bowl	2	2,075
Spelling Bee – DW & HD	2	436
Student Council DW	1	2,305
Student Council HD (+Talent Show)	1	2,820
Student Council HD	1	2,305
Yearbook DW	2	1,561
Yearbook HD	2	1,561
Yearbook SP	1	1,561
Science Olympiad Primary	1	3,822
Science Olympiad Assistant	1	2,621
Science Olympiad Admin	1	2,184
Scholastic Bowl	2	2,709
Geography Bee – DW & HD	2	327
Snowflake	3	699
Robotics - DW	2	1,093
Battle of the Books - DW	1	1,093
Wright Track Club - DW	2	1,420
Chess	1	1,093
History Bee	1	545
Debate Club	2	2,184
GSA Club	2	2,305
Homework Club	1	2,305
Testing Center Supervisor	1	1,561
<b>Art/Band/Music</b>		
Art Show/Displays	3	1,037
Band Contests/Performances	2	1,093
After School Band	1	1,311
DW Orchestra Contests/Performances	1	1,093
HD Orchestra Contests/Performances	2	819
Show Choir	1	1,965

3/4 HD Chorus	1	545
5/6 DW Chorus	1	545
7/8 DW Chorus	1	545
Musical HD	1	3,167
Asst. Director HD	2	1,420
Sound Technician HD for Musical	1	176
Musical DW	2	2,818
Musical DW Asst. Director	1	1,093

### **Athletics**

---

Cheerleading	1	3,276
Cross Country	3	2,184
Basketball 7-8 Boys	4	4,368
Basketball 7-8 Girls	4	4,368
Pompon	1	3,276
Soccer 7-8	2	3,276
Track Boys and Girls	3	2,184
Volleyball 7-8 Boys	4	3,276
Volleyball 7-8 Girls	4	3,276
Wrestling	2	3,276

### **Bus/Lunch/Recess**

---

Bus Duty SP	5	1,747
Bus Duty HD	5	1,747
Bus Duty DW	6	1,747
Lunchroom SP*	6	2,731
Lunchroom HD*	6	2,731
Lunchroom DW*	9	2,731
Recess/Lunch SP	9	2,731
Recess/Lunch HD	9	2,731

\* or more positions pending Special Ed requirements

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

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



## Lincolnshire-Prairie View School District 103

Memo

To: Board of Education  
From: Scott Warren  
Date: May 31, 2018  
Re: Press Policy 1st Reading

---

The following policies have been updated and are presented for review. The Board reviews the policies in two readings: the first to discuss the policies and make changes as necessary, and the second to finalize any changes and adopt new policies. The following policies are presented for the Board's first reading.

Press Plus, the company we use to help us keep current on our Board policies, have changed their layout and process. The backup information on all changes are now footnotes instead of side notes. You will notice that the recommendation for each policy is in bold and underlined at the beginning of each policy.

### Section 2 - Board of Education

2:260 Uniform Grievance Procedure

### Section 4 - Operational Services

4:40 Incurring Debt

4:80 Accounting and Audits

### Section 5 - Personnel

5:20 Workplace Harassment Prohibited

5:20-E Resolution to Prohibit Sexual Harassment

5:200 Terms and Conditions of Employment and Dismissal

### Section 6 - Instruction

6:30 Organization of Instruction

6:60 Curriculum Content

6:135 Accelerated Placement Program

6:220 Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct

6:240 Field Trips and Recreational Class Trips

6:250 Community Resource Persons and Volunteers

### Section 7 - Students

7:50 School Admissions and Student Transfers To and From Non-District Schools

## Document Status: Draft Update – District

### Operational Services

#### 4:40 Incurring Debt

**SW - Yes. OK to Adopt.** The Assistant Superintendent for Business/CSBO or designee shall provide early notice to the Board of Education of the District's need to borrow money. The Assistant Superintendent for Business/CSBO or designee shall prepare all documents and notices necessary for the Board of Education, at its discretion, to : (1) issue State Aid Anticipation Certificates, tax anticipation warrants, working cash fund bonds, bonds, notes, and other evidence of indebtedness, or (2) establish a line of credit with a bank or other financial institution. The Superintendent shall notify the State Board of Education before the District issues any form of long-term or short-term debt that will result in outstanding debt that exceeds 75% of the debt limit specified in State law. [PRESSPlus1](#)

#### ~~Bond Issue Obligations~~ **Optional Language not needed**

~~In connection with the Board's issuance of bonds, the Superintendent shall be responsible for ensuring the District's compliance with federal securities laws, including the anti-fraud provisions of the Securities Act of 1933, as amended and, if applicable, the continuing disclosure obligations under Rule 15c2-12 of the Securities Exchange Act of 1934, as amended.~~

~~Additionally, in connection with the Board's issuance of bonds, the interest on which is excludable from gross income for federal income tax purposes, or which enable the District or bond holder to receive other federal tax benefits, the Board authorizes the Superintendent to establish written procedures for post-issuance compliance monitoring for such bonds to protect their tax-exempt (or tax advantaged) status.~~

~~The Board may contract with outside professionals, such as bond counsel and/or a qualified financial consulting firm, to assist it in meeting the requirements of this subsection.~~

#### LEGAL REF.:

Securities Act of 1933, 15 U.S.C. §77a et seq.

Securities Exchange Act of 1934, 15 U.S.C. §78a et seq.

17 C.F.R. §240.15c2-12.

Bond Authorization Act, 30 ILCS 305/2 ~~and~~

Bond Issue Notification Act, 30 ILCS 352/~~1 et seq.~~

Local Government Debt Reform Act, 30 ILCS 350/.

Tax Anticipation Note Act, 50 ILCS 420/.

[105 ILCS 5/17-16](#), [5/17-17](#), [5/18-18](#), and [5/19-1](#) *et seq.*

CROSS REF.: 4:10 (Fiscal and Business Management)

ADOPTED: ~~December 14, 2009~~

Question 1. See Comment PRESSPlus 1. What title would the Board like to list in this policy as the person who performs the duties described? You may enter Superintendent, Business Manager, Chief School Business Official, or another locally-equivalent title.

