



## 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**

**JULY 10, 2018**

The Regular Meeting of the Board of Education of Lincolnshire-Prairie View School District 103 will be held on Tuesday, July 10, 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: Estimated time for meeting - 2 Hours 30 Minutes                                 |     |
| B. Pledge of Allegiance   |     |
| C. Community Participation  |     |
| D. Approval of Minutes  | 3   |
| Time: 5 minutes   |     |
| E. Consent Agenda   |     |
| Time: 10 Minutes  |     |
| 1. Approval of Bills  | 8   |
| 2. Approval of Employment   | 26  |
| 3. Approval of Resignations   | 35  |
| 4. Approval of Destruction of Recordings of Executive Session Minutes                 | 37  |
| 5. Approval of Semi-annual Review of Executive Session Minutes                        | 38  |
| F. Action Items   |     |
| Time: 5 Minutes   |     |
| 1. Approval of Resolution Authorizing Intervention in Property Tax Assessment Appeals | 39  |
| G. Discussion Items   |     |
| Time: 1 Hour 20 Minutes   |     |
| 1. Facility Plan Update   | 43  |
| 2. Communications Survey Results  | 53  |
| 3. Student Growth Report  | 78  |
| 4. Curriculum and Instruction Goals Review  | 89  |
| 5. Student Attendance Draft Procedures  | 95  |
| 6. Parking Lot Agreement with the Village of Lincolnshire                             | 96  |
| 7. Reciprocal Reporting Agreement between the Lincolnshire Police Department and      | 100 |

District 103

8. 2018-2019 Work Plan Draft	108
------------------------------	-----

H. Information

Time: 20 minutes

1. Board Representatives Committee Update	
2. Department Updates	
a. Business Office	117
b. Facilities Update	118
c. Curriculum and Instruction, Student Services, Technology and Assessment	119
3. Superintendent's Informational Report	121

I. Old Business/New Business

J. Community Participation

K. Executive Session

Time: 30 Minutes

L. Adjournment



**Lincolnshire-Prairie View School District 103**

1370 N. Riverwoods Road • Lincolnshire, IL 60069

847/295-4030 • FAX 847/295-9196

<http://www.d103.org>

**BOARD OF EDUCATION REGULAR MEETING MINUTES**

**Tuesday, June 19, 2018**

The Board of Education of Lincolnshire-Prairie View School District 103 held its Regular Meeting on Tuesday, June 19, 2018 in the Learning Center of Daniel Wright Junior High School located at 1370 N. Riverwoods Road, Lincolnshire, Illinois.

The following Board Members were in attendance:

Anne van Gerven, President  
Kate Harper, Vice President  
Marissa Grossenbach  
Michael Odongo  
Liang Yang

Absent: Chris Curtis  
Malathy Dwaraknath

Also present:

Dr. Scott Warren, Superintendent  
Patrick Palbicke, Assistant Superintendent for Business/CSBO  
Katie Reynolds, Assistant Superintendent for Curriculum & Instruction  
RJ Bialk, Director of Technology & Assessment  
Dr. Gina Finaldi, Director of Student Services  
Scott Gaunky, Director of Facilities  
Norma Taylor, Board Secretary

Public: 1

Press: 0

Staff: 1

**Call to Order and Roll Call**

Mrs. van Gerven called the meeting to order at 7:05 p.m.

**Pledge of Allegiance**

### **Public Hearing to Discuss Fiscal Year 2019 Budget**

Mrs. van Gerven declared the public hearing for the fiscal year 2019 budget open at 7:06 p.m. Mr. Palbicke provided an overview of the budget.

Mrs. van Gerven asked for comments from the Board. No comments were brought forward. Mrs. van Gerven asked for comments from the public. No comments were brought forward. Mrs. van Gerven asked for a motion and second to close the hearing.

**Motion by** Mrs. Harper, seconded by Mr. Odongo, to close the public hearing.

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

The public hearing closed at 7:17 p.m.

### **Community Participation**

There was no community participation at this time.

### **Approval of Minutes**

**Motion by** Mrs. Yang, seconded by Mrs. Harper, to approve the minutes of the May 22, 2018 and June 5, 2018 meetings and Executive Sessions.

**Roll Call:** Ayes: Grossenbach, Harper, Odongo, Yang, van Gerven. Nays: None. Abstain: Grossenbach for May 22. Motion carried.

### **Consent Agenda**

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

Approval of Bills  
Approval of School Donations  
Approval of Professional Services Contracts  
Approval of Resolutions Requiring Contractors to Comply with Prevailing Wage Law  
Approval of Designation of Banks  
Approval of Employment Actions  
Approval of Resignations  
Approval of 2nd Reading Board Policies

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

### **Action Items**

#### **1. Approval of Fiscal Year 2019 Budget**

**Motion by** Mrs. Grossenbach, seconded by Mrs. Yang, the Board adopt the fiscal year 2019 budget.

Discussion was held of facility improvements in the budget.

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

**2. Approval of Resolution to Prohibit Sexual Harassment**

**Motion by** Mrs. Grossenbach, seconded by Mrs. Harper, the Board adopt the resolution to prohibit sexual harassment.

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

**3. Approval of Resolution Authorizing and Directing the Transfer of Interest from the Debt Service Fund to the Operations and Maintenance Fund**

**Motion by** Mr. Odongo, seconded by Mrs. Grossenbach, the Board approve the resolution authorizing the directing the transfer of interest from the Debt Service Fund to the Operations and Maintenance Fund.

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

**4. Approval of Resolution Authorizing and Directing the Transfer of Interest from the Working Cash Fund to the Operations and Maintenance Fund**

**Motion by** Mr. Odongo, seconded by Mrs. Grossenbach, the Board approve the resolution authorizing the directing the transfer of interest from the Working Cash Fund to the Operations and Maintenance Fund.

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

**5. Approval of Apple Lease**

**Motion by** Mrs. Yang, seconded by Mr. Odongo, the Board approve the Apple Lease.

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

**Discussion Items**

A board member asked about the results of the recent communication survey. Dr. Warren expressed those results are still being compiled and will be presented at the next meeting.

**Board Committee Update**

No reports were presented.

**Departmental Updates**

No questions or concerns were brought forward.

**Superintendent Report**

Dr. Warren provided his Superintendent report.

**Old Business/New Business**

No business was brought forward.

**Community Participation**

There was no community participation at this time.

**Executive Session**

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

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

The Board moved into Executive Session at 7:35 p.m.

**Open Session**

The Board reconvened to Open Session at 8:14 p.m.

The Board discussed facilities improvements.

**Adjournment**

**Motion by** Mrs. Harper, seconded by Mr. Odongo, to adjourn.

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

The meeting adjourned at 8:26 p.m.

\_\_\_\_\_  
President Board of Education

\_\_\_\_\_  
Secretary Board of Education

**Lincolnshire-Prairie View School District 103**

1370 N. Riverwoods Road • Lincolnshire, IL 60069  
847/295-4030 • FAX 847/295-9196  
<http://www.d103.org>

**BOARD OF EDUCATION EXECUTIVE SESSION MINUTES**  
**Tuesday, June 19, 2018**

An Executive Session of the Board of Education of Lincolnshire-Prairie View School District 103 was held on Tuesday, June 19, 2018, in the Learning Center of Daniel Wright Junior High School located at 1370 N. Riverwoods Road, Lincolnshire, Illinois.

The following Board Members were in attendance:

- Anne van Gerven, President
- Kate Harper, Vice President
- Marissa Grossenbach
- Michael Odongo
- Liang Yang

Absent: Chris Curtis  
Malathy Dwaraknath

Also present:  
Dr. Scott Warren, Superintendent  
Norma Taylor, Board Secretary

Executive Session convened at 7:43 p.m. to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees.

Personnel

Dr. Warren provided his goals for the Board's review.

Mrs. van Gerven summarized that the framework for evaluation will be sent to Board members so that at the July meeting the Board will discuss the Superintendent's evaluation.

**Open Session**

**Motion by** Mrs. Harper, seconded by Mrs. Yang, to return to Open Session.

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

The meeting reconvened to Open Session at 8:14 p.m.

---

President Board of Education

---

Secretary Board of Education



**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:** July 5, 2018  
**Re:** Payables

---

For the approval of bills, you will notice that there are five items for review. While you are aware of many of these at each Board meeting, we wanted to make sure you noticed that it was a little different for this month.

Included for review:

- NIHIP Paid by Check number
- P-card Paid by Check number
- Bills Paid for the Month including a June 29<sup>th</sup> run to get into last Fiscal Year
- Imprest Paid by check number
- An early July run (7/02) to pay for the service agreements we have with many vendors that pay for the entire year along with bills that need to be paid before the August meeting

Let us know if there are any questions.

# Paid Accounts Payable (Fund Summary)

---

Printed: 7/5/2018 11:40 AM

Lincolnshire-Prairie View SD #103

Expense on Date: 6/1/2018 to 7/31/2018

<b>Fund Code</b>	<b>Description</b>	<b>Batch #</b>	<b>Amount</b>
10	Education Fund	62,918	642,689.02
20	Oper, Build, & Maint Fund	62,918	8,438.31
30	Debt Service Fund or Fund Group	70,218	10,043.62
40	Transportation Fund	62,918	296,071.29
60	Capital Projects Fund or Fund Group	62,918	5,051.43
<b>Report Total</b>			<u><u>\$962,293.67</u></u>

# Paid Accounts Payable by Check Number

Printed: 7/5/2018 11:38 AM  
 Lincolnshire-Prairie View SD #103  
 Expense on Date: 6/1/2018 to 7/31/2018

Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check Date	Expense on Date	Check #	Amount	State Account #
1840	10-1190-390	ADLAI E STEVENSON HIGH SCH	5/23 DW ORCHESTRA	62918		6/29/18	6/1/18	25656	520.00	10-1190-390
								<b>Total</b>	<b>520.00</b>	
695107	40-2550-390	ADVOCATE OCCUPATIONAL HE	DRVR ANNUAL PHYS APPLEBY, BLAC	62918		6/29/18	6/29/18	25657	530.00	40-2550-390
								<b>Total</b>	<b>530.00</b>	
	10-1190-225	ALBAN, NANCY	RETIREE INSURANCE FY SEPT 17 - JU	62918		6/29/18	6/1/18	25658	481.75	10-1190-225
								<b>Total</b>	<b>481.75</b>	
638835935944	10-1200-410	AMAZON	FLYER WAGON SP ED	62918	12127	6/29/18	6/1/18	25659	102.22	10-1200-410
435998653794	10-1600-410		SUMMER SCHOOL SUPPLIES	62918	12155	6/29/18	6/1/18	25659	13.49	10-1600-410
754656763398	10-2211-492		SUPPLY FOR ERIN VINCENT	62918	12156	6/29/18	6/1/18	25659	12.77	10-2211-490
448485835948	10-1111-414		SP SUPPLY L. DELLI	62918		6/29/18	6/1/18	25659	30.32	10-1111-414
983689658573	10-1600-410		SUMMER SCHOOL SUPPLIES	62918	12142	6/29/18	6/1/18	25659	95.30	10-1600-410
465354958793	10-1111-417		SP SUPPLY H. SCHLAN	62918		6/29/18	6/1/18	25659	14.38	10-1111-417
458887473988	10-2660-410		SP REFUND PO 12098	62918		6/29/18	6/1/18	25659	(447.84)	10-2660-410
568964547544	10-1600-410		SUMMER SCHOOLS SUPPLIES	62918	12144	6/29/18	6/1/18	25659	36.56	10-1600-410
436435588384	10-1600-410		SUMMER SCHOOL SUPPLIES	62918	12144	6/29/18	6/1/18	25659	56.08	10-1600-410
749957866433	10-2660-410		BLUETOOTH	62918		6/29/18	6/1/18	25659	21.24	10-2660-410
465879936489	10-2660-410		HEADSET	62918		6/29/18	6/1/18	25659	21.99	10-2660-410
936796488578	10-2660-410		OPIS TECH	62918		6/29/18	6/1/18	25659	29.85	10-2660-410
455794693355	10-2660-410		AVID ED	62918		6/29/18	6/1/18	25659	13.99	10-2660-410
455794693355	10-2660-410		EGGHEAD IAG	62918		6/29/18	6/1/18	25659	11.99	10-2660-410
466858847857	10-2660-410		CHOETECH USB	62918		6/29/18	6/1/18	25659	35.98	10-2660-410
586538654766	10-2660-410		IPAD CASE	62918		6/29/18	6/1/18	25659	26.95	10-2660-410
573868359347	10-2215-410		SUMMER SCHOOL SUPPLIES	62918	12126	6/29/18	6/1/18	25659	92.07	10-2215-410
435853396976	10-1225-410		SUMMER SCHOOL PO 12141	62918	12141	6/29/18	6/1/18	25659	27.97	10-1225-410
								<b>Total</b>	<b>195.31</b>	
5930	10-1912-670	ARLYN SCHOOL	6/18 TUITION R. KING	62918		6/29/18	6/1/18	25660	255.74	10-1912-670
								<b>Total</b>	<b>255.74</b>	
4387	10-2130-390	AUDIOLOGICAL SERVICE & SUP	CALIBRATION AUDIOMETER	62918		6/29/18	6/1/18	25661	225.00	10-2130-390
								<b>Total</b>	<b>225.00</b>	
	10-2660-312	Bialk, Robert J	ISTE CONF REIMBURSEMENT TRAVE	62918		6/29/18	6/1/18	25662	1,000.92	10-2660-312

# Paid Accounts Payable by Check Number

Printed: 7/5/2018 11:38 AM  
 Lincolnshire-Prairie View SD #103  
 Expense on Date: 6/1/2018 to 7/31/2018

Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check Date	Expense on Date	Check #	Amount	State Account #
	10-2211-390-2		ISTE CONF LODGING RISTOW/POWEI	62918		6/29/18	6/1/18	25662	2,588.76	10-2211-390
								<b>Total</b>	<b>3,589.68</b>	
	10-2660-319	BLOMBERG, ANNA MARIE	REIMBURSEMENT TRAVEL LAPTOP R	62918		6/29/18	6/1/18	25663	34.88	10-2660-319
								<b>Total</b>	<b>34.88</b>	
	10-1600-410	BOCK, TARA	SUMMER SCHOOL SUPPLIES	62918		6/29/18	6/1/18	25664	57.91	10-1600-410
								<b>Total</b>	<b>57.91</b>	
	10-1600-410	CARLSON, MONICA	SUMMER SCHOOL SUPPLIES	62918		6/29/18	6/1/18	25665	99.36	10-1600-410
								<b>Total</b>	<b>99.36</b>	
MZN5248	40-2550-410	CDW GOVERNMENT	TONER FOR PRINTER	62918		6/29/18	6/29/18	25666	474.98	40-2550-410
								<b>Total</b>	<b>474.98</b>	
3032	40-2550-331	CITICARE TRANSPORTATION	SPED TRANS 1/1/18 - 1/31/18	62918		6/29/18	6/29/18	25667	1,550.40	40-2550-331
3081	40-2550-331		SPED TRANS 2/1/18 - 2/28/18	62918		6/29/18	6/29/18	25667	1,614.40	40-2550-331
3108	40-2550-331		SPED TRANS 3/1/2018 - 3/30/2018	62918		6/29/18	6/29/18	25667	1,168.40	40-2550-331
								<b>Total</b>	<b>4,333.20</b>	
3511 →	10-1912-670	CONNECTIONS ACADEMY EAST	SPEECH THERAPY K. NANTHAKISHOI	62918		6/29/18	6/1/18	25668	400.00	10-1912-670
								<b>Total</b>	<b>400.00</b>	
0518	10-1912-670	COVE SCHOOL, THE	5/18 TUITION E. MANDEL	62918		6/29/18	6/1/18	25669	5,535.64	10-1912-670
0618	10-1912-670		6/18 TUITION E. MANDEL	62918		6/29/18	6/1/18	25669	1,258.10	10-1912-670
ADJ	10-1912-670		RATE ADJUSTMENT E. MANDEL TUITI	62918		6/29/18	6/1/18	25669	214.72	10-1912-670
								<b>Total</b>	<b>7,008.46</b>	
IUS0109178	10-2330-640	CPI	ANNUAL MEMBERSHIP FEE	62918		6/29/18	6/1/18	25670	150.00	10-2330-640
								<b>Total</b>	<b>150.00</b>	
0690790	40-2550-329	DELFS	WO: 663 B25 INSPECTION	62918		6/29/18	6/1/18	25671	27.00	40-2550-329
0690902	40-2550-329		BUS 16 SFTY LN INSPC	62918		6/29/18	6/29/18	25671	27.00	40-2550-329
0690902	40-2550-329		WO: 675 B9 LOF, BRK INSPC, HORN II	62918		6/29/18	6/29/18	25671	728.34	40-2550-329
								<b>Total</b>	<b>782.34</b>	
	10-1600-410	Drazner, Tara L	SUMMER SCHOOL SUPPLIES	62918		6/29/18	6/1/18	25672	151.07	10-1600-410
								<b>Total</b>	<b>151.07</b>	
0618132	20-2540-329	E.T.PADDOCK ENTERPRISES	INSPECT AND SERVICE BASKETBALL	62918		6/29/18	6/1/18	25673	4,760.00	20-2540-329
0618131	20-2540-329		INDOOR BLEACHER INSPECT DW ANI	62918		6/29/18	6/1/18	25673	790.00	20-2540-329

# Paid Accounts Payable by Check Number

Printed: 7/5/2018 11:38 AM  
 Lincolnshire-Prairie View SD #103  
 Expense on Date: 6/1/2018 to 7/31/2018

Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check Date	Expense on Date	Check #	Amount	State Account #
<b>Total</b>									5,550.00	
1219	10-4120-314	EXCEPTIONAL LEARNERS COLL	2nd HALF OF YEAR HD LUNCH DUTY	62918		6/29/18	6/1/18	25674	1,060.00	10-4120-314
1224	10-2210-312		4/23 TAAP TRAINING FOR 6 STAFF	62918		6/29/18	6/1/18	25674	1,590.00	10-2210-312
1220	10-2210-312		5/2 TEACCH SERVICES	62918		6/29/18	6/1/18	25674	1,904.34	10-2210-312
<b>Total</b>									4,554.34	
	10-1112-390	FIRST STUDENT	CHICAGO FIELD TRIP 6/7 NAVY PIER	62918		6/29/18	6/1/18	25675	2,138.14	10-1112-390
061967	40-2550-339		DW BOYS VB TO WOODLAWN	62918		6/29/18	6/29/18	25675	132.78	40-2550-339
061527	40-2550-339		HD TO DW ARTS DAY	62918		6/29/18	6/29/18	25675	132.78	40-2550-339
061969	40-2550-339		DW BOYS VB TO TWIN GROVES	62918		6/29/18	6/29/18	25675	132.78	40-2550-339
092C062053	10-1111-390		REVTRAK 5TH GRADE DISCOVERY FI	62918		6/29/18	6/1/18	25675	1,309.20	10-1111-390
092C061970	40-2550-339		DW BOYS VB TO WOODLAWN	62918		6/29/18	6/29/18	25675	132.78	40-2550-339
<b>Total</b>									3,978.46	
826530F	10-2220-430-1	FOLLETT SCHOOL SOLUTIONS	LIBRARY BOOKS - SP PO 12028	62918		6/29/18	6/1/18	25676	63.43	10-2220-430
<b>Total</b>									63.43	
12	10-1112-419	FRANK COONEY COMPANY	PARTIAL PAYMT J. MAU FURNITURE F	62918		6/29/18	6/1/18	25677	5,500.00	10-1112-419
<b>Total</b>									5,500.00	
	10-1112-418	Gagamov, Jaime	MATH SUPPLIES	62918		6/29/18	6/1/18	25678	13.00	10-1112-418
<b>Total</b>									13.00	
	10-1112-414	Grayes, Amy	CLASSROOM PROJECT SUPPLIES	62918		6/29/18	6/1/18	25679	75.14	10-1112-414
<b>Total</b>									75.14	
N/A	10-1120-230	Healy, Anna	TUITION REIMBURSEMENT	62918		6/29/18	6/1/18	25680	1,680.00	10-1120-230
<b>Total</b>									1,680.00	
	10-1120-225	KILLINGER, GALE	REIMB RETIREE INSURANCE SEPT -	62918		6/29/18	6/1/18	25681	5,100.00	10-1120-225
<b>Total</b>									5,100.00	
	10-2210-312	LaBelle, Kelsey L	PARKING ISTE ON 6/25	62918		6/29/18	6/1/18	25682	23.00	10-2210-312
<b>Total</b>									23.00	
	10-3950	LAKE COUNTY REGIONAL OFFIC	ORPHANAGE TUITION 8/31/17 - 6/30/1	62918		6/29/18	6/1/18	25683	99,157.56	10-3999
<b>Total</b>									99,157.56	
	10-1600-410	Lamberti, Jan	SUMMER SCHOOL SUPPLIES	62918		6/29/18	6/1/18	25684	167.18	10-1600-410

# Paid Accounts Payable by Check Number

Printed: 7/5/2018 11:38 AM  
 Lincolnshire-Prairie View SD #103  
 Expense on Date: 6/1/2018 to 7/31/2018

Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check Date	Expense on Date	Check #	Amount	State Account #
<b>Total</b>									167.18	
2441140	10-1500-392	LECHNER & SONS	SERVICE AGREEMENTS - TOWELS 5/	62918		6/29/18	6/1/18	25685	132.30	10-1500-392
2422410	10-1500-392		SERVICE AGREEMENTS - TOWELS 4/	62918		6/29/18	6/1/18	25685	132.30	10-1500-392
2427716	10-1500-392		SERVICE AGREEMENTS - TOWELS 4/	62918		6/29/18	6/1/18	25685	132.30	10-1500-392
2433104	10-1500-392		SERVICE AGREEMENTS - TOWELS 5/	62918		6/29/18	6/1/18	25685	132.30	10-1500-392
<b>Total</b>									529.20	
	10-1120-419	MESA ELECTRONICS, INC	DW PRIMEX SMART SYNC	62918		6/29/18	6/1/18	25686	4,088.00	10-1120-419
<b>Total</b>									4,088.00	
R311002151	40-2550-329	MIDWEST TRANSIT EQUIPMENT	WO: 515 B3 CRSSNG GT INOP	62918		6/29/18	6/29/18	25687	11.66	40-2550-329
R311002210	40-2550-329		WO: 561 B14 SFTY LN INSPC	62918		6/29/18	6/29/18	25687	116.60	40-2550-329
X106015393	40-2550-329		WO: 656 B29 SEAL FOAM WO: 657 B1	62918		6/29/18	6/29/18	25687	125.70	40-2550-329
R311002212	40-2550-319		WO: 546 B2 PASS SIDE LOWR MIRROI	62918		6/29/18	6/29/18	25687	126.20	40-2550-319
R101040409	40-2550-319		WO: 550 B21 RPLC RIGHT REAR WINE	62918		6/29/18	6/29/18	25687	1,601.70	40-2550-319
R311002251	40-2550-329		WO: 560 B27 TURN SIGNALS INOP	62918		6/29/18	6/29/18	25687	163.24	40-2550-329
R311002167	40-2550-329		WO: 520 B27 LIGHTS FLICKR	62918		6/29/18	6/29/18	25687	23.32	40-2550-329
R106006642	40-2550-329		WO: 624 B2 PARKING BRAKE NOT HO	62918		6/29/18	6/29/18	25687	1,183.55	40-2550-329
X106015595	40-2550-329		BELT OR DRVR NTN3 PT SUSP	62918		6/29/18	6/29/18	25687	367.43	40-2550-329
R106006683	40-2550-329		WO 634 B4 LOF, BRK INSPC, STEPS	62918		6/29/18	6/29/18	25687	506.73	40-2550-329
<b>Total</b>									4,226.13	
N/A	10-1600-410	Namkung, Christine	SUMMER SCHOOL SUPPLIES	62918		6/29/18	6/1/18	25688	122.00	10-1600-410
<b>Total</b>									122.00	
	20-2540-410-1	NETWORK SERVICES	CUSTODIAL SUPPLIES	62918		6/29/18	6/1/18	25689	1,254.43	20-2540-410
<b>Total</b>									1,254.43	
9227630	20-2540-410-1	NORTH AMERICAN	CUSTODIAL SUPPLIES HD	62918		6/29/18	6/1/18	25690	25.50	20-2540-410
<b>Total</b>									25.50	
	10-1600-410	Nusbaum, Nina	SUMMER SCHOOL SUPPLIES	62918		6/29/18	6/1/18	25691	103.66	10-1600-410
<b>Total</b>									103.66	
7713860	10-1600-410	QUILL	SUMMER SCHOOL SUPPLIES	62918	12138	6/29/18	6/1/18	25692	80.96	10-1600-410
7580520	40-2550-410		OFFICE SUPPLIES	62918		6/29/18	6/29/18	25692	22.48	40-2550-410
7638076	40-2550-410		OFFICE SUPPLIES	62918		6/29/18	6/29/18	25692	8.54	40-2550-410

# Paid Accounts Payable by Check Number

Printed: 7/5/2018 11:38 AM  
 Lincolnshire-Prairie View SD #103  
 Expense on Date: 6/1/2018 to 7/31/2018

Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check Date	Expense on Date	Check #	Amount	State Account #
								<b>Total</b>	111.98	
6435522	10-1600-410	REALLY GOOD STUFF	SUMMER SCHOOL SUPPLIES	62918	12139	6/29/18	6/1/18	25693	19.43	10-1600-410
								<b>Total</b>	19.43	
	10-1600-410	RENDL, BECKY	SUMMER SCHOOL SUPPLIES	62918		6/29/18	6/1/18	25694	698.09	10-1600-410
								<b>Total</b>	698.09	
	10-1600-410	SCHAPER, BARB	SUMMER SCHOOL SUPPLIES	62918		6/29/18	6/1/18	25695	124.12	10-1600-410
								<b>Total</b>	124.12	
	10-2211-314	SCHOOL DISTRICT 103 PTO	REIMBURSEMENT TO PTO	62918		6/29/18	6/1/18	25696	3,840.00	10-2211-314
	10-2211-490		REIMBURSEMENT TO PTO	62918		6/29/18	6/1/18	25696	8,325.71	10-2211-490
	10-403		REVTRAK FOR 2018/2019 SCHOOL YE	62918		6/29/18	6/1/18	25696	23,132.68	10-403
								<b>Total</b>	35,298.39	
208121056151	10-1600-410	SCHOOL SPECIALTY	SUMMER SCHOOL SUPPLIES	62918	12137	6/29/18	6/1/18	25697	12.54	10-1600-410
208120560794	10-1600-410		SUMMER SCHOOL SUPPLIES	62918	12143	6/29/18	6/1/18	25697	558.49	10-1600-410
								<b>Total</b>	571.03	
868217104	20-2540-319	SEARS	REPAIR SERVICES KENMORE WASHE	62918		6/29/18	6/1/18	25698	564.61	20-2540-319
								<b>Total</b>	564.61	
58877	20-2540-410-2	SHARE CORPORATION	BUILDING SUPPLIES GREEN MUNCHI	62918		6/29/18	6/1/18	25699	1,043.77	20-2540-410
								<b>Total</b>	1,043.77	
9717574	10-2150-410	SOLIANT HEALTH, INC	LBS SUB J. RUSTMAN 6/10	62918		6/29/18	6/1/18	25700	1,980.00	10-2150-410
9596457	10-2150-410		LBS SUB J. STEFFENS 5/14	62918		6/29/18	6/1/18	25700	2,475.00	10-2150-410
								<b>Total</b>	4,455.00	
3511	10-1120-225	TOWNSEND, JIM	RETIREE INSURANCE	62918		6/29/18	6/1/18	25701	5,100.00	10-1120-225
								<b>Total</b>	5,100.00	
	10-1600-410	Twardowski, Tracy	SUMMER SCHOOL SUPPLIES	62918		6/29/18	6/1/18	25702	333.04	10-1600-410
								<b>Total</b>	333.04	
N/A	10-2210-312	Van Duch, Margaret	REIMBURSEMENT DIY CONF	62918		6/29/18	6/1/18	25703	40.32	10-2210-312
								<b>Total</b>	40.32	
41970	60-2530-500	WIGHT	5/18 PROFESSIONAL SERVICE RENO	62918		6/29/18	6/1/18	25704	5,051.43	60-2530-500
								<b>Total</b>	5,051.43	
LSPV 103-06/1	10-2320-312	WM CONSULTING INC	CONSULTING SERVICES 1/17 - 6/11	62918		6/29/18	6/1/18	25705	3,255.78	10-2320-312

Specialized Data Systems, Inc.

D:\TSL\Lake103\SDSv8\Finance\Swf\_APC7.RPT

# Paid Accounts Payable by Check Number

Printed: 7/5/2018 11:38 AM  
 Lincolnshire-Prairie View SD #103  
 Expense on Date: 6/1/2018 to 7/31/2018

Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check Date	Expense on Date	Check #	Amount	State Account #
								<b>Total</b>	3,255.78	
296885	10-2220-490-3	ABC-CLIO	REDESIGN YOUR LIBRARY WEBSITE	70218	12122	7/2/18	7/1/18	25706	46.00	10-2220-490
								<b>Total</b>	46.00	
17229	10-2660-392	ACTIVE INTERNET TECHNOLOG	SERVICE AGREEMENTS	70218		7/2/18	7/1/18	25707	20,500.00	10-2660-392
								<b>Total</b>	20,500.00	
50031048	10-2210-312	AMERICAN LIBRARY ASSOCIATI	EFFECTIVE LIBRARY SINAGE...WEBIN	70218	12154	7/2/18	7/1/18	25708	60.00	10-2210-312
								<b>Total</b>	60.00	
2235749	40-2550-329	AVERUS	FIRE EXTNG INSPECTION	70218		7/2/18	7/1/18	25709	413.50	40-2550-329
								<b>Total</b>	413.50	
	10-1100-420	CARNEGIE LEARNING, INC.	SHIPPING & HANDLING	70218	12145	7/2/18	7/1/18	25710	555.00	10-1100-420
	10-1100-420		2-HR LIVE ONLINE PROFESSIONAL DI	70218	12145	7/2/18	7/1/18	25710	600.00	10-1100-420
	10-1100-420		TEACHER TEXT+1-YR ONLINE ACCES	70218	12145	7/2/18	7/1/18	25710	1,050.00	10-1100-420
	10-1100-420		STUDENT TEXT+1-YR ONLINE ACCES	70218	12145	7/2/18	7/1/18	25710	4,500.00	10-1100-420
								<b>Total</b>	6,705.00	
MZV8465 01	10-2660-410	CDW GOVERNMENT	ANNUAL MICROSOFT	70218		7/2/18	7/1/18	25711	6,970.00	10-2660-410
								<b>Total</b>	6,970.00	
63841387	10-1100-392	CENGAGE LEARNING	GALE US HISTORY IN CONTEXT	70218	12128	7/2/18	7/1/18	25712	744.19	10-1100-392
63841387	10-1100-392		GALE SCIENCE IN CONTEXT	70218	12128	7/2/18	7/1/18	25712	625.46	10-1100-392
								<b>Total</b>	1,369.65	
	10-2360-381	CLIC	PROPERTY/CASUALTY STUDENT ACC	70218		7/2/18	7/1/18	25713	78,289.00	10-2360-380
	10-2360-382		WORKERS COMPENSATION PROGRA	70218		7/2/18	7/1/18	25713	164,160.00	10-2360-380
								<b>Total</b>	242,449.00	
	10-1600-410	Conforti, Nancy	SUMMER SCHOOL SUPPLIES	70218		7/2/18	7/1/18	25714	40.70	10-1600-410
								<b>Total</b>	40.70	
10000810591	10-2220-392	EBSCO	1-YR NOVELIST K-8 PLUS RENEWAL	70218	12135	7/2/18	7/1/18	25715	1,271.00	10-2220-392
P1559393	10-2220-440-2		2018-19 MAGAZINE RENEWALS (1) PE	70218	12116	7/2/18	7/1/18	25715	104.94	10-2220-440
P1559394	10-2220-440-1		2018-19 MAGAZINE RENEWALS (18) P	70218	12117	7/2/18	7/1/18	25715	923.18	10-2220-440
								<b>Total</b>	2,299.12	
1223373	10-1100-392	EDCLUB, INC.	TYPING CLUB 1-YR LICENSE-HALF D/	70218	12125	7/2/18	7/1/18	25716	1,232.50	10-1100-392

# Paid Accounts Payable by Check Number

Printed: 7/5/2018 11:38 AM  
 Lincolnshire-Prairie View SD #103  
 Expense on Date: 6/1/2018 to 7/31/2018

Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check Date	Expense on Date	Check #	Amount	State Account #
								<b>Total</b>	1,232.50	
	10-2320-640	EDUCATIONAL LEAGUE OF ILLIN	DUES FOR S. WARREN	70218		7/2/18	7/1/18	25717	35.00	10-2320-640
								<b>Total</b>	35.00	
044081	10-2215-390	ENCYCLOPAEDIA BRITANNICA	OLSV-BRITTANICA SCHOOL SUBSCRI	70218	12134	7/2/18	7/1/18	25718	506.00	10-2215-390
044081	10-2215-390		OLSV-IMAGEQUEST SUBSCRIPTION	70218	12134	7/2/18	7/1/18	25718	452.00	10-2215-390
								<b>Total</b>	958.00	
865559F	10-1792	FOLLETT SCHOOL SOLUTIONS	REPLACEMENT SOCIAL STUDIES BO	70218	12149	7/2/18	7/1/18	25719	48.79	10-1790
1310333	10-2220-392		7/1/18 - 6/30/19 STANDARD RENEWAL	70218		7/2/18	7/1/18	25719	6,076.62	10-2220-392
868035A	10-2220-430-3		DW BOOKS T. OTTO	70218	12152	7/2/18	7/1/18	25719	1,434.88	10-2220-430
868035	10-2220-430-3		DW BOOKS T. OTTO	70218	12152	7/2/18	7/1/18	25719	248.29	10-2220-430
								<b>Total</b>	7,808.58	
5941	10-2520-392	FORECAST5 ANALYTICS	LICENSE AGREEMENT 5CAST/LIGHT	70218		7/2/18	7/1/18	25720	12,500.00	10-2520-392
								<b>Total</b>	12,500.00	
	10-1112-419	FRANK COONEY COMPANY	PYMT 2 OF 2 FURNITURE J. MAU HD	70218		7/2/18	7/1/18	25721	2,470.58	10-1112-419
								<b>Total</b>	2,470.58	
INVUS84348	10-2640-392	FRONTLINE TECHNOLOGIES	ABSENCE & SUBSTITUTE 7/1/18 - 6/3/1	70218		7/2/18	7/1/18	25722	13,048.87	10-2640-392
INVUS84757	10-2210-392		8/1/18 - 7/31/19 PROFESSIONAL LEAR	70218		7/2/18	7/1/18	25722	4,949.04	10-2210-392
								<b>Total</b>	17,997.91	
22876902	10-2540-325	GENESIS TECHNOLOGIES	RENTAL OF COPY EQUIPMENT	70218		7/2/18	7/1/18	25723	4,231.31	10-2540-325
								<b>Total</b>	4,231.31	
4902	10-2230-392	GOLDSTAR LEARNING	RENEW 822 ANNUAL UNITS MASTER\	70218		7/2/18	7/1/18	25724	4,825.14	10-2230-392
								<b>Total</b>	4,825.14	
	10-2210-312	ILASCD	8/6 WORKSHOP EFFECTIVENESS	70218		7/2/18	7/1/18	25725	4,500.00	10-2210-312
								<b>Total</b>	4,500.00	
193861	10-2310-640	ILLINOIS ASSOCIATION OF SCH	ANNUAL DUES FOR 2018-2019	70218		7/2/18	7/1/18	25726	7,522.00	10-2310-640
								<b>Total</b>	7,522.00	
	10-1800-312	KAGAN PUBLISHING	JULY 16-18, 2018 WORKSHOP	70218	12147	7/2/18	7/1/18	25727	8,980.00	10-1800-312
	10-1800-312		JULY 9-10, 2018 WORKSHOP	70218	12146	7/2/18	7/1/18	25727	9,074.00	10-1800-312
								<b>Total</b>	18,054.00	
	10-2320-312	LAKE BLUFF SCHOOL DIST	ANNUAL MEMBERSHIP SRT S. WARRI	70218		7/2/18	7/1/18	25728	200.00	10-2320-312

# Paid Accounts Payable by Check Number

Printed: 7/5/2018 11:38 AM  
 Lincolnshire-Prairie View SD #103  
 Expense on Date: 6/1/2018 to 7/31/2018

Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check Date	Expense on Date	Check #	Amount	State Account #
								<b>Total</b>	200.00	
333523	10-2220-410-3	LIBRARY STORE	SUPPLIES - GENERAL DW	70218	12148	7/2/18	7/1/18	25729	139.50	10-2220-410
								<b>Total</b>	139.50	
103239030001	10-1100-420	MCGRAW-HILL COMPANIES	READING WONDERS GRADE 2	70218	12121	7/2/18	7/1/18	25730	4,115.49	10-1100-420
								<b>Total</b>	4,115.49	
182323	10-2660-392	MOSYLE CORPORATION	Special Discount - 10% Off	70218	12133	7/2/18	7/1/18	25731	(1,103.79)	10-2660-392
182323	10-2660-392		13-month Premium Subscr Mosyle Mana	70218	12133	7/2/18	7/1/18	25731	11,037.92	10-2660-392
								<b>Total</b>	9,934.13	
26608	10-2210-392	MYSTERY SCIENCE	SCHOOL MEMBERSHIP HD	70218	12124	7/2/18	7/1/18	25732	(500.00)	10-2210-392
26608	10-2210-392		SCHOOL MEMBERSHIP HD	70218	12124	7/2/18	7/1/18	25732	1,499.00	10-2210-392
								<b>Total</b>	999.00	
RI8155NC	10-2620-392	NETCHEMIA	TALENTED PERFORM TEACHER/PRIN	70218	12123	7/2/18	7/1/18	25733	9,253.65	10-2620-392
								<b>Total</b>	9,253.65	
40406	10-2211-390-1	NEWSELA	PRO SCHOOL LICENSE	70218		7/2/18	7/1/18	25734	7,750.00	10-2211-390
								<b>Total</b>	7,750.00	
68716	10-2230-392	NORTHWEST EVALUATION ASSI	7/1/18 - 6/30/19 MAP	70218		7/2/18	7/1/18	25735	17,887.50	10-2230-392
								<b>Total</b>	17,887.50	
147619	10-2660-392	POWERSCHOOL GROUP LLC	7/1/18 - 6/30/19 ANNUAL FEE	70218		7/2/18	7/1/18	25736	26,714.24	10-2660-392
152652	10-2660-392		SIS KEYS TO OWNERSHIP (10)	70218		7/2/18	7/1/18	25736	1,875.00	10-2660-392
								<b>Total</b>	28,589.24	
201900003581	10-2660-392	PROFESSIONAL SOFTWARE FO	SNAP HEALTH CENTER ANNUAL SUB:	70218		7/2/18	7/1/18	25737	3,120.00	10-2660-392
								<b>Total</b>	3,120.00	
58383	10-3500-410	QUEST FOOD MANAGEMENT SE	D103 CLUB MILK APRIL - JUNE	70218		7/2/18	7/1/18	25738	773.85	10-3500-410
								<b>Total</b>	773.85	
352227	10-2310-690	SANDNER GROUP, THE	TREASURERS BOND	70218		7/2/18	7/1/18	25739	4,543.00	10-2310-690
								<b>Total</b>	4,543.00	
2158916	40-2550-325	SANTANDER LEASING	2016 SCHOOL BUSES INTERNATIONAL	70218		7/2/18	7/1/18	25740	268,886.00	40-2550-325
2158875	40-2550-325		BUS LEASE	70218		7/2/18	7/1/18	25740	15,863.00	40-2550-325
								<b>Total</b>	284,749.00	
1151122	10-2211-390-1	VOCABULARY SPELLING CITY	SPELLING CITY MEMBERSHIP RENEV	70218	12157	7/2/18	7/1/18	25741	2,250.00	10-2211-390

# Paid Accounts Payable by Check Number

Printed: 7/5/2018 11:38 AM  
 Lincolnshire-Prairie View SD #103  
 Expense on Date: 6/1/2018 to 7/31/2018

Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check Date	Expense on Date	Check #	Amount	State Account #
								<b>Total</b>	<u>2,250.00</u>	
68430470	30-5270-620	WELLS FARGO VENDOR FIN SE	APPLE IPAD WIFI INSTALL - INTEREST	70218		7/2/18	7/1/18	25742	932.03	30-5270-620
68430470	30-5370-610		APPLE IPAD WIFI INSTALL PRINCIPAL	70218		7/2/18	7/1/18	25742	9,111.59	30-5370-610
								<b>Total</b>	<u>10,043.62</u>	
92313	10-2660-392	WEST INTERACTIVE SERVICES	SCHOOLMESSENGER RENEWAL 18/	70218		7/2/18	7/1/18	25743	2,790.00	10-2660-392
								<b>Total</b>	<u>2,790.00</u>	
								<b>Report Total</b>	<u><u>\$962,293.67</u></u>	

18

# Paid Accounts Payable by Check Number

Printed: 7/5/2018 11:43 AM  
 Lincolnshire-Prairie View SD #103  
 Expense on Date: 6/1/2018 to 6/30/2018

Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check Date	Expense on Date	Check #	Amount	State Account #
	10-2690-220	NIHIP	MEDICAL INSURANCE ED	618		6/11/18	6/1/18	80611001	225,099.96	10-2690-220
	10-2690-221		LIFE INSURANCE ED	618		6/11/18	6/1/18	80611001	3,317.98	10-2690-221
	10-435		DENTAL INSURANCE ED	618		6/11/18	6/1/18	80611001	7,581.14	10-430
	10-2690-221		LIFE INSURANCE ED	618		6/11/18	6/1/18	80611001	802.40	10-2690-221
	20-2540-220		MEDICAL INSURANCE O&M	618		6/11/18	6/1/18	80611001	14,385.42	20-2540-220
	20-2540-221		LIFE INSURANCE O&M	618		6/11/18	6/1/18	80611001	79.80	20-2540-221
	20-435		DENTAL INSURANCE PAYABLE O&M	618		6/11/18	6/1/18	80611001	555.85	20-430
	20-2540-221		LIFE INSURANCE O&M	618		6/11/18	6/1/18	80611001	98.00	20-2540-221
	40-2550-220		MEDICAL INSURANCE TRANS	618		6/11/18	6/1/18	80611001	21,110.72	40-2550-220
	40-2550-221		LIFE INSURANCE TRANS	618		6/11/18	6/1/18	80611001	133.00	40-2550-221
	40-435		DENTAL INSURANCE PAYABLE TRANS	618		6/11/18	6/1/18	80611001	1,201.77	40-430
	40-2550-221		LIFE INSURANCE TRANS	618		6/11/18	6/1/18	80611001	346.60	40-2550-221
	10-2320-225		RETIREE INSURANCE MEDICAL	618		6/11/18	6/1/18	80611001	1,712.24	10-2320-225
	10-2210-225		RETIREE INSURANCE MEDICAL	618		6/11/18	6/1/18	80611001	775.31	10-2210-225
	10-2520-225		RETIREE INSURANCE MEDICAL	618		6/11/18	6/1/18	80611001	775.31	10-2520-225
	20-2540-225		RETIREE INSURANCE MEDICAL	618		6/11/18	6/1/18	80611001	1,550.62	20-2540-225

19

	<b>Total</b>	<u>279,526.12</u>
<b>Report Total</b>		<u><u>\$279,526.12</u></u>

# Paid Accounts Payable by Check Number

Printed: 7/5/2018 11:43 AM  
 Lincolnshire-Prairie View SD #103  
 Expense on Date: 6/1/2018 to 6/30/2018

Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check Date	Expense on Date	Check #	Amount	State Account #
4774	20-2540-410-2	MASTERCARD CORPORATE CLI	BUILDING SUPPLIES 8TH GRADE PLE	1806		6/19/18	6/1/18	100639	98.17	20-2540-410
4774	20-2540-410-2		BUILDING SUPPLIES DW LOC FOR BL	1806		6/19/18	6/1/18	100639	58.87	20-2540-410
4774	20-2540-410-2		WATER FOR EVENING EVENTS DW	1806		6/19/18	6/1/18	100639	31.84	20-2540-410
4774	20-2540-410-2		DOOR SIGNS AND ADMIN DW	1806		6/19/18	6/1/18	100639	420.00	20-2540-410
4774	10-2410-410-3		BANNER DW	1806		6/19/18	6/1/18	100639	3.46	10-2410-410
4774	20-2540-410-2		PROPANE BUS DEPOT COOKOUT	1806		6/19/18	6/1/18	100639	25.79	20-2540-410
4725	20-2540-325		RENTAL OF EQUIPMENT	1806		6/19/18	6/1/18	100639	250.00	20-2540-325
4725	20-2540-325		RENTAL OF EQUIPMENT	1806		6/19/18	6/1/18	100639	260.00	20-2540-325
8313	10-2410-410-1		SP TEACHER APPRECIATION LUNCHE	1806		6/19/18	6/1/18	100639	335.20	10-2410-410
8349	20-2540-410-1		REFILL POP MACHINE SP	1806		6/19/18	6/1/18	100639	158.24	20-2540-410
8349	20-2540-410-1		REFILL POP MACHINE SP	1806		6/19/18	6/1/18	100639	34.54	20-2540-410
1418	10-2660-319		PARELLELS SOFTWARE FOR OSX	1806		6/19/18	6/1/18	100639	39.99	10-2660-319
8321	10-1120-411		FCS CLASSROOM SUPPLIES	1806		6/19/18	6/1/18	100639	136.48	10-1120-411
8321	10-2190-410		DW FACS KNITTING CLUB	1806		6/19/18	6/1/18	100639	149.72	10-2190-410
8321	10-2190-410		DW FACS KNITTING CLUB	1806		6/19/18	6/1/18	100639	105.81	10-2190-410
8321	10-1120-411		FCS CLASSROOM	1806		6/19/18	6/1/18	100639	28.66	10-1120-411
8321	10-1120-411		FCS CLASSROOM GROCERIES	1806		6/19/18	6/1/18	100639	379.15	10-1120-411
8321	10-1120-411		FCS CLASSROOM GROCERIES	1806		6/19/18	6/1/18	100639	178.65	10-1120-411
8321	10-1120-411		FCS CLASSROOM GROCERIES	1806		6/19/18	6/1/18	100639	24.99	10-1120-411
7553	10-2310-410		RETIREMENT CLOCK K. SLYVAN	1806		6/19/18	6/1/18	100639	37.50	10-2310-410
7553	10-2310-410		YOS DOCUMENT FRAMES	1806		6/19/18	6/1/18	100639	276.12	10-2310-410
7553	10-2310-410		CAKE FOR VOLUNTEERS 4/24	1806		6/19/18	6/1/18	100639	54.45	10-2310-410
7553	10-2310-410		SNACKS FOR BOE 4/24	1806		6/19/18	6/1/18	100639	14.56	10-2310-410
7553	10-2310-410		FLOWERS NURSE APPRECIATION	1806		6/19/18	6/1/18	100639	59.94	10-2310-410
7553	10-2310-410		CAKE FOR YOS RETIREE	1806		6/19/18	6/1/18	100639	18.63	10-2310-410
7553	10-2310-410		SNACKS FOR BOE 5/8	1806		6/19/18	6/1/18	100639	55.48	10-2310-410
7553	10-1550-332		SCIENCE BOWL ROOM A. HAFNER	1806		6/19/18	6/1/18	100639	650.56	10-1550-332
7553	10-2310-410		TEACHER APPRECIATION BREAKFAS	1806		6/19/18	6/1/18	100639	51.21	10-2310-410
8114	10-403		WRIGHTWAY CLUB BRACELETS	1806		6/19/18	6/1/18	100639	940.00	10-403
4568	10-2211-390-2		GREGG TANG WORKSHOP K. LABELL	1806		6/19/18	6/1/18	100639	245.00	10-2211-390

# Paid Accounts Payable by Check Number

Printed: 7/5/2018 11:43 AM  
 Lincolnshire-Prairie View SD #103  
 Expense on Date: 6/1/2018 to 6/30/2018

Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check Date	Expense on Date	Check #	Amount	State Account #
4568	10-2220-410		SP SUPPLIES - GENERAL	1806		6/19/18	6/1/18	100639	227.88	10-2220-410
4568	10-1100-420		SP STEM EXPLORATION KITS	1806		6/19/18	6/1/18	100639	598.00	10-1100-420
4568	10-2220-440		1 YR ONLINE IMAGE DW	1806		6/19/18	6/1/18	100639	119.40	10-2220-440
4568	10-2211-314		2/9 DW PERFORMANCE PTO CULTUR	1806		6/19/18	6/1/18	100639	800.00	10-2211-314
4568	10-2211-314		2/9 PTO EVENT BILLED TWICE IN ERF	1806		6/19/18	6/1/18	100639	800.00	10-2211-314
4568	10-2211-314		DW 4/11 PTO SPONSORED CULTUAL	1806		6/19/18	6/1/18	100639	500.00	10-2211-314
4568	10-1120-419		DW LIBRARY OVERSIZED BOOKS	1806		6/19/18	6/1/18	100639	1,472.69	10-1120-419
4568	10-2220-410		SP LIBRARY RETURN	1806		6/19/18	6/1/18	100639	(215.47)	10-2220-410
8503	10-2330-312		LUGGAGE FROM DALLAS G. FINALDI	1806		6/19/18	6/1/18	100639	60.00	10-2330-312
8503	10-2330-312		MEALS G. FINALDI DALLAS	1806		6/19/18	6/1/18	100639	33.85	10-2330-312
8503	10-2330-312		MEALS G. FINALDI DALLAS	1806		6/19/18	6/1/18	100639	56.09	10-2330-312
8503	10-1200-410		CURRICULUM ONLINE	1806		6/19/18	6/1/18	100639	99.99	10-1200-410
8503	10-2330-312		MEALS IN DALLAS G. FINALDI	1806		6/19/18	6/1/18	100639	19.70	10-2330-312
8503	10-2211-312		SEMINAR PSYCHS SOCIAL WORKERS	1806		6/19/18	6/1/18	100639	124.38	10-2211-312
8503	10-2330-312		MEALS G. FINALDI	1806		6/19/18	6/1/18	100639	47.45	10-2330-312
8503	10-2330-312		TRANSP. DALLAS G. FINALDI	1806		6/19/18	6/1/18	100639	28.11	10-2330-312
8503	10-2330-312		TRANSP. DALLAS G. FINALDI	1806		6/19/18	6/1/18	100639	9.58	10-2330-312
8503	10-2330-312		TRANSP. DALLAS G. FINALDI	1806		6/19/18	6/1/18	100639	5.00	10-2330-312
8503	10-2330-312		TRANSP. DALLAS G. FINALDI	1806		6/19/18	6/1/18	100639	3.00	10-2330-312
8503	10-2330-312		TRANSP. DALLAS G. FINALDI	1806		6/19/18	6/1/18	100639	2.00	10-2330-312
8503	10-2330-312		MEALS IN DALLAS G. FINALDI	1806		6/19/18	6/1/18	100639	33.37	10-2330-312
8503	10-2330-312		TRAVEL IN DALLAS G. FINALDI	1806		6/19/18	6/1/18	100639	6.86	10-2330-312
8503	10-2330-312		TRAVEL IN DALLAS G. FINALDI	1806		6/19/18	6/1/18	100639	2.00	10-2330-312
8503	10-2330-312		TRAVEL IN DALLAS G. FINALDI	1806		6/19/18	6/1/18	100639	6.63	10-2330-312
8503	10-2330-312		TRAVEL IN DALLAS G. FINALDI	1806		6/19/18	6/1/18	100639	5.00	10-2330-312
8503	10-2330-312		TRAVEL IN DALLAS G. FINALDI	1806		6/19/18	6/1/18	100639	32.49	10-2330-312
8503	10-2330-312		LODGING G. FINALDI DALLAS LPR SE	1806		6/19/18	6/1/18	100639	587.41	10-2330-312
8503	10-2330-312		LODGING G. FINALDI DALLAS LPR SE	1806		6/19/18	6/1/18	100639	971.20	10-2330-312
8503	10-2330-312		PARKING AT MILWAUKEE AIRPORT	1806		6/19/18	6/1/18	100639	70.00	10-2330-312
8503	10-2330-312		MEALS IN DALLAS	1806		6/19/18	6/1/18	100639	39.56	10-2330-312

# Paid Accounts Payable by Check Number

Printed: 7/5/2018 11:43 AM  
 Lincolnshire-Prairie View SD #103  
 Expense on Date: 6/1/2018 to 6/30/2018

Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check Date	Expense on Date	Check #	Amount	State Account #
8503	10-2211-312		WILSON SEMINAR PD CICERO	1806		6/19/18	6/1/18	100639	300.00	10-2211-312
8503	10-1200-410		GIFT CARDS APPRECIATION CARDS	1806		6/19/18	6/1/18	100639	400.00	10-1200-410
8503	10-2211-312		WILSON SEMINAR PD CIBORROWSKI	1806		6/19/18	6/1/18	100639	300.00	10-2211-312
8503	10-1200-410		LAMINATING GUIDED	1806		6/19/18	6/1/18	100639	52.98	10-1200-410
4766	40-2550-329		VEHICLE REPAIR	1806		6/19/18	6/1/18	100639	403.95	40-2550-329
4766	40-2550-329		VEHICLE INSPECTION	1806		6/19/18	6/1/18	100639	27.00	40-2550-329
4766	40-2550-329		VEHICLE REPAIR	1806		6/19/18	6/1/18	100639	365.44	40-2550-329
4766	40-2550-329		VEHICLE INSPECTION	1806		6/19/18	6/1/18	100639	27.00	40-2550-329
4766	40-2550-464		DIESEL	1806		6/19/18	6/1/18	100639	178.43	40-2550-464
4766	40-2550-464		DIESEL	1806		6/19/18	6/1/18	100639	220.16	40-2550-464
4766	40-2550-329		VEHICLE REPAIR	1806		6/19/18	6/1/18	100639	313.62	40-2550-329
4766	40-2550-329		VEHICLE REPAIR	1806		6/19/18	6/1/18	100639	311.03	40-2550-329
4766	40-2550-329		VEHICLE REPAIR	1806		6/19/18	6/1/18	100639	43.85	40-2550-329
4766	40-2550-329		VEHICLE INSPECTION	1806		6/19/18	6/1/18	100639	27.00	40-2550-329
4766	40-2550-410		CROSSING GUARD GEAR	1806		6/19/18	6/1/18	100639	52.25	40-2550-410
4766	40-2550-490		CAR SEAT	1806		6/19/18	6/1/18	100639	207.57	40-2550-490
4766	40-2550-410		DRIVER AWARDS	1806		6/19/18	6/1/18	100639	87.69	40-2550-410
4766	40-2550-490		DRIVER UNIFORMS	1806		6/19/18	6/1/18	100639	311.00	40-2550-490
4766	40-2550-490		CAR SEAT	1806		6/19/18	6/1/18	100639	107.23	40-2550-490
4766	40-2550-329		VEHICLE INSPECTION	1806		6/19/18	6/1/18	100639	27.00	40-2550-329
9774	10-1550-332		COACHES SCIENCE OLYPIAD	1806		6/19/18	6/1/18	100639	202.27	10-1550-332
9774	10-1120-410		SUPPLY	1806		6/19/18	6/1/18	100639	19.80	10-1120-410
9774	10-2410-410-3		MATH INTERVIEWS DINNER	1806		6/19/18	6/1/18	100639	82.86	10-2410-410
9774	10-1550-332		RENTAL CAR COACHES SCIENCE OL	1806		6/19/18	6/1/18	100639	156.50	10-1550-332
9774	10-1550-332		COACHES SCIENCE OLYMPIAD	1806		6/19/18	6/1/18	100639	442.40	10-1550-332
9774	10-1550-332		COACHES SCIENCE OLYMPIAD	1806		6/19/18	6/1/18	100639	442.40	10-1550-332
9774	10-2410-410-3		GSA HOSTING FOOD	1806		6/19/18	6/1/18	100639	38.32	10-2410-410
9774	10-2410-410-3		GIFT WRAP	1806		6/19/18	6/1/18	100639	20.92	10-2410-410
9774	10-2410-410-3		LUNCH ADMINS ASSISTANT DAY	1806		6/19/18	6/1/18	100639	57.25	10-2410-410
9774	10-2410-410-3		PE DEPT	1806		6/19/18	6/1/18	100639	13.82	10-2410-410

# Paid Accounts Payable by Check Number

Printed: 7/5/2018 11:43 AM  
 Lincolnshire-Prairie View SD #103  
 Expense on Date: 6/1/2018 to 6/30/2018

Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check Date	Expense on Date	Check #	Amount	State Account #
9774	10-2410-410-3		PRINCIPAL CALENDAR	1806		6/19/18	6/1/18	100639	36.33	10-2410-410
9774	10-2410-410-3		GIFT WRAP	1806		6/19/18	6/1/18	100639	32.93	10-2410-410
9774	10-2410-410-3		GIFT WRAP	1806		6/19/18	6/1/18	100639	(13.93)	10-2410-410
9774	10-1550-332		COACH FOR HISTORY BEE	1806		6/19/18	6/1/18	100639	537.54	10-1550-332
9774	10-2410-410-3		RIBBONS	1806		6/19/18	6/1/18	100639	6.57	10-2410-410
9774	10-2410-410-3		TEACHERS FLOWERS	1806		6/19/18	6/1/18	100639	89.82	10-2410-410
9774	10-1120-419		COMBINATION LOCKS	1806		6/19/18	6/1/18	100639	45.93	10-1120-419
9774	10-2410-410-3		PRINCIPAL SUPPLIES	1806		6/19/18	6/1/18	100639	59.90	10-2410-410
9774	10-1120-419		COMBINATION LOCKS LIBRARY	1806		6/19/18	6/1/18	100639	130.50	10-1120-419
9774	10-1550-332		7TH GRADE SPRINGFIELD TRIP	1806		6/19/18	6/1/18	100639	161.59	10-1550-332
9774	10-1550-332		8TH GRADE TRIP	1806		6/19/18	6/1/18	100639	204.06	10-1550-332
9774	10-1550-332		8TH GRADE TRIP	1806		6/19/18	6/1/18	100639	204.06	10-1550-332
6620	10-2220-440		NEWSPAPER ADMIN	1806		6/19/18	6/1/18	100639	49.80	10-2220-440
6620	10-2540-341		TELEPHONE	1806		6/19/18	6/1/18	100639	12,077.49	10-2540-341
6620	20-2540-329		DIST IPM	1806		6/19/18	6/1/18	100639	152.82	20-2540-329
6620	10-2540-321		SANITATION SERVICES DW	1806		6/19/18	6/1/18	100639	334.41	10-2540-321
6620	10-2540-321		SANITATION SERVICES HD	1806		6/19/18	6/1/18	100639	434.86	10-2540-321
6620	10-2540-321		SANITATION SERVICES SP	1806		6/19/18	6/1/18	100639	258.12	10-2540-321
6620	20-2540-341		CELL PHONE EXPENSE O & M	1806		6/19/18	6/1/18	100639	240.99	20-2540-341
6620	40-2550-341		CELL PHONE EXPENSE TRANS	1806		6/19/18	6/1/18	100639	81.13	40-2550-341
6620	10-1550-410		SCIENCE OLYMPIAD T SHIRTS	1806		6/19/18	6/1/18	100639	525.00	10-1550-410
6620	10-1550-410		SCIENCE OLYMPIAD PIZZA	1806		6/19/18	6/1/18	100639	172.92	10-1550-410
6620	10-2540-341		LONG DISTANCE	1806		6/19/18	6/1/18	100639	2,217.42	10-2540-341
6620	10-2520-342		POSTAGE LEASE	1806		6/19/18	6/1/18	100639	1,092.27	10-2520-342
8503	10-2330-312		LUGGAGE TO DALLAS G. FINALDI	1806		6/19/18	6/1/18	100639	60.00	10-2330-312
9774	10-1550-332		COACHES FOR SCIENCE OLYMPIAD	1806		6/19/18	6/1/18	100639	404.54	10-1550-332
8503	10-2110-332		TRAVEL	1806		6/19/18	6/1/18	100639	62.96	10-2110-332
1648	10-2660-392		PRIME - WILL CREDIT BACK	1806		6/19/18	6/1/18	100639	99.00	10-2660-392
1648	10-2660-392		DIGITAL CALENDAR FOR TECH	1806		6/19/18	6/1/18	100639	40.00	10-2660-392
6058	10-1112-415		SCIENCE SUPPLIES 4TH GRADE HD	1806		6/19/18	6/1/18	100639	254.35	10-1112-415

Specialized Data Systems, Inc.

D:\TSLake103\SDSv8\Finance\Swf\_APC7.RPT

# Paid Accounts Payable by Check Number

Printed: 7/5/2018 11:43 AM  
 Lincolnshire-Prairie View SD #103  
 Expense on Date: 6/1/2018 to 6/30/2018

Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check Date	Expense on Date	Check #	Amount	State Account #
6058	10-1112-414		CLASSROOM PROJECT CONSUMABL	1806		6/19/18	6/1/18	100639	221.64	10-1112-414
6058	10-1112-414		CLASSROOM PROJECT CONSUMABL	1806		6/19/18	6/1/18	100639	98.25	10-1112-414
6058	10-1112-415		HD 4TH GRADE SUPPLIES	1806		6/19/18	6/1/18	100639	11.88	10-1112-415
6058	10-1112-415		HD 4TH SCIENCE SUPPLIES	1806		6/19/18	6/1/18	100639	12.25	10-1112-415
6058	10-1112-415		HD 4TH SCIENCE SUPPLIES	1806		6/19/18	6/1/18	100639	36.90	10-1112-415
6058	10-2410-410-2		STAFF LUNCH HD	1806		6/19/18	6/1/18	100639	299.54	10-2410-410
6058	10-2410-410-2		PE PRIZES HD	1806		6/19/18	6/1/18	100639	62.87	10-2410-410
6058	10-2410-410-2		STAFF APPRECIATION WEEK HD	1806		6/19/18	6/1/18	100639	44.95	10-2410-410
6058	10-2192-410		OUTDOOR ED HD	1806		6/19/18	6/1/18	100639	32.81	10-2192-410
6058	10-2192-410		OUTDOOR ED HD	1806		6/19/18	6/1/18	100639	59.83	10-2192-410
6058	10-2192-410		OUTDOOR ED HD	1806		6/19/18	6/1/18	100639	23.25	10-2192-410
6058	10-2410-410-2		TEACHER APPRECIATION GRILL	1806		6/19/18	6/1/18	100639	29.41	10-2410-410
6058	10-403		FIELD DAYS HD 5/4	1806		6/19/18	6/1/18	100639	645.50	10-403
6058	10-403		HANGING BASKETS HD	1806		6/19/18	6/1/18	100639	55.80	10-403
6058	10-1112-414		CLASSROOM CONSUMABLES HD	1806		6/19/18	6/1/18	100639	138.94	10-1112-414

4

	<b>Total</b>	<u>38,736.12</u>
<b>Report Total</b>		<u><u>\$38,736.12</u></u>

# Paid Accounts Payable by Check Number

Printed: 7/5/2018 11:42 AM  
 Lincolnshire-Prairie View SD #103  
 Expense on Date: 6/1/2018 to 6/30/2018

Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check Date	Expense on Date	Check #	Amount	State Account #
(I)	10-1120-414	BOWLERO	BALANCE FOR 7TH GRADE FIELD	180604		6/4/18	6/1/18	10302	2,118.72	10-1120-414
								<b>Total</b>	2,118.72	
(I)	10-1500-640	IESA	2018 - 2019 REGISTRATION FEES SPC	180604		6/4/18	6/1/18	10303	410.00	10-1500-640
								<b>Total</b>	410.00	
(I)	10-1111-390	BRUNSWICK ZONE	SP GRADE 2 BOWLING 6/5/18	180607		6/7/18	6/1/18	10304	502.40	10-1111-390
								<b>Total</b>	502.40	
(I)	10-1321	MARIANOS	SUPPLIES SUMMER SCHOOL	180618		6/11/18	6/1/18	10305	605.94	10-1321
								<b>Total</b>	605.94	
(I)	10-1321	MARIANOS	SUPPLIES SUMMER SCHOOL	180612		6/12/18	6/1/18	10306	140.84	10-1321
								<b>Total</b>	140.84	
(I)	10-1600-410	Kodros, Stephanie A	REIMBURSE SUMMER SCHOOL SUPP	180615		6/15/18	6/1/18	10309	181.25	10-1600-410
								<b>Total</b>	181.25	
(I)	10-2330-312	Littlefair, Melody A.	LPR CONFERENCE TRANS/MEALS 4/2	180615		6/15/18	6/1/18	10310	174.37	10-2330-312
								<b>Total</b>	174.37	
25	10-1600-410	Twardowski, Tracy	SUPPLIES SUMMER SCHOOL	180618		6/19/18	6/1/18	10311	416.04	10-1600-410
								<b>Total</b>	416.04	
(I)	10-1600-410	VANI, SUE	SUMMER SCHOOL COOKING SUPPLII	180618		6/19/18	6/1/18	10312	739.14	10-1600-410
								<b>Total</b>	739.14	
(I)	10-1600-410	Kodros, Stephanie A	REIMBURSE SUMMER SCHOOL SUPP	180621		6/21/18	6/1/18	10313	121.03	10-1600-410
								<b>Total</b>	121.03	
(I)	10-1600-410	Twardowski, Tracy	SUPPLIES SUMMER SCHOOL	180626		6/26/18	6/1/18	10314	477.29	10-1600-410
								<b>Total</b>	477.29	
								<b>Report Total</b>	<u><u>\$5,887.02</u></u>	



## Lincolnshire-Prairie View School District 103

Memo

To: Board of Education  
From: Scott Warren  
Date: July 5, 2018  
Re: Approval of Employment

---

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

**Nancy Berg**, Half Day Music Teacher, 1.0 FTE, from August 16, 2018 through October 24, 2018.

**Minji Kim**, Daniel Wright Social Worker, 0.5 FTE for the 2018-2019 school year.

## Approval of Employment

### **Staff Members Placement on Master Contract**

**Nancy Berg**, Half Day Music Teacher, 1.0 FTE to fill the leave of absence of Ashley Smidt from August 16 through October 24, 2018 for a prorated salary of \$13,069.78.

