



Lincolnshire-Prairie View School District 103

Memo

To: Board of Education
From: Scott Warren, Ed.D.
Date: January 22, 2026
Re: Superintendent Informational Report

Class Size and Structure Task Force Update

The Class Size and Structure Task Force met on January 20. The junior high team discussed optimal class sizes according to research as well as issues, obstacles and brainstormed ideas for the master schedule. The team agreed on 5 or 6 sections for Social Studies, Science, and Spanish depending on the number of students at the 6-8 grade levels. All other positions will remain as they are currently. Students assigned to teachers would remain at 130 students or lower. PE, Chorus, Band, Orchestra can be higher than 130. The focus now will be on adjusting the schedule and reviewing staffing to meet those guidelines.

FOIA requests

The District received six FOIA requests this month.

1. CT Mills requested copies of the most current existing records listing all active employees within our school district.
2. 2nd Request from Max Binnington from Stop Secrecy Series 1e requested documents identifying administrators, Title IX coordinators responsible for investigating misconduct allegations directed at students, sexual abuse allegations against employees, volunteers, or contractors, reports, summaries and final determinations, sexual assault allegations involving students or minors on district property or at district-sponsored events, and reports related to sexual misconduct, sexual abuse, or sexual assault claims all from January 1, 2020 to present.
The District's first response was sent on December 11, 2025 and was sent again on December 22.
3. Owen Wang from Lake County Gazette requested copies of all active full-time aide contracts/collective bargaining agreements.
4. Owen Wang from Lake County Gazette requested copies of all vendor contracts over \$1,000 for the current school fiscal year.
5. Sheila Norman from the Illinois Retired Teachers Association requested the name and email address of any certified staff (teachers, administrators, counselors, etc.) who are retiring this year.
6. Chris Miller from CT Mills requested existing records that describe purchasing or contracting approval authority within our School District.

The specific requests and responses are included for your review and can be found in the Extras section of the meeting agenda.

Leave of Absence Requests

The District received one leave of absence request this month.