Answer: Assistant Superintendent/CSBO

Question 2. See Comment PRESSPlus 2. Has the Board adopted the new, optional subsection Bond Issue Obligations? Type yes to adopt this language, or type no if the Board did not adopt the Bond Issue Obligations subsection.

Answer: No

Question 3. See Comment PRESSPlus 3. If the Board has adopted the optional Bond Issue Obligations section, the final paragraph is optional. Type yes to adopt the final paragraph, or type no if the Board did not adopt the Bond Issue Obligations subsection.

Answer: No

## **PRESSPlus Comments**

PRESSPlus 1. Boards that employ business managers may want to substitute “Business Manager”, “Chief School Business Official”, or another locally-equivalent title for “Superintendent or designee” and “Superintendent” as they appear throughout this policy; the business manager most commonly performs the duties described in this policy. Please see **Question 1** to indicate the appropriate title for your district. **Issue 97, January/February 2018**

## Document Status: Draft Update – District

### Operational Services

#### 4:80 Accounting and Audits

**SW - Yes. Ok to adopt.** The School District's accounting and audit services shall comply with the *Requirements for Accounting, Budgeting, Financial Reporting, and Auditing*, as adopted by the Illinois State Board of Education (ISBE), State and federal laws and regulations, and generally accepted accounting principles. Determination of liabilities and assets, prioritization of expenditures of governmental funds, and provisions for accounting disclosures shall be made in accordance with government accounting standards as directed by the auditor designated by the Board.

At the close of each fiscal year, the Assistant Superintendent for Business or designee shall arrange to have the District books and accounts audited by an independent certified public accountant designated by the Board of Education in conformance with prescribed standards and legal requirements. A complete and detailed written audit report shall be provided to each Board of Education member and to the Superintendent.

The Assistant Superintendent for Business or designee shall annually, on or before October 15, submit an original and one copy of the audit to the Regional Superintendent of Schools.

#### Inventories

The Superintendent or designee is responsible for developing and maintaining an inventory of District buildings and capital equipment. The inventory record of equipment shall include such items as a description of each item, the quantity, the location, the date of purchase, and the cost or the estimated replacement cost.

#### Disposition of District Property

The Superintendent or designee shall notify the Board, as necessary, of any: (1) District personal property no longer needed for school purposes, and (2) school sites, buildings, or other real estate that is unnecessary, unsuitable, or inconvenient, so that the Board may consider its disposition. Notwithstanding the above, the Superintendent or designee may unilaterally dispose of personal property of a diminutive value.

#### Taxable Fringe Benefits

The Superintendent or designee shall: (1) require that all use of District property or equipment by employees is for the District's convenience and best interests unless it is a Board-approved fringe benefit, and (2) ensure compliance with the Internal Revenue Service regulations regarding when to report an employee's personal use of District property or equipment as taxable compensation.

#### Controls for Revolving Funds and Petty Cash

Revolving funds and the petty cash system are established in Board policy 4:50, *Payment Procedures*. The Superintendent or designee shall: (1) designate a custodian for each revolving fund and petty cash fund, (2) obtain a bond for each fund custodian, and (3) maintain the funds in compliance with this policy, State law, and ISBE rules. A check for the petty cash fund may be drawn payable to the designated petty cash custodian. Bank accounts for revolving funds are limited to a maximum balance of \$500.00. All expenditures from these bank accounts must be directly related to the purpose for which the account was established and supported with documentation, including signed invoices or receipts. All deposits into these bank accounts must be accompanied with a clear description of their intended purpose. The Superintendent or designee shall include checks written to reimburse revolving funds on the Board's monthly listing of bills indicating the recipient and including an explanation.

#### Control Requirements for Checks

The Board must approve all bank accounts opened or established in the District's or a District school's name or with the District's Federal Employer Identification Number. All checks issued by the School District must be signed by either the Treasurer or Board President, except that checks from an account containing student activity funds and revolving accounts may be signed by the respective account custodian.

#### Internal Controls

The Superintendent is primarily responsible for establishing and implementing a system of internal controls for safeguarding the District's financial condition; the Board, however, will oversee these safeguards. The control objectives are to ensure efficient business and financial practices, reliable financial reporting, and compliance with State law and Board policies, and to prevent losses from fraud, waste, and abuse, [PRESSPlus1](#) as well as employee error, misrepresentation by third parties, or other imprudent employee action.

Updated in response to ISBE best practice recommendations concerning the prevention of fraud, waste, and abuse in the administration of grants covered by the Grant Accountability and Transparency Act (GATA), 30 ILCS 708/. **Issue 98, May/June, 2018**

The Superintendent or designee shall annually audit the District's financial and business operations for compliance with established internal controls and provide the results to the Board. The Board may from time-to-time engage a third party to audit internal controls in addition to the annual audit.

LEGAL REF.:

[2 C.F.R. §200 et seq.](#)

[30 ILCS 708/](#), Grant Accountability and Transparency Act, implemented by [44 Ill.Adm.Code 7000 et seq.](#)

[105 ILCS 5/2-3.27](#), [5/2-3.28](#), [5/3-7](#), [5/3-15.1](#), [5/5-22](#), [5/10-21.4](#), [5/10-22.8](#), and [5/17-1 et seq.](#)

[23 Ill.Admin.Code, ch.110](#) and [125](#).

