



LINCOLNSHIRE – PRAIRIE VIEW SCHOOL DISTRICT 103

1370 N. Riverwoods Road • Lincolnshire, Illinois 60069

847/295-4030 • FAX 847/295-9196

<http://www.d103.org>

BOARD OF EDUCATION AGENDA

AUGUST 19, 2014

The Regular Meeting of the Board of Education of Lincolnshire-Prairie View School District 103 will be held on Tuesday, August 19, 2014 at 7:00 PM in the Learning Center of Daniel Wright Junior High School, 1370 N. Riverwoods Road, Lincolnshire, Illinois.

- A. Call to Order and Roll Call
Time: 1 Hour 45 Minutes
- B. Pledge of Allegiance
- C. Community Participation
- D. Approval of Minutes 3
Time: 5 Minutes
- E. Consent Agenda
Time: 5 Minutes
 - 1. Approval of Bills 9
 - 2. Approval of Employment 27
 - 3. Approval of Non-certified Employment Actions 43
 - 4. Semi-Annual Review of Executive Session Minutes 44
 - 5. Approval of Destruction of Executive Session Recordings 69
 - 6. Approval of Hazardous Transportation Areas 70
 - 7. Approval of Agreement with Speech Path Specialists, Ltd. 74
- F. Action Items
Time: 5 Minutes
- G. Information
Time: 30 Minutes
 - 1. Board Representatives Committee Updates
 - 2. Department Updates
 - a. Business Office 82
 - b. Curriculum & Instruction, Student Services, Technology 99
 - 1) Parent/Student Handbook 2014-2015 103
 - c. Facilities 148
 - 3. Superintendent's Informational Report 149

H. Discussion Items

Time: 30 Minutes

1. 1:1 Teaching and Learning Presentation

158

2. Future COW Topics

159

I. Community Participation

J. Executive Session

Time: 30 Minutes

K. Adjournment



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BOARD OF EDUCATION MEETING MINUTES

Tuesday, July 15, 2014

The Regular Meeting of the Board of Education of Lincolnshire-Prairie View School District 103 was held on Tuesday, July 15, 2014 in the Library of Daniel Wright Junior High School located at 1370 N. Riverwoods Road, Lincolnshire, Illinois.

The following Board Members were in attendance:

Gary Gordon, President
Chris Curtis, Vice President
Kate Harper
Sandy Simon
Anne van Gerven
Ben Yomtoob

Absent: Sherri Thomas

Also present were:

Dr. Scott Warren, Superintendent
Dan Stanley, Assistant Superintendent for Business
Katie Reynolds, Assistant Superintendent for Curriculum and Instruction
Julie Postma, Director of Student Services
Scott Gaunky, Director of Facilities
Norma Taylor, Board Secretary

Public: 0

Press: 0

Staff: 3

Call to Order and Roll Call

President Gordon called the meeting to order at 7:04 p.m.

Pledge of Allegiance

Community Participation

There was no community participation at this time.

Dr. Devorah Heitner - 1:1 Teaching and Learning Presentation "Raising Digital Natives"

Dr. Heitner provided an update of her work with the district for the 1:1 Teaching and Learning Initiative. She held five parent focus groups and found parents excited about technology integration. Some felt skeptical about the benefits of 1:1 technology in the classroom and some parents expressed concern about digital citizenship and Internet safety. Dr. Heitner also provided three workshops for teachers new to 1:1. Issues highlighted included integrating digital citizenship throughout the school year and professional development. A survey was conducted for staff that reflected staff members would like professional development in the form of workshops, collaboration with peers and coaches during the year.

Wight & Company Presentation

Dr. Warren introduced Wight & Company; the architectural firm the district has hired to be part of the strategic planning process to work with the district to match the district facilities to the strategic planning vision.

Wight & Company presented preliminary findings of their observations of the schools. Their final presentation will be presented in the near future.

Approval of Minutes

Motion by Mrs. Harper, seconded by Mr. Yomtoob, the Board approve minutes from the June 3, 2014 COW and Executive Session and the July 17, 2014 Regular and Executive Session.

Roll Call: Ayes: Curtis, Harper, Simon, van Gerven, Yomtoob, Gordon. Nays: None. Abstain: None. Motion carried.

Consent Agenda:

Motion by Mr. Yomtoob, seconded by Mr. Curtis, the Board approve the following items on the Consent Agenda:

- Approval of Bills
- Approval of School Donations
- Approval of Employment
- Approval of Resignations
- Approval of Resolution Requiring Contractors to Comply with Prevailing Wage Law
- Approval of Resolution Authorizing and Directing the Transfer of Interest from the Debt Service Fund to the Operations and Maintenance Fund
- Approval of Resolution Authorizing and Directing the Transfer of Interest from the Working Cash Fund to the Operations and Maintenance Fund
- Approval of Contract for Physical Therapist

President Gordon asked if any Board member wished to pull any item(s) for further discussion. Being none:

Roll Call: Ayes: Curtis, Harper, Simon, van Gerven, Yomtoob, Gordon. Nays: None. Abstain: None. Motion carried.

Action Item**1. Approval of Resolution Authorizing Issuance of Procurement Cards**

Motion by Mr. Yomtoob, seconded by Mrs. Simon, to approve the resolution authorizing issuance of procurement cards.

Roll Call: Ayes: Curtis, Harper, Simon, van Gerven, Yomtoob, Gordon. Nays: None. Abstain: None. Motion carried.

2. Approval of Contract with Educational Consultants and Research Associates ("ECRA")

Motion by Mr. Curtis, seconded by Mrs. Simon, the Board approve the contract with Educational Consultants and Research Associates ("ECRA").

Roll Call: Ayes: Curtis, Harper, Simon, van Gerven, Yomtoob, Gordon. Nays: None. Abstain: None. Motion carried.

3. Approval of Payment to Lake County Regional Office of Education for Depke Juvenile Center

Motion by Mrs. Harper, seconded by Mr. Yomtoob, the Board approve payment to Lake County Regional Office of Education for Depke Juvenile Center in the amount of \$19,008.95.

Roll Call: Ayes: Curtis, Harper, Simon, van Gerven, Yomtoob. Nays: None. Abstain: Gordon. Motion carried.

Information**Departmental Reports****Superintendent's Report**

Dr. Warren referenced his report located in the board packet. He reported he has been meeting with firms and individuals who will help facilitate strategic planning.

Discussion Items

President Gordon suggested the Board move Future COW Topics to a later date. Mr. Yomtoob will be categorizing the topics for Board discussion.

The Board and Dr. Warren discussed revising procedures for work requests from Board members to Administration.

Community Participation**Executive Session**

There being no further business, motion by Mrs. Harper, seconded by Mrs. van Gerven, to move into Executive Session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees and collective negotiating matters.

Roll Call: Ayes: Curtis, Harper, Simon, van Gerven, Yomtoob, Gordon. Nays: None. Abstain: None. Motion carried.

The meeting moved into Executive Session at 9:09 p.m.

Open Session

The meeting reconvened to Open Session at 11:00 p.m.

The Board discussed visioning for the district with respect to five-year projections and strategic planning.

Adjournment

Motion by, Mrs. van Gerven, seconded by Mrs. Simon, to adjourn.

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

The meeting adjourned at 11:17 p.m.

President Board of Education

Secretary Board of Education



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BOARD OF EDUCATION EXECUTIVE SESSION MINUTES

Tuesday, July 15, 2014

Executive Session of the Board of Education Meeting of Lincolnshire-Prairie View School District 103 was held on Tuesday, July 15, 2014 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:

Gary Gordon, President
Chris Curtis, Vice President
Kate Harper
Sandy Simon
Anne van Gerven
Ben Yomtoob

Absent: Sherri Thomas

Also present were:

Dr. Scott Warren, Superintendent
Dan Stanley, Assistant Superintendent for Business
Norma Taylor, Board Secretary

Executive Session convened at 9:22 p.m. to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees and collective negotiating agreements.

Dr. Warren informed the Board he had discussed Amy Belford's request to amend her retirement agreement with the district's attorney per the Board's discussion at the last meeting that the district offer something globally rather than by individual case. Dr. Warren will request draft language from the attorney addressing the issue.

Scott Warren, Dan Stanley, and Norma Taylor left the room at 10:00 pm.

The Board discussed the Superintendent's goals and evaluation.

Dr. Warren reentered the room at 10:35 p.m.

The Board and Dr. Warren discussed the Superintendent's goals for the year.

Motion by Mrs. Simon, seconded by Mrs. van Gerven, to return to Open Session.

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

The meeting reconvened to Open Session at 11:00 p.m.

President Board of Education

Secretary Board of Education

Bills Payable (Fund Summary)

Printed: 8/11/2014 12:00 PM
Lincolnshire-Prairie View SD #103

Fund Code	Description	Amount
10	Education Fund	368,189.99
20	Oper, Build, & Maint Fund	207,913.04
30	Debt Service Fund or Fund Group	756.15
40	Transportation Fund	17,643.24
Report Total		<u><u>\$594,502.42</u></u>

Bills Payable List

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Lincolnshire-Prairie View SD #103

Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
ACCO BRANDS USA					
		LAMINATOR REPAIR	8	317.00	10-2540-319
				<u>\$317.00</u>	
ACTIVE INTERNET TECHNOLOGIES LLC					
		WEBSITE SERVICES	8	13,500.00	10-2660-392
				<u>\$13,500.00</u>	
ADLER, CHRISTINE					
		REIMB EOY STAFF GIFTS	8	522.33	10-2410-410
		REIMB OFFICE SUPPLIES	8	22.96	10-2410-410
				<u>\$545.29</u>	
ADVOCATE OCCUPATIONAL HEALTH					
		PHYS EXAM/DRUG SCREEN - NYKIEL	8	120.00	40-2550-390
		PHYS EXAM/DRUG TEST - BLACK, VARN0	8	240.00	40-2550-390
				<u>\$360.00</u>	
ALEXANDER LEIGH CENTER FOR AUTISM					
		PRIVATE SCHOOL TUITION	8	6,035.40	10-1912-670
				<u>\$6,035.40</u>	
ALLSTAR DRAPERY & WINDOW					
		STAGE CURTAIN FIRE TREATMENT - DW	8	867.00	20-2540-329
				<u>\$867.00</u>	
AMALGAMATED BANK OF CHICAGO					
		2004 SERIES SERVICE FEE	8	200.00	30-5400-319
		2005 SERIES SERVICE FEE	8	200.00	30-5400-319
		2013 SERIES SERVICE FEE	8	200.00	30-5400-319
				<u>\$600.00</u>	
AMAZON					
000008720		WHAT IS A FABLE LIB BOOK	8	22.79	10-1112-417
000008721		LEARNING RESOURCES FRACTION TOWERS (30)	8	382.50	10-1112-418
000008722		COMMON CORE MATH TEACHING AIDS	8	93.36	10-1112-418
000008722		COMMON CORE MATH TEACHING AIDS	8	143.84	10-1112-418
000008766		OFFICE SUPPLIES	8	125.51	10-1111-417
000008766		WRITERS WORKSHOP SUPPLIES	8	167.31	10-1111-417
000008766		TEAM LITERATURE SUPPLIES	8	53.03	10-1111-417
000008766		OFFICE SUPPLIES	8	43.89	10-1190-410
000008767		DRY ERASE MARKERBOARD	8	36.99	10-1190-410
000008769		COLORED PENCIL POUCHES (216)	8	286.38	10-1111-419
000008829		APPLE IPAD CASE	8	14.99	10-2660-410
000008829		APPLE IPAD CASES (43)	8	644.57	10-2660-410
000008829		APPLE IPAD CASES (43)	8	644.57	10-2660-410
000008829		APPLE IPAD CASES (43)	8	644.57	10-2660-410
000008838		ROLAND CUBE MONITOR	8	219.00	10-1190-410
000008838		GUITAR PATCH CABLE	8	8.99	10-1190-410
000008928		SOCIAL STUDIES BOOKS (7)	8	61.45	10-1111-417
000008928		SOCIAL STUDIES BOOK	8	6.40	10-1111-417
000008928		SOCIAL STUDIES BOOK	8	12.50	10-1111-417
000008929		CLASSROOM BOOKS	8	17.86	10-1111-417
000008931		BLANK CDS (150)	8	25.24	10-1111-417

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Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
	0000008931	CD SLEEVES (200)	8	8.36	10-1111-417
	0000008932	AMELIA EARHART, ROSA PARKS BKS (14)	8	130.90	10-1111-417
	0000008933	ANTHILL PROJECTS (5)	8	84.80	10-1111-415
	0000008933	ANTHILL PROJECTS (5)	8	84.80	10-1111-415
	0000008933	ANTHILL PROJECTS (5)	8	84.80	10-1111-415
	0000008933	ANTHILL PROJECTS (5)	8	84.80	10-1111-415
	0000008933	ANTHILL PROJECTS (5)	8	84.80	10-1111-415
	0000008933	BIRDHOUSES (7)	8	99.33	10-1111-415
	0000008933	FLASHLIGHTS (25), ANTHILL PROJECTS (5)	8	281.80	10-1111-415
	0000008934	CLASSROOM BOOKS (7)	8	69.92	10-1111-417
	0000008934	SOCIAL SKILLS TEACHING AID	8	56.94	10-1111-417
	0000008935	CLASSROOM BOOKS (3)	8	13.49	10-1111-417
	0000009027	CHALLENGING GIFTED STUDENTS BK (4)	8	112.28	10-2210-490
				<u>\$4,852.76</u>	
AMERICAN FLOOR SHOW					
	0000008672	DW PRICIPAL OFFICE FLOORING	8	4,526.00	20-2540-500
	0000008673	TRANSPORTATION OFFICE FLOORING	8	2,700.00	20-2540-500
	0000008674	DW STAGE FLOORING	8	9,829.00	20-2540-500
	0000008675	PE OFFICE FLOORING	8	1,784.00	20-2540-500
	0000008874	DW MAIN ENTRY CARPET REPLACEMENT	8	5,800.00	20-2540-500
	0000008875	DW CAFETERIA TILE REPLACEMENT	8	18,310.00	20-2540-500
				<u>\$42,949.00</u>	
ANDERSON LOCK COMPANY LTD					
		LOCKER PARTS - DW	8	754.87	20-2540-410
				<u>\$754.87</u>	
ANDERSON PEST SOLUTIONS					
		DISTRICT IPM	8	144.05	20-2540-329
		DISTRICT IPM	8	144.05	20-2540-329
				<u>\$288.10</u>	
APPERSON					
	0000008832	SCANTRON STRIP 500 PK (20)	8	1,017.70	10-1120-410
				<u>\$1,017.70</u>	
APPLE COMPUTER INC.					
		LAPTOPS (3)	8	2,997.00	10-2660-700
		APPLE TVS (3)	8	297.00	10-2660-410
		LAPTOP WARRANTIES (3)	8	549.00	10-2660-700
		LAPTOPS (2)	8	2,178.00	10-2660-700
				<u>\$6,021.00</u>	
ASCD					
	0000008909	TEACHING THE CRITICAL VOCAB BK	8	27.45	10-2210-410
				<u>\$27.45</u>	
AT&T ONENET					
		LONG DISTANCE 103 CLUB	8	0.38	10-3500-341
		LONG DISTANCE 103 CLUB	8	0.38	10-3500-341
				<u>\$0.76</u>	
AT&T					
		TELEPHONE	8	73.03	10-2540-341

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Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
				<u>\$73.03</u>	
AVERUS					
		DIST FIRE EXTINGUISHER SERVICE	8	501.50	20-2540-329
		FIRE EXTINGUISHER INSPECTION - SP	8	111.00	20-2540-329
				<u>\$612.50</u>	
BATTERIES PLUS					
		SHOP SUPPLIES	8	129.60	20-2540-410
				<u>\$129.60</u>	
BINDER, STACY					
		REIMB SUMMER SCHOOL FOOD	8	19.14	10-1600-410
				<u>\$19.14</u>	
BLACK, CAREY					
		REIMB RETIREE INSURANCE	8	305.69	20-2540-225
				<u>\$305.69</u>	
BOOKSOURCE					
0000008924		SPRAGUE BOOK ROOM BKS (133)	8	567.14	10-2210-420
				<u>\$567.14</u>	
BOSLEY, EMMA					
		REIMB TUITION	8	810.00	10-1120-230
				<u>\$810.00</u>	
BSN SPORTS					
		REPLACEMENT BACKBOARD, RIM - HD	8	560.01	20-2540-410
				<u>\$560.01</u>	
BUCK BROTHERS INC					
		SHOP SUPPLIES	8	133.57	20-2540-410
				<u>\$133.57</u>	
BYUS CONSTRUCTION					
		RENOVATE COMP LAB 100 - DW	8	3,026.00	20-2540-500
		RENOVATE TRANS BLDG	8	5,457.00	20-2540-500
		REPLACE DW PRINCIPALS DOORS	8	2,750.00	20-2540-500
		RENOVATE DW OFFICE	8	13,178.00	20-2540-500
0000009050		RIVERSHIRE RENOVATION WORK	8	14,198.00	20-2540-500
				<u>\$38,609.00</u>	
CAPITOL GRAPHICS & PROMOTIONS					
		SP ENVELOPES (2500)	8	151.93	10-2520-360
0000008699		KATIE REYNOLDS BUSINESS CARDS, BOX OF 250	8	49.95	10-2520-360
0000008699		SCOTT GAUNKY BUSINESS CARDS, BOX OF 250	8	49.94	10-2520-360
0000008700		CAREY MURPHY BUSINESS CARDS, BOX OF 250	8	48.49	10-2520-360
0000008700		KEN CARLSON BUSINESS CARDS, BOX OF 250	8	48.49	10-2520-360
0000008700		MICHELLE BLACKLEY BUSINESS CARDS, BOX OF 250	8	48.49	10-2520-360
0000008700		ANTHONY MENDOZA BUSINESS CARDS, BOX OF 250	8	48.50	10-2520-360
0000008881		AP CHECKS (2200)	8	608.99	10-2520-360
				<u>\$1,054.78</u>	
CDW GOVERNMENT INC.					
		COMPUTER MONITOR	8	116.34	10-2660-410
		BACKUP POWER SUPPLY	8	635.42	10-2660-410

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Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
		ACROBAT SOFTWARE (5)	8	348.95	10-2660-410
	0000008680	LAPTOP COMPUTER	8	1,247.34	20-2540-700
	0000008837	IPAD CASES (525)	8	25,840.50	10-2660-410
				<u>\$28,188.55</u>	
CERAMIC SUPPLY CHICAGO					
	0000008649	SUMMER SCHOOL CLASS PAINT	8	678.39	10-1600-410
				<u>\$678.39</u>	
CITICARE TRANSPORTATION					
		SPEC ED TRANS SERVICES	8	1,400.90	40-2550-331
		SPEC ED TRANS SERVICES	8	1,911.70	40-2550-331
				<u>\$3,312.60</u>	
CLARIN, RYAN					
		REIMB TUITION	8	810.00	10-1120-230
				<u>\$810.00</u>	
COMCAST CABLE					
		INTERNET - RIVERSHIRE	8	79.90	10-2540-392
				<u>\$79.90</u>	
CONFORTI, NANCY					
		REIMB SUMMER SCHOOL SUPPLIES	8	53.06	10-1600-410
				<u>\$53.06</u>	
CONSERV FS INC					
		SOIL TEST - DW ATHLETIC FIELDS	8	75.90	20-2540-329
		ATHLETIC FIELD MAINT SUPPLIES	8	1,852.25	20-2540-410
		BALL DIAMOND MIX - DW	8	4,587.08	20-2540-410
		GROUNDS SUPPLIES	8	159.90	20-2540-410
				<u>\$6,675.13</u>	
CONTINENTAL MATH LEAGUE					
		MATH TEAM REG FEES	8	255.00	10-1550-640
				<u>\$255.00</u>	
COVE SCHOOL INC., THE					
		PRIVATE SCHOOL TUITION	8	198.88	10-1912-670
				<u>\$198.88</u>	
CRISISGO					
	0000008676	SAFETY APP WITH ROSTER INTERFACE	8	3,400.00	10-2310-392
				<u>\$3,400.00</u>	
CROWN AWARDS					
	0000009018	STAFF DEVELOPMENT TROPHY	8	19.15	10-2410-410
				<u>\$19.15</u>	
CROWN GLOBAL CONSULTING LLC					
		PRINCIPAL INTERVIEWS	8	1,100.00	10-2310-392
				<u>\$1,100.00</u>	
DAN THE KEYMAN					
		EXTRA KEYS FOR FIRE DEPT	8	10.55	20-2540-410
				<u>\$10.55</u>	
DE MOXO, CATHERINE					
		REIMB SUMMER SCH SPANISH SUPPLIES	8	241.01	10-1600-410

Bills Payable List

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Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
				<u>\$241.01</u>	
DEMCO					
	0000008827	BOOK CART	8	324.73	10-2220-410
				<u>\$324.73</u>	
ECRA GROUP INCORPORATED					
		ECRA FIRST INSTALLMENT	8	18,198.00	10-2310-392
				<u>\$18,198.00</u>	
EDER CASELLA & CO					
		AUDITING SERVICES	8	105.00	10-2310-317
				<u>\$105.00</u>	
ED-RED					
		ED-RED MEMB DUES	8	1,935.00	10-2310-640
				<u>\$1,935.00</u>	
ELEMENTAL SOLUTIONS					
		ENZYME FOR SUMP PIT - DW	8	271.78	20-2540-410
				<u>\$271.78</u>	
ERNIES WRECKER SERVICE INC					
		TOWED BUS	8	250.00	40-2550-319
				<u>\$250.00</u>	
ESSCOE					
		FIRE SYSTEM INSPECTION - DW	8	1,632.00	20-2540-329
		FIRE SYSTEM INSPECTION - HD	8	1,632.00	20-2540-329
		FIRE SYSTEM INSPECTION - RIVERSHIRE	8	265.92	20-2540-329
		FIRE SYSTEM INSPECTION - SP	8	813.96	20-2540-329
				<u>\$4,343.88</u>	
ETA HAND TO MIND					
	0000008724	SAFE-T RULERS 12"/30 CM CLEAR	8	9.31	10-1112-418
	0000008724	T1-10 CALCULATOR	8	284.58	10-1112-418
				<u>\$293.89</u>	
FINALDI SCHMIDT, GINA					
		REIMB LRP-SPED CONF TRAVEL	8	121.10	10-2330-312
		REIMB LRP-SPED CONF TRAVEL	8	90.06	10-2330-312
				<u>\$211.16</u>	
FLECKS LANDSCAPING					
		DIST LANDSCAPE MAINT	8	1,816.00	20-2540-329
				<u>\$1,816.00</u>	
FOLLETT SCHOOL SOLUTIONS					
	0000008653	DESTINY RESOURCE LIBRARY SOFTWARE	8	4,298.00	10-2220-392
				<u>\$4,298.00</u>	
GABRIEL ENVIRONMENTAL SERVICES					
		FUEL TANK REMOVAL PROJECT - HD	8	4,286.48	20-2540-500
		FUEL TANK REMOVAL PROJECT - HD	8	1,785.68	20-2540-500
				<u>\$6,072.16</u>	
GALLUP, JUSTINE					
		REIMB SUMMER SCH ENGLISH SUPPLIES	8	143.73	10-1600-410

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Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
				<u>\$143.73</u>	
GARVEYS OFFICE PRODUCTS					
	000008701	LIQUID PAPER CORRECTION PEN - WHITE	8	2.21	10-2310-410
	000008701	SELF-STICK EASEL PADS, 25 X 30, 2-30 SHT PDS	8	24.50	10-2310-410
	000008701	SELF-STICK EASEL PADS (3)	8	73.50	10-2310-410
				<u>\$100.21</u>	
GOOGLE					
		ARCHIVING SERVICES	8	3,200.00	10-2660-392
				<u>\$3,200.00</u>	
GRAPHIC 14 INCORPORATED					
	000008772	81/3 X 14 LASER GOLD BOND WHITE	8	20.30	10-2520-412
	000008772	11X17 LASER GOLD BOND WHITE	8	61.56	10-2520-412
	000008772	PINK CARDSTOCK	8	20.38	10-2520-412
	000008772	BLUE CARDSTOCK	8	40.76	10-2520-412
	000008772	YELLOW CARDSTOCK	8	40.76	10-2520-412
	000008772	WHITE CARDSTOCK	8	76.20	10-2520-412
				<u>\$259.96</u>	
GRAYBAR ELECTRIC COMPANY, INC.					
		REPLACEMENT FIXTURE PARTS - HD	8	213.80	20-2540-410
		REPLACEMENT SWITCHES (6)	8	756.20	20-2540-410
		REPLACEMENT PHOTO CELL - DW	8	33.40	20-2540-410
	000008681	REPLACEMENT LIGHTING FIXTURES (75)	8	16,071.75	20-2540-500
	000008681	DIMMER SWITCHES (6)	8	740.28	20-2540-500
				<u>\$17,815.43</u>	
GROWERS SUPPLY					
	000009031	DBL LATEX STRING KNIT GLOVES (36)	8	65.80	10-2210-490
				<u>\$65.80</u>	
GRUENWALD, CATHERINE					
		REIMB SUMMER SCH ARTS SUPPLIES	8	162.92	10-1600-410
				<u>\$162.92</u>	
HANDWRITING WITHOUT TEARS					
	000008773	CHALK, CHALKBOARDS, MISC ELA SUPPLIES	8	478.33	10-1111-417
	000008774	ELA SUPPLIES	8	252.12	10-1111-417
	000008776	MISC ELA SUPPLIES	8	253.55	10-1111-417
	000008778	DOUBLE LINE SENTENCE STRIPS	8	8.43	10-1111-417
	000008778	GRAY BLOCK PAPER	8	5.90	10-1111-417
	000008778	ALPHABET DESK STRIPS	8	8.77	10-1111-417
	000008778	WIDE PAPER 100	8	3.65	10-1111-417
	000008778	LETTER & NUMBER WORKBK (22)	8	177.08	10-1111-417
	000008779	ROCK TAP TAP CD	8	16.09	10-1111-417
	000008779	LETTER & NUMBER WORKBK (22)	8	204.95	10-1111-417
	000008780	COLOR NAME PLATES	8	9.04	10-1111-417
	000008780	LETTER & NUMBER WORKBK (23)	8	215.09	10-1111-417
				<u>\$1,633.00</u>	
HARDING MECHANICAL					
		REPLACE AHU FREEZE STAT - DW	8	1,482.78	20-2540-329
		INVESTIGATE LEAK	8	152.50	20-2540-329

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		SERVICE AC UNITS - DW	8	270.50	20-2540-329
		AC SERVICE - HD	8	683.00	20-2540-329
		AC SERVICE - DW	8	1,166.68	20-2540-329
				<u>\$3,755.46</u>	
HARPER, JILL		REIMB SUMMER SCH KNITTING SUPPLIES	8	144.59	10-1600-410
				<u>\$144.59</u>	
HARRIS, GAYLE		REIMB SUMMER SCHOOL SUPPLIES	8	361.93	10-1600-410
				<u>\$361.93</u>	
HEARTLAND HEALTH OUTREACH CCIS		TRANSLATION SERVICES	8	170.72	10-1200-314
				<u>\$170.72</u>	
HOME DEPOT CREDIT SERVICES		DW/TRANS OFFICE RENOV SUPPLIES	8	173.50	20-2540-500
		DW OFFICE RENOV SUPPLIES	8	118.86	20-2540-500
		DW/TRANS OFFICE RENOV SUPPLIES	8	317.08	20-2540-500
		SHOP SUPPLIES - HD	8	160.28	20-2540-410
		SHOP SUPPLIES	8	112.83	20-2540-410
		SHOP SUPPLIES	8	33.82	20-2540-410
		SHOWER TILES SUPPLIES	8	409.13	20-2540-410
		SHOP SUPPLIES	8	106.50	20-2540-410
		DW/TRANS OFFICE RENOV SUPPLIES	8	126.13	20-2540-500
		PROPANE REFILL - HD	8	40.94	20-2540-410
		SHOP SUPPLIES	8	42.07	20-2540-410
		SHOP SUPPLIES	8	51.54	20-2540-410
		SHOP SUPPLIES	8	65.93	20-2540-410
		SHOP SUPPLIES	8	59.60	20-2540-410
				<u>\$1,818.21</u>	
HOUGHTON MIFFLIN HARCOURT	000008085	CORE ELA TEXTS	8	19,714.30	10-2210-420
	000008085	CORE ELA TEXTS	8	23,647.29	10-2210-420
	000008943	K-2 SPED BOOKS (4)	8	206.86	10-1111-417
	000008944	K-2 SPED BOOKS (2)	8	103.43	10-1111-417
				<u>\$43,671.88</u>	
IASA		IL EDUCATION JOB BANK SUBSCR	8	500.00	10-2320-640
				<u>\$500.00</u>	
ILLINOIS ASSOCIATION OF SCHOOL BOARDS		IASB ANNUAL MEMB DUES	8	6,236.00	10-2310-640
				<u>\$6,236.00</u>	
ILLINOIS MATHEMATICS LEAGUE		IL MATH LEAGUE REGISTRATION	8	120.00	10-1550-640
				<u>\$120.00</u>	
ILLINOIS SCHOOL LIBRARY MEDIA ASSOCIATION	000008692	ISLMA MEMB DUES	8	195.00	10-2210-640

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				<u>\$195.00</u>	
IMPREST					
		PROGRESSIVE MGMT SRVCS-ADMIN RETREAT	8	407.00	10-2320-312
		BUCHWEITZ, DEBBIE-SS COOKING SUPPLIES	8	1,711.11	10-1600-410
		VERIZON-CELL PHONE O&M	8	540.98	20-2540-341
		VERIZON-CELL PHONE TRANS	8	67.52	40-2550-341
		NILES WEST HS-ORCH CLINIC FEE	8	125.00	10-1190-640
		OLD TOWN INN-HOTEL FOR FINALDI	8	112.35	10-2330-332
		OLD TOWN INN-HOTEL FOR POSTMA	8	112.35	10-2330-312
		RAISING DIGITAL NATIVES-INVOICE 3	8	10,000.00	10-2660-392
		SEARS COM. ONE-APPLIANCE SVC. HD	8	206.75	20-2540-329
		JULY BANK CHARGES	8	880.69	10-2520-316
				<u>\$14,163.75</u>	
INNER SECURITY SYSTEMS INC					
		ALARM MONITORING - DW	8	156.00	20-2540-329
		ALARM MONITORING - HD	8	246.00	20-2540-329
		ALARM MONITORING - SP	8	156.00	20-2540-329
		ALARM MONITORING - TRANS	8	246.00	20-2540-329
		ALARM MONITORING - RIVERSHIRE	8	246.00	20-2540-329
				<u>\$1,050.00</u>	
INTEGRATED SYSTEMS CORP					
		SKYWARD HOSTING - SEP	8	400.00	10-2660-392
				<u>\$400.00</u>	
INTEGRYS ENERGY SERVICES INC					
		ELECTRICITY - DW	8	19,424.29	10-2540-466
		ELECTRICITY - HD	8	1,488.40	10-2540-466
		ELECTRICITY - SP	8	1,618.05	10-2540-466
				<u>\$22,530.74</u>	
INTEGRYS ENERGY SERVICES					
		NATURAL GAS - DW	8	283.55	10-2540-465
		NATURAL GAS - HD	8	197.44	10-2540-465
		NATURAL GAS - SP	8	139.22	10-2540-465
				<u>\$620.21</u>	
IPA					
	0000008656	2014-15 ONLINE MODEL STUDENT HANDBOOK	8	300.00	10-2220-440
				<u>\$300.00</u>	
JOLLY LEARNING LTD					
	0000008784	PHONICS CD, SOUND STRIPS	8	49.86	10-1111-417
	0000008785	PHONICS CD, SOUND STRIPS	8	63.31	10-1111-417
	0000008788	PHONICS TEACHING AIDS	8	84.36	10-1111-417
	0000008790	PHONICS STARTER KIT	8	451.65	10-1111-417
				<u>\$649.18</u>	
JOSTENS					
		DIPLOMA	8	8.22	10-1120-490
		DIPLOMAS	8	14.81	10-1120-490
				<u>\$23.03</u>	
K HOVING RECYCLING & DISPOSAL					

Specialized Data Systems, Inc.

