



Lincolnshire-Prairie View School District 103

Memo

To: Board of Education
From: Katie Reynolds, Ed.D.
Date: October 26, 2026
Re: Superintendent Informational Report

Class Sizes and Course Sections

At Daniel Wright, we currently have 20 class sections with more than 25 students. This includes 10 sections with 26 students, seven sections with 27 students, and three sections with 28 students. Additionally, five core content teachers have student caseloads exceeding 130, with caseloads of 131, 134, 135, 138, and 140 students.

Federal Tax Credit

Patrick Palbicke and I met with the Executive Director and Program Manager of the Lake County Regional Office of Education Foundation (LCROEF) to learn more about its work with Lake County schools to establish a process for accepting federal tax credit donations, should Illinois approve participation in the program. At this time, Illinois has not yet approved the acceptance of these tax credits, and the requirements and procedures are still being clarified. Our recommendation is to initially work with LCROEF rather than establish a D103 foundation of our own. This approach would allow us to use an existing structure and benefit from shared resources and guidance as we learn more about the requirements, making it a more efficient option for the District at this stage. Once the rules are established and we have a better understanding of the process, we can revisit whether creating our own foundation would be beneficial in the future.

Fall Conferences

This fall, the district offered families a combination of virtual and in-person conferences. Across all three schools, virtual appointments with grade-level and core content teachers were booked at significantly higher rates than in-person appointments.

At Sprague, 71.6% of virtual appointment slots were booked, compared with 32.3% of in-person slots. Virtual appointments were booked at approximately 2.2 times the rate of in-person appointments.

At Half Day, 91.4% of virtual appointment slots were booked, compared with 31.5% of in-person slots. Virtual appointments were booked at approximately 2.9 times the rate of in-person appointments, representing the largest difference among the three schools.

At Daniel Wright, 76.4% of virtual appointment slots were booked, compared with 34.8% of in-person slots. Virtual appointments were booked at approximately 2.2 times the rate of in-person appointments.

Overall, the data suggest that families may prefer the flexibility and convenience of virtual conferences. Spring conferences will be held virtually only. We will use the fall conference data to guide our planning for next fall, adjusting the number of virtual and in-person appointment slots to better align with family preferences and demand.

IASA Conference

I attended the Illinois Association of School Administrators (IASA) Conference in Springfield from September 30– October 2. The sessions provided timely insights on several topics relevant to our district, including:

- Leadership strategies in a rapidly changing educational environment.
- Effective practices for new superintendents.

Presentations were delivered by current and former superintendents. The conference also offered valuable opportunities to connect with superintendents from across the state and learn about initiatives they are implementing in their districts.

Overall, the conference was productive and reinforced our district's efforts to remain informed and responsive to emerging issues in education while continuing to advance student learning.

FOIA requests

The district received three FOIA requests this month.

1. Oshea Smith from Sunlight Access requested purchase orders from March 1, 2026, to July 31, 2026.
2. Paige Smith from Data Branch requested all purchase orders issued between January 1, 2023, and the present.
3. Elliot Dubin, a community member, requested applicants' letters of interest, resumes, applications, questionnaires, or correspondence submitted by the applicants to the Board or District administration regarding the Board member vacancy.

Leave of Absence Requests

The District received four leave requests this month.