CROSS REF.: 4:90 (Activity Funds)

ADOPTED: February 13, 2012

REVISED: February 16, 2016

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### **PRESSPlus Comments**

PRESSPlus 1. Updated in response to ISBE best practice recommendations concerning the prevention of fraud, waste, and abuse in the administration of grants covered by the Grant Accountability and Transparency Act (GATA), 30 ILCS 708/. **Issue 98, May/June, 2018**

# Document Status: Draft Update - New

## 5:20-E Resolution to Prohibit Sexual Harassment

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

WHEREAS, Section 1-5 of the State Officials and Employees Ethics Act (5 ILCS 430/1-5) includes school districts within the definition of a *governmental entity*;

WHEREAS, Section 5-65 of the State Officials and Employees Ethics Act (5 ILCS 430/5-65, added by P.A. 100-554) provides that all persons have a right to work in an environment free from sexual harassment;

WHEREAS, Section 70-5 of the State Officials and Employees Ethics Act (5 ILCS 430/70-5, amended by P.A. 100-554) requires governmental entities to adopt an ordinance or resolution establishing a policy to prohibit sexual harassment which, at a minimum, includes: (1) a prohibition on sexual harassment; (2) details on how an individual can report an allegation of sexual harassment, including options for making a confidential report to a supervisor, ethics officer, Inspector General, or the Ill. Dept. of Human Rights; (3) a prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under the Act, the Whistleblower Act (740 ILCS 174/), and the Ill. Human Rights Act (775 ILCS 5/); and (4) the consequences: (a) of a violation of the prohibition on sexual harassment; and (b) for knowingly making a false report;

THEREFORE, BE IT RESOLVED, by the Board of Education of Lincolnshire-Prairie View District 103, Lake County, Illinois, as follows:

Section 1: The Board adopts Board policy 5:20, *Workplace Harassment Prohibited*, attached as Exhibit A, which contains the following: (1) a prohibition on sexual harassment; (2) detail regarding how an individual can report an allegation of sexual harassment, including options for making a confidential report to an immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, a Complaint Manager, or the Ill. Dept. of Human Rights; (3) a prohibition on retaliation for reporting sexual harassment allegations and a statement regarding the availability of whistleblower protections under the State Officials and Employees Ethics Act, the Whistleblower Act, and the Ill. Human Rights Act; and (4) the consequences: (a) of a violation of the prohibition on sexual harassment; and (b) for knowingly making a false report.

Section 2: Any prior versions of Board policy 5:20, *Workplace Harassment Prohibited*, adopted by the Board are superseded by this Resolution.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

Attested by: \_\_\_\_\_, Board President

Attested by: \_\_\_\_\_, Board Secretary

## Document Status: Draft Update

### GENERAL PERSONNEL

#### 5:20 Workplace Harassment Prohibited

**SW - Yes. Ok to adopt.** The School District expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including [PRESSPlus1](#) 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*.

The District will take remedial and corrective action to address unlawful workplace harassment, including sexual harassment.

#### Sexual Harassment Prohibited [PRESSPlus2](#)

The School District shall provide a workplace environment free of ~~unwelcome sexual advances, requests for sexual favors, and other verbal, or physical, or other 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, or other 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~~ [PRESSPlus3](#)

~~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).~~

Employees are encouraged to promptly report information regarding violations of this policy. Employees may choose to report to a person of the employee's same gender. Every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

Aggrieved ~~employees~~ ~~persons~~, ~~who~~ if they feel comfortable doing so, should directly inform the person engaging in the 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 [PRESSPlus4](#)

An employee should report claims of harassment, including making a confidential report, to any of the following: his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager. Employees may also report claims using Board policy 2:260, *Uniform Grievance Procedure*. If a claim is reported using Board policy 2:260, then the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy 5:20, *Workplace Harassment Prohibited*

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. [PRESSPlus5](#)

*Nondiscrimination Coordinator:*

Gina Finaldi

1370 Riverwoods Rd.  
Lincolnshire, IL 60069  
[gfinaldi@d103.org](mailto:gfinaldi@d103.org)  
847/295-4030

*Complaint Managers:*

Patrick Palbicke  
1370 Riverwoods Rd.  
Lincolnshire, IL 60069  
[ppalbicke@d103.org](mailto:ppalbicke@d103.org)  
847/295-4030

Gina Finaldi  
1370 Riverwoods Rd.  
Lincolnshire, IL 60069  
[gfinaldi@d103.org](mailto:gfinaldi@d103.org)  
847/295-4030

Investigation Process

Supervisors, Building Principals, or administrators who receive a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. A supervisor or administrator who fails to promptly forward a report or complaint may be disciplined, up to and including discharge.

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain a workplace environment that is productive, respectful, and free of unlawful discrimination, including harassment. The District shall investigate alleged workplace harassment when a Complaint Manager becomes aware of an allegation, regardless of whether a written report or complaint is filed.

Enforcement

A violation of this policy may result in discipline, up to and including discharge. A violation of this policy by a third party will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, i.e., vendor, parent, invitee, etc. Any employee ~~person~~ making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, up to and including discharge.

Retaliation Prohibited

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*), and whistleblower protection may be available under the State Officials and Employees Ethics Act (5 ILCS 430/), the Whistleblower Act (740 ILCS 174/), and the Ill. Human Rights Act (775 ILCS 5/).

An employee should report allegations of retaliation to his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Employees who retaliate against others for reporting or complaining of violations of this policy or for participating in the reporting or complaint process will be subject to disciplinary action, up to and including discharge.

Recourse to State and Federal Fair Employment Practice Agencies [PRESSPlus6](#)

The District encourages all employees who have information regarding violations of this policy to report the information pursuant to this policy. The following government agencies are available to assist employees: the Ill. Dept. of Human Rights and the U. S. Equal Employment Opportunity Commission.

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~~.

State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a).

Ill. Human Rights Act, 775 ILCS 5/2-101(E), 5/2-102(D), 5/2-102(E-5), 5/5-102, and 5/5-102.2.

56 Ill. Admin.Code Parts 2500, 2510, 5210, and 5220.

Burlington Industries v. Ellerth, 418 S.Ct. 2257 524 U.S. 742 (1998).

Crawford v. Metro. Gov't of Nashville & Davidson County, 429 S.Ct. 846 555 U.S. 271 (2009).

Faragher v. City of Boca Raton, 418 S.Ct. 2275 524 U.S. 775 (1998).

Franklin v. Gwinnett Co. Public Schools, 412 S.Ct. 1028 503 U.S. 60 (1992).

Harris v. Forklift Systems, 414 S.Ct. 367 510 U.S. 17 (1993).

Jackson v. Birmingham Board of Education Educ., 425 S.Ct. 1497 544 U.S. 167 (2005).

Meritor Savings Bank v. Vinson, 406 S.Ct. 2399 477 U.S. 57 (1986).