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Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
		ROLL OFF SERVICE - DW	8	579.68	20-2540-329
				<u>\$579.68</u>	
KELLEY LANDSCAPE & PATIO					
		LANDSCAPE RESTORATION - HD	8	1,275.00	20-2540-329
		DRAINAGE REPAIR - SP	8	1,678.00	20-2540-329
		PIPE RESTORATION WORK - SP	8	2,600.00	20-2540-329
				<u>\$5,553.00</u>	
KIRKORSKY, JULIE					
		REIMB 2014-15 PLANNER	8	33.88	10-2410-410
				<u>\$33.88</u>	
KRAUSE ELECTRICAL CONTRACTORS INC					
		NETWORK WIRING UPGRADE - HD	8	7,095.00	10-2660-500
		NETWORK WIRING UPGRADE - DW	8	15,325.00	10-2660-500
		REPAIR IRRIGATION CONTROL - DW	8	525.36	20-2540-329
000008682		DW PRINCIPALS OFF ELECTRICAL WORK	8	9,085.00	20-2540-500
000008683		ELECTRICAL WORK IN TRANS OFFICES	8	5,987.00	20-2540-500
000008877		RM 100A RENOV ELECTRICAL WORK	8	9,867.00	20-2540-500
				<u>\$47,884.36</u>	
LAKE COUNTY EDUCATIONAL SERVICES					
000008920		WORKSHOP REGISTRATION - OHARA	8	205.00	10-2211-312
000008920		WORKSHOP REGISTRATION - SHELTON	8	205.00	10-2211-312
000008920		WORKSHOP REGISTRATION - GARTSIDE	8	205.00	10-2211-312
				<u>\$615.00</u>	
LAKELAND COMMUNICATIONS					
000008882		RADIO REPLACEMENT FREQ REGISTR	8	940.00	20-2540-500
				<u>\$940.00</u>	
LAKELAND/LARSEN ELEVATOR CORP.					
		ELEVATOR MAINTENANCE	8	182.00	10-2540-392
				<u>\$182.00</u>	
LARSON, SUE					
		REIMB INTRADISTRICT TRAVEL	8	172.25	10-1200-332
				<u>\$172.25</u>	
LAUREATE DAY SCHOOL					
		PRIVATE SCHOOL TUITION	8	3,837.76	10-1912-670
				<u>\$3,837.76</u>	
LIBRARYSKILLS					
000008869		LIBRARY SIGNAGE, DIVIDERS, SUPPLIES	8	1,360.64	10-2220-410
				<u>\$1,360.64</u>	
LINCOLNSHIRE, VILLAGE OF					
		ELECTRICITY - RIVERSHIRE	8	99.86	10-2540-466
		WATER/SEWER - DW	8	156.32	10-2540-370
		WATER - IRRIGATION	8	207.00	10-2540-370
		WATER/SEWER - SP	8	87.93	10-2540-370
		WATER/SEWER - HD	8	371.26	10-2540-370
		WATER/SEWER- TRANS	8	39.08	10-2540-370
		FALSE ALARM CHARGES - RIVERSHIRE	8	50.00	20-2540-329

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				<u>\$1,011.45</u>	
LUNARDI, LAURA		REIMB JOLLY PHONICS CD	8	12.99	10-1111-417
		REIMB DESK CHAIR	8	49.99	10-1111-417
				<u>\$62.98</u>	
MACKLIN, LAUREN		REIMB TUITION	8	810.00	10-1120-230
				<u>\$810.00</u>	
MAPES, DAVID		REIMB RETIREE INSURANCE	8	1,218.00	10-1120-225
				<u>\$1,218.00</u>	
MATHEMATICAL ASSOCIATION OF AMERICA		MATH ASSOC OF AMERICA REG FEES	8	135.00	10-1550-640
				<u>\$135.00</u>	
MATHEMATICAL OLYMPIADS FOR ELEMENTARY		MATH OLYMPIAD TEAM REG FEES	8	218.00	10-1550-640
				<u>\$218.00</u>	
MCGRAW-HILL COMPANIES	0000008696	ELA GRADES 3-5 TEXTBOOKS (9)	8	2,470.51	10-2210-420
	0000008696	ELA GRADES 3-5 TEXTBOOKS	8	68,845.18	10-2210-420
				<u>\$71,315.69</u>	
MCLELLAND, GRETCHEN		REIMB SUMMER SCH SUPPLIES	8	132.14	10-1600-410
				<u>\$132.14</u>	
MENDOZA, ANTHONY		REIMB TRANS CAFE SUPPLIES	8	39.31	40-2550-410
				<u>\$39.31</u>	
MIDCO		FAX PORT REPAIR	8	95.00	10-2660-319
		PHONE RELOCATIONS, REPAIRS	8	1,136.63	10-2660-319
				<u>\$1,231.63</u>	
MIDWEST TRANSIT EQUIPMENT		BATTERY REPAIR - BUS 17	8	159.00	40-2550-319
		BATTERY REPAIR CREDIT - BUS 17	8	(159.00)	40-2550-319
		RETURNED PARTS	8	(31.86)	40-2550-490
		SPARE REAR DOOR PART	8	33.50	40-2550-490
		TRIGGER LATCH - BUS 11	8	25.02	40-2550-490
		REPAIR SHORTED LIGHT - BUS 22	8	81.69	40-2550-319
		SAFETY INSPECTION - BUS 22	8	432.21	40-2550-329
		SAFETY INSPECTION - BUS 25	8	228.50	40-2550-329
		SAFETY INSPECTION - BUS 24	8	228.50	40-2550-329
		SPARE BUS CIRCUIT BREAKER	8	21.74	40-2550-490
		REPAIR PRE-HEAT SYSTEM - BUS 26	8	127.20	40-2550-319
		SPARE WARNING LIGHT	8	38.86	40-2550-490
				<u>\$1,185.36</u>	
MONTELLANO, MONICA					

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		REIMB SUMMER SCH SUPPLIES	8	20.59	10-1600-410
				<u>\$20.59</u>	
MUTUAL ACE HARDWARE					
		PROPANE TANK REFILL	8	17.99	40-2550-410
				<u>\$17.99</u>	
NATIONAL GEOGRAPHIC EXPLORER					
0000008951		NATL GEOGRAPHIC SUBSCR	8	990.00	10-1111-417
				<u>\$990.00</u>	
NETRIX					
0000008702		NETWORK UPGRADES	8	13,875.00	10-2660-500
				<u>\$13,875.00</u>	
NETWORK SERVICES COMPANY					
		CUSTODIAL SUPPLIES	8	362.40	20-2540-410
		CUSTODIAL SUPPLIES	8	28.67	20-2540-410
		CUSTODIAL SUPPLIES	8	2,027.92	20-2540-410
		CUSTODIAL SUPPLIES - SP	8	365.81	20-2540-410
		CUSTODIAL SUPPLIES - DW	8	102.90	20-2540-410
		CUSTODIAL SUPPLIES - SP	8	3.00	20-2540-410
		CUSTODIAL SUPPLIES - DW	8	398.75	20-2540-410
				<u>\$3,289.45</u>	
NIZIOLEK, JACKIE					
		REIMB TUITION	8	1,155.00	10-1111-230
				<u>\$1,155.00</u>	
NORTH AMERICAN					
		MACHINE REPAIR - SP	8	145.00	20-2540-319
				<u>\$145.00</u>	
NORTHWEST SUBURBAN SPECIAL					
		ESY 2014 TUITION	8	4,046.30	10-4220-670
				<u>\$4,046.30</u>	
ORIENTAL TRADING COMPANY INC					
0000008813		TEACHING AIDS	8	46.98	10-1111-410
				<u>\$46.98</u>	
PADDOCK PUBLICATIONS					
		PREVAILING WAGE NOTICE	8	243.80	10-2310-392
				<u>\$243.80</u>	
PADDOCK PUBLICATIONS					
		NEWSPAPER - SP	8	46.00	10-2220-440
				<u>\$46.00</u>	
PEAK PLUMBING & MECHANICAL					
		PLUMBING REPAIRS - DW	8	1,596.62	20-2540-329
				<u>\$1,596.62</u>	
PEAPOD					
0000008695		SUMMER FACS CLASS FOOD	8	484.78	10-1600-410
0000008703		SUMMER FACS CLASS FOOD	8	492.11	10-1600-410
0000008706		SUMMER FACS CLASS FOOD	8	153.99	10-1600-410

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				<u>\$1,130.88</u>	
PEARSON EDUCATION					
	000008745	COMMON CORE MATH TEACHING AIDS	8	4,321.64	10-1112-418
				<u>\$4,321.64</u>	
PIONEER PRESS					
		LINCOLNSHIRE REVIEW	8	24.00	10-2220-440
				<u>\$24.00</u>	
PITNEY BOWES					
		POSTAGE MACHINE LEASE - SP	8	118.00	10-2520-342
		POSTAGE MACHINE LEASE - DW	8	240.00	10-2520-342
		POSTAGE MACHINE LEASE - HD	8	100.00	10-2520-342
				<u>\$458.00</u>	
POSTMA, JULIE					
		REIMB LAKE CNTY RESOURCE CNTR DUES	8	125.00	10-2330-640
		REIMB LAPTOP POWER ADAPTOR	8	79.00	10-2330-410
		REIMB LRP CONF TRAVEL	8	141.25	10-2330-312
				<u>\$345.25</u>	
PPG ARCHITECTURAL FINISHES					
		PAINT DW GYM	8	161.24	20-2540-410
		CLASSROOM PAINT & SUPPLIES	8	262.84	20-2540-410
		PAINT - DW	8	43.74	20-2540-410
				<u>\$467.82</u>	
QUILL CORPORATION					
	000008836	OFFICE SUPPLIES	8	551.69	10-2410-410
	000008836	OFFICE SUPPLIES	8	21.59	10-2410-410
	000008836	OFFICE SUPPLIES	8	23.39	10-2410-410
	000008836	OFFICE SUPPLIES	8	12.59	10-2410-410
	000008846	METAL BOOKCASES (2)	8	299.98	10-1190-410
	000008880	PENTEL SIGN PEN FINE POINT RED	8	17.99	10-2520-410
	000008880	QUILL BRAND RUBBER BANDS 3-1/2 X 1/4	8	6.74	10-2520-410
	000008880	TICONDEROGAL PENCILS #2	8	2.79	10-2520-410
	000008880	PENTEL SIGN PEN FINE POINT BLACK	8	17.99	10-2520-410
	000008880	PENTEL AUTOMATICE PENCIL .5MM	8	15.29	10-2520-410
	000008880	SMEAD MANILA FILE FOLDERS LEGAL 1/3-CUT 1-FAS	8	50.37	10-2520-410
	000008880	QUILL BRAND STANDARD SERIES RULED PAD 8.5 X 1	8	10.00	10-2520-410
	000008927	OFFICE SUPPLIES	8	174.57	40-2550-410
	000008927	MARKERS	8	35.98	40-2550-410
	000008968	OFFICE SUPPLIES	8	94.04	10-1111-419
	000008971	OFFICE SUPPLIES	8	99.29	10-1111-419
				<u>\$1,434.29</u>	
REALLY GOOD STUFF					
	000008799	VOCAB JUMBO JOURNALS-PRIMARY (2)	8	75.51	10-1111-417
	000008800	ON THE GO WORD FOLDER (16)	8	163.98	10-1111-412
				<u>\$239.49</u>	
RENDL, BECKY					
		REIMB TUITION	8	810.00	10-1120-230
				<u>\$810.00</u>	

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REYNOLDS, KATIE					
		REIMB SEL BOOKS	8	168.10	10-2210-420
		REIMB APPLE CONF TRAVEL	8	538.99	10-2210-312
				<u>\$707.09</u>	
RHYTHM BAND INSTRUMENTS, INC.					
	0000008816	GR 3 RECORDERS (200)	8	1,150.00	10-1112-419
				<u>\$1,150.00</u>	
RICOH AMERICAS CORP					
		COPIER LEASE - ADMIN	8	191.74	10-2520-325
		COPIER LEASE - DW	8	119.13	10-2410-325
		COPIER LEASE - HD	8	119.13	10-2410-325
				<u>\$430.00</u>	
RICOH USA INC.					
		COLOR COPIES	8	63.18	10-2520-325
				<u>\$63.18</u>	
ROBBINS SCHWARTZ					
		LEGAL SERVICES	8	829.20	10-2310-318
				<u>\$829.20</u>	
SAGE PUBLICATIONS					
	0000008991	WORD OF MOUTH SUBSCRIPTION	8	70.00	10-1111-417
				<u>\$70.00</u>	
SANTANDER LEASING					
		BUS 23 LEASE	8	8,935.00	40-2550-325
				<u>\$8,935.00</u>	
SARATORE, KATHY					
		REIMB RETIREE INSURANCE	8	949.03	10-1111-225
				<u>\$949.03</u>	
SCARIANO HIMES AND PETRARCA					
		LEGAL SERVICES	8	2,632.35	10-2310-318
				<u>\$2,632.35</u>	
SCHAPER, BARB					
		REIMB SUMMER SCHOOL SUPPLIES	8	492.08	10-1600-410
				<u>\$492.08</u>	
SCHOOL DISTRICT 103 ACTIVITY ACCOUNT					
		REVTRAK YEARBOOK - DW	8	1,593.00	10-403
		REVTRAK YEARBOOK - HD	8	600.00	10-403
		REVTRAK YEARBOOK - SP	8	800.00	10-403
		YEARBOOK RECEIPTS TRANSFER - SP	8	60.00	10-403
		YEARBOOK RECEIPTS TRANSFER - HD	8	80.00	10-403
		YEARBOOK RECEIPTS TRANSFER - DW	8	27.00	10-403
				<u>\$3,160.00</u>	
SCHOOL HEALTH CORPORATION					
	0000008739	AED RAIN BAG	8	61.47	10-2130-410
	0000008739	PAPER PILLOW CASES	8	31.07	10-2130-410
	0000008739	AED FACILITY STICKER	8	27.83	10-2130-410
	0000008739	AED ADULT PADS	8	90.81	10-2130-410

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				<u>\$211.18</u>	
SCHOOL SPECIALTY INC.					
	000008806	SUBSTITUTE FOLDERS (36)	8	44.79	10-2410-410
				<u>\$44.79</u>	
SELROK COMMERCIAL FLOOR CARE					
	000008664	REPLACEMENT FLOORING - TRANS	8	6,100.00	20-2540-500
	000008678	REDO RIVERSHIRE FLOORING	8	5,900.00	20-2540-500
	000008689	BOILER ROOM FLOOR FINISH	8	2,800.00	20-2540-329
				<u>\$14,800.00</u>	
SHELL FLEET PLUS					
		FUEL - O&M	8	378.47	20-2540-464
		FUEL - TRANS	8	1,574.15	40-2550-464
				<u>\$1,952.62</u>	
SOUND INCORPORATED					
		FIX SOUND SYSTEM	8	128.00	10-2410-410
		FIX SOUND SYSTEM	8	361.00	10-2410-410
				<u>\$489.00</u>	
SPEECH PATH SPECIALISTS					
		SPEECH LANGUAGE SERVICES	8	3,281.25	10-2150-314
				<u>\$3,281.25</u>	
SRAGA HAUSER LLC					
		LEGAL SERVICES	8	1,239.00	10-2310-318
				<u>\$1,239.00</u>	
SUDDATH RELOCATION SYSTEMS					
		STORAGE RENTAL	8	587.25	20-2540-325
				<u>\$587.25</u>	
SUNDANCE NEWBRIDGE PUBLISHING					
	000008926	SPRAGUE BOOK ROOM BKS (26)	8	1,567.81	10-2210-420
				<u>\$1,567.81</u>	
SUNSET FOODS - LONG GROVE					
		SUMMER SCHOOL FACS SUPPLIES	8	156.57	10-1600-410
		SUMMER SCHOOL FACS SUPPLIES	8	39.67	10-1600-410
		SUMMER SCHOOL FACS SUPPLIES	8	11.99	10-1600-410
				<u>\$208.23</u>	
SUNSET FOODS					
		WELCOME PLANTS-MENDOZA/BLACKLEY	8	50.98	10-2310-410
		7/15 BOE MTG SNACKS	8	39.96	10-2310-410
				<u>\$90.94</u>	
TDS METROCOM					
		TELEPHONE	8	1,928.27	10-2540-341
				<u>\$1,928.27</u>	
TECHSTAR AMERICA CORPORATION					
		STAPLE PACK REFILLS, TONER SHIPPING	8	159.70	10-2410-410
	000008637	STAPLE PACK REFILLS	8	208.45	10-2410-410
				<u>\$368.15</u>	
TIME FOR KIDS					

Bills Payable List

Printed: 8/11/2014 12:01 PM
Lincolnshire-Prairie View SD #103

Vendor Name					
P.O. Number	Description	Batch #	Amount	State Account Number	
0000008957	AROUND THE WORLD SUBSCR	8	200.00	10-1111-417	
0000008957	TIME FOR KIDS SUBSCRIPTION	8	848.00	10-1111-417	
			<u>\$1,048.00</u>		
TREMCO					
0000008660	ROOF REPAIR - DW	8	6,878.68	20-2540-329	
			<u>\$6,878.68</u>		
TYCO INTEGRATED SECURITY LLC					
	ALARM MONITORING - DW	8	129.00	10-2540-392	
			<u>\$129.00</u>		
TYLER TECHNOLOGIES					
	ROUTING SOFTWARE LICENSE	8	1,650.00	40-2550-392	
			<u>\$1,650.00</u>		
ULINE					
0000008922	VELCRO STRIPS, NITRILE GLOVES	8	620.00	10-1200-410	
0000009033	CORRUGATED PADS (250)	8	422.50	10-2210-490	
0000009033	SAFETY KNIVES (12)	8	59.88	10-2210-490	
			<u>\$1,102.38</u>		
UPS					
	POSTAGE	8	6.71	10-2520-342	
			<u>\$6.71</u>		
US BANK VISA					
	REFUND FOR IASA CONF	8	(200.00)	10-2660-312	
	REFUND FOR NTPRS WRKSHOP	8	(110.00)	10-2210-312	
	GYPSUM - TRANS OFF CEILING TILES	8	869.00	20-2540-500	
	IPASS REPLENISHMENT	8	100.00	20-2540-329	
	GYPSUM - TRANS/DW OFF CEILING TILES	8	2,731.00	20-2540-500	
	1AND1 - DOMAIN HOSTING	8	20.97	10-2660-392	
	LEARNING - PROF LEARNING BOOK	8	92.50	10-2330-410	
	LEARNING - DESIGN LEARNING BOOK	8	10.00	10-2330-410	
	INTUIT - IMPREST CHECK PRINTING	8	31.48	10-2520-410	
	STAR - PROFESSIONAL DEVELOP KIT	8	651.00	10-2210-312	
	IASBO - ANNUAL CONF REGISTRATION	8	755.00	10-2510-312	
	IASBO - MEMB DUES/STANLEY	8	295.00	10-2510-312	
	SOLAMAR - LRP CONF HOTEL/POSTMA	8	425.50	10-2330-312	
	SOLAMAR - LRP CONF HOTEL/FINALDI	8	425.50	10-2330-312	
	BARNES&NOBLE - ELA BOOKS (190)	8	528.24	10-2210-420	
	BARNES&NOBLE - ELA BOOKS (20)	8	113.80	10-2210-420	
	GYPSUM - FIRE RATED CEILING TILES	8	62.40	20-2540-500	
	ASCD - CURRIC DEVELOP BKS (20)	8	418.70	10-2210-410	
			<u>\$7,220.09</u>		
VALOR TECHNOLOGIES INC					
	ASBESTOS ABATEMENT - DW	8	7,411.00	20-2540-500	
	CARPET REMOVAL - DW	8	2,300.00	20-2540-500	
			<u>\$9,711.00</u>		
VAN GALDER BUS					
	BUS FOR LYRIC OPERA TRIP	8	899.00	10-1190-390	

Bills Payable List

Printed: 8/11/2014 12:01 PM
Lincolnshire-Prairie View SD #103

Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
				<u>\$899.00</u>	
VERIZON WIRELESS					
		CELL PHONE - O&M	8	217.38	20-2540-341
		CELL PHONE	8	528.81	20-2540-700
		CELL PHONE - TRANS	8	40.76	40-2550-341
		CELL PHONE CREDIT	8	(206.89)	20-2540-341
				<u>\$580.06</u>	
VILLA PARK OFFICE EQUIPMENT					
	0000008879	OFFICE FURNITURE - TRANS	8	1,094.00	20-2540-500
	0000008883	OFFICE FURNITURE - DW	8	1,243.00	20-2540-500
				<u>\$2,337.00</u>	
WASTE MANAGEMENT OF ILLINOIS INC					
		SANITATION SERVICES - DW	8	540.35	10-2540-321
		SANITATION SERVICES - HD	8	375.49	10-2540-321
		SANITATION SERVICES - SP	8	360.49	10-2540-321
				<u>\$1,276.33</u>	
WIGHT					
		ARCHITECTURAL SERVICES	8	7,388.41	10-2310-319
		ARCHITECTURAL SERVICES	8	9,089.25	10-2310-319
				<u>\$16,477.66</u>	
WILLIAM V. MACGILL & CO.					
		AUDIOMETER CALIBRATION CHECK	8	60.00	10-2130-410
				<u>\$60.00</u>	
WILSNACK, MIRIAM					
		REIMB RETIREE INSURANCE	8	470.32	10-1120-225
				<u>\$470.32</u>	
WORLD POINT					
	0000008740	CPR, AED TRAINING EQUIPMENT	8	236.75	10-2130-410
				<u>\$236.75</u>	
WOTAL, SUE					
		REIM SUMMER SCH SUPPLIES	8	139.96	10-1600-410
				<u>\$139.96</u>	
XEROX CORPORATION					
		COPIER LEASE - SP	8	156.15	30-5370-610
				<u>\$156.15</u>	
ZORC, RENEE					
		REIMB RETIREE INSURANCE	8	470.32	10-2220-225
				<u>\$470.32</u>	
				<u>\$594,502.42</u>	
Report Total					

Paid Accounts Payable by Vendor

Printed: 8/14/2014 1:47 PM
 Lincolnshire-Prairie View SD #103
 Expense on Date: 08/01/2014 to 8/31/2014

Invoice #	A.S.N.	Description	Batch #	P.O. #	Check Date	Check #	Amount	State Account Number
NIHIP								
080614	10-2690-220	MEDICAL INSURANCE - ED	81	0	08/07/2014	19291	222,829.92	10-2690-220
080614	10-2690-221	LIFE/LTD INSURANCE - ED	81	0	08/07/2014	19291	3,059.09	10-2690-221
080614	10-2690-221	VOLUNTARY LIFE - ED	81	0	08/07/2014	19291	402.50	10-2690-221
080614	20-2540-220	MEDICAL INSURANCE - O&M	81	0	08/07/2014	19291	11,129.18	20-2540-220
080614	20-2540-221	LIFE/LTD INSURANCE - O&M	81	0	08/07/2014	19291	76.95	20-2540-221
080614	40-2550-220	MEDICAL INSURANCE - TRANS	81	0	08/07/2014	19291	23,049.86	40-2550-220
080614	40-2550-221	LIFE/LTD INSURANCE - TRANS	81	0	08/07/2014	19291	130.14	40-2550-221
080614	40-2550-221	VOLUNTARY LIFE - TRANS	81	0	08/07/2014	19291	238.80	40-2550-221
080614	10-2330-225	MEDICAL INSURANCE - RETIREE	81	0	08/07/2014	19291	1,769.11	10-2330-225
080614	10-2330-225	LIFE/LTD INSURANCE - RETIREE	81	0	08/07/2014	19291	12.60	10-2330-225
080614	10-2320-225	MEDICAL INSURANCE - RETIREE	81	0	08/07/2014	19291	4,086.41	10-2320-225
080614	10-2320-225	LIFE/LTD INSURANCE - RETIREE	81	0	08/07/2014	19291	22.05	10-2320-225
080614	10-2210-225	MEDICAL INSURANCE - RETIREE	81	0	08/07/2014	19291	1,602.16	10-2210-225
080614	10-2210-225	LIFE/LTD INSURANCE - RETIREE	81	0	08/07/2014	19291	12.60	10-2210-225
080614	20-2540-225	MEDICAL INSURANCE - RETIREE	81	0	08/07/2014	19291	2,403.24	20-2540-225
080614	10-2520-225	MEDICAL INSURANCE - RETIREE	81	0	08/07/2014	19291	801.08	10-2520-225
080614	40-2550-225	MEDICAL INSURANCE - RETIREE	81	0	08/07/2014	19291	801.08	40-2550-225
							<u>\$272,426.77</u>	
Report Total							<u><u>\$272,426.77</u></u>	

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Lincolnshire-Prairie View School District 103

Memo

To: Board of Education
From: Scott Warren
Date: August 15, 2014
Re: Approval of Employment

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

Vicki Bauman as 1.0 FTE First Grade parental leave teacher, BS+0 step 1 at a salary of \$43,268.
Lauren DuFloth as 1.0 FTE Fifth Grade parental leave teacher, BS+0 step 1 at a salary of \$43,268.
Julie Fredricksen as 1.0 FTE Second Grade Parent Leave teacher, BS+0 step 1 at a salary of \$43,268.
Michelle Heath as 1.0 FTE Spanish teacher at Sprague, MS+0 step 6 at a salary of \$57,208.
Diane Powell as 1.0 FTE Technology Facilitator at Daniel Wright, MS+24 step 7 at a salary of \$60,674.



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

Memo

To: Dr. Warren and the Board of Education
From: Christine Adler
Date: August 19, 2014
Re: Letter of Recommendation for Victoria Bauman

It is my pleasure to recommend Victoria Bauman for the first grade leave of absence position at Sprague School commencing August 19, 2014 and concluding November 17, 2014. Mrs. Bauman attended Alverno College where she received her Bachelor of Science degree in Elementary / Middle School Education. She has most recently fulfilled three long-term substitute teaching positions in Northbrook-Glenview School District 30.

Mrs. Bauman spoke confidently of teaching techniques and strategies she uses to engage her early elementary age students. Congruent with the practices at Sprague, she has instructed literacy using the Daily 5 and Words Their Way, has utilized the Math In Focus program, is fluent in Lucy Calkins' Units of Study in Writing, and has implemented a "bucket-filling" approach in her own classroom. It was evident during the interview process that Mrs. Bauman values the importance of each child achieving success and, to that end, modifies and adapts the content and presentation of lessons to meet individual needs. She referenced a variety of grouping strategies and reflected on the integration of technology to enhance student engagement and learning.

Mrs. Bauman communicates with assurance and at the same time listens with a humility that is eager to learn. Her references described her as collaborative, dedicated to her students, and an excellent communicator. Her maturity, pleasant and positive personality, and enthusiastic approach make her an excellent addition to the first grade team and to the Sprague faculty. It is without hesitation that I recommend Victoria Bauman for the first grade leave of absence position.



LINCOLNSHIRE-PRAIRIE VIEW SCHOOL DISTRICT 103
TEACHER CONTRACT

1st Grade Leave of Absence Replacement
FTE: 1.0

<u>TEACHER</u>	<u>DEGREE</u>	<u>LANE</u>	<u>STEP</u>	<u>TRS SALARY</u>
Bauman, Victoria	BA	1	1	\$14,422.67 prorated

AGREEMENT MADE THIS **19th DAY OF August, 2014** between the Board of Education of Lincolnshire-Prairie View School District 103, Lake County, Illinois, hereinafter called the BOARD, and

VICTORIA BAUMAN
hereinafter called the TEACHER*

W I T N E S S E T H

A. EMPLOYMENT:

1. The BOARD hereby employs **Victoria Bauman** 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 **\$14,422.67** for the term commencing **August 19, 2014**, in equal installments 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 **19th day of August, 2014**.

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
1370 RIVERWOODS ROAD • LINCOLNSHIRE, IL 60069
847/295-1560 • FAX 847/295-7136

Scott H. Warren, Ed.D.
Superintendent

Michelle Blackley
Principal

Julie Bodeen
Assistant Principal

Melody Littlefair
Assistant Principal

To: District 103 Board of Education
From: Michelle Blackley, Principal Daniel Wright
Date: July 25, 2014
Re: Leave of Absence Recommendation

It is with excitement that I recommend Miss Lauren DuFloth for the 5th Grade Leave of Absence position at Daniel Wright Junior High. Even though the position will have her serve as the teacher of record for one group of students for the entire 2014-2015 school year, it serves to replace the staffing need resulting from Mrs. Danielle Kemp's maternity leave and Mrs. Jaime Gagamov's semester leave of absence.

Miss DuFloth is finalizing her Master's of Art degree from National Louis University and she currently holds a Bachelor's of Art degree in English from DePaul University with a concentration in Creative Writing. During the 2013-2014 school year, Miss DuFloth had successfully completed her student teaching experience at Daniel Wright in a 7th grade ELA classroom and at Laura B. Sprague in a 4th grade classroom.

She has served as an advocate and a valuable resource for both District 103 teachers and students. Over the past three years, she has worked in District 103 as a Kindergarten Teacher's Associate, an After School Program Teacher and a Special Education Associate. Through these experiences, Miss DuFloth has gained an understanding of our curriculum and expectations for student learning.

Miss DuFloth is an energetic, creative and dynamic educator that has both the knowledge and passion to provide innovative and impactful instruction to maximize learning for all students. I am confident she will become a remarkable member of our teaching staff during her long-term position at Daniel Wright.





LINCOLNSHIRE-PRAIRIE VIEW SCHOOL DISTRICT 103
TEACHER CONTRACT

5th Grade Leave of Absence Replacement
FTE: 1.0

<u>TEACHER</u>	<u>DEGREE</u>	<u>LANE</u>	<u>STEP</u>	<u>TRS SALARY</u>
DuFloth, Lauren	BA	1	1	\$43,268

AGREEMENT MADE THIS **19th DAY OF August, 2014** between the Board of Education of Lincolnshire-Prairie View School District 103, Lake County, Illinois, hereinafter called the BOARD, and

LAUREN DUFLOTH
hereinafter called the TEACHER*
W I T N E S S E T H

A. EMPLOYMENT:

1. The BOARD hereby employs **Lauren DuFloth** 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 **\$43,268** for the term commencing **August 19, 2014**, in equal installments for a period of **twelve months (24 pay periods)**.
3. The BOARD shall indemnify and protect the TEACHER against civil rights damage claims and suits, constitutional rights damage claims and suits, and death, bodily injury, and property damage claims and suits, including the defense thereof, when damages are sought for negligent or wrongful acts alleged to have been committed in the scope of employment or under the direction of the BOARD.
4. During each school year the principal shall file for non-tenured teachers the District 103 Teacher Evaluation Form on or about December 15 and March 15 with the superintendent and provide the TEACHER with a copy of the completed evaluation.
5. Each newly hired TEACHER shall submit evidence of physical examination to the BOARD prior to the beginning of the school year.
6. The TEACHER shall notify the BOARD of any changes in the TEACHER'S certification status, any credit hours that he/she may have earned, and any academic course work that he/she has undertaken and completed.

B. TEACHER DUTIES:

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

C. MASTER CONTRACT:

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

D. TERMINATION:

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

E. PART-TIME TEACHER ATTENDANCE EXPECTATIONS:

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

F. NOTICE:

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

Pursuant to an AYE and NAY vote taken and recorded at a lawful meeting of the said BOARD, this contract is executed in duplicate this **19th day of August, 2014**.

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
1370 RIVERWOODS ROAD
LINCOLNSHIRE, IL 60069
847.295.4030
(Fax) 847.295.9196

Memo

To: Dr. Warren and the Board of Education
From: Christine Adler
Date: August 19, 2014
Re: Letter of Recommendation for Julie Fredricksen

I am pleased to recommend Mrs. Julie Fredricksen for the second grade leave of absence position at Sprague School, commencing August 19, 2014 and continuing through December 5, 2014. Mrs. Fredricksen has over seven years of classroom teaching experience and has spent time substitute teaching as well. Most recently Mrs. Fredricksen completed a long-term leave of absence in Woodland District 50 in a third grade classroom. In addition to her role as teacher, Mrs. Fredricksen was an adjunct professor at Barat College and a university supervisor at DePaul University.

During the interview process, Mrs. Fredricksen demonstrated a strong understanding of teaching techniques developmentally appropriate to second grade students. She seeks out ways to differentiate so that all students experience success. Mrs. Fredricksen is very familiar with the common core state standards and provided many examples of lessons she aligned with those expectations. Mrs. Fredricksen is committed to creating coherent, engaging lessons that allow for variations in students groupings. She is anxious to integrate technology and utilize data to determine areas of strength and need.

It is evident that Mrs. Fredricksen establishes herself as a positive role model and communicates her love for learning to her students and their parents. Mrs. Fredricksen comes to our district highly recommended. She is described as deeply committed to the students in her classroom, working tirelessly to meet their individual needs.

I am confident that Mrs. Julie Fredricksen will be a positive addition to the second grade team. It is my pleasure to recommend her for the leave of absence position for a portion of the 2014-2015 school year.



LINCOLNSHIRE-PRAIRIE VIEW SCHOOL DISTRICT 103
TEACHER CONTRACT

2nd Grade Leave of Absence Replacement
FTE: 1.0

<u>TEACHER</u>	<u>DEGREE</u>	<u>LANE</u>	<u>STEP</u>	<u>TRS SALARY</u>
Fredricksen, Julie	BA	1	1	\$17,066.82 prorated

AGREEMENT MADE THIS **19th DAY OF August, 2014** between the Board of Education of Lincolnshire-Prairie View School District 103, Lake County, Illinois, hereinafter called the BOARD, and

JULIE FREDRICKSEN
hereinafter called the TEACHER*

W I T N E S S E T H

A. EMPLOYMENT:

1. The BOARD hereby employs **Julie Fredricksen** 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 **\$17,066.82** for the term commencing **August 19, 2014**, in equal installments for a period of **four months (8 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 **19th day of August, 2014**.

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
1370 RIVERWOODS ROAD
LINCOLNSHIRE, IL 60069
847.295.4030
(Fax) 847.295.9196

Memo

To: Dr. Warren and the Board of Education
From: Christine Adler
Date: August 19, 2014
Re: Letter of Recommendation for Michelle Heath

I am pleased to recommend Mrs. Michelle Heath for the Spanish teaching position at Sprague School for the 2014-2015 school year. Mrs. Heath has eleven years of teaching experience in Hawthorn School District 73. Mrs. Heath received her Bachelors Degree in Elementary Education and Spanish from Monmouth College and completed her Masters Degree in Curriculum and Instruction at Nova Southeastern University. During this time period, Mrs. Heath also studied abroad in Granada, Spain.

During the interview process, it was apparent that Mrs. Heath is a highly skilled classroom teacher who understands the nature of language development and the best practices that support attainment of Spanish. She recognizes the importance of using visuals and pairing vocabulary with pictures and gestures, ultimately creating a comfortable environment where students feel successful as they take risks using a new language. Her enthusiasm, patience, organization, and gentle approach serve as invaluable assets in working with young students.

Mrs. Heath is dedicated to nurturing the learning of her students through a hand-on approach to language acquisition. She has a genuine desire to excel in this role and is committed to making the foreign language initiative a continued success. It is without reservation and with excitement that I recommend Mrs. Michelle Heath as the Spanish teacher for the 2014-2015 school year.



LINCOLNSHIRE-PRAIRIE VIEW SCHOOL DISTRICT 103
TEACHER CONTRACT

K-2 Spanish
FTE: 1.0

<u>TEACHER</u>	<u>DEGREE</u>	<u>LANE</u>	<u>STEP</u>	<u>TRS SALARY</u>
Heath, Michelle	MA	4	6	\$57,208

AGREEMENT MADE THIS **19th DAY OF August, 2014** between the Board of Education of Lincolnshire-Prairie View School District 103, Lake County, Illinois, hereinafter called the BOARD, and

MICHELLE HEATH
hereinafter called the TEACHER*

W I T N E S S E T H

A. EMPLOYMENT:

1. The BOARD hereby employs **Michelle Heath** 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 **\$57,208** for the term commencing **August 19, 2014**, in equal installments for a period of **twelve months (24 pay periods)**.
3. The BOARD shall indemnify and protect the TEACHER against civil rights damage claims and suits, constitutional rights damage claims and suits, and death, bodily injury, and property damage claims and suits, including the defense thereof, when damages are sought for negligent or wrongful acts alleged to have been committed in the scope of employment or under the direction of the BOARD.
4. During each school year the principal shall file for non-tenured teachers the District 103 Teacher Evaluation Form on or about December 15 and March 15 with the superintendent and provide the TEACHER with a copy of the completed evaluation-
5. Each newly hired TEACHER shall submit evidence of physical examination to the BOARD prior to the beginning of the school year.
6. The TEACHER shall notify the BOARD of any changes in the TEACHER'S certification status, any credit hours that he/she may have earned, and any academic course work that he/she has undertaken and completed.

B. TEACHER DUTIES:

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

C. MASTER CONTRACT:

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

D. TERMINATION:

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

E. PART-TIME TEACHER ATTENDANCE EXPECTATIONS:

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

F. NOTICE:

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

Pursuant to an AYE and NAY vote taken and recorded at a lawful meeting of the said BOARD, this contract is executed in duplicate this **19th day of August, 2014**.

