



LINCOLNSHIRE – PRAIRIE VIEW SCHOOL DISTRICT 103

111 Barclay Boulevard, Suite 100 • Lincolnshire, Illinois 60069

847/295-4030 • FAX 847/295-9196

<http://www.d103.org>

BOARD OF EDUCATION AGENDA

FEBRUARY 25, 2020

The Regular Meeting of the Board of Education of Lincolnshire-Prairie View School District 103 will be held on Tuesday, February 25, 2020 at 7:00 PM at 111 Barclay Boulevard, Suite 100, Lincolnshire, Illinois.

- A. Call to Order and Roll Call
Time: 3 Hours
- B. Pledge of Allegiance
- C. National Board Certification Recognition 3
- D. Community Participation
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- F. Consent Agenda
 - 1. Approval of Bills 19
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Lincolnshire-Prairie View School District 103

TO: Board of Education

FROM: Scott Warren

DATE: February 20, 2020

RE: National Board Certification Renewal – Beth Hirose

The National Board for Professional Teaching Standards is recognized as the "gold standard" in teacher certification and believes higher standards for teachers means better learning for students. By attaining National Board Certification, teachers demonstrate that they are highly accomplished educators who meet high and rigorous standards through intensive study, expert evaluation, self-assessment and peer review.

Congratulations and thank you, **Beth**, for renewing the National Board certification and raising the bar for teaching and learning, and helping to create a climate of professionalism and excellence for our student population by providing the skills needed to compete in the 21st century workplace.



Lincolnshire-Prairie View School District 103

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BOARD OF EDUCATION SPECIAL MEETING MINUTES

Thursday, January 9, 2020

The Board of Education of Lincolnshire-Prairie View School District 103 held a special meeting on Thursday, January 9, 2020 in the Gymnasium of Half Day School located at 239 Olde Half Day Road, Lincolnshire, Illinois.

The following Board Members were in attendance:

Anne van Gerven, President
Kate Harper, Vice President
Malathy Dwaraknath
Marissa Grossenbach
Rana Hashemi
Liang Yang

Absent: Michael Odongo

Also present were:

Dr. Scott Warren, Superintendent
Patrick Palbicke, Assistant Superintendent for Business/CSBO
Katie Reynolds, Assistant Superintendent for Curriculum and Instruction
Dr. Gina Finaldi, Director of Student Services
RJ Bialk, Director of Technology
Margaret Van Duch, Communication Coordinator
Ann Hofmeier, Principal Laura B. Sprague School
Jen Arroyo, Assistant Principal Laura B. Sprague School
Jill Mau, Principal Half Day School
Laura Delagrang, Assistant Principal Half Day School
Michelle Blackley, Principal Daniel Wright Junior High School
Thomas Herion, Assistant Principal Daniel Wright Junior High School
Melody Littlefair, Assistant Principal Daniel Wright Junior High School

Call to Order and Roll Call

Mrs. van Gerven called the meeting to order at 6:12 p.m.

Vision 2025 Committee Meeting

The District held its third meeting for Vision 2025 Strategic Planning. The committee continued its work developing key elements for Portrait of a Graduate.

Adjournment

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

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

The meeting adjourned at 8:47 p.m.

President Board of Education

Secretary Board of Education

DRAFT



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BOARD OF EDUCATION REGULAR MEETING MINUTES

Tuesday, January 14, 2020

The Board of Education of Lincolnshire-Prairie View School District 103 held its regular meeting on Tuesday, January 14, 2020 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

Rana Hashemi

Michael Odongo

Absent: Malathy Dwaraknath

Liang Yang

Also present:

Dr. Scott Warren, Superintendent

Patrick Palbicke, Assistant Superintendent for Business/CSBO

Dr. Gina Finaldi, Director of Student Services

RJ Biak, Director of Technology and Assessments

Margaret Van Duch, Communications Coordinator

Michelle Blackley, Daniel Wright Principal

Thomas Herion, Daniel Wright Assistant Principal

Melody Littlefair, Daniel Wright Assistant Principal

Norma Taylor, Board Secretary

Public: 2

Press: 0

Staff: 6

Call to Order and Roll Call

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

Pledge of Allegiance

National Board Certification Recognition

Dr. Warren recognized first-grade teacher, Jennifer Larsen, for renewing her National Board Certification. The National Board for Professional Teaching Standards is recognized as the "gold standard" in teacher certification and believes higher standards for teachers means better learning for students. By attaining National Board Certification, teachers demonstrate that they are highly accomplished educators who meet high and rigorous standards through intensive study, expert evaluation, self-assessment and peer review.

Dr. Warren and the Board congratulated Mrs. Larsen for renewing the National Board certification and raising the bar for teaching and learning, and helping to create a climate of professionalism and excellence for our student population by providing the skills needed to compete in the 21st century workplace.

Celebrating Success

The Daniel Wright Physical Education Department showcased the *Heart Zone* technology system they have incorporated into their curriculum in all grade levels. Mr. Rueth, Mr. Jerzyk, and Mr. Jones presented the innovative technology program that measures a student's heart rate, steps, calories burned, pace and power output during a workout or activity using a monitor and forearm band. The main goal of this program is to provide students with the knowledge and ability to differentiate between activities and exercises that increase their heart rate into a proper training zone for healthy benefits and to meet personal goals. Through analyzing their own data, students are able to obtain valuable knowledge towards understanding target heart rate zones and how they relate to effort needed to obtain the positive benefits of exercise. With the Heart Zone System students obtain instant feedback pertaining to their physical exertion which increases motivation and understanding. At the completion of each activity or workout, teachers and students receive a complete digital summary of their data. This data can then be interpreted by teachers, students, and parents/guardians.

Community Participation

There was no community participation at this time.

Approval of Minutes

Motion by Mr. Odongo, seconded by Mrs. Harper, to approve the minutes of the December 12 and December 17, 2019 meetings.

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

Consent Agenda

Motion by Mrs. Hashemi, seconded by Mrs. Grossenbach, the Board approve the following items on the Consent Agenda:

Approval of Bills
Approval of Donations
Approval of Employment Actions

Approval of School Maintenance Grant
 Semi-Annual Review of Executive Session Minutes
 Approval of Destruction of Executive Session Recordings

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

Discussion Items

1. Daniel Wright Facility Improvement Update

Mr. Palbicke provided an update of the Daniel Wright Facility Improvement project. Dan Kritta from Wold Architects was present and provided further detailed information including updated costs. Discussion was held of the pre-bid meeting that was held earlier in the day, and the newly revised costs of the project.

2. District Office Relocation Update

Mr. Palbicke provided an update of the District Office relocation to 111 Barclay in Lincolnshire. He reviewed various costs involved in preparation and moving to the new space. He detailed moving fees, electrical work, phone and data equipment, security access, and lighting.

Information

Board Representatives Committee Update

Board members provided verbal reports of the ELC meeting, LFF, and Music Boosters meetings.

Departmental Updates

Discussion was held of the Early Childhood program. Further discussion will be held at the February meeting.

Superintendent Report

Dr. Warren provided his Superintendent report.

Community Participation

There was no community participation at this time.

Adjournment

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

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

The meeting adjourned at 8:31p.m.

President Board of Education

Secretary Board of Education



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BOARD OF EDUCATION SPECIAL MEETING MINUTES

Thursday, January 30, 2020

The Board of Education of Lincolnshire-Prairie View School District 103 held a special meeting on Thursday, January 30, 2020 in the Gymnasium of Half Day School located at 239 Olde Half Day Road, Lincolnshire, Illinois.

The following Board Members were in attendance:

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

Absent: None

Also present were:

Dr. Scott Warren, Superintendent
Patrick Palbicke, Assistant Superintendent for Business/CSBO
Katie Reynolds, Assistant Superintendent for Curriculum and Instruction
Dr. Gina Finaldi, Director of Student Services
RJ Bialk, Director of Technology
Margaret Van Duch, Communication Coordinator
Ann Hofmeier, Principal Laura B. Sprague School
Jen Arroyo, Assistant Principal Laura B. Sprague School
Jill Mau, Principal Half Day School
Laura Delagrange, Assistant Principal Half Day School
Michelle Blackley, Principal Daniel Wright Junior High School
Thomas Herion, Assistant Principal Daniel Wright Junior High School
Melody Littlefair, Assistant Principal Daniel Wright Junior High School

Call to Order and Roll Call

Mrs. van Gerven called the meeting to order at 6:05 p.m.

Vision 2025 Committee Meeting

The District held its fourth meeting for Vision 2025 Strategic Planning. The committee continued its work developing key elements for Portrait of a Graduate.

Adjournment

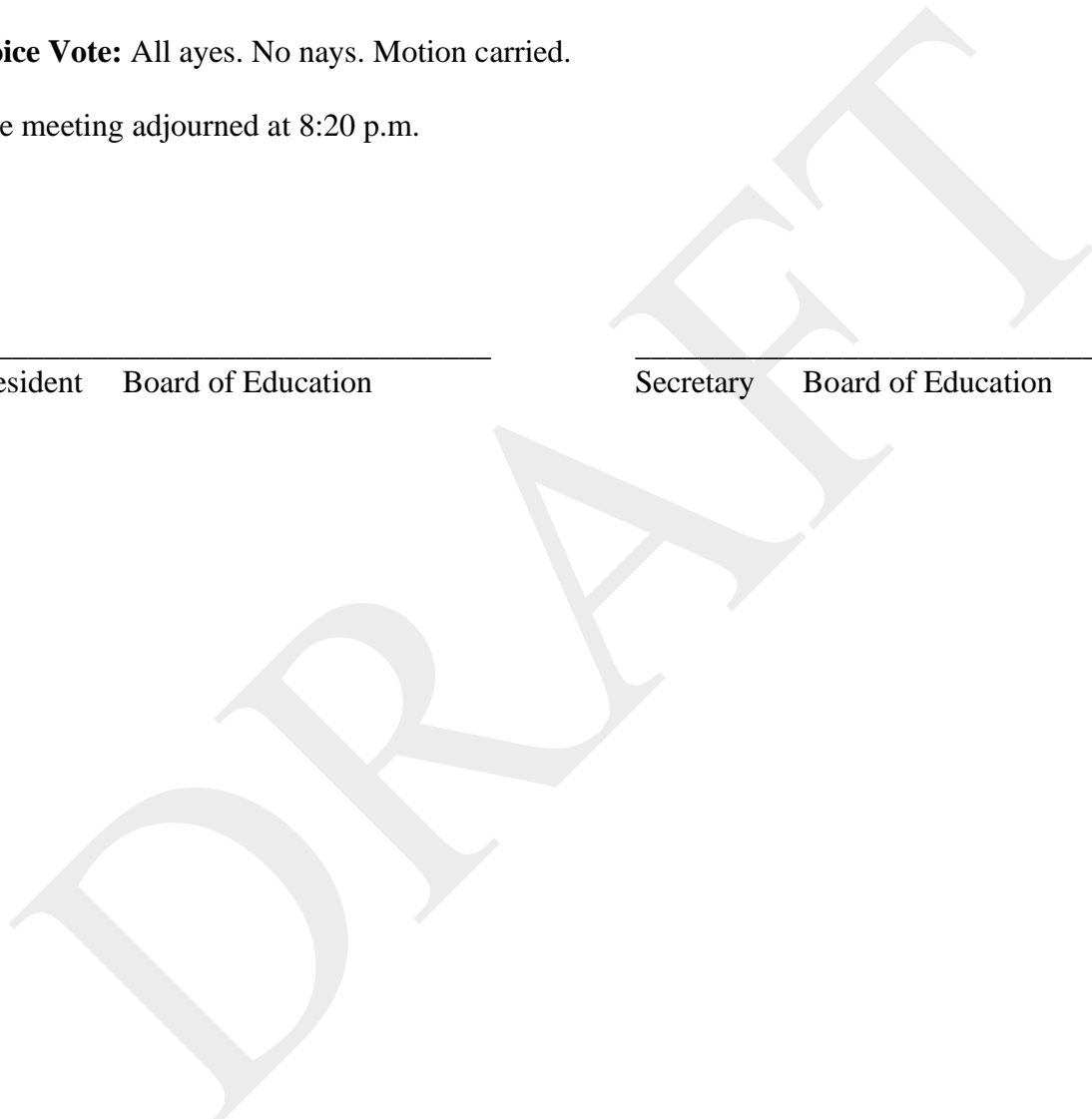
Motion by Mrs. Harper, seconded by Mrs. Grossenbach, to adjourn.

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

The meeting adjourned at 8:20 p.m.

President Board of Education

Secretary Board of Education





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BOARD OF EDUCATION SPECIAL MEETING MINUTES
Tuesday, February 4, 2020

The Board of Education of Lincolnshire-Prairie View School District 103 held a special meeting on Tuesday, February 4, 2020 at 111 Barclay Boulevard, Suite 100, Lincolnshire, Illinois.

The following Board Members were in attendance:

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

Absent: None

Also present were:

Dr. Scott Warren, Superintendent
Patrick Palbicke, Assistant Superintendent for Business/CSBO
Scott Gaunky, Director of Facilities
RJ Bialk, Director of Technology
Anthony Mendoza, Director of Transportation
Michelle Blackley, Principal Daniel Wright Junior High School
Norma Taylor, Board Secretary

Public: 2

Press: 0

Staff: 3

Call to Order and Roll Call

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

Community Participation

There was no community participation at this time.

Discussion Items

1. Daniel Wright Construction Bids

Terry Fielden from ICI reviewed results of the bids received on January 28, 2020. ICI is going through the scope review process and will have a recommendation letter to the Board by next week. Discussion was held of the bids received, the scope review, and the construction process.

2. Transportation Services

Bus Bids

Mr. Palbicke noted the current bus lease agreements will be ending on June 30, 2020 and provided information regarding results of bus bids. Discussion was held of the bids, lease terms, outsourcing transportation, and charging bus fees. The board asked for cost comparison from comparable districts. Mr. Palbicke will bring further information to a future meeting.

Van Purchase or Lease

Mr. Palbicke discussed the transportation of students placed out of district through cab companies. Discussion was held of purchasing or leasing vans. Consensus was a possible lease of one van, and a low-cost spare vehicle. Mr. Palbicke will bring further information to a future meeting.

3. Business Office Update and Treasurer's Report

Mr. Palbicke provided the December update and report.

Community Participation

There was no community participation at this time.

Adjournment

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

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

The meeting adjourned at 9:25 p.m.

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BOARD OF EDUCATION SPECIAL MEETING MINUTES
Tuesday, February 11, 2020

The Board of Education of Lincolnshire-Prairie View School District 103 held a special meeting on Tuesday, February 11, 2020 at 111 Barclay Boulevard, Suite 100, Lincolnshire, Illinois.

The following Board Members were in attendance:

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

Absent: None

Also present were:

Dr. Scott Warren, Superintendent
Patrick Palbicke, Assistant Superintendent for Business/CSBO
Katie Reynolds, Assistant Superintendent for Curriculum and Instruction
Scott Gaunky, Director of Facilities
Dr. Gina Finaldi, Director of Student Services
Margaret Van Duch, Communications Coordinator
Michelle Blackley, Principal Daniel Wright Junior High School
Jill Mau, Principal Half Day School
Ann Hofmeier, Principal Laura B. Sprague School
Laura Delagrange, Assistant Principal Half Day School
Jen Arroyo, Assistant Principal Laura B. Sprague School
Norma Taylor, Board Secretary

Public: 6

Press: 0

Staff: 8

Call to Order and Roll Call

Mrs. van Gerven called the meeting to order at 7:02 p.m.

Pledge of Allegiance

Community Participation

There was no community participation at this time.

Celebrating Success

Mrs. Mau introduced students and staff members who showcased a unique learning experience of the art of giving a compliment. This was the second Hawk's Nest activity of the school year kicking off Kindness Week. A short video was shown of the activities.

Discussion Items

1. Construction Manager Contract

No discussion was held.

2. Construction Bids – Daniel Wright Facility Improvement Project

Renoj Jacob from ICI reviewed the bids and the reward for base bids and alternates. Discussion was held and consensus was to approve the base bid plus alternate 3.

Action Items

1. Approval of Construction Manager Contract with ICI

Motion by Mrs. van Gerven, seconded by Mrs. Dwaraknath, to approve the construction manager contract with ICI pending attorney review and excluding exhibit A.

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

2. Approval of Bids

Motion by Mrs. van Gerven, seconded by Mrs. Dwaraknath, the Board approve the base bid with alternate 3.

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

Adjournment

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

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

The meeting adjourned at 7:28 p.m.

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BOARD OF EDUCATION COW MEETING MINUTES

Tuesday, February 11, 2020

The Board of Education of Lincolnshire-Prairie View School District 103 held its Committee of the Whole meeting on Tuesday, February 11, 2020 at 111 Barclay Boulevard, Suite 100, Lincolnshire, Illinois.

The following Board Members were in attendance:

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

Absent: None

Also present:

Dr. Scott Warren, Superintendent
Patrick Palbicke, Assistant Superintendent for Business/CSBO
Katie Reynolds, Assistant Superintendent for Curriculum & Instruction
Dr. Gina Finaldi, Director of Student Services
Scott Gaunky, Director of Facilities
Margaret Van Duch, Communications Coordinator
Michelle Blackley, Principal Daniel Wright Junior High School
Jill Mau, Principal Half Day School
Ann Hofmeier, Principal Laura B. Sprague School
Laura Delagrange, Assistant Principal Half Day School
Jen Arroyo, Assistant Principal Laura B. Sprague School
Norma Taylor, Board Secretary

Public: 6

Press: 0

Staff: 8

Call to Order and Roll Call

Mrs. van Gerven called the meeting to order at 7:28 p.m.

Community Participation

There was no community participation at this time.

Discussion Items

1. Early Childhood

Dr. Warren reviewed space at Sprague School for next school year and additional space is not needed for Early Childhood classrooms. He recommended to maintain current status.

2. Aide Compensation Discussion

Mr. Palbicke provided information for aides and benefit packages from surrounding school districts. Discussion was held and the consensus was for the administration to provide the impact of higher starting rates for aides on the overall budget.

3. Enrollment Projections

Mr. Palbicke reviewed updated projections provided by Decision Insite, and internal projections from the district.

4. Draft Staffing Plan 2020-2021

Dr. Warren provided two draft staffing plans for review. Scenario 1 follows the district class sizes with corresponding adjustments for Encore/Cape/Specials classes, appropriate staffing for REACH at Daniel Wright, and special education and social work based on known case levels. Scenario 2 stretches the class size guidelines in grades 2, 3, 4 and 6 CAPE, and reallocates Daniel Wright Science/Math REACH services to STEAM. Discussion will continue at a future meeting.

5. 1st Reading Press Policy Issue 102

Dr. Warren reviewed the policies up for review.

Community Participation

There was no community participation at this time.

Executive Session

Motion by Mrs. van Gerven, seconded by Mr. Odongo, the Board go into Executive Session to discuss probable or imminent litigation.

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

The Board moved into Executive Session at 8:48 p.m.

Open Session

The Board reconvened to Open Session at 9:50 p.m.

Adjournment

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

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

The meeting adjourned at 9:50 p.m.

President Board of Education

Secretary Board of Education

DRAFT

Lincolnshire-Prairie View School District 103

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BOARD OF EDUCATION EXECUTIVE SESSION MINUTES
Tuesday, February 11, 2020

An Executive Session of the Board of Education of Lincolnshire-Prairie View School District 103 was held on Tuesday, February 11, 2020, at 111 Barclay Boulevard, Suite 100, Lincolnshire, Illinois.

The following Board Members were in attendance:

- Anne van Gerven, President
- Kate Harper, Vice President
- Malathy Dwaraknath
- Marissa Grossenbach
- Rana Hashemi
- Michael Odongo
- Liang Yang

Absent: None

Also present:

- Dr. Scott Warren, Superintendent
- Patrick Palbicke, Assistant Superintendent of Business/CSBO
- Dr. Gina Finaldi, Director of Student Services
- Norma Taylor, Board Secretary

Executive Session convened at 9:00 p.m. to discuss probable or imminent litigation.

Probable or Imminent Litigation

Dr. Warren discussed the placement of student Grace Gudzic who is currently at Hyde Park Day School. Dr. Finaldi provided an update of the case and the parent’s wish for a “stay put” placement. Discussion was held. Dr. Finaldi and Dr. Warren will continue to update the board as the case progresses.

Open Session

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

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

The meeting reconvened to Open Session at 9:50 p.m.

President Board of Education

Secretary Board of Education

Open Accounts Payable Fund Totals

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LINCOLNSHIRE-PRAIRIE VIEW SD #103

Fund Code	Description	Batch #	Amount
10	Education Fund	2	343,796.25
20	Oper, Build, & Maint Fund	2	69,373.41
40	Transportation Fund	2	54,539.39
60	Capital Projects Fund or Fund Group	2	11,841.20
Report Total			<u><u>\$479,550.25</u></u>

Open Accounts Payable List

Printed: 2/20/2020 10:40 AM

LINCOLNSHIRE-PRAIRIE VIEW SD #103

Vendor Name								Due	
Invoice #	A.S.N.	Description	Claim #	Batch #	P.O. #	Dir. Dep.	Amount	Date	State Account #
111 BARCLAY ASSOCIATES									
	20-2540-325	3/20 RENT		2		17,008.12	17,008.12	2/20/20	20-2540-325
						<u>17,008.12</u>	<u>17,008.12</u>		
Abrego, Christine									
	10-2211-390-1	TRANSP READING RECOVERY CONF		2		46.00	46.00	2/11/20	10-2211-390
						<u>46.00</u>	<u>46.00</u>		
ACAMARD TECHNOLOGIES, INC.									
	52358	20-2540-329	DW CAMERA REPAIR		2	0.00	2,039.50	1/30/20	20-2540-329
						<u>0.00</u>	<u>2,039.50</u>		
ADLAI E STEVENSON HIGH SCHOOL									
	1900	10-1190-390	ORCHESTRA BAND AND CHORUS 5TH		2	0.00	808.00	2/10/20	10-1190-390
	1899	10-1190-390	ORCHESTRA AND CHORUS 3RD AND 4TH		2	0.00	808.00	2/10/20	10-1190-390
						<u>0.00</u>	<u>1,616.00</u>		
ADVOCATE OCCUPATIONAL HEALTH									
	756808	40-2550-390	DRVR ANNUAL PHYSCL. GRAFF, RODRIGEUZ		2	0.00	268.00	2/1/20	40-2550-390
						<u>0.00</u>	<u>268.00</u>		
ALEXIAN BROTHERS BEHAVIORAL									
	781031219	10-1200-113	12/19 TUITION H. SUN		2	0.00	360.00	2/14/20	10-1200-113
		10-1200-113	1/20 HOMEBOUND TUTOR H. SUN		2	0.00	720.00	2/14/20	10-1200-113
						<u>0.00</u>	<u>1,080.00</u>		
ALTORFER INDUSTRIES, INC									
	WO578202	20-2540-325	SNOW LOADER		2	0.00	4,897.50	2/6/20	20-2540-325
						<u>0.00</u>	<u>4,897.50</u>		
AMAZON									
	10-1111-417		PO 2000000580		2	0.00	9.17	2/6/20	10-1111-417
	10-1111-414		PROJECT ORDER-SEE ATTACHED		2 2000000592	0.00	36.81	2/6/20	10-1111-414
	10-1120-410		GENERAL SUPPLIES - SP 2000000636		2 2000000636	0.00	34.32	2/6/20	10-1120-410
	10-2220-490-3		10 BOOKS PER LIST		2 2000000671	0.00	74.68	2/6/20	10-2220-490
	10-1111-410		SP SUPPLIES - GENERAL K-2		2 2000000676	0.00	51.83	2/6/20	10-1111-410
	10-1120-415		SCIENCE SUPPLIES		2 2000000679	0.00	224.60	2/6/20	10-1120-415
	10-1111-419		NEW WORLD FURNITURE, SOFA/SAGE		2 2000000680	0.00	181.46	2/6/20	10-1111-419
	10-1111-415		SCIENCE SUPPLIES		2 2000000681	0.00	162.91	2/6/20	10-1111-415
	10-1111-414		BOOGIE BOARD SCRIBBLE & PLAY WRITING TABLET		2 2000000682	0.00	124.95	2/6/20	10-1111-414
	10-1190-490		PREMIER PORTABLE PIPE & DRAPE BACKDROP KIT		2 2000000684	0.00	364.98	2/6/20	10-1190-490
	10-2660-410		SUPPLIES - GENERAL RJ 60		2	0.00	42.95	2/6/20	10-2660-410

Open Accounts Payable List

Printed: 2/20/2020 10:40 AM

LINCOLNSHIRE-PRAIRIE VIEW SD #103

Vendor Name								Due		
Invoice #	A.S.N.	Description	Claim #	Batch #	P.O. #	Dir. Dep.	Amount	Date	State Account #	
	10-1120-411	CREATIVE ART SUPPLIES 2000000596		2		0.00	75.24	2/6/20	10-1120-411	
	10-2660-410	SUPPLIES - GENERAL RJ 51		2		0.00	32.97	2/7/20	10-2660-410	
	10-1200-410	SUPPLIES - GENERAL		2	2000000600	0.00	28.97	2/11/20	10-1200-410	
	10-2330-410	COMPUTER CASE		2	2000000611	0.00	30.99	2/11/20	10-2330-410	
	10-1200-410	USB EXTENSION CABLE		2	2000000611	0.00	10.99	2/11/20	10-1200-410	
	10-1200-410	SUPPLIES - GENERAL		2	2000000645	0.00	327.59	2/11/20	10-1200-410	
	10-1200-410	SUPPLIES - GENERAL		2	2000000670	0.00	136.37	2/11/20	10-1200-410	
	10-1200-410	SUPPLIES - GENERAL		2	2000000669	0.00	110.79	2/11/20	10-1200-410	
	10-1225-410	Magna-Tiles Clear Colors 100 Piece Set		2	2000000669	0.00	116.18	2/11/20	10-1225-410	
	10-2660-410	SUPPLIES - GENERAL RJ		2		0.00	(35.99)	2/14/20	10-2660-410	
	10-2660-410	SUPPLIES - GENERAL RJ		2		0.00	(3.99)	2/14/20	10-2660-410	
	10-2660-700	RJ SUPPLY		2		0.00	76.99	2/14/20	10-2660-700	
	10-2660-700	RJ SUPPLIES		2		0.00	884.76	2/14/20	10-2660-700	
	10-2660-700	RJ SUPPLY		2		0.00	26.64	2/14/20	10-2660-700	
	10-2660-700	APPLE MACBOOK RJ		2		0.00	890.00	2/14/20	10-2660-700	
	10-2660-410	SUPPLIES - GENERAL RJ		2		0.00	45.91	2/14/20	10-2660-410	
	10-2660-410	SUPPLIES - GENERAL RJ		2		0.00	102.33	2/14/20	10-2660-410	
	10-2215-410	SUPPLIES		2	2000000643	0.00	99.98	2/19/20	10-2215-410	
	10-2215-410	SUPPLIES RETURN 2000000643		2		0.00	(49.00)	2/19/20	10-2215-410	
	10-1111-410	FULL 90 SPORTS PREMIER SOCCER HEADGEAR		2	2000000687	0.00	37.13	2/19/20	10-1111-410	
	10-1120-410	DW SUPPLIES - GENERAL 6-8		2	2000000636	0.00	17.91	2/19/20	10-1120-410	
	10-2660-410	SUPPLIES - GENERAL RJ 64		2		0.00	49.75	2/20/20	10-2660-410	
	10-1150-410-1	GENERAL SUPPLIES - SP PO2000000606		2	2000000606	0.00	26.97	2/6/20	10-1150-410	
	10-2215-410	SUPPLIES 2000000643		2	2000000643	0.00	876.74	2/6/20	10-2215-410	
	10-1111-410	CLASS SUPPLIES-2000000675		2	2000000675	0.00	114.44	2/6/20	10-1111-410	
	10-2660-410	SUPPLIES - GENERAL rj 66		2		0.00	1,184.52	2/7/20	10-2660-410	
	10-2660-410	SUPPLIES - GENERAL RJ 66		2		0.00	6.99	2/7/20	10-2660-410	
						0.00	6,530.83			
ANDERSON LOCK										
	1029014	20-2540-329	HD DOOR REPLACEMENT		2	0.00	819.99	2/7/20	20-2540-329	
						0.00	819.99			
APPLE COMPUTER										
	AB29985668	10-2660-410	SUPPLIES - GENERAL		2	0.00	1,399.00	2/14/20	10-2660-410	
	AB29500956	10-2660-410	SUPPLY		2	0.00	183.00	2/14/20	10-2660-410	
						0.00	1,582.00			
APPLY EBP, LLC										
	20200212	10-2211-312	REG PAYMENT		2	0.00	30.00	2/19/20	10-2211-312	
						0.00	30.00			

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Vendor Name								Due		
Invoice #	A.S.N.	Description	Claim #	Batch #	P.O. #	Dir. Dep.	Amount	Date	State Account #	
ARMSTRONG RELOCATION										
CG25420	20-2540-500	MOVE TO 111 BARCLAY		2		0.00	7,203.00	2/7/20	20-2540-500	
CG363379	20-2540-500	LEAD ABATEMENT PROJECT		2		0.00	2,615.00	1/17/20	20-2540-500	
						<u>0.00</u>	<u>9,818.00</u>			
AT&T ONENET										
2071230548	10-2540-341	TELEPHONE		2		0.00	47.81	1/17/20	10-2540-341	
1171710381	10-2540-341	TELEPHONE		2		0.00	0.72	1/17/20	10-2540-341	
2071382568	10-2540-341	TELEPHONE		2		0.00	48.17	2/12/20	10-2540-341	
1171863915	10-2540-341	TELEPHONE		2		0.00	0.72	2/18/20	10-2540-341	
						<u>0.00</u>	<u>97.42</u>			
AT&T										
	10-2540-341	TELEPHONE 4 NEW NUMBERS		2		0.00	527.35	2/20/20	10-2540-341	
						<u>0.00</u>	<u>527.35</u>			
AVERUS										
N2243615	20-2540-329	HD EXTINGUISHER		2		0.00	403.30	1/22/20	20-2540-329	
						<u>0.00</u>	<u>403.30</u>			
BALLARDINI, KEVIN										
	10-2192-390	2/20 OUTDOOR EDUCATION TRAVEL		2		0.00	127.90	2/11/20	10-2192-390	
						<u>0.00</u>	<u>127.90</u>			
BATTERIES PLUS										
P22908725	20-2540-410-2	BUILDING SUPPLIES		2		0.00	72.50	1/22/20	20-2540-410	
P23780755	20-2540-410-2	BUILDING SUPPLIES		2		0.00	113.04	2/7/20	20-2540-410	
P24087916	20-2540-410-2	BUILDING SUPPLIES		2		0.00	28.20	2/18/20	20-2540-410	
P23069698	20-2540-410-2	BUILDING SUPPLIES		2		0.00	92.16	1/27/20	20-2540-410	
						<u>0.00</u>	<u>305.90</u>			
BERCOS EDUCATIONAL CONSULTING										
103	10-2140-314	1/20 CONSULTING		2		450.00	450.00	2/14/20	10-2140-314	
						<u>450.00</u>	<u>450.00</u>			
Bialk, Robert J										
	10-2660-410	SHIPPING COST		2		26.62	26.62	1/17/20	10-2660-410	
						<u>26.62</u>	<u>26.62</u>			
BINDER, STACY										
	10-1111-418	MATH SUPPLIES		2		0.00	44.94	1/22/20	10-1111-418	
						<u>0.00</u>	<u>44.94</u>			

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Vendor Name								Due	
Invoice #	A.S.N.	Description	Claim #	Batch #	P.O. #	Dir. Dep.	Amount	Date	State Account #
BLACKLEY, MICHELLE									
	10-2192-410	2/20 MILEAGE OUT DOOR/AIRPORT		2		0.00	143.48	2/13/20	10-2192-410
						<u>0.00</u>	<u>143.48</u>		
BLICK ART MATERIALS									
2804551	10-1120-411	SEE ATTACHED- ART SUPPLIES		2	2000000639	0.00	1,483.99	1/17/20	10-1120-411
2803839	10-1190-490	SEE ATTACHED- MUSICAL SUPPLIES		2	2000000638	0.00	260.30	1/17/20	10-1190-490
2888548	10-1111-411	ART SUPPLIES-SEE ATTACHED		2	2000000641	0.00	1,576.31	2/6/20	10-1111-411
2947202	10-1120-411	CREATIVE ART SUPPLIES PO 2000000639		2		0.00	77.99	2/18/20	10-1120-411
						<u>0.00</u>	<u>3,398.59</u>		
BOND, JULIE									
	10-2190-410	SUPPLIES		2		0.00	37.81	1/22/20	10-2190-410
						<u>0.00</u>	<u>37.81</u>		
BRADLEY CARDELLA									
	10-2211-390-2	IME CONF 1/30		2		0.00	336.11	2/12/20	10-2211-390
						<u>0.00</u>	<u>336.11</u>		
BRYANT, ROBYNN									
	10-3500-410	SUPPLIES		2		0.00	99.81	2/11/20	10-3500-410
						<u>0.00</u>	<u>99.81</u>		
BULK BOOKSTORE									
42279	10-1111-417	OWL BABIES		2	2000000587	0.00	135.75	1/23/20	10-1111-417
						<u>0.00</u>	<u>135.75</u>		
CAMCOR									
2488685	10-2660-410	SUPPLIES - GENERAL		2		0.00	100.00	2/19/20	10-2660-410
2488516	10-2660-700	AUDIO ENHANCEMENT		2		0.00	1,399.00	2/19/20	10-2660-700
	10-2660-410	SUPPLIES - GENERAL RJ 2000000064		2		0.00	49.75	2/19/20	10-2660-410
						<u>0.00</u>	<u>1,548.75</u>		
CAMELOT EDUCATION									
	10-1912-670	1/20 TUITION S. ADAMS K. NANTHAKISHORE		2		0.00	6,823.66	2/14/20	10-1912-670
12/19	10-1912-670	12/20 TUITION S. ADAMS AND K. NANTHAKISHORE		2		0.00	5,387.10	2/13/20	10-1912-670
						<u>0.00</u>	<u>12,210.76</u>		
Carmody, Katherine J									
	10-2211-312	2/20 ISHA CONVENTION TRAVEL		2		0.00	55.15	2/14/20	10-2211-312
						<u>0.00</u>	<u>55.15</u>		

CCS PEDIATRIC THERAPY & FAMILY WELLNESS

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Vendor Name									Due	
Invoice #	A.S.N.	Description	Claim #	Batch #	P.O. #	Dir. Dep.	Amount	Date	State Account #	
	10-2140-314	01/20 PT HOMEBOUND		2		0.00	450.00	2/14/20	10-2140-314	
						0.00	450.00			
CDW GOVERNMENT										
CH2000258	10-2660-392	SIGNED SOW		2		0.00	3,702.00	1/17/20	10-2660-392	
WJF2405	10-2660-700	PROJECTOR 111 BARCLAY		2		0.00	3,009.56	1/17/20	10-2660-700	
CH2000746	10-2660-392	SOW COMPLETION		2		0.00	7,404.00	2/19/20	10-2660-392	
WPF9957	10-2660-700	ARUBA		2		0.00	1,229.56	2/14/20	10-2660-700	
CH2000378	10-2660-392	DISCOVERY		2		0.00	3,702.00	2/18/20	10-2660-392	
						0.00	19,047.12			
CHEMERS, DENA										
	10-1112-414	CLASSROOM PROJECT SUPPLIES		2		0.00	22.99	2/10/20	10-1112-414	
	10-1112-410	HD SUPPLIES - GENERAL 3-5		2		0.00	27.89	2/10/20	10-1112-410	
						0.00	50.88			
CITICARE TRANSPORTATION										
5365	40-2550-331	SPED TRANS JANUARY 2020		2		0.00	6,616.00	2/1/20	40-2550-331	
						0.00	6,616.00			
CLASSROOM CONNECTION										
20191110	10-1912-670	12/19 TUITION A. BROWN		2		6,196.50	6,196.50	2/13/20	10-1912-670	
20191105	10-1912-670	12/19 TUITION M. CALDWELL		2		6,196.50	6,196.50	2/13/20	10-1912-670	
20191129	10-1912-670	01/20 TUITION A. BROWN		2		8,262.00	8,262.00	2/13/20	10-1912-670	
20191124	10-1912-670	01/20 TUITION M. CALDWELL		2		8,262.00	8,262.00	2/13/20	10-1912-670	
						28,917.00	28,917.00			
CONNECTIONS DAY SCHOOL										
30358	10-1912-670	1/20 TUITION K. BARRETTSMITH		2		0.00	4,751.64	2/14/20	10-1912-670	
						0.00	4,751.64			
CONSERV FS										
65090110	20-2540-410-3	TRIPLE MELT		2		0.00	582.50	2/6/20	20-2540-410	
						0.00	582.50			
CONSTELLATION ENERGY SERVICES										
16469076001	10-2540-466	ELECTRICITY		2		0.00	4,957.56	1/17/20	10-2540-466	
16481780801	10-2540-466	ELECTRICITY		2		0.00	10,802.63	1/17/20	10-2540-466	
16691281401	10-2540-466	ELECTRICITY		2		0.00	4,506.15	2/12/20	10-2540-466	
16681075601	10-2540-466	ELECTRICITY		2		0.00	4,157.16	2/12/20	10-2540-466	
16701830201	10-2540-466	ELECTRICITY		2		0.00	10,749.95	2/12/20	10-2540-466	
						0.00	35,173.45			

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Invoice #	A.S.N.	Description	Claim #	Batch #	P.O. #	Dir. Dep.	Amount	Date	State Account #	
CONSTELLATION ENERGY SERVICES										
2801298	10-2540-465	NATURAL GAS		2		0.00	8,593.00	1/28/20	10-2540-465	
						<u>0.00</u>	<u>8,593.00</u>			
CUSTOM SOLUTIONS										
20509	10-1200-314	12/19 SERVICES		2		6,903.16	6,903.16	2/14/20	10-1200-314	
20510	10-1200-314	11/19 CONSULTANT		2		2,202.38	2,202.38	2/18/20	10-1200-314	
						<u>9,105.54</u>	<u>9,105.54</u>			
DELLI, LEE ANN										
	10-1111-418	MATH SUPPLIES		2		149.80	149.80	1/27/20	10-1111-418	
						<u>149.80</u>	<u>149.80</u>			
DEMCO										
6760561	10-2220-410-3	SUPPLIES - GENERAL DW		2	2000000686	0.00	95.56	2/5/20	10-2220-410	
						<u>0.00</u>	<u>95.56</u>			
DOMINICAN UNIVERSITY										
FALL 2019	10-1120-230	EDU 661.99 A. CIBOROWSKIO 907802		2		0.00	600.00	2/6/20	10-1120-230	
FALL 2019	10-1120-230	EDU 661.99 C. ORDORICA 745075		2		0.00	600.00	2/6/20	10-1120-230	
						<u>0.00</u>	<u>1,200.00</u>			
DORNFELD PIANO TUNING										
2393	10-1190-319	REPAIR SERVICES		2		0.00	170.00	1/22/20	10-1190-319	
						<u>0.00</u>	<u>170.00</u>			
DUBIN, DEBORAH										
	10-1120-230	TUITION REIMBURSEMENT EDL6235		2		0.00	840.00	2/5/20	10-1120-230	
						<u>0.00</u>	<u>840.00</u>			
DUDE SOLUTIONS INC.										
60437	20-2540-392	DISTRICT MAINTENANCE APP		2		52.85	52.85	2/7/20	20-2540-392	
						<u>52.85</u>	<u>52.85</u>			
ECRA GROUP										
10040	10-2310-392	FINAL INSTALLMENT ECRISS		2		0.00	18,198.00	1/17/20	10-2310-392	
						<u>0.00</u>	<u>18,198.00</u>			
ELIOT SCHREFER										
	10-2210-314	3/18 AUTHOR VISIT		2		0.00	2,277.73	2/14/20	10-2210-314	
						<u>0.00</u>	<u>2,277.73</u>			
ENGLER CALLAWAY BAASTEN & SRAGA										

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Vendor Name								Due		
Invoice #	A.S.N.	Description	Claim #	Batch #	P.O. #	Dir. Dep.	Amount	Date	State Account #	
25961	10-2310-318	LEGAL SERVICES		2		0.00	23.00	1/17/20	10-2310-318	
26089	10-2310-318	1/20 LEGAL SERVICES		2		0.00	437.00	2/14/20	10-2310-318	
						0.00	460.00			
ERNIES WRECKER SERVICE										
157941	40-2550-319	BUS TOWING		2		0.00	312.50	2/19/20	40-2550-319	
						0.00	312.50			
EVAC + CHAIR NORTH AMERICA										
458656	20-2540-500	EVAC + CHAIR		2	2000000649	0.00	1,540.00	2/12/20	20-2540-500	
						0.00	1,540.00			
EXCEPTIONAL LEARNERS COLLABORATIVE										
26089	10-2140-314	CONTRACTED SERVICES		2		1,363.00	1,363.00	2/14/20	10-2140-314	
						1,363.00	1,363.00			
FOLLETT SCHOOL SOLUTIONS										
548968a	10-2220-430-1	LIBRARY BOOKS - SP		2	2000000451	0.00	396.09	1/21/20	10-2220-430	
559140f	10-2220-430-1	LIBRARY BOOKS - SP		2	2000000467	0.00	287.03	1/21/20	10-2220-430	
586287a	10-2220-430-1	LIBRARY BOOKS - SP		2	2000000540	0.00	335.68	1/21/20	10-2220-430	
586287f	10-2220-430-1	LIBRARY BOOKS - SP		2	2000000540	0.00	17.14	1/21/20	10-2220-430	
586287b	10-2220-430-1	LIBRARY BOOKS - SP		2	2000000540	0.00	16.29	1/21/20	10-2220-430	
529790f	10-2220-430-1	LIBRARY BOOKS - SP		2	2000000371	0.00	16.29	1/21/20	10-2220-430	
618896A	10-2220-430-2	LIBRARY BOOKS - HD		2	2000000615	0.00	485.24	1/22/20	10-2220-430	
618902A	10-2220-430-1	LIBRARY BOOKS - SP		2	2000000613	0.00	374.12	1/22/20	10-2220-430	
618896f	10-2220-430-2	LIBRARY BOOKS - HD		2	2000000615	0.00	556.06	1/28/20	10-2220-430	
626189	10-2220-430-3	LIBRARY BOOKS - DW		2	2000000635	0.00	766.62	1/28/20	10-2220-430	
626189f	10-2220-430-3	LIBRARY BOOKS - DW		2	2000000635	0.00	204.18	1/28/20	10-2220-430	
626189A	10-2220-430-3	LIBRARY BOOKS - DW		2	2000000635	0.00	611.63	1/22/20	10-2220-430	
						0.00	4,066.37			
FRONTLINE TECHNOLOGIES										
US112273	10-2640-392	APPLICANT TRACKING		2		0.00	2,097.00	2/5/20	10-2640-392	
						0.00	2,097.00			
GELLER, LAURA										
202007	10-2211-312	ISHA CONVENTION MILEAGE		2		55.15	55.15	2/14/20	10-2211-312	
						55.15	55.15			
GENERAL MECHANICAL SERVICES										
s12090768	20-2540-329	HD BOILER		2		2,394.00	2,394.00	2/14/20	20-2540-329	
						2,394.00	2,394.00			

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Vendor Name								Due		
Invoice #	A.S.N.	Description	Claim #	Batch #	P.O. #	Dir. Dep.	Amount	Date	State Account #	
GENESIS TECHNOLOGIES										
732490	10-2540-325	RENTAL OF COPY EQUIPMENT		2		3,558.55	3,558.55	2/7/20	10-2540-325	
731830	10-2540-325	RENTAL OF COPY EQUIPMENT		2		1,813.36	1,813.36	2/14/20	10-2540-325	
730763	10-2540-325	RELOCATION FEE		2		300.00	300.00	2/14/20	10-2540-325	
730764	10-2540-325	RELOCATION FEE		2		175.00	175.00	2/14/20	10-2540-325	
							<u>5,846.91</u>	<u>5,846.91</u>		
GENESIS TECHNOLOGIES										
26387956	10-2540-325	RENTAL OF COPY EQUIPMENT		2		0.00	889.85	2/7/20	10-2540-325	
26387955	10-2540-325	RENTAL OF COPY EQUIPMENT		2		0.00	1,864.57	2/7/20	10-2540-325	
26317369	10-2540-325	RENTAL OF COPY EQUIPMENT		2		0.00	1,103.60	2/14/20	10-2540-325	
26293283	10-2540-325	RENTAL OF COPY EQUIPMENT		2		0.00	1,250.01	2/14/20	10-2540-325	
							<u>0.00</u>	<u>5,108.03</u>		
GEWALT HAMILTON ASSOCIATES										
45210113	60-2530-500	12/19 FINAL ENGINEERING		2		0.00	2,761.20	2/12/20	60-2530-500	
45210112	60-2530-500	11/19 FINAL ENGINEERING		2		0.00	9,080.00	1/17/20	60-2530-500	
							<u>0.00</u>	<u>11,841.20</u>		
GORDON FOOD SERVICE										
199833458	10-3500-410	SUPPLIES D103 CLUB		2		0.00	1,246.55	1/17/20	10-3500-410	
200237770	10-3500-410	D103		2		0.00	885.63	1/29/20	10-3500-410	
200550298	10-3500-410	SUPPLIES		2		0.00	116.79	2/12/20	10-3500-410	
200497122	10-3500-410	SUPPLIES		2		0.00	724.95	2/12/20	10-3500-410	
200739788	10-3500-410	SUPPLIES		2		0.00	983.05	2/19/20	10-3500-410	
							<u>0.00</u>	<u>3,956.97</u>		
Graham, Nicole										
	10-1112-410	HD SUPPLIES - GENERAL 3-5		2		102.36	102.36	1/17/20	10-1112-410	
							<u>102.36</u>	<u>102.36</u>		
GURSON, REBECCA										
	10-1112-230	TUITION REIMBURSEMENT ED5023		2		0.00	705.00	2/10/20	10-1112-230	
							<u>0.00</u>	<u>705.00</u>		
Hafner, Anthony										
	10-1550-332	TRAVEL SCIENCE BOWL 1/25		2		0.00	64.10	2/12/20	10-1550-332	
							<u>0.00</u>	<u>64.10</u>		
HEARTLAND HEALTH OUTREACH CCIS										
26089	10-1200-314	INTERPRETER		2		0.00	174.33	2/14/20	10-1200-314	
	10-1200-314	CONSULTANTS		2		0.00	131.25	2/14/20	10-1200-314	

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Vendor Name									Due	
Invoice #	A.S.N.	Description	Claim #	Batch #	P.O. #	Dir. Dep.	Amount	Date	State Account #	
						0.00	305.58			
Herion, Thomas F										
	10-2192-390	OUTDOOR EDUCATION MILEAGE		2		0.00	116.84	2/7/20	10-2192-390	
						0.00	116.84			
HIMES, PETRARCA & FESTER, ATTORNEYS AT LAW										
43023	10-2310-318	01/20 LEGAL SERVICES		2		0.00	180.00	2/11/20	10-2310-318	
						0.00	180.00			
HULL, AMY										
	10-2410-410-1	SUPPLIES - SP		2		0.00	79.38	2/18/20	10-2410-410	
						0.00	79.38			
IASA										
84-12.62019	10-2310-392	EVIDENCE BASED LEADERSHIP		2	12/11/19	0.00	2,319.00	1/17/20	10-2310-392	
						0.00	2,319.00			
ILLINOIS OFFICE OF THE STATE FIRE MARSHAL										
9625306	20-2540-329	STATE BOILER INSPECTION		2		0.00	200.00	1/27/20	20-2540-329	
						0.00	200.00			
JIANJIANG HO										
	10-1550-410	SCIENCE OLYMPIAD		2		0.00	45.24	2/5/20	10-1550-410	
						0.00	45.24			
JOHNSON CONTROLS										
32965700	20-2540-329	DW MONITORING		2		0.00	215.33	1/27/20	20-2540-329	
86472253	20-2540-329	SP FIRE ALARM		2		0.00	634.00	1/27/20	20-2540-329	
						0.00	849.33			
Jones, Luke										
	10-1200-332	INTRADISTRICT 10/1 - 12/20		2		0.00	136.30	1/27/20	10-1200-332	
						0.00	136.30			
KELLEY LANDSCAPE & PATIO										
34890	20-2540-322	SNOW REMOVAL 1/25		2		0.00	920.00	2/12/20	20-2540-322	
34904	20-2540-322	SNOW REMOVAL 12/19		2		0.00	1,265.00	2/18/20	20-2540-322	
34902	20-2540-322	SNOW REMOVAL 2/6		2		0.00	1,610.00	2/12/20	20-2540-322	
						0.00	3,795.00			
KRAUSE ELECTRICAL										
19249	20-2540-329	SP LIBRARY		2		726.00	726.00	1/22/20	20-2540-329	
19294	20-2540-329	DW LIGHTING SURVEY		2		417.00	417.00	1/22/20	20-2540-329	

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LINCOLNSHIRE-PRAIRIE VIEW SD #103

Vendor Name									Due	
Invoice #	A.S.N.	Description	Claim #	Batch #	P.O. #	Dir. Dep.	Amount	Date	State Account #	
19700	20-2540-329	HD NEW DOOR		2		634.52	634.52	1/22/20	20-2540-329	
19683	20-2540-329	TRANS PARKING LOT		2		628.84	628.84	1/22/20	20-2540-329	
19653	20-2540-500	ADMIN BUILD OUT		2		7,868.50	7,868.50	1/22/20	20-2540-500	
19754	20-2540-329	DW PARKING LOT		2		366.63	366.63	1/22/20	20-2540-329	
19836	20-2540-329	DW PARKING LOT LIGHT		2		511.82	511.82	2/14/20	20-2540-329	
							11,153.31	11,153.31		
LAKE COOK DISTRIBUTORS										
20200173	10-1550-410	SEE ATTACHED- BOOKS FOR BATTLE		2	2000000673	0.00	764.60	2/5/20	10-1550-410	
							0.00	764.60		
LAKELAND COMMUNICATIONS										
LC28490	20-2540-329	RADIO REPAIR		2		0.00	181.81	1/29/20	20-2540-329	
							0.00	181.81		
LANGUAGE TESTING INTERNATIONAL, INC										
	10-2230-392	SPANISH		2		0.00	5.00	1/27/20	10-2230-392	
							0.00	5.00		
Lapin, Heather L.										
	10-1111-414	CLASSROOM PROJECT SUPPLIES		2		72.39	72.39	1/27/20	10-1111-414	
	10-1111-417	CLASSROOM PROJECT SUPPLIES		2		37.53	37.53	1/27/20	10-1111-417	
							109.92	109.92		
LECHNER & SONS										
2708970	10-1500-392	SERVICE AGREEMENTS - TOWELS 1/27		2		0.00	158.02	2/7/20	10-1500-392	
2702143	10-1500-392	SERVICE AGREEMENTS - TOWELS 1/13		2		0.00	158.02	2/6/20	10-1500-392	
2716822	10-1500-392	SERVICE AGREEMENTS - TOWELS 2/10		2		0.00	158.02	2/12/20	10-1500-392	
							0.00	474.06		
Ligdas, Ioana										
	10-1120-332	INTRADISTRICT 01/20		2		0.00	23.92	1/27/20	10-1120-332	
							0.00	23.92		
LINCOLNSHIRE, VILLAGE OF										
200001877	20-2540-329	DW FALSE ALARM		2		0.00	125.00	1/22/20	20-2540-329	
200001873	20-2540-329	FALSE ALARM SP		2		0.00	700.00	1/29/20	20-2540-329	
							0.00	825.00		
Logan, Caroline A										
	10-1112-230	TUITION REIMBURSEMENT EDCL 575		2		525.00	525.00	2/13/20	10-1112-230	
							525.00	525.00		

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Vendor Name								Due	
Invoice #	A.S.N.	Description	Claim #	Batch #	P.O. #	Dir. Dep.	Amount	Date	State Account #
Lunardi, Laura									
	10-1111-410	SP SUPPLIES - GENERAL K-2		2		27.25	27.25	1/22/20	10-1111-410
	10-1111-414	CLASSROOM PROJECT SUPPLIES		2		27.51	27.51	1/22/20	10-1111-414
						<u>54.76</u>	<u>54.76</u>		
McCraren, Catherine L									
	10-1112-410	HD SUPPLIES - GENERAL 3-5		2		152.49	152.49	2/14/20	10-1112-410
	10-2190-410	SUPPLIES		2		93.78	93.78	2/14/20	10-2190-410
						<u>246.27</u>	<u>246.27</u>		
McLelland, Gretchen G.									
	10-1112-410	HD SUPPLIES - GENERAL 3-5		2		0.00	35.94	1/17/20	10-1112-410
						<u>0.00</u>	<u>35.94</u>		
METRO PREP									
	MP63907	12/19 WM BURNS 105479610		2		0.00	3,248.42	2/14/20	10-1912-670
						<u>0.00</u>	<u>3,248.42</u>		
MEYER LABORATORY									
	0710847	20-2540-410-1		2		0.00	214.50	1/27/20	20-2540-410
						<u>0.00</u>	<u>214.50</u>		
MIDWEST ENVIRONMENTAL CONSULTING SERVICES									
	20044	20-2540-329		2		788.00	788.00	1/29/20	20-2540-329
						<u>788.00</u>	<u>788.00</u>		
MIDWEST TRANSIT EQUIP-S.HOLLAND									
	R311003389	40-2550-329	WO: 1099 BUS 16	2		0.00	13.78	2/1/20	40-2550-329
	R311003447	40-2550-329	WO: 1103 B1	2		0.00	55.12	2/1/20	40-2550-329
	R311003479	40-2550-329	WO: 1141 B25	2		0.00	68.90	2/1/20	40-2550-329
	R311003425	40-2550-319	WO: 1116 B20	2		0.00	81.64	2/1/20	40-2550-319
	R311003391	40-2550-319	WO: 1094 B4	2		0.00	13.78	2/1/20	40-2550-319
						<u>0.00</u>	<u>233.22</u>		
MIDWEST TRUCKERS ASSOCIATION									
	707629	40-2550-390	DRUG TESTING	2		93.00	93.00	2/1/20	40-2550-390
						<u>93.00</u>	<u>93.00</u>		
MIGUEL LIMON									
	10-1120-332	TRAVEL INTRADISTRICT 1/20		2		9.20	9.20	2/13/20	10-1120-332
						<u>9.20</u>	<u>9.20</u>		
NACH, AMANDA									

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Vendor Name								Due		
Invoice #	A.S.N.	Description	Claim #	Batch #	P.O. #	Dir. Dep.	Amount	Date	State Account #	
	10-1112-230	TUITION REIMBURSEMENT DL5023 AND 5013		2		0.00	1,410.00	2/5/20	10-1112-230	
						0.00	1,410.00			
NADIA SHAMS										
	10-2211-390-2	MATHEMATICS CLUB		2		0.00	38.00	1/17/20	10-2211-390	
						0.00	38.00			
NAPA AUTO PARTS										
030910	40-2550-329	PRESTONE WIND DE-ICE, LAMPS		2		0.00	229.60	2/1/20	40-2550-329	
028907	40-2550-329	PRESTONE WINDE DE-ICE, AEROS LUBE SPRAY		2		0.00	71.87	2/1/20	40-2550-329	
						0.00	301.47			
NATIONAL ASSOCIATION FOR MUSIC										
000263560	10-1190-410-1	SUPPLIES - SP		2	2000000688	0.00	6.00	2/18/20	10-1190-410	
						0.00	6.00			
NATIONAL LIFT TRUCK										
200110728	20-2540-329	ANNUAL LIFT INSPECTION		2		0.00	1,140.42	2/6/20	20-2540-329	
						0.00	1,140.42			
NETWORK SERVICES										
A486089	20-2540-410-1	CUSTODIAL SUPPLIES		2		382.24	382.24	1/22/20	20-2540-410	
A506041	20-2540-410-1	CUSTODIAL SUPPLIES		2		3,596.29	3,596.29	1/27/20	20-2540-410	
A506040	20-2540-410-1	CUSTODIAL SUPPLIES		2		875.64	875.64	1/27/20	20-2540-410	
A516363	20-2540-410-1	CUSTODIAL SUPPLIES		2		1,011.67	1,011.67	2/6/20	20-2540-410	
420000163879	20-2540-410-1	A250855		2		(528.70)	(528.70)	2/4/20	20-2540-410	
						5,337.14	5,337.14			
NORTH AMERICAN										
A491086	20-2540-410-1	CUSTODIAL SUPPLIES		2		149.00	149.00	1/22/20	20-2540-410	
A517775	20-2540-410-1	CUSTODIAL SUPPLIES		2		295.00	295.00	2/6/20	20-2540-410	
						444.00	444.00			
NORTHERN SUBURBAN SPECIAL EDUCATION DISTRICT										
781031219	10-1912-670	FY 19/20 TUITION S. PIGNOTTI D. MIRTSYN		2		0.00	97,107.46	2/14/20	10-1912-670	
781031219	10-1912-670	OT S. PIGNOTTI		2		0.00	5,994.00	2/14/20	10-1912-670	
						0.00	103,101.46			
OLSON TRANSPORTATION										
27162	40-2550-331	SPED TRANS OCTOBER 2019		2		0.00	5,646.48	2/1/20	40-2550-331	
27748	40-2550-331	SPED JANUARY 2020		2		0.00	5,108.72	2/1/20	40-2550-331	
						0.00	10,755.20			

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LINCOLNSHIRE-PRAIRIE VIEW SD #103

Vendor Name								Due		
Invoice #	A.S.N.	Description	Claim #	Batch #	P.O. #	Dir. Dep.	Amount	Date	State Account #	
Orals, Pamela										
	10-2211-390-2	IMEC MILEAGE 1/30		2		209.65	209.65	2/14/20	10-2211-390	
	10-2211-390-2	IMEC CONF EXPENSES		2		410.22	410.22	2/14/20	10-2211-390	
						<u>619.87</u>	<u>619.87</u>			
Otto, Tabatha Anne										
	10-2220-430-3	LIBRARY BOOKS - DW		2		18.10	18.10	2/5/20	10-2220-430	
	10-2220-490-3	OTHER SUPPLIES - PROF LIB DW		2		24.49	24.49	2/12/20	10-2220-490	
						<u>42.59</u>	<u>42.59</u>			
PADDOCK PUBLICATIONS										
39044	10-2520-360	ANNUAL STATEMENT OF AFFAIRS		2		0.00	990.15	1/17/20	10-2520-360	
39348	10-2520-360	BID NOTICE		2		0.00	95.45	1/24/20	10-2520-360	
						<u>0.00</u>	<u>1,085.60</u>			
PANORAMA EDUCATION, INC.										
4423	10-2211-390-1	PLATFORM LICENSE FEE		2		0.00	2,000.00	1/22/20	10-2211-390	
						<u>0.00</u>	<u>2,000.00</u>			
PAPER ROLLER COASTER										
	10-1120-415	CLASS PAK PAPER ROLLER COASTERS		2	2000000678	1,199.50	1,199.50	2/18/20	10-1120-415	
						<u>1,199.50</u>	<u>1,199.50</u>			
PASTORI, MARISSA										
	10-2192-410	OUT DOOR EDUCATION		2		0.00	121.34	2/13/20	10-2192-410	
	10-2211-390-2	YOUTH TRENDS CONFERENCE 2/12		2		0.00	51.50	2/14/20	10-2211-390	
	10-1120-332	MILEAGE IEP 9/20 - 2/13		2		0.00	22.08	2/14/20	10-1120-332	
						<u>0.00</u>	<u>194.92</u>			
PEAK PLUMBING										
24894	20-2540-329	HD DRINKING FOUNTAIN		2		476.44	476.44	1/22/20	20-2540-329	
24961	20-2540-329	HD WATER HEATER REPAIR		2		1,274.69	1,274.69	2/12/20	20-2540-329	
						<u>1,751.13</u>	<u>1,751.13</u>			
PMA FINANCIAL NETWORK										
10083	10-2520-392	DISSEMINATION AGENT FEE		2		2,000.00	2,000.00	2/20/20	10-2520-392	
						<u>2,000.00</u>	<u>2,000.00</u>			
Powell, Sharyn										
	10-1112-410	HD SUPPLIES - GENERAL 3-5		2		0.00	240.39	1/17/20	10-1112-410	
						<u>0.00</u>	<u>240.39</u>			