**Minji Kim**, Daniel Wright Social Worker, 0.5 FTE, MS+0 Step 1 for a prorated salary of \$25,639.50.





**LINCOLNSHIRE-PRAIRIE VIEW SCHOOL DISTRICT 103**  
**TEACHER CONTRACT**

Music 3-5 LOA  
**FTE: 1.0**

<u>TEACHER</u>	<u>DEGREE</u>	<u>LANE</u>	<u>STEP</u>	<u>TRS SALARY</u>
Berg, Nancy	BA	1	1	\$13,069.78 *Prorated

AGREEMENT MADE THIS **10th DAY OF July, 2018** between the Board of Education of Lincolnshire-Prairie View School District 103, Lake County, Illinois, hereinafter called the BOARD, and

**Nancy Berg**  
hereinafter called the TEACHER\*  
**W I T N E S S E T H**

**A. EMPLOYMENT:**

1. The BOARD hereby employs **Nancy Berg** as a legally qualified teacher, who holds a valid teaching certificate issued by the Illinois State Teacher Certification Board, with such powers and duties in that connection as may be fixed by the BOARD in this contract and in its policies, rules, and regulations. The employee shall work the days specified in the attached calendar.
2. The BOARD shall pay to the TEACHER a salary of **\$13,069.78 \*Prorated** for the term commencing **September 15, 2018** in equal installments twice a month for a period of **three months (4 pay periods)**.
3. The BOARD shall indemnify and protect the TEACHER against civil rights damage claims and suits, constitutional rights damage claims and suits, and death, bodily injury, and property damage claims and suits, including the defense thereof, when damages are sought for negligent or wrongful acts alleged to have been committed in the scope of employment or under the direction of the BOARD.
- ~~4. During each school year the principal shall file for non-tenured teachers the District 103 Teacher Evaluation Form on or about December 15 and March 15 with the superintendent and provide the TEACHER with a copy of the completed evaluation.~~
5. Each newly hired TEACHER shall submit evidence of physical examination to the BOARD prior to the beginning of the school year.
6. The TEACHER shall notify the BOARD of any changes in the TEACHER'S certification status, any credit hours that he/she may have earned, and any academic course work that he/she has undertaken and completed.

**B. TEACHER DUTIES:**

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

C. MASTER CONTRACT:

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

D. TERMINATION:

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

E. PART-TIME TEACHER ATTENDANCE EXPECTATIONS:

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

F. NOTICE:

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

Pursuant to an AYE and NAY vote taken and recorded at a lawful meeting of the said BOARD, this contract is executed in duplicate this **10th day of July, 2018.**

\_\_\_\_\_  
President, Board of Education

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

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Street

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Date

# Minji Kim

4148 Cove Ln #A, Glenview, IL 60025 | 224.616.0824 | minjikim0824@gmail.com

## Education

### MASTER OF SOCIAL WORK SCHOOLS SPECIALIZATION

Loyola University Chicago, May 2018

### BACHELOR OF SCIENCE IN PSYCHOLOGY MINOR IN SOCIOLOGY

Loyola University Chicago, May 2015

## Experience

### SOCIAL WORK INTERN | CENTRAL ELEMENTARY SCHOOL, WILMETTE, IL AUG 2017 – PRESENT

- Provide crisis intervention, individual and group counseling to K-4 students in regular education and special education
- Participate in weekly Student Assistance Team meetings
- Conduct social developmental study assessment and present results in meetings
- Confer and collaborate with team members to assess student needs, develop goals, and collect data to monitor progress
- Facilitate social emotional curriculum in classrooms

### YOUTH GROUP TEACHER | CORNERSTONE PRESBYTERIAN CHURCH JUNE 2011 – PRESENT

- Lead small group discussion and counsel middle school and high school students
- Collaborate with staff to plan and organize activities

### SOCIAL WORK INTERN | GLENBRIDGE NURSING AND REHABILITATION CENTRE, NILES, IL JAN 2017 – AUG 2017

- Conducted cognitive assessment, behavioral assessment, mood assessment, and social history
- Developed relationships and built rapport with a caseload of 7 clients using client centered counseling techniques
- Collaborated with treatment team to develop treatment plan and discharge plan
- Completed client notes for assessing progress on behavioral/emotional issues and social skills

### TEACHER/ASSISTANT DIRECTOR | CORNERSTONE PRESBYTERIAN CHURCH, GLENVIEW, IL SUMMERS 2011 – 2017

- Taught lessons to children (preschool to 6<sup>th</sup> grade)
- Helped prepare lesson plans
- Supervised children during various activities such as large group play and worship time

### RESIDENTIAL ASSISTANT | RICE CHILD AND FAMILY CENTER, EVANSTON, IL JULY 2015 – APRIL 2016

- Assisted children with severe emotional and behavior issues during art therapy sessions and homework periods
- Supervised children during unstructured play time

### INTERN | KOREAN AMERICAN SENIOR CENTER AT HANUL FAMILY ALLIANCE, CHICAGO, IL JAN 2015 – APRIL 2015

- Conducted a research project examining client satisfaction on home care program for low-income seniors
- Reviewed literature on geriatric depression in Korean immigrants, conducted a brief research using Geriatric Depression Scale, and created a brochure on geriatric depression
- Responded to calls from clients regarding services

## Certification & Skills

### CERTIFICATIONS

- Illinois State Board of Education–Professional Educator License, School Social Work Endorsement, Anticipated June, 2018
- CPI Certified in Nonviolent Crisis Intervention

### LANGUAGE

- Full professional proficiency in Korean



**LINCOLNSHIRE-PRAIRIE VIEW SCHOOL DISTRICT 103**  
**TEACHER CONTRACT**

Social Worker  
**FTE: 0.50**

<u>TEACHER</u> Kim, Minji	<u>DEGREE</u> MS	<u>LANE</u> 4	<u>STEP</u> 0	<u>TRS SALARY</u> \$25,639.50 *Prorated
------------------------------	---------------------	------------------	------------------	--

AGREEMENT MADE THIS **10th DAY OF July, 2018** between the Board of Education of Lincolnshire-Prairie View School District 103, Lake County, Illinois, hereinafter called the BOARD, and

**Minji Kim**  
hereinafter called the TEACHER\*  
**W I T N E S S E T H**

**A. EMPLOYMENT:**

1. The BOARD hereby employs **Minji Kim** as a legally qualified teacher, who holds a valid teaching certificate issued by the Illinois State Teacher Certification Board, with such powers and duties in that connection as may be fixed by the BOARD in this contract and in its policies, rules, and regulations. The employee shall work the days specified in the attached calendar.
2. The BOARD shall pay to the TEACHER a salary of **\$25,639.50 \*Prorated** for the term commencing **September 15, 2018** in equal installments twice a month for a period of **twelve months (24 pay periods)**.
3. The BOARD shall indemnify and protect the TEACHER against civil rights damage claims and suits, constitutional rights damage claims and suits, and death, bodily injury, and property damage claims and suits, including the defense thereof, when damages are sought for negligent or wrongful acts alleged to have been committed in the scope of employment or under the direction of the BOARD.
4. During each school year the principal shall file for non-tenured teachers the District 103 Teacher Evaluation Form on or about December 15 and March 15 with the superintendent and provide the TEACHER with a copy of the completed evaluation.
5. Each newly hired TEACHER shall submit evidence of physical examination to the BOARD prior to the beginning of the school year.
6. The TEACHER shall notify the BOARD of any changes in the TEACHER’S certification status, any credit hours that he/she may have earned, and any academic course work that he/she has undertaken and completed.

**B. TEACHER DUTIES:**

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

C. MASTER CONTRACT:

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

D. TERMINATION:

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

E. PART-TIME TEACHER ATTENDANCE EXPECTATIONS:

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

F. NOTICE:

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

Pursuant to an AYE and NAY vote taken and recorded at a lawful meeting of the said BOARD, this contract is executed in duplicate this **10th day of July, 2018.**

\_\_\_\_\_  
President, Board of Education

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

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Street

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Date





## **Lincolnshire-Prairie View School District 103**

Memo

To: Board of Education  
From: Scott Warren  
Date: July 5, 2018  
Re: Approval of Resignation

---

It is recommended that the Board approve the resignation of Kara Shanley.

From: **Kara Shanley** <[kshanley@d103.org](mailto:kshanley@d103.org)>  
Date: Wed, Jun 20, 2018 at 7:30 PM  
Subject: Resignation  
To: Scott Warren <[swarren@d103.org](mailto:swarren@d103.org)>  
Cc: Gina Finaldi-Schmidt <[gfinaldi@d103.org](mailto:gfinaldi@d103.org)>, Ann Hofmeier <[ahofmeier@d103.org](mailto:ahofmeier@d103.org)>

Dear Dr. Warren,

I am writing to inform you of my resignation from District 103. It has been an honor to work in this district for the past seven years. I have learned so much and have truly enjoyed working alongside the very talented staff.

I will be working in the Elmhurst school district next year as this commute will be much closer to my home in LaGrange. With two young boys at home now, this will be the best thing for my family.

Thank you so much for the opportunity to work in District 103 and to serve its wonderful students. Good luck in the school year ahead.

Sincerely,

Kara Shanley



## Lincolnshire-Prairie View School District 103

TO: Board of Education  
FROM: Scott Warren  
DATE: July 5, 2018  
RE: Destruction of Recordings of Executive Session Meetings

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

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

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

July 12, 2016  
August 23, 2016  
September 6, 2016  
September 20, 2016  
October 4, 2016  
November 1, 2016  
November 15, 2016  
December 13, 2016



## **Lincolnshire-Prairie View School District 103**

TO: Board of Education

FROM: Scott Warren

DATE: July 5, 2018

RE: Semi-annual Review of Executive Session Minutes

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



## **Lincolnshire-Prairie View School District 103**

Memo

To: Board of Education  
From: Scott Warren  
Date: July 5, 2018  
Re: Resolution Authorizing Intervention in Property Tax Assessment Appeals

---

District 103 receives notices property tax assessment appeals filed by taxpayers with the Lake County Board of Review or the Property Tax Appeal Board (“PTAB”) regarding the assessed valuation of property which comprises part of the assessed valuation of our district.

The district has the right to intervene in proceedings before the Board of Review and the PTAB in order to protect its revenue interests in the assessed valuation the properties in the district boundaries. To do so, we authorize a law firm to intervene on the district’s behalf. Since Stevenson High School and District 103 share the same taxing boundaries, we find it fiscally responsible to have one law firm act on behalf of both districts’ and share the legal costs. The district needs to pass a resolution to authorize the law firm to intervene on our behalf. We have decided to have Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd. to represent both districts for any appeals moving forward. We used this firm during the withdrawal from SEDOL and the creation of the ELC. I am confident that they will effectively represent the district in property tax appeals.

It is my recommendation that the Board approve the resolution authorizing Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd. to act on behalf of District 103 regarding property tax appeals.

**RESOLUTION AUTHORIZING INTERVENTION  
IN PROPERTY TAX ASSESSMENT APPEALS**

At a duly called and noticed public meeting of the BOARD OF EDUCATION OF LINCOLNSHIRE-PRAIRIE VIEW SCHOOL DISTRICT NO. 103, ("Taxing District") held on the \_\_\_\_\_ day of \_\_\_\_\_, 2018 at \_\_\_\_\_, County of Lake, State of Illinois;

The meeting was called to order by \_\_\_\_\_, President of the Board of Education of Lincolnshire-Prairie View School District No. 103, and upon roll being called, the following members were:

**PRESENT:**

**ABSENT:**

The following Resolution was offered by \_\_\_\_\_, and seconded by \_\_\_\_\_.

**WHEREAS**, the Taxing District receives statutory notice from the Board of Review of Lake County of property tax assessment appeals filed by taxpayers with the Lake County Board of Review or the Property Tax Appeal Board ("PTAB") regarding the assessed valuation of property which comprises part of the assessed valuation of the Taxing District;

**WHEREAS**, the Taxing District has a revenue interest in such property tax assessment appeals and finds that intervention as a party in such proceedings is in the best interests of the Taxing District; and

**WHEREAS**, the Taxing District has a right to intervene in proceedings before the Board of Review and the PTAB in order to protect its revenue interests in the assessed valuation of the subject properties;

**NOW, THEREFORE, BE IT RESOLVED** by the BOARD OF EDUCATION OF LINCOLNSHIRE-PRAIRIE VIEW SCHOOL DISTRICT NO. 103 as follows:

1. The Board of Education finds that all of the recitals contained above are true and correct and that the same are hereby incorporated herein by reference.
2. The law firm of Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd. is authorized, as of the postmarked date of the Board of Review notice of property tax assessment appeals, to file as legal representative on the Taxing District's behalf a request to intervene in the property tax assessment appeals.
3. All motions and resolutions or parts thereof in conflict with the provisions of this Resolution are, to the extent of such conflict, hereby repealed.

4. This Resolution shall take effect immediately upon its passage.

The question of the adoption of the foregoing Resolution was duly put to a vote, whereupon members of the Board voted as follows:

AYES: \_\_\_\_\_.

NAYS: \_\_\_\_\_.

The Resolution was thereupon declared adopted.

**APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2018.**

**BOARD OF EDUCATION OF  
LINCOLNSHIRE-PRAIRIE VIEW SCHOOL DISTRICT NO. 103**

By: \_\_\_\_\_  
Board President

By: \_\_\_\_\_  
Board Secretary

**SECRETARY'S CERTIFICATE**

**STATE OF ILLINOIS            )**  
**COUNTY OF \_\_\_\_\_        ) ss.:**

I, \_\_\_\_\_, the duly qualified and acting Secretary of the BOARD OF EDUCATION OF LINCOLNSHIRE-PRAIRIE VIEW SCHOOL DISTRICT NO. 103 in the County of Lake, State of Illinois ("Board"), do hereby certify that attached hereto is a true and correct copy of the Resolution entitled:

**RESOLUTION AUTHORIZING INTERVENTION  
IN PROPERTY TAX ASSESSMENT APPEALS**

which was duly adopted by said Board at a meeting held on \_\_\_\_\_, 2018.

I further certify that a quorum of said Board was present at said meeting and that all requirements of the Illinois Open Meetings Act were complied with.

**IN WITNESS WHEREOF**, I have hereunto set my hand on \_\_\_\_\_, 2018.

By: \_\_\_\_\_  
Board Secretary



**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:** July 5, 2018  
**Re:** Facilities Master Plan Update

---

Attached is the updated Facilities Master Plan using the format that Wold had provided. We have merged the information that was provided by Scott Gaunky for planned items. It is restructured with the items that were approved and others placed in the optional category (such as energy upgrades).

The format also is marked for those items coming from the Building Fund 20 (marked yellow) and those coming from Capital Projects Fund 60. We will continue to monitor expenses throughout the year to help when and if some of these items are completed.



FACILITY IMPROVEMENT PLANNING MATRIX

Security Improvements				Implementation Year							
Category	Upgrade	Description	Priority	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	Optional Scope	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>\$ -</b>	<b>\$ 146,000.00</b>

\*District-Wide Improvement

44

Facility Deficiencies Upgrades			Implementation Year							
Category	Description	Priority	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	Optional Scope	Total
Site	Reconstruct Southwest Parking lot	4				\$ 325,000.00				\$ 325,000.00
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	\$ 136,000.00							\$ 136,000.00
Site	Reconstruct East Parking Lot	5					\$ 676,000.00			\$ 676,000.00
Site	Reconstruct Pavement and Drainage in East Courtyard	6						\$ 124,300.00		\$ 124,300.00
Site	Reconstruct Exterior Ramps to the two doors facing south that connect to the bus drop off drive	2		\$ 52,000.00						\$ 52,000.00
Site	Sealcoat and Striping	1		\$ 5,000.00	\$ 5,000.00					\$ 10,000.00
Site	Replace Pick up truck	1				\$ 30,000.00				\$ 30,000.00
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 2nd Grade Girls Bathroom	2		\$ 30,000.00						\$ 30,000.00
Mechanical	Replace Boiler Pump for Boiler #1	3							\$ 7,500.00	\$ -



FACILITY IMPROVEMENT PLANNING MATRIX

Facility Deficiencies Upgrades					Implementation Year								
Category	Description				Priority	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	Optional Scope	Total
Mechanical	Replace Boiler Pump for Boiler #2				3							\$ 7,500.00	\$ -
Mechanical	Replace Gymnasium Air Handler				3							\$ 81,120.00	\$ -
Category	Location	Violation	Correction	Priority	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	Optional Scope	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>						\$ 177,875.00	\$ 186,500.00	\$ 5,000.00	\$ 355,000.00	\$ 676,000.00	\$ 124,300.00	\$ 195,820.00	\$ 1,624,375.00
<b>Operational Budget Subtotal</b>						\$ 323,875.00	\$ 186,500.00	\$ 5,000.00	\$ 355,000.00	\$ 676,000.00	\$ 124,300.00	\$ -	
<b>Laura B. Sprague Elementary Totals</b>						\$ 323,875.00	\$ 186,500.00	\$ 5,000.00	\$ 355,000.00	\$ 676,000.00	\$ 124,300.00	\$ 195,820.00	\$ 1,770,375.00

45

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	Optional Scope	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	\$ -
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>\$ 11,600.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 30,000.00</b>	<b>\$ 11,600.00</b>

Facility Deficiencies Upgrades				Implementation Year							
Category	Description	Priority	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	Optional Scope	Total	
Site	Apply Pavement Rejuvenation to all pavement	5					\$ 25,000.00			\$ 25,000.00	
Site	Adjust and Patch around manhole in pavement northwest of bus loading area	1	\$ 5,200.00							\$ 5,200.00	
Site	Complete Playground addition including synthetic turf	6						\$ 455,000.00		\$ 455,000.00	
Site	Reconstruct Exterior Stairway to old building	4				\$ 42,200.00				\$ 42,200.00	
Site	Reconstruct sidewalk between main entrance and east parking area	3			\$ 50,000.00					\$ 50,000.00	
Site	Sealcoat Parking Lot	2		\$ 5,000.00						\$ 5,000.00	
Site	Replace Pick Up	2			\$ 30,000.00					\$ 30,000.00	
Plumbing	Update Sanitary Drainage in Original Building (exterior)	3			\$ 100,000.00					\$ 100,000.00	
Plumbing	Update Sanitary Drainage in Original Building (interior if needed)	3				\$ 100,000.00				\$ 100,000.00	
Electrical	Replace Lighting Fixtures in 3rd Grade Hallway	1	\$ 100,000.00							\$ 100,000.00	

46



Electrical	Replace Lighting Fixtures in 1996 Addition	2							\$ 104,000.00	\$ -
Interior	Replace interior doors in the 1950's addition including hardware for ADA compliance	4				\$ 134,100.00				\$ 134,100.00

**FACILITY IMPROVEMENT PLANNING MATRIX**

Facility Deficiencies Upgrades			Implementation Year							Optional Scope	Total
Category	Description	Priority	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024			
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>\$ 105,200.00</b>	<b>\$ 5,000.00</b>	<b>\$ 180,000.00</b>	<b>\$ 276,300.00</b>	<b>\$ 25,000.00</b>	<b>\$ 455,000.00</b>	<b>\$ 207,560.00</b>	<b>\$ 1,150,060.00</b>	

47

<b>Operational Budget Subtotal</b>			<b>\$ 116,800.00</b>	<b>\$ 5,000.00</b>	<b>\$ 180,000.00</b>	<b>\$ 276,300.00</b>	<b>\$ 25,000.00</b>	<b>\$ 455,000.00</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Half Day Intermediate School Totals</b>			<b>\$ 116,800.00</b>	<b>\$ 5,000.00</b>	<b>\$ 180,000.00</b>	<b>\$ 276,300.00</b>	<b>\$ 25,000.00</b>	<b>\$ 455,000.00</b>	<b>\$ 237,560.00</b>	<b>\$ 1,161,660.00</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	Optional Scope	Total
Delay	Inside Locking Door Hardware	Replacing existing interior door hardware with mechanisms that have inside locking capability.	3							\$ 121,140.00	\$ -
Delay	Interior Classroom Window Glazing	Install laminate window film to protect tempered glass and prevent forced access into classrooms.	1							\$ 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	\$ -
Deterrence	Exterior Window Identification	Ensure all interior rooms are labeled for emergency responders at exterior windows.	1							\$ 2,000.00	\$ -
<b>Security Improvements Total</b>				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 154,640.00	\$ -

Facility Deficiencies Upgrades			Implementation Year							
Category	Description	Priority	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	Optional Scope	Total
Site	Improve Drainage of Athletic Fields	3			\$ 40,000.00					\$ 40,000.00
Site	Reconstruct Bus Parking / Facilities Department Parking Lot in Concrete	5					\$ 790,000.00			\$ 790,000.00
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		\$ 73,800.00						\$ 73,800.00
Site	Reconstruct main entrance drives and ring roads	6						\$ 977,600.00		\$ 977,600.00
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	\$ -
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	\$ 10,000.00		\$ 5,000.00	\$ 5,000.00				\$ 20,000.00
Site	Replace 10 year old Dump truck	1	\$ 60,000.00							\$ 60,000.00
Exterior	Replace Single-Glazed Windows remaining in 1972 and 1991 Additions								\$ 81,100.00	\$ -

48

FACILITY IMPROVEMENT PLANNING MATRIX

Facility Deficiencies Upgrades					Implementation Year							
Category	Description			Priority	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	Optional Scope	Total
Exterior	Remove and replace remaining ballasted membrane roof system			4				\$ 800,000.00				\$ 800,000.00
Interior	Provide Window shading devices at 7th and 8th Grade wing classrooms										\$ 10,800.00	\$ -
Interior	Design Phase - Daniel Wright Construction			1	\$ 25,000.00	\$ 75,000.00						\$ 100,000.00
Interior	Paint Green Gym			1							\$ 10,000.00	\$ -
Electrical	Replace Fire Alarm Panel/System			3			\$ 80,000.00					\$ 80,000.00
Electrical	Replace Electrical Switch Gear (Size for Addition)- Design Cost			2	\$ 7,000.00**	\$ 100,000.00						\$ 107,000.00
Hazardous Materials	Remove Asbestos Containing Materials			2		\$ 100,000.00						\$ 100,000.00
Plumbing	Replace circulating pumps for Water Heater			2	\$ 2,200.00							\$ 2,200.00
Plumbing	Replacement of galvanized domestic water pipe due to corrosion/blockage including asbestos abatement - Design Cost			2	\$ 10,000.00**	\$ 100,000.00						\$ 110,000.00
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			\$ 100,000.00					\$ 100,000.00
HVAC	Replace Rooftop Air Handler Unit Serving South Wing			6							\$ 77,000.00	\$ -
HVAC	Replace carrier air handler located in Boiler Room			3			\$ 40,000.00					\$ 40,000.00
Category	Location	Violation	Correction	Priority	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	Optional Scope	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	\$ -
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	\$ -
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	\$ -
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	\$ -
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	\$ -