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
1370 RIVERWOODS ROAD • LINCOLNSHIRE, IL 60069
847/295-1560 • FAX 847/295-7136

Scott H. Warren, Ed.D.
Superintendent

Michelle Blackley
Principal

Julie Bodeen
Assistant Principal

Melody Littlefair
Assistant Principal

To: District 103 Board of Education
From: Michelle Blackley, Principal Daniel Wright
Date: August 11, 2014
Re: Technology Integration Specialist Recommendation

It is with confidence that I recommend Mrs. Diane Powell for the Technology Integration Specialist position at Daniel Wright Junior High. Mrs. Powell is filling the vacancy due to the resignation of Jimmy Juliano.

Mrs. Powell currently holds a Master's degree in Educational Leadership and holds endorsements in educational technology, administrative supervision, vocational education, MR, LD and EMH. Mrs. Powell's experience is varied as she was a middle school special education teacher, served as a special education supervisor and worked as an educational technology staff developer/instructional coach at Belvidere School District 100.

Mrs. Powell is an experienced, creative and collaborative educator that has both the knowledge and passion to coach staff on how to integrate technology into their classrooms to provide innovative and effective instruction. I am confident she will become a remarkable member of our teaching staff at Daniel Wright.





LINCOLNSHIRE-PRAIRIE VIEW SCHOOL DISTRICT 103
TEACHER CONTRACT

Technology Integration Specialist
FTE: 1.0

<u>TEACHER</u>	<u>DEGREE</u>	<u>LANE</u>	<u>STEP</u>	<u>TRS SALARY</u>
Powell, Diane	MA	6	7	\$60,674

AGREEMENT MADE THIS **19th DAY OF August, 2014** between the Board of Education of Lincolnshire-Prairie View School District 103, Lake County, Illinois, hereinafter called the BOARD, and

DIANE POWELL
hereinafter called the TEACHER*

W I T N E S S E T H

A. EMPLOYMENT:

1. The BOARD hereby employs **Diane Powell** 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 **\$60,674** for the term commencing **August 19, 2014**, in equal installments for a period of **twelve months (24 pay periods)**.
3. The BOARD shall indemnify and protect the TEACHER against civil rights damage claims and suits, constitutional rights damage claims and suits, and death, bodily injury, and property damage claims and suits, including the defense thereof, when damages are sought for negligent or wrongful acts alleged to have been committed in the scope of employment or under the direction of the BOARD.
4. During each school year the principal shall file for non-tenured teachers the District 103 Teacher Evaluation Form on or about December 15 and March 15 with the superintendent and provide the TEACHER with a copy of the completed evaluation-
5. Each newly hired TEACHER shall submit evidence of physical examination to the BOARD prior to the beginning of the school year.
6. The TEACHER shall notify the BOARD of any changes in the TEACHER'S certification status, any credit hours that he/she may have earned, and any academic course work that he/she has undertaken and completed.

B. TEACHER DUTIES:

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

C. MASTER CONTRACT:

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

D. TERMINATION:

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

E. PART-TIME TEACHER ATTENDANCE EXPECTATIONS:

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

F. NOTICE:

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

Pursuant to an AYE and NAY vote taken and recorded at a lawful meeting of the said BOARD, this contract is executed in duplicate this **19th day of August, 2014**.

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

1370 N. Riverwoods Road • Lincolnshire, IL 60069

847/295-4030 • FAX 847/295-9196

<http://www.d103.org>

MEMO

To: Board of Education
From: Dan Stanley
CC: Dr. Scott Warren
Date: August 15, 2014
Re: Non-Certified Employment

We recommend approval of the following non-certified employment actions:

Last Name	First Name	Hourly Rate	Position	Action
Owens	Katharine		FDK Associate	Resignation 7/20/14
Sell	Adam		Guided Associate	Resignation 8/5/14
Brosio	Anthony		103 Club Supervisor	Resignation 8/7/14
Loiben	Kelli		Kdg Lrn Ctr Assoc.	Resignation 8/11/14
Brown	Frankie		Team Lit Assoc.	Resignation 8/11/14
Menodza*	James	27.47	Bus Driver	Replacement hire
Cole	Brianna	9.00	103 Club Associate	Replacement hire
Henderson	Francis		SpEd Associate	Resignation 8/12/14
Tuegel	Suzanne	12.50	Kdg Team Lit Assoc.	Replacement hire
Walovitch	Danielle		ELL Associate	Resignation 8/12/14
Madrzyk	Agnieska	12.50	SpEd Associate	Replacement hire
Larson	Brittany	12.50	FDK Associate	Replacement hire

*No relation to Anthony Mendoza



Lincolnshire-Prairie View School District 103

TO: Board of Education

FROM: Scott Warren

DATE: August 15, 2014

RE: Semi-annual Review of Executive Session Minutes

The Open Meetings Act requires public bodies to periodically, but no less than semi-annually, meet to review minutes of all closed sessions. Based on a review by the Superintendent, it is recommended that the Board retain the confidentiality of the following minutes:

December 17, 2013
January 14, 2014
February 4, 2014
February 25, 2014
March 4, 2014
March 18, 2014
April 8, 2014 First Executive Session
April 8, 2014 Second Executive Session
April 22, 2014
May 20, 2014
May 28, 2014
June 3, 2014
June 17, 2014



Lincolnshire-Prairie View School District 103

1370 N. Riverwoods Road • Lincolnshire, IL 60069

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BOARD OF EDUCATION EXECUTIVE SESSION MINUTES

Tuesday, December 17, 2013

Executive Session of the Board of Education Meeting of Lincolnshire-Prairie View School District 103 was held on Tuesday, December 17, 2013 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:

Gary Gordon, President
Kate Harper
Sandy Simon
Sherri Thomas
Anne van Gerven
Ben Yomtoob

Absent: Chris Curtis, Vice President

Also present were:

Dr. Scott Warren, Superintendent
Mr. Dan Stanley, Assistant Superintendent for Business
Katie Reynolds, Assistant Superintendent for Curriculum and Instruction
Julie Postma, Director of Student Services
Margaret St. Claire, Principal Daniel Wright Junior High School
Norma Taylor, Board Secretary

Executive Session convened at 7:42 p.m. to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees and litigation.

Mr. Gordon reminded the Board the Consent Agenda Item "Approval of Employment" will be discussed in Executive Session as it relates to a specific employee. The other Consent Agenda item pulled "Approval of Early Morning Band Stipend" will be discussed in Open Session only.

The Board asked about the approval of employment of Mr. David Poukey to serve as the parental leave replacement for Christina Louchios, Reading Specialist at Daniel Wright and his qualifications for this position. Dr. Warren explained Mr. Poukey has the middle school endorsement in reading, has been in the building this year filling a leave of absence in 6th grade Social Studies and has become familiar with the students and staff. After the interview process the team felt he was an exceptional candidate.

Dr. Warren informed the Board that the SEDOL withdrawal is entering into hearings so consequently it can be discussed in closed session. Dr. Warren referenced the FOIA the district received from Robert Swain of Hodges, Loizzi, Eisenhammer, Rodick & Kohn LLP requesting documents relevant to the petition and withdrawal proceedings.

Dr. Warren informed the Board that he and Mrs. Postma met with Northwest Suburban Special Education Organization (NSSEO) to look at various services they offer and the costs. Based on that and the services offered from District 96, withdrawal from SEDOL is now a stronger possibility in June 2014.

Motion by, Mr. Yomtoob, seconded by Mrs. van Gerven, to return to Open Session.

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

The meeting returned to Open Session at 7:59 pm.

President Board of Education

Secretary Board of Education



Lincolnshire-Prairie View School District 103

1370 N. Riverwoods Road • Lincolnshire, IL 60069

847/295-4030 • FAX 847/295-9196

<http://www.d103.org>

BOARD OF EDUCATION EXECUTIVE SESSION MINUTES

Tuesday, January 14, 2014

Executive Session of the Board of Education Meeting of Lincolnshire-Prairie View School District 103 was held on Tuesday, January 14, 2014 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:

Gary Gordon, President
Chris Curtis, Vice President
Kate Harper
Sandy Simon
Sherri Thomas
Anne van Gerven
Ben Yomtoob

Absent: None

Also present were:

Dr. Scott Warren, Superintendent
Mr. Dan Stanley, Assistant Superintendent for Business
Katie Reynolds, Assistant Superintendent for Curriculum and Instruction
Julie Postma, Director of Student Services
Norma Taylor, Board Secretary

Executive Session convened at 7:53 p.m. to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees and litigation.

Dr. Warren updated the Board of the hearing that was held the previous evening at the Regional Office of Education regarding the withdrawal from SEDOL. The only action taken was the motion to dismiss the legal counsel for Districts 125, 103, and 96 was dismissed.

Mrs. Postma presented a tentative plan for a new special education cooperative.

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

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

The meeting returned to Open Session at 8:22 pm.

President Board of Education

Secretary Board of Education



Lincolnshire-Prairie View School District 103

1370 N. Riverwoods Road • Lincolnshire, IL 60069

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<http://www.d103.org>

BOARD OF EDUCATION EXECUTIVE SESSION MINUTES

Tuesday, February 4, 2014

Executive Session of the Board of Education Meeting of Lincolnshire-Prairie View School District 103 was held on Tuesday, February 4, 2014 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:

Gary Gordon, President
Kate Harper
Sandy Simon
Sherri Thomas
Anne van Gerven
Ben Yomtoob

Absent: Chris Curtis, Vice President

Also present were:

Dr. Scott Warren, Superintendent
Mr. Dan Stanley, Assistant Superintendent for Business
Katie Reynolds, Assistant Superintendent for Curriculum and Instruction
Julie Postma, Director of Student Services
Norma Taylor, Board Secretary

Executive Session convened at 8:50 p.m. to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, security, and litigation.

Dr. Warren outlined the topics to be discussed in tonight's executive session.

- Security Update
- Due Process proceedings
- SEDOL withdrawal
- Resignations/Retirements
- Administrator Contracts
- Dr. Warren's quarterly performance review

Mr. Stanley updated the board about the security project for the district. Last summer's security assessment showed two areas of major concern: access control to the buildings and emergency communications. The district has been working with Siemens Company for access control

however the project has been delayed by Siemens. The project should be back on track this week.

Mr. Stanley explained emergency communications is the next area to address. This is the building intercom systems at Daniel Wright and Half Day schools. The district received a \$5,000 Maintenance Grant for the State of Illinois that is earmarked for Daniel Wright intercom system.

Mrs. Postma informed the board the district has been filed with a due process complaint from a 1st grade parent of a student with an Individual Education Plan.

Dr. Warren informed the board that the superintendent's of districts 125, 96, and 103 met with Tom Moline, Superintendent of SEDOL, after submitting a letter to SEDOL making clear the districts are continuing to move forward with the withdrawal process and all monies coming through during the 2014-2015 school year would be put in escrow until the process is settled. Dr. Moline told the superintendent's he would be willing to let them go in 2016 and asked them to ask their respective boards. Dr. Warren conveyed that information.

Dr. Warren informed the board of the resignations of Arlene Singer, Sally Rootberg, and Margaret St. Claire. He also informed the board Vicki Mattson who would like to move her retirement date up to June 30, 2014.

Dan Stanley, Katie Reynolds, Julie Postma, and Norma Taylor left the meeting at 9:04 pm.

The board discussed the resignation of Margaret St. Claire.

Dr. Warren discussed the contracts for Dan Stanley and Katie Reynolds.

Dr. Warren left the meeting at 9:10 pm.

The board conducted the Superintendent review.

Dr. Warren returned to the meeting at 9:43 pm.

Dr. Warren and the board discussed the superintendent review.

Motion by Mrs. Simon, seconded by Mrs. Thomas, to return to Open Session.

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

The meeting returned to Open Session at 10:10 pm.

President Board of Education

Secretary Board of Education



Lincolnshire-Prairie View School District 103

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<http://www.d103.org>

BOARD OF EDUCATION EXECUTIVE SESSION MINUTES

Tuesday, February 25, 2014

Executive Session of the Board of Education Meeting of Lincolnshire-Prairie View School District 103 was held on Tuesday, February 25, 2014 in the Library of Half Day School, 239 Olde Half Day Road, Lincolnshire, Illinois.

The following Board Members were in attendance:

Gary Gordon, President
Kate Harper
Sandy Simon
Sherri Thomas
Anne van Gerven
Ben Yomtoob

Absent: Chris Curtis, Vice President

Also present were:

Dr. Scott Warren, Superintendent
Mr. Dan Stanley, Assistant Superintendent for Business
Julie Postma, Director of Student Services
Norma Taylor, Board Secretary

Executive Session convened at 7:46 p.m. to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, and litigation.

Dr. Warren stated Mrs. Postma will inform the Board of a due process situation in the district. Mrs. Postma informed the Board that Julie Hamilton, mother of a 1st grader, has not provided residency documentation to the district, and is contesting the recommended placement of the student based on his special education needs.

Dr. Warren presented a draft of the Withdrawal Agreement between Districts 103, 96, and 125 and SEDOL. Dr. Warren reviewed the entire agreement with the Board.

Dr. Warren informed the Board that he would be recommending 2.5% salary increase for principals at the March Board meeting.

Motion by Mrs. Simon, seconded by Mrs. van Gerven, to return to Open Session.

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

The meeting returned to Open Session at 8:49 pm.

President Board of Education

Secretary Board of Education



Lincolnshire-Prairie View School District 103

1370 N. Riverwoods Road • Lincolnshire, IL 60069

847/295-4030 • FAX 847/295-9196

<http://www.d103.org>

BOARD OF EDUCATION COW EXECUTIVE SESSION MINUTES

Tuesday, March 4, 2014

Executive Session of the Board of Education Meeting of Lincolnshire-Prairie View School District 103 was held on Tuesday, March 4, 2014 in the Library of Daniel Wright Junior High School located at 1370 N. Riverwoods Road, Lincolnshire, Illinois.

The following Board Members were in attendance:

Gary Gordon, President

Chris Curtis, Vice President

Kate Harper

Sandy Simon

Sherri Thomas

Anne van Gerven

Ben Yomtoob

Absent: Norma Taylor, Board Secretary

Also present were:

Dr. Scott Warren, Superintendent

Mr. Dan Stanley, Assistant Superintendent for Business

Julie Postma, Director of Student Services

Katie Reynolds, Assistant Superintendent of Curriculum and Instruction

Executive Session convened at 8:47 p.m.

Mr. Gordon stated the purpose of the meeting is to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, and collective negotiating matters.

Dr. Warren informed the board the first topic of discussion is health coverage for the staff as it related to the negotiated contract.

Mr. Stanley discussed options for health care plans for 2014-2015.

Mrs. van Gerven left the meeting at 8:55 p.m.

Mrs. van Gerven returned to the meeting at 8:58 p.m.

Dan Stanley, Katie Reynolds, and Julie Postma left the meeting at 9:34 p.m.

The Board discussed administrator contracts.

Dr. Warren opened discussion regarding the length of the school day. It was discussed in negotiations last year that with the rollout of the World Language Program, and additional programs such as SEL, that 20 minutes would need to be added to the school day. This current school year saw 10 minutes added at Sprague and Half Day Schools. The work is ongoing to determine if/how 20 minutes will be added to Daniel Wright School Day.

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

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

The meeting returned to Open Session at 10:43 pm.

President Board of Education

Secretary Board of Education



Lincolnshire-Prairie View School District 103

1370 N. Riverwoods Road • Lincolnshire, IL 60069

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<http://www.d103.org>

BOARD OF EDUCATION EXECUTIVE SESSION MINUTES

Tuesday, March 18, 2014

Executive Session of the Board of Education Meeting of Lincolnshire-Prairie View School District 103 was held on Tuesday, March 18, 2014 in the Library of Half Day School located at 239 Olde Half Day Road, Lincolnshire, Illinois.

The following Board Members were in attendance:

Gary Gordon, President

Chris Curtis, Vice President

Kate Harper

Sandy Simon

Sherri Thomas

Anne van Gerven

Ben Yomtoob

Absent: None.

Also present were:

Dr. Scott Warren, Superintendent

Mr. Dan Stanley, Assistant Superintendent for Business

Julie Postma, Director of Student Services

Norma Taylor, Board Secretary

Executive Session convened at 8:19 p.m.

Mr. Gordon stated the purpose of the meeting is to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, collective negotiating matters, and student discipline.

Dr. Warren asked Mr. Stanley to provide an update on health insurance changes that may require collective negotiations. Mr. Stanley provided a follow-up on the health insurance discussion he began at the May 4, 2014 COW Executive Session, whereby he proposed options that would entice employees to move from lower deductible insurance coverage to Health Saving Accounts (HSA). The Board gave direction for Mr. Stanley to proceed. He said he would bring it first to the Insurance Committee, and with their support he and Dr. Warren would then meet with Association Representatives.

Dr. Warren allowed Mrs. Postma to address the Board. Mrs. Postma addressed the Board with respect to her retirement package.

Mrs. Postma left the meeting at 8:34 p.m.

Mr. Stanley presented financial details of Mrs. Postma's retirement package.

Mr. Stanley left the meeting at 9:05 p.m.

The Board discussed Mrs. Postma's retirement.

The Board discussed the two items pulled from the Consent Agenda.

The Board asked Dr. Warren for an update on the work of the committee about adding 20 minutes to the school day at Daniel Wright Junior High School as it relates to collective negotiating matters. Dr. Warren reported that at the last meeting five items were identified for review. Next steps include Dr. Warren meeting with Mrs. St. Claire. Dr. Warren will see if the work of the ELM Committee will require additional minutes to the day.

Dr. Warren presented Administrator's Goals to the Board. Earlier he provided the Board the goals, implementation timeline process and tasks, and the measure of success and now presenting the status. Dr. Warren had met with each administrator to review his or her goals.

The Board reviewed and the goals.

Dr. Warren and Norma Taylor left the meeting at 9:55 p.m.

The Board discussed the timeline for the Superintendent's annual review and compensation.

Dr. Warren and Norma Taylor rejoined the meeting at 10:05 p.m.

Motion by Mr. Yomtoob, seconded by Mrs. Thomas, to return to Open Session.

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

The meeting returned to Open Session at 10:06 pm.

President Board of Education

Secretary Board of Education



Lincolnshire-Prairie View School District 103

1370 N. Riverwoods Road • Lincolnshire, IL 60069

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<http://www.d103.org>

**BOARD OF EDUCATION COW 1st EXECUTIVE SESSION MINUTES
Tuesday, April 8, 2014**

The First Executive Session of the Committee of the Whole Meeting of Lincolnshire-Prairie View School District 103 was held on Tuesday, April 8, 2014 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:

Gary Gordon, President
Chris Curtis, Vice President
Kate Harper
Sandy Simon
Sherri Thomas
Anne van Gerven
Ben Yomtoob

Absent: None

Also present were:

Dr. Scott Warren, Superintendent
Dan Stanley, Assistant Superintendent for Business
Norma Taylor, Board Secretary

Executive Session convened at 8:49 p.m.

Mr. Gordon stated the Board is in Executive Session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees and collective negotiating matters.

Dr. Warren asked Mr. Stanley to discuss details of the letter of intent to retire from Amy Belford. Mr. Stanley reviewed the Early Retirement Option (ERO) penalty to the district and Mrs. Belford's offer to continue in the district until she reaches 35 years of service.

Mr. Stanley left the meeting at 9:06 pm.

Dr. Warren notified the Board he would like to amend the contracts for the Assistant Superintendent for Business and the Assistant Superintendent for Curriculum and Instruction to extend one year.

Dr. Warren asked the Board to review Mrs. Postma's retirement package as it relates to the new laws that have been enacted in Illinois.

Dr. Warren and the Board discussed adding 20 minutes to the school day at Daniel Wright as it relates to collective negotiating matters.

Motion by, Mr. Curtis, seconded by Mrs. van Gerven, to return to Open Session.

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

The meeting reconvened to Open Session at 10:07 pm.

President Board of Education

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BOARD OF EDUCATION COW 2nd EXECUTIVE SESSION MINUTES

Tuesday, April 8, 2014

The Second Executive Session of the Committee of the Whole Meeting of Lincolnshire-Prairie View School District 103 was held on Tuesday, April 8, 2014 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:

Gary Gordon, President

Chris Curtis, Vice President

Kate Harper

Sandy Simon

Sherri Thomas

Anne van Gerven

Ben Yomtoob

Absent: None

The second Executive Session convened at 10:17 pm.

Mr. Gordon stated the purpose of the meeting is to discuss employment, compensation, and performance of specific personnel, specifically superintendent performance.

The Board discussed the performance evaluation of the Superintendent.

Sherri Thomas left the meeting at 10:35 pm.

Sherri Thomas returned to the meeting at 10:37 pm.

Motion by, Mrs. Simon, seconded by Mr. Curtis, to return to Open Session.

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

The meeting returned to Open Session at 11:27 pm.

President Board of Education

Secretary Board of Education



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BOARD OF EDUCATION EXECUTIVE SESSION MINUTES

Tuesday, April 22, 2014

Executive Session of the Board of Education Meeting of Lincolnshire-Prairie View School District 103 was held on Tuesday, April 22, 2014 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:

Gary Gordon, President
Chris Curtis, Vice President
Kate Harper
Sandy Simon
Sherri Thomas
Anne van Gerven
Ben Yomtoob

Absent: None

Also present were:

Dr. Scott Warren, Superintendent
Dan Stanley, Assistant Superintendent for Business
Norma Taylor, Board Secretary

Executive Session convened at 7:56 p.m.

Mr. Stanley provided an update regarding Amy Belford's retirement with the district.

Dr. Warren provided an update in relation to collective negotiating matters regarding the 20 Minute Committee at Daniel Wright and the decision to implement 20 minutes into the school day for the 2015-2016 school year.

Mr. Stanley and Norma Taylor left the meeting at 8:06 p.m.

The Board provided an update regarding Dr. Warren's performance and evaluation.

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

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

The meeting reconvened to Open Session at 8:12 p.m.

President Board of Education

Secretary Board of Education



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BOARD OF EDUCATION EXECUTIVE SESSION MINUTES

Tuesday, May 20, 2014

Executive Session of the Board of Education Meeting of Lincolnshire-Prairie View School District 103 was held on Tuesday, May 20, 2014 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:

Gary Gordon, President
Chris Curtis, Vice President
Kate Harper
Sandy Simon
Sherri Thomas
Anne van Gerven
Ben Yomtoob

Absent: None

Also present were:

Dr. Scott Warren, Superintendent
Dan Stanley, Assistant Superintendent for Business
Katie Reynolds, Assistant Superintendent for Curriculum & Instruction
Julie Postma, Director of Student Services
Norma Taylor, Board Secretary

Executive Session convened at 8:46 p.m.

Dr. Warren informed the Board that Kirsten Frantom has expressed an interest in moving to teaching in the classroom. Dr. Warren suggested Kirsten fill the parent leave of Amanda Bacino whose leave begins in October. He further suggested the district have Kirsten begin in Amanda's class at the beginning of the school year, and Amanda would serve the district in substitute teacher capacity through October.

Dan Stanley, Katie Reynolds, Julie Postma, and Norma Taylor left the meeting at 8:53 p.m.

The Board discussed the evaluation of Scott Warren.

The Board discussed a retirement agreement between Amy Belford and the board that would deviate from the Master Contract with the Teacher's Association.

Motion by, Mr. Curtis, seconded by Mrs. Simon, to return to Open Session.

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

The meeting reconvened to Open Session at 10:35 p.m.

President Board of Education

Secretary Board of Education

BOARD OF EDUCATION SPECIAL BOARD MEETING
EXECUTIVE SESSION MINUTES
May 28, 2014

The Special Board Meeting of Lincolnshire-Prairie View School District 103 was held on Wednesday, May 28, 2014 in the Library of Half Day School located at 239 Olde Half Day Road, Lincolnshire, Illinois.

The following Board members were in attendance:

Gary Gordon, President
Chris Curtis, Vice President
Kate Harper
Sandy Simon
Sherri Thomas
Anne vanGerven
Ben Yomtoob

Absent: None

Also present were:

Dr. Scott Warren, Superintendent
Barbara Toney, IASB
Dr. Hank Gmitro, Hazard, Young, Attea and Associates

Executive Session began at 7:02 p.m.

Barbara Toney and Hank Gmitro facilitated the meeting to discuss self-evaluation, practices and procedures for the Board and Superintendent.

Effective Communication - Discussion was held to review how communication is currently working and future opportunities for improvement.

Board and Superintendent working as a Team - The Board discussed the roles of the Superintendent and the Board, and identified expectations to better work together as a team.

Sharing responsibilities on the Board - The Board discussed the roles of board members and board leadership positions. The board identified the use of the planning calendar and annual goals to plan agendas; and to identify a board member to be the point person on specific goals or projects.

Communication with the Staff - Discussion was held regarding the current state of communication and relationships between the Board, the administration, and the staff. Specific expectations were identified to strengthen the Board/Superintendent Team relationship, and develop opportunities to gain meaningful input from staff.

Open Session

Motion by Mrs. Harper, seconded by Mrs. Thomas to move into Open Session.

Roll Call: All ayes. No nays. Motion carried.

The meeting reconvened to Open Session at 9:55 p.m.

President Board of Education

Secretary Board of Education



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BOARD OF EDUCATION EXECUTIVE SESSION MINUTES

Tuesday, June 3, 2014

Executive Session of the Board of Education Meeting of Lincolnshire-Prairie View School District 103 was held on Tuesday, June 3, 2014 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:

Gary Gordon, President

Chris Curtis, Vice President

Kate Harper

Sandy Simon

Sherri Thomas

Anne van Gerven

Ben Yomtoob

Absent: None

Also present were:

Dr. Scott Warren, Superintendent

Dan Stanley, Assistant Superintendent for Business

Norma Taylor, Board Secretary

Executive Session convened at 9:50 p.m. to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, and collective bargaining matters.

Mr. Stanley informed the Board of an employee, Carmelina Gervasio, a 103 Club Associate who was caught stealing by Robynn Bryant, Director of 103 Club. Robynn wrote up a recommendation the district terminate employment with Carmelina. The district offered Carmelina the option to resign her position.

Dr. Warren and the Board discussed a retirement agreement between Amy Belford and the Board that would deviate from the Master Contract with the Teacher's Association.

Motion by, Mr. Curtis, seconded by Mrs. Simon, to return to Open Session.

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

The meeting reconvened to Open Session at 10:23 p.m.

President Board of Education

Secretary Board of Education



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BOARD OF EDUCATION EXECUTIVE SESSION MINUTES

Tuesday, June 17, 2014

Executive Session of the Board of Education Meeting of Lincolnshire-Prairie View School District 103 was held on Tuesday, June 17, 2014 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:

Gary Gordon, President

Chris Curtis, Vice President

Kate Harper

Sandy Simon

Sherri Thomas

Anne van Gerven

Ben Yomtoob

Absent: None

Also present were:

Dr. Scott Warren, Superintendent

Executive Session convened at 8:14 p.m. to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees and collective bargaining agreements.

Dr. Warren left the room at 8:14 p.m.

The Board discussed the Superintendent's evaluation.

Dr. Warren reentered the room at 8:58 p.m.

The Board and Dr. Warren discussed the Superintendent's performance and goals for the year.

Motion by Mr. Curtis, seconded by Mrs. Simon, to return to Open Session.

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

The meeting reconvened to Open Session at 9:24 p.m.

President Board of Education

Secretary Board of Education



Lincolnshire-Prairie View School District 103

TO: Board of Education

FROM: Scott Warren

DATE: August 15, 2014

RE: Destruction of Recordings of Executive Session Meetings

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

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

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

July 10, 2012
August 21, 2012
October 2, 2012
October 16, 2012
November 13, 2012
December 18, 2012



Lincolnshire-Prairie View School District 103

Memo

To: Board of Education
From: Anthony Mendoza
Date: August 19, 2014
Re: Hazardous Routes – Annual Review

Proposed Action by the Board of Education

That the Board of Education certify that the conditions of the hazardous locations for the 2013-2014 school year remain unchanged for the 2014-2015 school year.

Background Information

In accordance with Illinois Compiled Statute 105 ILCS 5/29-3, if a hazard is determined to exist, the school board shall annually review the conditions and determine whether or not the hazardous conditions remain unchanged. Pursuant to Public Act 94-0439 the district is no longer required to send a copy of the resolution to the State Superintendent of Education. The annual resolutions should remain on file in the district for audit purposes (*reference: Illinois State Board of Education*).

After reviewing the locations, which were approved for the 2013-2014 school year, it was determined that the hazardous conditions still exist. We have requested verification from the Lincolnshire Police Department. Attached is their response.



Lincolnshire-Prairie View School District 103
Administration Offices

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Scott H. Warren, Ed.D.
Superintendent

Anthony Mendoza
Director of Transportation

August 11, 2014

Peter Kinsey, Chief of Police
Lincolnshire Police Department
One Olde Half Day Road
Lincolnshire, IL 60069

Dear Chief Kinsey,

The Board of Education must certify safety hazard location in order to request free transportation for students affected by these routes. Please assist us by reviewing these locations as identified by the Illinois Department of Transportation for the 2014-2015 school year and indicate any changes that may exist.

Thank you for your cooperation in this matter. I look forward to your response.

Sincerely,

Anthony Mendoza
Director of Transportation



HAZARDOUS LOCATIONS

SEQUENTIAL NUMBER	DESCRIPTION	SCHOOL & GRADE
103-80-2	Walking along Riverwoods from Londonderry to Yorkshire	SP K-2
103-80-5	Walking along Rt. 22 from Old Mill Rd. to Riverwoods Rd	SP/DW K-8
103-80-6	Walking along Rt. 22 from Olde Half Day Rd. to Riverwoods Rd	SP/DW K-8
103-80-12	Walking along Rt. 21 from just north of Rt 45 to Half Day Rd	HD 3-4
103-81-1	Walking along Kings Cross from Canterbury to Reliance	SP K-2
103-81-2	Walking along Portshire & Brunswick from Sprague to Anglican	SP K-2
103-81-3	Walking along Portshire, Berkshire & Dukes from Sprague to Dukes Cr.	SP K-2
103-81-4	Walking along Portshire, Berkshire & Dukes from Sprague to 26 Dukes Lane	SP K-2
103-81-5	Walking along Yorkshire & Oxford from 24 Oxford to Riverwoods	SP K-2
103-81-6	Walking along Yorkshire, Oxford & Plymouth from Plymouth and Cambridge to Riverwoods Rd	SP K-2
103-81-7	Walking along Yorkshire & Lancaster from Lancaster & Sheffield to Riverwoods Rd	SP K-2
103-81-8	Crossing Route 22 at Riverwoods Rd.	SP/DW K-8
103-81-9	Walking along Duffy Rd. from 3140 Duffy to Riverwoods Rd	SP K-2
103-81-12	Walking along Riverwoods Rd. from 1181 Riverwoods Rd. to Daniel Wright	DW 5-8
103-92-1	Walking along Rt. 22 from Olde Half Day Road to Holtz Rd.	HD 3-4
103-92-2	Crossing Rt. 21 at Olde Half Day Rd.	HD 3-4
103-92-3	Crossing Olde Half Day Road at Indian Creek Rd. and walking along Indian Creek Rd.	HD 3-4
103-92-4	Walking along Rt. 22 from Olde Half Day Rd to Rt. 21	HD 3-4



Re: Hazardous Route Update

1 message

James Hanley <Jhanle@village.lincolnshire.il.us>
To: Anthony Mendoza <amendoza@d103.org>

Tue, Aug 12, 2014 at 9:36 AM

Hello Anthony,

I have reviewed your list of the hazardous routes and would agree that they would still be deemed a hazardous route for the children. Sgt. James Hanley

Sincerely,

James E. Hanley | Sergeant



Direct: 847-913-2344 | Email: jhanle@village.lincolnshire.il.us
Website: <http://www.village.lincolnshire.il.us>

Go Green ! Read it from the Screen. Print emails only when necessary

>>> Anthony Mendoza <amendoza@d103.org> 8/11/2014 9:27 AM >>>

Chief Kinsey,

Please see the attached request.

Thank you for your time.

--

Anthony Mendoza, Director
Lincolnshire-Prairie View School District | Transportation Services
O: [847-295-8258](tel:847-295-8258) | F: [847-295-9196](tel:847-295-9196)



Lincolnshire-Prairie View School District 103

Memo

To: Board of Education
From: Julie Postma
Date: August 19, 2014
Re: Contact with Speech Path LTD

Attached for your review is the contract for Speech Path LTD.

The contract is for Lisa Cole, Speech Language Pathologist, who we hire through a contract with Speech Path LTD. Lisa has been working as a part-time speech and language pathologist in District 103 since Fall, 2009. Lisa provides services for the students at Daniel Wright who require speech and language, and who are not serviced by Daniel Wright's full time speech language pathologist due to the number of students requiring service. In addition, Lisa provides the speech and language services for the students in the Guided classroom at Daniel Wright. The services provided within the Guided classroom are a "shared cost" with District 102 and District 96 dependent on each district's student enrollment in the classroom.

I strongly recommend the renewal of this contract.

____**Speech Path Specialists, Ltd.**____

Speech Path Specialists, Ltd.

Therapy Staffing Agreement

THIS AGREEMENT is made this day of July 22, 2014, by and between the Board of Education of Lincolnshire-Prairie View School District #103, a body politic organized and operating under the *School Code of Illinois* with its principal office located at 1370 Riverwoods Road, Lincolnshire, IL 60069 (hereinafter called "Purchaser"), and Speech Path Specialists, Ltd., a corporation doing business with offices at 1636 Mulberry Drive, Lake Villa, IL 60046, (hereinafter called "Provider").

WHREAS, Provider, employs and provides licensed speech/language pathologists in connection therewith established and maintain general standards and specifications for speech/language pathology services in compliance with applicable State and Federal laws, and

WHEREAS, Purchaser is in need of a licensed speech/language pathologist to provide speech/language pathology services to certain students;

WHEREAS, Purchaser desires to contract with Provider for the furnishing of speech/language pathology services to certain students.

NOW THEREFORE, in consideration of the mutual promises and benefits contained herein and other good and valuable consideration, the parties agree as follows:

1. Purchaser's Responsibilities.

A. Purchaser shall undertake and be responsible for the following obligations:

- I. It is the Purchaser's sole responsibility to determine applicable law and notify the Provider as to what level of staff Provider must use in each given situation.
- II. Purchaser is responsible for monitoring the services performed under this Agreement by the assigned speech/language pathologist and periodically evaluate such performance, from time to time, under appropriate State and Federal regulations.
- III. Purchaser is responsible for providing sufficient information to the certified speech/language pathologist to facilitate the arrangement, Individual Education Program planning, and meetings as directed by State and Federal regulations.