QUEST FOOD MANAGEMENT SERVICES

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LINCOLNSHIRE-PRAIRIE VIEW SD #103

Vendor Name								Due		
Invoice #	A.S.N.	Description	Claim #	Batch #	P.O. #	Dir. Dep.	Amount	Date	State Account #	
106474	10-2310-410	1/30 BUSINESS PLANING MEETING		2		0.00	660.00	2/12/20	10-2310-410	
106187	10-2410-410-1	SUPPLIES - SP		2		0.00	800.00	1/22/20	10-2410-410	
						<u>0.00</u>	<u>1,460.00</u>			
QUILL										
3920932	10-3500-410	Office Chair		2	2000000642	99.00	99.00	1/17/20	10-3500-410	
4114766	10-2410-410-1	OFFICE SUPPLIES-SEE ATTACHED		2	2000000640	85.54	85.54	1/27/20	10-2410-410	
						<u>184.54</u>	<u>184.54</u>			
QUINLAN & FABISH MUSIC										
11831155	10-1190-410-3	SUPPLIES - DW		2		0.00	180.00	2/18/20	10-1190-410	
						<u>0.00</u>	<u>180.00</u>			
QUINLAN & FABISH										
11875299	10-1190-410-3	SUPPLIES - DW		2		0.00	20.97	2/18/20	10-1190-410	
11829859	10-1190-410-3	SUPPLIES - DW		2		0.00	70.96	2/18/20	10-1190-410	
11746857	10-1190-410-3	SUPPLIES - DW		2		0.00	36.99	2/18/20	10-1190-410	
11820787	10-1190-319	REPAIR SERVICES		2		0.00	202.16	2/18/20	10-1190-319	
						<u>0.00</u>	<u>331.08</u>			
Qurashi, Muzammil										
	10-2660-312	AIRFARE TO ORLANDO POWERSCHOOL		2		0.00	153.39	2/11/20	10-2660-312	
						<u>0.00</u>	<u>153.39</u>			
RA ADAMS ENTERPRISES										
S021462	20-2540-410-2	BUILDING SUPPLIES		2		0.00	145.66	2/7/20	20-2540-410	
						<u>0.00</u>	<u>145.66</u>			
Rexer, Eric F										
	10-1550-332	SCIENCE OLYMPIAD		2		0.00	13.83	2/12/20	10-1550-332	
	10-1550-332	TRAVEL SCIOLY INVITE ROCKFORD		2		0.00	102.60	1/17/20	10-1550-332	
						<u>0.00</u>	<u>116.43</u>			
Ristow, Rebekka										
	10-1112-410	HD SUPPLIES - GENERAL 3-5		2		0.00	38.97	2/10/20	10-1112-410	
						<u>0.00</u>	<u>38.97</u>			
ROBBINS SCHWARTZ										
860350	10-2310-318	LEGAL SERVICES 11/19		2		0.00	3,395.12	1/23/20	10-2310-318	
						<u>0.00</u>	<u>3,395.12</u>			
RONI BEN-YOSEPH										
1123	10-1200-314	12/19 SP YOGA		2		0.00	270.00	2/14/20	10-1200-314	

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Vendor Name								Due		
Invoice #	A.S.N.	Description	Claim #	Batch #	P.O. #	Dir. Dep.	Amount	Date	State Account #	
1125	10-1200-314	1/20 SP YOGA		2		0.00	360.00	2/14/20	10-1200-314	
						0.00	630.00			
ROOD, WENDY										
	10-1111-410	SP SUPPLIES - GENERAL K-2		2		0.00	68.75	2/5/20	10-1111-410	
						0.00	68.75			
SAVANNA DESIGN										
1803	20-2540-410-4	UNIFORM SUPPLIES		2		0.00	883.00	1/22/20	20-2540-410	
						0.00	883.00			
Schencker, Michelle										
	10-1111-410	SP SUPPLIES - GENERAL K-2		2		0.00	45.81	1/22/20	10-1111-410	
						0.00	45.81			
SCHOLASTIC										
20790411	10-1100-420	TEXTBOOKS		2	2000000603	0.00	1,562.20	1/17/20	10-1100-420	
						0.00	1,562.20			
SCHOOL DISTRICT 103 ACTIVITY ACCOUNT										
	10-403	TRANSFER DEC. YEARBOOK REVTRAK		2		0.00	490.00	1/29/20	10-403	
	10-403	TRANSFER JAN REVTRAK		2		0.00	590.00	2/20/20	10-403	
						0.00	1,080.00			
SCHOOL DISTRICT 103 MUSIC BOOSTERS										
	10-403	TRANSFER BOX TOP MONEY		2		0.00	715.80	1/23/20	10-403	
						0.00	715.80			
SCHOOL SPECIALTY										
202501681197	10-1120-420	PO 2000000087		2		0.00	69.00	1/17/20	10-1120-420	
308103484359	10-1120-410	DW SUPPLIES - GENERAL 6-8		2	2000000597	0.00	175.02	1/17/20	10-1120-410	
202501702408	10-1120-420	TEXTBOOKS		2		0.00	86.13	1/27/20	10-1120-420	
308103491241	10-1120-410	DW SUPPLIES - GENERAL 6-8		2	2000000683	0.00	84.14	2/5/20	10-1120-410	
208124524043	10-1111-410	CLASS SUPPLIES-SEE ATTACHED		2	2000000685	0.00	105.02	2/5/20	10-1111-410	
208124525154	10-1111-410	CLASS SUPPLIES-SEE ATTACHED		2	2000000677	0.00	101.66	2/6/20	10-1111-410	
208124439644	10-1200-410	LAMINATING FILM		2	2000000602	0.00	69.80	2/10/20	10-1200-410	
202501701233	10-1120-420	MEGAWORDS ASSESSMENT OF DECODING		2	2000000637	0.00	40.75	1/17/20	10-1120-420	
						0.00	731.52			
SHAINA SMALL										
	10-1200-410	IEP DESIGNATION TEST		2		0.00	122.00	1/17/20	10-1200-410	
						0.00	122.00			

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Vendor Name								Due		
Invoice #	A.S.N.	Description	Claim #	Batch #	P.O. #	Dir. Dep.	Amount	Date	State Account #	
SHARE CORPORATION										
117599	20-2540-410-2	BUILDING SUPPLIES		2		0.00	1,330.70	2/6/20	20-2540-410	
						<u>0.00</u>	<u>1,330.70</u>			
Smidt, Ashley										
	10-2211-390-2	1/30 IMEX CONF		2		322.56	322.56	2/12/20	10-2211-390	
	10-2211-390-2	1/30 IMEX CONF MILEAGE		2		210.45	210.45	2/12/20	10-2211-390	
						<u>533.01</u>	<u>533.01</u>			
SOLESKY, LISA										
	10-1550-332	SCIENCE OLYMPIAD		2		0.00	9.28	2/12/20	10-1550-332	
	10-1550-332	TRAVEL ROCKFORD SCIOLY INVITE		2		0.00	102.60	1/17/20	10-1550-332	
						<u>0.00</u>	<u>111.88</u>			
SPEECH PATH SPECIALISTS										
202007	10-2150-314	1/20 SPEECH		2		11,138.00	11,138.00	2/14/20	10-2150-314	
						<u>11,138.00</u>	<u>11,138.00</u>			
Stenberg, Amy										
	10-2211-390-2	BER CONF LUNCH		2		25.57	25.57	1/27/20	10-2211-390	
	10-2211-390-2	BER CONFERENCE MILEAGE		2		26.34	26.34	1/27/20	10-2211-390	
						<u>51.91</u>	<u>51.91</u>			
STEVENS GROUP, THE										
0082089	10-2520-360	PRINTING SERVICES		2	2000000633	0.00	603.79	1/24/20	10-2520-360	
						<u>0.00</u>	<u>603.79</u>			
T- MOBILE										
963937968	10-2540-341	TELEPHONE		2		0.00	61.12	1/29/20	10-2540-341	
						<u>0.00</u>	<u>61.12</u>			
TIERNEY										
808101	10-2660-410	IPAD CASES		2		0.00	259.90	2/14/20	10-2660-410	
554921	10-1112-419	HD SUPPLIES - OTHER PRO DIGITAL SYSTEM		2		0.00	5,815.00	2/19/20	10-1112-419	
						<u>0.00</u>	<u>6,074.90</u>			
Toomey, Amanda										
1022113902	10-2211-390-2	WORKSHOP LUNCH		2		20.00	20.00	1/22/20	10-2211-390	
						<u>20.00</u>	<u>20.00</u>			
TOP LINE TRANSPORTATION										
100875	40-2550-331	SPED TRANS MCKINNEY JANUARY 2020		2		0.00	8,370.00	2/1/20	40-2550-331	
100874	40-2550-331	SPED TRANS JANUARY 2020		2		0.00	8,600.00	2/1/20	40-2550-331	

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Vendor Name									Due	
Invoice #	A.S.N.	Description	Claim #	Batch #	P.O. #	Dir. Dep.	Amount	Date	State Account #	
100755	40-2550-331	SPED TRANS IVY HALL NOVEMBER 2019		2		0.00	3,740.00	2/1/20	40-2550-331	
100710	40-2550-331	SPED TRANS IVY HALL OCTOBER 2019		2		0.00	4,070.00	2/1/20	40-2550-331	
100756	40-2550-331	SPED MCKINNEY VENTO NOVEMBER 2019		2		0.00	9,180.00	2/1/20	40-2550-331	
							0.00	33,960.00		
Transfinder Corporation										
39198	40-2550-392	TRANSFINDER ROUTFINDER GO		2		0.00	2,000.00	2/1/20	40-2550-392	
							0.00	2,000.00		
TWIN GROVES MIDDLE SCHOOL										
	10-1500-640	WRESTLING TOURNAMENT		2		0.00	200.00	1/17/20	10-1500-640	
							0.00	200.00		
ULINE										
	20-2540-500	STORAGE BOXES		2		0.00	167.27	1/27/20	20-2540-500	
							0.00	167.27		
UPS										
	00000Y2Y980E	10-2330-410	INFINITEC SHIPPING		2	0.00	4.05	2/18/20	10-2330-410	
							0.00	4.05		
URBAN AIR TRAMPOLINE PARK										
	10-3500-390	FIELD TRIP 3/2		2		0.00	1,780.00	2/19/20	10-3500-390	
							0.00	1,780.00		
Vincent, Erinn										
	10-1120-410	DW SUPPLIES - GENERAL 6-8		2		0.00	12.00	1/27/20	10-1120-410	
	10-1120-410	TEACHER SUPPLY		2		0.00	23.99	2/5/20	10-1120-410	
							0.00	35.99		
VT SERVICES, INC										
142121	10-2660-319	REPAIR SERVICES		2		0.00	1,125.00	2/7/20	10-2660-319	
142090	10-2660-319	REPAIR SERVICES		2		0.00	375.00	2/7/20	10-2660-319	
141911	10-2660-319	REPAIR SERVICES		2		0.00	875.00	2/14/20	10-2660-319	
142002	10-2660-319	REPAIR SERVICES		2		0.00	125.00	2/14/20	10-2660-319	
142271	10-2660-319	REPAIR SERVICES		2		0.00	125.00	2/18/20	10-2660-319	
142270	10-2660-319	REPAIR SERVICES		2		0.00	375.00	2/18/20	10-2660-319	
							0.00	3,000.00		
Walsh, Christopher										
	10-2192-410	OUTDOOR ED REIMBURSEMENT		2		0.00	73.35	2/12/20	10-2192-410	
							0.00	73.35		

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Vendor Name								Due	
Invoice #	A.S.N.	Description	Claim #	Batch #	P.O. #	Dir. Dep.	Amount	Date	State Account #
WAREHOUSE DIRECT									
44399660	20-2540-410-1	CUSTODIAL SUPPLIES		2		0.00	305.48	2/18/20	20-2540-410
						<u>0.00</u>	<u>305.48</u>		
WESTERN PSYCHOLOGICAL SERVICES									
WPS299690	10-2150-410	SUPPLIES		2	2000000590	0.00	55.00	2/10/20	10-2150-410
						<u>0.00</u>	<u>55.00</u>		
WISCONSIN COACH LINES									
	10-1550-332	2/8 CENTERVILLE OH INVITE SCIENCE OLYMPIAD		2		0.00	5,650.00	1/17/20	10-1550-332
						<u>0.00</u>	<u>5,650.00</u>		
						<u>\$101,818.50</u>	<u>\$479,550.25</u>	Report Total	

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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	120		1/14/20	1/1/20	00114001	249,992.33	10-2690-220
	10-2690-221		LIFE/LTD INSURANCE - ED	120		1/14/20	1/1/20	00114001	3,261.99	10-2690-221
	10-435		DENTAL INSURANCE PAYABLE	120		1/14/20	1/1/20	00114001	8,135.89	10-430
	10-2690-221		LIFE/LTD INSURANCE - ED	120		1/14/20	1/1/20	00114001	1,103.85	10-2690-221
	20-2540-220		MEDICAL INSURANCE - O&M	120		1/14/20	1/1/20	00114001	12,698.01	20-2540-220
	20-2540-221		LIFE/LTD INSURANCE - O&M	120		1/14/20	1/1/20	00114001	76.00	20-2540-221
	20-435		DENTAL INSURANCE PAYABLE	120		1/14/20	1/1/20	00114001	507.06	20-430
	20-2540-221		LIFE/LTD INSURANCE - O&M	120		1/14/20	1/1/20	00114001	32.10	20-2540-221
	40-2550-220		MEDICAL INSURANCE - TRANS	120		1/14/20	1/1/20	00114001	24,718.38	40-2550-220
	40-2550-221		LIFE/LTD INSURANCE - TRANS	120		1/14/20	1/1/20	00114001	139.46	40-2550-221
	40-435		DENTAL INSURANCE PAYABLE	120		1/14/20	1/1/20	00114001	1,131.29	40-430
	40-2550-221		LIFE/LTD INSURANCE - TRANS	120		1/14/20	1/1/20	00114001	210.50	40-2550-221
	10-2320-225		RETIREE INSURANCE	120		1/14/20	1/1/20	00114001	1,867.15	10-2320-225
	10-2210-225		RETIREE INSURANCE	120		1/14/20	1/1/20	00114001	845.46	10-2210-225
	20-2540-225		RETIREE INSURANCE	120		1/14/20	1/1/20	00114001	845.46	20-2540-225
									Total	<u>305,564.93</u>
									Report Total	<u><u>\$305,564.93</u></u>

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Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check Date	Expense on Date	Check #	Amount	State Account #
	20-2540-500	MASTERCARD CORPORATE CLI	SIGN A RAMA ADMIN OFFICE SIGNS C	2001	200000I	1/16/20	1/1/20	2001	1,167.50	20-2540-500
	20-2540-410-2		AMAZON DRINKING FOUNTAIN FILTEF	2001	200000I	1/16/20	1/1/20	2001	443.58	20-2540-410
	20-2540-325		EXTRA SPACE STORAGE	2001	200000I	1/16/20	1/1/20	2001	201.00	20-2540-325
	20-2540-325		EXTRA STORAGE SPACE RENTAL	2001	200000I	1/16/20	1/1/20	2001	235.00	20-2540-325
	20-2540-325		NATIONAL CONSTRUCTION PORTA P	2001	200000I	1/16/20	1/1/20	2001	250.00	20-2540-325
	20-2540-410-2		SAMS CLUB WATER/HAND SANITIZER	2001	200000I	1/16/20	1/1/20	2001	390.12	20-2540-410
	20-2540-325		EXTRA STORAGE SPACE RENTAL	2001	200000I	1/16/20	1/1/20	2001	290.00	20-2540-325
	20-2540-319		ERNIES SERVICE 2013 FORD F150	2001	200000I	1/16/20	1/1/20	2001	33.45	20-2540-319
	60-2530-500		CONSERV FS TREE FERTILIZER	2001	200000I	1/16/20	1/1/20	2001	108.55	60-2530-500
	60-2530-500		MARTIN LEASING TREE RELOCATION	2001	200000I	1/16/20	1/1/20	2001	935.00	60-2530-500
	20-2540-410-2		BATERIES PLUS NAC PANEL REPLAC	2001	200000I	1/16/20	1/1/20	2001	29.42	20-2540-410
	20-2540-410-2		HOME DEPOT SHOP SUPPLIES	2001	200000I	1/16/20	1/1/20	2001	45.85	20-2540-410
	20-2540-312		HILTON CONFERENCE LODGING DEP	2001	200000I	1/16/20	1/1/20	2001	224.87	20-2540-312
	20-2540-312		TRIPLE I PARKING FEE	2001	200000I	1/16/20	1/1/20	2001	68.00	20-2540-312
	20-2540-325		EXTRA SPACE STORAGE RENTAL	2001	200000I	1/16/20	1/1/20	2001	351.00	20-2540-325
	20-2540-410-2		SAMS CLUB SODA	2001	200000I	1/16/20	1/1/20	2001	31.92	20-2540-410
	20-2540-410-2		SIGNARAMA CLASSROOM NAME PLA	2001	200000I	1/16/20	1/1/20	2001	102.00	20-2540-410
	20-2540-410-2		HOME DEPOT SHOP SUPPLIES	2001	200000I	1/16/20	1/1/20	2001	78.36	20-2540-410
	20-2540-410-2		AUTO ZONE REPLACEMENT FUSES	2001	200000I	1/16/20	1/1/20	2001	3.88	20-2540-410
	20-2540-410-2		SHELL OIL FUEL 2013 FORD F150	2001	200000I	1/16/20	1/1/20	2001	49.00	20-2540-410
	10-403		DW COUNCIL HOLIDAY GIFT SHOPPIN	2001	200000I	1/16/20	1/1/20	2001	1,101.93	10-403
	10-1550-332		QUALITY INN & SUITES-SOLESKY SCI	2001	200000I	1/16/20	1/1/20	2001	105.75	10-1550-332
	10-1550-410		UPS STORE-MATH COMPETITIONS	2001	200000I	1/16/20	1/1/20	2001	55.57	10-1550-410
	10-2410-410-3		SAM'S CLUB-OFFICE SUPPLIES	2001	200000I	1/16/20	1/1/20	2001	139.06	10-2410-410
	10-1550-410		FLINN SCIENTIFIC-SCI OLYMPIAD	2001	200000I	1/16/20	1/1/20	2001	45.55	10-1550-410
	10-2410-410-3		AMAZON-HOT CHOCOLATE CART	2001	200000I	1/16/20	1/1/20	2001	35.77	10-2410-410
	10-1550-332		QUALITY INN & SUITES-BUS DRIVER :	2001	200000I	1/16/20	1/1/20	2001	205.88	10-1550-332
	10-1120-420		AMAZON-TEXTBOOKS AKIM	2001	200000I	1/16/20	1/1/20	2001	25.97	10-1120-420
	10-1550-332		QUALITY INN & SUITES-REXER SCI O	2001	200000I	1/16/20	1/1/20	2001	105.75	10-1550-332
	10-1120-418		DOLLAR TREE-MATH NOTEBOOKS	2001	200000I	1/16/20	1/1/20	2001	9.00	10-1120-418

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Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check Date	Expense on Date	Check #	Amount	State Account #
	10-2410-410-3		CAFE ZUPAS-LUNCH GUIDED ROOMS	2001	2000001	1/16/20	1/1/20	2001	154.17	10-2410-410
	10-1120-410		AMAZON-TEXTBOOKS ELL-AKIM	2001	2000001	1/16/20	1/1/20	2001	258.48	10-1120-410
	10-1550-410		QUIZLET SCIENCE OLYMPIAD	2001	2000001	1/16/20	1/1/20	2001	35.99	10-1550-410
	10-1550-640		MATH ASSOC. AMERICA COMPETITIO	2001	2000001	1/16/20	1/1/20	2001	235.00	10-1550-640
	10-1550-640		AMAZON-HOT CHOCOLATE CART	2001	2000001	1/16/20	1/1/20	2001	169.35	10-1550-640
	10-1120-411		AMAZON-INK FOR POSTER PRINTER	2001	2000001	1/16/20	1/1/20	2001	385.00	10-1120-411
	10-1550-332		QUALITY INN & SUITES-BUS DRIVER :	2001	2000001	1/16/20	1/1/20	2001	205.88	10-1550-332
	10-1120-390		SAM'S CLUB-SNOWFLAKE 7TH GRAD	2001	2000001	1/16/20	1/1/20	2001	278.74	10-1120-390
	10-1120-410		AMAZON-TEACHER \$250 SHAMS	2001	2000001	1/16/20	1/1/20	2001	38.47	10-1120-410
	10-2320-410		SAMS CLUB-ADMIN OFFICE	2001	2000001	1/16/20	1/1/20	2001	189.06	10-2320-410
	10-1550-410		AMAZON-SCIENCE FAIR SUPPLIES	2001	2000001	1/16/20	1/1/20	2001	29.98	10-1550-410
	10-1550-410		VWR INT-WARDS SCI, SCI OLYM. FOC	2001	2000001	1/16/20	1/1/20	2001	149.26	10-1550-410
	10-1190-490		HOME DEPOT-MUSICAL SCENERY	2001	2000001	1/16/20	1/1/20	2001	684.74	10-1190-490
	10-2410-410-3		QUILL-OFFICE SUPPLIES	2001	2000001	1/16/20	1/1/20	2001	87.39	10-2410-410
	10-1190-490		HOME DEPOT- ORDER MUSICAL SCE	2001	2000001	1/16/20	1/1/20	2001	585.48	10-1190-490
	10-1190-490		HOME DEPOT-INCORRECT ORDER M	2001	2000001	1/16/20	1/1/20	2001	(585.48)	10-1190-490
	10-1550-410		VWR INT-WARDS SCI OLYMPIAD -LAB	2001	2000001	1/16/20	1/1/20	2001	(311.70)	10-1550-410
	10-1120-419		AMAZON-OFFICE FANS	2001	2000001	1/16/20	1/1/20	2001	110.48	10-1120-419
	10-1120-411		MARIANOS GROCERIES FCS	2001	2000001	1/16/20	1/1/20	2001	35.71	10-1120-411
	10-2310-410		SUNSET FOODS BOE SNACKS 12.3.15	2001	2000001	1/16/20	1/1/20	2001	45.71	10-2310-410
	10-2320-312		SONESTA HOTELS IASB CONFEENCE	2001	2000001	1/16/20	1/1/20	2001	587.68	10-2320-312
	10-2310-410		PARTY CITY HOLIDAY STAFF BREAKF	2001	2000001	1/16/20	1/1/20	2001	15.00	10-2310-410
	10-2310-410		SUNSET FOODS HOLIDAY STAFF BRE	2001	2000001	1/16/20	1/1/20	2001	47.91	10-2310-410
	10-2310-312		SAMS CLUB VISION 2025 MEETING	2001	2000001	1/16/20	1/1/20	2001	60.22	10-2310-312
	10-2310-410		SUNSET FOODS BOE 12/17/19	2001	2000001	1/16/20	1/1/20	2001	42.42	10-2310-410
	10-2330-410		DONATI'S - WORKING LUNCH FOR SE	2001	2000001	1/16/20	1/1/20	2001	86.77	10-2330-410
	10-2330-410		PANERA - STAR AUTISM TRAINING DA	2001	2000001	1/16/20	1/1/20	2001	70.01	10-2330-410
	10-2211-312		NIU - ISHA CONFERENCE FEB 2020 SI	2001	2000001	1/16/20	1/1/20	2001	1,140.00	10-2211-312
	10-2330-410		DUNKIN - STAR AUTISM TRAINING DA	2001	2000001	1/16/20	1/1/20	2001	59.91	10-2330-410
	10-2330-410		PANERA DAY - THREAT ASSESSMENT	2001	2000001	1/16/20	1/1/20	2001	200.61	10-2330-410

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Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check Date	Expense on Date	Check #	Amount	State Account #
	10-1200-700		COMPUTER BANC - EQUIPMENT	2001	200000I	1/16/20	1/1/20	2001	504.62	10-1200-700
	10-1200-410		MODEL ME KIDS - SOCIAL/EMOTIONA	2001	200000I	1/16/20	1/1/20	2001	201.90	10-1200-410
	10-2140-410		PEARSON - WISC RECORD FORMS	2001	200000I	1/16/20	1/1/20	2001	500.34	10-2140-410
	10-2140-410		PEARSON - Q GLOBAL TESTING FORI	2001	200000I	1/16/20	1/1/20	2001	316.00	10-2140-410
	10-1200-410		PRC - ASSISTIVE TECH PROGRAM	2001	200000I	1/16/20	1/1/20	2001	25.00	10-1200-410
	10-2310-312		FILINI REST IASB CONFERENCE	2001	200000I	1/16/20	1/1/20	2001	331.24	10-2310-312
	10-2310-312		LEVELUPPOTBELLY IASB CONF	2001	200000I	1/16/20	1/1/20	2001	83.17	10-2310-312
	10-2320-312		SWISSOTEL INVALID CHARGE NO DO	2001	200000I	1/16/20	1/1/20	2001	4.46	10-2320-312
	10-2320-312		SWISSOTEL IASB CONFERENCE	2001	200000I	1/16/20	1/1/20	2001	561.08	10-2320-312
	10-2310-410		SAMS CLUB BOE HOLIDAY	2001	200000I	1/16/20	1/1/20	2001	174.86	10-2310-410
	10-2211-390-2		SONESTA HOTELS-LODGING PROF. C	2001	200000I	1/16/20	1/1/20	2001	69.00	10-2211-390
	10-2215-410		*BSN SPORTS--DISPUTING CHARGE	2001	200000I	1/16/20	1/1/20	2001	83.86	10-2215-410
	10-1100-420		MATH LEARNING CTR-SPRAGUE TEX	2001	200000I	1/16/20	1/1/20	2001	82.00	10-1100-420
	10-2211-390-2		AP-PADRON-GLASS/KEMP/NACH WOI	2001	200000I	1/16/20	1/1/20	2001	375.00	10-2211-390
	10-2215-410		AMAZON-A.SOTOS LINKS-2-LEARNIN	2001	200000I	1/16/20	1/1/20	2001	499.99	10-2215-410
	10-2215-410		AMAZON-S.VASEY ECMC GRANT PUF	2001	200000I	1/16/20	1/1/20	2001	333.95	10-2215-410
	10-2215-410		WONDER WORKSHOP-S.VASEY ECM	2001	200000I	1/16/20	1/1/20	2001	1,033.99	10-2215-410
	10-2215-410		WONDER WORKSHOP-TAX CREDITEL	2001	200000I	1/16/20	1/1/20	2001	(94.00)	10-2215-410
	10-2211-390-2		BER-T.LUEKEN WORKSHOP FEE	2001	200000I	1/16/20	1/1/20	2001	259.00	10-2211-390
	10-2211-390-2		BER-A.TOOMEY WORKSHOP FEE	2001	200000I	1/16/20	1/1/20	2001	259.00	10-2211-390
	10-2211-390-2		BER-A.STENBERG WORKSHOP FEE	2001	200000I	1/16/20	1/1/20	2001	259.00	10-2211-390
	10-2211-390-2		STARBUCKS-SNACKS FOR PROF DEV	2001	200000I	1/16/20	1/1/20	2001	38.86	10-2211-390
	10-1550-410		AMAZON-SCIENCE OLYMPIAD SUPPL	2001	200000I	1/16/20	1/1/20	2001	141.03	10-1550-410
	10-2210-640		ACTFL-E.VINCENT 3-YR MEMBERSHIP	2001	200000I	1/16/20	1/1/20	2001	125.00	10-2210-640
	10-1550-410		AMAZON-SCIENCE OLYMPIAD SUPPL	2001	200000I	1/16/20	1/1/20	2001	39.95	10-1550-410
	10-2211-390-2		UNITED-E.VINCENT AIRFARE, PROF C	2001	200000I	1/16/20	1/1/20	2001	103.30	10-2211-390
	10-1100-392		MICROSOFT-MINECRAFT RENEWAL F	2001	200000I	1/16/20	1/1/20	2001	478.13	10-1100-392
	10-2211-390-2		DELTA-E.VINCENT AIRFARE, PROF DE	2001	200000I	1/16/20	1/1/20	2001	88.30	10-2211-390
	10-2211-390-2		CSCTFL-E.VINCENT CONF REG	2001	200000I	1/16/20	1/1/20	2001	150.00	10-2211-390
	10-2211-390-2		NAT'L LOUIS-MERCHEN/ABREGO COI	2001	200000I	1/16/20	1/1/20	2001	1,150.00	10-2211-390

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Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check Date	Expense on Date	Check #	Amount	State Account #
	10-2220-314		EXTENDED STAY-SP AUTHOR VISIT L	2001	200000	1/16/20	1/1/20	2001	199.78	10-2220-314
	10-2211-491		PAYPAL-MARSHALL MEMO RENEWAL	2001	200000	1/16/20	1/1/20	2001	160.00	10-2211-490
	10-2211-390-2		SONESTA HOTELS-LODGING PROF D	2001	200000	1/16/20	1/1/20	2001	141.00	10-2211-390
	10-2220-314		AMAZON-SP AUTHOR VISIT SUPPLIES	2001	200000	1/16/20	1/1/20	2001	11.39	10-2220-314
	10-2211-390-2		CORNER BAKERY-LUNCH PROF DEV.	2001	200000	1/16/20	1/1/20	2001	14.62	10-2211-390
	10-2211-390-2		ISU CONF-K.REYNOLDS ILASCD RENI	2001	200000	1/16/20	1/1/20	2001	49.00	10-2211-390
	10-2211-314		MOBILE ED-SP CULTURAL EVENT PA	2001	200000	1/16/20	1/1/20	2001	397.50	10-2211-314
	10-2220-314		AMAZON-SP AUTHOR VISIT SUPPLIES	2001	200000	1/16/20	1/1/20	2001	5.99	10-2220-314
	10-1550-410		AMAZON-SCIENCE OLYMPIAD SUPPL	2001	200000	1/16/20	1/1/20	2001	32.45	10-1550-410
	10-2210-640		ACTFL-K.LONG 1-YR MEMBERSHIP	2001	200000	1/16/20	1/1/20	2001	45.00	10-2210-640
	20-2540-410-2		SAMS CLUB SODA	2001	200000	1/16/20	1/1/20	2001	109.50	20-2540-410
	10-2660-700		2-75" TVs for Barclay - Best Buy	2001	200000	1/16/20	1/1/20	2001	1,499.98	10-2660-700
	10-2660-319		Laptop Repair - Apple Store_Northbrook	2001	200000	1/16/20	1/1/20	2001	475.00	10-2660-319
	10-2660-319		Laptop Repair - Apple Store_Deer Park	2001	200000	1/16/20	1/1/20	2001	280.00	10-2660-319
42	10-2660-410		2-55" TVs for Barclay - Best Buy	2001	200000	1/16/20	1/1/20	2001	699.98	10-2660-410
	10-2660-410		GMass - Email Service for Business Offic	2001	200000	1/16/20	1/1/20	2001	109.65	10-2660-410
	40-2550-329		LAKESIDE WO: 1056 B1	2001	200000	1/16/20	1/1/20	2001	1,087.23	40-2550-329
	40-2550-329		DELFS WO: 1112 B15	2001	200000	1/16/20	1/1/20	2001	27.00	40-2550-329
	40-2550-329		DELFS WO: 1110 B8	2001	200000	1/16/20	1/1/20	2001	27.00	40-2550-329
	40-2550-329		DELFS WO: 1109 B3	2001	200000	1/16/20	1/1/20	2001	27.00	40-2550-329
	40-2550-329		DELFS WO: 1107 B24	2001	200000	1/16/20	1/1/20	2001	253.37	40-2550-329
	40-2550-329		DELFS WO: 1072 B7	2001	200000	1/16/20	1/1/20	2001	619.23	40-2550-329
	40-2550-329		LAKESIDE WO: 1089 B3	2001	200000	1/16/20	1/1/20	2001	5,123.34	40-2550-329
	40-2550-329		THE EXCHANGE WO: 1080 B25	2001	200000	1/16/20	1/1/20	2001	310.00	40-2550-329
	40-2550-329		LAKESIDE WO: 1084 B8	2001	200000	1/16/20	1/1/20	2001	3,242.35	40-2550-329
	40-2550-329		LAKESIDE WO: 1059 B11	2001	200000	1/16/20	1/1/20	2001	1,069.21	40-2550-329
	40-2550-329		LAKESIDE WO: 1067 B19	2001	200000	1/16/20	1/1/20	2001	575.70	40-2550-329
	40-2550-329		DELFS GARAGE WO: 1083 B19	2001	200000	1/16/20	1/1/20	2001	27.00	40-2550-329
	40-2550-329		DELFS GARAGE (CREDIT)	2001	200000	1/16/20	1/1/20	2001	(17.80)	40-2550-329
	40-2550-329		LAKESIDE WO: 1082 B16	2001	200000	1/16/20	1/1/20	2001	763.23	40-2550-329

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Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check Date	Expense on Date	Check #	Amount	State Account #
	40-2550-410		ID ZONE (items returned)	2001	2000000	1/16/20	1/1/20	2001	(41.72)	40-2550-410
	40-2550-329		DELFS WO: 1114 B20	2001	2000000	1/16/20	1/1/20	2001	27.00	40-2550-329
	40-2550-329		LAKESIDE WO: 1108 B20	2001	2000000	1/16/20	1/1/20	2001	751.14	40-2550-329
	40-2550-329		DELFS WO: 1117 B25	2001	2000000	1/16/20	1/1/20	2001	253.37	40-2550-329
	40-2550-329		DELFS WO: 1120 B5	2001	2000000	1/16/20	1/1/20	2001	27.00	40-2550-329
	40-2550-329		LAKESIDE WO: 1111 B9	2001	2000000	1/16/20	1/1/20	2001	3,095.39	40-2550-329
	40-2550-329		LAKESIDE WO: 1113 B5	2001	2000000	1/16/20	1/1/20	2001	1,132.76	40-2550-329
	40-2550-329		DELFS WO: 1088 B16	2001	2000000	1/16/20	1/1/20	2001	27.00	40-2550-329
	40-2550-329		DELFS 1122 B9	2001	2000000	1/16/20	1/1/20	2001	27.00	40-2550-329
	40-2550-410		SAMS CLUB SUPPLIES	2001	2000000	1/16/20	1/1/20	2001	9.77	40-2550-410
	40-2550-390		IL TOLLWAY	2001	2000000	1/16/20	1/1/20	2001	250.00	40-2550-390
	40-2550-329		LAKESIDE WO: 1105 B15	2001	2000000	1/16/20	1/1/20	2001	4,276.14	40-2550-329
	10-2660-410		Apple App Purchases	2001	2000000	1/16/20	1/1/20	2001	363.70	10-2660-410
	20-2540-410-2		SAMS CLUB SODA	2001	2000000	1/16/20	1/1/20	2001	50.70	20-2540-410
	20-2540-410-2		SAMS CLUB SODA	2001	2000000	1/16/20	1/1/20	2001	6.72	20-2540-410
	20-2540-410-2		HOME DEPOT SHOP SUPPLIES	2001	2000000	1/16/20	1/1/20	2001	33.81	20-2540-410
	20-2540-410-2		SAMS CLUB SODA	2001	2000000	1/16/20	1/1/20	2001	44.08	20-2540-410
	10-2540-341		AT T - TELEPHONE	2001	2000000	1/16/20	1/1/20	2001	12,733.11	10-2540-341
	10-2540-321		WASTE MANAGEMENT - SANITATION	2001	2000000	1/16/20	1/1/20	2001	387.48	10-2540-321
	10-2540-321		WASTE MANAGEMENT - SANITATION	2001	2000000	1/16/20	1/1/20	2001	397.45	10-2540-321
	10-2540-321		WASTE MANAGEMENT - SANITATION	2001	2000000	1/16/20	1/1/20	2001	385.41	10-2540-321
	20-2540-329		TYCO - ALARM	2001	2000000	1/16/20	1/1/20	2001	424.30	20-2540-329
	40-2550-341		VERIZON - CELL	2001	2000000	1/16/20	1/1/20	2001	257.65	40-2550-341
	20-2540-329		ANDERSON PEST - IPM	2001	2000000	1/16/20	1/1/20	2001	168.10	20-2540-329
	10-2540-321		TDS - LONG DISTANCE	2001	2000000	1/16/20	1/1/20	2001	2,258.22	10-2540-321
	10-2520-342		MAILFINANCE - POSTAGE NOV - FEB	2001	2000000	1/16/20	1/1/20	2001	1,092.27	10-2520-342
	10-2520-342		MAILFINANCE - POSTAGE JULY - OCT	2001	2000000	1/16/20	1/1/20	2001	1,092.27	10-2520-342
	10-2540-321		WASTE MANAGEMENT - SANITATION	2001	2000000	1/16/20	1/1/20	2001	385.41	10-2540-321
	10-2540-321		WASTE MANAGEMENT - SANITATION	2001	2000000	1/16/20	1/1/20	2001	397.45	10-2540-321
	10-2540-321		WASTE MANAGEMENT - SANITATION	2001	2000000	1/16/20	1/1/20	2001	771.48	10-2540-321

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Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check Date	Expense on Date	Check #	Amount	State Account #
	20-2540-341		VERIZON - CELL	2001	200000	1/16/20	1/1/20	2001	132.47	20-2540-341
	10-2510-332		SONESTA HOTEL - P PALBICKE TRIPL	2001	200000	1/16/20	1/1/20	2001	138.00	10-2510-332
	10-1112-410		AMAZON-PENCIL SHARPENER LABEL	2001	200000	1/16/20	1/1/20	2001	28.99	10-1112-410
	10-1112-410		AMAZON-GRAHAM FOLDERS, POSTE	2001	200000	1/16/20	1/1/20	2001	25.68	10-1112-410
	10-1112-410		TEACHERS DISCOVERY-CHEMERS	2001	200000	1/16/20	1/1/20	2001	62.98	10-1112-410
	10-2410-410-2		DISCOUNT MUGS-HD PH STANDS GIF	2001	200000	1/16/20	1/1/20	2001	505.00	10-2410-410
	10-1112-410		SP BREAKOUT-RISTOW PLATFORM A	2001	200000	1/16/20	1/1/20	2001	50.00	10-1112-410
	10-2190-410		AMAZON-PEDASTAL POSTAL STANDS	2001	200000	1/16/20	1/1/20	2001	97.98	10-2190-410
	10-2410-410-2		DISCOUNT MUGS- ABOVE ORDER TA	2001	200000	1/16/20	1/1/20	2001	(72.45)	10-2410-410
	10-1112-415		AMAZON-MODELING CLAY, GLUE, PO	2001	200000	1/16/20	1/1/20	2001	71.61	10-1112-415
	10-1112-410		AMAZON-PAPERCLIPS SAFETY GLOV	2001	200000	1/16/20	1/1/20	2001	57.56	10-1112-410
	10-1112-414		AMAZON- 7 TAB ZIPPERED BINDERS :	2001	200000	1/16/20	1/1/20	2001	307.31	10-1112-414
	10-1112-415		AMAZON-MASKING TAPE, TWINE, CO.	2001	200000	1/16/20	1/1/20	2001	136.28	10-1112-415
	10-1190-490		AMIDON MUSIC-CHIMES OF DUNKIRK	2001	200000	1/16/20	1/1/20	2001	55.27	10-1190-490
44	10-1112-414		DOLLAR TREE-200 PLATES 3RD GR P	2001	200000	1/16/20	1/1/20	2001	311.44	10-1112-414
	10-1190-490		AMAZON-2 SCHURE MICROPHONES :	2001	200000	1/16/20	1/1/20	2001	196.13	10-1190-490
	10-1190-490		JW PEPPER-CHORUS MUSIC	2001	200000	1/16/20	1/1/20	2001	141.55	10-1190-490
	10-1190-490		SCHOOL SPECIALTY-CANVAS FOR MI	2001	200000	1/16/20	1/1/20	2001	221.20	10-1190-490
	10-1112-414		AMAZON-MOD PODGE 3RD GR CONS	2001	200000	1/16/20	1/1/20	2001	73.53	10-1112-414
	10-2410-410-2		PORTILLOS- 2 WHOLE CAKES TEACH	2001	200000	1/16/20	1/1/20	2001	41.98	10-2410-410
									Total	<u>71,170.67</u>
									Report Total	<u><u>\$71,170.67</u></u>

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 LINCOLNSHIRE-PRAIRIE VIEW SD #103
 Expense on Date: 1/1/2020 to 1/31/2020

Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check Date	Expense on Date	Check #	Amount	State Account #
	10-1500-319	BERNARDI, JIM	REFEREES BASKETBALL 12/18	200108		1/8/20	1/1/20	10909	80.00	10-1500-319
								Total	80.00	
	10-1500-319	BRUCKMANN, PHIL	REFEREES BASKETBALL 12/17	200108		1/8/20	1/1/20	10910	80.00	10-1500-319
								Total	80.00	
	10-1500-319	EDELHEIT, GARY	REFEREES BASKETBALL 12/18	200108		1/8/20	1/1/20	10911	80.00	10-1500-319
								Total	80.00	
	10-1500-319	FLATEBO, PETE	REFEREES BASKETBALL 12/17	200108		1/8/20	1/1/20	10912	80.00	10-1500-319
	10-1500-319		REFEREES BASKET BALL 12/19	200108		1/8/20	1/1/20	10912	52.00	10-1500-319
								Total	132.00	
	10-1500-319	GLASER, TOM	REFEREES BASKETBALL 12/17	200108		1/8/20	1/1/20	10913	80.00	10-1500-319
								Total	80.00	
	10-1500-319	KINKA, RUSSELL	REFEREES BASKETBALL 12/17	200108		1/8/20	1/1/20	10914	80.00	10-1500-319
	10-1500-319		REFEREES basketball 12/19	200108		1/8/20	1/1/20	10914	52.00	10-1500-319
								Total	132.00	
	10-1500-319	MICHAEL, MICHAEL S	REFEREES SOCCER 10/10	200108		1/8/20	1/1/20	10915	55.00	10-1500-319
								Total	55.00	
	10-1500-319	PETERSON, RICH	REFEREES BASKETBALL 12/18	200108		1/8/20	1/1/20	10916	80.00	10-1500-319
								Total	80.00	
	10-1500-319	POWELL, MICHAEL	REFEREES BASKETBALL 12/19	200108		1/8/20	1/1/20	10917	52.00	10-1500-319
								Total	52.00	
	10-1500-319	SCHOESSLING, PAUL	REFEREES basketball 12/18	200108		1/8/20	1/1/20	10918	80.00	10-1500-319
								Total	80.00	
	10-1500-319	VOGAN, TOM	REFEREES BASKETBALL 12/19	200108		1/8/20	1/1/20	10919	52.00	10-1500-319
								Total	52.00	
	10-1200-410	CHRISTINE ERICKSON PETTY C	GUIDED REIMBURSEMENT 12/13 - 1/6	200113		1/14/20	1/1/20	10920	220.83	10-1200-410
								Total	220.83	
9332631	10-3500-390	FIRST STUDENT	D103 CLUB 1/3	200113		1/14/20	1/1/20	10921	637.50	10-3500-390
								Total	637.50	
	10-3500-390	MOBILE ROOM ESCAPE	D103 FIELD TRIP 3/25	200113		1/14/20	1/1/20	10922	550.00	10-3500-390

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 LINCOLNSHIRE-PRAIRIE VIEW SD #103
 Expense on Date: 1/1/2020 to 1/31/2020

Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check Date	Expense on Date	Check #	Amount	State Account #
								Total	550.00	
	10-3500-390	PLAYGROUND GAMES	D103 CLUB FIELD TRIP 1/20	200113		1/14/20	1/1/20	10923	720.00	10-3500-390
								Total	720.00	
287	10-1550-640	IESA	CHESS STATE TOURNAMENT REG	200121		1/21/20	1/1/20	10924	60.00	10-1550-640
								Total	60.00	
MK20200204B	10-2211-314	KREBS,MICHAEL	PTO MEET THE LINCOLN	200121		1/21/20	1/1/20	10925	350.00	10-2211-314
								Total	350.00	
	10-3500-390	MARRIOTT THEATRE IN LINCOLN	D103 FIELD TRIP 2/17	200121		1/21/20	1/1/20	10926	1,164.00	10-3500-390
								Total	1,164.00	
DM20200204B	10-2211-314	MILLER, DEBRA	PTO MEET THE LINCOLN	200121		1/21/20	1/1/20	10927	250.00	10-2211-314
								Total	250.00	
	10-1550-640	BARRINGTON MIDDLE SCHOOL	SCHOLASTIC BOWL REGISTRATION	200127		1/27/20	1/1/20	10933	170.00	10-1550-640
								Total	170.00	
	10-1200-410	CHRISTINE ERICKSON PETTY C	GUIDED REIMBURSEMENT JAN 10 AN	200127		1/27/20	1/1/20	10934	304.93	10-1200-410
								Total	304.93	
46	10-1500-319	DOUG SHEEHAN	REFEREES WRESTLING 1/24	200127		1/27/20	1/1/20	10935	65.00	10-1500-319
								Total	65.00	
	10-1550-640	IESA	CHESS TEAM	200127		1/27/20	1/1/20	10936	15.00	10-1550-640
								Total	15.00	
	10-1500-319	KYLA CHASE	REFEREES VOLLEYBALL 1/24	200127		1/27/20	1/1/20	10937	80.00	10-1500-319
								Total	80.00	
	10-1500-319	BASBAGILL, PAUL	REFEREES VOLLEYBALL 1/27	200129		1/30/20	1/1/20	10938	52.00	10-1500-319
								Total	52.00	
	10-1500-319	BURZA, DON	REFEREES VOLLEYBALL 1/27	200129		1/30/20	1/1/20	10939	52.00	10-1500-319
								Total	52.00	
	10-1550-410	NORTH SUBURBAN IJAS	REGIONAL SCIENCE FAIR REGISTRAT	200129		1/30/20	1/1/20	10940	420.00	10-1550-410
								Total	420.00	
								Report Total	<u><u>\$6,014.26</u></u>	



Lincolnshire-Prairie View School District 103

1370 N. Riverwoods Road • Lincolnshire, IL 60069

847/295-4030 • FAX 847/295-9196

<http://www.d103.org>

MEMO

To: Board of Education
From: Patrick Palbicke
CC: Dr. Scott Warren
Date: February 20, 2020
Re: January 2020 Donations

During January 2020, the District received the following donations:

<u>Donors</u>	<u>Amount</u>	<u>Purpose of Donation</u>
PTO	4637.04	Tables for DW FCS(Run 4 Fun 2017)
PTO	11,995.00	Sprague Library Shelves (Run 4 Fun 2019)

Recommendation:

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



Lincolnshire-Prairie View School District 103

Memo

To: Board of Education
From: Scott Warren
Date: February 20, 2020
Re: Approval of Employment

It is recommended that the Board accept and approve the employment of the following employees, and any other new teacher hires:

Justin Joneikis, PE at Daniel Wright for the 2020-2021 school year.

Cathy Nasenbeny, to fill a leave of absence from March through the end of the school year.

Amy Stenberg, 8th grade Social Studies teacher for the 2020-2021 school year.



Lincolnshire-Prairie View School District 103

Memo

To: Board of Education
From: Scott Warren
Date: February 20, 2020
Re: Approval of Increase Speech/Language Support

The number of students with IEPs has increased at Laura B. Sprague since the beginning of the year. Due to the increase, the district needs to increase the FTE for additional Speech/Language and Social Work support. This increase amounts to 0.3 FTE.

I recommend the Board approve the increases of 0.2 FTE in Speech/Language and 0.1 FTE Social Work.

Approval of Employment

Staff Members Placement on Master Contract

Justin Joneikis, DW PE for the 2020-2021 school year, to replace retiring John Rueth.

Cathy Nasenbeny, 8th grade ELA to fill leave of absence for Emma Schultz at a prorated salary of \$15,726.12.

Colleen Antczak, Sprague Speech Pathologist increase from 0.4 FTE to 0.6 FTE.

Samantha Joseph, Sprague Social Work increase from 0.4 FTE to 0.5 FTE.

Amy Stenberg, 8th grade Social Studies teacher for the 2020-2021 school year, to replace Justin Joneikis..



LINCOLNSHIRE-PRAIRIE VIEW SCHOOL DISTRICT 103
TEACHER CONTRACT

8th Grade ELA Teacher
FTE: 1.0

<u>TEACHER</u>	<u>DEGREE</u>	<u>LANE</u>	<u>STEP</u>	<u>TRS SALARY</u>
Nasenbeny, Cathy	BS	1	1	\$ 15,726.12 *Prorated

AGREEMENT MADE THIS **25th DAY OF February, 2020** between the Board of Education of Lincolnshire-Prairie View School District 103, Lake County, Illinois, hereinafter called the BOARD, and

Cathy Nasenbeny
hereinafter called the TEACHER*
W I T N E S S E T H

A. EMPLOYMENT:

1. The BOARD hereby employs **Cathy Nasenbeny** 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 **\$15,726.12** for the term commencing **March 15, 2020** in equal installments twice a month for a period of **three months (6 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 **25th day of February, 2020**.

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
Daniel Wright Junior High School
1370 N. Riverwoods Road · Lincolnshire, IL 60069
847/295-1560 · FAX 847/295-7136
www.d103.org

Scott H. Warren, Ed.D.
Superintendent

Michelle Blackley
Principal

Tom Herion
Assistant Principal

Melody Littlefair
Assistant Principal

To: District 103 Board of Education
From: Michelle Blackley, Principal Daniel Wright
Date: February 19, 2020
Re: 8th Grade ELA LOA from March 2-May 29, 2020

It is with pleasure that I recommend Cathy Nasenbenny for the position of 8th grade ELA teacher at Daniel Wright. This position is available due to Emma Schultz's paternal leave from March 2 through May 29, 2020.

Mrs. Nasenbenny just recently retired from District 103 after years of teaching 7th grade ELA at Daniel Wright. Mrs. Nasenbenny will be a great fit for this position, as she has taught most of the students as seventh graders, she understands our standards based grading system and has developed a collaborative working relationship with the current 8th grade team of teachers.

We are very excited to have her be back on the DW team!



Justin E. Joneikis

847-530-5754
JJoneikis@D103.org

1002 N.Fairlawn Avenue
Libertyville, IL 60048

OBJECTIVE To motivate and prepare students to value, achieve, and maintain a health enhancing level of physical activity through differentiated, dynamic instruction and assessment, cooperative learning opportunities, and the integration of health-based technology.

CERTIFICATION Illinois Principal Endorsement May 2016
Professional Educator License
Secondary Social Studies Endorsement
High school certifications
History (Honors/Advanced Placement/Highly Qualified)
Political Science, Economics, Geography, Psychology, Sociology, Anthropology
Middle school certifications
Social Studies (Highly Qualified)
Physical Education
Learning Behavioral Specialist 1

EDUCATION Master of Arts in Educational Leadership, GPA 4.0/4.0 May 2016
Northeastern Illinois University, Chicago, IL

Master of Arts in Teaching, GPA: 4.0/4.0 August 2011
Dominican University, River Forest, IL

Bachelor of Arts in Liberal Arts and Sciences, GPA 3.5/4.0 May 2008
University of Illinois, Urbana-Champaign, IL

EXPERIENCE **Daniel Wright Junior High School District 103**, Lincolnshire, IL August 2013-Present
Social Studies General Education Teacher
Served on Daniel Wright Junior High School's Building Leadership Team, Social-Emotional Learning Committee, and Philosophy and Restructuring Committee
Collaborated and researched data with the principal and other members of the Building Leadership Team to author Daniel Wright Junior High School's Strategic Plan
Coordinated intra-district professional development opportunities to achieve Daniel Wright Junior High School's Strategic Plan
Coauthored a building schedule and layout to reflect various aspects of the middle school philosophy including the formation of grade level teams, common planning time for grade level teams, and classroom assignments by grade level
Facilitated social-emotional learning and digital citizenship lessons amongst each grade level to help promote a safe and warm learning community
Created differentiated lessons according to students' background knowledge, language and learning ability, preference in learning, interests, and cultural background
Collaborated with the assistant of superintendent of curriculum and instruction to author the eighth grade Social Studies curriculum which include best practice strategies, unit outlines, sample lessons, and summative and formative evaluation plans
Participated with assistant of superintendents of curriculum and instruction from School District 102 and School District 96 to embed the Social Studies Curriculum with Illinois Learning Standards, Common Core Learning Standards, and College, Career, and Civil Life Inquiry Arc
Selected and serve as Daniel Wright Junior High School's Social Studies Department Building Chairman
Teamed with other Social Studies teachers to create common standards-based assessments to demonstrate student growth in such skills as inferential thinking, citing textual evidence to support analysis of primary and secondary sources, identifying point-of-view and bias, and distinguishing between fact, opinion, and reasoned judgment

Utilized online student management systems including Skyward, PowerSchool Learning, PowerSchool, and Unified Classroom to record and analyze student data
 Completed a yearlong internship which included clinical practice in the Performance Evaluation Reform Act format
 Incorporated 21st Century Learning skills into daily lessons through cooperative learning groups, the integration of technology, and the analysis and synthesis of domestic and global issues
 Used Response to Intervention strategies to promote success for at-risk academic students
 Collaborated with grade level English Language Arts teacher to create interdisciplinary units on the Great Depression and Holocaust
 Integrated technology with the use of digital game platforms, online simulation games, and Apple applications such as iMovie, Garageband, and Comic Life
 Used a variety of historical resources including the Library of Congress, The DBQ Project, and Stanford History Education Group's Reading Like a Historian
 Created cross-curricular historical writing units focusing on the ability to contextualize, source, and analyze both primary and secondary sources
 Facilitated student engagement and learning utilizing using classroom historical simulations which focused on developing historical empathy and understanding
 Developed dynamic summative project-based learning assessments such as an 19th century immigration based documentary using iMovie, World War II Fireside Chat using Garageband, and Comic Life to provide commentary on American Imperialism
 Utilized research-based classroom management strategies to provide a safe and orderly learning environment
 Oversaw a check-in check-out program for academic at-risk students
 Volunteered and trained for Daniel Wright Junior High School's production of Snowflake
 Coordinated and chaperoned the eighth grade class trips to Washington D.C. and Springfield, Illinois
 Proctored over MAP, IAR, and CogAT testing

Daniel Wright Junior High School District 103, Lincolnshire, IL
Physical Welfare Teacher

Summer 2014-Present

Created best practice differentiated lessons according to the students' competency in gross, complex motor skills, proficiency in concepts, strategies, and principles related to movement patterns
 Integrated differentiated application based-dynamic warm up based on the students' fitness level
 Incorporated student goal setting to ensure students monitor growth in complex motor skills and fitness levels
 Implemented the usage of a personalized training application to ensure engaging, differentiated dynamic cardiovascular exercises for a diverse student population
 Embedded student choice learning activities in developing complex motor skills based on preference in learning, interests, and cultural background
 Referenced FitnessGram by the Cooper Institute data to help guide differentiated instruction in the physical education and coaching setting
 Collaborated with the members of the physical education team to develop unit outlines and an intergraded level scope and sequence for physical education classes
 Arranged the learning space within the gymnasium to support social emotional learning and self-management by providing an area for students to self-regulate and self-reflect
 Utilized various forms of standards-based formative assessments such as game play, self-reflection and exit surveys to help guide future differentiated instruction and assessment
 Cofacilitated a Signs of Suicide lesson in order to ensure the social, emotional and mental well-being of the student population
 Created a climate and culture centered around sportsmanship, competition and teamwork while coaching the eighth grade girls' basketball team, eighth grade boys' basketball team, eighth grade girls' volleyball team, and eighth grade boys' volleyball team
 Developed a student fitness log to help students apply fitness strategies and record benefits of maintaining a healthy level of activity and fitness
 Authored standards-based summative assessments to evaluate a student's understanding of concepts, principles, strategies and tactics related to movement and performance
 Authored common summative and formative standards-based assessments to ensure the highest level of student growth and achievement
 Utilized research-based classroom management strategies to ensure a safe and orderly learning environment wherein students transition to different learning spaces within the gymnasium

Hawthorn Middle School South District 73, Vernon Hills, IL
Learning Opportunities Program Special Education Teacher

August 2012-June 2013

Created differentiated lessons according to students' background knowledge, language and learning abilities, preferences in learning, interests, and their developmental and social needs
Incorporated Illinois Learning Standards and Common Core Learning Standards into each lesson plan's daily learning objective
Taught a diverse group of students and accommodated their needs based on Individualized Education Plans (IEP), 504 Plans, and language capabilities
Case-managed eight special education students and contributed IEP goals to another ten special education students
Wrote a variety of IEP goals including reading fluency, reading comprehension, and mathematical number sense
Facilitated annual review meetings for eight special education students
Collaborated with a social worker, speech and language pathologist, and occupational therapist to develop appropriate assessment and data collection materials
Used online student management systems including Power Teacher, netIEP, and AIMSWeb to record and utilize student data
Analyzed MAP and ISAT scores to assign appropriate reading level books
Developed functionally appropriate sixth, seventh, and eighth grade Mathematic and History lesson plans
Collaborated with grade-level and special education team to create interdisciplinary units on the Revolutionary War, Westward Expansion, and Civil War
Assessed students according to the modifications and accommodations provided within their IEPs
Integrated technology with the use of webquests, weekly viewings of current events via digital projector, online simulation games, iPad applications, and other digital media
Reinforced social studies themes and department curriculum content throughout lessons and units
Volunteered to tutor students before and after school to enhance student study skills
Oversaw a weekly inclusive peer-mentoring program involving both general education and special education students
Participated in professional development activities, teacher team meetings, and parent-teacher conferences
Proctored over MAP and ISAT testing
Facilitated Hawthorn Middle School South's activity bus by making all-call school announcement, checking attendance, and boarding students onto the bus
Volunteered and trained for Hawthorn District 73's production of Snowflake
Operated gymnasium scoreboard for girls and boys basketball games as well as supervising wrestling meets

Northern Suburban Special Education District, Northbrook, IL
Special Education Teacher at Northern Suburban Special Education District located at Glenbrook South High School

June 2012-July 2012

Employed developmentally appropriate teaching techniques such as direct instruction, small learning groups, and TEACCH to promote active learning
Created differentiated lesson plans in the academic and functional areas of reading, mathematics, and independent living according to the student's IEP
Managed and communicated effectively with eight teacher assistants through properly scheduling, training, and leading staff meetings
Developed and implemented community activities for students to communicate and function appropriately in public social settings
Collaborated with a social worker, speech and language pathologist, and occupational therapist to develop appropriate assessment and data collection materials
Incorporated student-specific technological devices to accommodate each student's learning level
Utilized research-based classroom and community management strategies to provide a safe and orderly learning and working environment
Used various behavior modification techniques such as behavior contracts

RELATED EXPERIENCE

YMCA, Chicago, Vernon Hills, Waukegan, IL

Summers 2007-2011

Camp Director

Member of a fiscal task force formed to restructure camp budgeting; resulted in \$15K in operating income versus a prior year loss of \$30K, even with lower enrollment
Implemented a system to monitor the inventory of the facility
Developed and facilitated weekly team meetings to ensure proper training, implementation of changes, and continued program quality
Supervised a staff of 15 and oversaw 75 children from the ages of 5 to 14
Created staff schedules on a weekly basis with the goal of providing the highest level of service while eliminating overtime in a sixty hour camp schedule
Authored a parental newsletter on a weekly basis
Provided a positive environment by reinforcing values such as honesty, respect, teamwork, and integrity
Created innovative curriculum that promoted health and physical well-being
Established professional relationships with parents by giving daily reports on their children
Scheduled and planned field trips for the duration of the summer
Created developmentally appropriate activities; encouraging motor activity, developing language skills, and child-to-child interaction
Volunteered for YMCA's "Summer Nights Carnival" and "Family Nights"
Collaborated with other not-for-profit organizations such as the Northern Illinois Food Bank and the United Way

TECHNOLOGICAL SKILLS

Experience with student management systems; proficient in Unified Classroom, PowerSchool Learning, Power School, Skyward, netIEP, AIMSWeb
Proficient with SMART Boards, digital ELMOs, and digital projectors
Proficient in Microsoft Office
Proficient in Google Suite
Proficient with Apple iWorks
Proficient with Apple's iPad and Google Chromebooks
Proficient with Apple TV

ADDITIONAL INFORMATION

Member of the National Council for Social Studies Teachers
Member of the Illinois Council for Social Studies Teachers
Member of PBS Teachers
Member of the Association of Middle Level Education
Nonviolent Crisis Intervention certified
Member of the National Society of Collegiate Scholars
Member of the National Scholars Honor Society
American Cancer Society's Relay for Life Bronze Award recipient
Enjoy sports, coaching, and volunteer work



Lincolnshire-Prairie View School District 103

Memo

To: Board of Education
From: Scott Warren
Date: February 20, 2025
Re: Approval of Resignations

It is recommended that the Board accept and approve the resignations as presented.