Oncale v. Sundown Offshore Services, 418 S.Ct. 998 523 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 39 233 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

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## PRESSPlus Comments

PRESSPlus 1. Added to clarify that harassment is a form of discrimination. **Issue 96, October 2017**

PRESSPlus 2. The State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a), amended by P.A. 100-554, requires school districts to adopt an ordinance or resolution establishing a policy to prohibit sexual harassment by January 15, 2018. Though that date has passed, there are no penalties in the law for failing to pass the resolution by that date. The policy must include, at a minimum: (1) a prohibition on sexual harassment; (2) details on how an individual can report an allegation of sexual harassment, including options for making a confidential report to a supervisor, ethics officer, Inspector General, or the Ill. Dept. of Human Rights; (3) a prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under the State Officials and Employees Ethics Act, the Whistleblower Act (740 ILCS 174/), and the Ill. Human Rights Act (775 ILCS 5/); and (4) the consequences of a violation of the prohibition on sexual harassment and the consequences for knowingly making a false report.

For more information, please see the footnotes available by logging into PRESS Online at [www.iasb.com](http://www.iasb.com). **Issue 97, January/February 2018**

PRESSPlus 3. School districts are not required to train employees regarding workplace harassment, including sexual harassment; however, it is best practice. For districts that wish to provide such trainings, best practices suggest annual trainings work best, including on applicable board policies and procedures, what constitutes workplace harassment, complaint and enforcement mechanisms, and employees' legal rights. **Issue 97, January/February 2018**

PRESSPlus 4. 5 ILCS 430/70-5(a), amended by P.A. 100-554, requires that a school board policy prohibiting sexual harassment include details for reporting an allegation of sexual harassment, including options for making a confidential report to a supervisor and an ethics officer. 5 ILCS 430/20-23 defines *ethics officers* as being designated by State agencies under the jurisdiction of the Executive Ethics Commission. School districts are not State agencies (5 ILCS 430/1-5) and do not have ethics officers; thus, this sample policy substitutes Complaint Manager for ethics officer. **Issue 97, January/February 2018**

PRESSPlus 5. 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 ensure that the contact information shown here is accurate. If changes are necessary, choose Adopted with Additional District Edits as the Save Status and make the changes in Edit Mode. Issue 96, October 2017**

PRESSPlus 6. 5 ILCS 430/70-5(a), amended by P.A. 100-554, (how an individual can report an allegation of sexual harassment, including options for making a confidential report to the Inspector General or the Ill. Dept. of Human Rights). This sample policy does not reference the Inspector General because the Inspector General does not have jurisdiction over public school districts (5 ILCS 430/1). **Issue 97, January/February 2018**

## Document Status: Draft Update

### Instruction

#### 6:30 Organization of Instruction

**SW - Yes. Ok to adopt.** The School District has instructional levels for grades EC through 8. [PRESSPlus1](#)

The Superintendent shall annually present to the School Board a plan for organizing instructional levels and assigning them to school facilities in order to:

1. Support the District's educational program,
2. Maximize facility usage without undue overcrowding, and
3. Provide substantially comparable instructional programs across the District.

Students, for instructional purposes, may be placed in groups within a school that do not necessarily follow grade level designations. For purposes of attendance reporting and other records, however, each student is assigned a grade-level placement.

#### Kindergarten

The District maintains a full-day kindergarten with an instructional program that fulfills the District's curriculum goals and objectives and the requirements of the State law. The District also offers a half-day kindergarten for those parents/guardians who request a half-day program.

LEGAL REF.:

[105 ILCS 5/10-20.19a](#), [5/10-20.37](#), and [5/10-22.18](#).

[23 Ill.Admin.Code §1.420](#).

CROSS REF.: 6:40 (Curriculum Development), 6:170 (Title I Programs), 7:30 (Student Assignment), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students)

ADOPTED:

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#### **PRESSPlus Comments**

PRESSPlus 1. Insert the correct grade levels here, and save policy as **Adopted with Additional District Edits. Issue 98, May/June 2018**

## Document Status: Draft Update – District

### Instruction

#### 6:60 Curriculum Content

**SW - Yes. Ok to adopt.** 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. Before the completion of grade 5, students will be offered at least one unit of cursive instruction. [PRESSPlus1](#)
2. In kindergarten through grade 8, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence.
3. In grades kindergarten through 8, age-appropriate Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must incorporate policy 6:235, *Access to Electronic Networks* and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response. .
4. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship, in order to raise students' honesty, kindness, justice, discipline, respect for others, and moral courage. Instruction in all grades should include educating students about behaviors that violate Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*.
5. In all schools, citizenship values must be taught, including: (a) patriotism, (b) democratic principles of freedom, justice, and equality, (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.
6. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage daily during the school day in a physical education course. For exemptions and substitutions, see policy 7:260, *Exemption from Physical 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.
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.

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, [5/27-20.7](#), 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 21<sup>st</sup> 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**

Question 1. Would the Board like to specify in policy the grade level(s) in which cursive instruction will be offered? If no, type no. If yes, indicate the grade level(s) in which cursive instruction will be offered. See Comment PRESSPlus 1 for more information.

Answer: No

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### **PRESSPlus Comments**

PRESSPlus 1. 105 ILCS 5/27-20.7, added by P.A. 100-548, eff. 7-1-18, requires districts to offer students a unit of cursive instruction before they complete grade 5, and to include this requirement in Board policy. Other than before completing grade 5, the law is silent about what grade level(s) in which students must receive their unit of cursive instruction. This provides an opportunity for a board to have a conversation with the superintendent about local community expectations and direct him or her to determine the appropriate grade level(s) in which students will be offered a unit of cursive instruction.