- IV. Purchaser agrees to pay a rate of seventy-five dollars (\$75.00) per hour for speech/language pathology services provided by Lisa Cole, Speech/language pathologist, under this agreement.
- V. Purchaser agrees to pay the hourly rate set forth in subsections (IV) for the assigned speech/language pathologist to attend any Institute Day approved and held by Purchaser.
- VI. Upon receipt of timesheets for Provider, payment shall be made by Purchaser in accordance with the *Illinois Local Government Prompt Payment Act*, 50 ILCS 505/1 et seq., and shall be strictly subject to Purchaser's timely receipt of monthly invoices and the related itemized timesheets in Section 2, A, VII, herein.

2. Provider's Responsibilities

- A. Provider shall undertake and be responsible for the following obligations:
 - I. Provider will maintain general liability and professional malpractice insurance in the minimum amount of one million dollars (\$1,000,000.00) for each occurrence and three million dollars (\$3,000,000.00) in the aggregate on the assigned speech/language pathologist at all times during the period of the Agreement. In the event such coverage is provided under "claims made" policy, such coverage shall remain in effect (or the covered party shall procure equivalent "tail coverage") for a period of not less than five (5) years following termination of this Agreement. Further, as evidence of such coverages, within seven (7) days of this Agreement, Provider will provide Purchaser with a current Certificate of Insurance and shall list the following additional insured on Provider's general liability policy; Board of Education of Lincolnshire-Prairie View School District No. 103. Said Certificate of Insurance shall provide for thirty (30) days written notice to Purchaser prior to cancellation of the general liability coverage.
 - II. Provider shall provide duly licensed speech/language pathologist, Lisa Cole, to provide speech/language pathology services, including but not limited to, evaluations, reevaluations, and progress reports, the provision of therapy, therapy notes, and participation at staff meetings, IEP conferences, and parent conferences, on an as-needed basis and as determined by the Purchaser.
 - III. The assigned speech/language pathologist will perform the services set forth in the Agreement for a 0.8 full-time equivalent (FTE) for the 2014 – 2015 school year, pursuant to the Purchaser's school calendar. The assigned speech/language pathologist shall obtain written

authorization from the Purchaser's Director of Student Services prior to performing services for more than 0.8 FTE.

- IV. Upon initial hire, Provider shall provide to Purchaser, prior to commencing services, a copy of all required certificates and/or licenses and other hiring documents of the speech/language pathologist providing services under this Agreement. The assigned speech/language pathologist shall hold the required certification and/or licensure to perform her duties and responsibilities in compliance with established code. The assigned speech/language pathologist, shall at times when providing services pursuant to this Agreement conform to the applicable polices, practices, procedures, and rules set forth by the standards of practice and code of ethics set forth by her professional associations.
- V. Upon initial hire, Provider shall provide, at its own expense, a criminal background check for the assigned speech/language pathologist in accordance with Section 5/10-21.9 of the *Illinois School Code*. The criminal background check must have been completed within ninety (90) days prior to the commencement of the services. If the Provider obtains the criminal background check, Provider shall provide the criminal background report to Purchaser's Business Office. If Purchaser obtains the criminal background check, Provider shall reimburse Purchaser therefore.
- VI. Provider agrees that the assigned speech/language pathologist will be under the direct supervision of Purchaser, its agents and employees. Purchaser may terminate any assignment of the speech/language pathologist at any time and for any reason. The assigned speech/language pathologist shall, at all times when providing services under this Agreement, conform to the applicable policies, practices, procedures and rules set forth by Purchaser. Purchaser retains the right to repeal, change and modify any policies or regulations which it has adopted or may hereafter adopt, subject however, to restrictions contained in the *School Code of Illinois* and other applicable law.
- VII. The assigned speech/language pathologist will complete itemized timesheets reflecting the date(s) of services, the location(s) of service, the service(s) provided, and the time incurred to the Provider. The Provider will provide detailed timesheets indicated the date(s) and hour(s) of service(s) on a monthly basis after services are provided pursuant to the Agreement. Provider will submit invoices to Purchaser on a monthly basis for services rendered under this Agreement.

- VIII. Provider will maintain Worker's Compensation Insurance for the assigned speech/language pathologist as required by State law at all times during the period of this Agreement.
- IX. Provider agrees to indemnify, hold harmless and defend Purchaser, its employees, officers, directors, and agents, against any and all liability, loss, damage, claim, demand, judgment, cause of actions, cost of expenses, including attorney's fees, arising from by reason of, based upon, or relating to, performance of any act or negligence of Provider or its speech/language pathologist during the performance of this Agreement. Notwithstanding anything to the contrary, Provider's obligations with respect to indemnification for acts described in this Section shall not apply to the extent that such application would nullify any existing insurance coverage of Provider or as to that portion of any claim of loss ion which the Insurer is obligated to defend or satisfy.

3. Parties' Mutual Responsibilities

- A. The parties shall each undertake the following obligations:
 - I. Provider and Purchaser are independent contractors. Nothing in this Agreement shall be deemed to create a relationship of employer and employees, or principal and agent, or any relationship other than that of independent parties contracting with each other solely for the purpose of carrying out the provisions of this Agreement. It is understood that the assigned speech/language pathologist is an employee of Provider and shall not be deemed an employee or agent of Purchaser. Provider shall provide all compensation and withhold and remit all payroll taxes and other contributions arising from an employment relationship, including but limited to FICA, federal personal income tax, and state personal income tax. The assigned speech/language pathologist shall not be entitled to any of the rights and privileges for the employees of Purchaser, including but not limited to: vacations and vacation pay, sick leave with pay, paid holidays, life, accident or health insurance, participation in retirement programs provided by the Sate of Illinois or Purchaser, or severance pay upon termination of this Agreement.
 - II. The parties understand and agree that this Agreement is not exclusive in any respect and both parties and entitled to enter into similar contracts, agreements, or relationships with other parties concerning the subject matter.
 - III. The parties understand and agree that all school student records maintained by Purchaser that are used by Provider or the assigned

speech/language pathologist under this agreement shall be and remain the property of Purchaser. Each party to this Agreement shall make available to the other party to this Agreement medical and other information, as may be permitted by law, for defense of any claim. Provider and the *Family Educational Rights and Privacy Act, the Illinois School Student records Act, the Illinois mental Health and Developmental Disabilities Confidentiality Act, and the Health Insurance Portability and Accountability Act of 1996*, and their respective regulations, regarding student records and the information contained therein as to all students to whom Provider or its speech/language pathologist provide services under this Agreement.

- IV. "Quality Assurance" means that both Provider's and Purchaser's services will be consistent with the standards generally accepted by governmental and professional review entities.
- V. The parties agree that neither will be discriminate in the performance of the Agreement against any individual on the basis of race, color, national origin, disability, religion, age, sex, ancestry, marital status, military status, sexual orientation, unfavorable discharge from military service or any other classification protected by Federal, State or local law.

4. Term

The term of the Agreement shall be for the 2014 -2015 school year, including extended school year services (ESY), as determined by Purchaser's school calendar, unless sooner terminated by either party. Either party may terminate this agreement for any reason, at any time, by delivering to the other party written notice not less than thirty (30) days in advance to the address listed in this Agreement. Provider will be entitled to recover any outstanding compensation earned as of the date of receipt of written notification form Purchaser of its termination of this Agreement.

5. Notices

All notices required or permitted hereunder shall be deemed effective if personally delivered or mailed by certified or registered mail, postage prepaid; return receipt required, to the last known addresses of the parties as set forth herein below or at such other addresses of which the party shall have received written notice. Notice shall be deemed effective when postmarked.

6. Non-Solicitation of Personnel

For the term of this Agreement and for a period of one (1) year from the termination of this Agreement, Purchaser shall not solicit or attempt to solicit

for any reason personnel employed by or under the contract with Provider. If the assigned speech/language pathologist under this Agreement, obtains full-time employment, part-time employment, and/or provides any services to Purchaser, either due to a breach of this Agreement or on or after the termination of this Agreement; Purchaser hereby agrees and acknowledges paying Provider liquidated damages in the amount of ten thousand dollars (\$10,000.00).

7. Miscellaneous

- A. This Agreement shall be governed by, construed, interpreted and enforced in accordance with the laws of the State of Illinois; provided, however, that the conflicts of law principles of the State of Illinois shall not apply to the extent they would operate to apply the laws of another state. Each of the parties agrees that jurisdiction and venue in the Circuit Court for the Lake County, Illinois or in the United States District Court for the Northern District of Illinois. Each of the parties agrees not to institute any litigation in any other jurisdiction or venue in connection with the dispute herewith. Each of the parties further agrees to waive any defense that Lake County, Illinois or the United States District Court for Northern District of Illinois is an improper or inconvenient court or venue for any litigation arising in connection herewith.
- B. This is the complete and total agreement of the parties and thereby superseded all other prior oral or written agreements. This Agreement will not be amended, modified or waived, in any respect whatsoever, unless expressly approved by the parties in writing. The provisions of this Agreement shall be severable and if any provision shall be prohibited by law, invalid or unenforceable in whole or in part for any reason, the remaining provisions shall remain in full force and effect.
- C. This Agreement shall be binding upon and inure to the benefit of Provider, its successors and assigns, and shall be binding upon, and inure to the benefit of the Purchaser, its successors and assigns.
- D. Both parties have had the opportunity to seek the advice of counsel.
- E. This Agreement may be executed in one or more counterparts, each of which shall be considered an original, and all of which taken together shall be considered one and the same instrument.
- F. All representations and warranties made by each party in this Agreement, and all covenants and obligations of each party which are to be performed after the termination of this Agreement, shall survive the termination of this Agreement.



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: Dan Stanley
CC: Dr. Scott Warren
Date: August 19, 2014
Re: Business Office Update

July 2014 Financial Reports

It is a new fiscal year! Included for you are the reports from the first month of Fiscal Year 2015.

Revenues totaled \$365,093.68, 1.2% of budget. July is a month of historically low revenue as tax receipts are usually received in September. Notable revenues include \$50,000 from the State of Illinois for the School Maintenance Grant program in which will go towards paying for the updated intercom system at Daniel Wright.

Expenditures totaled \$2,847,072.17, 9.5% of budget. At 8.3% through the fiscal year, salaries and benefits (79% of our budget) are 7.5% spent. Every July there are several annual payments made, including Property & Casualty Insurance, Apple Leases, Bus Leases, and various service agreements (i.e. My Learning Plan, aimsweb, TalentEd, ECRA, copiers, Aesop, Skyward, Haiku, Honeywell, website, etc.).

Total fund balances decreased \$2.5 million to \$18.7 million.

Investment Reports (NEW!)

Included is a draft of investment reports. These reports will be refined in the months to come. Any feedback will be helpful. Next month I will provide a more detailed explanation of the reports.

Tech Purchase Program

I would like to offer the Tech Purchase Program again for the 2014-2015 school year. The program went well last year and we recouped 100% of the funds spent. I have heard positive reactions from the people who participated. There have been many requests and inquiries if this program will be offered again. This is a great benefit to offer. Attached is the program description that we would continue to follow.

Revenue Report

7/31/2014

% of Fiscal Year Completed **8.3%**

	MTD July	YTD Actual	Fiscal Year 2015 Adopted Budget	Budget Balance	% Budget Received
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Education Fund

Local Revenue	269,291.86	269,291.86	24,196,000	23,926,708.14	1.1%
State Revenue	-	-	673,500	673,500.00	0.0%
Federal Revenue	-	-	165,500	165,500.00	0.0%
Subtotal Education Fund	269,291.86	269,291.86	25,035,000	24,765,708.14	1.1%
Total Education Fund	269,291.86	269,291.86	25,035,000	24,765,708.14	1.1%

Operations & Maintenance Fund

Local Revenue	22,739.98	22,739.98	2,410,600	2,387,860.02	0.9%
State Revenue	50,000.00	50,000.00	370,000	320,000.00	13.5%
Subtotal O & M Fund	72,739.98	72,739.98	2,780,600	2,707,860.02	2.6%
Transfers	-	-	-	-	No Bud
Total O&M Fund	72,739.98	72,739.98	2,780,600	2,707,860.02	2.6%

Debt Service Fund

Local Revenue	-	-	170,000	170,000.00	0.0%
Subtotal Debt Service Fund	-	-	170,000	170,000.00	0.0%
Transfers	-	-	413,435	413,435.00	0.0%
Total Debt Service Fund	-	-	583,435	583,435.00	0.0%

Transportation Fund

Local Revenue	18,062.58	18,062.58	1,430,800	1,412,737.42	1.3%
State Revenue	-	-	384,000	384,000.00	0.0%
Subtotal Transportation Fund	18,062.58	18,062.58	1,814,800	1,796,737.42	1.0%
Total Transportation Fund	18,062.58	18,062.58	1,814,800	1,796,737.42	1.0%

Retirement Fund

Local Revenue	4,994.44	4,994.44	833,600	828,605.56	0.6%
Subtotal Retirement Fund	4,994.44	4,994.44	833,600	828,605.56	0.6%
Total Retirement Fund	4,994.44	4,994.44	833,600	828,605.56	0.6%

Capital Projects Fund

Local Revenue	-	-	50,000	50,000.00	0.0%
Subtotal Cap. Projects Fund	-	-	50,000	50,000.00	0.0%
Transfers	-	-	-	-	No Bud
Total Cap. Projects Fund	-	-	50,000	50,000.00	0.0%

Working Cash Fund

Local Revenue	4.82	4.82	-	(4.82)	No Bud
Subtotal Working Cash Fund	4.82	4.82	-	(4.82)	No Bud
Total Working Cash Fund	4.82	4.82	-	(4.82)	No Bud

All Funds

Local Revenue	315,093.68	315,093.68	29,091,000	28,775,906.32	1.1%
State Revenue	50,000.00	50,000.00	1,427,500	1,377,500.00	3.5%
Federal Revenue	-	-	165,500	165,500.00	0.0%
Subtotal All Funds	365,093.68	365,093.68	30,684,000	30,318,906.32	1.2%
"On Behalf"/Transfers	-	-	413,435	413,435.00	0.0%
Total All Funds	365,093.68	365,093.68	31,097,435	30,732,341.32	1.2%

Expenditure Report

7/31/2014

% of Fiscal Year Complete: 8.3%

	MTD July	YTD Actual	Fiscal Year 2015 Adopted Budget	Budget Balance	% Budget Expensed
Education Fund					
Salaries	1,259,727.21	1,259,727.21	16,908,850.00	15,649,122.79	7.5%
Benefits	241,369.92	241,369.92	3,285,200.00	3,043,830.08	7.3%
Purchased Services	722,570.03	722,570.03	1,847,591.00	1,125,020.97	39.1%
Supplies	42,442.27	42,442.27	1,259,108.00	1,216,665.73	3.4%
Capital Outlay	29,060.94	29,060.94	193,000.00	163,939.06	15.1%
Other	16,246.12	16,246.12	859,050.00	842,803.88	1.9%
Non-Capitalized Equipment	3,690.00	3,690.00	26,000.00	22,310.00	14.2%
Termination Benefits	-	-	77,300.00	77,300.00	0.0%
Subtotal Education Fund	2,315,106.49	2,315,106.49	24,456,099.00	22,140,992.51	9.5%
Transfers	-	-	186,010.00	186,010.00	0.0%
Total Education Fund	2,315,106.49	2,315,106.49	24,642,109.00	22,327,002.51	9.4%
Operations and Maintenance Fund					
Salaries	77,369.68	77,369.68	875,600.00	798,230.32	8.8%
Benefits	13,365.94	13,365.94	165,700.00	152,334.06	8.1%
Purchased Services	8,144.53	8,144.53	235,600.00	227,455.47	3.5%
Supplies	7,268.95	7,268.95	127,000.00	119,731.05	5.7%
Capital Outlay	6,079.39	6,079.39	500,000.00	493,920.61	1.2%
Other	-	-	500.00	500.00	0.0%
Non-Capitalized Equipment	-	-	2,000.00	2,000.00	0.0%
Subtotal O&M Fund	112,228.49	112,228.49	1,905,900.00	1,793,671.51	5.9%
Transfers	-	-	227,425.00	227,425.00	0.0%
Total O&M Fund	112,228.49	112,228.49	2,133,325.00	2,021,096.51	5.3%
Debt Service Fund					
Purchased Services	-	-	1,200.00	1,200.00	0.0%
Other	156.15	156.15	582,235.00	582,078.85	0.0%
Subtotal Debt Service Fund	156.15	156.15	583,435.00	583,278.85	0.0%
Transfers	-	-	-	-	No Bud
Total Debt Service Fund	156.15	156.15	583,435.00	583,278.85	0.0%
Transportation Fund					
Salaries	44,224.91	44,224.91	908,000.00	863,775.09	4.9%
Benefits	32,858.53	32,858.53	338,500.00	305,641.47	9.7%
Purchased Services	235,522.29	235,522.29	387,300.00	151,777.71	60.8%
Supplies	5,789.88	5,789.88	160,000.00	154,210.12	3.6%
Other	-	-	700.00	700.00	0.0%
Non-Capitalized Equipment	-	-	5,000.00	5,000.00	0.0%
Subtotal Trans. Fund	318,395.61	318,395.61	1,799,500.00	1,481,104.39	17.7%
Transfers	-	-	-	-	No Bud
Total Trans. Fund	318,395.61	318,395.61	1,799,500.00	1,481,104.39	17.7%
Retirement Fund					
Benefits	101,185.43	101,185.43	1,141,165.00	1,039,979.57	8.9%
Subtotal Retirement Fund	101,185.43	101,185.43	1,141,165.00	1,039,979.57	8.9%
Total Retirement Fund	101,185.43	101,185.43	1,141,165.00	1,039,979.57	8.9%
Capital Projects Fund					
Capital Outlay	-	-	50,000.00	50,000.00	0.0%
Subtotal Cap. Projects Fund	-	-	50,000.00	50,000.00	0.0%
Total Cap. Projects Fund	-	-	50,000.00	50,000.00	0.0%
All Funds					
Salaries	1,381,321.80	1,381,321.80	18,692,450.00	17,311,128.20	7.4%
Benefits	388,779.82	388,779.82	4,930,565.00	4,541,785.18	7.9%
Purchased Services	966,236.85	966,236.85	2,471,691.00	1,505,454.15	39.1%
Supplies	55,501.10	55,501.10	1,546,108.00	1,490,606.90	3.6%
Capital Outlay	35,140.33	35,140.33	743,000.00	707,859.67	4.7%
Other	16,402.27	16,402.27	1,442,485.00	1,426,082.73	1.1%
Non-Capitalized Equipment	3,690.00	3,690.00	33,000.00	29,310.00	11.2%
Termination Benefits	-	-	77,300.00	77,300.00	0.0%
Subtotal All Funds	2,847,072.17	2,847,072.17	29,936,599.00	27,089,526.83	9.5%
Transfers	-	-	413,435.00	413,435.00	0.0%
Total All Funds	2,847,072.17	2,847,072.17	30,350,034.00	27,502,961.83	9.4%

LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
SUMMARY STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ALL FUNDS
MONTH ENDED JULY 31, 2014

	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	269,291.86	22,739.98	-	18,062.58	4,994.44	-	4.82	315,093.68	315,093.68
State Sources	-	50,000.00	-	-	-	-	-	50,000.00	50,000.00
Federal Sources	-	-	-	-	-	-	-	-	-
Total Revenues	269,291.86	72,739.98	-	18,062.58	4,994.44	-	4.82	365,093.68	365,093.68
EXPENDITURES									
Salaries	1,259,727.21	77,369.68	-	44,224.91	-	-	-	1,381,321.80	1,381,321.80
Benefits	241,369.92	13,365.94	-	32,858.53	101,185.43	-	-	388,779.82	388,779.82
Purchased Services	722,570.03	8,144.53	-	235,522.29	-	-	-	966,236.85	966,236.85
Supplies	42,442.27	7,268.95	-	5,789.88	-	-	-	55,501.10	55,501.10
Capital Outlay	29,060.94	6,079.39	-	-	-	-	-	35,140.33	35,140.33
Other	16,246.12	-	156.15	-	-	-	-	16,246.12	16,402.27
Non-Capitalized Equip.	3,690.00	-	-	-	-	-	-	3,690.00	3,690.00
Termination Benefits	-	-	-	-	-	-	-	-	-
Total Expenditures	2,315,106.49	112,228.49	156.15	318,395.61	101,185.43	-	-	2,846,916.02	2,847,072.17
Excess (deficiency) of revenues over expenditures	(2,045,814.63)	(39,488.51)	(156.15)	(300,333.03)	(96,190.99)	-	4.82	(2,481,822.34)	(2,481,978.49)
OTHER FINANCING SOURCES (USES)									
Transfers	-	-	-	-	-	-	-	-	-
State "On Behalf" Payments	-	-	-	-	-	-	-	-	-
Total other financing sources (uses)	-	-	-	-	-	-	-	-	-
Net changes in fund balances	(2,045,814.63)	(39,488.51)	(156.15)	(300,333.03)	(96,190.99)	-	4.82	(2,481,822.34)	(2,481,978.49)
Fund Balance: 06/30/2014	16,879,571.45	1,327,542.76	221,173.53	1,419,181.56	807,551.46	-	520,334.27	20,954,181.50	21,175,355.03
Fund Balance: 07/31/2014	\$ 14,833,756.82	\$ 1,288,054.25	\$ 221,017.38	\$ 1,118,848.53	\$ 711,360.47	\$ -	\$ 520,339.09	\$ 18,472,359.16	\$ 18,693,376.54

LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
DETAILED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ALL FUNDS
MONTH ENDED JULY 31, 2014

	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	
Bilingual	-	-	-	-	-	-	-	-	-
Transportation - Regular	-	-	-	-	-	-	-	-	-
Transportation - Spec. Ed.	-	-	-	-	-	-	-	-	-
Orphanage Tuition	-	-	-	-	-	-	-	-	-
Library Per Capital Grant	-	-	-	-	-	-	-	-	-
Other State Revenue	-	50,000.00	-	-	-	-	-	50,000.00	50,000.00
Total State Sources	-	50,000.00	-	-	-	-	-	50,000.00	50,000.00
Federal Sources									
Special Milk Program	-	-	-	-	-	-	-	-	-
Title I - Low Income	-	-	-	-	-	-	-	-	-
IDEA Preschool	-	-	-	-	-	-	-	-	-
IDEA Flow Through	-	-	-	-	-	-	-	-	-
IDEA Room & Board	-	-	-	-	-	-	-	-	-
Title II - Teacher Quality	-	-	-	-	-	-	-	-	-
Medicaid Reimbursement	-	-	-	-	-	-	-	-	-
Total Federal Sources	-	-	-	-	-	-	-	-	-
Total Revenues	269,291.86	72,739.98	-	18,062.58	4,994.44	-	4.82	365,093.68	365,093.68
EXPENDITURES									
Salaries									
Admin Salaries	118,167.92	8,962.12	-	7,570.44	-	-	-	134,700.48	134,700.48
Teacher Salaries	976,607.58	-	-	-	-	-	-	976,607.58	976,607.58
Extra Duty Stipends	34,368.00	-	-	-	-	-	-	34,368.00	34,368.00
Classified Salaries	130,583.71	68,407.56	-	36,654.47	-	-	-	235,645.74	235,645.74
Substitutes	-	-	-	-	-	-	-	-	-
Total Salaries	1,259,727.21	77,369.68	-	44,224.91	-	-	-	1,381,321.80	1,381,321.80
Benefits									
Transp. IMRF/SS/Medicare	-	-	-	8,918.14	-	-	-	8,918.14	8,918.14
TRS	27,829.21	-	-	-	-	-	-	27,829.21	27,829.21
IMRF	-	-	-	-	67,324.73	-	-	67,324.73	67,324.73
Social Security	-	-	-	-	18,190.77	-	-	18,190.77	18,190.77
Medicare	-	-	-	-	15,669.93	-	-	15,669.93	15,669.93
Medical Insurance	198,107.67	10,827.94	-	22,898.91	-	-	-	231,834.52	231,834.52
Life Insurance	3,274.92	134.76	-	240.40	-	-	-	3,650.08	3,650.08
Retiree Insurance	11,048.12	2,403.24	-	801.08	-	-	-	14,252.44	14,252.44
Tuition Reimbursement	1,110.00	-	-	-	-	-	-	1,110.00	1,110.00
Total Benefits	241,369.92	13,365.94	-	32,858.53	101,185.43	-	-	388,779.82	388,779.82
Purchased Services									
Professional Development	6,779.00	-	-	-	-	-	-	6,779.00	6,779.00
Consultation/Workshops	4,738.26	-	-	-	-	-	-	4,738.26	4,738.26
Data Processing	848.41	-	-	-	-	-	-	848.41	848.41

LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
DETAILED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ALL FUNDS
MONTH ENDED JULY 31, 2014

	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	
Auditing Services	-	-	-	-	-	-	-	-	-
Legal Services	3,282.30	-	-	-	-	-	-	3,282.30	3,282.30
Other Professional Services	455.00	-	-	846.44	-	-	-	1,301.44	1,301.44
Sanitation Services	1,276.33	-	-	-	-	-	-	1,276.33	1,276.33
Snow Removal	-	-	-	-	-	-	-	-	-
Rentals	255,132.20	451.90	-	227,042.00	-	-	-	482,626.10	482,626.10
Property Upkeep Services	-	7,692.63	-	945.92	-	-	-	8,638.55	8,638.55
Pupil Transportation Services	-	-	-	5,967.93	-	-	-	5,967.93	5,967.93
Travel	323.23	-	-	-	-	-	-	323.23	323.23
Student-Paid Trips	-	-	-	-	-	-	-	-	-
Telephone	2,384.16	-	-	-	-	-	-	2,384.16	2,384.16
Postage	4,505.92	-	-	-	-	-	-	4,505.92	4,505.92
Printing Services	200.80	-	-	-	-	-	-	200.80	200.80
Water/Sewer Services	1,624.78	-	-	-	-	-	-	1,624.78	1,624.78
Other Insurance	323,463.40	-	-	-	-	-	-	323,463.40	323,463.40
Other Purchased Services	5,805.10	-	-	720.00	-	-	-	6,525.10	6,525.10
Service Agreements	111,751.14	-	-	-	-	-	-	111,751.14	111,751.14
Total Purchased Services	722,570.03	8,144.53	-	235,522.29	-	-	-	966,236.85	966,236.85
Supplies									
General Supplies	8,684.20	6,744.89	-	5.47	-	-	-	15,434.56	15,434.56
Art Supplies	525.26	-	-	-	-	-	-	525.26	525.26
Paper Supplies	-	-	-	-	-	-	-	-	-
Spanish Supplies	1,378.29	-	-	-	-	-	-	1,378.29	1,378.29
Student-Paid Supplies	1,530.77	-	-	-	-	-	-	1,530.77	1,530.77
Science Supplies	69.55	-	-	-	-	-	-	69.55	69.55
Social Studies Supplies	-	-	-	-	-	-	-	-	-
English Language Arts Supplies	-	-	-	-	-	-	-	-	-
Math Supplies	-	-	-	-	-	-	-	-	-
Supplies - Other	119.88	-	-	-	-	-	-	119.88	119.88
Textbooks	16,927.07	-	-	-	-	-	-	16,927.07	16,927.07
Library Books	3,006.26	-	-	-	-	-	-	3,006.26	3,006.26
Periodicals	2,943.85	-	-	-	-	-	-	2,943.85	2,943.85
Fuel	-	524.06	-	5,420.43	-	-	-	5,944.49	5,944.49
Natural Gas	4,195.86	-	-	-	-	-	-	4,195.86	4,195.86
Electricity	1,835.49	-	-	-	-	-	-	1,835.49	1,835.49
Other Supplies	1,225.79	-	-	363.98	-	-	-	1,589.77	1,589.77
Total Supplies	42,442.27	7,268.95	-	5,789.88	-	-	-	55,501.10	55,501.10
Capital Outlay									
Capital Outlay	29,060.94	6,079.39	-	-	-	-	-	35,140.33	35,140.33
Building Improvements	-	-	-	-	-	-	-	-	-
Site Improvements	-	-	-	-	-	-	-	-	-
Total Capital Outlay	29,060.94	6,079.39	-	-	-	-	-	35,140.33	35,140.33

LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
DETAILED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ALL FUNDS
MONTH ENDED JULY 31, 2014

	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	
Other									
Principal	-	-	156.15	-	-	-	-	-	156.15
Interest	-	-	-	-	-	-	-	-	-
Dues and Fees	364.00	-	-	-	-	-	-	364.00	364.00
Tuition	11,288.12	-	-	-	-	-	-	11,288.12	11,288.12
Miscellaneous Objects	4,594.00	-	-	-	-	-	-	4,594.00	4,594.00
Total Other	16,246.12	-	156.15	-	-	-	-	16,246.12	16,402.27
Total Non-Capitalized Equipment	3,690.00	-	-	-	-	-	-	3,690.00	3,690.00
Total Termination Benefits	-	-	-	-	-	-	-	-	-
Total Expenditures	2,315,106.49	112,228.49	156.15	318,395.61	101,185.43	-	-	2,846,916.02	2,847,072.17
Excess (deficiency) of revenues over expenditures	(2,045,814.63)	(39,488.51)	(156.15)	(300,333.03)	(96,190.99)	-	4.82	(2,481,822.34)	(2,481,978.49)
OTHER FINANCING SOURCES (USES)									
Transfers	-	-	-	-	-	-	-	-	-
State "On Behalf" Payments	-	-	-	-	-	-	-	-	-
Total other financing sources (uses)	-	-	-	-	-	-	-	-	-
Net changes in fund balances	(2,045,814.63)	(39,488.51)	(156.15)	(300,333.03)	(96,190.99)	-	4.82	(2,481,822.34)	(2,481,978.49)
Fund Balance: 06/30/2014	16,879,571.45	1,327,542.76	221,173.53	1,419,181.56	807,551.46	-	520,334.27	20,954,181.50	21,175,355.03
Fund Balance: 07/31/2014	\$ 14,833,756.82	\$ 1,288,054.25	\$ 221,017.38	\$ 1,118,848.53	\$ 711,360.47	\$ -	\$ 520,339.09	\$ 18,472,359.16	\$ 18,693,376.54

LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
STATEMENT OF FINANCIAL POSITION
ALL FUNDS
JULY 31, 2014

	10 Education	20 Oper. & Maint.	30 Debt Services	40 Transportation	50 IMRF/SS	60 Capital Projects	70 Working Cash	Total Operating	Total All Funds
ASSETS									
US Bank - AP	831,970.50	535.96	221,017.38	390.29	203.09	-	-	833,099.84	1,054,117.22
US Bank - Payroll	7,870.11	402.96	-	713.02	-	-	-	8,986.09	8,986.09
US Bank - RevTrak	61,366.98	-	-	-	-	-	-	61,366.98	61,366.98
PMA - LIQ	2,070,433.42	-	-	-	-	-	-	2,070,433.42	2,070,433.42
PMA - MAX	480,717.44	610,035.89	-	629,583.00	162,619.90	-	171,623.85	2,054,580.08	2,054,580.08
PMA - Fixed Rate Investments	11,217,186.88	677,079.44	-	488,162.22	548,537.48	-	348,715.24	13,279,681.26	13,279,681.26
IIIT	19,354.51	-	-	-	-	-	-	19,354.51	19,354.51
Bank Financial	88,937.03	-	-	-	-	-	-	88,937.03	88,937.03
Imprest Fund	44,500.00	-	-	-	-	-	-	44,500.00	44,500.00
Petty Cash	500.00	-	-	-	-	-	-	500.00	500.00
TOTAL ASSETS	14,822,836.87	1,288,054.25	221,017.38	1,118,848.53	711,360.47	-	520,339.09	18,461,439.21	18,682,456.59
LIABILITIES & FUND BALANCE									
LIABILITIES									
Accounts Payable	3,160.00	-	-	-	-	-	-	3,160.00	3,160.00
Dental Insurance Payable	(6,413.76)	-	-	-	-	-	-	(6,413.76)	(6,413.76)
Flex Spending Account Payable	(7,666.19)	-	-	-	-	-	-	(7,666.19)	(7,666.19)
Tech Program Receivable	-	-	-	-	-	-	-	-	-
Total Liabilities	(10,919.95)	-	-	-	-	-	-	(10,919.95)	(10,919.95)
FUND BALANCE									
Fund Balance	14,833,756.82	1,288,054.25	221,017.38	1,118,848.53	711,360.47	-	520,339.09	18,472,359.16	18,693,376.54
Total Fund Balance	14,833,756.82	1,288,054.25	221,017.38	1,118,848.53	711,360.47	-	520,339.09	18,472,359.16	18,693,376.54
TOTAL LIABILITIES & FUND BALANCE	14,822,836.87	1,288,054.25	221,017.38	1,118,848.53	711,360.47	-	520,339.09	18,461,439.21	18,682,456.59

LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
TREASURER'S REPORT
ALL FUNDS
JULY 31, 2014

CASH BALANCE PER BOOKS

Educational Fund	14,822,836.87
Operations and Maintenance	1,288,054.25
Debt Service Fund	221,017.38
Transportation Fund	1,118,848.53
Retirement Fund	711,360.47
Capital Projects Fund	-
Working Cash Fund	<u>520,339.09</u>
TOTALS:	<u><u>\$ 18,682,456.59</u></u>

BANK BALANCES & INVESTMENTS

US Bank - AP	
Statement Balance	1,195,283.79
Less: Outstanding Checks	<u>141,166.57</u>
	\$ 1,054,117.22
US Bank - Payroll	
Statement Balance	19,402.88
Less: Outstanding Checks	<u>10,416.79</u>
	\$ 8,986.09
US Bank - Other	
RevTrak Account Balance	\$ 61,366.98
Imprest	44,500.00
Petty Cash	<u>500.00</u>
	106,366.98
PMA Financial Network	
ISDLAF - LIQ	2,070,433.42
ISDLAF - MAX	2,054,580.08
Fixed Rate Investments	<u>13,279,681.26</u>
	\$ 17,404,694.76
Illinois Inst Investors Trust	
CMF	19,354.51
Bank Financial	
Money Market	<u>88,937.03</u>
TOTALS:	<u><u>\$ 18,682,456.59</u></u>

Certified by:



Dan Stanley, Treasurer

LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
STATEMENT OF FINANCIAL ACTIVITY
ACTIVITY FUNDS
MONTH ENDED JUNE 30, 2014