Laura Gebhardt

357 Shadow Creek Drive, Vernon Hills, IL 60061 (847) 344-0780 laura@gebhardt.us

January 31, 2020

Carey Murphy
Human Resources Coordinator
Lincolnshire- Prairie View District 103

Ann Hofmeier
Principal
Laura B. Sprague School

Dear Mrs. Murphy and Mrs. Hofmeier:

Please accept my resignation from my position as a half time Social Worker at Laura B. Sprague Elementary School. My last day will be the end of the 2019-2020 school year.

I appreciate the opportunity to have worked with students and staff in Early Childhood and Kindergarten for the last year and a half in District 103 at Sprague. I am leaving to pursue my private adult therapy/divorce mediation practice full time.

I wish you all the best. If you have any additional questions or processes I need to complete, please let me know.

Sincerely yours,

Laura Gebhardt



Lincolnshire-Prairie View School District 103

Memo

To: Board of Education
 From: Scott Warren
 Date: February 20, 2020
 Re: Press Policy 2nd Reading – Issue 102

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

The backup information on all changes are included as footnotes for each policy. The recommendation for each policy is listed below. Most of the updates relate to changes in law regarding sexual harassment, reporting child abuse and neglect, and the legalization of marijuana.

Policy 6:190, Co-Curricular Activities, is being updated to reflect the changes to the grading structure from letter grades to standards-based grading. Policy 7:180, Prevention and Response to Bullying, Intimidation, and Harassment, must be reviewed every two years by the Board to indicate whether or not changes need to be made. Policy 7:180 is a well-structured policy and I do not recommend any changes.

I recommend the Board adopt the policies as presented.

Policy	Description	Recommendation
2:20	Powers and Duties of the Board of Education; Indemnification – Updated to reflect changes in law	Adopt
2:70	Vacancies on Board of Education - Filling Vacancies - – Updated to reflect changes in law	Adopt
2:100	Board Member Conflict of Interest– Updated to reflect changes in law	Adopt
2:105	Ethics and Gift Ban– Updated to reflect changes in law	Adopt
2:110	Qualifications, Term, and Duties of Board Officers– Updated to reflect changes in law– Updated to reflect changes in law	Adopt
2:200	Types of Board of Education Meetings– Updated to reflect changes in law	Adopt
2:220	Board of Education Meeting Procedure– Updated to reflect changes in language	Adopt
2:260	Uniform Grievance Procedure– Updated to reflect changes in law	Adopt
2:70-E	Exhibit - Checklist for Filling Board Vacancies by Appointment	Exhibits are not adopted
2:220-E2	Exhibit - Motion to Adjourn to Closed Meeting	Exhibits are not adopted
3:40-E	Exhibit - Checklist for the Superintendent Employment Contract Negotiation Process	Exhibits are not adopted

4:15	Identity Protection– Updated to reflect changes in law	Adopt
4:30	Revenue and Investments– Updated to reflect changes in law	Adopt
4:60	Purchases– Updated to reflect changes in law	Adopt
4:80	Accounting and Audits– Updated to reflect changes in law	Adopt
4:150	Facility Management and Expansion Programs– Updated to reflect changes in law	Adopt
5:10	Equal Employment Opportunity and Minority Recruitment– Updated to reflect changes in law	Adopt
5:20	Workplace Harassment Prohibited– Updated to reflect changes in law	Adopt
5:20-E	Resolution to Prohibit Sexual Harassment– Updated to reflect changes in law	Adopt
5:30	Hiring Process and Criteria– Updated to reflect changes in law	Adopt
5:50	Drug-and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition– Updated to reflect changes in law	Adopt with edits
5:90	Abused and Neglected Child Reporting– Updated to reflect changes in law	Adopt
5:100	Staff Development Program– Updated to reflect changes in law	Adopt
5:120	Employee Ethics; Conduct; and Conflict of Interest– Updated to reflect changes in law	Adopt
5:200	Terms and Conditions of Employment and Dismissal– Updated to reflect changes in legal references	Adopt
5:220	Substitute Teachers– Updated to reflect changes in legal references	Adopt
5:250	Leaves of Absence– Updated to reflect changes in law	Adopt
5:290	Employment Termination and Suspensions– Updated to reflect changes in law	Adopt
5:330	Sick Days, Vacation, Holidays, and Leaves– Updated to reflect changes in law	Adopt
6:20	School Year Calendar and Day– Updated to reflect changes in law	Adopt
6:60	Curriculum Content– Updated to reflect changes in law	Adopt
6:150	Home and Hospital Instruction - Updated to reflect changes in law	Adopt
6:190	Co-Curricular Activities – Updated to reflect current practice	Adopt with edits
7:20	Harassment of Students Prohibited– Updated to reflect changes in law	Adopt
7:150	Agency and Police Interviews– Updated to reflect changes in law	Adopt
7:180	Prevention of and Response to Bullying, Intimidation, and Harassment – 2-year review	Adopt with no edits
7:270	Administering Medicines to Students– Updated to reflect changes in law	Adopt with edits
8:30	Visitors to and Conduct on School Property– Updated to reflect changes in law	Adopt

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2:20 Powers and Duties of the Board of Education; Idemnification

Adopt as presented

The powers and duties of the Board of Education generally include:

1. At the Board's discretion, the Board may annually organize the Board by electing officers and establishing its regular meeting schedule and, thereafter, taking action during lawfully called meetings to faithfully fulfill the Board's responsibilities in accordance with Board policy and State and federal law.
2. Formulating, adopting, and modifying Board of Education policies, at its sole discretion, subject only to mandatory collective bargaining agreements and State and federal law.
3. Employing a Superintendent and other personnel, making employment decisions, and dismissing personnel, including determining whether an employee has willfully or negligently failed to report an instance of suspected child abuse or neglect as required by 325 ILCS 5/ PRESSPlus1 and establishing an equal employment opportunity policy that prohibits unlawful discrimination.
4. Directing, through policy, the Superintendent, in his or her charge of the District's administration.
5. Approving the annual budget, tax levies, major expenditures, payment of obligations, annual audit, and other aspects of the District's financial operation;
6. Letting contracts utilizing the public bidding procedure when required;
7. Providing, constructing, controlling, supervising, and maintaining adequate physical facilities;
8. Approving the curriculum, textbooks, and educational services;
9. Evaluating the educational program and approving School Improvement and District Improvement Plans when they are required to be developed or revised.
10. Presenting the District report card and School report card(s) to parents/guardians and the community; these documents report District, School and student performance.
11. Establishing and supporting student behavior policies designed to maintain an environment conducive to learning, including hearing individual student suspension or expulsion cases brought before it.
12. Establishing attendance units within the District and assigning students to the schools;
13. Establishing the school year;
14. Providing student transportation services pursuant to State law.
15. Entering into joint agreements with other boards of education to establish cooperative educational programs or provide educational facilities; and
16. Complying with requirements in the Abused and Neglected Child Reporting Act (ANCRA). Specifically, each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in ANCRA the Act, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with ANCRA's the Act's requirements concerning the reporting of child abuse.
17. Communicating the schools' activities and operations to the community and representing the needs and desires of the community in educational matters.

Indemnification

To the extent allowed by law, the Board shall defend, indemnify, and hold harmless School Board members, employees, volunteer personnel (pursuant to [105 ILCS 5/10-22.34](#), [10-22.34a](#) and [10-22.34b](#)), mentors of certified staff (pursuant to [105 ILCS 5/2-3.53a](#), [2-3.53b](#), and [105 ILCS 5/21A-5 et seq.](#)), and student teachers who, in the course of discharging their official duties imposed or authorized by law, are sued as parties in a legal proceeding. Nothing herein, however, shall be construed as obligating the Board to defend, indemnify, or hold harmless any person who engages in criminal activity, official misconduct, fraud, intentional or willful and wanton misconduct, or acts beyond the authority properly vested in the individual.

LEGAL REF.:

[105 ILCS 5/10](#), [5/17-1](#), and [5/27-1](#).

[115 ILCS 5/](#) III. Educational Labor Relations Act.

[325 ILCS 5/](#), Abused and Neglected Child Reporting Act.

CROSS REF.: 1:10 (School District Legal Status), 2:10 (School District Governance), 2:80 (Board Member Oath and Conduct), 2:210 (Organizational School Board Meeting), 2:240 (Board Policy Development), 5:90 (Abused and Neglected Child Reporting), 7:190 (Student Behavior)

PRESSPlus 1. Updated in response to 105 ILCS 5/10-23.12(c), added by P.A. 101-531 and 105 ILCS 5/21B-75(b), amended by P.A. 101-531. **Note:** While 105 ILCS 5/10-23.12(c) permits boards to *immediately* dismiss certain employees upon the determination that he or she has willfully or negligently failed to report, this does not negate a board's responsibility to provide employees with due process required by the law and district policies and procedures. Consult the board attorney for further guidance. **Issue 102, October 2019**

Document Status: District Use Only

2:70 Vacancies on Board of Education - Filling Vacancies

Adopt as presented

Vacancy

Elective office of a Board of Education member becomes vacant before the term's expiration when any of the following occurs:

1. Death of the incumbent;
2. Resignation in writing filed with the Secretary of the Board of Education;
3. Legal disability,
4. Conviction of a felony, bribery, perjury, or other infamous crime or of any offense involving a violation of official oath or of a violent crime against a child;
5. Removal from office;
6. The decision of a competent tribunal declaring his or her election void;
7. Ceasing to be an inhabitant of the District or a particular area from which he or she was elected, if the residential requirements contained in the School Code are violated;
8. An illegal conflict of interest; or
9. Acceptance of a second public office that is incompatible with Board of Education membership.

Filling Vacancies

Whenever a vacancy occurs, the remaining members shall notify the Regional Superintendent of Schools of that vacancy within five days after its occurrence and shall fill the vacancy until the next regular board election, at which election a successor shall be elected to serve the remainder of the unexpired term. However, if the vacancy occurs with less than 868 days remaining in the term or less than 88 days before the next regularly scheduled election, the person so appointed shall serve the remainder of the unexpired term, and no election to fill the vacancy shall be held. Members appointed by the remaining members of the Board to fill vacancies shall meet any residential requirements as specified in the School Code. The Board shall fill the vacancy within 60⁴⁵ PRESSPlus1 days after it occurred by a public vote at a meeting of the Board.

Immediately following a vacancy on the Board of Education, the Board will publicize it and accept résumés from District residents who are interested in filling the vacancy. After reviewing the applications, the Board may invite the prospective candidates for personal interviews to be conducted during duly scheduled closed meetings.

LEGAL REF.:

[105 ILCS 5/10-10](#) and [5/10-11](#).

CROSS REF.: 2:40 (Board Member Qualifications), 2:120 (Board Member Development)

ADOPTED: September 20, 2016

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/10-10, amended by P.A. 101-67, eff. 1-1-20. Questions arise when fewer individuals run for seats on the board than are up for election. For more information, see f/n 8 of sample policy 2:70, available at PRESS Online by logging in at www.iasb.com. **Issue 102, October 2019**

Document Status: District Use Only

2:100 Board Member Conflict of Interest

Adopt as presented

No Board of Education member shall: (1) have a beneficial interest directly or indirectly in any contract, work, or business of the District unless permitted by State or federal law; or (2) solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or contracts with the District. Situations in which the interest is not substantial or the gift is an unsolicited item of nominal value must comply with State law and Board policy 2:105, *Ethics and Gift Ban*.

Board of Education members must annually file a "Statement of Economic Interests" as required by the Illinois Governmental Ethics Act. Each Board of Education member is responsible for filing the statement with the county clerk of the county in which the District's principle office is located by May 1.

Federal and State Grant Awards [PRESSPlus1](#)

No Board member shall participate in the selection, award, or administration of a contract supported by a federal award or State award governed by the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/) if he or she has a real or apparent conflict of interest. A conflict of interest arises when a Board member or any of the following individuals has a financial or other interest in the entity selected for the contract:

1. Any person that has a close personal relationship with a Board member that may compromise or impair the Board member's fairness and impartiality, including a member of the Board member's immediate family or household;
2. The Board member's business partner; or
3. An entity that employs or is about to employ the Board member or one of the individuals listed in one or two above.

LEGAL REF.:

5 ILCS 420/4A-101.5, 420/4A-105, 420/4A-106.5, and 420/4A-107.

30 ILCS 708/. Grant Accountability and Transparency Act.

50 ILCS 105/3.

105 ILCS 5/10-9.

2 C.F.R. §200.318(c)(1).

CROSS REF.: 2:105 (Ethics and Gift Ban), 4:60 (Purchases and Contracts), 5:120 (Employee Ethics; Conduct; and Conflict of Interest)

ADOPTED: June 20, 2017

PRESSPlus Comments

PRESSPlus 1. Updated in response to the Ill. State of Education's *Procurement and Purchasing Checklist* and the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/). See the PRESS Issue 102 Update Memo for more information.

The term *participate* is not specifically defined in the federal regulation; consult the board attorney regarding other actions the board can take to limit the influence of a conflicted board member, beyond abstention from the board's evaluation and vote on a contract. 2 C.F.R. §200.318(c)(1) prohibits employees, officers, or agents of a school district from participating in the selection, award, or administration of a contract supported by a federal award or eligible State grants through GATA if they have a *real or apparent conflict of interest*. Authoritative sources and guidance regarding conflict of interest and financial disclosure are provided through the GATA Resource Library at www.grants.illinois.gov. See also the Ill. State Board of Education's *Procurement and Purchasing Checklist* at: www.isbe.net/Pages/Audit-and-Monitoring-Review-Requirements-and-Tools.aspx.

The law does not specifically define an *apparent conflict of interest*. For a discussion of what an *apparent conflict of interest* may mean, see the discussion about avoiding the *appearance of impropriety* in the Ill. Council of School Attorneys' publication, **Answers to FAQs, Conflict of Interest and Incompatible Offices**, https://www.iasb.com/IASB/media/Documents/COI_FAQ.pdf.

Issue 102, October 2019

Document Status: District Use Only

2: 105 Ethics and Gift Ban

Adopt as presented

Definitions

Unless otherwise stated, all terms used in this policy have the definition given in the State Officials and Employees Ethics Act, [5 ILCS 430/1-5](#).

With respect to an employee whose hours are not fixed, "compensated time" includes any period of time when the employee is on premises under the control of the District and any other time when the employee is executing his or her official duties, regardless of location.

"Prohibited political activity" means:

1. Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
2. Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
3. Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
4. Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
5. Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
6. Assisting at the polls on Election Day on behalf of any political organization or candidate for elective office or for or against any referendum question.
7. Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
8. Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
9. Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
10. Preparing or reviewing responses to candidate questionnaires.
11. Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
12. Campaigning for any elective office or for or against any referendum question.
13. Managing or working on a campaign for elective office or for or against any referendum question.
14. Serving as a delegate, alternate, or proxy to a political party convention.
15. Participating in any recount or challenge to the outcome of any election.

Prohibited Political Activity

No employee shall intentionally perform any prohibited political activity during any compensated time. No Board Member or employee shall intentionally use any property or resources of the District in connection with any prohibited political activity. At no time shall any Board Member or employee intentionally require any other Board Member or employee to perform any prohibited political activity: (a) as part of that Board Member's or employee's duties, (b) as a condition of employment, or (c) during any compensated time off, i.e., as holidays, vacation or personal time off. No Board Member or employee shall be required at any time to participate in any prohibited political activity in consideration for that Board Member or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any Board Member or employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.

A Board member or employee may engage in any activity that: (1) is otherwise appropriate as part of his or her official duties, or (2) is undertaken by the individual on a voluntary basis that is not prohibited by this policy.

Limitations on Receiving Gifts

"Prohibited source" means any person or entity who:

1. Is seeking official action by: (a) a Board Member, or (b) an employee, or by the Board Member or another employee directing that employee;
2. Does business or seeks to do business with: (a) the Board Member, or (b) with an employee, or with the Board Member or another employee directing that employee;
3. Conducts activities regulated by: (a) a Board member, or (b) an employee or by the Board member or another employee directing that employee;
4. Has an interest that may be substantially affected by the performance or non-performance of the official duties of the Board member or employee;
5. Is registered or required to be registered with the Secretary of State under the Lobbyist Registration Act, except that an entity does not

- become a prohibited source merely because a registered lobbyist is one of its members or serves on its board of directors; or
6. Is an agent of, a spouse of, or an immediate family member living with a prohibited source.

“Gift” means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of a Board Member or employee.

Except as permitted by this policy, no Board Member or District employee, and no spouse of or immediate family member living with a Board Member or employee (collectively referred to herein as “recipients”), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or that is otherwise prohibited by law or policy. No prohibited source shall intentionally offer or make a gift that violates this policy.

The following are exceptions to the ban on accepting gifts from a prohibited source:

1. Opportunities, benefits, and services that are available on the same conditions as for the general public.
2. Anything for which the Board Member or employee, or his or her spouse or immediate family member, pays the fair market value.
3. Any: (a) contribution that is lawfully made under the Election Code, or (b) activities associated with a fundraising event in support of a political organization or candidate.
4. Educational materials and missions.
5. Travel expenses for a meeting to discuss business.
6. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.
7. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (a) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (b) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (c) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other Board Members or employees, or their spouses or immediate family members.
8. Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are: (a) consumed on the premises from which they were purchased or prepared; or (b) catered. “Catered” means food or refreshments that are purchased ready to consume which are delivered by any means.
9. Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of a Board Member or employee), if the benefits have not been offered or enhanced because of the official position or employment of the Board Member or employee, and are customarily provided to others in similar circumstances.
10. Intra-governmental and inter-governmental gifts. “Intra-governmental gift” means any gift given to a Board Member or employee from another Board Member or employee, and “inter-governmental gift” means any gift given to a Board Member or employee from an officer or employee of another governmental entity.
11. Bequests, inheritances, and other transfers at death.
12. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

Each of the listed exceptions is mutually exclusive and independent of every other.

A Board Member or employee, his or her spouse or an immediate family member living with the Board Member or employee, does not violate this policy if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under [Section 26 U.S.C. §501\(c\)\(3\) of the Internal Revenue Code](#).

Filing Complaints

Written complaints alleging a violation of this policy shall be filed with the Superintendent or Board of Education President.

Complaints of Sexual Harassment Made Against Board Members by Elected Officials [PRESSPlus1](#)

Pursuant to the State Officials and Employees Ethics Act (5 ILCS 430/70-5), members of the Board and other elected officials are encouraged to promptly report claims of sexual harassment by a Board member. Every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available. If the official feels comfortable doing so, he or she should directly inform the individual that the individual's conduct or communication is offensive and must stop.

Board members and elected officials should report claims of sexual harassment against a member of the Board to the Board President or Superintendent. If the report is made to the Superintendent, the Superintendent shall promptly notify the President, or if the President is the subject of the complaint, the Vice President. Reports of sexual harassment will be confidential to the greatest extent practicable.

When a complaint of sexual harassment is made against a member of the Board by another Board member or other elected official, the Board President shall appoint a qualified outside investigator who is not a District employee or Board member to conduct an independent review of the allegations. If the allegations concern the President, or the President is a witness or otherwise conflicted, the Vice President shall make the appointment. If the allegations concern both the President and Vice President, and/or they are witnesses or otherwise conflicted, the Board

Secretary shall make the appointment. The investigator shall prepare a written report and submit it to the Board. [Q1 PRESSPlus2](#)

If a Board member has engaged in sexual harassment, the matter will be addressed in accordance with the authority of the Board. [PRESSPlus3](#)

The Superintendent will post this policy on the District website and/or make this policy available in the District's administrative office. [PRESSPlus4](#)

LEGAL REF.:

[5 ILCS 430/](#), State Officials and Employees Ethics Act.

[10 ILCS 5/9-25.1](#), Election Interference Prohibition Act.

CROSS REF.: 2:100 (Board Member Conflict of Interest), [2:110 \(Qualifications, Term, and Duties of Board Officers\)](#), [2:260 \(Uniform Grievance Procedure\)](#), 4:60 (Purchases and Contracts), 5:120 (Employee Ethics; Conduct; and Conflict of Interest)

Questions and Answers:

***Required Question 1. Would the Board like to authorize the Board President or the superintendent to appoint the outside investigator when a complaint of sexual harassment is made against a member of the Board by another Board member or elected official?

- The Board President (default)
 - The Superintendent (this will also affect policy 2:110 - be sure the same answer is entered for both policies.)
-

PRESSPlus Comments

PRESSPlus 1. Updated in response to the State Officials and Employees Ethics Act (SOEEA), 5 ILCS 430/70-5, amended by P.A. 101-221, requiring boards to amend their sexual harassment policies by resolution to include a mechanism for reporting and independent review of sexual harassment allegations made against board members by elected officials. The resolution must be adopted by February 9, 2020; see 5:20-E, *Resolution to Prohibit Sexual Harassment*, for more information.

This policy includes both elected and appointed board members to effectuate the intent of the law, to comprehensively address sexual harassment in the workplace, and for consistent treatment. The statute does not address whether the *independent review* must or may be limited to a board member's conduct in his or her official capacity, or if it can extend to a board member's behavior in his or her individual capacity. Consult the board attorney for advice.

This policy only addresses the requirements of the SOEEA; it does not address harassment complaints made by employees or other non-elected individuals against board members. Such complaints may be processed under policy 2:260, *Uniform Grievance Procedure*. See policy 5:20, *Workplace Harassment Prohibited* for information about what types of conduct may rise to the level of unlawful sexual harassment under federal and State laws.

Issue 102, October 2019

PRESSPlus 2. 5 ILCS 430/70-5(a), amended by P.A. 101-221, eff. 1-1-20. The law requires governmental units, including school districts, to conduct an *independent review* of allegations of sexual harassment made against an elected official by another elected official; however, that term is not defined. Consult the board attorney about how to investigate such complaints. **Issue 102, October 2019**

PRESSPlus 3. A board's ability to address the harassing behavior of a board member is relatively limited because it does not have the legal authority to remove one of its members. See policy 2:60, *Board Member Removal from Office*, for more information about board member removal. Consult the board attorney when dealing with a claim of sexual harassment by a board member to discuss enforcement options, as well as the accused board member's participation in any decisions regarding the complaint. **Issue 102, October 2019**

PRESSPlus 4. This paragraph is optional, but it aligns with the intent of P.A. 101-221. **Issue 102, October 2019**

Document Status: District Use Only

2:110 Qualifications, Term, and Duties of Board Officers

Adopt as presented

The Board of Education officers are: President and Vice President. These officers are elected or appointed by the Board at its organizational meeting. The appointment of the Secretary/Recording Secretary and Treasurer are also made at the organizational meeting.

President

The Board of Education elects a President from its members for a two-year term. The duties of the President are:

1. Preside at all meetings;
2. Focus the Board meeting agendas on appropriate content;
3. Make all Board committee appointments;
4. Attend and observe any Board committee meeting at his or her discretion;
5. Represent the Board on other boards or agencies;
6. Sign official District documents requiring the President's signature, including Board minutes and Certificate of Tax Levy;
7. Call special meetings of the Board;
8. Serve as the head of the public body for purposes of the Open Meetings Act and Freedom of Information Act;
9. Ensure that a quorum of the Board is physically present at all Board meetings;
10. Administer the oath of office to new Board members;
11. Serve as or appoint the Board's official spokesperson to the media; and
12. Except when the Board President is the subject of a complaint of sexual harassment, a witness, or otherwise conflicted, appoint a qualified outside investigator to conduct an independent review of allegations of sexual harassment made against a Board member by another Board member or elected official. [Q1 PRESSPlus1](#)

The President is permitted to participate in all Board meetings in a manner equal to all other Board members, including the ability to make and second motions.

The Vice President fills a vacancy in the Presidency.

Vice President

The Board of Education elects a Vice President from its members for a two-year term. The Vice President performs the duties of the President if:

- The office of President is vacant;
- The President is absent; or
- The President is unable to perform the office's duties.

A vacancy in the Vice Presidency is filled by special Board election.

Secretary/Recording Secretary

The Secretary shall be appointed by the Board and perform the following duties:

1. Keep Board meeting minutes;
2. Mail meeting notification and agenda to news media who have officially requested copies;
3. Keep records of the Board's official acts, and sign them, along with the President, before submitting them to the Treasurer at such times as the Treasurer may require;
4. Report to the Treasurer on or before July 7, annually, such information as the Treasurer is required to include in the Treasurer's report to the Regional Superintendent;
5. Act as the local election official for the District;
6. Arrange public inspection of the budget before adoption;
7. Publish required notices;
8. Sign official District documents requiring the Secretary's signature; and
9. Maintain Board policy and such other official documents as directed by the Board.

The Recording Secretary's primary responsibility shall be the keeping of records, in bound books with numbered pages, of all transactions of the Board of Education in regular and special open meetings. The Recording Secretary or designee of the President shall record all closed meeting minutes.

Treasurer

The Treasurer of the Board shall be either a member of the Board who serves a 1-year term or a non-Board member who serves at the Board's pleasure. A Treasurer who is a Board member may not be compensated. A Treasurer who is not a Board member may be compensated provided it is established before the appointment. The Treasurer must:

1. Be at least 21 years old;
2. Not be a member of the County Board of School Trustees; and
3. Have a financial background or related experience, or 12 credit hours of college-level accounting.

The Treasurer shall:

1. Furnish a bond, which shall be approved by a majority of the full Board;
2. Maintain custody of school funds;
3. Maintain records of school funds and balances;
4. Prepare a monthly reconciliation report for the Superintendent and Board; and
5. Receive, hold, and expend District funds only upon the order of the Board.

A vacancy in the Treasurer's office is filled by Board appointment.

LEGAL REF.:

[5 ILCS 120/7](#) and [420/4A-106](#).

[105 ILCS 5/8-1](#), [5/8-2](#), [5/8-3](#), [5/8-6](#), [5/8-16](#), [5/8-17](#), [5/10-1](#), [5/10-5](#), [5/10-7](#), [5/10-8](#), [5/10-13](#), [5/10-13.1](#), [5/10-14](#), [5/10-16.5](#), and [5/17-1](#).

CROSS REF.: 2:80 (Board Member Oath and Conduct), [2:105 \(Ethics and Gift Ban\)](#), 2:150 (Committees), 2:210 (Organizational School Board Meeting), 2:220 (School Board Meeting Procedure), 8:10 (Connection with the Community)

Questions and Answers:

***Required Question 1. Would the Board like to authorize the Board President or the superintendent to appoint the outside investigator when a complaint of sexual harassment is made against a member of the Board by another Board member or elected official?

- The Board President (default)
 - The Superintendent (this will also affect policy 2:105 - be sure the same answer is entered for both policies.)
-

PRESSPlus Comments

PRESSPlus 1. Updated in response to the State Officials and Employees Ethics Act (SOEEA), 5 ILCS 430/70-5, amended by P.A. 101-221. **Issue 102, October 2019**

Document Status: District Use Only

2:200 Types of Board of Education Meetings

Adopt as presented

General

For all meetings of the Board of Education and its committees, the Superintendent or designee shall satisfy all notice and posting requirements contained herein, as well as in the Open Meetings Act. This shall include mailing meeting notifications to news media that have officially requested them, and to others as approved by the Board of Education. Unless otherwise specified, all meetings are held at Daniel Wright Junior High School. Board policy 2:220, *Board of Education Meeting Procedure*, governs meeting quorum requirements.

The Superintendent is designated on behalf of the Board and each Board committee to receive the training on compliance with the Open Meetings Act that is required by Section 1.05(a) of that Act. In addition, each Board member must complete a course of training on the Open Meetings Act as required by Section 1.05(b) or (c) of that Act.

Regular Meetings

The Board of Education announces the time and place for its regular meetings at the beginning of each fiscal year. The Superintendent shall prepare and make available the calendar of regular Board of Education meetings. The regular meeting calendar may be changed with 10 days' notice in accordance with State law.

A meeting agenda shall be posted at the District's main office and the Board's meeting room, or other location where the meeting is to be held, at least 48 hours before the meeting.

The Board of Education and Board of Education committees may meet in a closed meeting to consider the following subjects:

1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with [the Open Meetings Act]. 5 ILCS 120/2(c)(1), amended by P.A. 99-646, 101-459. [PRESSPlus1](#)
2. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. [5 ILCS 120/2\(c\)\(2\)](#).
3. The selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. [5 ILCS 120/2\(c\)\(3\)](#).
4. Evidence or testimony presented in open hearing, or in closed hearing where specifically authorized by law, to a quasi-adjudicative body, as defined in this Act, provided that the body prepares and makes available for public inspection a written decision setting forth its determinative reasoning. [5 ILCS 120/2\(c\)\(4\)](#).
5. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. [5 ILCS 120/2\(c\)\(5\)](#).
6. The setting of a price for sale or lease of property owned by the public body. [5 ILCS 120/2\(c\)\(6\)](#).
7. The sale or purchase of securities, investments, or investment contracts. [5 ILCS 120/2\(c\)\(7\)](#).
8. Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property. [5 ILCS 120/2\(c\)\(8\)](#), ~~amended by P.A. 99-235, eff. 1-1-16.~~
9. Student disciplinary cases. [5 ILCS 120/2\(c\)\(9\)](#).
10. The placement of individual students in special education programs and other matters relating to individual students. [5 ILCS 120/2\(c\)\(10\)](#).
11. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. [5 ILCS 120/2\(c\)\(11\)](#).
12. The establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool of which the public body is a member. [5 ILCS 120/2\(c\)\(12\)](#).
13. Self-evaluation, practices and procedures, or professional ethics, when meeting with a representative of a statewide association of which the public body is a member. [5 ILCS 120/2\(c\)\(16\)](#).
14. Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. [5 ILCS 120/2\(c\)\(21\)](#).
15. Meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America. [5 ILCS 120/2\(c\)\(29\)](#).

The Board may hold a closed meeting, or close a portion of a meeting, by a majority vote of a quorum, taken at an open meeting. The vote of each Board of Education member present, and the reason for the closed meeting, will be publicly disclosed at the time of the meeting and clearly stated in the motion and the meeting minutes.

A single motion calling for a series of closed meetings may be adopted when such meetings will involve the same particular matters and are scheduled to be held within 3 months of the vote.

No final Board of Education action will be taken at a closed meeting.

Reconvened or Rescheduled Meetings

A meeting may be rescheduled or reconvened. Public notice of a rescheduled or reconvened meeting shall be given in the same manner as that for a special meeting, except that no public notice is required when the original meeting is open to the public and: (1) is to be reconvened within 24 hours, or (2) an announcement of the time and place of the reconvened meeting was made at the original meeting and there is no change in the agenda.

Special Meetings

Special meetings may be called by the President or by any 3 members of the Board of Education by giving notice thereof, in writing, stating the time, place, and purpose of the meeting to remaining Board members by mail at least 48 hours before the meeting, or by personal service at least 24 hours before the meeting.

Public notice of a special meeting is given by posting a notice at the District's administration office at least 48 hours before the meeting and by notifying the news media that have filed a written request for notice. A meeting agenda shall accompany the notice.

All matters discussed by the Board at any special meeting must be related to a subject on the meeting agenda.

Emergency Meetings

Public notice of emergency meetings shall be given as soon as practical, but in any event, before the meeting to news media that have filed a written request for notice.

Posting on the District's Website

In addition to the other notices specified in this policy, the Superintendent or designee shall post the following on the District website: (1) the annual schedule of regular meetings, which shall remain posted until the Board approves a new schedule of regular meetings; (2) a public notice of all Board meetings; and (3) the agenda for each meeting which shall remain posted until the meeting is concluded.

LEGAL REF.:

[5 ILCS 120/](#), Open Meetings Act.

[5 ILCS 140/](#), Freedom of Information Act.

[105 ILCS 5/10-6](#) and [5/10-16](#).

CROSS REF.: 2:110 (Qualifications Term, and Duties of Board Officers), 2:120 (Board Member Development), 2:210 (Organizational Board of Education Meetings), 2:220 (Board of Education Meeting Procedure), 2:230 (Public Participation at Board of Education Meetings and Petitions to the Board), 6:235 (Access to Electronic Networks)

ADOPTED: February 21, 2017

PRESSPlus Comments

PRESSPlus 1. The policy is updated in response to 5 ILCS 120/2(c)(1), amended by P.A. 101-459, expanding this exception. A disclosable payment also includes payment for accumulated sick leave. **Issue 102, October 2019**

Document Status: District Use Only

2:220 Board of Education Meeting Procedure

Adopt as presented

Agenda

The Board President is responsible for focusing the Board meetings' agendas on appropriate content. The Superintendent shall prepare agendas in consultation with the Board President. The President shall designate a portion of the agenda as a consent agenda for those items that usually do not require extensive discussion or explanation PRESSPlus1 before Board of Education action. Any Board member may request the withdrawal of any item under the consent agenda and placed on the regular agenda for independent consideration.

Each Board meeting agenda shall contain the general subject matter of any item that will be the subject of final action at the meeting. Items submitted by Board of Education members to the Superintendent or the President shall be placed on the agenda. District residents may suggest inclusions for the agenda. The Board will take final action only on items contained in the posted agenda; items not on the agenda may still be discussed.

The Superintendent shall provide a copy of the agenda, with adequate data and background information, to each Board of Education member at least 48 hours before each meeting, except a meeting held in the event of an emergency. The meeting agenda shall be posted in accordance with policy 2:200, *Types of Board of Education Meetings*.

The Board President shall determine the order of business at regular Board of Education meetings. Upon consent of a majority of members present, the order of business at any meeting may be changed.

Voting Method

Unless otherwise provided by law, when a vote is taken upon any measure before the Board of Education, with a quorum being present, a majority of the votes cast shall determine its outcome. A vote of "abstain" or "present," or a vote other than "yea" or "nay," or a failure to vote, is counted for the purposes of determining whether a quorum is present. A vote of "abstain" or "present," or a vote other than "yea" or "nay," or a failure to vote, however, is not counted in determining whether a measure has been passed by the Board, unless otherwise stated in law. The sequence for casting votes shall be alphabetically with the President voting last.

On all questions involving the expenditure of money and on all questions involving the closing of a meeting to the public, a roll call vote shall be taken and entered in the Board's minutes.

Minutes

The Board Secretary shall keep written minutes of all Board of Education meetings (whether open or closed), which shall be signed by the President and the Secretary. The minutes include:

1. The meeting's date, time, and place;
2. Board of Education members recorded as either present or absent;
3. A summary of the discussion on all matters proposed, deliberated, or decided, and a record of any votes taken;
4. On all matters requiring a roll call vote, a record of who voted "yea" and "nay";
5. If the meeting is adjourned to another date, the time and place of the adjourned meeting;
6. The vote of each member present when a vote is taken to hold a closed meeting or portion of a meeting, and the reason for the closed meeting with a citation to the specific exception contained in the Open Meetings Act authorizing the closed meeting;
7. A record of all motions, the members making the motion and the second; and
8. The type of meeting, including any notices and, if a reconvened meeting, the original meeting's date.

The minutes shall be submitted to the Board of Education for approval or modification at its next regularly scheduled open meeting. Minutes for open meetings must be approved within 30 days after the meeting or at the second subsequent regular meeting, whichever is later.

At least semi-annually in an open meeting, the Board: (1) reviews minutes from closed meetings that are currently unavailable for public release, and (2) decides which, if any, no longer require confidential treatment and are available for public inspection. The Board of Education may meet in a prior closed session to review the minutes from closed meetings that are currently unavailable for public release.

The Board's meeting minutes must be submitted to the Board Treasurer at such times as the Treasurer may require.

The official minutes are in the custody of the Board Secretary. Open meetings minutes are available for inspection during regular office hours within 10 days after the Board's approval, in the office of the Superintendent or designee, in the presence of the Secretary, the Superintendent or designee, or any Board of Education member.

Minutes from closed meetings are likewise available, but only if the Board has released them for public inspection, except that Board members may access closed session minutes not yet released for public inspection (1) in the District's administrative offices or their official storage location, and (2) in the presence of the Recording Secretary, the Superintendent or designated administrator, or any elected Board member. The minutes, whether reviewed by members of the public or the Board, shall not be removed from the District's administrative offices or their official storage location except by vote of the Board or by court order.

The Board's open meeting minutes shall be posted on the District website within 10 days after the Board approves them; the minutes will remain posted for at least 60 days.

Verbatim Record of Closed Meetings

The Superintendent, or the Board Secretary when the Superintendent is absent, shall audio record all closed meetings. If neither is present, the Board President or presiding officer shall assume this responsibility. After the closed meeting, the person making the audio recording shall label the recording with the date and store it in a secure location. The Superintendent shall ensure that: (1) an audio recording device and all necessary accompanying items are available to the Board for every closed meeting, and (2) a secure location for storing closed meeting audio recordings is maintained within the central administrative office.

After 18 months have passed since being made, the audio recording of a closed meeting is destroyed provided the Board approved: (1) its destruction, and (2) minutes of the particular closed meeting.

Individual Board members may access verbatim recordings in the presence of the Recording Secretary, the Superintendent or designated administrator, or any elected Board member. Access to the verbatim recordings is available at the District's administrative offices or the verbatim recording's official storage location. Requests shall be made to the Superintendent or Board President. While a Board member is listening to a verbatim recording, it shall not be re-recorded or removed from the District's main office or official storage location, except by vote of the Board or by court order.

Quorum and Participation by Audio or Video Means

A quorum of the Board must be physically present at all Board meetings. A majority of the full membership of the Board constitutes a quorum.

Provided a quorum is physically present, a Board member may attend a meeting by video or audio conference if he or she is prevented from physically attending because of: (1) personal illness or disability, (2) employment or District business, or (3) a family or other emergency. If a member wishes to attend a meeting by video or audio means, he or she must notify the recording secretary or Superintendent at least 24 hours before the meeting unless advance notice is impractical. The recording secretary or Superintendent will inform the Board President and make appropriate arrangements. A Board member who attends a meeting by audio or video means, as provided in this policy, may participate in all aspects of the Board meeting including voting on any item.

Rules of Order

Unless State law or Board-adopted rules apply, the Board President, as the presiding officer, will use *Robert's Rules of Order, Newly Revised* (14th Edition), as a guide when a question arises concerning procedure.

Broadcasting and Recording Board Meetings

Any person may record or broadcast an open Board of Education meeting. Requests for special needs, such as seating, writing surfaces, lighting, and access to electrical power, should be directed to the Superintendent at least 24 hours before the meeting.

Recording meetings shall not distract or disturb Board members, other meeting participants, or members of the public. The Board President may designate a location for recording equipment, may restrict the movements of individuals who are using recording equipment, or may take such other steps as are deemed necessary to preserve decorum and facilitate the meeting.

LEGAL REF.:

[5 ILCS 120/2a](#), [120/2.02](#), [120/2.05](#), and [120/2.06](#).

[105 ILCS 5/10-6](#), [5/10-7](#), [5/10-12](#), and [5/10-16](#).

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:200 (Types of Board of Education Meetings), 2:150 (Committees), 2:210 (Organizational Board of Education Meeting), 2:230 (Public Participation at Board of Education Meetings and Petitions to the Board)

ADOPTED: June 20, 2017

PRESSPlus Comments

PRESSPlus 1. Updated in response to **PRESS** Advisory Board member feedback to delete ~~or explanation~~ from the text so that the policy text reflects the court's decision in *Bd. of Ed. v. Springfield Sch. Dist. No. 186 v. Atty. Gen. of Ill.*, 77 N.E. 3d 625 (Ill 2017) (requiring public bodies to provide in a public recital "sufficient detail to identify the particular transaction or issue but [they] need not provide an explanation of its terms or its significance").

Note: PRESS Plus subscribers should periodically review the footnotes to sample policy 2:220, available at PRESS Online by logging in at www.iasb.com, for guidance regarding Ill. Attorney General PAC opinions. **Issue 102, October 2019**

Document Status: District Use Only

2:220-E2 Exhibit - Motion to Adjourn to Closed Meeting

Exhibits are not adopted. This is a reference for the Board.

Motion to Adjourn to Closed Meeting

Date: _____ Time: _____

Location: _____

A motion was made by _____, and seconded by _____, to adjourn to closed meeting to discuss:

- The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors, or specific volunteers of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor, or a volunteer of the District or against legal counsel for the District to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with this Act. 5 ILCS 120/2(c)(1), amended by P.A. ~~99-646~~ 101-459. [PRESSPlus1](#)
- Collective negotiating matters between the District and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2).
- The selection of a person to fill a public office, including a vacancy in a public office, when the District is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the District is given power to remove the occupant under law or ordinance. 5 ILCS 120/2(c)(3).
- Evidence or testimony presented in open hearing, or in closed hearing where authorized by law, to a quasi-adjudicative body, as defined in the Open Meetings Act, provided that the body prepares and makes available for public inspection a written decision with its determinative reasoning. 5 ILCS 120/2(c)(4).
- The purchase or lease of real property for the use of the District, including meetings held for the purpose of discussing whether a particular parcel should be acquired. 5 ILCS 120/2(c)(5).
- The setting of a price for sale or lease of property owned by the District. 5 ILCS 120/2(c)(6).
- The sale or purchase of securities, investments, or investment contracts. 5 ILCS 120/2(c)(7).
- Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property. 5 ILCS 120/2(c)(8) ~~amended by P.A. 99-235~~.
- Student disciplinary cases. 5 ILCS 120/2(c)(9).
- The placement of individual students in special education programs and other matters relating to individual students. 5 ILCS 120/2(c)(10).
- Litigation, when an action against, affecting or on behalf of the particular District has been filed and is pending before a court or administrative tribunal, or when the District finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the closed meeting minutes. 5 ILCS 120/2(c)(11).
- The establishment of reserves or settlement of claims as provided in the Local Government and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the District or any intergovernmental risk management association or self insurance pool of which the District is a member. 5 ILCS 120/2(c)(12).
- Self-evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the District is a member. 5 ILCS 120/2(c)(16).
- Discussion of minutes of meetings lawfully closed, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. 5 ILCS 120/2(c)(21).
- Meetings between internal or external auditors and governmental audit committees, finance committees, and Meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America. 5 ILCS 120/2(c)(29).

Closed Meeting Roll Call:

"Yeas"	"Nays"
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Motion: Carried Failed

PRESSPlus Comments

PRESSPlus 1. Updated in response to the Open Meetings Act (OMA), 5 ILCS 120/2(c)(1), amended by P.A. 101-459. **Issue 102, October 2019**

Document Status: District Use Only

2:260 Uniform Grievance Procedure

Adopt as presented

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

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Title VI of the Civil Rights Act, [42 U.S.C. §2000d](#) et seq.;
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), [42 U.S.C. §2000e](#) et seq.;
6. Sexual harassment (State Officials and Employee Ethics Act, Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972) ^{PRESSPlus1} ;
7. Breastfeeding accommodations for students, [105 ILCS 5/10-20.60](#)
8. Bullying, [105 ILCS 5/27-23.7](#)
9. The misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
10. Curriculum, instructional materials, programs;
11. Victims' Economic Security and Safety Act, [820 ILCS 180](#);
12. Illinois Equal Pay Act of 2003, [820 ILCS 112](#);
13. Provision of services to homeless students; or
14. Illinois Whistleblower Act, [740 ILCS 174/](#).
15. Employee Credit Privacy Act, [820 ILCS 70/](#).

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

Right to Pursue Other Remedies Not Impaired

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

Deadlines

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

Filing a Complaint

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

For any complaint alleging bullying and/or cyberbullying of students, the Complaint Manager shall process and review the complaint according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy. For any complaint alleging sexual harassment or other violation of Board policy 5:20, *Workplace Harassment Prohibited*, the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy 2:260, *Uniform Grievance Procedure*.

Investigation

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

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

The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this policy about the status of the investigation. Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time.

The Superintendent will keep the Board informed of all complaints.

If a complaint contains allegations involving the Superintendent or Board member(s), the written report shall be filed directly with the Board, which will make a decision in accordance with paragraph four of the following section of this policy.

Decision and Appeal

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

Within 10 school business days after receiving the Superintendent's decision, the Complainant or the accused may appeal the decision to the Board of Education by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board of Education.

Within 30 school business days, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within five school business days of the Board's decision, the Superintendent shall inform the Complainant and the accused of the Board's action.

For complaints containing allegations involving the Superintendent or Board member(s), within 30 school business days after receiving the Complaint Manager's or outside investigator's report, [PRESSPlus2](#) the Board shall mail its written decision to the Complainant and the accused by first class U.S. mail as well as to the Complaint Manager.

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

Appointing a Nondiscrimination Coordinator and Complaint Managers

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

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

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

Nondiscrimination Coordinator

Gina Finaldi

1379 N. Riverwoods Road, Lincolnshire, IL 60069

gfinaldi@d103.org

847/295-4030

Complaint Managers

Patrick Palbicke

1370 N. Riverwoods Rd., Lincolnshire, IL 60069.

ppalbicke@d013.org

847/295-4030

Gina Finaldi

1370 N. Riverwoods Rd., Lincolnshire, IL 60069

gfinaldi@d103.org

847/295-4030

LEGAL REF.:

Age Discrimination in Employment Act, [29 U.S.C. §621](#) *et seq.*

Americans With Disabilities Act, [42 U.S.C. §12101](#) *et seq.*

Equal Employment Opportunities Act (Title VII of the Civil Rights Act), [42 U.S.C. §2000e](#) *et seq.*

Equal Pay Act, [29 U.S.C. §206](#)(d).

Genetic Information Nondiscrimination Act, [42 U.S.C. §2000ff](#) *et seq.*

Immigration Reform and Control Act, [8 U.S.C. §1324a](#) *et seq.*

McKinney Homeless Assistance Act, [42 U.S.C. §11431](#) *et seq.*

Rehabilitation Act of 1973, [29 U.S.C. §791](#) *et seq.*

Title VI of the Civil Rights Act, [42 U.S.C. §2000d](#) *et seq.*

Title IX of the Education Amendments, [20 U.S.C. §1681](#) *et seq.*

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

[105 ILCS 5/2-3.8](#), [5/3-10](#), [5/10-20.7a](#), [5/10-20.60](#), [5/10-22.5](#), [5/22-19](#), [5/24-4](#), [5/27-1](#), [5/27-23.7](#), and [45/1-15](#).

Illinois Genetic Information Privacy Act, [410 ILCS 513/](#).

Illinois Whistleblower Act, [740 ILCS 174/](#).

Illinois Human Rights Act, [775 ILCS 5/](#).

Victims' Economic Security and Safety Act, [820 ILCS 180/](#), [56 Ill.Admin.Code Part 280](#).

Equal Pay Act of 2003, [820 ILCS 112/](#).

Employee Credit Privacy Act, [820 ILCS 70/](#).

[23 Ill.Admin.Code §§1.240](#) and [200-40](#).

CROSS REF.: 2:105 (Ethics and Gift Ban), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 6:120 (Education of Children with Disabilities), 6:140 (Education of Homeless Children), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:10 (Equal Educational Opportunities), 7:15 (Student and Family Privacy Rights), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:310 (Restrictions on Publications; Elementary Schools), 8:70 (Accommodating Individuals with Disabilities), 8:95 (Parental Involvement), 8:110 (Public Suggestions and Concerns)

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/10-20.69 (final citation pending), added by P.A. 101-418, eff. 1-1-20, requires school districts to create, maintain, and implement an age-appropriate sexual harassment policy. See policy 7:20, *Harassment of Students Prohibited*, and see its f/n 7 (available at PRESS Online by logging in at www.iasb.com) for further information. **Issue 102, October 2019**

PRESSPlus 2. Updated to align with changes made to policy 2:105, *Ethics and Gift Ban*, in response to the State Officials and Employees Ethics Act, 5 ILCS 430/70-5, amended by P.A. 101-221, requiring boards to amend their sexual harassment policies to include a mechanism for reporting and independent review of sexual harassment allegations made against board members by elected officials. **Issue 102, October 2019**

Document Status: District Use Only

4:15 Identity Protection

Adopt as presented

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

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

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

1. All employees having access to social security numbers in the course of performing their duties shall be trained to protect the confidentiality of social security numbers. Training should include instructions on the proper handling of information containing social security numbers from the time of collection through the destruction of the information.
2. Only employees who are required to use or handle information or documents that contain social security numbers shall have access to such information or documents.
3. Social security numbers requested from an individual shall be provided in a manner that makes the social security number easily redacted if the record is required to be released as part of a public records request.
4. When collecting a social security number or upon request by an individual, a statement of the purpose(s) for which the District is collecting and using the social security number shall be provided. The stated reason for collection of the social security number must be relevant to the documented purpose.
5. All employees must be advised of this policy's existence and a copy of the policy must be made available to each employee. The policy must also be made available to any member of the public, upon request.
6. If this policy is amended, employees will be advised of the existence of the amended policy and a copy of the amended policy will be made available to each employee.

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

Treatment of Personally Identifiable Information Under Grant Awards [PRESSPlus1](#)

The Superintendent ensures that the District takes reasonable measures to safeguard: (1) protected personally identifiable information, [PRESSPlus2](#) (2) other information that a federal awarding agency, pass-through agency or State awarding agency designates as sensitive, such as personally identifiable information (PII) [PRESSPlus3](#) and (3) information that the District considers to be sensitive consistent with applicable laws regarding privacy and confidentiality (collectively, sensitive information), when administering federal grant awards and State grant awards governed by the Grant Accountability and Transparency Act (30 ILCS 708/).

The Superintendent shall establish procedures for the identification, handling, storage, access, disposal and overall confidentiality of sensitive information. The Superintendent shall ensure that employees and contractors responsible for the administration of a federal or State award for the District receive regular training in the safeguarding of sensitive information, [PRESSPlus4](#) Employees mishandling sensitive information are subject to discipline, up to and including dismissal.

LEGAL REF.:

[2 C.F.R. §200.303\(e\)](#).

5 ILCS 179/, Identity Protection Act.

[30 ILCS 708/](#), Grant Accountability and Transparency Act

[50 ILCS 205/3](#), Local Records Act.

[105 ILCS 10/](#), Illinois School Student Records Act.

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

PRESSPlus Comments

PRESSPlus 1. Added in response to the Ill. State Board of Education's *Checklist for Protection of Personally Identifiable Information Review* (ISBE Checklist) and the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/).

See the ISBE Checklist at www.isbe.net/Pages/Audit-and-Monitoring-Review-Requirements-and-Tools.aspx.

While the federal regulations on procurement standards in 2 C.F.R. Part 200 do not specifically require a written policy on the treatment of *personally identifiable information* (PII) under grant-funded programs, the the ISBE Checklist requires an approved policy or policies related to the identification, handling, storage, access, disposal, and overall protection of PII as evidence of legal compliance with GATA and federal regulations. The ISBE Checklist is specific to PII handled by districts in connection with their administration of grants. The uniform federal rules on procurement standards in 2 C.F.R. Part 200 apply to eligible State grants through GATA. This policy and administrative procedure 4:15-AP2, *Personally Identifiable Information Under Grant Awards*, (available by logging into PRESS Online at iasb.com) are designed to help districts meet the standard set forth in 2 C.F.R. 200.303(e) and the documentation items on the ISBE Checklist.

The Ill. State Board of Education (ISBE) considers the Personal Information Protection Act (PIPA) (815 ILCS 530/, amended by P.A. 101-343, eff. 1-1-20) to apply to the handling of personally identifiable information under grant awards. Consult the board attorney for advice on the broader applicability of PIPA's mandates to your district.

Issue 102, October 2019

PRESSPlus 2. *Protected personally identifiable information* (Protected PII) means an individual's first name or first initial and last name in combination with any one or more types of information, including, but not limited to, social security number, passport number, credit card numbers, clearances, bank numbers, biometrics, date and place of birth, mother's maiden name, criminal records, medical records, financial records, or educational transcripts. 2 C.F.R. §200.82. **Issue 102, October 2019**

PRESSPlus 3. Protected PII is a subset of PII. PII means information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual. Some information that is considered to be PII is available in public sources such as telephone books and public websites, and it is considered to be Public PII. The definition of PII is not anchored to any single category of information or technology. Rather, it requires a case-by-case assessment of the specific risk that an individual can be identified. Non-PII can become PII whenever additional information is made publicly available, in any medium and from any source, that, when combined with other available information, could be used to identify an individual. 2 C.F.R. §200.79.

In addition to 2 C.F.R. 200.303(e), depending upon the type of record being created or used in connection with a grant-funded program, multiple laws may govern the treatment of *personally identifiable information* (PII) under a grant, including the IPA (5 ILCS 179/), PIPA (815 ILCS 530/), Family Educational Rights and Privacy Act, (20 U.S.C. 1232g), Ill. School Student Records Act (105 ILCS 10/), Student Online Personal Protection Act, (105 ILCS 85/, amended by P.A. 101-516, eff. 7-1-21), Personnel Record Review Act (820 ILCS 40/), and Local Records Act (50 ILCS 205/3).

Issue 102, October 2019

PRESSPlus 4. The ISBE Checklist requires districts to maintain documentation of training of all employees/contractors on the handling of PII, including evidence of the date(s) of the training and attendance/completion of the training. Because many individuals in a district can be involved in day-to-day administration of activities supported by a federal or State grant, best practice is to regularly train all employees on the safeguarding of such sensitive information, e.g., upon hire and then annually or semi-annually. **Issue 102, October 2019**

Document Status: District Use Only

4:30 Revenue and Investments

Adopt as presented

Revenue

The Assistant Superintendent for Business or designee is responsible for making all claims for property tax revenue, State Aid, special State funds for specific programs, federal funds, and categorical grants.

Investments

The Chief Business Official shall serve as the District's Chief Investment Officer. The Chief Investment Officer shall invest money that is not required for current operations, in accordance with this policy and State law.

The Chief Investment Officer and Superintendent shall use the standard of prudence when making investment decisions. They shall use the judgment and care, under circumstances then prevailing, that persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of their capital as well as its probable income.

Investment Objectives

The objectives for the School District's investment activities are:

1. Safety of Principal - Every investment is made with safety as the primary and over-riding concern. Each investment transaction shall ensure that capital loss, whether from credit or market risk, is avoided.
2. Liquidity - The investment portfolio shall provide sufficient liquidity to pay District obligations as they become due. In this regard, the maturity and marketability of investments shall be considered.
3. Rate of Return - The highest return on investments is sought, consistent with the preservation of principal and prudent investment principles.
4. Diversification - The investment portfolio is diversified as to materials and investments, as appropriate to the nature, purpose, and amount of the funds.

Authorized Investments

The Chief Investment Officer may invest any District funds in any investment as authorized in [30 ILCS 235/2](#), and Acts amended thereto.

Except as provided herein, investments may be made only in banks, savings banks, savings and loan associations, or credit unions that are insured by the Federal Deposit Insurance Corporation or other approved share insurer.

The Chief Investment Officer and Superintendent shall regularly consider material, relevant, and decision-useful sustainability factors in evaluating investment decisions, within the bounds of financial and fiduciary prudence. Such factors include, but are not limited to: (1) corporate governance and leadership factors, (2) environmental factors, (3) social capital factors, (4) human capital factors, and (5) business model and innovation factors, as provided under the Ill. Sustainable Investing Act, 30 ILCS 238/. [PRESSPlus1](#)

Selection of Depositories, Investment Managers, Dealers, and Brokers

The Chief Investment Officer shall establish a list of authorized depositories, investment managers, dealers and brokers based upon the creditworthiness, reputation, minimum capital requirements, qualifications under State law, as well as a long history of dealing with public fund entities. The Board will review and approve the list at least annually.

In order to be an authorized depository, each institution must submit copies of the last two sworn statements of resources and liabilities or reports of examination, that the institution is required to furnish to the appropriate State or federal agency. Each institution designated as a depository shall, while acting as such depository, furnish the District with a copy of all statements of resources and liabilities or all reports of examination, that it is required to furnish to the appropriate State or federal agency.

The above eligibility requirements of a bank to receive or hold public deposits do not apply to investments in an interest-bearing savings account, interest-bearing certificate of deposit, or interest-bearing time deposit if: (1) the District initiates the investment at or through a bank located in Illinois, and (2) the invested public funds are at all times fully insured by an agency or instrumentality of the federal government.

Collateral Requirements

All amounts deposited or invested with financial institutions in excess of any insurance limit shall be collateralized in accordance with the Public Funds Investment Act, [30 ILCS 235/](#). The Superintendent or designee shall keep the Board informed of collateral agreements.

Safekeeping and Custody Arrangements

The preferred method for safekeeping is to have securities registered in the District's name and held by a third-party custodian. Safekeeping practices should qualify for the Governmental Accounting Standards Board (GASB) Statement No. 3, Deposits with Financial Institutions, Investments (including Repurchase Agreements), and Reverse Repurchase Agreements, Category I, the highest recognized safekeeping procedures.

Controls and Report

The Chief Investment Officer shall establish a system of internal controls and written operational procedures to prevent losses arising from fraud, employee error, misrepresentation by third parties, or imprudent employee action.

The Chief Investment Officer shall comply with State law and will provide a quarterly investment report to the Board which will comply with State Statutes. The investment portfolio's performance shall be measured by appropriate and creditable industry standards for the investment type.

The Board of Education will determine, after receiving the Chief Business Official's recommendation, which fund is in most need of interest income and the Chief Business Official shall execute a transfer. This provision does not apply when the use of interest earned on a particular fund is restricted.

Ethics and Conflicts of Interest

The Board of Education and District officials will avoid any investment transaction or practice that in appearance or fact might impair public confidence. Board members are bound by the Board policy 2:100, *Board Member Conflict of Interest*. No District employee having influence on the District's investment decisions shall:

1. Have any interest, directly or indirectly, in any investments in which the District is authorized to invest,
2. Have any interest, directly or indirectly, in the sellers, sponsors, or managers of those investments, or
3. Receive, in any manner, compensation of any kind from any investments in that the agency is authorized to invest.

LEGAL REF.:

30 ILCS 235/, Public Funds Investment Act.

30 ILCS 238/, III. Sustainable Investing Act.

105 ILCS 5/8-7, 5/10-22.44, 5/17-1, and 5/17-11.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 4:10 (Fiscal and Business Management), 4:80 (Accounting and Audits)

PRESSPlus Comments

PRESSPlus 1. Updated in response to the Public Funds Investment Act, 30 ILCS 235/, amended by P.A. 101-473, eff. 1-1-20. See the III. Sustainable Investing Act (SIA) (30 ILCS 238/, added by P.A. 101-473, eff. 1-1-20) for examples of these five *sustainability factors*. Under the SIA, school districts, must "prudently integrate sustainability factors into its investment decisions-making, investment analysis, portfolio construction, due diligence, and investment ownership in order to maximize anticipated financial returns, minimize projected risk, and more effectively execute its fiduciary duty." **Issue 102, October 2019**

Document Status: District Use Only

4:60 Purchases

Adopt as presented

Adoption of the annual budget authorizes the Assistant Superintendent for Business or designee to purchase budgeted supplies, equipment, and services. Purchases of items not included in the budget require prior Board of Education approval, except in an emergency.

All contracts for supplies, materials, or work involving an expenditure in excess of \$25,000 shall be made in accordance with the State law bidding procedure, unless specifically exempted. Sealed, competitive bidding, with certain statutory exceptions, is required. The Assistant Superintendent for Business or designee shall prepare the necessary legal notices. The contract will be awarded to the lowest responsible bidder, considering conformity with specifications, delivery terms, quality, and serviceability. The Superintendent or designee shall report the results of the bidding to the Board of Education, together with a recommendation and supporting rationale. Contracts will be awarded by the Board of Education at an official meeting. Bid deposits of 10 percent of the bid amount, assuring good faith in bidding, and performance bonds to the extent of 100 percent of the contract amount, may be required.

The Superintendent shall develop procedures which will allow the purchase of good quality products and services at the lowest cost, with consideration for service, quality, and delivery promptness, and in compliance with State law.