Use the following alternative if the board would like to specify in policy the grade level(s) before the end of grade 5 in which cursive instruction will be offered: "A unit of cursive instruction will be offered in grade(s) \_\_\_\_\_." See **Question 1** to indicate whether the Board would like to specify the grade level(s) in policy. **Issue 98, May/June 2018**

## Document Status: Draft Update

### Students

#### 7:50 School Admissions and Student Transfers To and From Non-District Schools

##### SW - Yes. Ok to adopt. Age

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

The District acknowledges the following exemptions: [PRESSPlus1](#)

1. A child will be allowed to enroll in the District kindergarten program if he or she will be five years of age by September 30th and has been admitted through the District Early Admittance Procedure. Based upon an assessment of a child's readiness to attend school, the District may permit him or her to attend school prior to these dates. [PRESSPlus2](#)
2. A child will also be allowed to attend first grade if he or she has successfully completed a public school kindergarten program in the United States and will be six years old on or before December 31st.
3. If a child has enrolled in a public school district in the United States through an Early Admittance Procedure the child will be enrolled in his or her current grade level provided that he or she is no more than four months younger than the required age for that grade level.
4. If a child has attended or is enrolled in a public or private school program outside of the United States with an appropriately licensed teacher and is no more than four months younger than the required age for that grade level and successfully completes a readiness assessment for his or her current grade level, he or she will be enrolled in his or her current grade level.

A child with exceptional needs who qualifies for special education services is eligible for admission at three years of age. Early entrance to kindergarten or first grade may also be available through Board policy 6:135, *Accelerated Placement Program*. [PRESSPlus3](#)

##### Admission Procedure

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

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

1. A certified copy of the student's birth certificate or other reliable proof of the student's identity and age and affidavit explaining the inability to produce a copy of the birth certificate. Other reliable proof of the student's identity and age shall include a passport, visa or other governmental documentation of the child's identity. A student will be enrolled without a birth certificate. If a birth certificate or other reliable proof of the student's identity and age is not presented, the Superintendent or designee shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student's birth certificate or other reliable proof of the student's identity and age. When a certified copy of the birth certificate or other reliable proof of the student's identity and age is presented, the school shall promptly make a copy for its records, place the copy in the student's temporary permanent [PRESSPlus4](#) record, and return the original certified copy to the person enrolling the child. If a person enrolling a student fails to provide a certified copy of the student's birth certificate or other reliable proof of the student's identity and age, the Superintendent or designee shall immediately notify the local law enforcement agency and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case shall be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the Principal shall so refer the case. The Superintendent or designee shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.
2. Proof of residence, as required by Board policy 7:60, *Residence*.
3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7:100, *Health, Eye and Dental Examinations, Immunizations, and Exclusion of Students*.

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

##### Homeless Children

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

#### Student Transfers To and From Non-District Schools

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

#### LEGAL REF.:

8 U.S.C. §1101, Illegal Immigrant and Immigrant Responsibility Act of 1996.

20 U.S.C. §1232, Family Educational Rights and Privacy Act.

20 U.S.C. §1400 *et seq.*, Individuals With Disabilities Education Improvement Act.

29 U.S.C. §794, Rehabilitation Act of 1973, Section 504.

42 U.S.C. §11431 *et seq.*, McKinney-Vento Homeless Assistance Act.

105 ILCS 5/2-3.13a, 5/10-20.12, 5/10-22.5a, 5/14-1.02, 5/14-1.03a, 5/26-1, 5/26-2, 5/27-8.1,

105 ILCS 10/8.1, Ill. School Student Records Act.

105 ILCS 45/, Education for Homeless Children Act.

105 ILCS 70/, Educational Opportunity for Military Children Act.

325 ILCS 50/, Missing Children Records Act.

325 ILCS 55/, Missing Children Registration Law.

410 ILCS 315/2e, Communicable Disease Prevention Act.

20 Ill.Admin.Code Part 1290, Missing Person Birth Records and School Registration.

23 Ill.Admin.Code Part 226, Special Education.

23 Ill.Admin.Code Part 375, Student Records.

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

ADOPTED: April 19, 2016

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#### **PRESSPlus Comments**

PRESSPlus 1. This section has been customized by the district. Consult the author and 105 ILCS 5/14A-17, added by P.A. 100-421, eff. 7-1-18 (the Accelerated Placement Act (APA)) to determine whether further edits should be made. **Issue 98, May/June 2018**

PRESSPlus 2. 105 ILCS 5/10-20.12. **Issue 98, May/June 2018**

PRESSPlus 3. 105 ILCS 5/14A-17, added by P.A. 100-421, eff. 7-1-18 (the Accelerated Placement Act (APA)). Attorneys disagree whether the APA conflicts with 105 ILCS 5/10-20.12. See **Comment PRESSPlus 3** in NEW policy 6:135, *Accelerated Placement Program* for a discussion about reconciling the APA and 105 ILCS 5/10-20.12. **Consult the board attorney for guidance.** Districts should consider implementing specific and objective criteria for early admissions and address such issues as who pays the costs for assessments, etc. Using this exception defeats the age requirement rules because it only relies upon a child's readiness, regardless of his or her age. **Issue 98, May/June 2018**

PRESSPlus 4. 23 Ill.Admin.Code §375.10 states that the *student permanent record* shall include basic identifying information, including the student's name, birth date and place, and gender, and evidence required under 325 ILCS 50/5(b)(1). **Issue 98,**

May/June 2018

## Document Status: Draft Update – District

### Board of Education

#### 2:260 Uniform Grievance Procedure

**1 SW - Yes. Ok to adopt.** Students, parents/guardians, employees, or community members should notify any District Complaint Manager if they believe that the Board of Education, its employees, or agents have violated their rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding: [PRESSPlus1](#)

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 ([State Officials and Employee Ethics Act](#), Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972); [PRESSPlus2](#)
7. [Breastfeeding accommodations for students](#), 105 ILCS 5/10-20.60 [PRESSPlus3](#)
8. Bullying, [105 ILCS 5/27-23.7](#)
9. The misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
10. Curriculum, instructional materials, programs;
11. Victims' Economic Security and Safety Act, [820 ILCS 180](#);
12. Illinois Equal Pay Act of 2003, [820 ILCS 112](#);
13. Provision of services to homeless students; or
14. Illinois Whistleblower Act, [740 ILCS 174/](#).
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 policy](#), [PRESSPlus4](#), the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this [procedure policy](#) may forego any informal suggestions and/or attempts to resolve it and may proceed directly to [the this](#) 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 [PRESSPlus5](#)

The right of a person to prompt and equitable resolution of a complaint filed [here](#) under [this policy](#) 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 policy](#) 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.