Account	Beginning Balance	Deposits	Withdrawals	Ending Balance
Bank Interest	167.49	7.41	(6.47)	168.43
District Convenience	124.63			124.63
DW - Convenience	1,231.56			1,231.56
DW - NJHS	2,028.93			2,028.93
DW - Scholarship	1,571.63			1,571.63
DW - Student Council	5,709.19			5,709.19
DW - Toys for Tots	214.58			214.58
DW - Wright Track Club	38.33			38.33
DW - Yearbook	37,811.08	5,110.00		42,921.08
HD - Convenience	127.99			127.99
HD - Student Council	2,974.75			2,974.75
HD - Yearbook	18,297.86	1,220.00		19,517.86
SP - Convenience	85.47			85.47
SP - Yearbook	8,208.19	1,600.00		9,808.19
Total Accounts	78,591.68	7,937.41	(6.47)	86,522.62

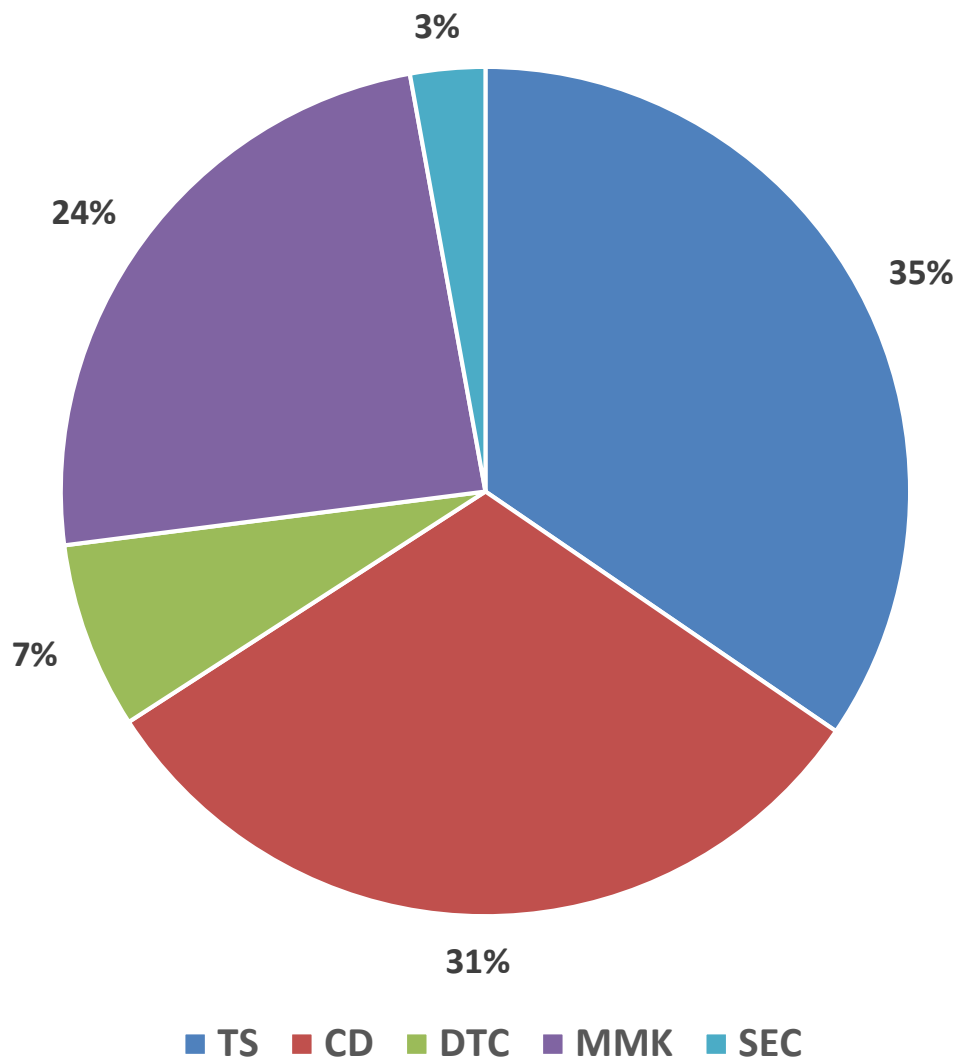
LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
INVESTMENT PORTFOLIO
JULY 31, 2014

Investment Type	Settle Date	Maturity Date	# of Days	Institution	Cost	Rate
Money Market	7/31/2014	7/31/2014		ISDLAF+ LIQ Account	2,070,433.42	0.010%
Money Market	7/31/2014	7/31/2014		Illinois Portfolio, IIIT Class	19,354.51	0.020%
Money Market	7/31/2014	7/31/2014		ISDLAF+ MAX Account	2,054,580.08	0.040%
Money Market	7/31/2014	7/31/2014		Bank Financial Public Funds	88,937.03	0.200%
Term Series	6/6/2014	8/26/2014	81	ISDLAF+ TERM SERIES	\$700,000.00	0.060%
Term Series	4/25/2014	8/26/2014	123	ISDLAF+ TERM SERIES	\$550,000.00	0.080%
Term Series	6/6/2014	9/22/2014	108	ISDLAF+ TERM SERIES	\$900,000.00	0.070%
Certificate of Deposit	4/23/2014	9/23/2014	153	FINANCIAL FEDERAL BANK	\$249,900.00	0.080%
Certificate of Deposit	4/23/2014	9/23/2014	153	BANK OF EAST ASIA	\$249,800.00	0.160%
Certificate of Deposit	4/4/2013	9/26/2014	540	PRIVATE BANK - MI	\$248,400.00	0.409%
Certificate of Deposit	4/4/2013	9/26/2014	540	BANK LEUMI USA	\$248,100.00	0.500%
Term Series	6/13/2014	10/10/2014	119	ISDLAF+ TERM SERIES	\$1,300,000.00	0.080%
Term Series	6/27/2014	10/28/2014	123	ISDLAF+ TERM SERIES	\$800,000.00	0.080%
Term Series	6/27/2014	11/24/2014	150	ISDLAF+ TERM SERIES	\$1,000,000.00	0.090%
DTC CD	12/5/2012	12/5/2014	730	Ally Bank Certificate of Deposit	\$248,234.10	0.702%
Certificate of Deposit	7/31/2014	3/10/2015	222	BOFI FEDERAL BANK	\$249,800.00	0.110%
Certificate of Deposit	6/5/2014	3/26/2015	294	IDB BANK- NY	\$249,700.00	0.143%
Certificate of Deposit	6/5/2014	3/26/2015	294	AFFILIATED BANK	\$249,700.00	0.143%
Certificate of Deposit	6/5/2014	3/26/2015	294	ENERBANK USA	\$249,600.00	0.150%
Certificate of Deposit	6/5/2014	3/26/2015	294	BANK OF THE OZARKS	\$249,600.00	0.156%
Certificate of Deposit	2/26/2014	4/10/2015	408	SONABANK	\$249,300.00	0.250%
Certificate of Deposit	2/26/2014	4/10/2015	408	REPUBLIC BANK OF CHICAGO	\$248,700.00	0.250%
Certificate of Deposit	6/5/2014	4/22/2015	321	ORRSTOWN BANK	\$201,900.00	0.150%
Certificate of Deposit	6/5/2014	4/22/2015	321	BANCO POPULAR NORTH AMERICA	\$82,600.00	0.150%
Certificate of Deposit	6/5/2014	4/22/2015	321	BANCO POPULAR NORTH AMERICA	\$83,000.00	0.150%
Certificate of Deposit	6/5/2014	4/22/2015	321	BANCO POPULAR NORTH AMERICA	\$84,000.00	0.150%
Certificate of Deposit	6/5/2014	4/22/2015	321	BANK OF CHINA	\$249,600.00	0.157%
Certificate of Deposit	6/5/2014	4/22/2015	321	FAR EAST NATIONAL BANK	\$249,500.00	0.200%
Certificate of Deposit	6/5/2014	4/22/2015	321	ONEWEST BANK, NA	\$249,400.00	0.270%
Term Series	6/13/2014	5/11/2015	332	ISDLAF+ TERM SERIES	\$800,000.00	0.160%
Certificate of Deposit	6/6/2013	6/8/2015	732	FIRST CAPITAL BANK	\$248,500.00	0.300%
Certificate of Deposit	6/6/2013	6/8/2015	732	FIFTH THIRD BANK	\$248,100.00	0.368%
Certificate of Deposit	6/10/2013	6/10/2015	730	VIRGINIA HERITAGE BANK	\$248,000.00	0.398%
Certificate of Deposit	6/12/2014	6/12/2015	365	UNITY NATIONAL BANK OF HOUSTON	\$249,400.00	0.212%
Certificate of Deposit	6/12/2014	6/12/2015	365	KANSAS STATE BANK OF MANHATTAN	\$249,300.00	0.243%
DTC CD	6/24/2014	6/24/2015	365	Bank Of Baroda Certificate of Deposit	\$249,496.45	0.200%
DTC CD	6/24/2013	6/24/2015	730	State Bank Of India NY Certificate of Deposit	\$249,237.36	0.552%
Certificate of Deposit	6/12/2014	12/9/2015	545	MIDLAND STATES BANK	\$51,300.00	0.205%
Certificate of Deposit	6/12/2014	12/9/2015	545	ROCKFORD B&TC	\$248,700.00	0.343%
DTC CD	6/11/2014	6/12/2017	1097	Discover Bank Certificate of Deposit	\$248,710.21	1.003%
DTC CD	6/11/2014	6/12/2017	1097	Goldman Sachs Bank USA Certificate of Deposit	\$248,710.21	1.003%
Security	6/5/2014	5/30/2019	1820	Federal Home Loan Mortgage Corporation Note	\$499,392.93	1.564%
					17,512,986.30	
Weighted Yield	0.672%					
Weighted Maturity	264.72					

LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103

INVESTMENT TYPE

JULY 31, 2014

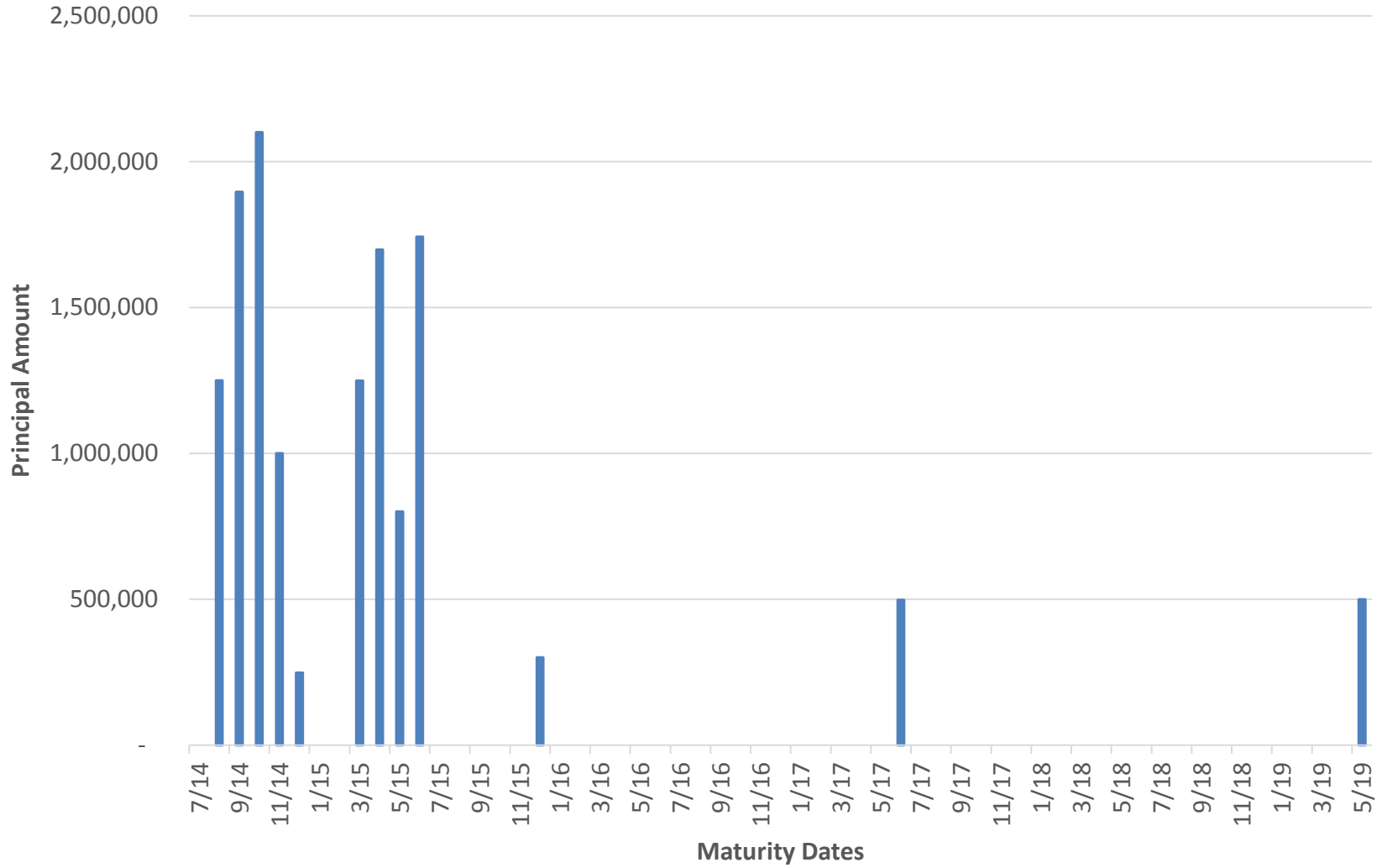


LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103

MATURITY DATES

JULY 31, 2014

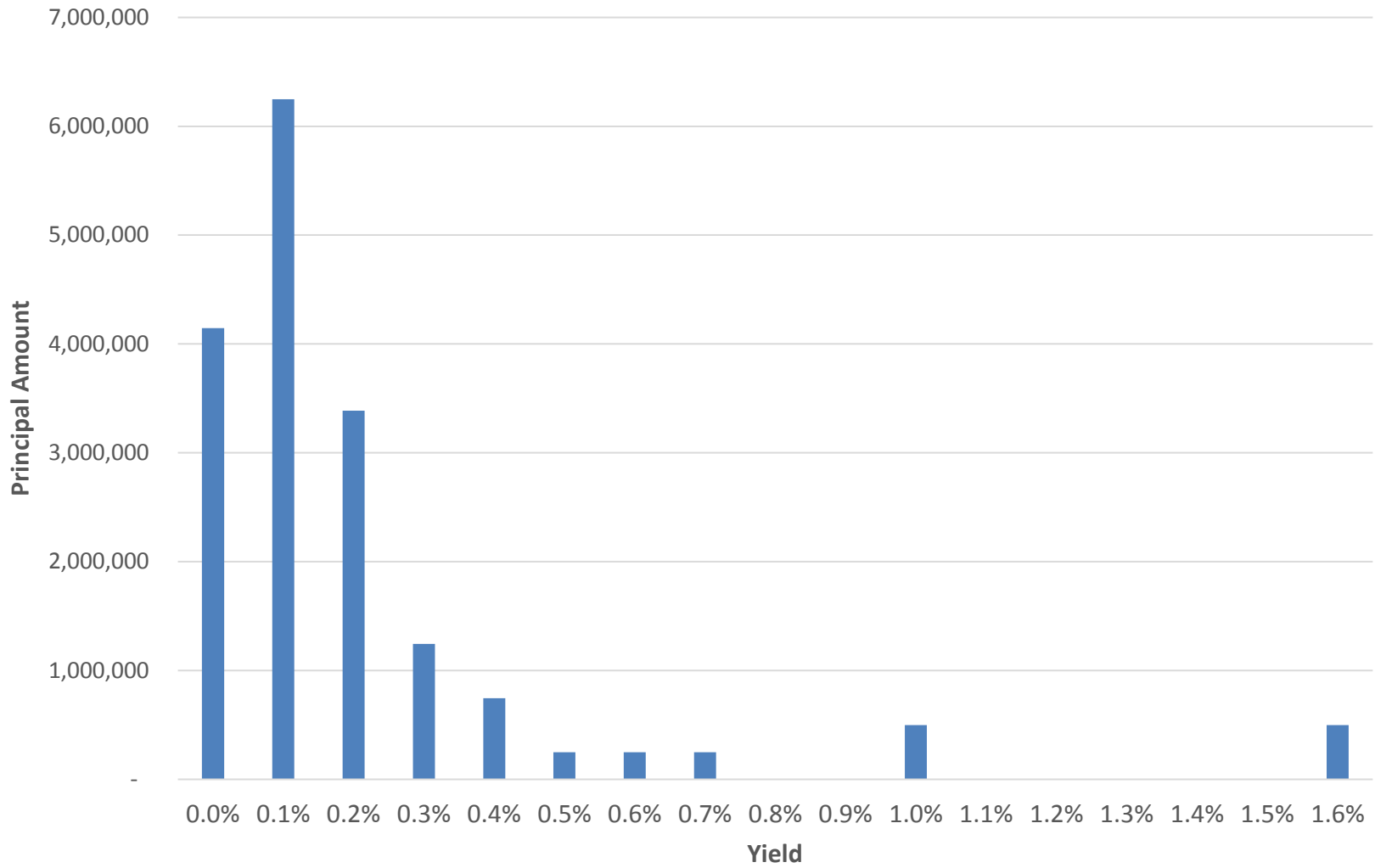
96



LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103

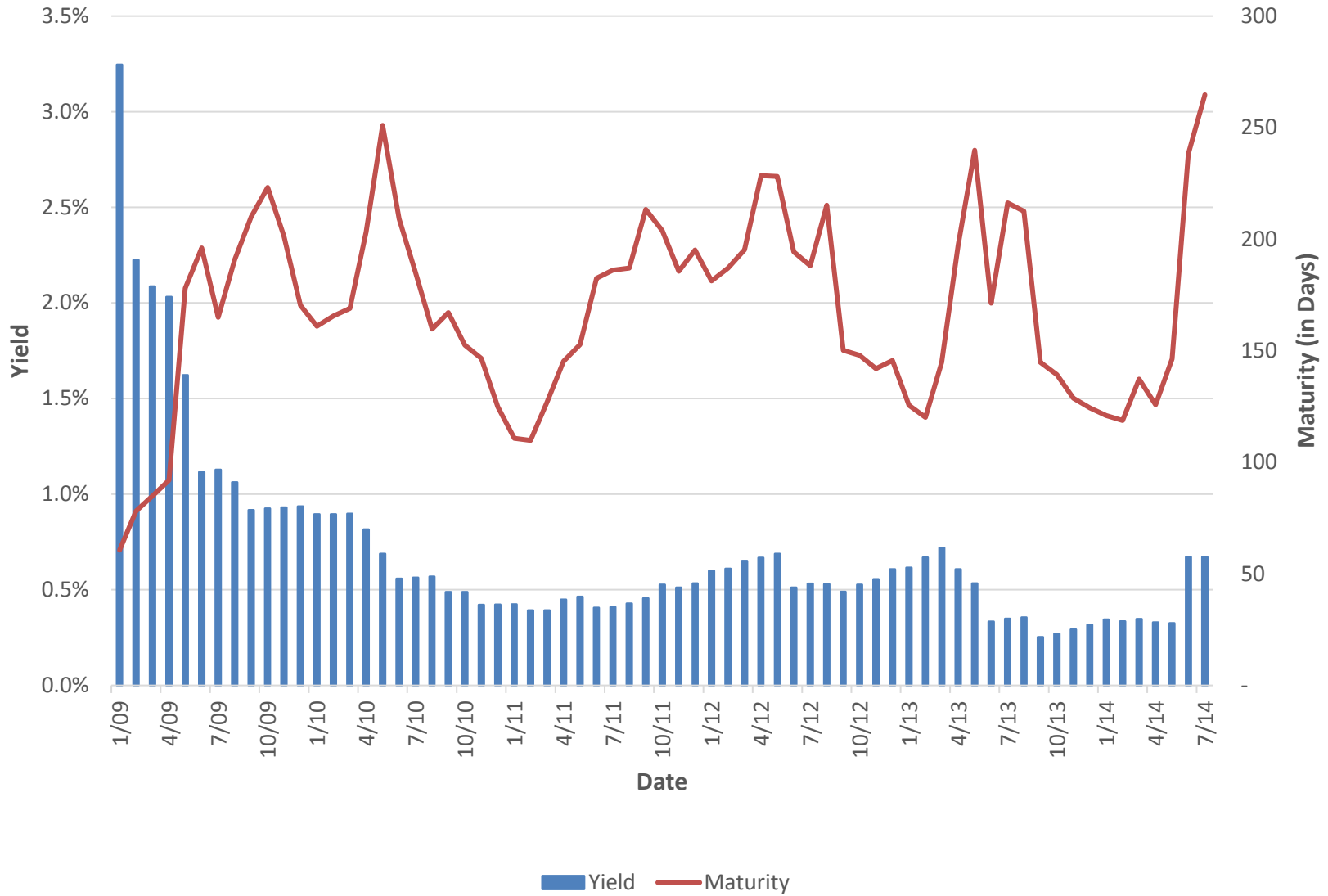
INTEREST RATES

JULY 31, 2014



LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103

YIELD VS. MATURITY HISTORY



76

Employee Technology Purchase Program

Lincolnshire-Prairie View School District 103

Purpose

The purpose of the Employee Technology Purchase Program is to advance the mission of the School District, ***to provide innovative learning experiences which empower each student to excel and make a difference in a diverse and interconnected world***, by providing staff with easier access to technology equipment. It is our belief that a new technology purchase program will provide some very important benefits. Specifically, an interest-free loan for staff members to buy devices/peripherals will extend technology skills and expertise with new systems and programs; and as a result, our students will benefit both in terms of instruction and in support of instruction.

Description

The Employee Technology Purchase Program is an interest-free cash advance in which employees may receive up to \$3,000 towards the purchase of technology devices/computer systems. The cash advance will be repaid through after-tax payroll deductions for up to June. Employees who leave the district before repaying the total amount will have the remaining balance deducted from their final paycheck. If the amount of the final paycheck is not enough to cover the remaining balance, the employee will pay the district the remaining amount before leaving.

Eligible Purchases

Eligible purchases include technology devices/computer systems that can enhance the classroom experience. Such purchases may include tablets (e.g. iPad, Surface, etc.), laptops (e.g. MacBook, Chromebook, etc.), desktops (e.g. iMac, etc.), and appropriate peripherals (e.g. monitor, mouse, keyboard, etc.).

Process

1. Employee buys the equipment.
2. Employee submits the receipt to the Business Office for approval.
3. If approved, the Business Office will fill out the form including the amounts of deductions and when they will start.
4. The employee will sign the agreement and the Business Office will cut the employee a check, advancing them the cash.
5. The employee will recoup the district each payroll until the full amount is paid back.



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

Memo

To: Board of Education
From: Katie Reynolds, Assistant Superintendent of Teaching and Learning
Julie Postma, Director of Student Services
Mark Westhoff, Director of Technology
CC: Dr. Scott Warren
Date: August 15, 2014
Re: Executive Summary

Curriculum & Instruction

- FY 2015 NCLB Grant Application (Title I and Title II) has been submitted to ISBE. The goal of Title I is to improve math and reading performance of students when assessments indicate they are at risk of not meeting grade level benchmarks. The goal for Title II is to enhance certified staff members' pedagogical knowledge through professional development.
- FY 2014 Final Expenditure reports have been submitted to ISBE for Title I, II and III. The final expenditure reports inform ISBE of how much money was spent from the grant budget and in turn how much money they need to voucher back to the district.
- New Staff Orientation was held Monday, August 11th and Tuesday, August 12th, 2014. Eighteen certified staff members participated in the orientation, which was held at Daniel Wright and Half Day School. New staff members were introduced to district and building administration, members of PTO, OMMPa, LFF, Board of Education, the Association Co-Presidents, and the Rivershire Coordinator. Topics for presentations included; how to create classroom environments that embrace 21st Century learning, the role of student services, technology, the enrichment learning model, the mission of Rivershire, SMARTBoard training, the role of the PTO, OMMPA and LFF, My Learning Plan, AESOP, and MAP. Evaluation results were very positive for both days. On Wednesday, August 13th staff met with building principals at their assigned buildings for building specific training and on Thursday, August 14th, special education staff met with Julie Postma and Gina Finaldi-Schmidt.
- After reviewing the number of hours students in grades 3-8 will spend taking assessments in the spring, the administrative team has decided to revise the Spring MAP testing schedule. It is reported that PARCC assessments will take at

least 8-10 hours of instructional time as compared to the 6-7 hours ISAT required. Administrators started to discuss the idea at the administrative retreat in July, but it wasn't until the team met with ECRA in August and was assured that effective student growth data can be obtained without administering MAP assessments to all students, that a final decision was made. Historical data from MAP and ISAT and spring PARCC data will be used in grades 3-8 to provide growth data for students. Administering MAP once a year in the fall provides ample data points to determine student growth. The revised MAP schedule is detailed in the chart below.

Dates	Assessment	Who
September 8, 2014 to September 19, 2014	Fall MAP	Grades 2-8 (All Subjects)
January 12, 2015 to January 16, 2015	Winter MAP	Selected Students
March 9, 2015 to April 3, 2015	PBA PARCC (3 ELA Sessions & 2 Math Sessions)	Grades 3-8
April 27, 2015 to May 22, 2015	EOY PARCC (3 ELA Sessions & 2 Math Sessions)	Grades 3-8
April 27, 2015 to May 8, 2015	Spring MAP	Grade 2 (All Subjects) Grades 4-7 (Math Only)

- I recently sent an update to the ELM Review committee outlining the work we will complete this school year. As you are aware, last year the committee decided to stay with a multi-tiered program model and agreed to a vision for the program. The committee also identified student assessments, clarity of program description, staffing and communication as continued areas of need. This year, the committee will seek solutions to the issues cited above and submit a final report to the Board of Education in January. While it is important that all committee members have a voice in the decisions communicated in the final report, it is very difficult to write a report with a large number of people. In order to accomplish this task, I will meet with the ELM teachers twice a month to create drafts of the different components of the report. The drafts will then be emailed to the whole committee for review. Once a month, the committee will meet after school to finalize the draft sections. The draft sections will be Description of Services, Student Assessment Plan, Staffing, Space Needs, Budget, Program Assessment, Communication Plan and Implementation Timeline. This summer I met with Laura Belchenko who sits on the ISBE Gifted Education Advisory Council and frequently presents for the National Association of Gifted Children. I have invited Laura to join some of the committee meetings, her knowledge and expertise will be invaluable to the work of our committee.

Special Education

- Our department has filed three reimbursement claims during August. These include the Personnel Reimbursement Claim, Xcess Cost Claim and the Private Placement Claim. These are reimbursements to the district related to the cost of special education personnel, to expenditures in excess of a defined per pupil expenditure for special education students and to expenditures above a specific baseline for students who are placed in private therapeutic day schools. All of the reimbursements are a portion of the actual expense the district incurs.
- Several of our special education teams were involved in summer workshops specifically related to special education again this year. These workshops addressed the following: assistive technology for special education students and the use of technology with special education students; the development of resources to support building more independent “student skills” in our special education population and several workshops related to modification of curriculum and the environment to support students with disabilities within the educational setting. All of these workshops support increased student independence and student growth. In addition, a significant number of special education staff attended workshops related to district wide curriculum.
- We have been preparing to implement two new English Language Arts curriculums for students who require a replacement curriculum. We will be implementing Wonder Works; the intervention program related to the district-wide ELA curriculum adoption of Wonders, in grades three and four. There are currently not any identified fifth grade students who require this replacement curriculum. In grades six and seven we will be implementing the Language Live curriculum for English Language Arts as our replacement curriculum. The research related to student growth with this curriculum is very impressive. In addition, this curriculum is aligned with common core and provides a rigorous instructional base that will prepare our special education students with the same skills we expect all students to learn.
- We have had nearly an equivalent number of students with disabilities withdraw from District 103 as we have had newly enroll within the District. Several of the students enrolling appear to have significant needs.
- We are excited to welcome a new full time early childhood teacher, a full time speech and language pathologist (filling a leave of absence that will begin in Fall, 2014 and extend until June, 2016) and a new part time physical therapist join the District. They participated in the new teacher orientation and a separate orientation/training for special education staff this past week.
- Gina and I attended the Director’s Summit in late July. This was an excellent national conference related to legal trends in special education, as well as best practice. I also attended the Illinois Director’s Conference in Springfield in August. Much of the focus was on the new accessibility and accommodations related to PARCC and DLM (Dynamic Learning Maps.) DLMs are the

assessment related to common core for students with significant cognitive disabilities.

- We have been working closely with the transportation department finalizing transportation for the students whose educational placement is outside of the district and for our early childhood students with IEPs. The great majority of our students will be transported on district buses, with a few transported by cab. We continue to work with the elementary districts in the consortium to have our students “share rides” whenever possible. This practice allows for increased cost efficiency and also increases the number of students who are on buses in comparison to cabs.

Technology

- The tech staff has been working hard in preparations for the start of school. Computers, smartboards, projectors, iPads, and other items have been updated and configured. Data has been uploaded to the numerous systems we use, and we are updating these daily. We are also preparing data files for the upcoming fall M.A.P. testing.
- At Daniel Wright one of the computer labs was halved in order to make an additional room. The new computer lab (which makes up half the old room) is ready to go for the new school year.
- Teachers and principals met during recent 1:1 workshops to discuss communication on 1:1 teaching and learning to parents during the beginning of the year, including curriculum nights. Everyone was in agreement that our communications need to be consistent.
- iPad orientation and check-in occurred during the week of August 11. The process worked well. We took some notes on items and processes that we may change for next spring-summer in preparation for the 2015-16 school year.
- Network upgrades are mostly finished. Yet to be installed is our new network appliance monitoring software. Once installed, this software should give us data on how to tweak specific segments of the network in order to optimize performance and relieve bottlenecks.



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: August 15, 2014
Re: Parent-Student Handbook

Attached is the 2014-2015 Parent Student Handbook for your review. As mentioned in the July Executive Summary the District has a subscription to the Illinois Principals Association that provides us with required ISBE updates. There are four required changes to the handbook based on school code changes:

- Attendance Public Act 98-544 (Effective 7-1-14) lowers the compulsory attendance age for student from age 7 (on or before September 1) to age 6 (on or before September 1.) This handbook procedure is updated to comply with the new compulsory law.
- Preventing Bullying, Intimidation, Teen Dating Violence and Harassment This handbook procedure has been updated to comply with changes the PRESS Policy. The handbook procedure has also been updated to include a prohibition against teen dating violence, as required by Public Act 98-190 (effective 8-6-13).
- Access to Student Social Networking Passwords & Websites Public Act 98-129 (effective 1-1-14) requires schools to publish in their disciplinary rules circumstances in which the school may require access to social networking passwords or websites. These new handbook procedures implement this law.
- Sex Education Instruction Pursuant to Public Act 98-441, sex education must be age appropriate, medically accurate and discuss both abstinence and contraception as a means to prevent pregnancy and sexually transmitted diseases. The revision to sex education directs districts that teach sex education in any of grades 6 through 12, to provide lessons or curriculum with content that is medically accurate, evidence-based, with equal emphasis to abstinence and contraception as ways to prevent pregnancy and sexually transmitted infections.

In addition to the required changes, this year the Parent Student Handbook will be made available to parents electronically via the District website. There were also substantial language changes to the Electronic Devices/Bring Your Own Technology (BYOT) Guidelines on page 14, based on feedback from staff, administrators and the Parent Advisory Council.

District



103



Parent - Student Handbook

2014/2015



**Lincolnshire-Prairie View
School District 103**

1370 N. Riverwoods Road

Lincolnshire, IL 60069

(847) 295-4030 phone

(847) 295-9196 fax

Ask103@d103.org

www.d103.org

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<https://twitter.com/District103>

INTRODUCTION

We are pleased to provide the School District 103 *Parent/Student Handbook* for 2014/2015. The Board of Education, administration, and staff are dedicated to providing the best possible instructional program for every student. The more parents and students are aware of the goals, aspirations and operations of their schools, the greater the possibility for mutual cooperation and positive support for one another.

Within the following pages you will find some of our District's regulations, an explanation of the various services we provide, as well as our expectations for the education of your child. We hope you will find this information to be valuable. This handbook is a summary of Board policies and procedures governing the District and is not a comprehensive statement of school procedures. The Board's comprehensive policy is available to the public at the District 103 Administration office and is also accessible online at www.d103.org. This handbook may be amended during the year without notice. All persons who are expected to execute and comply with policies and procedures will be notified. All parents/guardians and students are required to indicate their review of the Parent/Student Handbook to promote a better understanding of our school rules and expectations.

We look forward to serving you and your children throughout the school year. We welcome your suggestions and concerns, so that we can provide the educational program you desire for your children.

Lincolnshire-Prairie View School District 103
Board of Education

District 103 Background

Lincolnshire-Prairie View School District 103 is a nationally recognized, award-winning elementary district located in Lake County, IL. The school district serves approximately 1,650 students from the communities of Lincolnshire and Prairie View and portions of Buffalo Grove, Vernon Hills, Mettawa, Riverwoods and Lake Forest.

The District serves students through three schools: Laura B. Sprague School for students in Early Childhood-grade 2; Half Day School for students in grades 3-4; and Daniel Wright Junior High School for students in grades 5-8. The administrative center for the District is located at 1370 N. Riverwoods Road in Lincolnshire, IL. For more information about District 103 and its award winning schools, contact (847) 295-4030, visit www.d103.org, or send an e-mail message to Ask103@d103.org. Like our page on Facebook at www.facebook.com/District103, and follow us on Twitter at <https://Twitter.com/District103>.



Welcome to School District 103!

MISSION STATEMENT

Our Board of Education and school community are committed to this mission:

To provide innovative learning experiences which empower each student to excel and make a difference in a diverse and interconnected world.

CORE VALUES

- Academic Excellence
- Meeting Individual Student Needs
- Social Responsibility
- Global Preparedness
- Continuous Improvement
- Safe and Healthy Environment
- Long Term Perspective
- Partnership Among All Stakeholders

VISION 2015 - STRATEGIC PLANNING

Vision 2015 provides the framework for long-range, strategic planning for District 103. This plan is based on input from community members and stakeholders to help guide the process as we work to continuously improve the educational experience for all of our students. The Vision 2015 document is accessible on the district website at <http://www.d103.org/strategicplan>.

This fall, District 103 will begin a strategic planning process to chart the course for the district for the next five years. The process will include gathering input from all stakeholders as we determine the priorities that will enhance learning for all students.

QUALITY LEARNING ACTION PLAN (QLAP)

The framework for QLAP goals involves the community, Board of Education, administration, teachers and students. The annual QLAP sets a direction, outlines specific school and district goals, defines how goals will be achieved, identifies reporting timelines, and evaluates results. QLAP goals are SMART: Strategic and Specific; Measurable; Attainable; Results-Oriented, and Timebound. The Board of Education annually reviews and approves the QLAP.