When presenting a contract or purchase for Board approval, the Superintendent or designee shall ensure that it complies with applicable State law, including but not limited to, those specified below:

1. Supplies, materials, or work involving an expenditure in excess of \$25,000 must comply with the State law bidding procedure, [105 ILCS 5/10-20.21](#), unless specifically exempted.
2. Construction, lease, or purchase of school buildings must comply with State law and Board policy 4:150, *Facility Management and Building Programs*.
3. Guaranteed energy savings must comply with [105 ILCS 5/19b-1](#) *et seq.*
4. Third party non-instructional services must comply with [105 ILCS 5/10-22.34c](#).
5. Goods and services that are intended to generate revenue and other remunerations for the District in excess of \$1,000, including without limitation vending machine contracts, sports and other attire, class rings, and photographic services, must comply with [105 ILCS 5/10-20.21\(b-5\)](#). The Superintendent or designee shall keep a record of: (1) each vendor, product, or service provided, (2) the actual net revenue and non-monetary remuneration from each contract or agreement, and (3) how the revenue was used and to whom the non-monetary remuneration was distributed. The Superintendent or designee shall report this information to the Board by completing the necessary forms that must be attached to the District's annual budget.
6. Any contract to purchase food with a bidder or offeror must comply with [105 ILCS 5/10-20.21\(b-10\)](#).
7. The purchase of paper and paper products must comply with [105 ILCS 5/10-20.19c](#) and Board policy 4:70, *Resource Conservation*.
8. Each contractor with the District is bound by each of the following:
 - a. In accordance with [105 ILCS 5/10-21.9\(f\)](#): (1) prohibit any of its employees who is or was found guilty of a criminal offense listed in [105 ILCS 5/10-21.9\(c\)](#) and [5/21B-80\(c\)](#) to have direct, daily contact at a District school or school-related activity with one or more student(s); (2) prohibits any of the contractor's employees from having direct, daily contact with one or more students if the employee was found guilty of any offense in [5/21B-80\(b\)](#) (certain drug offenses) until seven years following the end of the employee's sentence for the criminal offense; and (3) require each of its employees who will have direct, daily contact with student(s) to cooperate during the District's fingerprint-based criminal history records check on him or her.
 - b. In accordance with 105 ILCS 5/24-5: (1) concerning each **new employee of a contractor that provides services to students or in schools who begins providing services in the District after June 16, 2014**, [PRESSPlus1](#) provide the District with evidence of physical fitness to perform the duties assigned and freedom from communicable disease if the employee will have direct, daily contact with one or more student(s); and (2) require any new or existing employee who has and will have direct, daily contact with one or more student(s) to complete additional health examinations as required by the District and be subject to additional health examinations, including tuberculosis screening, as required by the ~~Illinois~~ Department of Public Health rules or order of a local health official.

The Superintendent or designee shall: (1) execute the reporting and website posting mandates in State law concerning District contracts, and (2) monitor the discharge of contracts, contractors' performances, and the quality and value of services or products being provided.

LEGAL REF.:

[105 ILCS 5/10-20.19c](#), [5/10-20.21](#), [5/10-21.9](#), [5/10-22.34c](#), [5/19b-1](#) *et seq.*, and [5/24-5](#).

[820 ILCS 130/](#).

CROSS REF.: 2:100 (Board Member Conflict of Interest), 4:70 (Resource Conservation), 4:150 (Facility Management and Building Programs), 4:175 (Convicted Child Sex Offender; Screening; Notifications)

ADOPTED: February 21, 2017

PRESSPlus Comments

Document Status: District Use Only

4:80 Accounting and Audits

Adopt as presented

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

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

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

Inventories

The Superintendent or designee is responsible for establishing and maintaining accurate inventory records. The inventory record of supplies and equipment shall include a description of each item, quantity, location, purchase date, and cost or estimated replacement cost, unless the supplies and equipment are acquired by the District pursuant to a federal or State grant award, in which case the inventory record shall also include the information required by 2 C.F.R. 200.313, if applicable. [PRESSPlus1](#) The Superintendent shall establish procedures for the management of property acquired by the District under grant awards that comply with federal and State law.

Capitalization Threshold [PRESSPlus2](#)

To be considered a capital asset for financial reporting purposes, a capital item must be at or above a capitalization threshold of \$5,000 and have an estimated useful life greater than one year.

Disposition of District Property

The Superintendent or designee shall notify the Board, as necessary, of the following so that the Board may consider its disposition: (1) District personal property (property other than buildings and land) that is no longer needed for school purposes, and (2) school site, building, or other real estate that is unnecessary, unsuitable, or inconvenient. Notwithstanding the above, the Superintendent or designee may unilaterally dispose of personal property of a diminutive value. The Superintendent shall establish procedures for the disposition of property acquired by the District under grant awards that comply with federal and State law.

Taxable Fringe Benefits

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

Controls for Revolving Funds and Petty Cash

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

Control Requirements for Checks

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

Internal Controls

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

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

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

LEGAL REF.:

[2 C.F.R. §200](#) *et seq.*

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

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

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

CROSS REF.: 4:90 (Activity Funds)

ADOPTED: February 13, 2012

REVISED: February 16, 2016; June 19, 2018

PRESSPlus Comments

PRESSPlus 1. Updated in response to the Ill. State Board of Education's *Equipment and Inventory Checklist* (ISBE Checklist) and the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/). See www.isbe.net/Pages/Audit-and-Monitoring-Review-Requirements-and-Tools.aspx. The uniform federal rules that govern federal grant awards in 2 C.F.R. Part 200 apply to State grant awards through GATA, unless exempted in whole or in part by the Governor's Office of Management of Budget. See www.isbe.net/gata for further information about the scope of GATA's application to federal awards and State-funded grant programs administered by ISBE. See 4:80-AP3, *Inventory Management for Federal and State Awards* (available at PRESS Online by logging in at iasb.com).

Additional ISBE guidance is available at: www.isbe.net/Documents/fiscal_procedure_handbk.pdf. **Issue 102, October 2019**

PRESSPlus 2. Optional. 23 Ill.Admin.Code §100.60 requires school boards to adopt a capitalization threshold, which can be done through policy. The capitalization threshold is a dollar figure above which the cost of an item will be included on financial statements and depreciated. A minimum threshold of \$5,000 and useful life greater than one year complies with the definition of *equipment* under federal grant rules, but may be adjusted, and/or multiple thresholds can be established, for different categories of capital assets. See Government Accounting Standards Board (GASB) Statement 34 and *Guide to Implementation of GASB Statement 34 on Basic Financial Statements* (p.28), both available at www.gasb.org. There are no specific requirements for such policies; however, district auditors may require or recommend a district have a more comprehensive capitalization policy and/or procedure. Such an accounting policy or procedure should be developed in consultation with the district's accounting professional(s) and tailored to reflect local conditions.

To delete or edit this section, strike text or type the edits and select "Adopted with Additional District Edits" as the Save Status. Edits will be automatically tracked in blue. **Issue 102, October 2019**

Document Status: District Use Only

4:150 Facility Management and Expansion Programs

Adopt as presented

The Superintendent or designee shall manage the District's facilities and grounds as well as facility construction and building programs in accordance the law, the standards set forth in this policy, and other applicable Board policies. The Superintendent or designee shall cooperate with and facilitate: (1) inspections of schools by the Regional Superintendent and State Fire Marshal or designee, (2) review of plans and specifications for future construction or alterations of a school if requested by the relevant municipality, county (if applicable), or fire protection district, and (3) compliance with the 10-year safety survey process required by the School Code.

Standards for Managing Buildings and Grounds

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

Standards for Green Cleaning

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

Standards for Facility Construction and Building Programs

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

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

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

Naming Buildings and Facilities

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

LEGAL REF.:

[42 U.S.C. §12101](#) *et seq.*, Americans with Disabilities Act of 1990, implemented by [28 C.F.R. Parts 35](#) and [36](#).

[20 ILCS 3130/](#), Green Buildings Act.

[105 ILCS 5/2-3.12](#), [5/10-20.49](#), [5/10-22.36](#), [5/10-20.63](#) and [5/17-2.11](#).

[105 ILCS 140/](#), Green Cleaning Schools Act.

[105 ILCS 230/](#), School Construction Law.

[410 ILCS 25/](#), Environmental Barriers Act.

[410 ILCS 35/25](#), Equitable Restrooms Act. [PRESSPlus1](#)

[820 ILCS 130/](#), Prevailing Wage Act.

[23 Ill.Admin.Code Part 151](#), School Construction Program; [Part 180](#), Health/Life Safety Code for Public Schools; and [Part 2800](#), Green Cleaning for Elementary and Secondary Schools.

[71 Ill.Admin.Code Part 400](#), Ill. Accessibility Code.

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

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. 410 ILCS 35/25, added by P.A. 101-165, eff. 1-1-20, requires schools to identify all single-occupancy restrooms as all-gender. It is unclear if this law will apply only to those restrooms made available to members of the public in schools, or if it will also include facilities designated as employee-only. The Ill. Dept. of Public Health enforces this requirement and may issue regulations to address this issue. **Issue 102, October 2019**

Document Status: District Use Only

5:10 Equal Employment Opportunity and Minority Recruitment

Adopt as presented

The School District shall provide equal employment opportunities to all persons regardless of their race, color, creed, religion, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status, order of protection status, unfavorable military discharge, citizenship status provided the individual is authorized to work in the United States, use of lawful products while not at work, being a victim of domestic violence, or sexual violence, or gender violence, PRESSPlus1 genetic information; physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation; pregnancy, childbirth, or related medical conditions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; or other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Pilot Program Act, 410 ILCS 130/.

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager for the Uniform Grievance Procedure. These individuals are listed below. No employee or applicant will be discriminated or retaliated against because he or she: (1) requested, attempted to request, used, or attempted to use a reasonable accommodation as allowed by the Illinois Human Rights Act, or (2) initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager for the Uniform Grievance Procedure. The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers.

Nondiscrimination Coordinator:

Gina Finaldi

Patrick Palbicke

1370 Riverwoods Rd.

Lincolnshire, IL 60069

ppalbicke@d103.org

847/295-4030

Complaint Managers

Patrick Palbicke

1370 Riverwoods Rd.

Lincolnshire, IL 60069

ppalbicke@d103.org

847/295-4030

Gina Finaldi

1370 Riverwoods Rd.

Lincolnshire, IL 60069

gfinaldi@d103.org

847/295-4030

The Superintendent shall also use reasonable measures to inform staff members and applicants that the District is an equal opportunity employer, such as, by posting required notices and including this policy in the appropriate handbooks.

Minority Recruitment

The District will attempt to recruit and hire minority employees. The implementation of this policy may include advertising openings in minority publications, participating in minority job fairs, and recruiting at colleges and universities with significant minority enrollments. This policy, however, does not require or permit the District to give preferential treatment or special rights based on a protected status without evidence of past discrimination.

LEGAL REF.:

8 U.S.C. §1324a et seq., Immigration Reform and Control Act.

20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972, implemented by 34 C.F.R. Part 106.

29 U.S.C. §206(d), Equal Pay Act.

29 U.S.C. §621 et seq., Age Discrimination in Employment Act.

29 U.S.C. §7091 et seq., Rehabilitation Act of 1973.
38 U.S.C. §4301 et seq., Uniformed Services Employment and Reemployment Rights Act (1994).
42 U.S.C. §1981 et seq., Civil Rights Act of 1991.
42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964, implemented by 29 C.F.R. Part 1601.
42 U.S.C. §2000ff et seq., Genetic Information Nondiscrimination Act of 2008.
42 U.S.C. §2000d et seq., Title VI of the Civil Rights Act of 1964.
42 U.S.C. §2000e(k), Pregnancy Discrimination Act.
42 U.S.C. §12111 et seq., Americans with Disabilities Act, Title I.
Ill. Constitution, Art. I, §§17, 18, and 19.
105 ILCS 5/10-20.7, 5/20.7a, 5/21.1, 5/22.4, 5/23.5, 5/22-19, 5/24-4, 5/24-4.1, and 5/24-7.
410 ILCS 130/40, Compassionate Use of Medical Cannabis Pilot Program Act.
410 ILCS 513/25, Genetic Information Privacy Protection Act.
740 ILCS 174/, Ill. Whistleblower Act.
775 ILCS 5/1-103, 5/2-102, 103, and 5/6-101, Ill. Human Rights Act.
775 ILCS 35/5, Religious Freedom Restoration Act.
820 ILCS 55/10, Right to Privacy in the Workplace Act.
820 ILCS 70/, Employee Credit Privacy Act.
820 ILCS 75/, Job Opportunities for Qualified Applicants Act.
820 ILCS 112/, Ill. Equal Pay Act of 2003.
820 ILCS 180/30, Victims' Economic Security and Safety Act.
820 ILCS 260/, Nursing Mothers in the Workplace Act.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:40 (Communicable and Chronic Infectious Disease), 5:50 (Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition), 5:70 (Religious Holidays), 5:180 (Temporary Illness or Temporary Incapacity), 5:200 (Terms and Conditions of Employment and Dismissal), 5:250 (Leaves of Absence), 5:270 (Employment, At-Will, Compensation, and Assignment), 5:300 (Schedules and Employment Year), 5:330 (Sick Days, Vacation, Holidays, and Leaves), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 8:70 (Accommodating Individuals with Disabilities)

ADOPTED: February 21, 2017

PRESSPlus Comments

PRESSPlus 1. Updated in response to the Victims' Economic and Safety Act, 820 ILCS 180/ (VESSA), amended by P.A. 101-221, eff. 1-1-20, adding *gender violence* to the law's protections. **Issue 102, October 2019**

Document Status: District Use Only

5:20 Workplace Harassment Prohibited

Adopt as presented

The School District expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's actual or perceived race, color, religion, national origin, ancestry, sex, sexual orientation, age, citizenship status, disability, pregnancy, marital status, order of protection status, military status, or unfavorable discharge from military service, nor shall they engage in harassment or abusive conduct on the basis of an individual's other protected status identified in Board policy 5:10, Equal Employment Opportunity and Minority Recruitment. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policy 7:20, *Harassment of Students Prohibited*. [PRESSPlus1](#)

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

Sexual Harassment Prohibited

The School District shall provide a workplace environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. The District provides annual sexual harassment prevention training in accordance with State law. [PRESSPlus2](#)

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

Making a Complaint

Employees and nonemployees (persons who are not otherwise employees and are directly performing services for the District pursuant to a contract with the District, including contractors and consultants) are encouraged to promptly report information regarding violations of this policy. Employees individuals may choose to report to a person of the individual employee's same gender. Every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

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

Whom to Contact with a Report or Complaint

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

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

Nondiscrimination Coordinator:

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

Complaint Managers:

Patrick Palbicke	Gina Finaldi
1370 Riverwoods Rd., Lincolnshire, IL 60069	1370 Riverwoods Rd., Lincolnshire, IL 60069
ppalbicke@d103.org	gfinaldi@d103.org
847/295-4030	847/295-4030

Investigation Process

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

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

Enforcement

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

Retaliation Prohibited

An employee's employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing bona fide complaints or providing information about harassment is prohibited (see Board policy 2:260, *Uniform Grievance Procedure*), and whistleblower protection may be available under the State Officials and Employees Ethics Act ([5 ILCS 430/](#)), the Whistleblower Act ([740 ILCS 174/](#)), and the Ill. Human Rights Act ([775 ILCS 5/](#)).

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

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

Recourse to State and Federal Fair Employment Practice Agencies

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

The Superintendent shall also use reasonable measures to inform staff members, and applicants, and nonemployees of this policy, which shall include posting on the District website and/or making this policy available in the District's administrative office, and reprinting including this policy in the appropriate handbooks. [PRESSPlus3](#)

LEGAL REF.:

Title VII of the Civil Rights Act of 1964, [42 U.S.C. §2000e](#) et seq., implemented by [29 C.F.R. §1604.11](#).

Title IX of the Education Amendments of 1972, [20 U.S.C. §1681](#) et seq., implemented by [34 C.F.R. Part 106](#).

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

Ill. Human Rights Act, 775 ILCS 5/2-101(E) and (E-1), 5/2-102(A), (A-10), (D-5), 5/2-102(E-5), 5/2-109, 5/5-102, and 5/5-102.2.

[56 Ill. Admin.Code Parts 2500, 2510, 5210, and 5220](#).

[Burlington Industries v. Ellerth](#), 524 U.S. 742 (1998).

[Crawford v. Metro. Gov't of Nashville & Davidson County](#), 555 U.S. 271 (2009).

[Faragher v. City of Boca Raton](#), 524 U.S. 775 (1998).

[Franklin v. Gwinnett Co. Public Schools](#), 503 U.S. 60 (1992).

[Harris v. Forklift Systems](#), 510 U.S. 17 (1993).

[Jackson v. Birmingham Bd of Educ.](#), 544 U.S. 167 (2005).

[Meritor Savings Bank v. Vinson](#), 477 U.S. 57 (1986).

[Oncale v. Sundowner Offshore Services](#), 523 U.S. 75 (1998).

[Porter v. Erie Foods International, Inc.](#), 576 F.3d 629 (7th Cir. 2009).

[Sangamon County Sheriff's Dept. v. Ill. Human Rights Com'n](#), 233 Ill.2d 125 (Ill. 2009).

[Vance v. Ball State University](#), 133 S. Ct. 2434 (2013).

PRESSPlus Comments

PRESSPlus 1. Updated in response to the Ill. Human Rights Act (IHRA), 775 ILCS 5/, amended by P.A. 101-221, eff. 1-1-20, expanding the definition of unlawful harassment and employer liability for certain categories of employees and nonemployees (persons who are not otherwise employees and are directly performing services for the District pursuant to a contract with the District, including contractors and consultants).

Working environment is not limited to a physical location to which an employee is assigned. Harassment is unlawful on the basis of the specifically-listed categories in this policy whether that status is *actual* or *perceived*. An employer is liable under the IHRA for harassment by its nonmanagerial and nonsupervisory employees or if it becomes aware of the conduct and fails to take reasonable corrective measures. **Issue 102, October 2019**

PRESSPlus 2. Updated in response to the Ill. Human Rights Act (IHRA), 775 ILCS 5/2-109, added by P.A. 101-221, eff. 1-1-20. Districts may use a free, online model program to be offered by the Ill. Dept. of Human Rights (IDHR), develop their own program, or utilize a combination of the two, as long as it includes the following, at a minimum: (1) an explanation of sexual harassment consistent with the IHRA, (2) examples of conduct that constitutes unlawful harassment, (3) a summary of relevant federal and State law concerning sexual harassment and remedies available to victims of sexual harassment, and (4) a summary of responsibilities of employers in the prevention, investigation, and corrective measures of sexual harassment.

Employers that fail to comply with this training requirement may face financial penalties. Training on other types of workplace harassment is not required by law, however it is best practice. **Issue 102, October 2019**

PRESSPlus 3. Informing nonemployees is not required by law. However, given the potential for employer liability under the IHRA for harassment of nonemployees, best practice is to publicize this policy to those individuals as well. **Issue 102, October 2019**

Document Status: District Use Only

5:30 Hiring Process and Criteria

Adopt as presented

The District hires the most qualified personnel consistent with budget and staffing requirements and in compliance with School Board policy on equal employment opportunity and minority recruitment. The Superintendent is responsible for recruiting personnel and making hiring recommendations to the Board. If the Superintendent's recommendation is rejected, the Superintendent must submit another. The Superintendent may select personnel on a short-term basis for a specific project or emergency condition before the Board of Education's approval. No individual will be employed who has been convicted of a criminal offense listed in [Section 105 ILCS 5/21B-80\(c\) of the School Code](#).

All applicants must complete a District application form in order to be considered for employment.

Investigations

The Superintendent or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Violent Offender Against Youth Database is performed on each applicant as required by State law. When the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President shall ensure that these checks are completed. The Superintendent or designee, or if the applicant is a successful superintendent candidate, then the Board President shall notify an applicant if the applicant is identified in either database. The School Code requires the Board President to keep a conviction record confidential and share it only with the Superintendent, Regional Superintendent, State Superintendent, State Educator Preparation and Licensure Board, any other person necessary to the hiring decision, or for purposes of clarifying the information, the Ill. Dept. of State Police and/or Statewide Sex Offender Database. The Board reserves its right to authorize additional background inquiries beyond a fingerprint-based criminal history records check when it deems it appropriate to do so, in accordance with applicable laws.

Each newly hired employee must complete an [U.S. Citizenship and Immigration and Naturalization Services](#) Form as required by federal law.

The District retains the right to discharge any employee whose criminal background investigation reveals a conviction for committing or attempting to commit any of the offenses outlined in [Section 105 ILCS 5/21B-80 of the School Code](#) or who falsifies, or omits facts from, his or her employment application or other employment documents. [If an indicated finding of abuse or neglect of a child has been issued by the Ill. Department of Children and Family Services or by a child welfare agency of another jurisdiction for any applicant for student teaching, applicant for employment, or any District employee, then the Board must consider that person's status as a condition of employment.](#) [PRESSPlus1](#)

The Superintendent shall ensure that the District does not engage in any investigation or inquiry prohibited by law, including without limitation, investigation into or inquiry concerning: (1) credit history or report unless a satisfactory credit history is an established bona fide occupational requirement of a particular position;

- [The District does not screen applicants based on their current or prior wages or salary histories, including benefits or other compensation by requiring that the wage or salary history satisfy minimum or maximum criteria.](#) [PRESSPlus2](#)
- [The District does not request or require a wage or salary history as a condition of being considered for employment, being interviewed, continuing to be considered for an offer of employment, an offer of employment, or an offer of compensation.](#)
- [The District does not request or require an applicant to disclose wage or salary history as a condition of employment.](#)
- [The District does not ask an applicant or applicant's current or previous employers about wage or salary history, including benefits or other compensation.](#) [Q1](#)

(2) claim(s) made or benefit(s) received under Workers' Compensation Act; and (3) access to an employee's or applicant's personal online account, such as social networking website, including a request for passwords to such accounts.

Physical Examinations

Each new employee must furnish evidence of physical fitness to perform assigned duties and freedom from communicable disease. The physical fitness examination must be performed by a physician licensed in Illinois, or any other state, to practice medicine and surgery in any of its branches, [or an a licensed advanced practice registered nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations](#), or a [licensed](#) physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations. The employee must have the physical examination performed no more than 90 days before submitting evidence of it to the District.

Any employee may be required to have an additional examination by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, [or an a licensed advanced practice registered nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations](#), or a [licensed](#) physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations, if the examination is job-related and consistent with business necessity. The Board will pay the expenses of any such examination.

Orientation Program

The District's staff will provide an orientation program for new employees to acquaint them with the District's policies and procedures, the school's rules and regulations, and the responsibilities of their position. Before beginning employment, each employee must sign the *Acknowledgement of Mandated Reporter Status* form as provided in policy 5:90, *Abused and Neglected Child Reporting*.

LEGAL REF.:

[105 ILCS 5/10-16.7](#), [5/10-20.7](#), [5/10-21.4](#), [5/10-21.9](#), [5/21B-10](#), [5/21B-80](#), [5/10-22.34](#), [5/10-22.34b](#), [5/22-6.5](#), and [5/24-5](#).

[20 ILCS 2630/3.3](#), Criminal Identification Act.

[820 ILCS 55/](#), Right to Privacy in the Workplace Act.

[820 ILCS 70/](#), Employee Credit Privacy Act.

Americans with Disabilities Act, [42 U.S.C. §12112](#), and [29 C.F.R. Part 1630](#).

Fair Credit Reporting Act, [15 U.S.C. § 1681](#) *et seq.*

Immigration Reform and Control Act, [8 U.S.C. §1324a](#) *et seq.*

Duldulao v. St. Mary of Nazareth Hospital, 136 Ill. App. 3d 763 (1st Dist. 1985), *aff'd in part and remanded* 115 Ill.2d 482(III. 1987).

Kaiser v. Dixon, 127 Ill. App. 3d 251 (2nd Dist. 1984).

Molitor v. Chicago Title & Trust Co., 325 Ill. App. 124 (1st Dist. 1945).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 3:50 (Administrative Personnel Other Than the Superintendent), 4:60 (Purchases and Contracts), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:40 (Communicable and Chronic Infectious Disease), 5:90 (Abused and Neglected Child Reporting), 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:220 (Substitute Teachers), 5:280 (Education Support Personnel - Duties and Qualifications)

Questions and Answers:

***Required Question 1. A school board that wishes to preserve the exceptions in 820 ILCS 112/10(b-10)(1) and (2), added by P.A. 101-177, should consult its board attorney. **Note:** Attorneys caution that using the exceptions in 820 ILCS 112/10(b-10)(1) and (2), added by P.A. 101-177, may trigger litigation. Violating this subsection entitles an employee to recover in a civil action any damages incurred, special damages up to \$10,000, injunctive relief, and costs and reasonable attorney's fees. 820 ILCS 112/30(a-5), added by P.A. 101-177.

Has the Board adopted the exceptions into this policy, adding to #5 the following: "unless the applicant's wage or salary history is a matter of public record, or is contained in a document completed by the applicant's current or former employer and then made available to the public by the employer, or then submitted or posted by the employer to comply with State or federal law; or the applicant is a current employee applying for a position with the same current employer."?

No. (default)

Yes. The Board has consulted its board attorney and has adopted the exceptions into the policy. Add to #5 the following: "unless the applicant's wage or salary history is a matter of public record, or is contained in a document completed by the applicant's current or former employer and then made available to the public by the employer, or then submitted or posted by the employer to comply with State or federal law; or the applicant is a current employee applying for a position with the same current employer."

PRESSPlus Comments

PRESSPlus 1. Updated to incorporate changes made to 105 ILCS 5/10-21.9(c) and (g), amended by P.A. 101-531. **Issue 102, October 2019**

PRESSPlus 2. Numbers 2-5 are updated to incorporate changes made to the Equal Pay Act of 2003, 820 ILCS 112/10, amended by P.A. 101-177. If an employer violates this subsection, the employee may recover in a civil action any damages incurred, special damages up to \$10,000, injunctive relief, and costs and reasonable attorney's fees. **Issue 102, October 2019**

Document Status: District Use Only

5:50 Drug-and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition

Title has been updated. Original Title: Drug- and Alcohol-Free Workplace; Tobacco Prohibition

Adopt with edits

All District workplaces are drug- and alcohol-free workplaces. [PRESSPlus1](#)

All employees are prohibited from engaging in any of the following activities while on District premises or while performing work ~~or being on~~ [Q1](#) (SW Edit) for the District: [PRESSPlus2](#)

1. Unlawful manufacture, dispensing, distribution, possession, or use of an illegal or controlled substance, or being **impaired by or** under the influence of any illegal substance or any detectible use of any illegal substance regardless of when or where the use occurred.
2. Distribution, consumption, use, possession, or being **impaired by or** under the influence of an alcoholic beverage; being present on District premises or while performing work for the District when alcohol consumption is detectible, regardless of when and/or where the use occurred.
3. **Distribution, consumption, possession, or use, or being impaired by or under the influence of medical cannabis; being present on District premises or while performing work for the District when impaired by or under the influence of cannabis, regardless of when and/or where the use occurred, unless distribution, possession, and/or use is by a school nurse or school administrator pursuant to Ashley's Law 105 ILCS 5/22-33.** [PRESSPlus3](#) **The District considers employees impaired by or under the influence of cannabis when there is a good faith belief that an employee manifests the specific articulable symptoms** [PRESSPlus4](#) **listed in the Cannabis Regulation and Tax Act (CRTA).** [PRESSPlus5](#)

For purposes of this policy a controlled substance means a substance that is:

1. Not legally obtainable,
2. Being used in a manner different than prescribed,
3. Legally obtainable, but has not been legally obtained, or
4. Referenced in federal or State controlled substance acts.

For purposes of this policy, District premises [PRESSPlus6](#) **means workplace as defined in the CRTA in addition to District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a School Board meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities. School grounds means the real property comprising any school, any conveyance used to transport students to school or a school-related activity, and any public way within 1,000 feet of any school ground, designated school bus stops where students are waiting for the school bus, and school-sponsored or school-sanctioned events or activities. "Vehicles used for school purposes" means school buses or other school vehicles.**

As a condition of employment, each employee shall:

1. Abide by the terms of the Board policy respecting a drug- and alcohol-free workplace; and
2. Notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring on the District premises or while performing work for the District, no later than **five** [5](#) calendar days after such a conviction.

Unless otherwise prohibited by this policy, prescription and over-the-counter medications are not prohibited when taken in standard dosages and/or according to prescriptions from the employee's licensed health care provider, provided that an employee's work performance is not impaired.

To make employees aware of the dangers of drug and alcohol abuse, the Superintendent or designee shall perform each of the following:

1. Provide each employee with a copy of this policy.
2. Post notice of this policy in a place where other information for employees is posted.
3. Make available materials from local, State, and national anti-drug and alcohol-abuse organizations.
4. Enlist the aid of community and State agencies with drug and alcohol informational and rehabilitation programs to provide information to District employees.
5. Establish a drug-free awareness program to inform employees about:
 - a. The dangers of drug abuse in the workplace,
 - b. Available drug and alcohol counseling, rehabilitation, re-entry, and any employee assistance programs, and
 - c. The penalties that the District may impose upon employees for violations of this policy.
6. **Remind employees that policy 6:60, Curriculum Content, requires the District to educate students, depending upon their grade, about drug and substance abuse prevention and relationships between drugs, alcohol, and violence.** [PRESSPlus7](#)

E-Cigarette, Tobacco, and Cannabis Prohibition

All employees are covered by the conduct prohibitions contained in policy 8:30, *Visitors to and Conduct on School Property*. The prohibition on the use of **e-cigarettes,** [PRESSPlus8](#) **tobacco, and cannabis** products applies both (1) when an employee is on school property, and (2) while an

employee is performing work for the District at a school event regardless of the event's location.

Tobacco shall have the meaning provided in 105 ILCS 5/section 10-20.5b of the School Code.

Cannabis shall have the meaning provided in the CRTA, 410 ILCS 705/1-10.

E-Cigarette is short for electronic cigarette and includes, but is not limited to, any electronic nicotine delivery system (ENDS), electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen, or similar product or device, and any components or parts that can be used to build the product or device.^{Q2}

District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action, including termination. In addition or Aalternatively, the School Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse rehabilitation program.

The Board shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace within 30 days after receiving notice of the conviction.

Should District employees be engaged in the performance of work under a federal contract or grant, or under a State contract or grant of \$5,000 or more, the Superintendent shall notify the appropriate State or federal agency from which the District receives contract or grant monies of the employee's conviction within 10 days after receiving notice of the conviction.

Disclaimer^{PRESSPlus9}

The Board reserves the right to interpret, revise or discontinue any provision of this policy pursuant to the **Suspension of Policies** subhead in policy 2:240, *Board Policy Development*.

LEGAL REF.:

Americans With Disabilities Act, 42 U.S.C. §12114.

Compassionate Use of Medical Cannabis Pilot Program, 410 ILCS 130/.

Controlled Substances Act, 21 U.S.C. §812; 21 C.F.R. §1308.11-1308.15.

Drug-Free Workplace Act of 1988, 41 U.S.C. §8101 et seq.

Safe and Drug-Free School and Communities Act of 1994, 20 U.S.C. §7101 et seq.

30 ILCS 580/. Drug-Free Workplace Act, 30 ILCS 580/.

105 ILCS 5/10-20.5b.

410 ILCS 82/. Smoke Free Illinois Act.

410 ILCS 130/. Compassionate Use of Medical Cannabis Program Act.

410 ILCS 705/1-1 et seq., Cannabis Regulation and Tax Act.

720 ILCS 675, Prevention of Tobacco Use by Persons under 21 Years of Age and Sale and Distribution of Tobacco Products Act.

820 ILCS 55/. Right to Privacy in the Workplace Act.

21 C.F.R. Parts 1100, 1140, and 1143.

23 Ill.Admin.Code §22.20.

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 6:60 (Curriculum Content), 8:30 (Visitors to and Conduct on School Property)

ADOPTED: February 16, 2016

Questions and Answers:

***Required Question 1. An employee is *on call* when the employer schedules him or her with at least 24 hours' notice to be on standby or otherwise responsible for performing employment-related tasks either at the employer's location or another previously-designated location. Consult the board attorney regarding how the board wants to treat employees who may be considered on call, e.g., superintendents, principals, coaches, and/or maintenance workers, etc.

Has the board adopted the phrase "or being on call" into this policy?

- Yes (default)
- No. (IASB will remove "or being on call")

***Required Question 2. Optional. Including the statutory example that includes the term *vape pen* provides notice that vaping products are also prohibited through the term e-cigarette. Choose from the following options:

- Include the default sentence. (default)
- Replace "includes, but is not limited to, any electronic nicotine delivery system (ENDS), electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen, or similar product or device, and any components or parts that can be used to build the product or device" with "shall have the meaning provided in the Prevention of Tobacco Use by Minors and Sale and Distribution of Tobacco Products Act, 720 ILCS 675/1(a-9)."

PRESSPlus Comments

PRESSPlus 1. This policy is renamed. The new text in the title includes E-Cigarettes (PRESS Advisory Board feedback) and Cannabis (Cannabis Regulation and Tax Act (CRTA), 410 ILCS 705/, added by P.A. 101-27 legalizing recreational cannabis use for persons over the age of 21).

Cannabis remains a *Schedule I* (c)(17) controlled substance under federal law, meaning that it has no currently accepted medical use in addition to a high potential for abuse. This policy continues to prohibit employees from using cannabis as allowed by the CRTA.

With the passage of the CRTA, each board and superintendent may wish to engage in a risk management conversation about the district's drug- and alcohol- free policy enforcement and discipline goals. Enforcement and discipline goals depend upon a board's risk-level tolerance and community expectations. For more information, see f/n 2 of sample policy 5:50, available at PRESS Online by logging in at www.iasb.com.

Consult the board attorney before implementing a drug testing program to enforce this policy.

Issue 102, October 2019

PRESSPlus 2. To align with best practices for identifying and subsequently initiating discipline of employees for violating this policy (especially with the passage of the CRTA) and any possible collective bargaining agreement provisions, the superintendent may want to convene the **Employee Substance Abuse Prevention Committee**. See sample administrative procedure 2:150-AP, *Superintendent Committees*, available at PRESS Online by logging in at www.iasb.com. **Issue 102, October 2019**

PRESSPlus 3. 410 ILCS 130/25(b) prohibits discipline or arrest of school nurses and/or administrators for acting in accordance with *Ashley's Law*, 105 ILCS 5/22-33, amended by P.A. 101-370, eff. 1-1-20. Employers may enforce drug-free workplace policies when they are applied in a nondiscriminatory manner. 410 ILCS 705/10-50(a), added by P.A. 101-27, includes disciplining employees – even those who are a *registered qualifying patient* – for violating a drug-free workplace policies (410 ILCS 130/50 and 705/10-35(a)(1), added by P.A. 101-27). Contact the board attorney for advice concerning the Compassionate Use of Medical Cannabis Program Act (Medical Cannabis Program Act (MCPA)). **Issue 102, October 2019**

PRESSPlus 4. Specific articulable symptoms listed in 410 ILCS 705/10-50(d), added by P.A. 101-27, include: the employee's speech, physical dexterity, agility, coordination, demeanor, irrational or unusual behavior, or negligence or carelessness in operating equipment or machinery; disregard for the safety of the employee or others, or involvement in any accident that results in serious damage to equipment or property; disruption of a production or manufacturing process; or carelessness that results in any injury to the employee or others. In contrast to the CRTA, the MCPA, while listing the same specific, articulable, symptoms, does not require an employer to have a *good faith belief* that a *registered qualifying patient* is under the influence of cannabis. 410 ILCS 130/50(f), and scheduled to be repealed on 7-1-20. **Issue 102, October 2019**

PRESSPlus 5. 410 ILCS 705/10-35 and 10-50(a), added by P.A. 101-27 allows reasonable, nondiscriminatory, zero-tolerance policies. If the district seeks to discipline an employee on the basis that he or she is under the influence of or impaired by cannabis, it must afford the employee a reasonable opportunity to contest the basis of the determination. **Contact the board attorney for advice concerning this provision and whenever the district seeks disciplinary action or dismissal of an employee on the basis of the cannabis prohibitions in the policy.** See f/n 9 of sample policy 5:50, available at PRESS Online by logging in at www.iasb.com, for more information about civil, criminal, and other penalties available under the CRTA. **Issue 102, October 2019**

PRESSPlus 6. 410 ILCS 705/10-35 and 10-50(a), added by P.A. 101-27, allows employers to prohibit cannabis in the *workplace*. Many attorneys agree it is a best practice for employers to define workplace in policies that prohibit cannabis. 410 ILCS 705/10-50(h), added by P.A. 101-27, defines *workplace* as the employer's premises, including any building, real property, and parking area under the control of the employer or area used by an employee while in performance of the employee's job duties, and vehicles, whether leased, rented, or owned – and may be further defined by the employer's written policy when it is consistent with this definition.

This policy's definition of workplace expands the above CRTA definition to areas that board policy and/or the School Code impose duties upon districts to keep students safe, including:

1. The *school property* definition from policy 8:30, *Visitors to and Conduct on School Property*;
2. The *school grounds* definition at 105 ILCS 5/10-27.1A(d); and
3. Places that school districts must prevent and respond to bullying, including vehicles used for school purposes. 105 ILCS 5/27-23.7(a)

Issue 102, October 2019

PRESSPlus 7. Optional. This statement serves as a display of good judgement and a reminder to employees that 105 ILCS 5/27-13.2 and 23.4 (provided it can be funded by private grants or the federal government) require districts to educate students about the dangers of substance abuse. To remove this statement, strike it and choose "Adopted with Additional District Edits" as the Save Status. **Issue 102, October 2019**

PRESSPlus 8. While 720 ILCS 675, amended by P.A. 101-2, excludes e-cigarettes from its definition of tobacco, it does not address vaporization. Prohibiting *e-cigarettes* aligns with the district's obligation to maintain a safe, smoke-free environment and is logical extension of 105 ILCS 5/10-20.5b, The Smoke Free Illinois Act (410 ILCS 82/), and The Prevention of Tobacco Use by Minors and Sale and Distribution of Tobacco Products Act, 720 ILCS 675, amended by P.A. 101-2 (raising the legal age to buy tobacco and e-cigarette products to 21 years of age). In addition, the U.S. Food and Drug Administration now regulates e-cigarettes. For more information about e-cigarettes, see f/n 18 of sample policy 5:50, available at PRESS Online by logging in at www.iasb.com. **Issue 102, October 2019**

PRESSPlus 9. Optional best practice text. **Issue 102, October 2019**

Document Status: District Use Only

5:90 Abused and Neglected Child Reporting

Adopt as presented

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

The report shall include, if known:

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

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

Negligent failure to report occurs when a District employee personally observes an instance of suspected child abuse or neglect and reasonably believes, in his or her professional or official capacity, that the instance constitutes an act of child abuse or neglect under the Abused and Neglected Child Reporting Act (ANCRA) and he or she, without willful intent, fails to immediately report or cause a report to be made of the suspected abuse or neglect to DCFS. [PRESSPlus1](#)

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

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

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

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

All District employees shall:

1. Before beginning employment, sign the *Acknowledgement of Mandated Reporter Status* form provided by DCFS. The Superintendent or designee shall ensure that the signed forms are retained.
2. Complete mandated reporter training as required by law within three months ~~one year~~ of initial employment and at least every three ~~five~~ years after that date. [PRESSPlus2](#)

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

Alleged Incidents of Sexual Abuse: Investigations [PRESSPlus3](#)

An alleged incident of sexual abuse is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A, that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity. [PRESSPlus4](#)

If a District employee reports an alleged incident of sexual abuse to DCFS and DCFS accepts the report for investigation, DCFS will refer the matter to the local Children's Advocacy Center (CAC). The Superintendent or designee will implement procedures to coordinate with the CAC.

DCFS and/or the appropriate law enforcement agency will inform the District when its investigation is complete or has been suspended, as well as the outcome of its investigation. The existence of a DCFS and/or law enforcement investigation will not preclude the District from conducting its own parallel investigation into the alleged incident of sexual abuse in accordance with policy 7:20, *Harassment of Students Prohibited*.

Special Superintendent Responsibilities

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

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

Special School Board Member Responsibilities

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

If the Board determines that any District employee, other than an employee licensed under 105 ILCS 5/21B, has willfully or negligently failed to report an instance of suspected child abuse or neglect as required by ANCRA, the Board may dismiss that employee immediately. [PRESSPlus5](#)

LEGAL REF.:

[105 ILCS 5/10-21.9.](#)

[20 ILCS 1305/1-1](#) *et seq.*, Department of Human Services Act.

[325 ILCS 5/](#), Abused and Neglected Child Reporting Act.

[720 ILCS 5/12C-50.1](#), Criminal Code of 2012.

CROSS REF.: 2:20 (Powers and Duties of the Board of Education; Indemnification), 5:20 (Workplace Harassment Prohibited), [5:30 \(Hiring Process and Criteria\)](#), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:150 (Personnel Records), [5:200 \(Terms and Conditions of Employment and Dismissal\)](#), [5:290 \(Employment Terminations and Suspensions\)](#), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:20 (Harassment of Students Prohibited), 7:150 (Agency and Police Interviews)

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/10-23.12(c) (all district employees), added by P.A. 101-531; 105 ILCS 5/21B-75(b) (teachers), amended by P.A. 101-531. **Issue 102, October 2019**

PRESSPlus 2. Updated in response to the Abused and Neglected Child Reporting Act (ANCRA), 325 ILCS 5/4(j), amended by P.A. 101-564, eff. 1-1-20. The initial ANCRA three-month training requirement applies to the first time staff engage in their professional or official capacity. While the law allows an extension to six months, it is unclear when such an extension is permissible. Consult the board attorney for guidance. As a best practice, to ensure compliance with the requirement in 105 ILCS 5/22-85(c) (final citation pending), added by P.A. 101-531, that mandated reporters annually review ISBE materials regarding notification of DCFs, and to ease the administrative burden to track employee training schedules, a district may consider requiring annual training for all employees. See f/n 10 of sample policy 5:90, available at PRESS Online by logging in at www.iasb.com for more information. **Issue 102, October 2019**

PRESSPlus 3. 105 ILCS 5/10-20.69 (final citation pending), added by P.A. 101-531, requires that every two years, each district within an Illinois county served by an accredited Children's Advocacy Center review all its existing sexual abuse investigation policies and procedures to ensure consistency with 105 ILCS 5/22-85 (final citation pending), added by P.A. 101-531.

105 ILCS 5/22-85 (final citation pending), added by P.A. 101-531, governs the investigation of an *alleged incident of sexual abuse* of any child within any Illinois counties served by a CAC. For a map of accredited CACs, and to identify a CAC that may serve your district, see www.childrensadvocacycentersofillinois.org/about/map.

If your school district is not within a county served by an accredited CAC, strike this subsection and select "Adopted with Additional District Edits" as the Save Status. The law is silent about investigations in counties without CACs. **Issue 102, October 2019 Issue 102, October 2019**

PRESSPlus 4. Though 105 ILCS 5/22-85(b) (final citation pending), added by P.A. 101-531, defines *alleged incident of sexual abuse*, its definition is circular, using the term *sexual abuse* without defining what that means. To provide boards with clarity, the definition of *sexual abuse* used in the Ill. Criminal Code of 2012 is used. **Issue 102, October 2019**

PRESSPlus 5. 105 ILCS 5/10-23.12(c), added by P.A. 101-531. See policy 2:20, *Powers and Duties of the School Board; Indemnification*. **Issue 102, October 2019**

Document Status: District Use Only

5:100 Staff Development Program

Adopt as presented

The Superintendent or designee shall implement a staff development program. The goal of such program shall be to update and improve the skills and knowledge of staff members in order to achieve and maintain a high level of job performance and satisfaction. Additionally, the development program for licensed staff members shall be designed to effectuate the District and School Improvement Plans so that student learning objectives meet or exceed goals established by the District and State.

The staff development program shall provide, at a minimum, at least once every two years, the in-service training of licensed school personnel and administrators on current best practices regarding the identification and treatment of attention deficit disorder and attention deficit hyperactivity disorder, the application of non-aversive behavioral interventions in the school environment, and the use of psychotropic or psychostimulant medication for school-age children.

The staff development program shall provide, at a minimum, once every two years, the in-service training of all District staff on educator ethics, teacher-student conduct, and school employee-student conduct.

In addition, the staff development program shall include each of the following:

1. At least, once every two years, training of all District staff by a person with expertise on anaphylactic reactions and management.
2. At least every two years, an in-service to train school personnel, at a minimum, to understand, provide information and referrals, and address issues pertaining to youth who are parents, expectant parents, or victims of domestic or sexual violence.
3. Training that, at a minimum, provides District staff with a basic knowledge of matters relating to acquired immunodeficiency syndrome (AIDS) and the availability of appropriate sources of counseling and referral.
4. Training for licensed school personnel and administrators who work with students in grades kindergarten through 8 to identify the warning signs of mental illness and suicidal behavior in youth along with appropriate intervention and referral techniques.
5. Abused and Neglected Child Reporting Act (ANCRA), School Code, and *Erin's Law* Training as follows:
 - a. Staff development for local school site personnel who work with students in grades kindergarten through 8, in the detection, reporting and prevention of child abuse and neglect (see policy 5:90, *Abused and Neglected Child Reporting*).
 - b. Within ~~one year~~ three months of employment, each staff member must complete mandated reporter training from a provider or agency with expertise in recognizing and reporting child abuse. Mandated reporter training must be completed again at least every ~~five~~ three years (see policy 5:90, *Abused and Neglected Child Reporting*). [PRESSPlus1](#)
 - c. Informing educators about the recommendation in the *Erin's Law* Taskforce Report requesting them to attend continuing professional development programs that address the prevention and identification of child sexual abuse (see policy 5:90, *Abused and Neglected Child Reporting*).
6. Education for staff instructing students in grades 7 through 8, concerning teen dating violence as recommended by the District's Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, or Complaint Manager.
7. Ongoing professional development for teachers, administrators, school resource officers, and staff regarding the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, the appropriate and available supportive services for the promotion of student attendance and engagement, and developmentally appropriate disciplinary methods that promote positive and healthy school climates.
8. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: coaches and assistant coaches (whether volunteer or employee) of an interscholastic athletic activity; nurses, licensed and/or non-licensed healthcare professionals serving on the Concussion Oversight Team; athletic trainers; game officials of an interscholastic athletic activity; and physicians serving on the Concussion Oversight Team.
9. Every two years, school personnel who work with students must complete an in-person or online training program on the management of asthma, the prevention of asthma symptoms, and emergency response in the school setting.
10. Training for school personnel to develop cultural competency, including understanding and reducing implicit racial bias.
11. For school personnel who work with hazardous or toxic materials on a regular basis, training on the safe handling and use of such materials.
12. For nurses, administrators, guidance counselors, teachers, persons employed by a local health department and assigned to a school, and persons who contract with the District to perform services in connection with a student's seizure action plan, training in the basics of seizure recognition, first aid, and appropriate emergency protocols. [PRESSPlus2](#)
13. For all District staff, annual sexual harassment prevention training. [PRESSPlus3](#)

The Superintendent shall develop protocols for administering youth suicide awareness and prevention education to staff consistent with Board policy 7:290, *Suicide and Depression Awareness and Prevention*.

An opportunity shall be provided for all staff members to acquire, develop, and maintain the knowledge and skills necessary to properly administer life-saving techniques and first aid, including the Heimlich maneuver, cardiopulmonary resuscitation, and the use of an automated external defibrillator, in accordance with a nationally recognized certifying organization. Physical fitness facilities' staff must be trained in

cardiopulmonary resuscitation and use of an automated external defibrillator.

LEGAL REF.:

Healthy, Hunger-Free Kids Act of 2010, [42 U.S.C. §1758b](#), [Pub. L. 111-296](#).

[7 C.F.R. Parts 210](#) and [235](#).

[105 ILCS 5/2-3.62](#), [5/10-20.17a](#), [5/10-20.61](#), [5/10-22.6\(c-5\)](#), [5/10-22.39](#), [5/10-23.12](#), [5/22-80\(h\)](#), and [5/24-5](#).

[105 ILCS 25/1.15](#), Interscholastic Athletic Organization Act.

[105 ILCS 150/25](#), Seizure Smart School Act.

105 ILCS 110/3, Critical Health Problems and Comprehensive Health Education Act.

325 ILCS 5/4, Abused and Neglected Child Reporting Act.

745 ILCS 49/, Good Samaritan Act.

[775 ILCS 5/2-109](#), [Ill. Human Rights Act](#).

[23 Ill.Admin.Code §§ 22.20](#), [226.800](#), and [Part 525](#).

[77 Ill.Admin.Code §527.800](#).

CROSS REF.: 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 4:160 (Environmental Quality of Buildings and Grounds), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:250 (Leaves of Absence), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 6:50 (School Wellness), 6:160 (English Learners), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:270 (Administering Medicines to Students), 7:285 (Food Allergy Management Program), 7:290 (Suicide and Depression Awareness and Prevention), 7:305 (Student Athlete Concussions and Head Injuries)

PRESSPlus Comments

PRESSPlus 1. Updated in response to the Abused and Neglected Child Reporting Act (ANCRA), 325 ILCS 5/4(j), amended by P.A. 101-564, eff. 1-1-20. The initial ANCRA three-month training requirement applies to the first time staff engage in their professional or official capacity. While the law allows an extension to six months, it is unclear when such an extension is permissible. Consult the board attorney for guidance. As a best practice, to ensure compliance with the requirement in 105 ILCS 5/22-85(c) (final citation pending), added by P.A. 101-531, that mandated reporters annually review ISBE materials regarding notification of DCFS, and to ease the administrative burden to track employee training schedules, a district may consider requiring annual training for all employees. See also policy 5:90, *Abused and Neglected Child Reporting*. **Issue 102, October 2019**

PRESSPlus 2. Updated in response to 105 ILCS 150/25, added by P.A. 101-50, eff. 7-1-20. **Issue 102, October 2019**

PRESSPlus 3. Updated in response to 775 ILCS 5/2-109, added by P.A. 101-221, eff. 1-1-20. **Issue 102, October 2019**

Document Status: District Use Only

5:120 Employee Ethics; Conduct; and Conflict of Interest

Adopt as presented

Professional and Appropriate Conduct

All District employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with students, parents, staff members, and others. In addition, the *Code of Ethics for Illinois Educators*, adopted by the Illinois State Board of Education, is incorporated by reference into this policy. Any employee who sexually harasses a student, willfully or negligently fails to report an instance of suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act (325 ILCS 5), [PRESSPlus1](#) or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.

Statement of Economic Interests

The following employees must file a "Statement of Economic Interests" as required by the Illinois Governmental Ethics Act:

1. Superintendent;
2. Building Principal;
3. Head of any department;
4. Any employee who, as the District's agent, is responsible for negotiating one or more contracts, including collective bargaining agreement(s), in the amount of \$1,000 or greater;
5. Hearing officer;
6. Any employee having supervisory authority for 20 or more employees; and
7. Any employee in a position that requires an administrative or a chief school business official endorsement.

Ethics and Gift Ban

Board policy 2:105, *Ethics and Gift Ban*, applies to all District employees. District students shall not be used in any manner for promoting a political candidate or issue.

Prohibited Interests: Conflict of Interest; and Limitation of Authority

In accordance with [Section 22-5](#) of the School Code, "no school officer or teacher shall be interested in the sale, proceeds, or profits of any book, apparatus, or furniture used or to be used in any school with which such officer or teacher may be connected," except when the employee is the author or developer of instructional materials listed with the Illinois State Board of Education and adopted for use by the Board. An employee having an interest in instructional materials must file an annual statement with the Board Secretary.

For the purpose of acquiring profit or personal gain, no employee shall act as an agent of the District nor shall an employee act as an agent of any business in any transaction with the District. This includes participation in the selection, award or administration of a contract supported by a federal award or State award governed by the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/) when the employee has a real or apparent conflict of interest. [PRESSPlus2](#) A conflict of interest arises when an employee or any of the following individuals has a financial or other interest in the entity selected for the contract:

1. Any person that has a close personal relationship with an employee that may compromise or impair the employee's fairness and impartiality, including a member of the employee's immediate family or household;
2. An employee's business partner; or
3. An entity that employs or is about to employ the employee or one of the individuals listed in one or two above, as defined by 2 C.F.R. §200.318(e)(1).

Employees shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or contracts. Situations in which the interest is not substantial or the gift is an unsolicited item of nominal value must comply with State law and Board policy 2:105, *Ethics and Gift Ban*.

Outside Employment

Employees shall not engage in any other employment or in any private business during regular working hours or at such other times as are necessary to fulfill appropriate assigned duties.

Incorporated

by reference: 5:120-E (Exhibit - Code of Ethics for Illinois Educators)

LEGAL REF.:

[U.S. Constitution, First Amendment.](#)

[2 C.F.R. §200.318\(c\)\(1\)](#).

5 ILCS 420/4A-101, [Ill. Governmental Ethics Act](#) and [430/](#).

[5 ILCS 430/](#), [State Officials and Employee Ethics Act](#).

[30 ILCS 708/](#), [Grant Accountability and Transparency Act](#).

50 ILCS 135/, [Local Governmental Employees Political Rights Act](#).

105 ILCS 5/10-22.39 and 5/22-5.

[325 ILCS 5/](#), [Abused and Neglected Child Reporting Act](#).

775 ILCS 5/5A-102, [Ill. Human Rights Act](#).

[23 Ill.Admin.Code Part 22](#), Code of Ethics for Illinois Educators.

[Pickering v. Board of Township H.S. Dist. 205](#), 391 U.S. 563 (1968).

[Garcetti v. Ceballos](#), 547 U.S. 410 (2006).

CROSS REF.: 2:105 (Ethics and Gift Ban), 4:60 (Purchases and Contracts), 5:100 (Staff Development Program), [5:125 \(Personal Technology and Social Media: Usage and Conduct\)](#)

[ADOPTED: June 20, 2017](#)

PRESSPlus Comments

PRESSPlus 1. 325 ILCS 5/4(a)(4), amended by P.A. 101-564, eff. 1-1-20; 105 ILCS 5/10-23.12(c) (all district employees), added by P.A. 101-531; 105 ILCS 5/21B-75(b) (teachers), amended by P.A. 101-531. **Issue 102, October 2019**

PRESSPlus 2. 2 C.F.R. §200.318(c)(1) prohibits employees, officers, or agents of a school district from participating in the selection, award, or administration of a contract supported by a federal award if they have a real or apparent *conflict of interest*. The uniform federal rules on procurement standards in 2 C.F.R. Part 200 also apply to eligible State grants through the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/.) Authoritative sources and guidance regarding conflict of interest and financial disclosure are provided through the GATA Resource Library at www.grants.illinois.gov. See also the Ill. State Board of Education's *Procurement and Purchasing Checklist* (ISBE Checklist) at: www.isbe.net/Pages/Audit-and-Monitoring-Review-Requirements-and-Tools.aspx. **Issue 102, October 2019**

Document Status: District Use Only

5:200 Terms and Conditions of Employment and Dismissal

Adopt as presented

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

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

Please refer to the current "Master Contract between the Lincolnshire - Prairie View Teachers' Association and the Board of Education of Lincolnshire - Prairie View School District 103."

School Social Worker Services Outside of District Employment

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

Dismissal

The District will follow State law when dismissing a teacher.

LEGAL REF.: [PRESSPlus1](#)

105 ILCS 5/10-19, [5/10-19.05](#), 5/10-20.650 (P.A. 100-356, final citation pending), 5/14-1.09a, [5/18-8](#), 5/22.4, 5/24-16.5, 5/24-2, 5/24-8, 5/24-9, 5/24-11, 5/24-12, 5/24-21, 5/24A-1 through 24A-20.

820 ILCS 260/1 et seq.

23 Ill.Admin.Code Parts 50 (Evaluation of ~~Certified Employees~~ [Educator Licensed Employees](#)) and 51 (Dismissal of Tenured Teachers).

Cleveland Bd. of Educ. v. Loudermill, 470 U.S. 532(1985).

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

ADOPTED: July 10, 2006

REVISED: February 13, 2012; December 17, 2013; June 19, 2018

PRESSPlus Comments

PRESSPlus 1. The Legal References have been updated. **Issue 102, October 2019**

Document Status: District Use Only

5:220 Substitute Teachers

Adopt as presented

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

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

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

The Illinois Teachers' Retirement System (TRS) limits a substitute teacher who is a TRS annuitant to substitute teaching for a period not to exceed 120 paid days or 600 paid hours in each school year, but not more than 100 paid days in the same classroom. Beginning July 1, 2020, a substitute teacher who is a TRS annuitant may substitute teach for a period not to exceed 100 paid days or 500 paid hours in any school year, unless the subject area is one where the Regional Superintendent has certified that a personnel shortage exists.

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

Short-Term Substitute Teachers

A short-term substitute teacher must hold a valid short-term substitute teaching license and have completed the District's short-term substitute teacher training program. Short-term substitutes may teach no more than five consecutive school days for each licensed teacher who is under contract with the Board.

Emergency Situations

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

LEGAL REF.:

105 ILCS 5/10-20.687 (P.A. 100-596, final citation pending), [PRESSPlus1](#) 5/21B-20(2), 5/21B-20(3), and 5/21B-20(4).

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

PRESSPlus Comments

PRESSPlus 1. The Legal References have been updated. **Issue 102, October 2019**

Document Status: District Use Only

5:250 Leaves of Absence

Adopt as presented

Sick and Bereavement Leave, Sabbatical Leave, Religious Observation Leave, Emergency/Personal Leave, Leave of Absence Without Pay, Involuntary Maternity, Adoption Leave, Child-Rearing Leave/Maternity Leave, Maternity/Paternity Leave, Leaves for Service in the Military, Association Representatives Leave of Absence

Please refer to the current “Master Contract between the Lincolnshire – Prairie View Teachers’ Association and the Board of Education of Lincolnshire - Prairie View School District 103.”

Child Bereavement Leave

State law allows a maximum of 10 unpaid work days for eligible employees (Family and Medical Leave Act of 1993, [20 U.S.C. §2601 et seq.](#)) to take child bereavement leave. The purpose, requirements, scheduling, and all other terms of the leave are governed by the Child Bereavement Leave Act. Child bereavement leave allows for: (1) attendance by the bereaved staff member at the funeral or alternative to a funeral of his or her child, (2) making arrangements necessitated by the death of the staff member’s child, or (3) grieving the death of the staff member’s child, without any adverse employment action.

The leave must be completed within 60 days after the date on which the employee received notice of the death of his or her child. However, in the event of the death of more than one child in a 12-month period, an employee is entitled to up to a total of six weeks of bereavement leave during the 12-month period, subject to certain restrictions under State and federal law. Other existing forms of leave may be substituted for the leave provided in the Child Bereavement Leave Act. This policy does not create any right for an employee to take child bereavement leave that is inconsistent with the Child Bereavement Leave Act.

General Assembly

Leaves for service in the General Assembly, as well as re-employment rights, will be granted in accordance with State and federal law. A professional staff member hired to replace one in the General Assembly does not acquire tenure.

Leave for Employment in Department of Defense

The Board of Education may grant teachers a leave of absence to accept employment in a Dept. of Defense overseas school.

School Visitation Leave

An eligible professional staff member is entitled to eight hours during any school year, no more than four hours of which may be taken on any given day, to attend school conferences, behavioral meetings, or classroom activities/academic meetings ^{PRESSPlus1} related to the teacher’s child, if the conference or meeting activity cannot be scheduled during non-work hours. Professional staff members must first use all accrued vacation leave, personal leave, compensatory leave, and any other leave that may be granted to the professional staff member, except sick, and disability leave.

The Superintendent shall develop administrative procedures implementing this policy consistent with the School Visitation Rights Act.

Leaves for Victims of Domestic Violence, ~~or~~ Sexual Violence, or Gender Violence ^{PRESSPlus2}

An unpaid leave from work is available to any staff member who: (1) is a victim of domestic violence, ~~or~~ sexual violence, or gender violence, or (2) has a family or household member who is a victim of ~~domestic or sexual~~ such violence whose interests are not adverse to the employee as it relates to the domestic violence, ~~or~~ sexual violence, or gender violence. The unpaid leave allows the employee to seek medical help, legal assistance, counseling, safety planning, and other assistance without suffering adverse employment action.

The Victims’ Economic Security and Safety Act governs the purpose, requirements, scheduling, and continuity of benefits, and all other terms of the leave. Accordingly, an employee is entitled to a total of 12 work weeks of leave during any 12-month period. Neither the law nor this policy creates a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act of 1993 ([29 U.S.C. §2601 et seq.](#)).