#### 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 [any complaint alleging](#) bullying and/or cyber [bullying of students](#), 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. For any complaint alleging sexual harassment or other violation of Board policy 5:20, *Workplace Harassment Prohibited*, the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy 2:260, *Uniform Grievance Procedure*.

### 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 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.

The Superintendent will keep the Board informed of all complaints.

If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed directly with the Board, which will make a decision in accordance with paragraph four of the following section 3 of this policy. The Superintendent will keep the Board informed of all complaints.

### Decision and Appeal

Within 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 shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within five school business days of the Board's decision, the Superintendent shall inform the Complainant and the accused of the Board's action.

For complaints containing allegations involving the Superintendent, within 30 school business days after receiving the Complaint Manager's report, the Board shall mail its written decision to the Complainant and the accused by first class U.S. mail as well as to the Complaint Manager.

This grievance procedure policy 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 a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

The Superintendent shall appoint at least one Complaint Manager to administer the complaint process in this policy. If possible, the Superintendent will appoint two Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

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

[PRESSPlus6](#)

### Appointing 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 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 1379 N. Riverwoods Road

City, State Zip Lincolnshire, IL 60069

Email gfinaldi@d103.org

Phone 847/295-4030

#### Complaint Managers

Patrick Palbicke	Gina Finaldi
1370 N. Riverwoods Rd.	1370 N. Riverwoods Rd.
Lincolnshire, IL 60069	Lincolnshire, IL 60069
<a href="mailto:ppalbicke@d013.org">ppalbicke@d013.org</a>	<a href="mailto:gfinaldi@d103.org">gfinaldi@d103.org</a>
847/295-4030	847/295-4030

#### 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 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.*

State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a).

105 ILCS 5/2-3.8, 5/3-10, 5/10-20.7a, [5/10-20.60](#), 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.: [2:105](#) (Ethics and Gift Ban), 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), 7:15 (Student and Family Privacy Rights), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:310 (Restrictions on Publications; Elementary Schools), 8:70 (Accommodating Individuals with Disabilities), 8:95 (Parental Involvement), 8:110 (Public Suggestions and Concerns) [PRESSPlus7](#)

ADOPTED: February 16, 2016

Question 1. See Comment PRESSPlus 6. To add the following sentence (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.), type Yes. Type no if the Board did not adopt the additional sentence.

Answer: No

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## PRESSPlus Comments

PRESSPlus 1. Including the phrase "guaranteed by the State or federal Constitution, State or federal statute, or Board policy" broadens the scope of this policy beyond the items listed. Consult the board attorney regarding whether to retain this phrase and/or to otherwise limit the scope of this policy. **Issue 97, January/February 2018**

PRESSPlus 2. The State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a), amended by P.A. 100-554, requires school districts to adopt an ordinance or resolution establishing a policy to prohibit sexual harassment by January 15, 2018. Though that date has passed, there are no penalties in the law for failing to pass the resolution by that date. The policy must include, at a minimum: (1) a prohibition on sexual harassment; (2) details on how an individual can report an allegation of sexual harassment, including options for making a confidential report to a supervisor, ethics officer, Inspector General, or the Ill. Dept. of Human Rights; (3) a prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under the State Officials and Employees Ethics Act, the Whistleblower Act (740 ILCS 174/), and the Ill. Human Rights Act (775 ILCS 5/); and (4) the consequences of a violation of the prohibition on sexual harassment and the consequences for knowingly making a false report. See policy 5:20, *Workplace Harassment Prohibited*. **Issue 97, January/February 2018**

PRESSPlus 3. 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**

PRESSPlus 4. Edits are made throughout to clarify that, although titled "Uniform Grievance Procedure," this is a Board policy. **PRESS Plus Issue 95, July 2017**

PRESSPlus 5. The phrase "prompt and equitable resolution" comes from Title IX implementing regulation 34 C.F.R. §106.8(b) which requires schools to "adopt and publish grievance procedures providing for prompt and equitable resolution of student and employee complaints" of sex discrimination. **Issue 97, January/February 2018**

PRESSPlus 6. 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 ensure that the contact information shown here is accurate. If changes are necessary, choose Adopted with Additional District Edits as the Save Status and make the changes in Edit Mode.**

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. See **Question 1** to 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**

PRESSPlus 7. Cross References are added to policies that cross reference 2:260, note it as a mechanism to resolve a complaint, or refer to it as providing opportunities for parental involvement. **Issue 97, January/February 2018**

## **PRESS Footnotes**

1. SW - Yes. Ok to adopt.

## Document Status: Draft Update

### PROFESSIONAL PERSONNEL

#### 5:200 Terms and Conditions of Employment and Dismissal

**SW - Yes. Ok to adopt.** 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 [PRESSPlus1](#)

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](#), [5/10-20.60](#) (P.A. 100-356, final citation pending), [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](#), and [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 ~~105 S.Ct. 1487~~ (1985).

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

ADOPTED: July 10, 2006

REVISED: February 13, 2012; December 17, 2013;

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#### **PRESSPlus Comments**

PRESSPlus 1. 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. **Issue 96, October 2017**

# Document Status: Draft Update – District

## 6:135 Accelerated Placement Program

### New/Unpublished Section

**SW - Yes. Ok to adopt.** The District provides an Accelerated Placement Program (APP). [PRESSPlus1](#) The APP advances the District's goal of providing educational programs with opportunities for each student to develop to his or her maximum potential. [PRESSPlus2](#) The APP provides an educational setting with curriculum options usually reserved for students who are older or in higher grades than the student participating in the APP. APP options include, but may not be limited to: (a) accelerating a student in a single subject; (b) other grade-level acceleration; and (c) early entrance to kindergarten or first grade. [PRESSPlus3](#) Participation in the APP is open to all students who demonstrate high ability and who may benefit from accelerated placement. ~~It is not limited to students who have been identified as gifted and talented.~~ Eligibility to participate in the District's APP shall not be conditioned upon the protected classifications identified in Board policy 7:10, *Equal Educational Opportunities*, or any factor other than the student's identification as an accelerated learner.