\*\*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	Optional Scope	Total
H/LS	M-1	FACS Lab #126	No emergency fuel burner switch	Provide emergency fuel burner switch	1							\$ 3,200.00	\$ -
H/LS	M-2	PE Of. #135	No ventilation air provided	Provide ventilation air per new codes	1							\$ 2,500.00	\$ -
H/LS	M-3	Storage Room	Chemicals are not vented per code	Move to storage room with ventilation (verify ventilation is operational)	1								\$ -
H/LS	E-1	Multiple Locations (37 Total)	Fire Alarm Visual missing	Provide new fire alarm visual device	2							\$ 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	\$ -
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	\$ -
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	\$ -
H/LS	E-5	Corridors, Gen office 27, Green Gym	Exit Sign missing	Provide exit signs in 4 locations	1							\$ 2,500.00	\$ -
H/LS	E-6	Corridors, Gen office 27	Emergency lighting missing	Provide emergency lights in 6 locations	1							\$ 4,125.00	\$ -
H/LS	P-1	Prep #147	No grease interceptor for triple sink	Provide grease interceptor	2							\$ 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	\$ -
Category	Description				Priority	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	Optional Scope	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>						\$ 114,200.00	\$ 448,800.00	\$ 843,000.00	\$ 805,000.00	\$ 790,000.00	\$ 2,271,000.00	\$ 649,725.00	\$ 5,590,800.00

\*\*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	Optional Scope	Total
Growth	Cafeteria/Arts Addition (Escalated for Year of Implementation)				\$ 4,422,000.00					\$ 4,422,000.00
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>			\$ -	\$ -	\$ 4,422,000.00	\$ -	\$ -	\$ -	\$ 7,114,440.00	\$ 11,536,440.00

\*\*Represents Design Fees for Work Scope

<b>Operational Budget Subtotal</b>	\$ 89,200.00	\$ 373,800.00	\$ 265,000.00	\$ 5,000.00	\$ -	\$ -	\$ -	
<b>Daniel Wright Junior High School Totals</b>	\$ 114,200.00	\$ 448,800.00	\$ 5,265,000.00	\$ 805,000.00	\$ 790,000.00	\$ 2,271,000.00	\$ 7,918,805.00	\$ 17,127,240.00

51

FACILITY IMPROVEMENT PLANNING MATRIX

Laura B. Sprague Elementary								
	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	Optional Scope	Total
Operational Budget Subtotal	\$ 323,875.00	\$ 186,500.00	\$ 5,000.00	\$ 355,000.00	\$ 676,000.00	\$ 124,300.00	\$ -	
Laura B. Sprague Elementary Totals	\$ 323,875.00	\$ 186,500.00	\$ 5,000.00	\$ 355,000.00	\$ 676,000.00	\$ 124,300.00	\$ 195,820.00	\$ 1,770,375.00

Half Day Intermediate School								
	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	Optional Scope	Total
Operational Budget Subtotal	\$ 116,800.00	\$ 5,000.00	\$ 180,000.00	\$ 276,300.00	\$ 25,000.00	\$ 455,000.00	\$ -	
Half Day Intermediate School Totals	\$ 116,800.00	\$ 5,000.00	\$ 180,000.00	\$ 276,300.00	\$ 25,000.00	\$ 455,000.00	\$ 237,560.00	\$ 1,161,660.00

Daniel Wright Junior High School								
	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	Optional Scope	Total
Operational Budget Subtotal	\$ 89,200.00	\$ 373,800.00	\$ 265,000.00	\$ 5,000.00	\$ -	\$ -	\$ -	
Daniel Wright Junior High School Totals	\$ 114,200.00	\$ 448,800.00	\$ 5,265,000.00	\$ 805,000.00	\$ 790,000.00	\$ 2,271,000.00	\$ 7,918,805.00	\$ 17,127,240.00

District-Wide								
	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	Optional Scope	Total
District-Wide Operational Budget Subtotal	\$ 529,875.00	\$ 565,300.00	\$ 450,000.00	\$ 636,300.00	\$ 701,000.00	\$ 579,300.00	\$ -	
District-Wide Totals	\$ 554,875.00	\$ 640,300.00	\$ 5,450,000.00	\$ 1,436,300.00	\$ 1,491,000.00	\$ 2,850,300.00	\$ 8,352,185.00	\$ 20,059,275.00



## **Lincolnshire-Prairie View School District 103**

Memo

To: Board of Education  
From: Scott Warren  
Date: July 5, 2018  
Re: SCoPE Communications Survey Results

---

The district administered the SCoPE survey to staff, parents, and the community to gather feedback regarding the effectiveness of the district's communication. Participants were asked to rate the district from 1-5 on many factors on the following scale:

5: Always, 4: Almost Always, 3: Regularly, 2: Occasionally, 1: Never

The results from the survey were very positive, with most of the scores ranging between 4-5 for communication effectiveness. In multiple areas, the district set the highest score in communication recorded by the SCoPE survey company. The results of the survey will be shared with our staff, parents and community this fall. A "score card" and more detailed information is provided for review.

A discussion will occur at the Board meeting.

# SCOPE

School Communication Performance Evaluation



Take The Guesswork  
Out Of School  
Communications!

## Results Review

Lincolnshire Prairie View D103

June 2018

## Defines School Communications Across Three Levels

Emerging	Established	Exemplary
<p>Communications program is in the early stages of development, largely responsive to immediate needs or problems with minimal proactive planning.</p> <p>Communications goals, if articulated, are loosely defined with minimal alignment with district goals and objectives.</p>	<p>Communications program includes series of defined approaches based on some research.</p> <p>Strategies, tactics and goals are defined. Communications align with district goals and objectives.</p> <p>Some evaluation may occur.</p>	<p>Communications are conducted according to an articulated plan following the RACE (Research-Analyze-Communicate-Evaluate) model and are aligned and integrated into district strategic plans.</p> <p>Communications are supported through policy, training and resources.</p> <p>Ongoing evaluation to improve progress is embedded into operations.</p>

## SCOPE Faculty/Staff Results

### SCOPE Survey

- Assessing communication from:  
District  
School/Department
- 64 Questions: 1-5 Likert scale
- One open-ended comment question: Reported as submitted

### LPV D103

- Survey Dates: May 7 – 29, 2018
- Total Faculty and Staff: 330
- Number Completing Survey: 135
- Margin of Error: +/-6.6%

### Demographics

- Work location
- Job title
- Years employed in district
- # of parents/community personally interact with each week  
1-10 weekly: 82 staff      11-25 weekly: 26 staff  
26-50 weekly: 5 staff      50+ weekly: 11 staff  
AVERAGE: **1,659 PER WEEK for these 135 staff**

# SCoPE Scorecard

School Communication Performance Evaluation

How Your District Scored on Measures that Matter Most in School Communications  
 Compared to All Districts Participating in the SCoPE School Survey Program  
 LINCOLNSHIRE PRAIRIE VIEW D103 MAY 2018

	District	Avg	Low	High
Communication regarding how I can support student achievement	3.9	3.4	3.0	4.0
Communication to keep me informed so I can best represent the school/district as an ambassador	3.7	3.2	2.6	4.0
Communication during a crisis/serious incidents	4.0	3.4	2.9	4.0
Communication that makes me feel valued as an employee	3.6	3.0	2.3	3.6
Trustworthiness of communication from my school/department	4.5	4.0	3.5	4.5
Trustworthiness of communication from the district	4.1	3.7	2.7	4.2
<b>Overall satisfaction with communication</b>	<b>4.1</b>	<b>3.7</b>	<b>3.0</b>	<b>4.1</b>
<b>Overall perception of district based on communication</b>	<b>4.1</b>	<b>3.7</b>	<b>2.9</b>	<b>4.1</b>

Communication about my child's progress in school	3.7	3.8	3.1	4.3
Communication about how I can support my child's learning	3.4	3.3	2.8	4.1
Communication about school events, programs and issues	3.9	3.6	2.9	4.0
Communication during a crisis/serious incidents	4.0	3.5	3.0	4.1
Feeling welcome when I visit my child's school	3.8	4.1	3.6	4.4
Trustworthiness of communication from my child's teachers	4.4	4.3	3.8	4.6
Trustworthiness of communication from my child's school	4.2	4.2	3.6	4.5
Trustworthiness of communication from the district	4.1	4.0	3.6	4.4
<b>Overall satisfaction with communication</b>	<b>3.9</b>	<b>3.9</b>	<b>3.3</b>	<b>4.1</b>
<b>Overall perception of district based on communication</b>	<b>4.0</b>	<b>3.9</b>	<b>3.4</b>	<b>4.2</b>

Communication about academic programs and district performance	3.4	3.1	2.3	4.2
Communication about district finances and related issues	3.4	2.8	1.8	3.6
Communication about school safety	3.8	2.9	1.7	3.8
Trustworthiness of communication from the district	3.7	3.3	2.7	4.1
<b>Overall satisfaction with communication</b>	<b>3.5</b>	<b>3.2</b>	<b>2.1</b>	<b>4.0</b>
<b>Overall perception of district based on communication</b>	<b>3.6</b>	<b>3.3</b>	<b>2.3</b>	<b>4.1</b>

For details on methodology, participation rates, and your district's complete SCoPE results, please refer to the SCoPE User Guide, Summary Reports, and your district data on the SCoPE User Interface.

STAFF

PARENTS

COMMUNITY

## How They Get Their Information *(Average Rating 1-5)*

58



**From Worksite**  
**Most Relied Upon**  
 eMail 4.8  
 Faculty/staff meetings 3.7  
 Committee/other meetings 3.4  
 Word of mouth from colleagues 3.4

**Least Relied Upon**  
 Social media 2.0  
 Notices on bulletin boards/near  
 staff mailboxes 2.1  
 Automated phone calls 2.1

**From District**  
**Most Relied Upon**  
 eMail 4.4  
 School calendar 3.6  
 Districtwide faculty/staff meetings 3.0  
 eNewsletter 3.0

**Least Relied Upon**  
 Mobile app 1.3  
 Local news and media 1.5  
 District intranet 1.7

Highest First Preferences for District Communications	1st
eMail	81%
Districtwide faculty/staff meetings	7%
eNewsletter	3%

**Communication meets individual needs and preferences for receiving information 4.0**

# SCOPE Faculty/Staff Results

## Higher Scoring Areas (Average Rating 1-5)

### Communication from Worksite

- Understandable 4.5
- Accurate 4.5
- Trustworthy 4.5

### Communication from District

- Understandable 4.6
- Accurate 4.5
- Timely 4.4

### Communication in Key Areas

- About student success and achievements 4.1
- During a crisis/serious incident 4.0\*
- How I can best perform my duties 3.9
- How I can best support student achievement 3.9

### Engagement and Two-Way Communication

- Aware of where/how to direct question, complaint, concern 4.0
- Sufficient opportunity to become involved 4.0
- Involvement welcome and valued 3.9

# SCOPE Faculty/Staff Results

## Lower Scoring Areas (Average Rating 1-5)

### Communication from Worksite

- Open and transparent 4.2\*
- Timely 4.3\*

### Communication from District

- Trustworthy 4.1\*
- Recognizable 4.3\*
- Open and transparent 4.3\*

### Communication in Key Areas

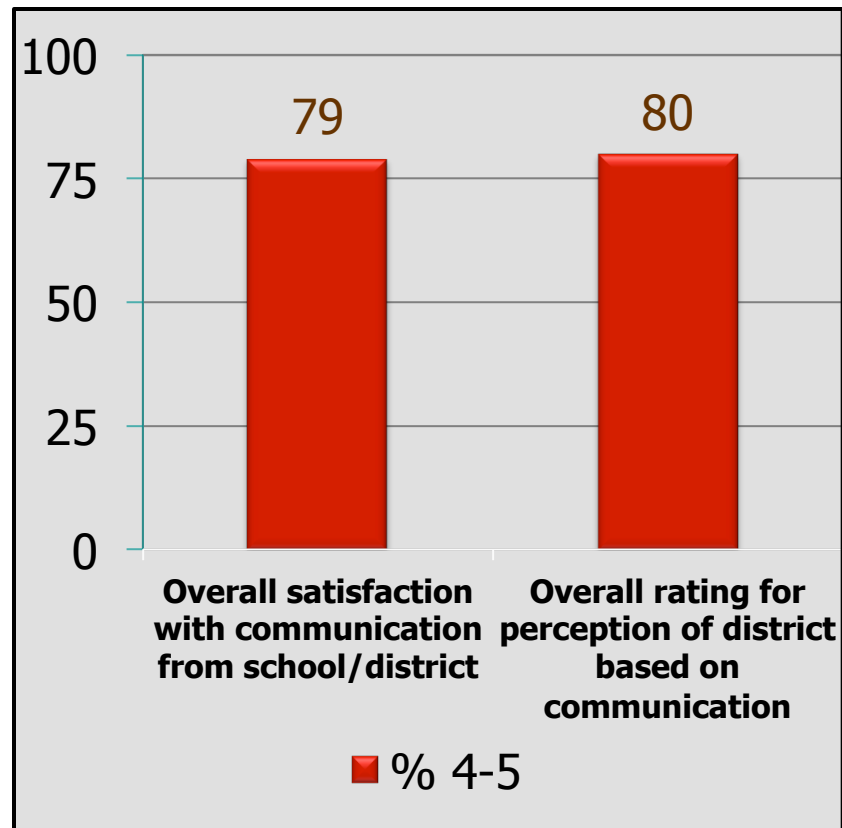
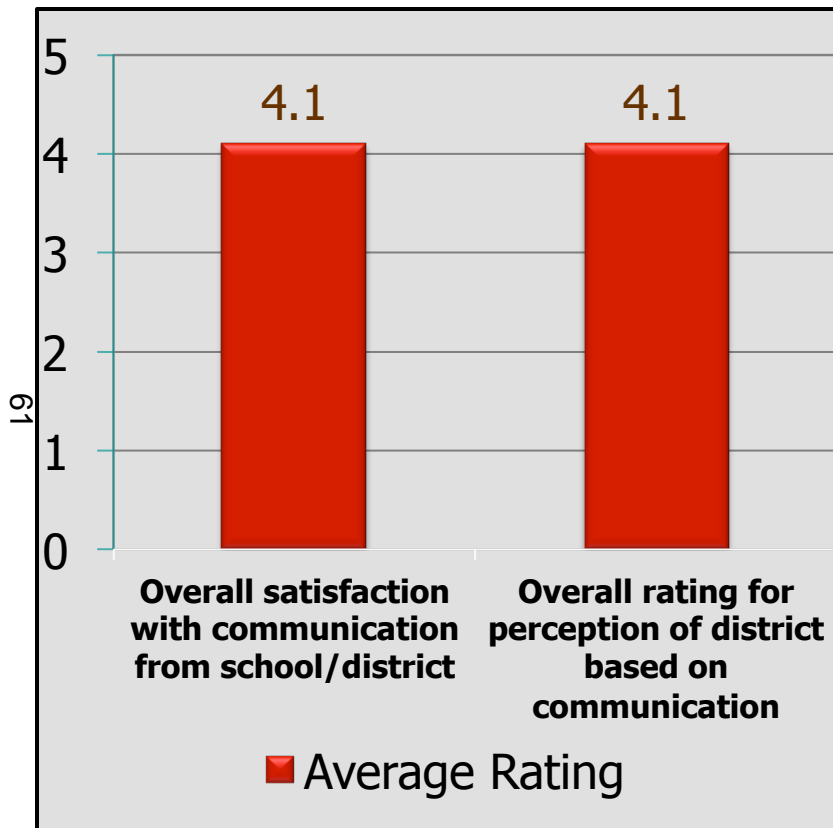
- District finances and related issues 3.2
- Makes me feel valued as an employee 3.6
- School/district leader decisions 3.6

### Engagement and Two-Way Communication

- Input and opinion are welcome and valued 3.6
- Sufficient opportunity to provide input 3.7
- Question, complaint, concern resolved to satisfaction 3.7

# SCOPE Faculty/Staff Results

## Overall Satisfaction



Quality and reputation of the district a significant factor in my decision to work here

4.1

- ✓ Strengthen leader communications at worksite and district levels to improve transparency, including around leadership decisions;
- ✓ Timeliness at the worksite level and trustworthiness at the district level
- ✓ Rationale for decisions made by district leaders shared with employees
- ✓ Recognizable communications
- ✓ Supporting employees to feel valued
- ✓ Opportunities for and valuing input
- ✓ Internal customer service – handling employee concerns
- ✓ Communication during a crisis

# SCOPE Parent Results

## SCOPE Survey

- Assessing communication from:  
Teachers  
School  
District
- 73 Questions: 1-5 Likert scale
- One open-ended comment question: Reported as submitted

## LPV D103

- Survey Dates: May 7 - 29, 2018
- Total Student Population: 1,844
- Number Completing Survey: 308
- Margin of Error: +/-5.2%

## Demographics

- School attending
- Grade level

**How They Get Their Information** *(Average Rating 1-5)*

64

**From Teacher**

**Most Relied Upon**

Report card/progress note 4.2  
Parent-teacher meetings 4.2  
eMail with the teacher 3.7

**Least Relied Upon**

Social media 1.7  
Teacher webpages 2.4  
Phone calls with the teacher(s) 2.4

**From School**

**Most Relied Upon**

Automated email 4.1  
Newsletter/enewsletter 4.0  
Backpack notices and flyers 3.6

**Least Relied Upon**

Digital/other signs 1.9  
Social media 2.1  
School meetings 3.0

**From District**

**Most Relied Upon**

eNewsletter 4.0  
Automated email 3.8  
School calendar 3.7

**Least Relied Upon**

District meetings 1.7  
Board of education meetings 1.7  
Local news media 1.7  
Mobile app 1.7

Highest First Preferences for District Communications	1st
eNewsletter	44%
Automated email	35%
Automated text messages	10%

**Communication meets individual needs and preferences for receiving information 3.6**

**Higher Scoring Areas (Average Rating 1-5)**

**Communication from Teacher**

- Understandable 4.4
- Accurate 4.4
- Trustworthy 4.4
- Open and transparent 4.3

**Communication from School**

- Understandable 4.4
- Accurate 4.3
- Trustworthy 4.2

**Communication from District**

- Recognizable 4.4
- Understandable 4.3
- Accurate 4.2
- Timely 4.2

**Communication in Key Areas**

- About PTA/PTO programs and events 4.0
- During a crisis/serious incident 4.0\*
- About school and district events and programs 3.9

**Engagement and Two-Way Communication**

- Feel welcomed when I visit my child's school 3.8
- Sufficient opportunity to become involved 3.7
- Aware of where to direct question/complaint/concern 3.7
- Involvement valued 3.6

**Lower Scoring Areas (Average Rating 1-5)**

**Communication from Teacher**

- Timely 4.2\*

**Communication from School**

- Timely 4.1\*
- Open and transparent 4.0\*

**Communication from District**

- Open and transparent 3.9
- Trustworthy 4.1\*

**Communication in Key Areas**

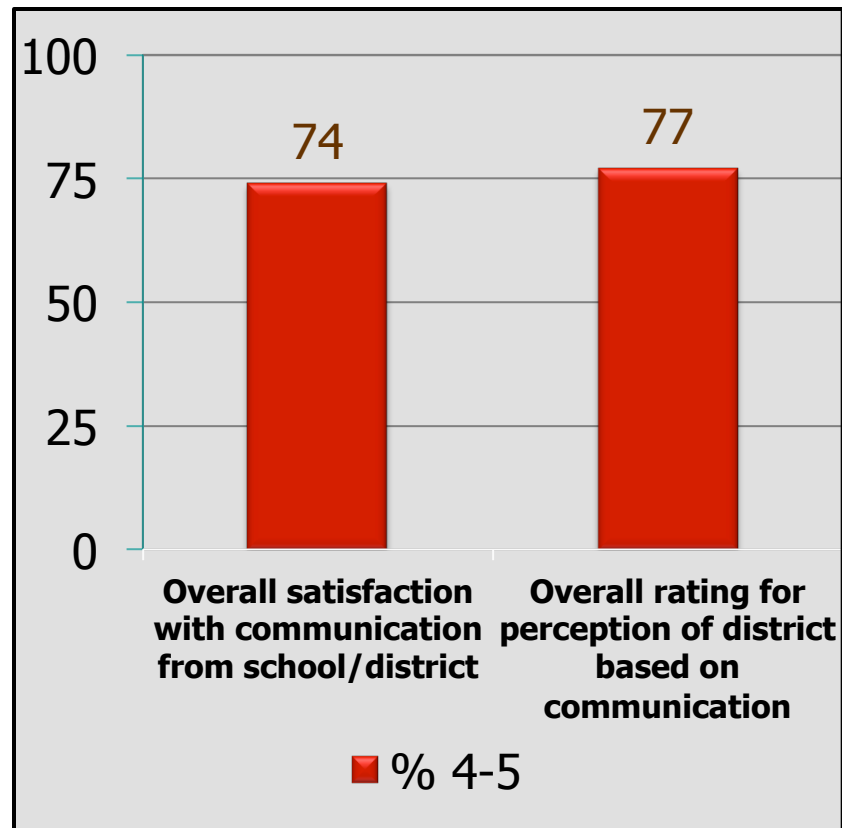
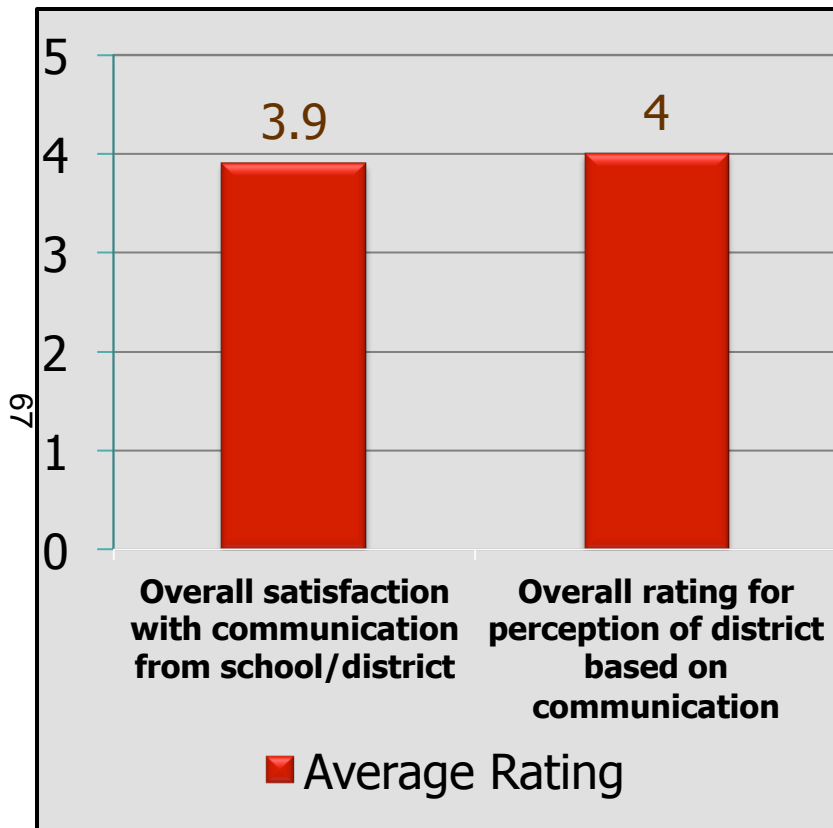
- About district finances and related issues 3.2
- About quality of instruction and faculty success 3.4
- About how I can support my child's learning 3.4
- About homework 3.4