Leaves to Serve as an Officer or Trustee of a Specific Organization

Upon request, the Board of Education will grant: (1) an unpaid leave of absence to a teacher who is elected to serve as an officer of a State or national teacher organization that represents teachers in collective bargaining negotiations, (2) 20 days of paid leave of absence per year to a trustee of the Teachers’ Retirement System to attend meetings and seminars as described in [105 ILCS 5/24-6.3](#), and (3) a paid leave of absence for the local association president of a State teacher association that is an exclusive bargaining agent in the District, or his or her designee, to attend meetings, workshops, or seminars as described in [105 ILCS 5/24-6.2](#).

Leave to Serve as an Election Judge

Any staff member who was appointed to serve as an election judge under State law may, after giving at least 20 calendar days’ written notice to the District, be absent without pay for the purpose of serving as an election judge. The staff member is not required to use any form of paid leave to serve as an election judge. No more than 10% of the District’s employees may be absent to serve as election judges on the same

Election Day.

LEGAL REF.:

[10 ILCS 5/13-2.5](#)

~~20 ILCS 1805/30.1 et seq.~~

105 ILCS 5/24-6, 5/24-6.1, 5/24-6.2, 5/24-6.3, 5/24-13, and 5/24-13.1.

[330 ILCS 61/](#), [Service Member Employment and Reemployment Rights Act](#).

[820 ILCS 147/](#), School Visitation Rights Act.

[820 ILCS 154/](#), Child Bereavement Leave Act.

[820 ILCS and 180/](#), Victims' Economic Security and Safety Act.

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

~~ADOPTED: February 21, 2017~~

PRESSPlus Comments

PRESSPlus 1. Updated in response to 820 ILCS 147/15, amended by P.A. 101-486, eff. 8-1-20. **Issue 102, October 2019**

PRESSPlus 2. Required by the Victims' Economic Security and Safety Act, (VESSA) (820 ILCS 180/, amended by P.A. 101-221, eff. 1-1-20, and 56 Ill.Admin.Code §280). *Gender violence* means: (1) one or more acts of violence or aggression that is a criminal offense under State law committed, at least in part, on the basis of a person's actual or perceived sex or gender, (2) a physical intrusion or invasion of a sexual nature under coercive conditions that is a criminal offense under State law, or (3) a threat to commit one of these acts. *Sexual violence* is not specifically defined in VESSA. **Issue 102, October 2019**

Document Status: District Use Only

5:290 Employment Termination and Suspensions

Adopt as presented

Resignation and Retirement

An employee is requested to provide 2 weeks' notice of a resignation. A resignation notice cannot be revoked once given. An employee planning to retire should notify his or her supervisor at least 2 months before the retirement date.

Non-RIF Dismissal

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

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

The Superintendent is responsible for making dismissal recommendations to the School Board consistent with the Board's goal of having a highly qualified, high performing staff. This includes recommending a non-licensed employee for immediate dismissal for willful or negligent failure to report an instance of suspected child abuse or neglect as required by 325 ILCS 5/ [PRESSPlus 1](#)

Reduction in Force and Recall

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

Final Paycheck

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

Suspension

Except as provided below, the Superintendent is authorized to suspend an employee without pay as a disciplinary measure, during an investigation into allegations of misconduct or pending a dismissal hearing whenever, in the Superintendent's judgment, the employee's presence is detrimental to the District. A disciplinary suspension shall be with pay: (1) when the employee is exempt from the overtime provisions, or (2) until an employee with an employment contract for a definite term is provided a notice and hearing according to the suspension policy for professional employees.

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

LEGAL REF.:

[5 ILCS 430 et seq.](#)

[105 ILCS 5/10-22.34c](#) and [5/10-23.5](#).

[820 ILCS 105/4a](#).

CROSS REF.: [5:90 \(Abused and Neglected Child Reporting\)](#), 5:240 (Suspension), 5:270 (Employment At-Will, Compensation, and Assignment)

ADOPTED: February 16, 2016

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/10-23.12(c), added by P.A. 101-531; and 105 ILCS 5/21B-75(b), amended by P.A. 101-531. See also policy 2:20, *Powers and Duties of the School Board; Indemnification*. **Issue 102, October 2019**

Document Status: District Use Only

5:330 Sick Days, Vacation, Holidays, and Leaves

Adopt as presented

Sick Leaves, Vacation, Holidays, Personal Leave/Emergencies, Bereavement Leave, Maternity Leave and Adoption Leave

Please refer to the current “Lincolnshire–Prairie View School District 103 Classified Staff Employee Handbook.”

Leaves for Service in the Military and General Assembly

Educational support personnel receive military and General Assembly leaves on the same terms and conditions granted professional staff.

School Visitation Leave

Educational support personnel receive school visitation leave on the same terms and conditions granted professional staff.

Leaves for Victims of Domestic ~~or Sexual~~ Violence, Sexual Violence, or Gender Violence [PRESSPlus1](#)

Educational support personnel receive a leave for victims of domestic ~~or sexual~~ violence, sexual violence, or gender violence on the same terms and conditions granted professional staff.

Leave to Serve as a Trustee of the Illinois Municipal Retirement Fund

Upon request, the Board will grant 20 days of paid leave of absence per year to a trustee of the Ill. Municipal Retirement Fund in accordance with [105 ILCS 5/24-6.3](#).

Child Bereavement Leave

Educational support personnel receive child bereavement leave on the same terms and conditions granted professional staff.

Leave to Serve as an Election Judge

Educational support personnel receive leave to serve as an election judge on the same terms and conditions granted professional staff.

LEGAL REF.:

~~20 ILCS 1805/30.1 et seq.~~

105 ILCS 5/10-20.7b, 5/24-2, and 5/24-6.

[330 ILCS 61/](#), Service Member Employment and Reemployment Rights Act.

[820 ILCS 147/](#), School Visitation Rights Act.

[820 ILCS 154/](#), Child Bereavement Leave Act.

[820 ILCS 180/](#), Victims' Economic Security and Safety Act.

School Dist 151 v. ISBE, 154 Ill.App.3d 375 (1st Dist. 1987); *Elder v. Sch. Dist. No.127 1/2*, 60 Ill.App.2d 56 (1st Dist. 1965).

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave), 5:250 (Leaves of Absence)

PRESSPlus Comments

PRESSPlus 1. Required by the Victims' Economic Security and Safety Act, (VESSA) (820 ILCS 180/, amended by P.A. 101-221, eff. 1-1-20, and 56 Ill.Admin.Code §280). *Gender violence* means: (1) one or more acts of violence or aggression that is a criminal offense under State law committed, at least in part, on the basis of a person's actual or perceived sex or gender, (2) a physical intrusion or invasion of a sexual nature under coercive conditions that is a criminal offense under State law, or (3) a threat to commit one of these acts. *Sexual violence* is not specifically defined in VESSA. **Issue 102, October 2019**

Document Status: District Use Only

6:20 School Year Calendar and Day

Adopt as presented

School Calendar

The Board of Education, upon the Superintendent's recommendation and subject to State regulations, annually establishes the dates for opening and closing classes, teacher institutes and in-services, the length and dates of vacations, and the days designated as legal school holidays. The school calendar shall have a minimum of 185 days to ensure 176 days of actual student attendance.

Commemorative Holidays

The teachers and students shall devote a portion of the school day on each commemorative holiday designated in the School Code to study and honor the commemorated person or occasion. The Board of Education may, from time to time, designate a regular school day as a commemorative holiday.

School Day

The Board of Education establishes the length of the school day with the recommendation of the Superintendent and subject to State law requirements. The Superintendent or designee shall ensure observances required by State law are followed during each day of school attendance.

LEGAL REF.:

[105 ILCS 5/10-19](#), [5/10-19.05](#), [PRESSPlus1 5/10-24.46](#), [5/18-12](#), [5/18-12.5](#), [5/24-2](#), [5/27-3](#), [5/27-18](#), [5/27-19](#), [5/27-20](#), [5/27-20.1](#), [5/27-20.2](#), and [20/1](#).

[10 ILCS 5/11-4.1](#).

[23 Ill.Admin.Code §1.420\(f\)](#).

Metz v. Leininger, 850 F.Supp. 740 (N.D. Ill. 1994), *aff'd* by 57 F.3d 618 (7th Cir. 1995).

CROSS REF.: 2:20 (Powers and Duties of the Board of Education; Indemnification), 5:200 (Terms and Conditions of Employment and Dismissal), 5:330 (Sick Days, Vacation, Holidays, and Leaves), 6:60 (Curriculum Content), 6:70 (Teaching About Religions), 7:90 (Release During School Hours)

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated to include 105 ILCS 5/10-19.05, added by P.A. 101-12, which (1) addresses the minimum of five clock hours to qualify as a full day of attendance, and (2) opens the use of e-learning days subject to certain requirements. See f/n 3 of sample policy 6:20, available at PRESS Online by logging in at www.iasb.com, for more information. See www.isbe.net/Documents/SB28Instructional-Day.pdf for ISBE's notice regarding this law. **Issue 102, October 2019**

Document Status: District Use Only

6:60 Curriculum Content

Adopt as presented

The curriculum shall contain instruction on subjects required by State statute or regulation as follows:

1. In each grade, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, (h) music, and (i) drug and substance abuse prevention. A reading opportunity of 60 minutes per day will be promoted for all students in kindergarten through grade 3 whose reading levels are one grade level or more lower than their current grade level. Before the completion of grade 5, students will be offered at least one unit of cursive instruction. Beginning with the 2020-2021 school year, in grades 6, 7, or 8, students must receive at least one semester of civics education in accordance with Illinois Learning Standards for social science. [PRESSPlus1](#)
2. In kindergarten through grade 8, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence.
3. In grades kindergarten through 8, age-appropriate Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must incorporate policy 6:235, *Access to Electronic Networks* and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response. .
6. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship in order to raise students' honesty, kindness, justice, discipline, respect for others, and moral courage. Instruction in all grades will include educating students about behaviors that violate Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*.
7. In all schools, citizenship values must be taught, including: (a) patriotism, (b) democratic principles of freedom, justice, and equality, (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.
8. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage in a physical education course with such frequency as determined by the Board after recommendation from the Superintendent, but at a minimum of three days per five-day week. For exemptions and substitutions, see policy 7:260, *Exemption from Physical Education*.
9. In all schools, health education must be stressed, including: (a) proper nutrition, (b) physical fitness, (c) components necessary to develop a sound mind in a healthy body, (d) dangers and avoidance of abduction, and (e) age-appropriate sexual abuse and assault awareness and prevention education in all grades. The Superintendent shall implement a comprehensive health education program in accordance with State law.
10. In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels.
11. In all schools, conservation of natural resources must be taught, including: (a) home ecology, (b) endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it.
13. In all schools, United States (U.S.) history must be taught, [PRESSPlus2](#) including: (a) the principles of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, and (e) the role and contributions of ethnic groups, including but not limited to, the African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State. (f) a study of the roles and contributions of lesbian, gay, bisexual, and transgender (LGBT) people in the history of the U.S. and Illinois. [PRESSPlus3](#) and (g) Illinois history. [PRESSPlus4](#)
14. In addition, all schools shall hold an educational program on the United States Constitution on Constitution Day, each September 17, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.
15. In grade 7 and all high school courses concerning U.S. history or a combination of U.S. history and American government, students must view a Congressional Medal of Honor film made by the Congressional Medal of Honor Foundation, provided there is no cost for the film.
16. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.
17. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the history, struggles, and contributions of women.
18. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on Black History, including the history of the African slave trade, slavery in America, and the vestiges of slavery in this country, as well as the struggles and contributions of African-Americans.
19. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the

disability rights movement.

20. In kindergarten through grade 8, education must be available to students concerning effective methods of preventing and avoiding traffic injuries related to walking and bicycling.^{Q1}

LEGAL REF.:

[Pub. L. No. 108-447](#), Section 111 of Division J, Consolidated Appropriations Act of 2005.

[Pub. L. No. 110-385](#), Title II, 122 stat. 4096 (2008), Protecting Children in the 21st Century Act.

[47 C.F.R. §54.520](#)

[5 ILCS 465/3](#) and [465/3a](#).

[20 ILCS 2605/2605-480](#).

[105 ILCS 5/2-3.80](#)(e) and (f), [5/27-3](#), [5/27-3.5](#), [5/27-5](#), [5/27-6](#), [5/27-6.5](#), [5/27-7](#), [5/27-12](#), [5/27-12.1](#), [5/27-13.1](#), [5/27-13.2](#), [5/27-20.3](#), [5/27-20.4](#), [5/27-20.5](#), [5/27-20.7](#), [5/27-21](#), [5/27-22](#), [5/27-23.3](#), [5/27-23.4](#), [5/27-23.7](#), [5/27-23.8](#), [5/27-23.10](#), [5/27-23.11](#), [5/27-24.2](#), [435/](#), and [110/3](#).

[625 ILCS 5/6-408.5](#).

[23 Ill.Admin.Code §§1.420](#), [1.425](#), [1.430](#), and [1.440](#).

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

Questions and Answers:

***Required Question 1. A school district may offer a course on hunting safety as part of its curriculum during the school day. (105 ILCS 5/27-23.13 (final citation pending), added by P.A. 101-152.) No grade levels are specified in the statute.

Does the Board want to offer a course on hunting safety as part of its curriculum?

No. (default)

Yes, Insert In grade(s) [insert grade level(s)], a course on hunting safety will be offered during the school day." 5/27-23.13 (final citation pending) will be added to the Legal References What grade level(s) should be inserted?:

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/27-3.10, added by P.A. 101-254, eff. 7-1-20. The statute specifically states that school districts may utilize private funding available for offering civics education. **Issue 102, October 2019**

PRESSPlus 2. 105 ILCS 5/27-21 does not specify at what grade level districts must cover these topics as part of U.S. history instruction; however, no student may graduate from grade 8 unless the student has received instruction in U.S. history and demonstrated comprehensive knowledge of the subject matter. **Issue 102, October 2019**

PRESSPlus 3. Updated in response to 105 ILCS 5/27-21, amended by P.A. 101-227, eff. 7-1-20. **Issue 102, October 2019**

PRESSPlus 4. Updated in response to 105 ILCS 5/27-21, amended by P.A. 101-341, eff. 1-1-20 (beginning with the 2020-2021 school year). **Issue 102, October 2019**

Document Status: District Use Only

6:150 Home and Hospital Instruction

Adopt as presented

A student who is absent from school, or whose physician, physician assistant, or advanced practice registered nurse anticipates that the student will be absent from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by State law and the Illinois State Board of Education rules governing (1) the continuum of placement options for students who have been identified for special education services or (2) the home and hospital instruction provisions for students who have not been identified for special education services. Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from: (1) a physician licensed to practice medicine in all of its branches, (2) a licensed physician assistant, or (3) a licensed advanced practice registered nurse's written statement. [PRESSPlus1](#) Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

LEGAL REF.:

105 ILCS [5/10-19.05\(e\)](#), 5/10-22.6a, 5/14-13.01, and 5/18-4.5.

[23 Ill.Admin.Code §§1.520, 1.610](#), and [226.300](#).

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

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/14-13.01(a-5), amended by P.A.s 100-443 and 100-863. **Issue 102, October 2019**

Document Status: District Use Only

6:190 Co-Curricular Activities

Adopt with edits

Students must meet the following eligibility requirements in order to participate in any co-curricular activity. If students fail to meet these requirements, they will be deemed ineligible.

A student is ineligible to participate if he/she violates any of the academic or behavioral requirements.

District Edits Academic Requirements

Students must be in good academic standing in all classes to be considered academically eligible in order to participate in any level of competition.

Students would be considered ineligible if:

1. They are not meeting expected academic progress; or
2. They are not meeting predetermined Learner Characteristics of productivity, work completion, preparedness, and participation. Of most concern would be students' performance in the category of work completion. Specifically, if students are not turning in assigned work consistently in a class or multiple classes.

This includes all academic, Creative Arts, PE, Band, Chorus, and Orchestra classes.

Weekly eligibility checks are made during the athletic season. Coaches will be provided with academic performance reports. Teachers and coaches will ultimately determine players eligibility based on current classroom performance. After the period of ineligibility, a student retains his/her privilege of participation.

A student is academically ineligible if he/she is:

1. Failing in any class; or
2. Receiving three or more "D's" in his/her classes. (This includes all academic, Creative Arts, P.E., and Band/Chorus classes.)

Weekly eligibility checks are made during the co-curricular season. After the period of eligibility, a student retains his/her privilege of participation.

Behavioral Requirements

Eligibility is determined by the Administration. A student is ineligible if he/she:

1. Has received three or more office referrals in a week; or
2. Has been placed in an alternate school setting assignment or out-of-school suspension; or
3. Fails to meet other behavioral requirements listed in the Co-curricular Conduct Code.

After the period of eligibility, a student retains his/her privilege of participation.

LEGAL REF.:

[105 ILCS 5/10-20.30](#) and [5/24-24](#).

CROSS REF.: 4:170 (Safety), 7:10 (Equal Educational Opportunities), 7:40 (Nonpublic School Students, Including Parochial and Home-Schooled Students), 7:240 (Conduct Code for Participants in Co-Curricular Activities), 7:300 (Co-Curricular Athletics)

ADOPTED: June 25, 2013

Document Status: District Use Only

7:20 Harassment of Students Prohibited

Adopt as presented

Bullying, Intimidation, and Harassment Prohibited

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

Sexual Harassment Prohibited

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

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

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

Making a Complaint: Enforcement [PRESSPlus1](#)

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

An allegation that a student was a victim of any prohibited conduct perpetrated by school personnel, including a school vendor or volunteer, shall be processed and reviewed according to policy 5:90, Abused and Neglected Child Reporting, in addition to any response required by this policy. ~~another student shall be referred to the Building Principal, Assistant Building Principal, or Dean of Students for appropriate action.~~ [PRESSPlus2](#)

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

Nondiscrimination Coordinator:

Name [Gina Finaldi Patrick Palbicke](#)

Address 1370 Riverwoods Rd., Lincolnshire, IL 60069

Email ppalbicke@d103.org

Telephone 847/295-4030

Complaint Managers

Name	Patrick Palbicke	Gina Finaldi
Address	1370 Riverwoods Rd., Lincolnshire, IL 60069	1370 Riverwoods Rd., Lincolnshire, IL 60069
Email	ppalbicke@d103.org	afinaldi@d103.org

The Superintendent shall use reasonable measures to inform staff members and students of this policy, ~~such as,~~ by including ~~it in the appropriate handbooks.~~ [PRESSPlus3](#)

1. For students, age-appropriate information about the contents of this policy in the District's student handbook(s), on the District's website, and, if applicable, in any other areas where policies, rules, and standards of conduct are otherwise posted in each school.
2. For staff members, this policy in the appropriate employee handbook(s), if applicable, and/or in any other areas where policies, rules, and standards of conduct are otherwise made available to staff.

Investigation Process

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

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

The District shall investigate alleged harassment of students when the Nondiscrimination Coordinator or a Complaint Manager becomes aware of an allegation, regardless of whether a written report or complaint is filed.

Alleged Incidents of Sexual Abuse [PRESSPlus4](#)

An *alleged incident of sexual abuse* is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A(b), that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to policy 5:90, *Abused and Neglected Child Reporting*, in addition to any response required by this policy.

Enforcement

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

LEGAL REF.:

[20 U.S.C. §1681](#) *et seq.*, Title IX of the Educational Amendments of 1972.

[34 C.F.R. Part 106.](#)

[105 ILCS 5/10-20.12](#), [10-22.5](#), [5/27-1](#), and [5/27-23.7](#).

[775 ILCS 5/1-101](#) *et seq.*, Illinois Human Rights Act.

[23 Ill.Admin.Code §1.240](#) and [Part 200](#).

[Davis v. Monroe County Bd. of Educ.](#), 526 U.S. 629 (1999).

[Franklin v. Gwinnett Co. Public Schs.](#), 503 U.S. 60 (1992).

[Gebser v. Lago Vista Independent Sch. Dist.](#), 524 U.S. 274 (1998).

[West v. Derby Unified Sch. Dist. No. 260](#), 206 F.3d 1358 (10th Cir. 2000).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:20 (Sexual Harassment), [5:90 \(Abused and Neglected Child Reporting\)](#), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:240 (Conduct Code for Participants in Extracurricular Activities)

PRESSPlus Comments

PRESSPlus 1. The Enforcement subsection title is moved to be with its content, below. **Issue 102, October 2019**

PRESSPlus 2. Updated to align with policy 5:90, *Abused and Neglected Child Reporting*. **Issue 102, October 2019**

PRESSPlus 3. Updated in response to 105 ILCS 5.10-20.69 (final citation pending), added by P.A. 101-418, eff. 1-1-20. requires districts to maintain and implement an *age-appropriate* policy on sexual harassment that is included in the school district's student handbook, as well as on

a district's website and, if applicable, other areas where such information is posted in each school. The law does not expressly state that the age-appropriate policy is for students; however, that is the most logical interpretation. In practice, most districts maintain a student handbook for each building. Because the law only requires one policy, this policy manages the age-appropriate requirement by directing age-appropriate explanations of the policy be included in the building-level student handbook(s). **Issue 102, October 2019**

PRESSPlus 4. 105 ILCS 5/10-20.69 (final citation pending), added by P.A. 101-531, requires that every two years, each district within an Illinois county served by an accredited Children's Advocacy Center (CAC) review all its existing sexual abuse investigation policies and procedures to ensure consistency with 105 ILCS 5/22-85 (final citation pending), added by P.A. 101-531.

105 ILCS 5/22-85 (final citation pending), added by P.A. 101-531, governs the investigation of an *alleged incident of sexual abuse* of any child within any Illinois counties served by a CAC. For a map of accredited CACs, and to identify a CAC that may serve your district, see www.childrensadvocacycentersofillinois.org/about/map.

If your school district is not within a county served by an accredited CAC, strike this subsection and select "Adopted with Additional District Edits" as the Save Status. The law is silent about investigations in counties not served by CACs. **Issue 102, October 2019**

Document Status: District Use Only

7:150 Agency and Police Interviews

Adopt as presented

The Superintendent shall develop procedures to manage requests by agency officials or police officers to interview students at school. Procedures will: ~~(1)~~ [PRESSPlus1](#)

1. ~~R~~ Recognize individual student rights and privacy,
2. ~~R~~ Recognize the potential impact an interview may have on an individual student. ~~(2)~~
3. ~~M~~ Minimize potential disruption. ~~(3)~~
4. ~~F~~ Foster a cooperative relationship with public agencies and law enforcement, and ~~(4)~~
5. ~~E~~ Comply with State law, including, but not limited to, ensuring that before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the Superintendent or designee will: [PRESSPlus2](#)
 - a. Notify or attempt to notify the student's parent/guardian and document the time and manner in writing;
 - b. Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that school employees (including, but not limited to, a school social worker, psychologist, nurse, guidance counselor, or any other mental health professional) are present during the questioning; and
 - c. If practicable, make reasonable efforts to ensure a trained law enforcement officer to promote safe interactions and communications with the student is present during questioning. [PRESSPlus3](#)

LEGAL REF.:

[105 ILCS 5/10-20.64, 5/22-85](#) (final citation pending)

[55 ILCS 80/](#), Children's Advocacy Center Act.

[325 ILCS 5/](#), Abused and Neglected Child Reporting Act.

[720 ILCS 5/31-1](#) et seq., Interference with Public Officers Act.

[725 ILCS 120/](#), Rights of Crime Victims and Witnesses Act.

CROSS REF.: [5:90](#) (Abused and Neglected Child Reporting), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:190 (Student Behavior)

ADOPTED: April 19, 2016

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/22-85 (final citation pending), added by P.A. 101-478, eff. 1-1-20.

Additional resources include:

- The *Guidelines for Interviews of Students*, published by the Ill. Council of School Attorneys (ICSA) at: www.iasb.com/law/ICSAGuidelinesforInterviewsofStudents.pdf.
- The publication, *Policing in Schools, Developing a Governance Document for School Resource Officers in K-12 Schools*, was developed by the American Civil Liberties Union, and is available at: www.aclu.org/racial-justice/policing-schools-developing-governance-document-school-resource-officers-k-12-schools.
- *School Resource Officers, School Law Enforcement Units, and the Family Educational Rights and Privacy Act (FERPA)*, published by PTAC (2019), at: www.studentprivacy.ed.gov/resources/school-resource-officers-school-law-enforcement-units-and-ferpa.

Issue 102, October 2019

PRESSPlus 2. The statute does not specifically assign these duties to a school official, but instead states that "a law enforcement officer, school resource officer, or other school security personnel" must ensure these conditions are met before detaining and questioning a student on school grounds. For ease of implementation, this policy assigns these duties to a school official as they routinely contact parents/guardians and can arrange for the presence of school personnel during an interview. See the ICSA *Guidelines* at www.iasb.com/law/ICSAGuidelinesforInterviewsofStudents.pdf for further discussion of school officials' responsibilities when law enforcement authorities interview students at school. **Issue 102, October 2019**

PRESSPlus 3. A trained law enforcement officer is someone who: (1) received training in youth investigations approved or is certified by his/her law enforcement agency as a school resource officer per 50 ILCS 705/10.22, or (2) is a juvenile police officer per 705 ILCS 405/1-

Document Status: District Use Only

7:180 Prevention of and Response to Bullying, Intimidation, and Harassment

Adopt as presented. Not edits needed

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

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

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

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

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

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

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyberbullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyberbullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

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

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

Bullying Prevention and Response Plan

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

1. Using the definition of *bullying* as provided in this policy, the Superintendent or designee shall emphasize to the school community that: (1) the District prohibits bullying, and (2) all students should conduct themselves with a proper regard for the rights and welfare of other students. This may include a process for commending or acknowledging students for demonstrating appropriate behavior.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the [First Amendment to the U.S. Constitution](#) or under Section 3 of [Article I of the Illinois Constitution](#).

3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted.

Nondiscrimination Coordinator:

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

Complaint Managers:

Ann Hofmeier	Jill Mau	Michelle Blackley
Sprague School	Half Day School	Daniel Wright School
ahofmeier@d103.org	jmau@d103.org	mblackley@d103.org
847.945.6665	847.634.6463	847.295.1560

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

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

6. The Superintendent or designee shall use interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. A student's act of reprisal or retaliation will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;
 - d. The types of bullying utilized; and
 - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
 - a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
 - b. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
 - c. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
 - d. 6:235, *Authorization for Access to District's Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
 - e. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
 - f. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
 - g. 7:190, *Student Behavior*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
 - h. 7:310, *Restrictions on Publications; Elementary Schools*. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.
13. The Superintendent or designee shall fully inform staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes each of the following:
 - a. Communicating the District's expectation and State law requirement that teachers and other certificated or licensed employees maintain discipline.
 - b. Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law enforcement if the incident involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
 - c. Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying and intervene when it occurs.
 - d. Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying.

LEGAL REF.:

[405 ILCS 49/](#), Children's Mental Health Act.

[105 ILCS 5/10-20.14](#), [5/24-24](#), and [5/27-23.7](#).

[23 Ill.Admin.Code §§1.240](#) and [§1.280](#).

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

Document Status: District Use Only

7:270 Administering Medicines to Students

Adopt with Edits

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent(s)/guardian(s) believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed *School Medication Authorization Form (SMA Form)* is submitted by the student's parent(s)/guardian(s). No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parent(s)/guardian(s) of students.

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector, e.g., EpiPen®, and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed an School Medication Authorization SMA Form. The Superintendent or designee will ensure an Emergency Action Plan is developed for each self-administering student. [PRESSPlus1](#)

A student may self-administer medication required under a qualifying plan, provided the student's parent/guardian has completed and signed an SMA Form. A qualifying plan means: (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an Ill. Food Allergy Emergency Action Plan and Treatment Authorization Form, (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act. [PRESSPlus2](#)

The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan, or the storage of any medication by school personnel. [PRESSPlus3](#) A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, and/or asthma medication, and/or a medication required under a qualifying plan, or the storage of any medication by school personnel.

School District Supply of Undesignated Epinephrine Injectors

The Superintendent or designee shall implement Section 105 ILCS 5/22-30(f) of the School Code and maintain a supply of undesignated epinephrine injectors in the name of the District and provide or administer them as necessary according to State law. *Undesignated epinephrine injector* means an epinephrine injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine injector to a person when they, in good faith, believe a person is having an anaphylactic reaction. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

?*District Edit* School District Supply of Undesignated Opioid Antagonists

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated opioid antagonists in the name of the District and provide or administer them as necessary according to State law. Opioid antagonist means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration. Undesignated opioid antagonist is not defined by the School Code; for purposes of this policy it means an opioid antagonist prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law. See the website for the Ill. Dept. of Human Services for information about opioid prevention, abuse, public awareness, and a toll-free number to provide information and referral services for persons with questions concerning substance abuse treatment.

School District Supply of Undesignated Glucagon^{Q1}

The Superintendent or designee shall implement 105 ILCS 145/27 and maintain a supply of undesignated glucagon in the name of the District in accordance with manufacturer's instructions.

When a student's prescribed glucagon is not available or has expired, a school nurse or delegated care aide may administer undesignated glucagon only if he or she is authorized to do so by a student's diabetes care plan.

Designated Caregiver Administration of Medical Cannabis [PRESSPlus4](#)

The Compassionate Use of Medical Cannabis Pilot Program Act allows a medical cannabis infused product to be administered to a student by one or more of the following individuals:

1. A parent/guardian of a student who is a minor to who registers with the Ill. Dept. of Public Health (IDPH) as a *designated caregiver* to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old PRESSPlus5 and is allowed to administer a *medical cannabis infused product* to a child who is a student on the premises of his or her school or on his or her school bus if:
 - a. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
 - b. Copies of the registry identification cards are provided to the District; and
 - c. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form - Medical Cannabis*; and
 - d. After administering the product to the student, the designated caregiver immediately removes it from school premises or the school bus. PRESSPlus6
2. A properly trained school nurse or administrator, who shall be allowed to administer the medical cannabis infused product to the student on the premises of the child's school, at a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on school-operated property or while being transported on a school bus. PRESSPlus7
3. The student him or herself when the self-administration takes place under the direct supervision of a school nurse or administrator. PRESSPlus8

Medical cannabis infused product (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

~~After administering the product to the student, the designated caregiver shall immediately remove it from school premises or the school bus.~~
The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver, or by a school nurse or administrator, or who self-administers a product under the direct supervision of a school nurse or administrator pursuant to this policy is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Void Policy

The **School District Supply of Undesignated Epinephrine injectors** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated epinephrine injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school epinephrine injectors.

~~*District Edit* The School District Supply of Undesignated Opioid Antagonists section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for opioid antagonists from a health care professional who has been delegated prescriptive authority for opioid antagonists in accordance with Section 5-23 of the Substance Use Disorder Act, or (2) fill the District's prescription for undesignated school opioid antagonist.~~

The School District Supply of Undesignated Glucagon section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for glucagon from a qualifying prescriber. PRESSPlus9 or (2) fill the District's prescription for undesignated school glucagon.

The **Designated Caregiver Administration of Medical Cannabis** section of the policy is void and the District reserves the right not to implement it if the District or school is in danger of losing federal funding.

Administration of Undesignated Medication

Upon any administration of an undesignated medication permitted by State law ~~epinephrine injector~~, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur.

Undesignated Medication Disclaimers

Upon implementation of this policy, the protections from liability and hold harmless provisions ~~as explained in Section 22-30(c) of the School Code~~ applicable under State law apply. PRESSPlus10

No one, including without limitation, parent(s)/guardian(s) of students, should rely on the District for the availability of undesignated ~~an undesignated epinephrine injector~~ medication. This policy does not guarantee the availability of undesignated medications. Students and their parent(s)/guardian(s) should consult their own physician regarding these medication(s).

LEGAL REF.:

105 ILCS 5/10-20.14b, 5/10-22.21b, ~~and 5/22-30, and 5/22-33.~~

105 ILCS 145/, Care of Students with Diabetes Act.

410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act, and scheduled to be repealed on July 1, 2020.

Questions and Answers:

***Required Question 1. Optional. 105 ILCS 145/27, added by P.A. 101-428, permits a district to maintain a supply of undesignated glucagon in any secure location that is immediately accessible to a school nurse or delegated care aide. **A school board must ensure that it does not adopt this section into the policy unless it is prepared to implement it.** Consult the board attorney about the consequences of informing the community that the district will obtain a prescription for a supply of undesignated glucagon, and implement a plan for their use, and then not doing it, as doing so may be fraught with legal liabilities.

The superintendent is given broad authority to implement this section; however, several preliminary steps should occur with the assistance of the board attorney. They include, but are not limited to: (1) investigating the feasibility of obtaining a prescription for a supply of undesignated glucagon in the name of the district or one of its schools, and (2) outlining the advantages and disadvantages of implementing this plan based upon each district's individual resources and circumstances, and student population's needs.

Has the Board adopted the School District Supply of Undesignated Glucagon subsection?

- Yes (default)
 No (IASB will delete the School District Supply of Undesignated Glucagon subsection and its Void Policy language)
-

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/10-22.21b(d), added by P.A. 101-205, eff. 1-1-20. The plan must address actions to be taken if the student is unable to self-administer medication and the situations in which the school must call 911. For plan guidance, see 7:270-AP1, *Dispensing Medication*, available at PRESS Online by logging in at www.iasb.com. **Issue 102, October 2019**

PRESSPlus 2. Updated in response to 105 ILCS 5/10-22.21b, amended by P.A. 101-205, eff. 1-1-20. A student with a qualifying plan may self-administer medication if the student's parent/guardian provides the school with: (1) written permission for the student's self-administration of medication, (2) written authorization from the student's physician, physician assistant, or advanced practice registered nurse for the student to self-administer the medication, and (3) the prescription label containing the name of the medication, the prescribed dosage, and the time(s) or circumstances under which the medication is to be administered. This does not allow a student to self-carry unless otherwise permitted. Contact the board attorney for further guidance. **Issue 102, October 2019**

PRESSPlus 3. 105 ILCS 5/10-22.21b, amended by P.A. 101-205, eff. 1-1-20, does not specifically require this information to be in a notification to parents/guardians. However, 105 ILCS 5/10-22.21b requires parents/guardians to sign a statement that includes the district's protections from liability under 105 ILCS 5/10-22.21b; the signed acknowledgment is the notice. This policy includes the liability protection information under 105 ILCS 5/10-22.21b to also inform the community.

The storage of medication is not addressed in the applicable statutes and may not be covered as part of the district's protections from liability and hold harmless provisions. Contact the board attorney and the board's liability insurance carrier for further discussion about the district's liability and coverage in this area. **Issue 102, October 2019**

PRESSPlus 4. 105 ILCS 5/22-33(g), added by P.A. 100-660 (*Ashley's Law*), requires school boards to adopt a policy and implement it by:

1. Authorizing a parent/guardian and/or a *designated caregiver* of a student who is a *registered qualifying patient* to administer a medical cannabis infused product to that student at school or on the school bus (105 ILCS 5/22-33(b)).
2. Allowing a school nurse or administrator to administer a medical cannabis infused product to a student who is a *registered qualifying patient* while at school, a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care, on school-operated property or while being transported on a school bus (105 ILCS 5/22-33(b-5), added by 101-370, eff. 1-1-20)).
3. Authorizing a student who is a *registered qualifying patient* to self-administer a medical cannabis infused product if the self-administration takes place under the direct supervision of a school nurse or school administrator (ld.).

Important: If a district would lose federal funding as a result of the board adopting this policy, the board may not authorize the use of a medical cannabis infused product under Ashley's Law and not adopt this subsection. 105 ILCS 5/22-33(f). Consult the board attorney about the issue of federal funding.

Issue 102, October 2019

PRESSPlus 5. A student under the age of 18 may have up to three designated caregivers as long as at least one is a biological parent or a legal guardian. A student 18 years of age or older may appoint up to three designated caregivers who meet the requirements of the Compassionate Use of Medical Cannabis Program Act. **Issue 102, October 2019**

PRESSPlus 6. Text moved from below. **Issue 102, October 2019**

PRESSPlus 7. 105 ILCS 5/22-33(b-5), added by P.A. 101-370, eff. 1-1-20. A school nurse or administrator must annually complete a training curriculum to be developed by ISBE in consultation with the Ill. Dept. of Public Health prior to administering a medical cannabis infused product to a student in accordance with this section. 105 ILCS 5/22-33(f-5), added by P.A. 101-370, eff. 1-1-20. **Issue 102, October 2019**

PRESSPlus 8. Any medical cannabis infused product administered by a school nurse or administrator, or self-administered under the supervision of a school nurse or administrator, must be stored with the school nurse at all times in a manner consistent with storage of other student medication at the school and may be accessible only by the school nurse or a school administrator. 105 ILCS 5/22-33(b-10), added by P.A. 101-370, eff. 1-1-20. **Issue 102, October 2019**

PRESSPlus 9. 105 ILCS 145/27, added by P.A. 101-428, provides that a physician, a physician assistant who has prescriptive authority under the Physician Assistant Practice Act of 1987 (225 ILCS 95/7.5), or an advanced practice registered nurse who has prescriptive authority under the Nurse Practice Act (225 ILCS 65-40) may prescribe undesignated glucagon in the name of the district to be maintained for use when necessary. **Issue 102, October 2019**

PRESSPlus 10. 105 ILCS 5/22-30(c). The school, and its employees and agents, incur no liability, except for willful and wanton conduct, as a result of an injury to a student arising from the administration of asthma medication, epinephrine injectors, or an opioid antagonists, a student's self-administration of medication, or administration of undesignated glucagon (insofar as it would be considered part of the care of a student with diabetes).

105 ILCS 5/22-30(c) requires the district to inform parents/guardians in writing of the protections from liability and hold harmless provisions that apply to the administration of asthma medication, epinephrine injectors, and opioid antagonists. In addition, a statement must be signed by a student's parent/guardian acknowledging the district's protections from liability and hold harmless provisions for these undesignated medications. A similar acknowledgment must be signed by a student's parent/guardian for the self-administration of medication. 105 ILCS 5/10-22.21(c), added by P.A. 101-205, eff. 1-1-20. See 7:270-E1, *School Medication Authorization Form*, available at PRESS Online by logging in at www.iasb.com, for a sample acknowledgement. **Issue 102, October 2019**

Document Status: District Use Only

8:30 Visitors to and Conduct on School Property

Adopt as presented

The following definitions apply to this policy:

School property - District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a School Board meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities. [PRESSPlus1](#)

Visitor - Any person other than an enrolled student, District employee or member of the Board of Education (the Board member must have gone through the Criminal Background Check and/or Screen of Board Policy 4:175).

All visitors to school property are required to report to the Building Principal's office and receive permission to remain on school property. All visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. On those occasions when large groups of parents/guardians, and friends, and/or community members are invited onto school property or when community members are attending Board meetings, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Except as provided in the next paragraph, any person wishing to confer with a staff member should contact that staff member by telephone or email to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee.

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, ~~a~~ Board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device. An individual licensed to carry a concealed firearm under the Illinois Firearm Concealed Carry Act is permitted to: (a) carry a concealed firearm within a vehicle into a parking area controlled by a school or the District and may store a firearm or ammunition concealed in a case within a locked vehicle or locked container out of plain view within the vehicle in the parking area, and/or (b) carry a concealed firearm in the immediate area surrounding his or her vehicle in a parking area controlled by a school or the District for the limited purpose of storing or retrieving a firearm within the vehicle's trunk.
4. Damage or threaten to damage another's property.
5. Damage or deface School District property.
6. Violate any Illinois law, or town or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug. [PRESSPlus2](#)
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred. [PRESSPlus3](#)
10. Use or possess medical cannabis, unless he or she has complied with policy 7:270, Administering Medicines to Students, implementing Ashley's Law. [PRESSPlus4](#)
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board of Education.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other District policies or regulations, or a directive from an authorized security officer or District employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

Exclusive Bargaining Representative Agent

Authorized agents of an exclusive bargaining representative, upon notifying the Building Principal's office, may meet with a school employee (or group of employees) in the school building during duty-free times of such employees.

Convicted Child Sex Offender

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under

the age of 18 are present, unless the offender meets either of the following two exceptions:

1. The offender is a parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
2. The offender received permission to be present from the Board, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

Enforcement

Any staff member may request identification from any person on school grounds or in any school building; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year.

Procedures to Deny Future Admission to School Events or Meetings

Before any person may be denied admission to school events or meetings as provided in this policy, the person has a right to a hearing before the Board. The Superintendent may refuse the person admission pending such hearing. The Superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least 10 days before the Board hearing date. The hearing notice must contain:^{Q1}

1. The date, time, and place of the Board hearing,
2. A description of the prohibited conduct,
3. The proposed time period that admission to school events will be denied, and
4. Instructions on how to waive a hearing.

LEGAL REF.:

Nuding v. Cerro Gordo Community Unit School Dist., 313 Ill. App.3d 344 (4th Dist. 730 N.E.2d 96 (Ill.App.4; 2000).

Pro-Children Act of 1994, 20 U.S.C. §7181 et seq., Pro-Children Act of 1994.

105 ILCS 5/10-20.5b, 5/22-33, 5/24-24, and 5/24-25, and 5/27-23.7(a).

410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program Act.

430 ILCS 66/, Firearm Concealed Carry Act.

410 ILCS 705/, Cannabis Tax and Regulation Act.

720 ILCS 5/11-9.3.

CROSS REF.: 4:170 (Safety), 5:50 (Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:190 (Student Behavior), 7:270 (Administering Medicines to Students), 8:20 (Community Use of School Facilities)

ADOPTED: December 17, 2013

REVISED: April 19, 2016; February 21, 2017

Questions and Answers:

***Required Question 1. For ease of administration, this text is broader than 105 ILCS 5/24-24, requiring a hearing for both *school events and meetings*. See Nuding v. Cerro Gordo Community Unit School Dist., 313 Ill. App.3d 344 (4th Dist. 2000) (board was authorized to ban parent from attending all school events and extracurricular activities by 105 ILCS 5/24-24; the ban was based on the parent's exposing a toy gun and a pocketknife at a board meeting). The court in Nuding did not specifically answer whether a board meeting qualified as a *school event* under 105 ILCS 5/24-24, but upheld the board's right to enforce conduct rules at its meetings under 105 ILCS 5/10-20.5.

Consult the board attorney before narrowing the text, especially if the board has put the current text into practice and now plans to narrow it. This issue involves a balancing of a board's interest in the orderly transaction of its public business and the efficiency of its meetings against an individual's: (a) statutory rights attend meetings and/or comment to and ask questions of the board (105 ILCS 5/10-16 and 5 ILCS 120/2.06(g)) and (b) constitutional freedoms and rights of speech, the press, assembly, and to petition the government (U.S. Constitution, First Amendment and Ill. Constitution, Art. I, §§ 1, 2, 4, and 5).

Does the board want to narrow the policy text to mirror 105 ILCS 5/24-24?

No (default)

Yes ("or meetings" will be removed from the subheading and the first sentence of the subsection)

PRESSPlus Comments

PRESSPlus 1. Updated to align with the text of 105 ILCS 5/27-23.7(a). **Issue 102, October 2019**

PRESSPlus 2. Updated in response to the Cannabis Regulation and Tax Act (CRTA), 410 ILCS 705/, added by P.A. 101-27. This statement must be consistent with employee working conditions and employee conduct standards (see 5:120-AP, *Employee Conduct Standards*, available at PRESS Online by logging in at www.iasb.com) **Issue 102, October 2019**

PRESSPlus 3. Each board and superintendent may want to engage in a conversation regarding how the district might partner with local law enforcement to enforce this policy and the penalties available under the Cannabis Regulation Tax Act, e.g., posting signs barring community members from bringing in weapons, alcohol, cannabis, tobacco, etc. Signage reminding visitors of the policy may make it easier for staff and/or local law enforcement to enforce. **Issue 102, October 2019**

PRESSPlus 4. Managing cannabis on district property and the school setting presents many unsettled and complex legal issues. To legally use medical cannabis in Illinois, an individual must first become a *registered qualifying patient*. The use of cannabis by a *registered qualifying patient* is permitted only in accordance with the Compassionate Use of Medical Cannabis Program Act (Medical Cannabis Program Act (MCPA)) 410 ILCS 130/, amended by P.A. 101-363, eff. 1-1-20 and scheduled to be repealed on 7-1-20. There are many situations in which no one, even a *registered qualifying patient*, may possess or use cannabis, including (a) in a school bus, (b) on the grounds of any preschool or primary or secondary school, or (c) in close physical proximity to anyone under the age of 18 years of age. However, *Ashley's Law*, 105 ILCS 5/22-33(b) and (g), added by P.A. 100-660, allows *designated caregivers* to administer medical cannabis infused products to students who are *registered qualifying patients* at school or on the school bus, and requires school boards to adopt a policy to implement the law unless the district would lose federal funding. See policy 7:270, *Administering Medicines to Students*.

Remember that *Ashley's Law* requires the designated caregiver to remove the product from the school premises or the school bus after administering it to the student, so as a result, policy 7:270, *Administering Medicines to Students*, requires immediate removal of medical cannabis infused products after administering them to the student. **Issue 102, October 2019**

Document Status: District Use Only

2:70-E Exhibit - Checklist for Filling Board Vacancies by Appointment

Exhibits are not adopted. This is a reference for the Board.

The School Board fills a vacancy by either appointment or election. The Board uses this checklist for guidance when it must fill a vacancy by appointment. Some items contain guidelines along with explanations. For more information, see [Vacancies on the Board of Education](#), published by a committee of the Ill. Council of School Attorneys, and available at: www.iasb.com/law/vacancies.cfm.

Confirm that the Board must fill the vacancy by appointment.

Guidelines	Explanation
Review Board policy 2:70, <i>Vacancies on the School Board - Filling Vacancies</i> , to determine if a vacancy on the Board occurred and, if so, whether the successor will be selected by election or Board appointment.	Filling a vacancy by Board appointment or election depends upon when the vacancy occurred. If a vacancy occurs with less than: (1) 868 days remaining in the term of office, or (2) 88 days before the next regularly scheduled election for the vacant office, no election to fill the vacancy is held and the appointee serves the remainder of the term. At all other times, an appointee serves until the next regular school election, at which election a successor is elected to serve the remainder of the unexpired term. See 105 ILCS 5/10-10.
In the event a seat on the board goes unfilled at an election, consult the Board Attorney to determine (1) how long the seat can be held over by the incumbent member, and (2) the process by which the Board will fill the seat.	The School Code partially addresses the concept of a <i>holdover seat</i> ; it states "no elective office... becomes vacant until the successor of the incumbent of such office has been appointed or elected, as the case may be, and qualified." 105 ILCS 5/10-11. PRESSplus1

Notify the Regional Superintendent of the vacancy within **five** days of its occurrence (105 ILCS 5/10-10).

Develop a list of qualifications for appointment of a person to fill the vacancy.

Guidelines	Explanation
At a minimum, a candidate must meet the following qualifications: <ul style="list-style-type: none"> • Be a United States citizen • Be at least 18 years of age • Be a resident of Illinois and the District for at least one year immediately preceding the appointment 	While the School Code does not expressly set forth eligibility requirements for appointment to a Board vacancy, the Board may want to use the qualifications for elected Board members listed in 105 ILCS 5/10-3 and 5/10-10. For guidance discussing other qualifications that the Board may want to consider, see IASB's <i>Recruiting School Board Candidates</i> , available at: www.iasb.com/training/recruiting.cfm For guidance regarding conflict of interest and incompatible offices, see Conflict of Interest and Incompatible Offices FAQ (ICSA).
When additional qualifications apply, the following items may be included in the Board's list of qualifications: <ul style="list-style-type: none"> • Meet all qualifications based upon the distribution of population among congressional townships in the district. • Meet all qualifications based upon the distribution of 	Board members of some community unit school districts may be subject to historical residential qualifications based on the distribution of population among congressional townships in the district or between the district's incorporated and unincorporated areas. 105 ILCS 5/10-11 (105 ILCS 5/11A-8). Note: If a vacancy for an area of residence remains unfilled, a board must submit a proposition at the next general election for the election of a board member at large. 105 ILCS 5/10-10.5(c), added by P.A. 100-800.

population among incorporated and unincorporated areas.

Decide who will receive completed vacancy applications.

Guidelines	Explanation
<p>The Board President will accept applications.</p> <p>The Board will discuss, at an open meeting, its process to review the applications and who will contact applicants for an interview.</p>	<p>Who accepts vacancy applications is at the Board's sole discretion. According to 2:110, <i>Qualifications, Term, and Duties of Board Officers</i>, the Board President is a logical officer to accept the applications, but this task may be delegated to the Secretary or Superintendent's secretary if the Board determines that it is more convenient. Who accepts the applications must be decided prior to posting the vacancy announcement.</p>

Create the Board member vacancy announcement.

Announcement	Explanation
<p>School District _____ Board Member Vacancy</p> <p>The School District is accepting applications to fill the vacancy resulting from [reason for vacancy] of [former Board member's name].</p>	<p>The contents of a vacancy announcement, how it is announced, and where it is posted are at the Board's sole discretion.</p> <p>The Board may want to announce the vacancy and its intent to fill it by appointment during an open meeting. The announcement may be posted on the District's website and in the local newspaper(s).</p>
<p>The individual selected will serve on the School Board from the date of appointment to [date].</p>	<p>The length of the appointment depends upon when during the term of office the vacancy occurred. See 105 ILCS 5/10-10 and Board policy 2:70, <i>Vacancies on the School Board - Filling Vacancies</i>, to determine the length of the appointment.</p>
<p>The School District [School District's philosophy or mission statement].</p>	<p>See Board policy 1:30, <i>School District Philosophy</i>, for the District's mission statement that is specific to the community's goals.</p>
<p>Applicants for the Board vacancy must be: [Board's list of qualifications].</p>	<p>See checklist item titled <i>Develop a list of qualifications for appointment of a person to fill the vacancy</i> above.</p>
<p>Applicants should show familiarity with the Board's policies regarding general duties and responsibilities of a Board and a Board member, including fiduciary responsibilities, conflict of interest, ethics and gift ban. The Board's policies are available at [locations].</p>	<p>Listing this along with the Board's list of qualifications assists candidates in understanding a Board member's duties and responsibilities and may facilitate a better conversation during the interview process. See Board policies: 2:20, <i>Powers and Duties of the School Board</i>; <i>Indemnification</i>; 2:80, <i>Board Member Oath and Conduct</i>; 2:100, <i>Board Member Conflict of Interest</i>; 2:105 <i>Ethics and Gift Ban</i>; and 2:120, <i>Board Member Development</i>.</p>
<p>Applications may be obtained at [location and address and/or website] beginning on [date and time].</p> <p>Completed applications may be turned in by [time and date] to [name and title of person receiving applications].</p>	<p>See action item titled <i>Decide who will receive completed vacancy applications</i> above.</p>

Publicize the vacancy announcement by placing it on the District's website, announcing it at a meeting, and/or advertising it in the local newspaper(s).

Accept and review applications from prospective candidates (see *Decide who will receive completed vacancy applications* above).

Contact appropriate applicants for interviews (see *Decide who will receive completed vacancy applications* above).

Develop interview questions.

Interview Questions	Explanation
<p>Why do you want to be a Board member?</p> <p>What specific skills would you bring to the Board?</p>	

<p>Please give specific examples of your ability in interpersonal relationships and teamwork.</p> <p>What do you see as the role of a Board member?</p> <p>What have you done to prepare yourself for the challenges of being a Board member?</p> <p>Please describe your previous community or non-profit experiences.</p> <p>What areas in the district would you like to see the Board strengthen?</p> <p>What is your availability to meet the time, training commitments, and other responsibilities required for Board membership?</p> <p>Describe what legacy you would like to leave behind.</p>	<p>Interview questions are at the Board's sole discretion. This list is not exhaustive, but it may help the Board tailor its questions toward finding a candidate who will approach Board membership with a clear understanding of its demands and expectations along with a constructive attitude toward the challenge. The Board may also want to consider allowing an equal amount of time for each interview.</p> <p>See IASB's <i>Recruiting School Board Candidates</i>, available at: www.iasb.com/training/recruiting.cfm</p> <p>A prospective candidate to fill a vacancy may raise other specific issues that the Board will want to cover during an interview.</p>
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Conduct interviews with candidates (interviews may occur in closed session pursuant to 5 ILCS 120/2(c)(3)).

Interview Plan	Explanation
<p>In each interview, the Board President will:</p> <p>Introduce Board members to the candidate at the beginning of the interview.</p> <p>Describe the Board's interview process, selection process, and ask the candidate if he or she has questions about the Board's process for filling a vacancy by appointment.</p> <p>Describe the District's philosophy or mission statement.</p> <p>Describe the vacancy for the candidate by reviewing the: (1) qualifications, and (2) general duties and responsibilities of the Board and the Board members, including fiduciary responsibilities, conflict of interest, ethics and gift ban, and general Board member development.</p> <p>Begin asking the interview questions that the Board developed.</p> <p>Ask the candidate whether he or she has any questions for the Board.</p> <p>Thank the candidate and inform the candidate when the Board expects to make a decision and how the candidate will be contacted regarding the Board's decision.</p>	<p>The Board President will lead the Board as it interviews prospective candidates. See Board policy 2:110, <i>Qualifications, Term, and Duties of Board Officers</i>. The president presides at all meetings. 105 ILCS 5/10-13.</p> <p>The Board may also want to consider allowing an equal amount of time for each interview.</p>

Fill vacancy by a vote during an open meeting of the Board before the 60th day (105 ILCS 5/10-10, amended by P.A. 101-67, eff. 1-1-20).

Assist the appointed Board member in filing his or her statement of economic interest (5 ILCS 420/4A-105(c)).

Announce the appointment to District staff and community.

Announcement	Explanation
<p>The Board appointed [appointee's name] to fill the vacancy on the Board.</p> <p>The appointment will be from [date] to [date].</p> <p>The Board previously established qualifications for the appointee in a careful and thoughtful manner. [Appointee's name] meets these qualifications and has demonstrated the willingness to accept the duties and responsibilities of a Board member. [Appointee's name] brings a clear understanding of the demands and expectations of being a Board member along with a constructive attitude toward the</p>	<p>The contents of the appointment announcement and length of time it is displayed are at the Board's sole discretion. The Board may want to consider announcing the appointment during its meeting and also by posting it in the same places that it posted the vacancy announcement.</p> <p>See Board policy 8:10, <i>Connection with the</i></p>

challenge.

Community.

Administer the Oath of Office and begin orientation.

Guidelines	Explanation
See Board policy 2:80, <i>Board Member Oath and Conduct</i> .	Each individual, before taking his or her seat on the Board, must take an oath in substantially the form given in 105 ILCS 5/10-16.5.
See Board policy 2:120, <i>Board Member Development</i> , and 2:120-E, <i>Guidelines for Serving as a Mentor to a New School Board Member</i> .	Orientation assists new Board members to learn, understand, and practice effective governance principles. See the IASB Foundational Principles of Effective Governance, available at: www.iasb.com/principles_popup.cfm .

Inform IASB of the newly appointed Board member's name and directory information.

PRESSPlus Comments

PRESSPlus 1. Updated to address *holdover* incumbent members. **Issue 102, October 2019**

Document Status: District Use Only

5:20-E Resolution to Prohibit Sexual Harassment

Adopt as presented

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

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

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

WHEREAS, Section 70-5 of the State Officials and Employees Ethics Act (5 ILCS 430/70-5, amended by P.A.s 100-554 and 101-221) requires governmental entities to adopt an ordinance or resolution establishing a policy to prohibit sexual harassment which, at a minimum, includes: (1) a prohibition on sexual harassment; (2) details on how an individual can report an allegation of sexual harassment, including options for making a confidential report to a supervisor, ethics officer, Inspector General, or the Ill. Dept. of Human Rights; (3) a prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under the Act, the Whistleblower Act (740 ILCS 174/), and the Ill. Human Rights Act (775 ILCS 5/); and (4) the consequences: (a) of a violation of the prohibition on sexual harassment; and (b) for knowingly making a false report; and (5) a mechanism for reporting and independent review of allegations of sexual harassment made against a Board member by a fellow Board member or other elected official. [PRESSPlus1](#)

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

Section 1: The Board adopts Board policies [2:105, Ethics and Gift Ban](#), and [5:20, Workplace Harassment Prohibited](#), attached as Exhibit A, which collectively contains the following: (1) a prohibition on sexual harassment; (2) detail regarding how an individual can report an allegation of sexual harassment, including options for making a confidential report to an immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, a Complaint Manager, or the Ill. Dept. of Human Rights; (3) a prohibition on retaliation for reporting sexual harassment allegations and a statement regarding the availability of whistleblower protections under the State Officials and Employees Ethics Act, the Whistleblower Act, and the Ill. Human Rights Act; and (4) the consequences: (a) of a violation of the prohibition on sexual harassment; and (b) for knowingly making a false report, and (5) a mechanism for reporting and independent review of allegations of sexual harassment made against a Board member by a fellow Board member or other elected official.

Section 2: Any prior versions of Board policies [2:105, Ethics and Gift Ban](#), and [5:20, Workplace Harassment Prohibited](#), adopted by the Board are superseded by this Resolution.

Adopted this 19th day of June, 2018.

Attested by: _____ Board President

Attested by: _____ Board Secretary

PRESSPlus Comments

PRESSPlus 1. Updated in response to the State Officials and Employees Ethics Act (SOEEA), 5 ILCS 430/70-5, amended by P.A. 101-221, requiring boards to amend their sexual harassment policies by resolution to include a mechanism for reporting and independent review of sexual harassment allegations made against board members by elected officials. The resolution must be adopted by February 9, 2020. **Issue 102, October 2019**

Document Status: District Use Only

3:40-E Exhibit - Checklist for the Superintendent Employment Contract Negotiation Process

Exhibits are not adopted. This is a reference for the Board.

The School Board hires and employs the Superintendent. The Superintendent shall be in charge of the administration of the schools under the direction of the Board, through its policies. See [105 ILCS 5/10-21.4](#) and [105 ILCS 5/10-16.7](#). As an effective employer, the Board must develop and maintain a productive relationship with the Superintendent. See IASB's *Foundational Principles of Effective Governance*, **Principle 3. The board employs a superintendent**, at: www.iasb.com/pdf/found_prin.pdf.

The foundation for a productive employment relationship begins when the Board identifies the most qualified superintendent candidate (*successful superintendent candidate*) after an established interview process. The Board then extends an offer of employment to the successful superintendent candidate. The employment search process and resulting relationship should consist of mutual respect and a clear understanding of respective roles, responsibilities, and expectations. This relationship should begin with the Board's policy, a thoughtfully crafted employment contract and job description, and procedures for communications and ongoing assessment. See *Principles* at: www.iasb.com/pdf/found_prin.pdf.

Below, the *Checklist for the Superintendent Employment Contract Negotiation Process (Checklist)* provides a column entitled **Superintendent Contract Term Considerations for the Board**. It lists common superintendent employment contract terms and points of consideration for boards to prepare for during the contract formation process. Another column entitled **Explanation, Special Considerations, and Resources** provides extra information about these common superintendent employment contract terms.

The *Checklist* is intended to serve as a resource to educate and guide the Board through the employment contract negotiation process with its successful superintendent candidate. Board members who are educated about the content within the *Checklist* are crucial to successful negotiation processes. An educated contract formation and negotiation process, along with a well-written contract and job description for the Superintendent, all set the foundation for mutual respect and a clear understanding of the Board and Superintendent's respective roles, responsibilities, and expectations. **Important:** This *Checklist* is a resource for contract formation; it is not a list of *must have* items for a superintendent's employment contract or a basis for a board to re-open contracts currently in effect.

Prior to providing the successful superintendent candidate an offer for employment and contract for review, consideration, and negotiation, consult the Board Attorney about the *Checklist* and the scope of the terms the Board wishes to offer the successful superintendent candidate. The Board and the successful superintendent candidate should expect and encourage the other to seek the advice of their respective attorneys during the employment contract formation process.

Many attorneys agree and best practices suggest that boards and successful superintendent candidates work with their own separate attorneys in an amicable and cooperative manner to complete the employment contract negotiation process.

Board Attorney. Prior to providing any successful superintendent candidate with an offer for employment and a contract for review, consideration, and negotiation, best practices suggest consulting the Board Attorney about the *Checklist*. **Note:** Boards should view a successful superintendent candidate retaining his or her own attorney as a best practice (as opposed to a warning sign). Each party is beginning the employment relationship in a cooperative manner to set an appropriate foundation to the future working relationship.