SCHOOL DISTRICT 103 HONORS & AWARDS

U.S. Department of Education

All three District 103 schools are nationally recognized for excellence in education as Blue Ribbon Schools. Most recently, Daniel Wright Junior High and Half Day Schools received recognition as 2010 Blue Ribbon Schools.

National Board Certification®

Twenty-two District 103 staff members have achieved this prestigious recognition from the National Board for Professional Teaching Standards.

2013 Bright Red Apple™ Award for Educational Excellence

District 103 is 1 of 12 elementary districts in Lake County to receive this recognition by SchoolSearch™.

2013 SchoolSearch™ Bright A+ Award

District 103 is 1 of only 7 elementary districts in Lake County to receive this award.

Academic Excellence Awards

District 103 schools are consistently recognized with Academic Excellence Awards as Illinois Honor Roll Schools. In fact, in 2013, Half Day School was recognized with this award for the 10th consecutive year.

Financial Recognition

District 103 earned the Financial Recognition Award from the State of Illinois for 10 consecutive years. This is the “highest category of financial strength” as determined by the Illinois State Board of Education.

SCHOOL DISTRICT 103 ACHIEVEMENT

District & School Report Cards

In March 2013, students in grades 3-8 participated in the Illinois Standards Achievement Test (ISAT) in reading and mathematics. Students in grades 4 and 7 also completed tests in science.

Students in District 103 and each of its schools performed extremely well on the 2013 ISATs. As a District, 93% of all students performed in the meets or exceeds categories in the area of reading, while 94% of our students performed in the meets or exceeds category in mathematics.

Web links to the District and school report cards are available on the District website at www.d103.org under the “About Us” tab (The 2014 School Report Cards will not be available from the State until the end of October.) An interactive resource for comparisons is available at <http://illinoisreportcard.com/>.

Board Of Education

Gary Gordon, President	2015
Chris Curtis, Vice President	2015
Kate Harper	2017
Sandy Simon	2017
Sherri Thomas	2017
Ann van Gerven	2017
Ben Yomtoob	2015

(The year following each board member’s name indicates the end of the term of service.)

The Board of Education represents and serves the residents of the community in an effort to provide the best educational program possible for our young people.

The Board determines policies and long-range district performance goals, employs and supervises the superintendent, responds to recommendations regarding curriculum, major projects, personnel and facilities, and adopts a yearly budget.

The Board of Education holds regular meetings on the third Tuesday of each month at 7:00 p.m., unless noted otherwise. Board meetings are held in the Learning Center of Daniel Wright Junior High School, 1370 N. Riverwoods Road, Lincolnshire, IL, unless noted otherwise. Agendas, Minutes, Board policies, and participation guidelines are regularly updated and available on the District 103 website: www.d103.org. Board of Education and Committee of the Whole (denoted with *) meetings for 2014/2015 will be held on the following dates:

- July 15, 2014
- August 19, 2014
- September 2*, and September 16, 2014
- October 7*, and October 21 (Sprague School), 2014
- November 18, 2014
- December 2*, and December 16, 2014
- January 20, 2015
- February 3*, and February 17 (Half Day School), 2015
- March 3*, and March 17, 2015
- April 7*, and April 21, 2015
- May 5*, and May 19, 2015
- June 2*, and June 16, 2015

For more information, please contact the Board Secretary, Norma Taylor, at (847) 295-4030.

Accommodating Individuals with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or school principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

CONTACTS - DISTRICT ADMINISTRATION

Administrative Center and Business Office

School District 103
 1370 N. Riverwoods Road
 Lincolnshire, Illinois 60069
 phone: (847) 295-4030
 fax: (847) 295-9196
 URL: <http://www.d103.org>
 email: Ask103@d103.org

- Scott H. Warren**, Ed.D., Superintendent
swarren@d103.org
- Dan Stanley**, Assistant Superintendent for Business
dstanley@d103.org
- Katie Reynolds**, Assistant Superintendent for Curriculum and Instruction
kreynolds@d103.org
- Judith Frank-Gonwa**, Ed.D., Director of Curriculum
jfrankgonwa@d103.org
- Julie Postma**, Director of Student Services
jpostma@d103.org
- Gina Finaldi-Schmidt**, Ph.D., Asst. Director of Student Services
gfinaldi-schmidt@d103.org
- Mark Westhoff**, Director of Technology
mwesthoff@d103.org
- Scott Gaunky**, Director of Facilities
sgaunky@d103.org
- Kim Sylvan**, Communications Coordinator
ksylvan@d103.org

District 103 Transportation Center

1370 N. Riverwoods Road
 Lincolnshire, Illinois 60069
Anthony Mendoza, Director
 (847) 295-8258
amendoza@d103.org

CONTACTS (continued)

Laura B. Sprague School

2425 Riverwoods Road
 Lincolnshire, Illinois 60069
 phone: (847) 945-6665
 fax: (847) 945-6718
 absences: (847) 945-6686
 URL: <http://www.sp.d103.org>

EC-Grade 2



Daniel Wright Junior High School

1370 N. Riverwoods Road
 Lincolnshire, Illinois 60069
 phone: (847) 295-1560
 fax: (847) 295-7136
 absences: (847) 604-5280
 URL: <http://www.dw.d103.org>

Grades 5-8



Christine Adler, Ed.D, Principal
cadler@d103.org

Michelle Blackley, Principal
mblackley@d103.org

Half Day School

239 Olde Half Day Road
 Lincolnshire, Illinois 60069
 phone: (847) 634-6463
 fax: (847) 634-1968
 absences: (847) 634-1484
 URL: <http://www.hd.d103.org>

Grades 3-4



Julie Bodeen, Assistant Principal
jbodeen@d103.org

Melody Littlefair, Assistant Principal
mittlefair@d103.org

All buildings in School District 103 are handicapped accessible and conform with American Disabilities Act 504.

Jill Mau, Principal
jmau@d103.org

FALL 2014 CURRICULUM NIGHTS FOR PARENTS/GUARDIANS

Sprague School

Early Childhood Aug. 25 6:30 pm (am class)
 Aug. 25 7:15 pm (pm class)
 Grade K Sept. 3 7:00 pm
 Grade 1 Sept. 4 7:00 pm
 Grade 2 Aug. 26 7:00 pm

Half Day School

Grade 3 Aug. 27 7:15 pm
 Grade 4 Aug. 27 6:00 pm

Daniel Wright Junior High School

Grades 5 & 6 Aug. 28 6:30 pm
 Grades 7 & 8 Sept. 11 6:30 pm

SPRING 2015 OPEN HOUSE & PORTFOLIO REVIEWS

Sprague School

Grade K May 14
 Grade 1 May 28 1:45 pm
 (Portfolio Share & Show)
 Grade 2 (Show) May 7 1:45 pm
 (Portfolio Share Follows)

Half Day School

Grade 3 Apr. 22 7:00 pm
 Grade 4 Apr. 23 7:00 pm

Daniel Wright Junior High School

Grades 5 & 6 Apr. 16 6:30 pm
 Grades 7 & 8 Apr. 16 6:30 pm

ACADEMIC CALENDAR 2014/2015

Aug. 18	Kindergarten Bus Orientation	Jan. 5	School Resumes
Aug. 19 & 20	No School for Students- Teacher Institute Day	Jan. 19	No School - Martin Luther King, Jr. Birthday
Aug. 20	Classroom Visitation Gr 1 & 2 (8:30-9:30 am) Gr 3 & 4 (8:15-9:15 am) Gr 5 (8:00-9:00 am)	Feb. 16	No School - Presidents' Day
Aug. 21	First Day of School (half day of classes) Early Dismissal (Daniel Wright 10:50 am, Half Day & Sprague 12:05 pm)	Feb. 17	No School for Students - Teacher Institute Day
Aug. 22	First Full Day of School Grades K-4 (9:00 am-3:30 pm) Grades 5-8 (7:50 am-2:35 pm)	Mar. 2	No School - Casimir Pulaski Day
Sept. 1	No School - Labor Day	Mar. 12	Early Dismissal-Professional Development Grades K-4 (9:00 am-12:05 pm) Grades 5-8 (7:50 am-10:50 am) Parent/Teacher Conferences: Grades K-4 (2:00 pm-9:00 pm) Grades 5-8 (2:00 pm-8:00 pm)
Sept. 25	No School - Rosh Hashanah	Mar. 13	No School for Students Parent/Teacher Conferences: (9:00 am-12:00 pm)
Oct. 10	No School - Teacher Institute Day	Mar. 30-Apr. 3	No School - Spring Break
Oct. 13	No School - Columbus Day	Apr. 6	School Resumes
Nov. 10	No School - Not in Attendance	May 25	No School - Memorial Day
Nov. 11	No School - Veteran's Day	May 29	Early Dismissal-Professional Development Grades K-4 (9:00 am-12:05 pm) Grades 5-8 (7:50 am-10:50 am)
Nov. 24	Early Dismissal-Professional Development Grades K-4 (9:00 am-12:05 pm) Grades 5-8 (7:50 am-10:50 am) Parent/Teacher Conferences: Grades K-4 (2:00 pm-9:00 pm) Grades 5-8 (2:00 pm-8:00 pm)	June 3	Last Day of School if no emergency days are used
Nov. 25	No School for Students Parent/Teacher Conferences: (9:00 am-12:00 pm)		
Nov. 26-28	No School - Thanksgiving Holiday		
Dec. 22-Jan. 2	No School - Winter Break		

Approved February 25, 2014 by the Board of Education

NEW STUDENT REGISTRATION

Kindergarten

All children in the State of Illinois must be five years of age on or before September 1st in order to be admitted to kindergarten. The child's birth certificate or alternative, as stated at right must be presented as proof of age and identity.

Grades K-8

Parents may register a new student any time during the year by completing a registration form, presenting either a transfer slip or the most recent report card from the child's former school district, a birth certificate, and proof of residency. Parents will be asked to sign a release form giving District 103 permission to secure the student's record from his or her previous school.

Birth Certificate

Any person enrolling a student in School District 103 for the first time, at any grade level, must provide the school with a certified copy of the student's birth certificate or other reliable proof of the student's identity and age, including an affidavit explaining the inability to produce a copy of the birth certificate. Other reliable proof of the student's identity and age shall include a passport, visa, or other governmental documentation.

Residency Verification

State law requires school districts to verify their students reside within the district's boundaries. We verify residency when a student first enters a District 103 school.

Homeless Student Registration

When a child loses permanent housing and becomes homeless as defined by law, the child is still eligible to register (see Student Information for more information).

PHYSICAL/DENTAL/VISION EXAMS: REQUIRED HEALTH EXAMINATIONS & IMMUNIZATIONS

All students are required to present appropriate proof that he/she received a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

- Entering Kindergarten or the first grade;
- Entering the sixth and ninth grades; and
- Enrolling in an Illinois school for the first time, regardless of the student's grade.

Included as part of the health examination is a diabetes screening (diabetes testing is not required) for students and a statement from a physician assuring "risk-assessed" or screened for lead poisoning (until the age of six years).

Evidence of immunity against the following diseases must be submitted: Polio, Diphtheria, Pertussis, Tetanus, Measles, Mumps, Rubella, Hepatitis B, Haemophilis Influenza Type B and Varicella.

Failure to comply with the above requirements by the first day of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization prior to the first day of school, the student must present, by the first day of school, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Vision Examination

All students entering Kindergarten, or upon first entry to an Illinois school must present proof of an eye examination performed within one year prior to entry into Kindergarten or the Illinois school. Failure to present proof by October 15th allows the school to hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15th. Required medical forms can be found on the district website at <http://www.d103.org/page.cfm?p=2651>.

Dental Examination

All children entering Kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15th of the current school year. Failure to present proof allows the school to hold the child's report card until the student presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15th.

Exemptions

A student will be exempted from the aforementioned requirements for:

- Religious grounds if the student's parent/guardian presents to the school principal a signed statement explaining the objection;
- Medical grounds if a physician provides written verification explaining the medical reasons for exemption;
- Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
- Dental examination requirement if the student's parent/guardian shows an undue burden or lack of access to a dentist.

Sports Physicals

All students enrolled at Daniel Wright Junior High School who participate in any of the interscholastic athletic programs must have on file a recent physical examination indicating the absence of health conditions, which might prohibit very active physical activity.

A current physical examination must be on file in the nurse's office PRIOR to students trying out for any athletic activity at Daniel Wright Junior High School. The sports physical examination is valid for 395 days from the date of the examination. The ISEA sports physical form is available on the Daniel Wright web site under "parent" (click on "Health & Wellness Forms"). The Illinois Certificate of Child Health Examination is also an accepted form for sports participation.

FEES AND SUPPLIES 2014/2015

The Board of Education has established the following student school fee schedule:

Early Childhood

\$92.00 registration, technology fees & classroom project fees

Early Childhood Blended

\$2,143.00 registration, technology fees & classroom project fees

Kindergarten (half-day)

\$92.00 registration, technology fees & classroom project fees

Kindergarten (full-day)

\$3,383.00 registration, technology fees & classroom project fees

Grades 1 & 2

\$151.00 registration, technology fees & classroom project fees

Grade 3

\$151.00 registration, technology, assignment notebook and take-home folder fees

Grade 4

\$151.00 registration, technology, assignment notebook and take-home folder fees

Grades 5 & 6

\$147.00 registration, technology, assignment notebook and activity/PASS bus fees

Grade 7

\$147.00 registration, technology, assignment notebook and activity/PASS bus fees

Grade 8

\$147.00 registration, technology, assignment notebook, graduation gown and activity/PASS fees

Co-Curricular Activity Costs

Co-curricular activity costs are covered by the activity/PASS bus fee, which is part of the Daniel Wright Junior High School registration costs.

Gym Uniforms & Locks

Students in grades 7 and 8 may purchase physical educational uniforms and gym locks at cost from the physical education teachers.

Fines, Fees, and Charges: Waiver of Student Fees: Free and Reduced Lunch

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if at least one of the following prerequisites is met:

- The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
- The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

Contact the building principal or the District 103 Administration Office for information regarding the Fee Waiver Policy at (847) 295-4030.

(School Board Policy 4:140)

Pupil Insurance

Parents may purchase accident insurance to provide coverage for pupils in school and while engaged in activities associated with school attendance. You can access insurance information at the District 103 Administration Office or on the virtual backpack at www.d103.org/virtualbackpack.



COMMUNICATIONS

School news and pictorial features, highlights of Board of Education meetings, and other special activities are posted frequently to our websites. We also post informational flyers daily on our virtual backpack. By subscribing to our online calendars and news posts, families can stay up to date on what is happening at school and across the district.

Be sure to visit and bookmark on your internet browser our sites. They serve as our “go to” source.

District 103	www.d103.org
Sprague School	www.sp.d103.org
Half Day School	www.hd.d103.org
Daniel Wright Junior High School	www.dw.d103.org

Also, please note that local newspapers and related websites frequently publish stories and pictures about happenings in our schools.

We notify parents by e-mail throughout the school year with a variety of announcements. Stories that historically would be published in our *103 Monthly* publication are now published instead as on-demand news posts to the District 103 and school homepages. This approach delivers more timely news on current events and happenings. We publish weekly newsletters for the district and for each of the schools. These are also delivered by e-mail, and posted to our websites.

Each year we publish an Annual Report with test scores and financial reporting information, as well as comparable metrics. The Annual Report is delivered electronically and posted online.

For information about communications in the District or to subscribe to receive our notices, please contact the Communications Coordinator, Kim Sylvan, at (847) 295-4030 or ksylvan@d103.org.

Like our page on **Facebook** at www.facebook.com/District103, and follow us on **Twitter** at <https://Twitter.com/District103>.



EMERGENCY SCHOOL CLOSINGS

The District uses the Honeywell Instant Alert™ system, which notifies parents and guardians in case of a snow day or an emergency. All parents/guardians should log into the system and verify home phone numbers and any additional contact information. If you do not have information to access the system, login information is available on the District 103 web page at www.d103.org. Click on the link to the registration instructions to download a file explaining the procedure. For more information about this service, please call Ann Blomberg at (847) 295-1560.

In the event of severe weather, District 103 school closing announcements will also be made available to the following radio and TV stations:

- WBBM (780 AM and 96 FM)
- WMAQ (670 AM)
- WGN (720 AM) and TV Channel 9
- WLS (890 AM)
- WKRS (1220 AM) Waukegan

If you should miss the radio announcements, please wait for your notice from the Honeywell Instant Alert™ system. PLEASE DO NOT CALL THE SCHOOL OFFICES. Phoning the schools results in busy phone lines and prevents emergency calls from getting into or out of our school offices. We also post school closing information on the District and school websites.

INTERNET ACCESS GUIDELINES

All use of electronic networks must be consistent with the school’s goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or prescribed behavior by users. However, some specific examples are provided. The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action. Students should not communicate with staff members through any personal social networking sites. Educators are responsible for maintaining the confidentiality and privacy of student information. Adherence to this guideline will help ensure that this requirement is met.

Privileges

The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or building principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use

The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

- Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any state or federal law;
- Unauthorized downloading of software;
- Downloading copyrighted material for other than personal use;
- Using the network for private financial or commercial gain;
- Wastefully using resources, such as file space;
- Hacking or gaining unauthorized access to files, resources, or entities;
- Invading the privacy of individuals that includes the unauthorized disclosure, dissemination and use of information about anyone that is of a personal nature including a photograph;
- Using another user's account or password;
- Posting material authored or created by another without his/her consent;
- Posting anonymous messages;
- Using the network for commercial or private advertising;
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- Using the network while access privileges are suspended or revoked.

Network Etiquette

The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Do not become abusive in messages to others.
- Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail.
- Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in any way that would disrupt its use by other users.
- Consider all communications and information accessible via the network to be private property.

No Warranties

The school and district make no warranties of any kind, whether expressed or implied, for the service it is providing. The school and district are not responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The school and district specifically deny any responsibility for the accuracy or quality of information obtained through its services.

Indemnification

The user agrees to indemnify the school and district for any losses, costs, or damages, including reasonable attorney fees, incurred by the school or district relating to, or arising out of, any violation of these procedures.

Security

Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or school principal. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the network.

Vandalism

Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Telephone Charges

The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules

Copyright law prohibits the republishing of text or graphics found on the Web without explicit written permission.

1. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
2. Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.

Copyright Web Publishing Rules (continued)

3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.

Use of Email

The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students as an education tool.

1. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
2. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via the school district's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the school district. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school and district. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
4. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
5. Use of the School District's email system constitutes consent to these regulations.

SCHOOL SAFETY DRILLS

The School Safety Drill Act (105 ILCS 128/1 et seq.) requires that during each academic year, each school building must conduct a minimum of:

1. Three school evacuation drills;
2. One bus evacuation drill;
3. One severe weather (shelter-in-place) drill; and
4. One law enforcement drill.

There may be other drills at the direction of the administration. A warning to the students shall not precede drills. The School principal shall keep the Superintendent or designee informed as to the status of the drills.

TRANSPORTATION

School District 103 provides its own bus transportation at no additional charge to all students residing in the District. For safety reasons, we urge parents/guardians to have their children ride the busses to and from school.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the school principal. We encourage you to review bus safety with your child. A tip sheet is available on the Transportation website at: www.d103.org/transportation.

Video and audio cameras may be active on busses, in order to monitor student conduct and maintain a safe environment; and they may be used for the purposes of investigation into misconduct or accidents on the bus.

Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. Examples of gross disobedience and/or misconduct include but are not limited to physical/verbal altercations, engaging in conduct that puts the student and/or others in potential physical danger, possession of illegal and/or potentially dangerous weapons (including "look-alike" items), possession and/or consumption of illegal drugs (including cannabis, alcoholic beverages, non-prescribed pharmaceutical medication, "look-alike" drugs, etc). In the event a student's gross disobedience and/or misconduct endangers the safety of themselves or other student riders, the Board may suspend said student from riding the school bus for a period exceeding 10 days.

The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

You can find additional information about transportation at www.d103.org/transportation. If you have questions or concerns, please contact the Transportation Director, Anthony Mendoza, at (847) 295-8258 or amendoza@d103.org.

VISITING SCHOOLS

We require visitors, including parents and siblings, to enter through the front door of the school building and proceed immediately to the main office, where visitors “check in” and obtain an authorized visitor’s pass.

Visitors must provide a valid driver’s license or state id card at their time of arrival at the designated “check in” area of each building. All visitors are required to have their driver’s license or state id card scanned into District 103’s identification verification system. Their driver’s license or state id will be retained in a locked location, and an authorized visitor pass will be issued. Visitors are required to wear the authorized pass during the entire length of their visit, and are required to proceed immediately to their location in a quiet manner. Upon completion of their visit, the visitor must return the authorized pass at the “check in” area, and their driver’s license or state id will be returned at that time.

We expect visitors to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

We welcome parents/guardians to visit the schools. Visits to the classroom provide firsthand knowledge of children’s learning activities. Before visiting, please contact the school principal in order to set up the visit and make any special arrangements. The principal may be aware of special activities, such as testing, which may detract from a visit or hinder the children’s activity. We kindly request parents to bring items for children (e.g., lunches, gym shoes), when necessary, to the school office. We will deliver items promptly in a manner that minimizes classroom disruptions and preserves quality-learning time for your child. Visiting by younger siblings or other children during school hours is discouraged.

Request to Access Classroom or Personnel for Special Education Evaluation or Observation

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child. For further information, please contact the appropriate school principal or the director of student services.

The School Visitation Rights Act

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences.

Letters verifying participation in this program are available from the school office upon request.

VOLUNTEERING

We encourage parents/guardians to volunteer their time and talents to enrich both student learning and the school community in general. Volunteer opportunities include chaperones and other programs/events coordinated by District 103 supporting organizations in collaboration with District Administration and school principals.

No person who is a “child sex offender,” as defined by the Child Sex Offender and Murderer Community Notification Law, or has otherwise been convicted of a felony, shall volunteer. (LEGAL REF: 105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b, 730 ILCS 152/101 et. seq.)

All volunteers must abide by the Volunteer Agreement described below. Additionally, those who volunteer do so with the understanding that they volunteer service at their own risk, since the District does not provide insurance coverage to non-District personnel serving as volunteers for the school district.

Volunteer Agreement

Volunteers serve in an auxiliary capacity under the direction and supervision of School District 103 staff. Volunteer selection and placement is based upon the volunteer’s qualifications and availability, as well as the school’s need. The superintendent’s staff establishes procedures for securing and screening volunteers.

Within the classroom environment, personal and private interactions take place between students, teachers and visitors. It is of utmost importance that observations and experiences stay within the confines of the classroom. If questions or concerns arise, volunteers are directed to speak with the classroom teacher or building principal. Keeping interactions within the confines of the classroom will enhance each child’s positive learning experience.

A request to volunteer or to continue volunteering will be denied if the volunteer behaves in any manner that demonstrates that he/she is not a good role model or is otherwise detrimental to the school environment. Examples of such behavior include: use of inappropriate language, failing to be dependable, failing to follow the direction of the teacher, approaching and/or touching a student in an inappropriate manner, or violating any school rule.

By indicating you have received this Parent-Student Handbook, you agree to abide by these standards. By volunteering and enabling our programs to exist, you are enhancing the value of each child’s education.

DISTRICT 103 SUPPORTING ORGANIZATIONS

The Learning Fund Foundation (LFF)

The Learning Fund Foundation is a District 103 not-for-profit educational foundation that serves as a catalyst for innovation, enrichment and educational excellence for the entire community. Parent volunteers form the governing board, which seeks new and different funding resources. The LFF enables the District to expand educational opportunities to all students at all levels in each of the District 103 schools. LFF's efforts enrich the lives of our children. Parents and businesses throughout the District offer support through volunteer efforts as well as monetary and in-kind donations. You can contact the School District 103 Learning Fund Foundation at 1370 N. Riverwoods Road, Lincolnshire, IL 60069. You can also learn more about the foundation its current and recent initiatives, and volunteer opportunities, on its website at <http://www.103learningfund.org>. Contact the Learning Fund Foundation (LFF) at LFF@d103.org.

School District 103 Music Boosters

The School District 103 Music Boosters provide parent support by assisting the chorus, band, orchestra and fine arts programs at District 103 schools. Fund-raising efforts help to subsidize instrument purchases, music-related field trips, cultural activities, music camp scholarships and more. To learn how you can get involved or support the School District 103 Music Boosters, access their website at <http://www.d103musicboosters.com>, or send an email to d103musicboosters@gmail.com.

Parent Teacher Organization (PTO)

Opportunities for parent participation and involvement are great within District 103 through an active Parent Teacher Organization (PTO). The PTO organizes and sponsors many activities including a book fair, 6th grade dance lessons and parent/child health and safety programs. The PTO also coordinates volunteer programs in the schools. Parents/Guardians may volunteer time and talent in fine arts, social studies programs, school libraries, and serve as stagehands for the many performing arts programs. They also may serve as room parents, or as gym or clerical aides. The PTO posts information about volunteer opportunities and describes how to support students' learning experiences by volunteering during the school year. Visit the PTO website to learn more about volunteer opportunities and to register as a volunteer for 2014/2015 at www.d103pto.org.

Through membership dues and fund-raising efforts, the PTO provides funding for outstanding cultural arts programs, offers direct funding to each of our schools, provides grants to help develop innovative instructional projects through its Links to Learning program, and also publishes a membership directory. Parents/Guardians are invited to attend the PTO's monthly board meetings. Ideas, suggestions and involvement are welcome! Contact the PTO at pto@d103.org.

CURRICULUM & INSTRUCTION

District 103 offers a varied curriculum providing strong emphasis on a developmental program in basic skills. Students are encouraged and taught to develop work and study skills, which will enable them to function in an independent manner. The total curriculum gives each student a well-balanced education. The levels of courses that we offer depend on the student's age, grade, and ability.

District 103 is developing a curriculum guide as a tool for parents to become more familiar with goals for achievement by our students. These goals have the Illinois Learning Standards for science and social studies and Common Core State standards for math and English/Language Arts as their foundation. Find information on the District website at www.d103.org/curriculum, or you may contact Katie Reynolds, Assistant Superintendent for Curriculum and Instruction, at (847) 295-4030 or kreynolds@d103.org.

Early Childhood Blended

This program at Sprague School combines students with mild to moderate special education needs with community peers in a typical pre-school setting. The program supports students through a team approach including the early childhood teacher, certified classroom associate and specialists. The team focuses on language development, cognitive skills, and motor and social/emotional skills. We offer a half-day session, and an early spring screening assists with enrollment in this program.

Grade K (Kindergarten)

The kindergarten program at Sprague School focuses on providing the necessary support to build the cognitive, social and emotional foundations necessary to ensure school success. The program offers half-day sessions as well as tuition-based, full-day sessions. Each classroom teacher provides significant support for promoting every child's well being.

Grades One Through Four

At Sprague School (EC-Gr. 2) and Half Day School (Gr. 3-4), the homeroom teacher is primarily responsible for daily instruction in reading, language arts, math, science, and social studies.

Grades Five And Six

The fifth and sixth grade program at Daniel Wright Junior High School focuses on the middle school approach, which includes teams of students, blocks of academic instructional time, and exploratory classes.

Grades Seven And Eight

There is an eight-period day at Daniel Wright Junior High School, in which students receive instruction in reading, language arts, science, social studies, and math.

World Language

Spanish instruction is provided to all students in grades K-8. The goals of the World Language Program are to acquire proficiency in listening, speaking, reading, and writing the foreign language, to use subject content as a vehicle for acquiring foreign language skills, and to acquire an understanding of and appreciation for other cultures.

Technology

Technology plays an important role in the education of District 103 students. Each classroom is equipped with at least one computer, and students have access to computer labs and other devices (such as iPads) at each school. All students also have access to Smart-Board technology in common teaching areas, and this technology is integrated into most classrooms. All District 103 teachers maintain a website to help communicate with parents and students. District 103 enforces the operation of filtering equipment that helps prevent student access to inappropriate web sites.

Electronic Devices/Bring Your Own Technology (BYOT) Guidelines

Lincolnshire-Prairie View School District 103 allows the use of certain electronic devices (with the exception of smart phones) only for specific, teacher-directed instructional purposes.

The use of cell phones, smart phones or other electronic devices as described below is prohibited during school hours. Devices are to be turned off and stored in lockers. Students should use school phones to contact parents. Parents—if you need to reach your child in an emergency, please contact the school office. Please review the list below which describes which devices students are allowed to have or use during the school day.

Allowed to be used in class (with teacher permission):

- Nook (including reading at indoor recess)
- Kindle (including reading at indoor recess)
- iPad or iPad-mini
- Android tablet

Allowed but must be kept in locker:

- Smart phone (iPhone, Android-based phone, etc.)

Not allowed at all:

- Wrist-based smart watch
- Google Glass

Electronic devices are not permitted at lunch or recess.

Devices may be used on the bus. If usage becomes disruptive, some recourse may be taken.

Before and after school hours, students may use cell phones to communicate with parents or caregivers.

Taking photos and videos of peers and/or posting them on social media during school hours or on the bus is prohibited.

Any student-owned electronic devices brought to school are the sole responsibility of the student. Staff reserves the right to confiscate electronic devices being used inappropriately and/or during prohibited times. Students who bring their own network-using device, such as an iPad, may be asked to register the device with the technology support staff for network monitoring.

BYOT iPads, iPad-minis, Android tablets, Kindles, and Nooks may be used with permission of the teacher. BYOT devices that are capable of 3G/4G must have cellular services disabled.

Consequences for violation of these guidelines will be in accordance with the student discipline section outlined in the Parent-Student Handbook.

Social Emotional Learning (SEL) & Digital Citizenship

SEL is the process through which children and adults acquire the knowledge, attitudes, and skills they need to recognize and manage their emotions, demonstrate caring and concern for others, establish positive relationships, make responsible decisions, and handle changing situations constructively. These skills are essential, as our students develop as good citizens and strong members of our society. Additionally, as we move into an era of increased technology use, teachers also teach how these skills can be applied to online communications.

Social Emotional Learning (SEL) & Digital Citizenship *(continued)*

As part of the SEL curriculum, children in grades K-8 will also be taught about the prevention of childhood sexual abuse and assault. These lessons are now mandated by the state of Illinois under Erin’s Law. Parents will be notified when these lessons are taught and may request that their child not participate.

District 103 uses the Illinois Social Emotional Learning Standards, the Collaborative for Academic Social and Emotional Learning (CASEL) and Common Sense Media as a framework for the development of this curriculum.

Physical Education/Arts/ENCORE Offerings

District 103 incorporates physical education, the arts, problem-based learning, service learning, library, and technology course offerings.

- Art..... Gr. Full-Day K, 1, 2, 3, 4, 6, 7, 8
- Library..... Gr. K, 1, 2, 3, 4, 5
- Music..... Gr. K, 1, 2, 3, 4, 5, 6, 7, 8
- Performing Arts..... Gr. 5, 7, 8
- Physical Education..... Gr. K, 1, 2, 3, 4, 5, 6, 7, 8
- Problem Based Learning..... Gr. 6
- Service Learning..... Gr. 5
- Technology Graphics..... Gr. 5

Chorus, orchestra and band are optional fine arts programs for students in the grade levels listed below:

- Chorus Gr. 3, 4, 5, 6, 7, 8
- Orchestra Gr. 3, 4, 5, 6, 7, 8
- Band Gr. 5, 6, 7, 8

Students may audition for the Daniel Wright Junior High School Show Choir. They may also participate in the Illinois Music Educators Association (IMEA) annual music festivals and contests.

Enrichment Learning Differentiation Model

Our Enrichment Learning Differentiation Model, also known as ELM, is based on our commitment to make enrichment programs a component of the total educational enterprise. District 103 staff members are committed to creating learning environments in which diversity is encouraged and each individual contribution is valued.

Because ELM is integral to our educational program, the environment in every classroom reflects its philosophy; therefore, students are continuously involved in stimulating and challenging learning activities. These activities may include large group, small group, and individual or independent activities.

Enrichment Learning Model *(continued)*

Parents with concerns about their child’s academic challenge should first discuss these concerns with the classroom teacher. If concerns remain, parents should schedule a conference with an ELM coordinator at the school and the classroom teacher.

Sex Education Instruction

State law requires that all sex education instruction must be age appropriate, evidence-based and medically accurate. Courses that discuss sexual intercourse place substantial emphasis on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases. Courses will emphasize that abstinence is a responsible and positive decision and the only 100% effective method in the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS. Family life courses are designed to promote a wholesome and comprehensive understanding of the emotional, psychological, physiological, hygienic and social responsibility aspects of family life, and for grades 6 through 8, the prevention of AIDS.

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian’s decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

INSPECTING INSTRUCTIONAL MATERIALS

Materials shall be made available for inspection by parents/guardians of students attending the schools. These include all instructional materials, such as teachers’ manuals, films, tapes, or other supplementary materials, which will be used in connection with any survey, analysis, or evaluation as part of any applicable program of the District. This policy is adopted to fulfill the provisions of the amendment to Section 439 of the General Education Provisions Act (20 U.S.C. 1232h).



Request For Classroom Teachers' Qualifications

Parents/Guardians may request information about the qualifications of their child's teachers and paraprofessionals, including:

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

Educational Field Trips

While the classroom is viewed as the primary site for learning activities, students at all grade levels may participate in a variety of field trips during the course of the year. Fourth and sixth graders typically experience outdoor educational programs. All these learning opportunities are considered an important part of the educational program and are integrated with classroom learning.

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must have permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher
- Failure to complete appropriate coursework
- Behavioral or safety concerns

In District 103, students have access to a unique environmental education facility, the Rivershire Nature Center, developed by the Learning Fund Foundation, the Village of Lincolnshire, and School District 103. All grade levels use this facility for field experiences and investigations that bring classroom instruction to life.

Chaperone Guidelines

School chaperones serve as volunteers, and requirements/expectations are listed under the heading "Volunteers" of this handbook. Chaperones are expected to support teachers during activities and provide supervision at all times.

Chaperone Guidelines (continued)

Students must be under adult supervision at all times. It is expected that chaperones reinforce rules and expectations in compliance with school policy to help ensure safety and cooperation. Criteria to be considered in determining the number of chaperones follow: age and needs of the students, distance to be traveled, nature of the field trip activities, safety requirements.

Guidelines for chaperones follow:

1. Sign-in must be completed at the school office before participating in an activity or entering the school.
2. All chaperones must be included on a pre-approved list prior to the event.
3. Chaperones must follow directions given by the teacher(s).
4. Smoking is not permitted while supervising students.
5. Cell phone use is restricted to a school emergency only.
6. Only the school district's students are allowed to participate; participation of siblings is not approved.
7. No student is to be left alone without a chaperone.
8. Chaperones help maintain school standards of behavior.
9. Chaperones work cooperatively with other school personnel to meet an individual student's special needs.
10. Chaperones assist the teacher(s) in implementing all policies and rules governing student conduct.
11. Chaperones will refer all disciplinary issues and incidents to the teacher or administrator present.
12. Chaperones are expected to take all necessary and reasonable precautions to protect students.