**Engagement and Two-Way Communication**

- Questions/complaints concerns resolved to satisfaction 3.4
- Opportunity to provide input 3.4
- Input and opinion welcome and valued 3.4
- Sufficient opportunity to advocate for my child 3.5

# SCOPE Parent Results

## Overall Satisfaction



Quality and reputation of the district a significant factor in my decision to move/live here

4.4

- ✓ Strengthen leader communications at building and district levels to improve timeliness and transparency; trustworthiness at the district level
- ✓ Timely and transparent information on finances
- ✓ Supporting child's learning and homework
- ✓ Enhancing awareness around where and how to raise questions, complaints, concerns
- ✓ Valuing input and opinion
- ✓ Communication during a crisis

# SCOPE Community Results

## SCOPE Survey

- Assessing communication from:  
District
- 44 Questions: 1-5 Likert scale
- One open-ended comment question: Reported as submitted

## LPV D103

- Survey Dates: May 7 – 29, 2018
- Total Community Population: 43,000
- Number Completing Survey: 59
- Margin of Error: +/-13%

## Demographics

- Population Segment
- Years residing in district
- Age

**How They Get Their Information (Average Rating 1-5)**

70



**From District**  
**Most Relied Upon**  
eNewsletter 3.6  
School calendar 3.0  
Automated email 2.9

**Least Relied Upon**  
Family member/friend working for district 1.3  
Mobile app 1.5  
Board of education meetings 1.8  
District meetings 1.8

Top Three Preferences for District Communications		1st
eNewsletter	46%	
Automated email	17%	
Printed newsletter and/or other notices	12%	

**Communication meets individual needs and preferences for receiving information 3.5**

# SCOPE Community Results

## Higher Scoring Areas *(Average Rating 1-5)*

### Communication from District

- Understandable 4.1
- Recognizable 3.9
- Accurate 3.8

### Communication in Key Areas

- About school safety 3.8
- About academic programs and district performance 3.7
- During a crisis/serious incident 3.7\*

### Engagement and Two-Way Communication

- Aware of where to direct question, complaint, concern 3.5
- Sufficient opportunity to provide input and voice opinion 3.3

# SCoPE Community Results

## Lower Scoring Areas (Average Rating 1-5)

### Communication from District

- Open and transparent 3.5
- Timely 3.6
- Trustworthy 3.7

### Communication in Key Areas

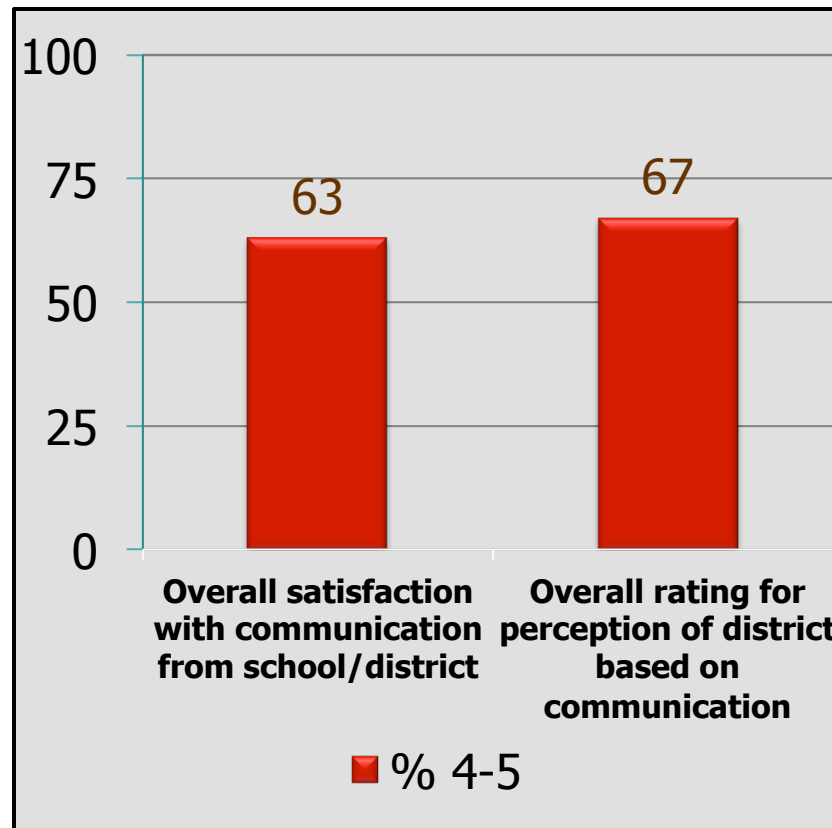
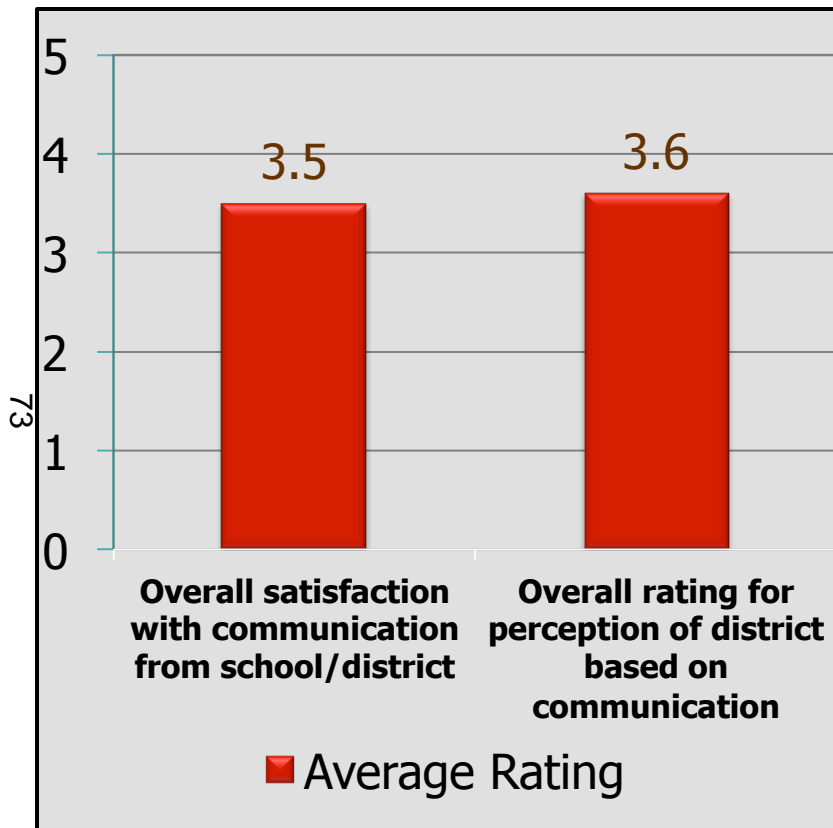
- About district finances and related issues 3.4
- About student achievements and preparing students for success 3.4
- About extra and co-curricular offerings and accomplishments 3.4

### Engagement and Two-Way Communication

- Questions, complaints, concerns resolved to satisfaction 3.0
- Input and opinion welcome and valued 3.0
- Sufficient opportunity to become involved 3.2
- Involvement welcome and valued 3.2

# SCOPE Community Results

## Overall Satisfaction



Quality and reputation of the district a significant factor in my decision to move/live here

**4.0**

- ✓ Communication from district perceived as open, transparent and trustworthy
- ✓ Ensure timeliness of communications
- ✓ Resolving questions, complaints and concerns
- ✓ Communication during a crisis

## Maximizing Your Results

**Translating the numbers  
into understanding**

**Establishing a baseline**

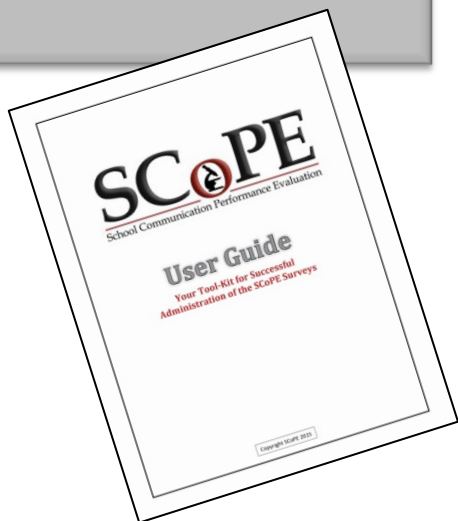
**Infusing SCOPE results into  
a communications plan**

**Correlating data for  
possible linkage**

**Using quantitative data to  
inform qualitative research**  
- Focus groups  
- Interviews  
- Follow-up surveys with  
**WHY** questions

**Communications Audit**

**Sustaining and driving  
continued high  
performance through  
recognition and internal  
benchmarking**



# Sharing Your Results



*"If you want greater participation on other surveys or future administrations of SCoPE Surveys, not being accountable to your stakeholders is one sure way to kill that possibility."*

# SCoPE Scorecard

School Communication Performance Evaluation

How Your District Scored on Measures that Matter Most in School Communications  
 Compared to All Districts Participating in the SCoPE School Survey Program  
**LINCOLNSHIRE PRAIRIE VIEW D103** MAY 2018

STAFF

	District	Avg	Low	High
Communication regarding how I can support student achievement	3.9	3.4	3.0	4.0
Communication to keep me informed so I can best represent the school/district as an ambassador	3.7	3.2	2.6	4.0
Communication during a crisis/serious incidents	4.0	3.4	2.9	4.0
Communication that makes me feel valued as an employee	3.6	3.0	2.3	3.6
Trustworthiness of communication from my school/department	4.5	4.0	3.5	4.5
Trustworthiness of communication from the district	4.1	3.7	2.7	4.2
<b>Overall satisfaction with communication</b>	<b>4.1</b>	<b>3.7</b>	<b>3.0</b>	<b>4.1</b>
<b>Overall perception of district based on communication</b>	<b>4.1</b>	<b>3.7</b>	<b>2.9</b>	<b>4.1</b>

PARENTS

Communication about my child's progress in school	3.7	3.8	3.1	4.3
Communication about how I can support my child's learning	3.4	3.3	2.8	4.1
Communication about school events, programs and issues	3.9	3.6	2.9	4.0
Communication during a crisis/serious incidents	4.0	3.5	3.0	4.1
Feeling welcome when I visit my child's school	3.8	4.1	3.6	4.4
Trustworthiness of communication from my child's teachers	4.4	4.3	3.8	4.6
Trustworthiness of communication from my child's school	4.2	4.2	3.6	4.5
Trustworthiness of communication from the district	4.1	4.0	3.6	4.4
<b>Overall satisfaction with communication</b>	<b>3.9</b>	<b>3.9</b>	<b>3.3</b>	<b>4.1</b>
<b>Overall perception of district based on communication</b>	<b>4.0</b>	<b>3.9</b>	<b>3.4</b>	<b>4.2</b>

COMMUNITY

Communication about academic programs and district performance	3.4	3.1	2.3	4.2
Communication about district finances and related issues	3.4	2.8	1.8	3.6
Communication about school safety	3.8	2.9	1.7	3.8
Trustworthiness of communication from the district	3.7	3.3	2.7	4.1
<b>Overall satisfaction with communication</b>	<b>3.5</b>	<b>3.2</b>	<b>2.1</b>	<b>4.0</b>
<b>Overall perception of district based on communication</b>	<b>3.6</b>	<b>3.3</b>	<b>2.3</b>	<b>4.1</b>

*For details on methodology, participation rates, and your district's complete SCoPE results, please refer to the SCoPE User Guide, Summary Reports, and your district data on the SCoPE User Interface.*

**844-322-8675**

[www.scopeschoolsurveys.com](http://www.scopeschoolsurveys.com)



Lincolnshire – Prairie View School District 103  
1370 RIVERWOODS ROAD  
LINCOLNSHIRE, IL 60069  
847.295.4030  
(Fax) 847.295.9196

Memo

**To:** Board of Education  
**From:** Katie Reynolds, Assistant Superintendent of Curriculum and Instruction  
**CC:** Dr. Scott Warren  
**Date:** July 10, 2018  
**Re:** Spring Growth Summary Report

---

Attached you will find a copy of the District Spring Growth Summary for the 2017-2018 school year. This report is provided annually to the board as a way to monitor student growth. This year all grade levels made expected growth in mathematics and 7 out of 9 grade levels made expected growth in reading. For any grade level or subgroup that did not make adequate growth, student data will be reviewed during summer curriculum meetings to understand why and create a plan to increase the percentage of students meeting their expected growth target.

### **Overview**

The ECRA Group, Inc. (ECRA) Local Growth Model compares the growth of an individual student with local growth trends of students with the same historical achievement in the District. Growth results can be examined by each individual student, or the student growth scores of a group of students can be aggregated by grade, subject, school, or subgroup.

### **Growth Model Development**

Growth models analyze longitudinal student achievement data using advanced statistical modeling techniques to quantify growth. The ECRA Local Growth Model (LGM) assigns each District student a projected score based on prior achievement and typical district growth profiles. To evaluate student growth, students' actual test scores are compared to the projected values provided by the prediction model. The difference between the projected and actual student achievement on assessments is summarized by a growth score and a color coded rating. Aggregation of individual student growth scores provides a measure of overall student growth for groups of students, whether by classroom, program, school, or subgroup.

## Growth Scores


Growth scores represent the magnitude of the difference between actual and expected achievement. Each deviation from zero indicates more (or less) than expected growth observed in the District based on historical data. A negative growth score does not indicate a student is losing knowledge, but rather that the student did not grow as much throughout the school year as his or her peers with the same historical achievement. Student growth is considered typical or “expected” unless the growth score is statistically significant and educationally relevant. Growth is categorized in the reports using the following scale.

	<b>Higher than Expected Growth</b> Growth is +0.30 or above		<b>Expected Growth</b> Growth from -0.29 to +0.29		<b>Lower than Expected Growth</b> Growth from -0.30 to -0.59		<b>Unsatisfactory Growth</b> Growth is -0.60 or below
---	--	---	--	---	---	---	--








### Sample Growth Summary Form

Growth evaluation reports are provided for the district as well as for individual schools.

School: **U.S. 50 Sample District**  
 Subject: **Mathematics**  
 Evaluation Year: **2014-2015**  
 Growth Comparison Group: **Local District**  
 Term: **Spring**

**Overall Growth**  
 + 0.06  **Expected Growth**

The overall growth score across all students is reported at the top right of the form as well as at the bottom of the table.

Student Growth by Grade							
Grade	Test	Effective Sample Size	% Met Benchmark	% High Growth	% Expected Growth	% Low Growth	Growth
04	Spring MAP	168	70%	15%	71%	14%	+ 0.12 
04	Spring PARCC	168	32%	17%	70%	13%	+ 0.09 
05	Spring MAP	181	75%	17%	75%	9%	+ 0.23 
05	Spring PARCC	181	22%	17%	65%	18%	+ 0.00 
06	Spring MAP	199	65%	16%	68%	16%	+ 0.02 
06	Spring PARCC	198	32%	15%	64%	21%	- 0.07 
<b>ALL</b>		500	49%	16%	69%	15%	+ 0.06 
<b>EXPECTED</b>				16%	68%	16%	0.00

\* Dot color is green for all growth scores that are not statistically significant  
 \*\*Percentages may not add to 100 due to rounding  
 \*\*\*Growth not reported for groups with fewer than 5 students

The percentage of students who met the state or college readiness benchmark, as well as achieved higher than expected, expected, and lower than expected growth are summarized in the middle columns of the table.

# LINCOLNSHIRE-PRAIRIEVIEW SCHOOL DISTRICT 103

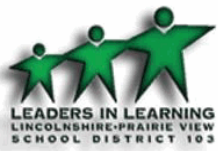
District Spring Growth Summary

2017-2018



## LINCOLNSHIRE-PRAIRIEVIEW SCHOOL DISTRICT 103





# District Criterion by Grade and Subject (2017-2018)

Growth Year: **2017-2018**

Growth Comparison Group: **Local District**

Term: **Spring**

The following table summarizes assessments evaluated at each grade level and subject.

**Criterion by Grade and Subject**

<b>Grade</b>	<b>Mathematics</b>	<b>Reading</b>
<b>K</b>	Spring CA, Spring ENB, Spring QDF, Spring QTF, Spring NNF	Spring ELB, Spring WRF, Spring LNF, Spring LWSF
<b>01</b>	Spring CA, Spring ENB, Spring MFF1D, Spring MFFT, Spring NCFP	Spring ORF
<b>02</b>	Spring CA, Spring NCFT, Spring NSF, Spring MATHB, Spring MCF, Spring MAP	Spring ORF, Spring MAP
<b>03</b>	Spring MAP	Spring MAP
<b>04</b>	Spring MAP	Spring MAP
<b>05</b>	Spring MAP	Spring MAP
<b>06</b>	Spring MAP	Spring MAP
<b>07</b>	Spring MAP	Spring MAP
<b>08</b>	Spring MAP	Spring MAP

# District Overall Growth Summary (2017-2018)

Subject:

**All Subjects**





Growth Year: **2017-2018**

Growth Comparison Group: **Local District**

Term: **Spring**



### Student Growth by School

School:	Effective Sample Size <sup>^</sup>	% Met Benchmark	% High Growth	% Expected Growth	% Low Growth	Growth
HALF DAY SCHOOL	564	69%	15%	62%	23%	- 0.17 
SPRAGUE SCHOOL	435	61%	15%	67%	18%	- 0.07 
WRIGHT JUNIOR HIGH	596	79%	16%	62%	22%	- 0.13 
<b>ALL</b>	1,595	72%	15%	63%	21%	- 0.13 
<b>EXPECTED</b>			16%	68%	16%	0.00

\* Dot color is green for all growth scores that are not statistically significant

<sup>^</sup> Effective sample size only includes students with at least 2 predictors

\*\*Percentages may not add to 100 due to rounding

\*\*\*Results not reported for groups with fewer than 5 students



# District Building-Level Growth Summary (2017-2018)

Subject:

**Mathematics**

Growth Year: 2017-2018





Growth Comparison Group: Local District

Term: Spring

**Overall Growth**

- 0.09  **Expected Growth**

### Student Growth by School





School	Effective Sample Size <sup>^</sup>	% Met Benchmark	% High Growth	% Expected Growth	% Low Growth	Growth	
HALF DAY SCHOOL	564	67%	17%	60%	22%	- 0.11	
SPRAGUE SCHOOL	435	59%	15%	69%	17%	- 0.05	
WRIGHT JUNIOR HIGH	596	79%	16%	63%	21%	- 0.09	
<b>ALL</b>	1,595	72%	16%	64%	20%	- 0.09	
<b>EXPECTED</b>			16%	68%	16%	0.00	

\* Dot color is green for all growth scores that are not statistically significant

<sup>^</sup> Effective sample size only includes students with at least 2 predictors

\*\*Percentages may not add to 100 due to rounding

\*\*\*Results not reported for groups with fewer than 5 students

 <p><b>Higher than Expected Growth</b> Growth is +0.30 or above</p>	 <p><b>Expected Growth</b> Growth from -0.29 to +0.29</p>	 <p><b>Lower than Expected Growth</b> Growth from -0.30 to -0.59</p>	 <p><b>Unsatisfactory Growth</b> Growth is -0.60 or below</p>
---	--	---	--

# District Building-Level Growth Summary (2017-2018)

Subject:

**Reading**

Growth Year: **2017-2018**





Growth Comparison Group: **Local District**

Term: **Spring**

**Overall Growth**

- 0.17  **Expected Growth**

### Student Growth by School

School	Effective Sample Size <sup>^</sup>	% Met Benchmark	% High Growth	% Expected Growth	% Low Growth	Growth	
HALF DAY SCHOOL	564	71%	13%	63%	24%	- 0.23	
SPRAGUE SCHOOL	435	63%	15%	65%	20%	- 0.10	
WRIGHT JUNIOR HIGH	596	78%	17%	61%	22%	- 0.17	
<b>ALL</b>	1,595	73%	15%	63%	22%	- 0.17	
<b>EXPECTED</b>			16%	68%	16%	0.00	

\* Dot color is green for all growth scores that are not statistically significant

<sup>^</sup> Effective sample size only includes students with at least 2 predictors

\*\*Percentages may not add to 100 due to rounding

\*\*\*Results not reported for groups with fewer than 5 students

 <b>Higher than Expected Growth</b> Growth is +0.30 or above	 <b>Expected Growth</b> Growth from -0.29 to +0.29	 <b>Lower than Expected Growth</b> Growth from -0.30 to -0.59	 <b>Unsatisfactory Growth</b> Growth is -0.60 or below
--	---	--	---

# District Grade-Level Growth Summary (2017-2018)

Subject:

**Mathematics**

Growth Year: **2017-2018**











Growth Comparison Group: **Local District**

Term: **Spring**

**Overall Growth**

- 0.09  **Expected Growth**

### Student Growth by Grade





Grade	Effective Sample Size <sup>^</sup>	% Met Benchmark	% High Growth	% Expected Growth	% Low Growth	Growth	
K	150	N/A	14%	66%	20%	- 0.15	
01	136	N/A	15%	69%	16%	- 0.01	
02	149	59%	15%	71%	14%	+ 0.01	
03	192	80%	22%	52%	26%	- 0.11	
04	169	59%	10%	67%	22%	- 0.25	
05	203	61%	19%	63%	19%	- 0.01	
06	180	81%	19%	69%	12%	+ 0.15	
07	188	78%	16%	57%	27%	- 0.26	
08	228	78%	14%	63%	23%	- 0.14	
<b>ALL</b>	1,595	72%	16%	64%	20%	- 0.09	
<b>EXPECTED</b>			16%	68%	16%	0.00	

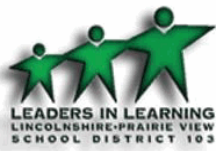
\* Dot color is green for all growth scores that are not statistically significant

<sup>^</sup> Effective sample size only includes students with at least 2 predictors

\*\*Percentages may not add to 100 due to rounding

\*\*\*Results not reported for groups with fewer than 5 students

 <b>Higher than Expected Growth</b> Growth is +0.30 or above	 <b>Expected Growth</b> Growth from -0.29 to +0.29	 <b>Lower than Expected Growth</b> Growth from -0.30 to -0.59	 <b>Unsatisfactory Growth</b> Growth is -0.60 or below
--	---	--	---