Power and Duties of the Superintendent

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Duties	Does the Board enumerate the duties of the Superintendent in the employment contract? <ol style="list-style-type: none"> 1. Are the statutory duties of the Superintendent listed? 2. Has the Board incorporated policy references to the other duties related to the Superintendent's employment? See 105 ILCS 5/10-21.4 and 105 ILCS 5/10-16.7 .
Full-time, Attention and Energy Clause	How will the Board address outside activities of the Superintendent? <ol style="list-style-type: none"> 1. How will the Board define <i>outside activities</i>? 2. Will the Board restrict the Superintendent from engaging in outside activities during the term of the employment contract? 3. Will the Board require approval/notification before the Superintendent engages in outside activities?

Employment and Compensation

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources

Duration of Contract	<p>A superintendent's employment contract may not exceed five years. If its duration is two to five years, the contract must reference goals and suspension of tenure.</p> <p>No performance-based contract shall be extended or rolled over prior to its scheduled expiration unless all the performance and improvement goals contained in the contract have been met. See 105 ILCS 5/10-23.8.</p> <p>If the duration is one year or less, then the contract need not reference goals or suspension of tenure.</p>
Salary	<p>Special Considerations for the Board may include:</p> <ol style="list-style-type: none"> 1. What is the estimated Board contribution to the Teachers' Retirement System (TRS) for any raises above six percent (prior to 7-1-18 (40 ILCS 5/15-155(g), amended by P.A. 101-100-587) or three percent (40 ILCS 5/15-155 (g-1), amended by P.A. 100-587) prior to retirement? PRESSPlus1 2. What is the <i>cost shift</i> implication for the District if the Board offers or later agrees to a salary that is equal to or greater than the governor's statutory salary of \$177,412 (P.A. 100-23 now makes school districts responsible for paying the actuarial cost of the pension benefits earned on the portion of a TRS member's salary that exceeds \$177,412)? 3. Do any administrative cost cap triggers exist (105 ILCS 5/17-1.5)? <p>Items the Board may see the successful superintendent candidate request of it:</p> <ol style="list-style-type: none"> 1. A fixed salary for each year of the contract. 2. A guaranteed minimum salary. 3. Compensation increases.
Severance Agreements	<p>The Government Severance Pay Act (GSPA), 5 ILCS 415/10, added by P.A. 100-895, eff. 1-1-19, requires the following contract provisions:</p> <ol style="list-style-type: none"> 1. A restriction to an amount not exceeding 20 weeks of compensation; and 2. A prohibition for any severance if the Superintendent is fired for <i>misconduct</i> by the Board. See the <i>Severance Pay</i> row under the Changes to the Superintendent's Employment Contract subhead below for a definition of what misconduct means in the context of this law.
Teachers Retirement System (TRS) & Teacher Health Insurance (THIS)	<p>How does the Board want to address:</p> <ol style="list-style-type: none"> 1. Pension contributions (TRS-THIS)? 2. Inclusion of salary and other compensation in the payment of TRS and THIS? Or, will TRS and THIS be in addition to salary and other compensation? 3. Unforeseen pension reform issues?

Conditions of Employment

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Administrative License	Does the Board want to require the successful superintendent candidate to guarantee that as the future Superintendent of the District, he or she has and will maintain the appropriate licensure throughout the employment contract?
Criminal Background Check Law	105 ILCS 5/10-21.9 , amended by P.A. 101-531. See also PRESS sample policy 5:30, <i>Hiring Process and Criteria</i> and the subhead entitled Fingerprint-based Criminal History Records Information Check in administrative procedure 5:30-AP2, <i>Investigations</i> .
Other Background Check Laws	<p>Does the Board want to require additional background inquiries beyond the fingerprint-based criminal history records information check required by 105 ILCS 5/10-21.9, amended by P.A. 101-531, and discussed above? If yes, consult the Board Attorney and consider the following laws:</p> <p>15 U.S.C. § 1681 <i>et seq.</i>, Federal Fair Credit Reporting Act (FCRA), is a federal law that regulates the gathering and use of information about consumers by third party <i>consumer reporting agencies</i>, including credit information, criminal background, driving record, personal characteristics/reputation, etc. The law requires consumer reporting agencies to comply with certain procedural notice requirements when gathering information from a consumer.</p> <p>820 ILCS 75/, III. Job Opportunities for Qualified Applicants Act, prohibits employers from inquiring about an applicant's criminal history until the application has been determined qualified and notified that he/she has been selected for an interview (<i>a/k/a ban the box law</i>).</p> <p>820 ILCS 55/, III. Right to Privacy in the Workplace Act (RPWA), prohibits employers from:</p> <ol style="list-style-type: none"> 1. Requesting, coercing, or requiring any employee or prospective employee to provide a user name and password for any personal online account; 2. Requesting, coercing, or requiring an employee or applicant to invite the employer to have access

	<p>to that individual's personal online account; and</p> <p>3. Taking an adverse employment action against an individual (including refusal to hire) based on that individual's use of a lawful product off District property during nonworking hours, i.e., tobacco, cannabis, or alcohol. (Note: RPWA allows employers to regulate employees' use of those lawful products that impair an employee's ability to perform the employee's assigned duties. See policy 5:50, Drug- and Alcohol-Free Workplace: E-Cigarette, Tobacco, and Cannabis Prohibition, and its f/ns).</p> <p>820 ILCS 70/, III. Employee Credit Privacy Act, prohibits employers from inquiring into an individual's credit history or taking action against an employee based such history unless a satisfactory credit history is a <i>bona fide occupational requirement</i>, which is further defined in the statute. The job descriptions of superintendents generally meet this standard because they: (1) describe a managerial position that involves direction of school districts; (2) include signatory power over more than \$100; and (3) involve having access to confidential and financial information. Note: Any one of these grounds alone is sufficient.</p>
Medical Examination	<p>105 ILCS 5/24-5 requires new employees to submit evidence of physical fitness to perform assigned duties and freedom from communicable diseases.</p> <p>The Americans with Disabilities Act allows medical inquiries of current employees only when they are job-related and consistent with business necessity or part of a voluntary employee wellness program. 42 U.S.C. §12112(d)(4). Districts may deny jobs to individuals with disabilities who pose a direct threat to the health or safety of others in the workplace, provided that a reasonable accommodation would not either eliminate the risk or reduce it to an acceptable level. 42 U.S.C. §12113; 29 C.F.R. Part 1630.2(r).</p> <p>See also PRESS sample policy 5:30, <i>Hiring Process and Criteria</i>, specifically f/ns 18 and 19.</p>
Tenure	<p><u>Suspension of Tenure</u></p> <p>With multi-year contracts and multi-year extensions, superintendents waive their rights to tenure in a school district, but no previously acquired tenure may be lost.</p> <p><u>Continued Tenure</u></p> <p>Superintendents serving multiple one year contracts may still accrue service toward and acquire tenure.</p> <p>See 105 ILCS 5/10-23.8 and the <i>Duration of Contract</i> row in the Employment and Compensation checkbox, above.</p>

Evaluations and Goals

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
<p>Board Goals and Indicators of Student Performance and Academic Achievement for the Superintendent</p>	<p>105 ILCS 5/10-23.8 requires each performance-based contract to include the goals and indicators of student performance and academic improvement determined and used by the Board to measure the performance and effectiveness of the Superintendent and other information as the Board may determine.</p> <p>Regarding its goals and indicators, has the Board:</p> <ol style="list-style-type: none"> 1. At minimum, addressed student performance and academic achievement (105 ILCS 5/10-23.8 states "and other information as the Board may determine")? 2. Included them in the body of the employment contract? Or as an exhibit to it? 3. Set them to be: <ol style="list-style-type: none"> a. Measurable and achievable, i.e., are they within the Superintendent's control? b. Objective, subjective or a combination of both? 4. Set a timeline for achievement, and if so is it on an: <ol style="list-style-type: none"> a. Annual basis? b. Prior to completion of the employment contract? 5. Set them as procedural, substantive, or a combination of both? <p>For more information about setting goals and indicators for superintendents regarding student performance and academic achievement, see:</p> <p>IASB's <i>Field Services Catalog</i> at:</p> <p>http://iasb.mys1cloud.com/fieldservicecatalog.pdf</p> <p>Contact a Field Services Director regarding the following IASB workshops and/or offerings that may set the stage for boards to hold their superintendents accountable for district performance, including academic</p>

	<p>achievement:</p> <p><i>Setting District Goals and Direction</i> (leads a board and superintendent to develop their own district-language for specific measurable, and attainable goals and indicators)</p> <p><i>The Superintendent Evaluation Process</i> (describes an effective method of holding the superintendent accountable)</p> <p><i>The Board and its Superintendent</i> (workshop assisting a board in developing an effective relationship with its superintendent).</p>
Superintendent Evaluation	<p>Once the Board has developed its goals and indicators (as discussed immediately above), 105 ILCS 5/10-20, 5/10-23, and 5/10-23.8 require the Board to:</p> <ol style="list-style-type: none"> 1. "Direct, through policy, its superintendent in his or her charge of the administration of the school district;" and 2. Evaluate the superintendent in his or her "administration of school board policies and his or her stewardship of the assets of the district." <p>How will the Board evaluate the successful superintendent candidate upon its outlined goals and indicators?</p> <p>Does the Board state when it will evaluate the successful superintendent candidate upon the goals and indicators that it set? Note: Some districts do not consider the superintendent evaluation to be a <i>one-time event</i> and put an on-going process into place. Contrast other districts, which depending upon their preferences, generally find the best time of year to evaluate is in the winter or early springtime.</p> <p>Is the Board or the successful superintendent candidate responsible to trigger the components of the Superintendent's evaluation process?</p> <p>What evaluation instrument will be used? How will the evaluation be documented?</p> <p>Will an evaluation instrument be outlined by the Board in its employment contract with the successful superintendent candidate?</p> <p>Is the evaluation instrument the Board will use tied to its goals and indicators of student performance and academic improvement and other information as the Board may determine?</p> <p>For more information about best practices when planning for and evaluating the Superintendent, see:</p> <p><i>The Superintendent Evaluation Process</i> at: www.iasb.com/training/superintendent-evaluation-process.pdf;</p> <p>IASB's <i>Foundational Principles of Effective Governance</i>, Principle 3. The board employs a superintendent, at: www.iasb.com/principles.cfm; stating "the board employs and evaluates one person — the superintendent — and holds that person accountable for district performance and compliance with written board policy".</p>

Expenses and Benefits

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Expenses	<p>How will the Board address expenses in its employment contract negotiations with the successful superintendent candidate?</p> <p><u>Business</u></p> <ol style="list-style-type: none"> 1. What standard will the Board use, e.g., reasonable, itemized, etc.? 2. Will the Board designate the Board President or another individual to review and/or approve the Superintendent's expenses? <p><u>Transportation</u></p> <p>Will the Board reimburse travel? If yes, what types of travel will the board reimburse? Some transportation topics that successful superintendent candidates request discussion about include:</p> <ol style="list-style-type: none"> 1. Vehicle insurance reimbursement(s) 2. Vehicle repair reimbursement(s) 3. A travel allowance only at either a set amount or the District's per mile rate 4. A vehicle 5. Out-of-district travel
Insurance	<p>Will the Board address insurance in its employment contract negotiations with the successful superintendent candidate?</p>

	<p>Some items successful superintendent candidates request include:</p> <ol style="list-style-type: none"> 1. Insurance contributions as part of a Cafeteria Plan, or in the alternative, the Board paying the premiums. 2. Specific insurance coverages from the Board, such as health, dental, vision, life, disability, etc.
Vacation	<p>Will the Board address vacation days in its employment contract negotiations with the successful superintendent candidate? If yes, then:</p> <ol style="list-style-type: none"> 1. How many days? 2. Will vacation days accumulate? And, if so, how? 3. Will the Board designate itself, the Board President, or a Board officer to approve or receive notification from the Superintendent prior to taking a vacation? If yes, describe the process. 4. Will the Board address reimbursement for unused days?
Sick Leave/Days	<p>Will the Board address sick days in its employment contract negotiations with the successful superintendent candidate? If yes, then:</p> <ol style="list-style-type: none"> 1. Will sick leave be limited to annual sick leave days in the District's teachers' contract? 2. How will sick day accumulation be addressed? 3. Will the Board designate itself, the Board President, or a Board officer to approve or receive notification from the Superintendent prior to taking or upon returning from a sick day? If yes, describe the process.
Professional Activities and Organizations Memberships in Community Organizations	<p>Will the Board address memberships in professional activities/organizations and/or community organizations its employment contract negotiations with the successful superintendent candidate? If yes, then:</p> <ol style="list-style-type: none"> 1. How many organizations will the Board allow the Superintendent to join? 2. Which organizations will be allowed? 3. What is the Board's limit for the cost of dues to professional organizations?
Retirement	<p>Will the Board address any type of payment(s) upon the Superintendent's retirement? If yes, then:</p> <ol style="list-style-type: none"> 1. Has the Board thoroughly examined and addressed: <ol style="list-style-type: none"> a. Any consequences or other penalties to it? b. The impact of any prior salary increases? c. Potential pension reform issues? 2. Often, a successful superintendent candidate's attorney has interest in the following issues: <ol style="list-style-type: none"> a. Available post-retirement options available, e.g., payments for sick/vacation days, post-retirement insurance, longevity annuity payment, etc. b. Whether a potential retirement payment will be properly creditable for TRS purposes. Note: Ultimately, only TRS has the authority to determine creditability.
Annuities and Other Deferred Compensation	<p>Will the Board address any type of annuities and other deferred compensation issues? If yes, then:</p> <ol style="list-style-type: none"> 1. Will it offer such compensation in addition to the Superintendent's agreed-upon salary? 2. Will it contribute creditable earnings for TRS purposes?

Changes to the Superintendent's Employment Contract

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Non-Renewal at End of Contract	<p>How will the Board and successful superintendent candidate agree to address orderly end to the employment contract when the Board chooses not to renew it?</p> <ol style="list-style-type: none"> 1. Will there be a non-renewal notification date? Do both parties' attorneys find it reasonable? 2. Will the Board require the Superintendent to remind it of the non-renewal date? 3. Will there be any agreement to a clause for an automatic one-year renewal if the Board fails to provide end-of-contract non-renewal notification? 4. Will the Board agree to language in the employment contract that would provide the Superintendent with a hearing upon non-renewal?
Renewal at End of Contract	<p>Will the Board agree to a procedure for renewing the employment contract at its end? If yes, then:</p> <ol style="list-style-type: none"> 1. What date would be the earliest that the Board could renew its employment contract with the

	<p>Superintendent?</p> <p>2. What criteria will the Board base its renewal upon? For example, some boards base renewal upon superintendents achieving their stated goals and indicators of student performance and academic improvement and other information they required.</p>
Contract Extensions	<p>Will the Board agree to allow for an extension of its employment contract during its term? If yes, then:</p> <ol style="list-style-type: none"> 1. Will the Board agree to extend it during its term if the Board determines that the Superintendent successfully met all of the Board's stated goals and indicators of student performance and academic improvement and other information it required? 2. Will the Board agree to extend a one-year contract when the Superintendent is not required to meet any goals? <p>See 105 ILCS 5/10-23.8.</p>
Terminations	<p>If the successful superintendent candidate accepts employment with the Board and becomes the Superintendent, how will the Board outline the grounds and procedures for terminating the Superintendent's employment during the contract's term?</p> <ol style="list-style-type: none"> 1. Will the Board and the successful superintendent candidate agree to terminate it upon mutual agreement? 2. Will the Board allow retirement to be an appropriate reason for terminating its employment contract with the Superintendent? And if so, will the Board require reasonable notice from its Superintendent? 3. Could either the Board or Superintendent terminate the employment contract without cause by providing notice to the other? 4. Will the Board terminate the employment contract for permanent disability of the Superintendent? <ol style="list-style-type: none"> a. How will the Board define permanent disability in the contract? b. Will the Board require the Superintendent to obtain a permanent disability determination through physician certification, and/or c. Will the Board consider duration of absence; e.g., 90-days or exhaustion of sick leave, whichever is greater? <p>See PRESS sample policy 5:180, <i>Temporary Illness or Temporary Incapacity</i>.</p> 5. What standard will the Board use to terminate the employment contract for cause? Items to consider include: <ol style="list-style-type: none"> a. Any conduct detrimental/prejudicial to the District;* b. Just cause; c. Sufficient to dismiss a tenured teacher; d. Material breach of contract; or e. Not arbitrary and capricious. <p>*50 ILCS 205/3c, amended by P.A. 100-1040, requires a school district to post on its website and make available to news media specific information about severance agreements that it enters into because an employee or contractor was found to have engaged in sexual harassment or sexual discrimination, as defined by the Ill. Human Rights Act or Title VII of the Civil Rights Act of 1964. See Severance Pay row directly below.</p> 6. Will the Board agree to provisions for hearing and due process for the Superintendent? 7. How will the Board address death of its Superintendent during the duration of the employment contract?
Severance Pay	<p>Any renewal or renegotiation that adds a condition of severance pay must include the following provisions of GSPA, 5 ILCS 415/10(a)(1), added by P.A. 100-895, eff. 1-1-19:</p> <ol style="list-style-type: none"> 1. A restriction to an amount not exceeding 20 weeks of compensation; and 2. A prohibition for any severance if the Superintendent is fired for <i>misconduct</i> by the Board. This law defines misconduct to include sexual harassment and/or discrimination. But 50 ILCS 205/3c, amended by P.A. 100-1040 limits sexual harassment or discrimination to instances when an employee is "found to have engaged in sexual harassment or sexual discrimination, as defined by the Ill. Human Rights Act or Title VII of the Civil Rights Act of 1964." For more discussion about these laws, see f/n 6 in policy 2:260, <i>Uniform Grievance Procedure</i>.
Liquidated Damages	<p>Will the Board agree to liquidate damages with its Superintendent if one or the other terminates the employment contract?</p> <ol style="list-style-type: none"> 1. Have both the Board and the successful superintendent candidate discussed the practical consequences of a liquidated damages clause with their respective attorneys? 2. If the Board terminates the contract, has it discussed with the Board Attorney how it can avoid litigation with its former Superintendent?

Amendments	How will the Board and Superintendent agree to allow for amendments to the employment contract?
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What technical clauses need to be in the Superintendent's employment contract?

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Technical clauses (common in contracts)	<p>If the employment contract contains any of the following technical provisions, have the Board Attorney and Superintendent's attorney reviewed them?</p> <ol style="list-style-type: none"> 1. Notice 2. Applicable law 3. Headings and numbers 4. Complete understanding, i.e., do the Board members and Superintendent share the same understanding of the various provisions written in the employment contract? 5. Counterparts 6. Effect of Policy Amendments 7. Severability 8. Advice of Counsel

Miscellaneous Issues

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Board Obligations Under the Employment Contract	<p>Do all members of the Board understand the District's obligations under the employment contract and what not complying with them will mean to the District?</p> <p>Specifically, are Board members aware of the Board's specific obligations regarding:</p> <ol style="list-style-type: none"> 1. The Superintendent Evaluation 2. Goal setting 3. Required notifications/actions by each party prior to termination of the employment contract
Ongoing Monitoring of Each Party's Compliance with the Contract	Are the Board and Superintendent actually complying with the terms of the employment contract? Has the Board Attorney explained how the Board should monitor compliance with the employment contract?
Legislative Issues	How might pending pension reform legislation or other trending legislation affect the employment contract?

PRESSPlus Comments

PRESSPlus 1. Ill. Pension Code, 40 ILCS 5/15-155(g), amended by P.A. 101-10, raises the cap for board contributions to the Teachers Retirement System back to 6%. **Issue 102, October 2019**



Lincolnshire-Prairie View School District 103

Memo

To: Board of Education
From: Scott Warren
Date: February 20, 2020
Re: Resolution to Prohibit Sexual Harassment

January 1, 2020, brought a new law, The Workplace Transparency Act, and an amended Illinois Human Rights Act, an amended The State Officials and Employees Ethics Act, and an amended Victims' Economic Security and Safety Act.

Thereby, boards are required to amend, by resolution, their sexual harassment policies to prohibit sexual harassment in the workplace, as well as school official and employee ethics.

I recommend the Board adopt the resolution as presented.

Resolution to Prohibit Sexual Harassment

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

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

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

WHEREAS, Section 70-5 of the State Officials and Employees Ethics Act (5 ILCS 430/70-5, amended by P.A. 100-554 and 101-221) requires governmental entities to adopt an ordinance or resolution establishing a policy to prohibit sexual harassment which, at a minimum, includes: (1) a prohibition on sexual harassment; (2) details on how an individual can report an allegation of sexual harassment, including options for making a confidential report to a supervisor, ethics officer, Inspector General, or the Ill. Dept. of Human Rights; (3) a prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under the Act, the Whistleblower Act (740 ILCS 174/), and the Ill. Human Rights Act (775 ILCS 5/); (4) the consequences: (a) of a violation of the prohibition on sexual harassment; and (b) for knowingly making a false report; and (5) a mechanism for reporting and independent review of allegations of sexual harassment made against a Board member by a fellow Board member or other elected official;

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

Section 1: The Board adopts Board policies 2:105, *Ethics and Gift Ban*, and 5:20, *Workplace Harassment Prohibited*, attached as Exhibit A, which collectively contain the following: (1) a prohibition on sexual harassment; (2) detail regarding how an individual can report an allegation of sexual harassment, including options for making a confidential report to an immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, a Complaint Manager, or the Ill. Dept. of Human Rights; (3) a prohibition on retaliation for reporting sexual harassment allegations and a statement regarding the availability of whistleblower protections under the State Officials and Employees Ethics Act, the Whistleblower Act, and the Ill. Human Rights Act; and (4) the consequences: (a) of a violation of the prohibition on sexual harassment; and (b) for knowingly making a false report, and (5) a mechanism for reporting and independent review of allegations of sexual harassment made against a board member by a fellow Board member or other elected official.

Section 2: Any prior versions of Board policies 2:105, *Ethics and Gift Ban*, and 5:20, *Workplace Harassment Prohibited*, adopted by the Board are superseded by this Resolution.

Adopted this 25th day of February, 2020.

Attested by: _____, Board President

Attested by: _____, Board Secretary

Lincolnshire-Prairie View School District 103

Document Status: District Use Only

Workplace Harassment Prohibited

5:20-E Resolution to Prohibit Sexual Harassment

Adopt as presented

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

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

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

WHEREAS, Section 70-5 of the State Officials and Employees Ethics Act (5 ILCS 430/70-5, amended by P.A.s 100-554 and [101-221](#)) requires governmental entities to adopt an ordinance or resolution establishing a policy to prohibit sexual harassment which, at a minimum, includes: (1) a prohibition on sexual harassment; (2) details on how an individual can report an allegation of sexual harassment, including options for making a confidential report to a supervisor, ethics officer, Inspector General, or the Ill. Dept. of Human Rights; (3) a prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under the Act, the Whistleblower Act (740 ILCS 174/), and the Ill. Human Rights Act (775 ILCS 5/); and (4) the consequences: (a) of a violation of the prohibition on sexual harassment; and (b) for knowingly making a false report; and [\(5\) a mechanism for reporting and independent review of allegations of sexual harassment made against a Board member by a fellow Board member or other elected official.](#) [PRESSPlus1](#)

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

Section 1: The Board adopts Board policies [2:105, Ethics and Gift Ban, and 5:20, Workplace Harassment Prohibited](#), attached as Exhibit A, which collectively contains the following: (1) a prohibition on sexual harassment; (2) detail regarding how an individual can report an allegation of sexual harassment, including options for making a confidential report to an immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, a Complaint Manager, or the Ill. Dept. of Human Rights; (3) a prohibition on retaliation for reporting sexual harassment allegations and a statement regarding the availability of whistleblower protections under the State Officials and Employees Ethics Act, the Whistleblower Act, and the Ill. Human Rights Act; and (4) the consequences: (a) of a violation of the prohibition on sexual harassment; and (b) for knowingly making a false report, and (5) a mechanism for reporting and independent review of allegations of sexual harassment made against a Board member by a fellow Board member or other elected official.

Section 2: Any prior versions of Board policies [2:105, Ethics and Gift Ban, and 5:20, Workplace Harassment Prohibited](#), adopted by the Board are superseded by this Resolution.

~~Adopted this 19th day of June, 2018.~~

Attested by: _____ Board President

Attested by: _____ Board Secretary

PRESSPlus Comments

PRESSPlus 1. Updated in response to the State Officials and Employees Ethics Act (SOEEA), 5 ILCS 430/70-5, amended by P.A. 101-221, requiring boards to amend their sexual harassment policies by resolution to include a mechanism for reporting and independent review of sexual harassment allegations made against board members by elected officials. The resolution must be adopted by February 9, 2020. **Issue 102, October 2019**



Lincolnshire-Prairie View School District 103

1370 N. Riverwoods Road • Lincolnshire, IL 60069

847/295-4030 • FAX 847/295-9196

<http://www.d103.org>

MEMO

To: Board of Education
From: Patrick Palbicke
CC: Dr. Scott Warren
Date: February 20, 2020
Re: Bus Bids Discussion

Attached you will find information regarding the bus bids that was presented at the last meeting. Our goal would be to decide what type of bus to order and from whom at this time. The buses have a 6-8 week build time, but that is not from the date of order. The manufacturers are currently in May and will be moving to June production, making it more difficult for us to get the buses on time.

Additional information is included after speaking with the representative from Midwest Transit Equipment (MTE). The last page shows additional savings per unit on the three and five-year lease of gas vehicles. Along with this, they do have updated numbers for one-year old vehicles that would allow the district additional savings. These too are shown under a three and five-year lease option.

For the newest information, they would have 19 vehicles available to us with the specs that we requested, meaning we would still need to lease 7 new vehicles.

The cost per year recap from MTE is:

- Three-year NEW \$469,016 per year
- Three-year w/19 used \$444,335 per year
- Five-year NEW \$427,818 per year
- Five-year w/19 used \$403,308 per year

The district would still wish to go with the gas vs diesel for the following reasons:

- Fuel savings
- Diesel exhaust fluid savings (since gasoline buses don't use diesel exhaust fluid)
- Only a short warm up period is needed during winter months. Gasoline buses produce heat in just a couple of minutes as opposed to running diesel buses for hours before the route to heat the interior of the bus and ensure startup
- Quiet engine.
- Maintenance savings since we no longer will have Espar heaters, EFR, DPF filters or tank, and no need to regenerate (burns the soot caught by the DPF filter). An oil change for gas engine requires only 7 quarts of oil and a \$5.00 filter. It costs about 75% less to perform a

service on the gas bus when compared to diesel. No need for fuel additives to avoid gelling of fuel.

- Start temps as low as -40 degrees

It is difficult to calculate the overall savings as it pertains to fuel, as the vehicles have similar mpg, with diesel being slightly better. However, the average cost of diesel is \$.40 more per gallon and we use the vehicles for about 12,000 – 14,000 miles per year. It is expected that with the less need to warm up vehicles on top of the better price for fuel, it would be a couple thousand per bus per year. Also mentioned above is the fact that we would not have to add fuel additives during the winter to gas vehicles.

When looking at past maintenance, the lube oil and filter costs run about the same for gas and diesel. The ancillary costs for diesel specific repairs have run the district \$61,000 over the last 30 months, averaging to be about \$2,000 per month. While we do not know what other expenses may arise from the switch, we do know which costs we will not have. We anticipate the normal costs associated with possible engine issues, brake lines and tire replacement.

We look forward to having the discussion on Tuesday night.

NEW 2 YEAR LEASE

<u>Years</u>	<u>Purpose</u>	<u>Company</u>	<u># of Vehicles</u>	<u>Cost Per Vehicle</u>	<u>Amount</u>
2	Gas 77-78 Bus	MTE	26	\$ 17,776.00	\$ 462,176.00
2	Gas Type A 34	MTE	4	\$ 16,282.00	\$ 65,128.00
2	Gas 77 Pass w/Wheelchair	MTE	2	\$ 22,782.00	\$ 45,564.00
				Total Per year	\$ 572,868.00
2	Gas 77-78 Bus	Central State sales	26	\$ 21,111.71	\$ 548,904.46
2	Gas Type A 34	Central State sales	4	\$ 18,860.41	\$ 75,441.64
2	Gas 77 Pass w/Wheelchair	Central State sales	2	\$ 27,933.14	\$ 55,866.28
				Total Per year	\$ 680,212.38
2	Diesel 77-78 Bus	Central State sales	26	\$ 23,395.52	\$ 608,283.52
2	Diesel Type A 34	Central State sales	4	\$ 18,860.41	\$ 75,441.64
2	Diesel 77 Pass w/Wheelchair	Central State sales	2	\$ 29,224.86	\$ 58,449.72
				Total Per year	\$ 742,174.88

NEW 3 YEAR LEASE

<u>Years</u>	<u>Purpose</u>	<u>Company</u>	<u># of Vehicles</u>	<u>Cost Per Vehicle</u>	<u>Amount</u>
3	Gas 77-78 Bus	MTE	26	\$ 15,048.00	\$ 391,248.00
3	Gas Type A 34	MTE	4	\$ 12,932.00	\$ 51,728.00
3	Gas 77 Pass w/Wheelchair	MTE	2	\$ 18,652.00	\$ 37,304.00
				Total Per year	\$ 480,280.00
3	Diesel 77-78 Bus	Midwest Bus Sales	26	\$ 13,076.00	\$ 339,976.00
3	Diesel Type A 34	Midwest Bus Sales	4	\$ 12,064.00	\$ 48,256.00
3	Diesel 77 Pass w/Wheelchair	Midwest Bus Sales	2	\$ 16,405.00	\$ 32,810.00
				Total Per year	\$ 421,042.00
3	Gas 77-78 Bus	Central State sales	26	\$ 16,977.17	\$ 441,406.42
3	Gas Type A 34	Central State sales	4	\$ 14,432.87	\$ 57,731.48
3	Gas 77 Pass w/Wheelchair	Central State sales	2	\$ 21,345.50	\$ 42,691.00
				Total Per year	\$ 541,828.90
3	Diesel 77-78 Bus	Central State sales	26	\$ 18,119.77	\$ 471,114.02
3	Diesel Type A 34	Central State sales	4	\$ 14,432.87	\$ 57,731.48
3	Diesel 77 Pass w/Wheelchair	Central State sales	2	\$ 22,328.16	\$ 44,656.32
				Total Per year	\$ 573,501.82

NEW 5 YEAR LEASE

<u>Years</u>	<u>Purpose</u>	<u>Company</u>	<u># of Vehicles</u>	<u>Cost Per Vehicle</u>	<u>Amount</u>
5	Gas 77-78 Bus	MTE	26	\$ 13,518.00	\$ 351,468.00
5	Gas Type A 34	MTE	4	\$ 10,951.00	\$ 43,804.00
5	Gas 77 Pass w/Wheelchair	MTE	2	\$ 18,073.00	\$ 36,146.00
				Total Per year	\$ 431,418.00
5	Diesel 77-78 Bus	MTE	26	\$ 14,033.00	\$ 364,858.00
5	Diesel Type A 34	MTE	4	\$ 10,951.00	\$ 43,804.00
5	Diesel 77 Pass w/Wheelchair	MTE	2	\$ 18,620.00	\$ 37,240.00
				Total Per year	\$ 445,902.00
5	Diesel 77-78 Bus	Midwest Bus Sales	26	\$ 14,776.00	\$ 384,176.00
5	Diesel Type A 34	Midwest Bus Sales	4	\$ 13,764.00	\$ 55,056.00
5	Diesel 77 Pass w/Wheelchair	Midwest Bus Sales	2	\$ 18,105.00	\$ 36,210.00
	WITH SERVICE CONTRACT			Total Per year	\$ 475,442.00
5	Gas 77-78 Bus	Central State sales	26	\$ 14,976.40	\$ 389,386.40
5	Gas Type A 34	Central State sales	4	\$ 12,259.64	\$ 49,038.56
5	Gas 77 Pass w/Wheelchair	Central State sales	2	\$ 18,455.04	\$ 36,910.08
				Total Per year	\$ 475,335.04
5	Diesel 77-78 Bus	Central State sales	26	\$ 14,976.40	\$ 389,386.40
5	Diesel Type A 34	Central State sales	4	\$ 12,259.54	\$ 49,038.16
5	Diesel 77 Pass w/Wheelchair	Central State sales	2	\$ 18,455.04	\$ 36,910.08
				Total Per year	\$ 475,334.64

USED 2 YEAR LEASE

<u>Years</u>	<u>Purpose</u>	<u>Company</u>	<u># of Vehicles</u>	<u>Cost Per Vehicle</u>	<u>Amount</u>
2	Gas 77-78 Bus	MTE	26	\$ 16,060.00	\$ 417,560.00
2	Gas Type A 34	MTE	4	\$ 14,710.00	\$ 58,840.00
2	Gas 77 Pass w/Wheelchair	MTE	2	\$ 20,582.00	\$ 41,164.00
				Total Per year	\$ 517,564.00

USED 3 YEAR LEASE

<u>Years</u>	<u>Purpose</u>	<u>Company</u>	<u># of Vehicles</u>	<u>Cost Per Vehicle</u>	<u>Amount</u>
3	Gas 77-78 Bus	MTE	26	\$ 13,749.00	\$ 357,474.00
3	Gas Type A 34	MTE	4	\$ 12,593.00	\$ 50,372.00
3	Gas 77 Pass w/Wheelchair	MTE	2	\$ 17,620.00	\$ 35,240.00
				Total Per year	\$ 443,086.00

LINCOLNSHIRE-PRAIRIE VIEW SCHOOL DISTRICT 103

MIDWEST TRANSIT BID

# OF UNITS	NEW OR 1 YEAR OLD	CAP	FUEL	LEASE TERM	ANNUAL LEASE PRICE	CAMERA 1 OPTION #128	CAMERA 2 OPTION #229	ORIGINAL DISCOUNT IF ALL LEASED FROM MTE	ADDITIONAL DISCOUNT	TOTAL	GRAND TOTAL
26	NEW	77	GAS	3 YEARS	\$15,048.00	\$112.00	\$136.00	-\$500.00	-\$100.00	\$14,696.00	\$382,096.00
2	NEW	WC	GAS	3 YEARS	\$18,652.00	\$112.00	\$136.00	-\$500.00	-\$100.00	\$18,300.00	\$36,600.00
4	NEW	34 ICS	GAS	3 YEARS	\$12,932.00	\$112.00	\$136.00	-\$500.00	-\$100.00	\$12,580.00	\$50,320.00
										TOTAL	\$469,016.00

# OF UNITS	NEW OR 1 YEAR OLD	CAP	FUEL	LEASE TERM	ANNUAL LEASE PRICE	CAMERA 1 OPTION #128	CAMERA 2 OPTION #229	ORIGINAL DISCOUNT IF ALL LEASED FROM MTE	ADDITIONAL DISCOUNT	TOTAL	GRAND TOTAL
7	NEW	77	GAS	3 YEARS	\$15,048.00	\$112.00	\$136.00	-\$500.00	-\$100.00	\$14,696.00	\$102,872.00
19	ONE YEAR OLD	77	GAS	3 YEARS	\$13,749.00	\$112.00	\$136.00	-\$500.00	-\$100.00	\$13,397.00	\$254,543.00
2	NEW	WC	GAS	3 YEARS	\$18,652.00	\$112.00	\$136.00	-\$500.00	-\$100.00	\$18,300.00	\$36,600.00
4	NEW	34 ICS	GAS	3 YEARS	\$12,932.00	\$112.00	\$136.00	-\$500.00	-\$100.00	\$12,580.00	\$50,320.00
										TOTAL	\$444,335.00

# OF UNITS	NEW OR 1 YEAR OLD	CAP	FUEL	LEASE TERM	ANNUAL LEASE PRICE	CAMERA 1 OPTION #128	CAMERA 2 OPTION #229	ORIGINAL DISCOUNT IF ALL LEASED FROM MTE	ADDITIONAL DISCOUNT	TOTAL	GRAND TOTAL
26	NEW	77	GAS	5 YEARS	\$14,118.00	INCLUDED	INCLUDED	-\$500.00	-\$100.00	\$13,518.00	\$351,468.00
2	NEW	WC	GAS	5 YEARS	\$18,073.00	INCLUDED	INCLUDED	-\$500.00	-\$100.00	\$17,473.00	\$34,946.00
4	NEW	34 ICS	GAS	5 YEARS	\$10,951.00	INCLUDED	INCLUDED	-\$500.00	-\$100.00	\$10,351.00	\$41,404.00
										TOTAL	\$427,818.00

# OF UNITS	NEW OR 1 YEAR OLD	CAP	FUEL	LEASE TERM	ANNUAL LEASE PRICE	CAMERA 1 OPTION #128	CAMERA 2 OPTION #229	ORIGINAL DISCOUNT IF ALL LEASED FROM MTE	ADDITIONAL DISCOUNT	TOTAL	GRAND TOTAL
7	NEW	77	GAS	5 YEARS	\$14,118.00	INCLUDED	INCLUDED	-\$500.00	-\$100.00	\$13,518.00	\$94,626.00
19	ONE YEAR OLD	77	GAS	5 YEARS	\$12,828.00	INCLUDED	INCLUDED	-\$500.00	-\$100.00	\$12,228.00	\$232,332.00
2	NEW	WC	GAS	5 YEARS	\$18,073.00	INCLUDED	INCLUDED	-\$500.00	-\$100.00	\$17,473.00	\$34,946.00
4	NEW	34 ICS	GAS	5 YEARS	\$10,951.00	INCLUDED	INCLUDED	-\$500.00	-\$100.00	\$10,351.00	\$41,404.00
										TOTAL	\$403,308.00



Lincolnshire-Prairie View School District 103

1370 N. Riverwoods Road • Lincolnshire, IL 60069

847/295-4030 • FAX 847/295-9196

<http://www.d103.org>

MEMO

To: Board of Education
From: Patrick Palbicke
CC: Dr. Scott Warren
Date: February 20, 2020
Re: Transportation Contract Information

We will provide information regarding bidding out bus transportation to the board meeting, as gathering the data is quite extensive and contains many variables.

The difficulty in gathering contracts and applying them to our district is that there are no one size fits all. Some of the differences in each contract are:

- Age of buses/fleet
- Number of students who walk vs the number of riders
- Whether a district has a late start
- After school activities
- Hiring a Transportation Director
- Separate bidding of Regular Transportation and Special Education Transportation

We will try to break down the costs per ridership under a number of assumptions and bring that data to the board for discussion. Of course only a true bid will give us an accurate cost for our district and it's needs.



Lincolnshire-Prairie View School District 103

Memo

To: Board of Education
From: Scott Warren
Date: February 20, 2020
Re: Staffing Plan 2020-2021

Included is the recommended staffing plan for the 2020-2021 school year. The plan focuses on certified teaching staff. Classified staff is still being analyzed and will be presented at a future meeting. The certified teaching staff list consists of the current positions (blue). The total changes are calculated (in yellow) to determine the staffing (blue+yellow=green).

The plan is based on the district class size guidelines:

- K-2 = Low 20's
- 3-5 = Mid 20's
- 6-8 = High 20's

The recommended plan strikes a balance of providing appropriate class sizes for core and CAPE classes while ensuring our special education caseloads have sufficient support. The Daniel Wright Science/Math REACH services have been reallocated to STEAM. The Board Certified Behavior Analyst (BCBA) is a position we currently contract with the ELC to address our growing needs in special education.

Student data, which informs position needs, is not yet available for EL students as ACCESS data will be available late April. However, at this time, we are not anticipating a change.

I recommend the Board approve the staffing plan at a future Board meeting.

Recommended Staffing Plan

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	Approved		SP	HD	DW	Proposed		
	2019-2020		2020-2021	2020-2021	2020-2021	2020-2021		
	FTE	Positions	FTE	FTE	FTE	FTE	Positions	
Adaptive P.E.	1	1	-	-	-	1	1	
Art	3.5	4	-	-	-	3.5	4	
BCBA	0.3	1	0.3	0.2	0.2	1	1	
Early Childhood	5	5	-	-	-	5	5	
EL Teacher	5.7	6	-	-	-	5.7	6	
English Language Arts	7.2	9	-	-	0.5	7.7	9	
Family And Consumer Science	1	1	-	-	-	1	1	
Guided Teacher	2	2	-	-	-	2	2	
Health Teacher	1.2	2	-	-	0.8	2	2	
Learning Behavior Specialist	16	16	1	2	-	19	20	
Librarian	3	3	-	-	-	3	3	
Math	7.6	8	-	-	0.3	7.9	8	
Music	8.4	9	-	-	-	8.4	9	
Nurse	1	1	-	-	-	1	1	
P.E.	6.5	7	-	-	-	6.5	7	
Performing Arts	0.8	1	-	-	0.2	1	1	
Psychologist	3	3	-	-	-	3	3	
REACH Coordinator	4.2	6	-	-	-0.9	3.3	5	
RTI	9.3	10	-	-	-	9.3	10	
Science Teacher	6	6	-	-	-	6	6	
Self-Contained Kindergarten	7.5	8	-	-	-	7.5	8	8 sections K = 20 students
Self-Contained 1st Grade	8	8	-	-	-	8	8	8 sections 1 = 21 students
Self-Contained 2nd Grade	9	9	-	-	-	9	9	9 sections 2 = 21/22 students
Self-Contained 3rd Grade	8	8	-	-	-	8	8	8 sections 3 = 25/26 students
Self-Contained 4th Grade	8	8	-	1	-	9	9	9 sections 4 = 23/24 students
Self-Contained 5th Grade	10	10	-	-1	-	9	9	9 sections 5 = 24/25 students
Social Studies	6	6	-	-	-	6	6	12 sections of 6 (Core)
Social Worker	5.8	7	0.6	0.5	0.5	7.4	8	10 sections of 7 (Core)
Spanish Teacher	10	10	-	-	1	11	11	12 sections of 8 (Core)
Speech Language Pathologist	4.8	5	0.2	0.2	0.5	5.7	6	12 sections of 6 (CAPE)=22/23
STEAM	0.6	1	-	-	0.4	1	1	11 sections of 7 (CAPE)=21/22
Technology Integration Specialist	3	3	-	-	-	3	3	12 sections of 8 (CAPE)=21/22
Grand Total	173.4	184	2.1	2.9	3.5	181.9	190	
					Total Change		Total Change	
					\$637,500.00		8.5	



Lincolnshire – Prairie View School District 103

1370 RIVERWOODS ROAD

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Memo

To: Board of Education
From: Katie Reynolds, Assistant Superintendent of Teaching and Learning
CC: Dr. Scott Warren
Date: February 20, 2020
Re: Curriculum and Instruction Department Goals End-of-Year Update

Attached you will find a copy of the 2019-2020 Curriculum and Instruction Goals updated with evidences towards completion.

District 103 Curriculum and Instruction Goals 2019-2020

Vision 2020 Goal #2 : Provide differentiated instruction for all students across all disciplines to extend higher order thinking

Sub Goal	Action Steps	Who	Progress Status
Implement new District enrichment model Provide professional development for staff on best practices in ELL instruction	Provide coaching support for enrichment specialists	C & I Department	<ul style="list-style-type: none"> • Coaching PD was provided by Brenda Kaylor in September & January. • We have one final workshops scheduled in April.
	Provide coaching support for ELL co-teachers	C & I Department	<ul style="list-style-type: none"> • Coaching PD was provided by Brenda Kaylor in September & January. • We have one final workshops scheduled in April.

Vision 2020 Goal #3: Increase opportunities for critical and analytical thinking,creativity, and collaboration across the curriculum.

Sub Goal	Action Steps	Who	Progress Status
Strengthen and expand district Science, Technology, Engineering, Arts, Mathematics (STEAM) offerings. Enhance education in Social Emotional Learning (SEL), Digital Citizenship, Leadership, Executive Functioning	Continue to provide time to create and revise rubrics to enhance the quality and effectiveness of feedback provided to students and communication to parents (DW)	C & I Department, Building Administration and Certified Staff	<ul style="list-style-type: none"> • On the October 15, 2019 teacher institute day the DW admin team facilitated a presentation, "Quality Assessments, Rubrics, and Feedback." Teachers then presented best practices for feedback, tracking and reporting LBCs and discussed communicating rubric feedback to students and parents. • On the January 6, 2020 teacher institute day the DW teachers had the option of choosing to attend an AM or PM workso presented by LeeAnn Jung. The workshop titles were, "ENGAGING STUDENTS in Standards-Based Learning" and "HEALTHY GRADING PRACTICES for Students with Learning Differences." The other half of the day was spent in teams revising rubrics and collaborating around SBG practices. • One week prior to the end of quarters 1 & 2 and trimester 1 & 2 content teams were given a half day release day to collaborate on SBG rubrics and end of trimester marks.
	Provide professional development on Habits of Mind to help students grow in their 21st Century Learner Characteristics.	C & I Department & Building Administration	<ul style="list-style-type: none"> • This goal has been put on hold while we complete the Portrait of a Graduate process.
	Provide a parent workshop on Habits of Mind	C & I Department	<ul style="list-style-type: none"> • This goal has been put on hold while we complete the Portrait of a Graduate process.
	Research Personalized Learning, Project Based Learning, Problem Based Learning and Design Thinking with a parent and teacher committee to determine which pedagogical model should be incorporated into new Strategic Plan.	C & I Department & STEAM Committee	<ul style="list-style-type: none"> • In November committee members selected an instructional model (Design Thinking, Project Based Learning, Problem Based Learning, Individualized Learning) to research. • From November to January committee members reviewed resources through an online discussion board (padlet), answer the guided discussion questions, and respond to other subcommittee member's posts. • The sub committees met in January to discuss the instructional model and determine if it should still be considered for incorporation into Vision 2025 • In February the committee met to finalize a recommendation for Vision 2025.
	Identify a comprehensive coding curriculum to be implemented in the 2020-2021 school year.	Technology Coaches	<ul style="list-style-type: none"> • Technology coaches have been researching implementation plans.
	Provide professional development that allows for a successful implementation of the Bridges in Mathematics program	C & I Department	<ul style="list-style-type: none"> • On both the October & January teacher institute days grade level teams have been provided time to evaluate the previous unit and familiarize and plan for the next unit. • During building math committee meetings professional development needs are discussed and addressed. For example, teachers from Sprague observed in a first grade classroom in the Oak Grove School District.

Monitor student growth in math using ECRA data for all subgroups	Math committees	<ul style="list-style-type: none"> On September 26, 2019 Dr. Warren and the admin team meet with the district's ECRA representative to review MAP data.
Inventory Career Awareness Lessons to ensure vast and diverse experiences and individuals are represented.	Curriculum Committees	<ul style="list-style-type: none"> This goal has been added to all building curriculum committees. Each grade level has begun to incorporate career presentations or lessons into content instruction. Teachers are entering information into a chart to ensure there is diversity in careers.
Determine Curriculum for 8th Grade STEAM Course	C & I Department	
Provide professional development on microaggressions and supporting students with diverse needs in the classroom.	C & I Department	



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MEMO

To: Board of Education
From: Patrick Palbicke
CC: Dr. Scott Warren
Date: February 20, 2020
Re: Business Office Update - January

More than half way through the fiscal year and we continue to be in our lowest months for revenue (historically speaking); December through March. Our bright spot last month was a categorical payment, the second of this fiscal year (we budgeted for three), so now we dip to one of our lowest revenue months. For Expenses, we continue to monitor where we are in all funds for Salary and Benefits (79% of the budget); the district currently stands at 56.7% spent, which at this point is a healthy 1.6% ahead of expected.

January 2020 Financial Reports

Revenue collection gets much tighter in the absence of Tax collections. We are at 51.2% of our revenue target (4% ahead of last year at this time) with an expectation of 58.3%. We appear to be falling further behind expectations and this will continue over the next few months, with revenue collection from other sources also being on the light side. We did however get a sizable portion of our federal grant money, as this is paid as a reimbursable when we submit grant reports. The highlights thus far are the federal collection of grants, state categorical payments, interest, and 103 Club.

We are now at 60.5% expended, although the target, if we were able to even out our spending, would be at 58.3%. We appear to be 2.2% behind schedule (though last month it was at 3%), but we have had some large payments paid up front, an ELC payment last month, and costs related to construction. Some of this will be resolved when we finish preparing for the construction project at Daniel Wright and prepare an amended budget to encompass the costs. We believe this will continue to improve each month and will close the gap as we approach year end. It will be a function of not spending in many categories we paid early on, and if we were remove the capital budget and debt, we would be at 58.9% for all other funds. The district remains in a good place financially with many items paid in full at the beginning of the year. In the next few months we will see a few large payments for debt (interest and principal), special education costs (the ELC), and construction.

Beginning next month, we will also begin to see our rental costs for the new administration spaces and some of the associated costs. Again, these will be built into an amended budget.

Revenue Report

1/31/2020

% of Fiscal Year Complete: 58.3%

Education Fund

Local Sources

	MTD July	MTD Aug	MTD Sept	MTD Oct	MTD Nov	MTD Dec	MTD Jan	YTD Actual	Fiscal Year 2020 Final Budget	Budget Balance	% Budget Received
Property Tax Receipts	478,138.45	373,044.68	10,923,429.59	332,766.62	229,283.29	175,290.58	-	12,511,953.21	25,400,000	12,888,046.79	49.3%
CPPRT	16,987.62	2,037.85	-	29,565.51	-	4,909.94	17,953.45	71,454.37	59,000	(12,454.37)	121.1%
Tuition - Full Day Kindergarten	121,813.50	46,980.91	22,024.27	10,906.13	10,419.33	80,458.43	148,495.36	441,097.93	543,864	102,766.07	81.1%
Tuition - Summer School	-	-	-	-	-	-	-	-	110,000	110,000.00	0.0%
Interest	48,833.11	28,432.52	21,797.60	13,570.19	7,504.53	58,552.56	27,246.04	205,936.55	175,000	(30,936.55)	117.7%
Athletic Admissions	-	-	-	-	-	-	-	-	-	-	No Bud
Other Admissions	-	-	-	-	-	-	502.75	502.75	1,000	497.25	No Bud
After School Activities	-	-	12,325.00	4,250.00	5,205.00	6,860.00	4,190.00	32,830.00	35,000	2,170.00	93.8%
Technology Fee	3,811.54	15,348.25	936.19	285.63	110.00	527.24	451.65	21,470.50	34,990	13,519.50	61.4%
PE Uniform/Lock Fee	771.00	2,942.75	(455.00)	(1,481.00)	23.00	61.00	46.00	1,907.75	3,000	1,092.25	63.6%
Fine Arts Fee	-	-	-	-	-	-	-	-	-	-	No Bud
Graduation Fee	370.50	897.00	78.00	39.00	6.31	13.19	-	1,404.00	4,000	2,596.00	35.1%
Sprague Class Project Fee	-	-	-	-	-	-	-	-	-	-	No Bud
Half Day Class Project Fee	-	-	-	-	-	-	-	-	-	-	No Bud
Field Trip Fees	-	-	4,935.00	782.35	3,132.90	652.30	109.75	9,612.30	25,000	15,387.70	38.4%
Sale of Athletic Wear	-	-	-	-	-	-	-	-	1,000	1,000.00	0.0%
103 Club Fees	5,490.00	4,130.00	126,568.33	94,686.60	82,697.33	79,774.11	84,480.01	477,826.38	635,000	157,173.62	75.2%
Student ID Fees/Fines	-	-	35.00	20.00	10.00	-	20.00	85.00	500	415.00	17.0%
Library Fees/Fines	-	-	-	31.90	14.44	13.23	26.38	85.95	500	414.05	17.2%
Athletic Fees	-	1,075.00	2,075.00	125.00	1,575.00	425.00	1,125.00	6,400.00	8,000	1,600.00	80.0%
Band/Orchestra/Choir	825.00	3,950.00	1,075.00	15,625.00	1,700.00	5,225.00	4,750.00	33,150.00	35,000	1,850.00	94.7%
Textbook Fees	36,926.06	93,983.52	2,719.25	1,915.06	1,291.51	2,003.44	1,600.85	140,439.69	354,562	214,122.31	39.6%
PTO/Foundation Donations	-	-	-	-	1,000.00	-	16,632.04	17,632.04	40,000	22,367.96	44.1%
Other Donations	1,000.00	-	-	-	260.00	5,040.00	-	6,300.00	10,000	3,700.00	63.0%
Misc. Donations	-	-	-	-	-	-	-	-	100	100.00	0.0%
Refunds from Prior Yr. Expenses	384.00	53.99	41.25	834.06	-	18,581.23	89.99	19,984.52	8,000	(11,984.52)	249.8%
Payment from other LEA's	-	-	-	-	-	-	-	-	385,000	385,000.00	0.0%
Camp Revenue	-	-	-	-	-	-	-	-	16,000	16,000.00	0.0%
Loredo Taft Revenue	-	-	-	-	-	36,600.00	1,444.45	38,044.45	35,000	(3,044.45)	108.7%
Other Local Revenue	186.00	2,584.73	337.00	-	32.50	5,371.67	44.87	8,556.77	20,000	11,443.23	42.8%
Local Revenue	715,536.78	575,461.20	11,117,921.48	503,922.05	344,265.14	480,358.92	309,208.59	14,046,674.16	27,939,516	13,892,841.84	50.3%
State Sources											
General State Aid	-	94,006.67	94,006.66	94,006.66	94,006.66	94,006.66	94,007.01	564,040.32	1,032,130	468,089.68	54.6%
Spec. Ed. Private Facility	-	11901.74	-	-	-	23,692.52	-	35,594.26	60,000	24,405.74	59.3%
Spec. Ed. Extraordinary	-	-	-	-	-	-	-	-	-	-	No Bud
Spec. Ed. Personnel	-	-	-	-	-	-	-	-	-	-	No Bud
Spec. Ed. Orphanage	-	-	-	-	-	-	-	-	2,500	2,500.00	0.0%
Spec. Ed. Summer School	-	-	-	-	-	-	-	-	-	-	No Bud
Bilingual	-	-	-	-	-	-	-	-	-	-	No Bud
Orphanage Tuition	-	-	-	-	24,137.94	11,468.00	-	35,605.94	28,500	(7,105.94)	124.9%
Library Per Capital Grant	-	-	-	-	-	-	-	-	1,000	1,000.00	0.0%
Other State Revenue	-	-	-	-	-	-	-	-	-	-	No Bud
State Revenue	-	105,908.41	94,006.66	94,006.66	118,144.60	129,167.18	94,007.01	635,240.52	1,124,130	488,889.48	56.5%
Federal Sources											
Special Milk Program	2,412.04	-	-	2,040.26	-	2,307.42	1,905.25	8,664.97	16,000	7,335.03	54.2%
Title I - Low Income	5,435.00	-	-	-	-	12,000.00	-	17,435.00	33,000	15,565.00	52.8%
IDEA Preschool	-	-	-	-	-	-	3,221.00	3,221.00	10,500	7,279.00	30.7%
IDEA Flow Through	-	12,317.00	-	-	5,644.00	-	148,379.00	166,340.00	300,000	133,660.00	55.4%
IDEA Room & Board	-	-	-	-	44,340.00	-	-	44,340.00	-	(44,340.00)	No Bud
Title III - LIPLP	2,000.00	-	-	-	-	-	-	2,000.00	12,500	10,500.00	16.0%

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Title II - Teacher Quality	22,001.00	-	-	-	3,889.00	-	9,022.00	34,912.00	20,000	(14,912.00)	174.6%
Medicaid Reimbursement	13,000.74	-	6,084.95	-	-	-	-	19,085.69	25,000	5,914.31	76.3%
Federal Revenue	44,848.78	12,317.00	6,084.95	2,040.26	53,873.00	14,307.42	162,527.25	295,998.66	417,000	121,001.34	71.0%
Subtotal Education Fund	760,385.56	693,686.61	11,218,013.09	599,968.97	516,282.74	623,833.52	565,742.85	14,977,913.34	29,480,646	14,502,732.66	50.8%
"On-Behalf"/Transfers	-	-	-	-	-	-	-	-	-	-	No Bud
Total Education Fund	760,385.56	693,686.61	11,218,013.09	599,968.97	516,282.74	623,833.52	565,742.85	14,977,913.34	29,480,646	14,502,732.66	50.8%
Operations & Maintenance Fund											
Local Sources											
Property Tax Receipts	32,358.23	25,245.96	739,247.95	22,339.82	15,516.85	11,862.87	-	846,571.68	1,665,000.00	818,428.32	50.8%
Interest	2,283.06	1,251.94	238.73	1,133.32	933.03	1,530.17	787.76	8,158.01	18,000.00	9,841.99	45.3%
Facility Rental	21,212.00	-	-	-	1,250.00	-	-	22,462.00	30,000.00	7,538.00	74.9%
Impact Fees	-	51,920.28	-	-	-	-	-	51,920.28	85,000.00	33,079.72	61.1%
Refunds from Prior Yr. Expenses	-	-	-	-	-	-	-	-	-	-	No Bud
Other Local Revenue	7,116.85	-	-	-	113.00	2,434.66	354.02	10,018.53	100.00	(9,918.53)	10018.5%
Local Revenue	62,970.14	78,418.18	739,486.68	23,473.14	17,812.88	15,827.70	1,141.78	939,130.50	1,798,100.00	858,969.50	52.2%
State Sources											
General State Aid	-	-	-	-	-	-	-	-	-	-	No Bud
Other State Revenue	-	-	-	146.55	-	-	-	146.55	-	(146.55)	No Bud
State Revenue	-	-	-	146.55	-	-	-	146.55	-	(146.55)	No Bud
Subtotal O & M Fund	62,970.14	78,418.18	739,486.68	23,619.69	17,812.88	15,827.70	1,141.78	939,277.05	1,798,100.00	858,822.95	52.2%
Transfers	-	-	-	-	-	-	-	-	-	-	No Bud
Total O&M Fund	62,970.14	78,418.18	739,486.68	23,619.69	17,812.88	15,827.70	1,141.78	939,277.05	1,798,100.00	858,822.95	52.2%
Debt Service Fund											
Local Sources											
Property Tax Receipts	7,462.90	5,822.57	170,495.57	5,152.32	3,578.71	2,735.98	-	195,248.05	390,000.00	194,751.95	50.1%
Interest	353.96	99.91	0.15	91.86	107.34	86.41	61.53	801.16	500.00	(301.16)	160.2%
Payment from other LEA's	-	-	-	-	-	-	-	-	-	-	No Bud
Local Revenue	7,816.86	5,922.48	170,495.72	5,244.18	3,686.05	2,822.39	61.53	196,049.21	390,500.00	194,450.79	50.2%
Subtotal Debt Service Fund	7,816.86	5,922.48	170,495.72	5,244.18	3,686.05	2,822.39	61.53	196,049.21	390,500.00	194,450.79	50.2%
Transfers/Other Sources	-	-	-	-	-	-	-	-	-	-	No Bud
Total Debt Service Fund	7,816.86	5,922.48	170,495.72	5,244.18	3,686.05	2,822.39	61.53	196,049.21	390,500.00	194,450.79	50.2%
Transportation Fund											
Local Sources											
Property Tax Receipts	27629.83	21556.85	631224.04	19075.37	13249.42	10129.39	0	722,864.90	1,475,000.00	752,135.10	49.0%
Paid Student Trips	-	-	-	-	-	-	-	-	14,000.00	14,000.00	0.0%
Summer School Trans Fees	-	-	-	-	-	-	-	-	15,000.00	15,000.00	0.0%
SPED Trans Fees Other LEAs	-	-	-	-	-	-	-	-	-	-	No Bud
Interest	4221.02	1709.24	-263.79	1471.35	1101.57	3215.15	1689.13	13,143.67	20,000.00	6,856.33	65.7%
Payment from Other Districts	-	-	-	-	-	-	-	-	100.00	100.00	0.0%
Other Local Revenue	-	-	60.00	-	-	-	-	60.00	1,000.00	940.00	6.0%
Local Revenue	31,850.85	23,266.09	631,020.25	20,546.72	14,350.99	13,344.54	1,689.13	736,068.57	1,525,100.00	789,031.43	48.3%
State Sources											
Transportation - Regular	-	104,046.08	-	-	-	144,205.42	-	248,251.50	315,000.00	66,748.50	78.8%
Transportation - Spec. Ed.	-	74,801.97	-	-	-	65,720.86	-	140,522.83	225,000.00	84,477.17	62.5%
Other State Revenue	-	-	-	-	-	-	-	-	-	-	No Bud
State Revenue	-	178,848.05	-	-	-	209,926.28	-	388,774.33	540,000.00	151,225.67	72.0%
Subtotal Transportation Fund	31,850.85	202,114.14	631,020.25	20,546.72	14,350.99	223,270.82	1,689.13	1,124,842.90	2,065,100.00	940,257.10	54.5%
Total Transportation Fund	31,850.85	202,114.14	631,020.25	20,546.72	14,350.99	223,270.82	1,689.13	1,124,842.90	2,065,100.00	940,257.10	54.5%
Retirement Fund											
Local Sources											
Property Tax Receipts	24,097.76	18,801.13	550,531.48	16,636.87	11,555.68	8,834.49	-	630,457.41	1,150,000.00	519,542.59	54.8%
CPPRT	-	-	-	-	-	-	-	-	34,000.00	34,000.00	0.0%