Homeless Child's Right to Education

When a child loses permanent housing and becomes homeless as defined by law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Assistance and support for homeless families includes: educational organizations and schools, food bank and meal programs, local service organizations (Goodwill, Salvation Army, etc.), family shelters, medical services, and other support as needed. Contact the school social worker or the homeless liaison, Julie Postma, for further information.

STUDENT SERVICES

Additional services to the students of District 103 include health services, preschool screening, English Language Learner (ELL) programs, reading and math interventions and counseling services. Some students may qualify for 504 Plans and special education programs, which provide instruction, related services, accommodations, and modifications for all eligible students with disabling conditions who demonstrate an adverse effect in the educational environment.

Counseling

Each District 103 School has a licensed clinical social worker and a nationally certified school psychologist on staff. These highly qualified individuals can help students with a wide range of personal, social and academic situations. Students may participate in a group activity or be seen on an individual basis. The social workers and psychologists are also key members of the student problem solving teams that meet weekly at each school. If you have a question or concern about your child, feel free to contact the social worker by calling the school office.

English Language Learning

The State requires that families new to the District complete a Home Language Survey. This information is used to help identify students who need to be assessed for English language proficiency. If the assessment indicates a child would benefit from additional assistance, these services are offered. Each school in District 103 is staffed with a teacher qualified to assist students in improving their English language proficiency skills.

Parents/Guardians of English Language Learners will be: (1) given an opportunity to provide input to the program; (2) provided notification regarding their child's placement in, and information about, the District's English Language Learners programs; and (3) provided regular reports with respect to their child's progress.

Additional information concerning this program can be obtained from Jill Harper, ELL Coordinator, at (847) 945-6665.

Health Services

District 103 employs registered nurses who maintain up-to-date and accurate health records on each child in the school district. They provide staff training, basic medical care, first aid and assist teachers in classroom health discussions. Their duties also include vision and hearing screenings for mandated grade levels and referred students. Students requiring ongoing health care may be eligible for individual health care plans and/or 504 Plans developed using district and federal protocols. For more information on these plans, please call the school nurse at the building your child attends.

Care of Students with Diabetes

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school principal. Parents/Guardians are responsible for and must:

- Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- Sign the Diabetes Care Plan.
- Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the school principal and your school's nurse.

Home and Hospital Instruction

A student who is absent for an extended period of time or whose physician anticipates his or her absence from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital. For information on home or hospital instruction, contact your school's nurse.

Pre-school Screening

Twice each school year, screening is conducted for children ages 3, 4, and 5 years old for which parents have concerns about their readiness. Notification of screening dates and locations are provided in the school and District publications, area newspapers, and pre-school programs.

The pre-school screening focuses on speech/language, motor, socialization and school readiness skills. If you have any questions, please call Sprague School's psychologist, Susan Elbaum, at (847) 945-6665, or the Director of Student Services, Julie Postma, at (847) 295-4030.

Response to Intervention (RtI) Services

The District offers additional instruction in reading and math at all grade levels for students not meeting established grade level criteria. These specialized interventionists work directly with students to remediate areas of need. They may also collaborate with classroom teachers in planning the overall reading and math programs. You will be contacted before your child begins interventions.

Education of Children with Disabilities

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free, appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the School to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the Student Services office.

Discipline of Students with Disabilities

The school will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's Special Education rules when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

Special Education

In compliance with state and federal guidelines, District 103 provides appropriate and effective educational programs and services for students with exceptional needs at no cost to parents. Determination of eligibility for these programs and services is made at an Individual Educational Plan (IEP) Conference after the completion of a Full and Individual Evaluation process.

District 103 offers a wide range of instructional alternatives within the District. Each student is educated within the general education setting to the extent that this meets academic and social needs. If a student requires more extensive programming outside the District to meet his/her needs, the IEP team works with the Special Education District of Lake County (SEDOL), as well as other educational entities, to secure a placement in a program that will meet the student's individual needs.

Exemption From Physical Education Requirement

A student in grades 3-12 who is eligible for special education may be excused from physical education courses if:

- The student's parent/guardian agrees that the student must utilize the time set aside for physical education to receive special education support and services, or
- The student's individualized education program team determines that the student must utilize the time set aside for physical education to receive special education support and services.

The agreement or determination is made a part of the individualized education program. A student requiring adapted physical education will receive that service in accordance with the student's individualized education program.

504 Plans

Section 504 of The Rehabilitation Act of 1973 is a civil rights law that prohibits discrimination against individuals with disabilities. Section 504 ensures that a child with a disability has equal access to an education. The child may receive accommodations and modifications to the general education program. 504 Plans are for students identified with a physical or mental impairment, which substantially limits them in the school environment but does not require special education services. 504 Plans are individually developed and are reviewed and updated on an annual basis.

Students with Life-Threatening Allergies/Chronic Illness

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports, so that your student can access his or her education as effectively as students without disabilities. Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

TESTING/ASSESSMENTS/GRADING & PROMOTION

Local Assessments

District 103 uses local assessments as a means of monitoring the curriculum and the competencies of all students in grades K-8. Students needing remediation or reinforcement of skill areas, as identified by testing and follow-up diagnosis, may receive special instruction to alleviate deficiencies.

Standardized Testing

In the fall, District 103 students (grades 2-8) take the Measures of Academic Progress (MAP) tests for reading and math. In the spring, grade 2 students take MAP for reading and math; students in grades 4-7 take MAP for math only. In addition, specific students in grades 3-8 also take the MAP test in the winter. Our students rank significantly above the national norms on these standardized achievement tests. Testing dates for this school year are tentatively set as follows: September 8-19, 2014; January 12-16, 2015 (specific students only); and April 27-May 8, 2015.

State Required Testing

The Illinois State Board of Education requires that all school districts assess the proficiency of all pupils enrolled in grades 3-8 in reading and math. The State requires school districts to administer the Partnership for Assessment of Readiness for College and Careers (PARCC) assessments. Each student is required to take the Performance Based Assessments (PBA) and the End of Year (EOY) Assessments. The window for administering the PBA series is March 9, 2015-April 3, 2015, and the EOY series is April 27, 2015-May 22, 2015. Parents will be notified of actual school testing dates in February.

Grading & Promotion

School report cards are available to students on a trimester basis at Sprague and Half Day, and on a quarterly basis at Daniel Wright. Report cards are posted via Skyward Family Access; they are not mailed home. Login and password information to access student report cards is provided at the beginning of the school year. For questions regarding grades, please contact the classroom teacher.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

OTHER SCHOOL PROGRAMS

Before And After School Care

"The District 103 Club" is a before-and after-school care program for students in kindergarten through fifth grade. The program held at Sprague School begins at 6:30 a.m. until the time school starts, and then after school until 6:30 p.m.

The program at Half Day School is in the p.m. only. Half Day School students go to Sprague School in the a.m. The program held at Daniel Wright Junior High School, for 5th grade students only, is after school until 6:30 p.m.; however, students will be bussed to either Sprague or Half Day School at the regular student dismissal time of 2:35 p.m. for parents to pick up their children. The cost is \$95 per week (for mornings and afternoons). Morning-only rates are \$40 a week, and afternoon-only rates are \$80 per week. During certain non-school days, all day sessions are available at \$50 per day. Activities include sports, games, computer usage, arts and crafts, drama and music, and video productions.

Summer School

District 103 offers a summer school session at the conclusion of the normal school year. Classes are held weekday mornings. Developmental courses and interest/enrichment activities are available. Tuition is modest and is charged with the intent of making the entire summer program self-sustaining. The District posts summer school registration information on its website typically during the month of March. Transportation is also available for a nominal fee.

After School Activities

Extracurricular activities are available in both academic and enrichment areas to all students. These classes meet once a week for six to eight weeks. Sessions may be offered throughout the course of the year. Class offerings typically include programs such as cooking, computers, world language, and arts and crafts.

If a child attends After School Activities, parents/guardians are responsible for the student's transportation at the conclusion of the activity. The District provides a publication, which outlines course offerings and registration procedures for After School Activities.

Any student participating in a sports-related or physical after school activity must complete a required physical form per Board Policy 7:300 (refer to the "Sports Physicals" section of this handbook for specific information).

Student Athlete Concussions and Head Injuries

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working

Student Records

School student records are confidential, and information from them will not be released other than as provided by law.

The school and district routinely disclose “directory” type information without consent. Directory information is limited to: name, address, gender, grade level, birth date and birth place, parents’ names and address; email addresses and telephone numbers; photographs, videos and digital images used for informational or news-related purposes of a student participating in school or school-sponsored activities, organizations and athletics that appear in school publications such as yearbooks, newspapers or sporting or fine arts programs; academic awards, degrees and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance at the school. Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the school principal.

State and Federal law gives parents and eligible students certain rights with respect to their student records. These rights are:

- The right to inspect and copy the student’s education records within 15 school days of the day the school receives a request for access. There may be a small charge for copies, not to exceed \$.35 per page. This fee will be waived for those unable to afford such cost.
- The right to request the amendment of the portion of the student’s education record that the parent/guardian or eligible student believes is inaccurate, irrelevant, or improper.
- That no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.
- The right to permit disclosure of personally identifiable information contained in the student’s education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent. Disclosure without consent is permitted without consent in the case of directory information and to school officials with legitimate educational or administrative interests. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student; and in other cases permitted by law.

- The right to a copy of any school student record proposed to be destroyed or deleted. The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student’s change in attendance centers, whichever occurs first.
- The right to prohibit the release of directory information. Throughout the school year, the District may release directory information regarding students, limited to:
 1. Name
 2. Address
 3. Gender
 4. Grade level
 5. Birth date and place
 6. Parent/guardian names, addresses, electronic mail addresses, and telephone numbers.
 7. Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
 8. Academic awards, degrees, and honors
 9. Information in relation to school-sponsored activities, organizations, and athletics
 10. Major field of study
 11. Period of Attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

- The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student’s temporary record which such individual may obtain through the exercise of any right secured under State law.

Student Records (Continued)

- The right to complain to the U.S. Department of Education if the school or district fails to comply with the above. Federal officials can be contacted at:
 Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, D.C. 20202-4605

Personal Information

Surveys by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey:

- that is created by a person or entity other than a district official, staff member, or student,
- regardless of whether the student answering the questions can be identified, and
- regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the school principal.

Surveys Requesting Personal Information

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

- Political affiliations or beliefs of the student or the student's parent/guardian.
- Mental or psychological problems of the student or the student's family.
- Behavior or attitudes about sex.
- Illegal, anti-social, self-incriminating, or demeaning behavior.
- Critical appraisals of other individuals with whom students have close family relationships.
- Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
- Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent/guardian may inspect the survey and/or, upon evaluation, refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

Equal Opportunity and Sex Equity

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the school principal.

For further information, see Board Policy 7:10, 2:260.



Health and Wellness

Lincolnshire-Prairie View School District 103 is committed to providing a school environment that enhances learning and the development of lifelong wellness practices. We believe physical wellbeing has a direct impact on student learning and behavior. Children need access to healthful foods and opportunities to be physically active in order to grow, learn and thrive. Good health fosters student attendance and learning. The District has formulated Board Policy 6:50 on School Wellness, which can be viewed at www.d103.org

A full-time school nurse is available daily. If a child becomes ill in school or has a serious accident, parents are notified immediately. Please be certain the school emergency contact information is kept current with parent/guardian phone number(s) and with the phone number of a person to be called if the parent/guardian cannot be reached. All children must be symptom/fever free for 24 hours without the use of fever-reducing medication before returning to school after an absence due to illness.

Off Campus Student Medical Emergency Procedures

When an off campus field trip is scheduled, District 103 will designate a point person and back up point person to be in charge of the trip. A Field Trip Request Form will be completed to ensure that critical information regarding cell phone numbers and the destination phone numbers are accurate. A first aid kit will be taken on all trips. Maintaining student safety is our first priority.

In the case of a student medical emergency:

1. The District 103 staff member in closest proximity to the incident will provide immediate care, call 911 immediately if the student is in imminent danger or further medical diagnosis/attention is necessary. Paramedics will assess whether medical transportation is necessary and have an ambulance transport, if needed.
2. A District 103 staff member will contact the school principal and nurse and review medical concerns/history. The building nurse will give further medical direction. In the event that the building nurse is not available, contact will be made with a nurse from another District 103 school.
3. A District 103 staff member will accompany the student throughout the incident including ambulance transportation.
4. A District 103 staff member will maintain a timeline of events and complete an Incident Report within 24 hours.
5. A District 103 staff member will maintain communication with the school principal throughout the emergency.

Please note that additional procedures apply during Overnight Field Trips:

- District 103 nurse attends field trip; and
- Parent(s)/Guardian(s) are provided with an emergency contact number of a designated District 103 employee.

More specific procedures can be found in our *Crisis Response Handbook*.

Pesticide Application Notice

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact:

Scott Gaunky, Director of Facilities
 School District 103
 1370 N. Riverwoods Road
 Lincolnshire, IL 60069
 (847) 295-4030
sgaunky@d103.org

Notification will be given before application of the pesticide. Prior notice is not required if there is an imminent threat to health or property.

Communicable Diseases

The school will observe guidelines and recommendations of the Illinois Department of Public Health regarding reporting and notification of communicable diseases in the school setting.

1. Parents/Guardians are required to notify the school nurse if they suspect their child has a communicable disease or upon diagnosis.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent/guardian regarding appropriate treatment for the communicable disease. Information letters provided by the Lake County Department of Public Health are sent to parents to assist in controlling the spread of disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent/guardian brings a letter to the school from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Dealing With Head Lice - Procedures

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

1. Parents/Guardians are required to notify the school nurse if they suspect their child has head lice.
2. The school will provide written instructions to the parent/guardian regarding appropriate treatment for the infestation.

Dealing With Head Lice - Procedures *(Continued)*

3. A student diagnosed with head lice will be permitted to return to school after treatment is completed. The student will be re-checked by the school nurse upon return to school. Proof of treatment may be requested from the parent/guardian.
4. Notes from doctors indicating successful treatment has occurred will be sufficient to permit students to return to school, along with the school nurse's verification that the child can return to school.

Student Medication

Administering medication during school hours is discouraged unless it is necessary for the critical health and well being of the student in order to attend school. When a student's licensed health care provider and parent/guardian 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 by completing an Authorization to Administer Prescription and/or Over the Counter Medication Form.

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed the Authorization to Administer Prescription and/or Over the Counter Medication Form is submitted by the student's parent/guardian. Students are not allowed to possess any prescription or over the counter medication in school or at a school-related function other than as described below. Medication to be administered at school must be brought to school by the parent/guardian in the original packaging accurately labeled for each student.

Students may self administer (defined as a student's discretionary use of and ability to carry) their emergency medication, such as asthma rescue inhalers and epinephrine auto injectors as follows:

- **Asthma Rescue Inhalers:** For a student to self administer, the parent/guardian must provide written authorization and a copy of the prescription label containing the name of the medication, the prescribed dosage and the time at which or circumstances under which the medication is to be administered. This label will be affixed to the Authorization to Administer Prescription and/or Over the Counter Medication form or parent agreement for child to carry an inhaler. The student will sign an agreement indicating his/her understanding of the administration of the medicine, proper time, that medication will not be shared, where medication will be kept, and that he/she will come directly to the nurse's office if the medication is ineffective.

- **Epinephrine Auto Injectors:** For a student to self-administer, the parent/guardian must provide written authorization by both the parent and the licensed prescriber on the Illinois Food Allergy Emergency Action Plan and Treatment Authorization form. This must include the name and purpose of the auto injector, dosage prescribed, circumstances and time/times at which the auto injector will be administered.

The school and 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 or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to 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 auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

Healthy and Safe Foods - Snack Procedures

Due to the nature and severity of life threatening allergies, the District established a snack procedure. Students may eat only the following snacks within their classrooms: cheese, yogurt, fruits and vegetables.

In addition, only food that is individually wrapped in its original packaging will be allowed for birthday and holiday treats. The ingredient list must be provided. This will allow for careful monitoring and implementation of allergy procedures, and the implementation of individual student plans. The District food allergy policy, quick reference guide for food at school and the procedure checklist are available on the District website at <http://www.d103.org/healthandwellness>.

Due to the high number of students with life threatening allergies to nuts and peanuts, additional precautions will be followed:

- Refrain from sending any nuts or products containing nuts to school with the exception of personal lunches.
- Do not send containers that have held nuts, such as washed out peanut butter jars to school.
- Send birthday treats or party snacks that are "nut-free." Specifically they may not contain peanuts, almonds, walnuts, or any other nut or nut product and must be processed in a "nut-free" environment.
- Only food that is individually wrapped and in its original packaging is permitted for classroom treats and party food.
- Hand washing, after eating, is necessary to decrease the chance of cross-contamination on surfaces at school such as common school books and equipment.
- Remind your child that there is a "no eating" policy on the bus and that students should not share or exchange food.

SAFETY & DISCIPLINE

Sex Offender Notification Law

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child, such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

Sex Offender & Violent Offender Community Notification

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at:
<http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at:
<http://www.isp.state.il.us/cmvo/>.

Crisis Response Handbook

District 103 takes safety very seriously. We developed a *Crisis Response Handbook* to ensure that staff members have a clear understanding of how they should respond to various emergency situations that may arise. Each classroom is equipped with this handbook, and all staff members are trained annually in the appropriate responses to various situations.

School Dress Code / Student Appearance

Students are expected to wear clothing in a neat, clean, and well fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sun glasses may not be worn in the building during the school day, except during special school functions as determined by the school principal.
- Hairstyles, dress, and accessories that pose a safety hazard are not permitted in laboratories or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the school principal will make the final decision.
- Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

Non-School Sponsored Publications/Web sites

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

- Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
- Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
- Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
- Is primarily intended for the immediate solicitation of funds; or

- Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

The distribution of non-school sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

Search and Seizure

In order to maintain safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. (Board Policy 7:140)

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The school principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Access to Student Social Networking Passwords & Websites

School authorities may require a student or his or her parent or guardian to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure.

Students

School authorities may search a student and/or the student's personal effects in his/her possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to the objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

STUDENT DISCIPLINE

Each school has discipline procedures that are developmentally age appropriate. All procedures for student discipline and bullying are aligned with District 103 Board Policies including 7:190, 7:20, 7:230. These policies provide detailed information and can be found in their entirety at www.d103.org.

In order to provide an atmosphere conducive to learning, it is necessary to establish standards of behavior designed to maintain a desirable level of order. These standards must encompass the needs, rights, and responsibilities of students, teachers and parents. Disciplinary procedures are part of the total educational process, and are designed to guide the student in becoming a responsible individual in society.

Respect must be the basis of discipline in maintaining order. Respect to and from teachers, fellow pupils, and all school personnel will be shown at all times. This is a primary ingredient in creating an atmosphere for an equal opportunity to learn.

All persons involved in or with the school will have protection for the rights to which they are entitled as citizens under the law.

- Every student has a right to learn.
- Every teacher has a right to teach.
- No one has a right to interfere with the rights of others.

Prohibited Student Conduct

Students may be disciplined for misconduct, including but not limited to the following:

- Using, possessing, distributing, purchasing, or selling tobacco materials, including electronic or e-cigarettes.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages.
- Using, possessing, distributing, purchasing, or selling:
 1. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
 2. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
 3. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
 4. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
 5. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
 6. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
- Using, possessing, controlling or transferring a firearm or "look alike," knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm.
- Disobeying rules of student conduct or directives from staff members or school officials.
- Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- Using or possessing an electronic paging device.
- Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others. All cell phones, smartphones, and similar electronic devices must be kept powered-off and in lockers during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
- Bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.
- Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
- Being absent without a recognized excuse.
- Being involved with any public school fraternity, sorority, or secret society.
- Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
- Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
- Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
- Sending, receiving, or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting." Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing and indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, smartphone, or cellular phone.

- Using, purchasing, selling or possessing any performance-enhancing substance on the Illinois High School Association's most current banned substance list, unless administered in accordance with a prescription.
- Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psycho stimulant medication to the student.

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

- On, or within sight of, school grounds before, during, or after school hours or at any time;
- Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
- Traveling to or from school or a school activity, function, or event; or
- Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Disciplinary Measures

Consequences for misbehavior are not intended to punish, but to teach responsibility for actions. The staff at District 103 values parents as partners in the educational process. As such, a parent or guardian will be contacted when a student receives a consequence (e.g., detention, etc.). District 103 reserves the right to involve law enforcement or juvenile justice authorities whenever the conduct involves or may involve illegal activity.

Disciplinary measures may include:

- Disciplinary conference
- Temporary removal from the classroom
- Withholding of privileges
- After-school detention or Saturday detention provided the student's parent/guardian has been notified
- Alternate classroom assignment for a period not to exceed 5 school days
- Seizure of contraband or prohibited electronic devices
- Suspension of bus riding privileges
- Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
- Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed two calendar years. An expelled student is prohibited from being on school grounds.
- Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes", alcohol, or weapons.

Firearms, Knives, Brass Knuckles & Other Objects Used or Attempted to Be Used to Cause Harm

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year:

1. A firearm. For the purposes of this Section, "firearm" means any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.
2. A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look-alikes" of any firearm as defined above. The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

Gang & Gang Activity

“Gang” is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student’s conduct is reasonably related to a school activity, shall:

- wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or
- use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs;
- request any person to pay protection or otherwise intimidate, harass or threaten any person;
- commit any other illegal act or other violation of district policies, or
- incite other students to act with physical violence upon any other person.

Bullying, Intimidation and (Sexual) Harassment

Bullying, intimidation, and (sexual) harassment are not acceptable in any form and will not be tolerated at school or any school-related activity, on school property, on school buses and transportation vehicles or through a school computer, network or other school electronic equipment. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or (sexual) harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate or bully another based upon a race, color, nationality, sex, sexual orientation, gender-related identity or expression, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, or other protected group status. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student’s educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of: (1) placing the student in reasonable fear of harm to the student’s person or property; (2) causing a substantially detrimental effect on the student’s physical or mental health; (3) substantially interferes with the student’s academic performance; or (4) substantially interferes with the student’s ability to participate in or benefit from the services, activities, or privileges provided by the school.

Examples of prohibited conduct include, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.

Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person’s alleged sexual activities.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the student nondiscrimination coordinator, building administrator or a complaint manager. Students 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.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district’s discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

Procedures For Students At Risk For Aggressive Behavior and/or Bullying**Overview**

In School District 103, bullying is defined as intentional, repetitive, and aggressive physical, verbal, and/or nonverbal conduct by one or more students that would harass, humiliate, abuse, or otherwise victimize one or more students. The District has adopted a set of Administrative Procedures to guide our response to bullying incidents. Procedures are flexible and may be modified by the school principal but are intended to provide consistency throughout the District.

The plan for responding to students who bully should take into account the bullying behavior and describe appropriate interventions. While inappropriate or hurtful behavior must be stopped and prohibited, the ultimate goal of the intervention plan is to change the child’s behavior.

Procedures For Students At Risk For Aggressive Behavior and/or Bullying *(continued)*

The District 103 plan is based on a tiered response. The suggested process for intervening with a student involved in bullying requires that school personnel determine the appropriate level of intervention based on the nature, frequency, and duration of the behavior.

The plan provides opportunities for a student to change his/her behavior based on understanding its impact on others. The District's plan uses specific strategies including reflective activities, social learning activities, and restorative activities to help students who have been involved in bullying incidents. Appropriate consequences are also assigned.

The school district has a statutory requirement to develop a response to aggressive behavior and/or bullying, and parental objection or disagreement with an intervention plan, either in whole or in part, does not relieve the school district of its responsibility to respond and intervene or prevent school personnel from exercising their authority.

Description of Interventions/Consequences

Reflective activities encourage a student to think about what happened and the role he or she played in the incident. Social Learning activities engage a student in positive social interactions with his/her peers and provide opportunities to make a positive contribution to the climate of a school, reconcile with the student who has been mistreated, and learn and practice positive social behaviors. Restorative activities allow the student to make reparation for any harm done to another.

Interventions may include but are not limited to:

- student conference with school personnel
- conflict resolution
- student self-reflection
- parental contact
- apology letter
- perform and record acts of kindness
- behavior contract or incentive program
- referral to school social worker or psychologist
- required participation in behavior development lessons
- interventions as defined per the student's individualized education plan or behavior plan

Consequences may include but are not limited to:

- loss of privilege(s)
- parent-student conference
- restricted interactions
- restricted schedule
- assigned seat or location
- repair or replacement of damaged property
- financial restitution and/or payment for any damage to property
- school-based social service consequences

- detention
- in-school time-out or alternative day assignment
- out-of-school suspension
- expulsion
- consequences as defined per the student's individualized education plan or behavior plan

Guidelines for Implementation

Student Conference: School personnel should follow normal investigative procedures prior to making the determination that an aggressive behavior/bullying incident has taken place. A typical process would include the following:

- Talk with each of the students involved separately, including those who witnessed the incident to ascertain what happened;
- Ask open-ended questions to determine the nature of the behavior, when and where it occurred, who was involved, what the students were doing prior to the incident, and how each student feels about what happened;
- Talk with other staff who have direct knowledge of the student's behavior.

Parent/Guardian Contact: Contact with the parent/guardian is intended to provide information about the current incident, the school's immediate response, the recommended interventions and consequences, as well as the consequences for any further aggressive behavior or bullying incidents. In the case of more severe, chronic, or persistent aggressive behavior or bullying, the school will provide the parent/guardian a copy of the Aggressive Behavior and/or Bullying Reporting Form outlining the incident and may choose to request a conference with the parent/guardian. If a meeting is called, school personnel may:

- Inform the parent/guardian of the schools' efforts to support the student;
- Discuss the plan made with the student and ask the parents for input and/or support;
- Listen to the parent/guardian concerns and answer questions;
- Provide strategies, resources, and/or activities that parent/guardian may use at home;
- Offer school-based support for the student;
- Consider referral to community-based support services;
- Encourage parent/guardian to inform the school if the concerning behavior(s) continue.

Documentation and Forms

A simple tracking system is developed at each school that enables personnel to coordinate the District's response to alleged aggressive behavior and/or bullying incidents. Documentation of interventions and/or consequences are indicated on the Aggressive Behavior and/or Bullying Reporting Form and will be housed in individual folders or a binder in the school office and forwarded to the next grade (K-8).

District 103 Quick-Reference Guide of Serious Student Conduct Infractions & Potential Consequences

Infraction	Potential Consequence
Alcohol, Drug, Tobacco Misconduct Including but not limited to using, possessing, distributing, purchasing, or selling of: tobacco materials, alcoholic beverages, any illegal drugs, controlled substance, or cannabis, any anabolic steroid or performance-enhancing substance, any prescription drug when not prescribed for the student, any inhalant regardless of whether it contains an illegal drug or controlled substance, "look-alike" or counterfeit drugs, drug paraphernalia.	May include but is not limited to: Seizure of any contraband (if applicable), parent notification, parent conference, alternate classroom assignment for a period not to exceed 5 school days, after-school detention or Saturday detention, suspension from school and all school activities for up to 10 days, expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, notifying juvenile authorities or other law enforcement when the conduct involves illegal drugs, "look-alikes", alcohol.
Possession or use of Weapons, Knives, Brass Knuckles, and other objects used or attempted to be used to cause harm.	May include but is not limited to: Seizure of any contraband (if applicable), parent notification, parent conference, alternate classroom assignment for a period not to exceed 5 school days, after-school detention or Saturday detention, suspension from school and all school activities for up to 10 days, expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, notifying juvenile authorities or other law enforcement when the conduct involves weapons.
Gang & Gang-Related Activity	May include but is not limited to: Seizure of any contraband (if applicable), parent notification, parent conference, alternate classroom assignment for a period not to exceed 5 school days, after-school detention or Saturday detention, suspension from school and all school activities for up to 10 days, expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, notifying juvenile authorities or other law enforcement when the conduct involves weapons.

Due Process Procedures

Students and their parent(s)/guardian(s) have the right to request a hearing related to suspension from school or bus suspension. A hearing may be requested for one or any combination of the following reasons:

1. The student and his/her parent/guardian wish to contest the facts, which led to the disciplinary action.
2. The student and his/her parent/guardian wish to contest the appropriateness of the sanction imposed by the disciplinary authority.
3. The student and his/her parent/guardian allege prejudice or unfairness on the part of the School District Official responsible for the discipline.

Section 10-22-6 of the Illinois School Code states that the parent(s)/guardian(s) of a suspended student have a right of review of said suspension with an appointed hearing officer. Requests for review shall be made in writing within five (5) school days of suspension notice to the Office of the Superintendent, Lincolnshire-Prairie View School District 103, 1370 N. Riverwoods Road, Lincolnshire, Illinois 60069.

Corporal Punishment

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

ATTENDANCE & TRUANCY

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

"All students in Lake County Area Schools are expected to attend school every day. The Compulsory School Attendance Law states that whoever has custody or control of any child between the ages of 7 and 17 years must send the child to a public or private day school on a regular basis." [Lake County Regional Office of Education]

Valid causes for absence are illness, death in the immediate family, family emergency, observance of a religious holiday, and other situations which are beyond the control of the student as determined by the district board of education, or other circumstances which give reasonable concern to the parent for the safety or the health of the student. [Ill. Rev. Stat. ch. 122, 26-2a 1989]

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the school principal at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district. Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue. If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Appropriate school discipline

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

The principal is to report chronic truants to the superintendent. The principal shall meet with the parents, teacher, and the school social worker to determine the most effective course of action. At this meeting the group should address the potential effect of the resources which are available to the child:

- in-house behavior modification program
- social work services
- behavior management system
- special education placement
- alternative education placement
- community services

At this meeting, the most appropriate resource should be chosen by the group. The principal and social worker will then work together to monitor the student's absence.

A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$1500.00.

UNIFORM GRIEVANCE PROCEDURE

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 (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
7. Bullying, 105 ILCS 5/27-23.7
8. The misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
9. Curriculum, instructional materials, programs;
10. Victims' Economic Security and Safety Act, 820 ILCS 180;
11. Illinois Equal Pay Act of 2003, 820 ILCS 112;
12. Provision of services to homeless students;
13. Illinois Whistleblower Act, 740 ILCS 174/;
14. Employee Credit Privacy Act, 820 ILCS 70/.

The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. 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. All deadlines 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.

1. 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.

2. Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. 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 this policy, or (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, or (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 of age or older.

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. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board of Education, which will make a decision in accordance with Section 3 of this policy. The Superintendent will keep the Board informed of all complaints.

3. Decision and Appeal

Within 5 school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant by U.S. mail, first class, as well as the Complaint Manager.

Within 10 school business days after receiving the Superintendent's decision, the Complainant 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 of Education shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information for the Board. Within 5 school business days of the Board's decision, the Superintendent shall inform the Complainant of the Board's action.

This grievance procedure 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.

District 103 Complaint Managers are Julie Postma and Daniel Stanley, 1370 N. Riverwoods Road, Lincolnshire, IL 60069. They can be contacted at this address or at (847) 295-4030.



LAURA B. SPRAGUE SCHOOL
Grades EC - 2



Welcome To Sprague School!

All staff at Sprague is committed to meeting the needs of each child. We are proud that Sprague School provides a special introduction to your child's school life. We place a high priority on creating a learning environment that develops essential skills and a passion for learning. While we have created programs that challenge students to grow, we also recognize that they are young boys and girls and need support and encouragement. Finally, we recognize the importance of building a partnership between the school and the home. We greatly appreciate your support that enables us to provide the best education for your child.

School Hours

Full Day Kindergarten, 1st & 2nd Grades:

Starting time	9:00 am
Dismissal	3:30 pm for the bus 3:35 pm for walkers

A.M. Kindergarten:

Starting time	9:00 am
Dismissal	11:50 am

P.M. Kindergarten:

Starting time	12:40 pm
Dismissal	3:30 pm

Early Childhood A.M.:

Starting time	9:15 am
Dismissal	11:45 am

Early Childhood P.M.:

Starting time	12:40 pm
Dismissal	3:30 pm

Those students taking the bus typically arrive between 8:45-8:55 am. Students who do not take the bus should also arrive between 8:45-8:55 am.

If you are picking up your child at the end of the school day, please park in the parking lot on Reliance Lane, and meet your child at the front entrance of the school in the chairs outside the office. Otherwise, once the buses have exited the front drive, you may proceed in your car to the front entrance. However, you may not park for any period of time in this location. For all pick-ups, we ask that you arrive promptly at 3:35 pm.

Attendance Procedures

Please call (847) 945-6686 anytime **before 9:30 am** to report your child's absence. If we do not receive a call from you and your child is reported absent by the teacher, we will call you.

All children must be symptom/fever free for 24 hours before returning to school after an absence due to illness. District 103 does not encourage absences for reasons other than illness. Your cooperation is sought in scheduling family vacation periods and other non-school connected activities during regular school holidays whenever possible.

Please note, if a child goes home during the course of the day due to illness, he or she may not participate in school-sponsored evening activities, such as concerts or sports events.

Communications

To ensure an effective partnership between the school and the home, we rely on a variety of informal and formal communication tools:

1. Weekly parent bulletins delivered via email to subscribers and posted on District and school websites
2. Sprague's website at www.sp.d103.org
3. District publications with updated calendars
4. Teacher newsletters and websites
5. Report cards and progress reports each trimester
6. Portfolio assessment in the spring, when you and your child review his/her learning development during the year
7. Curriculum Nights - Fall
8. Parent/Teacher Conferences - Fall and Spring

Most importantly, do not hesitate to call the school office at (847) 945-6665 if you wish to talk to any member of the Sprague staff.

Lunch Program/Recess

Full Day Kindergarten:

11:25 am.- 12:10 pm

1st Grade Schedule:

12:35 pm - 1:20 pm

2nd Grade Schedule:

12:00 pm - 12:45 pm

Lunches brought from home may be supplemented by milk, bottled water, and/or orange juice. Hot lunches are available every day of the week through Quest Food Services. Locate details at www.d103.org/parents.

LAURA B. SPRAGUE SCHOOL (continued)
Grades EC - 2

Kindergarten Orientation

An annual bus orientation is held for all parents and incoming kindergartners in August before school begins. Specific information regarding this orientation is sent to families in early August and posted to the virtual backpack. During this time, parents and students ride the bus to school, where they are met by several Sprague staff members. Upon arrival, students have the opportunity to visit their classroom, meet their teachers, and take part in a variety of activities with their new classmates. At the same time, parents meet with the principal and some of the Sprague staff to hear more about the kindergarten program.