# District Grade-Level Growth Summary (2017-2018)

Subject:

**Reading**

Growth Year: **2017-2018**

Growth Comparison Group: **Local District**

Term: **Spring**

**Overall Growth**

- 0.17 **Expected Growth**

### Student Growth by Grade

Grade	Effective Sample Size <sup>^</sup>	% Met Benchmark	% High Growth	% Expected Growth	% Low Growth	Growth	
K	150	N/A	14%	61%	25%	- 0.27	
01	136	N/A	16%	65%	19%	- 0.02	
02	149	63%	13%	70%	16%	+ 0.01	
03	192	71%	19%	55%	26%	- 0.11	
04	169	73%	8%	69%	23%	- 0.39	
05	203	70%	10%	66%	24%	- 0.21	
06	180	79%	22%	63%	16%	+ 0.05	
07	188	77%	13%	56%	30%	- 0.34	
08	228	79%	15%	64%	21%	- 0.21	
<b>ALL</b>	1,595	73%	15%	63%	22%	- 0.17	
<b>EXPECTED</b>			16%	68%	16%	0.00	

\* Dot color is green for all growth scores that are not statistically significant

<sup>^</sup> Effective sample size only includes students with at least 2 predictors

\*\*Percentages may not add to 100 due to rounding

\*\*\*Results not reported for groups with fewer than 5 students

<p><b>Higher than Expected Growth</b> Growth is +0.30 or above</p>	<p><b>Expected Growth</b> Growth from -0.29 to +0.29</p>	<p><b>Lower than Expected Growth</b> Growth from -0.30 to -0.59</p>	<p><b>Unsatisfactory Growth</b> Growth is -0.60 or below</p>
--	--	---	--

# District Subgroup Growth Summary (2017-2018)

Subject:














## Mathematics

Growth Year: 2017-2018

Growth Comparison Group: Local District

Term: Spring

### Student Growth by Subgroup

Group	Subgroup	Effective Sample Size <sup>^</sup>	% Met Benchmark	% High Growth	% Expected Growth	% Low Growth	Growth
Ethnicity	Asian	674	87%	22%	63%	15%	+ 0.14 
Ethnicity	Black	12	63%	8%	67%	25%	- 0.14 
Ethnicity	Hispanic	46	50%	14%	66%	20%	- 0.23 
Ethnicity	Other	34	75%	16%	70%	14%	+ 0.10 
Ethnicity	White	829	61%	12%	63%	24%	- 0.27 
Gender	Female	770	68%	10%	66%	24%	- 0.30 
Gender	Male	825	75%	22%	61%	17%	+ 0.11 
IEP	IEP	181	33%	13%	61%	26%	- 0.26 
IEP	No IEP	1,414	77%	17%	64%	19%	- 0.07 
Income	Low Income	13	67%	24%	61%	15%	+ 0.20 
Income	Not Low Income	1,582	72%	16%	64%	20%	- 0.09 
LEP	LEP	106	41%	24%	56%	21%	+ 0.05 
LEP	Not LEP	1,489	73%	16%	64%	20%	- 0.10 
EXPECTED				16%	68%	16%	0.00

\* Dot color is green for all growth scores that are not statistically significant

<sup>^</sup> Effect sample size only includes students with at least 2 predictors

\*\*Percentages may not add to 100 due to rounding

\*\*\*Results not reported for groups with fewer than 5 students



**Higher than Expected Growth**

Growth is +0.30 or above



**Expected Growth**

Growth from -0.29 to +0.29



**Lower than Expected Growth**

Growth from -0.30 to -0.59



**Unsatisfactory Growth**

Growth is -0.60 or below

# District Subgroup Growth Summary (2017-2018)

Subject:














## Reading

Growth Year: **2017-2018**

Growth Comparison Group: **Local District**

Term: **Spring**

### Student Growth by Subgroup

Group	Subgroup	Effective Sample Size <sup>^</sup>	% Met Benchmark	% High Growth	% Expected Growth	% Low Growth	Growth
Ethnicity	Asian	674	83%	15%	63%	21%	- 0.09 
Ethnicity	Black	12	63%	8%	58%	33%	- 0.62 
Ethnicity	Hispanic	46	58%	16%	58%	25%	- 0.27 
Ethnicity	Other	34	75%	26%	60%	14%	+ 0.19 
Ethnicity	White	829	66%	14%	63%	23%	- 0.24 
Gender	Female	770	75%	13%	64%	22%	- 0.19 
Gender	Male	825	72%	16%	62%	22%	- 0.15 
IEP	IEP	181	34%	13%	64%	23%	- 0.31 
IEP	No IEP	1,414	79%	15%	63%	22%	- 0.15 
Income	Low Income	13	56%	8%	60%	33%	- 0.31* 
Income	Not Low Income	1,582	74%	15%	63%	22%	- 0.17 
LEP	LEP	106	20%	14%	53%	33%	- 0.43 
LEP	Not LEP	1,489	76%	15%	64%	22%	- 0.15 
EXPECTED				16%	68%	16%	0.00

\* Dot color is green for all growth scores that are not statistically significant

<sup>^</sup> Effect sample size only includes students with at least 2 predictors

\*\*Percentages may not add to 100 due to rounding

\*\*\*Results not reported for groups with fewer than 5 students



**Higher than Expected Growth**

Growth is +0.30 or above



**Expected Growth**

Growth from -0.29 to +0.29



**Lower than Expected Growth**

Growth from -0.30 to -0.59



**Unsatisfactory Growth**

Growth is -0.60 or below



## Lincolnshire – Prairie View School District 103

**1370 RIVERWOODS ROAD**

LINCOLNSHIRE, IL 60069

847.295.4030

(Fax) 847.295.9196

Memo

**To:** Board of Education

**From:** Katie Reynolds, Assistant Superintendent of Teaching and Learning  
Kendra Perri, Curriculum Coordinator

**CC:** Dr. Scott Warren

**Date:** July 3, 2018

**Re:** Curriculum and Instruction Department Goals 2017-2018 Update

---

Attached are the Curriculum and Instruction Department goals for the 2017-2018 school year with updated action steps and progress status.

On the chart, the goals numbered 1-3 and the corresponding sub-goals align with Vision 2020. Goal #4 aligns to current State and district initiatives not included in the strategic plan.

<b>1. Maintain a focus on verbal and written communication skills being integrated throughout the curriculum.</b>			
<b>Sub Goal</b>	<b>Strategies</b>	<b>Completed Tasks</b>	<b>Status</b>
<b>Explore opportunities to increase speaking and listening skills across all content area</b>	<ul style="list-style-type: none"> <li>Increase student speaking and listening opportunities by developing Common Core State Standards (CCSS) aligned activities across content areas</li> </ul>	<ul style="list-style-type: none"> <li>On the November 28<sup>th</sup> Teacher Institute Day, K-5 teachers aligned speaking and listening activities with the standards. When applicable, resources and rubrics were added. During curriculum content meetings, teachers in grades 6-8 have completed the same task.</li> <li>6-8 ELA teachers have included speaking and listening standards on the proposed standards based report card language.</li> <li>Individuals who completed the Summer 2017 student engagement strategies training (Kagan) are implementing the strategies.</li> <li>Kagan training has been arranged for July 2018. This year we will offer, days 1-5.</li> <li>7 Staff members (3 Gen Ed, 3 Reg Ed, 1 Admin) attended a workshop, “Academic Talk in Content Language Development”</li> </ul>	Completed
<b>Explore opportunities to increase writing skills across all content areas</b>	<ul style="list-style-type: none"> <li>Increase student writing opportunities by developing grade level example papers in ELA and Social Studies</li> <li>Increase student writing opportunities by</li> </ul>	<ul style="list-style-type: none"> <li>Common writing anchor tasks have been implemented by grade level.</li> <li>K-8 teachers have created exemplar papers.</li> <li>Evaluating sources and using evidence from Inquiry Standards has been integrated into social studies instruction</li> </ul>	Completed

	ensuring that new math curriculum resources provide opportunities for written expression		
--	--	--	--

<b>2. Provide differentiated instruction for all students across all disciplines to extend higher order thinking.</b>			
<b>Sub Goal</b>	<b>Strategies</b>	<b>Completed Tasks</b>	<b>Status</b>
<b>Implement new District enrichment model</b>	<ul style="list-style-type: none"> <li>Increase the opportunity for students to meet individualized growth projections by providing teachers with training on how to efficiently access and use ECRA data</li> </ul>	<ul style="list-style-type: none"> <li>Teachers have been provided with access to the ECRA data portal.</li> <li>Teachers have been provided training on accessing and using the data in the ECRA portal.</li> <li>Increased science enrichment services to full time for the 2018-2019 school year.</li> </ul>	Completed
<b>Provide professional development for staff on best practices in ELL instruction</b>	<ul style="list-style-type: none"> <li>Increase the number of teachers who have their ESL endorsement in order to better meet the need of our ESL students</li> <li>Implement Co-teaching in the English Learner Program to provide English Learner students greater access to core curriculum</li> </ul>	<ul style="list-style-type: none"> <li>ELL co-teaching is occurring in all grade levels.</li> <li>Professional development has been provided to all ELL and general education teachers who are co-teaching.</li> <li>Cohort #3 began in December 2017, 8 teachers are participating.</li> <li>7 Staff members (3 Gen Ed, 3 Reg Ed, 1 Admin) attended a workshop, “Academic Talk in Content Language Development”</li> </ul>	Completed
<b>Increase professional learning opportunities to effectively integrate educational technology</b>	<ul style="list-style-type: none"> <li>To be reported separately</li> </ul>		

<b>3. Increase opportunities for critical and analytical thinking, creativity, and collaboration across the curriculum.</b>			
<b>Sub Goal</b>	<b>Strategies</b>	<b>Completed Tasks</b>	<b>Status</b>
<b>Strengthen and expand district STEAM offerings.</b>	<ul style="list-style-type: none"> <li>• Ensure the curriculum provides a comprehensive scope of STEAM opportunities for students in grades K-8</li> <li>• Collaborate with Stevenson Consortium Districts to create curriculum units aligned to the Illinois Arts Learning Standards for students in grades K-8</li> <li>• Increase student access to Math CCSS and STEAM type learning opportunities by piloting and selecting new math curriculum resources</li> </ul>	<ul style="list-style-type: none"> <li>• K-12 creative arts teachers have attend consortium meetings to align the curriculum with the Core Arts Standards.</li> <li>• A math curriculum and resource materials survey was created and distributed to area school districts.</li> <li>• Math resources have been reviewed for their alignment to Common Core.</li> <li>• Three publishers presented to the K-8 math committee on November 29<sup>th</sup>.</li> <li>• Teachers have been piloting new math resource materials.</li> <li>• K-2 teachers observed “Bridges” in District 96.</li> <li>• 3-5 teachers observed, “Bridges in District 68.</li> <li>• K-5 Math Committee members decided to pilot “Bridges” for a full semester during the fall of 2018.</li> <li>• Number Corner, a component of “Bridges” will be implemented in Kindergarten and grades 3-5.</li> <li>• Increased science enrichment services to full time for the 2018-2019 school year.</li> </ul>	Completed
<b>Enhance education in SEL, Digital Citizenship, Leadership, Executive</b>	<ul style="list-style-type: none"> <li>• Increase parent, student and teacher communication in grades 6-8 by</li> </ul>	<ul style="list-style-type: none"> <li>• 6 grading “fixes” from Ken O’Conner’s research have been incorporated into the grading practices at Daniel</li> </ul>	Completed

<b>Functioning</b>	<ul style="list-style-type: none"> <li>○ Identifying procedures for implementing standards based report cards</li> <li>○ Identifying standards based reporting language</li> <li>○ Implementing social emotional learning rubrics in grades 6-8</li> </ul> <ul style="list-style-type: none"> <li>• Increase students executive functioning skills by examining grading practices in grades K-8 to ensure maximum opportunities for students to meet standards</li> </ul>	<p>Wright.</p> <ul style="list-style-type: none"> <li>• All teachers attended a Best Practices in Grading workshop on November 28<sup>th</sup> presented by Rick Wormeli</li> <li>• All content areas have created draft standards based grading language for report cards.</li> <li>• Work habits standards have been added to the Daniel Wright report card.</li> <li>• An SEL rubric has been added to the Daniel Wright report card.</li> <li>• A Parent Advisory Committee for Standards Based Grading has been created.</li> <li>• New SEL lessons have been added at Daniel Wright</li> <li>• Inner Explorer, a mindfulness curriculum, has been made available to all teachers, students and parents.</li> </ul>	
--------------------	---	--	--

<b>4. Non-Strategic Plan Goals</b>			
<b>Sub Goal</b>	<b>Strategies</b>	<b>Completed Tasks</b>	<b>Status</b>
<b>Implement new Illinois Social Studies Standards</b>	<ul style="list-style-type: none"> <li>• Implement curriculum units aligned to New Illinois</li> <li>• Studies Learning Standards providing students; multicultural, inquiry, and taking informed action learning opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• New Social studies units have been implemented in grades K-8.</li> <li>• 6-8 social studies teachers continue to work with Kathy Swan, a lead writer of the new Social Studies Standards during consortium meetings on best practices for implementing inquiry units.</li> <li>• K-8 teachers reviewed, revised and enhanced newly</li> </ul>	Completed

		implemented social studies units in June, 2018	
<b>Prepare certified staff to implement Student Learning Objectives in 2018-2019</b>	<ul style="list-style-type: none"> <li>• Provide training to certified teachers on the Student Learning Objective process (SLOs)</li> <li>• Pilot assessments that will be used in SLO process</li> </ul>	<ul style="list-style-type: none"> <li>• Multiple differentiated SLO workshops have been facilitated this school year. Additional dates will be added to the training calendar in the fall of 2018.</li> <li>• Training has been developed for new teachers and will be presented in August.</li> </ul>	Completed



## Lincolnshire-Prairie View School District 103

Memo

To: Board of Education  
From: Scott Warren  
Date: July 5, 2018  
Re: Student Absences - Update

---

The State of Illinois requires school districts to record daily student attendance to enforce the compulsory school attendance laws. There are specific reasons allowed in State law for an excused absence and tardy. Those are limited to: *“illness, observance of a religious holiday, death in the immediate family, family emergency, and shall include such other situations beyond the control of the student as determined by the board of education in each district, or such other circumstances which cause reasonable concern to the parent for the safety or health of the student.”*

The State requires districts to report the number of students who have been absent 5% of the school year, which equals 9 days. This reporting used to be 10% of the school year. This information will be part of the calculation that determines each district’s Tier designation of its overall effectiveness as determined by the Every Student Succeeds Act (ESSA).

Due to the limitations regarding the reasons that are considered an excused absence or tardy, schools will need to identify any student absences that do not meet the criteria above as “unexcused absences”. The district will communicate this information in the fall so parents are aware of the “excused” and “unexcused” reasons for student absences. Additionally, when students are approaching 9 absences, parents will be notified to keep them informed of their children’s attendance.



## **Lincolnshire-Prairie View School District 103**

Memo

To: Board of Education  
From: Scott Warren  
Date: July 5, 2018  
Re: Parking Lot Agreement between the Village of Lincolnshire and District 103

---

The Village of Lincolnshire has been in the process of reviewing its agreements with local agencies to ensure they are in compliance with the law. After their review, they determined that the agreement with District 103 needed to be updated. The agreement gives the police department authority to enforce parking and traffic laws and ordinances within the District's boundaries, such as handicapped parking and fire lane violations. The Village will work with the District regarding any changes that are proposed.

It is my recommendation that the Board approve the Parking Lot Agreement between the Village of Lincolnshire and District 103 at the August 21, 2018 Board meeting.



3. The enforcement of all Village traffic ordinances applicable and the enforcement of all traffic regulations in Chapter 625 ILCS of the Illinois Compiled Statutes.

B. The Business shall bear the cost of the installation of such additional signs, signals and markings as determined to be required pursuant to the terms hereof and/or the ordinances of the Village. Provided, however, the Business shall be consulted prior to the installation of such signs on District 103 properties and no sign shall be installed if the Business reasonably objects to such installation.

C. The authorizations contained under the terms of this agreement shall be in addition to any other authority of the Village existing by reason of any other Statute of the State of Illinois and/or ordinances of the Village of Lincolnshire and such additional authorizations shall not be construed to be in lieu of such other Statute or law.

D. That the term of this agreement shall be for five (5) years from the date hereof and be automatically renewable to three (3) additional five-year terms unless cancelled by either party at any time upon at least three (3) months prior written notice to the other party.

E. This agreement supersedes in their entirety, any prior agreements of the same nature pertaining to the Association.

F. That this agreement shall be recorded in the office of the Recorder of Deeds of Lake County, Illinois.

IN WITNESS WHEREOF, the parties hereto have caused the foregoing agreement to be witnessed by their respective duly authorized officers.

Dated at Lincolnshire, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

VILLAGE OF LINCOLNSHIRE, ILLINOIS,  
a Municipal Corporation, in Lake County, Illinois

BY: \_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Village Clerk

LINCOLNSHIRE-PRAIRIE VIEW SCHOOL  
DISTRICT 103

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

ATTEST OR NOTARY:

\_\_\_\_\_



## **Lincolnshire-Prairie View School District 103**

Memo

To: Board of Education  
From: Scott Warren  
Date: July 5, 2018  
Re: Reciprocal Reporting Agreement with the Village of Lincolnshire

---

The Illinois School Code requires school districts and local police departments to establish policy guideline procedures regarding reciprocal reporting when juveniles are involved in criminal activity to enhance communication in supporting families, students, and the school community. The district approved agreements with agencies in 2016. The Village of Lincolnshire requested that the language in the presented agreement match more closely with the one they approved with Stevenson High School. Our attorneys reviewed the agreement and do not see any issues. Once approved by the School Board, the Village of Lincolnshire will need to approve the agreements for it to become active.

I recommend the Board approve the reciprocal reporting agreement with the Village of Lincolnshire at the August 21, 2018 Board meeting.

## **RECIPROCAL REPORTING AGREEMENT**

THIS AGREEMENT between the Board of Education of the Lincolnshire Prairie View School District No. 103, Lake County, Illinois and the Village of Lincolnshire, Illinois, is established and maintained under the authority of Sections 10-20.14 and 22-20 of the Illinois School Code, and in compliance with Sections 1-7 and 5-905 of the Juvenile Court Act. This Agreement is entered into and maintained in order to foster cooperation and improve the flow of information between educators and law enforcement officials. That cooperation and flow of information is essential in providing the safe, healthy and violence-free school environment to which all children are entitled, and which all children need to thrive and learn.

This Agreement is established after discussion among the undersigned, and in cooperation with the School District's parent-teacher advisory committee, resulting in a consensus.

The consensus recognizes the need for appropriate school officials and law enforcement officials to have access to information regarding activities of minor students in and out of school, so that they may work together in an efficient manner to prevent, eliminate and discourage acts of crime, violence and intimidation.

The consensus further recognizes and determines that involvement of the Village of Lincolnshire Police Department ("Police Department") is essential to achieving the objectives of this Agreement.

Mindful of the Police Department's officers' sworn obligations, including to assist in the investigation and prevention of crime, both in schools and in the community at large, the consensus determines that the Police Department is a law enforcement agency and a necessary party to this Agreement.

In respect to the legislative mandate and in recognition of our responsibilities in providing a safe, orderly and predictable school environment, the undersigned have established and agree to abide by the following protocols for the sharing of information among our agencies:

- 1) The Police Department shall designate a person who shall transmit information and receive information pursuant to this Agreement. The Police Department will further designate at least one additional designee who shall perform the duties of the designee in the event of the designee's unavailability.
- 2) For purposes of this Agreement, the School District will provide the Police Department with a list of at least two designees. The designees identified in the list shall be considered the "Appropriate School Officials" for purposes of Sections 1-7(A)(8) and 5-905(1)(h) of the Juvenile Court Act (705 ILCS 405/1-7(A)(8) and 705 ILCS 5-905(1)(h)) whom the School District has determined to have a legitimate educational or safety interest.
- 3) The parties may designate additional designees as warranted and in accordance with applicable law.
- 4) Information may be communicated verbally among the designees at any time deemed necessary by the designees.
- 5) Information authorized to be communicated in written form may be transmitted among the designees by any agreed-upon method, including but not limited to United States mail, personal delivery, or e-mail; such sharing of written information may be according to an agreed-upon schedule, or on an as-needed basis.
- 6) The undersigned shall develop procedures for their individual agencies designed to ensure that any such information is not available to employees or other persons other than as authorized by this Agreement and applicable State and federal law.
- 7) No information provided to the receiving agency under this Agreement shall be disclosed or made available in any form by the receiving agency to any person or agency outside this Agreement unless specifically authorized by law.
- 8) The Police Department will provide copies of law enforcement records to, or permit inspection of those records by, Appropriate School Officials, for any minor enrolled in the School District if the minor has been arrested or taken into custody before his or her 18th birthday for any of the offenses listed below, provided that the Police Department believes that there is an

imminent threat of physical harm to students, school personnel or others who are present in the school or on school grounds. Inspection and copying shall be limited to law enforcement records transmitted to the Appropriate School Officials.

- a) Any violation of Article 24 of the Criminal Code of 1961 or the Criminal Code of 2012;
- b) A violation of the Illinois Controlled Substance Act;
- c) A violation of the Cannabis Control Act;
- d) A forcible felony as defined in Section 2-8 of the Criminal Code of 1961 or the Criminal Code of 2012;
- e) A violation of the Methamphetamine Control and Community Protection Act;
- f) A violation of Section 1-2 of the Harassing and Obscene Communications Act;
- g) A violation of the Hazing Act; or
- h) A violation of Section 12-1, 12-2, 12-3, 12-3.05, 12-3.1, 12-3.2, 12-3.4, 12-3.5, 12-5, 12-7.3, 12-7.4, 12-7.5, 25-1, or 25-5 of the Criminal Code of 1961 or the Criminal Code of 2012.

The information derived from the law enforcement records shall be kept separate from and shall not become a part of the official school record of that child and shall not be a public record. The information shall be used solely by the Appropriate School Officials to aid in the proper rehabilitation of the child and to protect the safety of students and employees in the school.

Any information provided to Appropriate School Officials whom the school has determined to have a legitimate educational or safety interest by the Police Department about a minor who is the subject of a current police investigation that is directly related to school safety shall consist of oral information only, and not written law enforcement records, and shall be used solely by the Appropriate School Officials to protect the safety of students and employees in the school and aid in the proper rehabilitation of the child. The information derived orally from the Police Department shall be kept separate from and shall not become a part of the official school record of the child and shall not be a public record.