Interest	1,292.72	1,243.33	1,387.70	1,461.69	1,474.54	1,092.97	680.70	8,633.65	8,000.00	(633.65)	107.9%
Local Revenue	25,390.48	20,044.46	551,919.18	18,098.56	13,030.22	9,927.46	680.70	639,091.06	1,192,000.00	552,908.94	53.6%
Subtotal Retirement Fund	25,390.48	20,044.46	551,919.18	18,098.56	13,030.22	9,927.46	680.70	639,091.06	1,192,000.00	552,908.94	53.6%
Total Retirement Fund	25,390.48	20,044.46	551,919.18	18,098.56	13,030.22	9,927.46	680.70	639,091.06	1,192,000.00	552,908.94	53.6%
Capital Projects Fund											
Local Sources											
Interest	0.05	0.03	0.03	0.02	0.02	0.02	0.01	0.18	-	(0.18)	No Bud
PTO Donations	-	-	-	-	-	-	-	-	-	-	No Bud
Local Revenue	0.05	0.03	0.03	0.02	0.02	0.02	0.01	0.18	-	(0.18)	No Bud
Subtotal Cap. Projects Fund	0.05	0.03	0.03	0.02	0.02	0.02	0.01	0.18	-	(0.18)	No Bud
Transfers	-	-	-	-	-	-	-	-	-	-	No Bud
Total Cap. Projects Fund	0.05	0.03	0.03	0.02	0.02	0.02	0.01	0.18	-	(0.18)	No Bud
Working Cash Fund											
Local Sources											
Interest	1,368.48	657.80	(259.13)	246.50	107.72	1,286.49	601.27	4,009.13	5,000.00	990.87	80.2%
Local Revenue	1,368.48	657.80	(259.13)	246.50	107.72	1,286.49	601.27	4,009.13	5,000.00	990.87	80.2%
Subtotal Working Cash Fund	1,368.48	657.80	(259.13)	246.50	107.72	1,286.49	601.27	4,009.13	5,000.00	990.87	80.2%
Other Sources	-	-	-	-	-	-	-	-	-	-	No Bud
Total Working Cash Fund	1,368.48	657.80	(259.13)	246.50	107.72	1,286.49	601.27	4,009.13	5,000.00	990.87	80.2%
All Funds											
Local Sources											
Property Tax Receipts	569,687.17	444,471.19	13,014,928.63	395,971.00	273,183.95	208,853.31	-	14,907,095.25	30,080,000.00	15,172,904.75	49.6%
CPPRT	16,987.62	2,037.85	-	29,565.51	-	4,909.94	17,953.45	71,454.37	93,000.00	21,545.63	76.8%
Tuition - Full Day Kindergarten	121,813.50	46,980.91	22,024.27	10,906.13	10,419.33	80,458.43	148,495.36	441,097.93	543,864.00	102,766.07	81.1%
Tuition - Summer School	-	-	-	-	-	-	-	-	110,000.00	110,000.00	0.0%
Paid Student Trips	-	-	-	-	-	-	-	-	14,000.00	14,000.00	0.0%
Summer School Trans Fees	-	-	-	-	-	-	-	-	15,000.00	15,000.00	0.0%
SPED Trans Fees Other LEAs	-	-	-	-	-	-	-	-	-	-	No Bud
Interest	58,352.40	33,394.77	22,901.29	17,974.93	11,228.75	65,763.77	31,066.44	240,682.35	226,500.00	(14,182.35)	106.3%
Admissions - Athletic	-	-	-	-	-	-	-	-	-	-	No Bud
Admissions - Other	-	-	-	-	-	-	502.75	502.75	1,000.00	497.25	No Bud
After School Activities	-	-	12,325.00	4,250.00	5,205.00	6,860.00	4,190.00	32,830.00	35,000.00	2,170.00	93.8%
Technology Fee	3,811.54	15,348.25	936.19	285.63	110.00	527.24	451.65	21,470.50	34,990.00	13,519.50	61.4%
PE Uniform/Lock Fee	771.00	2,942.75	(455.00)	(1,481.00)	23.00	61.00	46.00	1,907.75	3,000.00	1,092.25	63.6%
Fine Arts Fee	-	-	-	-	-	-	-	-	-	-	No Bud
Graduation Fee	370.50	897.00	78.00	39.00	6.31	13.19	-	1,404.00	4,000.00	2,596.00	35.1%
Sprague Class Project Fee	-	-	-	-	-	-	-	-	-	-	No Bud
Half Day Class Project Fee	-	-	-	-	-	-	-	-	-	-	No Bud
Field Trip Fees	-	-	4,935.00	782.35	3,132.90	652.30	109.75	9,612.30	25,000.00	15,387.70	38.4%
Sale of Athletic Wear	-	-	-	-	-	-	-	-	1,000.00	1,000.00	0.0%
103 Club Fees	5,490.00	4,130.00	126,568.33	94,686.60	82,697.33	79,774.11	84,480.01	477,826.38	635,000.00	157,173.62	75.2%
Student ID Fees/Fines	-	-	35.00	20.00	10.00	-	20.00	85.00	500.00	415.00	17.0%
Library Fees/Fines	-	-	-	31.90	14.44	13.23	26.38	85.95	500.00	414.05	17.2%
Athletic Fees	-	1,075.00	2,075.00	125.00	1,575.00	425.00	1,125.00	6,400.00	8,000.00	1,600.00	80.0%
Band/Orchestra/Choir	825.00	3,950.00	1,075.00	15,625.00	1,700.00	5,225.00	4,750.00	33,150.00	35,000.00	1,850.00	94.7%
Textbook Fees	36,926.06	93,983.52	2,719.25	1,915.06	1,291.51	2,003.44	1,600.85	140,439.69	354,562.00	214,122.31	39.6%
PTO/Foundation Donations	-	-	-	-	1,000.00	-	16,632.04	17,632.04	40,000.00	22,367.96	44.1%
Other Donations	1,000.00	-	-	-	260.00	5,040.00	-	6,300.00	10,000.00	3,700.00	63.0%
Misc. Donations	-	-	-	-	-	-	-	-	100.00	100.00	0.0%
Facility Rental	21,212.00	-	-	-	1,250.00	-	-	22,462.00	30,000.00	7,538.00	74.9%
Impact Fees	-	51,920.28	-	-	-	-	-	51,920.28	85,000.00	33,079.72	61.1%
Refunds from Prior Yr. Expenses	384.00	53.99	41.25	834.06	-	18,581.23	89.99	19,984.52	8,100.00	(11,884.52)	246.7%
Payment from other LEA's	-	-	-	-	-	-	-	-	385,000.00	385,000.00	0.0%

Camp Revenue	-	-	-	-	-	-	-	-	16,000.00	16,000.00	0.0%
Loredo Taft Revenue	-	-	-	-	-	36,600.00	1,444.45	38,044.45	35,000.00	(3,044.45)	108.7%
Other Local Revenue	7,302.85	2,584.73	397.00	-	145.50	7,806.33	398.89	18,635.30	21,100.00	2,464.70	88.3%
Local Revenue	844,933.64	703,770.24	13,210,584.21	571,531.17	393,253.02	523,567.52	313,383.01	16,561,022.81	32,850,216.00	16,289,193.19	50.4%
State Sources											
General State Aid	-	94,006.67	94,006.66	94,006.66	94,006.66	94,006.66	94,007.01	564,040.32	1,032,130.00	468,089.68	54.6%
Spec. Ed. Private Facility	-	11,901.74	-	-	-	23,692.52	-	35,594.26	60,000.00	24,405.74	59.3%
Spec. Ed. Extraordinary	-	-	-	-	-	-	-	-	-	-	No Bud
Spec. Ed. Personnel	-	-	-	-	-	-	-	-	-	-	No Bud
Spec. Ed. Orphanage	-	-	-	-	-	-	-	-	2,500.00	2,500.00	0.0%
Spec. Ed. Summer School	-	-	-	-	-	-	-	-	-	-	No Bud
Bilingual	-	-	-	-	-	-	-	-	-	-	No Bud
Transportation - Regular	-	104,046.08	-	-	-	144,205.42	-	248,251.50	315,000.00	66,748.50	78.8%
Transportation - Spec. Ed.	-	74,801.97	-	-	-	65,720.86	-	140,522.83	225,000.00	84,477.17	62.5%
Orphanage Tuition	-	-	-	-	24,137.94	11,468.00	-	35,605.94	28,500.00	(7,105.94)	124.9%
Library Per Capital Grant	-	-	-	-	-	-	-	-	1,000.00	1,000.00	0.0%
Other State Revenue	-	-	-	146.55	-	-	-	146.55	-	(146.55)	No Bud
State Revenue	-	284,756.46	94,006.66	94,153.21	118,144.60	339,093.46	94,007.01	1,024,161.40	1,664,130.00	639,968.60	61.5%
Federal Sources											
Special Milk Program	2,412.04	-	-	2,040.26	-	2,307.42	1,905.25	8,664.97	16,000.00	7,335.03	54.2%
Title I - Low Income	5,435.00	-	-	-	-	12,000.00	-	17,435.00	33,000.00	15,565.00	52.8%
IDEA Preschool	-	-	-	-	-	-	3,221.00	3,221.00	10,500.00	7,279.00	30.7%
IDEA Flow Through	-	12,317.00	-	-	5,644.00	-	148,379.00	166,340.00	300,000.00	133,660.00	55.4%
IDEA Room & Board	-	-	-	-	44,340.00	-	-	44,340.00	-	(44,340.00)	No Bud
Title III - LIPLEP	2,000.00	-	-	-	-	-	-	2,000.00	12,500.00	10,500.00	16.0%
Title II - Teacher Quality	22,001.00	-	-	-	3,889.00	-	9,022.00	34,912.00	20,000.00	(14,912.00)	174.6%
Medicaid Reimbursement	13,000.74	-	6,084.95	-	-	-	-	19,085.69	25,000.00	5,914.31	76.3%
Federal Revenue	44,848.78	12,317.00	6,084.95	2,040.26	53,873.00	14,307.42	162,527.25	295,998.66	417,000.00	121,001.34	71.0%
Subtotal All Funds	889,782.42	1,000,843.70	13,310,675.82	667,724.64	565,270.62	876,968.40	569,917.27	17,881,182.87	34,931,346.00	17,050,163.13	51.2%
"On Behalf"/Transfers	-	-	-	-	-	-	-	-	-	-	No Bud
Total All Funds	889,782.42	1,000,843.70	13,310,675.82	667,724.64	565,270.62	876,968.40	569,917.27	17,881,182.87	34,931,346.00	17,050,163.13	51.2%

Expenditure Report

1/31/2020

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

Education Fund

	MTD July	MTD Aug	MTD Sept	MTD Oct	MTD Nov	MTD Dec	MTD Jan	YTD Actual	Fiscal Year 2020 Final Budget	Budget Balance	% Budget Expended
Salaries											
Admin Salaries	138,304.60	141,596.62	140,233.18	140,233.18	140,243.77	140,254.31	140,254.31	981,119.97	1,689,630	708,510.03	58.1%
Teacher Salaries	1,058,536.34	1,038,600.58	1,095,235.84	1,095,745.86	1,081,880.38	1,081,020.69	1,087,731.14	7,538,750.83	13,470,345	5,931,594.17	56.0%
Extra Duty Stipends	65,267.22	53,906.88	14,649.00	43,269.90	95,014.40	61,773.30	66,377.86	400,258.56	547,925	147,666.44	73.0%
Classified Salaries	227,902.56	221,222.18	250,400.22	255,319.75	253,110.91	260,156.28	256,491.76	1,724,603.66	3,095,640	1,371,036.34	55.7%
Substitutes	4,110.91	7,173.41	55,533.34	61,743.37	70,868.52	43,239.17	48,049.50	290,718.22	468,200	177,481.78	62.1%
Salaries Total	1,494,121.63	1,462,499.67	1,556,051.58	1,596,312.06	1,641,117.98	1,586,443.75	1,598,904.57	10,935,451.24	19,271,740	8,336,288.76	56.7%
Benefits											
TRS	35,247.98	47,048.54	43,378.73	35,903.35	36,426.01	35,797.30	35,809.98	269,611.89	419,800	150,188.11	64.2%
TRS ERO Payments	-	-	-	-	-	-	-	-	-	-	No Bud
Medical Insurance	217,693.84	214,901.10	218,882.02	215,941.61	216,850.84	238,964.39	213,776.53	1,537,010.33	2,663,440	1,126,429.67	57.7%
Life Insurance	3,318.26	3,323.20	3,788.11	3,281.09	3,273.48	3,199.33	3,226.80	23,410.27	47,292	23,881.73	49.5%
Retiree Insurance	4,135.23	5,417.62	8,651.69	11,979.05	3,995.63	43,011.69	6,561.67	83,752.58	189,360	105,607.42	44.2%
Tuition Reimbursement	-	5,520.00	11,793.13	9,239.00	4,165.00	13,230.00	5,070.00	49,017.13	70,500	21,482.87	69.5%
Post-Retirement Benefits	-	-	-	121,466.67	-	30,150.00	-	151,616.67	80,000	(71,616.67)	189.5%
Benefits Total	260,395.31	276,210.46	286,493.68	397,810.77	264,710.96	364,352.71	264,444.98	2,114,418.87	3,470,392	1,355,973.13	60.9%
Purchased Services											
Professional Development	8,246.09	17,145.81	14,274.22	9,874.88	15,268.83	8,404.22	6,304.88	79,518.93	128,000	48,481.07	62.1%
Consultation/Workshops	-	19,238.54	47,477.91	18,912.00	11,166.31	49,971.03	16,363.23	163,129.02	465,500	302,370.98	35.0%
Data Processing	587.07	505.53	597.15	664.88	731.53	770.72	670.66	4,527.54	12,000	7,472.46	37.7%
Auditing Services	-	-	-	12,000.00	-	7,890.00	-	19,890.00	24,500	4,610.00	81.2%
Legal Services	-	4,940.35	707.68	2,800.00	3,030.00	3,762.97	1,151.00	16,392.00	75,000	58,608.00	21.9%
Other Professional Services	425.00	250.00	2,513.00	2,955.76	1,629.53	4,715.86	2,202.00	14,691.15	35,300	20,608.85	41.6%
Sanitation Services	1,080.34	1,180.34	-	870.82	4,133.48	3,355.97	4,982.90	15,603.85	16,000	396.15	97.5%
Rentals	4,025.76	12,453.31	11,249.62	15,179.89	10,827.74	14,327.51	8,950.33	77,014.16	129,750	52,735.84	59.4%
Travel	2,247.31	2,154.29	398.13	252.69	3,214.80	838.70	2,060.13	11,166.05	20,700	9,533.95	53.9%
Telephone	17,670.26	15,703.34	20,620.07	26,158.19	12,552.25	14,390.33	12,794.23	119,888.67	156,400	36,511.33	76.7%
Postage	1,092.27	-	2,500.00	-	-	2,650.70	2,184.54	8,427.51	13,000	4,572.49	64.8%
Printing Services	-	397.64	594.65	35.65	-	-	369.23	1,397.17	7,500	6,102.83	18.6%
Water/Sewer Services	2,373.99	519.88	2,702.70	3,324.94	2,225.83	3,566.88	1,985.60	16,699.82	27,000	10,300.18	61.9%
Other Insurance	237,376.75	1,317.75	1,222.75	1,214.25	1,510.00	1,191.50	1,144.75	244,977.75	272,000	27,022.25	90.1%
Other Purchased Services	9,810.55	9,165.60	6,167.93	8,492.32	6,336.22	12,294.17	8,962.58	61,229.37	169,000	107,770.63	36.2%
Service Agreements	151,655.36	75,175.66	72,145.79	13,388.68	13,258.25	7,512.06	27,618.89	360,754.69	497,150	136,395.31	72.6%
Purchased Services Total	436,590.75	160,148.04	183,171.60	116,124.95	85,884.77	135,642.62	97,744.95	1,215,307.68	2,048,800	833,492.32	59.3%
Supplies											
General Supplies	8,895.83	80,218.97	54,524.51	45,234.66	7,948.22	31,497.39	34,125.55	262,445.13	357,350	94,904.87	73.4%
Art Supplies	-	2,020.53	18,981.71	111.37	1,757.81	794.34	1,009.80	24,675.56	35,100	10,424.44	70.3%
Paper Supplies	-	8,560.99	-	24,564.00	-	-	-	33,124.99	38,700	5,575.01	85.6%
Spanish Supplies	-	1,325.87	-	676.21	-	-	-	2,002.08	6,500	4,497.92	30.8%
Student-Paid Supplies	2,896.44	716.91	2,018.00	(3,902.87)	4,449.20	2,672.47	1,076.82	9,926.97	30,800	20,873.03	32.2%
Science Supplies	-	7,033.68	1,229.70	392.32	-	69.40	372.58	9,097.68	24,500	15,402.32	37.1%
Social Studies Supplies	-	2,183.14	499.44	4,506.05	73.01	1,045.67	16.97	8,324.28	19,100	10,775.72	43.6%
English Language Arts Supplies	-	24,305.19	5,941.48	3,644.57	383.71	1,340.38	178.06	35,793.39	48,700	12,906.61	73.5%
Math Supplies	-	4,410.22	2,588.04	3,896.54	146.71	203.82	61.90	11,307.23	27,800	16,492.77	40.7%
Supplies - Other	-	20,716.98	9,483.93	(1,358.22)	4,357.24	11,168.88	1,493.87	45,862.68	80,445	34,582.32	57.0%
Textbooks	119.34	87,747.64	31,075.40	10,630.84	17,408.91	1,083.01	393.26	148,458.40	178,000	29,541.60	83.4%
Library Books	-	1,287.96	1,709.55	2,317.22	557.78	9,976.45	2,909.12	18,758.08	36,100	17,341.92	52.0%
Periodicals	-	1,351.04	113.00	89.00	-	-	-	1,553.04	6,600	5,046.96	23.5%
Natural Gas	3,121.13	1,515.41	1,331.67	1,415.07	1,414.43	4,172.41	7,558.45	20,528.57	80,000	59,471.43	25.7%
Electricity	522.67	37,316.37	19,637.27	21,702.55	18,978.87	18,795.39	4,426.70	121,379.82	190,000	68,620.18	63.9%
Other Supplies	3,027.78	2,153.89	8,786.70	2,003.87	277.32	4,325.55	1,488.87	22,063.98	44,200	22,136.02	49.9%

Admin Salaries	8,557.34	8,557.34	8,557.34	8,557.34	8,557.34	8,557.34	8,557.34	59,901.38	103,600	43,698.62	57.8%
Classified Salaries	60,304.51	68,493.03	87,350.57	83,439.28	79,217.98	79,538.02	77,398.79	535,742.18	882,500	346,757.82	60.7%
Salaries Total	68,861.85	77,050.37	95,907.91	91,996.62	87,775.32	88,095.36	85,956.13	595,643.56	986,100	390,456.44	60.4%
Benefits											
Transp. IMRF/SS/Medicare	2,059.04	2,059.04	2,058.84	2,058.84	2,058.84	2,058.84	2,151.02	14,504.46	23,690	9,185.54	61.2%
Medical Insurance	24,313.92	23,652.11	23,444.48	23,972.20	23,295.83	22,619.46	22,619.46	163,917.46	262,500	98,582.54	62.4%
Life Insurance	267.15	276.29	269.14	127.64	147.74	131.24	131.24	1,350.44	2,100	749.56	64.3%
Retiree Insurance	-	-	-	-	-	-	-	-	4,360	4,360.00	0.0%
Benefits Total	26,640.11	25,987.44	25,772.46	26,158.68	25,502.41	24,809.54	24,901.72	179,772.36	292,650	112,877.64	61.4%
Purchased Services											
Professional Development	0	961.68	430	560	95	214.71	0	2,261.39	3,000	738.61	75.4%
Other Professional Services	11680.86	0	3596.26	11564.9	4955.21	4340.35	0	36,137.58	35,000	(1,137.58)	103.3%
Rentals	284749	0	0	0	0	0	0	284,749.00	284,749	-	100.0%
Property Upkeep Services	1309.69	2657.57	8567.91	5206.95	879.42	16496.73	22750.66	57,868.93	45,000	(12,868.93)	128.6%
Pupil Transportation Services	2750.6	5469.57	6458.32	13048.72	7938.8	10742.48	22679.8	69,088.29	45,000	(24,088.29)	153.5%
Student-Paid Trips	3510	0	0	0	0	0	0	3,510.00	1,500	(2,010.00)	234.0%
Telephone	0	158.76	79.89	266.82	256.72	257.65	257.65	1,277.49	1,000	(277.49)	127.7%
Other Purchased Services	250	2453.35	1124	1706.77	387	627	250	6,798.12	7,500	701.88	90.6%
Service Agreements	-	-	13,973.21	3,968.85	-	1,796.00	-	19,738.06	20,000	261.94	98.7%
Purchased Services Total	304,250.15	11,700.93	34,229.59	36,323.01	14,512.15	34,474.92	45,938.11	481,428.86	442,749	(38,679.86)	108.7%
Supplies											
General Supplies	268.81	323.04	1,685.14	777.42	773.91	823.38	(31.95)	4,619.75	6,000	1,380.25	77.0%
Fuel	2,505.80	-	6,068.78	9,184.15	11,618.46	10,200.43	8,140.85	47,718.47	100,000	52,281.53	47.7%
Other Supplies	(37.07)	-	-	-	798.64	-	-	761.57	2,000	1,238.43	38.1%
Supplies Total	2,737.54	323.04	7,753.92	9,961.57	13,191.01	11,023.81	8,108.90	53,099.79	108,000	54,900.21	49.2%
Other											
Dues and Fees	-	88.60	65.00	870.00	-	-	-	1,023.60	1,000	(23.60)	102.4%
Other Total	-	88.60	65.00	870.00	-	-	-	1,023.60	1,000	(23.60)	102.4%
Non-Capitalized Equipment	-	-	-	-	-	-	-	-	2,000	2,000.00	0.0%
Subtotal Trans. Fund	402,489.65	115,150.38	163,728.88	165,309.88	140,980.89	158,403.63	164,904.86	1,310,968.17	1,832,499	521,530.83	71.5%
Transfers	-	-	-	-	-	-	-	-	-	-	No Bud
Total Trans. Fund	402,489.65	115,150.38	163,728.88	165,309.88	140,980.89	158,403.63	164,904.86	1,310,968.17	1,832,499	521,530.83	71.5%
Retirement Fund											
Benefits											
IMRF	38,627.13	39,445.07	44,507.48	44,959.11	44,916.41	44,890.61	49,546.21	306,892.02	533,900	227,007.98	57.5%
Social Security	26,592.18	26,774.52	30,901.54	31,453.75	31,518.43	30,778.82	31,569.08	209,588.32	367,600	158,011.68	57.0%
Medicare	17,900.21	17,504.36	18,253.03	18,835.27	19,296.72	18,609.36	18,665.24	129,064.19	225,600	96,535.81	57.2%
Benefits Total	83,119.52	83,723.95	93,662.05	95,248.13	95,731.56	94,278.79	99,780.53	645,544.53	1,127,100	481,555.47	57.3%
Subtotal Retirement Fund	83,119.52	83,723.95	93,662.05	95,248.13	95,731.56	94,278.79	99,780.53	645,544.53	1,127,100	481,555.47	57.3%
Total Retirement Fund	83,119.52	83,723.95	93,662.05	95,248.13	95,731.56	94,278.79	99,780.53	645,544.53	1,127,100	481,555.47	57.3%
Capital Projects Fund											
Capital Outlay											
Building Improvements	62,561.93	12,025.00	37,615.96	62,647.89	67,313.09	108,037.13	62,336.80	412,537.80	-	(412,537.80)	No Bud
Site Improvements	-	-	-	-	-	-	-	-	-	-	No Bud
Capital Outlay Total	62,561.93	12,025.00	37,615.96	62,647.89	67,313.09	108,037.13	62,336.80	412,537.80	-	(412,537.80)	No Bud
Subtotal Cap. Projects Fund	62,561.93	12,025.00	37,615.96	62,647.89	67,313.09	108,037.13	62,336.80	412,537.80	-	(412,537.80)	No Bud
Transfers/Other Uses	-	-	-	-	-	-	-	-	-	-	No Bud
Total Cap. Projects Fund	62,561.93	12,025.00	37,615.96	62,647.89	67,313.09	108,037.13	62,336.80	412,537.80	-	(412,537.80)	No Bud
All Funds											
Salaries											
Admin Salaries	157,006.93	160,298.95	158,935.51	158,935.51	158,946.11	158,956.65	158,956.65	1,112,036.31	1,916,330	804,293.69	58.0%
Teacher Salaries	1,058,536.34	1,038,600.58	1,095,235.84	1,095,745.86	1,081,880.38	1,081,020.69	1,087,731.14	7,538,750.83	13,470,345	5,931,594.17	56.0%
Extra Duty Stipends	65,267.22	53,906.88	14,649.00	43,269.90	95,014.40	61,773.30	66,377.86	400,258.56	547,925	147,666.44	73.0%
Classified Salaries	356,061.65	355,989.80	400,709.23	404,803.07	398,779.48	404,193.96	400,144.88	2,720,682.07	4,818,640	2,097,957.93	56.5%
Substitutes	4,110.91	7,173.41	55,533.34	61,743.37	70,868.52	43,239.17	48,049.50	290,718.22	468,200	177,481.78	62.1%
Salaries Total	1,640,983.05	1,615,969.62	1,725,062.92	1,764,497.71	1,805,488.89	1,749,183.77	1,761,260.03	12,062,445.99	21,221,440	9,158,994.01	56.8%

Benefits											
Transp. IMRF/SS/Medicare	2,059.04	2,059.04	2,058.84	2,058.84	2,058.84	2,058.84	2,151.02	14,504.46	23,690	9,185.54	61.2%
TRS	35,247.98	47,048.54	43,378.73	35,903.35	36,426.01	35,797.30	35,809.98	269,611.89	419,800	150,188.11	64.2%
IMRF	38,627.13	39,445.07	44,507.48	44,959.11	44,916.41	44,890.61	49,546.21	306,892.02	533,900	227,007.98	57.5%
Social Security	26,592.18	26,774.52	30,901.54	31,453.75	31,518.43	30,778.82	31,569.08	209,588.32	367,600	158,011.68	57.0%
Medicare	17,900.21	17,504.36	18,253.03	18,835.27	19,296.72	18,609.36	18,665.24	129,064.19	225,600.00	96,535.81	57.2%
TRS ERO Payments	-	-	-	-	-	-	-	-	-	-	No Bud
Medical Insurance	255,948.75	251,100.56	254,783.59	253,016.12	252,503.64	272,292.14	248,457.02	1,788,101.82	3,098,240	1,310,138.18	57.7%
Life Insurance	3,732.19	3,664.01	4,227.60	3,482.93	3,472.54	3,408.08	3,432.38	25,419.73	50,992	25,572.27	49.9%
Retiree Insurance	4,135.23	5,417.62	8,651.69	12,824.51	4,841.09	43,857.15	7,407.13	87,134.42	208,720.00	121,585.58	41.7%
Tuition Reimbursement	-	5,520.00	11,793.13	9,239.00	4,165.00	13,230.00	5,070.00	49,017.13	70,500	21,482.87	69.5%
Post-Retirement Benefits	-	-	-	121,466.67	-	30,150.00	-	151,616.67	80,000.00	(71,616.67)	No Bud
Benefits Total	384,242.71	398,533.72	418,555.63	533,239.55	399,198.68	495,072.30	402,108.06	3,030,950.65	5,079,042	2,048,091.35	59.7%
Purchased Services											
Professional Development	8,246.09	18,651.49	14,779.22	10,788.88	15,860.48	9,491.97	6,597.75	84,415.88	136,000	51,584.12	62.1%
Consultation/Workshops	-	19,238.54	47,477.91	18,912.00	11,166.31	49,971.03	16,363.23	163,129.02	465,500	302,370.98	35.0%
Data Processing	587.07	505.53	597.15	664.88	731.53	770.72	670.66	4,527.54	12,000	7,472.46	37.7%
Auditing Services	-	-	-	12,000.00	-	7,890.00	-	19,890.00	24,500	4,610.00	81.2%
Legal Services	-	4,940.35	707.68	2,800.00	3,030.00	3,762.97	1,151.00	16,392.00	75,000	58,608.00	21.9%
Other Professional Services	12,105.86	250.00	7,979.86	17,813.21	7,274.79	9,621.25	2,696.25	57,741.22	87,675	29,933.78	65.9%
Sanitation Services	1,080.34	1,180.34	-	870.82	4,133.48	3,355.97	4,982.90	15,603.85	16,000	396.15	97.5%
Snow Removal	-	-	-	-	-	690.00	-	690.00	8,000	7,310.00	8.6%
Rentals	290,139.76	13,060.31	12,640.62	16,941.89	11,434.74	15,744.51	15,474.83	375,436.66	439,499	64,062.34	85.4%
Property Upkeep Services	9,000.71	54,257.76	46,363.99	17,677.58	3,104.65	28,045.68	25,509.28	183,959.65	265,000	81,040.35	69.4%
Pupil Transportation Services	2,750.60	5,469.57	6,458.32	13,048.72	7,938.80	10,742.48	22,679.80	69,088.29	45,000	(24,088.29)	153.5%
Travel	2,247.31	2,154.29	398.13	252.69	3,214.80	838.70	2,060.13	11,166.05	20,700	9,533.95	53.9%
Student-Paid Trips	3,510.00	-	-	-	-	-	-	3,510.00	1,500	(2,010.00)	234.0%
Telephone	17,670.26	16,346.34	20,946.00	26,565.06	12,937.94	14,776.95	13,184.35	122,426.90	160,100	37,673.10	76.5%
Postage	1,092.27	-	2,500.00	-	-	2,650.70	2,184.54	8,427.51	13,000	4,572.49	64.8%
Printing Services	-	397.64	594.65	35.65	-	-	369.23	1,397.17	7,500	6,102.83	18.6%
Water/Sewer Services	2,373.99	519.88	2,702.70	3,324.94	2,225.83	3,566.88	1,985.60	16,699.82	27,000	10,300.18	61.9%
Other Insurance	237,376.75	1,317.75	1,222.75	1,214.25	1,510.00	1,191.50	1,144.75	244,977.75	272,000.00	27,022.25	90.1%
Other Purchased Services	10,060.55	11,618.95	7,291.93	10,199.09	6,723.22	12,921.17	9,212.58	68,027.49	176,500	108,472.51	38.5%
Service Agreements	159,230.49	75,175.66	87,521.78	22,039.77	16,258.25	12,312.06	33,218.89	405,756.90	532,150	126,393.10	76.2%
Purchased Services Total	757,472.05	225,084.40	260,182.69	175,149.43	107,544.82	188,344.54	159,485.77	1,873,263.70	2,784,624	911,360.30	67.3%
Supplies											
General Supplies	14,584.80	102,367.82	70,793.16	58,186.90	19,088.05	52,306.69	42,279.18	359,606.60	506,850	147,243.40	70.9%
Art Supplies	-	2,020.53	18,981.71	111.37	1,757.81	794.34	1,009.80	24,675.56	35,100	10,424.44	70.3%
Paper Supplies	-	8,560.99	-	24,564.00	-	-	-	33,124.99	38,700	5,575.01	85.6%
Spanish Supplies	-	1,325.87	-	676.21	-	-	-	2,002.08	6,500	4,497.92	30.8%
Student-Paid Supplies	2,896.44	716.91	2,018.00	(3,902.87)	4,449.20	2,672.47	1,076.82	9,926.97	30,800	20,873.03	32.2%
Science Supplies	-	7,033.68	1,229.70	392.32	-	69.40	372.58	9,097.68	24,500	15,402.32	37.1%
Social Studies Supplies	-	2,183.14	499.44	4,506.05	73.01	1,045.67	16.97	8,324.28	19,100	10,775.72	43.6%
English Language Arts Supplies	-	24,305.19	5,941.48	3,644.57	383.71	1,340.38	178.06	35,793.39	48,700	12,906.61	73.5%
Math Supplies	-	4,410.22	2,588.04	3,896.54	146.71	203.82	61.90	11,307.23	27,800	16,492.77	40.7%
Supplies - Other	-	20,716.98	9,483.93	(1,358.22)	4,357.24	11,168.88	1,493.87	45,862.48	80,445	34,582.32	57.0%
Textbooks	119.34	87,747.64	31,075.40	10,630.84	17,408.91	1,083.01	393.26	148,458.40	178,000	29,541.60	83.4%
Library Books	-	1,287.96	1,709.55	2,317.22	557.78	9,976.45	2,909.12	18,758.08	36,100	17,341.92	52.0%
Periodicals	-	1,351.04	113.00	89.00	-	-	-	1,553.04	6,600	5,046.96	23.5%
Fuel	2,938.59	-	7,113.70	9,855.63	12,059.41	10,631.35	8,491.91	51,090.59	107,000	55,909.41	47.7%
Natural Gas	3,121.13	1,515.41	1,331.67	1,415.07	1,414.43	4,172.41	7,558.45	20,528.57	80,000	59,471.43	25.7%
Electricity	522.67	37,316.37	19,637.27	21,702.55	18,978.87	18,795.39	4,426.70	121,379.82	190,000	68,620.18	63.9%
Other Supplies	2,990.71	2,153.89	8,786.70	2,003.87	1,075.96	4,325.55	1,488.87	22,825.55	46,200	23,374.45	49.4%
Supplies Total	27,173.68	305,013.64	181,302.75	138,731.05	81,751.09	118,585.81	71,757.49	924,315.51	1,462,395	538,079.49	63.2%
Capital Outlay											
Capital Outlay	6,439.50	86,979.25	127,591.06	45,246.95	46,565.00	90,841.25	17,323.95	420,986.96	612,000	191,013.04	68.8%

Building Improvements	62,561.93	12,025.00	37,615.96	62,647.89	67,313.09	108,037.13	62,336.80	412,537.80	-	(412,537.80)	No Bud
Site Improvements	-	-	-	-	-	-	-	-	-	-	No Bud
Capital Outlay Total	69,001.43	99,004.25	165,207.02	107,894.84	113,878.09	198,878.38	79,660.75	833,524.76	612,000	(221,524.76)	136.2%
Other											
Principal	34,165.81	63,491.03	21,499.24	275,000.00	190,000.00	-	-	584,156.08	759,200	175,043.92	76.9%
Interest	2,742.10	-	77,192.78	19,118.75	100,731.25	-	-	199,784.88	388,910	189,125.12	51.4%
Dues and Fees	10,197.00	21,739.60	2,986.00	7,729.19	372.00	1,846.95	1,019.35	45,890.09	38,750	(7,140.09)	118.4%
Tuition	-	20,356.10	35,273.55	30,140.50	-	52,754.10	8,447.36	146,971.61	375,000	228,028.39	39.2%
Miscellaneous Objects	4,543.00	-	-	-	-	219,550.00	-	224,093.00	306,000	81,907.00	73.2%
Other Total	51,647.91	105,586.73	136,951.57	331,988.44	291,103.25	274,151.05	9,466.71	1,200,895.66	1,867,860	666,964.34	64.3%
Non-Capitalized Equipment	-	71,612.98	61,187.50	(4,798.53)	4,822.99	-	11,859.43	144,684.37	154,000	9,315.63	94.0%
Termination Benefits	-	-	-	-	-	-	-	-	-	-	No Bud
Subtotal All Funds	2,930,520.83	2,820,805.34	2,948,450.08	3,046,702.49	2,803,787.81	3,024,215.85	2,495,598.24	20,070,080.64	33,181,361	13,111,280.36	60.5%
"On-Behalf"/Transfers	-	-	-	-	-	-	-	-	-	-	No Bud
Total All Funds	2,930,520.83	2,820,805.34	2,948,450.08	3,046,702.49	2,803,787.81	3,024,215.85	2,495,598.24	20,070,080.64	33,181,361	13,111,280.36	60.5%

Revenue Report

1/31/2020

% of Fiscal Year Complete: 58.3%

	MTD Jan	YTD Actual	Fiscal Year 2020 Final Budget	Budget Balance	% Budget Received
Education Fund					
Local Revenue	309,208.59	14,046,674.16	27,939,516	13,892,841.84	50.3%
State Revenue	94,007.01	635,240.52	1,124,130	488,889.48	56.5%
Federal Revenue	162,527.25	295,998.66	417,000	121,001.34	71.0%
Subtotal Education Fund	565,742.85	14,977,913.34	29,480,646	14,502,732.66	50.8%
"On Behalf"/Transfers	-	-	-	-	No Bud
Total Education Fund	565,742.85	14,977,913.34	29,480,646	14,502,732.66	50.8%
Operations & Maintenance Fund					
Local Revenue	1,141.78	939,130.50	1,798,100	858,969.50	52.2%
State Revenue	-	146.55	-	(146.55)	No Bud
Subtotal O & M Fund	1,141.78	939,277.05	1,798,100	858,822.95	52.2%
Transfers	-	-	-	-	No Bud
Total O&M Fund	1,141.78	939,277.05	1,798,100	858,822.95	52.2%
Debt Service Fund					
Local Revenue	61.53	196,049.21	390,500	194,450.79	50.2%
Subtotal Debt Service Fund	61.53	196,049.21	390,500	194,450.79	50.2%
Transfers	-	-	-	-	0.0%
Total Debt Service Fund	61.53	196,049.21	390,500	194,450.79	50.2%
Transportation Fund					
Local Revenue	1,689.13	736,068.57	1,525,100	789,031.43	48.3%
State Revenue	-	388,774.33	540,000	151,225.67	72.0%
Subtotal Transportation Fund	1,689.13	1,124,842.90	2,065,100	940,257.10	54.5%
Total Transportation Fund	1,689.13	1,124,842.90	2,065,100	940,257.10	54.5%
Retirement Fund					
Local Revenue	680.70	639,091.06	1,192,000	552,908.94	53.6%
Subtotal Retirement Fund	680.70	639,091.06	1,192,000	552,908.94	53.6%
Total Retirement Fund	680.70	639,091.06	1,192,000	552,908.94	53.6%
Capital Projects Fund					
Local Revenue	0.01	0.18	-	(0.18)	0.0%
Subtotal Cap. Projects Fund	0.01	0.18	-	(0.18)	0.0%
Transfers	-	-	-	-	No Bud
Total Cap. Projects Fund	0.01	0.18	-	(0.18)	0.0%
Working Cash Fund					
Local Revenue	601.27	4,009.13	5,000	990.87	No Bud
Subtotal Working Cash Fund	601.27	4,009.13	5,000	990.87	No Bud
Other Sources	-	-	-	-	No Bud
Total Working Cash Fund	601.27	4,009.13	5,000.00	990.87	No Bud
All Funds					
Local Revenue	313,383.01	16,561,022.81	32,850,216	16,289,193.19	50.4%
State Revenue	94,007.01	1,024,161.40	1,664,130	639,968.60	61.5%
Federal Revenue	162,527.25	295,998.66	417,000	121,001.34	71.0%
Subtotal All Funds	569,917.27	17,881,182.87	34,931,346	17,050,163.13	51.2%
"On Behalf"/Transfers	-	-	-	-	No Bud
Total All Funds	569,917.27	17,881,182.87	34,931,346	17,050,163.13	51.2%

Expenditure Report

1/31/2020

% of Fiscal Year Complete: 58.3%

	MTD Jan	YTD Actual	Fiscal Year 2020 Final Budget	Budget Balance	% Budget Expensed
Education Fund					
Salaries	1,598,904.57	10,935,451.24	19,271,740.00	8,336,288.76	56.7%
Benefits	264,444.98	2,114,418.87	3,470,392.00	1,355,973.13	60.9%
Purchased Services	97,744.95	1,215,307.68	2,048,800.00	833,492.32	59.3%
Supplies	55,111.95	775,301.88	1,203,895.00	428,593.12	64.4%
Capital Outlay	5,831.36	58,464.10	12,000.00	(46,464.10)	487.2%
Other	9,466.71	415,931.10	717,450.00	301,518.90	58.0%
Non-Capitalized Equipment	9,709.33	138,265.56	147,000.00	8,734.44	94.1%
Termination Benefits	-	-	-	-	No Bud
Subtotal Education Fund	2,041,213.85	15,653,140.43	26,871,277.00	11,218,136.57	58.3%
"On Behalf"/Transfers	-	-	-	-	No Bud
Total Education Fund	2,041,213.85	15,653,140.43	26,871,277.00	11,218,136.57	58.3%
Operations and Maintenance Fund					
Salaries	76,399.33	531,351.19	963,600.00	432,248.81	55.1%
Benefits	12,980.83	91,214.89	188,900.00	97,685.11	48.3%
Purchased Services	15,802.71	175,577.16	290,700.00	115,122.84	60.4%
Supplies	8,536.64	95,913.84	150,500.00	54,586.16	63.7%
Capital Outlay	11,492.59	362,522.86	600,000.00	237,477.14	60.4%
Other	-	-	1,300.00	1,300.00	0.0%
Non-Capitalized Equipment	2,150.10	6,418.81	5,000.00	(1,418.81)	128.4%
Subtotal O&M Fund	127,362.20	1,262,998.75	2,198,700.00	935,701.25	57.4%
Transfers	-	-	-	-	No Bud
Total O&M Fund	127,362.20	1,262,998.75	2,198,700.00	935,701.25	57.4%
Debt Service Fund					
Purchased Services	-	950.00	2,375.00	1,425.00	40.0%
Other	-	783,940.96	1,148,110.00	364,169.04	68.3%
Subtotal Debt Service Fund	-	784,890.96	1,150,485.00	365,594.04	68.2%
Transfers	-	-	-	-	No Bud
Total Debt Service Fund	-	784,890.96	1,150,485.00	365,594.04	68.2%
Transportation Fund					
Salaries	85,956.13	595,643.56	986,100.00	390,456.44	60.4%
Benefits	24,901.72	179,772.36	292,650.00	112,877.64	61.4%
Purchased Services	45,938.11	481,428.86	442,749.00	(38,679.86)	108.7%
Supplies	8,108.90	53,099.79	108,000.00	54,900.21	49.2%
Other	-	1,023.60	1,000.00	(23.60)	102.4%
Non-Capitalized Equipment	-	-	2,000.00	2,000.00	0.0%
Subtotal Trans. Fund	164,904.86	1,310,968.17	1,832,499.00	521,530.83	71.5%
Transfers	-	-	-	-	No Bud
Total Trans. Fund	164,904.86	1,310,968.17	1,832,499.00	521,530.83	71.5%
Retirement Fund					
Benefits	99,780.53	645,544.53	1,127,100.00	481,555.47	57.3%
Subtotal Retirement Fund	99,780.53	645,544.53	1,127,100.00	481,555.47	57.3%
Total Retirement Fund	99,780.53	645,544.53	1,127,100.00	481,555.47	57.3%
Capital Projects Fund					
Capital Outlay	62,336.80	412,537.80	-	(412,537.80)	No Bud
Subtotal Cap. Projects Fund	62,336.80	412,537.80	-	(412,537.80)	No Bud
Transfers	-	-	-	-	No Bud
Total Cap. Projects Fund	62,336.80	412,537.80	-	(412,537.80)	No Bud
All Funds					
Salaries	1,761,260.03	12,062,445.99	21,221,440.00	9,158,994.01	56.8%
Benefits	402,108.06	3,030,950.65	5,079,042.00	2,048,091.35	59.7%
Purchased Services	159,485.77	1,873,263.70	2,784,624.00	911,360.30	67.3%
Supplies	71,757.49	924,315.51	1,462,395.00	538,079.49	63.2%

Capital Outlay	79,660.75	833,524.76	612,000.00	(221,524.76)	136.2%
Other	9,466.71	1,200,895.66	1,867,860.00	666,964.34	64.3%
Non-Capitalized Equipment	11,859.43	144,684.37	154,000.00	9,315.63	94.0%
Termination Benefits	-	-	-	-	No Bud
Subtotal All Funds	2,495,598.24	20,070,080.64	33,181,361.00	13,111,280.36	60.5%
"On Behalf"/Transfers	-	-	-	-	No Bud
Total All Funds	2,495,598.24	20,070,080.64	33,181,361.00	13,111,280.36	60.5%

LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
 DETAILED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
 ALL FUNDS
 MONTH ENDED January 31, 2020

	10	20	30	40	50	60	70	10+20+40+50+70	
	Education	Oper. & Maint.	Debt Services	Transportation	IMRF/SS	Capital Projects	Working Cash	Total Operating	Total All Funds
REVENUES									
Local Sources									
Property Tax Receipts	-	-	-	-	-	-	-	-	-
CPPRT	17,953.45	-	-	-	-	-	-	17,953.45	17,953.45
Tuition - Full Day Kindergarten	148,495.36	-	-	-	-	-	-	148,495.36	148,495.36
Tuition - Summer School	-	-	-	-	-	-	-	-	-
Paid Student Trips	-	-	-	-	-	-	-	-	-
Summer School Trans Fees	-	-	-	-	-	-	-	-	-
SPED Trans Fees Other LEAs	-	-	-	-	-	-	-	-	-
Interest	27,246.04	787.76	61.53	1,689.13	680.70	0.01	601.27	31,004.90	31,066.44
Admissions - Athletic	-	-	-	-	-	-	-	-	-
Admissions - Other	502.75	-	-	-	-	-	-	502.75	502.75
After School Activities	4,190.00	-	-	-	-	-	-	4,190.00	4,190.00
Technology Fee	451.65	-	-	-	-	-	-	451.65	451.65
PE Uniform/Lock Fee	46.00	-	-	-	-	-	-	46.00	46.00
Fine Arts Fee	-	-	-	-	-	-	-	-	-
Graduation Fee	-	-	-	-	-	-	-	-	-
Sprague Class Project Fee	-	-	-	-	-	-	-	-	-
Half Day Class Project Fee	-	-	-	-	-	-	-	-	-
Field Trips	109.75	-	-	-	-	-	-	109.75	109.75
Sale of Athletic Wear	-	-	-	-	-	-	-	-	-
103 Club Fees	84,480.01	-	-	-	-	-	-	84,480.01	84,480.01
Student ID Fees/Fines	20.00	-	-	-	-	-	-	20.00	20.00
Library Fees/Fines	26.38	-	-	-	-	-	-	26.38	26.38
Athletic Fees	1,125.00	-	-	-	-	-	-	1,125.00	1,125.00
Band/Orchestra/Choir	4,750.00	-	-	-	-	-	-	4,750.00	4,750.00
Textbook Fees	1,600.85	-	-	-	-	-	-	1,600.85	1,600.85
PTO/Foundation Donations	16,632.04	-	-	-	-	-	-	16,632.04	16,632.04
Other Donations	-	-	-	-	-	-	-	-	-
Misc. Donations	-	-	-	-	-	-	-	-	-
Facility Rental	-	-	-	-	-	-	-	-	-
Impact Fees	-	-	-	-	-	-	-	-	-
Refunds from Prior Yr. Expenses	89.99	-	-	-	-	-	-	89.99	89.99
Payment from other LEA's	-	-	-	-	-	-	-	-	-
Camp Revenue	-	-	-	-	-	-	-	-	-
Loredo Taft Revenue	1,444.45	-	-	-	-	-	-	1,444.45	1,444.45
Other Local Revenue	44.87	354.02	-	-	-	-	-	398.89	398.89
Total Local Sources	309,208.59	1,141.78	61.53	1,689.13	680.70	0.01	601.27	313,321.47	313,383.01
State Sources									
General State Aid	94,007.01	-	-	-	-	-	-	94,007.01	94,007.01
Spec. Ed. Private Facility	-	-	-	-	-	-	-	-	-
Spec. Ed. Extraordinary	-	-	-	-	-	-	-	-	-

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LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
DETAILED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ALL FUNDS
MONTH ENDED January 31, 2020

	10	20	30	40	50	60	70	10+20+40+50+70	
	Education	Oper. & Maint.	Debt Services	Transportation	IMRF/SS	Capital Projects	Working Cash	Total Operating	Total All Funds
Spec. Ed. Personnel	-	-	-	-	-	-	-	-	-
Spec. Ed. Orphanage	-	-	-	-	-	-	-	-	-
Spec. Ed. Summer School	-	-	-	-	-	-	-	-	-
Bilingual	-	-	-	-	-	-	-	-	-
Transportation - Regular	-	-	-	-	-	-	-	-	-
Transportation - Spec. Ed.	-	-	-	-	-	-	-	-	-
Orphanage Tuition	-	-	-	-	-	-	-	-	-
Library Per Capital Grant	-	-	-	-	-	-	-	-	-
Other State Revenue	-	-	-	-	-	-	-	-	-
Total State Sources	94,007.01	-	-	-	-	-	-	94,007.01	94,007.01
Federal Sources									
Special Milk Program	1,905.25	-	-	-	-	-	-	1,905.25	1,905.25
Title I - Low Income	-	-	-	-	-	-	-	-	-
IDEA Preschool	3,221.00	-	-	-	-	-	-	3,221.00	3,221.00
IDEA Flow Through	148,379.00	-	-	-	-	-	-	148,379.00	148,379.00
IDEA Room & Board	-	-	-	-	-	-	-	-	-
Title III - LIP LEP	-	-	-	-	-	-	-	-	-
Title II - Teacher Quality	9,022.00	-	-	-	-	-	-	9,022.00	9,022.00
Medicaid Reimbursement	-	-	-	-	-	-	-	-	-
Total Federal Sources	162,527.25	-	-	-	-	-	-	162,527.25	162,527.25
Total Revenues	565,742.85	1,141.78	61.53	1,689.13	680.70	0.01	601.27	569,855.73	569,917.27
EXPENDITURES									
Salaries									
Admin Salaries	140,254.31	10,145.00	-	8,557.34	-	-	-	158,956.65	158,956.65
Teacher Salaries	1,087,731.14	-	-	-	-	-	-	1,087,731.14	1,087,731.14
Extra Duty Stipends	66,377.86	-	-	-	-	-	-	66,377.86	66,377.86
Classified Salaries	256,491.76	66,254.33	-	77,398.79	-	-	-	400,144.88	400,144.88
Substitutes	48,049.50	-	-	-	-	-	-	48,049.50	48,049.50
Total Salaries	1,598,904.57	76,399.33	-	85,956.13	-	-	-	1,761,260.03	1,761,260.03
Benefits									
Transp. IMRF/SS/Medicare	-	-	-	2,151.02	-	-	-	2,151.02	2,151.02
TRS	35,809.98	-	-	-	-	-	-	35,809.98	35,809.98
IMRF	-	-	-	-	49,546.21	-	-	49,546.21	49,546.21
Social Security	-	-	-	-	31,569.08	-	-	31,569.08	31,569.08
Medicare	-	-	-	-	18,665.24	-	-	18,665.24	18,665.24
TRS ERO Payments	-	-	-	-	-	-	-	-	-
Medical Insurance	213,776.53	12,061.03	-	22,619.46	-	-	-	248,457.02	248,457.02
Life Insurance	3,226.80	74.34	-	131.24	-	-	-	3,432.38	3,432.38
Retiree Insurance	6,561.67	845.46	-	-	-	-	-	7,407.13	7,407.13
Tuition Reimbursement	5,070.00	-	-	-	-	-	-	5,070.00	5,070.00

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LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
DETAILED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ALL FUNDS
MONTH ENDED January 31, 2020

	10	20	30	40	50	60	70	10+20+40+50+70	Total All Funds
	Education	Oper. & Maint.	Debt Services	Transportation	IMRF/SS	Capital Projects	Working Cash	Total Operating	
Post-Retirement Benefits	-	-	-	-	-	-	-	-	-
Total Benefits	264,444.98	12,980.83	-	24,901.72	99,780.53	-	-	402,108.06	402,108.06
Purchased Services									
Professional Development	6,304.88	292.87	-	-	-	-	-	6,597.75	6,597.75
Consultation/Workshops	16,363.23	-	-	-	-	-	-	16,363.23	16,363.23
Data Processing	670.66	-	-	-	-	-	-	670.66	670.66
Auditing Services	-	-	-	-	-	-	-	-	-
Legal Services	1,151.00	-	-	-	-	-	-	1,151.00	1,151.00
Other Professional Services	2,202.00	494.25	-	-	-	-	-	2,696.25	2,696.25
Sanitation Services	4,982.90	-	-	-	-	-	-	4,982.90	4,982.90
Snow Removal	-	-	-	-	-	-	-	-	-
Rentals	8,950.33	6,524.50	-	-	-	-	-	15,474.83	15,474.83
Property Upkeep Services	-	2,758.62	-	22,750.66	-	-	-	25,509.28	25,509.28
Pupil Transportation Services	-	-	-	22,679.80	-	-	-	22,679.80	22,679.80
Travel	2,060.13	-	-	-	-	-	-	2,060.13	2,060.13
Student-Paid Trips	-	-	-	-	-	-	-	-	-
Telephone	12,794.23	132.47	-	257.65	-	-	-	13,184.35	13,184.35
Postage	2,184.54	-	-	-	-	-	-	2,184.54	2,184.54
Printing Services	369.23	-	-	-	-	-	-	369.23	369.23
Water/Sewer Services	1,985.60	-	-	-	-	-	-	1,985.60	1,985.60
Other Insurance	1,144.75	-	-	-	-	-	-	1,144.75	1,144.75
Other Purchased Services	8,962.58	-	-	250.00	-	-	-	9,212.58	9,212.58
Service Agreements	27,618.89	5,600.00	-	-	-	-	-	33,218.89	33,218.89
Total Purchased Services	97,744.95	15,802.71	-	45,938.11	-	-	-	159,485.77	159,485.77
Supplies									
General Supplies	34,125.55	8,185.58	-	(31.95)	-	-	-	42,279.18	42,279.18
Art Supplies	1,009.80	-	-	-	-	-	-	1,009.80	1,009.80
Paper Supplies	-	-	-	-	-	-	-	-	-
Spanish Supplies	-	-	-	-	-	-	-	-	-
Student-Paid Supplies	1,076.82	-	-	-	-	-	-	1,076.82	1,076.82
Science Supplies	372.58	-	-	-	-	-	-	372.58	372.58
Social Studies Supplies	16.97	-	-	-	-	-	-	16.97	16.97
English Language Arts Supplies	178.06	-	-	-	-	-	-	178.06	178.06
Math Supplies	61.90	-	-	-	-	-	-	61.90	61.90
Supplies - Other	1,493.87	-	-	-	-	-	-	1,493.87	1,493.87
Textbooks	393.26	-	-	-	-	-	-	393.26	393.26
Library Books	2,909.12	-	-	-	-	-	-	2,909.12	2,909.12
Periodicals	-	-	-	-	-	-	-	-	-
Fuel	-	351.06	-	8,140.85	-	-	-	8,491.91	8,491.91
Natural Gas	7,558.45	-	-	-	-	-	-	7,558.45	7,558.45
Electricity	4,426.70	-	-	-	-	-	-	4,426.70	4,426.70
Other Supplies	1,488.87	-	-	-	-	-	-	1,488.87	1,488.87

LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
DETAILED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ALL FUNDS
MONTH ENDED January 31, 2020

	10	20	30	40	50	60	70	10+20+40+50+70	
	Education	Oper. & Maint.	Debt Services	Transportation	IMRF/SS	Capital Projects	Working Cash	Total Operating	Total All Funds
Total Supplies	55,111.95	8,536.64	-	8,108.90	-	-	-	71,757.49	71,757.49
Capital Outlay									
Capital Outlay	5,831.36	11,492.59	-	-	-	-	-	17,323.95	17,323.95
Building Improvements	-	-	-	-	-	62,336.80	-	-	62,336.80
Site Improvements	-	-	-	-	-	-	-	-	-
Total Capital Outlay	5,831.36	11,492.59	-	-	-	62,336.80	-	17,323.95	79,660.75
Other									
Principal	-	-	-	-	-	-	-	-	-
Interest	-	-	-	-	-	-	-	-	-
Dues and Fees	1,019.35	-	-	-	-	-	-	1,019.35	1,019.35
Tuition	8,447.36	-	-	-	-	-	-	8,447.36	8,447.36
Miscellaneous Objects	-	-	-	-	-	-	-	-	-
Total Other	9,466.71	-	-	-	-	-	-	9,466.71	9,466.71
Total Non-Capitalized Equipment	9,709.33	2,150.10	-	-	-	-	-	11,859.43	11,859.43
Total Termination Benefits	-	-	-	-	-	-	-	-	-
Total Expenditures	2,041,213.85	127,362.20	-	164,904.86	99,780.53	62,336.80	-	2,433,261.44	2,495,598.24
Excess (deficiency) of revenues over expenditures	(1,475,471.00)	(126,220.42)	61.53	(163,215.73)	(99,099.83)	(62,336.79)	601.27	(1,863,405.71)	(1,925,680.97)
OTHER FINANCING SOURCES (USES)									
"On Behalf"/Transfers	-	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-	-
Total other financing sources (uses)	-	-	-	-	-	-	-	-	-
Net changes in fund balances	(1,475,471.00)	(126,220.42)	61.53	(163,215.73)	(99,099.83)	(62,336.79)	601.27	(1,863,405.71)	(1,925,680.97)
Fund Balance: 12/31/2019	24,621,698.36	714,541.18	(502,386.66)	1,712,686.04	901,321.87	(349,412.86)	523,742.13	28,473,989.58	27,622,190.06
Fund Balance: 1/31/2020	\$ 23,146,227.36	\$ 588,320.76	\$ (502,325.13)	\$ 1,549,470.31	\$ 802,222.04	\$ (411,749.65)	\$ 524,343.40	\$ 26,610,583.87	\$ 25,696,509.09

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LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
SUMMARY STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ALL FUNDS
MONTH ENDED January 31, 2020

	10 Education	20 Oper. & Maint.	30 Debt Services	40 Transportation	50 IMRF/SS	60 Capital Projects	70 Working Cash	10+20+40+50+70 Total Operating	Total All Funds
REVENUES									
Local Sources	309,208.59	1,141.78	61.53	1,689.13	680.70	0.01	601.27	313,321.47	313,383.01
State Sources	94,007.01	-	-	-	-	-	-	94,007.01	94,007.01
Federal Sources	162,527.25	-	-	-	-	-	-	162,527.25	162,527.25
Total Revenues	565,742.85	1,141.78	61.53	1,689.13	680.70	0.01	601.27	569,855.73	569,917.27
EXPENDITURES									
Salaries	1,598,904.57	76,399.33	-	85,956.13	-	-	-	1,761,260.03	1,761,260.03
Benefits	264,444.98	12,980.83	-	24,901.72	99,780.53	-	-	402,108.06	402,108.06
Purchased Services	97,744.95	15,802.71	-	45,938.11	-	-	-	159,485.77	159,485.77
Supplies	55,111.95	8,536.64	-	8,108.90	-	-	-	71,757.49	71,757.49
Capital Outlay	5,831.36	11,492.59	-	-	-	62,336.80	-	17,323.95	79,660.75
Other	9,466.71	-	-	-	-	-	-	9,466.71	9,466.71
Non-Capitalized Equip.	9,709.33	2,150.10	-	-	-	-	-	11,859.43	11,859.43
Termination Benefits	-	-	-	-	-	-	-	-	-
Total Expenditures	2,041,213.85	127,362.20	-	164,904.86	99,780.53	62,336.80	-	2,433,261.44	2,495,598.24
Excess (deficiency) of revenues over expenditures	(1,475,471.00)	(126,220.42)	61.53	(163,215.73)	(99,099.83)	(62,336.79)	601.27	(1,863,405.71)	(1,925,680.97)
OTHER FINANCING SOURCES (USES)									
Transfers	-	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-	-
Total other financing sources (uses)	-	-	-	-	-	-	-	-	-
Net changes in fund balances	(1,475,471.00)	(126,220.42)	61.53	(163,215.73)	(99,099.83)	(62,336.79)	601.27	(1,863,405.71)	(1,925,680.97)
Fund Balance: 12/31/2019	24,621,698.36	714,541.18	(502,386.66)	1,712,686.04	901,321.87	(349,412.86)	523,742.13	28,473,989.58	27,622,190.06
Fund Balance: 1/31/2020	\$ 23,146,227.36	\$ 588,320.76	\$ (502,325.13)	\$ 1,549,470.31	\$ 802,222.04	\$ (411,749.65)	\$ 524,343.40	\$ 26,610,583.87	\$ 25,696,509.09

LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103

STATEMENT OF FINANCIAL POSITION

ALL FUNDS

MONTH ENDED January 31, 2020

	10	20	30	40	50	60	70		
	Education	Oper. & Maint.	Debt Services	Transportation	IMRF/SS	Capital Projects	Working Cash	Total Operating	Total All Funds
ASSETS									
US Bank - AP	1,510,102.26	357.26	(584,757.77)	4,664.15	1,003.19	(411,767.73)	731.71	1,516,858.57	520,333.07
US Bank - Payroll	13,661.11	1,818.07	-	1,296.89	-	-	-	16,776.07	16,776.07
US Bank - RevTrak	440,603.00	-	-	68,145.06	-	-	-	508,748.06	508,748.06
PMA - LIQ	2,255,074.95	6,307.70	-	5,498.38	700,930.24	2.34	4,393.36	2,972,204.63	2,972,206.97
PMA - MAX	6,738.93	76,576.67	82,432.64	138,433.30	79,117.57	15.74	1,183.66	302,050.13	384,498.51
PMA - Fixed Rate Investments	15,705,938.06	499,373.29	-	1,330,407.03	21,171.04	-	518,034.67	18,074,924.09	18,074,924.09
IIIT	20,507.75	-	-	-	-	-	-	20,507.75	20,507.75
Bank Financial	90,503.43	-	-	-	-	-	-	90,503.43	90,503.43
Fifth Third Securities	3,059,778.83	-	-	-	-	-	-	3,059,778.83	3,059,778.83
Imprest Fund	33,034.83	160.14	-	3.89	-	-	-	33,198.86	33,198.86
Petty Cash	500.00	-	-	-	-	-	-	500.00	500.00
TOTAL ASSETS	23,136,443.15	584,593.13	(502,325.13)	1,548,448.70	802,222.04	(411,749.65)	524,343.40	26,596,050.42	25,681,975.64
LIABILITIES & FUND BALANCE									
LIABILITIES									
Accounts Payable	4,665.84	(3,951.60)	-	(490.76)	-	-	-	223.48	223.48
Dental Insurance Payable	(2,111.36)	(208.44)	-	(530.85)	-	-	-	(2,850.65)	(2,850.65)
Flex Spending Account Payable	(10,056.27)	-	-	-	-	-	-	(10,056.27)	(10,056.27)
Tech Program Receivable	(2,282.42)	432.41	-	-	-	-	-	(1,850.01)	(1,850.01)
Total Liabilities	(9,784.21)	(3,727.63)	-	(1,021.61)	-	-	-	(14,533.45)	(14,533.45)
FUND BALANCE									
Fund Balance	23,146,227.36	588,320.76	(502,325.13)	1,549,470.31	802,222.04	(411,749.65)	524,343.40	26,610,583.87	25,696,509.09
Total Fund Balance	23,146,227.36	588,320.76	(502,325.13)	1,549,470.31	802,222.04	(411,749.65)	524,343.40	26,610,583.87	25,696,509.09
TOTAL LIABILITIES & FUND BALANCE	23,136,443.15	584,593.13	(502,325.13)	1,548,448.70	802,222.04	(411,749.65)	524,343.40	26,596,050.42	25,681,975.64

LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
TREASURER'S REPORT
1/31/2020

CASH BALANCE PER BOOKS

Educational Fund	23,136,443.15
Operations and Maintenance	584,593.13
Debt Service Fund	(502,325.13)
Transportation Fund	1,548,448.70
Retirement Fund	802,222.04
Capital Projects Fund	(411,749.65)
Working Cash Fund	<u>524,343.40</u>
TOTALS:	<u><u>\$ 25,681,975.64</u></u>

BANK BALANCES & INVESTMENTS

US Bank - AP	
Statement Balance	536,611.20
Less: Outstanding Checks	<u>16,278.13</u>
	\$ 520,333.07
US Bank - Payroll	
Statement Balance	17,126.16
Less: Outstanding Checks	<u>350.09</u>
	\$ 16,776.07
US Bank - Other	
RevTrak Account Balance	\$ 508,748.06
Imprest	35,473.86
Petty Cash	500.00
Less: Outstanding Imprest Checks	<u>2,275.00</u>
	542,446.92
TOTAL CASH	<u><u>1,079,556.06</u></u>
PMA Financial Network	
ISDLAF - LIQ	2,972,206.97
ISDLAF - MAX	384,498.51
Fixed Rate Investments	<u>18,074,924.09</u>
	\$ 21,431,629.57
Other	
Illinois Inst Investors Trust - CMF	20,507.75
Bank Financial - Money Market	90,503.43
Fifth Third Securities	<u>\$ 3,059,778.83</u>
	3,170,790.01
TOTAL INVESTMENTS	<u><u>24,602,419.58</u></u>
TOTALS:	<u><u>\$ 25,681,975.64</u></u>

Certified by:



Patrick Palbicke, Treasurer

LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103

INVESTMENT PORTFOLIO

January 31, 2020

Investment Type	Settle Date	Maturity Date	# of Days	Institution	Cost	Rate
Money Market	1/31/2020	1/31/2020		Bank Finanacial MMKT	\$90,503.43	0.350%
Money Market	1/31/2020	1/31/2020		Illinois Portfolio, IIIT Class	\$20,507.75	1.750%
Money Market	1/31/2020	1/31/2020		Fifth Third Securities	\$337,778.83	1.450%
Money Market	1/31/2020	1/31/2020		ISDLAF+ LIQ Account	\$2,972,206.97	1.460%
Money Market	1/31/2020	1/31/2020		ISDLAF+ MAX Account	\$384,498.51	1.540%
Certificate of Deposit	2/28/2019	2/28/2020	365	BANK 7	\$243,800.00	2.481%
Certificate of Deposit	2/28/2019	2/28/2020	365	PACIFIC WESTERN BANK	\$243,500.00	2.589%
Certificate of Deposit	2/28/2019	2/28/2020	365	CIBC BANK USA/PRIVATE BANK-MI	\$243,700.00	2.538%
Certificate of Deposit	2/28/2019	2/28/2020	365	PREFERRED BANK	\$243,600.00	2.549%
Certificate of Deposit	9/27/2019	2/27/2020	153	CITIBANK	\$1,200,000.00	1.750%
Security	9/11/2019	2/29/2020	171	US TREASURY N/B	\$1,399,371.25	1.780%
Certificate of Deposit	9/18/2019	3/18/2020	182	CITIBANK	\$500,000.00	1.770%
Certificate of Deposit	9/18/2019	3/27/2020	191	CITIBANK	\$1,000,000.00	1.740%
Security	9/11/2019	3/31/2020	202	US TREASURY N/B	\$297,371.41	1.760%
Security	9/18/2019	3/31/2020	195	US TREASURY N/B	\$992,667.97	1.820%
Certificate of Deposit	8/14/2019	4/14/2020	244	ASIAN PACIFIC NATIONAL BANK	\$247,000.00	1.801%
Security	9/11/2019	4/15/2020	217	US TREASURY N/B	\$596,183.79	1.730%
Certificate of Deposit	8/14/2019	4/20/2020	250	BANK OZK	\$246,700.00	1.880%
Certificate of Deposit	8/14/2019	4/20/2020	250	BANK OF CHINA	\$246,100.00	2.232%
Certificate of Deposit	8/14/2019	4/20/2020	250	SERVISFIRST BANK	\$246,700.00	1.915%
Certificate of Deposit	8/14/2019	4/20/2020	250	TEXAS CAPITAL	\$246,700.00	1.915%
Certificate of Deposit	8/14/2019	4/20/2020	250	TBK BANK, SSB/THE NATIONAL BANK	\$246,900.00	1.801%
Certificate of Deposit	8/14/2019	4/20/2020	250	FIRST NATIONAL BANK/THE FIRST, NA	\$246,900.00	1.801%
Certificate of Deposit	8/14/2019	4/20/2020	250	PROSPECT BANK/EDGAR COUNTY B&TC	\$246,900.00	1.800%
Certificate of Deposit	6/28/2019	4/22/2020	299	BANK OZK (LOC)	\$900,000.00	2.082%
Certificate of Deposit	9/10/2019	4/29/2020	232	PRUDENTIAL BANK	\$247,200.00	1.741%
Certificate of Deposit	9/10/2019	4/29/2020	232	VERITEX COMMUNITY BANK	\$247,200.00	1.740%
Certificate of Deposit	12/20/2019	5/14/2020	146	CITIBANK NA	\$1,500,000.00	1.429%
Certificate of Deposit	12/20/2019	5/21/2020	153	AMERICAN PLUS	\$248,400.00	2.071%
Certificate of Deposit	12/20/2019	5/21/2020	153	EAST BOSTON	\$248,400.00	2.071%
Certificate of Deposit	6/28/2019	5/28/2020	335	BROOKLINE BANK	\$245,200.00	2.071%
Certificate of Deposit	6/6/2019	6/5/2020	365	CRYSTAL LAKE B&TC - WINTRUST	\$244,300.00	2.297%
Certificate of Deposit	6/6/2019	6/5/2020	365	NORTHBROOK V&TC - WINTRUST	\$244,300.00	2.297%
Certificate of Deposit	6/6/2019	6/5/2020	365	VILLAGE BANK & TRUST - WINTRUST	\$244,300.00	2.297%
Certificate of Deposit	6/6/2019	6/5/2020	365	ROCKFORD B&TC	\$244,300.00	2.293%
Certificate of Deposit	12/17/2018	6/15/2020	546	CORNERSTONE BANK - YORK NEBRASKA	\$239,900.00	2.800%
Certificate of Deposit	6/17/2019	6/16/2020	365	BARRINGTON B&TC - WINTRUST	\$244,500.00	2.247%
Certificate of Deposit	6/17/2019	6/16/2020	365	TOWN BANK - WINTRUST	\$244,500.00	2.247%
Certificate of Deposit	6/17/2019	6/16/2020	365	EAGLEBANK	\$244,400.00	2.270%
Certificate of Deposit	6/17/2019	6/16/2020	365	WHEATON BANK AND TRUST - WINTRUST	\$100,800.00	2.247%
Certificate of Deposit	6/17/2019	6/16/2020	365	LAKE FORSET B&TC CO. N.A. - WINTRUST	\$244,500.00	2.247%
Certificate of Deposit	6/17/2019	6/16/2020	365	OLD PLANK TRAIL COMM. BANK - WINTRUST	\$244,500.00	2.247%
Certificate of Deposit	6/17/2019	6/16/2020	365	ST CHARLES B&TC - WINTRUST	\$243,400.00	2.247%
Certificate of Deposit	6/17/2019	6/16/2020	365	HINDSDALE B&TC - WINTRUST	\$244,500.00	2.247%
Certificate of Deposit	6/17/2019	6/16/2020	365	WESTERN ALLIANCE BANK/TORREY PINES	\$244,400.00	2.278%
Certificate of Deposit	6/17/2019	6/16/2020	365	SCHAUMBURG B&TC/ADVANTAGE NATIONAL	\$244,500.00	2.247%
Certificate of Deposit	6/28/2019	6/26/2020	364	BANK OZK	\$510,600.00	2.085%
Certificate of Deposit	6/28/2019	6/29/2020	367	T BANK NA	\$244,700.00	2.132%
Certificate of Deposit	6/28/2019	6/29/2020	367	PREMIER BANK	\$244,700.00	2.099%
DTC CD	6/13/2018	6/15/2020	733	Discover Bank	\$246,000.00	2.750%
DTC CD	6/14/2018	6/15/2020	732	Morgan Stanley Bank NA	\$246,000.00	2.800%
DTC CD	6/14/2018	6/15/2020	732	Morgan Stanley PVT Bank	\$246,000.00	2.750%
DTC CD	12/11/2018	6/29/2020	566	FIRST BANK NC	\$249,329.67	2.810%
Certificate of Deposit	3/22/2018	3/23/2020	732	Morgan Stanley Bank	\$248,000.00	2.550%
Certificate of Deposit	11/28/2018	5/28/2020	547	Wells Fargo National	\$245,000.00	2.850%
Certificate of Deposit	6/17/2018	6/29/2020	743	Pinnacle Bank Nashville	\$248,000.00	2.800%
Certificate of Deposit	7/17/2015	7/17/2020	1827	Synchrony Bank Retail CD	\$248,000.00	2.250%
Certificate of Deposit	8/19/2015	8/19/2020	1827	CAPITAL ONE NATL ASSN VA	\$248,000.00	2.400%
Certificate of Deposit	9/16/2015	9/16/2020	1827	BARCLAYS BK DEL	\$248,000.00	2.200%
Certificate of Deposit	3/2/2016	3/2/2021	1826	Marlin Business Bank Salt Lake	\$248,000.00	1.600%
Certificate of Deposit	12/12/2016	12/13/2021	1827	State Bank India New York	\$248,000.00	2.050%
Certificate of Deposit	3/1/2017	3/1/2022	1826	CIMB Bank, Champaign IL	\$245,000.00	2.100%

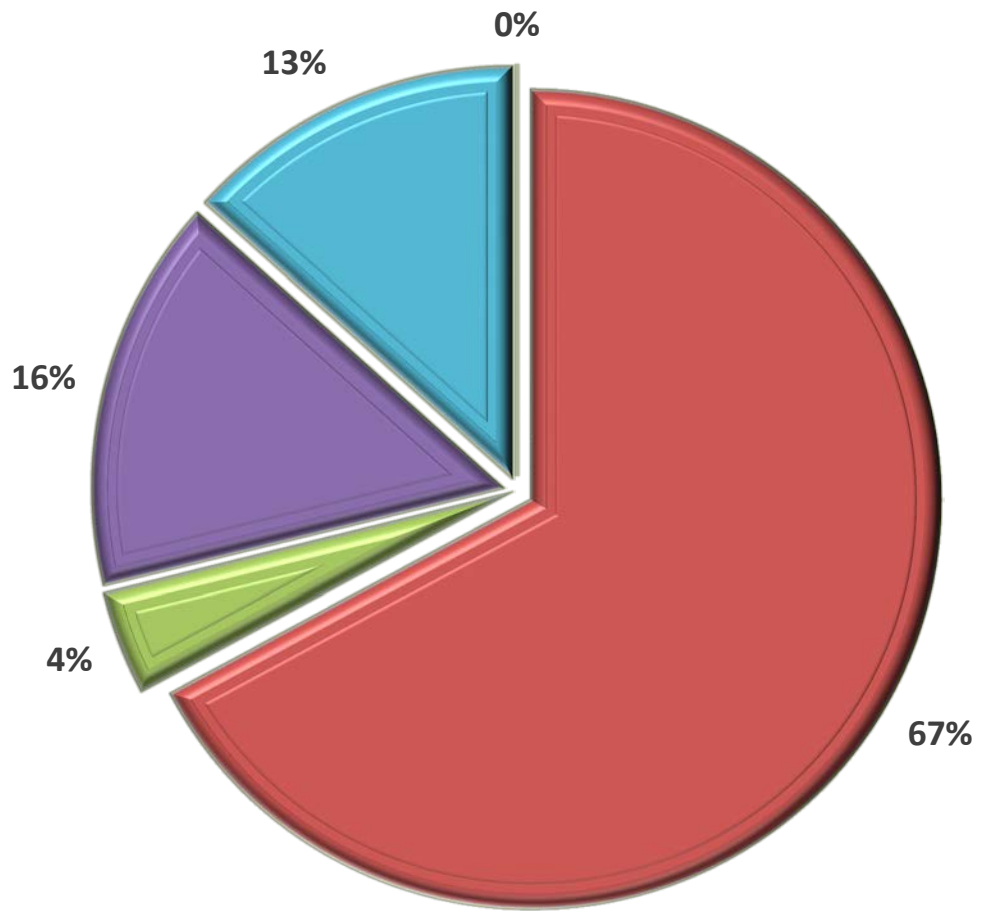
LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103

INVESTMENT PORTFOLIO

January 31, 2020

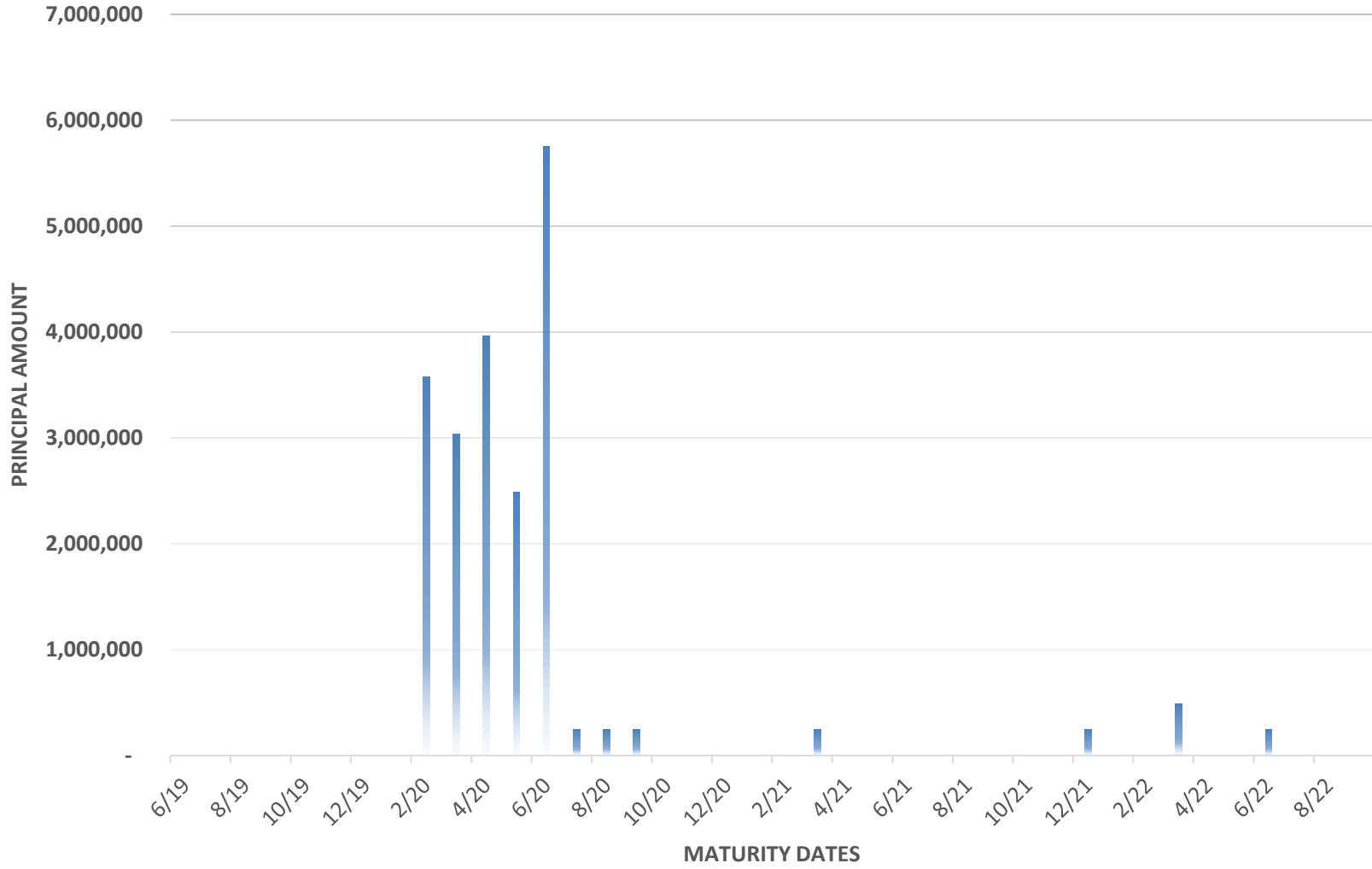
Investment Type	Settle Date	Maturity Date	# of Days	Institution	Cost	Rate
Certificate of Deposit	3/21/2017	3/21/2022	1826	HSBC Bank USA NA McLean VA	\$248,000.00	2.450%
Certificate of Deposit	6/9/2017	6/9/2022	1826	Medallion Bank Utah	\$248,000.00	2.150%
					\$24,602,419.58	
Weighted Yield	2.120%					
Weighted Maturity	127.09					

LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
INVESTMENT TYPE
JANUARY 31, 2020

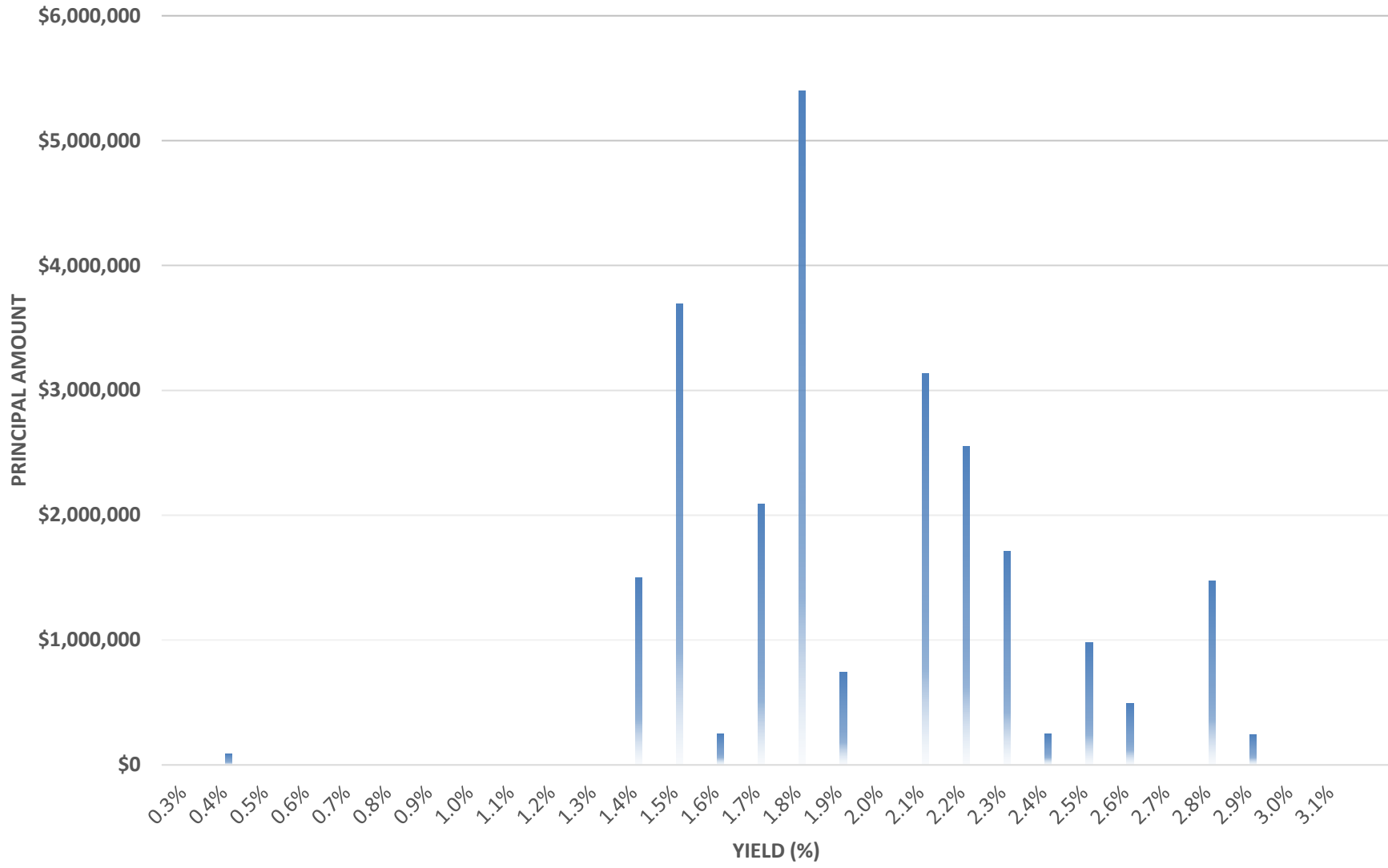


■ TS ■ CD ■ DTC ■ MMK ■ SEC

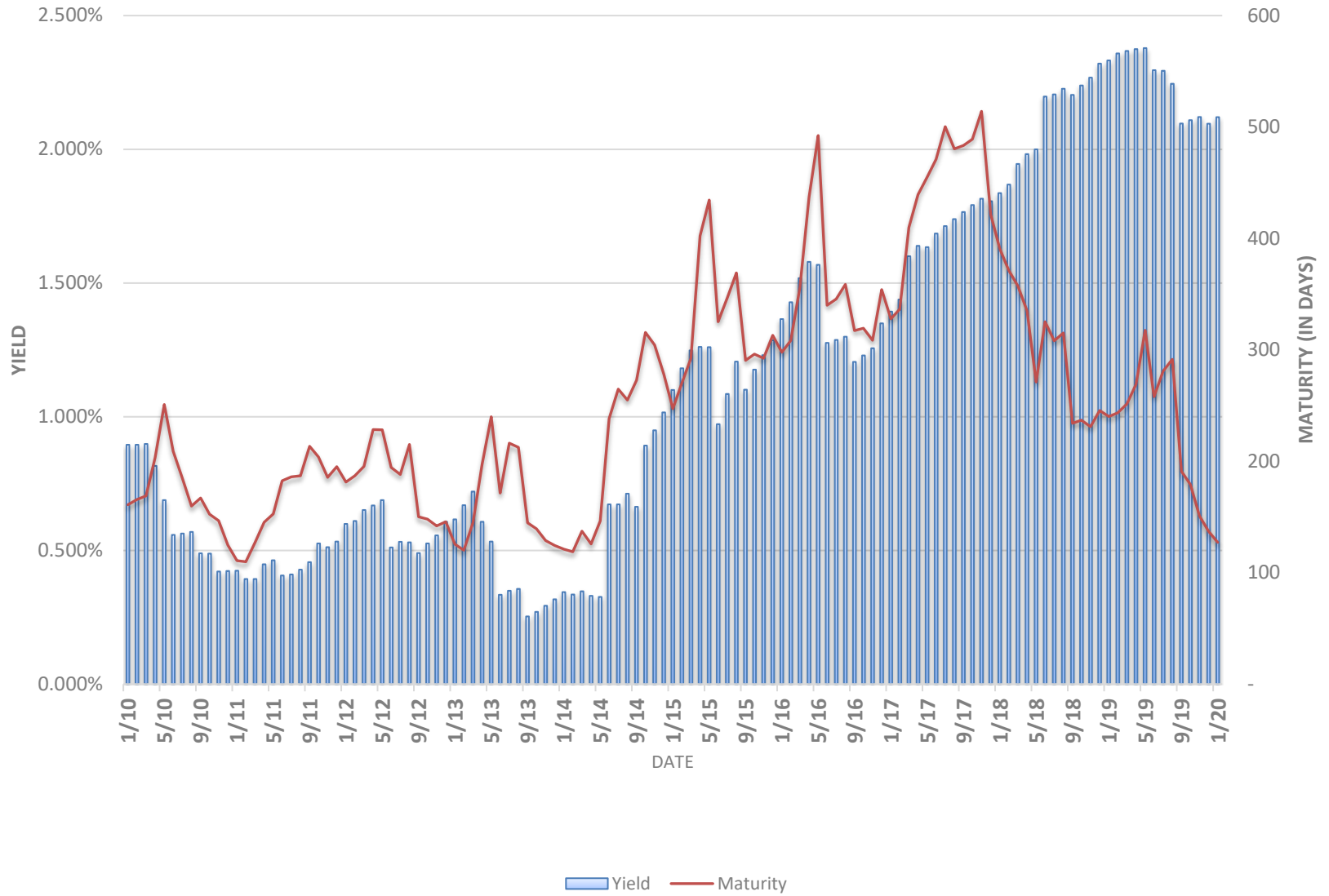
LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
MATURITY DATES
JANUARY 31, 2020



LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
INTEREST RATES
JANUARY 31, 2020



LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103 WEIGHTED YIELD VS. MATURITY HISTORY (10 Years)



Lincolnshire-Prairie View School District 103

Enrollment Report

As of January 31, 2020

Grade	Aug	Sept	Oct	Nov	Dec	Jan	Class Size (Core)					
							Sections	Average	Low	High	Trigger	Recommended Range
K (AM)	13	12	12	13	11	13						
K (Full Day)	130	131	135	135	130	131						
K Total	143	143	147	148	141	144	8	18.0	17	21	25	Low 20's
1	177	175	178	174	176	171	8	21.4	20	23	25	Low 20's
2	179	183	185	184	184	184	9	20.4	19	21	25	Low 20's
3	192	193	195	193	191	197	8	24.6	24	25	28	Mid 20's
4	203	204	205	204	202	203	8	25.4	24	26	28	Mid 20's
5	251	251	250	252	251	251	10	25.1	25	26	28	Mid 20's
6	218	218	219	220	222	222	n/a	26.4	14	30	30	High 20's
7	243	246	247	245	244	244	n/a	25.6	11	31	30	High 20's
8	215	217	217	217	215	213	n/a	23.9	14	31	30	High 20's
Total K-8	1,821	1,830	1,843	1,837	1,826	1,829						

Sprague (No EC)	499	501	510	506	501	499
Half Day	646	648	650	649	644	651
Daniel Wright	676	681	683	682	681	679
Total EC-8	1,821	1,830	1,843	1,837	1,826	1,829

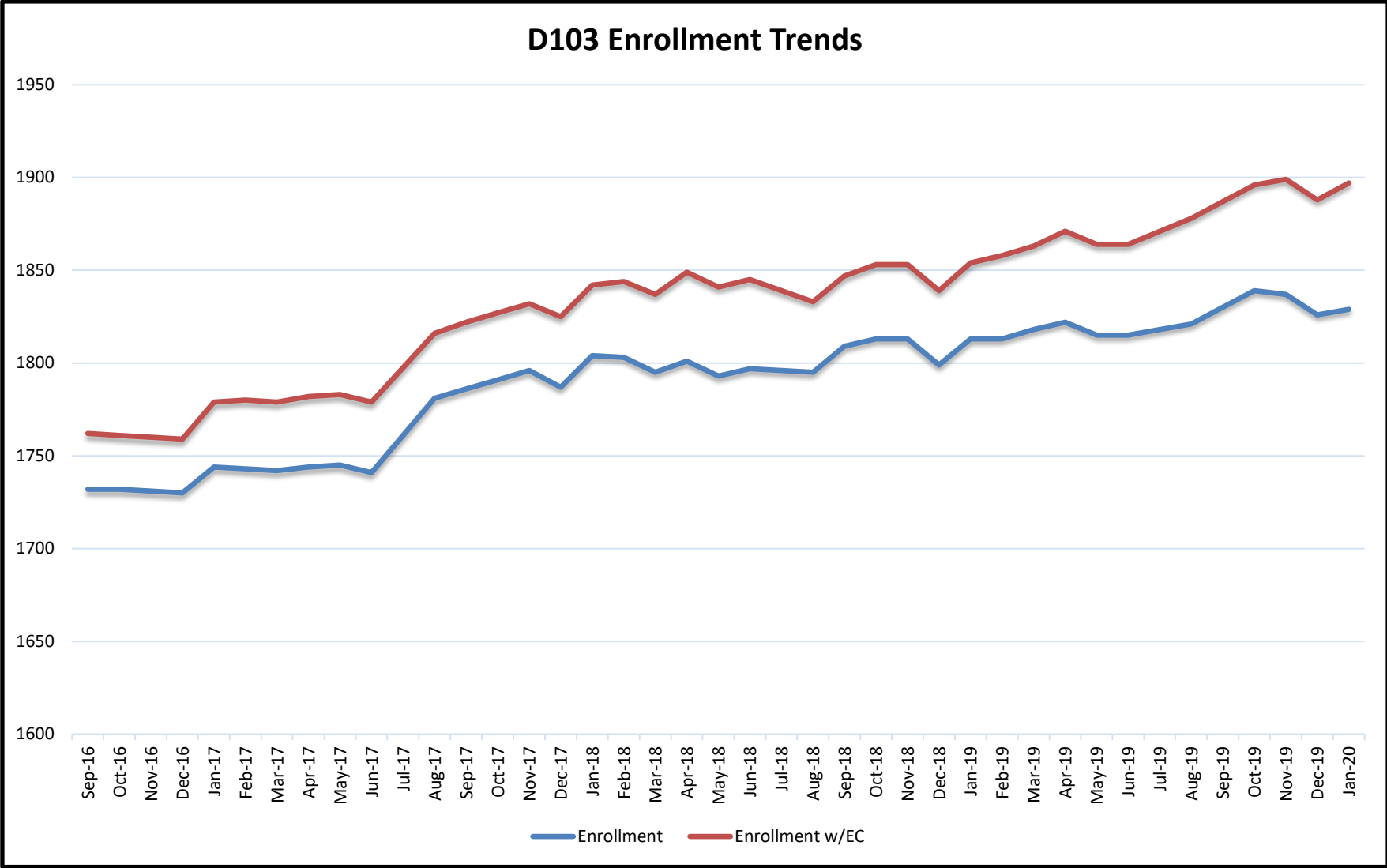
Early Childhood	27	27	28	31	31	33						
Community Peer	23	23	23	24	24	27						
Total Blended	50	50	51	55	55	60	4	15.0	5	8	8	8
AM Only	3	3	2	2	2	2						
Extended Day	4	4	4	5	5	6						
Total Self-Contained	7	7	6	7	7	8	1	8.0	4	4	4	4
Total EC	57	57	57	62	62	68						

Sprague w/EC	556	558	567	568	563	567
Half Day	646	648	650	649	644	651
Daniel Wright	676	681	683	682	681	679
Total EC-8	1,878	1,887	1,900	1,899	1,888	1,897

Public	2	2	2	2	2	2
Consortium	3	3	3	3	3	3
Private	5	5	5	5	5	6
IAES	0	0	0	0	0	0
Total Out-of-Dist.	10	10	10	10	10	11

TOTAL	1,888	1,897	1,910	1,909	1,898	1,908
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Guided - D103	3	3	3	3	3	3
Guided - Other	6	6	6	6	6	6
Total Guided	9	9	9	9	9	9





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

Memo

To: Board of Education
From: Scott Gaunky, CPMM
CC: Dr. Scott Warren
Date: February 20, 2020
Re: Facilities

DISTRICT 103

- All RPZ's were pressure tested at all three buildings on the 17th. One failed at Sprague and will need to be rebuilt or replaced.

DANIEL WRIGHT

- The RTU that services part of the 6th grade section of the building has a crack in the heat exchanger. The unit is currently off and waiting for replacement parts. There is a three week lead time for the part and should be available for install over Spring break. Supplemental heat units were rented and are in the classroom spaces to maintain temperatures.
- The first meeting with contracted trades for the Daniel Wright project was on February 19th. The contractor's will be starting demolition of the interior (former) administration building on the 24th.

HALF DAY

- No significant projects were completed in this period.

LAURA SPRAGUE

- No significant projects were completed in this period.



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

Memo

To: Board of Education
From: Katie Reynolds, Assistant Superintendent for Instruction
Gina Finaldi, Director of Student Services
Robert Bialk, Director of Technology
CC: Dr. Scott Warren
Date: February 20, 2020
Re: Executive Summary

Curriculum & Instruction

- **New Teacher Workshop-** On January 21, 2020, new teachers met to take an in-depth look at Charlotte Danielson’s Domain 1, Preparation and Planning with a specific focus on UbD (Understanding by Design). This year the new teacher workshops have continued to focus on Danielson’s four domains, which are used in the district evaluation process.
- **STEAM Committee-** The STEAM Committee met on January 22 & February 10, 2020. The committee comprised of parents, teachers and administrators met to review four instructional models and determine if any of the models should be recommended as a curriculum and instruction goal for Vision 2025.
- **Teachers Supporting Teachers-** On January 21, 2020, the district hosted the fourth “Teachers Supporting Teachers” workshop presented by “Just Ask” senior consultant and professional development provider, Brenda Kaylor. This workshop was provided for certified teachers who work in roles that support other teachers (technology coaches, ELL teachers, Interventionists) and building administrators to share her expertise in the field of academic coaching. The workshop provided strategies for how to develop relationships with adults and coach them through difficult conversations. There is one more scheduled workshop in this series of professional development.
- **Summer School-** Preparations for summer school are in full swing! We launched the Summer School 2020 website on Thursday, February 20, 2020, and plan to open registration on Tuesday, March 10, 2020. This year we have made an effort to

coordinate the ELL and Extended Summer School programs by sending joint communications and using the same registration process.

- **Illinois Assessment for Readiness (IAR)**- Administrators and teachers are beginning initial preparations for the IAR (formerly known as PARCC). A letter will be sent to families soon with building testing dates. This year we will administer the Illinois Science Assessment to students in grades 5 & 8 at the same time as the IAR.
- **ACCESS**- Language assessment for our English language learners will wrap up on February 25, 2020. We continue to monitor the language growth of our students and provide them with opportunities to explore the English language while gaining imperative content knowledge. An extended learning opportunity will be provided through EL summer school, June 8- June 30, 2020. Summer School enrollment forms will be sent home with all EL students in grades K-7.

Student Services

- **CPI Training for D103 staff on 1/15/20** - D103 Student Services hosted a full-day training for general education staff that signed up to participate. Typically this training is only provided to special education staff, but over the years other staff have expressed interest. It was very well received and the feedback was extremely positive that they felt it was a beneficial and valuable training that helped them better understand student behavior and most importantly, how to prevent/de-escalate situations when a student is becoming elevated.
- **IDEA Child Count** – We have submitted all of the current data for special education for the District. ISBE is processing the final Child Count report for all districts on February 26th.
- **Staffing Update** - Special education continues to review caseloads and IEP's to ensure we have the most accurate projections for next year. Much of this has already been presented and discussed with the Board, but it is also an ongoing process as we continue to have IEP meetings throughout the rest of the school year and needs fluctuate accordingly at times.
- **ESY Planning** - Every school has been making their recommendations and planning for students who qualify for Extended School Year (ESY). Information will be sent out to families within the next few weeks, and we will be hiring staff accordingly. All ESY for K-7 will be at Half Day with regular summer school, except for the Early Childhood and Guided programs that will both be at Sprague.
- **Preschool Screening 2/10/20** - On Feb. 10th the District held a preschool screening and there were 9 appointments. Out of those, the Sprague team made 4 referrals for children to undergo additional evaluation for speech related concerns.
- **IDEA Flow Through and Preschool Grant Amendments** - We currently have funding allotments remaining in our IDEA Part B Grant (\$20,042), and in our

Preschool Grant (\$3,134), so our department will be submitting amendments in order to allocate funds to resolve the balance. Typically we earmark additional funds for professional development and curriculum materials for our special education instructional programming.

- **Life Threatening Allergy Policy Review** - On February 20th, we held a meeting to conduct a review of our current Life Threatening Allergy Policy and food/snack guidelines. The committee is reviewing the recommendations from this meeting and we will communicate these to administration and the Board in the coming weeks.
- **McKinney-Vento Liaison Meeting** - On Friday, February 14th we met with our liaisons from the Lake County Regional Office of Education for a mandatory compliance visit. Everything was found to be in compliance with our records and practices. We currently have 4 students who qualify under McKinney-Vento (Homeless Act). We are planning to provide training either this spring or over the summer for our school secretaries on the registration process for McKinney-Vento families as this can be challenging in some cases.

Technology & Assessment

- **Registration, Returning Student** - The Technology Dept will begin working with the registration team to review our current "Returning Student Registration" form. More information to come.
- **Winter Parent Teacher Conferences - PTC Wizard** - The winter parent teacher conferences were scheduled as planned. Some parents reported not receiving the login emails that were sent from PTC Wizard. Muzz Qurashi, our District Data/SIS Manager, was able to work with office staff at both Half Day and Daniel Wright to support any issues.
- **SchoolDude** - In collaboration with our Facilities Dept, the Tech Dept will be rolling out a new, easier login method for our SchoolDude ticket system. Faculty and staff will now have SSO (Single Sign-On) access to request support for facilities and technology related concerns. The goal is to make our support request system easier to use for everybody.
- **Illinois Assessment of Readiness (IAR)** - Student testing data is loading in our PAN (Pearson Access Next) testing system. The Tech Dept is working to ensure both our network and testing devices are configured correctly. We will begin sharing information with teachers over the coming weeks.
- **Illinois Science Assessment (ISA)** - Our students in grades 5 & 8 will take the ISA this year. The testing window opens March 1, 2020.



Lincolnshire-Prairie View School District 103

Memo

To: Board of Education
From: Scott Warren
Date: February 20, 2020
Re: Superintendent Informational Report

FOIA requests

The District received five FOIA requests this month:

1. Robert Flynn from Heat and Frost Insulators Local 17 for written and other communication from general contractors on maintenance and capitol jobs in the district;
2. Katie Kim from NBC5 Chicago for all written agreements and/or contracts for companies that provide content filtering and monitoring software for school district-issued devices for students and documents showing policies and guidelines for school district-issued devices for students;
3. Nathan Mihelich from the Illinois Retired Teachers Association for the name and email of retiring certified employees this year;
4. Shamus Quinn from Indiana, Illinois, Iowa Foundation for Fair Contracting for the bid tabulations, engineer's estimates, to whom they were awarded, the start date, and estimated end date for the Daniel Wright Jr. High construction project;
5. Iris Martinez for public information for every employee in the district.

The specific requests and responses are included for the Board's review.

Leave of Absence Requests

The District received two leave requests and are approved according to the Master Contract. The specific leaves are included for your review.

Strategic Planning/Portrait of a Graduate

The District will continue its work on the Portrait of a Graduate and the strategic plan, Vision 2025, on March 8 and 12. The strategic planning committee will review district data, educational trends, and align the new goals with the emerging Portrait of a Graduate. Once complete, district staff will provide an operational plan to accomplish the strategic plan goals.



INTERNATIONAL ASSOCIATION OF HEAT & FROST INSULATORS & ALLIED WORKERS

Local No. 17 City CHICAGO State ILLINOIS

Address 18520 Spring Creek Dr., Ste. U, Tinley Park, IL 60477 708 468-8000

Attn: Superintendent Steve Warren

January 7, 2020
Lincolnshire-Prairie View School District 103
1370 N Riverwoods Rd
Lincolnshire IL 60069
Phone: (847) 295-4030
Email : swarren@d103.org

Re: FOIA Request

Mr. Steve Warren,

This is a request for copies of public records pursuant to the Illinois Freedom of Information Act. The Freedom of Information Act provides that public bodies shall make available to any person for inspection or copying all public records, except as otherwise provided in Section 7 of the Act 5 ILCS 140/3(a).

Please send me copies of the following materials:

- 1) Memos, letters, applications, and other written materials submitted by **All general contractors and subcontractors** to the Lincoln-Prairie View School District 103 regarding the conversion of work within Lincoln-Prairie View School District 103 Lincolnshire, Illinois for all work (Maintenance and Capital jobs) being performed or awarded between the time period of August 1, 2019- January 1, 2020.
- 2) Copies of telephone logs and other communications including certified payroll information between the Lincoln-Prairie View School District 103 and **All general contractors and subcontractors** (Maintenance and Capital jobs) between the time period of August 1, 2019- January 1, 2020.

If you believe that portions of the requested materials are exempt from release, I expect that you will delete the material which you believe is exempt and send me copies for the remaining, non-exempt material.

Please list the specific exemptions and reasons upon which you rely to withhold any material I have requested and provide me with the names and addresses of the officials to whom I may appeal such denial.

I am prepared to pay reasonable copying costs to cover your actual costs of reproducing the requested materials, as well as the cost of mailing the information to me. I request that you waive such fees, pursuant to the provisions of the Act, which authorizes you to waive copying fees when the release of the requested information is "in the public interest" Please notify me of any costs over \$30.00 if this waiver is denied. Feel free to call me if you have any questions

Sincerely,

Robert Flynn
Heat and Frost Insulators Local 17
18520 Spring Creek Drive Suite U
Tinley Park, IL 60477
1.708.468.8000
flynn@local17insulators.com



Lincolnshire-Prairie View School District 103
Administration Offices

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

Scott H. Warren, Ed.D.
Superintendent

January 23, 2020

Robert Flynn
Heat and Frost Insulators Local 17
18520 Spring Creek Drive Suite U
Tinley Park, IL 60477
flynn@local17insulators.com

SENT VIA EMAIL – flynn@local17insulators.com

RE: Freedom of Information Act Request

Dear Robert Flynn:

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

Request

“Memos, letters, applications, and other written materials submitted by all general contractors and subcontractors to the Lincoln-Prairie View School District 103 Lincolnshire, Illinois for all work (Maintenance and Capital jobs) being performed or awarded between the time period of August 1, 2019-January 1, 2020.”

Response

See attached.

Request

“Copies of telephone logs and other communications including certified payroll information between the Lincoln-Prairie View School District 103 and all general contractors and subcontractors (Maintenance and Capital jobs) between the time period of August 1, 2019-January 1, 2020.”

Response

We do not have any records responsive to this request.

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

Sincerely,

Scott Warren, Ed. D.
Superintendent

January 30, 2020

Patrick Palbicke
Assistant Superintendent for Business and FOIA Officer
Lincolnshire-Prairie View School District 103
1370 North Riverwoods Road
Lincolnshire, IL 60069-2402

Sent via email to: ppalbicke@d103.org

Dear Mr. Palbicke:

This is a request under the Illinois Freedom of Information Act. I am sending this request to all Chicago-area public school districts, including Lincolnshire-Prairie View School District 103, to learn more about each district's education technology program as it relates to student learning on school-issued devices such as an iPad or Chromebook.

I am requesting any and all written agreements and/or contracts between Lincolnshire-Prairie View School District 103 and companies that provide content filtering and monitoring software for school district-issued devices for students, including (but not limited to) Bark, Securly, Go Guardian, etc.; and documents sufficient to show policies and guidelines for school district-issued devices for students.

Please send all requested documentation to me at katie.kim@nbcuni.com. If you are not able to send these records electronically, please contact me as soon as possible, so that I can arrange another way to get these records from you. And if there is any way in which I can help in gathering this material, I would be happy to do so.

Because these records are in the public interest, I ask that you waive any reproduction fee. And if you deny this request, please tell me on what grounds, and to whom I should appeal.

If you have any questions or need any additional information, please don't hesitate to contact me at katie.kim@nbcuni.com, or at 312-836-5577.

Thank you so much for your time and consideration in this matter.

Sincerely,

Katie Kim
Reporter, NBC5 Chicago



Lincolnshire-Prairie View School District 103
Administration Offices

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

Scott H. Warren, Ed.D.
Superintendent

February 6, 2020

Katie Kim, Reporter
NBC5 Chicago
454 North Columbus Drive
Chicago, IL 60611-5555
312-836-5555
katie.kim@nbcuni.com

SENT VIA EMAIL – katie.kim@nbcuni.com

RE: Freedom of Information Act Request

Dear Katie Kim:

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

Request

“I am requesting any and all written agreements and/or contracts between Lincolnshire-Prairie View School District 103 and companies that provide content filtering and monitoring software for school district-issued devices for students, including (but not limited to) Bark, Securly, Go Guardian, etc.; and documents sufficient to show policies and guidelines for school district-issued devices for students.”

Response

Palo Alto – End User License Agreement
<https://drive.google.com/file/d/1257bqL1FMca8T92WjxTziM4FliNJz-h8/view?usp=sharing>

Additional Palo Alto – Legal Agreements
<https://www.paloaltonetworks.com/legal>

1:1 Teaching and Learning Parent Handbook
https://docs.google.com/document/d/e/2PACX-1vSXizg3lwKRXesfYTVwz9OqbTYm_sOwptFqV4eNENYv3UBbNaQJVNOxR--rraaNFPsQ4HuAGIrZvPL/pub

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

Sincerely,

Scott Warren, Ed. D.
Superintendent

From: **Illinois Retired Teachers Association** <freedom@irtaonline.org>
Date: Wed, Feb 5, 2020 at 11:18 AM
Subject: FOIA Records Request - February 5, 2020
To: <swarren@d103.org>

Dear , District Official, or FOIA Officer:

This is a request under the Illinois Freedom of Information Act. Today's date is February 5, 2020. Your district is listed as Lincolnshire-prairieview Sd 103 in Lincolnshire, Illinois.

RECORDS REQUESTED: Please provide the name and email address of any certified staff (teachers, administrators, nurses, counselors, etc.) who are retiring this year.

Please provide the requested records electronically. Please email to freedom@irtaonline.org.

If your district has NO RETIREES this year, simply reply to this email with the word NONE and the name and number of your district and I will consider the request fulfilled.

This is a request by the Illinois Retired Teachers Association, a 501c4 not-for-profit Illinois organization.

Sincerely,

Nathan Mihelich
Illinois Retired Teachers Association
www.irtaonline.org
217-523-8488



Lincolnshire-Prairie View School District 103
Administration Offices

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

Scott H. Warren, Ed.D.
Superintendent

February 11, 2020

Nathan Mihelich
Illinois Retired Teachers Association
217-523-8488
freedom@irtaonline.org

SENT VIA EMAIL – freedom@irtaonline.org

RE: Freedom of Information Act Request

Dear Nathan Mihelich:

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

Request

“Please provide the name and email address of any certified staff (teachers, administrators, nurses, counselors, etc.) who are retiring this year.”

Response

Patty Lathrop plathrop@d103.org

John Rueth jrueth@d103.org

Rhonda Walz rwalz@d103.org

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

Sincerely,

Scott Warren, Ed. D.
Superintendent

from: **Shamus Quinn** <SQuinn@iiffc.org>
to: "ntaylor@d103.org"
<ntaylor@d103.org>
date: Feb 7, 2020, 3:01 PM
subject: FOIA Request - Daniel
Wright Junior High School -
Addition and Renovations
mailed- iiffc.org
by:

To Whom it May Concern:

Pursuant to the Illinois Freedom of Information Act (5 ILCS 140/1 et. Seq.), the Indiana, Illinois, Iowa Foundation for Fair Contracting (III FFC) respectfully requests the following information regarding the Daniel Wright Junior High School – Addition and Renovations, bid out 1/28/20:

1. Please provide the bid tabulations and engineer's estimates.
2. Please advise if the projects have been awarded, to whom they've been awarded, the start date, and estimated end date.

As a not-for-profit organization serving the public interest, we respectfully request the waiver of any fees for copying the requested records. If there are any fees, please bill our office and provide us with your public agency's statutory compliant schedule of allowed fees. Once received, we will remit payment for the requested material. Please send the requested documents to the e-mail address, when possible, listed on this request. If any portion of this request is denied, please cite the specific exemption(s) that allows the denial. If the public agency has an appeal procedure, please provide the name, title and address of the person to whom the appeal should be sent.

We appreciate your handling this request as soon as possible and we look forward to hearing from you within the limits allotted by the law. This information is not for use for commercial or solicitation purposes.

Respectfully yours,

Shamus Quinn
Cell: (815)-721-4084
Construction Analyst – Lake & McHenry Counties
Indiana, Illinois, Iowa Foundation for Fair Contracting



Lincolnshire-Prairie View School District 103
Administration Offices

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

Scott H. Warren, Ed.D.
Superintendent

February 14, 2020

Shamus Quinn
Indiana, Illinois, Iowa Foundation for Fair Contracting
SQuinn@iiffc.org

SENT VIA EMAIL – Squinn@iiffc.org

RE: Freedom of Information Act Request

Dear Shamus Quinn:

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

Request

1. *“Please provide the bid tabulations and engineer’s estimates.”*

Response

Please see attached DW Bid Opening Results.

Request

2. *“Please advise if the projects have been awarded, to whom they’ve been awarded, the start date, and estimated end date.”*

Response

Please see attached Lincolnshire Bid Day Summary. Start date is approximately March 3, 2020 and completion around August 10, 2020.

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

Sincerely,

Scott Warren, Ed. D.
Superintendent

From: Iris Martinez <iris@parent.foundation>
Date: Mon, Feb 10, 2020 at 2:34 PM
Subject: Illinois Freedom of Information Act Request
To: <swarren@d103.org>

Illinois Freedom of Information Act Request

February 10, 2020

Lincolnshire-Prairieview SD 103
Scott Warren
Superintendent

Hi Superintendent Scott or Freedom of Information Act Officer,

This request is made under the Illinois Freedom of Information Act, 5 ILCS 140, I am requesting an opportunity to obtain copies of public records that are outlined below and please organize this information in the following manner:

First Name
Middle Name
Last Name
Position
Grade Level (for teachers)
Subject Area taught (for teachers)
Certified in Area of Instruction (for teachers)
School Email
Personal Email
Phone
Race/Ethnicity
Hire Date
Years of Experience
Current Salary

I am requesting that the information be delivered if possible in an excel spreadsheet or original PDF report containing the information above for every teacher and staff member (employee) currently employed in Lincolnshire-Prairieview SD 103.

I look forward to hearing from you in writing within five working days, as required by the Act 5 ILCS 140(3). If access to the records I am requesting will take longer than this amount of time, please contact me with information about when I might expect copies or the ability to inspect the requested records.

In particular, it may be easier to send multiple excel spreadsheets containing different data categories.

If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

Thank you for considering my request.

Sincerely,
Iris Martinez
PO Box #7162
Austin TX, 78713



Lincolnshire-Prairie View School District 103
Administration Offices

1370 N. Riverwoods Road • Lincolnshire, IL 60069

847/295-4030 • FAX 847/295-9196

<http://www.d103.org>

Scott H. Warren, Ed.D.
Superintendent

Iris Martinez
PO Box 7162
Austin, TX 78713

February 19, 2020

Iris Martinez,

In our effort to respond to your FOIA request received February 10, 2020, the School District has emailed you multiple times and has received an "Undeliverable Mail" response. It appears we will not be able to transmit the non-exempt records in digital format as you requested. Please confirm if you wish to receive the records via U.S. Mail. Please note that after 50 pages, the District charges .05 per page for FOIA responses. Payment will be due before the records will be mailed.

Sincerely,

Scott H. Warren, Ed.D.
Superintendent



From: **Carey Murphy** <cmurphy@d103.org>

Date: Mon, Feb 10, 2020 at 9:17 PM

Subject: FMLA Leave Request

To: Patrick Palbicke <ppalbicke@d103.org>, Scott Warren <swarren@d103.org>

Hi Patrick and Scott,

So it looks like I will need to request an FMLA for an upcoming surgery that I am scheduled for. Surgery is scheduled for Thursday, 3/12/2020 and I anticipate beginning out through Friday, 3/20/2020 and return to work on Monday, 3/23/2020. I am hoping that I am able to work 1/2 days from home around 5 days post op, but to be on the safe side I will put in for 7 full sick days.

Thanks!

Carey

--

Carey Murphy

Human Resources Coordinator



Lincolnshire-Prairie View School District 103
Administration Offices

111 Barclay Blvd., Ste 100 • Lincolnshire, IL 60069
847/295-4030 • FAX 847/295-9196
<http://www.d103.org>

Scott Warren, Ed.D.
Superintendent

Patrick Palbicke
Assistant Superintendent
For Business

February 12, 2020

Jane Lincoln
218 Brett Circle, Unit B
Wauconda, IL 60084

Dear Jane:

The letter serves as notification that a medical leave of absence has been activated. This leave will be administered in accordance with FMLA guidelines. The Family Medical Leave Act allows a qualified employee up to 12 weeks/60 days of unpaid leave in a single 12-month period measured forward from the first day of FMLA leave. It has been documented that your FMLA began on February 10, 2020 and is undetermined at this time as to when you will be able to return. It is also understood that the District will apply available sick and personal time towards this leave. Any voluntary deductions (dental, flex, voluntary life, etc.) will continue to be deducted as long as paid leave is available. Benefits will be covered for the employee by the District for the duration of the leave under FMLA or paid leave is depleted. Upon exhaustion of your paid leave or FMLA, benefits will terminate and Cobra will be extended.

The enclosed FMLA Certification of Healthcare Provider for Serious Health Condition form must be completed by your physician prior to you returning to work and should be returned to Carey Murphy in Human Resources with a copy to your supervisor.

If any of this information should change, please provide an update to Carey Murphy in the Business Office.

Sincerely,

Carey Murphy
Human Resources Coordinator
(847) 295-4030 ext. 9312
(847) 295-9196 fax
cmurphy@d103.org

cc: Scott Warren, Superintendent
Business Office
Personnel File

Enc (3)



Field Services

LAKE DIVISION MEETING

Building Resilience in Students Through Trauma Informed Practices

Wednesday, March 11, 2020 • Round Lake High School • Round Lake

PROGRAM:

Building Resilience in Students Through Trauma Informed Practices

Presenter: Doug Bolton, Ph.D.



Research indicates that 66% of children experience at least one traumatic experience before they turn eighteen and that one out of every six students has experienced four or more traumatic experiences. These students who have experienced multiple traumas are 32 times more likely to be identified with learning and behavioral problems in school. These early traumas have a profound impact on students' social, behavioral, and cognitive development,

and the effect of trauma has been tied to chronic mental and physical illness in adulthood.

The good news is that the impact of childhood trauma can be reversed, and schools have a unique opportunity to help students develop resilience and overcome the impact of their traumatic experiences. Dr. Bolton will share current research on the prevalence and impact of trauma on children and describe how to create school communities that promote resilience in students and enhance their engagement and achievement in school.



March 11, 2020

**Round Lake CUSD 116
Round Lake High School
800 High School Drive
Round Lake, IL 60073
847/270-9300**

Parking: Follow signs to park near the auxiliary gym/auditorium. Enter at door 7 or 13 across from the football stadium.

AGENDA:

- 5:30-6 p.m. Stadium/School Tours
- 5:45 p.m. Registration/Networking
- 6:15 p.m. Business Meeting/Dinner (auxiliary gym)
Presiding: Kevin Daniels, Chair
- 6:30 p.m. Dinner
Program (auditorium)
Building Resilience in Students Through Trauma Informed Practices

Your Lake Division Officers:

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

- Marc Tepper**, Director, Kildeer-Countryside CCSD 96
- Kevin Daniels**, Chair, Round Lake CUSD 116
- Ellyn Ross**, Vice Chair, Aptakisic-Tripp CCSD 102
- Odie Pahl**, Resolutions Chair, Gurnee SD 56
- Carissa Casbon**, Director-at-Large, Millburn CCSD 24
- Penny Kazmier**, Director-at-Large, Barrington CUSD 220
- Dr. Julie A. Brua**, IASA Representative, Gavin SD 37

Round Lake CUSD 116 Board of Education:

- Kevin Daniels, Board President
- Michael Francisco, Vice President
- Annette Negrete McGinley, Secretary
- Kevin Devera
- Scott Jewitt
- Jennifer Klingler
- Peg Larson
- Dr. Donn Mendoza, Superintendent

Mark Your Calendar:

- April 4-6, 2020 – NSBA Annual Conference, Chicago
- TBA – Lake Division Dinner Meeting
- November 20-22, 2020 – IASB/IASA/IASBO Joint Annual Conference, Chicago

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



Laura Martinez
Field Services
Director



Field Services

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

REGISTRATION:

Event date: Wednesday, March 11, 2020

Event Registration Deadline: Wednesday, March 4, 2020

Registration Fee: \$37.00

All registrations must be completed online. Use the IASB database management system to register:

- Go to www.iasb.com and log in to your member account using your email address and password:
 - If you do not know your password or do not have a password, do not create a new account; use the **forgot password** link.
 - If you are still having difficulty logging in, please contact your district's superintendent or administrative assistant to make sure you are listed on the district roster.
- Click on **Events Calendar**, find and click on the event title, and continue with your registration.


Registration fees will be refunded only for cancellations received two days prior to the meeting. **To cancel, please email registrar@iasb.com.**

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

By participating in this Illinois Association of School Boards (hereinafter IASB) event, you are automatically authorizing IASB and its employees, agents, and assigns to use your name, photograph, voice or other likeness for purposes related to the mission of IASB, including but not limited to publicity, marketing, websites, other electronic forms of media, and promotion of IASB and its various programs.

If you have any questions, please contact:

Cindy Rispens at
crispens@iasb.com or
630/629-3776, ext. 1229

 If you need a special meal or arrangements, please note when registering online or call/email the contact listed above. All dietary requests are taken into consideration. IASB cannot guarantee that any menu item is completely free of allergens.