Curricular Offerings

In addition to the regular classroom program, which includes Spanish language and culture instruction, students participate in art, music, physical education, library, learning center, and computers.

Art

- One 40 minute class for full-day kindergartners weekly
- Within their classroom for half-day kindergartners
- Two 35 minute classes weekly for 1st and 2nd graders

Computer

Integrated into all classrooms under direction of the Technology Specialist and classroom teachers, special staff, and support staff.

Library

Early Childhood, Kindergarten, and First Grade: Weekly library time for storytelling, book selection, and development of library-media skills.

Second Grade: Weekly library time for book selection. Integration of library-media skills into classroom under direction of the Librarian and classroom teachers, special staff, and support staff.

Music

- Two 30 minute classes weekly for full-day kindergartners
- One 30 minute class for half-day kindergartners
- Two 30 minute classes weekly for 1st and 2nd graders

Physical Education

- One 25 minute class daily for full-day kindergartners
- One 25 minute class per week for half-day kindergartners
- One 30 minute class daily for 1st and 2nd graders

Lost and Found

Lost and Found is located in the front hallway by the nurse's office. Items labeled with student names are returned on a regular basis.

Homework Philosophy

At Sprague School, we believe in the development of a strong home-school connection where students engage in shared activities and experiences. When homework is assigned, it is thoughtfully designed with a clear purpose, resulting in a deeper understanding of ideas and concepts. This approach to homework cultivates a critical balance between structured academic time and play at home. Grade level expectations for homework will be reviewed at each curriculum night.

Discipline Guidelines

At Sprague School, we hold very high expectations in terms of student behavior. We expect students to demonstrate respect for their teacher, their fellow classmates, and the school in general. At the beginning of the year, students review the rules and the expectations with their classroom teacher. The teacher outlines what is regarded as appropriate behavior. All of our students are taught conflict resolution, which trains them to solve their problems in a constructive manner. In most cases, the classroom teacher deals with situations of students not following rules. The teacher establishes consequences within the framework of the classroom to address the problem. If the situation becomes serious enough that the child's misbehavior cannot be addressed in the classroom, the child is sent to the office to meet with the principal. At this point, the principal will conference with the child and the teacher. A formal parent contact will also be made. Continued misbehaviors could result in a formal parent conference, as well as possible in-school time out or alternate class assignment. Such actions will only be taken under the most extreme situations when all other avenues of dealing with the problem prove to be ineffective. Please refer to the "Student Discipline" section of this handbook for further information on expectations and behavioral guidelines.

Contact Sprague School

2425 Riverwoods Road
 Lincolnshire, IL 60069
 (847) 945-6665 phone
 (847) 945-6686 absences
www.sp.d103.org
 Christy Adler, Ed.D.
 Principal



HALF DAY SCHOOL
Grades 3-4



Welcome To Half Day School!

At Half Day, we believe our program provides a unique experience in your child’s school life. A high priority is placed on creating an environment that fosters challenge and encouragement for our third and fourth graders. Our staff is committed to meeting the needs of each child and to providing the best education possible.

We look forward to building on the partnership that exists between school and family in District 103. Together we can strive to preserve and enhance our commitment of providing the best opportunities for children.

School Hours

Grades Three and Four:

Starting time	9:00 am
Dismissal	3:30 pm for all students

Those students taking the bus typically arrive between 8:40 - 8:55 am. Students who do not take the bus should also arrive between 8:40 - 8:55 am Buses will be entering and dropping off or picking up children at the lot on the east side of the building. Parents/Guardians dropping off or picking up students at the main driveway must not leave their vehicles unattended.

Attendance Procedures

Please call the absence line at (847) 634-1484 any time before 9:30 am, and leave a message to report your child’s absence. If we do not receive a call from you and your child is reported absent by the classroom teacher, we will call you by 10:00 am. All children must be symptom/fever free for 24 hours before returning to school after an absence due to illness.

District 103 does not encourage absences for reasons other than illness. Your cooperation is sought in scheduling family vacations and other non-school related activities during regular school holidays whenever possible.

Please note, if a child goes home during the course of the day due to illness, he or she may not participate in school-sponsored evening activities, such as concerts or sports events.

Communications

To ensure an effective partnership between the school and the home, we rely on a variety of communication tools:

1. Weekly parent bulletins delivered via email to subscribers and posted on District and school websites
2. Half Day’s web site at www.hd.d103.org
3. Report cards
4. Curriculum Night in Fall and Open House/Portfolio Review in Spring
5. Parent Teacher Conferences – Fall and Spring

Most importantly, do not hesitate to call (847) 634-6463 if you have any questions or wish to speak to any Half Day School staff member.

Lunch Program/Recess

3rd Grade Schedule:

11:45 am - 12:10 pm	Lunch
12:10 pm - 12:30 pm	Recess

4th Grade Schedule

12:15 pm - 12:40 pm	Lunch
12:40 pm - 1:00 pm	Recess

Hot lunches are available every day of the week through Quest Food Services. Locate details at www.d103.org/parents. Lunches may be brought from home and may be supplemented by milk and a variety of nutritious snacks available for purchase.

Curricular Offerings

In addition to the regular classroom program, which includes Spanish language and cultural instruction, students participate in art, music, physical education, library and computers.

Art

- One 60 minute class each week

Music

- Two 30 minute classes each week

Physical Education

- Five 30 minute classes each week

Library

- One 30 minute session each week



HALF DAY SCHOOL (continued)**Grades 3-4****Homework Guidelines**

Many assignments and activities are completed during the regular school hours. However, there may be regular homework assigned that the child should be able to complete in a reasonable amount of time. There may be long-term projects on which students will be working for a number of days or weeks. Please contact your child's teacher if you find that the amount of time spent on homework seems excessive.

If a student has been absent for at least two (2) full days, parents may contact the school office and arrange to pick up assignments from the teacher.

We strongly encourage you to spend time with your child on a daily basis in some type of learning activity, even if there is no formal homework. This may include reading, story writing, learning games, reviewing math facts, or drilling spelling words. Such reinforcement gives an important message to the child that you value his or her efforts in the classroom.

Lost and Found

Lost and Found is located in the cafeteria. Unclaimed items will be donated to charity at the end of each marking period.

Discipline Guidelines

At Half Day School we hold very high expectations in terms of student behavior. We expect students to demonstrate respect for their teachers, their fellow classmates, and the school in general. At the beginning of the year, students review the rules and the expectations with their classroom teacher and the principal. These may be found in students' assignment notebooks. The teacher also outlines what is regarded as proper behavior.

In most cases, the classroom teacher deals with situations of students not following the rules. The teacher establishes consequences within the framework of the classroom to address the problem. If the situation becomes serious enough that the child's misbehavior cannot be addressed in the classroom, the child is sent to the office to meet with the principal. At this point, the principal will conference with the child and the teacher, and the appropriate consequences will be determined. Continued misbehavior could result in a formal parent conference, as well as possible in-school time-out, alternate classroom assignment, or out-of-school suspension.

Such actions will be taken in situations when all other avenues of dealing with the problem prove to be ineffective. Please refer to the section under the heading "Student Discipline" of this handbook for further information on student discipline.

Contact Half Day School

239 Olde Half Day Road
Lincolnshire, IL 60069
(847) 634-6463 phone
(847) 634-1484 absences
www.hd.d103.org

Jill Mau
Principal



DANIEL WRIGHT JUNIOR HIGH SCHOOL Grades 5-8

Class Schedules

Welcome!

We welcome you to what will be an exciting and educationally productive year at Daniel Wright Junior High School. Our entire staff is looking forward to this school year and is dedicated to meeting the needs of our students.

We understand the challenges we share with parents in preparing our students for a complex, competitive, and demanding society. Our goal is to ensure that our students grow intellectually and develop a positive self-concept through successful experiences.

Our school is a source of pride in our community; working together we can maintain and improve our commitment of providing the best opportunities for our children.

School Hours

Grades 5-8: 7:50 am - 2:35 pm

School starts at 7:50 am. Students should arrive at school no earlier than 7:30 am, unless they attend the supervised 7:00 am study hall. Upon arrival, students should report to designated, supervised areas.

Attendance Procedures

Please call the absence line at (847) 604-5280, available 24 hours a day, to report your child's absence. If a child has not been reported absent by 8:00 am, we will attempt to contact parents/guardians by 9:00 am. All children must be symptom/fever free for 24 hours before returning to school after an absence due to illness.

District 103 does not encourage absences for reasons other than illness. Your cooperation is sought in scheduling family vacation periods and other non-school connected activities during regular school holidays whenever possible. Students may not excuse themselves from school. Parents/Guardians must come in to the school and sign students out for dental appointments, emergencies, etc. Students can sign themselves back in at the office. Please note, if a child goes home during the course of the day due to illness, he or she may not participate in school-sponsored evening activities, such as concerts or sports events.

It is extremely important for students to arrive to school on time. A student will be issued an administrative detention for three or more tardies to the same class during any quarter. Each additional tardy in the same quarter will result in another detention. Students are expected to be in class prior to the 7:50 am bell. If a student arrives after that time, he/she will be considered tardy. Detentions for tardiness are served at 7:00 am. Persistent tardiness will result in an administrative conference with the child and parent/guardian.

5TH GRADE

7:50 am - 8:50 am	Math
8:50 am - 10:15 am	Reading/LA
10:15 am - 10:30 am	Recess
10:30 am - 10:55 am	Lunch
10:55 am - 12:55 pm	Sci/SS/Span
12:55 pm - 1:17 pm	Homeroom
1:20 pm - 1:55 pm	ENCORE/PE
1:57 pm - 2:30 pm	ENCORE/PE
2:30 pm - 2:35 pm	HR Dismissal

5th Grade Chorus, Mon & Wed (Recess 10:15 -10:30)

6TH GRADE

7:50 am – 8:45 am	Period 1
8:47 am – 9:42 am	Period 2
9:44 am – 10:39 am	Period 3
10:41 am – 10:56 am	Recess
10:57 am – 11:22 am	Lunch
11:25 am – 12:20 pm	Period 4
12:22 pm – 1:17 pm	Period 5
1:20 pm – 1:55 pm	ENCORE/PE
1:57 pm – 2:30 pm	ENCORE/PE
2:30 pm – 2:35 pm	Homeroom

6th Grade Chorus, Tues & Thurs (Recess 10:41-10:56)

7TH GRADE

7:50 am – 8:37 am (period 1)	Academic
8:40 am – 9:24 am (period 2)	CA/PE
9:27 am – 10:10 am (period 3)	Academic
10:13 am – 10:56 am (period 4)	Academic
10:59 am – 11:43 am (period 5)	Academic
11:46 am – 12:16 pm (period 5C)	Lunch
12:19 pm – 1:03 pm (period 6)	CA/PE
1:06 pm – 1:49 pm (period 7)	Academic
1:52 pm – 2:35 pm (period 8)	Academic

7th Grade Orchestra on "B" Day, 6th Period
7th Grade Band on "A" Day, 6th Period

8TH GRADE

7:50 am – 8:37 am (period 1)	CA/PE
8:40 am – 9:24 am (period 2)	Academic
9:27 am – 10:10 am (period 3)	Academic
10:13 am – 10:56 am (period 4)	Academic
10:59 am – 11:43 am (period 5)	CA/PE
11:46 am – 12:29 pm (period 6A)	Academic
12:33 pm – 1:03 pm (period 6B)	Lunch
1:06 pm – 1:49 pm (period 7)	Academic
1:52 pm – 2:35 pm (period 8)	Academic

8th Grade Band on "A" Day, 5th Period
8th Grade Orchestra on "B" Day, 5th Period

DANIEL WRIGHT JUNIOR HIGH SCHOOL*(continued) Grades 5-8***Lunch Program**

Hot lunches are available every day of the week through Quest Food Services. Locate details at www.d103.org/parents. Lunches may be brought from home and may be supplemented by milk and a variety of nutritious snacks available for purchase. For information about the Wednesday pizza lunch program offered by the PTO, visit the PTO web store at <http://www.d103pto.org/pto-store.html>.

Lost and Found

The office maintains a lost and found area on the stage. Unclaimed items are donated to charity at the end of each quarter.

Curricular Offerings

Our curriculum has been designed to provide a comprehensive program in basic skill development with opportunities for enrichment, diversification, and remediation contingent upon individual needs. The development of a positive self-concept is valued in meeting the many needs of the adolescent learner.

Students will participate in the following courses:

- Art
- Band, Chorus, and/or Orchestra
- Computer Graphics
- Enrichment Programs
- Family & Consumer Sciences
- Intervention Programs
- Language Arts (Spelling, Grammar, Writing)
- Library
- Math
- Music
- Performing Arts
- Physical Education/Health
- Problem Based Learning
- Reading
- Science
- Service Learning
- Social Studies
- Spanish Language/Culture
- Structured Assistance

Co-Curricular Programs

Our school offers: Athletics (girls' and boys' volleyball and basketball, co-ed soccer, track and cross-country; girls' cheerleading and pompons), Show Choir/Jazz Band, Newspaper, Student Council, Math Team, National Junior High Honor Society, Science Fair, Science Olympiad, Scholastic Bowl, and Yearbook. Please refer to the *Daniel Wright Co-Curricular Handbook* for specific details and requirements for participation.

Academic After School Activity Program: P.A.S.S.

P.A.S.S. (Providing Academic Support for Students) is offered to students in grades 5 – 8 who are interested in using an academic tutorial/resource and independent study program after school at Daniel Wright. The program is offered Monday through Thursday from 2:45 – 4:00 pm. Students who wish to participate in this program have the opportunity to sign up on a day-to-day basis. P.A.S.S. is not to be considered a yearlong commitment. Students may attend as needed and utilize this program as a way of receiving additional educational support when necessary. Additionally, bus transportation is provided at no extra charge for participants needing a ride home.

Communications

Good schools realize the importance of ongoing and quality communication. We have a wide variety of opportunities for informing parents through publications and web sites, by telephone, and person-to-person. Most importantly, never hesitate to call (847) 295-1560 if you have any questions.

Weekly parent publications will be delivered via email to subscribers and posted on District and school web sites.

Person to person opportunities beyond our regular publications include:

1. Curriculum Night – Fall
2. Open House – Spring
3. Parent/Teacher Conferences – Fall and Spring

Discipline Guidelines

A revised copy of Daniel Wright's Student Expectations has been developed to promote an atmosphere conducive to learning and to establish standards of expected behavior. Parents/Guardians are encouraged to review these guidelines with their children in order to promote positive behavioral development in a cooperative partnership with school personnel. Please refer to DANIEL WRIGHT JUNIOR HIGH SCHOOL DISCIPLINE: Student Expectations/Behavioral Guidelines for further clarification.

Honor Roll

At the end of each nine-week grading period in grades 7-8, students have the opportunity to qualify for the honor roll or high honor roll by meeting the following criteria:

- Honor Roll, 3.0-3.49 grade point average
- High Honor Roll, 3.5-above grade point average

All courses are included in determining honor roll status. (A weighting system will be used for specified classes, such as chorus, band, or orchestra.)

DANIEL WRIGHT JUNIOR HIGH SCHOOL

(continued) Grades 5-8

Grading Scale

The following grading scale will be used for all Daniel Wright Junior High School courses:

98	-	100	A+
93	-	97	A
90	-	92	A-
88	-	89	B+
83	-	87	B
80	-	82	B-
78	-	79	C+
73	-	77	C
70	-	72	C-
68	-	69	D+
63	-	67	D
60	-	62	D-
0	-	59	F

National Junior Honor Society

Daniel Wright Junior High School is a charter member of the National Association of Secondary School Principals Division of Student Activities. We are, therefore, a chapter of the National Junior Honor Society (NJHS) and have adopted the bylaws of its National Constitution.

Seventh grade students with a cumulative GPA of 3.75 or higher at the end of the third quarter will be invited to apply for NJHS membership consideration. Members are then selected by the faculty council on the basis of their ability to consistently demonstrate the qualities of character, citizenship, leadership, and service, in addition to academic scholarship.

Character is measured in terms of integrity, behavior, ethics, and cooperation with both students and faculty. A candidate must be able to demonstrate an outstanding record of conduct and behavior with regard to school and community rules, guidelines, and policies. Citizenship is based on the student's participation in two or more community and/or school activities. A student who demonstrates leadership is reliable in any given role or responsibility. To meet the service requirement, the student must have been active in two or more service projects in the school and/or community.

National Junior Honor Society (continued)

Membership in the NJHS is both an honor and a responsibility. NJHS members are required to maintain the same level of performance in all five criteria that led to their selection. This obligation includes attendance at monthly chapter meetings, participation in community and school service projects, and maintenance of academic status. If a seventh grade student does not meet the 3.75 cumulative GPA at the end of the third quarter, he/she will have the opportunity to meet this standard by the end of the first grading period in eighth grade and become eligible at that time for consideration for membership.

Please contact the principal or Erinn Vincent, NJHS Chapter Advisor regarding the selection process or membership activities.

Contact Daniel Wright Junior High School

1370 N. Riverwoods Road
 Lincolnshire, IL 60069
 (847) 295-1560 phone
 (847) 604-5280 absences
www.dw.d103.org



Michelle Blackley, Principal
 Julie Bodeen, Assistant Principal
 Melody Littlefair, Assistant Principal



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This publication is accessible on the web at www.d103.org/information.htm



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
CC: Dr. Scott Warren
Date: August 14, 2014
Re: Facilities Update

DISTRICT UPDATE

The facilities group has completed a busy summer.

Daniel Wright

- 100% of classrooms have been deep cleaned
- 100% of carpet has been extracted
- Both Gym floors have been refinished
- The Principals office renovation project is 100% completed
- The Transportation office renovation is 100% completed

Sprague

- 100% of the classrooms are deep cleaned
- 100% of the floor tile completed

Half Day

- 100% of the classrooms are deep cleaned
- 100% of the carpet cleaning in the classrooms have been completed

There are several small projects that are scheduled as well.

- Asbestos tile removal on the stage 100% complete and new flooring installed.
- Asbestos tile removal in the girls PE office is 100% complete with new flooring installed.
- Soil removal at Half Day, work will be performed by a State certified contractor. Tentative Start Date is still waiting State approval to begin.
- Flooring Replacement in the Transportation office is 100% completed.
- Rivershire renovation is 80% complete



Lincolnshire-Prairie View School District 103

Memo

To: Board of Education
From: Scott Warren
Date: August 15, 2014
Re: Superintendent Informational Report

FOIA requests

The District received one FOIA request this month from Saran Collins SmartProcure, LLC for an electronic record of purchase orders dated 01/01/2008 to current. The request was fulfilled in the required time. A copy of the request and response are included for your review. Due to the number of pages of purchase orders, over 4300 pages, they are not included in the Board packet but are available for review upon request.

Opening Day Events for Staff

August 19 is the first day back for our certified staff and associates who work with students on a daily basis. The day will begin with a breakfast catered by our food vendor, Quest. The staff will have an opportunity to hear from Scott Meech, a K-12 Development Executive with Apple, about utilizing technology to engage students' critical thinking skills. Additional job specific training will occur for staff members throughout the day. On Wednesday, August 20, grades 1-5 will hold "Meet the Teacher" for parents and students in the morning and the afternoon featuring Katie Reynolds, Assistant Superintendent for Curriculum and Instruction, who presented on "Differentiation Training: Introduction to Webb's Depth of Knowledge". A complete agenda is included in the packet for your review.

Evaluation Committee

The Teacher Evaluation Committee met this summer to review and update the evaluation process. The committee revised the language in the "Proficient" and "Needs Improvement" definitions of ratings. The new definitions for each are included for your review.

Strategic Planning

Dr. Robert Madonia has been selected to assist the district with the strategic planning efforts this fall. The Board and administration team will work closely with Dr. Madonia this fall to provide a quality community engagement process to include all stakeholders in the strategic planning efforts. Dr. Madonia has worked with many school districts on strategic planning and comes highly recommended as an effective facilitator. A copy of Dr. Madonia's brochure is included in the board packet.

August 12, 2014

Saran Collins
SmartProcure, LLC
700 West Hillsboro Blvd Ste. 4-100
Deerfield Beach, FL 33441

SENT VIA EMAIL – scollins@smartprocure.us
Please acknowledge receipt of this email response.

RE: Freedom of Information Act Request

Dear Saran Collins:

This letter is in response to the request that you submitted. Please see information below.

"SmartProcure is submitting a public records request to the Lincolnshire-Prairie View School District 103 for an electronic record of purchase orders dated 01/01/2008 to current.

The information requested is:

- 1. Purchase order number or equivalent*
- 2. Purchase order date*
- 3. Line item details*
- 4. Line item quantity*
- 5. Line item price*
- 6. Vendor ID number, name, address, contact person and email address"*

The information is attached to this email.

If you should have any further questions regarding this, please contact our office at (847) 295-4030.

Sincerely,

Scott Warren, Ed. D.
Superintendent



Lincolnshire-Prairie View School District 103
Administration Offices

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

Scott H. Warren, Ed.D.
Superintendent

August 12, 2014

Hello District 103 Staff!

Welcome back to school! I hope you were able to spend some time with family and friends and are ready to begin another year of learning. We have been busy preparing for the start of school, working on multiple curriculum committees, hiring new staff, and preparing the buildings for the students and staff to return. The work has paid off, as we are ready to begin the new year for students on August 21.

August 19 and 20 will be the start to our year with our staff Inservice Days. On Tuesday, we will once again enjoy a wonderful breakfast prepared by our food vendor, Quest. After the initial welcome, our featured guest speaker, Scott Meech, a former teacher, technology coach and director, staff developer, and now a K-12 Development Executive with Apple, will speak with us about utilizing technology to engage our students critical thinking skills. On day two, we will have Meet the Teacher for grades 1-5 in the morning and Differentiation Training – Webb's Depth of Knowledge with Katie Reynolds in the afternoon. A more detailed agenda with additional activities is included with this letter.

As we begin the new school year, take some time to reflect on what you would like your students to accomplish this year. We all impact their lives in different ways, helping them learn and grow into leaders. Your ability to influence their futures is a tremendous gift and responsibility. We are all educators and have a role in shaping the lives of our students in positive and powerful ways.

As always, thank you for your time, commitment, and hard work so all our students can succeed. Enjoy the last days of summer, and I look forward to working with you this year.

See you soon!

Scott

Agenda for 1st Staff Day
August 19, 2014
Daniel Wright Junior High School

<u>Time</u>	<u>Topic</u>	<u>Location</u>
7:00-9:30 am	Staff Pictures for NEW staff, Transportation, Maintenance, Administration Office, 103 Club	Green Gym
7:45-8:30 am	Breakfast by Quest	White Gym
8:45-9:00 am	Opening Remarks - Dr. Warren	Cafeteria
9:00-9:35 am	Celebrate: What's Right with the World!	Cafeteria
9:45-11:15 am	Teaching Above the Line: Scott Meech Keynote Address (Certified Staff Only)	Cafeteria
9:45-11:15 am	Non-certified Staff Training	DW Library
9:45-11:15 am	Transportation Meeting	Transportation
11:15-11:45 am	Box Lunch available for pickup	White Gym
11:50-12:50 pm and 12:55-1:55 pm	Workshop Rotation: Common Sense Media Ted Talk and Discussion Haiku Overview Overview of Evaluation Procedures Case Managers: PARCC Accommodations/ Modifications	
2:00-3:00 pm	Grade Level Articulation	See attached

Intra-District Articulation Room Assignments
August 19, 2014
2:00-3:00 pm
Daniel Wright Junior High School

Team	Room
K-1	104
2-3	101
4-5	103
6-7	112
8	111
Special Education	Library
ELM	ELM Room-Library
ELL	200
Interventionists	114
Tech Staff/Librarians	100A
Art	w/Grade Level Teams
PE	Band
Music	w/Grade Level Teams
Performing Arts	w/Grade Level Teams
World Language	w/Grade Level Teams
Family and Consumer Sciences	w/Grade Level Teams

If you have any questions on where you should meet, please contact your building principal.

Agenda for 2nd Staff Day
August 20, 2014
Daniel Wright Junior High School

<u>Time</u>	<u>Topic</u>	<u>Location</u>
8:00-10:15 am	Staff in assigned schools Breakfast provided by PTO	
8:00-9:00 am	Meet & Greet the Teacher	DW Grade 5
8:15-9:15 am	Meet & Greet the Teacher	HD
8:30-9:30 am	Meet & Greet the Teacher	SP
10:15-11:00 am	LPVTA Meeting	DW Music Room
11:15-11:45 am	District Presentation: Dr. Scott Warren	Cafeteria
11:45-12:45 pm	Lunch on your own	
1:00-2:30 pm	Differentiation Training Introduction to Webb's Depth of Knowledge	Cafeteria
2:30-3:00 pm	Celebration: What's Right with the World Part II	Cafeteria



Lincolnshire-Prairie View School District 103

Evaluation Summative Rating Definitions

Proficient

Average rating is 2.5 or higher **AND** all of the following conditions are met:

- The majority of the components in every domain are proficient or higher
- Fewer than five (5) components overall are rated needs improvement
- No components are rated unsatisfactory

Needs Improvement

Average rating is less than 2.5 **OR** one of the following conditions occur:

- Half or more of the components in any domain are needs improvement or below
- Five (5) or more components overall are rated needs improvement
- No more than one component with an unsatisfactory rating

SERVICES FOR SUCCESS

TAXING BODY / PTAB COALITION

Save your district from the annual loss of revenue due to corporate and commercial properties requesting and getting assessment reductions, causing districts to give rebates out of existing fund balances.

Experienced firm staff will help you organize and implement a Taxing Body Coalition to share costs and save your district large sums of money. In addition to saving school district funds, you will also assist homeowners by keeping the burden of taxation from shifting from business to the homeowner.

LEGISLATIVE COUNCIL

Be legislatively proactive instead of reactive. Develop a school district legislative council or a township legislative council.



Experienced firm staff will show you how to bring your legislators together for quarterly meetings to address the needs of your school district, resulting in the development of bills going to Springfield to support your needs.

JUNIOR HIGH / MIDDLE SCHOOL TRANSITION

- ◆ Learn the benefits of Middle School.
- ◆ Move from Junior High to Middle School.
- ◆ Map out a plan to transition.
- ◆ Train Staff.
- ◆ Utilize experienced firm staff that have gone through the process of transition and become a recognized state "Demonstration Middle School" and national "Horizon Middle School".

PARENT IN-SERVICE PROGRAMS

Let us help you conduct parent In-services:

- ◆ How to help your gifted child and partner with the public school.
- ◆ How to help your special needs child at home and partner with the public school.
- ◆ How to generally help your child at home partner successfully with the public school.
- ◆ What you can do as a parent to enhance your child's success in school.

SERVICES FOR SUCCESS

CHARACTER EDUCATION

- ◆ Learn about the importance of "character education" in the public schools.
- ◆ Learn how to integrate character education into every facet of a student's life and day at school.
- ◆ Learn about programs that develop character and help a Board teach "The Whole Child" both affectively and cognitively.
- ◆ In-service of Board and staff is available in "The Character Counts Program."

ADMINISTRATIVE MENTORING, PROFESSIONAL DEVELOPMENT & TRANSITIONING NEW STAFF

- ◆ Superintendent mentoring or interim service.
- ◆ Principal mentoring or interim service.
- ◆ Full sequenced programs to professionally develop your administrative team to reach the mission and goals of the school district.

TEACHER PROFESSIONAL DEVELOPMENT AND IN-SERVICE PROGRAMS

Present at Institutes in the areas of:

- ◆ Motivating speeches for teachers/staff.
- ◆ Differentiation of Instruction.
- ◆ Strategies for gifted students.
- ◆ Strategies for special needs students and how to include special needs students in the regular classroom setting
- ◆ Response to Intervention (RTI.)

COMMUNITY CONNECTIONS / COMMUNITY PARTNERSHIPS

Learn how to develop school / business partnerships and talk to firm staff that have successfully developed these partnerships. Learn the strategies that are necessary.



Gain insight into ways that you can partner with every community entity.

"Dr. Madonia promoted group dialog and understanding. The administrators felt they gained a great deal from their time with him."

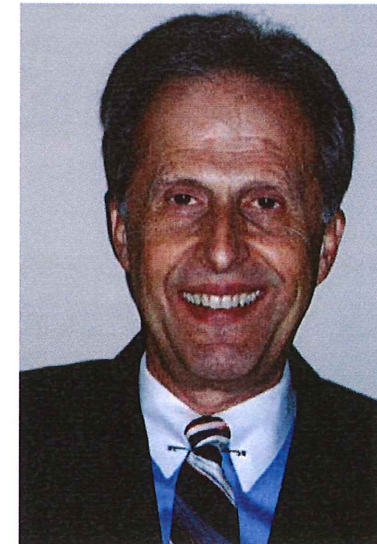
... Dr. Marion Hayda, Retired Superintendent
Tinley Park School District 146

Call to set up an appointment: 708-261-7750

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Leadership for educational excellence



ROBERT J. MADONIA, Ed.D.

*A full service consulting firm
providing professional services to
school boards in a broad range of areas.*

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8132 PICKENS DRIVE • ORLAND PARK, IL 60462

A WEALTH OF EXPERIENCE

Consultant Dr. Robert J. Madonia has a wealth of professional experience in education. A successful superintendent of schools for 23 years, he also served for 11 years as a building level administrator with central office experience in curriculum, finance, professional development and more. Most recently, he served as Interim Superintendent of Schools for Lemont Bromberek School District 113A.

His consultant work has included development of Strategic Long-Range Plans for Libertyville School District 70 and St. Barnabus School, as well as District Administrative Team Development for Tinley Park School District 146.



Tap into his successful experiences and strategies in school board services; special education, finance, RTI, strategic planning, referendum planning and execution, administrative team professional development, employment searches, PTAB / taxing body coalition development, creating legislative councils, teacher and administrator professional development programs, initiating community connections / partnerships, administrative mentoring, character education programs, parent In-service programs and junior high to middle school transitioning programs.

Bob would be pleased to meet with you at your convenience to map out a customized plan of action to suit your needs. His knowledge and experience can save you time and expense by implementing proven successful strategies to enhance your school district.

SERVICES FOR SUCCESS

SCHOOL BOARD SERVICES

- ◆ New board member orientation programs.
- ◆ Self assessments and goal setting.
- ◆ Governance review and In-service.

SPECIAL EDUCATION

- ◆ Explain the rules and regulations connected with the delivery of Special Education services.
- ◆ Map out a plan to be present at Special Education IEP parent meetings and provide mediation services to achieve success.
- ◆ Explain options for inclusionary settings for students and staff.
- ◆ Staff training in Special Education.

SCHOOL FINANCE: SUPPORT/PLANNING

- ◆ Special evening In-service for Boards of Education "School Finance Made Easy." Explains the components of school finance in one evening and maps out a plan to help a school district get on the road to financial health.
- ◆ Consider the services of ongoing long-range financial planning that will chart your data and set a course for many years. This is a planning tool that can give you a vision for the future and keep your district on the path to fiscal solvency.
- ◆ Let us help you with **TIFs**. We can give you advice on what to do to challenge TIFs and keep from losing future fiscal resources. Let us explain all of the options you have available.



RESPONSE TO INTERVENTION (RTI)

Comply with the "Response To Intervention Plan" mandate by having the services to provide a crafted plan and In-service for your staff to make this an effective process for students.

"Dr. Madonia's ability to bring a group together to achieve a well-defined five-year plan was viewed as truly exceptional."

. . . Maryann Ovassapian, Libertyville School District 70 School Board President

SERVICES FOR SUCCESS

STRATEGIC PLANNING

Facilitate the Strategic Planning process for a school district.

- ◆ Conduct surveys and assessments of the community and staff to give input on the future needs of the district.
- ◆ Guide the Board of Education through the development of focus areas for the future.
- ◆ Develop a Strategic Planning Committee of the stakeholders of the school district (parents, staff, administration, board and community members.)
- ◆ Facilitate the one evening/one morning (Friday evening/Saturday Morning) process. Develop a full scale 5-year Strategic Long Range Plan for the School District that includes development and ownership by all stakeholders. The Board has final approval of the plan.

REFERENDUM PLANNING / EXECUTION

- ◆ Learn how to map out a plan for a referendum.
- ◆ Develop a Referendum Committee.
- ◆ Develop public relations materials and a DVD.
- ◆ Learn how to plan for "Community Coffees" to bring your message to the community in a personal way.

ADMINISTRATIVE TEAM PROFESSIONAL DEVELOPMENT & CERTIFICATION UPDATE

- ◆ District administrative team In-service and professional growth.
- ◆ **District level administrator academies for your team to comply with the annual state requirement**
 - * Three state-approved academies are available: School Finance #881, School Law #1118 And Public Relations #1129.
 - * District level academies save money and tailor the program to the district's specific needs.

EMPLOYMENT SEARCHES

Work with experienced firm staff that have successfully conducted:

- ◆ Superintendent Searches.
- ◆ Central Office Administrative Searches.
- ◆ Principal Searches.
- ◆ Teacher Searches.





Lincolnshire-Prairie View School District 103

Memo

To: Board of Education
From: Mark Westhoff
Date: August 15, 2014
Re: 1:1 Teaching and Learning Presentation

Mark Westhoff will provide an update on 1:1 Teaching and Learning Implementation Readiness.

- Infrastructure Readiness
- Ownership Model
- Onsite Service Structures
- Communication Strategies
- Professional Development
- Mobile Device Management
- 1:1 Teaching and Learning Handbook
- Digital Citizenship Curriculum

Lincolnshire-Prairie View School District 103

Proposed COW Agenda Items 2014 -2015

September 2014

- Board Goals for 2014 - 2015
- Prep for strategic planning
 - Review / Discussion of Vision
 - Review / Discussion of Mission
 - Discussion of goals and time frame to achieve them
- 1:1 Implementation Update
- ELM Update

October 2014

- Strategic Planning (pending timing of strategic planning workshop)
- Spending/Policies on teams (academic/sports)
- 1:1 Implementation Update
- ELM update

November 2014

- No COW Meeting

December 2014

- Options for revising community participation guidelines
- Deep dive – Transportation budget
- Update on PERA law
- 1:1 Implementation update
- ELM update

January 2014

- No COW Meeting

February 2014

- Long term budget discussion
 - Budget policies / reserves
- Progress review of Quality Learning Action Plans
- Facilities / Master planning update
- Special Ed cooperative update
- 1:1 review / expansion for 2015-2016

March 2014

- SEL program / Addressing bullying issues
- Data driven decision making
 - Administration perspective

- Board perspective
- Deep dive – Special education budget

April 2014

- First look at 2015 – 2016 budget

May 2014

- Review / changes to board agreement and board governance guideline with new board
- Continued discussion: 2015 – 2016 budget

June 2014

- Board and Superintendent Goals for 2015 - 2016