The Superintendent or designee shall implement an APP that includes:

1. Decision-making processes that are fair, equitable, and involve multiple individuals, e.g. District administrators, teachers, and school support personnel, and a student's parent(s)/guardian(s); [PRESSPlus4](#)
2. Notification processes that notify a student's parent(s)/guardian(s) of a decision affecting a student's participation in the APP; and
3. Assessment processes that include multiple valid, reliable indicators.

~~The Superintendent or designee shall annually notify the community, parent(s)/guardian(s), students, and school personnel about the APP, the process for referring a student for possible evaluation for accelerated placement, and the methods used to determine whether a student is eligible for accelerated placement. Notification may: (a) include varied communication methods, such as student handbooks and District or school websites; and (b) be provided in multiple languages, as appropriate.~~

LEGAL REF.:

105 ILCS 5/14A.

CROSS REF.: 6:10 (Educational Philosophy and Objectives), 6:130 (Program for the Gifted), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

### PRESSPlus Comments

PRESSPlus 1. State law requires this subject matter to be covered by policy and controls its content. 105 ILCS 5/14A, amended by P.A. 100-421, eff. 7-1-18 (the Accelerated Placement Act (APA)). See the footnotes available at PRESS Online for more information. **Issue 98, May/June 2018**

PRESSPlus 2. Optional. Ensure this statement matches the board's current educational philosophy and objectives; see Board policy 6:10, *Educational Philosophy and Objectives*. If edits are adopted, select **Adopted with Additional District Edits** as the Save Status, and edit as adopted by the Board. **Issue 98, May/June 2018**

PRESSPlus 3. Attorneys disagree whether the APA conflicts with 105 ILCS 5/10-20.12 The APA requires accelerated placement to include early entrance to kindergarten and early entrance to first grade. 105 ILCS 5/10-20.12 *permits* districts to offer early entrance to kindergarten or first grade "based upon an assessment of the student's readiness to attend school." 105 ILCS 5/10-20.12 also states that students may enter first grade early when they: (1) are assessed for readiness; (2) have attended a non-public preschool and continued their education at that school through kindergarten; (3) were taught in kindergarten by an appropriately certified teacher; and (4) will attain the age of 6 years on or before December 31. See also policy 7:50, *School Admissions and Student Transfers To and From Non-District Schools*. **Consult the board attorney for guidance. Issue 98, May/June 2018**

PRESSPlus 4. 105 ILCS 5/14A-32(a)(2), added by P.A. 100-421, eff. 7-1-18, requires that the accelerated placement policy include "a fair and equitable decision-making process that involves multiple persons and includes a student's parents or guardians" but does not specify what individuals are to be involved or limit those individuals to district employees. Amend this listing to align with the local board's preference. If edits are adopted, select **Adopted with Additional District Edits** as the

Save Status, and edit as adopted by the Board. **Issue 98, May/June 2018**

## Document Status: Draft Update

### Instruction

#### 6:220 Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct

**SW - Yes. Ok to adopt.** The Superintendent or designee may establish a *Bring Your Own Technology (BYOT) Program*. The program may:

1. Promote educational excellence by facilitating resource sharing, innovation, and communication to enhance (a) technology use skills; (b) web-literacy and critical thinking skills about Internet resources and materials, including making wise choices; and (c) habits for responsible digital citizenship required in the 21st century.
2. Provide sufficient wireless infrastructure within budget parameters.
3. Provide access to the Internet only through the District's electronic networks.
4. Identify approved BYOT devices and what District-owned technology devices may be available; e.g., laptops, tablet devices, E-readers, and/or smartphones.
5. Align with Board policies 4:140, *Waiver of Student Fees*; 5:125, *Personal Technology and Social Media; Usage and Conduct*; 5:170, *Copyright*; 6:120, *Education of Children with Disabilities*; 6:235, *Access to Electronic Networks*; 7:140, *Search and Seizure*; 7:180, *Preventing Bullying, Intimidation, and Harassment*; 7:190, *Student Behavior*; and 7:340, *Student Records*.
6. Provide relevant staff members with BYOT professional development opportunities, including the provision of:
  - a. Classroom management information about issues associated with the program, e.g., technical support, responsible use, etc.;
  - b. A copy of or access to this policy and any building-specific rules for the program;
  - c. Additional training, if necessary, about 5:170, *Copyright*; and
  - d. Information concerning appropriate behavior of staff members as required by State law and policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest*.
7. Provide a method to inform parents/guardians and students about this policy.
8. Include the program in the annual report to the Board as required under policy 6:10, *Education Philosophy and Objectives*.

The District reserves the right to discontinue its BYOT program at any time. The District does not provide liability protection for BYOT devices, and it is not responsible for any damages to them.

#### Responsible Use

The District recognizes students participating in the program will act responsibly and hold high expectations of their conduct in connection with their participation in the program. Teachers may encourage students to bring their own devices as supplemental in-class materials when: (a) using the devices will appropriately enhance, or otherwise illustrate, the subjects being taught; (b) the Building Principal has approved their use and found that their use is age-appropriate; and (c) the student's parent/guardian has signed the *Bring Your Own Technology (BYOT) Program Participation Authorization and Responsible Use Agreement Form*. A student's right to privacy in his or her device is limited; any reasonable suspicion of activities that violate law or Board policies will be treated according to policy 7:140, *Search and Seizure*.

Responsible use in the program incorporates into this policy the individual's *Acceptable Use of Electronic Networks* agreement pursuant to policy 6:235, *Access to Electronic Networks*. Responsible use also incorporates the established usage and conduct rules in policy 5:125, *Social Media and Personal Technology; Usage and Conduct* for staff and 7:190, *Student Behavior* for students. Failure to follow these rules and the specific BYOT program student guidelines may result in: (a) the loss of access to the District's electronic network and/or student's BYOT privileges; (b) disciplinary action pursuant to 7:190 *Student Behavior*, 7:200, *Suspension Procedures*, or 7:210, *Expulsion Procedures*; and/or (c) appropriate legal action, including referrals of suspected or alleged criminal acts to appropriate law enforcement agencies.

