Lincolnshire-Prairie View School District 103

Memo

To: Board of Education
From: Katie Reynolds, Ed.D.
Date: November 12, 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 nine sections with 26 students, seven sections with 27 students, and four sections with 28 students. Additionally, five core content teachers have student caseloads exceeding 130, with caseloads of 131, 134, 136, 137, and 140 students.

Compliance Audit

I attended a meeting with the Regional Office of Education (ROE) to review the process and expectations for the District's upcoming three-year compliance review. The review consists of two components, with the first being a comprehensive compliance audit conducted during the 2026–2027 school year. This audit will examine the District's alignment with state requirements and regulations, including curriculum, Board policies, required district procedures and documentation, and other areas of school district operations. It will also include a licensure audit to verify that staff members hold the appropriate credentials and endorsements for their assigned positions. ROE representatives will conduct on-site visits in the District between February and April 2027 as part of this process.

Memorandum of Understanding

We are currently working on two new MOUs with the Police and Fire Departments. MOU would establish a process for providing our Police and Fire Departments with access to district cameras during emergency situations. John Fester, our district attorney, will review both MOUs before I share them with the Board.

Weather Workshop

Anthony Mendoza and I attended the Schools Winter Weather Preparedness Seminar hosted by the National Weather Service Chicago and the Lake County Regional Office of Education on Thursday, November 12. The seminar focused on preparing schools for hazardous winter weather to help ensure the safety of students and staff. The session reviewed key components of an effective winter weather preparedness plan and introduced National Weather Service tools and resources to support informed school safety decisions.

Daniel Wright Master Scheduling Consultant

We held our first meeting with scheduling consultant Elliot Merenbloom to begin reviewing the District's current middle school schedule and identify opportunities for improvement. During the meeting, we reviewed the existing schedule and projected student enrollment. This initial discussion provided an opportunity to examine current scheduling structures, consider future enrollment trends, and begin identifying areas for further analysis as we work toward developing a schedule that best supports students and staff.

FOIA requests

The district received one FOIA request this month.

1. Mark Johnson requested the current staff directory for all Lincolnshire-Prairie View School District 103 employees (district and school level): full name, job title as in the HR/payroll system, school/department/office, work phone/extension, and work/email. Please list every assignment and any position code kept.

Leave of Absence Requests

The District received one leave request this month.