- 9) The Police Department shall report to the principal of the school the child attends when such child is detained for proceedings under the Juvenile Court Act of 1987, as heretofore and hereafter amended, or for any criminal offense, including illegal gang activity, or any violation of a municipal or county ordinance. The report shall be made only orally and only to Appropriate School Officials. The report shall include the basis for detaining the child, circumstances surrounding the events which led to the child's detention, and status of proceedings. The report shall be updated as appropriate to notify the principal of developments and the disposition of the matter. Neither the School District nor the Appropriate School Officials shall inspect or copy any law enforcement records solely by reason of or related to such report, except to the extent otherwise permitted by this Agreement.

The information derived thereby shall be kept separate from and shall not become a part of the official school record of such child and shall not be a public record. Such information shall be used solely by the Appropriate School Officials whom the school has determined to have a legitimate educational or safety interest to aid in the proper rehabilitation of the child and to protect the safety of students and employees in the school.

- 10) All information should include the names of all involved persons, including those of students and minors, except where prohibited by law.
- 11) All information should be transmitted as promptly as possible after received by the originating agency.
- 12) The School District will report information to the Police Department as follows:
  - a) The School District may report criminal activities or suspected criminal activities occurring in school, on school grounds, at a school-related activity, or against school property, personnel or other students.
  - b) As required by School Code Section 10-27.1A (105 ILCS 5/10-27.1A), the School District will report any verified incident involving a firearm in a school, on school property, on any vehicle used by the school to transport students to or from school or a school-related activity, or on any public way within 1,000 feet of school grounds.
  - c) As required by School Code Section 10-27.1B (105 ILCS 5/10-27.1B), the School District will report any verified incident involving drugs in a school, on school property, or on any vehicle used by the school to transport students or school personnel. For

purposes of this paragraph, “drugs” means “cannabis” as defined in Section 3(a) of the Cannabis Control Act, “narcotic drug” as defined in Section 102(aa) of the Illinois Controlled Substances Act, or “methamphetamine” as defined in Section 10 of the Methamphetamine Control and Community Protection Act.

- d) As required by School Code Section 10-21.7 (105 ILCS 5/10-21.7), upon receipt of a written complaint from any school personnel, the School District will report incidents of battery committed against school personnel.
  - e) As required by Section 2 of the School Reporting of Drug Violations Act (105 ILCS 127/2), within 48 hours of becoming aware of the incident, the School District will report violations of Section 5.2 of the Cannabis Control Act, violations of the Methamphetamine Control and Community Protection Act, and violations of Section 401 or Section 407(b) of the Illinois Controlled Substances Act, when the violations occur in a school, on school property, on any vehicle used by the school to transport students to or from school or a school-related activity, or on a public way within 1,000 feet of a school.
- 13) The School District may disclose student records and student record information only to the extent permitted by law, including, but not limited to, the Illinois School Student Records Act, the federal Family Educational Rights and Privacy Act, the Individuals with Disabilities Education Act, and the Juvenile Court Act.
- 14) The Illinois Criminal Code and the Juvenile Court Act shall be used as references for definitions.

This Agreement is entered into solely for the benefit of the contracting parties, and nothing in this Agreement is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person or entity who is not a party to this Agreement, or to acknowledge, establish or impose any legal duty to any third party.

This Agreement may be executed in counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument. Facsimile and PDF copies of the parties’ signatures on this Agreement shall be deemed originals.

This Agreement will become effective on the date on which it is fully executed by all parties. All terms and conditions as set forth in this Agreement shall remain in full force and effect until either the Village Board or the School District 125 Board of Education officially votes to terminate this Agreement.

IN WITNESS WHEREOF, each of the parties, by its duly authorized representative, has executed this Agreement on the date set forth below.

\_\_\_\_\_  
President, Board of Education  
Lincolnshire Prairie View School District No. 103

Attest: \_\_\_\_\_  
Secretary, Board of Education

Dated: \_\_\_\_\_

\_\_\_\_\_  
Mayor  
Village of Lincolnshire

Attest: \_\_\_\_\_  
Village Clerk

Dated: \_\_\_\_\_



## **Lincolnshire-Prairie View School District 103**

Memo

To: Board of Education  
From: Scott Warren  
Date: July 5, 2018  
Re: Vision 2020 Draft Work Plan for 2018-2019

---

Vision 2020 is a five-year strategic plan created in 2015 to guide the district in its most important work. Each year, the district analyzes the work that needs to be completed and determines which goals will be accomplished. Year. The Draft Work Plan for 2018-2019 is presented for the Boards review.

A discussion regarding the Draft Work Plan for 2018-2019 will occur at the Board meeting.

**Vision 2020 Operational Plan  
for  
2018-2019  
Draft**

<b>I. Curriculum, Instruction and Assessment Vision: District 103 is committed to challenging and supporting all students by providing rigorous and relevant learning opportunities to develop college and career readiness.</b>			
		<b>Status</b>	<b>Future Update</b>
<b>Goal 1: Maintain a focus on verbal and written communication skills being integrated throughout the curriculum.</b>		<b>Ongoing</b>	
	Task 1.1 Explore opportunities to increase speaking and listening skills across all content areas <ul style="list-style-type: none"> <li>a. Accurately assess and evaluate each speaking and listening standard identified on the report card.</li> <li>b. Engagement strategies (Kagan) coaching sessions will be offered for those who participated in the Summer 2017 &amp; 2018 student engagement strategies training</li> <li>c. Create video library of Kagan Strategies</li> <li>d. Continue to offer Kagan Strategies Training (Summer, 2019)</li> </ul>	Focus Area	
	Task 1.2 Explore opportunities to increase writing skills across all content areas <ul style="list-style-type: none"> <li>a. Increase grades 6-9 vertical collaboration in writing instruction.</li> </ul>	Focus Area	
<b>Goal 2: Provide differentiated instruction for all students across all disciplines to extend higher order thinking.</b>		<b>Ongoing</b>	
	Task 2.1 Implement new District enrichment model <ul style="list-style-type: none"> <li>a. Provide teachers with level 2 ECRIS training</li> <li>b. Implement ISBE required Acceleration Procedure</li> <li>c. Provide coaching training for enrichment specialists</li> </ul>	Focus Area	
	Task 2.2 Provide professional development for staff on best practices in ELL instruction <ul style="list-style-type: none"> <li>a. Host ESL Cohorts from local universities that enable teachers to receive the ESL endorsement from ISBE</li> </ul>	Focus Area	

	<ul style="list-style-type: none"> <li>b. ELL teachers will provide SIOP training to all teachers</li> <li>c. Create and implement a professional development plan facilitated by the ELL Teachers</li> <li>d. Implement Kagan Strategies</li> <li>e. Continue to offer Kagan Strategies Training (Summer, 2019)</li> <li>f. Provide coaching training for ELL teachers</li> </ul>		
	<p>Task 2.3 Increase professional learning opportunities to effectively integrate educational technology</p> <ul style="list-style-type: none"> <li>a. Provide DW teachers with PowerSchool/SBG training</li> </ul>	Focus Area	

<b>Goal 3: Increase opportunities for critical and analytical thinking, creativity, and collaboration across the curriculum.</b>		<b>Ongoing</b>	
	<p>Task 3.1 Strengthen and expand district STEAM offerings. (Science, Technology, Engineering, Arts, Mathematics)</p> <ul style="list-style-type: none"> <li>a. Collaborate with Stevenson Consortium Districts to create UBD units aligned to the Illinois Arts Learning Standards</li> <li>b. Facilitate District STEAM Curriculum Committee</li> <li>c. Facilitate "Bridges" math pilot grades K-5</li> <li>d. Implement new math resources (CMP &amp; Carnegie) purchased for grades 6-8</li> </ul>	Focus Area	
	<p>Task 3.2 Enhance education in SEL, Digital Citizenship, Leadership, Executive Functioning</p> <ul style="list-style-type: none"> <li>a. Provide Rush Neurobehavioral Center workshop on Executive Functioning</li> </ul>	Focus Area	
	<p>Task 3.3 Explore offering Junior High Encore choice options</p> <ul style="list-style-type: none"> <li>a. Explore the possibility of forced choice and how it impacts scheduling and staffing</li> </ul>	Complete	

110

<p><b>II. Culture and Climate Vision: District 103 is committed to providing a positive culture and climate that supports the academic, social, emotional and health needs of all students. The District respects and values academic and non-academic growth.</b></p>			
		<p><b>Status</b></p>	<p><b>Future Update</b></p>
<p><b>Goal 1: Determine the feasibility of adjusting the start/end times for each school that considers the health and well-being of students.</b></p>		<p><b>Complete</b></p>	
	<p>Task 1.1 Review research regarding optimal school start times for early childhood, elementary and adolescent students.</p>	<p>Complete</p>	
	<p>Task 1.2 Determine the impacts and explore options for bus scheduling.</p>	<p>Complete</p>	
	<p>Task 1.3 Determine the impacts on afterschool activities and programs.</p>	<p>Complete</p>	
	<p>Task 1.4 Create an engagement process to involve the community in possible changes to the school schedules.</p>	<p>Complete</p>	
<p><b>Goal 2: Improve stakeholder satisfaction.</b></p>		<p>Focus area</p>	
	<p>Task 2.1 Actively engage students in building positive school environments                      a. Incorporate opportunities with SEL curriculum                      b. Provide opportunities for student leadership through student council or other student lead programs</p>	<p>Ongoing</p>	
	<p>Task 2.2 Increase opportunities to involve students, parents, and staff in decisions regarding the students' school experience                      a. Conduct surveys around student/parents/staff input into school/district issues                      b. Conduct focus groups to receive input into school/district issues                          i. October Community Meeting to discuss District Calendar                      c. Provide forums for students/parents/staff to provide feedback regarding school/district decisions and initiatives                          i. SACEE will sponsor 4 community events</p>	<p>Focus area for 2018-2019                      a. As needed                      b. Focus area                      c. Focus area</p>	
	<p>Task 2.3 Create opportunities for students, families and staff to build understanding and appreciation between cultures                      a. Provide focus groups for parents/student/staff to discuss cultural differences                          i. SACEE will sponsor 4 community events                      b. Provide a speaker/facilitator to discuss cultural differences with the community                          i. October Community Meeting to discuss</p>	<p>Focus area</p>	

111

	District Calendar ii. Provide professional development opportunities for staff, "Inclusion, Equity and Excellence"		
	Task 2.4 Strengthen partnerships within the school community to yield teamwork and collaboration a. Work with district parent groups to help provide community-based events i. SACEE will sponsor 4 community events ii. LFF, PTO and Music Boosters will work with the District to provide community-based events b. Provide opportunities during Open Houses and Parent Teacher Conferences for increased communication and collaboration for parents and staff	Focus area	
	<b>Goal 3: Create guidelines for class size that consider developmental needs of students.</b>	Complete	
	Task 3.1 Research best practices for class sizes for Early Childhood through 8th grade	Complete	
	Task 3.2 Establish ranges for class sizes that consider physical space and effective teaching strategies	Complete	

<p><b>III. Facilities Vision: District 103 is committed to providing a healthy and safe, secure school environment that is well maintained, optimizes student learning, and is flexible, sustainable, and supportive of 21st Century teaching and learning.</b></p>			
		<b>Status</b>	<b>Future Update</b>
<b>Goal 1: Evaluate and identify options for additional space</b>		<b>Focus Area for Daniel Wright</b>	
	<p>Task 1.1 Work with an architect to develop capital improvement projects and create a 5-year fiscal plan to fund projects</p> <ul style="list-style-type: none"> <li>a. Cost out/schedule projects according to priority</li> </ul>	Focus area for Daniel Wright	
	<p>Task 1.2 Consider and evaluate options for leasing existing community space</p> <ul style="list-style-type: none"> <li>a. Evaluate current needs for space that community space could provide</li> <li>b. Collaborate with local representatives for leasing opportunities within district boundaries</li> <li>c. Investigate and evaluate the leasing properties that appear plausible.</li> <li>d. Cost out the leasing spaces</li> <li>e. Cost out the build out of space to compliment District needs</li> <li>f. Cost out furnishing leased space</li> <li>g. Evaluate the rubric evaluation, cost, and other pros/cons in the leasing opportunities</li> <li>h. Prepare a report of evaluative findings</li> </ul>	Focus Area for Daniel Wright	

<b>Goal 2: Optimize current District spaces to promote creativity, collaboration and analytical thinking.</b>		<b>Sprague and Half Day Complete. Daniel Wright Focus area</b>	
	Task 2.1 Work with an architect to optimize student learning spaces a. Review architect study of learning spaces b. Establish options to optimize learning spaces	Focus area for Daniel Wright	
	Task 2.2 Work with an architect to optimize staff workspaces a. Review previous review of staff workspaces b. Establish options to optimize staff workspaces	Focus area for Daniel Wright	
	Task 2.3 Work with an architect to optimize storage and facility workspace. a. Review previous review of Facilities workspaces b. Establish options to optimize Facilities workspaces	Focus area for Daniel Wright	
	Task 2.4 Explore the reconfiguration of grade levels for district schools	Complete	
<b>Goal 3: Continue to complete items identified during the Security Assessment.</b>		<b>Ongoing</b>	
	Task 3.1 Review existing assessment document.	Complete	
	Task 3.2 Prioritize items for completion	Focus area	
	Task 3.3 Implement items according to prioritization	Focus area	

<b>IV. Transportation Vision: District 103 is committed to providing safe, reliable and efficient transportation that aligns with student schedules, programming and developmental needs.</b>			
		<b>Status</b>	<b>Future Update</b>
<b>Goal 1: Increase the efficiency of bus routes.</b>		<b>Complete</b>	
	Task 1.1 Develop practices and guidelines of service levels.	Complete	
	Task 1.2 Implement guidelines based on best practices for routing	Complete	
<b>Goal 2: Conduct an analysis of a district transportation system versus a contractual transportation system.</b>		<b>Complete</b>	
	Task 2.1 Develop goals and guidelines for transportation system	Complete	
	Task 2.2 Develop and evaluate options to meet established goals and guidelines, comparing in-house transportation vs. a contractual service	Complete	
<b>Goal 3: Investigate transportation services that include a fee-based component.</b>		<b>Complete</b>	
	Task 3.1 Conduct a study of various models for fee-based services	Complete	
	Task 3.2 Consider options for fee-based services	Complete	

<b>V. Financial Sustainability Vision: District 103 is committed to ensuring efficient operations that are transparent, align financial resources with educational priorities and do not create an undue burden on its taxpayers.</b>			
		<b>Status</b>	<b>Future Update</b>
<b>Goal 1: Create a long-range plan to fund capital projects identified in Facilities goals.</b>		Sprague and Half Day Complete. Daniel Wright Focus area	
	Task 1.1 Determine the costs of necessary capital projects <ul style="list-style-type: none"> <li>a. Gather the various data points for capital project costs</li> <li>b. Evaluate what costs are needs vs. wants</li> <li>c. Prioritize the needs and wants</li> </ul>	Focus area	
	Task 1.2 Determine options to fund capital projects identified in Facilities goals, including consideration of using existing capacity <ul style="list-style-type: none"> <li>a. Review PMA presentations of funding options, which includes current capacity</li> </ul>	Focus area	
<b>Goal 2: Maintain the Board policy on fund balances with excess funds diverted to capital projects by June of each year.</b>		<b>Complete</b>	
	Task 1.2 Formalize an analysis framework for evaluating new programs and existing program expansions that consider financial, facility, staff and other long-term impacts.	Complete	
	Task 1.5 Identify and implement strategies where savings can be achieved in the District budget	Complete	



**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:** July 10, 2018  
**Re:** Business Office Update

---

As there is much to do at this time of year to close out the year and the meeting being early in the month, we are unable to get financials done in time. The update for this month is extra light. We will provide more info next month as we head into our Audit.

Donations – The donation letter goes along with our reconciliation of bank accounts so that we can account for deposits in their proper category. We will have June completed next month. We can tell you that you will see quite a few checks from the PTO as we reconciled with them many accounts that they reimbursed us for and us to them (which you will see in payables).

Taxes – We did collect higher taxes as suspected and built into the 2019 Budget. Confirmation did not happen until June 27<sup>th</sup>. It looks as though Revenue will be a bit higher than the last update I provided and expenses a bit lower, which will help the Fund Balance going into next year.

June 2017 Financial Reports

The June financial reports are not ready as of this writing (July 5<sup>th</sup>). It typically takes the business office until the 10<sup>th</sup> of the month to close a typical month. The end of the fiscal year takes about another week to ensure all the proper entries and double-checks are accounted for. These reports will be ready at the August meeting and will also include the July reports.



Lincolnshire – Prairie View School District 103  
1370 RIVERWOODS ROAD  
LINCOLNSHIRE, IL 60069  
847.295.4030  
(Fax) 847.295.9196

## **Memo**

**To:** Board of Education  
**From:** Scott Gaunky, CPMM  
**CC:** Dr. Scott Warren  
**Date:** July 5, 2018  
**Re:** Facilities Update

---

### **DISTRICT 103**

- The District is working on developing scope with an Architect for the domestic water line work and the electrical switchgear work to be bid out and completed next year for Daniel Wright.

### **DANIEL WRIGHT**

- The fire alarm system was cleaned and tested on July 6th.
- The parking lots will be seal coated and striped the week of the 16th.

### **HALF DAY**

- The fire alarm system was cleaned and tested on July 6th.

### **LAURA SPRAGUE**

- The fire alarm system was cleaned and tested on July 6th.
- Girl's 1st grade bathroom plumbing and electrical work for phase one of the renovation was completed on June 18th. Ceramic tile has been ordered and new partitions have been delivered on site.



Lincolnshire – Prairie View School District 103  
1370 RIVERWOODS ROAD  
LINCOLNSHIRE, IL 60069  
847.295.4030  
(Fax) 847.295.9196

Memo

**To:** Board of Education  
**From:** Katie Reynolds, Assistant Superintendent of Curriculum and Instruction  
Dr. Gina Finaldi, Director of Student Services  
Robert Bialk, Director of Assessment and Technology  
**CC:** Dr. Scott Warren  
**Date:** July 10, 2018  
**Re:** Executive Summary

---

### **Curriculum & Instruction**

- On July 10, 2018 teacher representatives from grades K-5 will meet with Eileen Davis from the Lake County Forest Preserve. The purpose of the workshop is to review the Ryerson Environmental Education programs our students participated in during the 2017-2018 school year and determine if any programming should be added during the 2018-2019 school year. The day will start with an overview of the student programs offered by the Lake County Forest Preserve and a tour of Ryerson Woods. Teachers will then work in grade level teams to schedule field trips for the year.
- FY18 quarterly expenditure reports have been submitted to ISBE for Title I, II, and III. The expenditure reports inform ISBE of how much money was spent from the grant budget and in turn how much money they need to voucher back to the district.
- The 2017-18 preliminary PARCC, DLM and ACCESS scores have been posted in the Illinois Student Information System (SIS). Currently, district administrators are reviewing demographic data in SIS to ensure accuracy in subgroup reporting.
- Public Act 98-0859, created a new Physical Education reporting requirement (Part 1, Section 1.425). Students in grades 3-12 are required to be tested on State Goal 20, where students achieve and maintain a health-enhancing level of physical fitness. Annually, during a student's normal PE class the pacer, curl up, push up and sit and reach tests are now given each spring and aggregate scores for students in 5<sup>th</sup> and 7<sup>th</sup> grade are reported

to ISBE. The reports for the 2017-2018 school year have been filed with ISBE and score reports will be sent home to families the week of July 9, 2018.

## Student Services

- **FY 2019 IDEA Grants** - The district submitted applications to ISBE for two grants: The IDEA Part B Flow Through Grant (\$259,468) and the IDEA Part B Preschool Grant (\$6,070). These grants help cover some salaries as well as professional development and supplies and materials for special education needs across the district.
- **Summer Curriculum Workshops** - The Student Services department held several summer curriculum workshops focusing on Early Childhood (refining the curriculum pacing guide and visioning for the EC program), Multi-Tiered Systems of Support (MTSS) - formerly known as Response to Intervention (RtI), Reviewing of English/Language Arts Direct Instruction alternate curriculum for grades 6-8, Developing TEACCH materials (structured teaching and supports for students with Autism), and Guided restructuring.
- **Extended School Year (ESY)** - ESY successfully concluded on 7/3. Approximately 60 special education students in early childhood through 8th grade participated in addition to the regular summer school students.
- **Status on Open Positions** - We are still in the process of hiring our remaining staff for the vacant .5 FTE social work positions. We hope to finalize all new hiring within the next two weeks.

## Technology & Assessment

- **PowerSchool** - We completed our End of Year (EOY) process on Friday, June 22nd. This process included “closing” the 2017-2018 school year and officially “opening” the 2018-2019 school year. The next step is to “deliver” the updated family information we received during registration and begin the scheduling process.
- **Mosyle (MDM) Update** - Our Tech Dept is working hard to integrate our current fleet of iPads, Apple TVs, laptop and desktop computers, into our new Mosyle MDM system. It is a time intensive process, but it is giving us an opportunity to purge the system of any old, outdated information.
- **Technology Orders** - 350 new iPads (6th Gen) and cases were ordered and should be arriving soon. We are currently processing a bigger Apple order that will support the Daniel Wright faculty refresh. We are looking to finalize things the week of July 9th.
- **Apple TV Installations** - The Tech Dept will begin to focus on completing the installations of Apple TVs in classrooms, as-well-as any other smaller installations.



## Lincolnshire-Prairie View School District 103

Memo

To: Board of Education  
From: Scott Warren  
Date: July 5, 2018  
Re: Superintendent Informational Report

---

### FOIA requests

The District has not received any FIOA requests this month.

### Leave of Absence Requests

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

### Legal Updates

A new law addressing Illinois' teacher shortage problem takes effect with the 2018-2019 school year. Retired TRS members can teach 120 days or 600 hours instead of 100 day or 500 hours. This change is in effect through the 2019-20 school year. This change was put in place to help school districts with the statewide substitute teaching shortage.

### ESSA Tier Designations

The State of Illinois has begun the process of notifying districts of their Tier designations. So far, they are notifying schools and districts that fall in Tier III and IV. Tier III is classified as a school in which one or more subgroups is performing at or below the level of the "all students" group in the lowest 5% of Title I schools, and Tier IV is a school that is in the lowest-performing 5% of Title I schools in Illinois. Tier I (Exemplary schools) and Tier II (Commendable schools) have not been notified but should be by September. So far, we have not been notified. I will keep the Board informed of our ESSA status.