#### LEGAL REF.:

Children's Internet Protection Act (CIPA), [47 U.S.C. §254](#)(h) and (l).

Enhancing Education Through Technology Act, [20 U.S.C §6751](#) *et seq.*

[47 C.F.R. Part 54, Subpart E](#), Universal Service Support for Schools and Libraries.

Children's Online Privacy Protection Act (COPPA), [15 U.S.C. §§6501-6508](#).

[16 C.F.R. Part 312](#), Children's Online Privacy Protection Rule.

105 ILCS 5/10-20.28. [PRESSPlus1](#)

CROSS REF.: 1:30 (School District Philosophy), 4:140 (Waiver of Student Fees), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:170 (Copyright), 6:10 (Educational Philosophy and Objectives), 6:40 (Curriculum Development), 6:120 (Education of Children with Disabilities), 6:210 (Instructional Materials), 6:235 (Access to Electronic Networks) 7:140 (Search and Seizure), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:340 (Student Records)

~~ADOPTED: June 25, 2013~~

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## **PRESSPlus Comments**

PRESSPlus 1. A correction is made to the Legal References. **Issue 98, May/June 2018**

## Document Status: Draft Update

### Instruction

#### 6:240 Field Trips and Recreational Class Trips

**SW - Yes. Ok to adopt.** Field trips are permissible when the experiences are an integral part of the school curriculum and/or contribute to the District's educational goals.

All field trips must have the Superintendent or designee's prior approval. Field trips beyond a 250-mile radius of the school must have the prior approval of the Board. The following factors are analyzed when determining whether to approve a field trip: educational value, student safety, parent concerns, heightened security alerts, and liability concerns. On all field trips, a bus fee set by the Superintendent or designee may be charged to help defray the transportation costs.

Parents/guardians of students: (1) shall be given the opportunity to consent to their child's participation in any field trip; and (2) are responsible for all entrance fees, food, lodging, or other costs, except that the District will pay such costs for students who qualify for a fee waiver under Board policy 4:140, *Waiver of Student Fees* free or reduced school lunches. [PRESSPlus1](#) All non-participating students shall be provided an alternative experience. Any field trip may be cancelled without notice due to danger to students, staff, or chaperones. Monies deposited may be forfeited.

Privately arranged trips, including those led by District staff members, shall not be represented as or construed to be sponsored by the District or school. The District does not provide liability protection for privately arranged trips and is not responsible for any damages arising from them.

#### Recreational Class Trips

Recreational class trips are permissible provided they do not interfere with the District's educational goals. The provisions in this policy concerning field trips are also applicable to recreational class trips, except those regarding educational value.

LEGAL REF.:

[105 ILCS 5/29-3.1.](#)

CROSS REF.: 4:140 (Waiver of Student Fees), 6:10 (Educational Philosophy and Objectives), 7:10 (Equal Educational Opportunities), 7:270 (Administering Medicines to Students)

**ADOPTED: June 25, 2013**

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#### **PRESSPlus Comments**

PRESSPlus 1. Updated for continuous improvement. **Issue 98, May/June 2018**

## Document Status: Draft Update

### Instruction

#### 6:250 Community Resource Persons and Volunteers

**SW - Yes. Ok to adopt.** The School Board encourages the use of resource persons and volunteers to: (1) increase students' educational attainment; (2) provide enrichment experiences for students; (3) increase the effective utilization of staff time and skills; (4) give more individual attention to students; and (5) promote greater community involvement.

Resource persons and volunteers may be used:

1. For non-teaching duties not requiring instructional judgment or evaluation of students;
2. For supervising study halls, long distance teaching reception areas used incident to instructional programs transmitted by electronic media (such as computers, video, and audio), detention and discipline areas, and school-sponsored extracurricular activities;
3. To assist with academic programs under a certificated teacher's immediate supervision;
4. To assist in times of violence or other traumatic incidents within the District by providing crisis intervention services to lessen the effects of emotional trauma on staff, students, and the community, provided the volunteer meets the qualifications established by the Ill. School Crisis Assistance Team Steering Committee; [PRESSPlus1](#)
5. As a guest lecturer or resource person under a certificated teacher's direction and with the administration's approval; or
6. As supervisors, chaperones, or sponsors for non-academic school activities.

The Superintendent shall follow Board policy 4:175, *Convicted Child Sex Offender; Screening; Notifications*, to establish procedures for securing and screening resource persons and volunteers. A person who is a *sex offender*, as defined by the Sex Offender Registration Act, or a *violent offender against youth*, as defined in the *Child Murderer and Violent Offender Against Youth Registration Act*, is prohibited from being a resource person or volunteer. All volunteer coaches must comply with the requirement to report hazing in policy 5:90, *Abused and Neglected Child Reporting*.

LEGAL REF.:

[105 ILCS 5/10-22.34](#), [5/10-22.34a](#), and [5/10-22.34b](#).

720 ILCS 5/12C-50.1, *Failure to Report Hazing*.

730 ILCS 150/1 et seq., *Sex Offender Registration Act*.

730 ILCS 152/101 et seq., *Sex Offender Community Notification Law*. and

730 ILCS 154/75 et seq. ~~105~~, *Murderer and Violent Offender Against Youth Community Notification Law*.

730 ILCS 154/101 et seq., *Murderer and Violent Offender Against Youth Registration Act*.

CROSS REF.: 4:170 (Safety), 4:175 (*Convicted Child Sex Offender; Screening; Notifications*), 5:90 (*Abused and Neglected Child Reporting*), 5:280 (*Duties and Qualifications*), 8:30 (*Visitors to and Conduct on School Property*), 8:95 (*Parental Involvement*)

~~ADOPTED: December 17, 2013~~

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#### PRESSPlus Comments

PRESSPlus 1. Updated to reflect a long-standing School Code provision that schools may use resource persons and volunteers for crisis intervention services. **Issue 98, May/June 2018**